

# *City of OVILLA City Council*

*Kimberly Case, Place One  
Dean Oberg, Place Two*

*Richard Dormier, Mayor  
Doug Hunt Place Four, Mayor Pro Tem*

*David Griffin, Place Three  
Brad Piland, Place Five*

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*Monday, January 9, 2023*

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

*Council Chamber Room*

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## **AGENDA**

NOTICE is hereby given of a Regular Meeting of the City Council of the City of Ovilla, to be held on **Monday, January 9, 2023**, at **6:30 P.M.** in the Ovilla Municipal Building, Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items:

**I. CALL TO ORDER**

- Invocation – *led by PL3 Griffin*
- U.S. Pledge of Allegiance and TX Pledge *led by Mayor Pro Tem Hunt*

**II. COMMENTS, PRESENTATIONS, ANNOUNCEMENTS, PROCLAMATIONS**

- Annual Service League Spaghetti Dinner

**III. CITIZENS 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 citizens' 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.*

**IV. 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.*

- C1. Financial Transactions over \$5000
- C2. Minutes of the Special Council Meeting December 1, 2022
- C3. Minutes of the Regular Council Meeting December 12, 2022
- C4. Ordinance 2023-01 Amending Garbage Collection Fees

**V. EXECUTIVE SESSION**

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

- A. *Convene into Executive Session.*

**ES ITEM 1. DISCUSSION/ACTION – Closed Session -** Called pursuant to Section 551.074 (1) of the Texas Government Code: Personnel Matters; to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

City Manager

- B. *Adjourn from the executive session and reconvene into the open meeting.*

## City of *AVILLA* City Council

*Kimberly Case, Place One  
Dean Oberg, Place Two*

*Richard Dormier, Mayor  
Doug Hunt Place Four, Mayor Pro Tem*

*David Griffin, Place Three  
Brad Piland, Place Five*

VI. ANY ACTION NECESSARY OR APPROPRIATE AS A RESULT OF THE CLOSED EXECUTIVE SESSION.

## **VII. REGULAR AGENDA**

**ITEM 1.** **DISCUSSION/ACTION** – Consideration of and action on providing staff with a directive to solicit grant administration services for the American Rescue Plan Act.

**ITEM 2.** **DISCUSSION/ACTION** – Consideration of and action on providing staff with a directive to prepare and publish a Request for Qualifications for engineering services in relation to the FM 664 widening project requiring the relocation of city utilities.

**ITEM 3.** **DISCUSSION/ACTION** – Consideration of and action on Ordinance 2023-02 an ordinance of the City Council of the City of Ovilla, Texas, authorizing a general election to be held on May 06, 2023, for the purpose of electing a mayor and two council members, (places 2 & 4) for expired terms by the qualified voters of Ovilla; establishing procedures for the election; providing for other matters incident and related to the election; providing for publication; providing a severability clause; and providing an effective date.

**ITEM 4.** **DISCUSSION/ACTION** – Consideration of and action on Ordinance 2023-03 an ordinance of the City Council of the City of Ovilla, Texas, calling for a special election to be held on May 6, 2023, to determine whether the voters desire the continuation of a sales and use tax at the rate of one quarter of one percent (1/4%) to provide revenue for the maintenance and repair of existing municipal streets; establishing procedures for the election; providing for other matters incident and related to the election; providing a severability clause; and providing an effective date.

**ITEM 5.** **DISCUSSION/ACTION** – Consideration of and action of the ballot for the election of eight members to the Texas Coalition for Affordable Power (TCAP) Board of Directors for the 2023-2024 term of office.

**ITEM 6.** **DISCUSSION/ACTION** – Consideration of and action on a proposal for temporary Financial Reporting and Assistance during the transition period of the Finance Director.

**ITEM 7.** **DISCUSSION/ACTION** – Consideration of and action on Ordinance 2023-04 an ordinance of the City of Ovilla, Texas, amending Appendix "A", Section A2.000 (miscellaneous fees), of the Code Of Ordinances of the City of Ovilla; establishing park facility use fees; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.

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

**VIII. RECEIVE DEPARTMENTAL REPORTS – NO ACTION OR DISCUSSION**

- **Departmental Reports**
  - Police Department Police Chief J. Bennett
  - Fire Department Fire Chief B. Kennedy
  - Public Works Department Public Works Director J. Kuykendall
  - Finance Department Finance Director S. Jungman
  - Administration City Manager P. Woodall
  - City Secretary B. Taylor

## *City of AVILLA City Council*

*Kimberly Case, Place One  
Dean Oberg, Place Two*

*Richard Dormier, Mayor  
Doug Hunt Place Four, Mayor Pro Tem*

*David Griffin, Place Three  
Brad Piland, Place Five*

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

## X. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF January 9, 2023, 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.cityofvilla.org](http://www.cityofvilla.org), on the 6th day of January 2022, prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code. A quorum of the governmental body will be physically present at the location noticed above. Pursuant to Tex. Gov't Code 551.127, one or more members of the governing body may appear via videoconference call.

**Bobbie Jo Taylor, City Secretary**



DATE OF POSTING: 11/6/23 TIME: 9:15 am/pm  
DATE TAKEN DOWN:  TIME:  am/pm

This facility is ADA compliant. If you plan to attend this public meeting and have a disability that requires special arrangements, please call 972-617-7262 at least 48 hours in advance. Reasonable accommodation will be made to assist your needs. PLEASE SILENCE ALL CELL PHONES & OTHER ELECTRONIC EQUIPMENT WHILE THE CITY COUNCIL MEETING IS IN SESSION.

*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.*

PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCIÓN 30.06 DEL CÓDIGO PENAL (ENTRADA SIN AUTORIZACIÓN POR TITULAR DE LICENCIA CON UNA PISTOLA OCULTA), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411 DEL CÓDIGO DE GOBIERNO (LEY DE LICENCIAS DE PISTOLAS). NO PUEDE ENTRAR EN ESTA PROPIEDAD CON UNA PISTOLA OCULTA.

PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCIÓN 30.07 DEL CÓDIGO PENAL (ENTRADA SIN AUTORIZACIÓN POR TITULAR DE LICENCIA CON UNA PISTOLA VISIBLE), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411 DEL CÓDIGO DE GOBIERNO (LEY DE LICENCIAS DE PISTOLAS), NO PUEDE ENTRAR EN ESTA PROPIEDAD CON UNA PISTOLA VISIBLE.

01-09-2023

## Consent Items C1-C4

To  
**Honorable Mayor  
and Council**

- C1.** Financial Transactions over \$5000
- C2.** Minutes of the Special Council Meeting December 1, 2022
- C3.** Minutes of the Regular Council Meeting December 12, 2022
- C4.** Ordinance 2023-01 Amending Garbage Collection Fees

From  
**Staff**

**CC**  
**Applicable  
Departments**

### BACKGROUND AND JUSTIFICATION:

C1: Financial Transactions over \$5000

**STAFF RECOMMENDATION:** Staff recommends approval

C2: Minutes of the Special Council Meeting December 1, 2022

**STAFF RECOMMENDATION:** Staff recommends approval.

C3: Minutes of the Regular Council Meeting December 12, 2022

**STAFF RECOMMENDATION:** Staff recommends approval.

C4: Ordinance 2023-01 Amending Garbage Collection Fees

**STAFF RECOMMENDATION:** Staff recommends approval as this ordinance ratifies the amendment to the contract approved in December 2022.

**City of Ovilla**

Tel 972-617-7262

105 S. Cockrell Hill Road  
Ovilla, Texas 75154

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





**Date: January 9, 2023**

**To: Honorable Mayor and Council Members**

**Subject: Transactions over \$5,000 From  
October 1, 2022, thru  
November 30, 2022**

**From:**

**Sharon Jungman – Finance Director**

City of Ovilla  
 Transaction Detail Report  
 10/1/2022 - 11/30/2022

12/30/2022 2:28 PM

100 - General Fund

Account 100-2311000

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/14/2022	10/14/2022	AP Invoice	TMRS-Employer 10/8/2022	T. M. R. S.	PY10142022		5,672.76	0.00	(5,673.00)
10/26/2022	10/26/2022	AP Invoice	TMRS-Employer 10/22/2022	T. M. R. S.	PY10282022		5,672.37	0.00	(11,345.37)
11/9/2022	11/9/2022	AP Invoice	TMRS-Employer 11/5/2022	T. M. R. S.	PY11102022		5,773.30	0.00	(17,118.67)
11/22/2022	11/22/2022	AP Invoice	TMRS-Employer 11/19/2022	T. M. R. S.	PY11232022		5,925.59	0.00	(23,044.26)
						Total	23,044.02	0.00	

100 - General Fund

Account 100-2311500

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/14/2022	10/14/2022	AP Invoice	Federal Withholding 10/8/2022	Internal Revenue Service	PY10142022		5,899.93	0.00	(5,899.83)
10/26/2022	10/26/2022	AP Invoice	Federal Withholding 10/22/2022	Internal Revenue Service	PY10282022		6,028.06	0.00	(11,927.89)
11/9/2022	11/9/2022	AP Invoice	Federal Withholding 11/5/2022	Internal Revenue Service	PY11102022		5,954.56	0.00	(17,882.45)
11/22/2022	11/22/2022	AP Invoice	Federal Withholding 11/19/2022	Internal Revenue Service	PY11232022		6,202.38	0.00	(24,084.83)
						Total	24,084.93	0.00	

100 - General Fund

Account 100-2312150

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/14/2022	10/14/2022	AP Invoice	ER PD UHC 10/8/2022	United Health Care	PY10142022		12,386.42	0.00	(12,386.42)
11/9/2022	11/9/2022	AP Invoice	ER PD UHC 11/5/2022	United Health Care	PY11102022		12,386.42	0.00	(24,772.84)
						Total	24,772.84	0.00	

100 - General Fund

Account 100-10-52220

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
11/10/2022	11/10/2022	AP Invoice	1ST QUARTER PAYMENT ON 2023	Ellis Central Appraisal	2023-28-01	053544	6,100.84	0.00	6,100.84

## EAD BUDGET ALLOCATION

## District

Total	<u><u>6,100.84</u></u>	<u><u>0.00</u></u>
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## 100 - General Fund

## Account 100-10-55240

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/6/2022	10/6/2022	AP Invoice	CLEARGOV BUDGET SOFTWARE	ClearGov Inc.	2022-12305	053411	16,500.00	0.00	16,500.00
						Total	<u><u>16,500.00</u></u>	<u><u>0.00</u></u>	

## 100 - General Fund

## Account 100-16-52160

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/14/2022	10/14/2022	AP Invoice	CONTRACT 5016	TEXAS MUNICIPAL LEAGUE IRP	5016 10/01/22	053453	13,943.73	0.00	13,943.73
						Total	<u><u>13,943.73</u></u>	<u><u>0.00</u></u>	

## 100 - General Fund

## Account 100-16-55640

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/14/2022	10/14/2022	AP Invoice	CONTRACT 5016	TEXAS MUNICIPAL LEAGUE IRP	5016 10/01/22	053453	5,941.93	0.00	5,941.93
						Total	<u><u>5,941.93</u></u>	<u><u>0.00</u></u>	

## 100 - General Fund

## Account 100-20-55240

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/14/2022	10/14/2022	AP Invoice	CRIMES ANNUAL LICENSE FEE	Sam Houston State University	100122	053450	18,000.00	0.00	18,000.00
						Total	<u><u>18,000.00</u></u>	<u><u>0.00</u></u>	

## 100 - General Fund

## Account 100-30-52137

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/27/2022	10/27/2022	AP Invoice	TESRS- REVOCATION OF PARTICIPATION IN TESRS	TEXAS EMERGENCY SERVICES RETIREMENT	102622	053497	7,500.00	0.00	7,500.00
						Total	<u><u>7,500.00</u></u>	<u><u>0.00</u></u>	

## 100 - General Fund

## Account 100-40-55240

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/20/2022	10/20/2022	AP Invoice	ANNUAL SUBSCRIPTIONS	Gov Pilot	2021-1171	053473	7,500.00	0.00	7,500.00
						Total	<u><u>7,500.00</u></u>	<u><u>0.00</u></u>	

## 200 - Water And Utilities Fund

## Account 200-75-55460

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/20/2022	10/20/2022	AP Invoice	UTILITIES AND SERVICES	City of Dallas	050302539635	053467	44,602.14	0.00	44,602.14
						Total	<u><u>44,602.14</u></u>	<u><u>0.00</u></u>	

**200 - Water And Utilities Fund****Account 200-80-55463**

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/20/2022	10/20/2022	AP Invoice	NOVEMBER BILLING	Trinity River Authority of Texas	BH 1687	053480	36,996.00	0.00	36,996.00
						Total	<u>36,996.00</u>	<u>0.00</u>	

**600 - 4B Economic Development Fund****Account 600-10-8109219**

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/20/2022	10/20/2022	AP Invoice	50% Down Pmt. on Marquee sign for City Hall	Datatronic Control Inc.	P-3154-1	1063	24,390.25	0.00	24,390.25
						Total	<u>24,390.25</u>	<u>0.00</u>	

**CITY OF OVILLA MINUTES**  
***Thursday, December 1, 2022***  
***Special City Council Meeting***  
***105 S. Cockrell Hill Road, Ovilla, TX 75154***

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Mayor Dormier called the Special Council Meeting of the Ovilla City Council to order at 3:02 PM, in the Ovilla Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, TX 75154, with notice of the meeting duly posted.

The following City Council Members were present:

Kimberly Case	Council Member, Place 1
Dean Oberg	Council Member, Place 2
David Griffin	Council Member, Place 3
Brad Piland	Council Member, Place 5

Mayor Dormier noted the participating Council Members, thus constituting a quorum. The city manager, city secretary, and other department directors were present. Mayor Pro Tem Doug Hunt joined the meeting in the executive session.

**CALL TO ORDER**

Invocation – *led by PL3 Griffin.*

US. Pledge of Allegiance and TX Pledge – *led by PL2 Oberg.*

**CITIZEN COMMENTS:**

None

**EXECUTIVE SESSION**

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

A. *Convene into Executive Session. 3:04 p.m.*

**ES ITEM 1. DISCUSSION/ACTION** – Closed Session - Called pursuant to Section 551.074 (1) of the Texas Government Code: Personnel Matters; to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

City Manager

***B. Adjourn from the executive session and reconvene into the open meeting. 4:55 p.m.***

Mayor Pro Tem Doug Hunt exited the meeting prior to reconvening back into an open forum.

**ANY ACTION NECESSARY OR APPROPRIATE AS A RESULT OF THE CLOSED EXECUTIVE SESSION**

PL1 Case made a motion to continue the background investigation on the potential candidate for City Manager.

PL2 Oberg seconded the motion.

*No oppositions, no abstentions,*

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

*(Mayor Pro Tem Hunt was declared absent at 4:43 p.m.)*

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

None

**ADJOURNMENT**

PL2 Oberg moved to adjourn the Special Council Meeting of December 1, 2022,

PL5 Piland seconded the motion.

*No oppositions, no abstentions,*

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

*(Mayor Pro Tem Hunt was declared absent at 4:43 p.m.)*

There being no further business, Mayor Dormier adjourned the meeting at 4:57 p.m.

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Richard Dormier, Mayor

ATTEST:

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Bobbie Jo Taylor, City Secretary

# CITY OF OVILLA MINUTES

**Monday, December 12, 2022**

**Regular City Council Meeting**

**105 S. Cockrell Hill Road, Ovilla, TX 75154**

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Mayor Dormier called the Council Meeting of the Ovilla City Council to order at 6:30 PM, in the Ovilla Council Chamber Room, 105 S. Cockrell Hill Road Ovilla TX 75154, with notice of the meeting duly posted.

The following City Council Members were present:

Kimberly Case	Council Member, Place 1
David Griffin	Council Member, Place 3
Doug Hunt	Mayor Pro Tem, Place 4
Brad Piland	Council Member, Place 5

Mayor Dormier noted that the above members of the council were in attendance with Place 2 Dean Oberg being absent, thus constituting a quorum. The city manager, city secretary, department directors, and various staff were also present.

## **CALL TO ORDER:**

Mayor Dormier gave the invocation and PL1 Case led the reciting of the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

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

- Class 2A State Volleyball Champions Ovilla Christian School

## **CITIZEN COMMENTS:**

- Dani Muckleroy, 608 Green Meadows Lane, addressed the city council regarding concerns with CWD.
- Tana Jimenez, 109 Suburban Dr, addressed the council with concerns regarding the placement of Loop 9.

## **CONSENT AGENDA:**

- C1. Financial Transactions over \$5000
- C2. Minutes of the Regular Council Meeting November 14, 2022
- C3. Addendum No. 1 to the Municipal Solid Waste Collection, Transportation, and Disposal Contract

Mayor Pro Tem Hunt motioned to approve all consent agenda items.

Seconded by PL1 Case.

No oppositions, no abstentions.

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

*Richard Dormier, Mayor*

*Kimberly Case, Place One*

*Dean Oberg, Place Two*

**1**

*Doug Hunt, Place Four*

*David Griffin, Place Three*

*Brad Piland, Place Five*

Mayor Dormier moved Executive Session to take place before the Regular Agenda.

**EXECUTIVE SESSION:**

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

A. *Convene into Executive Session. 6:44 p.m.*

**ES ITEM 1. DISCUSSION/ACTION** – Closed Session - Called pursuant to Section 551.074 (1) of the Texas Government Code: Personnel Matters; to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

Finance Director

City Manager

B. *Adjourn from the executive session and reconvene into the open meeting. 7:28 p.m.*

**ANY ACTION NECESSARY OR APPROPRIATE AS A RESULT OF THE CLOSED EXECUTIVE SESSION:**

PL1 Case made a motion to confirm the recommendation of Mr. Edward Scott by the city manager and move forward with the hiring process.

Mayor Pro Tem Hunt seconded the motion.

No oppositions, no abstentions.

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

**REGULAR AGENDA:**

**ITEM 1. DISCUSSION/ACTION** – Consideration of and action on Resolution No. R2022-11 a Resolution of the City Council of the City of Ovilla, Texas, amending Resolution R2019-22, establishing a policy on governance process and rules of procedure, providing for the form and content of city council agendas; providing a savings clause; providing a severability clause; and providing an effective date.

Mayor Dormier explained to the Council that the current rules of procedure state Departmental Reports/Discussion which can lead to confusion since discussion is not allowed for every item in the reports unless those items are listed specifically on the agenda. Mayor Dormier suggested that the

*Richard Dormier, Mayor*

*Kimberly Case, Place One*

*Dean Oberg, Place Two*

2

*Doug Hunt, Place Four*

*David Griffin, Place Three*

*Brad Piland, Place Five*

resolution be approved and noted that the department reports would still be sent with the agenda packet. Mayor Dormier advised the council that if they had any questions regarding the department reports to contact city staff to ask questions or to add a specific question to the agenda.

PL3 Griffin made a motion to approve Resolution No. R2022-11 a Resolution of the City Council of the City of Ovilla, Texas, amending Resolution R2019-22, establishing a policy on governance process and rules of procedure, providing for the form and content of city council agendas; providing a savings clause; providing a severability clause; and providing an effective date.

PL5 Piland seconded the motion.

No oppositions, no abstentions.

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

**ITEM 2. DISCUSSION** – Discussion on Short-Term Rental properties such as an Airbnb and other Short-Term Rental companies with staff as requested by Place 3 Griffin.

Loreen Silva, 103 Woodland Ct, addressed the council concerning Short-Term Rentals as an owner of four rental properties. Ms. Silva encouraged the council not to make the rental process more difficult for owners of these types of properties.

City Staff advised the council that they have been conversing with legal counsel regarding regulations on Short-Term Rentals. City Manager Woodall stated that the council enacted Ordinance 2022-18 providing a definition for a Bed and Breakfast which set the application process and fees for those types of properties. Ms. Woodall added that legal counsel has advised that cities have been challenged in court regarding Short-Term Rentals and restrictions that are placed on those properties by cities. Ms. Woodall stated that the courts have held that a city cannot restrict owners from leasing property to others and that the city is not allowed to use zoning to restrict Short-Term Rental property.

Staff advised that Short-Term Rentals are subject to the Hotel Occupancy Tax ordinance which was recently put into place by city council action. Ms. Woodall advised that city staff is staying abreast of the ongoing changes to the law regarding Short-Term Rentals and will bring any information to the council for consideration once a clear understanding of the law and how the city can implement those laws and/or restrictions.

Discussion Only

**ITEM 3. DISCUSSION** – Discussion on and an update by staff regarding the purchase of the City of Ovilla marquee sign approved during the fiscal year 2022/2023 budget as requested by Place 1 Case.

City staff provided the governing body an update on the marquee/monument sign as requested by Place 1 Case.

Staff advised that during the May 2022 Council meeting, the governing body directed staff to research this planned upgrade to include that the sign is presented in a monument style to match the current monuments the city has erected in two areas of the city instead of using the current pole sign.

City Manager Woodall stated that during the FY2022-2023 budget presentations and process, staff requested that the EDC fund an update to the city marquee to include the council's requested monument-style option. The EDC agreed and motioned to fund \$50k for the update of an electronic sign in a monument display. The council approved. The Park Department acquired a reasonable quote for an electronic sign with an LED display that is managed from software inside the office building.

Ms. Woodall stated that staff followed through, and the park supervisor acquired the necessary proposals and ordered a monument sign through a state-approved procurement group, Smart Buy. The cost is within the approved funding through the Economic Development Corporation.

Discussion Only

**ITEM 4. DISCUSSION/ACTION** – Consideration of and action on Ordinance 2022-24 an Ordinance of the City of Ovilla, Texas, amending Appendix Article A5.000, Section A5.001, of the Code of Ordinances of the City of Ovilla; providing an annual permit fee for peddlers, solicitors, and canvassers; providing a savings clause; providing a severance clause; providing for incorporation into the code of ordinances; providing for publication; and providing an effective date.

Staff advised that the city council directed staff to bring back an ordinance relating to solicitors, peddlers, and canvassers to increase the fees so that the background checks and administrative staff costs are recouped when issuing a permit to peddlers.

Mayor Pro Tem Hunt made a motion to approve Ordinance 2022-24 an Ordinance of the City of Ovilla, Texas, amending Appendix Article A5.000, Section A5.001, of the Code of Ordinances of the City of Ovilla; providing an annual permit fee for peddlers, solicitors, and canvassers; providing a savings clause; providing a severance clause; providing for incorporation into the code of ordinances; providing for publication; and providing an effective date.

PL1 Case seconded the motion.

No oppositions, no abstentions.

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

**ITEM 5. DISCUSSION/ACTION** – Consideration of and action on Resolution R2022-12 A resolution of the City Council of the City of Ovilla, Texas, authorizing the filing of an application for financial assistance from the State Infrastructure Bank; authorizing the mayor to act on behalf of the City of Ovilla in all matters relating to the application; providing a savings clause; providing a severability clause; and providing an effective date.

City Manager Woodall advised that the governing body has been made aware that the relocation of the utilities along FM664 will be quite expensive. With the support of the mayor, staff is researching a TX Dot State Infrastructure Bank loan which requires a lengthy and detailed process. Staff has an internal review committee comprised of:

*Richard Dormier, Mayor  
Kimberly Case, Place One  
Dean Oberg, Place Two*

*Doug Hunt, Place Four  
David Griffin, Place Three  
Brad Piland, Place Five*

1. Sharon Jungman
2. Bobbie Jo Taylor
3. James Kuykendall
4. Cathy Gaeta
5. Pam Woodall

Ms. Woodall continued stating that at this stage, the staff is acquiring the required documents to prepare to file for this loan if Council so directs. One requirement is a resolution from the governing body authorizing and approving the mayor to direct staff to apply for financial assistance. Based on the initial review of the city's engineering firm, the city's cost for this mandated project is expected to be around \$4 million.

Ms. Woodall advised that staff inquired with our bond counsel who has advised that there may be other options available that could be cost-saving and tax-exempt. Ms. Woodall stated that the staff is currently working with bond counsel to explore other options at this time. Staff requested that the council approve the resolution so that if outside funding options are not available the city would be ready to begin the process of obtaining the funding through the TX Dot State Infrastructure Bank.

PL1 Case motioned to approve Resolution R2022-12 A resolution of the City Council of the City of Ovilla, Texas, authorizing the filing of an application for financial assistance from the State Infrastructure Bank; authorizing the mayor to act on behalf of the City of Ovilla in all matters relating to the application; providing a savings clause; providing a severability clause; and providing an effective date.

Mayor Pro Tem Hunt seconded the motion.

No oppositions, no abstentions.

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

**ITEM 6. DISCUSSION/ACTION** – Consideration of and action on providing staff with a directive to solicit grant administration services for engineering services in relation to the TxDot FM 664 widening project requiring the relocation of city utilities.

Mayor Dormier explained that this item would allow for the city to solicit grant administration services from a grant administrator for the American Rescue Plan Grant. Mayor Dormier advised that currently, Chief Kennedy has been acting as the grant administrator for the city.

The council had concerns regarding the engineering cost of the relocation project being funded by the grant. Mayor Dormier advised that if the funding was to be used incorrectly the city would have no choice but to return the funds.

Chief Kennedy advised that engineering fees are not listed specifically in the uses of the grant. Chief Kennedy stated that the city has been doing the correct paperwork and administrating the grant as of now.

The Council directed staff to research the funding options and bring back to the council along with Item #7 in January of 2023.

No Action

**ITEM 7.** **DISCUSSION/ACTION** – Consideration of and action on providing staff with a directive to prepare and publish a Request for Qualifications for engineering services in relation to the FM 664 widening project requiring the relocation of city utilities.

No Action

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

No items were pulled from the Consent Agenda.

**STAFF REPORTS:**

- **Department Activity Reports / Discussion**
  - Police Department
    - Police Activity and Staffing Updates
  - Fire Department
    - Fire Activity and Staffing Updates
  - Public Works Department
    - Public Works Activity and Staffing Updates
  - Finance Department
    - Finance Activity and Staffing Updates
  - Administration
    - Administration Activity and Staffing Updates

	Police Chief J. Bennett
	Fire Chief B. Kennedy
	Public Works Director J. Kuykendall
	Finance Director S. Jungman
	City Manager P. Woodall
	City Secretary B. Taylor

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

PL5 Piland requested that Item #6 regarding grant administrative services and Item #7 regarding a request for qualifications for engineering services be brought back to the council at the next regular meeting.

**ADJOURNMENT:**

Mayor Pro Tem Hunt made a motion to adjourn.

PL5 Piland seconded the motion.

There being no further business, Mayor Dormier adjourned the meeting at 8:11 p.m.

No oppositions, no abstentions.

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

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Richard Dormier, Mayor

ATTEST:

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Bobbie Jo Taylor, City Secretary

APPROVED: January 9, 2022

**ORDINANCE NO. 2023-01**

**AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, AMENDING APPENDIX "A" (FEE SCHEDULE), SECTION A7.001 (GARBAGE COLLECTION FEES), OF THE CITY OF OVILLA CODE OF ORDINANCES, PROVIDING AMENDED RESIDENTIAL AND COMMERCIAL GARBAGE COLLECTION FEES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERANCE CLAUSE; PROVIDING FOR INCORPORATION INTO THE OVILLA CODE OF ORDINANCES; PROVIDING FOR IMMEDIATE EFFECT; AND PROVIDING FOR PUBLICATION.**

WHEREAS, the City of Ovilla provides garbage collection services by and through a contractual agreement with a private garbage collection service (herein the "Contractor"); and

WHEREAS, the City's contract with the Contractor provides for annual fee increases for garbage collection services; and

WHEREAS, the Contractor has raised its annual garbage collection fees across the board by 10.9 percent; and

WHEREAS, due to the Contractor's increase in garbage collection rates, the City must raise the garbage collection rates it charges to residential and commercial customers; and

WHEREAS, despite having incurred a 10.9 percent rate increases from the Contractor, the City Council has voted and approved a 10 percent rate increase to residential and commercial customers; and

WHEREAS, the City Council finds and determines that the garbage collection rates approved and adopted herein are in the best interest of the health, safety, and welfare of the citizens of Ovilla.

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

**SECTION 1. AMENDMENT OF APPENDIX A, SECTION A7.001 OF THE OVILLA CODE OF ORDINANCES**

Appendix A, Section A7.001(a) and (b) of the Ovilla Code of Ordinances is hereby amended to read as follows:

## **Sec. A7.001 Solid Waste Collection Fees –**

(a) Residential. Each residential property having a water meter shall be assessed a fee of \$18.54 per month; provided, however, if one of the record property owners is over the age of 65 years, such residential property having a water meter shall be assessed a fee of \$17.02 per month.

(b) Commercial. Each commercial property shall be assessed a fee for commercial hand load or will be charged a commercial dumpster rate determined by size and frequency of collections. All charges will subject to all taxes and any applicable fees.

(1) Commercial hand collection:

- (A) Per 95-gallon polycart 1 x per week: \$29.43
- (B) 2 carts 1 x per week: \$58.85

(2) Commercial Rate Schedule:

Size Container	1 x Week	Additional Container
2 CU Yd	\$103.50	\$45.57
3 Cu Yd	\$118.38	\$46.92
4 Cu Yd	\$147.99	\$48.26
6 Cu Yd	\$177.55	\$50.99
8 Cu Yd	\$222.23	\$52.29
10 Cu Yd	Negotiable	Negotiable

(3) Commercial roll-off accounts:

(A) Roll-off containers open top (including disposal costs):

	20 cubic yard per haul-weekday	\$561.06
	30 cubic yard per haul-weekday	\$575.05
	42 cubic yard per haul -weekday	\$616.91
	Delivery and exchange	\$138.25
	Weekly container rental	\$46.22

(B) Compactors weekday rental (including disposal costs):

	30 cubic yard compactor haul charge	\$575.05
	35 cubic yard compactor haul charge	\$575.05
	42 cubic yard compactor haul charge	\$575.05

\* \* \*

## 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.

## SECTION 3. SEVERANCE CLAUSE

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

## SECTION 4. INCORPORATION INTO THE CODE OF ORDINANCES

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

## SECTION 5. EFFECTIVE DATE

This Ordinance shall take effect upon approval.

## 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 provided by law.

**PASSED, APPROVED and ADOPTED** by the City Council of Ovilla, Texas  
on this the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

---

Richard Dormier, Mayor

ATTEST:

---

Bobbie Jo Taylor, City Secretary

APPROVED AS TO FORM:

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Ron G. MacFarlane, Jr., City Attorney

01.09.2023

## Executive Session

To  
**Honorable Mayor and Council**

From  
Staff

CC  
**Applicable Departments**

**ES ITEM 1. DISCUSSION/ACTION** – Closed Session - Called pursuant to Section 551.074 (1) of the Texas Government Code: Personnel Matters; to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

City Manager

## City of Ovilla

Tel 972-617-7262

105 S. Cockrell Hill Road  
Ovilla, Texas 75154

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



## AGENDA ITEM REPORT

### VI – Action from Executive Session

Meeting Date: January 9, 2023

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Reviewed By:  City Manager

City Secretary

City Attorney

Finance Director

Other:

#### AGENDA ITEM:

VI – Any action necessary or appropriate as a result of the close executive session.

#### Attachments:

None

#### Discussion / Justification:

Background: N/A

#### Recommendation / Staff Comments:

Staff Recommends: None

#### Sample Motion(s):

I move to .....

## AGENDA ITEM REPORT Item 1

Meeting Date: January 9, 2023

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Reviewed By:  City Manager

City Secretary

City Attorney

Finance Director

Other: Fire Chief

### AGENDA ITEM:

**ITEM 1. DISCUSSION/ACTION** – Consideration of and action on providing staff with a directive to solicit grant administration services for the American Rescue Plan Act funding.

### Attachments:

None:

### Discussion / Justification:

**Background:** As requested at the previous city council meeting staff has brought back an item on the possibility of hiring a firm to provide Ovilla with Grant Administration Services for the expenditures of the ARPA grant funds. As directed staff has reached out to many sources for a firm answer which would confirm that the city could use the grant funding to pay for engineering services to relocate the water line along FM 664. Staff was able to verify with Gary Traylor's office that this expenditure would be allowable. If the council elects to have staff pursue a Grant Administrator city staff will have to assemble a Request for Qualifications to be sent to agencies to propose Grant Administration Services. This portion of the grant is the second portion of funding provided by the ARPA grant fund received which totaled an estimated \$500,000.00 Grant Administration services are estimated to be approximately 5%-7% which would be approximately \$35,000. Currently, Chief Kennedy has been acting as our Grant Administrator therefore, the city has not had to incur these costs with previous grants.

### Recommendation / Staff Comments:

Staff Recommends: N/A

### Sample Motion(s):

I motion to approve/deny to direct staff to solicit grant administration services for the American Rescue Plan Act funding.

# Ovilla City Council

## AGENDA ITEM REPORT Item 2

Meeting Date: January 9, 2023

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Reviewed By:  City Manager

City Secretary

City Attorney

Finance Director

Other: Fire Chief

### AGENDA ITEM:

**ITEM 2. DISCUSSION/ACTION** – Consideration of and action on providing staff with a directive to prepare and publish a Request for Qualifications for engineering services in relation to the FM 664 widening project requiring the relocation of city utilities.

### Attachments:

None:

### Discussion / Justification:

**Background:** Staff was able to confirm the use of the American Rescue Plan Act funding for use on this project. Staff will need a directive from the city council to move forward with preparing and soliciting a Request for Qualifications for engineering services. Once the requests have been opened city council will award the project to the firm of its choice based on the selection of candidates from the pool of those that submitted qualifications.

### Recommendation / Staff Comments:

Staff Recommends: Approval

### Sample Motion(s):

I motion to approve/deny a directive to allow staff to prepare and publish a Request for Qualifications for engineering services in relation to the FM 664 widening project requiring the relocation of city utilities.

## AGENDA ITEM REPORT Item 3

Meeting Date: January 9, 2023

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Reviewed By:  City Manager

City Secretary

City Attorney

Finance Director

Other:

### AGENDA ITEM:

**ITEM 3. DISCUSSION/ACTION** – Consideration of and action on Ordinance 2023-02 an ordinance of the City Council of the City of Ovilla, Texas, authorizing a general election to be held on May 06, 2023, for the purpose of electing a mayor and two council members, (places 2 & 4) for expired terms by the qualified voters of Ovilla; establishing procedures for the election; providing for other matters incident and related to the election; providing for publication; providing a severability clause; and providing an effective date.

### Attachments:

1. Ordinance 2023-02 Calling Special Election English and Spanish versions with Notice of Election.

### Discussion / Justification:

**Background:** State Law requires the City Council to authorize the Order of General Election. May 06, 2023, is the uniform Election Day. The prepared ordinance calls the election and outlines procedures consistent with the TX Election Code; designating the polling place for early voting and Election Day, the method of voting, the appointment of the early voting clerk, and other matters incident and related to the election.

Early Voting by personal appearance will be conducted on the following dates:

Monday, April 24, 2023, through Friday, April 28, 2023	8:00 a.m. to 5:00 p.m.
Saturday, April 29, 2023,	8:00 a.m. to 4:00 p.m.
Monday, May 1, 2023, and Tuesday, May 2, 2023	7:00 a.m. to 7:00 p.m.

The Early Voting Locations will be:

1. Elections Office (Main Location, 204 E. Jefferson Street, Waxahachie, TX 75165
2. Midlothian Conference Center, 1 Community Circle Drive, Midlothian, TX 76065
3. Palmer ISD Annex Building, 303 Bulldog Way, Palmer, TX 75152
4. Ellis County Sub-Courthouse, 207 S. Sonoma Trail, Ennis, TX 75119
5. Red Oak Municipal Center, 200 Lakeview Pkwy, Red Oak, TX 75154

### Recommendation / Staff Comments:

Staff Recommends: Approval

**Sample Motion(s):**

I move to approve/deny Ordinance 2023-02 an ordinance of the City Council of the City of Ovilla, Texas, authorizing a general election to be held on May 06, 2023, for the purpose of electing a mayor and two council members, (places 2 & 4) for expired terms by the qualified voters of Ovilla; establishing procedures for the election; providing for other matters incident and related to the election; providing for publication; providing a severability clause; and providing an effective date.

## ORDINANCE 2023-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, AUTHORIZING A GENERAL ELECTION TO BE HELD ON MAY 06, 2023, FOR THE PURPOSE OF ELECTING A MAYOR AND TWO COUNCIL MEMBERS, (PLACES 2 & 4) FOR EXPIRED TERMS BY THE QUALIFIED VOTERS OF OVILLA; ESTABLISHING PROCEDURES FOR THE ELECTION; PROVIDING FOR OTHER MATTERS INCIDENT AND RELATED TO THE ELECTION; PROVIDING FOR PUBLICATION; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, by this Ordinance, it is the intention of the City Council of Ovilla to call the General Election in accordance with state law, to declare the Texas Election Code is applicable to said election, and this Ordinance establishes procedures consistent with the Code and designates the Election Day and main early voting polling place for the General Election; and

**WHEREAS**, May 06, 2023, is a uniform election date; and

**WHEREAS**, the City Council calls to Order the General Election of May 06, 2026, to elect a Mayor, and Places Two and Four of the City Council as required by the Texas Election Code:

**WHEREAS**, the Order of Election must be written in English and Spanish as required by the Texas Election Code:

**WHEREAS**, the City has authority, pursuant to Chapter 31 of the Texas Elections Code, to enter into an election services agreement with the Ellis County Election Officer to furnish election services to the City and its citizens; and

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

**SECTION 1. General Election Called.** That a General Election is hereby called by the City Council to elect the following:

A Mayor and City Council Places 2, and 4, to serve a 2-year term each, until May 2025 or until their successors are duly elected and qualified. Such election shall take place on the 6th day of May 2023, between the hours of 7:00 a.m. and 7:00 p.m.

**SECTION 2. Candidates for General Election.** Qualified persons may file as candidates for the General Election by filing an application with the City Secretary at City Hall, 105 S. Cockrell Hill Road, Ovilla, TX 75154, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, beginning January 18, 2023, through February 17, 2023. The City Secretary's office will remain open on February 17, 2023, until 5:00 p.m. as required by the TX Election Code. All applications for candidacy shall be on a form as prescribed by the Texas Election Code.

**SECTION 3. Ballot.** The official ballot for the election shall be prepared in accordance with the Texas Election Code to permit the electors to vote for each position.

## ORDINANCE 2023-02

**SECTION 4. Polling Places.** Voting shall be conducted on Election Day between the hours of 7:00 a.m. and 7:00 p.m. at the **Elections Office (Main Location), 204 E. Jefferson Street, Waxahachie, TX 75165.**

**SECTION 5. Contract for Election Services.** Chapter 31 of the Texas Elections Code authorizes county election officers to contract with the governing body of a political subdivision to perform certain election services. Pursuant to such authority, the election shall be conducted in accordance with the *May 6, 2023, Joint Election Contract for Election Services* between the Elections Administrator of Ellis County and the City of Ovilla, Texas, which shall be approved by separate action of the City Council.

**SECTION 6. Governing Law and Qualified Voters.** The election shall be held in accordance with the Constitution of the State of Texas and the Code, and all resident qualified voters of the City shall be eligible to vote at the election.

**SECTION 7. Publication and Posting of Notice of Election.** Notice of the election shall be given as required by Chapter 4 of the Code.

**SECTION 8. Early Voting.** The City Council hereby appoints Jana Onyon, Elections Administrator of Ellis County, as the Early Voting Clerk. Dates and times of early voting by personal appearance are as follows:

Monday, April 24, 2023 through Friday, April 28, 2023	8:00 a.m. to 5:00 p.m.
Saturday, April 29, 2023	8:00 a.m. to 4:00 p.m.
Monday, May 1, 2023 and Tuesday, May 2, 2023	7:00 a.m. to 7:00 p.m.

The Early Voting Locations will be:

1. **Elections Office (Main Location), 204 E. Jefferson Street, Waxahachie, TX 75165**
2. **Midlothian Conference Center, 1 Community Circle Drive, Midlothian, TX 76065**
3. **Palmer ISD Annex Building, 303 Bulldog Way, Palmer, TX 75152**
4. **Ellis County Sub-Courthouse, 207 S. Sonoma Trail, Ennis, TX 75119**
5. **Red Oak Municipal Center, 200 Lakeview Pkwy, Red Oak, TX 75154**

**SECTION 9. Publication and Posting of Notice of Election.** Notice of the election shall be given by posting a substantial copy of this Ordinance ordering an election in English and Spanish translations at City Hall on the official bulletin board used for posting notices of the meeting of the City Council. A copy of this Ordinance's caption shall also be published in English and in Spanish in the City's official newspaper of general circulation published in the City.

**SECTION 10. Severability Clause.** It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 11. Effective Date.** This ordinance shall be in full force and effect after its passage, and it is so ordained.

## ORDINANCE 2023-02

The *Order of Election* shall be posted to read as shown on Exhibit "A" attached:

**PASSED, APPROVED and ADOPTED this 9<sup>TH</sup> day of January 2023.**

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Richard Dormier, Mayor

ATTEST:

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Bobbie Jo Taylor, City Secretary

APPROVED AS TO FORM:

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Ron G. MacFarlane, Jr., City Attorney

## ORDENANZA 2023-02

UNA ORDENANZA DEL CONCEJO MUNICIPAL DE LA CIUDAD DE OVILLA, TEXAS, QUE AUTORIZA UNA ELECCIÓN GENERAL QUE SE CELEBRARÁ EL 6 DE MAYO DE 2023, CON EL FIN DE ELEGIR UN ALCALDE Y DOS CONSEJEROS, (LUGARES 2 Y 4) POR LOS TÉRMINOS VENCIDOS POR EL VOTANTES CALIFICADOS DE OVILLA; ESTABLECIMIENTO DE PROCEDIMIENTOS PARA LA ELECCIÓN; PROVEER DE OTROS ASUNTOS INCIDENTES Y RELACIONADOS CON LA ELECCIÓN; DISPOSICIÓN PARA LA PUBLICACIÓN; PROPORCIONAR UNA CLÁUSULA DE DIVISIBILIDAD; Y PROPORCIONAR UNA FECHA EFECTIVA.

**CONSIDERANDO QUE**, según esta Ordenanza, el Concejo Municipal de Ovilla tiene la intención de convocar a la elección general de acuerdo con la ley estatal, declarar que el Código Electoral de Texas es aplicable para dicha elección, y esta Ordenanza establece procedimientos coherentes con el Código, y designa el día de la elección y el lugar principal de votación anticipada para la elección general; y

**CONSIDERANDO QUE**, el 6 de mayo de 2023 es una fecha de elección determinada; y

**CONSIDERANDO QUE**, el Concejo Municipal convoca a la elección general del 6 de mayo de 2023 para elegir al alcalde, plaza dos y plaza cuatro del Concejo Municipal, según lo requiere el Código Electoral de Texas:

**CONSIDERANDO QUE**, la convocatoria a elección debe estar escrita en inglés y español según lo exige el Código Electoral de Texas:

**CONSIDERANDO QUE**, la municipalidad tiene autoridad, de conformidad con el Capítulo 31 del Código de Elecciones de Texas, para celebrar un acuerdo de servicios electorales con el Oficial de Elecciones del Condado de Ellis para proporcionar servicios electorales a la municipalidad y sus ciudadanos; y

**POR LO TANTO, POR ORDEN DEL CONCEJO MUNICIPAL DE LA CIUDAD DE OVILLA, TEXAS;**

**SECCIÓN 1. Elección general convocada.** Que se convoca por este medio a una elección general para elegir lo siguiente:

Un Alcalde y un Concejo Municipal, Lugares 2 y 4, para servir un término de 2 años cada uno, hasta mayo de 2025 o hasta que sus sucesores sean debidamente elegidos y calificados. Dicha elección tendrá lugar el día 6 de mayo de 2023, en el horario de 7:00 a. m. a 7:00 p.m.

**SECCIÓN 2. Candidatos para Elección General.** Personas calificadas pueden postularse como candidatos para la elección general presentando una solicitud ante el Secretario Municipal en el Ayuntamiento, 105 S. Cockrell Hill Road, Ovilla, TX 75154, entre las 8:00 a.m. y 4:30 p.m., de lunes a viernes, desde el 18 de enero de 2023 hasta el 17 de febrero de 2023. La oficina del Secretario Municipal permanecerá abierta el 17 de febrero de 2023 hasta las 5:00 p.m. según lo requerido por el Código Electoral de Texas. Todas las solicitudes de candidatura deben estar en un formulario según lo prescrito por el Código Electoral de Texas.

## ORDENANZA 2023-02

**SECCIÓN 3. Papeletas electorales.** Las papeletas electorales oficiales se prepararán de acuerdo con el Código Electoral de Texas para permitir que los electores voten a favor o en contra de cada posición.

**SECCIÓN 4. Lugares de votación.** La votación se llevará a cabo el día de las elecciones entre las 7:00 a.m. y 7:00 p.m. en la Oficina de Elecciones (Ubicación Principal), 204 E. Jefferson Street, Waxahachie, TX 75165.

**SECCIÓN 5. Contrato de Servicios Electorales.** El Capítulo 31 del Código de Elecciones de Texas autoriza a los funcionarios electorales del condado para contratar con el cuerpo directivo de una subdivisión política para realizar ciertos servicios electorales. De conformidad con dicha autoridad, la elección se llevará a cabo de conformidad con el *Contrato de Elección Conjunta del 7 de mayo de 2022 para Servicios Electorales* entre el Administrador de Elecciones del Condado de Ellis y la Ciudad de Ovilla, Texas, que se aprobará por acción separada del Concejo Municipal.

**SECCIÓN 6. Ley aplicable y votantes calificados.** La elección se llevará a cabo de conformidad con la Constitución del Estado de Texas y el Código, y todos los votantes calificados residentes de la ciudad serán elegibles para votar en la elección.

**SECCIÓN 7. Publicación y divulgación del aviso de elección.** El aviso de la elección se dará según lo requerido por el Capítulo 4 del Código.

**SECCIÓN 8. Votación anticipada.** El Concejo Municipal nombra a Jana Onyon, Administradora de Elecciones del Condado de Ellis, como la encargada de la votación anticipada. Las fechas y horas de votación anticipada por comparecencia personal son las siguientes:

Lunes 24 de abril de 2023 a viernes 29 de abril de 2023	8:00 a.m. a 5:00 p.m.
Sábado 29 de abril de 2023	8:00 a.m. a 4:00 p.m.
Lunes 1 de mayo de 2023 a martes 2 de mayo de 2023	7:00 a.m. a 7:00 p.m.

Los lugares de votación anticipada serán:

1. Oficina de Elecciones (Ubicación Principal), 204 E. Jefferson Street, Waxahachie, TX 75165.
2. Midlothian Conference Center, 1 Community Circle Drive, Midlothian, TX 76065
3. Palmer ISD Annex Building, 303 Bulldog Way, Palmer, TX 75152
4. Ellis County Sub-Courthouse, 207 S. Sonoma Trail, Ennis, TX 75119
5. Red Oak Municipal Center, 200 Lakeview Pkwy, Red Oak, TX 75154

**SECCIÓN 9. Publicación y divulgación del aviso de elección.** El aviso de la elección se dará mediante la publicación de una copia fiel de esta Ordenanza que convoca a una elección en traducciones al inglés y español en el gobierno municipal en el tablero de anuncios oficial utilizado para publicar avisos de reuniones del Concejo Municipal. También se publicará una copia del texto de esta Ordenanza en inglés y en español en el periódico oficial de la Ciudad de circulación general publicado en la Ciudad.

**SECCIÓN 10. Cláusula de separabilidad.** Por la presente se declara que es intención del Concejo Municipal que las frases, cláusulas, oraciones, párrafos y secciones de esta ordenanza sean divisibles, y si alguna frase, cláusula, oración, párrafo o sección de esta ordenanza se declara inconstitucional por sentencia o decreto válido de cualquier tribunal de jurisdicción competente, tal

## ORDENANZA 2023-02

inconstitucionalidad no afectará ninguna de las frases, cláusulas, oraciones, párrafos y secciones restantes de esta ordenanza, ya que la misma habría sido promulgada por el Concejo Municipal sin la incorporación en esta ordenanza de cualquier frase, cláusula, oración, párrafo o sección inconstitucional.

**SECCIÓN 11. Fecha de entrada en vigencia.** Esta ordenanza estará en plena vigencia y efecto después de su aprobación, y así se ordena.

La **Convocatoria de Elección** se publicará para leer como se muestra en el Anexo “A” adjunto:

PASADA, APROBADA y ADOPTADA este **9 de enero de 2023**.

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Richard Dormier, Alcalde

DOY FE:

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Bobbie Jo Taylor, Secretaria Municipal

APROBADO EN CUANTO A LA FORMA:

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Ron G. MacFarlane, Jr., Abogado Municipal



# ORDER OF ELECTION FOR THE CITY OF OVILLA

An election is hereby ordered to be held on **MAY 6, 2023** for the purpose of electing the following City Council seats:

(Por la presente se ordena celebrar una elección el Mayo 6, 2023 con el propósito de votar sobre.)

Mayor  
City Council, Place 2  
City Council, Place 4

Early voting by personal appearance will be conducted each weekday at:  
(La votación adelantada en persona se llevará a cabo de lunes a viernes en: )

## The Main Early Voting Location (sitio principal de votación adelantada)

Location (sitio)	Hours (horas)
204 E. Jefferson Street, Waxahachie, Texas 75165	Monday, April 24, 2023 through Friday April 28, 2023 8:00 a.m. – 5:00 p.m.

## Branch Early Voting Locations (sitio principal de votación adelantada)

Location (sitio)	Hours (horas)
Midlothian Conference Center, 1 Community Circle Drive Midlothian, TX 76065	Monday, April 24, 2023 through Friday April 28, 2023 8:00 a.m. – 5:00 p.m.
Palmer ISD Annex Building, 303 Bulldog Way Palmer, TX 75152	Monday, April 24, 2023 through Friday April 28, 2023 8:00 a.m. – 5:00 p.m.
Ellis County Sub-Courthouse, 207 S. Sonoma Trail Ennis, TX 75119	Monday, April 24, 2023 through Friday April 28, 2023 8:00 a.m. – 5:00 p.m.
Red Oak Municipal Center, 200 Lakeview Pkwy Red Oak, TX 75154	Monday, April 24, 2023 through Friday April 28, 2023 8:00 a.m. – 5:00 p.m.

Early voting by personal appearance will be conducted each weekend at:  
(La votación anticipada en persona se llevará a cabo en el fin de semana en: )

Location (sitio)	Hours (horas)
204 E. Jefferson Street, Waxahachie, Texas 75165	Saturday, April 29, 2023 8:00 a.m. to 4:00 p.m.

## Branch Early Voting Locations (sitio principal de votación adelantada)

Location (sitio)	Hours (horas)
Midlothian Conference Center, 1 Community Circle Drive Midlothian, TX 76065	Saturday, April 29, 2023 8:00 a.m. to 4:00 p.m.
Palmer ISD Annex Building, 303 Bulldog Way Palmer, TX 75152	Saturday, April 29, 2023 8:00 a.m. to 4:00 p.m.
Ellis County Sub-Courthouse, 207 S. Sonoma Trail Ennis, TX 75119	Saturday, April 29, 2023 8:00 a.m. to 4:00 p.m.
Red Oak Municipal Center, 200 Lakeview Pkwy Red Oak, TX 75154	Saturday, April 29, 2023 8:00 a.m. to 4:00 p.m.

Applications for ballot by mail shall be mailed to:  
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a: )

Jana Onyon

Name of Early Voting Clerk

(Nombre del Secretario/a de la votación adelantada)

204 E. Jefferson Street  
Address (Dirección)

Waxahachie  
City (Ciudad)

75165

Zip Code (Código Postal)

972-825-5195

Telephone Number (Número de teléfono)

[elections@co.ellis.tx.us](mailto:elections@co.ellis.tx.us)

Email Address (Dirección de Correo Electrónico)

<http://co.ellis.tx.us/elections>

Early Voting Clerk's Website (Sitio web del Secretario/a de votación adelantada)

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on: (Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el: )

Tuesday, April 25, 2023

(date) (fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on: (La Tarjeta Federal Postal De Solicitud Deberán no más tardar de las horas de negocio el: )

Tuesday, April 25, 2023

(date) (fecha)

Issued this the 9<sup>th</sup> day of January 2023.

*Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before Election Day. AWI-2 –Prescribed by Secretary of State Sections 3.004, 3.006, 4.008, 85.004, 85.007 Texas Election Code*

**ORD.2023.01.Attachment A**

## AGENDA ITEM REPORT Item 4

Meeting Date: January 9, 2023

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Reviewed By:  City Manager

City Secretary

City Attorney

Finance Director

Other:

### AGENDA ITEM:

**ITEM 4. DISCUSSION/ACTION** – Consideration of and action on Ordinance 2023-03 an ordinance of the City Council of the City of Ovilla, Texas, calling for a special election to be held on May 6, 2023, to determine whether the voters desire the continuation of a sales and use tax at the rate of one quarter of one percent (1/4%) to provide revenue for the maintenance and repair of existing municipal streets; establishing procedures for the election; providing for other matters incident and related to the election; providing a severability clause; and providing an effective date.

### Attachments:

1. Ordinance 2023-02 Calling Special Election English and Spanish versions with Notice of Election.

### Discussion / Justification:

**Background:** On November 06, 2007, Ovilla citizens voted to approve a Local Sales and Use Tax at the rate of one-fourth of one percent for the maintenance and repair of municipal streets, canvassed by Resolution 08-005. In compliance with Section 327 of the Tax Code, an election is required every four years to allow voters to reauthorize the sales tax. An election must be held on a uniform election date and called by ordinance.

In May 2011, May 2015, and May 2019 Ovilla residents again voted in a Special Election to reauthorize the Local Sales and Use Tax at one quarter of one percent (1/4%) to provide revenue for the maintenance and repair of existing municipal streets. The current Ordinance will expire in May of 2023.

The presented Ordinance 2023-02 calls for a Special Election to determine whether the voters desire the continuation to impose a sales and use tax at the rate of one quarter of one percent (1/4%) to provide revenue for the maintenance and repair of existing municipal streets.

### Recommendation / Staff Comments:

Staff Recommends: Approval

### Sample Motion(s):

I move to approve/deny Ordinance 2023-03 an ordinance of the City Council of the City of Ovilla, Texas, calling for a special election to be held on May 6, 2023, to determine whether the voters desire the continuation of a sales and use tax at the rate of one quarter of one percent (1/4%) to provide revenue for the maintenance and repair of existing municipal streets; establishing procedures for the election; providing for other matters incident and related to the election; providing a severability clause; and providing an effective date.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, CALLING FOR A SPECIAL ELECTION TO BE HELD ON MAY 6, 2023 TO DETERMINE WHETHER THE VOTERS DESIRE THE CONTINUATION OF A SALES AND USE TAX AT THE RATE OF ONE QUARTER OF ONE PERCENT (1/4%) TO PROVIDE REVENUE FOR THE MAINTENANCE AND REPAIR OF EXISTING MUNICIPAL STREETS; ESTABLISHING PROCEDURES FOR THE ELECTION; PROVIDING FOR OTHER MATTERS INCIDENT AND RELATED TO THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, Chapter 327 of the Texas Tax Code authorizes the voters of a municipality to approve the adoption of a sales and use tax at the rate of one fourth of one percent to provide revenue for the maintenance and repair of existing municipal streets; and

**WHEREAS**, The City of Ovilla held the original special election on November 6, 2007 and the citizens voted to approve and impose a sales and use tax at the rate of one quarter of one percent to provide revenue for the maintenance and repair of existing municipal streets, canvassed by Resolution 08-005; and

**WHEREAS**, Chapter 327 of the Texas Tax Code states the street maintenance sales tax expires four years after it takes effect unless voters vote to continue it in an election held for that purpose; and

**WHEREAS**, state law requires that the election be held on a uniform election date; and

**WHEREAS**, May 6, 2023 is a uniform election date; and

**WHEREAS**, the City has authority, pursuant to Chapter 31 of the Texas Elections Code, to enter into an election services agreement with the Ellis County Election Officer to furnish election services to the City and its citizens; and

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

**SECTION 1. Election Order.** A special election shall be held on May 06, 2023 to for the reauthorization of the local sales and use tax in the City of Ovilla at the rate of one quarter of one percent to continue providing revenue for maintenance and repair of municipal streets.

**SECTION 2. Ballot.** The official ballot for the election shall be prepared in accordance with the Texas Election Code to permit the electors to vote for or against the proposition with the ballots to contain such provisions, markings and language as required by law and with such proposition to be expressed substantially as follows:

**PROPOSITION**

[ ] FOR

[ ] AGAINST

THE REAUTHORIZATION OF THE LOCAL SALES AND USE TAX IN THE CITY OF OVILLA AT THE RATE OF ONE FOURTH OF ONE PERCENT TO CONTINUE PROVIDING REVENUE FOR MAINTENANCE AND REPAIR OF MUNICIPAL STREETS.

## ORDINANCE 2023-03

**SECTION 3. Polling Places.** Voting shall be conducted on Election Day between the hours of 7:00 a.m. and 7:00 p.m. at the **Ellis County Elections Office Main Location, 204 E. Jefferson Street, Waxahachie, TX 75165.**

**SECTION 4. Contract for Election Services.** Chapter 31 of the Texas Elections Code authorizes county election officers to contract with the governing body of a political subdivision to perform certain election services. Pursuant to such authority, the election shall be conducted in accordance with the *May 6, 2023 Joint Election Contract for Election Services* between the Elections Administrator of Ellis County and the City of Ovilla, Texas, which shall be approved by separate action of the City Council.

**SECTION 5. Governing Law and Qualified Voters.** The election shall be held in accordance with the Constitution of the State of Texas and the Code, and all resident qualified voters of the City shall be eligible to vote at the election.

**SECTION 6. Publication and Posting of Notice of Election.** Notice of the election shall be given as required by Chapter 4 of the Code.

**SECTION 7. Early Voting.** The City Council hereby appoints Jana Onyon, Elections Administrator of Ellis County, as the Early Voting Clerk. Dates and times of early voting by personal appearance are as follows:

Monday, April 24, 2023 through Friday, April 28, 2023 8:00 a.m. to 5:00 p.m.

Saturday, April 29, 2023 8:00 a.m. to 4:00 p.m.

Monday, May 1, 2023 and Tuesday, May 2, 2023 7:00 a.m. to 7:00 p.m.

The Early Voting Locations will be:

1. Elections Office (Main Location, 204 E. Jefferson Street, Waxahachie, TX 75165)
2. Midlothian Conference Center, 1 Community Circle Drive, Midlothian, TX 76065
3. Palmer ISD Annex Building, 303 Bulldog Way, Palmer, TX 75152
4. Ellis County Sub-Courthouse, 207 S. Sonoma Trail, Ennis, TX 75119
5. Red Oak Municipal Center, 200 Lakeview Pkwy, Red Oak, TX 75154

**SECTION 8. Severability Clause.** It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 9. Effective Date.** This ordinance shall be in full force and effect after its passage, and it is so ordained.

The *Order of the Special Election* shall be posted to read as shown on Exhibit "A" attached:

**PASSED, APPROVED and ADOPTED this 9<sup>th</sup> day of January 2023.**

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MAYOR Richard Dormier

ATTEST:

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CITY SECRETARY, Bobbie Jo Taylor

APPROVED AS TO FORM:

ORDINANCE 2023-03

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CITY ATTORNEY, Ron G. MacFarlane, Jr.

UNA ORDENANZA DEL CONCEJO MUNICIPAL DE LA CIUDAD DE OVILLA, TEXAS, PIDIENDO UNA ELECCIÓN ESPECIAL A LLEVARSE A CABO EL DE MAYO DE 2023 PARA DETERMINAR SI LOS VOTANTES DESEAN CONTINUAR CON EL IMPUESTO A LAS VENTAS Y USO A UNA TASA DE UN CUARTO DEL UNO POR CIENTO (1/4%) PARA GENERAR INGRESOS PARA EL MANTENIMIENTO Y REPARACIÓN DE CALLES MUNICIPALES EXISTENTES; ESTABLECIENDO PROCEDIMIENTOS PARA LA ELECCIÓN; PROPORCIONANDO OTROS ASUNTOS INCIDENTALES Y RELACIONADOS CON LA ELECCIÓN; PROPORCIONANDO UNA CLÁUSULA DE SEPARABILIDAD; Y PROPORCIONANDO UNA FECHA DE ENTRADA EN VIGENCIA.

**CONSIDERANDO QUE**, el Capítulo 327 del Código Tributario de Texas autoriza a los votantes de un municipio a aprobar la adopción de un impuesto a las ventas y uso a una tasa de un cuarto del uno por ciento para proporcionar ingresos para el mantenimiento y reparación de las calles municipales existentes; y

**CONSIDERANDO QUE**, la ciudad de Ovilla celebró la elección especial original el 6 de noviembre de 2007 y los ciudadanos votaron para aprobar e imponer un impuesto sobre las ventas y uso a una tasa de un cuarto del uno por ciento para proporcionar ingresos para el mantenimiento y la reparación de las calles municipales existentes, solicitado por la Resolución 08-005; y

**CONSIDERANDO QUE**, el Capítulo 327 del Código Tributario de Texas establece que el impuesto a las ventas para el mantenimiento de calles vence cuatro años después de que entre en vigencia, a menos que los votantes decidan continuarlo en una elección realizada para ese propósito; y

**CONSIDERANDO QUE**, la ley estatal requiere que la elección se realice en una fecha de elección determinada; y

**CONSIDERANDO QUE**, el 6 de mayo de 2023 es una fecha de elección determinada; y

**CONSIDERANDO QUE**, la municipalidad tiene autoridad, de conformidad con el Capítulo 31 del Código de Elecciones de Texas, para celebrar un acuerdo de servicios electorales con el Oficial de Elecciones del Condado de Ellis para proporcionar servicios electorales a la municipalidad y sus ciudadanos; y

**POR LO TANTO, POR ORDEN DEL CONCEJO MUNICIPAL DE LA CIUDAD DE OVILLA:**

**SECCIÓN 1. Orden Electoral.** Se realizará una elección especial el 6 de mayo de 2023 para la reautorización del impuesto local a las ventas y uso en la Ciudad de Ovilla a una tasa de un cuarto del uno por ciento para continuar proporcionando ingresos para el mantenimiento y reparación de las calles municipales.

**SECCIÓN 2. Papeletas electorales.** Las papeletas electorales oficiales se prepararán de acuerdo con el Código de Elecciones de Texas para permitir que los electores voten a favor o en contra de la proposición con las papeletas electorales que deberán incluir tales disposiciones, marcas e idioma como lo exige la ley y con dicha proposición para ser expresada sustancialmente como sigue:

PROPOSICIÓN

[ ] A FAVOR  
[ ] EN CONTRA

LA REAUTORIZACIÓN DEL IMPUESTO LOCAL A LAS VENTAS Y USO EN LA CIUDAD DE OVILLA A LA TASA DE UN CUARTO DEL UNO POR CIENTO PARA CONTINUAR GENERANDO INGRESOS PARA MANTENIMIENTO Y REPARACIÓN DE CALLES MUNICIPALES.

**SECCIÓN 3. Lugares de votación.** La votación se llevará a cabo el día de las elecciones entre las 7:00 a.m. y 7:00 p.m. en la dirección principal de las **Oficinas de Elecciones del Condado de Ellis**, en **204 E. Jefferson Street, Waxahachie, TX 75165**.

**SECCIÓN 4. Contrato de Servicios Electorales.** El Capítulo 31 del Código de Elecciones de Texas autoriza a los funcionarios electorales del condado para contratar con el cuerpo directivo de una subdivisión política para realizar ciertos servicios electorales. De conformidad con dicha autoridad, la elección se llevará a cabo de conformidad con el *Contrato de Elección Conjunta del 6 de mayo de 2023 para Servicios Electorales* entre el Administrador de Elecciones del Condado de Ellis y la Ciudad de Ovilla, Texas, que se aprobará por acción separada del Concejo Municipal.

**SECCIÓN 5. Ley vigente y votantes calificados.** La elección se llevará a cabo de conformidad con la Constitución del Estado de Texas y el Código, y todos los votantes calificados residentes de la ciudad serán elegibles para votar en la elección.

**SECCIÓN 6. Publicación y divulgación del aviso de elección.** El aviso de la elección se dará según lo requerido por el Capítulo 4 del Código.

**SECCIÓN 7. Votación anticipada.** El Concejo Municipal nombra a Jana Onyon, Administradora de Elecciones del Condado de Ellis, como la encargada de la votación anticipada. Las fechas y horas de votación anticipada por comparecencia personal son las siguientes:

Lunes 24 de abril de 2023 a viernes 29 de abril de 2023	8:00 a.m. a 5:00 p.m.
Sábado 29 de abril de 2023	8:00 a.m. a 4:00 p.m.
Lunes 1 de mayo de 2023 a martes 2 de mayo de 2023	7:00 a.m. a 7:00 p.m.

Los lugares de votación anticipada serán:

1. Oficina de Elecciones (Ubicación Principal), 204 E. Jefferson Street, Waxahachie, TX 75165.
2. Midlothian Conference Center, 1 Community Circle Drive, Midlothian, TX 76065
3. Palmer ISD Annex Building, 303 Bulldog Way, Palmer, TX 75152
4. Ellis County Sub-Courthouse, 207 S. Sonoma Trail, Ennis, TX 75119
5. Red Oak Municipal Center, 200 Lakeview Pkwy, Red Oak, TX 75154

**SECCIÓN 8. Cláusula de separabilidad.** Por la presente se declara que es intención del Concejo Municipal que las frases, cláusulas, oraciones, párrafos y secciones de esta ordenanza sean divisibles, y si alguna

## ORDENANZA 2023-03

frase, cláusula, oración, párrafo o sección de esta ordenanza se declara inconstitucional por sentencia o decreto válido de cualquier tribunal de jurisdicción competente, tal inconstitucionalidad no afectará ninguna de las frases, cláusulas, oraciones, párrafos y secciones restantes de esta ordenanza, ya que la misma habría sido promulgada por el Concejo Municipal sin la incorporación en esta ordenanza de cualquier frase, cláusula, oración, párrafo o sección inconstitucional.

**SECCIÓN 9. Fecha de entrada en vigencia.** Esta ordenanza estará en plena vigencia y efecto después de su aprobación, y así se ordena.

La *Orden de la Elección Especial* se publicará para leer como se muestra en el Anexo “A” adjunto:

**PASADA, APROBADA y ADOPTADA este día 9 de enero de 2023.**

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ALCALDE Richard Dormier

DOY FE:

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SECRETARIA MUNICIPAL, Bobbie Jo Taylor

APROBADO EN CUANTO A LA FORMA:

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ABOGADO MUNICIPAL, Ron G. MacFarlane, Jr.

# ORDER OF A SPECIAL ELECTION FOR THE CITY OF OVILLA



A special election is hereby ordered to be held on **MAY 6, 2023** for the purpose

## PROPOSITION ONE

**THE REAUTHORIZATION OF THE LOCAL SALES AND USE TAX IN THE CITY OF OVILLA AT THE RATE OF ONE FOURTH OF ONE PERCENT TO CONTINUE PROVIDING REVENUE FOR MAINTENANCE AND REPAIR OF MUNICIPAL STREETS.**

### (PROPUESTA UNO)

**LA REAUTORIZACIÓN DEL IMPUESTO LOCAL SOBRE VENTAS Y USO EN LA CIUDAD DE OVILLA A LA TASA DE UN CUARTO DEL UNO POR CIENTO PARA CONTINUAR INGRESANDO POR MANTENIMIENTO Y REPARACIÓN DE CALLES MUNICIPALES.)**

Early voting by personal appearance will be conducted each weekday at:  
(La votación adelantada en persona se llevará a cabo de lunes a viernes en: )

The Main Early Voting Location (sitio principal de votación adelantada)

Location (sitio)	Hours (horas)
204 E. Jefferson Street, Waxahachie, Texas 75165	Monday, April 24, 2023 through Friday April 28, 2023 8:00 a.m. – 5:00 p.m.

Branch Early Voting Locations (sitio principal de votación adelantada)

Location (sitio)	Hours (horas)
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Early voting by personal appearance will be conducted each weekend at:  
(La votación anticipada en persona se llevará a cabo en el fin de semana en: )

Location (sitio)	Hours (horas)
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Branch Early Voting Locations (sitio principal de votación adelantada)

Location (sitio)	Hours (horas)
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Ellis County Sub-Courthouse, 207 S. Sonoma Trail Ennis, TX 75119	Saturday, April 29, 2023 8:00 a.m. to 4:00 p.m.
Red Oak Municipal Center, 200 Lakeview Pkwy Red Oak, TX 75154	Saturday, April 29, 2023 8:00 a.m. to 4:00 p.m.

Applications for ballot by mail shall be mailed to:  
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a: )

Jana Onyon

Name of Early Voting Clerk

(Nombre del Secretario/a de la votación adelantada)

204 E. Jefferson Street

Address (Dirección)

Waxahachie

City (Ciudad)

75165

Zip Code (Código Postal)

972-825-5195

Telephone Number (Número de teléfono)

[elections@co.ellis.tx.us](mailto:elections@co.ellis.tx.us)

Email Address (Dirección de Correo Electrónico)

<http://co.ellis.tx.us/elections>

Early Voting Clerk's Website (Sitio web del Secretario/a de votación adelantada)

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on: (Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el: )

Tuesday, April 25, 2023

(date) (fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on: (La Tarjeta Federal Postal De Solicitud Deberán no más tardar de las horas de negocio el: )

Tuesday, April 25, 2023

(date) (fecha)

Issued this the 9<sup>th</sup> day of January 2023.

*Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before Election Day. AWI-2 –Prescribed by Secretary of State Sections 3.004, 3.006, 4.008, 85.004, 85.007 Texas Election Code*

**ORD.2023.02.Attachment A**

## AGENDA ITEM REPORT Item 5

Meeting Date: January 9, 2023

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Reviewed By:  City Manager

City Secretary

City Attorney

Finance Director

Other:

### AGENDA ITEM:

**ITEM 5. DISCUSSION/ACTION** – Consideration and action of the ballot for the election of eight members to the Texas Coalition for Affordable Power (TCAP) Board of Directors for the 2023-2024 term of office.

### Attachments:

1. Ballot for the Texas Coalition for Affordable Power (TCAP) Board of Directors
2. Candidate Biographies

### Discussion / Justification:

**Background:** The Council will need to discuss and select eight candidates to vote on to become a Director on the Board for the Texas Coalition for Affordable Power (TCAP) for the 2023-2024 term of office. Twelve individuals have volunteered to become candidates for the Board and a brief biography of each is included for discussion. The ballot will need to be submitted by Thursday, January 12, 2023, and will be presented at the annual membership meeting.

### Recommendation / Staff Comments:

Staff Recommends: N/A

### Sample Motion(s):

I move that the City Secretary complete a ballot to be submitted to the Texas Coalition for Affordable Power (TCAP) for the Board of Directors for the 2023-2024 term of office to include the following candidates (name eight candidates)

# 2023/2024 TCAP Board Ballot

## **BALLOT – 2023/2024 TCAP BOARD OF DIRECTORS**

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### Instructions for Voting:

**Only one ballot per member city/entity.** The member representative is entitled to cast eight votes for the eight current positions. PLEASE BE SURE THAT NO MORE THAN EIGHT CANDIDATES HAVE BEEN CHECKED! **Ballots with more than nine cast votes will be rejected.** No more than one vote may be cast for the same nominee. Places 1, 3, and 5 will be filled by the three candidates in the high consumption (HC) category receiving the most votes. Places 7 and 9 will be filled by the candidate in the medium consumption (MC) category receiving the most votes. Place 11 will be filled by the candidate in the low consumption (LC) category receiving the most votes. Places 13 and 15 will be filled by the two candidates receiving the most votes but who were not elected to a particular consumption category. The exception to this rule is the requirement in TCAP Bylaws that stipulates the board of directors include at least one member from each of the four ERCOT zones (North, South, West, and Houston). Nominees who are incumbents (I) are noted on the ballot.

**(Vote for eight)**

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Names were randomly drawn for ballot order

<input type="checkbox"/> <b>Joe Compiant, La Marque - LC</b>	<input type="checkbox"/> <b>Jo Ella Wagner, Southwest Texas Water Authority- LC</b>
<input type="checkbox"/> <b>Alan Guard, Anna – LC</b>	<input type="checkbox"/> <b>Chris Steubing, Sugar Land – HC (I)</b>
<input type="checkbox"/> <b>Carey D. Neal, Jr., Lancaster – MC(I)</b>	<input type="checkbox"/> <b>William Linn, Kenedy – LC</b>
<input type="checkbox"/> <b>Clifford Howard, Lewisville – HC (I)</b>	<input type="checkbox"/> <b>Clayton Fulton, Hurst – MC(I)</b>
<input type="checkbox"/> <b>Jo Ann Ehmann, Ingleside on the Bay - LC</b>	<input type="checkbox"/> <b>Mark Dempsey, Grand Prairie – HC (I)</b>
<input type="checkbox"/> <b>Gilbert P. Reyna, Jr., Victoria- HC (I)</b>	<input type="checkbox"/> <b>Michael Marrero, Odessa - HC (I)</b>

Submitted by (MUST BE COMPLETED):

Please complete and return by **5 p.m. C.S.T.,**  
**Friday, January 6, 2021** to:

Margaret Somereve, Executive Director  
15455 Dallas Parkway, Suite 600  
Addison, TX 75001  
or msomereve@tcaptx.com

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Member City/Entity:

# **2023/2024 TCAP Board Biographies**

(alphabetical order)



## **Joe Compian, City of La Marque**

Joe Compian serves as La Marque Mayor Pro Tem & District B Councilmember - La Marque's fastest growing district. Born on Galveston Island, Joe has deep roots in Galveston County. He is a 60 year resident of La Marque. Before being elected to the La Marque City Council, Joe served as a Justice of the Peace, precinct judge and Chairman of the award winning Keep La Marque Beautiful Commission.

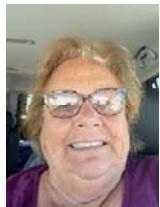
As an engaged civic minded citizen, Joe collaborated with other governmental and non-profit organizations in organizing and directing resources to the most impacted Hurricane Ike neighborhoods. Joe was part of a Galveston County long term disaster response group that worked closely with local, state and federal entities including the Houston Galveston Council of Governments. This leadership resulted in effective public advocacy that resulted in securing over 200 million dollars of additional disaster social services block grant funding that benefit the H-GAC area. Joe remains focused on disaster response as a 15+ year Community Leadership Volunteer; External Relations Supervisor; and, Disaster Action Team Supervisor with the Texas Gulf Coast American Red Cross.

Mr. Compian has a law degree from The Catholic University of America, his undergraduate degree in international relations and economics from the School of Foreign Service at Georgetown University and additional studies in developmental economics at The University of the Americas Puebla (Mexico).



## **Mark Dempsey, City of Grand Prairie**

Mark Dempsey is a Deputy City Attorney for the City of Grand Prairie. Prior to joining the City in 2017, he served as an assistant and deputy city attorney for the City of Garland for almost 30 years, having been extensively involved with electric utility and regulatory matters in connection with providing legal services to Garland's municipally owned electric utility. Mark's current duties include supervising the transactional practice of the city attorney's office and its attorneys, and providing legal advice and services to the City and its departments on various matters including utility and regulatory matters, zoning and land use, municipal and environmental law, eminent domain, telecommunications, purchasing, civil service, open records, contracts, right of way management, and related matters. He has served as a member of the TCAP Board since 2019.



## **Jo Ann Ehmann, City of Ingleside on the Bay**

Jo Ann Ehmann was elected Mayor in 2016 after serving on the council since 2005. A graduate of Texas A&M Corpus Christi (formerly CCSU) with a degree in Math and Computer Science, she started a bookkeeping and tax service in 1986 and also had a business with her husband that combined his professional engineering services and her tax services.

Ingleside on the Bay became a city in 1991 and Jo Ann has been active in the city administration and volunteer work since that time. She also served as a volunteer in the Ingleside on the Bay Volunteer Fire Department and is currently the financial director of the fire department and liaison to the city council on all fire department matters. Jo Ann is currently the Chairman of the San Patricio County Economic Development Company and is involved in the San Patricio County Emergency Plan as well as being very active and involved with the industry partners in the South Texas Region.

# **2023/2024 TCAP Board Biographies**

(alphabetical order)

A resident of Ingleside on the Bay since 1973, Jo Ann was married to Richard until his passing in 2019 and has 2 daughters living in the San Patricio area, 1 daughter in Washington state and one that passed from breast cancer in 2012. She has 12 grandchildren and 12 great grandchildren.



## **Clayton Fulton, City of Hurst**

Clayton Fulton graduated with a Master's in Public Administration from the George W. Romney Institute of Public Service and Ethics in Brigham Young University's Marriott School of Management in 2008 with an emphasis in local government and financial analysis. Upon graduation he received the Stuart L. Grow award from the MPA program for integrity, academic excellence, concern for others, and devotion to public service. Clayton has also received a bachelor's degree from BYU in Sociology, holds associates degrees in Business and General Studies, completed the Texas Tech Institute of Governmental Finance and is a Certified Government Finance Officer.

Clayton has been working for the City of Hurst since October 2016 and was promoted to ACM in early 2019. Clayton has been instrumental in incorporating the Council's strategic priorities into the annual budget process and oversees Finance, Information Technology, Public Works, Utility Billing, and Solid Waste Services. He also partners with Atmos and Oncor for any customer issues faced by the citizens and coordinating on rate cases that involve the City. Prior to working for the City of Hurst, Mr. Fulton worked as the Finance Director for the City of Anna overseeing all financial operations for the city as well as managing the municipal court, utility billing, information technology, and human resource operations for the City. Mr. Fulton brought the GFOA distinguished budget award to the City of Anna and also received recognition from the State of Texas Comptroller's Office for financial transparency.

Clayton has also held positions with the State of Utah's Division of Housing and Community Development where he developed increasing responsibility over the execution and management of various Federal HUD, USDA, and HHS grants in addition to overseeing additional State grant programs. In his spare time he volunteers with his church and enjoys spending time in the great outdoors and finding adventure in everyday life. Clayton lives in NRH with his wife and 5 children.



## **Alan Guard, City of Anna**

Alan Guard is experienced at guiding elected officials and stakeholders in the formation of a community vision and leading an organization in implementing that vision. Alan has extensive experience in municipal finance, economic development, strategic planning and building a culture of servant leadership.

Currently the Finance Director for the City of Anna since 2020, Alan modernized the City's technology and processes and improved the City's bond rating from Aa3 to Aa2.

Prior to being with Anna, Alan served as City Manager of Pilot Point Texas where he prepared the first strategic plan and organization work plan in more than 5 years. As City Manager of Chickasha, Oklahoma, Alan negotiated the installation of electrical systems for the Chickasha Airport Industrial Park. Alan has also serviced as Chief Financial Officer for the Cities of Rowlett and, Davenport, Iowa as well as Interim Finance Director for the Cities of Murphy and Fate.

Receiving a BA from the University of Texas at El Paso and an MA from the University of Texas at Dallas, Alan added to those honors with a Certificate of Completion State and Local Government

# **2023/2024 TCAP Board Biographies**

(alphabetical order)

Executive Leadership Training, John F. Kennedy School of Government, Harvard University and is a certificated Government Finance Officer as well as being a member of ICMA, TCMA, GFOA and GFOAT.



## **Clifford Howard, City of Lewisville**

Clifford Howard is the Fiscal Services Manager for the City of Lewisville and has served the City's Finance Department in multiple capacities in his 34 years of service. Clifford's area of expertise is utility rate studies, utility collection and billing services, as well as banking and investments.

For the past 18 years, Clifford has served on the Dallas Water Utility Cost of Service rate subcommittee. Prior to being elected to the Texas Coalition for Affordable Power Board (TCAP) he served TCAP on their Technology committee. Since joining the TCAP Board he has served every year on the Finance committee. He is an active member of the Government Finance Officers Association, Government Finance Officers Association of Texas, and Government Treasurers' Organization of Texas.

Clifford is a graduate of Midwestern State University in Wichita Falls and holds a Bachelor's degree in Accounting.



## **William Linn, City of Kenedy**

Mr. Linn is the current City Manager of Kenedy, Texas and a well-seasoned professional within the business and government industries. Mr. Linn and his wife have been married for over 24 years and have 5 children. When not working, Mr. Linn enjoys spending time with his family, travelling, reading, and watching football.

Mr. Linn attended Indiana University's Southeast campus in New Albany, Indiana where he earned his Bachelor of Science Degree in Business. After graduating with his Bachelor's Degree, Mr. Linn enrolled in Southern New Hampshire University where he earned his Master of Business Administration and Master of Science in Organizational Leadership degrees concurrently. In addition to his degrees, Mr. Linn is a Certified Fraud Examiner, a Certified Public Manager, and holds a Certification in Supply Chain Procurement.



## **Michael Marrero, City of Odessa**

Michael Marrero is the City Manager for the City of Odessa. He has been with the City of Odessa since 1995. Mr. Marrero was named City Manager in May 2018. Prior to his current role as City Manager, he served as Deputy City Manager, Assistant City Manager and Community Development Director. As City Manager, Mr. Marrero is responsible for all municipal functions for the City of Odessa. Mr. Marrero reports to a seven-member city council, and he serves as the chief executive officer for the municipal organization, providing direction to approximately 1,000 city employees across several departments and divisions.

Michael received his B.A. from the University of Texas Permian Basin in Political Science and has also received a Masters in Public Administration from Sul Ross State University. Mr. Marrero has been involved with several local not for profit organizations in Odessa and is also a member

# **2023/2024 TCAP Board Biographies**

(alphabetical order)

of the International City Manager's Association and the Texas City Manager's Association. Mr. Marrero has served on the board of TCAP since May of 2018.



## **Carey D. Neal, Jr., City of Lancaster**

Carey joined the City of Lancaster in July of 2019. He obtained a Bachelor of Science degree from the University of Texas at Arlington and a Masters in Public Administration from American University -Washington D.C.. Carey is currently working on his PhD from Liberty University. Prior to joining the City of Lancaster, Carey worked for seven years as a Human Resources Director for Walmart Stores Inc. His passion for public service began with an internship opportunity for State Representative Yvonne Davis-District 111.

Carey is responsible for the operations of Administration, Economic Development, Development Services, Neighborhood Services, Community Services, and all nine City of Lancaster Public Improvement Districts (PIDS).

Carey is a member of several professional organizations such as the International City/County Management Association (ICMA), Emerging Local Government Leaders (ELGL), National Forum for Black Public Administrators (NFBPA), North Texas City Management Association (NTCMA), Texas City Manager Association (TCMA), Urban Management Assistant of North Texas (UMANT) and an Executive Board Member on the Texas Coalition for Affordable Power (TCAP). Carey also volunteers with Dallas ISD- Professional Development Course, Big Brother Big Sister of America, and the Lancaster Lions Club.



## **Gilbert P. Reyna, Jr., City of Victoria**

Graduating Cum Laude from the University of Houston in Houston with a Bachelor of Accounting Degree, I obtained my Certified Public Accountant certificate in September 1988, 2 years after completing college.

In 1986 I began employment with the accounting firm, Harrison, Waldrop & Uherek (HWU), an accounting firm which consists of 15-19 professionals, serving as an Audit Manager in charge of several large governmental entities, private and public enterprises. I remained with HWU until January 1995 when I was hired as the Assistant Director of Finance for the City of Victoria, and within the first year, I was appointed as the City of Victoria Director of Finance. I am also serving as the treasurer of the Victoria Sales Tax Development Corporation, Victoria Housing Finance Corporation, Victoria Health Facilities Development Corporation, Victoria Public Facility Corporation, and the Victoria Development Commission. In August 2020, I was appointed Chief Financial Officer for the City of Victoria and continue serving as treasurer of the various boards listed above. For the period March 2009 until October 2009, I acted as interim representative to the Electric Reliability Council of Texas (ERCOT).

I was a board member of the South Texas Aggregation Project Board (STAP) representing the City of Victoria from March 2009 until the end of 2010, at which time I was elected to the Texas Coalition for Affordable Power Board (TCAP). I have served on the board of TCAP for the terms of January 2011 through December 2022.

# **2023/2024 TCAP Board Biographies**

(alphabetical order)



## **Chris Steubing, P.E., CFM, City of Sugar Land**

Chris Steubing, P.E., CFM, Assistant City Manager is a professional engineer with 25 years of city, county and private-sector experience in the field of engineering, program/project management and construction management. He was named assistant city manager in May of 2017 and leads the City of Sugar Land as the Chief Operating Officer working to improve efficiency, performance and accountability within the organization. Prior to this, he served as Sugar Land's city engineer from December 2006, providing oversight of new development, construction of civil infrastructure, development and delivery of the capital improvement program, floodplain administration oversight, thoroughfare planning and land acquisition.

He provided leadership and oversight for the delivery of the Smart Financial Centre at Sugar Land, the largest capital improvement project in the City's history, and is currently overseeing the City's initiatives as executive sponsor for a new Enterprise Resource Program (ERP) and the Comprehensive Mobility Plan.

Prior to Sugar Land, Steubing spent the first 10 years of his career in the Dallas/Fort Worth area in leadership positions with Denton County, the cities of Decatur and Colleyville and Racetrac Petroleum.

He received a bachelor's degree in civil engineering from Texas A&M University in 1996, earned a Texas engineering license in 2002, became a certified floodplain administrator in 2004 and completed the LBJ School of Public Affairs Public Executive Institute in April 2016. He currently serves as a board member for the Texas Coalition for Affordable Power and is a member of the several professional organizations representing the fields of engineering, city management and floodplain administration.



## **Jo Ella Wagner, Southwest Texas Water Authority**

Jo Ella Wagner is the Assistant Executive Director/Finance Manager at South Texas Water Authority (STWA) in Kingsville, Texas. She has worked for South Texas Water Authority for 27 years and was promoted to Finance Manager and Co-Investment Officer in 1998 and Assistant Executive Director last year. Upon STWA joining STAP in 2004 and then joining TCAP in 2011, she was instrumental in converting the various electric accounts and continues to analyze the benefits and savings of STWA's TCAP membership and advocates for TCAP participation.

Ms. Wagner received her BBA in Finance and an MBA in General Business from Texas A & I University (Texas A & M Kingsville) and also obtained a secondary teaching certificate from the State of Texas. Ms. Wagner has worked in banking, accounting and business management before taking her accounting position with STWA. She is currently a Registered Texas Assessor/Collector, STWA's Investment Officer, and holds a D Water License with TCEQ. Ms. Wagner is a member of the Texas Association of Assessing Officers, Texas Association of Appraisal Districts, and Texas Rural Water Association.

Ms. Wagner has been married for 30 years and is the mother of two. In her off-time she volunteers as the Council Advisor for the 4-H Clubs in Kleberg and Kenedy counties and the 4-H Consumer Education Coach. She has been active with 4-H for over 25 years and is a recipient of the Texas 4-H Salute to Excellence Award.

## AGENDA ITEM REPORT Item 6

Meeting Date: January 9, 2023

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Reviewed By:  City Manager

City Secretary

City Attorney

Finance Director

Other:

### AGENDA ITEM:

**ITEM 6. DISCUSSION/ACTION** – Consideration of and action on a proposal from FundView for temporary Financial Reporting and Assistance during the transition period of the Finance Director.

### Attachments:

1. FundView Proposal for Financial Reporting and Assistance

### Discussion / Justification:

**Background:** Current Director of Finance, Sharon Jungman, is set to retire on January 31, 2023. Mr. Edward Scott will begin in his new role on January 17, 2023. This will leave 11 working days of training for Mr. Scott from exiting director Mrs. Jungman. To make the transition of staff as effective and as orderly as possible, staff has requested a proposal from FundView to aid the new Finance Director if needed. This proposal is only temporary and will include support for the following areas:

- Accounts Payable
- W-2s and 1099s
- TMRS
- Bank Reconciliations
- Quarterly Reporting
- Monthly Financial Reporting
- Quarterly Financial Reports
- Sales Tax Received/Paid
- Property Tax Reports

Services will be provided at a rate of \$35.00 per hour. The proposal will only be effective February 1<sup>st</sup> through February 28<sup>th</sup>, 2023.

### Recommendation / Staff Comments:

Staff Recommends: Approval

### Sample Motion(s):

I move to approve/deny the proposal from FundView for temporary Financial Reporting and Assistance during the transition period of the Finance Director.



# FundView

## Proposal for Financial Reporting Assistance During Finance Director Transition City of Ovilla, TX

The City of Ovilla, Texas (the City) has requested assistance with financial reporting during the transition from the current Finance Director, who is retiring, to a new Finance Director, to be hired. The following services have been requested:

1. Accounts Payable support if something unusual comes up.
  - a. This is something that can be covered with a normal service call or ticket.
2. Payroll
  - a. Ovilla will handle entering and approving of time.
  - b. FundView would review the Time Entry Report.
    - i. We will not know if all the time has been entered, if someone is missing, or if it is correct. We will provide Pam with a list of employees with missing time.
  - c. FundView would review the Payroll Calculation report for unusual hours or amounts.
    - i. The Payroll Calculation screen will flag amounts that are significantly different from the previous payroll. We will notify Pam of any alerts.
  - d. FundView would instruct staff to run payroll reports and save them.
  - e. FundView would send payroll bank upload file to Pam.
  - f. FundView would push the button to email pay stubs to Ovilla employees.
    - i. This would be done when we receive notification from Pam that the bank file uploaded successfully.
  - g. FundView will walk an Ovilla employee through using EFTPS to pay payroll taxes.
    - i. We will not independently use Ovilla's login information to access EFTPS and schedule bank drafts for tax payments.
    - ii. We will assist an Ovilla employee through the process of paying federal payroll taxes online through EFTPS.
  - h. FundView would update payroll after the bank file is successfully loaded, and Ovilla will confirm.
    - i. FundView would separate the Payroll AP batch into the for requested batches (Payroll Taxes, Child Support, Insurance, and Reminder TMRS do not create a batch)
3. W-2's and 1099's
  - a. Assisting with running W-2's and 1099's at year end is part of support. There is no additional cost for scheduling time for these activities.
4. TMRS
  - a. FundView would run instruct staff in running TMRS reports.
  - b. FundView would assist a staff member in uploading reports to TMRS.
  - c. FundView would create an AP file for TMRS and notify Pam.
5. Bank Reconciliations
  - a. Ovilla will provide all necessary scanned bank statements and bank file download files.

- b. FundView will reconcile accounts 9437 and 8777 for December and January if necessary, including attaching scanned bank statements if received.
- c. Any necessary interest or other General Journal Entries needed for reconciliations will be made but approval from Ovilla will be needed before they are posted.
- d. If Ovilla would like FundView to record interest for other bank accounts for December and January, copies of bank statements with associated General Ledger account numbers clearly indicated would be needed. The General Journal Entries would be recorded but Ovilla will be requested to approve before posting.

6. Quarterly Reports

- a. 941 Payroll Report
  - i. FundView would utilize Accounts Payable to determine tax payment information to complete the Form 941 in FundView. The form would be run and sent to Ovilla to print and mail.
- b. TWC Quarterly Report
  - i. Fund View would assist Ovilla staff in running the necessary TWC reports and uploading to the TWC site.
  - ii. If a TWC payment is required, FundView will create an AP file and notify Ovilla staff so it may be paid.

7. Monthly Financial Reports

- a. FundView will assist Ovilla employees in running the following reports out of FundView when requested.
  - i. Monthly Financial Statement.
  - ii. Any other report that is setup or may be derived from an existing report in FundView.

8. Quarterly Financial Reports

- a. If a report is established in FundView, we will assist a staff member in running the report. We will not create reports manually.

9. Sales Tax Received

- a. FundView will record in journal entries sales tax received for the city, MDD, and EDC when information is provided as to the date, amount, and for who the funds are received. Ovilla would need to approve the journal entries before they are posted.

10. Sales Tax Paid

- a. FundView would assist Ovilla staff in running reports from AP to assist them in paying sales tax.

11. Property Tax Reports

- a. FundView will create a journal entry to record the receipt of property taxes when provided the date, amount received, and any breakdown of the amounts. Ovilla will approve the journal entry before it is posted.

City of Ovilla agrees that any issues arising from this agreement to assist are the sole responsibility of City of Ovilla.

City of Ovilla agrees that the hourly billing rate for such services from FundView staff is \$35 per hour, minimum one-hour billing. After the first hour, billing may be billed in additional half-hour increments.

Time detail will be provided every two weeks along with an invoice. This agreement would cover a time period from February 1, 2023 through February 28th.



# FundView

**City of Ovilla  
Agreement to Additional Provided Services**

On behalf of the City of Ovilla (the City), I agree that FundView staff may review payroll and financial records as necessary to assist with the items outlined above.

I authorize FundView to make General Ledger Journal Entries and Accounts Payable Invoices as outlined above. I acknowledge the City of Ovilla will need to approve General Journal Entries before they are posted and will be responsible for processing Accounts Payable Invoices.

I agree to hold harmless FundView, FAST Inc., its owners, investors, staff, and any subsequent owners, investors or staff for any damages, liabilities and losses may be incurred due to entries created as outlined above.

I agree to pay the stated billing amount for such services as rendered.

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City of Ovilla Signature

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FAST Inc. Signature

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Date

## AGENDA ITEM REPORT Item 7

Meeting Date: January 09, 2023

Department: Administration / Parks

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Reviewed By:  City Manager

City Secretary

City Attorney

Finance Director

Other: J. Kuykendall/A. Jarvis

### AGENDA ITEM:

**ITEM 7. DISCUSSION/ACTION** – Consideration and action on Ordinance No. 2023-04 of the city of Ovilla, Texas, amending appendix "A", Section A2.000 (miscellaneous fees), of the code of ordinances of the city of Ovilla; establishing park facility use fees; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.

### Attachments:

1. Ordinance No. 2023-04
2. Reservation policy and application.

### Discussion / Justification:

**Background:** In 2020 Staff presented Council a resolution (R2020-20) for an Athletic Field Use and Maintenance Agreement by and between the City of Ovilla and the Ovilla Baseball Fields Association. This had Association maintained, managed, and reserved the fields for many years – (an unknown number of years). During these years the Association maintained rentals and use of the City's baseball fields, and used their collected funds for all maintenance of the fields at the minimum cost and time required by the City. The Agreement was not executed by the association due to their liability concerns.

Again, in 2021, the resolution was presented to Council with a revised Athletic Field Use and Maintenance Agreement by and between the City of Ovilla and the Ovilla Baseball Fields Association. Again, the Ovilla Baseball Association decided not to enter into an agreement with Ovilla and immediately refrained from maintaining the baseball fields. This became a new expense and time-consuming responsibility for the city and city employees.

Since that time, staff (park employees) have devoted countless hours to our parks and fields – and received inquiries from baseball associations about the reservations and use of these facilities.

The current City Code does not address the use of ballfields nor the new pavilion. An application and ordinance for field(s) reservation use as well as the pavilion has been prepared and reviewed with legal counsel. Our parks employees will continue to maintain the fields. Field 2 will remain open and available for residents and other organizations (unless reserved).

### Recommendation / Staff Comments:

Staff Recommends: Approval

**Sample Motion(s):**

I move to approve/deny Ordinance No. 2023-04 of the city of Ovilla, Texas, amending appendix "A", Section A2.000 (miscellaneous fees), of the code of ordinances of the city of Ovilla; establishing park facility use fees; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.

## **ORDINANCE NO. 2023-04**

**AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, REPEALING AND REPLACING APPENDIX "A", ARTICLE A2.000, SECTION A2.009, OF THE CODE OF ORDINANCES OF THE CITY OF OVILLA; PROVIDING PARK FACILITY USE FEES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERANCE CLAUSE; PROVIDING FOR INCORPORATION INTO THE OVILLA CODE OF ORDINANCES; PROVIDING FOR IMMEDIATE EFFECT; AND PROVIDING FOR PUBLICATION.**

WHEREAS, the City of Ovilla currently provides facilities within its public parks for the use of the citizens of Ovilla including, but not necessarily limited to, sports fields, pavilions, and gazebos; and

WHEREAS, the City of Ovilla incurs significant costs and expenses relating to the maintenance, repair, and operation of the aforesaid facilities; and

WHEREAS, the City of Ovilla previously adopted Ordinance No. 2019-08, establishing a use fee for the gazebo at Heritage Park, such ordinance being codified in Appendix A, Article A2.000, Section A2.009, of the Code of Ordinances of the City of Ovilla; and

WHEREAS, the City finds and determines that it is necessary and in the best interests of the health, safety, and welfare of the citizens of the City of Ovilla to establish facility use fees for all current and future sports fields, pavilions, gazebos, and related facilities within the City's parks.

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

**SECTION 1. REPEAL AND REPLACEMENT OF APPENDIX A, ARTICLE A2.000, SECTION A2.009, OF THE OVILLA CODE OF ORDINANCES**

Appendix A, Article A2.000, Section A2.009, of the Ovilla Code of Ordinances is hereby repealed and replaced with the following:

**Sec. A2.009 Park facility use fees**

- (a) Sports fields use and reservation, per field: \$50.00 per hour / \$300.00 per day.
- (b) Tournament event use fee (3 day maximum): \$1,000.00.
- (c) Electricity usage fee, (during dark hours\*): \$25.00 per hour, per field.
- (d) Drag and line field (upon special request): \$40.00 per field.

## **ORDINANCE NO. 2023-04**

(e) Pavilion use fee: \$50.00 (additional \$25.00 for use of fans/electricity).

(f) Gazebo: \$50.00 (additional \$25.00 for use of electricity).

\* "Dark hours" means 30 minutes after civil twilight in the morning to 30 minutes before civil twilight in the evening, and at any other times the weather or other natural conditions prevent adequate sunlight.

### **SECTION 2. SAVINGS CLAUSE**

If any other Ordinance of the City of Ovilla, Texas, heretofore enacted is found to conflict with the provisions of the Ordinance, then this Ordinance shall prevail.

### **SECTION 3. SEVERANCE CLAUSE**

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

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

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

### **SECTION 5. EFFECTIVE DATE**

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

### **SECTION 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 provided by law.

**PASSED, APPROVED and ADOPTED** by the City Council of Ovilla, Texas, on this the \_\_\_\_ day of \_\_\_\_\_, 2023.

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Richard Dormier, Mayor

**ATTEST:**

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Bobbie Jo Taylor, City Secretary

## ORDINANCE NO. 2023-04

### APPROVED AS TO FORM:

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Ron G. MacFarlane, Jr., City Attorney

**City of OVILLA Parks Department**  
Ph # (972) 617-7262 Fax # (972) 515-3221

## **BALL FIELDS & PAVILION RESERVATION PROCEDURES & POLICY**

OVILLA Parks Department has 1 baseball field, 1 softball field, one pavilion and a gazebo (Heritage Park) available for use at Founders Park on a rental basis as scheduled by the Parks Department. The policies that follow are required to ensure proper use and control of the facilities so that all citizens may equally enjoy them. As a renter, you are responsible for reviewing all the information provided. Reservations are only for the time-period that is paid for. If you want to reserve a dragged and chalked field, you must give a 24-hour notice.

**RESERVATION & USE PROCEDURES:** *Field 2 remains open for practice if not reserved.* Requests to reserve baseball/softball fields, pavilion & gazebo should be directed to the City of OVILLA Parks Department at 972-617-7262 during daily work hours (8am - 4:30). Reservations will occur on a first come, first serve basis. An official reservation form accompanied by payment must be submitted to officially hold a reservation. Cash, checks, credit card payments or money orders payable to the City of OVILLA are acceptable at the CITY OF OVILLA CITY HALL Administration Building 105 Cockrell Hill Road, Ovilla, TX 75154.

**BASEBALL/SOFTBALL FIELDS INFORMATION:** *Weldon O'Dell Baseball/Softball Fields (105 S. Cockrell Hill Road)* are located at Founders Park behind the Ovilla City Hall and Fire Department buildings on Cockrell Hill Road. Parking is allowed only at the city parking lot across from City Hall on Cockrell Hill Road and the parking lot at Water Street. NO parking is allowed at the Fire Department, Police Department or City Hall for use of the baseball fields. This complex consists of 1 baseball field and 1 softball field, and restroom facilities. All fields have lighting capabilities.



### **FACILITIES:**

#### **City Park Baseball/Softball**

Field 1 Baseball

Field 2 Youth Baseball (9-y & under) / Softball

Pavilion

Gazebo at Heritage Park

### **FACILITY USE FEES:**

#### ***Softball/Baseball/Pavilion Fees:***

Sports Fields Use & Reservation per field	\$50 (hourly) \$300 daily use
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Tournament Event Rental (3-day maximum)	\$ 1,000
-----------------------------------------	----------

Electricity Usage Fee (at dark) per hour, per field	\$25
-----------------------------------------------------	------

Drag and Line Field by special request -per field	\$40
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Pavilion (additional \$25 for use of fans and electricity)	\$50
Heritage Park Gazebo (additional \$25 for electricity)	\$50

**RENTAL HOURS:** The hours available for rental at the base ball fields & pavilion are from 5:00 a.m. – 10:00 p.m., Monday through Friday. (Saturday and Sunday-games are priority over practice).

**ADDITIONAL REQUIREMENTS:** Use this space to list any information pertinent to your event at any ball field or pavilion (i.e., electricity needed for music or PA system, permission for other equipment, etc.). Some of these requests could possibly require additional costs or proof of insurance requirements.

**CANCELLATION POLICY:** All cancellations must be made three days prior scheduled reservation time for a full refund of rental fee. In the event of inclement weather, the Parks Department will try to reschedule another date, or a full or partial refund will be given.

**LIABILITIES:** *The individual, group, or organization making the reservation assumes all liability for any neglect or intentional damages to any park facility or property and will be billed accordingly. The individual, group, or organization using the facility shall obey all city rules and regulations, both written and verbal. The individual, group, or organization using the facility, and in consideration for such use, agrees to release, save, hold harmless and indemnify the City of OVILLA for any injury, death, and/or property damage (including loss of use) arising from or related to the use of the facility.*

**CITY OF OVILLA PARK RULES:** Reference City Ordinance 2015-008.

- Park Hours: OPEN 5:00 a.m. - CLOSE 10:00 p.m. every day.
- Consumption or possession of alcohol is prohibited on park property.
- No overnight camping.
- No person shall have brought in or shall dump, deposit, leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse or other trash.
- Receptacles are provided throughout the park for trash/waste disposal. Please use them.
- Glass containers of any type are prohibited.
- Obey all traffic signs.
- No bicycles or motorized vehicles allowed in or around the fields.
- Hunting & firearms are forbidden.
- Picnic only in designated picnic areas such as the pavilion.
- No propane grills.
- No soliciting allowed.
- Climbing on any structure or any fencing in the park or ball fields is expressly prohibited.

***VIOLATION OF PARK & BALL FIELD RULES IS CAUSE FOR IMMEDIATE EJECTION FROM THE PARK.***

**FEEDBACK:** The OVILLA Parks Department welcomes any comments, feedback or general questions regarding your rental. Please contact the Parks Department.

**CONTACT INFORMATION:** OVILLA Parks Department, 105 S. Cockrell Hill Road, Ovilla, TX 75154, 972-617-7262, option 5, then option 3.

For assistance after hours, please text 972-561-8109 and a City of OVILLA Parks Department on-call employee will be contacted.

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APPLICANT SIGNATURE & POLICY ACKNOWLEDGEMENT

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DATE

**City of OVILLA Parks Department**  
Ph# (972) 617-7262 Fax # (972) 515-3221

**BALLFIELD / PAVILION /GAZEBO  
RESERVATION FORM**

**Field 1**

**Field 2**

**Pavilion  
Rental**

**Heritage Park  
Gazebo**

**DATE(S) REQUESTED:** \_\_\_\_\_

**WEEKDAY:**  MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY  SATURDAY  SUNDAY

**DATE(S) REQUESTED:** Start: \_\_\_\_\_ Finish: \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_ **TEAM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE NUMBER(S):** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**Ball field and Pavilion Use Agreement:**

The individual, group, or organization making the reservation assumes all liability for any neglect or intentional damages to any park facility or property and will be billed accordingly. The individual, group, or organization using the facility shall obey all city rules and regulations, both written and verbal. The individual, group, or organization using the facility, and in consideration for such use, agrees to release, save, hold harmless and indemnify the City of OVILLA for any injury, death, and/or property damage (including loss of use) arising from or related to the use of the facility.

Signature \_\_\_\_\_

Date \_\_\_\_\_

OVILLA Parks Department 105 S. Cockrell Hill Road, Ovilla, TX 75154

Make checks/money orders payable to: *City of OVILLA*

**FULL REFUND** will be allowed with a (3) three-day cancellation notice or due to inclement weather.

<b>Office Use Only</b>					
DATES			Recreation Staff Approval:		
TIMES:					
<input type="checkbox"/> Individual Field Reservation \$50 (hourly) / All day \$300			<input type="checkbox"/> Electricity Usage Fee \$25 hourly		
Total Hours:			Total Fee:		
<input type="checkbox"/> Cash		<input type="checkbox"/> Check: (# _____)		Receipt #:	

# Ovilla City Council

## AGENDA ITEM REPORT Item 8

Meeting Date: January 9, 2023

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Reviewed By:  City Manager

City Secretary

City Attorney

Finance Director

Other:

### AGENDA ITEM:

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

### Attachments:

None

### Discussion / Justification:

All consent items are attached for Council consideration. Any items pulled from the Consent agenda will be reviewed under this item.

### Recommendation / Staff Comments:

Staff Recommends: Approval

### Sample Motion(s):

I move to approve.....

**OVILLA POLICE DEPARTMENT**  
**ACTIVITY REPORT / DECEMBER 2022**



J. Bennett, Chief of Police

OVILLA POLICE DEPARTMENT  
MONTHLY REPORT / DECEMBER 2022

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**PERSONNEL UPDATE:**

**Below is a list of our current staffing:**

CHIEF OF POLICE	(BENNETT)
LIEUTENANT	(GEISER)
SERGEANT	(BREEDLOVE)
SERGEANT	(ORTEGON)
PATROL OFFICER / DETECTIVE	(KRETLOW)
PATROL OFFICER	(MALKE)
PATROL OFFICER	(HARTIN)
PATROL OFFICER	(FLORES)
PATROL OFFICER	(RAMIRES)
PATROL OFFICER	(BRAVO)
PATROL OFFICER	(VACANT) ON HOLD UNTIL MID-2023.
ADMINISTRATIVE ASSISTANT	(PRICE) Begins on 01-23-2023.

(Jessica Price selected to be our new ADMIN ASSISTANT)

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OVILLA POLICE DEPARTMENT  
MONTHLY REPORT / DECEMBER 2022

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1 – Felony Arrest

1 – Misdemeanor Arrest

1 – Mental Health Detention

216 - Total Traffic Stops. (Pretextual and Non-Pretextual)

62 - Total Citations issued.

Roughly 29% of ALL traffic stops received a citation.

Average Response time for DECEMBER was 4 MINUTES, 19 SECONDS.

Subject: Police Department Monthly Activity Report

Calls For Service	DEC 2022	DEC 2022 YTD	DEC 2021	DEC 2021 YTD
Accident	9	55	6	53
Alarms	8	225	12	183
Arrest	2	46	3	30
Assault/Assault FV	2	18	0	6
Assists	46	885	65	817
Building / House Security Check	385	3867	246	4299
Burglary	0	10	0	3
Burglary of Motor Vehicle	0	5	0	2
Criminal Mischief	1	11	1	4
Disturbance	21	207	14	134
Neighborhood Check	786	9011	648	9265
Other Calls for Service	82	1623	76	971
Suspicious Person	10	133	6	93
Suspicious Vehicle	8	202	10	178
Theft	1	23	1	7
Traffic Assignment/School Enforcement	16	542	22	518
<b>TOTAL CALLS FOR SERVICE</b>	<b>1377</b>	<b>16863</b>	<b>1110</b>	<b>16563</b>

OVILLA POLICE DEPARTMENT  
MONTHLY REPORT / DECEMBER 2022

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December 2022	TO	December	MILEAGE	MAINTENANCE PERFORMED
Police Unit #	Begin	End	Accrued	
116	117566	118009	<b>443</b>	
117	136558	138619	<b>2061</b>	
216	40563	40698	<b>135</b>	
119	73587	75854	<b>2267</b>	OIL CHANGE
120	67840	69420	<b>1580</b>	
220	64391	65396	<b>1005</b>	

END OF REPORT

# Ovilla Fire Department

## December Monthly Report



**Fire Chief Brandon Kennedy**

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

## Mission Statement

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

## Summary of Staffing for the Department

- Currently the Department has 1 Firefighter Paramedic position open.
- Currently the Department has 0 Firefighter Basic position open.
- Currently the Department has 4 Volunteer Firefighter position open.
  
- Current Staffing
  - 2 Chiefs
  - 5 Captains
  - 24 Firefighter Paramedics
  - 6 Firefighter EMT-Basics
  - 8 Volunteer Firefighters
  - Total Staffing of 45 out of 50 positions
  
- Of the Volunteers on staff,
  - 3 of them are Dual Certified, meaning they have their Fire Certs and EMT Basic and or Paramedic
  - 0 have just their Fire Certs
  - 2 have just their EMT Basic or Paramedic
  - 3 Volunteers do not have any Certification currently.

## Grants Report

- Currently working on AFG paperwork to replace the station SCBA fill station. Projected cost of around 75K – 100K.
  
- Received reimbursement check for Bunker Gear in the amount of \$17,525.90. This was a cost share with 90% reimbursement and the city paid 10%.

## Summary of Events for the Department

- For the month of December, OFD made a total of 119 (*December 2021 we had 74*) calls through dispatch, and several public service calls that were not dispatched. These public service calls 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.
- To date for this year, we have run 1150 calls for service, an average of 95.83 per month, and this finishes the year with a new record of 1150 calls for service.
- Siren Testing complete, and all are working properly.

## 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)
- 37 / 62** Volunteer shifts were covered, and these **37** shifts we had 4 personnel on the Engine. Numbers are down this month due to pulling a couple of Volunteers to the paid side to help fill shifts.

## Monthly Call Summary

INCIDENT COUNT		
INCIDENT TYPE	# INCIDENTS	
EMS	55	
FIRE	64	
<b>TOTAL</b>	<b>119</b>	
CO CHECKS		
736 - CO detector activation due to malfunction	1	
746 - Carbon monoxide detector activation, no CO	1	
<b>TOTAL</b>	<b>2</b>	
MUTUAL AID		
Aid Type	Total	
Aid Given	22	
OVERLAPPING CALLS		
# OVERLAPPING	% OVERLAPPING	
<b>10</b>	<b>8.4</b>	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	EMS	FIRE
Station 701	0:05:49	0:13:51
<b>AVERAGE FOR ALL CALLS</b>		<b>0:07:07</b>
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
Station	EMS	FIRE
Station 701	0:01:23	0:01:20
<b>AVERAGE FOR ALL CALLS</b>		<b>0:01:18</b>
AGENCY		AVERAGE TIME ON SCENE (MM:SS)
Ovilla Fire Department		19:28

## Fleet Report

Ovilla Fire Department Mileage, Fuel and Maintenance Report for December					
Apparatus	Beginning Mileage	Ending Mileage	Mileage for the Month	Fuel Expenses	Maintenance Expenditures
B701	61,166	61,233	67	\$ 45.11	\$ -
B702	-	-	0	\$ -	\$ -
C701	42,350	42,701	351	\$ 52.00	\$ 141.97
C702	15,385	15,715	330	\$ 158.00	\$ -
S701	114,710	114,778	68	\$ 41.05	\$ -
E701	34,038	34,620	582	\$ 756.75	\$ 4,870.02
E702	35,853	36,080	227	\$ 230.69	\$ 837.04
Training E703	-	-	0	\$ -	\$ -
R755	23,017	23,130	113	\$ 164.84	\$ -
Station Supplies (Small Equipment Fuel, Propane, Other)				\$ 1,629.23	\$ -
Totals for the Month			1,738	\$ 3,077.67	\$ 5,849.03

### Maintenance Cost Explanations: E-701

#### OIL LEAK

CAUSE: FAILED FRONT CRANKSHAFT SEAL, FRONT ENGINE COVER, AND TURBO OIL RETURN HOSE.

CORRECTION: REMOVED BELTS, PULLEYS, DRIVE LINE ADAPTER, BALANCER, AND FRONT COVER. CLEANED SURFACE.

REINSTALLED COVER. CRANK HAD DEEP GROOVE IN WEAR SLEEVE. REMOVED AND INSTALLED NEW SLEEVE AND FRONT SEAL. REINSTALLED REMOVED COMPONENTS AND TORQUED TO SPECS. REPLACED TURBO DRAIN HOSE. RAN ENGINE 1 HR. NO LEAKS.

#### FUEL PUMP LEAKING

CAUSE: FAILED SEAL ON LOW PRESSURE GEAR PUMP.

CORRECTION: DISCONNECTED FUEL LINES AND REMOVED PUMP. INSTALLED REPLACEMENT PUMP WITH NEW SEAL.

INSTALLED NEW LOW PRESSURE LINE. CONNECTED OTHER FUEL LINES. CLEANED OFF LEAK. RAN ENGINE AND FUEL STARTED TO LEAK AGAIN. THE REMANUFACTURE PUMP IS LEAKING FROM THE WEEP HOLE. REMOVED PUMP TO BE TAKEN BACK TO CUMMINS.

INSTALLED SECOND PUMP. MADE ALL CONNECTIONS. STARTED AND RAN ENGINE 20 MINUTES. NO LEAKS.

#### REPLACE ENGINE BELTS

CAUSE: WORN BELTS.

CORRECTION: INSTALLED 3 NEW BELTS. LABOR COVERED UNDER FRONT SEAL REPLACEMENT

### New Brush Truck update:

- We are still waiting for the chassis to be delivered to start production.
- Anticipate budgeting for it again in the 23-24 FY.

# PUBLIC WORKS DIRECTOR REPORT

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

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

**TOPIC December, 2022 Public Works Overview Report**

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## **Employee report**

One position is frozen until April 2023

One employee received his class c water distribution license.

## **Public Works Project Overview**

We continue to work the bugs out of the AMI metering system,

The Christmas Tree lighting went over well, we will continue to make it better every year.

I have been working with Andrew on our water impact fee study.

## **Equipment**

Still waiting on the parks vehicle, we ordered.

1 motor at pump station with seized bearings.

## **Water Department**

### **Employee Accomplishments**

Mr. Dustin Cleveland Obtained his Water Distribution C license through TCEQ making him a certified water operator in the state of Texas.

GOV Pilot

### **Work Orders Completed**

Work Orders completed for the month December 2022

- Total Work Orders Entered- 74

# PUBLIC WORKS DIRECTOR

## REPORT

- Total Work Orders Completed - 69

Water Wholesale Purchased & Pumped  
December 2022

- Gallons Billed – 8.028.500MGD
- Gallons Unbilled – 35.0 k
- Builder Billed – 2.0 k
- Maintenance Flushing – 1.250.000MGD (Flushed new construction Hollywood Estates)
- Gallons pumped – 10.028.000MGD

### WATER

#### Water Repairs

1. 302 Ovilla Oaks- Replaced 1" angle stop with 1" blue dresser and poly to the stop.
2. 625 W. Main- Leak was found under the fence located on the women's side restroom. Old compression coupling failed and was leaking.
3. 102 Dusty Oaks- Installed 1" meter
4. 901 Cockrell Hill- Removed meter endpoint due inactive account and error readings.
5. 504 Edgewood- Investigated low battery issue on water meter and discovered issue with the meter endpoint which was replaced.
6. 420 Broadmoor- Installed 1" meter for new service.
7. 734 Cockrell Hill. Rd- Dustin helped street dept with road repairs.
8. 102 Cumberland- Modified meter lid in driveway to fit meter endpoint flush.
9. 321 Cheyenne Mountain- Installed meter endpoint.
10. 331 Cheyenne Mountain- Installed meter endpoint.
11. 625 W.MAIN- Finished clean-up from water main repair and put UPM for drivable surface.
12. 117 Water. St- Helped streets with drainage repairs

# PUBLIC WORKS DIRECTOR REPORT

- 13.** 803 Westmoreland- Repaired damaged 1" service line.
- 14.** 604 Williams- shut off customer water went on vacation for the Holidays.
- 15.** 911 Cockrell Hill- Located water lines and service for underground boring by contractor.
- 16.** 1908 Duncanville. Rd – Winterized and turned on all heaters at the pumpstation.
- 17.** 523 Johnson- Completed dirt work needed from water main repair that was made.
- 18.** 105 Cockrell Hill- Dustin helped streets dept with bridge maintenance and cleaning.
- 19.** 110 Meadow wood- Turned water off due to customer's request.
- 20.** 750 Cockrell Hill- Replaced leaking meter gasket
- 21.** 701 Seven Falls- Got meter count on all meters still needing endpoints in Broadmoor Estates.
- 22.** 360 Cheyenne Mountain- Fixed water meter leak.
- 23.** 606 Williams- Investigated meter tamper alarm and was unable to detect the possible cause.
- 24.** 123 Meadow Glen – Met with homeowner about leak and discovered it was on their irrigation system.
- 25.** 203 Silverwood- Replaced water meter gasket.
- 26.** 225 Lariat – Dustin helped the streets dept with drainage work.
- 27.** Smart Meters – Worked on replacing a few endpoints that had factory defects, Responded to meter tampers, Met with customers about leaks that showed up because of the new meters.
- 28.** 105 Cockrell Hill – Took monthly Routine Bacti sample and carried them to the TRA testing facility in Irving ,Tx.

EVERYDAY DUTIES & SITE CHECKS PERFORMED DAILY EVEN ON THE WEEKENDS AND HOLIDAYS

( \*\*Daily site checks of Overhead Water Tower, Pumpstation and Liftstation.  
Check for any pump failures, power failures or any other issues that may interrupt service to the system.  
Also check fencing, gates, signage, and locks that secure all locations.)

DAILY NAP (NITRIFICATION ACTION PLAN) Sampling- \*\*Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms.

# PUBLIC WORKS DIRECTOR

## REPORT

- Ground Storage Tank- Outside sampling location (Upstream)
- Pump Room Sample Port (Downstream)
- 114 Silverwood (Average Age)
- 607 Cardinal (High Age Water)
- 304 Ovilla Oaks (High Age Water)

### WATER

#### Daily sampling and monitoring

- Water cutoffs – Water cutoffs were performed.
- 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.

### Wastewater Daily Duties

#### Emergency Lift station and sewer repairs

1. 803 E. Main. St- Met with the Vertical church concerning sewer back up and discovered a damaged city side clean out that was buried. The line was cleaned of any debris and the cap was replaced.

#### Daily Site Checks of Lift stations

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

This completes the monthly report for Water/Wastewater Department for the month of December 2022

# PUBLIC WORKS DIRECTOR

## REPORT

### Construction Manager

- **Bryson Manor Phase 3**

- house plans are being submitted, reviewed and approved.
- homes are under construction all over this phase that have been approved and issued to home builders.
- met with circle h contractor on sewer line issue at 7441 desert willow lane
- 2 site checks are preformed daily to ensure contractors have the proper permits and no violations are found

- **Broadmoor Estates Phase 1**

- house plans are being submitted, reviewed and approved.
- homes are under construction all over this phase that have been approved and issued to home builders.
- 2 site checks are preformed daily to ensure contractors have the proper permits and no violations are found

- **Broadmoor Estates Phase 2**

- Nothing to report

- **Hollywood Estates lot 22-24**

- Circle H Utility Contractor has re-chlorinated and flushed water line.
- We will take water samples soon
- 2 site checks are preformed daily to ensure contractors have the proper permits and no violations are found

17 building permits were reviewed and issued this month, 1 of them was a new single family residential home

I assisted streets and drainage department with asphalt on Cockrell Hill Road.

I assisted water department with water sampling, several water leak detection work orders and prep work inside the chlorine/ammonia building.

I assisted code/animal control with a deceased dog and several inspections.

# PUBLIC WORKS DIRECTOR

## REPORT

### **Parks and Facilities Monthly Report**

The parks department can spend anywhere up to 2 1/2 hrs. for 1 employee to check all the parks and rest rooms each day to make sure they are clean and safe. The park's department takes 2 to 3 hrs. to check vehicles and power equipment in their department once a week to make sure that all equipment is working properly and safely. Making a report to address any concerns to have it fixed promptly if all possible.

#### HERITAGE PARK

- 1) Check bathrooms daily clean once a week or when needed
- 2) Picked up garbage and emptied garbage cans when needed
- 3) Took down Christmas lights took 2 guys most of 2 days.

#### CINDY JONES PARK

- 1) Raked up leaves
- 2) Emptied all garbage cans
- 3) Raked out kiddie cushion on playground during inspections and picked up garbage on premises

#### Ashburne glen park

- 1) Picked up any garbage on premises
- 2) Raked out kiddie cushion around playground equipment, while inspecting park.
- 3) Raked up leaves that were piled up around playground area

#### SILVER SPUR PARK

- 1) Raked kiddie cushion under swings during inspection of playground equipment. Also picked up any garbage on the premises.

#### FOUNDERS PARK

- 1) Check pavilion area for garbage on the ground and picnic tables and benches for cleanliness usually on a day bases.

#### SMALL BASEBALL FIELD

- 1) Dragged the field once after a rain which takes 1 man hour. The field still had a few practices on it this month.

# PUBLIC WORKS DIRECTOR

## REPORT

### LARGE BASEBALL FIELD

- 1) Tried to drag the field but wouldn't dry out enough to be able to. Still have teams doing try outs on the field when the is playable.
- 2) Last week of December we aerated the field and put grass seed down in the bare spots.

### FACILITIES

- 1) Changed marque signage 3 times this month taking on average 3 man hours
- 2) Working on new convention room gutting out old walls. Cutting concrete and removing it. Pouring new concrete. Reframing walls and ceiling structure. Roughly 15 days 2 guys 6 to 7 hours a day.

### Streets/Drainage

#### Drainage Projects

- Excavated silted in drainage ditch 603 Ovilla Oaks approximately 200 ft 48 yds of dirt hauled off (3 man work crew 14-man hours to complete job)
- Excavated silted in drainage ditch water not flowing 312-322 Shadowwood Trail approximately 250 ft 59 yds of dirt hauled off (3 man work crew 14-man hours to complete job)
- Dig out drainage ditch 225-227 Lariat approximately 216' 48 yards of dirt hauled off (2 man work crew 7-man hours to complete job)
- 680 Westmoreland daylight and clean out culvert with jet machine (3 man work crew 4-man hours to complete job)
- 117 Water St form up pad and pour concrete for head wall around end of culvert that goes across the road took 10 bags of 50 lbs. quikrete (3 man work crew 5-man hours to complete job)
- Haul approximately 72 yards of dirt to wash out near creek 200 Silverwood

#### Street Projects

- Pick up 8 tons of hot mix asphalt
- Dig out saw cut section near 743 Cockrell Hill Rd section of crumbled rd. Width 5'x Length 69' took 8 tons of hot mix asphalt to overlay with help from Water Dept and Construction Manger (6 man work crew 5-man hours to complete job)
- 5 tons of cold mix was used to patch potholes Cockrell Hill, Johnson Ln, Westmoreland, Red Oak Creek and 711 W. Main Road base patch from water leak 3 man work crew approximately 20 hours used to patch potholes

# PUBLIC WORKS DIRECTOR REPORT

- Solar Panel Radar 35 mph speed limit sign installed Shiloh Rd.

## Right of Way Mowing

N/A

## Code enforcement

3 -Illegal Dumping incidents cleared by Code Enforcement

1- Trash Removed - Johnson Lane at Joe Wilson , Red Oak Creek Road, Shiloh Road

2- Furniture - 664

## Follow Up --

Ovilla Auto – continue follow up Property mowed, maintained , Increase in vehicles on property

Lariat Trail – Continue follow up

Franks BBQ – Area has been cleared and maintained by Franks BBQ

## Animal control.

### Animal Control -

Animal Welfare checks have increased due to cold weather.

3 Dogs Returned to owner

Wildlife Trapped and released

1 Raccoon

## Subject:Code Enforcement Monthly Report

	Dec. 22	Dec. 22 YTD
Calls For Service		
Complaint (Nuis 28 Permit 11 Parking 14)	53	443
Follow up	58	486
Door Notice (Nui - 23 Permit 6 Parking 11)	40	236
Mail Notice ( Parking 5 nuisance 7)	12	127
Posted Property (nuisance 4 grass 6)	10	41
Court (1 Public Nuisanc FTA,)	\$0	\$2,254
Citizen Contacts	35	520
Permits Reviewed	28	461
Permits Issued	22	431
Inspections	48	578

# PUBLIC WORKS DIRECTOR REPORT

Nuisance Abated by City 3) 2 Trash Johnson)	3	19
Nuisance Signs (Garage sale-13 business 37)	50	440
BOA - 0	0	2

## Subject: **Animal Control Monthly Report**

Calls For Service	Dec.2022	Dec.22 YTD
Complaint (Regist-11 At Large 13 Bark 0 )	24	332
Follow up	28	325
Door Notice (Regis-11, Bark at large 4)	15	125
Impounded Animal (Dog 3,)	3	58
Animal welfare check	27	303
Impound Results (Transport 0 RTO 3 )	3	58
Impound fee collected	\$105.00	\$385.00
Court	\$0.00	\$0.00
Citizen Contacts	36	278
Animal registration	4	89
Registration Letter Mailed	21	177
Nuisance letter	1	27
Animals relo 1 ( Raccoon)	1	45
Deceased removed	19	225
Oak Leaf - 1 Snake? in meter box	1	12
Traps Checked Out	2	50



**Date: January 9, 2023**

**To: Honorable Mayor and Council Members**

**Subject: Financial Statement Summaries for  
October 1, 2022, thru November 30, 2022**

**This period covers 17% of the FY2023 Budget.**

**From:**

**Sharon Jungman – Finance Director**

## CITY-WIDE OPERATING FUND TOTALS

For FY2023 Oct. 2022 Thru Nov. 30, 2022



TOTAL REVENUES		FY2022	FY2023	FY2023	FY2023
		Actual	Actual	Adopted & Amended	% of Budget
		To Date	To Date	Budget	Used
100	General Fund	304,580	343,774	4,725,894	7%
110	Leose	-	-	1,100	0%
120	Street Improvement	16,395	20,902	103,000	20%
130	Court Technology	446	705	3,000	24%
140	Court Security	517	847	3,000	28%
200	Water & Utilities	341,355	418,573	1,806,199	23%
250	WWW Infrasturcture Improv.	11,774	12,235	75,000	16%
400	Debt Service Fund	27,126	28,647	537,158	5%
500	Municipal Devel. District	17,525	22,343	114,500	20%
600	4B Economic Devel. Fund	33,924	42,699	203,000	21%
700	Park Impact Fund	-	2,007	18,400	11%
800	Water & Utilities Impact Fund	-	30,265	495,155	6%
Total		\$ 753,642	\$ 922,997	\$ 8,085,406	11%

TOTAL EXPENDITURES		FY2022	FY2023	FY2023	FY2023
		Actual	Actual	Adopted & Amended	% of Budget
		To Date	To Date	Budget	Used
100	General Fund	611,395	543,408	4,725,894	11%
110	Leose	-	-	1,100	0%
120	Street Improvement	-	-	103,000	0%
130	Court Technology	-	-	3,000	0%
140	Court Security	160	140	3,000	5%
200	Water & Utilities	156,275	180,275	1,806,199	10%
250	WWW Infrasturcture Improv.	-	-	75,000	0%
400	Debt Service Fund	-	-	537,158	0%
500	Municipal Devel. District	50	53	114,500	0%
600	4B Economic Devel. Fund	6,255	24,861	203,000	12%
700	Park Impact Fund	-	-	18,400	0%
800	Water & Utilities Impact Fund	-	-	495,155	0%
Total		\$ 774,133	\$ 748,736	\$ 8,085,406	9%

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100 - General Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Taxes	213,956.59	277,277.50	(63,320.91)	257,981.40	3,327,330.00	7.75%	3,069,348.60
Licenses-Permits-Fees	12,096.37	20,786.25	(8,689.88)	39,826.96	249,435.00	15.97%	209,608.04
Services	100.00	65,807.25	(65,707.25)	257.10	789,687.00	0.03%	789,429.90
Fines & Forfeitures	12,752.71	11,222.93	1,529.78	26,940.68	134,675.00	20.00%	107,734.32
Other Revenue	7,859.39	16,249.99	(8,390.60)	18,768.35	195,000.00	9.62%	176,231.65
Transfers	0.00	2,480.58	(2,480.58)	0.00	29,767.00	0.00%	29,767.00
Revenue Totals	<u>246,765.06</u>	<u>393,824.50</u>	<u>(147,059.44)</u>	<u>343,774.49</u>	<u>4,725,894.00</u>	<u>7.27%</u>	<u>4,382,119.51</u>
<b>Expense Summary</b>							
Personnel	164,967.82	185,116.26	(20,148.44)	327,136.47	2,221,395.00	14.73%	1,894,258.53
Employee Benefits	30,803.60	45,704.18	(14,900.58)	82,734.49	548,450.00	15.09%	465,715.51
Special Services	8,606.22	8,133.34	472.88	8,606.22	97,600.00	8.82%	88,993.78
Contractual Services	5,820.90	31,578.82	(25,757.92)	5,820.90	378,946.00	1.54%	373,125.10
Operating Services	3,176.25	8,629.17	(5,452.92)	12,512.36	103,550.00	12.08%	91,037.64
Special Expenses	0.00	2,808.34	(2,808.34)	0.00	33,700.00	0.00%	33,700.00
Supplies	2,403.07	7,304.15	(4,901.08)	4,356.40	87,650.00	4.97%	83,293.60
Professional Development	1,018.66	2,454.15	(1,435.49)	1,018.66	29,450.00	3.46%	28,431.34
Software & Computer Equipment	185.98	7,891.67	(7,705.69)	53,551.53	94,700.00	56.55%	41,148.47
Printing Expense	491.18	1,554.17	(1,062.99)	962.96	18,650.00	5.16%	17,687.04
Repairs - Bldg & Machinery	1,980.02	13,033.34	(11,053.32)	4,188.80	156,400.00	2.68%	152,211.20
Other Expense	1,789.94	9,334.19	(7,544.25)	3,151.93	112,010.00	2.81%	108,858.07
Minor Capital Outlay	7,109.81	7,983.34	(873.53)	8,520.20	95,800.00	8.89%	87,279.80
Capital Outlay	(20.56)	14,841.92	(14,862.48)	(20.56)	178,103.00	(0.01%)	178,123.56
Utilities	7,914.66	36,375.00	(28,460.34)	9,487.97	436,500.00	2.17%	427,012.03
Insurance	0.00	4,853.34	(4,853.34)	13,532.60	58,240.00	23.24%	44,707.40
Vehicle Expenses	6,859.79	6,062.50	797.29	7,846.77	72,750.00	10.79%	64,903.23
Rentals	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
Expense Totals	<u>243,107.34</u>	<u>393,824.55</u>	<u>(150,717.21)</u>	<u>543,407.70</u>	<u>4,725,894.00</u>	<u>11.50%</u>	<u>4,182,486.30</u>

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

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<b>120 - Street Improvement Fund</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Taxes	11,535.28	8,583.33	2,951.95	20,902.07	103,000.00	20.29%	82,097.93
Revenue Totals	11,535.28	8,583.33	2,951.95	20,902.07	103,000.00	20.29%	82,097.93
<b>Expense Summary</b>							
Capital Outlay	0.00	8,583.33	(8,583.33)	0.00	103,000.00	0.00%	103,000.00
Expense Totals	0.00	8,583.33	(8,583.33)	0.00	103,000.00	0.00%	103,000.00

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130 - Court Technology	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Fines & Forfeitures	329.91	250.00	79.91	705.47	3,000.00	23.52%	2,294.53
Revenue Totals	<u>329.91</u>	<u>250.00</u>	<u>79.91</u>	<u>705.47</u>	<u>3,000.00</u>	<u>23.52%</u>	<u>2,294.53</u>
<b>Expense Summary</b>							
Software & Computer Equipment	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
Expense Totals	<u>0.00</u>	<u>250.00</u>	<u>(250.00)</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.00%</u>	<u>3,000.00</u>

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140 - Court Security	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Fines & Forfeitures	398.46	250.00	148.46	847.09	3,000.00	28.24%	2,152.91
Revenue Totals	<u>398.46</u>	<u>250.00</u>	<u>148.46</u>	<u>847.09</u>	<u>3,000.00</u>	<u>28.24%</u>	<u>2,152.91</u>
<b>Expense Summary</b>							
Other Expense	59.95	100.00	(40.05)	139.90	1,200.00	11.66%	1,060.10
Reserve	0.00	150.00	(150.00)	0.00	1,800.00	0.00%	1,800.00
Expense Totals	<u>59.95</u>	<u>250.00</u>	<u>(190.05)</u>	<u>139.90</u>	<u>3,000.00</u>	<u>4.66%</u>	<u>2,860.10</u>

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200 - Water And Utilities Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Services	241,999.29	144,783.25	97,216.04	408,566.59	1,737,399.00	23.52%	1,328,832.41
Other Revenue	3.58	4.17	(0.59)	6.57	50.00	13.14%	43.43
Transfers	2,500.00	5,729.17	(3,229.17)	10,000.00	68,750.00	14.55%	58,750.00
Revenue Totals	<u>244,502.87</u>	<u>150,516.59</u>	<u>93,986.28</u>	<u>418,573.16</u>	<u>1,806,199.00</u>	<u>23.17%</u>	<u>1,387,625.84</u>
<b>Expense Summary</b>							
Personnel	26,427.16	38,177.09	(11,749.93)	54,140.45	458,125.00	11.82%	403,984.55
Employee Benefits	7,762.30	10,841.16	(3,078.86)	17,581.70	130,094.00	13.51%	112,512.30
Special Services	3,818.00	5,225.00	(1,407.00)	3,818.00	62,700.00	6.09%	58,882.00
Operating Services	1,255.88	2,866.67	(1,610.79)	3,234.63	34,400.00	9.40%	31,165.37
Supplies	842.45	616.66	225.79	876.54	7,400.00	11.85%	6,523.46
Professional Development	0.00	416.66	(416.66)	97.00	5,000.00	1.94%	4,903.00
Software & Computer Equipment	100.00	833.33	(733.33)	100.00	10,000.00	1.00%	9,900.00
Printing Expense	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
Other Expense	571.92	1,883.34	(1,311.42)	595.43	22,600.00	2.63%	22,004.57
Contractual Services	1,965.00	1,666.66	298.34	1,965.00	20,000.00	9.83%	18,035.00
Rentals	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
Vehicle Expenses	967.58	750.00	217.58	1,026.93	9,000.00	11.41%	7,973.07
Utilities	2,470.89	82,240.00	(79,769.11)	84,322.81	986,880.00	8.54%	902,557.19
Repairs - Bldg & Machinery	7,489.50	3,166.67	4,322.83	8,826.98	38,000.00	23.23%	29,173.02
Minor Capital Outlay	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00
Insurance	0.00	1,041.67	(1,041.67)	3,689.83	12,500.00	29.52%	8,810.17
Expense Totals	<u>53,670.68</u>	<u>150,516.58</u>	<u>(96,845.90)</u>	<u>180,275.30</u>	<u>1,806,199.00</u>	<u>9.98%</u>	<u>1,625,923.70</u>

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250 - WWW Infrastructure Improvements	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Services	6,391.68	6,250.00	141.68	12,234.63	75,000.00	16.31%	62,765.37
Revenue Totals	<u>6,391.68</u>	<u>6,250.00</u>	<u>141.68</u>	<u>12,234.63</u>	<u>75,000.00</u>	<u>16.31%</u>	<u>62,765.37</u>
<b>Expense Summary</b>							
Reserve	0.00	6,250.00	(6,250.00)	0.00	75,000.00	0.00%	75,000.00
Expense Totals	<u>0.00</u>	<u>6,250.00</u>	<u>(6,250.00)</u>	<u>0.00</u>	<u>75,000.00</u>	<u>0.00%</u>	<u>75,000.00</u>

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400 - Debt Service Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Other Revenue	0.00	13,809.92	(13,809.92)	0.00	165,719.00	0.00%	165,719.00
Transfers	0.00	8,631.25	(8,631.25)	0.00	103,575.00	0.00%	103,575.00
Taxes	27,683.85	22,322.00	5,361.85	28,646.71	267,864.00	10.69%	239,217.29
Revenue Totals	<u>27,683.85</u>	<u>44,763.17</u>	<u>(17,079.32)</u>	<u>28,646.71</u>	<u>537,158.00</u>	<u>5.33%</u>	<u>508,511.29</u>
<b>Expense Summary</b>							
Reserve	0.00	747.50	(747.50)	0.00	8,970.00	0.00%	8,970.00
Long Term Debt	0.00	44,015.66	(44,015.66)	0.00	528,188.00	0.00%	528,188.00
Expense Totals	<u>0.00</u>	<u>44,763.16</u>	<u>(44,763.16)</u>	<u>0.00</u>	<u>537,158.00</u>	<u>0.00%</u>	<u>537,158.00</u>

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500 - Municipal Development District Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Taxes	11,071.30	9,416.67	1,654.63	22,155.45	113,000.00	19.61%	90,844.55
Other Revenue	95.33	125.00	(29.67)	187.30	1,500.00	12.49%	1,312.70
Revenue Totals	<u>11,166.63</u>	<u>9,541.67</u>	<u>1,624.96</u>	<u>22,342.75</u>	<u>114,500.00</u>	<u>19.51%</u>	<u>92,157.25</u>
<b>Expense Summary</b>							
Special Services	0.00	191.67	(191.67)	0.00	2,300.00	0.00%	2,300.00
Supplies	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
Insurance	0.00	25.00	(25.00)	52.84	300.00	17.61%	247.16
Reserve	0.00	2,650.00	(2,650.00)	0.00	31,800.00	0.00%	31,800.00
Capital Outlay	0.00	6,666.67	(6,666.67)	0.00	80,000.00	0.00%	80,000.00
Expense Totals	<u>0.00</u>	<u>9,541.67</u>	<u>(9,541.67)</u>	<u>52.84</u>	<u>114,500.00</u>	<u>0.05%</u>	<u>114,447.16</u>

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600 - 4B Economic Development Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Taxes	23,070.55	16,666.67	6,403.88	41,804.14	200,000.00	20.90%	158,195.86
Other Revenue	438.15	250.00	188.15	894.70	3,000.00	29.82%	2,105.30
Revenue Totals	<u>23,508.70</u>	<u>16,916.67</u>	<u>6,592.03</u>	<u>42,698.84</u>	<u>203,000.00</u>	<u>21.03%</u>	<u>160,301.16</u>
<b>Expense Summary</b>							
Grant Expense	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
Reserve	0.00	5,583.33	(5,583.33)	0.00	67,000.00	0.00%	67,000.00
Special Services	0.00	608.34	(608.34)	0.00	7,300.00	0.00%	7,300.00
Contractual Services	0.00	2,500.00	(2,500.00)	0.00	30,000.00	0.00%	30,000.00
Supplies	126.90	16.67	110.23	126.90	200.00	63.45%	73.10
Professional Development	0.00	416.66	(416.66)	0.00	5,000.00	0.00%	5,000.00
Printing Expense	0.00	33.33	(33.33)	0.00	400.00	0.00%	400.00
Insurance	0.00	50.00	(50.00)	58.43	600.00	9.74%	541.57
Other Expense	0.00	625.01	(625.01)	0.00	7,500.00	0.00%	7,500.00
Capital Outlay	<u>285.00</u>	<u>6,666.67</u>	<u>(6,381.67)</u>	<u>24,675.25</u>	<u>80,000.00</u>	<u>30.84%</u>	<u>55,324.75</u>
Expense Totals	<u>411.90</u>	<u>16,916.68</u>	<u>(16,504.78)</u>	<u>24,860.58</u>	<u>203,000.00</u>	<u>12.25%</u>	<u>178,139.42</u>

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<b>700 - Park Impact Fund</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Services	334.52	1,533.33	(1,198.81)	2,007.12	18,400.00	10.91%	16,392.88
Other Revenue	0.02	0.00	0.02	0.03	0.00	0.00%	(0.03)
Revenue Totals	<u>334.54</u>	<u>1,533.33</u>	<u>(1,198.79)</u>	<u>2,007.15</u>	<u>18,400.00</u>	<u>10.91%</u>	<u>16,392.85</u>
<b>Expense Summary</b>							
Capital Outlay	0.00	1,533.33	(1,533.33)	0.00	18,400.00	0.00%	18,400.00
Expense Totals	<u>0.00</u>	<u>1,533.33</u>	<u>(1,533.33)</u>	<u>0.00</u>	<u>18,400.00</u>	<u>0.00%</u>	<u>18,400.00</u>

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800 - Water And Utilities Impact Fee Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Services	10,742.95	41,262.92	(30,519.97)	30,246.78	495,155.00	6.11%	464,908.22
Other Revenue	9.87	0.00	9.87	18.02	0.00	0.00%	(18.02)
Revenue Totals	<u>10,752.82</u>	<u>41,262.92</u>	<u>(30,510.10)</u>	<u>30,264.80</u>	<u>495,155.00</u>	<u>6.11%</u>	<u>464,890.20</u>
<b>Expense Summary</b>							
Reserve	0.00	41,262.92	(41,262.92)	0.00	495,155.00	0.00%	495,155.00
Expense Totals	<u>0.00</u>	<u>41,262.92</u>	<u>(41,262.92)</u>	<u>0.00</u>	<u>495,155.00</u>	<u>0.00%</u>	<u>495,155.00</u>



**Date: January 9, 2023**

**To: Honorable Mayor and Council Members**

**Subject: Analysis of Sales Tax Received**

**From:**

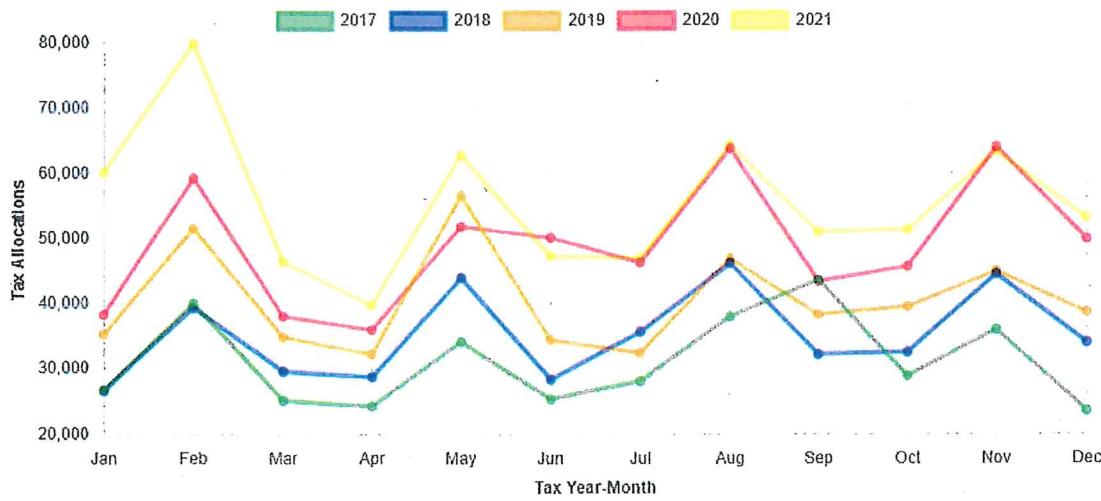
**Sharon Jungman – Finance Director**

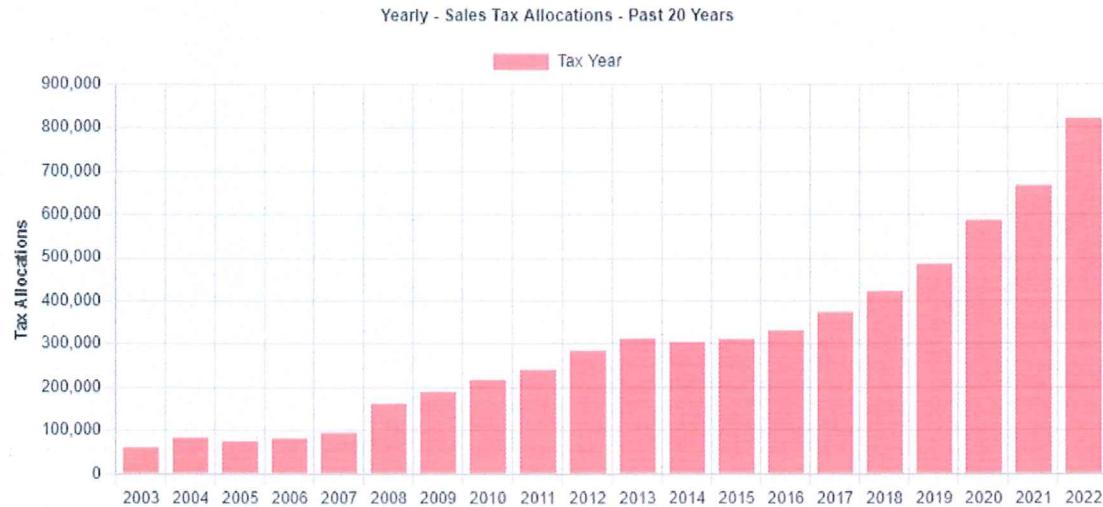
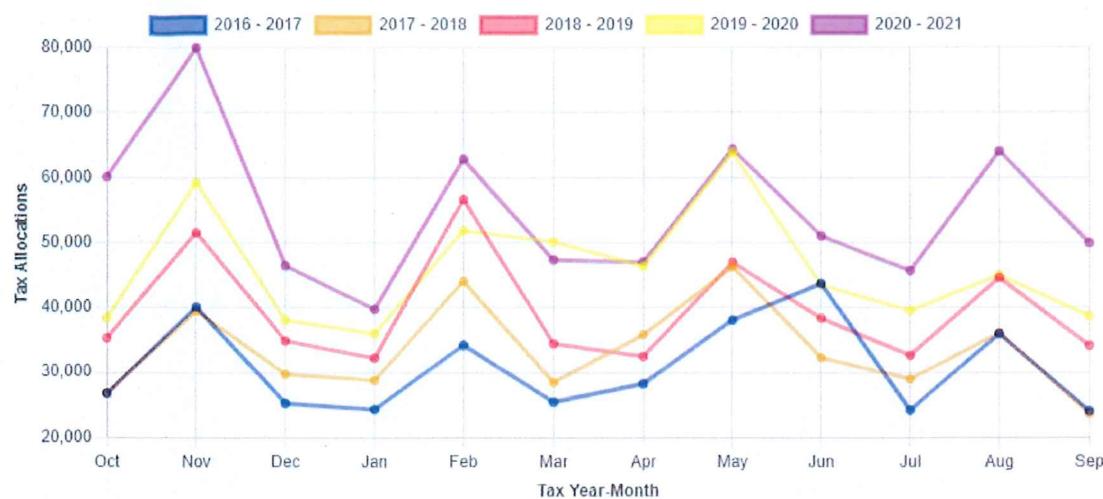
[Download to Excel](#)Change Fiscal Year  
End

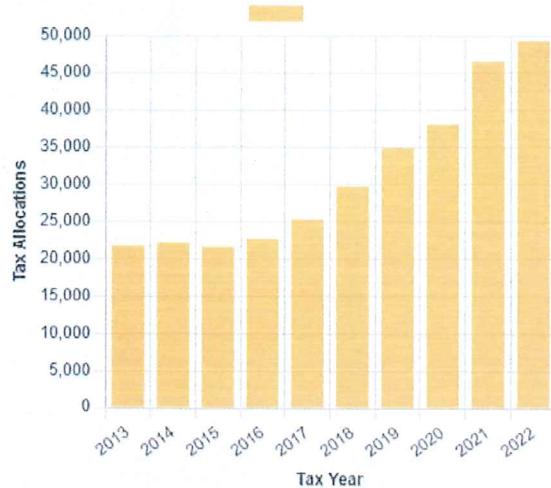
09/30/2023

Year	October	November	December	January	February	March	April	May	June	July	August	September	Total
2023	\$65,568	\$80,747	\$70,705	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$217,019
2022	\$51,406	\$63,357	\$53,208	\$58,988	\$76,930	\$49,301	\$47,808	\$69,383	\$51,255	\$52,703	\$131,782	\$66,644	\$772,766
2021	\$45,726	\$64,070	\$49,935	\$60,141	\$79,903	\$46,510	\$39,794	\$62,872	\$47,381	\$47,061	\$64,377	\$51,057	\$658,827
2020	\$39,571	\$45,017	\$38,679	\$38,373	\$59,305	\$38,067	\$36,013	\$51,866	\$50,201	\$46,341	\$63,885	\$43,486	\$550,803
2019	\$32,634	\$44,607	\$34,108	\$35,314	\$51,566	\$34,854	\$32,252	\$56,654	\$34,427	\$32,452	\$46,975	\$38,370	\$474,213
2018	\$28,959	\$36,065	\$23,588	\$26,767	\$39,504	\$29,705	\$28,796	\$44,064	\$28,466	\$35,800	\$46,299	\$32,272	\$400,285
2017	\$24,186	\$35,971	\$23,979	\$26,736	\$40,158	\$25,236	\$24,304	\$34,229	\$25,440	\$28,255	\$38,111	\$43,766	\$370,370
2016	\$25,405	\$34,971	\$21,425	\$26,277	\$37,994	\$22,634	\$22,413	\$33,715	\$24,531	\$22,980	\$33,792	\$23,408	\$329,544
2015	\$17,904	\$29,706	\$19,217	\$19,989	\$32,408	\$21,627	\$19,021	\$37,359	\$24,990	\$21,738	\$31,535	\$21,477	\$296,972
2014	\$21,664	\$33,425	\$23,190	\$21,198	\$38,106	\$22,176	\$22,221	\$42,904	\$21,895	\$20,357	\$29,955	\$18,445	\$315,536
2013	\$20,450	\$30,354	\$20,065	\$23,004	\$36,348	\$21,688	\$18,041	\$35,277	\$20,966	\$24,886	\$31,214	\$22,980	\$305,275
2012	\$19,273	\$34,403	\$17,681	\$17,687	\$37,350	\$16,693	\$15,341	\$36,082	\$21,516	\$20,324	\$27,774	\$20,964	\$285,087
2011	\$13,498	\$29,965	\$11,131	\$12,209	\$25,077	\$15,882	\$11,778	\$30,951	\$13,231	\$14,801	\$27,676	\$17,662	\$223,860
2010	\$11,473	\$27,282	\$9,473	\$11,492	\$25,689	\$12,557	\$11,203	\$31,813	\$15,236	\$14,325	\$26,311	\$14,269	\$211,123
2009	\$12,027	\$27,919	\$11,234	\$10,492	\$23,854	\$11,289	\$12,069	\$24,052	\$11,950	\$10,438	\$23,632	\$13,039	\$191,995
2008	\$5,185	\$14,737	\$6,487	\$3,989	\$13,199	\$13,609	\$6,597	\$14,757	\$10,507	\$12,684	\$24,070	\$11,541	\$137,362
2007	\$5,562	\$14,548	\$3,609	\$3,289	\$11,562	\$4,912	\$4,582	\$14,413	\$5,511	\$6,417	\$11,912	\$5,287	\$91,603
2006	\$3,847	\$13,497	\$9,764	\$3,365	\$11,578	\$3,583	\$3,204	\$12,215	\$2,630	\$3,299	\$13,670	\$4,491	\$85,144
2005	\$2,434	\$11,461	\$3,572	\$2,895	\$10,674	\$2,183	\$2,675	\$9,695	\$2,710	\$2,499	\$10,503	\$3,033	\$64,333
2004	\$2,356	\$10,702	\$2,606	\$2,033	\$8,565	\$3,236	\$1,809	\$9,507	\$24,612	\$2,762	\$9,009	\$3,690	\$80,888

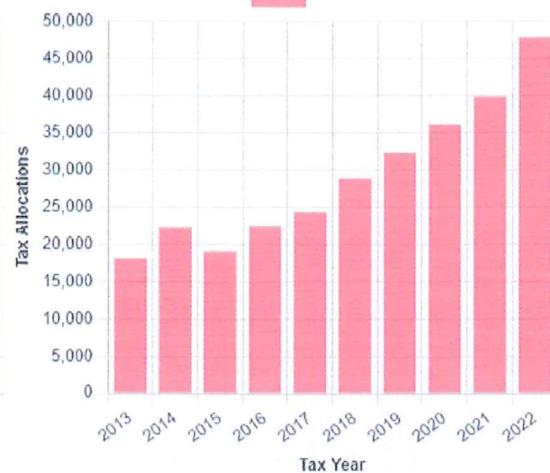
Monthly - Sales Tax Allocations - By Calendar Year

[↑ Top](#)

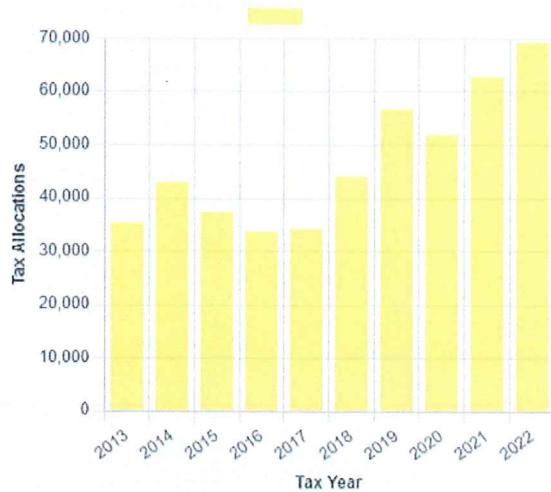




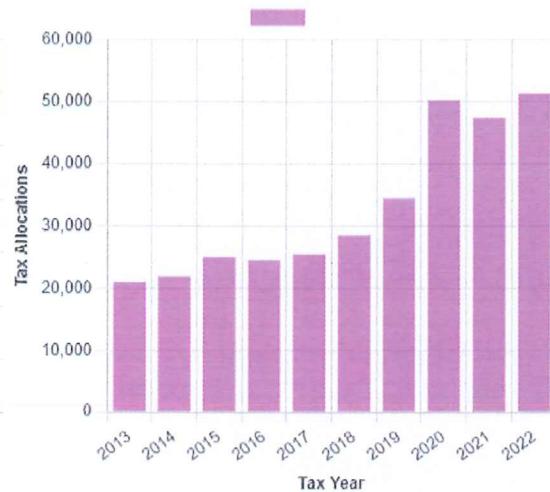
May - Sales Tax Allocations by Year



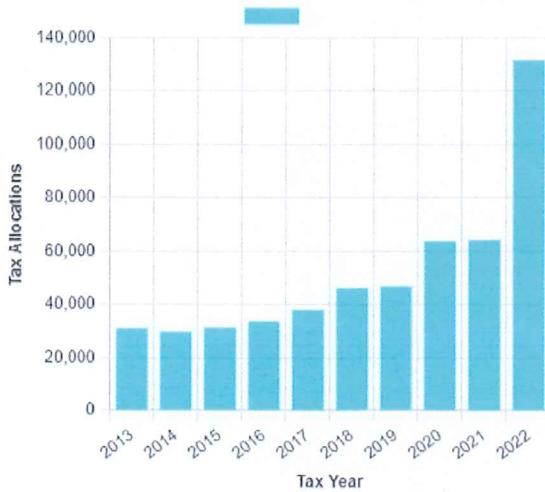
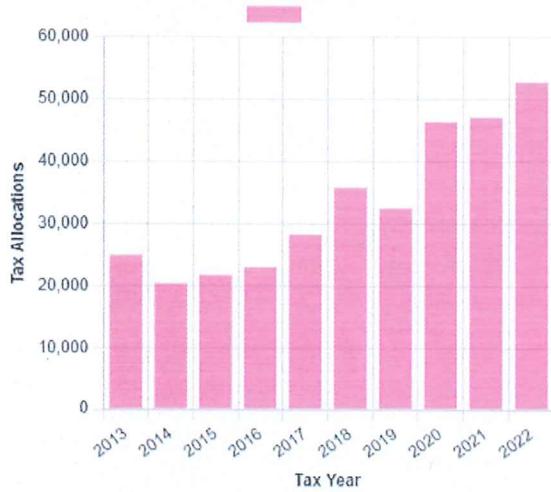
June - Sales Tax Allocations by Year

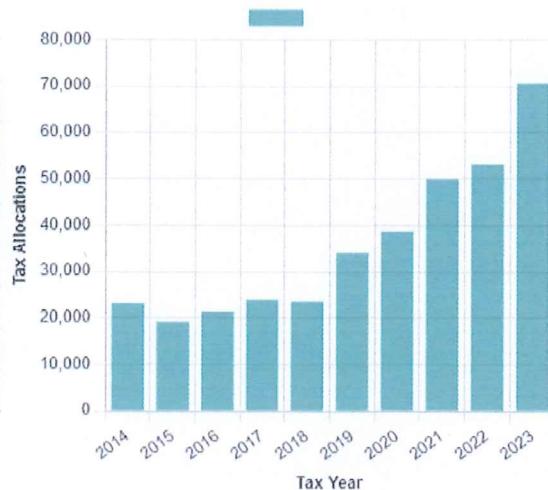
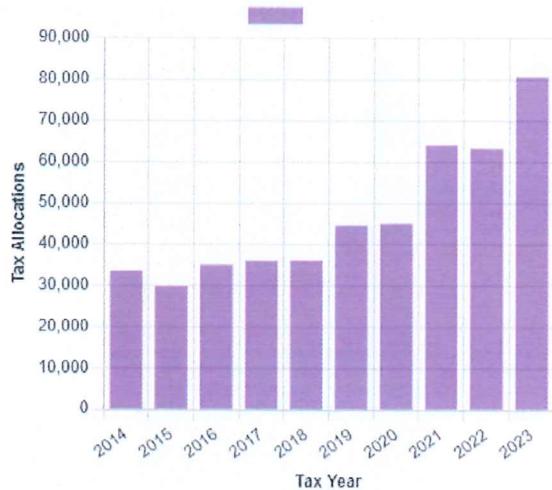
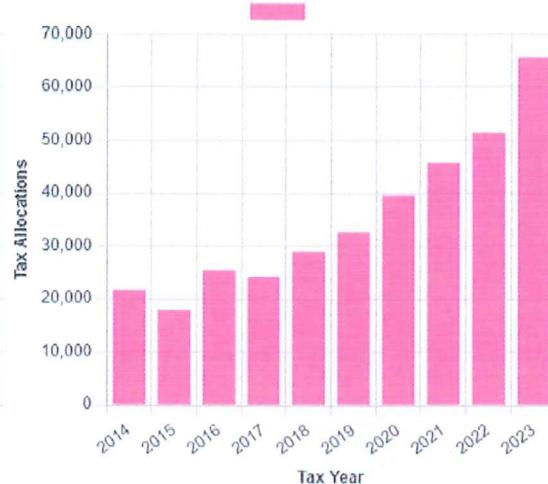
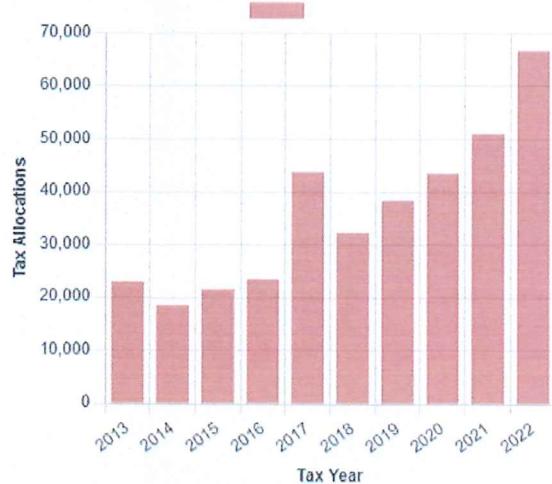


July - Sales Tax Allocations by Year



August - Sales Tax Allocations by Year





**BUILDING PERMITS DECEMBER 2022**

Date Issued	Applicant First Name	Applicant Last Name	Property Address	Permit Number	Proposed Use	Valuation Bldg	Valuation Bldg w Land	Fees Due	Living Sq Ft	Total Sq Ft	Property County
12/6/2022	JOHN HOUSTON HOMES		3901 BRYSON MANOR DR	2022-0565	NEW SINGLE FAMILY RESIDENTIAL	773890	780390	8625.74	3260	4410	ELLIS
12/6/2022	FIRST TEXAS HOMES		420 BROADMOOR LN	2022-0594	NEW SINGLE FAMILY RESIDENTIAL	766950	845950	20964.77	4698	6193	ELLIS
12/7/2022	CENTENNIAL ROOFING		202 LARIAT TRL	2022-0597	FLATWORK	0	0	40	0	0	DALLAS
12/19/2022	AA LANDSCAPE-FENCE		3761 MONTERREY OAK WAY	2022-0602	FENCE	2000	0	50	0	0	ELLIS
12/28/2022	FRANK	BLANCHARD	3771 CHERRY LAUREL LN	2022-0607	NEW SINGLE FAMILY RESIDENTIAL	500000	565000	8577.94	3308	4432	ELLIS
12/28/2022	FRANK	BLANCHARD	3751 CHERRY LAUREL LN	2022-0608	NEW SINGLE FAMILY RESIDENTIAL	500000	565000	8201.14	3212	4024	ELLIS
12/28/2022	FRANK	BLANCHARD	3901 CHERRY LAUREL LN	2022-0609	NEW SINGLE FAMILY RESIDENTIAL	500000	565000	8592.74	3200	4380	ELLIS
12/6/2022	TOMMY	MOCK	3760 CHERRY LAUREL LN	2022-0610	FENCE	5000	0	25	0	0	ELLIS
12/6/2022	MICHAEL	JOHNSON	360 PENROSE DR	2022-0612	IRRIGATION	1100	1100	25	0	0	ELLIS
12/20/2022	GENE	MCCORKLE	3740 MONTERREY OAK WAY	2022-0613	ACCESSORY BUILDING	5000	0	40	0	0	ELLIS
12/27/2022	SUNRISE TELECOM		907 COCKRELL HILL RD	2022-0614	FIBER OPTIC	0	0	0	0	0	DALLAS
12/20/2022	STUART & LILA	ROCHELLE	3711 MONTERREY OAK WAY	2022-0615	FENCE	5000	0	25	0	0	ELLIS
12/20/2022	STUART & LILA	ROCHELLE	3711 MONTERREY OAK WAY	2022-0616	FLATWORK	5000	0	40	0	0	ELLIS
12/20/2022	STUART & LILA	ROCHELLE	3711 MONTERREY OAK WAY	2022-0617	ACCESSORY BUILDING	5000	0	40	0	0	ELLIS
12/12/2022	STACY	BRANSUM	3761 MONTERREY OAK WAY	2022-0619	IRRIGATION	6500	0	25	0	0	ELLIS
12/14/2022	CASSIDY	FLETCHER	243 WILLIAMSBURG LN	2022-0620	IRRIGATION	4200	0	50	0	0	ELLIS
12/20/2022	ANTONIO AND LASONYA	WILLIAMS	3931 MONTERREY OAK WAY	2022-0621	ACCESSORY BUILDING	7100	0	40	0	0	ELLIS
12/19/2022	VIKTOR	POLIASHOV	3412 FM 664	2022-0622	ELECTRICAL	1300	0	100	0	0	ELLIS
12/22/2022	MICHELLE	JENKINS	106 BROOKWOOD CT	2022-0623	STORAGE	0	0	40	0	0	ELLIS
12/21/2022	ACE FENCE - DFW		350 CHEYENNE MOUNTAIN DR	2022-0624	FENCE	1100	0	25	0	0	ELLIS
12/27/2022	DAVID	GATTO	105 COPPERFIELD CT	2022-0626	RE-ROUTE WATER LINE	3755	3755	125	0	0	ELLIS
12/29/2022	TIM	THOMAS	214 COCKRELL HILL RD	2022-0629	ROOF	10000	0	50	0	0	ELLIS

## Ovilla Municipal Court Report

FY-2022- 2023	City		Total Revenue	Amount Kept by City	Amount sent to State	Warrants Issued	Warrants Cleared	Uncontested Disposition	Defensive Driving	Deferred Disposition	Compliance Dismissals	Trial
	Total Traffic Cases Filed	Ordinance Filed										
October	97	6	\$24,989.20	\$15,889.60	\$9,099.60	0	15	40	21	46	0	0
November	86	0	\$21,658.20	\$13,796.21	\$7,861.99	42	3	29	14	30	0	0
December	79	1	\$20,124.79	\$12,755.56	\$7,369.23	42	6	32	10	23	0	0
January												
February												
March												
April												
May												
June												
July												
August												
September												
<b>Totals</b>	<b>262</b>	<b>7</b>	<b>\$66,772.19</b>	<b>\$42,441.37</b>	<b>\$24,330.82</b>	<b>84</b>	<b>24</b>	<b>101</b>	<b>45</b>	<b>99</b>	<b>0</b>	<b>0</b>

### 2021-2022 FY

December	83	0	\$9,407.90	\$6,580.12	\$2,827.78	58
<b>FY Totals</b>	<b>209</b>	<b>0</b>	<b>\$36,420.30</b>	<b>\$23,445.17</b>	<b>\$12,975.13</b>	<b>107</b>

### Staffing

Full Time Court Clerk	1
Full Time Deputy Court Clerk	2
Judge	1
Prosecutor	1
Alternate Judge	1

## REPORT A CONCERN DECEMBER 2022

Department Assigned	Concern Address	Concern Description	Date Entered	Date Closed
Animal Services	326 COCKRELL HILL RD	owner has deceased dog in back yard request removal	12/12/2022	12/12/2022
Animal Services	828 COCKRELL HILL RD	UNRESTRAINED DOG	12/14/2022	
Animal Services	1921 DUNCANVILLE RD	owner had cat trapped between hot water heater and shelves, head down	12/16/2022	12/16/2022
Code Enforcement	501 EDGEWOOD LN	CONTRACTOR SIGN LONGER THAN TEN DAYS	12/12/2022	12/30/2022
Code Enforcement	101 BURTONWOOD CIR	CONTRACTOR SIGN IN YARD LONGER THAN PERMITTED	12/14/2022	12/30/2022
Code Enforcement	616 GREEN MEADOWS LN	VEHICLE PARKED IN YARD	12/14/2022	
Code Enforcement	WESTMORELAND RD	HIGH GRASS AND WEEDS	12/15/2022	12/30/2022
Code Enforcement	127 LARIAT TRL	Neighbor complaining of leaves on his property coming from 127 Lariat Trail. Neighbor says owner of 127 Lariat neglects their yard.	12/27/2022	12/27/2022
Drainage	117 WATER ST	form up pad around culverts and prep for concrete pour	12/16/2022	
Drainage	227 LARIAT TRL	need to clean out drainage ditch 227-225 Lariat	12/30/2022	
Facilities	105 COCKRELL HILL RD	MERRY CHRISTMAS! OFFICES CLOSED DEC 23 & 26	12/14/2022	12/15/2022
Street Department	711 W MAIN ST	Asphalt patch over Road Base area in parking lot 711 W. Main	12/7/2022	
Street Department	743 COCKRELL HILL RD	Excavate saw cut section near 743 Cockrell Hill Rd prep for Asphalt overlay	12/13/2022	
Water/Wastewater	102 DUSTY OAK TRL	CUSTOMER REQUESTED NEW METER TO BE REINSTALLED WHERE OLD ONE WAS REMOVED.	12/1/2022	12/2/2022
Water/Wastewater	901 COCKRELL HILL RD	Please remove the endpoint from this location make sure we call SET and have it removed from the org.	12/2/2022	12/2/2022
Water/Wastewater	504 EDGEWOOD LN	Meter is showing low battery warning on SET please investigate and see what the issue may be.	12/2/2022	12/2/2022
Water/Wastewater	605 OAK RIDGE CT	Please relocate water meter to the outside of the driveway customer keeps running over meter endpoint and damaging it.	12/6/2022	
Water/Wastewater	420 BROADMOOR LN	NEED TO INSTALL 1` METER	12/6/2022	12/7/2022
Water/Wastewater	105 COCKRELL HILL RD	Daily site checks of Overhead Water Tower, Pumpstation and Liftstation. Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations.	12/12/2022	12/12/2022

## REPORT A CONCERN DECEMBER 2022

Department Assigned	Concern Address	Concern Description	Date Entered	Date Closed
Water/Wastewater	105 COCKRELL HILL RD	2. Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms. •Ground Storage Tank- Outside sampling location (Upstream) •Pump Room Sample Port (Downstream) •114 Silverwood (Average Age) •607 Cardinal (High Age Water) •304 Ovilla Oaks (High Age Water)	12/12/2022	12/12/2022
Water/Wastewater	743 COCKRELL HILL RD	Dustin helped streets Dept with road repairs on Cockrell Hill. Rd From 8am to 1:30 Pm	12/12/2022	12/12/2022
Water/Wastewater	105 COCKRELL HILL RD	Please take monthly water samples to the TRA Lab in Irving. Employee Time- Dustin Cleveland 2pm-3:30pm	12/12/2022	12/12/2022
Water/Wastewater	105 COCKRELL HILL RD	1. 612 Green Meadows 2. 206 Split Rock 3. 128 Lariat 4. 520 Westmoreland 5. 607 Cardinal  Employee and time- Daniel Durham 9am-11:30am	12/12/2022	12/12/2022
Water/Wastewater	102 CUMBERLAND CT	Modify meter lid so that meter endpoint sits flush when installed.	12/13/2022	12/13/2022
Water/Wastewater	105 COCKRELL HILL RD	**Daily site checks of Overhead Water Tower, Pumpstation and Liftstation. Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations. Employee- Dustin Cleveland Time- 2hrs	12/13/2022	12/13/2022
Water/Wastewater	105 COCKRELL HILL RD	**Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms. •Ground Storage Tank- Outside sampling location (Upstream) •Pump Room Sample Port (Downstream) •114 Silverwood (Average Age) •607 Cardinal (High Age Water) •304 Ovilla Oaks (High Age Water) Employee- Dustin Cleveland Time- 2hrs	12/13/2022	12/13/2022
Water/Wastewater	105 COCKRELL HILL RD	Dustin helped the streets dept sharpen chainsaws and fuel equipment to prepare for possible storm damage on 12/12 Employee- Dustin Cleveland Time- 1.5hr	12/13/2022	12/13/2022

## REPORT A CONCERN DECEMBER 2022

Department Assigned	Concern Address	Concern Description	Date Entered	Date Closed
Water/Wastewater	105 COCKRELL HILL RD	<p>Please force read and trouble shoot meter or endpoint issues at the following location.</p> <p>Address 915 COCKRELL HILL RD 745 WESTMORELAND 501-A OVILLA OAKS DR 211 LARIAT TRAIL 307 SHADOWWOOD TRAIL 106 SLIPPERY ROCK CT 117 ROBIN GLEN LN</p>	12/13/2022	12/13/2022
Water/Wastewater	634 E HIGHLAND RD	Please leave customer portal sign on sheet with homeowner.	12/13/2022	12/15/2022
Water/Wastewater	625 W MAIN ST	Please repair water leak located at Heritage Park in the driveway next to the restrooms.	12/14/2022	12/14/2022
Water/Wastewater	105 COCKRELL HILL RD	<p>**Daily site checks of Overhead Water Tower, Pumpstation and Liftstation.</p> <p>Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations.</p> <p>Employee- Dustin Cleveland Time- 2hrs</p>	12/14/2022	12/14/2022
Water/Wastewater	105 COCKRELL HILL RD	<p>**Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms.</p> <ul style="list-style-type: none"> <li>•Ground Storage Tank- Outside sampling location (Upstream)</li> <li>•Pump Room Sample Port (Downstream)</li> <li>•114 Silverwood (Average Age)</li> <li>•607 Cardinal (High Age Water)</li> <li>•304 Ovilla Oaks (High Age Water)</li> </ul> <p>Employee- Dustin Cleveland Time- 2hrs</p>	12/14/2022	12/14/2022
Water/Wastewater	105 COCKRELL HILL RD	<p>**Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms.</p> <ul style="list-style-type: none"> <li>•Ground Storage Tank- Outside sampling location (Upstream)</li> <li>•Pump Room Sample Port (Downstream)</li> <li>•114 Silverwood (Average Age)</li> <li>•607 Cardinal (High Age Water)</li> <li>•304 Ovilla Oaks (High Age Water)</li> </ul> <p>Employee- Dustin Cleveland Time- 2hrs</p>	12/14/2022	12/14/2022

## REPORT A CONCERN DECEMBER 2022

Department Assigned	Concern Address	Concern Description	Date Entered	Date Closed
Water/Wastewater	803 E MAIN ST	Meet with Vertical Church to discuss sewage backup that occurred several weeks back. Church called out a plumber and he determined that the church had a belly in their sewer pipe upon our investigation we discovered that the problem may not have been related to the belly but a sewer cap that had been broken off letting debris into the sewer line causing it to back up.	12/14/2022	12/14/2022
Water/Wastewater	803 E MAIN ST	Replace broken 3` sewer cap at the vertical church with a rubber cap.	12/14/2022	12/14/2022
Water/Wastewater	321 CHEYENNE MOUNTAIN DR	Please install meter end point at this location.	12/14/2022	12/16/2022
Water/Wastewater	331 CHEYENNE MOUNTAIN DR	Please install meter end point at this location.	12/14/2022	12/16/2022
Water/Wastewater	625 W MAIN ST	Please finish clean up from water line repair.	12/14/2022	12/16/2022
Water/Wastewater	105 COCKRELL HILL RD	Set up Council Chamber room for luncheon.	12/14/2022	12/14/2022
Water/Wastewater	105 COCKRELL HILL RD	**Daily site checks of Overhead Water Tower, Pumpstation and Liftstation. Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations. Employee- Dustin Cleveland Time- 2hrs	12/15/2022	12/15/2022
Water/Wastewater	105 COCKRELL HILL RD	**Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms. •Ground Storage Tank- Outside sampling location (Upstream) •Pump Room Sample Port (Downstream) •114 Silverwood (Average Age) •607 Cardinal (High Age Water) •304 Ovilla Oaks (High Age Water) Employee- Dustin Cleveland Time- 2hrs	12/15/2022	12/15/2022
Water/Wastewater	105 COCKRELL HILL RD	Dustin went to Corsicana to test for his TCEQ water operator c distribution licenses. 3hr	12/15/2022	12/15/2022
Water/Wastewater	117 WATER ST	Dustin Helped the streets dept with drainage project. employee time 2hr	12/15/2022	12/15/2022
Water/Wastewater	105 COCKRELL HILL RD	please push read meters as requested per Chelsea via email so that she may complete the billing process. Dustin C time 2.5 hrs	12/16/2022	12/16/2022

## REPORT A CONCERN DECEMBER 2022

Department Assigned	Concern Address	Concern Description	Date Entered	Date Closed
Water/Wastewater	105 OVILLA CREEK CT	PREMISE #'S FOR NEW METERS - WILL BE ABLE TO SET UP IN SET AFTER BILLING (PROBABLY DEC 27, BUT CHECK WITH CHELSEA) 105 COCKRELL HILL - PW 10107059 360 PENROSE DR 10116047 105 COCKRELL HILL - CJRR 10107061 (CINDY JONES REST ROOM) 105 COCKRELL HILL - SBF 10107062 (SOFTBALL FIELD) 420 BROADMOOR LN 10116048	12/16/2022	
Water/Wastewater	105 COCKRELL HILL RD	**Daily site checks of Overhead Water Tower, Pumpstation and Liftstation. Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations. Employee- Dustin Cleveland Time- 2hrs	12/16/2022	12/16/2022
Water/Wastewater	105 COCKRELL HILL RD	**Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms. •Ground Storage Tank- Outside sampling location (Upstream) •Pump Room Sample Port (Downstream) •114 Silverwood (Average Age) •607 Cardinal (High Age Water) •304 Ovilla Oaks (High Age Water) Employee- Dustin Cleveland Time- 2hrs	12/16/2022	12/16/2022
Water/Wastewater	803 WESTMORELAND RD	Repaired 1` service line due to coupling coming apart. Dustin and Mario repair time- 1hr	12/16/2022	12/16/2022
Water/Wastewater	604 WILLIAM DR	Please met with customer and show them where to locate their water shutoff. Customer will be leaving for vacation and would like to winterize the house while gone.	12/21/2022	12/22/2022
Water/Wastewater	911 COCKRELL HILL RD	Please locate water line contractor will be boring under in utilities.	12/22/2022	12/27/2022

## REPORT A CONCERN DECEMBER 2022

Department Assigned	Concern Address	Concern Description	Date Entered	Date Closed
Water/Wastewater	1908 DUNCANVILLE RD	**Daily site checks of Overhead Water Tower, Pumpstation and Liftstation. Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations. Employee- Dustin Cleveland Time- 2hrs	12/22/2022	12/19/2022
Water/Wastewater	1908 DUNCANVILLE RD	**Daily site checks of Overhead Water Tower, Pumpstation and Liftstation. Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations. Employee- Dustin Cleveland Time- 2hrs	12/22/2022	12/20/2022
Water/Wastewater	1908 DUNCANVILLE RD	**Daily site checks of Overhead Water Tower, Pumpstation and Liftstation. Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations. Employee- Dustin Cleveland Time- 2hrs	12/22/2022	12/21/2022
Water/Wastewater	1908 DUNCANVILLE RD	**Daily site checks of Overhead Water Tower, Pumpstation and Liftstation. Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations. Employee- Dustin Cleveland Time- 2hrs	12/22/2022	12/22/2022
Water/Wastewater	105 COCKRELL HILL RD	**Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms. •Ground Storage Tank- Outside sampling location (Upstream) •Pump Room Sample Port (Downstream) •114 Silverwood (Average Age) •607 Cardinal (High Age Water) •304 Ovilla Oaks (High Age Water) Employee- Dustin Cleveland Time- 2hrs	12/22/2022	12/19/2022

## REPORT A CONCERN DECEMBER 2022

Department Assigned	Concern Address	Concern Description	Date Entered	Date Closed
Water/Wastewater	105 COCKRELL HILL RD	<p>**Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms.</p> <ul style="list-style-type: none"> <li>•Ground Storage Tank- Outside sampling location (Upstream)</li> <li>•Pump Room Sample Port (Downstream)</li> <li>•114 Silverwood (Average Age)</li> <li>•607 Cardinal (High Age Water)</li> <li>•304 Ovilla Oaks (High Age Water)</li> </ul> <p>Employee- Dustin Cleveland Time- 2hrs</p>	12/22/2022	12/20/2022
Water/Wastewater	105 COCKRELL HILL RD	<p>**Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms.</p> <ul style="list-style-type: none"> <li>•Ground Storage Tank- Outside sampling location (Upstream)</li> <li>•Pump Room Sample Port (Downstream)</li> <li>•114 Silverwood (Average Age)</li> <li>•607 Cardinal (High Age Water)</li> <li>•304 Ovilla Oaks (High Age Water)</li> </ul> <p>Employee- Dustin Cleveland Time- 2hrs</p>	12/22/2022	12/21/2022
Water/Wastewater	105 COCKRELL HILL RD	<p>**Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms.</p> <ul style="list-style-type: none"> <li>•Ground Storage Tank- Outside sampling location (Upstream)</li> <li>•Pump Room Sample Port (Downstream)</li> <li>•114 Silverwood (Average Age)</li> <li>•607 Cardinal (High Age Water)</li> <li>•304 Ovilla Oaks (High Age Water)</li> </ul> <p>Employee- Dustin Cleveland Time- 2hrs</p>	12/22/2022	12/22/2022
Water/Wastewater	523 JOHNSON LN	<p>Backfill was completed from water main repair on 12/19/22 Dustin C ( Water ) Josh, Mario, Hunter ( Streets ) Completion Time- 2 hrs</p>	12/22/2022	12/19/2022
Water/Wastewater	105 COCKRELL HILL RD	<p>Dustin helped the streets Dept with cleaning road debris and dirt of the bridges. Work Time- 2Hrs</p>	12/22/2022	12/19/2022
Water/Wastewater	105 COCKRELL HILL RD	<p>Took monthly BACTI samples and took the the TRA lab in Irving tx Dustin C Completion time- 3.5hrs</p>	12/22/2022	12/20/2022
Water/Wastewater	1908 DUNCANVILLE RD	<p>Winterized pump station and checked for supplies needed to prepare for upcoming freeze</p>	12/22/2022	12/20/2022
Water/Wastewater	105 COCKRELL HILL RD	<p>Dustin helped the streets dept with cleaning bridge surface from dirt and heavy road debris. Time spent- 2.5Hrs</p>	12/22/2022	12/21/2022

## REPORT A CONCERN DECEMBER 2022

Department Assigned	Concern Address	Concern Description	Date Entered	Date Closed
Water/Wastewater	1908 DUNCANVILLE RD	Complete pumpstation winterizing with the few items we needed and make sure the main heater is turned on at the elevated storage tank.	12/22/2022	12/22/2022
Water/Wastewater	105 COCKRELL HILL RD	Please recollect water sample for 114 Silverwood and carry to the TRA lab for testing. Dustin Cleveland Time- 2.5hrs	12/22/2022	12/21/2022
Water/Wastewater	1908 DUNCANVILLE RD	**Daily site checks of Overhead Water Tower, Pumpstation and Liftstation. Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations. Employee- Dustin Cleveland Time- 2hrs	12/27/2022	12/27/2022
Water/Wastewater	105 COCKRELL HILL RD	**Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms. •Ground Storage Tank- Outside sampling location (Upstream) •Pump Room Sample Port (Downstream) •114 Silverwood (Average Age) •607 Cardinal (High Age Water) •304 Ovilla Oaks (High Age Water) Employee- Dustin Cleveland Time- 2hrs	12/27/2022	12/27/2022
Water/Wastewater	110 MEADOWWOOD LN	Customer requested that we turn off the water due to leak from freeze.	12/27/2022	12/27/2022
Water/Wastewater	105 COCKRELL HILL RD	Please take 2015 Chevy 2500 water service truck in for vehicle maintenance and oil change. Dustin C Time- 1 hour	12/27/2022	12/27/2022
Water/Wastewater	750 COCKRELL HILL RD	Please replace leaking water meter gasket.	12/27/2022	12/28/2022
Water/Wastewater	701 SEVEN FALLS RD	Please get a full count of endpoints that are needed in Broadmoor that currently have meters installed.	12/27/2022	12/27/2022
Water/Wastewater	609 BUCKBOARD ST	CUSTOMER CALLED STATING THERE IS A WATER LEAK AT 609 BUCKBOARD NEAR THE FIRE HYDRANT.	12/28/2022	
Water/Wastewater	360 CHEYENNE MOUNTAIN DR	THERE IS A LEAK ON THE CITY SIDE	12/28/2022	12/29/2022
Water/Wastewater	1908 DUNCANVILLE RD	**Daily site checks of Overhead Water Tower, Pumpstation and Liftstation. Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations. Employee- Dustin Cleveland Time- 2hrs	12/28/2022	12/28/2022

## REPORT A CONCERN DECEMBER 2022

Department Assigned	Concern Address	Concern Description	Date Entered	Date Closed
Water/Wastewater	105 COCKRELL HILL RD	<p>**Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms.</p> <ul style="list-style-type: none"> <li>•Ground Storage Tank- Outside sampling location (Upstream)</li> <li>•Pump Room Sample Port (Downstream)</li> <li>•114 Silverwood (Average Age)</li> <li>•607 Cardinal (High Age Water)</li> <li>•304 Ovilla Oaks (High Age Water)</li> </ul> <p>Employee- Dustin Cleveland Time- 2hrs</p>	12/28/2022	12/28/2022
Water/Wastewater	105 COCKRELL HILL RD	<p>Please investigate the following invalid reads and determine why they aren't reading into SET</p> <p>Address 606 WILLIAM DR 104 WILLOW CREEK LANE 114 CUMBERLAND DR 134 SUBURBAN DR 302 THORNTREE DR 224 LARIAT TRAIL 100 WESTLAWN DR 701 BUCKBOARD 918 RED OAK CREEK RD 752 COCKRELL HILL RD 605 OAK RIDGE CT 307 SHADOWWOOD TRAIL 501-A OVILLA OAKS DR 211 LARIAT TRAIL</p>	12/28/2022	12/28/2022
Water/Wastewater	102 OAKWOOD LN	Please replace angle stop at this location will not shut off.	12/28/2022	
Water/Wastewater	705 SILVER SPUR LN	Replace angle stop and reroute water service where Ainsley wants to put it.	12/29/2022	
Water/Wastewater	105 COCKRELL HILL RD	Please perform water cutoffs for the month of December	12/29/2022	12/29/2022
Water/Wastewater	606 WILLIAM DR	Please investigate and see why were getting a tamper alarm on the water meter.	12/29/2022	12/29/2022
Water/Wastewater	123 MEADOW GLEN LN	Meet with customer about water leak to determine if it's on the irrigation our in the house.	12/29/2022	12/30/2022
Water/Wastewater	1908 DUNCANVILLE RD	<p>**Daily site checks of Overhead Water Tower, Pumpstation and Liftstation.</p> <p>Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations.</p> <p>Employee- Dustin Cleveland Time- 2hrs</p>	12/29/2022	12/29/2022

## REPORT A CONCERN DECEMBER 2022

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Water/Wastewater	105 COCKRELL HILL RD	<p>Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms.</p> <ul style="list-style-type: none"> <li>•Ground Storage Tank- Outside sampling location (Upstream)</li> <li>•Pump Room Sample Port (Downstream)</li> <li>•114 Silverwood (Average Age)</li> <li>•607 Cardinal (High Age Water)</li> <li>•304 Ovilla Oaks (High Age Water)</li> </ul> <p>Employee- Dustin Cleveland Time- 2hrs</p>	12/29/2022	12/29/2022
Water/Wastewater	203 SILVERWOOD DR	CUSTOMER CALLED STATING THAT WATER IS LEAKING AT THE METER AND HAS INCREASED HIS BILL AND WHEN THE METER WAS INSTALLED IT MUST NOT HAVE BEEN INSTALLED CORRECTLY THUS CREATING THE LEAK AND INCREASE IN HIS BILL.	12/30/2022	12/30/2022
Water/Wastewater	225 LARIAT TRL	Dustin helped streets dept with drainage. 4hr	12/30/2022	12/30/2022
Water/Wastewater	1908 DUNCANVILLE RD	<p>**Daily site checks of Overhead Water Tower, Pumpstation and Liftstation. Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations.</p> <p>Employee- Dustin Cleveland Time- 2hrs</p>	12/30/2022	12/30/2022
Water/Wastewater	105 COCKRELL HILL RD	<p>**Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms.</p> <ul style="list-style-type: none"> <li>•Ground Storage Tank- Outside sampling location (Upstream)</li> <li>•Pump Room Sample Port (Downstream)</li> <li>•114 Silverwood (Average Age)</li> <li>•607 Cardinal (High Age Water)</li> <li>•304 Ovilla Oaks (High Age Water)</li> </ul> <p>Employee- Dustin Cleveland Time- 2hrs</p>	12/30/2022	12/30/2022



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January 09, 2023  
City Manager & City Secretary Monthly Report-December 2022

Good evening Honorable Mayor and Council,

**Current and potential projects:**

Broadmoor Estates:

Bryson Manor Phase 3 (permitting may soon be on hold pending completion of development agreement issues)

Hollywood Estates

Forest Creek Estates (Johnson Lane-formally Miracle Farms):

- Extension approved by Council.

TX Dot land acquisition: Partial funds received.

Preparing for the Cumberland Forest creek erosion project that includes riprap in the creek.

**Finance:**

- New Director begins January 18, 2023. Sharon will stay on through January to train.
- Audit work has started.

**Fire Department:**

- Continues involvement in Disaster Safety training and management.
- Fire Chief Kennedy was prepared for the inclement weather sharing EOC updates and SIT Reports.
  - Warming station ready if necessary.
  - Sprinklers busted during the 3-day freeze in December. Damage was limited to the living/sleeping quarters.

**Police**

- Administrative Assistant expected to begin employment with Ovilla in January 2023.

**Public Works & Code:**

- Ovilla Auto – Staff continues to monitor. No additional complaints.
- Lariat Trail issues – Staff continues to monitor this area. No additional complaints.
- Continued drainage and ditch work throughout the city.
- Reconstruction work undergoing in conference room (next to Council Chamber room)
- Attended Loop 9 hearing for Dallas and Ellis Counties.
- Working with city engineer on impact fees.

**City Secretary/City Manager:**

- Still pending applications for the Board of Adjustment.
- Updated and created baseball field rentals and use.
- Filed for grant assistance with Ellis County for FM664 relocation of utilities and engineering services.
- Working on a documentation for a State Infrastructure Bank loan as well as receiving support services from the city's bond counsel to assist with the cost for the relocation of utilities on the TxDOT FM664 widening project. Staff hopes to have additional information to bring to Council in January.
- Informational monitor installed in the front office with PowerPoint city information displayed.
- Mayor Pro Tem Hunt provided lunch to city employees before Christmas.
- Place 1 Case also provided lunch to city employees before Christmas.
- Discovered city was still on tax rolls as owner of abandoned road (between Curtis Garage & Frank's Holy Smokes). Multiple contacts over months with Ellis CAD to finally get the tax roll corrected to the owners of the abandoned street to begin paying taxes.
- 8 Public Information Requests filled. All were simple requests that no charges could be assessed.
- Notice of Application for a place on the ballot was posted on website and bulletin board.
- Candidate Packets are ready and posted online

Respectfully submitted,

Pam Woodall  
Bobbie Jo Taylor

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