

A 2

ELLIS COUNTY INVESTMENT REPORT  
2nd QUARTER 2017

Cheryl Chambers – Ellis County Treasurer  
July 25, 2017

\_\_\_\_\_  
Carol Bush, County Judge

\_\_\_\_\_  
Randy Stinson, Commissioner Pct. 1

\_\_\_\_\_  
Lane Grayson, Commissioner Pct. 2

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Paul Perry, Commissioner Pct. 3

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Kyle Butler, Commissioner Pct. 4

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## Summary

This report is submitted in accordance with Government Code 2256.023. Investment of funds shall be governed by the following investment objectives, in order of priority: preservation and safety of principal, liquidity, and yield.

This investment report is prepared according to generally accepted accounting principles. All of the County's investments are in full compliance with the Ellis County Investment Policy as passed by the Ellis County Commissioner's Court on December 12, 2011 and updated on January 24, 2017.

Although the Levee Districts are not funds of Ellis County, they are reported here for a total picture of funds managed by the Ellis County Treasurer.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Chambers".

Cheryl Chambers, C.C.T., C.I.O.  
Ellis County Treasurer  
Investment Officer for Ellis County

MONTH END BALANCES FOR INVESTMENTS  
JUNE 30, 2017

ACCOUNT NAME	CO FUND #	FIRST FINANCIAL	TEXAS CLASS	LONESTAR	TEXPOOL	TEXSTAR	TEXAS TERM	TOTAL
GENERAL	1	\$ 5,024,769.39	\$ 3,411,959.39	\$ 6,787,939.38	\$ 3,135,505.02	\$ 18,101.90	\$ 11,704,922.77	\$ 30,083,197.85
ROAD IMPROVEMENT	2	\$ -	\$ -	\$ -	\$ 224,234.35	\$ -	\$ -	\$ 224,234.35
RBW1	3	\$ -	\$ 139,767.71	\$ 432,353.10	\$ -	\$ 18,235.65	\$ 301,209.04	\$ 891,585.50
RBW2	4	\$ -	\$ 101,793.07	\$ 591,037.71	\$ -	\$ 15,572.35	\$ 261,747.16	\$ 970,150.29
RBW3	5	\$ -	\$ 90,219.85	\$ 635,958.94	\$ -	\$ 26,349.68	\$ 71,086.02	\$ 825,614.49
RBW4	6	\$ -	\$ 114,980.10	\$ 449,171.32	\$ -	\$ 3,412.06	\$ 248,764.91	\$ 816,774.39
ADULT PROBATION	7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
JUVENILE PROBATION	8	\$ -	\$ 88,271.64	\$ 1,331,161.38	\$ -	\$ -	\$ -	\$ 1,419,433.02
FM#1	9	\$ -	\$ -	\$ 131,764.81	\$ 159,263.39	\$ -	\$ 432,026.12	\$ 723,054.32
FM#2	10	\$ -	\$ -	\$ 30,862.43	\$ 97,369.00	\$ 10,837.67	\$ 545,296.21	\$ 684,365.51
FM#3	11	\$ -	\$ -	\$ 203,106.23	\$ 159,411.61	\$ 33,143.59	\$ 861,255.77	\$ 1,256,917.20
FM#4	12	\$ -	\$ -	\$ 48,666.76	\$ 217,994.23	\$ 38,890.18	\$ 713,282.46	\$ 1,018,823.63
LATERAL ROADS	13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CO & DC COURT TECH	14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
JUSTICE CT TECH	15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DC ARCHIVES REC MG	16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
JURY	17	\$ -	\$ -	\$ 127,586.59	\$ -	\$ -	\$ 64,076.94	\$ 64,076.94
PERM IMPROVE	18	\$ -	\$ -	\$ 21,486.71	\$ -	\$ -	\$ -	\$ 21,486.71
LAW LIBRARY	19	\$ -	\$ -	\$ 4,518.34	\$ -	\$ 422.33	\$ -	\$ 4,940.67
TRUST & AGENCY	20	\$ -	\$ -	\$ 2,538,268.74	\$ -	\$ -	\$ -	\$ 2,538,268.74
REC MGMT	21	\$ -	\$ -	\$ 410,478.46	\$ -	\$ -	\$ -	\$ 410,478.46
CC ARCHIVES	22	\$ -	\$ -	\$ -	\$ -	\$ 1,594,408.34	\$ -	\$ 1,594,408.34
ROW AVAILABLE	23	\$ -	\$ -	\$ 121,332.59	\$ -	\$ -	\$ -	\$ 121,332.59
FIRE MARSHALL SPECI	24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RIGHT OF WAY 2008	25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,231.99	\$ 120,231.99
DC RECORDS TECH	26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,282.42	\$ 102,282.42
RDW1	27	\$ -	\$ -	\$ 1,203,674.27	\$ -	\$ -	\$ -	\$ 1,203,674.27
RDW#6	28	\$ -	\$ -	\$ 67,761.37	\$ -	\$ -	\$ -	\$ 67,761.37
RDW#18	29	\$ -	\$ -	\$ 186,603.02	\$ -	\$ -	\$ -	\$ 186,603.02
DA CHK PROCESS	30	\$ -	\$ -	\$ 223,665.33	\$ -	\$ -	\$ -	\$ 223,665.33
DA DRUG FORF	31	\$ -	\$ -	\$ 283,482.97	\$ -	\$ -	\$ -	\$ 283,482.97
GEN REC/PRESER	32	\$ -	\$ -	\$ 428,073.83	\$ -	\$ -	\$ -	\$ 428,073.83
CH SECURITY	33	\$ -	\$ -	\$ 208,858.07	\$ -	\$ -	\$ -	\$ 208,858.07
COURT REC. PRES \$1.7	34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DWI BLOOD DRAW	35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ELECTION ADMIN. FEE	36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 481,257.21	\$ 481,257.21
SERIES \$399 US	37	\$ -	\$ 1,174,100.32	\$ -	\$ -	\$ -	\$ -	\$ 1,174,100.32
SERIES 07 I&S	38	\$ -	\$ 836,424.55	\$ 2,829,516.25	\$ -	\$ 1,444,728.02	\$ -	\$ 5,110,668.82
GRANT PASS THROUGH	39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SERIES 07 BOND PROJ	40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HDTA	41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SHERIFF FED FORF	42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HAZARD MITIGATION	44	\$ -	\$ -	\$ 249,155.09	\$ -	\$ -	\$ -	\$ 249,155.09
ADULT COM CORR	45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SHRF SEIZURE	46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SHRF DRUG FORF	47	\$ -	\$ -	\$ 102,352.16	\$ -	\$ 314,623.58	\$ -	\$ 416,975.74
DA DRUG SEIZURE	48	\$ -	\$ -	\$ 230,733.43	\$ -	\$ -	\$ -	\$ 230,733.43
JCC	49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DA FEDERAL ASSET	51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMISSIONS ENFORCE	54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONST # 4 SEIZURE	55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONST #2 FORF	56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONST #1 FORF	57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONST #4 FORF	58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LAW ENFORCE BLOCK	59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LEVEE 2	72	\$ -	\$ -	\$ -	\$ -	\$ 347,551.32	\$ -	\$ 347,551.32
LEVEE 3	73	\$ -	\$ -	\$ -	\$ -	\$ 269,491.15	\$ -	\$ 269,491.15
LEVEE 4	74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 5,024,769.39	\$ 4,783,316.31	\$ 21,054,217.60	\$ 3,993,777.60	\$ 4,137,756.02	\$ 16,012,228.38	\$ 55,006,067.28

**INVESTMENTS LISTED BY ENTITY / YIELD**

**2ND QTR 2017**

	<b>Total Invested</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
<b>FIRST FINANCIAL BANK</b>	\$ 5,024,769.39	0.4000%	0.4000%	0.2
<b>TEXAS CLASS</b>	\$ 4,783,316.31	1.0600%	1.0900%	1.1
<b>LONESTAR POOL CORPORATE</b>	\$ 21,054,217.60	0.9796%	0.9990%	1.0
<b>TEXPOOL</b>	\$ 3,993,777.60	0.7100%	0.7700%	0.8
<b>TEXSTAR</b>	\$ 4,137,758.02	1.0000%	1.0000%	0.9
<b>TEXAS TERM</b>	\$ 16,012,228.36	0.7500%	0.7600%	0.9
	<b>\$ 55,006,067.28</b>			

## **FIRST FINANCIAL BANK**

First Financial Bank became the County's Depository in 2015. They offered the County 110% collateralization along with zero fees. In addition to 50+ regular checking accounts, the County currently has a Money Market Account for investments. First Financial Bank has \$6.53 billion in assets and began business in 1890 as Farmers and Merchants National Bank in Abilene, Texas. After other name changes, they became First Financial in 1993.

ACCOUNT NAME	COUNTY FUND #	FIRST FINANCIAL MARCH 31, 2017	FIRST FINANCIAL JUNE 30, 2017
GENERAL	1	\$ 5,019,761.72	\$ 5,024,769.39
ROAD IMPROVEMENT FUND	2	\$ -	\$ -
RB#1	3	\$ -	\$ -
RB#2	4	\$ -	\$ -
RB#3	5	\$ -	\$ -
RB#4	6	\$ -	\$ -
ADULT PROBATION	7	\$ -	\$ -
JUVENILE PROBATION	8	\$ -	\$ -
FM#1	9	\$ -	\$ -
FM#2	10	\$ -	\$ -
FM#3	11	\$ -	\$ -
FM#4	12	\$ -	\$ -
LATERAL ROADS	13	\$ -	\$ -
GO & DC COURT TECH	14	\$ -	\$ -
JUSTICE CT TECH	15	\$ -	\$ -
DC ARCHIVES REC MGT	16	\$ -	\$ -
JURY	17	\$ -	\$ -
PERM IMPROVE	18	\$ -	\$ -
LAW LIBRARY	19	\$ -	\$ -
TRUST & AGENCY	20	\$ -	\$ -
REC MGMT	21	\$ -	\$ -
CC ARCHIVES	22	\$ -	\$ -
ROW AVAILABLE	23	\$ -	\$ -
FIRE MARSHALL SPECIAL	24	\$ -	\$ -
RIGHT OF WAY 2008	25	\$ -	\$ -
DC RECORDS TECH	26	\$ -	\$ -
RD#1	27	\$ -	\$ -
RD#5	28	\$ -	\$ -
RD#16	29	\$ -	\$ -
DA CHK PROCESS	30	\$ -	\$ -
DA DRUG FORF	31	\$ -	\$ -
GEN REC/PRESER	32	\$ -	\$ -
CH SECURITY	33	\$ -	\$ -
COURT REC. PRES 51.708	34	\$ -	\$ -
DWI BLOOD DRAW	35	\$ -	\$ -
ELECTION ADMIN. FEE	36	\$ -	\$ -
SERIES 93/98 I/S	37	\$ -	\$ -
SERIES 07 I&S	38	\$ -	\$ -
GRANT PASS THROUGH	39	\$ -	\$ -
SERIES 07 BOND PROJ	40	\$ -	\$ -
HIDTA	41	\$ -	\$ -
SHERIFF FED FORF	42	\$ -	\$ -
HAZARD MITIGATION	44	\$ -	\$ -
ADULT COM CORR	45	\$ -	\$ -
SHRF SEIZURE	46	\$ -	\$ -
SHRF DRUG FORF	47	\$ -	\$ -
DA DRUG SEIZURE	48	\$ -	\$ -
JCC	49	\$ -	\$ -
DA FEDERAL ASSET	51	\$ -	\$ -
EMISSIONS ENFORCE	54	\$ -	\$ -
CONST # 4 SEIZURE	55	\$ -	\$ -
CONST #2 FORF	56	\$ -	\$ -
CONST #1 FORF	57	\$ -	\$ -
CONST #4 FORF	58	\$ -	\$ -
LAW ENFORCE BLOCK	59	\$ -	\$ -
LEVEE 2	72	\$ -	\$ -
LEVEE 3	73	\$ -	\$ -
LEVEE 4	74	\$ -	\$ -
		\$ 5,019,761.72	\$ 5,024,769.39

## TEXAS CLASS

The Texas Cooperative Liquid Assets Securities System Trust was created as an investment pool for participants pursuant to Section 2256.016 of the Public Funds Investment Act, Texas Government Code, through which entities may pool any of its funds, or funds under its control, in order to preserve principal, to maintain the liquidity of the funds and to maximize yield in accordance with the Public Funds Investment Act. The Trust may invest in any or all of the legal investments specified in Sections 2256.009 through 2256.016, of the Act. Such investments may include, without limitation, the following:

- U.S. Treasury Bills, Notes and Bonds
- Obligations of or guaranteed by U.S. Government Agencies and Instrumentalities
- State and local government Obligations (subject to limitation)
- Certificates of Deposits of a State or Nations Bank Domiciled in the State of Texas Guaranteed or Insured by the FDIC
- Bankers' Acceptances
- Mutual Funds
- Repurchase Agreements
- Highly Rated Commercial Paper
- Guaranteed Investment Contracts (Bond Proceeds Only)

Texas Class is rated AAAM by Standard and Poor's, the highest rating assigned to principal stability government investment pools.

ACCOUNT NAME	COUNTY	Texas Class	
	FUND #	MARCH 31, 2017	JUNE 30, 2017
GENERAL	1	\$ 3,402,698.25	\$ 3,411,959.39
ROAD IMPROVEMENT FUND	2	\$ -	\$ -
RB#1	3	\$ 139,388.36	\$ 139,767.71
RB#2	4	\$ 101,516.80	\$ 101,793.07
RB#3	5	\$ 89,974.99	\$ 90,219.85
RB#4	6	\$ 114,568.28	\$ 114,880.10
ADULT PROBATION	7	\$ -	\$ -
JUVENILE PROBATION	8	\$ 88,032.04	\$ 88,271.64
FM#1	9	\$	
FM#2	10	\$	
FM#3	11	\$	
FM#4	12	\$	
LATERAL ROADS	13	\$	
CO & DC COURT TECH	14	\$	
JUSTICE CT TECH	15	\$	
DC ARCHIVES REC MGT	16	\$	
JURY	17	\$	
PERM IMPROVE	18	\$	
LAW LIBRARY	19	\$	
TRUST & AGENCY	20	\$	
REC MGMT	21	\$	
CC ARCHIVES	22	\$	
ROW AVAILABLE	23	\$	
FIRE MARSHALL SPECIAL	24	\$	
RIGHT OF WAY 2008	25	\$	
DC RECORDS TECH	26	\$	
RD#1	27	\$	
RD#5	28	\$	
RD#16	29	\$	
DA CHK PROCESS	30	\$	
DA DRUG FORF	31	\$	
GEN REC/PRESER	32	\$	
CH SECURITY	33	\$	
COURT REC. PRES 51.708	34	\$	
DWI BLOOD DRAW	35	\$	
ELECTION ADMIN. FEE	36	\$	
SERIES 93/98 I/S	37	\$	
SERIES 07 I&S	38	\$ 834,154.28	\$ 836,424.55
GRANT PASS THROUGH	39	\$	
SERIES 07 BOND PROJ	40	\$	
HIDTA	41	\$	
SHERIFF FED FORF	42	\$	
HAZARD MITIGATION	44	\$	
ADULT COM CORR	45	\$	
SHRF SEIZURE	46	\$	
SHRF DRUG FORF	47	\$	
DA DRUG SEIZURE	48	\$	
JCC	49	\$	
DA FEDERAL ASSET	51	\$	
EMISSIONS ENFORCE	54	\$	
CONST # 4 SEIZURE	55	\$	
CONST #2 FORF	56	\$	
CONST #1 FORF	57	\$	
CONST #4 FORF	58	\$	
LAW ENFORCE BLOCK	59	\$	\$ -
LEVEE 2	72	\$	
LEVEE 3	73	\$	
LEVEE 4	74	\$	
		\$ 4,770,333.00	\$ 4,783,316.31

## LONESTAR INVESTMENT POOL

The LoneStar Investment Pool is an investment pool available to government entities, in full compliance with the Public Funds Investment Act. Ellis County participates in 2 of the 3 available funds, the Government Overnight Fund and the Corporate Overnight Fund. Both Funds are rated AAA by Standard & Poor.

The Government Overnight Fund invests in the following:

- Obligations of the United States or its agencies and instrumentalities
- Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the United States or its agencies and instrumentalities
- Fully collateralized repurchase agreements that meet the following criteria: (1) have a defined termination date; (2) are secured by obligations of the United States or its agencies and instrumentalities; (3) require the securities being purchased by the Government Overnight Fund to be pledged to the Government Overnight Fund, held in the Government Overnight Fund's name, and deposited at the time the investment is made with the Government Overnight Fund or with a third party selected and approved by the Government Overnight Fund; and (4) are placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this state. The market value of repurchase agreement collateral is required to initially be 102 percent of the principal amount of such repurchase agreement. Thereafter, the market value of such collateral will be determined (marked-to-market) daily and reset to 102 percent of the principal amount if it falls below 100 percent.
- No-load money market mutual funds regulated by the SEC, provided the Government Overnight Fund shall not invest its funds in any one money market mutual fund in an amount that exceeds 10 percent of the total assets of such money market mutual fund.

The Corporate Overnight Plus Fund may invest in all securities authorized under the Investment Act. However, it is the Board's policy to have these additional restrictions:

- The Corporate Overnight Plus Fund shall not invest its assets in any one nongovernmental issuer in an amount that exceeds 5 percent of the total fund assets at cost.
- If an A-1 or P-1 investment is placed on the watch list with negative implications by a rating agency, the investment manager must sell the investment within one week.

ACCOUNT NAME	COUNTY FUND #	MARCH 31, 2017		JUNE 30, 2017	
		Corp. Overnight Fund	Govt. Overnight Fund	Corp. Overnight Fund	Govt. Overnight Fund
GENERAL	1	\$ 9,027,698.52	\$ -	\$ 6,787,939.38	\$ -
ROAD IMPROVEMENT FUND	2	\$ -	\$ -	\$ -	\$ -
RB#1	3	\$ 476,161.46	\$ -	\$ 432,353.10	\$ -
RB#2	4	\$ 625,460.64	\$ -	\$ 591,037.71	\$ -
RB#3	5	\$ 721,172.04	\$ -	\$ 635,958.94	\$ -
RB#4	6	\$ 487,493.46	\$ -	\$ 449,717.32	\$ -
ADULT PROBATION	7	\$ -	\$ -	\$ -	\$ -
JUVENILE PROBATION	8	\$ 1,289,367.37	\$ -	\$ 1,331,161.38	\$ -
FM#1	9	\$ 226,354.21	\$ -	\$ 131,764.81	\$ -
FM#2	10	\$ 235,541.40	\$ -	\$ 30,862.43	\$ -
FM#3	11	\$ 227,545.11	\$ -	\$ 203,106.23	\$ -
FM#4	12	\$ 90,523.61	\$ -	\$ 48,666.76	\$ -
LATERAL ROADS	13	\$ -	\$ -	\$ -	\$ -
CO & DC COURT TECH	14	\$ -	\$ -	\$ -	\$ -
JUSTICE CT TECH	15	\$ -	\$ -	\$ -	\$ -
DC ARCHIVES REC MGT	16	\$ -	\$ -	\$ -	\$ -
JURY	17	\$ 137,254.50	\$ -	\$ 127,588.59	\$ -
PERM IMPROVE	18	\$ 168,746.34	\$ -	\$ 21,486.71	\$ -
LAW LIBRARY	19	\$ 4,506.90	\$ -	\$ 4,518.34	\$ -
TRUST & AGENCY	20	\$ 3,246,790.44	\$ -	\$ 2,538,268.74	\$ -
REC MGMT	21	\$ 409,439.14	\$ -	\$ 410,478.46	\$ -
CC ARCHIVES	22	\$ -	\$ -	\$ -	\$ -
ROW AVAILABLE	23	\$ 121,025.38	\$ -	\$ 121,332.59	\$ -
FIRE MARSHALL SPECIAL	24	\$ -	\$ -	\$ -	\$ -
RIGHT OF WAY 2008	25	\$ -	\$ -	\$ -	\$ -
DC RECORDS TECH	26	\$ -	\$ -	\$ -	\$ -
RD#1	27	\$ 1,200,626.58	\$ -	\$ 1,203,674.27	\$ -
RD#5	28	\$ 67,589.80	\$ -	\$ 67,761.37	\$ -
RD#16	29	\$ 186,130.54	\$ -	\$ 186,603.02	\$ -
DA CHK PROCESS	30	\$ 226,094.46	\$ -	\$ 223,665.33	\$ -
DA DRUG FORF	31	\$ 294,356.26	\$ -	\$ 283,482.97	\$ -
GEN REC/PRESER	32	\$ 396,028.37	\$ -	\$ 428,073.83	\$ -
CH SECURITY	33	\$ 186,456.38	\$ -	\$ 208,858.07	\$ -
COURT REC. PRES 51.708	34	\$ -	\$ -	\$ -	\$ -
DWI BLOOD DRAW	35	\$ -	\$ -	\$ -	\$ -
ELECTION ADMIN. FEE	36	\$ -	\$ -	\$ -	\$ -
SERIES 93/98 I/S	37	\$ 1,158,842.76	\$ -	\$ 1,174,100.32	\$ -
SERIES 07 I&S	38	\$ 2,917,068.51	\$ -	\$ 2,829,516.25	\$ -
GRANT PASS THROUGH	39	\$ -	\$ -	\$ -	\$ -
SERIES 07 BOND PROJ	40	\$ -	\$ -	\$ -	\$ -
HIDTA	41	\$ -	\$ -	\$ -	\$ -
SHERIFF FED FORF	42	\$ 249,293.75	\$ -	\$ 249,155.09	\$ -
HAZARD MITIGATION	44	\$ -	\$ -	\$ -	\$ -
ADULT COM CORR	45	\$ -	\$ -	\$ -	\$ -
SHRF SEIZURE	46	\$ -	\$ -	\$ -	\$ -
SHRF DRUG FORF	47	\$ 104,968.81	\$ -	\$ 102,352.16	\$ -
DA DRUG SEIZURE	48	\$ 189,247.67	\$ -	\$ 230,733.43	\$ -
JCC	49	\$ -	\$ -	\$ -	\$ -
DA FEDERAL ASSET	51	\$ -	\$ -	\$ -	\$ -
EMISSIONS ENFORCE	54	\$ -	\$ -	\$ -	\$ -
CONST # 4 SEIZURE	55	\$ -	\$ -	\$ -	\$ -
CONST #2 FORF	56	\$ -	\$ -	\$ -	\$ -
CONST #1 FORF	57	\$ -	\$ -	\$ -	\$ -
CONST #4 FORF	58	\$ -	\$ -	\$ -	\$ -
LAW ENFORCE BLOCK	59	\$ -	\$ -	\$ -	\$ -
LEVEE 2	72	\$ -	\$ -	\$ -	\$ -
LEVEE 3	73	\$ -	\$ -	\$ -	\$ -
LEVEE 4	74	\$ -	\$ -	\$ -	\$ -
		\$ 24,671,784.41	\$ -	\$ 21,054,217.60	\$ -
			\$ 24,671,784.41		\$ 21,054,217.60

## TEXPOOL

TexPool is a local government investments pool created on behalf of Texas entities whose investment objectives are preservation and safety of principal, liquidity and yield consistent with the Public Funds Investment Act. The pool seeks to maintain a \$1.00 value per share as required by the Texas Public Funds Investment Act. TexPool investments consist exclusively of U. S. Government securities, repurchase agreements collateralized by U. S. Government securities, and AAA-rated no-load money market mutual funds. TexPool is rated AAAm by Standard & Poor's, the highest rating a local government investment pool can achieve. The weighted average maturities of the pools cannot exceed 60 days, with the maximum maturity of any investment limited to 13 months. TexPool is governed by the Texas Public Funds Investment Act, and is in full compliance with the Act.

ACCOUNT NAME	COUNTY FUND #	TexPool	
		MARCH 31, 2017	JUNE 30, 2017
GENERAL	1	\$ 3,129,358.02	\$ 3,135,505.02
ROAD IMPROVEMENT FUND	2	\$ 166,846.91	\$ 224,234.35
RB#1	3	\$ -	
RB#2	4	\$ -	
RB#3	5	\$ -	
RB#4	6	\$ -	
ADULT PROBATION	7	\$ -	
JUVENILE PROBATION	8	\$ -	
FM#1	9	\$ 158,951.16	\$ 159,263.39
FM#2	10	\$ 97,178.15	\$ 97,369.00
FM#3	11	\$ 159,099.12	\$ 159,411.61
FM#4	12	\$ 217,566.93	\$ 217,994.23
LATERAL ROADS	13	\$ -	\$ -
CO & DC COURT TECH	14	\$ -	\$ -
JUSTICE CT TECH	15	\$ -	\$ -
DC ARCHIVES REC MGT	16	\$ -	\$ -
JURY	17	\$ -	\$ -
PERM IMPROVE	18	\$ -	\$ -
LAW LIBRARY	19	\$ -	\$ -
TRUST & AGENCY	20	\$ -	\$ -
REC MGMT	21	\$ -	\$ -
CC ARCHIVES	22	\$ -	\$ -
ROW AVAILABLE	23	\$ -	\$ -
FIRE MARSHALL SPECIAL	24	\$ -	\$ -
RIGHT OF WAY 2008	25	\$ -	\$ -
DC RECORDS TECH	26	\$ -	\$ -
RD#1	27	\$ -	\$ -
RD#5	28	\$ -	\$ -
RD#16	29	\$ -	\$ -
DA CHK PROCESS	30	\$ -	\$ -
DA DRUG FORF	31	\$ -	\$ -
GEN REC/PRESER	32	\$ -	\$ -
CH SECURITY	33	\$ -	\$ -
COURT REC. PRES 51.708	34	\$ -	\$ -
DWI BLOOD DRAW	35	\$ -	\$ -
ELECTION ADMIN. FEE	36	\$ -	\$ -
SERIES 93/98 I/S	37	\$ -	\$ -
SERIES 07 I&S	38	\$ -	\$ -
GRANT PASS THROUGH	39	\$ -	\$ -
SERIES 07 BOND PROJ	40	\$ -	\$ -
HIDTA	41	\$ -	\$ -
SHERIFF FED FORF	42	\$ -	\$ -
HAZARD MITIGATION	44	\$ -	\$ -
ADULT COM CORR	45	\$ -	\$ -
SHRF SEIZURE	46	\$ -	\$ -
SHRF DRUG FORF	47	\$ -	\$ -
DA DRUG SEIZURE	48	\$ -	\$ -
JCC	49	\$ -	\$ -
DA FEDERAL ASSET	51	\$ -	\$ -
EMISSIONS ENFORCE	54	\$ -	\$ -
CONST # 4 SEIZURE	55	\$ -	\$ -
CONST #2 FORF	56	\$ -	\$ -
CONST #1 FORF	57	\$ -	\$ -
CONST #4 FORF	58	\$ -	\$ -
LAW ENFORCE BLOCK	59	\$ -	\$ -
LEVEE 2	72	\$ -	\$ -
LEVEE 3	73	\$ -	\$ -
LEVEE 4	74	\$ -	\$ -
		\$ 3,929,000.29	\$ 3,993,777.60

## TEXSTAR

TexSTAR is a local government investment pool created under the Interlocal Cooperation Act specifically tailored to meet Texas state and local government investment objectives of preservation of principal, daily liquidity and competitive yield. The funds portfolio is a government-repurchase agreement pool, utilizing primarily U.S. Treasury securities, U.S. agency securities – both fixed and floating-and REPO collateralized obligations, the principal and interest of which are unconditionally guaranteed or insured by the full faith and credit of the United States or its agencies or its instrumentalities. The fund is rated AAAM by Standard and Poor's and maintains a maturity of 60 days or less, with a maximum maturity of 13 months for any individual security. The fund seeks to maintain a constant dollar objective and fulfills all requirements of the Texas PFIA for local government investment pools.

Market Value - Book Value

ACCOUNT NAME	COUNTY	TEXSTAR	
	FUND #	MARCH 31, 2017	JUNE 30, 2017
GENERAL	1	\$ 18,066.91	\$ 18,101.90
ROAD IMPROVEMENT FUND	2	\$ -	
RB#1	3	\$ 18,200.38	\$ 18,235.65
RB#2	4	\$ 15,542.24	\$ 15,572.35
RB#3	5	\$ 28,294.86	\$ 28,349.68
RB#4	6	\$ 3,405.37	\$ 3,412.06
ADULT PROBATION	7	\$ -	
JUVENILE PROBATION	8	\$ -	
FM#1	9	\$ -	\$ -
FM#2	10	\$ 10,816.95	\$ 10,837.87
FM#3	11	\$ 33,079.50	\$ 33,143.59
FM#4	12	\$ 38,804.97	\$ 38,880.18
LATERAL ROADS	13	\$ -	
CO & DC COURT TECH	14	\$ -	
JUSTICE CT TECH	15	\$ -	
DC ARCHIVES REC MGT	16	\$ -	
JURY	17	\$ -	
PERM IMPROVE	18	\$ 421.45	\$ 422.33
LAW LIBRARY	19	\$ -	
TRUST & AGENCY	20	\$ -	
REC MGMT	21	\$ -	
CC ARCHIVES	22	\$ 1,591,325.44	\$ 1,594,408.34
ROW AVAILABLE	23	\$ -	
FIRE MARSHALL SPECIAL	24	\$ -	
RIGHT OF WAY 2008	25	\$ -	
DC RECORDS TECH	26	\$ -	
RD#1	27	\$ -	
RD#5	28	\$ -	
RD#16	29	\$ -	
DA CHK PROCESS	30	\$ -	
DA DRUG FORF	31	\$ -	
GEN REC/PRESER	32	\$ -	
CH SECURITY	33	\$ -	
COURT REC. PRES 51.708	34	\$ -	
DWI BLOOD DRAW	35	\$ -	
ELECTION ADMIN. FEE	36	\$ -	
SERIES 93/98 I/S	37	\$ -	
SERIES 07 I&S	38	\$ 1,441,934.47	\$ 1,444,728.02
GRANT PASS THROUGH	39	\$ -	\$ -
SERIES 07 BOND PROJ	40	\$ -	
HIDTA	41	\$ -	
SHERIFF FED FORF	42	\$ -	
HAZARD MITIGATION	44	\$ -	
ADULT COM CORR	45	\$ -	
SHRF SEIZURE	46	\$ 314,015.19	\$ 314,623.58
SHRF DRUG FORF	47	\$ -	
DA DRUG SEIZURE	48	\$ -	
JCC	49	\$ -	
DA FEDERAL ASSET	51	\$ -	
EMISSIONS ENFORCE	54	\$ -	
CONST # 4 SEIZURE	55	\$ -	
CONST #2 FORF	56	\$ -	
CONST #1 FORF	57	\$ -	
CONST #4 FORF	58	\$ -	
LAW ENFORCE BLOCK	59	\$ -	
LEVEE 2	72	\$ 346,879.30	\$ 347,551.32
LEVEE 3	73	\$ 268,970.05	\$ 269,491.15
LEVEE 4	74	\$ -	\$ -
		\$ 4,129,757.08	\$ 4,137,758.02

## TEXAS TERM

TexasTerm Local Government Investment Pool is a local government pool created by and for Texas local governments to provide investment programs tailored to the needs of Texas cities, counties, school districts and other public investors. Texas Term portfolios (TexasDAILY and TexasTERM) seek to provide investors with safety, flexibility and competitive yields. TexasDAILY has a Standard and Poor's fund rating of AAAM. The rating signifies excellent safety of invested principal and a superior capacity to maintain a \$1.00 per share net asset value.

TexasDAILY portfolio may contain a combination of:

- Obligations of the U.S. Government or its Agencies or Instrumentalities
- Repurchase Agreements with Primary Dealers
- Certificates of Deposit that are FDIC insured and fully collateralized according to Texas Law
- Money Market Mutual Funds rate AAA or equivalent

The TexasDAILY portfolio provides a variable rate with availability of funds on a daily basis.

ACCOUNT NAME	COUNTY FUND #	TexasDAILY	
		MARCH 31, 2017	JUNE 30, 2017
GENERAL	1	\$ 16,280,934.78	\$ 11,704,922.77
ROAD IMPROVEMENT FUND	2	\$ -	\$ -
RB#1	3	\$ 372,531.43	\$ 301,209.04
RB#2	4	\$ 176,412.01	\$ 261,747.16
RB#3	5	\$ 104,909.97	\$ 71,086.02
RB#4	6	\$ 206,542.20	\$ 248,764.91
ADULT PROBATION	7	\$ -	\$ -
JUVENILE PROBATION	8	\$ -	\$ -
FM#1	9	\$ 538,576.12	\$ 432,026.12
FM#2	10	\$ 665,512.59	\$ 545,296.21
FM#3	11	\$ 868,562.27	\$ 861,255.77
FM#4	12	\$ 940,721.18	\$ 713,282.46
LATERAL ROADS	13	\$ -	\$ -
CO & DC COURT TECH	14	\$ -	\$ -
JUSTICE CT TECH	15	\$ 63,951.67	\$ 64,076.94
DC ARCHIVES REC MGT	16	\$ 104,584.49	\$ 104,789.34
JURY	17	\$ -	\$ -
PERM IMPROVE	18	\$ -	\$ -
LAW LIBRARY	19	\$ -	\$ -
TRUST & AGENCY	20	\$ -	\$ -
REC MGMT	21	\$ -	\$ -
CC ARCHIVES	22	\$ -	\$ -
ROW AVAILABLE	23	\$ -	\$ -
FIRE MARSHALL SPECIAL	24	\$ -	\$ -
RIGHT OF WAY 2008	25	\$ 119,996.94	\$ 120,231.99
DC RECORDS TECH	26	\$ 102,082.47	\$ 102,282.42
RD#1	27	\$ -	\$ -
RD#5	28	\$ -	\$ -
RD#16	29	\$ -	\$ -
DA CHK PROCESS	30	\$ -	\$ -
DA DRUG FORF	31	\$ -	\$ -
GEN REC/PRESER	32	\$ -	\$ -
CH SECURITY	33	\$ -	\$ -
COURT REC. PRES 51.708	34	\$ -	\$ -
DWI BLOOD DRAW	35	\$ -	\$ -
ELECTION ADMIN. FEE	36	\$ 439,455.03	\$ 481,257.21
SERIES 93/98 I/S	37	\$ -	\$ -
SERIES 07 I&S	38	\$ -	\$ -
GRANT PASS THROUGH	39	\$ -	\$ -
SERIES 07 BOND PROJ	40	\$ -	\$ -
HIDTA	41	\$ -	\$ -
SHERIFF FED FORF	42	\$ -	\$ -
HAZARD MITIGATION	44	\$ -	\$ -
ADULT COM CORR	45	\$ -	\$ -
SHRF SEIZURE	46	\$ -	\$ -
SHRF DRUG FORF	47	\$ -	\$ -
DA DRUG SEIZURE	48	\$ -	\$ -
JCC	49	\$ -	\$ -
DA FEDERAL ASSET	51	\$ -	\$ -
EMISSIONS ENFORCE	54	\$ -	\$ -
CONST # 4 SEIZURE	55	\$ -	\$ -
CONST #2 FORF	56	\$ -	\$ -
CONST #1 FORF	57	\$ -	\$ -
CONST #4 FORF	58	\$ -	\$ -
LAW ENFORCE BLOCK	59	\$ -	\$ -
LEVEE 2	72	\$ -	\$ -
LEVEE 3	73	\$ -	\$ -
LEVEE 4	74	\$ -	\$ -
		\$ 20,984,773.15	\$ 16,012,228.36

ACCOUNT NAME	COUNTY FUND #	Beginning Balance MARCH 31, 2017	Deposits	Withdrawals	Interest Earned	Ending Balance JUNE 30, 2017
GENERAL	1	\$ 36,878,518.20	\$ 1,315,000.00	\$ 8,178,500.00	\$ 68,179.65	\$ 30,083,197.85
ROAD IMPROVEMENT FUND	2	\$ 166,846.91	\$ 57,000.00		\$ 387.44	\$ 224,234.35
RB#1	3	\$ 1,006,281.63	\$ 70,000.00	\$ 187,000.00	\$ 2,283.87	\$ 891,565.50
RB#2	4	\$ 918,931.69	\$ 109,900.00	\$ 61,000.00	\$ 2,318.60	\$ 970,150.29
RB#3	5	\$ 944,351.86		\$ 121,000.00	\$ 2,262.63	\$ 825,614.49
RB#4	6	\$ 812,009.31	\$ 81,770.00	\$ 79,000.00	\$ 1,995.08	\$ 816,774.39
ADULT PROBATION	7	\$ -			\$ -	\$ -
JUVENILE PROBATION	8	\$ 1,377,399.41	\$ 75,740.00	\$ 37,325.00	\$ 3,618.61	\$ 1,419,433.02
FM#1	9	\$ 923,881.49		\$ 202,500.00	\$ 1,672.83	\$ 723,054.32
FM#2	10	\$ 1,009,049.09	\$ 35,400.00	\$ 361,800.00	\$ 1,716.42	\$ 684,365.51
FM#3	11	\$ 1,288,286.00		\$ 34,000.00	\$ 2,631.20	\$ 1,256,917.20
FM#4	12	\$ 1,287,616.69		\$ 271,100.00	\$ 2,306.94	\$ 1,018,823.63
LATERAL ROADS	13	\$ -			\$ -	\$ -
CO & DC COURT TECH	14	\$ -			\$ -	\$ -
JUSTICE CT TECH	15	\$ 63,951.67			\$ -	\$ -
DC ARCHIVES REC MGT	16	\$ 104,584.49			\$ 125.27	\$ 64,076.94
JURY	17	\$ 137,254.50		\$ 10,000.00	\$ 204.85	\$ 104,789.34
PERM IMPROVE	18	\$ 169,167.79		\$ 147,500.00	\$ 334.09	\$ 127,588.59
LAW LIBRARY	19	\$ 4,506.90			\$ 241.25	\$ 21,909.04
TRUST & AGENCY	20	\$ 3,246,790.44		\$ 716,000.00	\$ 11.44	\$ 4,518.34
REC MGMT	21	\$ 409,439.14			\$ 7,478.30	\$ 2,538,268.74
CC ARCHIVES	22	\$ 1,591,325.44			\$ 1,039.32	\$ 410,478.46
ROW AVAILABLE	23	\$ 121,025.38			\$ 3,082.90	\$ 1,594,408.34
FIRE MARSHALL SPECIAL	24	\$ -			\$ 307.21	\$ 121,332.59
RIGHT OF WAY 2008	25	\$ 119,996.94			\$ -	\$ -
DC RECORDS TECH	26	\$ 102,082.47			\$ 235.05	\$ 120,231.99
RD#1	27	\$ 1,200,626.58			\$ 199.95	\$ 102,282.42
RD#5	28	\$ 67,589.80			\$ 3,047.69	\$ 1,203,674.27
RD#16	29	\$ 186,130.54			\$ 171.57	\$ 67,761.37
DA CHK PROCESS	30	\$ 226,094.46		\$ 3,000.00	\$ 472.48	\$ 186,603.02
DA DRUG FORF	31	\$ 294,356.26		\$ 11,600.00	\$ 570.87	\$ 223,665.33
GEN REC/PRESER	32	\$ 396,028.37	\$ 31,000.00		\$ 726.71	\$ 283,482.97
CH SECURITY	33	\$ 186,456.38	\$ 21,900.00		\$ 1,045.46	\$ 428,073.83
COURT REC. PRES 51,708	34	\$ -			\$ 501.69	\$ 208,858.07
DWI BLOOD DRAW	35	\$ -			\$ -	\$ -
ELECTION ADMIN. FEE	36	\$ 439,455.03	\$ 40,900.00		\$ -	\$ -
SERIES 93/98 I/S	37	\$ 1,158,842.76	\$ 12,300.00		\$ 902.18	\$ 481,257.21
SERIES 07 I&S	38	\$ 5,193,157.26	\$ 18,860.00	\$ 113,700.00	\$ 2,957.56	\$ 1,174,100.32
GRANT PASS THROUGH	39	\$ -			\$ 12,351.56	\$ 5,110,668.82
SERIES 07 BOND PROJ	40	\$ -			\$ -	\$ -
HIDTA	41	\$ -			\$ -	\$ -
SHERIFF FED FORF	42	\$ 249,293.75		\$ 770.00	\$ -	\$ -
HAZARD MITIGATION	44	\$ -			\$ 631.34	\$ 249,155.09
ADULT COM CORR	45	\$ -			\$ -	\$ -
SHRF SEIZURE	46	\$ 314,015.19			\$ -	\$ -
SHRF DRUG FORF	47	\$ 104,968.81		\$ 2,880.00	\$ 608.39	\$ 314,623.58
DA DRUG SEIZURE	48	\$ 189,247.67	\$ 40,920.00		\$ 263.35	\$ 102,352.16
JCC	49	\$ -			\$ 565.76	\$ 230,733.43
DA FEDERAL ASSET	51	\$ -			\$ -	\$ -
EMISSIONS ENFORCE	54	\$ -			\$ -	\$ -
CONST # 4 SEIZURE	55	\$ -			\$ -	\$ -
CONST # 2 FORF	56	\$ -			\$ -	\$ -
CONST # 1 FORF	57	\$ -			\$ -	\$ -
CONST # 4 FORF	58	\$ -			\$ -	\$ -
LAW ENFORCE BLOCK	59	\$ 0.00			\$ -	\$ -
LEVEE 2	72	\$ 346,879.30			\$ -	\$ 0.00
LEVEE 3	73	\$ 268,970.05			\$ 672.02	\$ 347,551.32
LEVEE 4	74	\$ -			\$ 521.10	\$ 269,491.15
		\$ 63,505,409.65	\$ 1,910,690.00	\$ 10,538,675.00	\$ 128,642.63	\$ 55,006,067.28
						\$ 55,006,067.28

ACCOUNT NAME	CO FUND #	APRIL	MAY	JUNE	TOTAL
GENERAL	1	\$ 23,482.28	\$ 22,371.75	\$ 22,325.62	\$ 68,179.65
ROAD IMPROVEMENT FUND	2	\$ 97.66	\$ 127.37	\$ 162.41	\$ 387.44
RB#1	3	\$ 744.17	\$ 783.84	\$ 755.86	\$ 2,283.87
RB#2	4	\$ 709.33	\$ 779.65	\$ 829.62	\$ 2,318.60
RB#3	5	\$ 739.92	\$ 776.12	\$ 746.59	\$ 2,262.63
RB#4	6	\$ 621.06	\$ 674.75	\$ 699.27	\$ 1,995.08
ADULT PROBATION	7	\$ -	\$ -	\$ -	\$ -
JUVENILE PROBATION	8	\$ 1,154.06	\$ 1,209.72	\$ 1,254.83	\$ 3,618.61
FM#1	9	\$ 574.67	\$ 559.17	\$ 538.99	\$ 1,672.83
FM#2	10	\$ 632.80	\$ 576.26	\$ 507.36	\$ 1,716.42
FM#3	11	\$ 829.50	\$ 878.42	\$ 923.28	\$ 2,631.20
FM#4	12	\$ 787.19	\$ 774.98	\$ 744.77	\$ 2,306.94
LATERAL ROADS	13	\$ -	\$ -	\$ -	\$ -
CO & DC COURT TECH	14	\$ -	\$ -	\$ -	\$ -
JUSTICE CT TECH	15	\$ 39.30	\$ 41.34	\$ 44.63	\$ 125.27
DC ARCHIVES REC MGT	16	\$ 64.27	\$ 67.60	\$ 72.98	\$ 204.85
JURY	17	\$ 110.51	\$ 111.15	\$ 112.43	\$ 334.09
PERM IMPROVE	18	\$ 136.13	\$ 84.77	\$ 20.35	\$ 241.25
LAW LIBRARY	19	\$ 3.63	\$ 3.83	\$ 3.98	\$ 11.44
TRUST & AGENCY	20	\$ 2,614.06	\$ 2,541.76	\$ 2,322.48	\$ 7,478.30
REC MGMT	21	\$ 329.65	\$ 347.97	\$ 361.70	\$ 1,039.32
CC ARCHIVES	22	\$ 933.76	\$ 1,018.92	\$ 1,130.22	\$ 3,082.90
ROW AVAILABLE	23	\$ 97.44	\$ 102.86	\$ 106.91	\$ 307.21
FIRE MARSHALL SPECIAL	24	\$ -	\$ -	\$ -	\$ -
RIGHT OF WAY 2008	25	\$ 73.74	\$ 77.57	\$ 83.74	\$ 235.05
DC RECORDS TECH	26	\$ 62.73	\$ 65.99	\$ 71.23	\$ 199.95
RD#1	27	\$ 966.66	\$ 1,020.39	\$ 1,060.64	\$ 3,047.69
RD#5	28	\$ 54.42	\$ 57.44	\$ 59.71	\$ 171.57
RD#16	29	\$ 149.86	\$ 158.19	\$ 164.43	\$ 472.48
DA CHK PROCESS	30	\$ 182.04	\$ 191.52	\$ 197.31	\$ 570.87
DA DRUG FORF	31	\$ 235.11	\$ 241.56	\$ 250.04	\$ 726.71
GEN REC/PRESER	32	\$ 318.85	\$ 349.40	\$ 377.21	\$ 1,045.46
CH SECURITY	33	\$ 150.12	\$ 167.53	\$ 184.04	\$ 501.69
COURT REC. PRES 51.708	34	\$ -	\$ -	\$ -	\$ -
DWI BLOOD DRAW	35	\$ -	\$ -	\$ -	\$ -
ELECTION ADMIN. FEE	36	\$ 270.06	\$ 296.95	\$ 335.17	\$ 902.18
SERIES 93/98 I/S	37	\$ 933.02	\$ 989.96	\$ 1,034.58	\$ 2,957.56
SERIES 07 I&S	38	\$ 3,932.98	\$ 4,125.68	\$ 4,292.90	\$ 12,351.56
GRANT PASS THROUGH	39	\$ -	\$ -	\$ -	\$ -
SERIES 07 BOND PROJ	40	\$ -	\$ -	\$ -	\$ -
HIDTA	41	\$ -	\$ -	\$ -	\$ -
SHERIFF FED FORF	42	\$ 200.57	\$ 211.22	\$ 219.55	\$ 631.34
HAZARD MITIGATION	44	\$ -	\$ -	\$ -	\$ -
ADULT COM CORR	45	\$ -	\$ -	\$ -	\$ -
SHRF SEIZURE	46	\$ 184.25	\$ 201.10	\$ 223.04	\$ 608.39
SHRF DRUG FORF	47	\$ 84.51	\$ 88.57	\$ 90.27	\$ 263.35
DA DRUG SEIZURE	48	\$ 166.84	\$ 195.60	\$ 203.32	\$ 565.76
JCC	49	\$ -	\$ -	\$ -	\$ -
DA FEDERAL ASSET	51	\$ -	\$ -	\$ -	\$ -
EMISSIONS ENFORCE	54	\$ -	\$ -	\$ -	\$ -
CONST # 4 SEIZURE	55	\$ -	\$ -	\$ -	\$ -
CONST #2 FORF	56	\$ -	\$ -	\$ -	\$ -
CONST #1 FORF	57	\$ -	\$ -	\$ -	\$ -
CONST #4 FORF	58	\$ -	\$ -	\$ -	\$ -
LAW ENFORCE BLOCK	59	\$ -	\$ -	\$ -	\$ -
LEVEE 2	72	\$ 203.54	\$ 222.09	\$ 246.39	\$ 672.02
LEVEE 3	73	\$ 157.83	\$ 172.21	\$ 191.06	\$ 521.10
LEVEE 4	74	\$ -	\$ -	\$ -	\$ -
		\$ 43,028.52	\$ 42,665.20	\$ 42,757.85	\$ 128,642.63

# Reportfolio

First Financial Bank N.A. Abilene, Abilene, TX  
 Published: 6/27/2017 9:18:27 AM

Safekeeperlog

Management Report  
 Pledged To: ELLIS COUNTY

Date: 30-Jun-17  
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Section V-C

Code	Cusip Trans#	Description Maturity	Pransfund	Pool Coupon	Moody StdPoor	Original Face Pledged Percent	Pledged Original Face Value	Pledged Par Value	Pledged Book Value	Pledged Market Value
FNBK		MERCEDES TX INDEP SCH DIST 8/15/2010		5.000	NA AAA	\$1,000,000.00 100.00%	\$1,000,000.00	\$1,000,000.00	\$1,068,642.78	\$1,083,870.00
FROST NATIONAL BANK AFS										
FNBK		N W HARRIS CNTY TX MUNI UTIL 4/1/2020		2.000	NA AA	\$820,000.00 100.00%	\$820,000.00	\$820,000.00	\$824,293.52	\$827,150.40
FROST NATIONAL BANK AFS										
FNBK		ARLINGTON TX WTR & WSTWTR SYSR 8/1/2020		5.000	Aa2 AAA	\$1,195,000.00 100.00%	\$1,195,000.00	\$1,195,000.00	\$1,304,853.93	\$1,325,207.20
FROST NATIONAL BANK AFS										
FNBK		WHITE SETTLEMENT TEX 2/15/2022 @ 100		4.000	A1 AA	\$425,000.00 100.00%	\$425,000.00	\$425,000.00	\$422,153.87	\$445,421.25
FROST NATIONAL BANK AFS										
FNBK		MONTGOMERY CNTY TX MUNI UTIL 3/1/2022		4.000	NA AA	\$1,480,000.00 100.00%	\$1,480,000.00	\$1,480,000.00	\$1,484,123.11	\$1,509,851.60
FROST NATIONAL BANK AFS										
FNBK		MONTGOMERY CNTY TX MUNI UTIL 3/1/2023		4.000	NA AA	\$1,470,000.00 100.00%	\$1,470,000.00	\$1,470,000.00	\$1,473,226.75	\$1,498,224.00
FROST NATIONAL BANK AFS										
FNBK		SHERMAN TX INDEP SCH DIST 2/15/2027		5.000	Aaa AAA	\$1,140,000.00 100.00%	\$1,140,000.00	\$1,140,000.00	\$1,284,502.92	\$1,329,873.20
FROST NATIONAL BANK AFS										
FNBK		N W HARRIS CNTY TX MUNI UTIL 5/1/2028		4.000	A2 AA	\$1,170,000.00 100.00%	\$1,170,000.00	\$1,170,000.00	\$1,292,738.94	\$1,289,660.60
FROST NATIONAL BANK AFS										
FNBK		HUTTO TX INDEP SCH DIST 8/1/2026		5.000	NA AAA	\$3,260,000.00 100.00%	\$3,260,000.00	\$3,260,000.00	\$3,753,869.86	\$3,951,804.60
FROST NATIONAL BANK AFS										
FNBK		N W HARRIS CNTY TX MUNI UTIL 5/1/2029		4.000	A2 AA	\$1,290,000.00 100.00%	\$1,290,000.00	\$1,290,000.00	\$1,420,528.43	\$1,390,439.40
FROST NATIONAL BANK AFS										

\*\* If no data is shown, then there are no pledges for the current period.

# Reportfolio

First Financial Bank N.A. Abilene, Abilene, TX  
 Published: 6/27/2017 9:16:27 AM

## Safetkeeping

Management Report  
 Pledged To: ELLIS COUNTY

Date: 30-Jun-17  
 Page: 94

Section V-C

Code	Cusip Transf	Description Maturity	Prerefund	Pool Coupon	Moody SidPoor	Original Face Pledged Percent	Pledged Original Face Value	Pledged Par Value	Pledged Book Value	Pledged Market Value
FNBK		BRAZORIA CNTY TX MUNI UTILITY 9/1/2030		4.000	A3	\$865,000.00 100.00%	\$865,000.00	\$865,000.00	\$954,560.79	\$933,854.00
FROST NATIONAL BANK AFS										
FNBK		FORT BEND CNTY TX LEVEE IMPT D 9/1/2030		4.000	A2	\$890,000.00 100.00%	\$890,000.00	\$890,000.00	\$916,134.75	\$967,234.20
FROST NATIONAL BANK AFS										
FNBK		CONROE TX INDEP SCH DIST 2/15/2032		5.000	Aaa	\$1,000,000.00 100.00%	\$1,000,000.00	\$1,000,000.00	\$1,140,424.16	\$1,184,220.00
FROST NATIONAL BANK AFS										
FNBK		KERR CNTY TX 2/15/2032		5.000	NA	\$995,000.00 100.00%	\$995,000.00	\$995,000.00	\$1,085,872.96	\$1,157,443.70
FROST NATIONAL BANK AFS										
14 Muni Tax Exempt - Fixed Rate										
Total Pledged							\$17,000,000.00	\$17,000,000.00	\$18,425,929.77	\$18,874,054.15

50.00 Munis with Maturity Under 2 Years  
 \$17,000,000.00 Munis with Maturity Over 2 Years

50.00 Other securities with Stated Maturity Under 2 Years  
 \$0.00 Other securities with Stated Maturity Over 2 Years

\*\* If no data is shown, then there are no pledges for the current period.

**A PROCLAMATION  
OF THE ELLIS COUNTY COMMISSIONERS' COURT**

**WHEREAS**, Established in 1965, Head Start is a national, federally funded early childhood development program that serves children and families and whose purpose is to help children achieve their full potential; and

**WHEREAS**, Established in 1992, Region 10 Education Service Center's Head Start and Early Head Start programs started with 80 children in 2 counties and has grown to 1,120 children in five counties; and continues to grow: and

**WHEREAS**, Head Start provides comprehensive services that include education, health, nutrition, social emotional, family and community development and meaningful parent engagement; and

**WHEREAS**, Head Start focuses on children's language development, early literacy, social skills, and giving their parents the skills in becoming their child's first and best teacher; and

**WHEREAS**, Head Start is committed to the development of each child and provides preventative and early intervention services to children and families regardless of their economic status; and

**NOW THEREFORE BE IT PROCLAIMED**, that the Ellis County Commissioners' Court wishes to proclaim July 24, 2017 as the 25<sup>th</sup> Anniversary of Region 10 Head Start Program. Further, the Commissioners' Court encourages all parents of preschool age children to participate in literacy activities with them.

In witness thereof, signed the 11th day of July, 2017.

\_\_\_\_\_  
Carol Bush, County Judge

\_\_\_\_\_  
Randy Stinson, Commissioner Precinct 1

\_\_\_\_\_  
Lane Grayson, Commissioner Precinct 2

\_\_\_\_\_  
Paul Perry, Commissioner Precinct 3

\_\_\_\_\_  
Kyle Butler, Commissioner Precinct 4

Attest: \_\_\_\_\_  
Cindy Polley, County Clerk

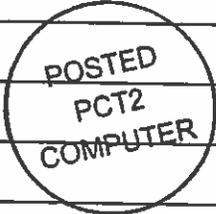
FL

ELLIS COUNTY BUDGET  
2016/2017 LINE ITEM ADJUSTMENT

I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my 2016/2017 Budget as follows:

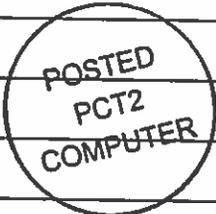
TRANSFER FROM:

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
010-0653-50807-00000-000	FM2 GENERAL EXPENSES	\$5,000.00
010-0653-50807-00000-000	FM2 GENERAL EXPENSES	\$5,000.00



TRANSFER TO:

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
010-0653-50868-00000-000	FM2 CONTRACT LABOR	\$5,000.00
010-0653-50918-00000-000	FM2 HARDWARE/TOOLS	\$5,000.00



*[Signature]*  
Signature of Department Head

6/22/2017  
Date Signed

Ellis Co. Commissioner, Pct. 2  
Department

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016/2017

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

County Judge  
Commissioner Precinct #1  
Commissioner Precinct #2  
Commissioner Precinct #3  
Commissioner Precinct #4

Approved by County Auditor's Office:

*[Signature]* 6/28/17

*Needs court approval*

**ELLIS COUNTY BUDGET  
2016/2017 LINE ITEM ADJUSTMENT**

F2

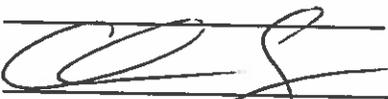
I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my 2016/2017 Budget as follows:

**TRANSFER FROM:**

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
001-0015-50702-00000-000	Repairs	37,457.00

**TRANSFER TO:**

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
001-0015-50802-00000-000	Equipment	37,457.00

  
Signature of Department Head

June 22, 2017  
Date Signed

015 / Jail  
Department

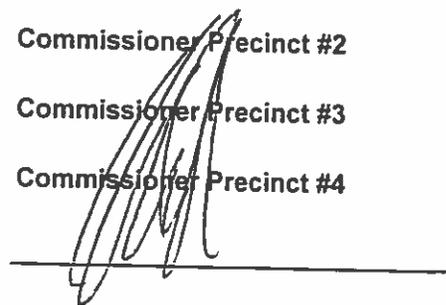
ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016/2017

*needs  
Court  
approval*

- County Judge
- Commissioner Precinct #1
- Commissioner Precinct #2
- Commissioner Precinct #3
- Commissioner Precinct #4

Approved by County Auditor's Office:



**ELLIS COUNTY BUDGET  
2016/2017 LINE ITEM ADJUSTMENT**

F3

I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my 2016/2017 Budget as follows:

**TRANSFER FROM:**

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
001-0010-50702-00000-000	Repairs	4,842.00

**TRANSFER TO:**

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
001-0010-50888-00000-000	Computer Service	4,842.00

  
Signature of Department Head

June 22, 2017  
Date Signed

010 / SO  
Department

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016/2017

*needs court approval*

- County Judge
- Commissioner Precinct #1
- Commissioner Precinct #2
- Commissioner Precinct #3
- Commissioner Precinct #4

Approved by County Auditor's Office:



F4

ELLIS COUNTY BUDGET  
2016/2017 LINE ITEM ADJUSTMENT

I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my 2016/2017 Budget as follows:

TRANSFER FROM:

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
✓ 001-0060-50808	Auto Gas	\$2,910.38
✓ 001-0060-50809	Auto Repair	\$845.81
	<b>TOTAL</b>	<b>\$3,756.19</b>

TRANSFER TO:

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
✓ 001-0060-50703	Telephone	\$138.39
✓ 001-0060-50802	Equipment	\$579.92
✓ 001-0060-50805	Conference	\$1,674.81
✓ 001-0060-50819	Computer	\$1,363.07
	<b>TOTAL</b>	<b>\$3,756.19</b>

Signature of Department Head

7/3/2017

Date Signed

Department of Development  
Department

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016/2017

County Judge

Commissioner Precinct #1

Commissioner Precinct #2

Commissioner Precinct #3

Commissioner Precinct #4

Approved by County Auditor's Office:

*Delia* 7/5/17  
Needs court approval

F5

ELLIS COUNTY BUDGET  
2016/2017 LINE ITEM ADJUSTMENT

I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my 2016/2017 Budget as follows:

TRANSFER FROM:

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
✓ 001-0050-50801	Supplies	\$280.00
✓ 001-0050-50802	Equipment	\$170.00
✓ 001-0050-50803	Furniture/Fixtures	\$150.00

TRANSFER TO:

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
✓ 001-0050-50809	Auto Repair	\$600.00

*Mark Eld*  
Signature of Department Head

6/30/2017  
Date Signed

Extension  
Department

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016/2017

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

County Judge  
Commissioner Precinct #1  
Commissioner Precinct #2  
Commissioner Precinct #3  
Commissioner Precinct #4

Approved by County Auditor's Office:

*Dillon* 7/3/17

*Needs court approval*



ELLIS COUNTY BUDGET  
2012/2013 LINE ITEM ADJUSTMENT

FF

I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my 2012/2013 Budget as follows: 2016-2017

TRANSFER FROM:

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
✓ 001-037050801	SUPPLIES	\$ 3000 <sup>00</sup>
✓ 001-037050805	CONFERENCE	\$ 1,000 <sup>00</sup>

TRANSFER TO:

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
✓ 001-037050804	POSTAGE	\$ 4,000 <sup>00</sup>

*John S. Brudger*  
Signature of Department Head

7-5-17  
Date Signed

*Tax Office*  
Department

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

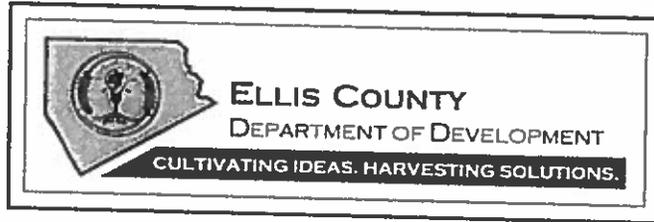
APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012/2013

- \_\_\_\_\_ County Judge
- \_\_\_\_\_ Commissioner Precinct #1
- \_\_\_\_\_ Commissioner Precinct #2
- \_\_\_\_\_ Commissioner Precinct #3
- \_\_\_\_\_ Commissioner Precinct #4

Approved by County Auditor's Office:

*Ellen* 7/5/17

Needs court approval



**AGENDA ITEM NO. SP1**

**AGENDA CAPTION:**

Consider and act on a request to approve a simplified plat of Sunset Hill. The property contains ± 2.313 acres of land in the H. Bigham Survey, Abstract No. 154 located on Honeysuckle Road ± 1,500 feet west of Saralvo Road, in the extraterritorial jurisdiction (ETJ) of the City of Waxahachie, Road & Bridge Precinct No. 4.

**BACKGROUND INFORMATION:**

**Purpose:**

The applicant, Chad Scott, is requesting approval of this simplified plat on this property for two (2) residential lots.

**History:**

There is no history of any other subdivision request on this property. The City of Waxahachie has reviewed this plat and approved it.

**Thoroughfare Plan:**

This plat complies with the existing Thoroughfare Plan and does not require additional right-of-way dedication.

**Utility Service:**

Sardis-Lone Elm provides water service to this area.

**RECOMMENDATION:**

Staff recommends approval of this request, as presented.

**ATTACHMENTS:**

1. Location Map
2. Plat

**ELLIS COUNTY COMMISSIONERS' COURT  
TUESDAY, JULY 11, 2017**

**SUBMITTED BY:**

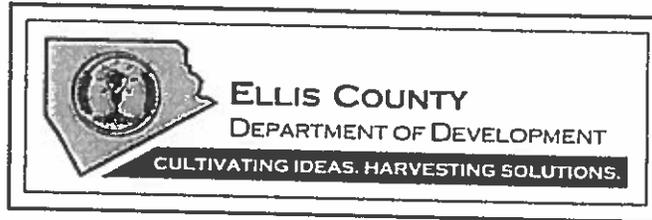
A handwritten signature in black ink, appearing to read "Alberto Mares".

Alberto Mares, AICP  
Director, Ellis County Department of Development



**Subject Property**





## AGENDA ITEM NO. SP2

### AGENDA CAPTION:

Consider and act on a request to approve a simplified plat of Mhlanga Addition. The property contains  $\pm$  8.005 acres of land in the R. A. Davis Survey, Abstract No. 317 located on Emmett Circle  $\pm$  1,565 feet west of Batchler Road, in the extraterritorial jurisdiction (ETJ) of the City of Red Oak, Road & Bridge Precinct No. 1.

### BACKGROUND INFORMATION:

#### Purpose:

The applicant, Tapuwa Mhlanga, is requesting approval of this simplified plat on this property for two (2) residential lots.

#### History:

Under Order No. 9164 (see Attachment No. 3), the Commissioners' Court approved to accept and maintain Emmett Circle as a County owned and maintained the road, but it was never officially dedicated through any previous plat. This plat officially dedicates the right-of-way for Emmett Circle. The City of Red Oak has reviewed this plat and approved it.

#### Thoroughfare Plan:

There are no thoroughfares near this proposed plat.

#### Utility Service:

Rocket SUD provides water service to this area.

### RECOMMENDATION:

Staff recommends **approval** of this request, as presented.

### ATTACHMENTS:

1. Location Map
2. Plat
3. Excerpt of Meeting Minutes – May 13, 1991, Ellis County Commissioners' Court

**ELLIS COUNTY COMMISSIONERS' COURT**  
**TUESDAY, JULY 11, 2017**

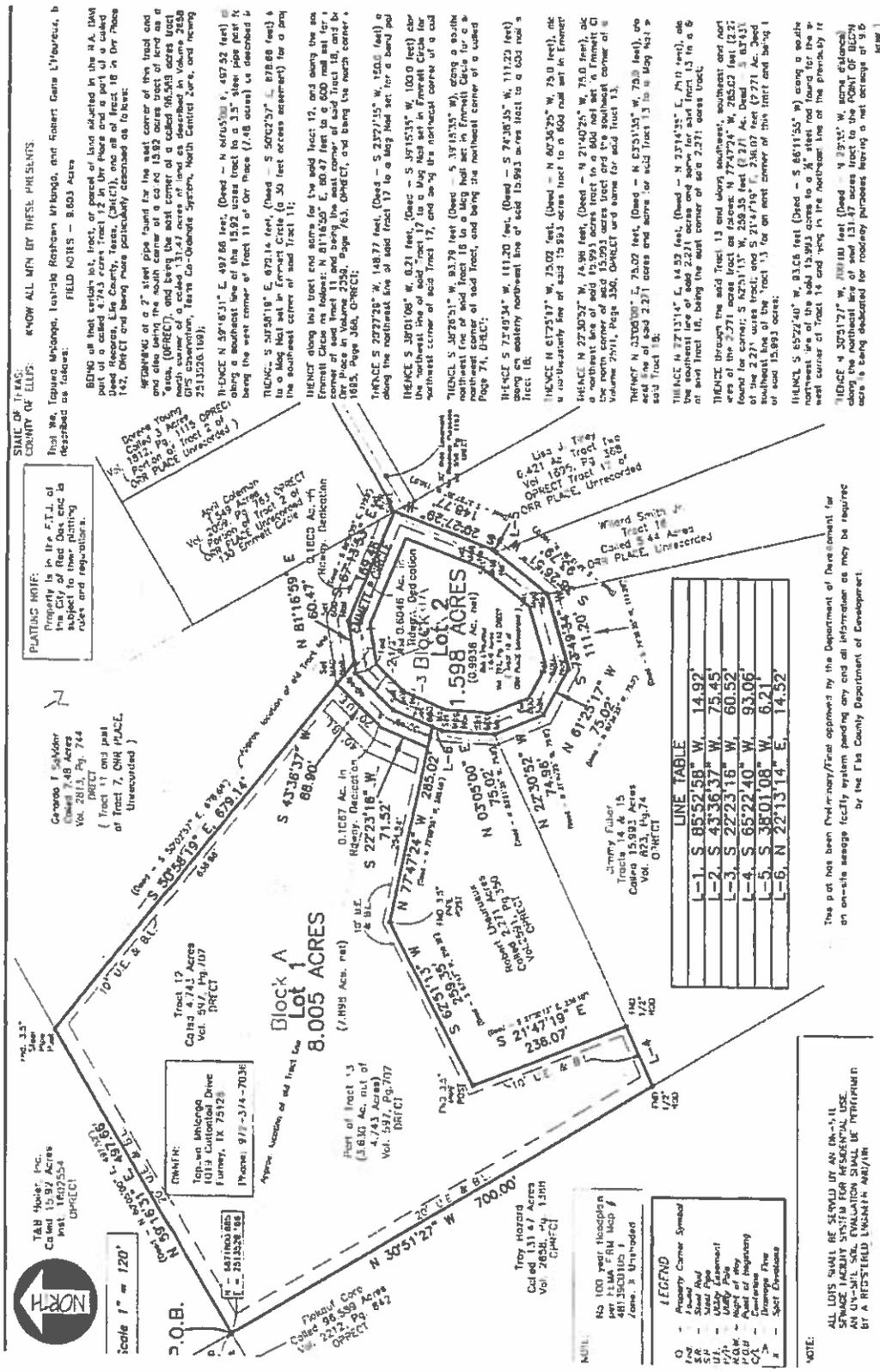
### SUBMITTED BY:

A handwritten signature in black ink, appearing to read "Alberto Mares".

Alberto Mares, AICP  
Director, Ellis County Department of Development



**Subject Property**



This plat has been Preliminary/Final approved by the Department of Development for an on-site sewage facility system pending any and all information as may be required by the F&S County Department of Development

NOTE:  
ALL LOTS SHALL BE SERVED BY AN ON-SITE SEWAGE FACILITY SYSTEM FOR RESIDENTIAL USE. AN ON-SITE SOIL EVALUATION SHALL BE PERFORMED BY A REGISTERED ENGINEER AND/OR

LINE TABLE
L-1 - S 85°52'58" W, 14.92'
L-2 - S 43°36'37" W, 75.45'
L-3 - S 22°23'18" W, 60.52'
L-4 - S 65°22'40" W, 93.06'
L-5 - S 38°01'08" W, 6.21'
L-6 - N 22°13'14" E, 14.92'

NOTE:  
No 100 year floodplain per FEMA FIRM Map 48135C0101C 1 Zone 3 Unshaded Area  
Troy Hazard Caled 131.47 Acres Vol. 2838, Pg. 131H ORRECT

- LEGEND
- O - Property Corner Symbol
  - S - Sewer
  - SP - Sewer Pipe
  - U - Utility Easement
  - U - Utility Easement
  - A.O.M. - Right of Way
  - P.O.W. - Right of Way
  - C - Easement
  - W - Easement
  - S - Spot Elevation

STATE OF TEXAS  
COUNTY OF ELLIS  
KNOW ALL MEN BY THESE PRESENTS,  
That Wm. Tappan McAnapa, Leatrice Roseann Minko, and Robert Gene L'Heureux, b...  
FIELD NOTES - 8.005 Acres

CONVEYANCE BY SPLITTER  
Caled 7.48 Acres  
Vol. 2013, Pg. 744  
ORRECT  
(Tract 11 and part of Tract 7, ORR PLACE, Unrecorded)

CONVEYANCE BY SPLITTER  
Caled 4.743 Acres  
Vol. 947, Pg. 107  
ORRECT

CONVEYANCE BY SPLITTER  
Caled 4.743 Acres  
Vol. 947, Pg. 107  
ORRECT

CONVEYANCE BY SPLITTER  
Caled 4.743 Acres  
Vol. 947, Pg. 107  
ORRECT

CONVEYANCE BY SPLITTER  
Caled 4.743 Acres  
Vol. 947, Pg. 107  
ORRECT

CONVEYANCE BY SPLITTER  
Caled 4.743 Acres  
Vol. 947, Pg. 107  
ORRECT

ATTACHMENT NO. 3

038 0934

VOL. PG.

ORDER 9164

ACCEPTING EMMITT CIRCLE IN PRECINCT 1 AS COUNTY OWNED AND MAINTAINED

Motion made by Commissioner Harper, seconded by Commissioner McLane to accept Emmitt Circle in Precinct 1 as County owned and maintained

In favor and voting "Aye": Commissioners Harper, Holland, McLane and Brown. Motion carries unanimously and is so ordered

ORDER 9165

GRANTING EXCEPTION TO ISSUE BUILDING PERMIT FOR LOT 29 BLOCK 3 RUSHY CREEK ESTATES, PRECINCT 4, MAKING THIS THE ONLY EXCEPTION IN RUSHY CREEK ESTATES, AND REQUIRING DOCUMENT WITH WAIVER FROM PROSPECTIVE PURCHASER ACKNOWLEDGING THAT EXCEPTION HAS BEEN GRANTED TO THIS LOT AND NO OTHER IN RUSHY CREEK ESTATES AND THAT IT IS NOT LOCATED ON A COUNTY OWNED AND MAINTAINED ROAD

Motion made by Commissioner Brown, seconded by Commissioner Harper to grant exception to issue building permit for Lot 29 Block 3 Rushy Creek Estates, Precinct 4, making this the only exception in Rushy Creek Estates, and requiring document with waiver from prospective purchaser acknowledging that exception has been granted to Lot 29 Block 3 Rushy Creek Estates that it is not located on a County owned and maintained road

In favor and voting "Aye": Commissioners Harper, Holland, McLane and Brown. Motion carries unanimously and is so ordered

ORDER 9166

REVOKING JUNKYARD AND SALVAGE LICENSE NO. 3842-90 ISSUED TO F & G SALVAGE, MR. FRANCISCO SEGOVIA

Motion made by Commissioner Harper, seconded by Commissioner Brown to revoke Junkyard and Salvage License No. 3842-90 issued to F & G Salvage, Mr. Francisco Segovia

In favor and voting "Aye": Commissioners Harper, Holland, McLane and Brown. Motion carries unanimously and is so ordered

ELLIS COUNTY COMMISSIONERS COURT  
PAGE 5 ---- MAY 13, 1991 MINUTES

ORDER 9175      AWARDING BID OF \$58,000, PLUS \$2,950 FOR AUTOMATIC DOOR, TO HENRY BUILDING & ENGINEERING, INC. FOR CONSTRUCTION OF HANDICAP ACCESS RAMP

Motion made by Commissioner McLane, seconded by Commissioner Brown to award bid of \$58,000, plus \$2,950 for automatic door, to Henry Building & Engineering, Inc. for construction of Handicap Access Ramp

In favor and voting "Aye": Commissioners Harper, Holland, McLane and Brown. Motion carries unanimously and is so ordered

ORDER 9176      ADJOURNMENT

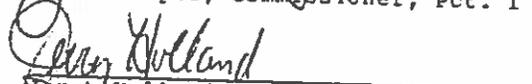
Motion made by Commissioner Harper, seconded by Commissioner McLane that the May 13, 1991 session of Commissioners Court be adjourned

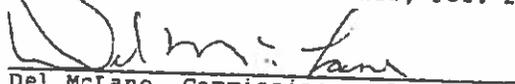
In favor and voting "Aye": Commissioners Harper, Holland, McLane and Brown. Motion carries unanimously and is so ordered

PRESIDING OFFICER:

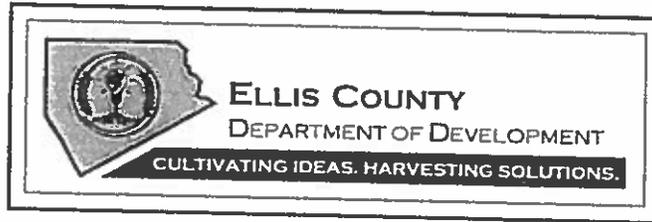
  
Penny Redington, County Judge

  
James Harper, Commissioner, Pct. 1

  
Perry Holland, Commissioner, Pct. 2

  
Del McLane, Commissioner, Pct. 3

  
Ron Brown, Commissioner, Pct. 4



## AGENDA ITEM NO. 1.1

### AGENDA CAPTION:

Consider and act upon a request to release a maintenance bond in the form of an Irrevocable Letter of Credit dated April 27, 2015, issued by Bank of the West, in the amount of two hundred thirty-seven thousand five hundred forty-nine dollars & 50/100 (\$237,549.50) and accept a separate maintenance bond in the form of an Irrevocable Letter of Credit (No. 187243), issued by Bank of the West in the amount of \$60,000 for Oxford Ranch Two, Phase 1, in the extraterritorial jurisdiction (ETJ) of the City of Waxahachie, Road & Bridge Precinct No. 4.

### BACKGROUND INFORMATION:

#### Purpose:

The applicant is requesting the County to release the first maintenance bond for Oxford Ranch Two, Phase 1 and replace it with the second bond. The County inspected these roads and infrastructures and determined all segments do not meet County standards; this includes a 600-foot section west of Cardiff Lane needs additional repair.

The amount of the second bond will cover the areas that need to be brought up to County standards. The Commissioners' Court will act on the acceptance of the roads, drainage, and infrastructure upon satisfactory completion and final inspection of the subdivision.

#### History:

The Commissioners' Court approved the preliminary plat for this subdivision on September 8, 2014, and the final plat on May 11, 2015.

### RECOMMENDATION:

Staff recommends the Commissioners' Court proceed in the manner described below:

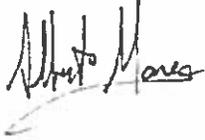
- 1) **Approve** this request to release the first maintenance bond, in the form of an irrevocable letter of credit dated April 27, 2015, issued by Bank of the West for \$237,549.50 for Oxford Ranch Two, Phase 1, as presented.
- 2) **Approve** the request to accept the second maintenance bond, in the form of an irrevocable letter of credit (No. 187243) issued by Bank of the West, for \$60,000 for Oxford Ranch Two, Phase 1, as presented.

### ATTACHMENTS:

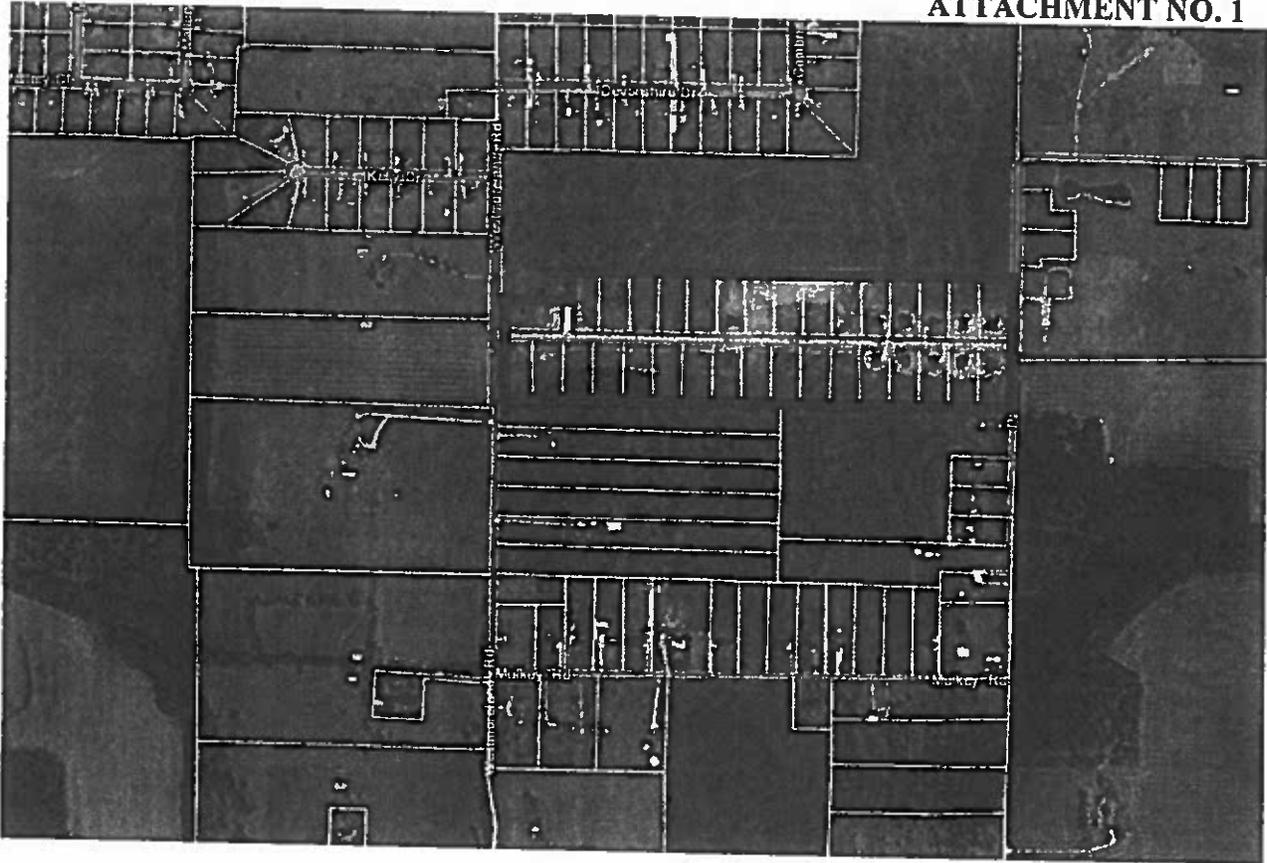
1. Location Map
2. Copy of Maintenance Bond, dated April 27, 2015
3. Copy of Maintenance Bond, dated June 19, 2017

**ELLIS COUNTY COMMISSIONERS' COURT  
TUESDAY, JULY 11, 2017**

**SUBMITTED AND PRESENTED BY:**

A handwritten signature in black ink that reads "Alberto Mares". The signature is written in a cursive style with a long, sweeping underline that extends to the left.

Alberto Mares, AICP  
Director  
Ellis County Department of Development



Subject Property



IRREVOCABLE LETTER OF CREDIT NO.

April 27, 2015

County Judge, as Sole Beneficiary  
ELLIS COUNTY COMMISSIONERS COURT  
Waxahachie, Texas 75165

To Whom It May Concern:

We hereby establish our Irrevocable and Unconditional Letter of Credit for the account of HARLAN PROPERTIES, INC. for a sum or sums not exceeding in the aggregate amount of TWO HUNDRED THIRTY SEVEN THOUSAND FIVE HUNDRED FORTY NINE DOLLARS and FIFTY CENTS (\$237,549.50).

Said funds are available by your drafts at sight on us for:

Maintenance Bond for Oxford Ranch Two Phase 1, Ellis County, Texas

Drafts must be marked as being drawn under the credit and bear its number. The amounts are to be endorsed on the reverse by the negotiating bank. Drafts must be accompanied by the following documents:

- (1) Original of this Letter of Credit

We hereby agree with drawers, endorsers, and bona fide holders of drafts drawn under and in compliance with the terms of this credit, that such drafts will be duly honored upon presentation and delivery of documents as specified above at this office of 108 West Northwest Highway, Grapevine, Texas, 76051, on or before that expiration date of this credit, May 27, 2017.

Very truly yours,

BANK OF THE WEST

By:   
J Scott McKinney, President



DEPT. DEVELOPMENT  
ELLIS COUNTY

2017 JUN 26 AM 10:27

IRREVOCABLE LETTER OF CREDIT NO. 187243

June 19, 2017

County Judge, as Sole Beneficiary  
ELLIS COUNTY COMMISSIONERS COURT  
Waxahachie, Texas 75165

To Whom It May Concern:

We hereby establish our Irrevocable and Unconditional Letter of Credit for the account of HARLAN PROPERTIES, INC. for a sum or sums not exceeding in the aggregate amount of SIXTY THOUSAND DOLLARS AND ZERO CENTS (\$60,000.00).

Said funds are available by your drafts at sight on us for:

Maintenance Bond for Oxford Ranch Two Phase 1, Ellis County, Texas

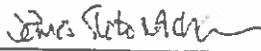
Drafts must be marked as being drawn under the credit and bear its number. The amounts are to be endorsed on the reverse by the negotiating bank. Drafts must be accompanied by the following documents:

- (1) Original of this Letter of Credit

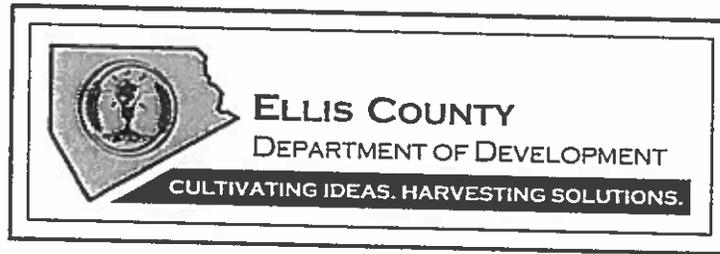
We hereby agree with drawers, endorsers, and bona fide holders of drafts drawn under and in compliance with the terms of this credit, that such drafts will be duly honored upon presentation and delivery of documents as specified above at this office of 108 West Northwest Highway, Grapevine, Texas, 76051, on or before that expiration date of this credit, June 19, 2018.

Very truly yours,

BANK OF THE WEST

By: 

J Scott McKinney, Area President



## AGENDA ITEM NO. 1.2

### AGENDA CAPTION:

Consider and act upon a request to grant a variance for a one-time variance from Section 10 (Amendments) of Ellis County Order 182.11 (Septic Order) to allow a second residential dwelling structure on property having less than two (2) acres and connect to an onsite sewage facility. The property contains  $\pm$  1.73 acres of land located in the J. Baker Survey, Abstract No. 40 R (commonly known as 5266 E. FM 875) in the extraterritorial jurisdiction of the City of Waxahachie, Road & Bridge Precinct No. 3.

### BACKGROUND INFORMATION:

#### Purpose:

The applicant, Larry Knight, is requesting a variance to Section 10 of the Ellis County Septic Order allowing a (secondary) dwelling unit on property containing approximately 1.73 acres and connecting it to an existing onsite sewage facility. The applicant has stated the need for this additional housing unit is desired for his daughter's family to move in (see Attachment No. 2).

Under the current regulations, each additional dwelling unit on the same property requires an additional acre. The variance desired is for 0.27 acres as this current situation requires two (2) total net acres. The applicant has sought to purchase additional acreage from the adjacent property, which contains approximately 1,700 acres, and although there has been some interest to sell him a portion, as that property lies in a corporation, it could take time for that transaction to occur.

#### History:

No previous history exists on this property.

### ANALYSIS:

Section 10 (F) of the Septic Order requires one (1) acre per single family dwelling for on-site sewage facilities; however, does not provide a variance or appeal process. Chapter 285 of the Texas Administrative Code describes the appeal process. Chapter 285.3 (h) grants the permitting authority to grant variances on a case-by-case basis (see excerpts below).

#### Excerpts from the Ellis County Septic Order:

Section 10 (F) of the Septic Order reads as follows: *All platted or created subdivisions of single family dwellings using individual on-site sewage facilities for sewage disposal shall have lots of at least one (1) acre.*

**Excerpts from Texas Administrative Code, Chapter 285**

**Chapter 285.3 (h) Variances.**

The appropriate permitting authority may consider requests for variances from provisions of this chapter on a case-by-case basis.

- (1) *A variance may be granted if the owner, or a professional sanitarian or professional engineer representing the owner, demonstrates to the satisfaction of the permitting authority that conditions are such that equivalent or greater protection of the public health and the environment can be provided by alternate means. Variances for separation distances shall not be granted unless the provisions of this chapter cannot be met.*
- (2) *Any request for a variance under this subsection must contain planning materials prepared by either a professional sanitarian or a professional engineer (with appropriate seal, date, and signature)*

**RECOMMENDATION:**

Staff recommends **approval** of this application, subject to the following conditions:

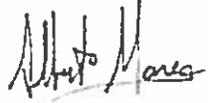
- 1) A registered sanitarian shall determine the capacity exists to handle this request.
- 2) Design for a new on-site sewage facility system shall be submitted for review simultaneously with the building permit for the secondary dwelling units in the event the existing system fails.
- 3) A third detached housing structure shall not be placed on the current site unless it meets the current requirements at the time of permitting.
- 4) No other family member besides the current occupant of the second housing unit may reside in it.
- 5) The property owner and existing individual family member living in the secondary dwelling unit shall register with the Department of Development under the “family variance” provision.
- 6) Any splitting of this property in the future shall meet the current subdivision regulations in place at the time of permitting.

**ATTACHMENTS:**

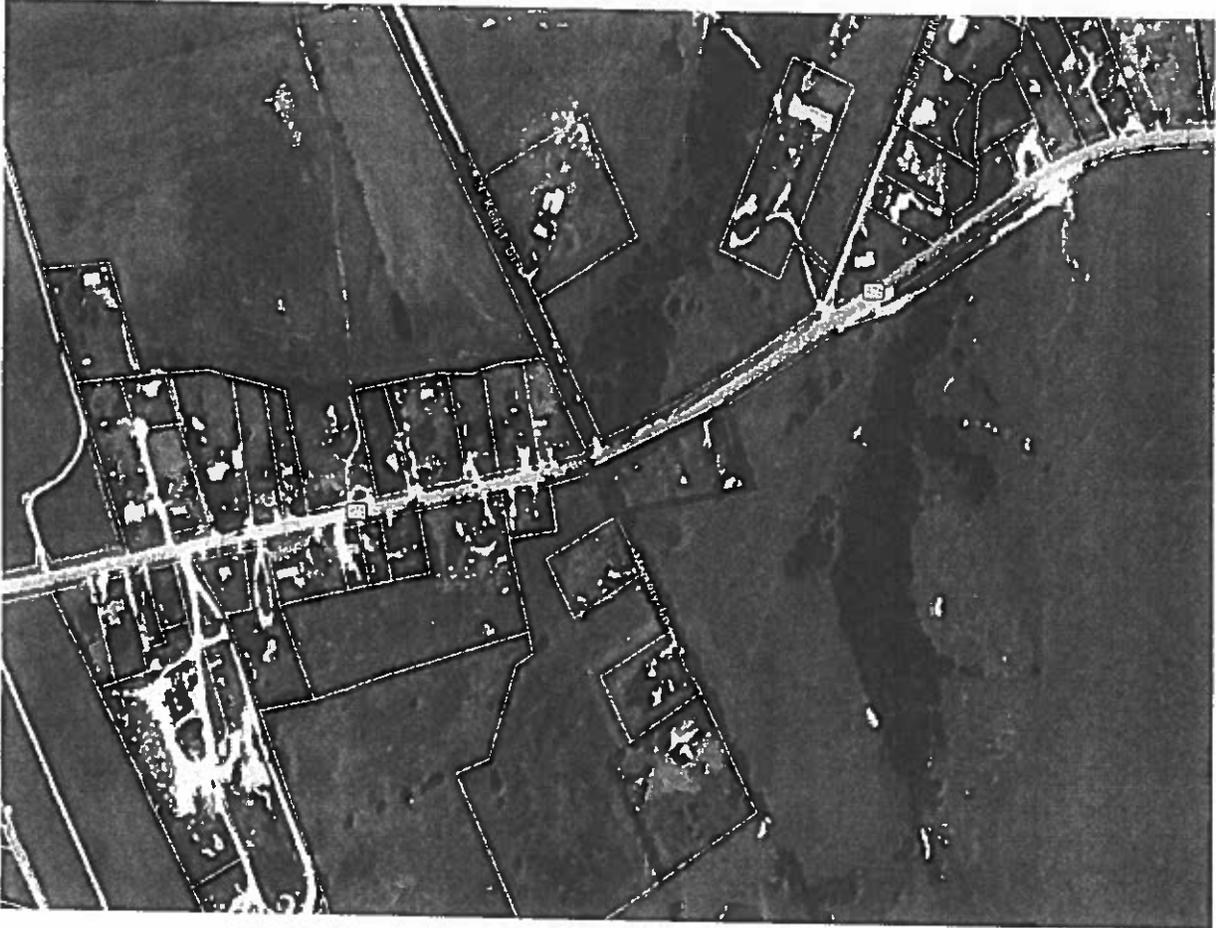
1. Location Map
2. Applicant’s request

**ELLIS COUNTY COMMISSIONERS' COURT  
TUESDAY, JULY 11, 2017**

**SUBMITTED BY:**

A handwritten signature in black ink that reads "Alberto Mares". The signature is written in a cursive style with a horizontal line underneath.

Alberto Mares, AICP  
Director  
Ellis County Department of Development



**Subject Property**

**Alberto Mares, AICP**

---

**From:** Larry Knight <larryknight@altimadis.com>  
**Sent:** Wednesday, June 07, 2017 5:16 PM  
**To:** Alberto Mares, AICP  
**Cc:** Larry Knight  
**Subject:** Re: contact info  
**Attachments:** 5266 E FM 875 Platt[1].pdf; 5266 E FM 875 - Midlothian, TX.pdf

Alberto,

Thank you for taking the time to call me today and discuss my property and needs.

As we spoke on the phone, I have the following need that I sincerely hope we can find a way to meet.

I would like to request a variance of the 1-acre rule on my property located at:  
5266 E FM 875  
Midlothian, TX 76065.

I have owned this property and house (which is my primary residence) since 2005. The house was built on the property in 1915 (I think) and the property originally had a barn on the SW end of the property until we removed it 2 years ago because it was dilapidated and falling down.

I have a 20-year-old daughter with a baby and a new husband and my intention is to place a manufactured home in the location where the barn used to be, as this location already has a Power Pole and Meter Box and has Water in the same area. The barn, that was originally there, had sewage, but the sewage was going into a drainage hole in the yard and the grey water drained into the field (we have eliminated this already).

I have been advised that the minimum size lot that Ellis County will allow for a new home on a property that is 1 acre. My total current property size is 1.725 acres.

However, my hope is that Ellis County will allow a variance for me to place this manufactured home on my property and install an aerobic septic system for it, as we have an urgent need to get my daughter and her husband into a home and would like to have them on our property in Ellis County.

As you may know, our property is bordered by ~1600 acres of pasture, and we have finally made contact (after 2 years of research) with Walton Investment Group, who is the registered owner of the property. We are negotiating to purchase ~5 acres of land around our property as a buffer in case residential construction begins encroaching our property. So our intention is to own a total of ~6.5 acres by late this year, at which time we will exceed the requirements of the 1-acre minimum for each dwelling.

I have attached a sewage plan for the aerobic septic system to be installed in the desired location I mentioned above. I have also attached a Survey of our property showing the location of the Barn, Power Pole, and water.

I humbly ask that you consider and grant us a variance to move forward with the placement of the manufactured home for my daughter and her family.

Sincerely  
**Larry Knight**

2.1

# Axon Enterprise, Inc.

Protect Life.

17800 N 85th St.  
Scottsdale, Arizona 85255  
United States  
Phone: (800) 978-2737  
Fax: 888-843-4309



**Terry Ogden**  
(972) 825-4935  
(972) 825-4941  
terry.ogden@co.ellis.tx.us

**Quotation**  
Quote: Q-108526-5  
Date: 6/7/2017 12:13 PM  
Quote Expiration: 8/31/2017  
Contract Start Date\*: 6/7/2017  
Contract Term: 5 years

**AX Account Number:**  
315247

**Bill To:**  
Ellis County Sheriff's Office - TX  
300 S. JACKSON ST.  
WAXAHACHIE, TX 75165  
US

**Ship To:**  
Terry Ogden  
Ellis County Sheriff's Office - TX  
300 S JACKSON ST.  
WAXAHACHIE, TX 75165  
US

SALESPERSON	PHONE	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Colin Fine	480-463-2167	cfine@taser.com	Fedex - Ground	Net 30

\*Note this will vary based on the shipment date of the product.

**Hardware & TAP Upfront Due Net 30**

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
1	22013	KIT, DATAPORT DOWNLOAD, USB, X2 X26P	USD 176.49	USD 176.49	USD 176.49	USD 0.00
30	11003	HANDLE, YELLOW, CLASS III, X26P	USD 964.05	USD 28,921.50	USD 0.00	USD 28,921.50
30	85058	TASER ASSURANCE PLAN CEW, X26P	USD 0.00	USD 0.00	USD 0.00	USD 0.00
28	11501	HOLSTER, BLACKHAWK, RIGHT, X26P	USD 57.04	USD 1,597.12	USD 0.00	USD 1,597.12
2	11504	HOLSTER, BLACKHAWK, LEFT, X26P	USD 57.04	USD 114.08	USD 0.00	USD 114.08
30	22012	TPPM, BATTERY PACK, TACTICAL, PINKY EXTENDER, X2 X26P	USD 58.38	USD 1,751.40	USD 0.00	USD 1,751.40
30	85084	TASER ASSURANCE PLAN CEW UPFRONT PAYMENT, X26P	USD 986.10	USD 29,583.00	USD 3,000.00	USD 26,583.00
<b>Hardware &amp; TAP Upfront Due Net 30 Total Before Discounts:</b>						USD 62,143.59
<b>Hardware &amp; TAP Upfront Due Net 30 Discount:</b>						USD 3,176.49
<b>Hardware &amp; TAP Upfront Due Net 30 Net Amount Due:</b>						USD 58,967.10

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
1	11003	HANDLE, YELLOW, CLASS III, X26P	USD 964.05	USD 964.05	USD 964.05	USD 0.00
1	85058	TASER ASSURANCE PLAN CEW, X26P	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	22012	TPPM, BATTERY PACK, TACTICAL, PINKY EXTENDER, X2 X26P	USD 58.38	USD 58.38	USD 58.38	USD 0.00
<b>Spare X26P &amp; TPPM Total Before Discounts:</b>						USD 1,022.43
<b>Spare X26P &amp; TPPM Discount:</b>						USD 1,022.43
<b>Spare X26P &amp; TPPM Net Amount Due:</b>						USD 0.00

<b>Subtotal</b>	USD 58,967.10
<b>Estimated Shipping &amp; Handling Cost</b>	USD 357.49
<b>Grand Total</b>	USD 59,324.59

### Axon Enterprise, Inc.'s Sales Terms and Conditions for Direct Sales to End User Purchasers

By signing this Quote, you are entering into a contract and you certify that you have read and agree to the provisions set forth in this Quote and Axon's Master Services and Purchasing Agreement posted at <https://www.axon.com/legal-sales-terms-and-conditions>. You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, do not sign this Quote.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_  
 PO# (if needed): \_\_\_\_\_

Quote: Q-108526-5

Please sign and email to Colin Fine at [cfine@taser.com](mailto:cfine@taser.com) or fax to 888-843-4309

THANK YOU FOR YOUR BUSINESS!

\*Protect Life\*<sup>®</sup> and TASER<sup>®</sup> are registered trademarks of Axon Enterprise, Inc, registered in the U.S.  
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**Certificate of Destruction**

<b>Agency Name:</b>	_____		
<b>Quote/PO Number:</b>	_____		
<b>Product/ Quantity to be destroyed:</b>	<b>M26:</b>	<b>X26:</b>	<b>Other:</b>
	_____	_____	_____

Customer certifies that all products for which Customer receives a trade-up discount will be removed from service to be destroyed and rendered permanently nonfunctional. Destruction of units should be performed according to Customer's policy. Products traded-in may not be resold or redistributed. TASER is not responsible for Product warranty or liability related to traded-in products, reserves the right to invoice Customer for the discounted amount for any device not destroyed, and reserves the right to require verification that destruction has been performed.

**Form completed by:**

\_\_\_\_\_  
*Signature (Digital is acceptable or scan)*

\_\_\_\_\_  
*Printed name, title*

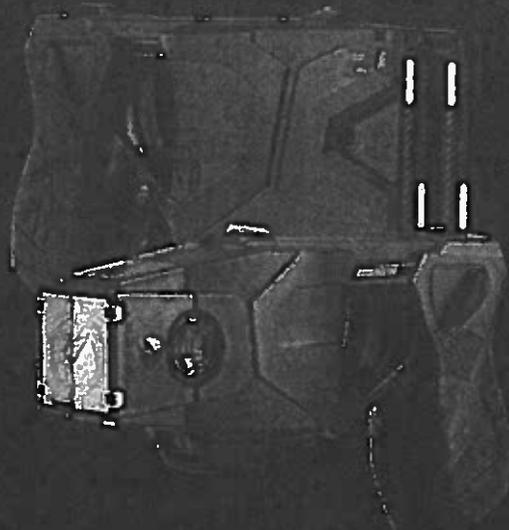
\_\_\_\_\_  
*Date*

**Return the signed form to your sales representative along with your purchase order/quote.**

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## TASER ASSURANCE PLAN



### WHAT IS THE TASER ASSURANCE PLAN (TAP)?

TAP is a service plan that combines warranty coverage on your current handles with an automatic refresh unit every 5 years. Minimizing the chance an officer goes on duty without a Smart Weapon, TAP includes on-site spare units, as well as an extended warranty at no additional cost through the life of the agreement. TAP allows you to protect your present and plan for your future.

### WHO USES TAP?

Over 3,500 proactive agencies have used TAP as a way to maintain their TASER program in the most cost-effective way possible. TAP is quickly becoming the product planning tool of the future, and is helping agencies realize up to a 33% savings (almost \$500 per weapon) over the life of the contract. It allows you to buy life-saving devices as an operational line item rather than as a one-off capital expenditure.

### WHY USE TAP?

1. Free "No Questions Asked" warranty
2. Automatic refresh of units
3. On-site spares
4. Budget certainty

### WANT TO LEARN MORE?

Contact your sales representative  
or visit [TASER.com/tap](http://TASER.com/tap)

800-978-2737

3.2

COUNTY OF ELLIS  
PRECINCT NO. 4

**ANNUAL ROAD REPORT**

1. Condition of each road, culvert, and bridge in the precinct and the primary cause of any road, culvert or bridge degradation: attached
2. Amount of money necessary for maintenance of the precinct roads during the next fiscal year: \$1,275,601.<sup>00</sup>
3. Number of traffic control devices in the precinct defaced or torn down: \_\_\_\_\_
4. Any new road that should be opened in the precinct: N/A
5. Any bridges, culverts, or other improvements necessary to place the precinct roads in good condition, and the probable cost of the improvements:  
Cement Slurry Stabilization \$ 85,000.<sup>00</sup>

Submitted by the undersigned on this 26 day of June 2017.

Commissioner Kyle Butler, Precinct 4

Subscribed and sworn to, before me, the undersigned authority, this 28 day of June 2017.

Notary Public Annita Johnston

Printed Name: Annita Johnston

My commission expires: 4-30-2019



2016 - 2017

OFF-SYSTEM BRIDGE INVENTORY, INSPECTION  
AND APPRAISAL PROGRAM  
TxDOT DALLAS DISTRICT  
ELLIS COUNTY PRECINCT 4

CONTENTS:

- State Notice Concerning Load Posting of Weak Bridges
- Map of Inspection Area Included in This Report
- Bridge Condition List for Structures Included in This Report
- Summary of Load Posting Materials
- Structures Included In This Report:

2015/2016

2016/2017

1.	18-071-0-AA01-03-001	WESTMORELAND RD	OVER	LITTLE CREEK TRIBUTARY
2.	18-071-0-AA01-22-001	WESTMORELAND RD	OVER	RED OAK CREEK
3.	18-071-0-AA01-23-002	BLACK CHAMP ROAD	OVER	WAXAHACHIE CREEK TRIB
4.	18-071-0-AA01-23-003	BLACK CHAMP ROAD	OVER	WAXAHACHIE CREEK TRIB
5.	18-071-0-AA01-30-001	SPRING BRANCH RD	OVER	WAXAHACHIE CREEK TRIB
6.	18-071-0-AA01-36-001	JOE WILSON RD	OVER	RED OAK CREEK <i>Approach</i>
7.	18-071-0-AA01-37-001	HAMPTON RD	OVER	LITTLE CREEK
8.	18-071-0-AA01-37-002	HAMPTON RD	OVER	RED OAK CREEK
9.	18-071-0-AA01-39-001	SARALVO ROAD	OVER	WAXAHACHIE CREEK <i>Bridge</i>
10.	18-071-0-AA01-41-001	SKINNER ROAD	OVER	WAXAHACHIE CREEK TRIB
11.	18-071-0-AA01-42-001	PLAINVIEW ROAD	OVER	WAXAHACHIE CR TRIBUTARY
12.	18-071-0-AA01-42-002	PLAINVIEW ROAD	OVER	WAXAHACHIE CR TRIBUTARY
13.	18-071-0-AA01-67-001	WEATHERFORD ROAD	OVER	SOAP CREEK TRIBUTARY
14.	18-071-0-AA01-68-001	MILLER ROAD	OVER	SOAP CREEK TRIBUTARY
15.	18-071-0-AA01-68-002	MILLER ROAD	OVER	COTTONWOOD CREEK
16.	18-071-0-AA01-73-001	LAKEVIEW RD	OVER	SOAP CREEK TRIBUTARY
17.	18-071-0-AA02-25-001	MONTGOMERY RD	OVER	POWERS BRANCH
18.	18-071-0-AA04-49-002	BELLS CHAPEL RD	OVER	RED OAK CREEK TRIBUTARY
19.	18-071-0-AA04-52-001	SHAWNEE RD	OVER	RED OAK CREEK
20.	18-071-0-AA05-83-001	STAINBACK RD	OVER	BEAR CREEK TRIB
21.	18-071-0-AA08-60-001	SUDITH LANE	OVER	WAXAHACHIE CREEK TRIB

*Widening of Bridge or Approach to Bridge*

## 2016/2017 Ellis County Precinct 4 Annual Road Report

County Roads	Miles	Conc. Miles	Asph. Miles	Chip Seal Miles	Gravel Miles	Year Rebuilt	P/H Reconstruct Seal & Reseal	Road Condition 1=Poor to 5 = Excellent	Culvert Replacement	Drainage / Tree Trimming	Bridge Repair or Replacement	Maint. Cost
1890 Crossing	0.248		0.528			2017		5				18,380
Aileen Dr	0.209			0.209			P/H	3				300
Allen Rd	0.272			0.272			P/H	3		T/T		1256
Army Dr	0.088			0.088				2				0
Anderson Rd	0.818			0.818		2012	P/H	4				100
Andrea	0.528			0.528		2017	RS	3.5				2,200
Anita Ln	0.502			0.502			P/H	3				150
Antelope Tr	0.362			0.362		2012	P/H	4				75
Ashely Cir	0.042	0.042						4				0
Ashtford Ln	2.774			2.774			P/H	2		T/T		1431
Augusta Rd	0.391			0.391			P/H	1				255
Azalea Dr	0.237			0.237			P/H	2				175
Barbra Way	0.258		0.258				RC&S	1				27480
Beaver Creek	0.424	0.424						4				0
Becky Ln	2.212			2.212		2015	P/H	1				125
Bells Chapel Rd	2.644			2.644		2012	P/H	4				150
Big Sky Dr	2.112			2.112		2011	P/H	4				100

Black Champ Rd	4.247		4.247			P/H		3			T/T		1934
Blackbird Tr	0.364		0.364					3					0
Bluebird Dr	0.272		0.272					2					0
Bob White Ln	1.291	1.291				P/H		2					100
Bobby Smith Ln	0.320		0.320		2017			4					0
Bois D'Arc St	0.872		0.872			PH		3					125
Bond St	0.431		0.431			PH		1			T/T DRNG		1500
Breezy Hill	0.279		0.279		2012	PH		4					125
Broadhead Rd	3.652		3.652		2013	PH		4.5					75
Bryson Ln	3.543		3.543		2014	PH		4.5					75
Buchanan Dr	0.430		0.430			RC&S		1			DRNG		36640
Buckhorn Dr	0.373		0.373			PH		2					225
Buffalo St	0.936		0.936		2012	PH		4					100
Burney Ln	0.120		0.120			PH		1					100
Burr Oak Ln	0.073	0.073				PH		4					175
Carlton Pwky	0.344	0.344						4					0
Carriage Dr	0.220		0.220		2013	PH		4					75
Catawba Rd	0.651		0.651			PH		3					135
Cecilia Ave	0.487		0.487			PH		3					100
Cedar Ridge Ct	0.482		0.482			PH		1			C/D		550
Cedar Tone St	0.258		0.258			PH		1			C/D		550
Cedar View	0.416		0.416			PH		1			C/D		550
Cement Vally Rd	1.029		1.029		2015	PH		4					75
Chad Ln	0.336	2112			2017	RC&S		4					17200
Champion Rd	0.291		0.291		2013	PH		4					100
Charles Ave	0.484		0.484					3					300
Chaunauqua	0.239		0.239		2013	PH		4					75

Clay Ln	0.415		1584.000		2017	RC&S		4	4				12900
Coldwater Ct	1.584	1.584						4	4				0
County Road 109	1.160		1.160			PH		2.5			C/D		250
Covey Run	0.058		0.058			PH		4	4				75
Creek Cir	0.469		0.469			PH		3	3				75
Crest Haven St	0.223		0.223			PH		3	3				125
Cross Creek Ct	0.528	0.528						2.5					
Crystal Springs	0.172		0.172		2014	PH		3	3				125
Curtis Ct	0.270		0.270			RS		2	2				2000
Cypress Rd	0.267		0.267			PH		2	2		C/D		2200
Dahl	0.200		0.200					3	3				0
Daniel Rd	0.333		0.333			PH		3	3				125
Desert Ln	0.130		0.130			PH		1	1				750
Dividend St	0.437		0.437		2016	PH		4	4				75
Dixie Dr	0.338		0.338			Patch		2.5					300
Dove Dr	0.317		0.317			PH		3	3				125
Eagle Nest	0.582		0.582		2015			4.5					0
Eastgate St	0.604		0.604		2016	PH		4.5					25
Elizabeth St	0.352			0.352				2	2				250
Elk Tr	0.362		0.362		2012	PH		4	4				75
Ellis Ave	0.445		0.445		2016	PH		1	1		C/D		550
Elm Creek Ln	0.126	0.126				patch		2	2				2500
Emo	1.584	1.584				patch		3	3				2500
Enterprise Rd	0.055		0.055					2	2				0
Falconway	0.592		0.592		2010			4	4				0
Farmer's Way	0.055	0.055						4	4				0
Fawn Ridge Dr	0.180		0.180		2012	PH		3	3				150

Forbes Rd	1.533			1.533		2000	PH			1				150
Galela	0.131			0.131										0
Gibson Rd	0.150			0.150			PH			1				450
Gifco Rd	2.838			2.838		2016	Gravel/ blade			3				1500
Glen Eagles Dr	4.282	4.282								3.5				0
Griffing Ave	0.152				0.152		base /blade			3				350
Grove Creek Rd	1.510			1.510		2016	PH			4.5				100
Hampton Rd	0.846			0.846			PH			2				750
Hays Rd	1.310			1.310		2012	PH			4				100
Hidden Lake Tr	0.443			0.443			PH			3				125
Hidden Valley	0.159			0.159			PH			3				125
High Ridge	0.332			0.332			PH			2.5				150
Highland Rd, W	1.500			1.500		2016	PH			2		T/T		750
Highland Rd, E	3.400			3.400		2017	RC&S part	4.5/2				C/D T/T		51,600
Hillview	0.265			0.265			PH			2				250
Hi-View Rd	0.158	0.158					PH			2.5				80
Hiwasee Rd	0.475			0.475			PH			3				65
Hollie Rd	0.547			0.547		2017	RC&S			4.5				21,500
Honey Suckle Rd	1.554			1.554			PH			2				325
Honeysuckle Tr	0.258			0.258			PH			3.5				80
Horse Shoe Tr	0.374			0.374			RC&S			1		T/T		12900
Houston School Rd	0.661			0.661		2000	PH			2		C/D T/T		1600
Hunters Glenn Dr	2.112	2.112					patch			3				3200
Jackson St	0.427			0.427			PH			1				300
James Ct	0.087			0.087			PH			1				300

Janis Ln	0.466			0.466			PH		2					300
Joe Wilson Rd	2.144			2.144			2014 PH		4.5					50
Josey Ln	0.481		0.481				2017 RC&S		4.5					17,200
Keowee Cir	0.465			0.465			PH		3					100
Keri Ct	0.037	0.037							3					0
Keri Ln	0.301	0.301							3					0
Kyle rd	0.063						blade		2					250
La Rinconda	0.261	0.261					patch		3					1800
Lake Crest Cir	0.068			0.068			PH		1					350
Lake Crest Ct	0.127			0.127			PH		1					350
Lake Crest Dr	0.728			0.728			PH		1					350
Lake Crest Pl	0.080			0.080			PH		1					300
Lake View Dr	0.199			0.199			2016/2017 RC&S		4.5					51,600
Lake Way	0.618			0.618			PH		1					325
Lakefront Dr	0.467			0.467			PH		2					325
Lakeview Dr	1.168			1.168			PH		2					350
Lazy Ln	0.150			0.150			2012 PH		3.5					100
Lazy Spring Dr	0.594			0.594			2012 PH		3.5					100
Lee St	0.703			0.703			PH		1					400
Leigh Erin St	0.171		0.171						3					0
Lewis	0.446			0.446			2010 PH		3					120
Little Branch Rd	0.687			0.687			PH		2			C/D T/T		1350
Long Branch Rd	0.500			0.500			2014 PH		4					50
Longquist Ln	0.387	0.387					PH		3					50
Morene Ct	0.099			0.099			RC&S		2					5600
Morene Dr	0.774			0.774			RC&S		2					30100
Novell Rd	0.362			0.362			PH		2					75

Lowrance	0.604	0.604		0.604		2016/2017	RC&S part		4	4			80
Lynn Way	0.528	0.528					PH		2	2			450
Mabry Ln	0.664			0.664			RC&S		2	2			30100
Magnolia Dr	0.586	0.586					patch		4	4		C/D	1400
Maple Leaf St	0.256			0.256			PH		1	1			220
Marion Rd	2.113			2.113		2017	RC&S		4.5	4.5		C/D & T/T	84,000
Marshall Rd	0.460			0.460		2014			4.5	4.5			0
Mason Ln	2.112	2.112					patch		4	4			4500
Maumee Rd	0.388			0.388			PH		2	2			200
Mavis	3.168	3.168					patch		3	3			1200
McAlpin Rd	3.012			3.012		2004			3	3			0
Meadow Dr	0.196	0.196							3	3			0
Meadow Ln	0.115	0.115							3	3			0
Meadow Ln, E	0.074	0.074							3	3			0
Meghann Ln	2.64	2.640					patch		2	2			1000
Miller Rd	3.406			3.406		2013/2017	RC&S		3	3			50
Mockingbird Ln	1.152			1.152				3	3	3			0
Montgomery Rd	1.585			1.585		2014	PH		5	5			25
Moose	0.094			0.094		2011	PH		3	3			50
Morgan Creek Dr	2.112			2.112		2016	PH		4	4			50
Mt Zion Rd	0.632			0.632		2015							0
Mulberry Ln	0.809			0.809			PH		2	2			100
Mulkey Rd	0.507			0.507			RC&S		2	2			32000
Murr Rd	1.774			1.774		2016			4	4			75
Muskungum Rd	0.455			0.455			PH		3	3		DRNG	250
Narrow Rd	1.368			1.368			RC&S		2	2		T/T	17,200
Norrell Rd	2.111			2.111		2016/2017	RC&S		4	4		T/T DRNG	46,000

North Armstrong Rd	2.604		2.604			PH		2					200
Northview Dr	0.317		0.317			PH		2					150
Oak Dell Ln	0.423		0.423			PH		1		DRNG			300
Oak Hollow Rd	0.592		0.592					2					0
Old Fort Worth Rd	0.863		0.863			PH		2					200
Omega Dr	0.528	0.528				patch		2					1200
Paddock Ridge	1.584	1.584						3					1100
Panorama Loop	1.362		1.362			PH		3					200
Patrick Rd	1.381		1.381			RC&S		2					49500
Pecan Creek Cir	0.123	0.123						3					0
Pecan Creek Dr	0.389	0.389						3					0
Pecos St	0.072		0.072			PH		2		DRNG			125
Pierce Rd	2.728		2.728			2013 PH		3					100
Plainview Rd	4.010		4.010			2009 PH		2					200
Prairie Creek Rd	0.752		0.752			RC&S		2					30100
Prairie Dr	0.093		0.093			RC&S		2					30100
Prairie View Ln	0.754		0.754			RC&S		2					30100
Quail Run Ln	0.295	0.295				patch		2.5					1750
Quail Nest	0.067	0.067				patch		2.5					1750
Ralston Lake Rd	0.451		0.451			PH		2					650
Ranch Cedar Rd	0.413		0.413			PH		1					550
Ray White Rd	0.386		0.386			2014 PH		4.5		T/T			200
Red Bird Tr	0.369		0.369			2012 PH		3					250
Red Oak Cir	0.126	0.126						3.5					0
Ring	0.870		0.870			RC&S		1					21500
Robinson Rd	0.164		0.164			2016 PH		4.5		DRNG			350
Rock Creek Dr	0.172		0.172			PH		3					75

Rocky Mountain	0.154		0.154			PH		2.5					75
Roxy Rd	0.500		0.500			PH		2.5					80
Royal Park	0.600		0.600			PH		2					250
Ruby Ave	0.397			0.397		gravel/ blade		2					300
Saddle Horn Ln	1.056	1.056				patch		3					750
Saddle Ridge	1.056	1.056				patch		3					750
Sand Rd	0.107			0.107				1					0
Sandy Ln	0.282			0.282		RC&S		1					27480
Sanger Creek Way	0.690			0.690		PH		2					1250
Saratovo Rd	1.453			1.453	2017/sec	RS&S		4			widen brdge ?		39,000
Sargent	0.110			0.110				2					0
Savannah St	0.164			0.164		PH		1					1300
Seneca Dr	1.269			1.269		PH		2					230
Shady Oaks Ln	0.988	0.988				patch		3					650
Shady Ridge Ct	0.087			0.087	2012	PH		3.5					65
Shannon Ct	0.170			0.170		resealed		3.5					4,200
Shawnee Rd	2.686			2.686	2011	PH		3			widen bridge ?		52000
Shenandoah	0.074			0.074		PH		2					50
Shiloh Ct	0.268			0.268	2014	resealed/ PH		3					50
Shiloh Rd	4.228			4.228	2014	PH		3.5			T/T DRNG		2500
Skinner Rd	2.054			2.054	2004	PH		3			T/T		1450
kyline	0.345			0.345	2012	PH		3.5					65
leppy Hollow	0.260			0.260		PH		2					0
lippy creek Cir	0.210			0.210		RC&S		1					8600
lippy Elm Rd	0.240			0.240		RC&S		2			DRNG		8600

Southridge St	0.272			0.272			PH		2					150
Southview	0.291			0.291			PH		1					300
Spring Branch Dr	0.521			0.521			2011 PH		3					50
Spring Branch Rd	0.454			0.454			2012 rescaled/PH		3					60
Spring Cir. E	0.140			0.140			2011 PH		3.5					50
Spring Cir	0.376			0.376			2011		3.5					50
Spring Grove Dr	0.540	0.540					patch		3.5	cul replaced				1650
Spring Hill Rd	0.350			0.350			2011 PH		3.5					50
Springer Rd	1.215			1.215			RC&S		2					46300
Squire Pl	0.215			0.215			PH		2					75
Squirrel Dr	0.072			0.072			PH		2					100
St Andrews Dr	0.836	0.836							4					0
St Paul Cemetery Rd	3.696			3.696			2016 PH		4					1300
Steeplechase	0.652			0.652			PH		2					50
Stephenson Rd	1.440						1.44 2014 sec		3.5					30,000
Stierrett Rd W	1.641			1.641			528ft RC&S		2	cul relace				2800
Stone	0.140	0.140							4					0
Stones Ct	0.078	0.078							3					0
Judith Ln	1.488			1.488			2010 PH		2.5					1650
Star Rd	0.544			0.544					4					1200
Stator Brown Rd	0.964			0.964			2014		1	cul replace				1500
Stecumseh Rd	0.721			0.721			PH		2					1000
Stishomingo Rd	0.425			0.425			PH		2					1100
Stocco	0.135			0.135			PH		2					1200
Stacy Ln	0.503			0.503			PH		2					1350
Stanquill Place	1.674	1.674					PH		3					2500

Travis St	0.152		0.152			PH		1		TT DRNG		1350
Tugaloo Cir	0.067		0.067			PH		2		DRNG		1200
Tumbarry Ln	0.528	0.528						3				0
V V Jones Rd	5.450		2.725			PH		4	west of Hwy 67	T/T		750
Valley Dr	0.080		0.080			PH		2				65
Victorian Dr	0.624		0.624				2017	4.5		DRNG		110,000
Victory Ct	1.584	1.584						3				0
View Dr	0.091		0.091			PH		2012		TT		350
View Dr, E	0.092		0.092			PH		2012		TT		350
Vintage Dr	0.307		0.307				2011	3.5	resal/2017			5200
Walnut Ln	0.224		0.224				2011	3.5				0
Walnut Grove, N	0.403		0.403				2013	4.5				0
Walnut Grove, S	0.932		0.932				2013	5				0
Walaluga Rd	0.198		0.198			PH		2013		DRNG		200
Waterworks Rd	3.412		3.412			PH		1		TT		650
Weatherford Rd	0.705		0.705			PH		2012	2.5	Bad soil	TT	550
Westmoreland Rd N.	0.612		0.612				2014	4				0
Westmoreland Rd, S	3.637		3.637			PH		1		TT		1300
Whispering Hills Ct	0.099		0.099			PH		2	alligator cracking			250
Whispering Hills Dr	0.428		0.428			PH		2	alligator cracking			300
Whitehead Rd	0.678		0.678			PH		2		TT		350
Willow Bend Dr	5.000		5.000			PH		1.5		TT		350
Willow Creek Dr	0.437		0.437			PH		1.5		TT		250
Willow Wood Tr	0.037		0.037			PH		2				100
Mindham Rd	1.206		1.206			blade		3				1600
North Ct	0.528		0.528			PH		1				50
total	209.536	28.422	4.973	164.42	3.996	2.725	-	1			1,275,601.00	#####

County Roads	conc mile	NEW	Road Log	From 2015	New sub-div
Cardiff Ln.	2680				Oxford Ranch 2
Berkely Dr.	356				Oxford Ranch 2
Stillwaters Dr.	2038				Springer est.
River Bend Ct.	415				Springer est.
Bois" de Arc Ln.	505				Springer est.
Lynn Way	917				Delanie Park
Shepards Hill Rd.	1442				Springfield Lakes
Northbrook Dr.	1471				Springfield Lakes
Wolf Ridge Ct.	357				Springfield Lakes
Willow Brook Dr.	1188				Springfield Lakes
Southgate Dr.	359				Springfield Lakes
Springfield Lakes Dr.	1175				Springfield Lakes
Ledgestone Ln.	2900				Plainview Manor
Duvall Ln.	770				Plainview Manor
Pergola Ct East	577				Plainview Manor
Pergola Ct. West	425				Plainview Manor
Privet Ct. East	689				Plainview Manor
Privet Ct. West	429				Plainview Manor
Billingsley Dr.	3971				Billingsley Farm
Rex Court	785				Billingsley Farm
Etta Court	892				Billingsley Farm
George Court	941				Billingsley Farm
Alma Court	1039				Billingsley Farm
New Roadway					
Maintenance Miles	Total				6 New Sub Div
	3.68				
InterLocals	Mileage	2017	Road Schedule for Interlocals	Year Built	City/Town
Field house Rd.	0.2			2017	Waxahachie High
	RS&S				ISD



W A X A H A C H I E  
JUNIOR SERVICE LEAGUE  
P.O. Box 294  
Waxahachie, TX 75168-0294  
[www.WaxahachieJSL.org](http://www.WaxahachieJSL.org)

June 30, 2017

Ellis County Sheriff's Office  
300 S Jackson St  
Waxahachie, TX 75165

Please find enclosed a donation in the amount of \$100.00 from the Waxahachie Junior Service League.

Thank you for all you do in our community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michaela Kral', written in a cursive style.

Michaela Kral  
Treasurer  
Waxahachie Junior Service League

5706

WAXA JUNIOR SERVICE LEAGUE

PO BOX 294  
WAXAHACHIE, TX 75168

DATE May 2 2017 BB-162/1119

PAY TO THE ORDER OF Edwards County Shandy's Office \$ 100.00 00/100 DOLLARS

One hundred and no/100

Donation

Michael K. Ford

Citizens National Bank of Texas  
Your Bank Since 1848  
1-877-938-4300 • MEMBER FDIC  
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Security Features Included Details on back

3.4

**ANNEX U**  
**Legal**  
***EMERGENCY***  
***MANAGEMENT***  
***Legal Annex***  
***FOR***  
***Ellis County***



*June 2017*



# APPROVAL & IMPLEMENTATION

## Annex U

### Legal

Written herewith is Annex U - Legal for the County of Ellis and the signatory cities of Alma, Bardwell, Ferris, Garrett, Italy, Maypearl, Midlothian, Milford, Oak Leaf, Ovilla, Palmer, Pecan Hill, and Red Oak. This annex supersedes any previous Warning annex developed and promulgated for this purpose. It provides a framework in which the county and the signatory cities can plan and perform their respective functions during an emergency when an activation of the Emergency Operations Plan (EOP) is necessary.

This annex is in accordance with existing federal, state and local statutes and understandings of the various departments and agencies involved. It has been concurred upon by Ellis County, the signatory cities, and the Texas Governor's Division of Emergency Management (DEM). All recipients of this annex are requested to advise Ellis County Office of Emergency Management as to any changes that might result in its improvement or increase its usefulness.

This annex will be reviewed and maintained by the Ellis County District Attorney Office and Office of Emergency Management.



Signature  
Patrick M. Wilson, County Attorney  
Ellis County

7-5-17  
Date

**NOTE:** The signature(s) will be based upon local administrative practices. Typically, the annex is signed by the individual having primary responsibility for this emergency function in the first signature block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each Department Head assigned tasks within the annex may sign the annex.

# ANNEX U

## LEGAL

### I. AUTHORITY

- A. See Section I of the Basic Plan for general authorities.
- B. Texas Local Government Code, Chapter 203 (Management and Preservation of Records), and Chapter 229 (Miscellaneous Regulatory Authority of Municipalities).
- C. [Local legal authorities]

### II. PURPOSE

The purpose of this annex is to make provision for legal services during emergency situations or when such situations appear imminent, and to provide guidance for invoking the emergency powers of government when necessary.

### III. EXPLANATION OF TERMS

#### A. Acronyms

<b>ECOEM</b>	<b>Ellis County Office of Emergency Management</b>
<b>EOC</b>	<b>Emergency Operating Center</b>
<b>FEMA</b>	<b>Federal Emergency Management Agency</b>
<b>IC</b>	<b>Incident Commander</b>
<b>TAC</b>	<b>Texas Administrative Code</b>
<b>TGC</b>	<b>Texas Government Code</b>

#### B. Definitions

**Law Enforcement**—Any law enforcement agency that includes the Ellis County Sheriff's Office, Police Department of the signatory cities, state law enforcement agency that office within the county or the collective of all the law enforcement agencies within the county

### IV. SITUATION & ASSUMPTIONS

#### A. Situation

Ellis County and the Signatory Cities faces a number of hazards that could threaten public health and safety and personal and government property; see Section IV.A of the basic plan for a summary of these hazards. Legal issues requiring timely resolution may arise during pre-disaster hazard mitigation designed to lessen the effects of known hazards, during pre-disaster preparedness activities designed to enhance the local capability to respond to a

disaster, during the actual response to a disaster, or during the post-disaster recovery process.

## **B. Assumptions**

1. Local emergency preparedness plans and programs should have a sound legal basis.
2. In responding to major emergencies and disasters, local officials may be required to take extraordinary measures to protect public health and safety and preserve property. They will also require timely advice regarding the legality of proposed measures.
3. Implementation of measures to protect public health and safety and preserve property during emergency recovery and mitigation activities generally require issuance of appropriate legal documents. These should be prepared by competent legal service professionals.
4. The County Attorney will provide legal advice and assistance to the County Judge, Commissioners' Court, and Department Heads during a major emergency or disaster while the attorneys for the signatory cities will do the same for the Mayor, City Council, City Manager, and department heads.

## **V. CONCEPT OF OPERATIONS**

### **A. General**

#### **1. Emergency Declaration**

- a. Pursuant to Chapter 433, Texas Government Code (TGC), the County Judge or Mayor of the Signatory City may request the Governor declare a state of emergency for a jurisdiction or a portion thereof. For purposes of this statute, an emergency exists in the following situations: riot or unlawful assembly by three or more persons acting together by use of force or violence, the existence of a clear and present danger of violence, or a natural or man-made disaster. The Governor may proclaim a state of emergency and issue directives to control and terminate the emergency and protect life and property. Directives issued by the Governor for a state of emergency expire 72 hours after issuance; however, successive states of emergency may be declared by the Governor. A sample request for an emergency declaration is provided in Appendix 1.
- b. The emergency declaration process is generally not used for natural or man-made disasters because: (1) it requires action by the Governor to resolve local problems rather than facilitating action by local officials, (2) the Governor's directives require advance notice before they become effective, and (3) directives are of very limited duration – 72 hours. Hence, a disaster declaration may be more appropriate for responding to natural or technological emergencies. An emergency declaration may be appropriate for security-related incidents where local law enforcement resources are inadequate to handle the situation.
- c. If the actions taken by the Governor after an initial emergency declaration do not resolve the emergency situation, the chief elected official or governing body may

request that the emergency declaration be continued. If the local emergency situation that was the basis for an emergency declaration is resolved before the Governor's directives expire, it is desirable to advise the Governor that the emergency declaration is no longer required.

## 2. Disaster Declaration

- a. The Texas Disaster Act, Chapter 418, TGC, provides that the presiding officer of the governing body of a political subdivision, Ellis County Judge or the Mayor of a Signatory City may declare a local state of disaster. A disaster declaration may be issued when a disaster has occurred or appears imminent. Chief elected officials, in order to respond to or recover from a significant natural or man-made disaster, typically use the disaster declaration process. A sample disaster declaration is provided in Appendix 2. Copies of a disaster declaration should be filed with the Texas Division of Emergency Management (TDEM) and the Ellis County Clerk/Signatory City Secretary.
- b. Chapter 418.108 of the Texas Government Code provides that county judges and mayors may, when a state of disaster has been declared, exercise similar powers on an appropriate local scale as have been granted to the Governor in the Disaster Act. Among those powers is the authority to suspend procedural laws and rules, use public and private resources to respond to the disaster, control the movement of people, restrict the sale and transportation of certain items, and take a number of other actions. Once a state of disaster is declared, a city or county may enact an emergency ordinance or order describing the specific emergency regulations that are to be put into effect during the disaster. A sample emergency powers ordinance is provided in Appendix 5.
- c. Texas statutes (Chapter 229 of the Local Government Code and Chapter 433 of the Texas Government Code) limit the seizure and/or confiscation of any firearm or ammunition from individuals, except under specific circumstances.
- d. A disaster declaration may not be continued in force for more than seven days unless renewed by the Ellis County Commissioners Court or Signatory City Council. A sample ordinance/court order extending a disaster declaration is provided in Appendix 3. The Ellis County Commissioners Court or Signatory City Council may terminate a state of disaster at any time; this approach is typically used when the threat that gave rise to the disaster declaration has subsided. Alternatively, the Ellis County Commissioners Court or Signatory City Council may choose to simply let the declaration expire by taking no action to extend it. A sample ordinance/court order terminating a disaster declaration is provided in Appendix 4.

## 3. Continuity of Government

Pursuant to Chapter 418 of the Texas Government Code, the Ellis County Commissioners Court or Signatory City Council of the Ellis County has adopted a plan for the continuity of the functions of the County or Signatory City during a presidential and/or gubernatorial declared disaster or other catastrophic event. The Ellis County Continuity of Operations Plan provides for:

- a. The delegation of administrative duties of the Ellis County Commissioners Court or Signatory City Council or any official or employee of the County or City to another appropriate person;
- b. The establishment of orders of succession for performing essential functions of the County or Signatory City;
- c. The establishment of meeting procedures for the Ellis County Commissioners Court or Signatory City Council; and
- d. The plan does not provide for the delegation of a duty required by the Texas Constitution.
- e. The waiving of the requirement for a quorum for members of the Ellis County Commissioners Court or Signatory City Council, except where otherwise prohibited by law, if:
  - 1) The County or Signatory City is wholly or partly in the area of a disaster declared by the presidential or governor; and
  - 2) A majority of the Ellis County Commissioners Court or Signatory City Council are unable to be present at a meeting as a result of the disaster.

#### 4. Authority for Evacuations

State law provides a County Judge or Mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

#### 5. County Regulation of Outdoor Burning & Use of Fireworks

One of the effects of drought conditions is an increased threat of wildfires. Many municipalities have enacted ordinances that prohibit or restrict open fires within their corporate limits at all times. The Local Government Code gives counties authority to mitigate the risk of wildfire by restricting outdoor burning and the use of fireworks in unincorporated areas under certain circumstances.

- a. Pursuant to §240.906 of the Local Government Code, The Commissioners Court of a county by order may restrict outdoor burning in general or outdoor burning of a particular substance in all or part of the unincorporated area of the county if drought conditions have been determined by the Texas Forest Service to exist and county officials find that circumstances exist in all or parts of the unincorporated areas of the county such that outdoor burning would create a public safety hazard. The normal procedure for implementing restrictions on outdoor burning is for the County Judge to issue a disaster declaration pursuant to the Texas Disaster Act based on the imminent threat of wildfire. Then, the Commissioners Court issues an emergency order restricting outdoor burning in all unincorporated areas of the county or portions of those areas. A sample disaster declaration based on a threat of wildfire is provided in Appendix 6. A sample Commissioners Court order banning outdoor burning is provided in Appendix 7.
- b. Pursuant to §240.904 of the Local Government Code, counties may restrict the use of fireworks in unincorporated areas of the county if drought conditions have been determined to exist by the Texas Forest Service. An order adopted must specify the period during which outdoor burning is prohibited or restricted. The period may not extend beyond the 90<sup>th</sup> day after the date the order is adopted. Such orders for the Fourth of July fireworks season must be issued by June 15<sup>th</sup> ending sales by

midnight July 4<sup>th</sup> and by December 15<sup>th</sup> ending sales by midnight January 1<sup>st</sup> for the December fireworks season.

## **B. Activities by Phases of Emergency Management**

### **1. Prevention**

- a. The County Attorney/City Attorney and staff will work with their respective elected officials to prepare legislation to adopt procedures invoking emergency powers.
- b. Brief the elected officials and Department Heads on possible liabilities arising from disaster operations, procedures for invoking the emergency powers of government, and legal documents relating to emergency powers.
- c. Maintain current copies of existing disaster-related laws, regulations, and orders..
- d. Prepare sample legal documents (included in this annex) for approval by elected officials.

### **2. Preparedness**

- a. The County Attorney/City Attorney will keep the telephone numbers and addresses of all legal personnel whose services may be needed during a major emergency or disaster.
- b. Review plans and procedures.
- c. Review mutual aid agreements submitted to the jurisdiction for approval and prepare mutual aid agreements to be submitted to other jurisdictions for approval.

### **3. Response**

- a. Advise the Ellis County Judge or Signatory City Mayor and emergency services staff on legal implications of response activities.
- b. Prepare, have approved and signed, and disseminate legal documents declaring a disaster, terminating a disaster declaration, or invoking emergency powers, if required.
- c. Advise the Incident Commander (IC) on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access.

### **4. Recovery**

- a. Advise Ellis County or Signatory City officials on legal aspects of recovery operations.

- b. Assist Ellis County or Signatory City officials in preparing emergency ordinances, permits, applications for state or federal assistance, grant applications, and, if necessary, litigation.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. General.**

Overall responsibility for providing legal services to the County Judge, Commissioners' Court, Department Heads, and other county officials during an emergency rests with the County Attorney. Concurrently, overall responsibility for providing legal services to the Mayor, the City Council, department heads, and other city officials of a signatory city during an emergency rests with the City Attorney.

### **B. Task Assignments**

#### **1. Ellis County Judge or Signatory City Mayor**

- a. Will take such actions that are legal and necessary to manage the disaster at hand.
- b. If the situation warrants, may declare a local state of disaster. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to privately-owned or government property and state or federal assistance will be needed to recover from the incident. If a local disaster declaration is issued, it shall be given prompt and general publicity.
- c. If the situation warrants, may request the Governor to declare a state of emergency.
- d. If requesting state assistance to cope with a local disaster, should attach copies of any local disaster declaration that has been issued to the request for state assistance. See Annex J, Damage Assessment, for further information.

#### **2. Ellis County Attorney or City Attorney of a Signatory City**

- a. **Provide legal services to their respective Elected Officials and Department Heads during a major emergency or disaster.**
- b. Advise respective Elected Officials and Department Heads regarding the emergency powers of local government and necessary procedures for invoking measures to:
  - 1) suspend procedural laws and rules
  - 2) establish curfews
  - 3) restrict or deny access to a disaster area
  - 4) control the movement of persons and occupancy of premises in a disaster area
  - 5) implement wage, price, and rent control;
  - 6) establish rationing for critical supplies
  - 7) limit or restrict use of water or other utilities
  - 8) use any publicly owned resource to respond to the disaster
  - 9) commandeer private property, subject to compensation requirements, to respond to the disaster

- 10) remove debris from publicly or privately owned property
  - 11) restrict outdoor burning and use of fireworks
- c. Review and advise County or City Officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
  - d. Prepare and recommend legislation to implement the emergency powers that may be required during an emergency.
  - e. Advise their respective officials and Department Heads on record keeping requirements and other documentation necessary for the exercising of emergency powers.
  - f. Prepare and keep current this annex.
  - g. During an emergency, report instances of overcharging for emergency supplies, equipment, and repair materials to the Consumer Affairs section of the Office of the Attorney General.
3. County Clerk or City Secretary of a Signatory City
- a. Publish required agenda of meetings.
  - b. Prepare a record of public meetings
  - c. Receive a copy of disaster declarations and documents extending or terminating a state of disaster.
  - d. Ensure proper protection of all records.

<b>VII. DIRECTION &amp; CONTROL</b>
-------------------------------------

- A. General.** The County Attorney or City Attorney of a Signatory City is responsible for providing legal services to their respective elected officials and Department Heads and for preparing all legal documents necessary for the conduct of emergency operations and the exercise of emergency powers. Supervisors will exercise their usual supervisory responsibilities over legal personnel.
- B. Coordination.** The County Attorney or City Attorney of a Signatory City will designate a person to coordinate with the Ellis County Judge or Mayor of Signature City and the EOC, if activated. The County Attorney or City Attorney of a Signatory City will identify staff members to be called for emergency duty and will designate those responsible for contacting such staff members.
- C. Line of Succession.** The line of succession for legal services personnel will be:
- 1. To the County Attorney will be any of the Assistant County and County Attorneys that fall under the County Attorney. Immediacy will dictate that those Assistant County and County Attorneys that reside in the county be called first.

2. Line of succession to the city attorney in the signatory cities will be according to each departmental SOP's.

## **VIII. READINESS LEVELS**

### **A. Readiness Level IV – Normal Conditions**

See the prevention and preparedness activities in paragraphs V.B.1) and V.B.2) above.

### **B. Readiness Level III - Increased Readiness**

1. The Ellis County/City Attorney of Signatory City will review the potential emergency situation, determine staff availability, and review emergency tasks assigned in the emergency management plan and this annex.
2. The Ellis County or Signatory City Attorney will designate the personnel on call for emergency duty.

### **C. Readiness Level II – High Readiness**

1. Senior Ellis County or Signatory City officials and Department Heads will be briefed on the legal ramifications, if any, of the potential emergency situation.
2. The Ellis County or Signatory City Attorney will brief the legal staff on the potential emergency situation and plans to deal with it should it occur and ensure that on-call staff members are available by telephone and ready to report for duty if called.

### **D. Readiness Level I – Maximum Readiness**

The designated on call legal services representative will proceed to the EOC if requested.

## **IX. ADMINISTRATION & SUPPORT**

- A. Maintenance of Records.** All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.
- B. Preservation of Records.** Vital legal records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained from a firm specializing in these tasks as soon as possible.
- C. Training.** Legal services personnel who will be participating in EOC operations shall receive training on the operating procedures for that facility.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

- A. **Development.** The Ellis County Attorney is responsible for developing and maintaining this annex.
- B. **Maintenance.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

**XI. REFERENCES**

- A. Texas Division of Emergency Management *Local Emergency Management Planning Guide (DEM-10)*.
- B. FEMA *Comprehensive Preparedness Guide (CPG-101)*

**APPENDICES:**

- Appendix 1 .....County and City Sample Request for Emergency Declaration
- Appendix 2 .....County and City Sample Disaster Declaration
- Appendix 3.....County and City Sample Extension of Disaster Declaration
- Appendix 4..... County Sample Termination of Disaster
- Appendix 5..... Sample Emergency Powers
- Appendix 6 ..... Sample Disaster Declaration for Wildfire Threat
- Appendix 7 ... Sample Burn Ban

**SAMPLE REQUEST FOR EMERGENCY DECLARATION - County**

The Honorable \_\_\_\_\_  
Governor of Texas  
c/o State Coordinator  
Texas Division of Emergency Management  
P. O. Box 4087  
Austin, Texas 78773-0001

Date:

Dear Governor \_\_\_\_\_:

The County of Ellis, Texas, is facing significant threats to life, health and property due to:

[Provide a description of the threat and the area or areas affected. Threats may include:

- riot or unlawful assembly of three or more persons acting together by use of force or violence
- the existence of a clear and present danger of the use of violence
- a natural or man-made disaster

(For these threats, a disaster declaration may be more appropriate.)]

The potential impact of this threat is:

[Provide an estimate of the impact on public health, safety, and property if the threat is not dealt with.]

I have determined that this incident is of such severity and magnitude that an effective response is beyond the capability of the [county/city] to control. Pursuant to §433.001 of the Texas Government Code, I am requesting that you declare a state of emergency for Ellis County, Texas, and issue appropriate directives to deal with the emergency; including:

[Indicate what measures that you want the Governor to take.]

Furthermore, I am asking that successive proclamations be issued and remain in effect until the threat of loss of life, injury, or damage property is contained.

A timely response to this request would be appreciated.

\_\_\_\_\_  
County Judge, Ellis County

\* NOTE: The statute provides that either the chief elected or the governing body of a city or county may request the Governor issue an emergency declaration. If a governing body makes a request, this letter should be appropriately modified.

**SAMPLE REQUEST FOR EMERGENCY DECLARATION - City**

The Honorable \_\_\_\_\_  
Governor of Texas  
c/o State Coordinator  
Texas Division of Emergency Management  
P. O. Box 4087  
Austin, Texas 78773-0001

Date:

Dear Governor \_\_\_\_\_:

The City of \_\_\_\_\_, Texas, is facing significant threats to life, health and property due to:

[Provide a description of the threat and the area or areas affected. Threats may include:

- riot or unlawful assembly of three or more persons acting together by use of force or violence
- the existence of a clear and present danger of the use of violence
- a natural or man-made disaster

(For these threats, a disaster declaration may be more appropriate.)]

The potential impact of this threat is:

[Provide an estimate of the impact on public health, safety, and property if the threat is not dealt with.]

I have determined that this incident is of such severity and magnitude that an effective response is beyond the capability of the [county/city] to control. Pursuant to §433.001 of the Texas Government Code, I am requesting that you declare a state of emergency for the City of \_\_\_\_\_, Texas, and issue appropriate directives to deal with the emergency; including:

[Indicate what measures that you want the Governor to take.]

Furthermore, I am asking that successive proclamations be issued and remain in effect until the threat of loss of life, injury, or damage property is contained.

A timely response to this request would be appreciated.

\_\_\_\_\_  
Mayor, City of \_\_\_\_\_

\* NOTE: The statute provides that either the chief elected or the governing body of a city or county may request the Governor issue an emergency declaration. If a governing body makes a request, this letter should be appropriately modified.

**SAMPLE DISASTER DECLARATION - County**

**DECLARATION OF DISASTER**

WHEREAS, the County of Ellis on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ , has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from

[Briefly describe the disaster situation.] , and

WHEREAS, the County Judge of Ellis County has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property,

NOW, THEREFORE, BE IT PROCLAIMED BY THE COUNTY JUDGE of ELLIS COUNTY:

1. That a local state of disaster is hereby declared for Ellis County pursuant to §418.108(a) of the Texas Government Code.
2. Pursuant to §418.018(b) of the Government Code, the state of disaster shall continue for a period of not more than seven days from the date of this declaration unless continued or renewed by the Ellis County Commissioners Court.
3. Pursuant to §418.018(c) of the Government Code, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the Ellis County Clerk.
4. Pursuant to §418.018(d) of the Government Code, this declaration of a local state of disaster activates the Ellis County Emergency Operations Plan.
5. That this proclamation shall take effect immediately from and after its issuance.

ORDERED this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
County Judge, Ellis County

**SAMPLE DISASTER DECLARATION - City**

**DECLARATION OF DISASTER**

WHEREAS, the City of \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ , has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from

[Briefly describe the disaster situation.] , and

WHEREAS, the Mayor of \_\_\_\_\_ has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property,

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR of \_\_\_\_\_:

- 6. That a local state of disaster is hereby declared for the City of \_\_\_\_\_ pursuant to §418.108(a) of the Texas Government Code.
- 7. Pursuant to §418.018(b) of the Government Code, the state of disaster shall continue for a period of not more than seven days from the date of this declaration unless continued or renewed by the City Council of \_\_\_\_\_.
- 8. Pursuant to §418.018(c) of the Government Code, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the City Secretary.
- 9. Pursuant to §418.018(d) of the Government Code, this declaration of a local state of disaster activates the Ellis County Emergency Operations Plan.
- 10. That this proclamation shall take effect immediately from and after its issuance.

ORDERED this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
Mayor, City of \_\_\_\_\_

**SAMPLE EXTENSION OF DISASTER DECLARATION - County**

COMMISSIONERS COURT ORDER:

**Extension of Disaster Declaration**

WHEREAS, on the \_\_\_\_\_ day of \_\_\_\_ 20 \_\_\_\_, the County Judge issued a proclamation declaring a state of disaster for Ellis County resulting from

[Provide a brief description of the disaster];

WHEREAS, the conditions necessitating declaration of a state of disaster continue to exist; and

WHEREAS, §418.108(b) of the Texas Government Code provides that a local state of disaster may not be continued for a period of excess of seven days without the consent of the governing body of the political subdivision;

NOW THEREFORE, BE IT ORDERED BY THE COUNTY COMMISSIONERS COURT of Ellis County, Texas:

1. That the state of disaster proclaimed for the Ellis County by the County Judge on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ shall continue until terminated by order of the County Commissioners Court.

2. This ordinance is passed as an emergency measure and pursuant to [local authority for emergency measures] and shall become effective on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .

PASSED AND ADOPTED, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

APPROVED, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
[Ellis County Judge]

\_\_\_\_\_  
Commissioner, Pct. 1

\_\_\_\_\_  
Commissioner, Pct. 3

\_\_\_\_\_  
Commissioner, Pct. 2

\_\_\_\_\_  
Commissioner, Pct. 4

**SAMPLE EXTENSION OF DISASTER DECLARATION - City**

CITY OF \_\_\_\_\_ ORDER: \_\_\_\_\_

**Extension of Disaster Declaration**

WHEREAS, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Mayor of the City of \_\_\_\_\_ issued a proclamation declaring a state of disaster for the City of \_\_\_\_\_ resulting from

[Provide a brief description of the disaster];

WHEREAS, the conditions necessitating declaration of a state of disaster continue to exist; and

WHEREAS, §418.108(b) of the Texas Government Code provides that a local state of disaster may not be continued for a period of excess of seven days without the consent of the governing body of the political subdivision;

NOW THEREFORE, BE IT ORDERED BY THE City Council of the City of \_\_\_\_\_, Texas:

1. That the state of disaster proclaimed for the City of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ shall continue until terminated by order of the City Council of the City of \_\_\_\_\_.

2. This ordinance is passed as an emergency measure and pursuant to local authority for emergency measures and shall become effective on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PASSED AND ADOPTED, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

APPROVED, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor, City of \_\_\_\_\_

**SAMPLE TERMINATION OF DISASTER**

COMMISSIONERS COURT ORDER

WHEREAS, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Ellis County Judge, pursuant to the Texas Government Code, Chapter 418, (the "Texas Disaster Act"), issued a proclamation declaring a local state of disaster for the County of Ellis, Texas resulting from:

[Describe the situation that occasioned the disaster declaration];

WHEREAS, the conditions necessitating the proclamation of a local state of disaster have ceased to exist; and

WHEREAS, the Texas Disaster Act provides that a local state of disaster may be terminated by the governing body of the political subdivision or by executive order of the Ellis County Judge,

NOW THEREFORE, BE IT ORDERED BY THE ELLIS COUNTY COMMISSIONERS COURT:

1. The Commissioners Court, as the governing body Ellis County, Texas], hereby terminates the proclamation of a local state of disaster described in the preamble above.

2. A public emergency exists requiring that this ordinance be passed formally on the date of its introduction; therefore, this [ordinance/order] shall take effect immediately upon its passage and approval by the County Judge.

PASSED AND ADOPTED, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

APPROVED, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
County Judge, Ellis County

\_\_\_\_\_  
Commissioner, Pct. 1

\_\_\_\_\_  
Commissioner, Pct. 3

\_\_\_\_\_  
Commissioner, Pct. 2

\_\_\_\_\_  
Commissioner, Pct. 4

**SAMPLE EMERGENCY POWERS**

**Declaration of Emergency Powers**

WHEREAS, by proclamation issued \_\_\_\_\_ day of \_\_\_\_\_, 20, the County Judge declared a state of disaster Ellis County resulting from

[Briefly describe the situation]; and

WHEREAS, said state of disaster requires that certain emergency measures be taken pursuant to the Executive Order of the Governor Relating to Emergency Management; now, therefore, the following regulations shall take effect immediately upon issuance, and shall remain in effect until the state of disaster is terminated:

*[Eliminate sections below describing measures that will not be used.]*

**1. CURFEW**

(a) A person shall not remain or travel upon any public or private property in the following area(s) between the hours of \_\_\_\_\_ and \_\_\_\_\_:

[Insert description of applicable areas]

(b) Subsection (a) shall not apply to:

- (1) a person authorized by the Emergency Management Director to assist in the production of the health, safety, or welfare of the public; or
- (2) a person who remains or travels upon private property which is owned by him or upon which the person has been invited.

**2. MOVEMENT OF PEOPLE AND OCCUPANCY OF PREMISES**

(a) A person shall not remain or travel upon any public or private property in the following area(s):

[Insert description of applicable areas]

(b) Subsection (a) shall not apply to a person authorized by local government officials to assist in the protection of the health, safety, or welfare of the public.

**3. UTILITIES**

All utility services shall be discontinued in the following area(s):

[Insert description of applicable areas]

#### 4. FLAMMABLE PRODUCTS

- (a) A person shall not sell or give away gasoline or other flammable or combustible products in the following area(s):

[Insert description of applicable areas]

- (b) All gasoline stations shall be closed in the following area(s):

[Insert description of applicable areas]

#### 5. EXPLOSIVES

- (a) A person shall not sell, barter, loan, or give away arms, ammunition, dynamite, or other explosives in the following area(s):

[Insert description of applicable areas]

- (b) All establishments where arms, ammunition, dynamite, or other explosives are sold shall be closed in the following area(s):

[Insert description of applicable areas]

#### 6. ALCOHOLIC BEVERAGES

- (a) A person shall not sell or distribute beer, wine, liquor, or alcoholic beverages of any kind in the following area(s):

[Insert description of applicable areas]

- (b) Subsection (a) shall not apply to the sale of medicine which contains alcohol.

#### 7. PRICE CONTROLS

A person shall not sell any of the following goods or services for more than the price the person charged for the goods or services on (date of disaster declaration):

- (a) groceries, beverages, toilet articles, ice
- (b) construction and building materials and supplies, and earthmoving equipment and machinery
- (c) electrical and gas generating and transmission equipment, parts and accessories
- (d) charcoal briquettes, matches, candles, lamp illumination and heat unit carbides, dry batteries, light bulbs, flashlights, and hand lanterns
- (e) hand tools (manual and power), hardware and household supplies, and equipment rental
- (f) automotive parts, supplies, and accessories
- (g) plumbing and electrical tools and supplies
- (h) apartment, duplex, multi-family dwelling, rooming house, hotel and motel rental
- (i) gasoline, diesel oil, motor oil, kerosene, grease, and automotive lubricants

- (j) restaurant, cafeteria, and boarding-house meals
- (k) services of roofing and building contractors, plumbers, electricians, mechanics, tree surgeons, and automobile wrecker companies
- (l) medicine, pharmaceutical, and medical equipment and supplies
- (m) blankets, quilts, bedspreads, bed linens, mattresses, bedsprings, bedsteads, towels, and toilet paper
- (n) furniture and clothing

8. SUSPENSION AND MODIFICATION OF ORDINANCES

- (a) The following ordinances and regulations are hereby suspended or modified as indicated:

[List the relevant ordinances and regulations]

- (b) The suspension or modifications of the ordinances and regulations listed in Subsection (a) shall remain in effect until (date 60 days from the date these regulations are issued), or until the state of disaster is terminated, whichever is sooner.

9. PENALTIES

- (a) These regulations shall have the effect of ordinances when duly filed with the [County Clerk/City Secretary].
- (b) A person who violates any provision of these regulations, upon conviction, is punishable by a fine of not more than five hundred dollars (\$500.00).

10. EMERGENCY

This [ordinance/order] shall take effect immediately from and after its passage and publication, and it is accordingly so ordained.

PASSED AND ADOPTED, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

APPROVED, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
County Judge, Ellis County

\_\_\_\_\_  
Commissioner, Pct. 1

\_\_\_\_\_  
Commissioner, Pct. 3

\_\_\_\_\_  
Commissioner, Pct. 2

\_\_\_\_\_  
Commissioner, Pct. 4

**SAMPLE DISASTER DECLARATION FOR WILDFIRE THREAT**

PROCLAMATION

WHEREAS, Ellis County has not had rainfall for an extended period and weather forecasters offer little promise of a change in the hot, dry conditions in the near future; and

WHEREAS, these hot, dry conditions pose the threat of large, dangerous and fast-moving wildfires: and,

WHEREAS, such fires have the potential of endangering lives and damaging property of a large scale; and

WHEREAS, the Texas Disaster Act of 1975 authorized declaration of a state of disaster "if the threat of disaster is imminent" and

WHEREAS, the magnitude of the potential damage and the rapidity at which such a fire could escalate to major proportions constitute an imminent threat of disaster; and

WHEREAS, declaration of such disaster authorized the imposition of controls on activities which tend to increase the likelihood of fires; and

WHEREAS, such controls, once implemented, have the potential of protecting lives and property by mitigating the threat of dangerous fires;

BE IT THEREFORE PROCLAIMED, that I \_\_\_\_\_, County Judge of Ellis County, do hereby declare a state of disaster based on the threat of large wildfires in Ellis County, Texas; and

BE IT ALSO PROCLAIMED that this state of disaster will continue until rescinded in accordance with the above statute and order, but in no instance will this declaration continue for more than seven days without authorization by the \_\_\_\_\_ County Commissioners Court;

BE IT ALSO PROCLAIMED that this state of disaster is being declared solely for the purpose of implementing controls aimed at mitigating the hazard posed by wildfires during the current hot, dry weather.

BE IT ALSO ORDERED THAT the purpose of this order is the mitigation of the hazard posed by wildfires by curtailing the practice of outdoor burning, which purpose is to be taken into account in any enforcement action based upon this order

IN WITNESS WHEREOF, I affix my signature this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
County Judge, Ellis County, Texas

\_\_\_\_\_  
Commissioner, Pct. 1

\_\_\_\_\_  
Commissioner, Pct. 3

\_\_\_\_\_  
Commissioner, Pct. 2

\_\_\_\_\_  
Commissioner, Pct. 4

**SAMPLE BURN BAN**

**COMMISSIONERS COURT ORDER  
PROHIBITION OF OUTDOOR BURNING**

WHEREAS, in accordance with provisions of the Texas Disaster Act of 1975, a state disaster has been based on the imminent threat of disaster from wildfire; and

WHEREAS, declaration of such disaster authorized the imposition of controls on activities which tend to increase the likelihood of such fires:

BE IT THEREFORE ORDERED that the following emergency regulations are hereby established for all unincorporated areas of Ellis County, Texas for the duration of the above mentioned declaration;

1. Actions Prohibited:

A person violates this order if he or she burns any combustible material outside of an enclosure serving to contain all flames and/or sparks, or orders such burning by others.

2. Enforcement:

A. Upon notification of suspected outdoor burning, the fire department assigned to the location of the fire shall respond to the scene and take immediate measures to contain and/or extinguish the fire.

B. As soon as possible, a duly commissioned peace officer shall be sent to the scene to investigate the nature of the fire.

C. If in the opinion of the officer at the scene and/or the fire chief, the goal of the order can be attained by informing the responsible party about the prohibitions established by this order, the officer may, at his discretion, notify the party about the provisions of this order and request compliance with it. In such instances, an entry of the notification shall be made into the dispatchers log containing the time, date, and place of the warning, and the name of the person receiving the warning.

3. At the discretion of the peace officer or the fire chief, second or flagrant violations of this order may be prosecuted in accordance with the statutes and procedures governing misdemeanors.

BE IT ALSO ORDERED that this order may be enforced by any duly-commissioned peace officer and that the venue for prosecution of this order will be the Justice of the Peace.

APPROVED, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
County Judge

\_\_\_\_\_  
Commissioner, Pct. 1

\_\_\_\_\_  
Commissioner, Pct. 3

\_\_\_\_\_  
Commissioner, Pct. 2

\_\_\_\_\_  
Commissioner, Pct. 4

# **ANNEX J**

**Recovery**

**FOR**

**Ellis County**



*October 2015*



# APPROVAL & IMPLEMENTATION

## Annex J

### Recovery

Written herewith is Annex J - Recovery for the county of Ellis and the signatory cities of Alma, Bardwell, Ferris, Garrett, Italy, Maypearl, Midlothian, Milford, Oak Leaf, Ovilla, Palmer, and Pecan Hill. This annex supersedes any previous Recovery annex developed and promulgated for this purpose. It provides a framework in which the county and the signatory cities can plan and perform their respective functions during an emergency when an activation of the Emergency Operations Plan (EOP) is necessary.

This annex is in accordance with existing federal, state and local statutes and understandings of the various departments and agencies involved. It has been concurred upon by Ellis County, the signatory cities, and the Texas Governor's Division of Emergency Management (DEM). All recipients of this annex are requested to advise Ellis County Office of Emergency Management as to any changes that might result in its improvement or increase its usefulness.

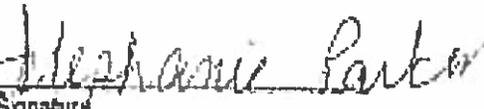
This annex will be reviewed and maintained by the Ellis County Office of Emergency Management.

  
\_\_\_\_\_

Signature

Patrick Lacke, Director, Emergency Planning and Branch Operations  
American Red Cross—Dallas Area Chapter

11-6-16  
Date

  
\_\_\_\_\_

Signature

Stephanie Parker, Emergency Management Coordinator, Ellis County

7-5-2017  
Date

NOTE: The signature(s) will be based upon local administrative practices. Typically, the first signature block is used by the individual having primary responsibility for this emergency function and the second signature block is used by the Emergency Management Director or the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex may sign the annex.

## ANNEX J RECOVERY

### I. AUTHORITY

- A. See Section I of the Basic Plan.
- B. Public Law 93-28, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
- C. Title 44 (Emergency Management and Assistance), Code of Federal Regulations.

### II. PURPOSE

The purpose of this annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required for the local government and its citizens and businesses to recover from a major emergency or disaster in Ellis County or a signatory city.

### III. EXPLANATION OF TERMS

#### A. Acronyms

ARC	American Red Cross
CFR	Code of Federal Regulations
DC	District Coordinator
JFO	Joint Field Office
DAT	Damage Assessment Team
DRC	Disaster Recovery Center
DSO	Disaster Summary Outline
DSR	Damage Survey Report
ECOEM	Ellis County Office of Emergency Management
FEMA	Federal Emergency Management Agency
JIC	Joint Information Center
IA	Individual Assistance
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PW	Project Worksheet
SBA	Small Business Administration
SOP	Standard Operating Procedure
TDEM	Texas Division of Emergency Management

#### B. Definitions

1. Individual Assistance. Programs providing financial assistance to individuals, families, and business owners in declared disaster areas whose property has been damaged or destroyed and whose losses are not covered by insurance.

2. Law Enforcement: Any law enforcement agency that includes the Ellis County Sheriff's Office, Police Department of the signatory cities, state law enforcement agency that office within the county or the collective of all the law enforcement agencies within the county.
3. Public Assistance. Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.
4. Primary and Secondary Agents. The individuals who will be representing the jurisdiction in the grant process.
5. Project Worksheet. A FEMA document that lists the specifications of an approved PA project.
6. Fire Service: Any fire department that services a signatory city or the collective of all fire departments within the county.
7. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act.
8. Water Departments: Any entity that provides water services within the county that is either privately owned, a Special Utility District, Municipal Utility District, or a city provided service, or the collective of all the water providers within the county.

#### IV. SITUATION & ASSUMPTIONS

##### A. Situation

1. As identified in Ellis County or any of the signatory cities, Hazard Analysis, which is summarized in Section IV of the Basic Plan, this jurisdiction is at risk from a number of hazards that have the potential for causing extensive property damage. In the event that such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster. City, county, state, and federal officials, the American Red Cross (ARC) and other private sector organizations will require accurate and timely damage assessment information and a plan for managing restoration activities to base their decisions and focus their actions.
2. The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies.
3. The State of Texas does not have a specific disaster assistance program for individuals and local governments similar to the Stafford Act. Pursuant to provisions of the Texas Disaster Act, state agencies frequently provide assistance to local governments in the aftermath of a disaster.
4. Federal assistance is governed by the Stafford Act and 44 CFR, part 206.

##### B. Assumptions

1. Adopting and enforcing land use regulations can reduce much of the structural damage which would otherwise result from a disaster.
2. We must be prepared to deal with a major emergency or disaster until outside help arrives.
3. Timely and accurate damage assessment to private and public property forms the basis for requesting state and federal assistance for citizens (Individual Assistance or IA) and for repairs to infrastructure (Public Assistance or PA) and should be a vital concern to local officials following a disaster.
4. Preliminary Damage Assessment (PDA) surveys will be conducted within the first 24 hours following the incident in order to assist county or city authorities to determine the need for requesting assistance from the state and possibly the federal government.
5. State and federal assistance may be requested to assist citizens or government entities. State assistance is typically in the form of operational support such as equipment, manpower, or technical assistance. Federal assistance, if approved, will generally be in the form of financial reimbursement and will require considerable paperwork and take some time to deliver.
6. The ARC or designated representative will do a detailed damage assessment of residential damage within affected areas to determine the damage and resources necessary to relieve suffering of families. These assessments will verify individual family needs, medical needs, family counseling, crisis intervention, disaster welfare inquiry, emergency repairs, household items, and long-term family needs. This assessment helps the ARC and/or VOAD to determine support activities within its structure. For smaller, locally managed incidents/disasters within the ARC Dallas Area Chapter, detailed residential damage assessment is normally completed within 24-48 hours following an incident, and the results of the assessment are available to Emergency Management through the ARC Government Operations department and ARC EOC Liaisons.
7. Volunteer organizations will be available to assist citizens in meeting some basic needs, but they may not provide all needed assistance.
8. Damage assessment and recovery operations may commence while some emergency response activities are still underway.

## **V. CONCEPT OF OPERATIONS**

### **A. General**

Our disaster recovery program will be conducted in five steps:

1. **Pre-Emergency Preparedness.** Prior to an emergency, this annex shall be developed and maintained and key recovery staff members appointed, including the Damage Assessment Officer, Public Assistance Officer, and Individual Assistance Officer. These individuals shall obtain training and develop operating procedures for recovery activities. Requirements for personnel to staff damage assessment teams and assist in recovery programs shall be determined and basic training provided.

The chief building official or development director is responsible for the issuance of emergency permits within the signatory cities. For Ellis County, this duty falls to the development director.

Each signatory city will determine who will be responsible for coordinating Damage Assessment within the signatory cities. For Ellis County, this duty falls to the County Engineer.

2. **Initial Damage Assessment.** An initial damage assessment is required to support our request for state and federal assistance. This assessment will be conducted as soon as possible, often while some emergency response activities are still underway. Local damage assessment teams, with the assistance of the American Red Cross for residential, will carry out the initial assessment under the direction of the Damage Assessment Officer. During this phase, the County Judge (Emergency Management Director) (EMD) should declare a local state of disaster; as such a declaration allows local officials to invoke emergency powers to deal with the disaster and is required to obtain state and federal disaster recovery assistance. Guidance on issuing a local disaster declaration is provided in Annex U, Legal. Section V.B below provides amplifying information on the initial damage assessment process.

The Ellis County Office of Emergency Management (ECOEM) will collect damage assessment reports in order to determine the need for assistance from the state or possibly the federal government.

3. **Requesting Assistance.** State and federal disaster assistance must be requested in a letter to the Governor, which must be accompanied by a DSO reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DSO and other information, the Governor may issue a state disaster declaration for the affected area and may request that the President issue a federal disaster declaration. Refer to Section V.C for specific procedures on requesting assistance.
4. **Short Term Recovery Activities.** Prior to a federal disaster or major emergency declaration, state disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, may be deployed as soon as it is requested through the DDC at the Department of Public Safety District Office in Garland. During the initial stages of recovery, state agencies and volunteer groups may assist disaster victims with basic needs, such as temporary shelter, food, and clothing. A local donations management program may be activated to distribute donated goods and funds to disaster victims and assign volunteer workers to assist victims and local government. See Annex O, Human Services, and Annex T, Donations Management, regarding these programs.
5. **Post-Declaration Recovery Programs.** Recovery programs authorized by the Stafford Act and other statutes begin when the President issues a disaster or major emergency declaration or other types of disaster declarations are issued. See Section V.D below regarding these programs.

## **B. Damage Assessment**

1. An extensive detailed damage assessment is the basis of most recovery programs at the state and federal levels. The County or Signatory City is responsible for compiling the

necessary information regarding the loss of life, injuries, and property damage. Appraised value information should be obtained from the Central Appraisal District.

2. The Damage Assessment Officer will manage the damage assessment function by organizing, training, and employing a Damage Assessment Team composed of local personnel.
3. The ARC or designated representative will manage the residential damage assessment function by organizing, training, and employing damage assessment teams, in accordance with Policy and Procedures for Disaster Assessment. . ARC Damage Assessment Teams do not assess damage under PA, or damage to businesses under IA or SBA.
4. Damage Assessment Teams

There will be two types of damage assessment teams. PA teams will survey damage to government property and private non-profit organizations. IA teams will assess impact on citizens and businesses. Each team will have a designated team leader who will compile and report team findings to the Damage Assessment Officer.

- a. PA Team. This team will assess damage to publicly owned property. Damage will be reported in terms of dollars and impacts in the following categories:
  - 1) Emergency services
  - 2) Debris removal and disposal
  - 3) Roadways and bridges
  - 4) Water control facilities
  - 5) Buildings, equipment, and vehicles
  - 6) Publicly owned utilities
  - 7) Parks and recreational facilities
- b. IA Team. This team will survey damage to homes and businesses. Residential damage assessment will be performed by the American Red Cross or a designated representative.
  - 1) Homes. The DSO form (DEM-93), included in Appendix 1 to this annex and in the Forms section of the TDEM *Disaster Recovery Manual* (DEM-62) provides a matrix used to report the following information:
    - a) Damage to homes will be categorized by:
      - (1) Type of housing unit: single family, mobile homes, multi-family units.
      - (2) Type of damage: destroyed, major damage, minor damage, affected
    - b) For each type of housing unit, an estimate of average percent of units covered by insurance must be provided.
  - 2) Businesses.
    - a) The *Business Losses/Impacts* section of the DSO (see Appendix 1) should be used to report business damages to the state officials.

- b) In addition to the information on the DSO, the following should also be obtained using the Site Assessment-Business Losses form (see Appendix 2). This information will be needed should our jurisdiction not qualify for FEMA assistance.

- 1) Business name and address
- 2) Owner's name and phone number
- 3) Type of business
- 4) Estimated dollar loss
- 5) Amount of anticipated insurance
- 6) Value of business
- 7) Fair replacement value of
  - (a) Contents
  - (b) Structure
  - (c) Land
- 8) Number of employees
- 9) Number of employees for which unemployment insurance is carried
- 10) Estimated number of days out of operation
- 11) Percent of uninsured loss

### C. Requesting Assistance

Requests for assistance should be forwarded to TDEM within 10 days of the disaster to allow state officials adequate time to prepare the necessary documentation required for a declaration.

1. If the Mayor of the Signatory City determines that a disaster is of such severity as to be beyond the local capability to recover and that state or federal assistance is needed for long term recovery, he/she should:
  - a. Prepare a letter requesting disaster assistance. Sample letters are included in the *TDEM Disaster Recovery Manual*.
  - b. Attach a completed DSO and local disaster declaration. See Annex U, Legal, regarding the preparation of disaster declarations.
  - c. Forward the letter and its attachments to the County Judge.
2. The County Judge should:
  - a. Prepare a letter to the Governor requesting assistance (samples are included in the *Disaster Recovery Manual*) and attach:
    - 1) A DSO for incorporated areas of the county, if such areas suffered damage.
    - 2) A consolidated DSO reflecting data from all cities and unincorporated areas that suffered damage.
    - 3) A disaster declaration for the county if unincorporated areas suffered damage. See Annex U, Legal, for guidance on preparing a disaster declaration.
    - 4) All letters from mayors with their attached DSOs and disaster declarations.
  - b. Forward the foregoing to TDEM. Fax a copy of the package and send the original documents by mail. TDEM's address and fax number are printed on the DSO form.

3. TDEM will review the information submitted, coordinate with the Governor's Office regarding the request, and maintain contact with the County Judge as the request is processed.
4. If local damages appear to exceed the state and local capability to recover, TDEM will contact the FEMA regional office and arrange for federal, state, and local personnel to conduct a preliminary damage assessment. If the results of that assessment confirm that the severity of the disaster is beyond state and local capabilities and federal assistance appears warranted, the Governor will forward a request for assistance to the President through FEMA.

#### **D. Post-Declaration Emergency Programs**

##### **1. Presidential Disaster Declaration.**

When a federal disaster declaration is issued, federal recovery programs are initiated, state and federal recovery staffs are deployed and recovery facilities are established. A JFO staffed by state and federal personnel will normally be established in the vicinity of the disaster area to administer recovery programs. One or more DRCs staffed by state and federal agency personnel may be established to assist disaster victims in obtaining assistance; mobile DRCs may also be employed.

##### **a. Individual Assistance (IA).**

- 1) The FEMA Teleregistration System (FEMA National Teleregistration Center (NTC) at 1-800-621-FEMA) is activated so that disaster victims may register by phone for federal disaster assistance.
- 2) Federal, state, and local personnel conduct follow-up damage assessments.
- 3) State and federal Outreach programs for disaster victims are initiated.
- 4) Individual assistance (IA) activities for citizens and businesses may continue for months.

##### **b. Public Assistance (PA)**

- 1) Public assistance (PA) is provided to repair or rebuild public facilities affected by a disaster, including buildings, state or local roads and bridges, water supply and sewage treatment, flood control systems, airports, and publicly-owned electric utilities. Public assistance is also available to repair or rebuild schools and public recreation facilities.
- 2) As reconstructing infrastructure may require demolition and site cleanup, design and engineering work, the letting of bids, and a lengthy construction period, public assistance programs typically continue over a period of years.
- 3) Virtually all federal public assistance programs are on a cost share basis. The federal government picks up a large percentage of the costs, but local government must cover the remainder. Hence, it is particularly important to maintain complete and accurate records of local response and recovery expenses.

##### **2. Other Assistance**

a. SBA Disaster Declarations.

If the emergency situation does not meet the criteria for a Presidential disaster declaration, assistance in the form of loans may be available from the SBA. Information on SBA declarations is provided in the *Disaster Recovery Manual*.

b. Agricultural Disaster Declarations.

The Secretary of Agriculture is authorized to make agricultural disaster declarations for weather-related crop losses. When such declarations are made, farmers and ranchers become eligible for an emergency loan program. For information on agricultural disaster declarations, see the *Disaster Recovery Manual*.

c. Other State Programs.

Limited assistance may be available through other state agencies.

**E. Actions by Phases of Emergency Management**

1. Mitigation

- a. Develop and enforce adequate building codes.
- b. Develop and enforce adequate land use regulations.
- c. Develop hazard analysis.
- d. Develop potential mitigation measure to address the hazards identified in the analysis.

2. Preparedness

- a. Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
- b. Identify damage assessment team members.
- c. Train personnel in damage assessment techniques.
- d. Maintain pre-disaster maps, photos, and other documents for damage assessment purposes.
- e. Identify critical facilities requiring priority repairs if damaged.
- f. Ensure that key local officials are familiar with jurisdiction's insurance coverage.
- g. Conduct public education on disaster preparedness.
- h. Conduct exercises.
- i. Locate buildings suitable for use as Disaster Resource Centers (DRCs).
- j. Develop lists of contacts in the private sector to assist in damage assessment, restoration or emergency sheltering.
- k. Develop contracts for debris removal.
- l. Establish post-disaster unit costs with local contractors.
- m. Develop plan for management of disaster related donations.
- n. Review procedures and emergency staffing plans. Provide staff support to the Emergency Management Director (EMD) and other department heads

3. Response

- a. Notify Disaster District Committee (DDC).
- b. Gather damage reports.

- c. Compile damage assessment reports.
- d. Complete DSO.
- e. Keep complete records of all expenses.
- f. Begin debris removal operations to penetrate the disaster area. Contact contractors for debris removal. Prepare private property access agreements. Locate debris staging and disposal sites.
- g. Document manpower, equipment, material and contract costs associated with emergency response and restoring public property.
- h. Coordinate with the ARC or designated representative to provide preliminary information on areas of damage, and to determine the need for humanitarian aid and to estimate the length of time it could be needed.

#### 4. Recovery

- a. Identify unsafe structures and recommend condemnation.
- b. Monitor restoration activities.
- c. Review building codes and land use regulations for possible improvements.
- d. Communicate effectively with disaster victims.
- e. Conduct a "Rapid Assessment" to evaluate humanitarian and emergency needs and activities such as search and rescue, injuries and fatalities, mass care, HAZMAT, utilities, medical, emergency, communications facilities/services, etc.
- f. As soon as the area is accessible, collect damage information and compile damage assessment and site assessment reports.
  - 1) Coordinate with the ARC or designated representative to obtain summary and detailed results of the Disaster Assessment Teams' Detailed Damage Assessment of affected residential areas. .
  - 2) Conduct the more specific Site Assessments for Housing and Business Losses and compile reports as required to help determine a possible qualification for Small Business Administration (SBA) assistance.
  - 3) Complete the Public Assistance (PA) Damage Assessment Checklist as required to determine possible qualification for public property assistance. If emergency restoration work must be accomplished immediately, detail all expenditures for wages, equipment, time and materials for each project separately.
  - 4) Complete the Damage Survey Outline (DSO) using information from the site assessment forms and the PA Damage Assessment Checklist and forward a DSO report to DEM with a copy to the DDC Office.
- g. If the EMD determines the damage to be beyond the capability of the county or city to recover without assistance, a letter requesting state assistance with the DSO attached must be forwarded to the Governor through DEM and a copy to the DDC.
- h. The DDC and the DEM will review the documents. If damages appear to exceed local and capabilities, DEM will contact Federal Emergency Management Agency (FEMA) Region VI. City, state and federal personnel will conduct a PDA. If the PDA reveals sufficient damages to warrant further action, the governor will request assistance from the president, certifying the severity of the disaster is beyond the capabilities of the local and state to recover without assistance.
- i. Based on the PDA analysis, the FEMA director may recommend declaration action to the president. The president determines whether to grant or deny the governor's request. If the president grants a Disaster Declaration, various assistance programs will be established and may include the private sector, the public sector, or both.
- j. If the president denies a Disaster Declaration, the governor may send the request to the SBA for analysis. The SBA administrator determines whether to grant a SBA Disaster Declaration. If a declaration is granted, various assistance programs will be established for the private sector.

- k. DEM-62 details the procedures and processes for the various assistance programs and contains the necessary forms.
- l. Compile records of permits and variances issued, pending or denied, and provide reports to the director of the permit issuing department as required.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. The county organization for disaster recovery includes the general emergency structure described in Section VI of the Basic Plan and the additional recovery positions described in this annex.
2. The EMC shall coordinate recovery efforts. The EMC will serve as the Damage Assessment Officer or designate an individual to serve in that capacity.
3. All departments and agencies may be called on to provide staff support for damage assessment and recovery activities.
4. The American Red Cross or a designated representative is responsible for damage assessment on private residential property. County and or signatory city personnel will do damage assessment on public property, infrastructure, and businesses.
5. All damage reports will be sent to the ECOEM
6. The county and the signatory city will appoint an employee to serve as their Applicant's Agent for purposes of filling out requisite PA and IA paperwork.
7. The Applicant's Agent for PA will gather data for the restoration of public facilities and coordinate with the State Coordinating Officer (SCO) and FEMA personnel. <http://www.txdps.state.tx.us/InternetForms/Forms/TDEM-62.pdf> (page 39, #2, The Designation of Applicant's Agent).
8. Each jurisdiction's Public Works Department will manage the restoration of public facilities. They will coordinate with departments and the Applicant's Agent to insure that costs are documented, restoration projects are completed in a timely manner, and required documentation is available for the Applicant's Agent.
9. When an operation such as a HAZMAT or radiological incident needs specialized assistance, appropriate personnel will be added to the teams.
10. If assistance is needed, a letter requesting state assistance will be forwarded from the EMD to the DDC within 24 hours following the incident. The letter(s) may be faxed.

### **B. Assignment of Responsibilities**

1. The County Judge will:
  - a. Oversee the local disaster recovery program, including pre-disaster planning and post-disaster implementation.

- b. Appoint an Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer who will carry out specific recovery program activities and report to the EMC.
  - c. Appoint an Applicant's Agent to be the primary contact with the SCO for the PA Program.
  - d. In the aftermath of a disaster:
    - 1) Review damage assessments and request state and federal disaster assistance if recovery from the disaster requires assistance beyond that which local government can provide.
    - 2) Participate in recovery program briefings and periodic reviews.
    - 3) Monitor and provide general guidance for the operation of the local recovery program when implemented.
2. The EMC will:
- a. Serve as the Damage Assessment Officer or designate an individual to fill that position. (Same as the Count Engineer (old document))
  - b. Participate in recovery program briefings, meetings, and work groups.
  - c. Supervise local recovery operations, coordinating as needed with state and federal agencies and maintaining required records.
  - d. Provide guidance to and supervise recovery activities of the Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer.
  - e. Coordinate training for damage assessment team members and other individuals with disaster recovery responsibilities.
  - f. Assist the County Judge in preparing documents to request state and federal recovery assistance.
  - g. Develop appropriate public information relating to recovery programs, in coordination with the PIO.
  - h. Provide situation updates to the District Coordinator.
3. The Damage Assessment Officer will:
- a. Develop a damage assessment program.
  - b. Organize and coordinate training for damage assessment teams.
  - c. In the aftermath of a disaster:

- 1) Collect damage assessments from all departments, agencies, other governmental entities, and private non-profit facilities that may be eligible for disaster assistance.
  - 2) Compile damage assessment information and complete the DSO.
  - 3) Participate with state and FEMA representatives in the PDA process.
  - 4) Coordinate with the Incident Commander to ensure that response activities have either terminated or are in a phase of transitioning to recovery, before deploying damage assessment teams.
4. The PA Officer will:
- a. Attend the following PA program meetings:
    - 1) Applicant's Briefing
    - 2) Kick-off Meeting.
    - 3) Other program meetings, as needed.
  - b. Obtain maps showing damage areas from PDA team leaders.
  - c. Prepare or assist state and federal teams in preparing recovery PWs for the local area.
  - d. Monitor all PA program activities and:
    - 1) Ensure deadlines are complied with or time extensions requested in a timely manner.
    - 2) Ensure the work performed complies with the description and intent of the PW.
    - 3) Ensure all environmental protection and historical preservation regulations are complied with.
    - 4) Request alternate or improved projects, when appropriate.
    - 5) Request progress payments on large projects, if appropriate.
    - 6) Provide quarterly reports to TDEM.
    - 7) Request final inspections and audit when projects are completed.
    - 8) Prepare and submit Project Completion and Certification Report (P.4) as appropriate.
    - 9) Provide insurance information when needed.
    - 10) Ensure costs are properly documented.
    - 11) Assist with final inspections and audits.
    - 12) Monitor contract for de-barred contractors.

The duties of the PA Officer are further explained in the *Disaster Recovery Manual*.

5. County Engineer / City Building Official
  - a. Serve as the Damage Assessment Officer for respective jurisdiction.
  - b. Establish and train the county's or signatory city's component of the DAT.
  - c. Activate the team as requested.

- d. Gather and compile information from DAT members.
  - e. Estimate dollar loss to assessed property.
  - f. Develop Standard Operating Procedures (SOPs) for compiling and reporting damage information and assessments.
  - g. Identify unsafe structures and take appropriate action.
  - h. Collect damage assessments from all departments, agencies, other governmental entities, and private non-profit facilities that may be eligible for disaster assistance.
  - i. Compile loss information for commercial and industrial property including monetary loss estimates.
  - j. Maintain adequate documentation and track costs incurred in conducting damage assessment. Provide cost summaries to Finance Group.
  - k. Participate with state and FEMA representatives in the PDA process.
  - l. Keep records of permits and/or variances issued, pending or denied
6. The Individual Assistance (IA) Officer will:
- a. Act as our liaison with state and federal Outreach and Public Relations programs.
  - b. Assist in locating a local facility for use as DRC, if needed.
  - c. Act as the local government representative at the DRC, when needed.
  - d. Coordinate with the state and federal Outreach staff to arrange community meetings.
  - e. Act as an advocate for disaster victims who need assistance in dealing with state, federal, and volunteer agencies.
  - f. The duties of the IA Officer are further explained in the *Disaster Recovery Manual*.
7. The PIO will:
- Establish a media site, sometimes referred to as a JIC, to ensure that accurate and current information is disseminated to the public.
8. The County Auditor/Finance Department Officer will:
- a. Administer fiscal aspects of the recovery program.
  - b. Ensure that the financial results of each project are accurate and fully disclosed.
  - c. Monitor the source and application of all funds.
  - d. Ensure that outlays do not exceed approved amounts for each award.

- e. Maintain information establishing the local cost share.
  - g. Ensure that all laws, regulations, and grant requirements are complied with.
  - h. Coordinate between the grant managers (also known as Primary and Secondary Agents) and the accounting staff.
  - i. These duties are further explained in the *Disaster Recovery Manual*.
9. Chief Appraiser of the Central Appraisal District will:
- Provide estimates of value of damaged and destroyed property to support the damage assessment process.
10. The Road & Bridge/Public Works Department will:
- a. Survey roads, bridges, traffic control devices and other facilities and determine extent of damage and estimate cost of restoration.
  - b. Evaluate debris removal requirements and give highest priority to main arteries and routes to medical facilities.
  - c. Report above information to the EOC.
  - d. Maintain adequate documentation and track costs of all work, emergency or restorative and provide cost summaries to Finance Group.
  - e. Develop SOPs for compiling and reporting damage information.
  - f. Follow eligibility requirements for work done on approved projects.
  - g. Observe time limitations for project completions and have the Applicant's Agent request extensions prior to deadlines, if necessary.
  - h. Get final inspections of completed work for all large projects from the Applicant's Agent.
11. The Utilities/Water & Wastewater Department will:
- a. Determine extent of damage to government-owned water and wastewater systems and other utilities and estimate the cost of restoration.
  - b. Coordinate with local public non-profit utility providers to obtain estimates of damage to their facilities and equipment and estimates of the cost of restoration.
  - c. Direct restoration of systems.

- d. Maintain adequate documentation and track costs of all emergency or restorative work, and provide cost summaries to Finance Group.
- e. Develop SOPs for compiling and reporting damage information.
- f. Coordinate with other applicable departments

12. The Transportation Authority will:

Assess and report damage to its facilities and equipment and the estimated cost of repairs.

13. Fire Services

- a. Provide accurate and timely information to the EOC regarding visual confirmation of damage and other problems affecting the health and safety of the public.
- b. Track costs of all work, emergency and restorative and provide cost summaries to the appropriate Applicant's Agent
- c. Coordinate with other applicable departments
- d. Coordinate with hospitals, ARC, and the Medical Examiner to compile statistics on injuries, hospitalizations, and fatalities caused by the incident
- e. Provide a summary of compiled information to the ECOEM within 24 hours.

14. Law Enforcement

- a. Provide accurate and timely information to the EOC regarding visual confirmation of damage and other problems affecting the health and safety of the public.
- b. Track costs of all work, emergency and restorative and provide cost summaries to the appropriate Applicant's Agent.

15. Environmental Health *(for signatory cities with this function)*

- a. Accept permit and variance applications, determine need, and grant or deny as appropriate.
- b. Coordinate with other applicable departments
- c. Be accountable for each granted or denied permit or variance and provide reports as necessary to the Chief of the EPVC.
- d. Keep records of permits and/or variances issued, pending or denied

16. County or City Attorney

- a. Provide assistance in developing contracts for debris removal and contracts for private property access agreements.

- b. Advise EMD, Applicant's Agent, EMC and other participants in the recovery effort.
- c. Provide guidance for potential liability issues.

17. American Red Cross

- a. Establish and train the ARC component of the DAT.
- b. Activate teams as needed.
- c. Compile loss information for private residential property per ARC 3029.
- d. Compile information on injuries and fatalities, in accordance with ARC policy and procedures...
- e. Coordinate damage assessment efforts with other teams and the ECOEM.
- f. Provide a summary of the compiled information to the ECOEM on request.
- g. Coordinate release of information to the media with the PIO.
- h. Provide disaster services in accordance with the ARC charter.
- i. Manage donations or refer donors to appropriate organizations.

18. The Independent School Districts will:

- a. Assess and report damage to its facilities and equipment and the estimated cost of repairs.
- b. Estimate the effects of the disaster on the school district tax base.

19. The [County Tax Assessor-Collector/City Finance Director] will:

- a. Estimate dollar losses to local government due to disaster.
- b. Estimate the effects of the disaster on the local tax base and economy.

20. Applicant's Agent

- a. Serve as the central point of contact for all matters referring to the PA application.
- b. Accompany FEMA and state inspectors and assist in preparing Damage Survey Reports (DSRs).
- c. Consult with the SCO for assistance.
- d. Sign for approved project application package at the DFO.

- e. Ensure eligibility requirements for work done on approved projects are met.
  - f. Obtain and maintain adequate documentation of costs on each project.
  - g. Observe time limitation for project completions. Submit requests for extensions to the SCO prior to project completion deadlines, if necessary.
  - h. Compile cost documentation on each approved project
  - i. Submit requests for advances to the SCO.
  - j. Submit signed project listing after the completion of all small projects.
  - k. Request final inspection of completed work for all large projects.
  - l. Submit summary of documentation with request for reimbursement on all large projects.
  - m. Sign for the final Project Application consisting of
    - 1) Forms 424 and 424D with a cover letter
    - 2) Obligation Report
    - 3) Project Application Summary
    - 4) DSRs
    - 5) Project Listing.
  - n. Submit insurance commitment if required.
  - o. Assist in required state audits. Submit audits per the Single Audit Act.
21. All departments and agencies will:
- a. Pre-emergency:
    - 1) Identify personnel to perform damage assessment tasks.
    - 2) Identify private sector organizations and individual with appropriate skills and knowledge that may be able to assist in damage assessment.
    - 3) Participate in periodic damage assessment training.
    - 4) Participate in using geographic information systems (GIS) that may be used in damage assessment.
    - 5) Periodically review forms and procedures for reporting damage with designated damage assessment team members.
  - b. Emergency:
    - 1) Make tentative staff assignments for damage assessment operations.
    - 2) Review damage assessment procedures and forms with team members.
    - 3) Prepare maps and take photos and videos to document damage.
  - b. Post-emergency:
    - 1) Identify and prioritize areas to survey.

- 2) Refresh damage assessment team members on assessment procedures.
- 3) Deploy damage assessment teams.
- 4) Complete damage survey forms and forward to the Damage Assessment Officer.
- 5) Catalog and maintain copies of maps, photos, and videotapes documenting damage for further reference.
- 6) Provide technical assistance for preparation of recovery project plans.
- 7) Maintain disaster-related records.

## **VII. DIRECTION AND CONTROL**

- A. The Commissioner's Court may establish local rules and regulations for the disaster recovery program and may approve those recovery programs and projects that require approval by the local governing body.
- B. The County Judge shall provide general guidance for and oversee the operation of the local disaster recovery program and may authorize those programs and projects that require approval by the chief elected official or chief operating officer of the jurisdiction.
- C. The EMC shall direct day-to-day disaster recovery activities and shall serve as the Damage Assessment Officer or designate an individual to fill that position.
- D. The County Judge shall appoint local officials to fill the positions of IA Officer, PA Officer, and Recovery Fiscal Officer. These individuals shall report to the EMC in matters relating to the recovery program.
- E. During emergency situations, affected county and/or city departments will maintain a liaison person in the EOC to coordinate damage assessment operations. Damage reports will be plotted on a county or a city map or posted on a status board to enhance assessment operations and aid in preparing DSO/SITREP.
- F. Debris removal operations should start when equipment is available. Debris disposal should be closely monitored and an action plan for use of landfills or other disposal techniques established.
- G. Repairs to public facilities will begin as soon as possible. Facilities crucial to public safety and emergency response operations such as roads and bridges will be given priority. Accuracy in compiling damage assessment reports is imperative so the EOC can ascertain the need of state and federal assistance. If state and federal assistance are required, the DSO/SITREP will be forwarded to DEM. If the situation dictates a rapid response, the request can be sent via FAX or Email and the original mailed as soon as possible.

## **VIII. INCREASED READINESS LEVELS**

### **A. Readiness Level IV – Normal Conditions**

See the mitigation and preparedness activities in paragraphs V.E.1 and V.E.2.

### **B. Readiness Level III – Increased Readiness**

1. Alert key staff and volunteer organizations of the current situation.

2. Fill vacancies on damage assessment teams; conduct refresher training; check team equipment such as cameras.

**C. Readiness Level II – High Readiness**

1. Notify District Coordinator of the situation.
2. Brief damage assessment teams and place on standby.
3. Brief senior staff on the damage assessment process and the need for detailed record keeping of emergency response and recovery activity expenses.

**D. Readiness Level I – Maximum Readiness**

1. Provide situation updates to the District Coordinator.
2. Have damage assessment teams ready for deployment.

<b>IX. ADMINISTRATION &amp; SUPPORT</b>
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**A. Reports**

1. Survey Team Reports

Each damage survey team will collect data using the Site Assessment forms (see Appendix 2) which can be found in the *Disaster Recovery Manual*. Once completed, these forms should be utilized to determine priorities for beginning repairs and evaluating the need for requesting state and federal assistance.

2. Disaster Summary Outline (DSO).

Totals from the Site Assessment forms and other reports will be compiled and transferred to the DSO. A copy of the DSO is provided in Appendix 1 to this annex and also included in the *Disaster Recovery Manual*.

3. Cost Reports

A report of progress on all repairs to public property will be forwarded to the ECOEM on a monthly basis. The office of primary responsibility for the damaged property is responsible for maintaining all supporting documentation.

**B. Records**

Each department or agency will keep detailed records on disaster related expenses, including:

1. Labor
  - a. Paid (regular and overtime)
  - b. Volunteer
2. Equipment Used
  - a. Owned

- b. Rented /leased
- c. Volunteered
- 3. Materials
  - a. Purchased
  - b. Taken from inventory
  - c. Donated
- 4. Contracts (see below)
  - a. Services
  - b. Repairs

### **C. Contracts**

1. The Recovery Fiscal Officer should monitor all contracts relating to the recovery process. Contracts that will be paid from federal funds must meet the following criteria:
  - a. Meet or exceed Federal and State Procurement Standards and must follow local procurement standards if they exceed the federal and state criteria.
  - b. Be reasonable.
  - c. Contain right to audit and retention of records clauses.
  - d. Contain standards of performance and monitoring provisions.
  - e. Fall within the scope of work of each FEMA project.
  - f. Use line items to identify each FEMA project, for multiple project contracts.
2. The following contract-related documents must be kept:
  - a. Copy of contract
  - b. Copy of PWs
  - c. Copies of requests for bids
  - d. Bid documents
  - e. Bid advertisement
  - f. List of bidders
  - g. Contract let out
  - h. Invoices, cancelled checks, and inspection records

### **D. Training**

1. The individual assigned primary responsibility for the recovery function shall attend disaster recovery training. A variety of disaster recovery training courses are offered by TDEM and FEMA.
2. Those individuals assigned duties as the IA Officer and PA Officer should also attend training appropriate to their duties.
3. The Damage Assessment Officer is responsible for coordinating appropriate training for local damage assessment teams.

### **E. Release of Information**

1. Personal information, such as marital status, income, and Social Security numbers gathered during the damage assessment and recovery process is protected by state and

federal privacy laws. Due care must be taken by all individuals having access to such information to protect it from inadvertent release.

2. General information, such as the numbers of homes damaged and their general locations may be provided to private appraisers, insurance adjusters, etc.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

**A. Development**

The EMC and the American Red Cross is responsible for developing and maintaining this annex.

**B. Maintenance**

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

**C. Procedures**

Those individuals charged with responsibilities for managing various recovery activities are also responsible for developing standard operating procedures for those activities.

**XI. REFERENCES**

- A. TDEM, *Disaster Recovery Manual* (DEM-62). (Available from TDEM in hard copy and online at the TDEM web site:  
<http://www.txdps.state.tx.us/InternetForms/Forms/TDEM-62.pdf>
- B. TX Department of Public Safety. *Recovery*.  
<http://www.txdps.state.tx.us/dem/Recovery/index.htm>
- C. Texas Long-Term Recovery Guide.  
<http://www.txdps.state.tx.us/dem/documents/recovery/LongTermRecoveryGuide.pdf>
- D. FEMA, *Public Assistance Applicant Handbook* (FEMA-323).
- E. FEMA, *Debris Management Guide* (FEMA-325).
- F. Current FEMA Policy Letters. (Available online at [www.fema.gov/r-n-r/pa/policy.htm](http://www.fema.gov/r-n-r/pa/policy.htm))

**APPENDIX**

Appendix 1 .....Sequence of Events Reference  
Appendix 2 .....Damage Assessment Organization  
Appendix 3 .....American Red Cross Damage Assessment Procedures  
Appendix 4..... Disaster Summary Outline



**Appendix 1—Sequence Of Events Reference**

1. EOC notifies District Disaster Committee.

<b>Day</b>	DPS—Garland	214- 861-2380
	DPS—RLO	254-759-7165
<b>Night</b>	DPS—Garland	214- 861-2380

2. EOC notifies local authorities.

<b>Signatory City</b>	Mayor City Manager Assistant City Manager Fire Chief Police Chief
<b>County</b>	County Judge County Commissioners County Engineer
<b>Other</b>	Red Cross

3. EOC activate Disaster Assessment Team

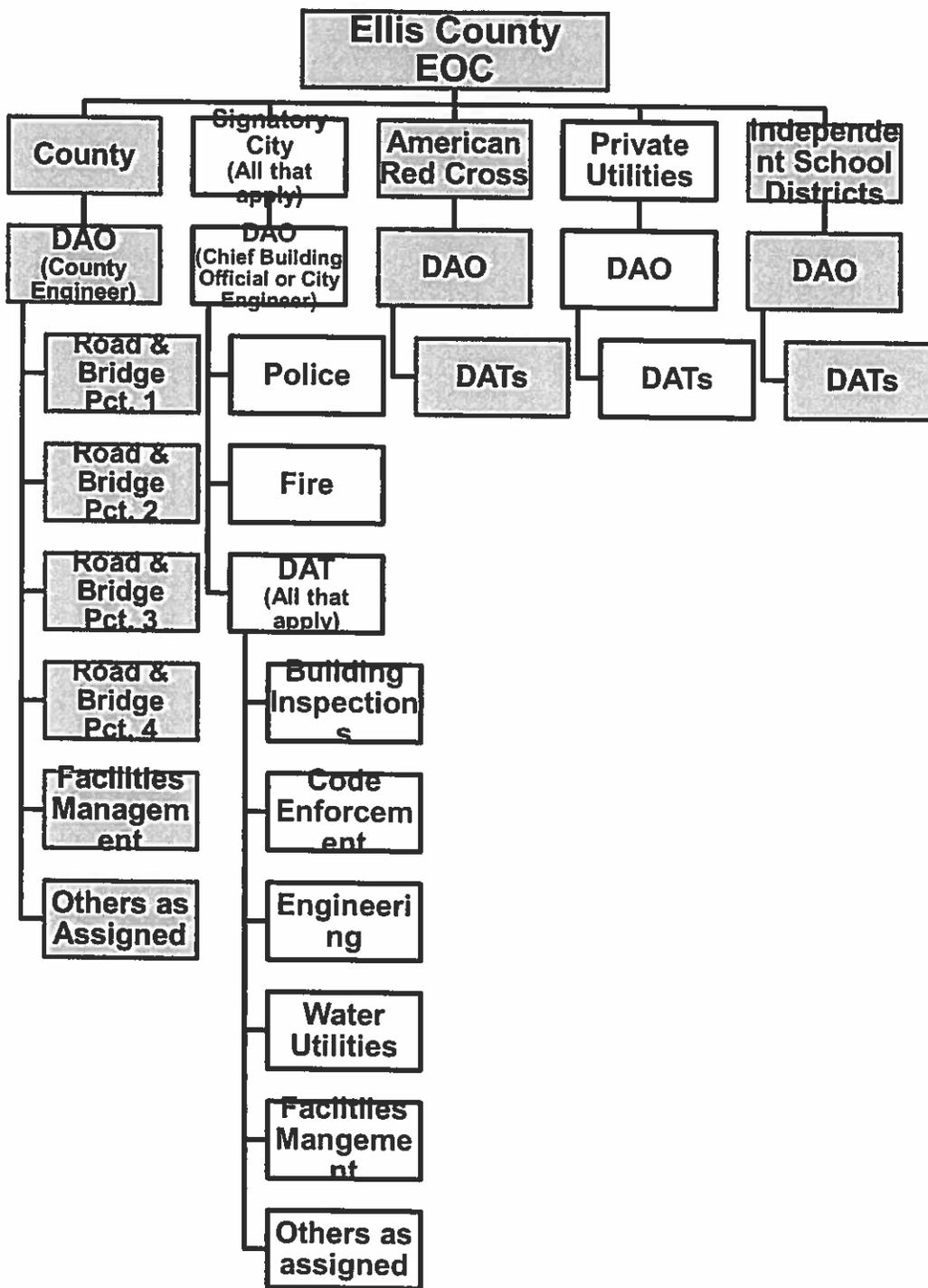
<b>Signatory City</b>	Public Works / Streets
<b>County</b>	County Engineer County Commissioners
<b>Other</b>	Red Cross

4. EOC notifies agencies involved to maintain records on time and material costs incurred due to disaster response and recovery.
5. EOC collects information from the DATs and the private utilities providers and prepares Disaster Summary Outline/Situation Report (DEM Form 93) and Budget Information.
6. EOC determines if state or federal assistance is required. Mayor signs DSO with cover letter to Governor as necessary.

PRESIDENTIALLY DECLARED DISASTER PHASE

1. EMO completes Notice of Interest (FEMA Form 90-49) (DEM Form 34) and Mayor designate an Applicant's Agent.
2. Local representatives assist state and federal inspection teams prepare Damage Survey Reports at damage sites. Retain a copy.
3. Applicant's Agent signs and picks up Project Application (PA) at the Disaster Field Office (DFO) by appointment.
4. Maintain documentation of work.
  - a One folder for each line of work or DSR.
  - b Each file should have, but not limited to, the following:
    1. Pictures
    2. Invoices
    3. Daily Activities Report
    4. Materials from Stock
    5. Rental/Lease Agreements
    6. Contract Documents
    7. Insurance Information
    8. **APPROVED DSR**
5. Prepare for Final Inspection Report. Inspection conducted by representative of Federal Emergency Management Agency (FEMA), and is accompanied by state and local representative.

## Appendix 2—Damage Assessment Organization



**Appendix 3— American Red Cross Damage Assessment Procedures****1. Immediate Phase (24 Hours)**

- a. The Disaster Service Director assigns an ARC or a representative to report to the E.O.C. The Chapter ARC Disaster Assessment (DA) Manager or designated representative will coordinate resources and collect data and report to the EOC representatives. In large scale disasters, an initial Impact Assessment must be completed within 24 hours of the incident. In smaller, localized incidents handled at Chapter level, the Chapter DA Manager for the incident will normally assemble and deploy DA field teams to complete Detailed Damage Assessment (DDA) surveys of the affected area by the morning following the incident. In these cases, the DDA is normally completed that day, or the following day. Results of the field teams' DDA surveys are consolidated by the Chapter DA Manager.
- b. The local ARC Chapter will confer with the American Red Cross (National Office) to determine cost of the operation and resources needed for the operation.
- c. ARC Disaster Health Services Unit will confirm casualty information and share data through ARC EOC representative.
- d. The ARC EOC Rep will be responsible for coordinating all ARC data at the EOC.
- e. Red Cross communications teams will maintain adequate coverage to field teams...
- f. ARC Coordinator of Disaster Volunteers will recruit and provide appropriate training.

**2. Emergency Phase (72 Hours)**

- a. ARC Damage Assessment Manager will confirm the Impact Assessment within 72 hours after the incident to ARC Disaster Service Director, ARC EOC representative, and the National office.
- b. ARC EOC Rep will share information with county & city officials, as requested.
- c. If necessary, local chapter will turn over operation to National Red Cross.

**3. Recovery Phase (72+ Hours)**

- a. ARC Damage Assessment Manager will coordinate house-to-house assessment with ARC Family Service unit, ARC building advisor, and ARC EOC representatives.
- b. ARC Damage Assessment Manager will assess volunteer resources available to work with the city to complete their survey as needed.

<b>Disaster Summary Outline</b>	Date: _____
	Time: _____

**I. GENERAL**

Jurisdiction (*County/City*): \_\_\_\_\_ Population: \_\_\_\_\_

Type of Disaster (*Flood, Hurricane, Tornado, etc.*) \_\_\_\_\_

If this is a flood event, does the City/County participate in the National Flood Insurance Program (*NFIP*)? Yes/No

Inclusive dates of the disaster: \_\_\_\_\_

Was a local disaster declaration issued? Yes/ No (*Not applicable for Agriculture assistance only*)

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Pager ( ) \_\_\_\_\_ 24-Hour Duty Officer/Sheriff's Office ( ) \_\_\_\_\_

**INDIVIDUAL ASSISTANCE**

**Casualties:** (Contact local area hospitals)

- A. Number of Fatalities \_\_\_\_\_
- B. Number of Injuries \_\_\_\_\_
- C. Number Hospitalized \_\_\_\_\_

Number of homes isolated due to road closure (high water, etc.): \_\_\_\_\_

**Agricultural Losses:** (Contact the Farm Service Agency in your county)

Is agricultural assistance needed? Yes/ No If yes, please attach USDA flash situation report.

**Residential Losses - Primary Residence Only:** (*Local Damage Assessment*) See guidelines on page 4.

Type of Homes	Destroyed	Major Damage	Minor Damage	Affected	% Covered by Insurance
Single Family Homes					
Mobile Homes					
Multi-Family Units					
<b>Totals</b>					

Estimated number of persons whose situation will not be satisfied by volunteer organizations (Contact local volunteer organizations) \_\_\_\_\_

Are shelters opened? Yes/No      How many? \_\_\_\_\_

Name, location, capacity, and current occupancy of shelters?  
 \_\_\_\_\_  
 \_\_\_\_\_

**Business Losses/Impacts:**

	Number	# Covered by Adequate Insurance	Total estimated repair cost
Major Damage (greater than 40%)			\$
Minor Damage (less than 40%)			\$
<b>Totals</b>			\$

How many businesses have ceased operations: \_\_\_\_\_

How many businesses have experienced economic injury: \_\_\_\_\_

Estimated number of persons unemployed because of this disaster \_\_\_\_\_  
 (Contact affected businesses and the local Texas Workforce Commission Office)

**PUBLIC ASSISTANCE**

NOTE: All disaster related costs should be separated into the seven damage/work categories listed below:

Category	Subcategory	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
Debris Clearance			\$	\$
Emergency (EMS, Fire, Police)			\$	\$
Road & Bridge	Roads - Paved		\$	\$
	Roads - Unpaved		\$	\$
	Bridges - Destroyed		\$	\$
	Bridges - Closed & Repairable		\$	\$
	Bridges - Damaged & Serviceable		\$	\$
	Culverts - Totally washed away		\$	\$
	Culverts - Damaged & still in place		\$	\$
Water Control Facilities (Dams, levees, dikes)			\$	\$
Buildings & Equipment			\$	\$
Public Utility Systems (Gas, Electric, Sewer, Water)			\$	\$
Other (Recreational Facilities, Airports, etc.)			\$	\$
<b>Totals</b>			\$	\$

\* Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncovered loss from the estimated repair cost.



## RESIDENTIAL LOSS GUIDELINES

- Destroyed:** Structure is permanently uninhabitable and cannot be repaired. Look for the following:
- Structure gone, only foundation remains;
  - Major sections of walls missing or collapsed;
  - Entire roof gone with noticeable distortion of the walls;
  - Structure has shifted off of its foundation;
  - More than 4 feet of water, over 12" for mobile homes.
- Major:** Structure is currently uninhabitable and extensive repair is required to make it habitable. Look for the following:
- Portions of the roof, including decking, missing;
  - Twisted, bowed or cracked walls;
  - Penetration of structure by trees or cars, etc.;
  - 2 to 4 feet of water, 6" to 12" for mobile homes.
- Minor:** Structure is habitable with minor repairs. Look for the following:
- Many missing shingles, broken windows and doors;
  - Siding loose, missing or damaged;
  - Minor shifting or settling of foundation;
  - Damaged septic systems (flood);
  - 6" to 2 feet of water, less than 6" for mobile homes.
- Affected:** Structure is habitable. Some minor damage may be eligible for assistance. Look for the following:
- A few missing shingles;
  - Some broken windows;
  - Damage to cars;
  - Damage to Air Conditioner Compressor only;
  - Less than 6" of water.
- Estimating Insurance:** The following are general guidelines to estimating insurance coverage.
- Renters are less likely to have insurance.
  - Low income residents are less likely to have insurance.
  - Homeowners who are still paying off their mortgage will normally have the appropriate type of insurance.
  - Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance.
  - Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.



## Instructions for Site Assessment – Business Losses

- (1) County where the business is located
- (2) City, if in the corporate limits
- (3) Note the type of incident
- (4) Identify the team members
- (5) Date(s) of the incident
- (6) Date(s) of the survey
- (7) Page number
- (8) Reference number (for local use)
- (9) Name of business, tenant/owner, street address and phone number and type of business; note that if the business is renting building space, the building space, the building owner will need to be contacted to determine the extent of structure damage and percent of uninsured loss.
- (10) Estimated days business will be out of operation
- (11) Total number of employees
- (12) Number of employees in which unemployment insurance is carried
- (13) Fair replacement value, for this purpose, is the cost to replace equivalent real/personal property or the fair market value of the pre-disaster property whichever is less, for each potential applicant.
- (14) Estimated dollar loss
- (15) The amount of anticipated insurance. Anticipated insurance is normally calculated by subtracting any deductible, depreciated or uncovered loss from the estimated repair cost.
- (16) Percentage of uninsured loss. Uninsured loss for this purpose is the dollar amount of damage less any insurance received to repair that damage.
 
$$\frac{\text{Dollar value of uninsured loss}}{\text{Fair replacement value}} = \text{Percent of uninsured loss}$$
- (17) If column 16 is less than 40%, it is considered minor damage
- (18) If column 16 is greater than 40%, it is considered major damage



- (1) County where the damage is located
- (2) City if in the corporate limits
- (3) Note the type of incident
- (4) Identify the team members
- (5) Date(s) of the incident
- (6) Date(s) of the survey
- (7) Page number
- (8) Locally established reference number – 1, 2, 3...etc
- (9) Name of occupant, street address, phone number.
- (10) Type of Structure (SF – Single Family, MH – Mobile Home, MF – Multi-Family)
- (11) Damage Category – Destroyed, Major, Minor
- (12) Water Level in Structure (in feet)
- (13) Estimated income (High, Medium, Low)
- (14) Is structure occupied?
- (15) Own/Rent
- (16) Primary/Secondary Residence (If secondary structure is occupied; evaluate extent of damage and % of uninsured loss to the tenant" property and evaluate extent of damage and % of uninsured loss to the owner" property)
- (17) Fair Replacement Value (structure and contents)
- (18) Insurance coverage