



Duncanville City Council Meeting Agenda
City Council Briefing Room and City Council Chamber
Videoconference via ZOOM
Duncanville City Hall
203 E. Wheatland Road
Duncanville, TX 75116
(972) 780-5017

Tuesday, June 1, 2021
6:00 P.M. - Work Session/Briefing
7:00 P.M. - Regular Session

or immediately following the 6:00 pm Work Session/Briefing

City of Duncanville City Council meetings are available to all persons regardless of disability. The City of Duncanville offers Hearing Assistance Receivers for use during City Council Regular Sessions. If you require special assistance, please contact the City Secretary at (972)780-5017 or write 203 E. Wheatland Road, 75116, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purposes of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.

The City of Duncanville reserves the right to reconvene, recess or align the Regular Session or called Executive Session or order of business at any time prior to adjournment.

SUPPLEMENTAL NOTICE OF MEETING BY VIDEO CONFERENCE

In accordance with an Order of the Office of the Governor issued on March 16, 2020, as extended, the City Council for the City of Duncanville, Texas will conduct a City Council Regular Meeting in person and by video conference at 6:00 pm on Tuesday, June 1, 2021, in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") in an effort to slow the spread of the Coronavirus (COVID-19) pandemic.

This is an open meeting conducted by in person and video conference.

Due to limited seating in council chambers, persons or participants may attend by video conference in order to maintain safe social distance as provided in this notice.

To speak during Citizen Comments, you must register with the City Secretary before 4pm on Tuesday, June 1, 2021, email citysecretary@duncanville.com and title the email "Public Comment – June 1st". You will need to register with the link below and attend the meeting. During the Citizen Comments period of the agenda, the City Secretary will call your name and allow access to your camera and microphone for you to provide your comments. Feel free to email your comment to the City Secretary for the Mayor to read into the record for any unexpected technological issues that may arise.

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_sNAXltvERGeRf9hMJLxUMA

After registering, you will receive a confirmation email containing information about joining the webinar.

A recording of the video meeting will be made available to the public in accordance with the Open Meetings Act upon written request.

Page

WORK SESSION / BRIEFING

Citizen comments will not be heard during the Work Session/Briefing but will be heard during the Regular Session.

1. DISCUSS AGENDA ITEMS

2. BRIEFINGS / PRESENTATIONS

- | | | |
|----|--|---------|
| A. | Briefing on the request from the City of Dallas to Amend the Interlocal Agreement for Traffic Signal Operations and Maintenance. | 5 - 33 |
| | <u>Traffic Signal Operations and Maintenance</u> | |
| B. | Discuss speed control and safety options for S. Peach Street into Lion's Park. | 34 - 35 |
| | <u>S. Peach Street</u> | |
| C. | Winter Storm Uri Ancillary Cost Recovery. | 36 - 37 |
| | <u>Winter Storm Uri Ancillary Cost Recovery</u> | |
| D. | Discuss Annual City Council Calendar. | 38 - 41 |
| | <u>Annual City Council Calendar</u> | |
| E. | Discussion of City Council Rules of Procedure. | 42 |
| | <u>Council Rules of Procedure</u> | |

EXECUTIVE SESSION

None.

REGULAR SESSION - CONVENE INTO THE COUNCIL CHAMBERS (7:00 P.M. OR IMMEDIATELY FOLLOWING THE 6:00 PM WORK SESSION/BRIEFING)

CALL TO ORDER

INVOCATION

PLEDGES - PLEDGE OF ALLEGIANCE; TEXAS PLEDGE OF ALLEGIANCE

1. REPORTS

- A. Mayor's Report.
- B. Councilmembers' Reports
- C. City Manager's Report.

2. PROCLAMATIONS AND PRESENTATIONS

- A. Recognition of the Police Department.

3. CITIZENS' INPUT

"Pursuant to Section 551.007 of the Texas Gov't Code, any member of the public has the opportunity to address the City Council concerning any matter of public business or any posted agenda item; however, the Act prohibits the City Council from deliberating any issues not on the public agenda and such non-agenda issues may be referred to City staff for research and any future action; all

persons addressing are subject to council adopted rules and limitations permitted by law”

At this time, two-minute comments will be taken from the audience on any topic. To address the Council, please submit a fully-completed request card to the City Secretary prior to the beginning of the Citizens' Input portion of the Council meeting. In accordance with the Texas Open Meetings Act, the City Council cannot discuss issues raised or make any decisions at this time. Issues may be referred to City Staff for research and possible future action.

To speak in person or by video conference during Citizen Comments, you must register with the City Secretary before 4pm on Tuesday, June 1, 2021, email citysecretary@duncanville.com and title the email “Public Comment – June 1st. You will need to register with the link below and attend the meeting by video conference. During the Citizen Comments period of the agenda, the City Secretary will call your name and allow attendance in person access to your camera and microphone for you to provide your comments. Feel free to email your comment to the City Secretary for the Mayor to read into the record for any unexpected technological issues that may arise or unable to attend in person.

The City Secretary will still set a two-minute time limit on the comments as they are read.

4. CONSENT AGENDA

The following may be acted upon in one motion. A City Councilmember may request items be removed from the Consent Agenda for individual consideration.

- A. Consider the Minutes for the April 6, 2021 City Council Regular Meeting and the April 13, 2021 City Council Special Meeting. 43 - 61
[2021-04-06 - City Council - Minutes - UNAPPROVED](#)
[2021-04-13 - Special Meeting - Town Hall - Minutes - UNAPPROVED](#)

5. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consider a Resolution requesting the City Manager provide design alternatives along the Cedar Ridge Road corridor prior to starting the Cedar Ridge Road reconstruction design. 62 - 64
[Cedar Ridge Road Corridor](#)
- B. Consider a Resolution approving the terms and conditions of PSA-21-031 for Engineering Consultant Services for the Design of Cedar Ridge Rd. Street Reconstruction and Subsurface Utility Improvements from Big Stone Gap Rd. to W. Wheatland Rd. Professional Services Contract, with Dunaway Associates, LLC., in the proposed amount of \$417,035.00. 65 - 98
[Cedar Ridge Road Street Reconstruction and Subsurface Utility Improvements](#)
- C. Appoint City Councilmembers and private citizens to serve on the Audit Committee and designate a chairman for the committee. 99 - 103
[Audit Committee Appointments](#)
- D. Election of Mayor Pro Tem for 2021-2022. 104 - 105
[Elect Mayor Pro Tem](#)

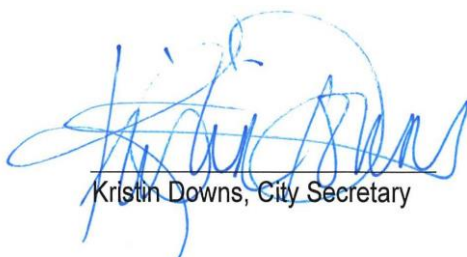
6. STAFF AND BOARD REPORTS

- A. Receive the Public Works Department Quarterly Report.
- B. Receive the Library Quarterly Report.
- C. Receive the Monthly Financial Report as of April 30, 2021.
[Monthly Financial Report](#)

106 - 119

ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Duncanville City Hall, a place convenient and readily accessible to the general public, as well as to the City's website www.duncanville.com and said Notice was posted on the following date and time: **Thursday, May 27, 2021 at 5:00 P.M.** and remained posted for at least two hours after said meeting was convened.



Kristin Downs, City Secretary

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

DE CONFORMIDAD CON LA SECCIÓN 30.07 DEL CÓDIGO PENAL (PREVARICACIÓN POR LICENCIATARIO CON UNA ARMA DE MANO LLEVADA ABIERTAMENTE), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411, CÓDIGO DE GOBIERNO (LEY DE LICENCIAS PARA PORTAR ARMAS), NO PUEDEN ENTRAR A LA SALA DE REUNIONES CON UNA ARMA DE MANO QUE SE PRACTICA ABIERTAMENTE.

"PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY HOLDER OF LICENSE TO CARRY A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUB-CHAPTER H, CHAPTER 411, GOVERNMENT CODE (CONCEALED HANDGUN LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN"

"DE ACUERDO CON LA SECCIÓN 30.06 DEL CÓDIGO PENAL (INGRESO SIN AUTORIZACIÓN DE UN PORTADOR DE UNA LICENCIA PARA LLEVAR UN ARMA CORTA OCULTA), UNA PERSONA CON LICENCIA SEGÚN EL SUBCAPÍTULO H, CAPÍTULO 411 DEL CÓDIGO DEL GOBIERNO (LEY PARA PORTAR ARMAS CORTAS OCULTAS), NO PUEDE INGRESAR A ESTA PROPIEDAD CON UN ARMA CORTA OCULTA"



STAFF REPORT

MEETING: City Council - 01 Jun 2021

TITLE:

Briefing on the request from the City of Dallas to Amend the Interlocal Agreement for Traffic Signal Operations and Maintenance.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- **2. Create high quality neighborhoods and parks**
 - **Goal 2: Maximize city and community resources to improve quality of life in a sustainable manner.**

STAFF RESPONSIBLE:

Bryan G. Ramey II, P.E., Director of Public Works

BACKGROUND/HISTORY:

The City of Duncanville and the City of Dallas initially entered into an Interlocal Agreement (ILA) for Traffic Signal Operations and Maintenance (O&M) on March 4, 2003 (Res No. 2003-03413). (Attachment 1)

Under the current ILA, the City of Dallas is responsible for O&M at the following intersections:

- Cockrell Hill Rd & Camp Wisdom Rd
- Cockrell Hill Rd & I-20
- Cockrell Hill Rd & San Juan/Gannon
- Cockrell Hill Rd & Skyline
- US-67 & Wheatland Rd
- Westmoreland Rd & Wheatland Rd

The City of Duncanville is currently responsible for O&M at the following intersections:

- Cockrell Hill Rd & Wheatland Rd
- Clark Rd & Camp Wisdom Rd
- Clark Rd & Wheatland Rd
- Clark Rd & Big Stone Gap
- Clark Rd & Daniieldale Rd
- Cedar Ridge Rd & Camp Wisdom Rd

On April 6, 2021, the City of Duncanville received a formal request (Attachment 2) from the City of Dallas asking the City of Duncanville to partner on a new traffic signal at the intersection of Clark Rd

& Summit Parc/West Ridge Rd. This request was based on a Warrant Study conducted by the City of Dallas (Attachment 3). The City of Dallas wants to amend the existing ILA to reflect the following:

1. City of Dallas will pay for signal design in compliance with Duncanville specifications (completed by Dallas already)
2. City of Dallas would pay for 2/3 cost of the signal construction and the City of Duncanville would pay for 1/3 construction cost capped at \$100K
3. The City of Duncanville would assume O&M responsibility for the signal for perpetuity. (City of Duncanville Traffic Superintendent estimates life cycle cost of \$293K over 20 years.)

Attachment 4 illustrates the locations of the current signals referenced in the current agreement as well as the location of the new signal.

POLICY EXPLANATION:

City Council feedback is requested regarding amending the Interlocal Agreement for Traffic Signal Operations & Maintenance.

FUNDING SOURCE:

N/A.

Contract Log #:

N/A

RECOMMENDATION:

No decisions are requested at the Briefing Session. Staff is requesting City Council feedback on how to proceed.

ATTACHMENTS:

[Attachment 1 - Reso No 2003-030413 - Interlocal Agreement - City of Dallas - Traffic Signal Operations](#)

[Attachment 2 - City of Dallas Letter Regarding New Signal at Clark-Summit Parc](#)

[Attachment 3 - Clark-Summit Parc Signal Warranty Study 2017-07-26](#)

[Attachment 4 - FY21 DPW Dallas & Duncanville Signals Map, 2021-05-05](#)

ATTACHMENT 1

Resolution No. 2003-030413

A RESOLUTION OF THE CITY COUNCIL OF DUNCANVILLE, TEXAS TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF DALLAS TO DEFINE RESPONSIBILITIES FOR TRAFFIC SIGNAL OPERATIONS, SIGNAGE, AND MARKINGS AT INTERSECTIONS ON THE BOUNDARY BETWEEN THE CITY OF DUNCANVILLE AND THE CITY OF DALLAS.

WHEREAS, the City of Duncanville and the City of Dallas desire to enter into an Interlocal Agreement to define which agency will assume traffic signal operations and maintenance services, and electrical costs for the traffic signals, signs, and markings at the intersections located on the boundary between the City of Duncanville and the City of Dallas; and,

WHEREAS, the Interlocal Cooperation Act, Chapter 791, Government Code, provides authorization for any local government to contract with one or more local governments to perform governmental functions and services under the terms of the Act; and,

WHEREAS, this Interlocal Agreement will supercede all previous interlocal agreements between the City of Duncanville and the City of Dallas concerning traffic signal operations and maintenance services, and electrical costs for traffic signals.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNCANVILLE:

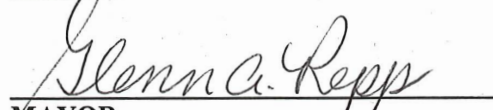
Section 1. That the City Manager is hereby authorized to execute, on the behalf of the City of Duncanville, an Interlocal Agreement with the City of Dallas to define which agency will assume traffic signal operations and maintenance services for the traffic signals located as described in the Agreement.

Section 2. A copy of the approved form of Agreement is attached hereto as Exhibit "A".

Section 3. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Duncanville and it is accordingly so resolved.

DULY PASSED AND APPROVED by the City Council of the City of Duncanville, Texas, on the 4th day of March, 2003.

APPROVED:


MAYOR

ATTEST:


CITY SECRETARY

ATTACHMENT 1
Exhibit "A"

THE STATE OF TEXAS §
§
COUNTY OF DALLAS §

INTERLOCAL AGREEMENT

WHEREAS, the City of Dallas, Texas, and the City of Duncanville, Texas, want to enter into an agreement for equal sharing of the traffic signal services, traffic signal maintenance services, and electricity costs for existing traffic operations signals in the City of Dallas and the City of Duncanville, Texas (hereinafter called "Signals"); and

WHEREAS, the Interlocal Cooperation Act, Chapter 791, Government Code, Vernon's Annotated Civil Statutes provides authorization for any local government to contract with one or more local governments to perform governmental functions and services under the terms of the Act; and

WHEREAS, this interlocal agreement will supersede all previous interlocal agreements between the City of Dallas and the City of Duncanville concerning signal engineering services, signal maintenance services, and electrical costs for signals.

NOW THEREFORE, THIS AGREEMENT is hereby made and entered into by the City of Dallas and the City of Duncanville upon and for the mutual consideration stated herein:

WITNESSETH:

Section I: The City of Dallas agrees to provide the following for the intersections listed below:

- (i) Traffic signal operations services, commencing on the effective date of this agreement.
- (ii) Traffic signal maintenance services, commencing on the effective date of this agreement.
- (iii) Maintenance and engineering services of signs and markings within 150'.
- (iv) Funding for electricity costs, commencing on the effective date of this agreement.

ATTACHMENT 1

INTERSECTIONS

Cockrell Hill Road and Camp Wisdom Road

Cockrell Hill Road and I.H. 20

Cockrell Hill Road and San Juan/Gannon

Cockrell Hill Road and Skyline

U.S. 67 and Wheatland Road

Westmoreland Road and Wheatland Road

Section II. The City of Duncanville agrees to provide the following for the intersections listed below:

- (i) Traffic signal engineering services, commencing on the effective date of this agreement.
- (ii) Traffic signal maintenance services, commencing on the effective date of this agreement.
- (iii) Maintenance and engineering services of signs and markings within 150'.
- (iv) Funding for electricity costs, commencing on the effective date of this agreement.

INTERSECTIONS

Cockrell Hill Road and Wheatland Road

Clark Road and Camp Wisdom Road

Clark Road and Wheatland Road

Clark Road and Big Stone Gap Road

Clark Road and Daniieldale Road

Cedar Ridge Road and Camp Wisdom Road

Section III: To the extent permitted by law, the City of Duncanville and the City of Dallas agree to defend, indemnify and hold each other harmless from any claims, demands, costs, judgments or other liability incurred by one party, arising out of any

ATTACHMENT 1

negligent act or omission of the other party, or their officers, agents, employees, or contractors, arising out of the performance of design, construction or other work or services under this Agreement.

Section IV: The services to be performed by each city shall be paid for from current revenues available to the paying party.

Section V: This agreement shall have a term of one year from the date hereof and shall automatically be renewed on each anniversary date for an additional year unless terminated by written notice by one of the parties hereto.

EXECUTED this the 5th day of March, 2003, by the City of Duncanville, pursuant to City Council Resolution No. 2003-030413, and by the City of Dallas, pursuant to City Council Resolution No. 00-2084, effective June 28, 2000.

CITY OF DALLAS
TEODORO J. BENAVIDES
City Manager

CITY OF DUNCANVILLE

BY Jill Jordan
Assistant City Manager

BY Kent Cagle
Kent Cagle, City Manager

APPROVED AS TO FORM:
MADELEINE B. JOHNSON
City Attorney

BY Jesus Escamilla
Assistant City Attorney

ATTACHMENT 1

COUNCIL CHAMBER

00 2084

June 28, 2000

WHEREAS, on April 27, 1994, Resolution 94-1604 authorized an Interlocal Agreement with the City of Duncanville in which the City of Dallas relinquished traffic signal services to the City of Duncanville at the intersection of Cockrell Hill and Gannon Drive; and,

WHEREAS, the City of Dallas and the City of Duncanville desire to enter into an Interlocal Agreement to define which agency will assume traffic signal operations and maintenance services, and electrical costs for the traffic signals, signs, and markings at the intersections located on the boundary between the City of Dallas and the City of Duncanville; and,

WHEREAS, the Interlocal Cooperation Act, Chapter 791, Government Code, Vernon's Annotated Civil Statutes provides authorization for any local government to contract with one or more local governments to perform governmental functions and services under the terms of the Act; and,

WHEREAS, this interlocal agreement will supercede all previous interlocal agreements between the City of Dallas and the City of Duncanville concerning traffic signal operations and maintenance services, and electrical costs for traffic signals.

Now, Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

Section 1. That the City Manager is hereby authorized to enter into an Interlocal Agreement with the City of Duncanville to define which agency will assume traffic signal operations and maintenance services for the traffic signals located on the boundary between the City of Dallas and the City of Duncanville.

Section 2. That the City Manager is hereby authorized to execute the agreement after it has been approved as to form by the City Attorney.

Section 3. That the City Secretary is hereby authorized to certify two (2) copies of this resolution for attachment to the original copies of the Interlocal Agreement.

APPROVED BY

Section 4. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas and it is accordingly so resolved.

JUN 28 2000

Distribution: Public Works and Transportation, Sandra Williams, OCMC, Room 101
Public Works and Transportation, Hazel Baker, L1BN
City Attorney
City Controller, Regina H. Givens
Budget and Management Services

Shirley Gay
City Secretary

APPROVED

HEAD OF DEPARTMENT

APPROVED

CITY CONTROLLER

APPROVED

CITY MANAGER



April 6, 2021

Via Email: bramey@duncanville.com and U.S. Postal Mail

Mr. Greg Ramey, P.E.
Public Works Director,
City of Duncanville
203 E. Wheatland Road
Duncanville, TX 75116

Subject: New Signal at Summit Parc Dr./W. Ridge Dr. and Clark Rd

Dear Mr. Ramey:

City of Dallas (COD) staff has been in ongoing discussions with you about the installation of a new signal at the intersection of Summit Parc Dr./W. Ridge Dr. and Clark Road, which was warranted in 2017 (warrant documentation was submitted via email on October 28, 2020). This intersection borders both the City of Dallas and the City of Duncanville. COD has advanced the design of this signal to the City of Duncanville's standards since this signal lies in the corridor that falls within the traffic signal maintenance purview of the City of Duncanville.

While we have had informal conversations, please consider this letter as our formal request to partner with the City of Duncanville on this project given its high interest and the safety implications this intersection presents to Dallas and Duncanville residents in that area. We propose the following:

1. COD will undertake the responsibility for the design of this signal in compliance with the City of Duncanville's requirements (complete).
2. COD will fund two thirds of the construction of the signal.
3. The City of Duncanville will contribute one third of the construction cost capped at \$100,000.
4. The City of Duncanville accepts the maintenance responsibility of this signal.

If acceptable, we will need to amend the existing interlocal maintenance agreement to be approved by our respective City Councils.

Thank you for your cooperation with the City of Dallas in this process and we look forward to your positive reply. If you have any additional questions, please feel free to contact Ghassan "Gus" Khankarli, Interim Director of the Department of Transportation, at 214-671-8451.

Sincerely,



Majed A. Al-Ghafry, P.E.
Assistant City Manager

cc: Casey Thomas II, Council Member, District 3, City of Dallas
T.C. Broadnax, City Manager, COD
Aretha R. Ferrell-Benavides, City Manager, City of Duncanville
Ghassan Khankarli, Interim Director, Department of Transportation, COD

ATTACHMENT 3

Memorandum

Date 08/4/2017

To File

From Kirk Houser
Sr Program Manager
Department of Street Services
Transportation Operations

Subject **Signal Warrant Study, Clark Road and Summit Parc**

A signal warrant study was performed for Clark Road and Summit Parc. The intersection met warrants for volume. A traffic signal is recommended for this intersection. Please review attached study. The City will build this signal using future city funding.

TxMUTCD Warrant Summary

Warrant	Satisfied
1 – Eight Hour	Met
2 – Four Hour	Met
3 – Peak Hour	Not Met Not Applicable
4 – Pedestrian Volume	Not Studied
5 – School Crossing	Not Applicable
6 – Coordinated Signal System	Not Met
7 – Crash History	Not Met, 2 correctable in 12 month period, minimum volume threshold not met.
8 – Roadway Network	Not Applicable
9 – Intersection Near a Grade Crossing	Not applicable

Attachments:
Signal Warrant Study
Approach Counts
Crash Summary
Speed Profile
Sight Distance Assessment

ATTACHMENT 3



City of Dallas
Department of Street Services
Transportation

Traffic Signal Warrant Study

Intersection Summit Parc and Clark Rd
(Request by Ida Piper Citizen
SR # 17-00203188 MCC? Y
Date of Request 5/1/2017

General Intersection Information

Major Street

Name: Clark Rd
lanes 3 Speed 53 Type 85th Percentile
Street Classification Major Arterial

Minor Street

Name: Summit Parc
lanes 1 % of Right Turns 15%
Street Classification Residential

Total Number of Intersection Approaches 4

Is this intersection near an office complex, manufacturing plant, industrial complex, or plants, industrial complexes, or high-occupancy vehicle facilities that attract or discharge large numbers of vehicles over a short time? No

Distance to nearest traffic signal 2230 ft

Accident History

(attach full history)

No. of Right-Angle Accidents:	<u>2</u>
No. of Left-Turn Accidents:	<u>0</u>
No. of Other Accidents Potentially Correctible with Signal:	<u>0</u>
Total Potentially Correctible:	<u>2</u>

Traffic Signal Warrant Study
Spreadsheet version 5.2.6
Date 7/19/2017

ATTACHMENT 3



City of Dallas
Department of Street Services
Transportation

Traffic Signal Warrant Study

Location Summit Parc crossing Clark Rd (Ridge Dr)
Minor street Major Street

Information about Traffic Signals

Advantages of Traffic Signals

- Signals offer the maximum degree of control at intersections. They relay messages of both what to do and what not to do. The primary function of any traffic signal is to assign right of way to conflicting movements of traffic at an intersection, and it does this by permitting conflicting streams of traffic to share the same intersection by means of time separation.
- By alternately assigning right of way to various traffic movements, signals provide for the orderly movement of conflicting flows. They may interrupt extremely heavy flows to permit the crossing of minor movements that could not otherwise move safely through the intersection.
- When properly timed, traffic signals increase the traffic handling capacity of an intersection, and when installed under conditions that justify its use, it is a valuable device for improving the safety and efficiency of both pedestrian and vehicular traffic. In particular, signals may reduce certain types of accidents, most notably the angle (broadside) collision.

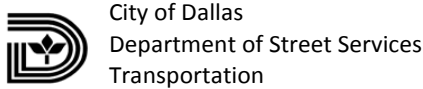
Disadvantages of Traffic Signals

- While many people realize that traffic signals can reduce the number of angle collisions at an intersection, few realize that signals can also cause an increase in other types of accidents. For example, it has been well documented that other types of accidents, notably rear-end collisions, usually increase when a signal is installed.
- Normally, traffic engineers are willing to trade off an increase in rear-end collisions for a decrease in the more severe angle accidents; however, when there is no angle accident problem at an intersection, there is nothing to trade off, and the installation of traffic signals can actually cause a deterioration in the overall safety at the intersection. Traffic signals should not be considered a "cure-all" for traffic congestion, and the primary goal of all traffic engineers is to attain the safest and most efficient traffic flow feasible.
- In addition to an increase in accident frequency, unjustified traffic signals can also cause excessive delays, disobedience of signals and diversion of traffic to inadequate alternate routes.
- Traffic signals are much more costly than is commonly realized, even though they represent a sound public investment when justified. A modern signal can cost taxpayers between \$150,000 and \$300,000 to install, depending on the complexity of the intersection and the characteristics of the traffic using it.

What are the effects of an unjustified traffic signal?

- Because of the widespread belief that traffic signals offer the solution to all intersection traffic-control and accident problems, a number of signals have been installed nationwide where no legitimate operational warrant exists. Traffic records clearly show that the attitudes and misunderstandings that sometimes lead to unjustified installations should be resisted. It is important that the selection and use of this traffic control device be preceded by a thorough study of traffic and roadway conditions and that the determination of the type of control and method of operation be based on the study data.
- Traffic signals should be used only where lesser forms of control have proven ineffective because signals almost always create more "overall intersection delay." In fact, minor movements may experience excessive delay, particularly if the signal is improperly timed. As a result, many drivers switch to less desirable alternate routes or to residential streets to avoid the added delay.

ATTACHMENT 3



Traffic Signal Warrant Study Summary

Location Summit Parc crossing Clark Rd (Ridge Dr)
Minor street Major Street

From Texas Manual on uniform Traffic Control Devices	2011 edition	revision	2
Warrant 1, Eight-Hour Vehicular Volume	Met		
Warrant 2, Four-Hour Vehicular Volume	Met		
Warrant 3, Peak Hour	Not Met	Not Applicable	
Warrant 4, Pedestrian Volume	Not Studied		
Warrant 5, School Crossing	Not Applicable		
Warrant 6, Coordinated Signal System	Not Met		
Warrant 7, Crash Experience	Not Met		
Warrant 8, Roadway Network	Not Met		
Warrant 9, Intersection Near a Grade Crossing	Not Applicable		

A traffic signal is recommended at this time

Installation of Traffic Signals is regulated by State law. State law requires that a Traffic Signal Warrant study be performed following the guidelines in the Texas Manual on Uniform Traffic Control Devices (TXMUTCD) to determine whether a location shall have a traffic signal. Only locations that meet minimum requirements specified in the TXMUTCD qualify for installation of traffic signals.

Explanation Signal Warrants

- Warrant 1, Eight-Hour Vehicular Volume**
This warrant criteria is met when there is a large volume of intersecting traffic for at least 8 hours out of a day. This warrant is also met if the traffic volume on the major street is so heavy that the traffic on the minor street suffers excessive delay.
- Warrant 2, Four-Hour Vehicular Volume**
The Four-Hour Vehicular Volume signal warrant conditions are intended to be applied where the volume of intersecting traffic is the principal reason to consider installing a traffic control signal.
- Warrant 3, Peak Hour**
The Peak Hour signal warrant is intended for use at a location where traffic conditions are such that for a minimum of 1 hour of an average day, the minor-street traffic suffers undue delay when entering or crossing the major streets. This signal warrant shall be applied only in unusual cases, such as office complexes, manufacturing plants, industrial complexes, or high-occupancy vehicle facilities that attract or discharge large numbers of vehicles over a short period of time..
- Warrant 4, Pedestrian Volume**
The Pedestrian Volume signal warrant is intended for application where the traffic volume on a major street is so heavy that pedestrians experience excessive delay in crossing the major street.
- Warrant 5, School Crossing**
The School Crossing signal warrant is intended for application where the fact that school children cross the major street is the principal reason to consider installing a traffic control signal. This warrant checks to see if there are sufficient gaps in the traffic to allow school children to cross.
- Warrant 6, Coordinated Signal System**
Progressive movement in a coordinated signal system sometimes necessitates installing traffic control signals at intersections where they would not otherwise be needed in order to maintain proper platooning of vehicles.
- Warrant 7, Crash Experience**
Traffic signals can reduce some types of crashes, particularly right angle collisions. To meet this warrant at least 5 right angle have to have occurred within 1 year.
- Warrant 8, Roadway Network**
Installing a traffic control signal at some intersections might be justified to encourage concentration and organization of traffic flow on a roadway network. This warrant looks at a street's classification on an adopted master transportation plan. The City of Dallas has a Master Thoroughfare Plan.
- Warrant 9, Intersection Near a Grade Crossing**
The Intersection Near a Grade Crossing signal warrant is intended for use at a location where none of the conditions described in the other eight traffic signal warrants are met, but the proximity to the intersection of a grade crossing on an intersection approach controlled by a STOP or YIELD sign is the principal reason to consider installing a traffic control signal.

ATTACHMENT 3

Signal Warrant Study

Vehicle Counts

Count Date
6/14/2017

Day of Week
Wednesday

Pedestrian
Count Date

Time Period	Major Street		Minor Street		Pedestrians crossing Major
	NB	SB	EB	WB	
12 - 1 AM	82	155	5	4	
1 - 2 AM	60	84	3	2	
2 - 3 AM	47	63	5	3	
3 - 4 AM	57	55	3	4	
4 - 5 AM	167	60	4	7	
5 - 6 AM	543	120	14	33	
6 - 7 AM	1005	255	14	93	
7 - 8 AM	1146	495	48	100	
8 - 9 AM	859	427	14	76	
9 - 10 AM	548	404	45	47	
10 - 11 AM	457	425	23	43	
11 A - 12 P	505	503	33	67	
12 - 1 PM	544	675	34	76	
1 - 2 PM	501	605	36	83	
2 - 3 PM	557	643	27	39	
3 - 4 PM	485	921	27	54	
4 - 5 PM	534	1085	31	61	
5 - 6 PM	616	1259	30	43	
6 - 7 PM	642	1083	33	64	
7 - 8 PM	537	890	41	46	
8 - 9 PM	493	741	15	51	
9 - 10 PM	442	615	14	63	
10 - 11 PM	338	434	20	27	
11PM - 12AM	172	291	4	10	
SubTotal	11337	12288	523	1096	

Warrant 1 Eight Hour Volumes

	Name	#lanes	Speed Type
Major Street	Clark Rd (Ridge)	3	53 85th Percentile
Minor Street	Summit Parc	1	

Test 1	Condition A or Condition B, volumes 100%	Not Met	
Test 2	Condition A and Condition B, volumes 80%	Not Met	
Test 3	If speed > 40 mph, Condition A or B, volumes 70%	Met	Applicable
Test 4	If speed > 40 mph, Condition A and B, volumes 56%	Not Met	Applicable

Warrant 1 **Met**

Count Date 6/14/2017 Day of Week Wednesday

Major street volume required	600	900	480	720	420	630	336	504
Minor Street volume required	150	75	120	60	105	53	84	42

Time Period	Major Street Both Approaches	Minor Street Greater Volume of the Two Approaches	Percentage of Right Turns	Adjusted Minor Street Traffic	Condition A 100%	Condition B 100%	Condition A 80%	Condition B 80%	Condition A 70%	Condition B 70%	Condition A 56%	Condition B 56%
12 - 1 AM	237	5	15%	4	0	0	0	0	0	0	0	0
1 - 2 AM	144	3	15%	3	0	0	0	0	0	0	0	0
2 - 3 AM	110	5	15%	4	0	0	0	0	0	0	0	0
3 - 4 AM	112	4	15%	3	0	0	0	0	0	0	0	0
4 - 5 AM	227	7	15%	6	0	0	0	0	0	0	0	0
5 - 6 AM	663	33	15%	28	0	0	0	0	0	0	0	0
6 - 7 AM	1260	93	15%	79	0	1	0	1	0	1	0	1
7 - 8 AM	1641	100	15%	85	0	1	0	1	0	1	1	1
8 - 9 AM	1286	76	15%	65	0	0	0	1	0	1	0	1
9 - 10 AM	952	47	15%	40	0	0	0	0	0	0	0	0
10 - 11 AM	882	43	15%	37	0	0	0	0	0	0	0	0
11 A - 12 P	1008	67	15%	57	0	0	0	0	0	1	0	1
12 - 1 PM	1219	76	15%	65	0	0	0	1	0	1	0	1
1 - 2 PM	1106	83	15%	71	0	0	0	1	0	1	0	1
2 - 3 PM	1200	39	15%	33	0	0	0	0	0	0	0	0
3 - 4 PM	1406	54	15%	46	0	0	0	0	0	0	0	1
4 - 5 PM	1619	61	15%	52	0	0	0	0	0	0	0	1
5 - 6 PM	1875	43	15%	37	0	0	0	0	0	0	0	0
6 - 7 PM	1725	64	15%	54	0	0	0	0	0	1	0	1
7 - 8 PM	1427	46	15%	39	0	0	0	0	0	0	0	0
8 - 9 PM	1234	51	15%	43	0	0	0	0	0	0	0	1
9 - 10 PM	1057	63	15%	54	0	0	0	0	0	1	0	1
10 - 11 PM	772	27	15%	23	0	0	0	0	0	0	0	0
11PM - 12AM	463	10	15%	9	0	0	0	0	0	0	0	0

0 Not Met	2 Not Met	0 Not Met	5	0 Not Met	8 Met	1 Not Met	11
Test 1 "Either"		Test 2 "Both"		Test 3 "Either" Applicable		Test 4 "Both" Applicable	

ATTACHMENT 3

Warrant 2 Four Hour Volumes

	Name	#lanes	Speed Type
Major Street	Clark Rd (Ridge	3	53 85th Percentile
Minor Street	Summit Parc	1	

Volumes exceed minimum required for at least 4 hours **Met**
Figure 4C-2, Four Hour Warrant, Major Street 2 lanes or more, Minor Street 1 lane, Speed > 40 mph

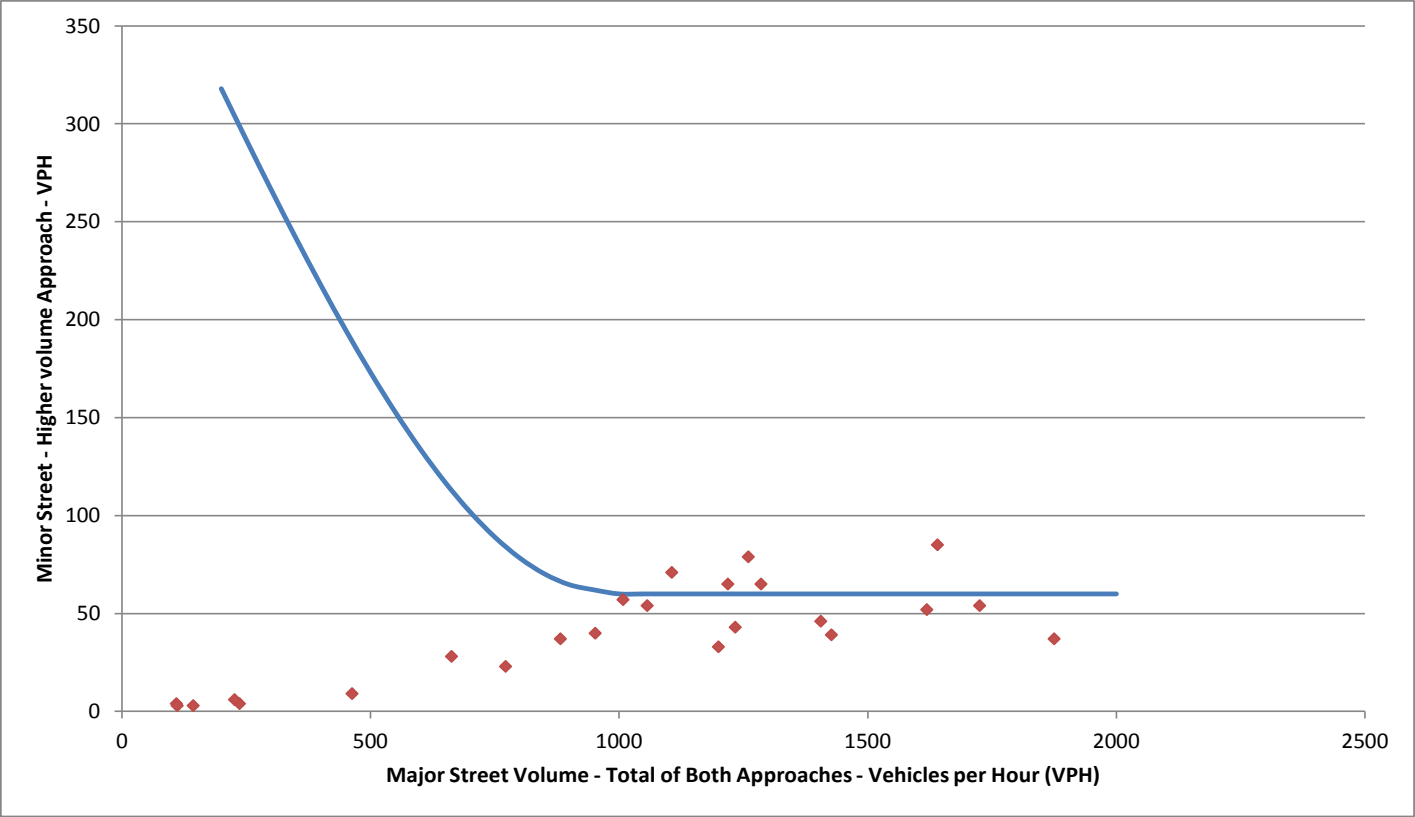
Count Date 6/14/2017 Day of Week Wednesday

Time Period	Major Street Both Approaches	Minor Street Greater Volume of the Two Approaches	Percentage of Right Turns	Adjusted Minor Street Traffic	Minor street volume required	Meets?
12 - 1 AM	237	5	15%	4	299	0
1 - 2 AM	144	3	15%	3	347	0
2 - 3 AM	110	5	15%	4	365	0
3 - 4 AM	112	4	15%	3	364	0
4 - 5 AM	227	7	15%	6	304	0
5 - 6 AM	663	33	15%	28	113	0
6 - 7 AM	1260	93	15%	79	60	1
7 - 8 AM	1641	100	15%	85	60	1
8 - 9 AM	1286	76	15%	65	60	1
9 - 10 AM	952	47	15%	40	62	0
10 - 11 AM	882	43	15%	37	66	0
11 A - 12 P	1008	67	15%	57	60	0
12 - 1 PM	1219	76	15%	65	60	1
1 - 2 PM	1106	83	15%	71	60	1
2 - 3 PM	1200	39	15%	33	60	0
3 - 4 PM	1406	54	15%	46	60	0
4 - 5 PM	1619	61	15%	52	60	0
5 - 6 PM	1875	43	15%	37	60	0
6 - 7 PM	1725	64	15%	54	60	0
7 - 8 PM	1427	46	15%	39	60	0
8 - 9 PM	1234	51	15%	43	60	0
9 - 10 PM	1057	63	15%	54	60	0
10 - 11 PM	772	27	15%	23	84	0
11PM - 12AM	463	10	15%	9	189	0

5
Met

4 required

Figure 4C-2, Four Hour Warrant, Major Street 2 lanes or more, Minor Street 1 lane, Speed > 40 mph



ATTACHMENT 3

Warrant 3 Peak Hour Volume

	Name	#lanes	Speed Type
Major Street	Clark Rd (Ridge C	3	53 85th Percentile
Minor Street	Summit Parc	1	

Total Number of Intersection Approaches 4

NOTE: This signal warrant shall be applied only in unusual cases, such as office complexes, manufacturing plants, industrial complexes, or high-occupancy vehicle facilities that attract or discharge large numbers of vehicles over a short time.

This warrant **Not Applicable**

Peak Hour Warrant Summary
Delay Test **Not Met** Volume Test **Met** Warrant 3 **Not Met**
Either Delay Test or Volume Test must meet and warrant must be Applicable

Delay Test Not necessary because this warrant Not Applicable

Minor Street Delay		required	
AM	Total Peak Hour Delay	4.0	Not Met
Minor Street	Peak Hour Volume	100	Not Met
Total Volume entering intersection		800	Not Met
All 3 criteria must be met			Not Met

Note Delay data not collected because minimum volume thresholds not met

Minor Street Delay		required	
PM	Total Peak Hour Delay	4.0	Not Met
Minor Street	Peak Hour Volume	100	Not Met
Total Volume entering intersection		800	Not Met
All 3 criteria must be met			Not Met

Note Delay data not collected because minimum volume thresholds not met

ATTACHMENT 3

Warrant 4 Pedestrian Volume

	Name	Speed Type
Major Street	Clark Rd (Ridge Dr)	53 85th Percentile
Minor Street	Summit Parc	

Pedestrian Study Performed?	No	Not Studied
Pedestrian Warrant Summary		Not Studied

Four Hour Volume Test	Not Met
Peak Hour volume Test	Not Met

Count Date	Not Studied	Day of the Week	Not Studied
------------	-------------	-----------------	-------------

Time Period	Pedestrian Volume		Four Hour Test		Peak Hour Test	
	Major Street Both Approaches	Crossing Major Street	Ped Volume Required	Meets?	Ped Volume Required	Meets?
12 - 1 AM	237	0	318	0	492	0
1 - 2 AM	144	0	389	0	581	0
2 - 3 AM	110	0	416	0	616	0
3 - 4 AM	112	0	415	0	614	0
4 - 5 AM	227	0	325	0	501	0
5 - 6 AM	663	0	101	0	209	0
6 - 7 AM	1260	0	75	0	93	0
7 - 8 AM	1641	0	75	0	93	0
8 - 9 AM	1286	0	75	0	93	0
9 - 10 AM	952	0	75	0	109	0
10 - 11 AM	882	0	75	0	128	0
11 A - 12 P	1008	0	75	0	97	0
12 - 1 PM	1219	0	75	0	93	0
1 - 2 PM	1106	0	75	0	93	0
2 - 3 PM	1200	0	75	0	93	0
3 - 4 PM	1406	0	75	0	93	0
4 - 5 PM	1619	0	75	0	93	0
5 - 6 PM	1875	0	75	0	93	0
6 - 7 PM	1725	0	75	0	93	0
7 - 8 PM	1427	0	75	0	93	0
8 - 9 PM	1234	0	75	0	93	0
9 - 10 PM	1057	0	75	0	93	0
10 - 11 PM	772	0	75	0	164	0
11PM - 12AM	463	0	181	0	319	0

4 required	0	1 required	0
	Not Met		Not Met

ATTACHMENT 3



City of Dallas
Department of Street Services
Transportation

Warrant 5 School Crossing Pedestrian Gap Study

Location Summit Parc crossing Clark Rd (Ridge Dr)
Minor street Major Street

Is this intersection at a School Crossing? No
This Warrant is Not Applicable

Width of Crosswalk 0 ft Adequate Gap 5 s
Gap = (Width / 3.5 fps) + 5 sec

Is there a median refuge? N (Y/N)
If so, consider evaluating gaps separately

School Crossing Warrant Summary Not Applicable

Distance to nearest traffic signal 2230 ft must be ≥ 300 ft Criteria
Met

Morning

time of first student 0:00 AM
time of last student 0:00 AM
number of minutes 0 = number of gaps required

number of adequate gaps 0 Not Met
number of students 0 must be ≥ 20 Not Met

Afternoon

time of first student 0:00 PM
time of last student 0:00 PM
number of minutes 0 = number of gaps required

number of adequate gaps 0 Not Met
number of students 0 must be ≥ 20 Not Met

Note:

Before a decision is made to install a traffic control signal, consideration shall be given to the implementation of other remedial measures, such as warning signs and flashers, school speed zones, school crossing guards, or a grade-separated crossing.

ATTACHMENT 3



City of Dallas
Department of Street Services
Transportation

Traffic Signal Warrant 6 - Coordinated Signal System

Location Summit Parc crossing Clark Rd (Ridge Dr)
Minor street Major Street

Distance to nearest traffic signal 2230 ft should be ≥ 1000 ft **Met**

Are adjacent signals so far apart that adequate platooning is not provided? **No**

Coordinated Signal System Warrant **Not Met**

Traffic Signal Warrant 7 - Crash Experience

No. of Right-Angle Accidents: **2**
No. of Left-Turn Accidents: **0**
No. of Other Accidents Potentially Correctible with Signal: **0**

Total Potentially Correctible: **2**

Requirement: 5 total potentially correctable within 12 month period
Volume - Either Warrant 1 Condition A 80% or Condition B 80% met **Not Met** **Met** } Both Required

Crash Experience Warrant **Not Met**

See attached full Crash History

Traffic Signal Warrant 8 - Roadway Network

The need for a traffic control signal shall be considered if an engineering study finds that the common intersection of two or more major routes meets one or both of the following criteria:

- | | |
|------------|--|
| <u>Yes</u> | A. The intersection has a total existing, or immediately projected, entering volume of at least 1,000 vehicles per hour during the peak hour of a typical weekday and has 5-year projected traffic volumes, based on an engineering study, that meet one or more of Warrants 1, 2, and 3 during an average weekday; or |
| <u>Yes</u> | B. The intersection has a total existing or immediately projected entering volume of at least 1,000 vehicles per hour for each of any 5 hours of a non-normal business day (Saturday or Sunday). |

A major route as used in this signal warrant shall have at least one of the following characteristics:

Clark Rd (Ridge)Summit Parc		
Yes	No	A. It is part of the street or highway system that serves as the principal roadway network for through traffic flow.
No	No	B. It includes rural or suburban highways outside, entering, or traversing a city.
Yes	No	C. It appears as a major route on an official plan, such as a major street plan in an urban area traffic and transportation study.
No	No	D. It connects areas of principal traffic generation.
No	No	E. It has surface street freeway or expressway ramp terminals.

Is <u>Clark Rd (Ridge)</u>	a major route?	Yes	Street Classification:	Major Arterial
Is <u>Summit Parc</u>	a major route?	No	Street Classification:	Residential

To meet Warrant, both streets must be major routes

Are both streets major routes? **No**

Roadway Network Warrant **Not Met**

Average Daily Traffic Volumes
Quality Traffic Data, LLC

QTD PROJECT #	2017204 - 011	SITE COORDINATES	N/A
ON STREET	Clark Rd (N/S)	START DATE	Monday, June 12, 2017
OFF STREET	Summit Parc Dr (E/W)	LOCATION	Dallas, TX

AM COUNTS							PM COUNTS						
	NB	SB	EB	WB				NB	SB	EB	WB		
00:00	29	65	2	5			12:00	164	170	10	19		
00:15	28	35	0	0			12:15	155	169	6	12		
00:30	17	30	1	0			12:30	150	156	6	5		
00:45	20	94	27	157	0	3	12:45	124	593	153	649	15	37
01:00	19	26	0	3		6	13:00	126	174	6	7	56	1334
01:15	9	33	0	3			13:15	132	150	6	20		
01:30	12	21	0	2			13:30	139	164	9	12		
01:45	17	57	18	98	1	1	13:45	162	558	167	655	3	24
02:00	16	16	0	2		9	14:00	135	171	9	14	51	1288
02:15	15	16	0	0			14:15	132	175	9	14		
02:30	18	16	0	2			14:30	135	159	8	21		
02:45	8	57	11	59	0	0	14:45	124	526	172	627	2	28
03:00	14	14	1	1		4	15:00	124	182	3	5	8	57
03:15	10	20	0	0			15:15	118	212	2	3		
03:30	27	18	0	0			15:30	134	241	4	12		
03:45	22	73	13	65	0	1	15:45	136	522	241	876	1	10
04:00	19	11	0	2		1	16:00	124	230	4	15	16	36
04:15	31	15	2	4			16:15	116	249	4	16		
04:30	46	23	1	1			16:30	119	297	3	12		
04:45	52	148	14	63	1	4	16:45	107	456	254	1030	13	24
05:00	88	17	2	2		7	17:00	139	289	6	10	6	49
05:15	117	21	1	9		18	17:15	147	265	8	15		
05:30	181	30	2	11			17:30	146	329	6	14		
05:45	185	571	34	102	2	7	17:45	153	565	304	1187	8	29
06:00	206	36	8	22		40	18:00	158	290	6	13	6	45
06:15	233	55	4	27			18:15	156	278	7	19		
06:30	260	66	5	11			18:30	139	305	5	14		
06:45	273	972	88	245	13	30	18:45	135	569	259	1132	8	26
07:00	310	86	7	21		74	19:00	124	260	10	9	27	73
07:15	291	109	9	36			19:15	125	193	11	12		
07:30	292	151	15	35			19:30	118	221	10	16		
07:45	294	1187	149	495	3	34	19:45	109	476	192	866	13	44
08:00	248	104	4	27		118	20:00	120	167	9	16	18	55
08:15	199	102	4	19			20:15	106	170	8	20		
08:30	188	107	9	16			20:30	105	162	5	10		
08:45	158	793	104	417	2	19	20:45	108	439	156	654	3	25
09:00	160	95	3	21		84	21:00	112	155	7	11	12	63
09:15	145	91	16	23			21:15	102	137	10	9		
09:30	126	103	5	11			21:30	111	115	2	11		
09:45	144	575	114	403	12	36	21:45	81	406	121	529	6	25
10:00	138	103	9	16		71	22:00	77	119	5	7	6	32
10:15	111	100	4	8			22:15	76	88	4	1		
10:30	110	115	14	10			22:30	65	86	2	1		
10:45	113	472	98	416	10	37	22:45	55	223	75	369	3	14
11:00	78	118	8	8		43	23:00	69	81	4	2	11	666
11:15	125	110	11	11			23:15	46	80	1	1		
11:30	121	126	7	13			23:30	48	78	3	0		
11:45	139	463	142	496	2	28	23:45	28	191	72	311	4	12
TOTALS:	5462	3016	200	501	9179		TOTALS:	5623	8932	297	538	15390	

SPLIT	59.5%	32.9%	2.2%	5.5%	37.4%	SPLIT	36.5%	58.0%	1.9%	3.5%	62.6%
PEAK HOUR	07:00	11:45	06:45	07:15	07:00	PEAK HOUR	17:30	17:30	19:00	18:00	17:30
PH VOLUME	1187	637	44	124	1834	PH VOLUME	613	1201	44	73	1893
PHF	0.96	0.94	0.73	0.86	0.93	PHF	0.97	0.91	0.85	0.68	0.96

DAY'S TOTAL				
NB	SB	EB	WB	TOTAL
11085	11948	497	1039	24569



QUALITY TRAFFIC DATA, LLC

Phone: 887-852-4355 Fax: 877-877-3698 Info@QualityTrafficData.com

Average Daily Traffic Volumes Quality Traffic Data, LLC

PROJECT NO.:	2017204 - 011	DATE COLLECTED:	N/A
ON STREET:	Clark Rd (N/S)	START DATE:	Tuesday, June 13, 2017
OPPOSITE STREET:	Summit Parc Dr (E/W)	LOCATION:	Dallas, TX

AM COUNTS								PM COUNTS											
	NB	SB	EB	WB				NB	SB	EB	WB								
00:00	28	50	1	4				12:00	176	156	5	29							
00:15	29	53	1	1				12:15	164	171	2	16							
00:30	17	34	0	0				12:30	153	153	8	20							
00:45	22	96	37	174	0	2	0	5	277	12:45	118	611	160	640	12	27	14	79	1357
01:00	19	20	2	0						13:00	137	160	9	21					
01:15	16	24	1	0						13:15	108	150	10	21					
01:30	19	19	1	0						13:30	133	160	9	18					
01:45	20	74	36	99	0	4	0	177	13:45	94	473	152	627	5	33	16	76	1208	
02:00	11	13	0	1						14:00	143	156	8	30					
02:15	10	17	0	0						14:15	135	156	5	6					
02:30	20	24	1	6						14:30	136	162	7	8					
02:45	12	53	21	75	2	3	2	9	140	14:45	119	533	176	650	2	22	8	52	1257
03:00	10	10	0	0						15:00	143	193	3	6					
03:15	17	8	0	0						15:15	128	189	6	17					
03:30	22	18	0	2						15:30	118	205	7	22					
03:45	13	62	12	48	0	0	1	3	113	15:45	121	510	237	824	5	21	10	55	1410
04:00	24	18	1	0						16:00	123	266	10	15					
04:15	28	12	1	2						16:15	126	267	5	6					
04:30	63	16	1	4						16:30	149	254	5	10					
04:45	71	186	24	70	1	4	0	6	266	16:45	124	522	283	1079	7	37	13	41	1663
05:00	79	21	0	3						17:00	162	285	11	12					
05:15	135	33	3	4						17:15	160	300	8	19					
05:30	175	28	8	12						17:30	136	303	6	16					
05:45	209	598	37	119	1	12	26	45	774	17:45	145	603	321	1209	10	35	12	59	1906
06:00	201	45	1	25						18:00	148	316	1	16					
06:15	230	58	10	16						18:15	144	314	5	14					
06:30	278	74	2	16						18:30	165	283	11	8					
06:45	325	1034	97	274	11	24	23	80	1412	18:45	141	568	281	1194	9	36	14	52	1870
07:00	310	64	9	12						19:00	142	242	5	10					
07:15	306	96	5	31						19:15	137	231	10	12					
07:30	299	148	14	21						19:30	131	186	15	19					
07:45	285	1200	165	473	6	34	26	90	1797	19:45	133	543	126	635	12	42	10	51	1471
08:00	249	119	9	13						20:00	136	180	9	15					
08:15	219	112	5	20						20:15	138	171	8	10					
08:30	182	96	3	19						20:30	132	157	12	14					
08:45	192	842	80	407	10	27	25	77	1353	20:45	127	523	134	642	11	40	9	48	1263
09:00	166	94	10	24						21:00	110	158	11	3					
09:15	159	104	4	16						21:15	108	157	3	18					
09:30	141	103	7	14						21:30	107	133	7	11					
09:45	141	607	95	396	14	35	17	71	1109	21:45	92	417	130	528	2	23	13	45	1063
10:00	116	85	7	9						22:00	90	120	9	9					
10:15	117	101	7	19						22:15	78	105	2	0					
10:30	129	120	3	16						22:30	66	108	2	5					
10:45	112	474	117	423	6	23	16	60	980	22:45	55	289	92	425	1	14	1	15	743
11:00	109	107	7	14						23:00	53	79	2	2					
11:15	126	119	6	7						23:15	48	87	0	2					
11:30	96	128	9	17						23:30	39	59	0	1					
11:45	117	448	163	517	8	30	13	51	1046	23:45	27	167	61	285	0	7	6	11	466
TOTALS:	5674	3075	198	497	9444					TOTALS:	5798	8980	312	587	15677				

SPLIT	60.1%	32.6%	2.1%	5.3%	37.6%	SPLIT	37.0%	57.3%	2.0%	3.7%	62.4%
PEAK HOUR	06:45	11:45	06:45	07:15	07:00	PEAK HOUR	12:00	17:30	19:15	13:15	17:15
PH VOLUME	1240	643	39	91	1797	PH VOLUME	611	1254	46	85	1917
PHF	0.95	0.94	0.70	0.73	0.93	PHF	0.92	0.98	0.77	0.71	0.98

DAY'S TOTAL					
NB	SB	EB	WB	TOTAL	
11472	12055	510	1084	25121	



QUALITY TRAFFIC DATA, LLC

Phone: 887-852-4355 Fax: 877-877-3698 info@QualityTrafficData.com

Average Daily Traffic Volumes Quality Traffic Data, LLC

PROJECT NO.	2017204 - 011	SPR COORDINATOR	N/A
ON STREET	Clark Rd (N/S)	START DATE	Wednesday, June 14, 2017
CONVEYANCE	Summit Parc Dr (E/W)	LOCATION	Dallas, TX

AM COUNTS										PM COUNTS									
NB		SB		EB		WB				NB		SB		EB		WB			
00:00	25	42	0	1						12:00	153	191	13	23					
00:15	24	44	3	2						12:15	130	156	8	20					
00:30	18	32	2	1						12:30	139	176	6	20					
00:45	15	82	37	155	0	5	0	4	246	12:45	122	544	152	675	7	34	76	1329	
01:00	15	25	0	2						13:00	120	160	4	20					
01:15	20	30	3	0						13:15	132	140	8	25					
01:30	14	16	0	0						13:30	120	147	16	22					
01:45	11	60	13	84	0	3	0	2	149	13:45	119	501	158	605	8	36	16	83	1225
02:00	12	17	2	0						14:00	150	125	9	11					
02:15	16	16	0	2						14:15	140	162	4	5					
02:30	10	17	0	0						14:30	140	161	9	15					
02:45	9	47	13	63	3	5	1	3	118	14:45	127	557	185	643	5	37	8	39	1266
03:00	12	17	1	0						15:00	102	179	4	16					
03:15	12	12	2	0						15:15	124	245	9	11					
03:30	18	14	0	0						15:30	146	252	6	14					
03:45	15	57	12	55	0	3	4	4	119	15:45	113	485	245	921	8	27	13	54	1487
04:00	25	14	0	0						16:00	120	258	6	19					
04:15	36	8	3	4						16:15	150	287	7	12					
04:30	49	15	0	1						16:30	132	271	10	10					
04:45	57	167	23	60	1	4	2	7	238	16:45	132	534	269	1085	6	31	20	61	1711
05:00	80	24	0	2						17:00	132	293	8	7					
05:15	139	26	8	6						17:15	162	309	9	8					
05:30	152	33	3	16						17:30	148	331	6	22					
05:45	172	543	37	120	3	14	9	33	710	17:45	174	616	326	1259	7	30	6	45	1948
06:00	233	45	0	26						18:00	164	273	10	3					
06:15	216	55	4	20						18:15	158	281	7	21					
06:30	272	81	4	17						18:30	167	260	7	13					
06:45	284	1005	74	255	6	14	30	93	1367	18:45	153	642	269	1083	9	33	27	64	1822
07:00	285	87	13	18						19:00	114	259	10	15					
07:15	302	104	10	20						19:15	133	225	15	14					
07:30	280	142	11	30						19:30	151	224	5	13					
07:45	279	1146	162	495	14	48	32	100	1789	19:45	139	537	182	892	11	41	4	46	1514
08:00	256	127	3	25						20:00	121	164	1	12					
08:15	215	92	2	19						20:15	125	194	7	9					
08:30	201	110	7	19						20:30	126	188	3	11					
08:45	187	859	98	427	2	14	13	76	1376	20:45	121	493	195	741	4	15	19	51	1300
09:00	136	105	8	17						21:00	131	162	6	19					
09:15	150	82	15	14						21:15	118	157	3	21					
09:30	136	105	13	8						21:30	99	156	5	12					
09:45	126	548	112	404	9	45	8	47	1044	21:45	91	442	141	616	0	14	11	63	1135
10:00	125	106	6	13						22:00	85	116	8	4					
10:15	122	97	6	12						22:15	95	111	3	10					
10:30	108	113	6	10						22:30	82	109	7	7					
10:45	102	457	109	425	5	23	8	43	948	22:45	76	359	98	414	2	20	6	27	819
11:00	115	108	7	14						23:00	57	69	0	3					
11:15	123	124	11	12						23:15	47	71	0	2					
11:30	141	122	6	17						23:30	41	61	2	2					
11:45	126	505	149	503	9	33	24	67	1108	23:45	27	172	70	281	2	4	3	10	477
TOTALS:	5476	3046	211	479	9212					TOTALS:	5861	9243	312	617	16033				

SPLIT	59.4%	33.1%	2.3%	5.2%	36.5%	SPLIT	36.6%	57.6%	1.9%	3.8%	63.5%
PEAK HOUR	06:45	11:45	07:00	07:15	07:15	PEAK HOUR	17:45	17:00	13:15	13:00	17:15
PH VOLUME	1151	672	48	107	1797	PH VOLUME	663	1259	41	83	1958
PHF	0.95	0.88	0.86	0.84	0.92	PHF	0.94	0.95	0.64	0.83	0.95

DAY'S TOTAL				
NB	SB	EB	WB	TOTAL
11337	12289	523	1096	25245



QUALITY TRAFFIC DATA, LLC

Phone: 887-852-4355 Fax: 877-877-3698 Info@QualityTrafficData.com

Average Daily Traffic Volumes
Quality Traffic Data, LLC

CDL PROJECT NO.:	2017204 - 011	SPR. COORDINATOR:	N/A
ON STREET:	Clark Rd (N/S)	START DATE:	Thursday, June 15, 2017
CROSS STREET:	Summit Parc Dr (E/W)	LOCATION:	Dallas, TX

AM COUNTS									PM COUNTS								
	NB	SB	EB	WB						NB	SB	EB	WB				
00:00	42	51	0	3						12:00	151	162	9	16			
00:15	31	43	2	1						12:15	136	152	5	21			
00:30	25	40	0	0						12:30	141	164	4	8			
00:45	17	115	40	174	0	2	1	5	296	12:45	125	553	148	475	10	35	11 56 1263
01:00	18	40	1	1						13:00	146	152	6	19			
01:15	19	32	0	3						13:15	106	147	7	13			
01:30	17	21	0	4						13:30	141	165	7	15			
01:45	14	68	22	115	0	1	3	11	195	13:45	132	525	146	610	6	26	19 66 1227
02:00	14	11	0	1						14:00	140	178	6	19			
02:15	14	19	0	2						14:15	129	169	15	17			
02:30	9	23	0	3						14:30	143	185	6	10			
02:45	10	47	20	73	1	1	0	6	127	14:45	113	530	198	730	8	37	12 58 1355
03:00	18	16	2	1						15:00	109	185	5	10			
03:15	23	14	1	0						15:15	109	209	6	19			
03:30	23	18	1	0						15:30	148	216	3	16			
03:45	19	83	13	61	0	4	2	3	151	15:45	123	489	258	868	10	24	8 53 1434
04:00	22	11	1	0						16:00	140	241	7	8			
04:15	32	16	1	4						16:15	129	255	7	11			
04:30	68	16	1	1						16:30	138	281	8	7			
04:45	55	177	27	70	0	3	4	9	259	16:45	126	533	378	1055	6	28	11 37 1653
05:00	90	21	0	0						17:00	141	310	7	26			
05:15	126	30	4	16						17:15	149	315	9	6			
05:30	170	21	2	6						17:30	139	323	6	12			
05:45	185	571	42	114	3	9	16	38	732	17:45	138	567	285	1253	15	37	20 64 1901
06:00	212	53	4	25						18:00	132	303	10	22			
06:15	220	66	8	29						18:15	141	312	7	16			
06:30	248	77	4	11						18:30	163	285	4	15			
06:45	309	989	98	294	9	25	22	87	1395	18:45	133	569	284	1184	13	34	13 66 1853
07:00	322	66	11	26						19:00	131	249	11	7			
07:15	299	107	10	28						19:15	144	261	13	16			
07:30	264	131	8	28						19:30	142	198	8	13			
07:45	287	1172	150	454	14	43	24	106	1775	19:45	139	556	182	893	7	30	6 42 1527
08:00	265	117	7	27						20:00	156	209	12	21			
08:15	194	113	8	17						20:15	123	210	7	9			
08:30	212	100	4	27						20:30	156	176	7	16			
08:45	179	850	94	424	10	29	22	93	1396	20:45	117	552	170	785	8	34	13 59 1410
09:00	131	105	7	21						21:00	129	164	4	9			
09:15	181	102	7	15						21:15	123	174	4	10			
09:30	150	99	14	19						21:30	119	162	5	12			
09:45	128	590	103	409	5	33	14	69	1101	21:45	117	488	161	661	0	13	5 36 1198
10:00	132	98	7	6						22:00	103	140	5	8			
10:15	114	109	7	18						22:15	86	124	2	7			
10:30	104	125	9	16						22:30	75	138	4	7			
10:45	110	460	109	441	7	30	11	51	982	22:45	56	320	90	501	3	14	2 24 859
11:00	120	117	7	17						23:00	69	76	1	5			
11:15	120	135	3	23						23:15	61	107	1	10			
11:30	117	115	7	17						23:30	46	69	2	3			
11:45	142	499	166	533	5	22	11	68	1122	23:45	40	216	55	307	3	7	5 23 553
TOTALS:	5621	3162	202	546	9531					TOTALS:	5898	9430	321	584	16233		

SPLIT	59.0%	33.2%	2.1%	5.7%	37.0%	SPLIT	36.3%	58.1%	2.0%	3.6%	63.0%
PEAK HOUR	06:45	11:45	07:00	07:15	07:00	PEAK HOUR	19:15	17:00	18:45	17:45	17:00
PH VOLUME	1194	644	43	107	1775	PH VOLUME	581	1233	45	73	1901
PHF	0.93	0.97	0.77	0.96	0.93	PHF	0.98	0.95	0.87	0.83	0.98

DAY'S TOTAL					
NB	SB	EB	WB	TOTAL	
11519	12592	523	1130	25764	



QUALITY TRAFFIC DATA, LLC

Phone: 887-852-4355 Fax: 877-877-3698 Info@QualityTrafficData.com

Average Daily Traffic Volumes Quality Traffic Data, LLC

PROJECT NO.:	2017204 - 011	GPS COORDINATES:	N/A
ON STREET:	Clark Rd (N/S)	START DATE:	Friday, June 16, 2017
SPONSOR STREET:	Summit Parc Dr (E/W)	LOCATION:	Dallas, TX

AM COUNTS							PM COUNTS						
	NB	SB	EB	WB				NB	SB	EB	WB		
00:00	45	51	0	3			12:00	163	198	10	12		
00:15	24	62	1	0			12:15	148	177	7	13		
00:30	21	37	0	1			12:30	146	143	10	25		
00:45	21	111	40	190	1	2	12:45	139	585	166	689	12	39
01:00	24	37	0	2			13:00	132	172	5	16		
01:15	24	36	1	2			13:15	144	156	4	8		
01:30	14	31	0	1			13:30	137	170	5	10		
01:45	8	70	26	130	1	2	13:45	126	539	153	651	7	31
02:00	20	32	0	1			14:00	131	182	6	4		
02:15	11	31	0	0			14:15	123	194	13	11		
02:30	16	27	0	4			14:30	145	194	10	17		
02:45	18	65	19	109	2	2	14:45	138	537	192	762	8	37
03:00	13	17	3	0			15:00	160	218	12	10		
03:15	26	20	0	0			15:15	128	212	4	23		
03:30	20	25	2	0			15:30	133	221	11	26		
03:45	18	77	18	80	0	5	15:45	148	569	270	921	4	31
04:00	21	15	1	0			16:00	149	235	5	18		
04:15	22	9	1	2			16:15	151	230	5	10		
04:30	55	15	0	6			16:30	142	282	2	16		
04:45	58	156	19	58	1	3	16:45	133	575	273	1020	9	21
05:00	79	24	0	1			17:00	129	307	16	30		
05:15	137	30	4	4			17:15	151	297	6	17		
05:30	160	34	2	11			17:30	180	287	14	14		
05:45	178	554	32	120	5	11	17:45	152	612	279	1170	11	47
06:00	187	56	3	16			18:00	141	298	8	18		
06:15	201	61	3	15			18:15	186	268	7	25		
06:30	235	67	2	10			18:30	170	322	11	21		
06:45	254	877	95	279	6	14	18:45	138	635	256	1144	11	37
07:00	250	82	5	32			19:00	168	235	20	14		
07:15	250	86	12	24			19:15	166	207	10	10		
07:30	240	131	9	17			19:30	134	223	11	18		
07:45	255	995	151	450	3	29	19:45	143	616	184	849	6	47
08:00	229	131	8	29			20:00	141	176	3	21		
08:15	182	95	8	18			20:15	129	195	9	14		
08:30	191	106	5	23			20:30	135	173	5	6		
08:45	199	761	108	440	6	27	20:45	122	527	167	711	10	27
09:00	157	105	8	21			21:00	126	156	7	8		
09:15	157	103	22	24			21:15	146	149	10	19		
09:30	154	106	15	7			21:30	134	151	3	5		
09:45	137	605	135	449	17	62	21:45	128	534	162	618	3	23
10:00	139	128	9	8			22:00	119	142	5	13		
10:15	127	123	4	15			22:15	90	143	3	7		
10:30	133	124	9	16			22:30	83	151	3	5		
10:45	127	526	131	506	8	30	22:45	91	387	143	570	1	12
11:00	129	119	1	13			23:00	91	105	1	4		
11:15	117	165	8	8			23:15	78	116	2	7		
11:30	132	141	6	17			23:30	81	104	3	6		
11:45	142	520	169	594	5	20	23:45	53	303	105	430	1	7
TOTALS:	5317	3405	207	458	9387		TOTALS:	6426	9544	349	672	16991	

SPLIT	56.6%	36.3%	2.2%	4.9%	35.6%	SPLIT	37.8%	56.2%	2.1%	4.0%	64.4%
PEAK HOUR	07:00	11:45	09:15	07:00	07:15	PEAK HOUR	18:15	17:00	18:30	17:45	17:45
PH VOLUME	995	692	63	98	1600	PH VOLUME	662	1170	52	88	1941
PHF	0.98	0.87	0.72	0.77	0.92	PHF	0.85	0.95	0.65	0.88	0.93

DAY'S TOTAL				
NB	SB	EB	WB	TOTAL
11743	12949	556	1130	26378



QUALITY TRAFFIC DATA, LLC

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Average Daily Traffic Volumes
Quality Traffic Data, LLC

PROJECT NO.	2017204 - 011	DATE COLLECTED	N/A
ON STREET	Clark Rd (N/S)	START DATE	Saturday, June 17, 2017
CROSS STREET	Summit Parc Dr (E/W)	LOCATION	Dallas, TX

AM COUNTS										PM COUNTS										
	NB	SB	EB	WB		NB	SB	EB	WB		NB	SB	EB	WB						
00:00	52	96	4	2		12:00	149	188	3	9										
00:15	49	84	3	1		12:15	146	183	11	12										
00:30	34	76	1	1		12:30	138	170	6	13										
00:45	38	173	60	316	1	9	3	7	505		12:45	157	598	191	712	4	24	22	56	1382
01:00	34	57	1	4		13:00	196	187	13	25										
01:15	32	57	1	4		13:15	195	164	5	13										
01:30	26	46	0	2		13:30	189	180	11	14										
01:45	22	114	50	210	1	3	6	16	343		13:45	169	665	193	724	10	39	16	68	1496
02:00	29	55	1	2		14:00	188	265	10	11										
02:15	20	43	0	2		14:15	176	196	0	15										
02:30	14	35	0	0		14:30	152	206	8	6										
02:45	17	80	36	169	1	2	2	6	257		14:45	174	692	188	795	10	38	5	37	1542
03:00	11	30	1	0		15:00	171	179	10	7										
03:15	21	33	1	0		15:15	161	182	10	10										
03:30	15	32	0	3		15:30	175	206	8	15										
03:45	17	64	22	117	0	2	0	3	186		15:45	158	665	175	742	6	34	21	53	1494
04:00	17	21	0	0		16:00	168	178	7	9										
04:15	16	21	2	0		16:15	179	199	9	23										
04:30	27	22	1	4		16:30	164	195	15	5										
04:45	32	92	19	83	1	4	2	6	185		16:45	169	680	176	748	8	39	7	44	1511
05:00	34	37	0	4		17:00	162	192	10	13										
05:15	44	18	3	0		17:15	163	186	6	19										
05:30	60	23	0	6		17:30	161	183	11	14										
05:45	44	182	33	111	1	4	6	16	313		17:45	149	635	185	745	9	36	16	62	1479
06:00	79	35	0	0		18:00	196	186	9	19										
06:15	76	48	3	7		18:15	154	205	10	21										
06:30	82	62	2	8		18:30	148	181	12	9										
06:45	72	309	68	213	2	7	2	17	546		18:45	152	610	214	776	12	45	10	58	1488
07:00	96	66	1	10		19:00	196	187	9	10										
07:15	105	69	6	2		19:15	139	188	19	21										
07:30	83	80	2	20		19:30	168	150	5	20										
07:45	103	387	88	303	5	14	9	41	745		19:45	140	603	169	814	8	41	13	64	1402
08:00	107	98	4	11		20:00	150	160	10	14										
08:15	123	100	5	16		20:15	155	149	1	11										
08:30	131	101	10	18		20:30	129	185	1	14										
08:45	144	505	120	419	11	30	8	53	1007		20:45	113	547	164	658	5	17	16	55	1277
09:00	125	118	10	7		21:00	134	165	6	14										
09:15	175	124	10	11		21:15	129	169	11	9										
09:30	133	138	11	18		21:30	122	144	3	8										
09:45	152	585	122	502	8	39	25	61	1187		21:45	130	515	130	608	7	27	6	37	1187
10:00	131	119	18	20		22:00	123	132	4	7										
10:15	133	133	4	13		22:15	115	147	6	10										
10:30	116	150	9	14		22:30	104	143	0	8										
10:45	137	517	129	531	9	40	11	58	1146		22:45	108	450	139	561	4	14	4	39	1054
11:00	162	159	8	14		23:00	94	127	5	9										
11:15	147	158	11	18		23:15	93	118	3	4										
11:30	157	167	9	20		23:30	79	112	1	6										
11:45	135	601	181	665	12	40	17	69	1375		23:45	69	335	93	450	3	12	1	20	817
TOTALS:	3609	3639	194	353	7795	TOTALS:	6977	8214	354	584	16129									

SPLIT	46.3%	46.7%	2.5%	4.5%	32.6%	SPLIT	43.3%	50.9%	2.2%	3.6%	67.4%
PEAK HOUR	10:45	11:45	09:15	09:30	11:15	PEAK HOUR	13:30	13:45	19:30	12:45	13:30
PH VOLUME	603	702	47	76	1381	PH VOLUME	710	800	52	74	1571
PHF	0.93	0.93	0.65	0.76	0.98	PHF	0.96	0.97	0.68	0.74	0.97

DAY'S TOTAL				
NB	SB	EB	WB	TOTAL
10586	11853	548	937	23924



QUALITY TRAFFIC DATA, LLC

Phone: 887-852-4355 Fax: 877-877-3698 Info@QualityTrafficData.com

Average Daily Traffic Volumes
Quality Traffic Data, LLC

UTS PROJECT #	2017204 - 011	UTS COORDINATOR	N/A
ON STREET	Clark Rd (N/S)	START DATE	Sunday, June 18, 2017
CROSS STREET	Summit Parc Dr (E/W)	LOCATION	Dallas, TX

AM COUNTS						PM COUNTS					
	NB	SB	EB	WB			NB	SB	EB	WB	
00:00	47	88	2	5		12:00	147	161	10	10	
00:15	62	84	1	3		12:15	152	161	6	19	
00:30	58	87	1	6		12:30	155	161	8	11	
00:45	55	222	54	313	1 5 4 18	558	12:45	173	627	169	652 6 30 10 50 1359
01:00	53	58	0	7		13:00	158	161	7	12	
01:15	37	60	0	1		13:15	165	163	5	8	
01:30	33	58	3	0		13:30	161	162	10	7	
01:45	27	150	50	226	1 4 2 10	390	13:45	159	643	154	640 5 27 5 32 1342
02:00	30	57	0	2		14:00	151	159	8	5	
02:15	26	43	3	0		14:15	137	149	7	8	
02:30	21	33	0	2		14:30	158	152	9	10	
02:45	13	90	40	173	0 3 1 5	271	14:45	147	586	162	631 10 34 12 35 1286
03:00	15	44	1	0		15:00	152	147	13	19	
03:15	17	35	0	0		15:15	132	142	12	12	
03:30	14	31	0	0		15:30	129	134	8	11	
03:45	12	58	26	136	0 1 0 0	195	15:45	120	533	174	587 7 40 6 48 1218
04:00	19	21	0	0		16:00	146	173	18	13	
04:15	16	19	1	0		16:15	155	170	10	2	
04:30	20	15	0	0		16:30	140	159	2	13	
04:45	16	71	21	76	0 1 0 0	148	16:45	143	582	146	648 10 40 18 46 1326
05:00	25	22	1	0		17:00	146	165	11	17	
05:15	21	23	0	2		17:15	147	157	3	19	
05:30	24	18	3	0		17:30	161	142	5	1	
05:45	34	104	22	85	0 4 5 7	200	17:45	160	614	160	625 13 32 19 56 1327
06:00	20	24	0	0		18:00	156	157	8	13	
06:15	35	26	0	0		18:15	149	163	14	17	
06:30	49	31	0	0		18:30	136	158	10	7	
06:45	45	149	37	118	2 2 1 1	270	18:45	131	571	157	635 6 38 17 54 1298
07:00	44	38	3	0		19:00	127	158	10	13	
07:15	57	58	5	4		19:15	122	160	8	17	
07:30	51	51	3	4		19:30	112	147	9	7	
07:45	40	192	87	234	7 18 6 14	458	19:45	114	475	156	621 8 35 14 51 1182
08:00	62	77	2	11		20:00	124	150	6	18	
08:15	108	66	8	2		20:15	125	130	13	18	
08:30	103	98	9	11		20:30	98	142	10	4	
08:45	111	384	95	336	7 26 5 29	775	20:45	130	477	142	564 10 39 12 52 1132
09:00	118	109	7	16		21:00	129	130	10	16	
09:15	131	102	8	10		21:15	125	133	11	8	
09:30	129	115	10	5		21:30	106	139	10	7	
09:45	148	526	109	435	13 38 13 44	1043	21:45	118	478	124	526 8 39 11 42 1085
10:00	134	106	7	19		22:00	103	115	2	4	
10:15	119	125	7	13		22:15	98	111	4	17	
10:30	159	133	5	19		22:30	90	110	5	5	
10:45	152	564	129	493	5 24 22 73	1154	22:45	70	366	80	416 2 13 10 36 831
11:00	148	152	10	17		23:00	61	85	1	10	
11:15	146	139	15	16		23:15	57	81	3	4	
11:30	145	132	9	18		23:30	49	68	1	5	
11:45	157	596	139	562	5 39 12 63	1260	23:45	42	308	55	289 3 8 4 23 528
TOTALS:	3106	3187	165	264	6722		TOTALS:	6180	6834	375	525 13914

SPLIT	46.2%	47.4%	2.5%	3.9%	32.6%	SPLIT	44.4%	49.1%	2.7%	3.8%	67.4%
PEAK HOUR	11:45	11:45	10:45	10:30	11:45	PEAK HOUR	12:45	15:45	15:15	16:30	12:45
PH VOLUME	611	622	39	74	1314	PH VOLUME	657	676	45	67	1377
PHF	0.97	0.97	0.65	0.84	0.97	PHF	0.96	0.97	0.63	0.88	0.96

DAY'S TOTAL				
NB	SB	EB	WB	TOTAL
9286	10021	540	789	20636



QUALITY TRAFFIC DATA, LLC

Phone: 887-852-4355 Fax: 877-877-3698 Info@QualityTrafficData.com

ATTACHMENT 3

SPEED PROFILE

Clark Rd (N/S) - Summit Parc Dr (E/W) (COMBINED)

GTQ PROJECT #	2017204 - 012	GPS COORDINATES	0
ON STREET	Clark Rd (N/S)	START DATE	Tuesday, June 13, 2017
CROSS STREETS	Summit Parc Dr (E/W)	VICINITY	Dallas, TX

Time	0 - < 15	15 - < 20	20 - < 25	25 - < 30	30 - < 35	35 - < 40	40 - < 45	45 - < 50	50 - < 55	55 - < 60	60 - < 65	65 - < 70	70 - < 200	Total
0:00	0	2	0	0	10	26	63	124	25	14	4	2	0	270
1:00	0	0	0	2	2	16	44	87	12	8	0	2	0	173
2:00	0	0	0	0	2	12	32	44	20	10	8	0	0	128
3:00	0	0	0	0	2	12	28	36	16	10	4	2	0	110
4:00	0	0	0	2	3	17	47	104	44	26	10	2	1	256
5:00	2	2	0	0	6	16	88	226	197	138	36	8	0	717
6:00	0	2	0	0	10	20	128	434	368	235	104	8	1	1308
7:00	2	8	6	4	6	47	322	550	450	182	84	7	3	1673
8:00	2	0	0	2	26	62	260	436	312	106	34	5	0	1249
9:00	0	0	2	2	24	60	212	348	248	64	16	4	1	1003
10:00	2	0	0	0	20	58	176	308	219	60	28	5	1	897
11:00	0	2	8	4	12	92	232	298	190	104	20	4	1	965
12:00	0	0	0	2	20	108	262	449	294	88	26	2	0	1251
13:00	4	0	0	2	18	74	298	371	234	54	30	12	2	1099
14:00	0	0	0	2	10	86	263	409	272	106	22	11	2	1183
15:00	0	0	0	2	26	72	374	450	266	104	34	3	3	1334
16:00	0	0	0	8	22	86	444	694	200	106	26	6	0	1592
17:00	0	2	4	10	18	66	494	659	366	132	50	7	4	1612
18:00	0	0	0	10	6	34	490	675	354	188	28	7	0	1792
19:00	0	0	2	2	20	66	341	561	258	104	22	2	0	1378
20:00	0	2	0	2	24	76	253	530	194	72	16	6	0	1175
21:00	0	0	0	4	24	128	319	352	130	30	10	0	0	895
22:00	0	0	0	4	16	78	240	244	98	24	10	2	0	714
23:00	0	0	0	10	20	54	152	137	56	14	6	4	0	453
Total	12	20	22	74	351	1362	5588	8624	4823	2021	630	111	19	23527
% of Total	0%	0%	0%	0%	1%	6%	24%	36%	20%	9%	3%	0%	0%	

PERCENTILE SPEEDS:	10%	15%	50%	85%	90%
	39.5 mph	40.5 mph	46.6 mph	53.2 mph	55.1 mph

SPEED EXCEEDED:	15 MPH	25 MPH	35 MPH	45 MPH	55 MPH	65 MPH
	99.9%	99.8%	98.0%	68.6%	11.8%	0.6%
	23515	23473	23048	16128	2781	130

10 MPH PACE:	SPEED	NUMBER IN PACE	% IN PACE
	40 - 50 MPH	14082	59.9%



QUALITY TRAFFIC DATA, LLC

Phone: 877-852-4355 Fax: 877-877-3698 Info@QualityTrafficData.com

SIGHT DISTANCE FIELD ASSESSMENT FORM - MINOR STREET MOVEMENTS

LOCATION:

Clark - Summit

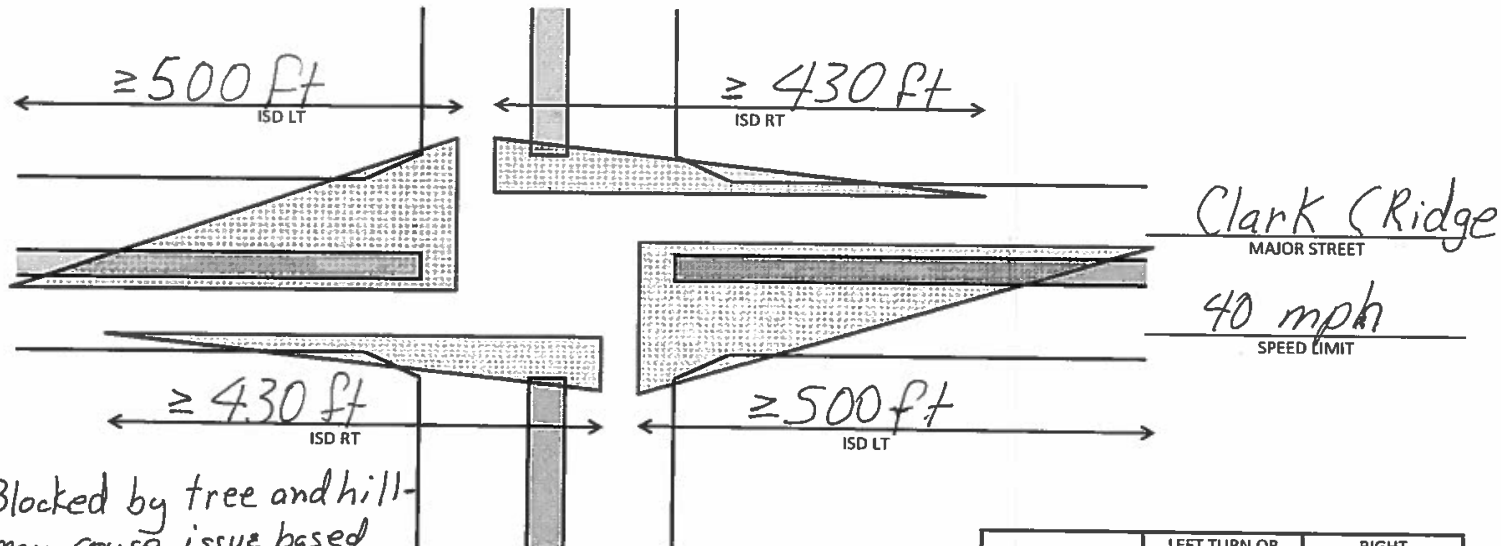
DATE:

7-25-17

COMPLETED BY:

Michael Potter

(indicate with arrow)



SPEED (MAJOR)	LEFT TURN OR THROUGH FROM STOP	RIGHT TURN FROM STOP
MPH	FT	FT
30	335	290
35	390	335
40	445	385
(45)	500	430
50	555	480

Ref. AASHTO Green Book, 2004 ed., Pp. 661, 664

Attachment 4 – Map of Signal Locations Referenced in Agreement

1. Cedar Ridge & Camp Wisdom

2. Clark & Camp Wisdom

3. Wheatland & Cockrell Hill

4. Clark & Wheatland

5. Clark & Big Stone Gap

6. Clark & Daniieldale



NEW: Clark Rd & Summit Parc/West Ridge

1. Cockrell Hill & Camp Wisdom

2. Cockrell Hill & I-20

3. Cockrell Hill & San Juan/Gannon

4. Cockrell Hill & Skyline

5. Wheatland & US-67

6. Wheatland & Westmoreland



STAFF REPORT

MEETING: City Council - 01 Jun 2021

TITLE:

Discuss speed control and safety options for S. Peach Street into Lion's Park.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- 2. Create high quality neighborhoods and parks
 - Goal 2: Maximize city and community resources to improve quality of life in a sustainable manner.

STAFF RESPONSIBLE:

Bart Stevenson, Director of Parks and Recreation

BACKGROUND/HISTORY:

Item requested by Councilmember Don McBurnett via the City Manager.

Regarding citizen concerns for traffic speed on S. Peach Street as it enters Lion's Park. In addition to speed concerns, the downhill topography of the roadway into the park also hinders sight of a trail crosswalk that connects the looped trail within the park. Lastly, the large parking lot is currently without islands or curb stops and thus misused by motorists performing illegal and dangerous driving maneuvers.

Staff will discuss options for slowing traffic into the park, making the trail crosswalk safer for pedestrians, and adding curb stops for all the parking spaces. The roadway into the park is located on City property and there are no direct impacts to any homes or outside properties. The City has implemented speed control solutions in several parks including Lakeside Park, Harrington Park and Alexander Park. Lion's Park is a well utilized park that includes a high school baseball field, playground, and looped trail.

POLICY EXPLANATION:

Staff is seeking City Council feedback and direction in this matter. Since there are no properties impacted other than City-owned property, there are no policies or ordinances relevant to this issue.

FUNDING SOURCE:

FY21 General Fund Operations

Contract Log #:

N/A

RECOMMENDATION:

Staff is seeking City Council feedback and direction regarding speed control and safety options for S. Peach Street into Lion's Park.



STAFF REPORT

MEETING: City Council - 01 Jun 2021

TITLE:

Winter Storm Uri Ancillary Cost Recovery.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

STAFF RESPONSIBLE:

Richard Summerlin, CPA, CGFO

Finance Director

BACKGROUND/HISTORY:

For transparency, Finance Director, Richard Summerlin is an elected member of the TCAP (Texas Coalition for Affordable Power) Board of Directors. Board members are elected by TCAP member cities and Finance Director Summerlin was re-elected in December 2020. He has served on the Board of Directors since January 2017. Duncanville has been a member of TCAP since 2001.

Winter Storm Uri was unprecedented and devastating to the State of Texas. The City of Duncanville has a fixed rate contract (for energy only) with TCAP converting to SHP (Strategic Hedging Program) at the end of calendar year 2022. Gexa is the contracted REP (Retail Electric Provider) for TCAP. TCAP members' monthly bill is comprised of three main components. The energy rate (billed by Gexa secured through TCAP), the transmission and distribution rate (billed by Gexa but provided by Oncor), and the ancillary charges rate (typically very low, paid by TCAP and never billed by Gexa). The PUC (Public Utility Commission) approves the transmission and distribution rate (Oncor) that covers the cost to get electricity to users and typically changes annually. ERCOT (Electric Reliability Council Of Texas) sets the ancillary charges rate that ensures grid reliability and typically changes hourly. Since we are members of TCAP, there were no extreme energy rate fluctuations as some other customers experienced. However, the winter storm caused unprecedented peaks in the ERCOT ancillary service charge which is now being assessed to every consumer within ERCOT, not just TCAP members.

Ancillary Services are reliability products procured by ERCOT to maintain the stability and reliability of the electric grid. These services consist of payments to generators to stand ready to provide additional generation or load relief needed to balance the electric grid during times of rapid change. Without these services, the system could suffer from inferior quality electricity that can damage motors and appliances including the possibility of collapsing the entire grid. Recovery from a grid collapse could take weeks to restore and at one point ERCOT was within seconds of grid collapse during the winter storm. ERCOT bills the cost of ancillary services to REPs and are commonly passed on to consumers in various ways. Normally, the cost of ancillary services is very small as there is often a large amount of excess unused generation capacity available on the grid. During the winter storm, ERCOT lost about half of its' total generation capacity. Without enough generation to meet demand, ERCOT was forced to call for outages. With little generation capacity in reserve, the price of these products rose to levels that had never been experienced in the ERCOT market. In addition, it was discovered during the winter storm

that the market price cap that was meant to set an absolute ceiling price on energy did not extend to ancillary services and the price rose to a level far in excess of the energy price ceiling. This resulted in the PUC's Independent Market Monitor recommending to the PUC and ERCOT that these prices be capped at the energy ceiling price during this event. ERCOT and the PUC ignored the recommendations of the Independent Market Monitor and refused to reprice these products. The Lieutenant Governor of Texas held a press conference urging the PUC and ERCOT to follow the recommendations of the PUC's Independent Market Monitor and the Texas Senate passed a bill to force this repricing. Unfortunately, the Texas House refused to follow the Senate's lead and thus no legislative relief as yet been enacted.

POLICY EXPLANATION:

Typically, TCAP maintains a reserve account to cover any cost variations incurred for ancillary services. If costs come in a bit higher than planned, TCAP uses the reserve account to cover these costs. If the costs come in a little lower than planned, TCAP retains the excess funds in the reserve account. When the reserve account reaches a level higher than both contractual requirement and normally deemed necessary to fund anticipated cost variations, TCAP will refund the excess amounts to members. To date, the City of Duncanville has received refunds related to ancillary services of approximately \$69,000.

During the winter storm, ancillary service prices increased to a level over 500% greater than those experienced prior to the winter storm. This tremendous cost increase is beyond the level TCAP can cover using the reserve account. Therefore, these costs need to be recovered from members directly.

Gexa has offered confidential terms for payment of these ancillary service costs. The City of Duncanville's portion of the \$32 million total ancillary charges for TCAP members on a lump sum basis is \$195,729.77. Payment over time default option (19 months) totals \$200,102.68 and time payment option 2 (91 months) totals \$265,738.20.

FUNDING SOURCE:

General Fund, Utility Fund, Fieldhouse Fund

Contract Log #:

N/A

RECOMMENDATION:

Legislation is currently being considered regarding securitization of these ancillary costs and Gexa has provided us with a written agreement that any legislative action that would alter or reduce the way these ancillary costs are recovered will result in a credit or refund for any amounts already paid.

Based on our projected end of year fund balance, staff recommends a one time payment of \$195,729.77 be made to Gexa for winter storm ancillary services.



STAFF REPORT

MEETING: City Council - 01 Jun 2021

TITLE:

Discuss Annual City Council Calendar.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- 1. Most engaged citizens in America
 - Goal: N/A

STAFF RESPONSIBLE:

Kristin Downs, City Secretary

BACKGROUND/HISTORY:

Discussion regarding first City Council Meeting in July and special meeting updates.

POLICY EXPLANATION:

City Council discuss 2021 calendar of events and provide input to staff for planning purposes.

FUNDING SOURCE:

NA

Contract Log #:

NA

RECOMMENDATION:

City Council discussion and input to 2020 calendar of events for City Council.

ATTACHMENTS:

[Attachment 1 - City Council Agenda](#)

ATTACHMENT 1

June 2021

June 2021							July 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5			6	7	8	9	10
6	7	8	9	10	11	12	11	12	13	14	15	16	17
13	14	15	16	17	18	19	18	19	20	21	22	23	24
20	21	22	23	24	25	26	25	26	27	28	29	30	31
27	28	29	30										

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 30	31	Jun 1 5:30pm Council Pictures (Chambers) 6:00pm City Council Meeting (City Council Briefing Room /	2	3	4	5
6	7	8	9	10	11	12
13	14	6:00pm City Council Meeting (City Council Briefing Room / Chambers)	16	17	18	19 duncanSWITCH - Chamber Event
20	21 6:00pm Budget Workshop	22 6:00pm Budget Workshop	23	24	25	26
27	28	29	30	Jul 1	2	3

ATTACHMENT 1

July 2021

July 2021							August 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 27	28	29	30	Jul 1	2	3
4	5	6 6:00pm City Council Meeting (City Council Briefing Room / Chambers)	7	8	9	10
11	12	13	14	15	16	17 duncanSWITCH - Chamber Event
18	19	20 6:00pm City Council Meeting (City Council Briefing Room / Chambers)	21	22	23	24
25	26	27 6:00pm Boards and Commissions Interviews	28 6:00pm Boards and Commissions Interviews	29	30	31

ATTACHMENT 1

August 2021

August 2021							September 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 1	2	3 6:00pm City Council Meeting (City Council Briefing Room / Chambers)	4	5	6	7
8	9	10	11	12	13	14
15	16	17 6:00pm City Council Meeting (City Council Briefing Room / Chambers)	18	19	20	21 duncanSWITCH - Chamber Event
22	23	24	25	26	27	28
29	30	31	Sep 1	2	3	4



STAFF REPORT

MEETING: City Council - 01 Jun 2021

TITLE:

Discussion of City Council Rules of Procedure.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

STAFF RESPONSIBLE:

Kristin Downs, City Secretary

BACKGROUND/HISTORY:

Item requested by At-Large Councilmember Patrick Harvey via the City Manager.

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

N/A

Contract Log #:

N/A

RECOMMENDATION:

N/A

Duncanville City Council Meeting Minutes

Regular Meeting

Tuesday, April 6, 2021

CALL TO ORDER

A regular meeting of the Duncanville City Council was called to order on Tuesday, April 6, 2021, at 6:00 p.m. via videoconference with a quorum to wit:

COUNCIL VIA VIDEO CONFERENCING:

Mayor Barry L. Gordon
Councilmember At-Large Patrick Harvey
Councilmember Joe Veracruz
Councilmember Don McBurnett
Councilmember Monte Anderson
Mayor Pro Tem Mark D. Cooks
Councilmember Johnette Jameson

STAFF VIA VIDEO CONFERENCING:

IT Director Tracy Beekman
Chief Robert D. Brown Jr.
Finance Director Richard Summerlin
Public Works Director Bryan Greg Ramey
City Secretary Kristin Downs
City Manager Aretha R. Ferrell-Benavides
City Attorney Robert E. Hager

SUPPLEMENTAL NOTICE OF MEETING BY VIDEO CONFERENCE

In accordance with an Order of the Office of the Governor issued on March 16, 2020, as extended by Office of the Governor on June 12, 2020, the City Council for the City of Duncanville, Texas will conduct a City Council Regular Meeting by video conference at 6:00 pm on Tuesday, April 6, 2021, in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") in an effort to slow the spread of the Coronavirus (COVID-19) pandemic.

This is an open meeting conducted by video conference. There will be no public access to a physical location.

To speak during Citizen Comments, you must register with the City Secretary before 4pm on Tuesday, April 6, 2021, email citysecretary@duncanville.com and title the email "Public Comment – April 6th". You will need to register with the link below and attend the meeting. During the Citizen Comments period of the agenda, the City Secretary will call your name and allow access to your camera and microphone for you to provide your comments. Feel free to email your comment to the City Secretary for the Mayor to read into the record for any unexpected technological issues that may arise.

Register in advance for this webinar:

https://us02web.zoom.us/join/register/WN_LK-QHXYLQNYwXd_gTwF4yQ

After registering, you will receive a confirmation email containing information about joining the webinar.

A recording of the video meeting will be made available to the public in accordance with the Open Meetings Act upon written request.

I. WORK SESSION / BRIEFING

I.1. DISCUSS AGENDA ITEMS

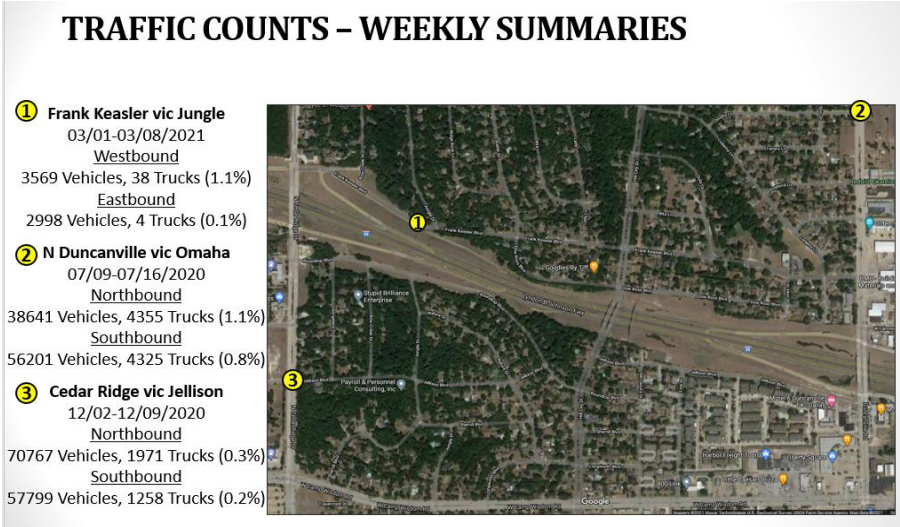
Mayor Gordon read the item into record, and City Manager Ferrell-Benavides reviewed each item. Item 4B – Professional Engineering Services Contract #21-009 for Engineering Design Services for the Cherry Street and Center Street alley from Alexander Avenue to Cockrell Hill Road Alley Reconstruction Project with IEA, Inc. in the proposed amount of \$58,181.25. Mayor Pro Tem Cooks would like staff to look at Republic Services providing a discount or funding in their contract to help with the cost or repairs due to the trash trucks going up and down the alley. Item 4C - authorizing the incorporation of Amendment No. 3, Renewal No. 3 to Professional Service Agreement PSA-20-051 to Dalclay Corporation dba Masterplan in the amount of \$10,000.00 for Planning Consultant Services for the revised total contract amount of \$59,500.00. At-Large Councilmember Harvey questioned why there are two planning positions budgeted for \$88,209.00. City Manager Ferrell-Benavides stated the increase is to cover the extension of the contract with DalClay and the salary of the City Planner position.

I.2. BRIEFINGS / PRESENTATIONS

I.2.A. Discussion of Truck Traffic along Frank Keasler Blvd.

Public Works Director Ramey presented the item. Councilmember Jameson requested the item to discuss truck traffic along Frank Keasler Blvd.

City Ordinance Sec. 19-165 designates twenty-six streets or portions of streets at no-through-truck zones. Frank Keasler Blvd is not on that list.



Traffic volumes along both westbound & eastbound Frank Keasler are relatively the same; however, westbound truck traffic is ten times greater than the eastbound truck traffic. It appears trucks are using this road as a shortcut.

Westbound Frank Keasler (Residential) experiences same percentage of truck traffic as along N Duncanville (Arterial) which borders industrial properties.

Percentagewise, Frank Keasler truck traffic is higher than along Cedar Ridge (Arterial).

Staff recommends establishing a no-through-truck zone along Frank Keasler.

Councilmember Jameson thanked staff for their hard work.

Mayor Pro Tem Cooks questioned how enforcement would be handled.

Public Works Director Ramey stated they would share the times the traffic counts were taken with the Police Department. Chief Brown stated the Police Department would assign Officers to those locations on those days and have signs posted.

I.2.B. Discussion on Trash Collection by Republic Services during the Winter Storm Event which occurred in February 2021.

Public Works Director Ramey presented the item.

- 09/20/1999 – Previous 20-year solid waste contract commenced.
- 10/30/2018 – Initial briefing on Solid Waste Contract options during Council Retreat; discussion on bid vs. sole source, comparable service level options & costs by other cities.
- 01/14/2019 – Presentation during Council Work Session and previewed preliminary cost estimates; directed to pursue sole source with Republic; received input on service level options.
- 04/16/2019 – Council Briefing Session; initial presentation of level of service and costs; directed to research recycling center in lieu of curbside recycling pick-up.
- 05/21/2019 – New City Council sworn in.
- 06/04/2019 – Council Briefing Session; Council preliminary service level selection Option #3 (Unlimited Bags 2/week, 18-gal Recycling bi-weekly, 4CY Bulk & Brush).

- 07/16/2019 – Council approved Solid Waste Contract with service level selection Option #2 (Unlimited Bags 2/week, 18-gal Recycling 1/week, 4CY Bulk & Brush).
- 08/29/2019 – Solid Waste Town Hall.
- 09/21/2019 – Contract Effective Date.
- 10/07/2019 – Bulk & Brush Collection Effective Date.
- 11/19/2019 – Council Briefing Session; directed to negotiate revised level of service to include 10 CY of Bulk & Brush collection twice per month.
- 12/03/2019 – Council approved amended Solid Waste Contract with service level selection Option #1 (Unlimited Bags 2/week, 18-gal Recycling 1/week, 10CY Bulk & Brush).
- 04/02 thru 06/06/2021 – Bulk & Brush collection services suspended for COVID; City hosted bulk & brush collection at Service Center Saturdays, 04/18 thru 06/06/2021 (City costs were reimbursed by FEMA under CARES Act).
- 09/15/2020 – Council approved annual rate increase; +2.0% for Residential and +2.91% for Commercial (Tied to Consumer Price Index).
- 02/11 thru 02/21/2021 – All collection services suspended during ice storms.
- 02/20/2021 – Commercial Dumpster Collection resumed.
- 02/22/2021 – Residential Garbage Collection resumed.
- 03/01/2021 – Bulk & Brush Collection resumed.
- 04/06/2021 – Briefing Session discussion per request by Councilmember Anderson.

Collection Options	Garbage		Recycling				Bulk & Brush		Republic's Cost to City per House (2019 cost)	Dif.	Increase to Commercial Accts
	Bags - Unlimited		Cart - 96 gal	Bin - 18 gal	Cart - 96 gal		4 CY Max **	Boom Truck (Unlimited/ 10 CY)			
	1/wk	2/wk	1/wk	1/wk	Bi-wkly	Bi-wkly	1/mo	2/mo			
Previous		X		X				X	\$11.27	N/A	N/A
★ 1		X		X				X	\$18.11	\$6.84	4%
2		X		X			X		\$15.80	\$4.53	3%
3		X			X		X		\$14.35	\$3.08	3%
4		X					X		\$11.05	(\$0.22)	3%
5			X			X	X		\$18.07	\$6.80	4%

- **OPTION 1** Level of Service awarded by City Council on 11/19/2019, reflects service level most similar to previous contract
- **OPTION 2** Level of Service awarded by City Council on 07/16/2019

Contract Terms

- Seven-year initial period of performance (expires 09/30/2026).
- Automatically renewed for successive five-year periods unless either party provides written notice of non-renewal at least 180 days out.
- Annual Rate Adjustment tied to CPI-All Urban.

Joanna Fritz, Republic Services stated during the Winter Storm Republic Services did run Commercial and Industrial pick up on Saturday. Republic did not want to put any citizens or their staff in danger; the roads were not safe to be on. Republic Services sole reason for not performing trash pick up during the Winter Storm was safety.

Mayor Gordon questioned why pickup did not resume once the streets had cleared.

Ms. Fritz stated there was a 35.3% increase in tonnage compared to a six-week study prior to the Winter Storm and Republic is still seeing an increase.

Various Councilmembers discussed the poor service provided by Republic Services and the poor communication and customer service provided to citizens was not acceptable. Council questioned if there would be discount in monies for the lack of service during the Winter Storm.

Randy Holcomb, Operations Manager, Republic Services stated there would not be any refunds; a service was provided and Republic Services saw a 35% increase in volume.

City Manager Ferrell-Benavides stated staff and Republic Services will work together to discuss the Performance Base part of their contract.

I.2.C. Discuss Annual City Council Calendar.

City Secretary Downs presented the City Council calendar.

- Discussion of returning to in-person meetings will take place at a later Council Meeting.
- Staff will look into a Council Workshop.

Mayor Gordon moved Executive Session until after Staff and Board Reports.

Briefing Session was recessed at 6:58 p.m.

II. EXECUTIVE SESSION

Executive Session was moved until after Staff and Board Reports.

II.1 City Council shall convene into closed executive session pursuant to Section 551.071 and 551.072 to consult with the City Attorney concerning acquisition of real property and eminent domain proceedings filed in cause numbers CC-21-00211-E City of Duncanville, Texas vs. Tommy Winn; Winn Properties and CC-20-03611-A City of Duncanville, Texas vs. Canaan Baptist Church, Dallas County at Law #5 and #1, respectively.

II.2 City Council shall convene into closed executive session pursuant to Section 551.071 and 551.074 to seek legal advise from City Attorney and deliberate the appointment and duties of the President of the Board of Directors of the Duncanville Community and Economic Development Corporation.

III. REGULAR SESSION - CONVENE INTO THE COUNCIL CHAMBERS (7:00 P.M.)

The City Council convened into Regular Session in the Council Chambers at 7:00 p.m. with Mayor Gordon presiding.

The Invocation was delivered by Mayor Pro Tem Cooks.

The Pledge of Allegiance and Texas Pledge were led by Mayor Gordon.

III.1. REPORTS

III.1.A. Mayor's Report.

Mayor Gordon spoke on the late Assistant City Manager Paul Frederiksen's memorial services.

III.1.B. Councilmembers' Reports

Councilmember McBurnett congratulated the Duncanville High School Boys' Basketball team on their State Championship and Chief Brown being appointed as Interim Assistant City Manager. The Lions Club donated 200 pounds of food to Duncanville Ministries and encouraged all citizens to attend the Candidate Forum to be held at Armstrong Park

Mayor Pro Tem Cooks stated he would like Council to re-evaluate the recording of Councilmember Reports and Citizen Comments during Election Season. Mayor Pro Tem Cooks congratulated the Duncanville High School Boys' Basketball team on their State Championship and recognized the month of March as Women's History Month and thanked Councilmember Jameson and the City of Duncanville Women Police Officers for their service.

Councilmember Jameson congratulated the Duncanville High School Boys' Basketball team on their State Championship and thanked staff for providing an Easter Event for the Community.

III.1.C. City Manager's Report.

City Manager Ferrell-Benavides encouraged all citizens to attend the following events;

- Operation Clean Duncanville, April 10, 2021

- Virtual Budget Town Hall Meeting, April 13, 2021
- Virtual Town Hall for Fire Station #1, April 29, 2021
- Fire Truck Pull, May 22, 2021

City Manager Ferrell-Benavides stated the East Daniieldale Road reconstruction project is underway. Lane closures to begin on April 19, 2021 at East Daniieldale reduced to two lanes of traffic.

City Manager Ferrell-Benavides congratulated City Secretary Downs on her Texas Municipal Clerks Office Achievement of Excellence Award.

III.2. PROCLAMATIONS AND PRESENTATIONS

III.2.A. *Receive a presentation from McConnell & Jones, LLP on the Comprehensive Annual Financial Report for the fiscal year ended September 30, 2020, including the independent auditors' report.*

Marlon Williams, McConnell & Jones LLP, presented the item.

- 1. The City's basic financial statements:**
 - Government-wide Financial Statements – full accrual presentation; include both the governmental and business-type activities
 - Fund Financial Statements – modified accrual presentation; reconciliations
 - Proprietary Funds – Statement of Financial Position; Statement of Revenues, Expenses and Changes in Net Position; Statement of Cash Flows
 - Notes to the financial statements
- 2. Required supplementary information (Unaudited):**
 - Certain limited audit procedures performed
 - Management's Discussion and Analysis
 - Required Supplementary Schedules
 - Budget to Actual – General Fund
 - Pension Information
- 3. Other Information**
 - Combining and Individual Fund Schedules (*"In relation to"* opinion)
 - Combining Balance Sheet and Combining Statement of Revenue, Expenses and Changes in Fund Balances;
 - Individual Special Revenue Funds: Budget to Actual
 - Introductory Section (unaudited)
 - Statistical Section (unaudited)

COVID Related Updates

- The sales tax and general economic activity was down.
- City received \$915,000 in CARES act funding.
- Additionally, it has received \$1.26 million after the year end.

Management Responsibilities are as follows:

- Preparation and fair presentation of the financial statements in accordance with U.S. GAAP, including the preparation of the required supplementary information and the schedule of federal awards.
- Selection and use of appropriate accounting policies.
- Establishment and maintenance of effective internal controls.
- Compliance with applicable laws and regulations, contracts, and grant agreements.
- Adjusting the financial statements to correct material misstatements.
- Design and implementation of programs and controls to prevent and detect fraud.
- Assume all management responsibilities of the assistance provided during the audit.
- Written representations made to the auditors by management.

Audit Report:

- Auditor's responsibility – express opinions on the financial statements based on our audit as performed under generally accepted auditing standards and government auditing standards and on compliance for each major federal program as required by the uniform guidance.
- Unmodified ("clean") opinion.
- No findings to be reported under uniform guidance.
- Obtain understanding of internal controls relevant to the audit for identifying and assessing risks of material misstatement but not for the purpose of expressing an opinion on such internal controls.
- Required supplementary information – includes the Management's Discussion and Analysis, the statement of revenues, expenditures and changes in fund balance – budget and actual for the City's General Fund, and the pension plan schedules.
- Supplementary information – combining and individual fund schedules.
- Other information – introductory and statistical sections.

Control Points:

- None noted

Encountered no difficulties dealing with management in performing and completing the audit. There were no disagreements that arose during the audit.

Mayor Gordon stated it is important that everyone know the City of Duncanville was given a Clean Audit and congratulated the Finance Department.

III.2.B. A Proclamation recognizing March 2021 as Women's History Month.

Councilwoman Jameson read the proclamation.

III.2.C. A Proclamation Recognizing March 21-27, 2021 as Poison Prevention Week.

Councilmember Veracruz read the proclamation.

III.2.D. Proclamation in recognition of National Library Week, April 4-10, 2021.

Mayor Gordon read the proclamation.

III.2.E. State of the City Video.

Mayor Gordon introduced the video.

III.3. CITIZENS' INPUT

"Pursuant to Section 551.007 of the Texas Gov't Code, any member of the public has the opportunity to address the City Council concerning any matter of public business or any posted agenda item; however, the Act prohibits the City Council from deliberating any issues not on the public agenda and such non-agenda issues may be referred to City staff for research and any future action; all persons addressing are subject to council adopted rules and limitations permitted by law"

To address the Council, please submit a fully-completed request card to the City Secretary prior to the beginning of the Citizens' Input portion of the Council meeting.

Mayor Gordon read the item into record. The following spoke during the Citizens Input Period:

Gary Bennett – submitted a comment on the current crime and trash in the City.

Patricia Ebert – submitted a comment on her support for the Homestead Exemption.

Angela Jones – spoke on her support for the Homestead Exemption.

Dale Kaiser – spoke on the traffic concerns on Frank Keasler.

III.4. CONSENT AGENDA

Mayor Gordon requested that City Secretary Kristin Downs read the Consent Agenda Items.

III.4.A. Consider the Minutes for the March 2, 2020 City Council Regular Meeting.

III.4.B. Consider a Resolution approving the terms and conditions of Professional Engineering Services Contract #21-009 for Engineering Design Services for the Cherry Street and Center Street alley from Alexander Avenue to Cockrell Hill Road Alley Reconstruction Project with IEA, Inc. in the proposed amount of \$58,181.25.

III.4.C. Consider a Resolution authorizing the incorporation of Amendment No. 3, Renewal No. 3 to Professional Service Agreement PSA-20-051 to Dalclay Corporation dba Masterplan in the amount of \$10,000.00 for Planning Consultant Services for the revised total contract amount of \$59,500.00

III.4.D. Consider a Resolution authorizing the Final Contract Renewal Amendment for Micro-Surfacing Pavement Treatment Services from Viking Construction, Inc., through the City of Grand Prairie IFB #17041 for the unit prices bid, with an estimated expenditure amount of \$510,642.59.

III.4.E. Consider a Resolution awarding Invitation to Bid IFB 21-0011 Dual Tube Night Vision Goggles with Helmet Mounts to Tactical Night Vision Company, Inc., through the City's competitive bid process, with an estimated expenditure amount up to \$75,000.00.

III.4.F. Consider a Resolution authorizing a Cooperative Purchase of Athletic Supplies and Equipment from BSN Sports, LLC, using the Buyboard Contract #583-19 and #592-19 in the amount up to \$75,000.00.

Councilmember Don McBurnett made a motion to approve the item as stated, Councilmember Joe Veracruz seconded the motion. The vote was cast 7 for, 0 against. Items passed.

III.5. ITEMS FOR INDIVIDUAL CONSIDERATION

III.5.A. Conduct a Public Hearing (2021-05) and consider an Ordinance to revoke a Special Use Permit for a Dallas County Government Center (Ordinance No. 765) and retain the existing Neighborhood Office "NO" zoning district on Tract 35, Anderson Slayback Survey, Abstract No. 1299, approximately 1.964 acres, more commonly known as 100 E Wheatland Road, Duncanville.

Interim City Planner Andrew Ruegg presented the item.

Request:

- Applicant/Representative: City of Duncanville; Owner: City of Duncanville.
- Request is to revoke a Special Use Permit for a Dallas County Government Center (Ordinance No. 765) and retain the existing "NO" Neighborhood Office District zoning ("NOR" Neighborhood Office/Retail in new zoning ordinance), on Tract 35, Anderson Slayback Survey, Abstract No. 1299, approximately 1.964 acres, more commonly known as 100 E. Wheatland Road, Duncanville.

Comprehensive Plan:

- The subject property is adjacent to Opportunity Areas #9 (Main Street District) & #10 (Downtown District) on the Future Land Use Map of the Comprehensive Plan.
- Opportunity Area #9 is envisioned as being a mixed-use activity hub, but more auto-oriented serving two primary purposes:
 - High quality commercial, particularly restaurants.
 - Development of a hub of community activity like the Downtown District.
- Opportunity Area #10 is envisioned as a regional destination and a hub of activity as discussed in Area #9.
- Revoking the subject SUP is compatible with the Comprehensive Plan.

Background:

- The subject site was conveyed to the City of Duncanville from Dallas County through a court order determining the applicability of existing deed restrictions on site.
- The deed restrictions in place required the County to convey the property back to the City at the end of the useful occupancy of the site.
- Due to the County relocating the Tax Office from the space, the determination was made in December 2020 that the property was no longer needed by the County and was conveyed back to the City per the existing deed restrictions.
- The property has a base zoning of "NO" Neighborhood Office District per Ordinance No. 1715 and would transition to the "NOR" Neighborhood Office/Retail District per the new zoning ordinance.
- The "SUP" overlay (Ordinance No. 765) for the Dallas County Government Center use would be removed from the zoning map if approved.

Twelve (12) notices were sent out for this public hearing. No responses were received.

The Planning & Zoning Commission voted in favor of the request by a vote of 6-0. Commissioner Turner was absent. The Planning & Zoning Commission recommended approval of revocation of a Special Use Permit for a Dallas County Government Center (Ordinance No. 765) and retaining the existing Neighborhood Office/Retail "NOR" zoning district, on Tract 35, Anderson Slayback Survey, Abstract No. 1299, approximately 1.964 acres, more commonly known as 100 E. Wheatland Road, City of Duncanville, Dallas County, Texas.

Mayor Gordon opened the Public Hearing for "In Favor" at 8:07 p.m.

No one spoke.

Mayor Pro Tem Mark D. Cooks made a motion to close the Public Hearing for "In Favor", Councilmember Don McBurnett seconded the motion. The vote was cast 7 for, 0 against.

The Public Hearing for "In Favor" was closed at 8:08 p.m.

Mayor Gordon opened the Public Hearing for "Opposition" at 8:09 p.m.

No one spoke.

Councilmember Johnette Jameson made a motion to close the Public Hearing for "Opposition", Mayor Pro Tem Mark D. Cooks seconded the motion. The vote was cast 7 for, 0 against.

The Public Hearing for "Opposition" was closed at 8:10 p.m.

Mayor Gordon opened the floor for Council comments.

No one spoke.

Councilmember Johnette Jameson made a motion to approve the item as stated, Councilmember Don McBurnett seconded the motion. The vote was cast 7 for, 0 against. Item passed.

- III.5.B. *Conduct a Public Hearing (2021-02) and consider an Ordinance to amend the existing Specific Use "SU" zoning to include a Specific Use Permit "SUP" for auto dealers, used cars only (pre-owned auto dealership) on Central Business Area, Section 3, Lot 5R, Block,1, approximately 5.994 acres, more commonly known as 611 E IH 20, Duncanville.***
Interim City Planner Andrew Ruegg presents the item.

Request:

- Applicant/Representative: Jim Hardin, Jacobs & Associates; Owner: Duncanville L, LLC.
- Current SUP (Ord No. 2189) requires property operates as a branded Nissan facility selling Certified Pre-Owned vehicles.
- Request is to amend the SUP to allow any Used Car Dealership instead of a branded dealership on Central Business Area, Section 3, Lot 5R, Block 1, approximately 5.994 acres, more commonly known as 611 E. IH 20, Duncanville.
- Underlying zoning district is:
 - “GR” General Retail District (old zoning code)
 - “GOR” General Office Retail (new zoning code)

Comprehensive Plan:

The subject property is reflected as part of Opportunity Area #7 on the Future Land Use Map of the Comprehensive Plan and is envisioned as having two primary land use components:

- High quality interstate/highway commercial development.
- Mixed-use neighborhood retail/commercial development, to transition between existing neighborhood to the north and the freeway commercial area fronting Interstate Highway 20.
- Requested SUP is not in conformance with the Comprehensive Plan
- Requested SUP allows vacant property to be occupied

Project Scope:

- The applicant is seeking approval to amend the existing Special Use Permit (SUP) for Auto Dealers, Used Cars Only (pre-owned auto dealership) to occupy and improve two of the three existing structures for auto showroom and display, office, and service bays in conjunction with the auto dealership use.
- The proposed site plan shows removal of one of the existing structures to be replaced with additional parking and outdoor display areas.
- Proposed hours of operation is Monday through Friday from 10 a.m. to 7 p.m. and Saturday from 9 a.m. to 7 p.m.
- The operator plans to employ between sixteen (16) to twenty (20) employees at full operation.

Background:

Parking

- Zoning Ordinance requires one (1) off-street parking space for each 500 sf of sales floor for indoor uses and one (1) off-street parking space for each 1,000 sf of lot area for storage, sales, and parking area.
- The required parking based on the proposed site plan is 290 spaces.
- The provided parking based on the proposed site plan is 576 spaces.

Building Design and Improvements

- The applicant is proposing repair and renovations to two of the existing structures, the parking area, and the pole-mounted sign.

Landscaping and Screening

- Must comply with Section 7 - Screening and Buffering Requirements and Section 8 - Landscape Requirements.

Signage

- Must comply with Chapter 16A Sign Guidelines.

Surrounding Land Use

- The subject property is immediately adjacent to single family uses to the north, a hotel use to the east, Interstate Highway 20 to the south and west.
- In the vicinity of the subject property is an auto dealership, new car sales with incidental used car sales to the east of the site.

Future Land Use

- The SUP is being requested to comply with Article XIII of the Zoning Ordinance (Section 5. Specific Use Permits of new zoning code) to allow for the amendment to the auto dealers, used cars only (pre-owned auto dealership) in the “GR” General Retail District (“GOR” in new zoning code).
- The appropriateness of the use for the subject property must also be evaluated on whether the site can accommodate all the requirements of the Zoning Ordinance.
- A SUP may be issued for an unlimited or a limited period of time.

Land Use

- Every special use permit shall be considered an amendment to the zoning district applicable to such property and shall authorize the special use in addition to the uses permitted by right in the district.
- City Council may impose conditions which shall be complied with by the grantee before certificate of occupancy may be issued by the building official.

Legal notification in Focus Daily News and posted outside City Hall. Thirty-nine (39) notices were sent out for this public hearing. One response in favor and one response in opposition have been received.

The Planning & Zoning Commission voted 6-0 in favor of the request. Commissioner Turner was absent. The Planning & Zoning Commission recommended approval of the amended Special Use Permit to the City Council, with the following conditions including, but not limited to:

- Property shall be developed in accordance with the site plan and be incorporated into the ordinance.
- Property shall meet all city, state, and federal regulations for building and fire codes, and accessibility.
- Civil plans shall be designed and submitted by a licensed engineer and approved by the City Engineer per the City of Duncanville standards.
- Hours of operation shall be Monday through Friday from 10:00 a.m. to 7:00 p.m. and Saturday from 9:00 a.m. to 7:00 p.m.
- SUP shall terminate upon closure of operation or change of use.

Mayor Gordon opened the Public Hearing for “In Favor” at 8:25 p.m.

No one spoke.

Councilmember Don McBurnett made a motion to close the Public Hearing for “In Favor”, Mayor Pro Tem Mark D. Cooks seconded the motion. The vote was cast 7 for, 0 against.

The Public Hearing for “In Favor” was closed at 8:26 p.m.

Mayor Gordon opened the Public Hearing for “Opposition” at 8:26 p.m.

Angela Jones – questioned if there were any other uses of the property besides a dealership.

Mayor Pro Tem Mark D. Cooks made a motion to close the Public Hearing for “Opposition”, Councilmember Don McBurnett seconded the motion. The vote was cast 7 for, 0 against.

The Public Hearing for “Opposition” was closed at 8:30 p.m.

Mayor Gordon opened the floor for Council comments.

Councilmember Anderson questioned if a time limit could be placed on the SUP for the property to not just be used as a Used Car Dealership and to limit the trading of ownership.

Councilmember Jameson questioned if the SUP could be limited; if the dealership is sold would they keep the SUP.

City Attorney Hager recommended putting a time limit and revisit, Council could revoke the SUP on a motion through the Planning and Zoning Commission if the business closes or switches owners.

Henry Wright, Clay Cooley stated this is a ten-year lease and any change of ownership could be revisited after three to four years and they would try their hardest to sell to higher use owners.

Mayor Gordon consulted with the City Attorney on the language that needs to be on the SUP.

City Attorney Hager stated the recommendations provided by the Planning & Zoning Commission with the addition of the closure of operation, change of use, or change of Certificate of Occupancy.

Mayor Pro Tem Cooks would like the property to follow the Comprehensive Plan and what the citizens would like to see come to Duncanville. Changing the SUP to get another dealership is not what the City needs and is not in favor of the item.

At-Large Councilmember Harvey stated this is an investors market and use the undeveloped parcels of land to use for the highest and best uses. Bad mouthing someone who is trying to invest money in the community is not sending a good message to other investors.

Mayor Pro Tem Cooks questioned the City Manager on what value a dealership would bring to the city for tax revenue.

City Manager Ferrell-Benavides stated sales tax from car sales no longer go to the city; only resulting in monies for one-time permit fees for improvements.

Finance Director Summerlin stated sales tax from car dealerships is almost nothing and goes to the State; the only benefit for the City is an increase in property tax.

Councilmember Johnette Jameson made a motion to approve the item as stated, Councilmember At-Large Patrick Harvey seconded the motion. The vote was cast 5 for, 2 against (Councilmember Monte Anderson and Mayor Pro Tem Mark D. Cooks). Item passed.

- III.5.C. Consider an Ordinance creating Classified Positions under Civil Service in the Police and Fire Departments; providing for a Pay Scale under Civil Service; repealing all Ordinances in conflict herewith; and, providing a severability clause; providing a repealing clause.**
Item tabled.

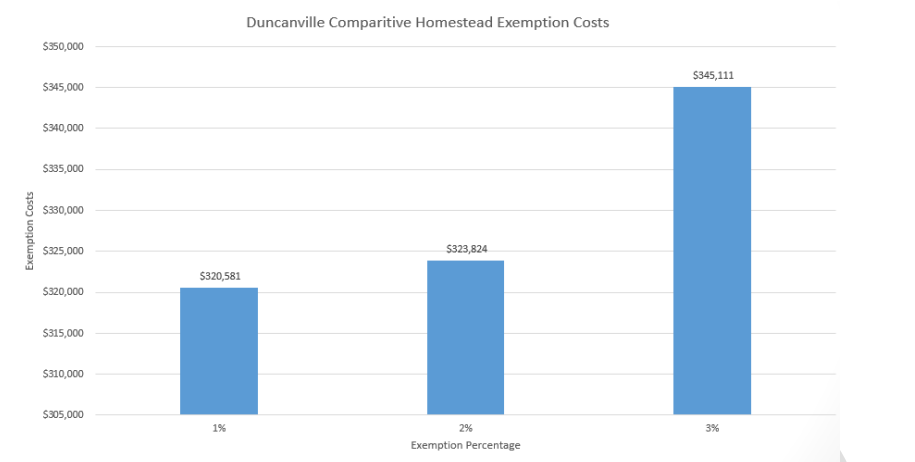
- III.5.D. Consider an Ordinance amending the Code of Ordinances by amending Chapter 18, 'Taxation', Article 1 'In General' by adding a new Section 18-4 entitled 'Residence Homestead Exemption' from ad valorem taxation in the minimum amount of three percent (3%) of assessed value in an amount no less than five thousand dollars (\$5,000.00) for individuals who are owners of residences; and by reserving for future use Sections 18-5 through 18-10.**

Finance Director Summerlin presented the item. Discussed at the City Council retreat October 30, 2018 and again in a workshop on January 14, 2019. Agenda item on February 2, 2019 – council tabled pending outcome of property tax cap legislation. Agenda item on June 18, 2019 – council voted to not grant a homestead exemption.

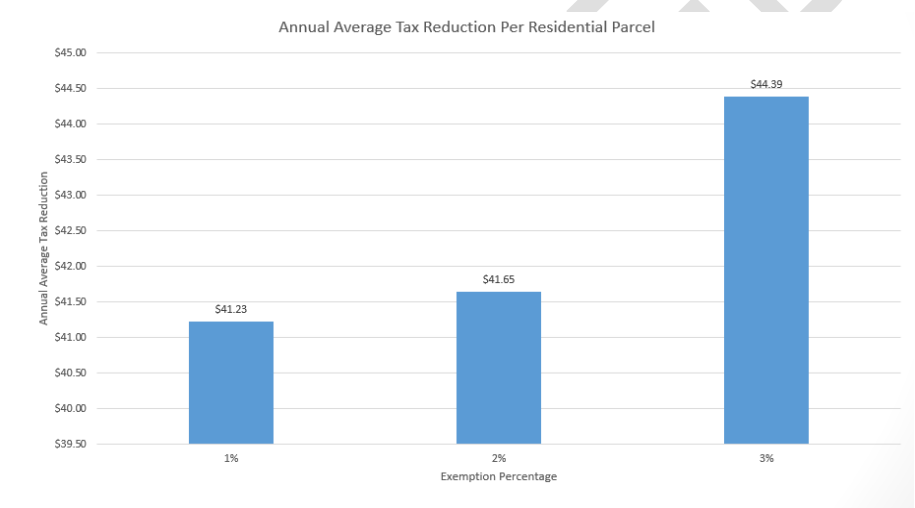
Passed by council and notification to DCAD:

- March 11 - to appear on appraisal notice
- April 26 - to be included in 1st Preliminary EVR (Estimated Values Report)
- July 1 - last date to be included in certified tax roll

Estimated Homestead Exemption Costs for Duncanville



Estimated Annual Impact per Residential Parcel



Current Exemptions for Cities in Dallas County

Taxing Entity	Optional Hmstd	Age 65 or Older	Disabled Person
CITIES			
Addison	20%	50,000	60,000
Balch Springs	1%	30,000	30,000
Carrollton	20%	60,000	60,000
Cedar Hill	0%	30,000	30,000
Cockrell Hill	1%	10,000	-
Combine	0%	35,000	35,000
Coppell	5%	75,000	75,000
Dallas	20%	100,000	100,000
DeSoto	0%	30,000	25,000
Duncanville	0%	30,000	30,000
Farmers Branch	20%	80,000	60,000
Ferris	4%	10,000	10,000
Garland	10%	56,000	56,000
Glenn Heights	0%	25,000	25,000
Grand Priarie	10%	45,000	30,000
Grapevine	20%	60,000	10,000
Highland Park	20%	50,000	-
Hutchins	10%	30,000	30,000
Irving	20%	45,000	45,000
Lancaster	0%	30,000	30,000
Lewisville	0%	60,000	20,000
Mesquite	0%	65,000	15,000
Ovilla	0%	50,000	50,000
Richardson	0%	100,000	100,000
Rowlett	1%	30,000	50,000
Sachse	0%	50,000	50,000
Seagoville	10%	30,000	30,000
Sunnyvale	0%	65,000	65,000
University Park	20%	417,000	417,000
Wilmer	10%	12,000	12,000
Wylie	0%	30,000	30,000

Duncanville Recent Tax Rate History

		Difference
		From
		Previous
Tax Year	Rate	Year
2017	0.758447	
2018	0.758447	\$ -
2019	0.743447	\$ 0.015
2020	0.716852	\$ 0.027

Homestead Impact Examples Compared to the Lowered Tax Rate

	1%	1%	2%	2%	3%	3%	2019	2020
	Homestead	Taxpayer	Homestead	Taxpayer	Homestead	Taxpayer	Taxpayer	Taxpayer
Taxable Value	Exemption	Impact	Exemption	Impact	Exemption	Impact	Impact	Impact
\$ 100,000	\$ 5,000	\$ 36	\$ 5,000	\$ 36	\$ 5,000	\$ 36	\$ 15	\$ 27
\$ 200,000	\$ 5,000	\$ 36	\$ 5,000	\$ 36	\$ 6,000	\$ 43	\$ 30	\$ 53
\$ 300,000	\$ 5,000	\$ 36	\$ 6,000	\$ 43	\$ 9,000	\$ 65	\$ 45	\$ 80
\$ 400,000	\$ 5,000	\$ 36	\$ 8,000	\$ 57	\$ 12,000	\$ 86	\$ 60	\$ 106
\$ 500,000	\$ 5,000	\$ 36	\$ 10,000	\$ 72	\$ 15,000	\$ 108	\$ 75	\$ 133

Current Negative Budget Impact Considerations

- SB 2 capped property tax increases to 3.5% per year with no provision or carve out for public safety (automatic civil service step increases)

Based on discussion with DCAD, this year's property value will be flat or less than the prior year

- HB 1631 eliminated red light cameras (increase to General Fund M & O is approximately \$238,233 annually)
- SB 1152 reduced franchise fees for telecom entities (decreased General Fund revenues approximately \$120,000 annually)
- COVID-19 economic activity slump resulting in lower sales taxes combined with the loss of a major sales tax generator

Mayor Gordon stated he would love to do for the citizens, the numbers are not painting a good picture on the General Fund; a Homestead Exemption is not what is best for the greater good of the City right now.

Councilmember Jameson stated the City can find areas to cut back on and citizens should have some of the same benefits as the cities up North.

Councilmember Veracruz question if the Homestead Exemption is passed how it would work.

Finance Director Summerlin stated once the Homestead Exemption is granted you do not repeal it.

Councilmember Jameson stated a Homestead Exemption can be revoked and this Exemption is not for this year, the Exemption is for next year.

Mayor Pro Tem Cooks stated he does support a Homestead Exemption and asked Staff to look and see where funding would come from. Is the \$345,000.00 or does it change every year.

Finance Director Summerlin stated as values increase the amount would increase, not varying dramatically year to year. Whatever is granted is for every year.

City Manager Ferrell-Benavides stated Dallas County is being very cautious with their appraisals due to the challenges of Covid-19. Staff has maintained a

very healthy fund balance; however, those are for one-time projects. Staff would have to dig deep and cut including streets. More time is needed based on sales tax showing a cut and other revenue aspects.

{Councilmember Anderson left the meeting at 9:32 p.m. due to technical difficulties}

{Councilmember Anderson returned to the meeting at 9:34 p.m.}

Mayor Pro Tem Cooks recommended what cuts would be made or possibly doing the Exemption in phases starting with the Senior Citizens 65 years and older.

At-Large Councilmember Harvey made a motion to adopt a 3% homestead exemption with no reduction for funding for police and fire operations, 25% of total estimated loss in revenue be covered through a reduction in the Mayor and Council budget of \$86,278.00, a decrease of two positions and related expenditures, and a practice of not hiring of vacancies 90 days after separation of service except for Police and Fire operations.

City Attorney Hager stated anyone that has the floor has the right to make a motion at the time they have the floor however, there is not anything on the agenda to make budget cuts. Council can only vote on passing, not passing, or tabling the Ordinance. The rest is instructive to the Manager's Office to implement those budgetary constraints in the future and how to pay for them.

Mayor Pro Tem Cooks made a motion to table the item until the April 20, 2021 City Council meeting.

Councilmember McBurnett spoke the long-term effects and the upcoming projects.

City Attorney Hager stated Councilmember Jameson did state an amendment to the Ordinance could be made. However, Councilmember Harvey was not amending the Ordinance but a way of making budget cuts.

Councilmember Jameson made a motion to accept the Ordinance as is.

Councilmember Cooks would like to table the item until the April 20, 2021.

Mayor Gordon stated Councilmember Jameson made a motion to accept Item 5D as is.

Mayor Gordon asked for a second.

At-Large Councilmember Harvey seconded the motion.

Mayor Pro Tem Cooks made a motion to table the item until the April 20, 2021 City Council meeting for staff to come back with recommendations.

Mayor Gordon asked for a second.

Councilmember McBurnett seconded the motion.

Mayor Gordon clarified Council is voting on a motion to table the item until April 20, 2021.

The vote was cast 3 for, 4 against (Councilmember Joe Veracruz, Councilmember Johnette Jameson, At-Large Councilmember Patrick Harvey, and Mayor Barry L. Gordon). Motion failed.

Mayor Gordon clarified Council is voting on a motion to approve Item 5D as is.

Councilmember Johnette Jameson made a motion to approve the item as stated, Councilmember At-Large Patrick Harvey seconded the motion. The vote was cast 3 for, 4 against (Mayor Barry L. Gordon, Councilmember Don

McBurnett, Councilmember Monte Anderson, and Mayor Pro Tem Mark D. Cooks). Item failed.

III.5.E. Consider a Resolution approving the Sign Control Board Grant of a variance allowing a wall sign on the rear wall of Take Out Burgers located at 795 W. Wheatland Road.

Public Works Director Ramey presented the item. On February 11, 2021 the Sign Control Board voted unanimously to grant the sign variance request for Take Out Burgers. Tracy Shook, applicant, representing Take Out Burgers located at 795 W. Wheatland Rd, Duncanville, Texas, is requesting a variance to allow for placement of a wall sign on the rear wall of the structure. Per Sec. 16A-22 (f)(6) of the Sign Ordinance, no signs of any type are permitted on the rear wall of any structure. The variance will allow for a sign to be placed on the rear wall of the structure at 795 W. Wheatland Rd.

Councilmember Don McBurnett made a motion to approve the item as stated, Councilmember Joe Veracruz seconded the motion. The vote was cast 7 for, 0 against. Item passed.

At-Large Councilmember Harvey requested to reconsider the Homestead Exemption with the recommended changes on the April 20, 2021 City Council Meeting.

City Manager Ferrell-Benavides questioned if there was a 90-day waiting period for reconsideration after an item has failed.

City Attorney Hager stated the rules allow reconsideration of a motion and would be an appropriate request and would need to be made in writing.

III.5.F. Take any necessary action as a result of the Executive Session.

Item was moved until after Staff and Board Reports.

III.6. STAFF AND BOARD REPORTS

III.6.A. Receive the Monthly Financial Report as of February 28, 2021.

Finance Director Summerlin presented the item.

III.6.B. Receive the Fire Department Quarterly Report.

EMS Chief Ryan presented the item.

Mayor Gordon recessed Regular Session at 10:20 p.m.

II. EXECUTIVE SESSION

The Executive Session was called into session at 10:23 p.m. and City Attorney Hager read the item into record.

{Councilmember Anderson had technical difficulties and did not attend Executive Session.}

II.1 City Council shall convene into closed executive session pursuant to Section 551.071 and 551.072 to consult with the City Attorney concerning acquisition of real property and eminent domain proceedings filed in cause numbers CC-21-00211-E City of Duncanville, Texas vs. Tommy Winn; Winn Properties and CC-20-03611-A City of Duncanville, Texas vs. Canaan Baptist Church, Dallas County at Law #5 and #1, respectively.

II.2 City Council shall convene into closed executive session pursuant to Section 551.071 and 551.074 to seek legal advise from City Attorney and deliberate the appointment and duties of the President of the Board of Directors of the Duncanville Community and Economic Development Corporation.

The Council closed the Executive Session at 10:45 p.m.

Mayor Gordon reconvened Regular Session at 10:47 p.m.

III.5.F. Take any necessary action as a result of the Executive Session.

No action taken.

IV. ADJOURNMENT

The meeting was adjourned at 10:48 p.m.

APPROVED:

MAYOR

ATTEST:

CITY SECRETARY

UNAPPROVED

Duncanville City Council Meeting Minutes
Special Meeting
Town Hall Meeting
Tuesday, April 13, 2021

CALL TO ORDER

A special meeting of the Duncanville City Council was called to order on Tuesday, April 13, 2021, at 7:00 p.m. via videoconference with a quorum to wit:

COUNCIL VIA VIDEO
CONFERENCING:

Mayor Barry L. Gordon
Councilmember Joe Veracruz
Councilmember At-Large Patrick Harvey
Councilmember Don McBurnett
Councilmember Monte Anderson
Councilmember Mark D. Cooks
Councilmember Johnette Jameson – arrived at 5:25 p.m.

STAFF VIA VIDEO
CONFERENCING:

IT Director Tracy Beekman
Interim Assistant City Manager Robert D. Brown Jr.
Finance Director Richard Summerlin
City Secretary Kristin Downs
City Manager Aretha R. Ferrell-Benavides
City Attorney Robert E. Hager

SUPPLEMENTAL NOTICE OF MEETING BY VIDEO CONFERENCE

In accordance with an Order of the Office of the Governor issued on March 16, 2020, as extended by Office of the Governor on June 12, 2020, the City Council for the City of Duncanville, Texas will conduct a City Council Special Meeting by video conference at 7:00 pm on Tuesday, April 13, 2021, in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) in an effort to slow the spread of the Coronavirus (COVID-19) pandemic.

This is an open meeting conducted by video conference. There will be no public access to a physical location.

To speak during the Town Hall Meeting after the presentation (Agenda Item #3), you will need to REGISTER in advance with the ZOOM link below. When it is time for questions, you will need to use the “raise your hand” option that is provided by ZOOM. If you are calling in and would like to speak, press *9 on your phone’s dial pad to “raise your hand”. You may also submit your comments in advance by emailing the City Secretary before 4pm on Tuesday, April 13, 2021, citysecretary@duncanville.com and title the email “Public Comment – April 13th”. You will need to register with the ZOOM link below and attend the meeting.

You also have the opportunity to fill out a survey for Citizen Input located here:
<http://s.alchemer.com/s3/FY21-22-Budget-Citizen-Input>

Register in advance for this webinar:
https://us02web.zoom.us/webinar/register/WN_jGda78r9RBarupb1gnUXbg

After registering, you will receive a confirmation email containing information about joining the webinar.

A recording of the video meeting will be made available to the public in accordance with the Open Meetings Act upon written request.

- 1. Call to Order**
- 2. Welcome and Introductions.**
- 3. Receive a presentation on City Budget, Questions, and Answers.**
Finance Director Richard Summerlin presented the item.

Budget Fundamentals:

- Government Funds (those that support public safety and general public works like streets and sidewalks, library, government administration, finance and accounting) – supported primarily with property tax revenues and sales tax revenues
 - Property Tax
 - Tax Rate for Citizens in Duncanville ISD per \$100 taxable value
 - School Tax - \$1.3676 – 50.2% of total tax bill
 - City Tax - \$0.716852 – 26.3% of total tax bill
 - Parkland Hospital Tax \$0.2661 – 9.8% of total tax bill

- County Tax \$0.24974 – 9.2% of total tax bill
- Dallas County Community College District Tax \$0.124 – 4.6% of total tax bill
- Sales Tax
 - 8.25% on taxable goods
 - 6.25% goes to the State – 75.8% of the total sales tax
 - 2.0% goes to the City – 24.2% of the total sales tax
 - 50% of the City's sales tax goes to the General Fund
 - 25% of the City's sales tax goes towards Property Tax Relief (General Fund)
 - 25% of the City's sales tax goes to DCEDC (Duncanville Community Economic Development Corporation)

What do General Fund revenues support?

General Government

- **POLICE** - Patrol, crime prevention, criminal investigation, animal control, school crossing guards
- **FIRE / EMS** - Fire suppression, emergency medical response, fire inspections, fire education
- **PUBLIC WORKS** - Streets, signals and signs, vehicle/equipment maintenance, alley maintenance, engineering/planning; building inspections, health inspections, code enforcement
- **PARKS AND RECREATION** - Parks and grounds mowing and maintenance, bike and walking trails, park facilities and playgrounds, beautification, litter control, recreation center, special events, recreation and athletic programs, senior activity center
- **LIBRARY** - Books and periodicals, computer services, digital information
- **PUBLIC INFORMATION** - Website, newsletters, Champion, social media
- **INFORMATION TECHNOLOGY** - Cybersecurity protection of sensitive data regarding citizens and financial security and integrity along with public safety support
- **ACCOUNTING AND FINANCE** - Ensure taxpayer dollars are collected and protected and spent according to authorized purposes including annual independent audit

General Fund Summary

- Duncanville is a lean organization compared to other cities in the area
- COVID-19 economic activity slump resulted in lower sales tax revenue
- Economic recovery from COVID-19 remains uncertain
- Legislative mandates have lowered cities revenues
 - SB 2 capped property tax increases at 3.5% per year
 - HB 1631 eliminated red light cameras
 - SB 1152 reduced telecom franchise fees
- Maintaining competitive pay and benefits continues to be a challenge as Duncanville competes with other public sector entities and the private sector to attract and retain employees
- Providing exceptional services with lean staffing levels is a challenge
- Compliance with unfunded regulatory and reporting mandates is difficult to achieve with lean staffing as mandates continue to increase
- Restoration of deferred street maintenance and other building and equipment maintenance costs continue to present challenges

Budget Fundamentals (Continued)

- Business Type (Enterprise) Funds
 - Fund must be self-sustaining – no support from other funds
 - Revenues and expenditures are legally restricted to activities and services that operate the fund
 - Examples: Water Utility Fund, Solid Waste (Garbage) Fund, Fieldhouse Fund
 - There are transfers from Water Utility and Solid Waste to the General Fund
 - These transfers are based on cost-of-service studies performed by outside consultants to transfer the cost of support performed by general government employees (those paid from the General Fund) and audited annually by the independent auditor
 - Examples: IT Support, Finance and Accounting, Human Resources, Public Safety

What do Utility Fund revenues support?

- Utility Fund
 - What does it take to have adequate, safe, clean drinking water available at every faucet in every home and business in the City of Duncanville and available at every fire hydrant?
 - Capacity to hold 17.5 million gallons of water with 3 million gallons held in elevated storage tanks
 - 257 miles of underground water pipe (Duncanville to San Antonio)
 - Pump stations and water quality monitoring to ensure safe drinking water
 - Properly trained and licensed workers to maintain water system safety
 - What does it take to ensure wastewater flushes down every drain and commode in every home and business in the City of Duncanville?
 - 151 miles of underground wastewater pipe (Duncanville to North Austin)
 - Permits to operate wastewater treatment facilities which are operated by TRA (Trinity River Authority) that clean wastewater to near drinking quality before discharge by TCEQ (Texas Commission on Environmental Quality)

Overview of Utility Fund

- Each year the cost of water increases approximately 5%
- Over the past several years, wastewater treatment has increased 5 to 7% each year
- Duncanville has not raised rates the past three years, using fund balance to make up the deficit of expenditures over revenues
- The fund balance was being reserved for new technology called AMI (Automated Meter Infrastructure)
 - Currently all water meters are read manually by meter readers who walk the city reading every meter individually
 - AMI will allow near-real time water usage reporting to the City via radio transmission and allow citizens to monitor their own use if desired
 - The cost is estimated to be approximately \$8 million to implement AMI
 - A portion of the implementation cost can be paid from the Utility Fund balance, but other financing sources will be needed to for the remainder

What Can Citizens Do to Save Costs?

- Turn water off while doing routine things like brushing teeth, shaving, washing dishes
- Irrigate smartly (before 10 AM and after 6PM in hot weather to mitigate evaporation)
- Do not irrigate too often (once every 5 days is recommended practice)
- A typical ¼ acre lot with 4 turf zones running for 20 min per zone will use approximately 1,000 gallons of water each time you water
- Do not flush hand wipes or any other products other than toilet paper as this increases clogs at the sewer treatment plants as they begin to screen solid waste causing costs to increase

ADJOURNMENT

The meeting was adjourned at 8:34 p.m.

APPROVED:

MAYOR

ATTEST:

CITY SECRETARY



STAFF REPORT

MEETING: City Council - 01 Jun 2021

TITLE:

Consider a Resolution requesting the City Manager provide design alternatives along the Cedar Ridge Road corridor prior to starting the Cedar Ridge Road reconstruction design.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- **2. Create high quality neighborhoods and parks**
 - **Goal 2: Maximize city and community resources to improve quality of life in a sustainable manner.**

STAFF RESPONSIBLE:

Bryan G. Ramey II, P.E., Director of Public Works

BACKGROUND/HISTORY:

In November 2018, residents voted in support of \$6,600,000.00 in general obligations bonds under Proposition B which was approved by City Council in February 2019. \$2,000,000 in bond funds were allocated for the design and construction of improvements to Cedar Ridge Rd. These funds would be combined with approximately \$2,000,000.00 in Utility CIP funds for the subsurface utilities work.

As discussed during Council Meeting on 05/18/2021, due the high cost of this project, an examination of all segments of Cedar Ridge Rd is desired before fully committing to a project between Wheatland Rd and Big Stone Gap.

Staff is working with Dunaway Associates on a corridor study (\$49,250.00 in FY21 budget) to examine the following segments of Cedar Ridge Rd:

1. Big Stone Gap to Wheatland Rd. This road segment was the segment originally identified during Bond Project selection. It is located in both Opportunity Area 3 and Opportunity Area 4. The US Post Office is along this segment.
2. Wheatland Rd to West Ridge Rd. This road segment is located in Opportunity Area 4. It contains the highest concentration of retail stores and restaurants. The Aldi Shopping Center and the Tom Thumb Shopping Center are along this segment.
3. West Ridge Rd to Camp Wisdom Rd. This road segment is not located in an Opportunity Area; however, Duncanville High School is along this segment.

Dunaway will analyze each segment based on:

1. Traffic Volumes along each segment.

2. Pavement Condition along each segment.
3. Recommended street cross sections. (i.e. 6-lanes w/ 5' sidewalks or 4-lanes with bike/pedestrian facilities.)
4. Conformance with the vision of the Comprehensive Plan

The current Professional Services Agreement for Cedar Ridge Rd design is for a six-lane road between Wheatland Rd and Big Stone Gap replacing what is currently there. In the event an alternate location and/or street cross section is selected by Council, Staff will issue a change order to the Contractor.

POLICY EXPLANATION:

City Council approval is required to change road segment and/or street cross section for the Cedar Ridge Road reconstruction design.

FUNDING SOURCE:

This resolution has no cost associated with it. A study was already commissioned. In the event that the selected design alternative results in a change order, the additional funds will come out of Bond funds and Utility CIP Funds.

Contract Log #:

N/A

RECOMMENDATION:

Staff recommends approval of a Resolution requesting the City Manager provide design alternatives along the Cedar Ridge Road corridor prior to starting the Cedar Ridge Road reconstruction design.

ATTACHMENTS:

[Attachment 1 - Resolution No. - 2021-039 - Request for Design Alternatives along the Cedar Ridge Corridor prior to initiating design of Cedar Ridge Reconstruction Project. - Pdf](#)

RESOLUTION NO. 2021-039

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, REQUESTING THE CITY MANAGER PROVIDE DESIGN ALTERNATIVES ALONG THE CEDAR RIDGE ROAD CORRIDOR PRIOR TO STARTING THE CEDAR RIDGE ROAD RECONSTRUCTION DESIGN; AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City Council of the City of Duncanville is considering a Professional Services Agreement for design of Cedar Ridge Road Reconstruction; and

WHEREAS, The City Council is requesting design alternatives along the Cedar Ridge Road Corridor prior to starting the Cedar Ridge Road Reconstruction design project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, THAT:

SECTION 1. That the City Council of the City of Duncanville, Texas, hereby directs the City Manager or her designee to provide Cedar Ridge Road design alternatives for City Council consideration in order to determine the optimal project location and road cross-section for Cedar Ridge Road reconstruction project.

SECTION 2. That the City Council of the City of Duncanville, Texas, hereby authorizes the City Manager or her designee to execute the necessary documents.

SECTION 3. That this Resolution shall become effective immediately upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 1st day of June, 2021.

APPROVED:

Barry L. Gordon, Mayor

ATTEST:

Kristin Downs, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING: City Council - 01 Jun 2021

TITLE:

Consider a Resolution approving the terms and conditions of PSA-21-031 for Engineering Consultant Services for the Design of Cedar Ridge Rd. Street Reconstruction and Subsurface Utility Improvements from Big Stone Gap Rd. to W. Wheatland Rd. Professional Services Contract, with Dunaway Associates, LLC., in the proposed amount of \$417,035.00.

FY 2020 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- **2. Create high quality neighborhoods and parks**
 - **Goal 2: Maximize city and community resources to improve quality of life in a sustainable manner.**

STAFF RESPONSIBLE:

Bryan G. Ramey, II, P.E., Director of Public Works
Sheila Baker, Purchasing Manager

BACKGROUND/HISTORY:

This item was requested to be brought back for reconsideration by Mayor Gordon; motion was misinterpreted.

This contract will provide for the design of the reconstruction of the six lanes of roadway paving, sidewalk, pavement markings, drainage, water and wastewater utility improvements along Cedar Ridge Rd. from Big Stone Gap Rd. to W. Wheatland Rd. Improvements include new concrete pavement and pedestrian ramps through both intersections within the project scope. The segment of Cedar Ridge Rd. has deteriorated to the point of reconstruction.

Specifically, the City estimates the project will address approximately 2,100 linear feet (LF) of 6-lane arterial roadway paving including improved pedestrian sidewalks and ramps, 2,100 LF of 12-in diameter water pipeline, 2,000 LF of 8-in diameter water pipeline, 900 LF of 8-in diameter wastewater pipeline, and underground storm drainage. Existing streetlights, landscaping, irrigation, and signals will remain and be incorporated into the proposed plans.

In January 2018, Public Works solicited Statements of Qualifications (SOQs) to select highly qualified engineering firms to provide design work over the next five years, providing the City with long-term partnerships.

On November 6, 2018, residents voted in support of the City's \$20,735,000.00 in general obligation bonds which was approved by City Council on February 5, 2019. Under Proposition B, a total of \$6,600,000.00 was designated for street improvements at Daniieldale Rd., Main St. and Cedar Ridge Rd., including sidewalk, alley, and other traffic flow improvements. \$2,000,000.00 in bond funds were

allocated for the design and construction of improvements to Cedar Ridge Rd. from Big Stone Gap Rd. to W. Wheatland Rd. (Construction of the Daniieldale Rd. improvements is currently underway). The remaining cost of design and construction is covered by the Utility Fund.

Five firms were selected through a two-phase evaluation process. SOQs were received from 19 firms and evaluations performed based on schedule/budget history, resources and capabilities, design experience, and key personnel. Of the 19 firms, 11 were selected to continue to Phase 2. In Phase 2, the 11 firms presented their project approach using a sample water design project and were evaluated on design approach and schedule. As a result, the following five engineering firms were selected: Burgess & Niples, Dunaway Associates, RJN Group, Criado Associates, and IEA Inc.

Dunaway Associates will provide engineering design services for this project. Dunaway Associates was founded and is based in Fort Worth with offices in Austin, Midland, and San Antonio. The Fort Worth office will be responsible for work performed under this contract. Dunaway Associates has provided civil and structural engineering, planning, and surveying services for 62 years. They have extensive experience in performing the type of work specified in the agreement. They have successively performed several design projects for the City of Duncanville to include the Daniieldale Road Pavement and Utility Replacement project.

The water and wastewater pipelines proposed for replacement under this project will be funded from the Utility Fund. The water and wastewater mains within the scope of this project were installed in the 1960s and are in need of replacement. The improved water mains will provide higher water quality and safety and supply the adjacent Opportunity Areas. The improved wastewater mains will protect groundwater from seepage due to deteriorating infrastructure and reduce the likelihood of sanitary sewer overflows due to inflow and infiltration into the sewer pipeline.

POLICY EXPLANATION:

Professional Engineering Services are exempt from bidding in accordance with the Texas Procurement Chapter 252.2254.002. The City relies on consulting engineering firms for specialty design work. Engineering is selected based on qualifications and price negotiation.

FUNDING SOURCE:

The City of Duncanville has \$157,067.26 available in the FY21 Utility Fund and \$259,967.74 available in the FY 19 Bond Fund for the engineering design of the project.

Contract Log #:

1520

RECOMMENDATION:

Staff recommends approval of a Resolution approving the terms and conditions of PSA-21-031 for Engineering Consultant Services for the Design of Cedar Ridge Rd. Street Reconstruction and Subsurface Utility Improvements from Big Stone Gap Rd. to W. Wheatland Rd. Professional Services Contract, with Dunaway Associates, LLC., in the proposed amount of \$417,035.00.

ATTACHMENTS:

[Attachment 1 - Project Location Map Cedar Ridge Rd. Redesign](#)

[Attachment 2 - Resolution No. - 2021-026 - Design Cedar Ridge Rd. Street and Subsurface Utilities Reconstruction from Big Stone Gap Rd. to W. Wheatland Rd.](#)

ATTACHMENT 1



**PROJECT LOCATION FOR
PSA-21-031 - Engineering Consultant Services for the Design of
S. Cedar Ridge Dr. Reconstruction and Subsurface Utility
Improvements from Big Stone Gap to W. Wheatland Rd.
Professional Services Contract**



RESOLUTION NO. 2021-026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF PSA-21-031 PROFESSIONAL ENGINEERING CONSULTANT SERVICES FOR THE DESIGN OF CEDAR RIDGE RD. RECONSTRUCTION AND SUBSURFACE UTILITY IMPROVEMENTS FROM BIG STONE GAP RD. TO W. WHEATLAND RD. PROFESSIONAL SERVICES CONTRACT, ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT "A", WITH DUNAWAY ASSOCIATES, IN THE PROPOSED AMOUNT OF \$417,035.00; AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS AND/OR PURCHASE ORDERS; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Duncanville desires to continue its commitment to make infrastructure improvements to the quality and capacity of the overall street and utility infrastructure; and

WHEREAS, the City of Duncanville desires to enter into an agreement for the design of water, wastewater, drainage, roadway, landscape and irrigation on Cedar Ridge Rd. from Big Stone Gap Rd. to W. Wheatland Rd; and

WHEREAS, the City of Duncanville has \$157,067.26 available in the FY21 Utility Fund and \$259,967.74 available in the 2019 Bond Fund for the design of the listed project; and

WHEREAS, the City of Duncanville City Council desires to use these funds for water, wastewater, drainage, roadway, and landscape & irrigation improvements to benefit the citizens of Duncanville.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, THAT:

SECTION 1. The City Council hereby authorizes, approves, and accepts the terms and conditions of professional engineering services agreement PSA-21-031 for the design of water, wastewater, drainage, roadway, and landscape & irrigation on Cedar Ridge Rd. from Big Stone Gap Rd. to W. Wheatland Rd., attached hereto and incorporated herein as Exhibit "A", with Dunaway Associates, in the proposed amount of \$417,035.00.

SECTION 2. That the City Council of the City of Duncanville hereby authorizes the City Manager to execute the necessary documents to conform to this Resolution as appropriate.

SECTION 3. That this Resolution shall take effect immediately from and after its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 1st day of June, 2021.

APPROVED:

Barry L. Gordon, Mayor

ATTEST:

Kristin Downs, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney

EXHIBIT A

PSA-21-031
Engineering Consultant Services for the
Design of Cedar Ridge St Reconstruction and Subsurface Utility Improvements from Big Stone Gap to W. Wheatland Rd.
Professional Services Contract

This services agreement ("Contract") is made as of the Effective Date by and between

Dunaway Associates, LLC
550 Bailey Ave., Suite 400
Dallas, TX 75251
817-335-1121
Attn: John Wright, PE
jwright@dunaway.com

hereinafter called "**CONTRACTOR**", and the **City of Duncanville, Texas**, hereinafter called "**OWNER**".

RECITALS

WHEREAS, OWNER desires CONTRACTOR to perform certain work and services set forth in Section 1, Scope of Services; and

WHEREAS, CONTRACTOR has expressed a willingness to perform said work and services, hereinafter referred to only as "services", specified in said Scope of Services, and enumerated under Section 1, of this Agreement; and

NOW, THEREFORE, for and in consideration of the covenants and promises made one to the other herein, OWNER and CONTRACTOR agree as follows:

Section 1. Scope of Services

Upon execution of this Contract by OWNER, CONTRACTOR agrees to provide to OWNER the necessary items, as set forth in the Scope of Services attached hereto as Exhibit "A" and incorporated herein by reference ("the Scope of Services").

Section 2. Term of Contract

The term of this Contract shall begin upon execution by the Parties and shall continue until completion of services, unless sooner terminated as provided herein.

Section 3. Contractor Obligations

- A. CONTRACTOR shall devote such time as reasonably necessary for the satisfactory performance of the work under this Contract, as described in the Scope of Services, attached and incorporated herein as Exhibit A. Should OWNER require additional services not included under this Contract, CONTRACTOR shall make reasonable effort to provide such additional services at mutually agreed charges or rates, and within the time schedule prescribed by OWNER; and without decreasing the effectiveness of the performance of services required under this Contract.
- B. To the extent reasonably necessary for CONTRACTOR to perform the services under this Contract, CONTRACTOR shall be authorized to engage the services of any agents, assistants, persons, or corporations that CONTRACTOR may deem proper to aid or assist in the performance of the services under this Contract with the prior written approval of OWNER. The cost of such personnel and assistance shall be a reimbursable expense to CONTRACTOR only if authorized in writing in advance by OWNER.

EXHIBIT A

- C. CONTRACTOR shall furnish and pay for all labor, tools, materials, equipment, supplies, transportation and management necessary to perform all services set forth in the Scope of Services.

Section 4. Payment

OWNER agrees to pay CONTRACTOR for all services authorized in writing and properly performed by CONTRACTOR in accordance with the Payment Schedule set forth in Attachment 1, attached hereto and incorporated herein by reference, subject to additions or deletions for changes or extras agreed upon in writing. All fees paid to CONTRACTOR, by OWNER, shall be based on invoices submitted by CONTRACTOR for work performed monthly by OWNER, less any previous payments. Payments shall be made within 30 days of receipt of invoice by OWNER.

OWNER reserves the right to delay, without penalty, any partial payment when, in the opinion of OWNER, CONTRACTOR has not made performed in a satisfactory manner based on the Scope of Services.

The total CONTRACTOR fee shall be as specified in Exhibit "A" and "B". which shall not exceed **FOUR HUNDRED SEVENTEEN THOUSAND THIRTY-FIVE DOLLARS (\$417,035.00)**. OWNER may deduct from any amounts due or to become due to CONTRACTOR any sum or sums owing by CONTRACTOR to OWNER. In the event of any breach by CONTRACTOR of any provision or obligation of this Contract, or in the event of the assertion by other parties of any claim or lien against OWNER, or the OWNER's premises, arising out of CONTRACTOR's performance of this Contract, OWNER shall have the right to retain out of any payments due or to become due to CONTRACTOR an amount sufficient to completely protect the OWNER from any and all loss, damage or expense therefrom, until the breach, claim or lien has been satisfactorily remedied or adjusted by CONTRACTOR.

Section 5. Responsibilities

- A. CONTRACTOR shall be responsible for the quality for goods and services furnished by CONTRACTOR under this Contract. CONTRACTOR shall complete the work with the professional skill and care ordinarily provided by similarly situated professionals in the same or similar locality and under the same or similar circumstances and professional license. CONTRACTOR shall, without additional compensation, correct or revise any errors or deficiencies in the services.
- B. Neither OWNER's review, approval or acceptance of, nor payment for any of the services required under this Contract, shall be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and CONTRACTOR shall be and remain liable to OWNER in accordance with applicable law for all damages to OWNER caused by CONTRACTOR's negligent performance of any of the services furnished under this Contract.
- C. The rights and remedies of OWNER under this Contract are as provided by law.

Section 6. Time for Performance

- A. CONTRACTOR shall perform all services as provided for under this Contract in a proper, efficient and professional manner in accordance with OWNER's requirements. As time is of the essence of this Contract, such services shall be completed on date as specified in Exhibit "A", after receiving a Notification to Proceed from OWNER to CONTRACTOR.
- B. In the event CONTRACTOR's performance of this Contract is delayed or interfered with by acts of the OWNER or others, CONTRACTOR may request an extension of time for the performance of same as hereinafter provided, but shall not be entitled to any increase in fee or price, or to damages or additional compensation as a consequence of such delays.

EXHIBIT A

- C. No allowance of any extension of time, for any cause whatever, shall be claimed or made to CONTRACTOR, unless CONTRACTOR shall have made written request upon OWNER for such extension within forty-eight (48) hours after the cause for such extension occurred, and unless OWNER and CONTRACTOR have agreed in writing upon the allowance of additional time to be made.

Section 7. Documents

- A. OWNER shall own, have, keep and retain all rights, title and interest in and to all documents, including all ownership, common law, statutory, and other reserved rights, including copyrights (except copyrights held by the CONTRACTOR) in and to all project documents, whether in draft form or final form, which are produced at OWNER's request and in furtherance of this Contract. OWNER shall have the right to publish, disclose, distribute and otherwise use such deliverables, materials and reports for those purposes for which they were intended.

Section 8. Termination

- A. OWNER may suspend or terminate this Contract for cause or without cause at any time by giving written notice to CONTRACTOR. Upon receipt of such notice, CONTRACTOR shall immediately discontinue all services, and CONTRACTOR will immediately terminate placing orders or entering into contracts for assistance, supplies, facilities or material in connection with this contract and shall proceed to cancel promptly all existing contracts insofar as they are related to this contract. In the event suspension or termination is without cause, payment to CONTRACTOR, in accordance with the terms of this Contract, will be made on the basis of goods or services reasonably determined by OWNER to be satisfactorily performed to the date of suspension or termination. Such payment will be due upon delivery of all goods or services to OWNER.
- B. Should OWNER require a modification of this Contract with CONTRACTOR, and in the event OWNER and CONTRACTOR fail to agree upon a modification to this Contract, OWNER shall have the option of terminating this Contract and CONTRACTOR's services hereunder at no additional cost other than the payment to CONTRACTOR, in accordance with the terms of this Contract, for the goods or services reasonably determined by OWNER to be properly performed by CONTRACTOR prior to such termination date.

Section 9. Assignment

CONTRACTOR shall not assign or sublet this Contract, or any part thereof, without the prior written consent of OWNER.

Section 10. Applicable Laws

CONTRACTOR shall comply with all Federal, State, County and Municipal laws, ordinances, regulations, safety orders, resolutions and building codes relating or applicable to services to be performed under this Contract. The laws of the State of Texas shall govern this Contract; and venue for any action concerning this Contract shall be in the State District Court of Dallas County, Texas. The parties agree to submit to the personal and subject matter jurisdiction of said court.

Section 11. Execution becomes Effective

This Contract will be effective upon execution of the Contract by and between CONTRACTOR and OWNER.

Section 12. Contract Amendments

This Contract contains the entire understanding of the parties with respect to the subject matter hereof and there are no oral understandings, statements or stipulations bearing upon the meaning or effect of

EXHIBIT A

this Contract which have not been incorporated herein. This Contract may only be modified, amended, supplemented or waived by a written instrument executed by the parties except as may be otherwise provided therein.

Section 13. Severability

In the event any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

Section 14. Independent Contractor

It is understood and agreed by and between the parties that CONTRACTOR in satisfying the conditions of this Contract, is acting independently, and that the OWNER assumes no responsibility or liabilities to any third party in connection with CONTRACTOR's actions. All services to be performed by CONTRACTOR pursuant to this Contract shall be in the capacity of an independent CONTRACTOR, and not as an agent or employee of OWNER. CONTRACTOR shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Contract. There is no intended third-party beneficiary to this Contract.

Section 15. Notice

Any notice required or permitted to be delivered hereunder may be sent by first class mail, email, overnight courier or by confirmed telefax or facsimile to the address specified below, or to such other party or address as either party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If to OWNER:

City of Duncanville
Attn: Purchasing Department
P.O. Box 380280
Duncanville, TX 75138
(972) 780-5058
sbaker@duncanville.com

If to CONTRACTOR, send to Address on Page 1 of this Agreement.

Section 16. Exhibits

The exhibits attached hereto are incorporated herein and made a part hereof for all purposes.

Section 17. Survival of Obligations

Any of the representations and obligations of the parties, as well as any rights and benefits of the parties pertaining to a period of time following the termination of this Contract shall survive termination.

Section 18. Prohibition of Boycott of Israel

By executing this contract, CONTRACTOR verifies that it does not Boycott Israel, and agrees that during the term of this Contract will not Boycott Israel as that term is defined in Texas Government Code Section 808.001, as amended.

Section 19. Business Prohibitions

By executing this contract, CONTRACTOR verifies that, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, it does not appear on the Comptroller of the

EXHIBIT A

State of Texas listing of companies which do business with Iran, Sudan or any Foreign Terrorist Organization, as identified under Section 806.051, Section 807.051 or Section 2253.253, listing of companies.

Section 20. Insurance

- A. CONTRACTOR shall provide and maintain Workman's Compensation and Employer's Liability Insurance for the protection of CONTRACTOR's employees, as required by law. CONTRACTOR shall also provide and maintain in full force and effect during the term of this Contract, insurance (including, but not limited to, insurance covering the operation of automobiles, trucks and other vehicles) protecting CONTRACTOR and OWNER against liability from damages because of injuries, including death, suffered by any person or persons other than employees of CONTRACTOR, and liability for damages to property, arising from or growing out of CONTRACTOR's operations in connection with the performance of this Contract.
- B. Such insurance covering personal and bodily injuries or death shall be in the sum of not less than One Million Dollars (\$1,000,000.00) for one (1) person, and not less than One Million Dollars (\$1,000,000.00) for any one (1) occurrence. Insurance covering damages to property shall be in the sum of not less than One Million Dollars (\$1,000,000.00) for any one (1) occurrence, and One Million Dollars (\$1,000,000.00) aggregate.
- C. CONTRACTOR shall also provide and maintain Professional Liability Insurance coverage to protect CONTRACTOR and OWNER from liability arising out of the performance of professional services, if any, under this Contract. Such coverage shall be in the sum of not less than One Million Dollars (\$1,000,000.00).
- D. A signed Certificate of Insurance, satisfactory to OWNER, showing compliance with the requirements of this Section shall be furnished to OWNER before any services are performed under this Contract to:

City of Duncanville
Attn: Purchasing Office
P.O. Box 380280
Duncanville, TX 75138
(972) 780-5058

and shall further indicate that each and every policy for liability insurance coverage as required herein includes a "Contractual Liability Coverage" endorsement covering the Contract under Section 10, hereof. Such Certificate of Insurance shall provide for thirty (30) days written notice to OWNER prior to the cancellation or modification of any insurance referred to therein. On every date of renewal of the required insurance policies, the CONTRACTOR shall cause a certificate of insurance and policy endorsements to be issued evidencing the required insurance herein and delivered to the Owner. In addition, the CONTRACTOR shall within ten (10) business days after written request provide the Owner with certificates of insurance and policy endorsements for the insurance required herein. The delivery of the certificates of insurance and policy endorsements to the Owner is a condition precedent to the payment of any amounts due to CONTRACTOR by the Owner. The failure to provide valid certificates of insurance and policy endorsements shall be deemed a default and/or breach of this Agreement.

- E. All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service. All policies must be written on a primary basis, non-contributory with any other insurance coverage and/or self-insurance maintained by the Owner.

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Section 21. Indemnification for Injury and Performance

CONTRACTOR hereby agrees to protect, defend, indemnify and hold harmless the OWNER, its officers, agents, servants and employees (hereinafter individually and collectively referred to as "Indemnitees"), from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses, including, in part, attorney fees incidental to the defense of such suits, actions, claims, losses, damages or liability on account of injury, disease, sickness, including death, to any person or damage to property including, in part, the loss of use resulting therefrom, arising from any negligent act, error, omission or neglect of CONTRACTOR, its officers, employees, servants, agents or subcontractors, or anyone else under CONTRACTOR's direction and control, and arising out of, occurring in connection with, resulting from or caused by the performance or failure of performance of any work or services called for by this Contract, or from conditions created by the performance or non-performance of said work or services. In the event one or more of the Indemnitees is determined by a court of law to be jointly or derivatively negligent or liable for such damage or injury, CONTRACTOR shall be obligated to indemnify OWNER as provided herein on a proportionate basis in accordance with the final judgment, after all appeals are exhausted, determining such joint or derivative negligence or liability.

The CONTRACTOR's obligations under this section shall not be limited to the limits of coverage of insurance maintained or required to be maintained by CONTRACTOR under this agreement. This provision shall survive the termination of this agreement

Section 22. Indemnification for Unemployment Compensation

CONTRACTOR agrees that it is an independent CONTRACTOR and not an agent of the OWNER, and that CONTRACTOR is subject, as an employer, to all applicable Unemployment Compensation Statutes, so as to relieve OWNER of any responsibility or liability from treating CONTRACTOR's employees as employees of OWNER for the purpose of keeping records, making reports or payments of Unemployment Compensation taxes or contributions. CONTRACTOR further agrees to indemnify and hold OWNER harmless and reimburse it for any expenses or liability incurred under said Statutes in connection with employees of CONTRACTOR.

Section 23. Indemnification for Performance

CONTRACTOR shall defend and indemnify OWNER against and hold OWNER and the premises harmless from any and all claims, suits or liens based upon or alleged to be based upon the non-payment of labor, tools, materials, equipment, supplies, transportation and management costs incurred by CONTRACTOR in performing this Contract.

Section 24. Funding and Non-Appropriation Clause

CONTRACTOR recognizes that the continuation of any contract after the close of, or during, any given fiscal year of the City of Duncanville, which fiscal year ends on September 30 of each year, shall be subject to Council budget approval of the City of Duncanville providing for or covering such contract item as an expenditure therein. The OWNER does not represent that said budget item will actually be adopted as this determination is within the sole discretion of the City Council. Should funding not be approved by the City Council for any given budget year during the contract term, the contract will terminate and become null and void; however, any work performed to date shall be paid.

Section 25. Revisions of Scope of Work and Workplan

EXHIBIT A

In response to changes in needs of the project, OWNER reserves the right to direct substantial revision to the scope of work initially agreed, including changes to the drawings, specifications or other project documents after due approval by OWNER, as OWNER may deem necessary. In such event, OWNER shall pay CONTRACTOR its regular compensation for services rendered in making such revisions, provided such compensation is customarily reasonable. When CONTRACTOR is directed to make substantial revisions under this section of the contract, CONTRACTOR shall provide to OWNER a written proposal for the entire costs involved and the completion time involved in providing the revisions. OWNER shall not knowingly require any revision that is illegal or that violates the professional ethics of CONTRACTOR. Prior to CONTRACTOR undertaking any substantial revision as directed by OWNER, OWNER must authorize in writing the nature and scope of the revisions and accept the method and amount of compensation and the time involved in all phases of the work.

Section 26. Right to Inspect Records

CONTRACTOR agrees that OWNER shall, until the expiration of one (1) years after final payment under this contract, have access to and the right to examine any directly pertinent books, documents, papers and records of CONTRACTOR involving transactions relating to this contract. CONTRACTOR agrees that OWNER shall have access during normal working hours to all necessary CONTRACTOR facilities and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this section. OWNER shall give CONTRACTOR reasonable advance notice of intended audits no less than 3 business days. CONTRACTOR further agrees to include in subcontract(s), if any, a provision that any subcontractor or subcontractor agrees that OWNER shall, until the expiration of one (1) years after final payment under any subcontract, have access to and the right to examine any directly pertinent books, documents, papers and records of such subcontractor or subcontractor involving transactions to the subcontract and further, that OWNER shall have access during normal working hours to all subcontractors or subcontractor facilities, and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with the provisions of this paragraph. OWNER shall give the subcontractors or subcontractor reasonable advance notice of intended audits no less than 3 business days.

Section 27. Successors and Assigns

OWNER and CONTRACTOR each binds itself and its successors, executors, administrators and assigns to the other party of this contract and to the successor, executors, administrators and assigns of such other party in respect to all covenants of this contract. Neither OWNER nor CONTRACTOR shall assign or transfer its interest herein without the prior written consent of the other.

Section 28. Disclosure

By signing this contract, CONTRACTOR acknowledges to OWNER that it has made full disclosure in writing of any existing conflicts of interest or potential conflicts of interest, including personal financial interests, direct or indirect, in property abutting the proposed project and business relationships with abutting property owners. CONTRACTOR further agrees that it will make disclosure in writing of any conflicts of interest which develop subsequent to the signing of this contract and prior to final payment under the contract.

Section 29. Employment Verification

Employment eligibility verification: The Immigration Reform and Control Act of 1986 (IRCA) makes it illegal for employers to knowingly hire or recruit immigrants who do not possess lawful work authorization and requires employers to verify their employees' work eligibility on a U.S. Department of Justice Form I-9. **THE CONTRACTOR/VENDOR WARRANTS THAT CONTRACTOR/VENDOR IS IN COMPLIANCE WITH IRCA AND WILL MAINTAIN COMPLIANCE WITH IRCA DURING THE TERM OF THE CONTRACT WITH THE**

EXHIBIT A

OWNER. CONTRACTOR/VENDOR WARRANTS THAT CONTRACTOR/VENDOR HAS INCLUDED OR WILL INCLUDE A SIMILAR PROVISION IN ALL WRITTEN CONTRACTS WITH ANY SUBCONTRACTORS ENGAGED TO PERFORM SERVICES UNDER THIS CONTRACT.

Section 30. Default

OWNER reserves the right to terminate this contract immediately upon breach of any term or provision of this contract by CONTRACTOR; or if at any time during the term of this contract, CONTRACTOR shall fail to commence the work in accordance with the provisions of this contract or fail to diligently provide services in an efficient, timely and careful manner and in strict accordance with the provisions of this contract or fail to use an adequate number or quality of personnel or equipment to complete the work or fail to perform any of its obligations under this contract, then OWNER shall have the right, if CONTRACTOR shall not cure any such default after thirty (30) days' written notice thereof, to terminate this contract and complete the work in any manner it deems desirable, including engaging the services of other parties therefore. Any such act by OWNER shall not be deemed a waiver of any other right or remedy of OWNER.

Section 31. Headings

The headings of this Contract are for the convenience of reference only and shall not affect in any manner any of the terms and conditions hereof.

Section 32. Equal Employment Opportunity

CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, age, color, religion, sex, ancestry, national origin, place of birth or disability. CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, age, color, religion, sex, ancestry, national origin, place of birth or disability. This action shall include but not be limited to employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection of training, including apprenticeship.

Section 33. Entire Contract

This contract embodies the complete contract of the parties hereto, superseding all oral or written previous and contemporary contracts between the parties relating to matters herein; and except as otherwise provided herein, cannot be modified without written contract of the parties.

EXHIBIT A

(Signature page to follow)

EXHIBIT A

IN WITNESS WHEREOF, the parties hereto have executed this Contract on this the _____ day of _____, 2021.

City of Duncanville, Texas
OWNER

Signature
Aretha Ferrell-Benavides
City Manager

Dunaway Associates, LLC
CONTRACTOR

Signature

Jason Williamson, PE

Printed Name

Chief Operations Officer, Principal

Title

EXHIBIT A & B

EXHIBIT A



Dunaway No. P006607.002

March 5, 2021

Ms. Jacqueline (Jackie) Culton, P.E.
 Assistant Director of Public Works
 203 E. Wheatland Rd.
 Duncanville, TX 75138-0280

Via e-mail: jculton@duncanville.com

Reference: Proposal for Professional Engineering Services
 Cedar Ridge Street Reconstruction and Subsurface Utility Improvements
 from Big Stone Gap to W. Wheatland Road

Dear Ms. Culton:

Dunaway Associates, L.L.C. (Dunaway) is pleased to submit this proposal for professional civil engineering and land surveying services on the above-referenced project. Based on our scoping meeting conversation January 14, 2021 and email from March 5, 2021, we believe the following scope of services will meet your needs for this project. For your convenience, we have provided a Project Understanding and an Executive Fee Summary followed by a detailed Statement of Work.

Project Understanding

The City of Duncanville requires a design of concrete roadway paving, sidewalk, drainage, water, wastewater, pedestrian signalization improvements for Cedar Ridge Road from Big Stone Gap to West Wheatland Road in Duncanville, Texas. The City estimates approximately; 2,100 LF of 6-lane arterial roadway paving (88' B-B within 100' R.O.W.) including improved pedestrian sidewalks and ADA ramps, 2,100 LF of 12-in diameter water pipeline, 2,000 LF of 8-in diameter water pipeline, 900 LF of 8-in diameter wastewater pipeline, and underground storm drainage. Improvements include new concrete pavement and pedestrian ramps through both intersections within the project scope. Existing streetlights, landscaping, irrigation, and signals will remain and be incorporated into the proposed plans. These improvements and limits are also shown on Attachment "A" – Project Map, included herein.

The existing paving, drainage, water and wastewater infrastructure along Cedar Ridge Road is deteriorated beyond acceptable performance and needs replacement. The engineer firm will prepare designs and specifications reflecting the needed improvements.

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Corporate: 550 Bailey Avenue, Suite 400 ☞ Fort Worth, Texas 76107 ☞ Tel: 817.335.1121 ☞ Fax: 817.335.7437 ☞ dunawayassociates.com

Fort Worth ☞ Austin ☞ Midland ☞ San Antonio

EXHIBIT A

Proposal for Professional Engineering Services
 Cedar Ridge Road Street Reconstruction and
 Subsurface Utility Improvements from Big Stone Gap to Wheatland Road
 Page 2

Executive Fee Summary

Basic Engineering Services	
Project Management	\$ 16,760.00
Water	\$ 45,300.00
Wastewater	\$ 8,600.00
Drainage	\$ 43,525.00
Signalization Improvements	\$ 28,500.00
Roadway	\$ 149,510.00
Utility Relocation Coordination	\$9,300.00
Bid Phase Services	\$ 12,740.00
Construction Phase Services	\$ 17,770.00
Geotechnical Services	\$11,400.00
Survey Services	\$ 32,450.00
Subsurface Utility Exploration	\$ 38,940.00
TDLR Permitting	\$ 1,630.00
Direct Expenses	\$ 610.00
Total:	\$ 417,035.00

All administrative and application fees required by review authorities will be paid by the City and are not included in Dunaway's proposed fee.

If this proposal meets with your approval, we will proceed to formalize a contract. If there are any questions regarding the scope of work, we are ready to discuss. We appreciate the opportunity to assist you with this project and look forward to its success.

Respectfully submitted,



Josh Wright, P.E.
 Discipline Lead II | Associate

Enclosure(s): Statement of Work, Attachment A - Project Map, 2021 Standard Rate Table

Cc: Kervin Campbell, Daniel Tremper, Ron King

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Statement of Work
Cedar Ridge Road Street Reconstruction
and Subsurface Utility Improvements

EXHIBIT A

City Contract #21-0XX

STATEMENT OF WORK
City of Duncanville
Design of Cedar Ridge Road Street Reconstruction
and Subsurface Utility Improvements
From Big Stone Gap to Wheatland Road

Part 1: General Information

- A. Introduction: The City of Duncanville requires a design of roadway paving, drainage, water, wastewater, sidewalk, and signalization improvements for Cedar Ridge Road from Big Stone Gap to Wheatland Road in Duncanville, Texas. The City estimates approximately; 2,100 LF of 6-lane arterial roadway paving (81' B-B within 100' R.O.W.) including pedestrian sidewalks and ADA ramps, intersection re-pavement and pedestrian signalization improvements, 2,100 LF of 12-in diameter water pipeline, 2,000 LF of 8-in diameter water pipeline, 900 LF of 8-in diameter wastewater pipeline, and underground storm drainage system. These improvements and limits are also shown on Attachment A – Project Map, included herein.
- B. Background: The existing paving, drainage, water and wastewater infrastructure along Cedar Ridge Road is deteriorated beyond acceptable performance and needs replacement. The engineer firm will prepare designs and specifications reflecting the needed improvements.
- C. Scope
 - 1. Project Management - engineer will manage the work outlined in this scope to ensure efficient and effective use of engineer's and City's time and resources. Engineer will manage change, communicate effectively, coordinate internally and externally as needed, and proactively address issues with the City's Project Manager and others as necessary to make progress on the work.
 - 2. Conduct topographic field surveying, base mapping, and subsurface utility exploration of Cedar Ridge Road from Big Stone Gap to West Wheatland Rd, including through intersections.
 - 3. Road and project areas as shown in the project location map (attached). Base mapping will include determining existing public/private property boundaries and easements for use in design.
 - 4. Prepare up to four (4) separate instrument documents as needed for sidewalk rights of way or easements at ADA ramps.
 - 5. Conduct Preliminary Investigation & Prepare 30% Conceptual Design.
 - 6. Conduct engineering design and prepare construction plans and specifications for all proposed improvements in the specified area (assumes one bid package).
 - 7. Register and submit project for TDLR plan review and construction inspection.
 - 8. Prepare contract documents to support the City contracting process.
 - 9. Provide bidding support during bidding phase of the project.
 - 10. Provide construction support during construction phase of the project.

Statement of Work
Cedar Ridge Road Street Reconstruction
and Subsurface Utility Improvements

EXHIBIT A

City Contract #21-0XX

11. Conduct geotechnical engineering and prepare Geotechnical Report to present the results of the field and laboratory data together with analyses of the results and recommendations.

D. Items Not included in Scope

1. Floodplain mapping, study or modeling since no floodplain waters exists within the project limits, nor are any impacts therein anticipated.
2. Corridor Study or analysis.
3. Detailed Traffic Control Plans (to be prepared by Contractor prior to construction)
4. Environmental assessment or permitting.
5. Modeling and sizing of water and wastewater lines.
6. Roadway illumination analysis or design.
7. Irrigation or landscape design.
8. SWPPP (to be performed by Contractor prior to construction).

These services can be provided if desired by the City and can be added by Contract Amendment.

E. Applicable Documents

1. Attachment “A” - Project Map
2. NCTCOG Public Works Construction Standards —5th Edition, November 2017

Part 2: Work Requirements

A. Technical Requirements

1. Project Management

1.1. Managing the Team

- 1.1.1. Lead, manage and direct design team activities
- 1.1.2. Ensure quality control is practiced in performance of the work
- 1.1.3. Communicate internally among team members
- 1.1.4. Task and allocate team resources

1.2. Communications and Reporting

- 1.2.1. Attend a pre-design project kickoff meeting with City staff to confirm and clarify scope, understand City objectives, and ensure economical and functional designs that meet City requirements

Statement of Work
Cedar Ridge Road Street Reconstruction
and Subsurface Utility Improvements

EXHIBIT A

City Contract #21-0XX

- 1.2.2. Conduct review meetings with the City at the end of each design phase
 - 1.2.3. Prepare invoices monthly in the format requested by the City.
 - 1.2.4. Prepare and submit monthly progress reports detailing work performed, project status and upcoming milestones.
 - 1.2.5. Prepare and submit baseline Project Schedule initially, and Project Schedule updates monthly
 - 1.2.6. Coordinate with other agencies and entities as necessary for the design of the proposed infrastructure, and provide and obtain information needed to prepare the design. Upon request, the Engineer will provide a list of all contacted utility representatives to the City, which includes names, phone numbers, email addresses, physical address, etc.
 - 1.2.6.1. Dallas County
 - 1.2.6.2. Private Franchise Utility Companies
 - 1.2.7. It is not anticipated that there are any permitting authorities outside of the City of Duncanville for this project.
2. Conduct Surveying and Base Mapping – the Engineer shall perform a field survey and obtain the following survey data and apply them in the development of the construction plans: The Engineer will establish base line control, locate and tie existing above ground utility appurtenances, structures, trees, curbs, pavements, fences, and other improvements to the base line. The Engineer will attempt to determine the elevations of existing water and wastewater mains.
 - 2.1. The Engineer will identify existing manhole diameters, inverts, and RIM elevations within the project area.
 - 2.2. The Engineer will identify existing pavement type and thickness.
 - 2.3. The Engineer will locate existing franchise utilities based on the existing records to help determine utility conflicts.
 - 2.4. The Engineer will locate and establish control from the City's existing benchmarks (at least two benchmarks for each location, if possible).
 - 2.5. Subsurface Utility Engineering (SUE) to Quality Level D, C, B and A, as described below. The SUE shall be performed in accordance with CI/ASCE 38-02.
 - 2.6. Quality Level D
 - 2.6.1. Conduct appropriate investigations (e.g., owner records, County/CITY records, personal interviews, visual inspections, etc.), to help identify utility owners that may have facilities within the project limits or that may be affected by the project.
 - 2.6.2. Collect applicable records (e.g., utility owner base maps, "as built" or record drawings, permit records, field notes, geographic information system data, oral histories, etc.) on the existence and approximate location of existing involved utilities.

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Cedar Ridge Road Street Reconstruction
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City Contract #21-0XX

- 2.6.3. Review records for: evidence or indication of additional available records; duplicate or conflicting information; need for clarification.
- 2.6.4. Develop SUE plan sheets and transfer information on all involved utilities to appropriate design plan sheets, electronic files, and/or other documents as required. Exercise professional judgment to resolve conflicting information. For information depicted, indicate: utility type and ownership; date of depiction; quality level(s); end points of any utility data; line status (e.g., active, abandoned, out of service); line size and condition; number of jointly buried cables; and encasement.
- 2.7. Quality Level C (includes tasks as described for Quality Level D)
 - 2.7.1. Identify surface features, from project topographic data and from field observations, that are surface appurtenances of subsurface utilities.
 - 2.7.2. Include survey and correlation of aerial or ground-mounted utility facilities in Quality Level C tasks.
 - 2.7.3. Survey surface features of subsurface utility facilities or systems, if such features have not already been surveyed by a professional surveyor. If previously surveyed, check survey data for accuracy and completeness.
 - 2.7.4. The survey shall also include (in addition to subsurface utility features visible at the ground surface): determination of invert elevations of any manholes and vaults; sketches showing interior dimensions and line connections of such manholes and vaults; any surface markings denoting subsurface utilities, furnished by utility owners for design purposes.
 - 2.7.5. Exercise professional judgment to correlate data from different sources, and to resolve conflicting information.
 - 2.7.6. Update (or prepare) plan sheets, electronic files, and/or other documents to reflect the integration of Quality Level D and Quality Level C information.
 - 2.7.7. Recommend follow-up investigations (e.g., additional surveys, consultation with utility owners, etc.) as may be needed to further resolve discrepancies.
 - 2.7.8. Provide Quality Level C to identify overhead utilities on the project and provide the overhead utility information on the SUE plan sheets.
- 2.8. Level B (includes tasks as described for Quality Level C)
 - 2.8.1. Select and apply appropriate surface geophysical method(s) to search for and detect subsurface utilities within the project limits, and/or to trace a particular utility line or system.
 - 2.8.2. Based on an interpretation of data, mark the indications of utilities on the ground surface for subsequent survey. Utilize paint or other method acceptable for marking of lines.
 - 2.8.3. Unless otherwise directed, mark centerline of single-conduit lines, and outside

Statement of Work
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EXHIBIT A

City Contract #21-0XX

edges of multi-conduit systems.

2.8.4. Resolve differences between designated utilities and utility records and surveyed appurtenances.

2.8.5. Recommend additional measures to resolve differences if they still exist. Recommendations may include additional or different surface geophysical methods, exploratory excavation, or upgrade to Quality Level A data.

2.8.6. As an alternative to the physical marking of lines, the ENGINEER may, with CITY's approval, utilize other means of data collection, storage, retrieval, and reduction, that enables the correlation of surface geophysical data to the project's survey control.

2.9. Level A

2.9.1. Expose and locate utilities at specific locations (up to 5 locations).

2.9.2. Tie horizontal and vertical location of utility to survey control.

2.9.3. Provide utility size and configuration.

2.9.4. Provide paving thickness and type, where applicable.

2.9.5. Provide general soil type and site conditions and such other pertinent information as is reasonably ascertainable from each test hole site.

3. Conduct Preliminary Investigation/Prepare 30% Conceptual Design

3.1. The Engineer will review existing plans and reports obtained from the City that are relevant to this project and perform field investigations necessary to evaluate proposed alignments. Coordinate with utility companies, other agencies, and the City to obtain information on existing and proposed facilities in the project areas.

3.2. The Engineer will use the information and data obtained to develop conceptual design plans for this project, and will included at a minimum, the following:

3.2.1. Existing survey data

3.2.2. Existing water and sewer GIS maps, record drawings, and design drawings.

3.2.3. Property ownership and tax plat information from Dallas County, etc.

3.2.4. Texas Commission on Environmental Quality (TCEQ) rules. Although the City adheres to all design guidelines required by TCEQ, the following chapters are often referred to: Chapter 290, Public Drinking Water.

3.2.5. Latest Edition of North Central Texas Council of Governments (NCTCOG) Public Works Construction Standards, North Central Texas, available from NCTCOG, 616 Six Flags Drive, Arlington, TX 76011, (800) 272-3921.

3.2.6. Water Distribution System Study Update, July 1984.

Statement of Work
Cedar Ridge Road Street Reconstruction
and Subsurface Utility Improvements

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City Contract #21-0XX

- 3.3. The Engineer shall, after a thorough review of all available data from the City of Duncanville, other applicable agencies, interviews with Public Works personnel, and in accordance with the requirements stated herein, formulate, analyze, present alternatives and make reasonable and appropriate recommendations on all design elements.
- 3.4. The Engineer will develop conceptual plans (30%) consisting of the following:
 - 3.4.1. Preliminary cover and index of sheets including project limits, area location map and beginning and end station limits.
 - 3.4.2. SUE Plan sheets sealed by a licensed professional engineer registered in the State of Texas.
 - 3.4.3. Existing typical sections of the roadway to be constructed along with proposed typical sections which outline the proposed improvements. Typical sections shall include existing and proposed ROW, existing and proposed lane widths and direction arrows, existing and proposed curbs, and sidewalks (assumed retaining walls are not needed).
 - 3.4.4. Conceptual plan and profile sheets showing existing and proposed horizontal roadway alignments, existing and proposed ROW, existing and proposed sidewalks and driveways, proposed lane dimensions and lane arrows, existing drainage structures, city owned and franchise utilities, and existing roadway vertical alignments (profiles).
 - 3.4.5. Conceptual drainage area map with supporting drainage computation for hydrologic conditions.
 - 3.4.6. Conceptual plans showing the proposed horizontal alignments for storm drain main lines.
 - 3.4.7. Conceptual plans showing the proposed horizontal alignments for water and wastewater mains.
 - 3.4.8. Existing adjacent water/wastewater mains, franchise utilities, and storm lines.
 - 3.4.9. Conceptual Opinion of Probable Construction Cost
4. Prepare the Designs and Specifications (60% and 90%):
 - 4.1. The Engineer will prepare construction drawings and technical specifications required for the project, in accordance with the applicable City, state, and federal regulations, requirements, and guidelines. The preliminary and pre-final design plans shall consist of the following:
 - 4.1.1. Prepare updated cover, index, general notes and other necessary information sheets.
 - 4.1.2. Prepare updated project layout control showing pertinent survey data on the plan and profile sheets and all pertinent construction notes.

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and Subsurface Utility Improvements

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City Contract #21-0XX

- 4.1.3. Prepare updated storm drain layout sheets showing location and size of all inlets, manholes, junction boxes, culverts and piping to include storm drain profiles showing existing and proposed flow lines, flows, lengths and slopes of pipe, top of ground profile over pipe and connections to existing or proposed storm sewer systems.
- 4.1.4. Prepare updated roadway typical section sheets, horizontal and vertical information on the plan and profile sheets, and prepare cross sections for informational purposes.
- 4.1.5. Prepare updated water and wastewater main plan and profiles, special design considerations and locations of appurtenances as requested by the City.
- 4.1.6. Identify and specify pipe materials based on the City design criteria and soil types.
- 4.1.7. Prepare updated signing and pavement marking plans.
- 4.1.8. Prepare Traffic Control and Construction Sequencing Narrative for construction activities within specific project limits or areas leading to or from the project site(s).
- 4.2. The Engineer will submit three (3) copies each of the 60%, and 90% Plans on full-size plan sheets and PDF format for review and comment by the City. Revise plans based on the City's comments and respond to each comment not incorporated in revised plans.
- 4.3. The Engineer will provide Digital Drawing Registration and Survey Control.
 - 4.3.1. Digital drawing file data shall be in U.S. Survey Feet for distances, and degrees, minutes, and seconds for bearings and angles.
 - 4.3.2. Northing, Easting, and Elevation State Plane Grid Coordinates shall be provided in a format that may be incorporated into the City's ESRI ArcGIS system. The Project Manager will provide more information concerning formats and expectations on request.
 - 4.3.3. The data provided shall be referenced to the NAD 83 Texas State Plane Coordinate System, North Central Zone
 - 4.3.4. The accuracy will be at a minimum 3 cm (horizontal).
- 4.4. The Engineer will provide all CADD files related to the design.
 - 4.4.1. All reference files and cell libraries used to create the design sheets shall be included. If proprietary files for fonts, lines styles, aerial photographs, or other such attachments are included, legal and binding permanent licenses for the use of such files shall be included.
 - 4.4.2. Detail sheets, special appurtenances, and other such design details will be supplied as outlined above. Any proprietary or copyrighted details shall include a release from the copyright holder allowing the City of Duncanville to make an unlimited number of copies of the submitted special details.

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- 4.5. The Engineer shall produce all design drawings in the latest version of MicroStation Computer Aided Design and Drafting system (CADD) or AutoDesk, as determined by the Project Manager. All design drawings shall be created electronically. In addition, the Engineer shall submit all electronic data in the form and format listed herein. Submit all original CADD Drawings to Project Manager, including any special appurtenance and detail sheets, with the following stipulations:
 - 4.5.1. All submitted CADD Drawings shall be done in ink (CADD Plotter) on 20# High Bright bond paper.
 - 4.5.2. All design and plan drawings shall be produced in an electronic file format created by a CADD system completely compatible with MicroStation.
 - 4.5.3. Each final design sheet must be in its own computer file in a format completely compatible with MicroStation or Civil 3D the latest version of final design sheet will incorporate the computer file extension “.dgn” as the last characters in the file’s name. No reference files, no special or proprietary cell libraries, no special or proprietary font files, and no special or proprietary line styles, shall be attached.
 - 4.5.4. Additionally, each individual design sheet shall be provided in the latest version in the Public Domain of the “Portable Document Format (PDF)” type file.
 - 4.5.5. Should the Engineer desire to supply electronic files in some other format or created by some other program, prior approval from the City shall be required.
- 4.6. The Engineer shall furnish all computer specification files, including all word processor or spreadsheet files in latest version of Microsoft Office for Windows. Specification Document files shall be furnished on Compact Disc or other agreed upon media as approved by the City.
- 4.7. The Engineer will submit scanned images, photographs, reports, analysis, and all other project data to the City in file formats compatible with software and computers owned by the City of Duncanville. All such specification documents shall be furnished on Compact Discs or other agreed upon media as approved by the City.

5. Prepare Contract Documents

- 5.1. The Engineer will prepare Bid Specification documents including Special Provisions. Special Provisions are only those specifications not specifically included in the City of Duncanville Public Works’ Special Provisions or NCTCOG Public Works Construction Standards.
- 5.2. The Engineer will prepare Engineer’s Estimate of Probable Costs at every milestone submittal and Bid Item tabulations after the bidding of the project. This shall be provided to the Project Manager in Excel format.
- 5.3. After completion of the design, if requested by the Project Manager, the Engineer will be required to attend a “Project Partnering Session” wherein the Engineer will be expected to provide a one to three-hour presentation of the various Project Segments — the design considerations, reasons for any unusual designs, discussions of any expected construction difficulties, etc. In attendance at this meeting will be the selected Prime Contractor, key

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Sub-Contractors, Public Works personnel, and other interested parties. This meeting will take place at a time and place to be determined, but will usually happen from one to two months, but as many as 12 months, after the Prime Contractor has been selected through the bid process. This meeting will generally require 3 to 4 hours of participation by the Engineer's design personnel.

- 5.4. The Engineer will deliver one set of sealed Mylar design drawings and special specifications to the City.
- 5.5. The Engineer will furnish files of the scanned images of the final sealed drawings and specifications with the construction records posting on a CD to the City.
- 5.6. The Engineer will provide Project Manager with digital set of final drawings for permanent posting in approved format.

6. Bid Support

- 6.1. The engineer shall submit all plans and contract documents for City to post publicly for bidding.
 - 6.1.1. Final plans and Contract documents shall be uploaded in a .pdf file.
 - 6.1.2. A Unit Price Proposal will be prepared for bidders to input itemized bids.
- 6.2. The engineer may sell contract documents and maintain a plan holders list at office location if approved by City project manager.
- 6.3. The engineer will develop and implement procedures for receiving and answering bidders' questions and requests for additional information. The procedures shall include a log of all significant bidders' questions and requests and the response thereto. The log shall be housed and maintained in the project's folder titled Request for Information. The engineer will provide technical interpretation of the contract bid documents and will prepare proposed responses to all bidders' questions and requests, in the form of addenda. The engineer shall submit all approved addenda to the City to share with all plan holders.
- 6.4. Attend the prebid conference in support of the City.
- 6.5. Assist the City in determining the qualifications and acceptability of prospective contractors, subcontractors, and suppliers.
- 6.6. When substitution prior to award of contracts is allowed in the contract documents, the engineer will advise the City as to the acceptability of alternate materials and equipment proposed by bidders.
- 6.7. Attend the bid opening in support of the City.
- 6.8. Tabulate and review all bids received for the construction project, assist the City in evaluating bids, and recommend award of the contract. A copy of the Bid Tabulation will be submitted to the City for record.
- 6.9. Incorporate all addenda into the contract documents and issue conformed sets.

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7. Provide Construction Support.

- 7.1. Engineer will attend the preconstruction meeting to discuss project construction elements and answer questions regarding construction aspects.
- 7.2. Engineer will review shop drawing and material specifications provided by the Contractor for compliance (up to 3 submittal package reviews).
- 7.3. Engineer will coordinate with the assigned project inspector or construction manager and assist with RFI's during construction (up to 10 total RFI's).
- 7.4. Engineer will prepare change orders and field changes as required during construction. It is assumed City will prepare change order and field changes documentation with Engineering assisting and reviewing.
- 7.5. Engineer will attend the project site when necessary with the assigned project inspector or construction manager and assist with RFI's during construction (up to 5 site visits).
- 7.6. Engineer will attend the "Final" project walk through and assist with preparation of final punch list, if requested by the City.

8. Provide Geotechnical Report

- 8.1. An engineering report will be prepared to present the results of the field and laboratory data together with analyses of the results and recommendations. The report will address:
 - 8.1.1. General soil and ground-water conditions
 - 8.1.2. Comments on general soil and rock excavatability
 - 8.1.3. Recommendations for pavement subgrade stabilization type, depth and concentration per city standards
 - 8.1.4. Comments on the presence of sulfates and remedial measures as required
 - 8.1.5. Guidelines for concrete pavement design
 - 8.1.6. Earthwork and utility backfill recommendations

B. Deliverables

- 1. Project Schedule. Project Schedule will include milestones for preparation of drawings and specifications. Suspense for initial Project Schedule is 15 days after contract award. The Engineer will provide monthly progress reports sufficient to support monthly billings. Monthly status reports will be consistent with billing period. This schedule will be binding for the Engineer's activities and will include the start and completion dates for each design activity. The Engineer and Project Team members shall use this schedule to ensure that all design milestone dates are being met for the project. The Engineer shall update the schedule to reflect performance periodically (minimally at each design phase or monthly, whichever is less) for the Project Team's review and approval. Any recommendations for deviations from the approved design schedule must be explained in detail as to the causes for the deviation(s) and impact to the schedule. At a minimum, the schedule will include the following milestones:

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- 1.1. Completion of 30%, 60%, 90%, and Final Drawings and Specifications
2. Meeting Minutes. The engineer will prepare minutes during any meeting conducted with the City and submit them to the City Project Team within two business days following the meeting for review and acceptance.
3. Construction Drawings and Specifications.
 - 3.1. The engineer will provide 30%, 60%, 90%, and Final Drawings in accordance with project schedule milestones.
 - 3.2. Engineer will complete contract documents, bid items and cost estimate with each submittal milestone.
 - 3.3. The Engineer shall prepare construction plans in conformance with all applicable Public Works guidelines, policies, criteria, etc. Plans shall be created in a professional manner and be adequate to advertise for construction bids. Final deliverables shall include but not be limited to the following:
 - 3.3.1. Prepare final cover, index, general notes and other necessary information sheets.
 - 3.3.2. Prepare final project layout control showing pertinent survey data on the plan and profile sheets and all pertinent construction notes.
 - 3.3.3. Final storm drain layout sheets showing location and size of all inlets, manholes, junction boxes, culverts and piping to include storm drain profiles showing existing and proposed flow lines, flows, lengths and slopes of pipe, top of ground profile over pipe and connections to existing or proposed storm sewer systems.
 - 3.3.4. Finalize roadway typical section sheets, horizontal and vertical information on the plan and profile sheets, and prepare cross sections for informational purposes.
 - 3.3.5. Finalize water and wastewater main plan and profiles, special design considerations and locations of appurtenances as requested by the City.
 - 3.3.6. Identify and specify pipe materials based on the City design criteria and soil types.
 - 3.3.7. Provide coordination required to maintain continuous service for all utility and service lines. This includes but is not limited to bypass pumping plans and temporary service plans.
 - 3.3.8. Prepare final signing and pavement marking plans.
 - 3.3.9. Prepare Traffic Control and Construction Sequencing Narrative for construction activities within specific project limits or areas leading to or from the project site(s).
 - 3.3.10. If required by the City, the Engineer will prepare final design reports and/or other

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documents for any and/or all pipeline segments of a type and style acceptable to the Texas Commission on Environmental Quality (TCEQ) or other agency. Additionally, if required by the City and/or regulatory authorities, the Engineer will obtain approval of all requested design reports and/or other documents from the TCEQ or other agency.

3.3.11. Provide up to three (3) sets of final plans, as directed by the City.

4. Geotechnical Report. The engineer will submit the geotechnical report in electronic format (.pdf) and can submit a hard copy upon request by the City project manager.
5. Separate Instrument Plat and Legal. The engineer will prepare up to four (4) right of way or separate instrument documents in accordance with City of Duncanville requirements. These easements will be signed and sealed by a Registered Professional Land Surveyor licensed in the State of Texas and will be submitted to the City for approval and processing. In the event additional easements are needed, Dunaway shall prepare, at the City's direction, for the cost of \$2,000 per easement document.
6. Final Record Drawings. The engineer will provide final record drawings based on the construction contractors "red-line" drawings. Suspense is 30 days after completion of construction work.
 - 6.1. The CD-R shall contain an electronic copy of the digital drawing file in the following AutoCAD or MicroStation formats. DXF, DWG, DGN (DWG or DGN are preferred). A compressed and self-extracting file type (.ZIP) of these is acceptable.
 - 6.1.1. These submittals must follow the specifications listed above.
 - 6.1.2. All digital drawing files must be "stand-alone" without the necessity of attaching Reference or X-Ref files or modifying levels and layers.
 - 6.2. As-built maps of the project shall be submitted in a GIS ready format, specifically, a shape file or a personal geodatabase, readable by current City GIS software, ESRI ArcGIS 10.5 or newer release. These submissions shall include the layers and data attribute fields outlined in City's GIS.
 - 6.2.1. The City will provide existing data contained in the City's GIS at the request of the Engineer. The City makes no claim as to the accuracy of the data provided. It will be the Engineers' responsibility to verify the actual locations of the features.
 - 6.2.2. The City will provide template shape files and/or personal geodatabase for the Engineer to use for their submittals.
 - 6.2.3. Additional layer descriptions and information are acceptable and encouraged as long as the minimum requirements are met.
 - 6.2.4. The Engineer shall coordinate with the City and the City's Construction Contractor to collect and submit as-built information at the completion of each

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project location. Collected data will include obtaining GIS survey of the as-built City asset for each completed construction location. Submittal will include as-built Mylar record drawings and as-built CADD files for each location built compatible with the City's current GIS system.

- 6.2.5. The CD-R shall also contain a copy of the transmittal letter accompanying the submittal in Microsoft Word for Windows® software, current release, or other compatible text file format. MS "Word" is the preferred document software.

Part 3: Supporting Information

- A. Place of Performance: City of Duncanville (See attached maps for exact locations).
- B. Period of Performance: 365 Calendar Days, to include the period from Notice to Proceed to Start of Construction. Record Drawings will be provided to the City 30 Calendar days after construction has been completed and red lines have been received by the Engineer.

C. General Requirements

1. Media Submittals

- 1.1. Submittals must be on a Compact Discs (CD), "Write Once" (CD-R) media. The CD-R must be "closed" (formatted for use on any computer and write protected so that no additional data can be added). Note: The requirement for CD-R media is driven by the need to maintain an archival record of the actual file submitted in a means that CANNOT be modified.
- 1.2. Each CD-R shall have written in permanent ink on the label side the name of the consultant company submitting the plans, the contract number, project name, date, location description, the correct drawing number, and data type contained, (i.e., CADD or GIS). Original, unmodified CD-Rs will be submitted to the City and ultimately filed with the GIS Coordinator.
- 1.3. Should the Engineer desire to furnish any of the required submittals in another type of media, the Engineer shall seek the approval of the City.

2. Legal, Regulatory and Permit Requirements.

- 2.1. The Engineer will identify and coordinate designs and recommendations of this project to meet legal and regulatory parameters, constraints, codes and applicable requirements set forth by all governing agencies, including, but not limited to, U.S. Environmental Protection Agency (EPA), the Federal Emergency Management Agency (FEMA), Army Corps of Engineers (ACOE), State of Texas, Texas Highway Department of Transportation (TXDOT), Texas Commission on Environmental Quality (TCEQ), City of Duncanville, and Dallas County.
- 2.2. The Engineer will identify and provide documentation for any permits that may be required by any Public Agency, property owner, or entity that may require a permit, access easement, license or other such documents. Supply necessary reports, studies, and drawings to the agencies or entities as required. Any required permits, rights of entry, or approvals shall be obtained at least 60 days prior to when the construction

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work is scheduled for advertisement. Permit fees will be paid by the City of Duncanville, unless directed otherwise by the Project Manager. If these permits have not been identified and included during initial scoping of the project and are discovered to be needed during design, they will be added by contract amendment.

3. Meetings. The Engineer will attend up to four (4) meetings with the City, including a project kickoff meeting and three (3) design review meetings as prescribed by the City for information transfer, gaining input, project status updates, site visits, and product reviews. Engineer will attend one (1) Project Partnering Meeting, one (1) Pre-Construction Meeting and make up to five (5) site visits during construction. The Engineer will brief Public Works Administration and City Executives, as required. Excluding site visits, and city council meetings, it is assumed other meetings will be virtual
4. Coordination. The design and construction of the proposed project(s) shall be coordinated with the City Staff and other pertinent Engineers to the City as necessary. Coordination shall include, but not be limited to, making allowances for other construction and maintenance activities within the City's water distribution and wastewater collection system, ongoing and proposed plans as identified by the Public Works or other Departments including private development, and other construction or planning activities that may come up from time to time.
5. Rights of Way. Designs shall be compatible with the final alignments, grades, and known requirements of facilities occupying public Rights-of-Ways. If modifications to public Rights-of- Ways are deemed necessary, the Engineer shall provide plans, specifications, field notes, etc., as may be required to obtain such Rights-of-Ways.
6. Work Review by City. The Engineer shall prepare all necessary plans, specifications, reports, technical memorandums, status papers, etc., that may be required for this project, and submit to the City for review. After each item has been reviewed by the City, the Engineer shall make all necessary corrections and re-submit to the City for Final Review.
7. Sustainability. The Engineer shall evaluate sustainable practices applicable to water and wastewater replacement construction projects. The evaluation shall include energy conservation, waste reduction, resource conservation, and water saving strategies and measures. Applicable sustainable efforts shall be included and incorporated into specifications and designs, as directed by City.
8. Fixed Assets. Provide the required information for City's fixed asset system as required.
9. The City Points of Contact for this project are:
 - 9.1. Primary Project Manager: Jacqueline (Jackie) Culton, P.E., Assistant Director of Public Works, 972-780- 5016, jculton@duncanville.com
10. The Engineer Points of Contact for this project are:
 - 10.1. Primary Project Manager: Josh Wright, PE, Discipline Lead II | Associate, 817-632-4832, jwright@dunaway.com

Cedar Ridge Road Reconstruction

From Big Stone Gap to Wheatland Rd

Scope additionally includes:

SUE
Geotechnical Pavement Design
Easement Documents (4 ea)
TDLR Review
Bid Phase
Construction Phase services

PAVEMENT RECONSTRUCTION
THRU INTERSECTION
(INCLUDING UTILITIES)

ADD PEDESTRIAN PUSH BUTTONS
AT INTERSECTIONS AS NEEDED

NEW 8" PVC
WATERLINE
~ 2000LF

MEDIAN LANDSCAPING, AND
ILLUMINATION TO REMAIN IN
PLACE AND BE
INCORPORATED IN DESIGN

REPLACE 8"
SANITARY SEWER
~900 LF

FULL RECONSTRUCTION
OF EXISTING STORM
WATER SYSTEM TO
CURRENT STANDARDS

FULL DEPTH PAVEMENT REMOVAL
AND CONCRETE PAVEMENT
REPLACEMENT ~2100 LF

REPLACE 10" WATERLINE
WITH 12" PVC ~2100 LF

PAVEMENT RECONSTRUCTION
THRU INTERSECTION
(INCLUDING UTILITIES)

Google Earth

1000 ft



EXHIBIT A

ATTACHMENT A
CONFLICT OF INTEREST DISCLOSURE REQUIREMENT

Pursuant to Chapter 176 of the Local Government Code, any person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a local governmental entity (i.e. The City of Duncanville) must disclose in the Questionnaire Forms CIQ ("Questionnaire") the person's affiliation or business relationship that might cause a conflict of interest with the local governmental entity. By law, the Questionnaire must be filed with the City of Duncanville no later than seven days after the date the person begins contract discussions or negotiations with the City, or submits an application or response to a request for proposals or bids, correspondence, or another writing related to potential agreement with the City. Updated Questionnaires must be filed in conformance with Chapter 176.

A copy of the Questionnaires Form CIQ is enclosed with submittal documents. The form is also available at <http://www.ethics.state.tx.us/forms/CIQ.pdf>.

If you have any questions about compliance, please consult your own legal counsel. Compliance is the individual responsibility of each person or agent of a person who is subject to the filing requirement. An offense under Chapter 176 is a Class C misdemeanor.

NOTE: If you are not aware of a Conflict of Interest in any business relationship that you might have with the City, state Vendor name in the # 1, use N/A in each of the areas on the form. However, a signature is required in the #4 box in all cases.

EXHIBIT A

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.) N/A

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐

Yes

☒

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐

Yes

☒

No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

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Signature of Vendor doing business with the governmental entity

May 5, 2021

Date



STAFF REPORT

MEETING: City Council - 01 Jun 2021

TITLE:

Appoint City Councilmembers and private citizens to serve on the Audit Committee and designate a chairman for the committee.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- N/A
- Goal: N/A

STAFF RESPONSIBLE:

Richard Summerlin, CPA, CGFO
Finance Director

BACKGROUND/HISTORY:

The Audit Committee of the City of Duncanville is chartered to assist the City Council in fulfilling its financial and compliance oversight responsibilities. It is to be the City Council's principal agent in ensuring the independence of the City's annual financial audit, the integrity of City management, and the adequacy of financial disclosures to the public. The Audit Committee serves as the focal point for communication between the City Council, the independent auditor, and City management.

The Audit Committee's primary duties and responsibilities are to:

1. Advise the City Council and management on the selection of the independent auditor;
2. Serve as an independent and objective party to monitor the City's financial and compliance reporting process and internal control system;
3. Review and appraise the audit efforts of the City's independent auditor.

POLICY EXPLANATION:

In accordance with Resolution No. 2015-111714, the Audit Committee shall be appointed at the first regular City Council meeting in June and is comprised of three or more members as determined by the City Council. Three of the members shall be appointed by the City Council from among its own members. Additionally, two members may be appointed who are not members of the City Council or the City staff in order to ensure that the committee has the needed understanding of governmental finance, accounting, and auditing.

During the past year, City Councilmembers serving on the Audit Committee were:

- Patrick Harvey, Chairman of the Audit Committee and City Councilmember
- Johnette Jameson - City Councilmember
- Joe Veracruz - City Councilmember

During the past year, private citizens serving on the Audit Committee were:

- James Talley - CPA
- Stephen Rutherford - CPA and former City Councilmember

Private citizens James Talley and Stephen Rutherford have been contacted and both indicated a desire to serve another year if so appointed.

FUNDING SOURCE:

N/A

Contract Log #:

N/A

RECOMMENDATION:

Staff recommends appointing City Councilmembers to serve on the Audit Committee and discuss and consider private citizens' appointment to the Audit Committee and designate a chairman for the committee.

ATTACHMENTS:

[Attachment 1 - Audit Committee Resolution No 2015-111714](#)

Attachment 1

RESOLUTION NO. 2015-111714**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, REPEALING RESOLUTION 2003-102109 IN ITS ENTIRETY AND ESTABLISHING A NEW CITY COUNCIL AUDIT COMMITTEE PROVIDING FOR A PURPOSE, MEMBERSHIP MEETING, DUTIES AND RESPONSIBILITIES; AND, PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Audit Committee of the Duncanville City Council has hereto been established to assist the City Council in fulfilling its financial and compliance oversight responsibilities by Resolution 2003-102109; and

WHEREAS, the Audit Committee is to be the Duncanville City Council's principal agent in ensuring the independence of the City's financial audit, the integrity of City management, and the adequacy of the financial disclosures to the public; and

WHEREAS, the Duncanville City Council has developed the City of Duncanville City Council Audit Committee to continue outlining the purpose, membership, meetings, and responsibilities and duties of the Committee; and

WHEREAS, the Duncanville City Council desires to formally adopt a new and revised City of Duncanville City Council Audit Committee.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS:

Section 1: The City Council of the City of Duncanville hereby repeals Resolution No. 2003-102109 in its entirety and replacing it with a new City Council Audit Committee Resolution to hereby read as follows:

A. Purpose

- (1) The Audit Committee of the Duncanville City Council is hereby established to assist the City Council in fulfilling its financial and compliance oversight responsibilities. It is to be the City Council's principal agent in ensuring the independence of the City's annual financial audit, the integrity of the City management, and the adequacy of financial disclosure to the public. The Audit Committee is to serve as the focal point for communication between the City Council, the independent auditor, and City management. The Audit committee's primary duties and responsibilities are to:

- Advise the City Council and management on the selection of the independent auditor.

Attachment 1

- Serve as an independent and objective party to monitor the City's financial and compliance reporting process and internal controls system.
- Review and appraise the audit efforts of the City's independent auditor.
- Provide an open avenue of communication among the independent auditor, financial and senior management, and the Duncanville City Council.

B. Membership

- (1) The Audit Committee shall be appointed annually at the first City Council meeting each June. The Audit Committee shall be comprised of three or more members as determined by the City Council, each of whom shall be independent and free from any relationship that, in the opinion of the City Council, would interfere with the exercise of his or her independent judgement as a member of the Audit Committee. Three of the members shall be appointed by the City Council from among its own members. Additionally, two members may be appointed who are not members of the City Council or the City staff in order to insure that the committee has the needed understanding of governmental finance, accounting, and auditing. Each member shall be appointed for a term of one year and the chairman of the Audit Committee shall be designated by the City Council. The City Council may, at its pleasure, replace any member of the committee at any time.
- (2) All members of the Audit Committee shall have a working familiarity with basic finance and accounting practices, as well as the compliance environment in which the City operates. Audit Committee members are encouraged to enhance their familiarity with governmental finance, accounting, auditing, laws and regulations by participating in educational programs.

C. Meetings

- (1) The Audit Committee shall meet initially as soon as possible after its appointment each year, at least one additional time annually, and more frequently as circumstances require. As part of its job to foster open communication, the Audit Committee should meet at least annually with management and with the independent auditor in separate executive sessions to discuss any matters that the Audit Committee or each of these groups believe should be discussed privately.

D. Responsibilities and Duties

- (1) The Audit Committee is charged to review the City's financial reports and other financial information; the City's systems of internal controls and ethics policies that management and the City Council have established; and the City's auditing, accounting, financial and compliance reporting process. Consistent with this function, the Audit Committee should foster adherence to, and should encourage continuous improvement of the City's policies, procedures and practices.

Attachment 1

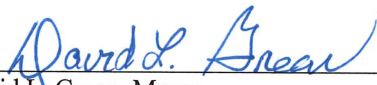
- (2) The Audit Committee shall, subject to review and approval of the entire City Council, determine its own rules of order and shall develop, adopt, review annually, and maintain as a primary resource, a manual of policies, procedures, and activities that it will follow in accomplishing its charter responsibilities and the discharge of its duties.

Section 2: This Resolution shall become effective immediately upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 17th day of November, 2015.

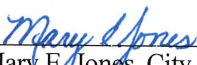
CITY OF DUNCANVILLE, TEXAS

APPROVED:



David L. Green, Mayor

ATTEST:



Mary E. Jones, City Secretary

APPROVED AS TO FORM:



Robert E. Hager, City Attorney



STAFF REPORT

MEETING: City Council - 01 Jun 2021

TITLE:

Election of Mayor Pro Tem for 2021-2022.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- 1. Most engaged citizens in America

STAFF RESPONSIBLE:

Kristin Downs, City Secretary

BACKGROUND/HISTORY:

The City Charter, Section 2.05 states "The Council shall elect from among the councilmen a Mayor pro tempore who shall act as Mayor during the absence or disability of the Mayor." Per the Council Rules of Procedure adopted June 3, 2014, the Mayor Pro Tem shall be elected by a majority vote of the Councilmembers present at the first regular meeting of the City Council following the swearing in of newly elected Councilmembers from the May general election (Paragraph A.9). The Mayor Pro Tem shall be elected for a one-year term and shall serve until replaced by Mayor Pro Tem election. The Councilmember currently serving as Mayor Pro Tem shall not be eligible to serve consecutive terms (Paragraph A.10)

POLICY EXPLANATION:

Per the City Council Rules of Procedure adopted June 3, 2014, criteria to be considered in the election of Mayor Pro Tem:

- Willingness to commit the time necessary to serve in case of the absence of the Mayor. Duties will include presiding over City Council meetings, scheduled and called meetings, representing the City at ribbon cuttings, memorial events, speaking engagements during the day and evening hours, and assisting staff when requested for special projects. From time to time, the Mayor may call on the Mayor Pro Tem to assist in representing the City when scheduling conflicts occur.
- The Mayor Pro Tem should have demonstrable leadership abilities and a good working relationship with his/her fellow Councilmembers and City staff.
- Councilmember must have served a minimum of one (1) year on subject City Council before being eligible to serve as Mayor Pro Tem.
- Councilmember should resist outside lobbying efforts by citizens on behalf of a particular Councilmember or for a particular council district.
- In the final analysis, more than one Councilmember may meet the criteria to serve as Mayor Pro Tem. A Councilmember's vote should be cast for the one member he/she feels can best serve the City as Mayor Pro Tem for the coming year. Since only one person will be elected Mayor Pro Tem, the remaining Councilmembers should not consider the vote for another member as a lack of confidence in their ability or disrespect to the citizens of the district they represent.

FUNDING SOURCE:

NA

Contract Log #:

N/A

RECOMMENDATION:

Staff recommends City Council consider and elect a new Mayor Pro Tem for 2021-2022.



STAFF REPORT

MEETING: City Council - 01 Jun 2021

TITLE:

Receive the Monthly Financial Report as of April 30, 2021.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- 1. Most engaged citizens in America
 - Goal 2: Maximize city and community resources to improve quality of life in a sustainable manner.

STAFF RESPONSIBLE:

Richard Summerlin, Finance Director

BACKGROUND/HISTORY:

The Financial Report is presented to provide actual revenues and expenditures in comparison to the budget. The report provides financial data on key funds including the General, Utility, Sanitation, Economic Development, Fieldhouse, and Comprehensive Self-Insurance.

POLICY EXPLANATION:

April 2021 is the seventh month in fiscal year 2021 and we would expect revenues and expenditures to be at about 58.3% of their budgets. Below are financial highlights as of the April 2021 Financial Report.

General Fund:

- General Fund ending fund balance is \$21.2 million, which is approximately 243 days of operations based on the adopted budget.
- Overall General Fund revenues and transfers in are at 77.4% of the budget.
 - Current property tax payments are at 100% of the budget. This is \$1.1 million (6.6%) higher than the same time last year primarily due to an increase in property values. Property taxes were due by the end of January.
 - Overall sales tax revenues are 3.2% higher than same time last year. The data here reflects five months of revenue (February sales tax is received in April) and is on target to surpass the annual budget.
 - Franchise fee electric revenue reflects two quarter payments and is at 47.6% of the annual budget. Gas, telephone, and cable tv franchise revenues reflect one quarter of payments.
 - Building permit revenues have exceeded the annual budget (131.2%) primarily due to new commercial permits.
 - Revenues that have declined from prior year due to economic impact of COVID-19 include court fines (-19.7%), interest revenue (-69.0%), and recreation fees (-13.1%).
- General Fund operating and project expenditures (grand total) are at 45.7% of the budget.

- All operating expenditure categories are within budget for the current period with the total at 46.9% of the annual budget.
- The project expenditures section includes the transfer out to fund one-time projects.

Other Funds:

- The Utility Fund ending fund balance is \$1.4 million (after the reserved fund balance deduction of \$5.0 million for AMI), which is approximately 25 days of operations based on the budget.
 - Total utility revenues are at 47.1% of the budget. Water and sewer revenues run one month in the arrears, so this report reflects six months (October-March) of revenue. Water revenues are -2.5% lower than the same time last year, and sewer revenues are down by -2.0%.
 - Total expenditures are at 55.3% of the budget. This includes six months of payments to Dallas Water Utilities (water services) and eight months of payments to Trinity River Authority (wastewater services).
 - Expenditures in the Utility fund non-org category includes a transfer out to General fund for the cost of administrative activities performed by general fund staff such as accounting, city management, IT, human resources, etc.
- The Sanitation Fund has an ending fund balance of \$767 thousand, which is approximately 68 days of operations.
- The Economic Development ending fund balance is at \$3.4 million.
- Fieldhouse operating revenues are up by 15.2% from the same time as last year, while operating expenditures are down by -12.3%.
- A financial update on one-time projects is included as the last page of the financial report.

FUNDING SOURCE:

N/a

Contract Log #:

N/a

RECOMMENDATION:

There is no City Council action required.

ATTACHMENTS:

[Attachment 1 -Monthly Financial Report April 2021](#)

Attachment 1



**CITY OF DUNCANVILLE
MONTHLY FINANCIAL REPORT**

Fiscal Year 2020-2021
YEAR-TO-DATE OPERATIONS

AS OF APRIL 30, 2021

OCTOBER 1, 2020 TO APRIL 30, 2021

Prepared by
FINANCE DEPARTMENT
5/20/2021

Attachment 1

CITY OF DUNCANVILLE

FUND BALANCES AT APRIL 30, 2021

FUND	BEGINNING BALANCE (OCT 1)	REVENUES	EXPENDITURES	RESERVED FOR ONE TIME PROJECTS ¹	ENDING BALANCE YTD
GENERAL FUND ²	\$11,714,696	\$25,245,538	(\$15,763,407)	\$0	\$21,196,827
UTILITY FUND	\$8,451,077	\$8,589,636	(\$10,680,753)	(\$5,000,000)	\$1,359,960
SANITATION FUND	\$847,903	\$2,060,324	(\$2,140,307)	\$0	\$767,919
ECONOMIC DEVELOPMENT	\$3,709,167	\$1,084,668	(\$1,385,358)	\$0	\$3,408,477
FIELDHOUSE	(\$1,430,436)	\$1,039,651	(\$999,432)	\$0	(\$1,390,217)
COMPREHENSIVE SELF INS	\$889,834	\$273,035	(\$380,523)	\$0	\$782,345

DAYS OF OPERATIONS AT APRIL 30, 2021

FUND	YTD FUND BALANCE	BUDGETED OPERATING RESERVE # DAYS	BUDGETED OPERATING RESERVE (\$)	YTD ACTUAL # DAYS OF OPERATIONS
GENERAL FUND	\$21,196,827	75	\$6,551,562	243
UTILITY FUND	\$1,359,960	60	\$3,274,700	25
SANITATION FUND	\$767,919	60	\$675,173	68

Note 1 - Utility Fund reserved balance has been earmarked for future AMI project.

Note 2- One Time Project funds are accounted for in a separate fund and not included in General fund balance available for operations calculation.

Attachment 1
CITY OF DUNCANVILLE

GENERAL FUND REVENUES AT APRIL 30, 2021

REVENUES	YTD ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	YTD LEFT IN BUDGET	% OF ANNUAL BUDGET YTD
51 - TAXES	\$21,984,133	\$27,094,091	\$27,094,091	\$5,109,958	81.1%
501101 - CURRENT TAXES	\$17,796,132	\$17,717,398	\$17,717,398	(\$78,734)	100.4%
501102 - DELINQUENT TAXES	\$140,022	\$140,000	\$140,000	(\$22)	100.0%
501103 - PENALTIES AND INTEREST	\$87,520	\$140,000	\$140,000	\$52,480	62.5%
501201 - STATE SALES TAX CITY PORTION	\$2,168,533	\$4,876,462	\$4,876,462	\$2,707,929	44.5%
501202 - SALES TAX PROPERTY TAX RELIEF	\$1,084,267	\$2,438,231	\$2,438,231	\$1,353,964	44.5%
501204 - ALCOHOLIC BEVERAGE TAX	\$31,863	\$69,000	\$69,000	\$37,137	46.2%
501301 - FRANCHISE FEE ELECTRIC	\$523,698	\$1,100,000	\$1,100,000	\$576,302	47.6%
501302 - FRANCHISE FEE GAS	\$78,109	\$313,000	\$313,000	\$234,891	25.0%
501303 - FRANCHISE FEE TELEPHONE	\$27,255	\$175,000	\$175,000	\$147,745	15.6%
501304 - FRANCHISE FEE CABLE TV	\$46,734	\$125,000	\$125,000	\$78,266	37.4%
52 - PERMITS & FEES	\$975,138	\$1,237,500	\$1,237,500	\$262,362	78.8%
502101 - BUILDING PERMITS	\$328,048	\$250,000	\$250,000	(\$78,048)	131.2%
502102 - ELECTRICAL PERMITS	\$17,222	\$13,000	\$13,000	(\$4,222)	132.5%
502103 - SOLICITOR LICENSES	\$500	\$1,500	\$1,500	\$1,000	33.3%
502105 - EMERGENCY MEDICAL SERVICE	\$462,073	\$750,000	\$750,000	\$287,927	61.6%
502106 - SIGN PERMITS	\$10,125	\$12,000	\$12,000	\$1,875	84.4%
502107 - WRECKER AND STORAGE FEES	(\$0)	\$3,000	\$3,000	\$3,000	0.0%
502108 - HEALTH FOOD INSPECTION FEES	\$21,687	\$46,000	\$46,000	\$24,313	47.1%
502109 - PLUMBING AND AC PERMITS	\$44,940	\$40,000	\$40,000	(\$4,940)	112.4%
502111 - ZONING & SPEC USE PERMIT	\$10,655	\$8,500	\$8,500	(\$2,155)	125.4%
502112 - EMS SVCS COST SETTLEMENT	(\$0)	(\$0)	(\$0)	(\$0)	
502113 - SMALL CELL/ NETWORK NODE FEES	(\$0)	\$500	\$500	\$500	0.0%
502114 - RENTAL PROPERTY REGISTRATION	\$44,570	\$50,000	\$50,000	\$5,430	89.1%
502120 - ALARM PERMITS	\$33,719	\$60,000	\$60,000	\$26,281	56.2%
502122 - POOL OR SPA INSPECTION FEE	\$1,600	\$3,000	\$3,000	\$1,400	53.3%
53 - FINES	\$218,322	\$557,000	\$557,000	\$338,678	39.2%
503101 - MUNICIPAL COURT FINES	\$160,358	\$400,000	\$400,000	\$239,642	40.1%
503102 - COURT RELATED FEES	\$43,143	\$130,000	\$130,000	\$86,857	33.2%
503103 - SCHOOL CROSSING FEES	\$4,082	\$3,000	\$3,000	(\$1,082)	136.1%
503201 - LIBRARY FINES	\$3,326	\$9,000	\$9,000	\$5,674	37.0%
503301 - FALSE ALARM FINES	\$7,413	\$15,000	\$15,000	\$7,587	49.4%
54 - INTERGOVERNMENTAL	\$52,961	\$175,490	\$175,490	\$122,529	30.2%
504102 - DISD SCHOOL CROSSING GUARDS	\$19,731	\$35,000	\$35,000	\$15,269	56.4%
504103 - DALLAS COUNTY CROSSING GUARD	\$21,312	\$36,000	\$36,000	\$14,688	59.2%
504109 - REIMB FOR REG EMERG MANAGER	\$11,917	\$104,490	\$104,490	\$92,573	11.4%
55 - INTEREST	\$78,317	\$290,000	\$290,000	\$211,683	27.0%
505101 - INTEREST ON GOVT POOL INVEST	\$2,972	\$55,000	\$55,000	\$52,028	5.4%
505103 - CERT OF DEPOSIT INTEREST	\$57,018	\$100,000	\$100,000	\$42,982	57.0%
505106 - MONEY MARKET INTEREST	\$18,326	\$135,000	\$135,000	\$116,674	13.6%
57 - RECREATIONAL FEES	\$114,600	\$266,000	\$266,000	\$151,400	43.1%
507102 - RECREATION FEES	\$103,319	\$240,000	\$240,000	\$136,681	43.0%
507104 - SENIOR CENTER ANNUAL USER FEE	\$158	\$4,000	\$4,000	\$3,843	3.9%
507107 - RECREATION CENTER CLASSES	\$6,360	\$8,000	\$8,000	\$1,640	79.5%
507108 - RECREATION CENTER SPECIAL EVEN	\$4,764	\$8,000	\$8,000	\$3,236	59.5%
507109 - SENIOR CLASS/TRIPS	(\$0)	-\$6,000	\$6,000	\$6,000	0.0%

Attachment 1
CITY OF DUNCANVILLE

GENERAL FUND REVENUES AT APRIL 30, 2021

REVENUES	YTD ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	YTD LEFT IN BUDGET	% OF ANNUAL BUDGET YTD
59 - OTHER REVENUES	\$287,085	\$367,880	\$367,880	\$80,795	78.0%
509101 - SALE OF FIXED ASSETS	(\$0)	(\$0)	(\$0)	(\$0)	
509102 - GAIN/ LOSS ON SALE FIXED ASSET	(\$0)	\$0	(\$0)	(\$0)	
509105 - SALE OF MATERIALS	\$2,178	\$1,000	\$1,000	(\$1,178)	217.8%
509201 - INSURANCE RECOVERY	(\$0)	(\$0)	(\$0)	(\$0)	
509501 - COLLECTION OF BAD DEBTS	(\$0)	\$2,000	\$2,000	\$2,000	0.0%
509502 - MISCELLANEOUS W/O	\$37	\$100	\$100	\$63	37.4%
509601 - MISCELLANEOUS	\$72,121	\$65,000	\$65,000	(\$7,121)	111.0%
509602 - CASH OVER AND SHORT	\$107	\$0	(\$0)	(\$107)	
509603 - COPIES	\$3,856	\$18,000	\$18,000	\$14,144	21.4%
509604 - POLICE ACCIDENT REPORTS	\$2,018	\$4,500	\$4,500	\$2,482	44.8%
509606 - AUCTION PROCEEDS	(\$0)	\$5,000	\$5,000	\$5,000	0.0%
509607 - ANIMAL PERMITS	\$10	\$50	\$50	\$40	20.0%
509609 - RETURN CHECK FEES	\$70	\$230	\$230	\$160	30.4%
509611 - SCRAP METAL SALES	(\$0)	(\$0)	(\$0)	(\$0)	
509612 - CITY SERVICES REIMBURSEMENT	\$40,673	\$58,000	\$58,000	\$17,327	70.1%
509613 - WORKERS COMP REIMBURSEMENT	\$38,721	\$20,000	\$20,000	(\$18,721)	193.6%
509614 - RENTAL OF TOWER	\$122,871	\$194,000	\$194,000	\$71,129	63.3%
509617 - LEASE INCOME	(\$0)	(\$0)	(\$0)	(\$0)	
509618 - GAS WELL OIL REVENUE	\$4,423	\$0	(\$0)	(\$4,423)	
81 - OTHER FINANCE SOURCE	\$1,534,983	\$2,631,399	\$2,631,399	\$1,096,416	58.3%
801102 - TRANSF IN UTILITY FUND WATER	\$1,027,664	\$1,761,710	\$1,761,710	\$734,046	58.3%
801104 - TRANSF IN UTIL FUND SANITATION	\$112,173	\$192,297	\$192,297	\$80,124	58.3%
801108 - TRANSF IN EDC SALES TAX	\$53,808	\$92,242	\$92,242	\$38,434	58.3%
801110 - TRANSF IN HOTEL TAX FUND	\$33,038	\$56,637	\$56,637	\$23,599	58.3%
801150 - TRANSF IN PILOT FRANCHISE TAX	\$308,299	\$528,513	\$528,513	\$220,214	58.3%
Grand Total	\$25,245,538	\$32,619,360	\$32,619,360	\$7,373,822	77.4%

Attachment 1
CITY OF DUNCANVILLE

GENERAL FUND EXPENDITURES AT APRIL 30, 2021

OPERATING EXPENDITURES	YTD ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	YTD LEFT IN BUDGET	% OF ANNUAL BUDGET YTD
0101 - GENERAL GOVERNMENT	\$1,676,183	\$3,118,795	\$3,231,430	\$1,555,247	51.9%
01011000 - MAYOR AND COUNCIL	\$45,840	\$140,897	\$140,897	\$95,057	32.5%
01011100 - CITY ADMINISTRATION	\$397,574	\$705,922	\$734,922	\$337,348	54.1%
01011300 - HUMAN RESOURCES	\$155,500	\$348,242	\$348,242	\$192,743	44.7%
01011400 - INFO TECHNOLOGY	\$529,633	\$820,205	\$903,840	\$374,207	58.6%
01011500 - PUBLIC INFORMATION OFFICE	\$71,870	\$168,533	\$168,533	\$96,663	42.6%
01011600 - PUBLIC LIBRARY	\$475,766	\$934,996	\$934,996	\$459,229	50.9%
0102 - FINANCE	\$791,960	\$1,519,742	\$1,520,267	\$728,306	52.1%
01022000 - FINANCE ADMINISTRATION	\$439,024	\$792,642	\$792,642	\$353,619	55.4%
01022300 - MUNICIPAL COURT	\$243,450	\$482,262	\$482,787	\$239,337	50.4%
01022500 - PURCHASING	\$60,668	\$113,731	\$113,731	\$53,062	53.3%
01022700 - CITY MARSHAL	\$48,818	\$131,107	\$131,107	\$82,289	37.2%
0104 - PARK AND RECREATION	\$1,631,373	\$3,884,640	\$3,893,000	\$2,261,628	41.9%
01044000 - PARK & REC ADMINISTRATION	\$140,388	\$254,663	\$254,663	\$114,275	55.1%
01044100 - REC PROGRAM ADMIN	\$207,194	\$396,028	\$396,028	\$188,834	52.3%
01044101 - REC PROGRAM CLASSES	\$443	\$5,682	\$5,682	\$5,239	7.8%
01044200 - SPECIAL EVENTS ADMIN	\$50,504	\$208,183	\$208,183	\$157,679	24.3%
01044300 - ATHLETIC PROGRAMMING	\$175,245	\$425,373	\$425,373	\$250,127	41.2%
01044500 - HORTICULTURE	\$94,162	\$176,298	\$176,298	\$82,136	53.4%
01044600 - PARK GROUNDS MAINTENANCE	\$472,359	\$1,327,185	\$1,327,185	\$854,826	35.6%
01044800 - BUILDING MAINTENANCE	\$432,603	\$881,280	\$889,640	\$457,037	48.6%
01044900 - SENIOR CENTER	\$58,475	\$204,749	\$204,749	\$146,274	28.6%
01044901 - SENIOR CENTER CLASSES	\$0	\$4,600	\$4,600	\$4,600	0.0%
01044911 - SENIOR CENTER TRIPS	\$0	\$600	\$600	\$600	0.0%
0105 - POLICE	\$5,238,884	\$9,694,511	\$9,694,511	\$4,455,626	54.0%
01055000 - POLICE ADMINISTRATION	\$300,819	\$552,907	\$555,807	\$254,988	54.1%
01055100 - PATROL	\$2,583,338	\$4,832,383	\$4,832,383	\$2,249,045	53.5%
01055200 - CRIMINAL INVESTIGATION	\$799,358	\$1,492,834	\$1,492,834	\$693,476	53.5%
01055300 - ANIMAL CONTROL	\$268,693	\$477,758	\$477,758	\$209,065	56.2%
01055400 - SCHOOL GUARDS	\$50,637	\$85,211	\$85,211	\$34,574	59.4%
01055500 - CRIME PREVENTION	\$78,512	\$151,748	\$148,848	\$70,336	52.7%
01055700 - RECORDS	\$736,216	\$1,319,716	\$1,319,716	\$583,500	55.8%
01055800 - DETENTION SERVICES	\$176,446	\$270,000	\$270,000	\$93,554	65.4%
01055900 - POLICE SPECIAL SERVICES	\$244,866	\$511,954	\$511,954	\$267,088	47.8%
0106 - PUBLIC WORKS	\$2,208,046	\$6,874,523	\$6,960,408	\$4,752,362	31.7%
01066000 - ENGINEERING	\$211,249	\$387,903	\$387,903	\$176,655	54.5%
01066100 - BUILDING INSPECTION	\$287,302	\$507,481	\$562,015	\$274,713	51.1%
01066200 - STREET MAINTENANCE	\$664,851	\$3,543,590	\$3,543,590	\$2,878,739	18.8%
01066300 - TRAFFIC OPERATIONS	\$358,287	\$926,743	\$926,743	\$568,456	38.7%
01066400 - PLANNING	\$100,760	\$159,358	\$159,358	\$58,598	63.2%
01066500 - CODE SERVICES	\$154,164	\$266,308	\$297,659	\$143,495	51.8%
01066700 - EQUIPMENT SERVICES	\$431,433	\$1,083,139	\$1,083,139	\$651,706	39.8%

Attachment 1
CITY OF DUNCANVILLE

GENERAL FUND EXPENDITURES AT APRIL 30, 2021

OPERATING EXPENDITURES	YTD ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	YTD LEFT IN BUDGET	% OF ANNUAL BUDGET YTD
0107 - FIRE	\$3,700,394	\$7,072,886	\$7,068,161	\$3,367,767	52.4%
01077000 - FIRE ADMINISTRATION	\$331,261	\$649,945	\$649,320	\$318,059	51.0%
01077100 - FIRE PREVENTION	\$132,320	\$254,258	\$252,058	\$119,739	52.5%
01077200 - FIRE SUPPRESSION	\$2,253,811	\$4,330,457	\$4,330,457	\$2,076,645	52.0%
01077300 - ADVANCED LIFE SUPPORT	\$946,013	\$1,697,817	\$1,697,817	\$751,804	55.7%
01077500 - EMERGENCY MANAGEMENT ADMIN	\$36,990	\$140,409	\$138,509	\$101,520	26.7%
0108 - NON DEPARTMENTAL	\$221,850	\$589,792	\$594,792	\$372,941	37.3%
01088000 - GENERAL NON DEPARTMENTAL	\$221,850	\$589,792	\$594,792	\$372,941	37.3%
Total Operating Expenditures	\$15,468,691	\$32,754,888	\$32,962,568	\$17,493,878	46.9%

PROJECT EXPENDITURES	YTD ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	YTD LEFT IN BUDGET	% OF ANNUAL BUDGET YTD
0000 - OTHER	\$294,717	\$1,511,250	\$1,511,250	\$1,216,534	19.5%
001 - GENERAL FUND NON-ORG	\$294,717	\$1,511,250	\$1,511,250	\$1,216,534	19.5%
Total Project Expenditures	\$294,717	\$1,511,250	\$1,511,250	\$1,216,534	19.5%

Grand Total - Operating & Project Expenditures	\$15,763,407	\$34,266,139	\$34,473,819	\$18,710,412	45.7%
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Attachment 1
CITY OF DUNCANVILLE

UTILITY FUND AT APRIL 30, 2021

REVENUES	YTD ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	YTD LEFT IN BUDGET	% OF ANNUAL BUDGET YTD
41 - WATER	\$3,621,529	\$8,216,000	\$8,216,000	\$4,594,471	44.1%
510101 - WATER SALES	\$2,367,859	\$5,400,000	\$5,400,000	\$3,032,141	43.8%
510102 - WATER TAPS	\$17,503	\$10,000	\$10,000	(\$7,503)	175.0%
510104 - MULTI-FAMILY WATER SALES	\$387,595	\$770,000	\$770,000	\$382,405	50.3%
510105 - COMMERCIAL WATER SALES	\$606,721	\$1,360,000	\$1,360,000	\$753,279	44.6%
510106 - WATER SALES OTHER	\$707	\$1,000	\$1,000	\$293	70.7%
510107 - WATER SALES IRRIGATION	\$176,929	\$510,000	\$510,000	\$333,071	34.7%
510108 - SCHOOL WATER SALES	\$64,215	\$165,000	\$165,000	\$100,785	38.9%
42 - SEWER	\$4,768,686	\$9,551,600	\$9,551,600	\$4,782,914	49.9%
511101 - SEWER SERVICE	\$3,311,331	\$6,500,000	\$6,500,000	\$3,188,669	50.9%
511102 - SEWER TAPS	\$3,200	\$3,600	\$3,600	\$400	88.9%
511105 - MULTI-FAMILY SEWER SERVICE	\$723,603	\$1,455,000	\$1,455,000	\$731,397	49.7%
511106 - COMMERCIAL SEWER SERVICE	\$679,430	\$1,470,000	\$1,470,000	\$790,570	46.2%
511108 - SCHOOL WASTEWATER SALES	\$51,121	\$123,000	\$123,000	\$71,879	41.6%
45 - PENALTIES	\$89,766	\$165,000	\$165,000	\$75,234	54.4%
513101 - PENALTIES	\$89,766	\$165,000	\$165,000	\$75,234	54.4%
54 - INTERGOVERNMENTAL	(\$0)	\$600	\$600	\$600	0.0%
504111 - REIMB FOR SUMMIT TANK FROM CH	(\$0)	\$600	\$600	\$600	0.0%
55 - INTEREST	\$23,363	\$120,000	\$120,000	\$96,637	19.5%
505101 - INTEREST ON GOVT POOL INVEST	\$978	\$120,000	\$120,000	\$119,022	0.8%
505103 - CERT OF DEPOSIT INTEREST	\$12,138	(\$0)	(\$0)	(\$12,138)	
505106 - MONEY MARKET INTEREST	\$10,247	(\$0)	(\$0)	(\$10,247)	
59 - OTHER REVENUES	\$86,293	\$169,500	\$169,500	\$83,207	50.9%
509101 - SALE OF FIXED ASSETS	(\$0)	(\$0)	(\$0)	(\$0)	
509301 - REFUNDS FROM TRA	(\$0)	(\$0)	(\$0)	(\$0)	
509401 - SERVICE CHARGES	\$70,860	\$130,000	\$130,000	\$59,140	54.5%
509601 - MISCELLANEOUS	\$100	\$5,000	\$5,000	\$4,900	2.0%
509602 - CASH OVER AND SHORT	\$13	(\$0)	(\$0)	(\$13)	
509609 - RETURN CHECK FEES	\$3,150	\$5,000	\$5,000	\$1,850	63.0%
509611 - SCRAP METAL SALES	(\$0)	\$3,500	\$3,500	\$3,500	0.0%
509612 - CITY SERVICES REIMBURSEMENT	\$12,170	\$26,000	\$26,000	\$13,830	46.8%
Grand Total	\$8,589,636	\$18,222,700	\$18,222,700	\$9,633,064	47.1%

EXPENDITURES	YTD ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	YTD LEFT IN BUDGET	% OF ANNUAL BUDGET YTD
002 - UTILITY FUND NON-ORG	\$4,252,630	\$7,290,223	\$7,290,223	\$3,037,593	58.3%
02311000 - UTILITIES ADMINISTRATION	\$193,959	\$384,747	\$384,747	\$190,788	50.4%
02312000 - WATER SERVICES	\$2,029,345	\$4,643,674	\$4,643,924	\$2,614,578	43.7%
02313000 - WASTEWATER SERVICES	\$3,591,353	\$5,796,452	\$5,796,202	\$2,204,848	62.0%
02411000 - UTILITIES ACCOUNTING	\$613,465	\$1,091,798	\$1,191,648	\$578,183	51.5%
Grand Total	\$10,680,753	\$19,206,894	\$19,306,743	\$8,625,990	55.3%

Attachment 1
CITY OF DUNCANVILLE

SANITATION FUND AT APRIL 30, 2021

	YTD	ORIGINAL	REVISED	YTD LEFT IN	% OF
REVENUES	ACTUAL	BUDGET	BUDGET	BUDGET	ANNUAL BUDGET YTD
43 - GARBAGE	\$2,060,022	\$4,168,000	\$4,168,000	\$2,107,978	49.4%
512101 - RESIDENTIAL GARBAGE	\$1,772,293	\$3,420,000	\$3,420,000	\$1,647,707	51.8%
512104 - LANDFILL COMMERCIAL	\$121,572	\$430,000	\$430,000	\$308,428	28.3%
512105 - COMMERCIAL COLLECT FRANCHISE	\$114,516	\$220,000	\$220,000	\$105,485	52.1%
512106 - COMMERCIAL GARBAGE	\$51,641	\$98,000	\$98,000	\$46,359	52.7%
55 - INTEREST	\$301	\$6,000	\$6,000	\$5,699	5.0%
505101 - INTEREST ON GOVT POOL INVEST	\$301	\$6,000	\$6,000	\$5,699	5.0%
505103 - CERT OF DEPOSIT INTEREST	(\$0)	(\$0)	(\$0)	(\$0)	
Grand Total	\$2,060,324	\$4,174,000	\$4,174,000	\$2,113,676	49.4%

	YTD	ORIGINAL	REVISED	YTD LEFT IN	% OF
EXPENDITURES	ACTUAL	BUDGET	BUDGET	BUDGET	ANNUAL BUDGET YTD
019 - SANITATION NON-ORG	\$199,673	\$342,297	\$342,297	\$142,624	58.3%
19011000 - SANITATION ADMIN	\$1,821,295	\$3,796,084	\$3,796,084	\$1,974,788	48.0%
19012000 - LITTER CONTROL CREW	\$119,339	\$249,188	\$249,188	\$129,849	47.9%
Grand Total	\$2,140,307	\$4,387,569	\$4,387,569	\$2,247,261	48.8%

Attachment 1
CITY OF DUNCANVILLE

ECONOMIC DEVELOPMENT AT APRIL 30, 2021

REVENUES	YTD ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	YTD LEFT IN BUDGET	% OF ANNUAL BUDGET YTD
51 - TAXES	\$1,084,267	\$2,438,231	\$2,438,231	\$1,353,964	44.5%
501203 - ECONOMIC DEVELOPMENT SALES TAX	\$1,084,267	\$2,438,231	\$2,438,231	\$1,353,964	44.5%
55 - INTEREST	\$401	\$20,000	\$20,000	\$19,599	2.0%
505101 - INTEREST ON GOVT POOL INVEST	\$401	\$20,000	\$20,000	\$19,599	2.0%
505103 - CERT OF DEPOSIT INTEREST	(\$0)	(\$0)	(\$0)	(\$0)	
Grand Total	\$1,084,668	\$2,458,231	\$2,458,231	\$1,373,563	44.1%

EXPENDITURES	YTD ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	YTD LEFT IN BUDGET	% OF ANNUAL BUDGET YTD
012 - ECONOMIC DEVELOP NON-ORG	\$561,233	\$630,042	\$630,042	\$68,809	89.1%
12011000 - ECONOMIC DEVELOPMENT ADMIN	\$99,823	\$335,478	\$335,478	\$235,655	29.8%
12011100 - KEEP DUNCANVILLE BEAUTIFUL	\$2,027	\$12,000	\$12,000	\$9,973	16.9%
12011600 - DEBT SERVICE EDC	\$487,546	\$488,346	\$488,346	\$800	99.8%
12011700 - SUSTAINABLE BEAUTIFICATION	\$1,133	\$15,000	\$15,000	\$13,867	7.6%
12011800 - BEAUTIFICATION	\$30,658	\$126,777	\$126,777	\$96,119	24.2%
12051000 - DESIGN INCENTIVES	\$0	\$190,000	\$190,000	\$190,000	0.0%
12051100 - FAÇADE INCENTIVES	\$0	\$60,000	\$60,000	\$60,000	0.0%
12051200 - GRANTS/REBATE INCENTIVES	\$0	\$0	\$0	\$0	
12052000 - EDC SPECIAL PROJECTS	\$202,938	\$0	\$204,075	\$1,137	99.4%
Grand Total	\$1,385,358	\$1,857,644	\$2,061,719	\$676,361	67.2%

Attachment 1
CITY OF DUNCANVILLE

FIELDHOUSE FUND AT APRIL 30, 2021

REVENUES	YTD ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	YTD LEFT IN BUDGET	% OF ANNUAL BUDGET YTD
48 - SPORTS FACILITY	\$248,571	\$616,000	\$563,000	\$314,429	44.2%
520101 - SPONSORSHIP REVENUE	\$30,978	\$50,000	\$53,000	\$22,022	58.4%
520120 - FOOD SALES	\$77,973	\$157,000	\$165,000	\$87,027	47.3%
520130 - BEVERAGE SALES	\$71,877	\$80,000	\$99,000	\$27,123	72.6%
520140 - MERCHANDISE REVENUE	\$202	\$5,000	\$5,000	\$4,798	4.0%
520170 - OTHER SPORTS ACTIVITY REV	\$45,175	\$68,000	\$85,000	\$39,825	53.1%
520180 - CAMP/AFTERSCHOOL PROG REV	\$1,614	\$226,000	\$110,000	\$108,386	1.5%
520190 - CLASS REVENUE	\$20,750	\$30,000	\$46,000	\$25,250	45.1%
59 - OTHER REVENUES	\$283,656	\$469,390	\$529,390	\$245,735	53.6%
509601 - MISCELLANEOUS	\$56,621	\$80,390	\$80,390	\$23,769	70.4%
509602 - CASH OVER AND SHORT	\$136	(\$0)	(\$0)	(\$136)	
509606 - AUCTION PROCEEDS	(\$0)	(\$0)	(\$0)	(\$0)	
509615 - RENTAL	\$11,516	\$34,000	\$34,000	\$22,484	33.9%
509620 - RENTALS- BASKETBALL	\$173,753	\$325,000	\$370,000	\$196,247	47.0%
509621 - RENTALS- VOLLEYBALL	\$41,629	\$30,000	\$45,000	\$3,371	92.5%
81 - OTHER FINANCE SOURCE	\$507,425	\$537,800	\$537,800	\$30,375	94.4%
801129 - TRANSF IN DCEDC	\$507,425	\$537,800	\$537,800	\$30,375	94.4%
Grand Total	\$1,039,651	\$1,623,190	\$1,630,190	\$590,539	63.8%

EXPENDITURES	YTD ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	YTD LEFT IN BUDGET	% OF ANNUAL BUDGET YTD
456 - FIELDHOUSE NON-ORG	\$507,425	\$538,300	\$538,300	\$30,875	94.3%
45601000 - FH ADMIN/OPS	\$429,923	\$924,580	\$904,580	\$474,656	47.5%
45602000 - FH CAFÉ/ FOOD COURT	\$60,070	\$131,740	\$141,740	\$81,670	42.4%
45602500 - FH GENERAL STORE	\$314	\$3,750	\$3,750	\$3,437	8.4%
45651100 - FIELDHOUSE CAMPS	\$0	\$83,500	\$58,500	\$58,500	0.0%
45651200 - FIELDHOUSE CLASSES	\$0	\$0	\$0	\$0	
45651300 - FIELDHOUSE OTHER ACTIVITIES	\$1,700	\$9,550	\$9,550	\$7,850	17.8%
Grand Total	\$999,432	\$1,691,420	\$1,656,420	\$656,988	60.3%

Attachment 1
CITY OF DUNCANVILLE

COMPREHENSIVE SELF-INSURANCE FUND AT APRIL 30, 2021

	YTD ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	YTD LEFT IN BUDGET	% OF ANNUAL BUDGET YTD
REVENUES					
46 - PREMIUMS AND OTHER	\$272,784	\$468,205	\$468,205	\$195,421	58.3%
514107 - GENERAL FUND CONTRIBUTIONS	\$221,615	\$380,489	\$380,489	\$158,874	58.2%
514108 - UTILITY FUND CONTRIBUTIONS	\$30,253	\$51,861	\$51,861	\$21,608	58.3%
514109 - HOTEL TAX FUND CONTRIBUTIONS	\$2,075	\$3,557	\$3,557	\$1,482	58.3%
514110 - EDC FUND CONTRIBUTIONS	\$6,783	\$11,628	\$11,628	\$4,845	58.3%
514111 - SANITATION FUND CONTRIBUTIONS	\$5,140	\$8,812	\$8,812	\$3,672	58.3%
514112 - DRAINAGE FUND CONTRIBUTIONS	\$2,767	\$4,743	\$4,743	\$1,976	58.3%
514113 - FIELDHOUSE FUND CONTRIBUTIONS	\$4,150	\$7,115	\$7,115	\$2,965	58.3%
55 - INTEREST	\$251	\$6,000	\$6,000	\$5,749	4.2%
505101 - INTEREST ON GOVT POOL INVEST	\$251	\$6,000	\$6,000	\$5,749	4.2%
Grand Total	\$273,035	\$474,205	\$474,205	\$201,170	57.6%

	YTD ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	YTD LEFT IN BUDGET	% OF ANNUAL BUDGET YTD
EXPENDITURES					
008 - COMPREHENSIVE INSURANCE NONORG					
700446 - INSURANCE PREMIUMS TML	\$323,545	\$365,141	\$365,141	\$41,596	88.6%
700455 - WORKERS COMPENSATION CLAIMS	\$45,851	\$280,000	\$280,000	\$234,149	16.4%
700456 - LIABILITY CLAIMS	\$11,127	\$61,200	\$61,200	\$50,073	18.2%
Grand Total	\$380,523	\$706,341	\$706,341	\$325,818	53.9%

Attachment 1
CITY OF DUNCANVILLE

ONE-TIME PROJECTS AT APRIL 30, 2021

	DESCRIPTION	DEPT	PROJECT TO DATE ACTUAL	TOTAL PROJECT BUDGET	TOTAL REMAINING BUDGET	PROJECT FINANCIAL STATUS
1	FY18 ZONING ORDINANCE UPDATE	PW	150,000	150,000	-	COMPLETE
2	FY19 ROOF REPLACEMENT (See Note 2)	PARKS	759,225	759,225	-	COMPLETE
3	FY19 PUBLIC WORKS ERP SYSTEM	PW	195,816	226,000	30,184	
4	FY19 US 67 GATEWAY SIGNAGE	PW	24,000	500,000	476,000	
5	MAIN ST CORRIDOR STUDY	PW	143,277	150,000	6,723	
6	FY 20 SECURITY UPGRADES (CAMERAS)	GEN GOV	-	115,000	115,000	ON HOLD
7	FY 20 PYBURN PARK FITNESS EQUIPMENT	PARKS	44,462	50,000	5,538	COMPLETE
8	FY 20 BI LASERFICHE	PW	-	10,000	10,000	
9	FY 20 FUEL TANKS	PW	11,797	141,508	129,711	
10	FY 20 LED LIGHTING AMPHITHEATRE	PARKS	-	20,000	20,000	ON HOLD
11	FY20 & FY21 RESERVED FOR P-25 COMPLIANT RADIOS	POL/FIRE	-	1,188,003	1,188,003	
12	ADDITIONAL FUNDING FOR FIRE STATION PROJECT (See Note 2)	FIRE	-	878,025	878,025	
TOTAL ONE TIME PROJECT BUDGET			\$1,328,577	\$4,187,761	\$2,859,184	

Unallocated Budget - Savings/(Overages) from Completed Projects

88,651

Note 1: Completed projects are highlighted in yellow.

Note 2: Line 2 Roof Replacement (FY19) was originally budgeted for \$1,637,250, but the actual cost came in under at \$759,225. The excess budget of \$878,025 has been moved to line 12 as additional funding for the Fire Station Project.