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, July 19, 2022
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, July 19, 2022 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 via ZOOM, you must register with the City Secretary before 4pm on Tuesday, July 19, 2022, email citysecretary@duncanville.com and title the email “Public Comment – July 19th”. 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 microphone 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 technical issues that may arise.

To submit a comment via email and for your comments to be read, the following information is required:

- Submit a comment by 4:00 p.m. on Tuesday, July 19, 2022.
- Email citysecretary@duncanville.com
- Email title: Public Comment – July 19, 2022.
- First and Last Name; and address.
- State if you would like the Mayor to read your comment or if you would like to speak via ZOOM.
- *The City Secretary will still set a two-minute time limit on the comments as they are read.*

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_PiHct8jkRZuPsqmHbxILDw

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. Demonstration of SwagIT.

B. Discussion on the State of IT.

C. Solid Waste Collection Survey Results Presentation. 8 - 18
Solid Waste Collection Survey Results

D. Discuss Annual City Council Calendar. 19 - 23
Annual City Council Calendar

EXECUTIVE SESSION

1. "City Council shall convene into closed executive session pursuant to Section 551.071 of the Texas Government Code to seek legal advice from the City Attorney regarding the following matters:

    a. Pamela McAllister v. City of Duncanville Case No. 05-22-00451-CV in the Fifth Court of Appeals.

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 - Rev. Jane Graner, Trinity United Methodist Church
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. Proclamation designating July as Parks and Recreation Month. 24 - 26
Parks and Recreation Month

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 by video conference during Citizen Comments, you must register with the City Secretary before 4 pm on Tuesday, July 19, 2022, email citysecretary@duncanville.com and title the email. "Public Comment – July 19th". You will need to register with the link below to attend the meeting by video conference. During the Citizen Comments period of the agenda, the City Secretary will call your name and allow access to your camera and microphone. Feel free to email your citizen comment to the City Secretary when registering for the Mayor to read into the record if any unexpected technical issues arise.

To submit a comment via email and for your comments to be read, the following information is required:

- Submit a comment by 4:00 p.m. on Tuesday, July 19, 2022.
- Email citysecretary@duncanville.com
- Email title: Public Comment – July 19th.
- First and Last Name; and address.
- State if you would like the Mayor to read your comment or if you would like to speak via ZOOM.
- *The City Secretary will still set a two-minute time limit on the comments as they are read.*

To speak during the Public Hearings on the Agenda, you must register with the City Secretary before 4pm. When the Mayor opens the Public Hearing, you will need to use the "raise your hand" option provided by ZOOM. Press *9 on your phone's dial pad to "raise your hand" if you are calling in and want to speak. You may also submit your comments in advance in accordance with the guidelines for "Public Comments."

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 a Resolution authorizing a cooperative purchasing agreement with Caldwell Country Chevrolet through BuyBoard Contract #601-19 to approve the procurement of two pickup trucks and two SUVs in the total expenditure amount of $198,500.00. 27 - 34

Two Pickup Trucks and Two SUVs

B. Consider a Resolution authorizing a cooperative purchasing agreement with Mac Haik Ford through Sourcewell Contract #101520 for fleet parts and repair of Ford vehicles in the expenditure amount of $125,000.00. 35 - 71

Fleet Parts and Repair

C. Consider a Resolution authorizing the cancellation of resolution 2020-001 approving the purchase of an aerial bucket truck cab and chassis from Rockdale Country Ford, LLC in the amount of $112,180.00; resolution 2020-055 approving the purchase of one F-250, two F-350s, and one F-450 from Sam Pack's Five Star Ford in the amount of $142,534.90; and resolution 2020-096 approving the purchase of one F-350, one Ford Sedan, and one F-450 from Sam Pack's Five Star Ford in the amount of $97,092.15. 72 - 89

Vehicle Purchases

D. Consider a Resolution approving the terms and conditions of design incentive grants by the Duncanville Community and Economic Development Corporation (DCEDC) to Red Bird Lanes, bowling center, in the amount of $11,683.60, for a building located at 1114 s main street, Duncanville, Texas 75137. 90 - 122

Façade and Paint Incentive Grant - Red Bird Lanes

5. ITEMS FOR INDIVIDUAL CONSIDERATION

A. Conduct a Public Hearing for consideration and action regarding the request of Peter D'Amato, applicant and owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Winona Gardens 2, Block 4 S 100 FT, Lot 12, more commonly known as 203 North Casa Grande Circle, Duncanville, Dallas County, Texas. 123 - 156

SUP - 203 North Casa Grande

To speak during the Public Hearings on the Agenda, you must register with the City Secretary before 4pm. When the Mayor opens the Public Hearing, you will need to use the "raise your hand" option provided by ZOOM. Press *9 on your phone's dial pad to "raise your hand" if you are calling in and want to speak. You may also submit your comments in advance in accordance with the guidelines for "Public Comments."

B. Conduct a Public Hearing for consideration and action regarding the request of Peter D'Amato, applicant and owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Winona Gardens 2, Block 4, Lot 11, more commonly known as 211 North Casa Grande Circle, Duncanville, Dallas County, Texas. 157 - 189

SUP - 211 North Casa Grande

To speak during the Public Hearings on the Agenda, you must register with the City Secretary before 4pm. When the Mayor opens the Public Hearing, you will need to use the "raise your hand" option provided by ZOOM. Press *9 on your phone's dial pad to "raise your hand" if you are calling in and want to speak. You may also submit your comments in advance in accordance with the guidelines for "Public Comments."

C. Conduct a Public Hearing for consideration and action regarding the request of Yenni Hernandez, Applicant and Owner, to include a Specific Use Permit "SUP" for Carport on Candlelight Estates 1st Inst, Block B, 190 - 223

Lot 2, more commonly known as 1342 Acton Avenue, Duncanville, Dallas County, Texas.

SUP - 1342 Acton Avenue

To speak during the Public Hearings on the Agenda, you must register with the City Secretary before 4pm. When the Mayor opens the Public Hearing, you will need to use the “raise your hand” option provided by ZOOM. Press *9 on your phone’s dial pad to “raise your hand” if you are calling in and want to speak. You may also submit your comments in advance in accordance with the guidelines for “Public Comments.”

D. Conduct a Public Hearing for consideration and action regarding the request of Sharon Hicks, Applicant, representing Kristina Mabey, Owner, to include a Specific Use Permit “SUP” for Daycare on Woodhaven Replat, Block 3, Lot 11A ACS 1.61, more commonly known as 206 East Red Bird Lane, Duncanville, Dallas County, Texas. 224 - 252

SUP - 206 East Red Bird Lane

To speak during the Public Hearings on the Agenda, you must register with the City Secretary before 4pm. When the Mayor opens the Public Hearing, you will need to use the “raise your hand” option provided by ZOOM. Press *9 on your phone’s dial pad to “raise your hand” if you are calling in and want to speak. You may also submit your comments in advance in accordance with the guidelines for “Public Comments.”

E. Conduct a Public Hearing for consideration and action regarding the request of Audra Buckley of Permitted Development, LLC, applicant, representing Bruce Veyna of S. E. Funeral homes of Texas, inc., owner, to include a Specific Use Permit “SUP” for event center on Orig Town Duncanville, Block 6 Pt and Block 7 ACS 1.572, more commonly known as 200 West Center Street, Duncanville, Dallas County, Texas. 253 - 303

SUP - 200 West Center Street

To speak during the Public Hearings on the Agenda, you must register with the City Secretary before 4pm. When the Mayor opens the Public Hearing, you will need to use the “raise your hand” option provided by ZOOM. Press *9 on your phone’s dial pad to “raise your hand” if you are calling in and want to speak. You may also submit your comments in advance in accordance with the guidelines for “Public Comments.”

F. Conduct a Public Hearing for consideration and action regarding the request of Stephen Landtroop, Applicant and Owner, to include a Specific Use Permit “SUP” for Short-Term Rental on Green Hills 4th Inst 3rd Sec, Block 9, Lot 12, more commonly known as 1315 Heather Glen Street, Duncanville, Dallas County, Texas 304 - 333

SUP - 1315 Heather Glen Street

To speak during the Public Hearings on the Agenda, you must register with the City Secretary before 4pm. When the Mayor opens the Public Hearing, you will need to use the “raise your hand” option provided by ZOOM. Press *9 on your phone’s dial pad to “raise your hand” if you are calling in and want to speak. You may also submit your comments in advance in accordance with the guidelines for “Public Comments.”

G. Election of Mayor Pro Tem for 2022-2023. 334 - 335

Elect Mayor Pro Tem

H. Appoint City Councilmembers to serve on the Audit Committee and discuss and consider private citizens' appointment to the Audit Committee, as well as designate a chairman for the committee. 336 - 340

Audit Committee Appointment

I. Request City Council reviews and approve a reimbursement resolution. 341 - 343

The Fire Station and other projects funded by the 2019 bond proceeds have insufficient bond funds to complete the projects.

Fire Station and Other Projects

J. Consider a Resolution approving the award of public meetings, broadcasting, social media live streaming, and non-indexed video services to SwagIT Productions, LLC. 344 - 363

SwagIT Productions, LLC.

K. Consider a Resolution authorizing the application and receipt of a WaterSMART Water and Energy Efficiency Grant from the U.S. Bureau of Reclamation for the 50% funding of the Automated Metering Infrastructure (AMI) Installation Project. The Grant application is for $2,500,000 with the City of Duncanville contributing $2,500,000 as a 50% cash match. These sources will provide the $5,000,000 needed for the Automated Metering Infrastructure (AMI) Installation Project implementation over a period of three years. 364 - 367

WaterSMART Water and Energy Efficiency Grant

L. Consider a Resolution approving the Duncanville Community and Economic Development Corporation (DCEDC) Incentive and Grant Policy Statement and Guidelines for Economic Development Grants and Tax Abatements. 368 - 381

DCEDC - Incentive and Grant Policy Statement and Guidelines

6. STAFF AND BOARD REPORTS

A. Receive the Monthly Financial Report as of May 31, 2022. 382 - 413

Monthly Financial Report as of May 31, 2022

B. Receive the Neighborhood Services Quarterly Report. 414 - 423

Quarterly Report

C. Receive the Fire Department Quarterly Report. 424 - 435

Quarterly Report

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: **Friday, July 15, 2022, at 6:30 P.M.** and remained posted for at least two hours after said meeting was convened.



"Guns prohibited on these premises by state law unless licensed under Chapter 411, Tex. Gov. Code. Section 46.035 Texas Penal Code."

"Las armas de fuego están prohibidas en estas instalaciones por la ley estatal a menos que estén autorizadas bajo el Capítulo 411 del Código de Gobierno de Texas. Sección 46.035 del Código Penal de Texas."

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Solid Waste Collection Survey Results Presentation.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Re-Imagine: High Quality of Life**
  - **Develop, maintain, and encourage safe, attractive, viable family-oriented neighborhoods that embrace diversity and pride, promoting economic vitality.**

STAFF RESPONSIBLE:
David Dunn, Assistant Utilities Superintendent

BACKGROUND/HISTORY:
Discuss responses to the FY22 Solid Waste Collection Survey and receive input from the City Council.

POLICY EXPLANATION:
Inform the City Council of the FY22 Solid Waste Collection Survey results.

FUNDING SOURCE:

ORG and Object Number
N/A

Available Budget	**Purchase Amount**	**After Encumber**
N/A	N/A	N/A

ACTION ALTERNATIVES:
N/A

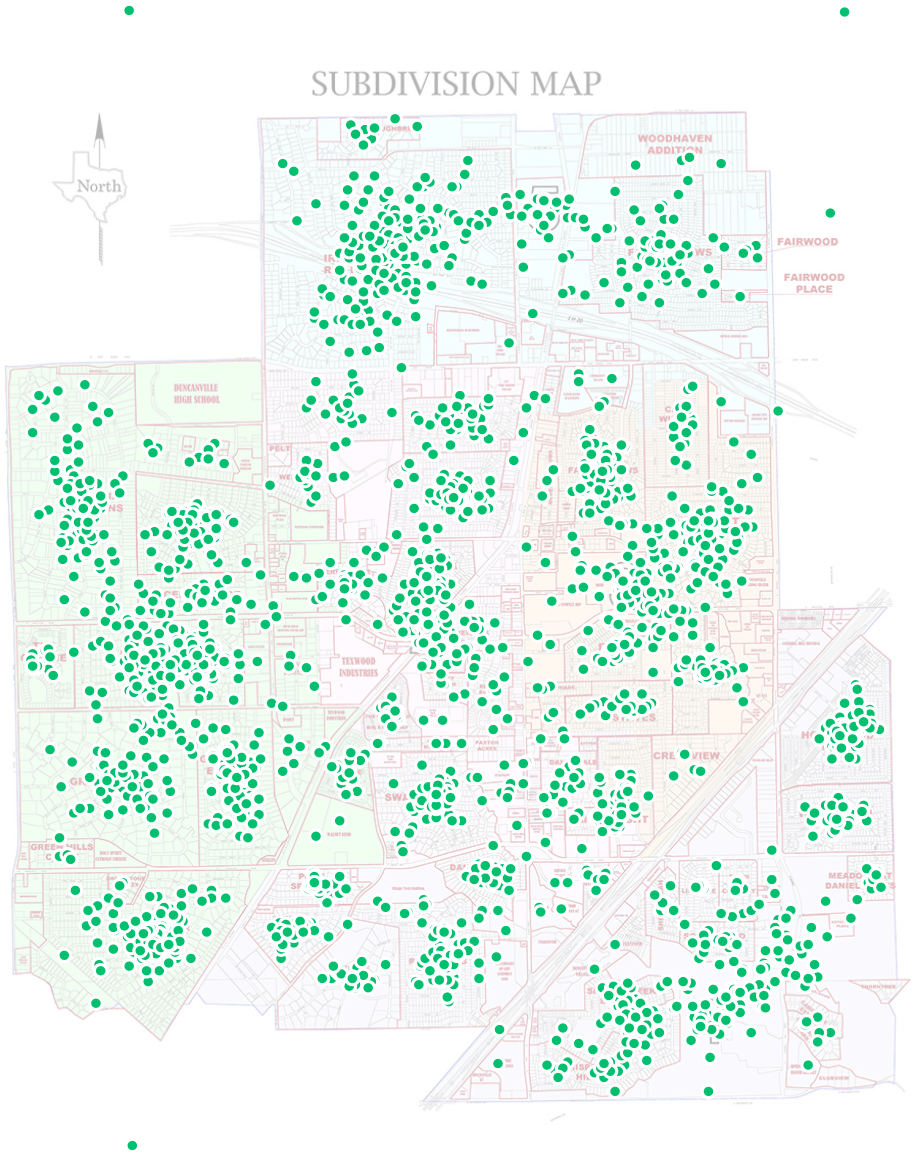
ATTACHMENTS:
Attachment 1 - Survey Data

Attachment 1

City of Duncanville Residential Trash and Recycling Survey

Q1 In which Duncanville subdivision do you live? (click your subdivision on the map)

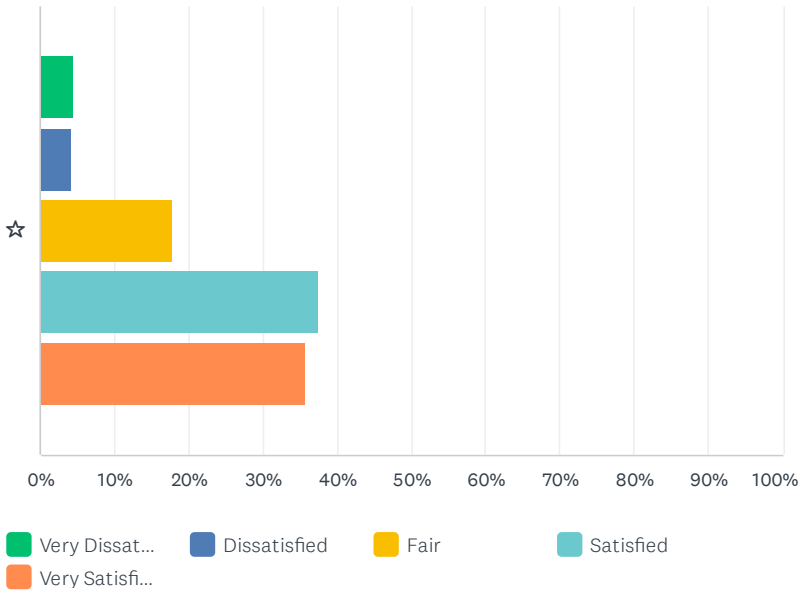
Answered: 2,588 Skipped: 216



City of Duncanville Residential Trash and Recycling Survey

Q2 Regular Garbage Collection Service

Answered: 2,770 Skipped: 34

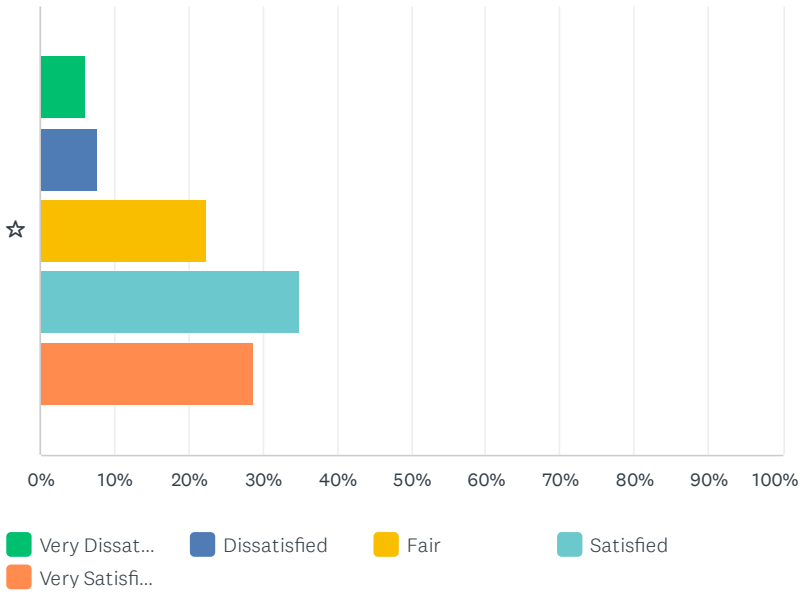


	VERY DISSATISFIED	DISSATISFIED	FAIR	SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	4.55% 126	4.19% 116	17.87% 495	37.51% 1,039	35.88% 994	2,770	3.96

City of Duncanville Residential Trash and Recycling Survey

Q3 Recycling Pickup

Answered: 2,759 Skipped: 45

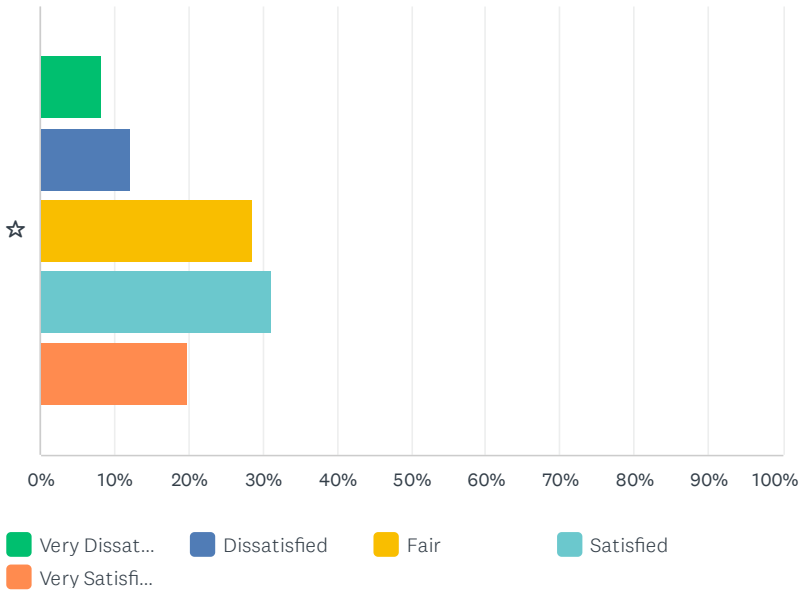


	VERY DISSATISFIED	DISSATISFIED	FAIR	SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	6.16% 170	7.65% 211	22.29% 615	35.05% 967	28.85% 796	2,759	3.73

City of Duncanville Residential Trash and Recycling Survey

Q4 Bulk and Brush Pickup Service

Answered: 2,771 Skipped: 33

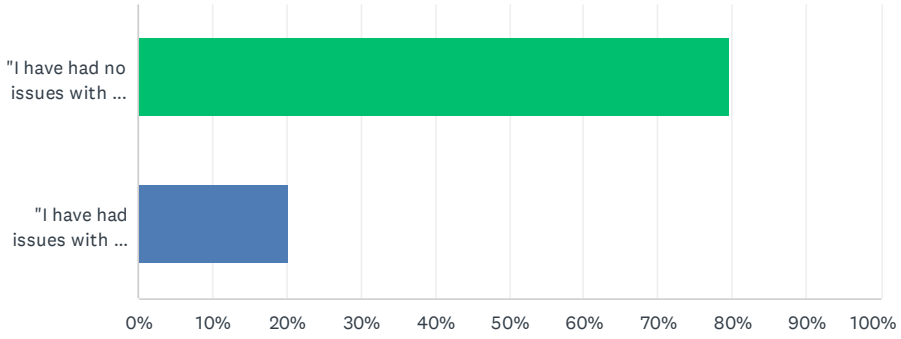


	VERY DISSATISFIED	DISSATISFIED	FAIR	SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	8.37% 232	12.13% 336	28.47% 789	31.14% 863	19.88% 551	2,771	3.42

City of Duncanville Residential Trash and Recycling Survey

Q5 "In the last 6 months (March 2021 - present) ..."

Answered: 2,787 Skipped: 17

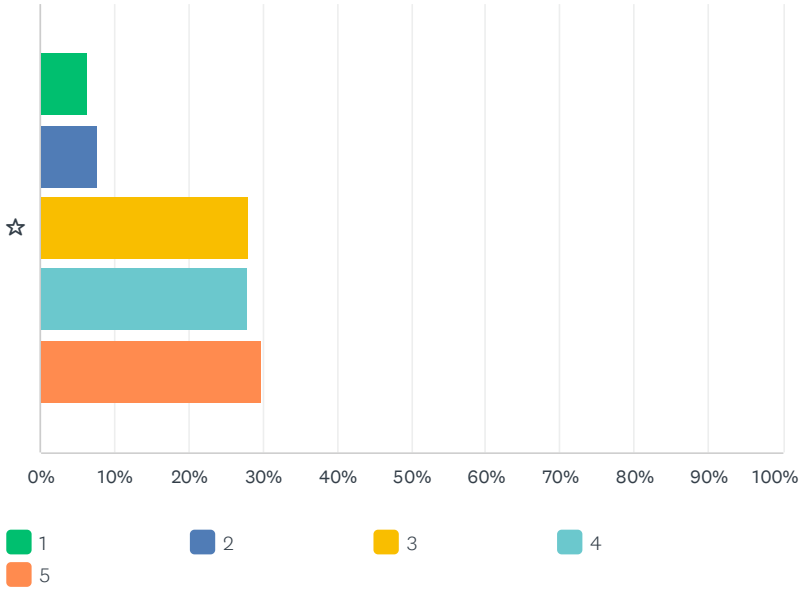


ANSWER CHOICES	RESPONSES	
"I have had no issues with my trash pickup service."	79.80%	2,224
"I have had issues with my trash pickup service."	20.20%	563
TOTAL		2,787

City of Duncanville Residential Trash and Recycling Survey

Q7 Please, rate responsiveness to your questions, comments, complaints, etc. by the City's waste contractor on a scale of 1 (very dissatisfied) to 5 (very satisfied).

Answered: 2,379 Skipped: 425

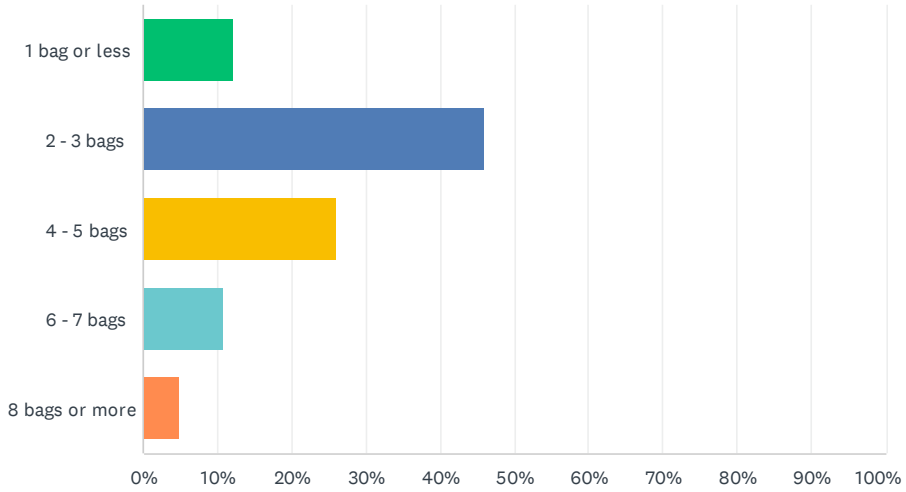


	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
☆	6.35% 151	7.69% 183	28.12% 669	28.04% 667	29.80% 709	2,379	3.67

City of Duncanville Residential Trash and Recycling Survey

Q8 On average, my household generates _____ tall kitchen (13 gal) trash bags per week:

Answered: 2,781 Skipped: 23

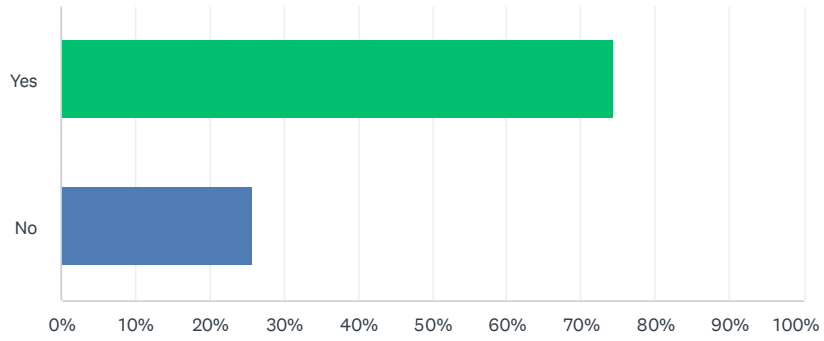


ANSWER CHOICES	RESPONSES	
1 bag or less	12.08%	336
2 - 3 bags	45.99%	1,279
4 - 5 bags	26.11%	726
6 - 7 bags	10.90%	303
8 bags or more	4.93%	137
TOTAL		2,781

City of Duncanville Residential Trash and Recycling Survey

Q9 Do you currently recycle?

Answered: 2,793 Skipped: 11

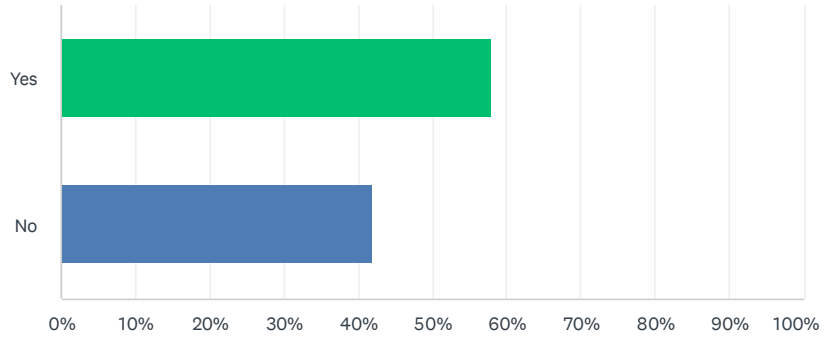


ANSWER CHOICES	RESPONSES	
Yes	74.44%	2,079
No	25.74%	719
Total Respondents: 2,793		

City of Duncanville Residential Trash and Recycling Survey

Q10 Would you be interested in using City-provided, 96-gallon rolling carts for garbage service and an additional, smaller cart for recycling?

Answered: 2,781 Skipped: 23

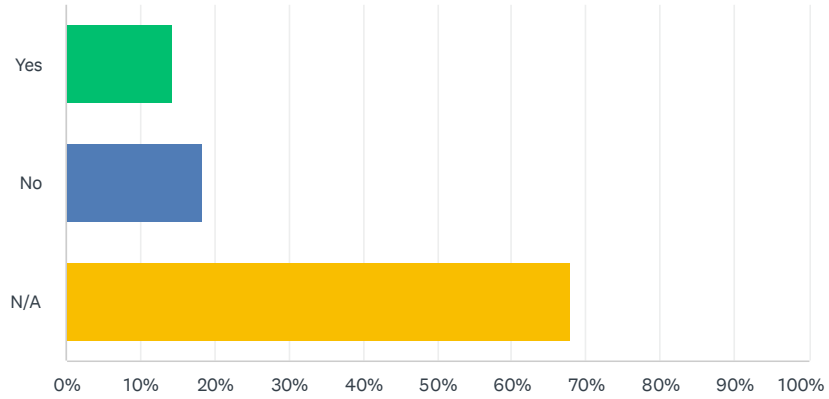


ANSWER CHOICES	RESPONSES	
Yes	58.04%	1,614
No	41.96%	1,167
TOTAL		2,781

City of Duncanville Residential Trash and Recycling Survey

Q11 If your current bagged trash collection is in the alley, would you be willing to move to the front of your home if switched to cart(s)?

Answered: 2,782 Skipped: 22



ANSWER CHOICES	RESPONSES	
Yes	14.31%	398
No	18.30%	509
N/A	67.97%	1,891
Total Respondents: 2,782		

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Discuss Annual City Council Calendar.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Emphasize: Government Accountability, Customer Service, Efficiency and Process Improvement**
  - **Develop a high performing organization that encourages innovation, transparency, and collaboration while delivering exceptional customer service.**

STAFF RESPONSIBLE:
Kristin Downs, City Secretary

BACKGROUND/HISTORY:
Discussion regarding special meetings and cancelation of meetings.

POLICY EXPLANATION:
City Council discuss 2022 calendar of events and provide input to staff for planning purposes.

FUNDING SOURCE:

ORG and Object Number
N/A

Available Budget	**Purchase Amount**	**After Encumber**
$0.00	$0.00	$0.00

ACTION ALTERNATIVES:
N/A

ATTACHMENTS:
Attachment 1 - City Council Calendar

July 2022

July 2022

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

August 2022

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 26	27	28	29	30	Jul 1	2
3	4 6:00pm Independence Day 4th of July (Armstrong/Amphith	5 6:00pm CANCELED - City Council Meeting 6:00pm Special Meeting	6	7	8	9
10	11	12	13	14	15	16 duncanSWITCH - Chamber Event 8:00am KDB
17	18 6:00pm Special Meeting - Water/Wastewater	19 6:00pm City Council Meeting (City Council Briefing	20	21 2:30pm Audit Committee Meeting 4:00pm Retirement - 6:00pm Boards and	22	23
24	25 Boards and Commissions Interviews (Briefing Room) - City Council Calendar 5:00pm City Council Pictures (Council	26	27	28	29 File Budget with City Secretary 5:00pm Retirement - Todd Krinn -	30
31	Aug 1	2	3	4	5	6

August 2022

August 2022

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

September 2022

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 31	Aug 1	2 6:00pm FY23 Proposed Budget to Council 6:00pm City Council Meeting (City Council Briefing Room /	3	4	5	6
7	8 6:00pm Rules of Procedures	9	10	11 6:00pm Town Hall - Budget	12	13 8:00am KDB Community Clean-up Day (1700 Whitecliff Dr.)
14	15 6:00pm Active Shooter Training ? - City Council Calendar	16 6:00pm City Council Meeting (City Council Briefing Room / Chambers)	17	18	19	20 duncanSWITCH - Chamber Event
21	22	23	24 OUT - Kristin and Candace - Texas Open Meetings Act/Public Information Act Conference	25 PH on Budget and Tax Rate	26	27
28	29	30 6:00pm Special Meeting - Adopting the Budget	31	Sep 1	2	3

September 2022

September 2022

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

October 2022

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 28	29	30		Sep 1	2	3 8:00pm Movies in The Park – TBD (Amphitheater)
4	5	6 6:00pm City Council Meeting (City Council Briefing Room / Chambers)	7	8	9	10 KDB Community Clean-up Day - More Info. Coming Soon 7:00pm Latin Concert in The Park
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	28	29	30	Oct 1

October 2022

October 2022

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

November 2022

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

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

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Proclamation designating July as Parks and Recreation Month.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Advance: Marketing Strategy of the City and Community Engagement Plan**
  - **Strengthen communication and engagement within the community while championing the City of Duncanville regionally, nationally, and internationally.**
- **Re-Imagine: High Quality of Life**
  - **Develop, maintain, and encourage safe, attractive, viable family-oriented neighborhoods that embrace diversity and pride, promoting economic vitality.**

STAFF RESPONSIBLE:
Bart Stevenson, Director of Parks and Recreation

BACKGROUND/HISTORY:
Since 1985, America has celebrated July as Park and Recreation Month. A program of the National Recreation and Park Association (NRPA), the goal is to raise awareness of the vital impact that parks and recreation has on communities across the U.S.

POLICY EXPLANATION:
The National Recreation and Park Association is a national not-for-profit organization dedicated to ensuring that all Americans have access to parks and recreation for health, conservation and social equity. Through its network of 60,000 recreation and park professionals and advocates, NRPA encourages the promotion of healthy and active lifestyles, conservation initiatives and equitable access to parks and public space.

FUNDING SOURCE:

ORG and Object Number
N/A

Available Budget	**Purchase Amount**	**After Encumber**
$0.00	$0.00	$0.00

ACTION ALTERNATIVES:
N/A

ATTACHMENTS:
Proclamation - Parks and Recreation Month 2022

OFFICE OF THE MAYOR

Duncanville
City of Champions

Proclamation

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including the City of Duncanville; and

WHEREAS, parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS, parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer; and

WHEREAS, parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS, parks and recreation is a leading provider of healthy meals, nutrition services and education; and

WHEREAS, park and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS, parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS, parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, the City of Duncanville recognizes the benefits derived from parks and recreation resources

NOW, THEREFORE, I, Barry L. Gordon, Mayor of the City of Duncanville, Texas do hereby proclaim the month of July 2022 as Park and Recreation Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Duncanville, Texas to be affixed this 19th day of July, 2022.

Mayor, The City of Duncanville

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Consider a Resolution authorizing a cooperative purchasing agreement with Caldwell Country Chevrolet through BuyBoard Contract #601-19 to approve the procurement of two pickup trucks and two SUVs in the total expenditure amount of $198,500.00.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Develop: Infrastructure Improvement Strategy**
  - **Ensure the viability and adaptability of the city's infrastructure, facilities, and transportation network through thoughtful financial and long-term planning.**

STAFF RESPONSIBLE:
Jacqueline R. Culton, PE, MBA, Interim Director of Public Works
Asa E. Low III, Equipment Services Superintendent

BACKGROUND/HISTORY:
The Equipment Services Division of the Public Works Department manages the City's fleet equipment and vehicles. As part of that process, Equipment Services reviews the Fleet Replacement Schedule annually to determine which vehicles have reached the end of their useful lives and need replacement and their respective replacement schedules. Factors considered include vehicle/equipment age, mileage/hours used, and maintenance history and requirements. Vehicle and equipment replacement and acquisition recommendations are reviewed with representatives of the various departments, and funds are allocated in the next year's budget for new and replacement vehicles and equipment, as appropriate.

The four vehicles to be replaced are one (1) 2015 Chevrolet Suburban with approximately 53,600 miles, one (1) 2015 Ford Escape with 54,000 miles, one (1) 2014 Ford Fusion (damaged in an accident) with 74,424 miles, and one (1) 2007 Ford Expedition with 121,500 miles. The Fire and Police Departments currently use these vehicles. The higher mileage units will be auctioned, with the proceeds being returned to the Fleet/Equipment Replacement Fund. In contrast, lower mileage vehicles will be retired from their current assignments and used for a less demanding purpose to replace other vehicles that have reached the end of their useful life.

The units will be replaced with two (2) Chevrolet Silverado, Model 1500, pickup trucks, and two (2) Chevrolet Tahoes for a total cost of $198,500.00. During the FY21-22 budget process, based on vendor pricing previously obtained, the City Council allocated $215,269.00 to replace these vehicles.

POLICY EXPLANATION:
State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies any State law requiring that the local government seek competitive bids for the purchase of the item. BuyBoard contracts are competitively bid to increase and simplify the purchasing power of entities across the State of Texas. The Texas Local Government Code Chapters 271 and 791 allows government agencies to voluntarily participate in these cooperative arrangements.

FUNDING SOURCE:

ORG and Object Number
016-700885

Available Budget	**Purchase Amount**	**After Encumber**
$215,269.00	$198,500.00	$16,769.00

ACTION ALTERNATIVES:
1. Approved funding in the amount of $198,500.00 to procure two (2) Chevrolet pickup trucks and two (2) SUVs from Caldwell Country Chevrolet.
2. Do not provide funding.
3. Other actions as directed by Council.

ATTACHMENTS:
Attachment 1 - Resolution No. - 2022-055 - Chevrolet Vehicle Purchases

RESOLUTION NO. 2022-055

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AUTHORIZING A COOPERATIVE PURCHASING AGREEMENT WITH CALDWELL COUNTRY CHEVROLET THROUGH BUYBOARD CONTRACT #601-19, TO APPROVE THE PROCUREMENT OF TWO PICKUP TRUCKS AND TWO SUVS IN THE TOTAL EXPENDITURE AMOUNT OF $198,500.00; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is necessary to procure fleet equipment for citywide operations; and

WHEREAS, the City of Duncanville has entered into an Interlocal Cooperative Purchasing Agreement with The Local Government Purchasing Cooperative (BuyBoard) for products and services; and

WHEREAS, BuyBoard has taken sealed bids for Vehicles, Heavy Duty Trucks, Police Motorcycles, Parts, and Service Labor, and awarded to Caldwell Country Chevrolet; and

WHEREAS, the City Council of the City of Duncanville desires to award a bid and approve the procurement of two pickup trucks and two SUVs from Caldwell Country Chevrolet through BuyBoard Contract #601-19.

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

SECTION 1. The City Council of the City of Duncanville hereby awards a bid and approves the procurement of two pickup trucks and two SUVs from Caldwell Country Chevrolet through BuyBoard Contract #601-19 in the expenditure amount of $198,500.00

SECTION 2. The City Council of the City of Duncanville hereby authorizes the City Manager, or her designee, to execute the appropriate and necessary contracts, documents, and/or purchase orders.

SECTION 3. 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 19th day of July, 2022.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

Exhibit A1

QUOTE# 001 **CONTRACT PRICING WORKSHEET**

End User: CITY OF DUNCANVILLE	**Contractor: CALDWELL COUNTRY**
Contact Name: ASA LOW	**CALDWELL COUNTRY**
Email: ALOW@DUNCANVILLE.COM	**Prepared By: Averyt Knapp**
Phone #: 972-780-5062	**Email: aknapp@caldwellcountry.com**
Fax #: 972-780-6407	**Phone #: 979-567-6116**
Location City: DUNCANVILLE, TX	**Fax #: 979-567-4376**
Date Prepared: JUNE 27, 2022	**Address: P. O. Box 27, Caldwell, TX 77836**
Contract Number: BUY BOARD #601-19	**Tax ID # 14-1856872**
Product Description: 2023 CHEVROLET TAHOE CC10706	

A Base Price & Options:	**$45,440**

B Fleet Quote Option:

Code	Description	Cost	Code	Description	Cost
	EIGHT (8) PASSENGER-CLOTH, 5.3L-V8, 10-SPD AUTOMATIC, LOCKING REAR AXLE DIFFERENTIAL, CLOTH BUCKETS W/CONSOLE, FULL CARPET FLOOR W/MATS, AIR CONDITION FRONT AND REAR, AMFM-STEREO W/BLUETOOTH, TILT, CRUISE, POWER WINDOWS, POWER LOCKS, POWER MIRRORS, KEYLESS ENTRY, POWER SEAT, DEEP TINT GLASS, RUNNING BOARDS, TRAILER TOW HITCH, REAR VISION CAMERA	INCL			
	GM WARRANTY 5YR/100,000 MILES POWERTRAIN @ N/C	INCL		CALDWELL COUNTRY PO BOX 27 CALDWELL, TEXAS 77836	
	PRICES VALID FOR 30 DAYS BUT SUBJECT TO CHANGE DUE TO SUPPLY CHAIN CHALLENGES			REVERIFY PRICING BEFORE ISSUING PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER PO ISSUED	

Subtotal B	**INCL**

C Unpublished Options

Code	Description	Cost	Code	Description	Cost

Subtotal C	
D Other Price Adjustments (Installation, Delivery, Etc…)	
Subtotal D	**INCL**
E Unit Cost Before Fee & Non-Equipment Charges(A+B+C+D)	**$45,440**
Quantity Ordered	**2**
Subtotal E	**$90,880**
F Non-Equipment Charges (Trade-In, Warranty, Etc…)	
BUY BOARD FEE	**$400**
G. Color of Vehicle: TBD	
H. Total Purchase Price (E+F)	**$91,280**

Estimated Delivery Date:	**Q1-2023**

Exhibit A2

QUOTE# 002 **CONTRACT PRICING WORKSHEET**

End User: CITY OF DUNCANVILLE	**Contractor: CALDWELL COUNTRY**
Contact Name: ASA LOW	**CALDWELL COUNTRY**
Email: ALOW@DUNCANVILLE.COM	**Prepared By: Averyt Knapp**
Phone #: 972-780-5062	**Email: aknapp@caldwellcountry.com**
Fax #: 972-780-6407	**Phone #: 979-567-6116**
Location City: DUNCANVILLE, TX	**Fax #: 979-567-4376**
Date Prepared: JUNE 27, 2022	**Address: P. O. Box 27, Caldwell, TX 77836**
Contract Number: BUY BOARD #601-19	**Tax ID # 14-1856872**
Product Description: 2023 CHEVROLET 1500 SILVERADO 4X4 CREW CAB CK10543	

A Base Price & Options:	**$53,410**

B Fleet Quote Option:

Code	Description	Cost	Code	Description	Cost
	4X4-CREW CAB, LT TRAIL BOSS, 5.3L-V8, 10-SPD AUTOMATIC, LOCKING REAR AXLE DIFFERENTIAL, 18" BLACK ALUMINUM WHEELS, LT275/65R18C GOODYEAR WRANGLER DURA TRAC MT, LEATHER BUCKETS -JET BLACK, CARPET FLOOR W/MATS, AIR CONDITION, AMFM-STEREO W/BLUETOOTH, BOSE SOUND 7-SPEAKER, HD SURROUIND VISION, TILT & TELESCOPIC, CRUISE, POWER WINDOWS, POWER LOCKS, POWER MIRRORS, KEYLESS ENTRY W/REMOTE START, DEEP TINT GLASS, REAR POWER SLIDING WINDOW, REAR WHEELHOUSE LINERS, SPRAY ON BEDLINER, WIRELESS CHARGING, EXTERNAL ENGINE OIL COOLER, AUXILARY EXTERNAL TRANSMISSION OIL COOLER, 170 AMP ALTERATNOR, DUAL POLISHED EXHAUST OUTLETS, CONV PKG II, LT TRAIL BOSS PREMIUM PACKAGE, SAFETY PACKAGE, POWER UP/DOWN GATE	INCL			

	FUNCTION, UP LEVEL REAR SEAT W/STORAGE PACKAGE, PERIMETER LIGHTING, USB PORTS, REAR PARK ASSIST, TRAILERING APP, REAR CROSS TRAFFIC ALERT, TRAILER SIDE BLIND ZONE ALERT, REAR PEDESTRIAN ALERT, REAR CROSS TRAFFIC BRAKING, PROTECTION PACKAGE, SHORT BOX, REAR STEP BUMPER, REAR VISION CAMERA, OEM HD TRAILER TOW PACKAGE W/OEM INTEGRATED TRAILER BRAKE CONTROLLER				
	GM WARRANTY 5YR/100,000 MILES POWERTRAIN @ N/C	INCL		CALDWELL COUNTRY PO BOX 27 CALDWELL, TEXAS 77836	
	PRICES VALID FOR 30 DAYS BUT SUBJECT TO CHANGE DUE TO SUPPLY CHAIN CHALLENGES			REVERIFY PRICING BEFORE ISSUING PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER PO ISSUED	
Subtotal B					INCL
C Unpublished Options					
Code	Description	Cost	Code	Description	Cost
Subtotal C					
D Other Price Adjustments (Installation, Delivery, Etc…)					
Subtotal D					INCL
E Unit Cost Before Fee & Non-Equipment Charges(A+B+C+D)					$53,410
Quantity Ordered					2
Subtotal E					$106,820
F Non-Equipment Charges (Trade-In, Warranty, Etc…)					
BUY BOARD FEE					$400
G. Color of Vehicle: RED HOT					
H. Total Purchase Price (E+F)					$107,220
		Estimated Delivery Date:		Q1-Q2 2023	

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Consider a Resolution awarding the bid for the purchase of fleet parts and repair of Ford Vehicles by a cooperative purchasing agreement with Mac Haik Ford in the expenditure amount of not to exceed $125,000.00.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Develop: Infrastructure Improvement Strategy**
  - **Ensure the viability and adaptability of the city's infrastructure, facilities, and transportation network through thoughtful financial and long-term planning.**

STAFF RESPONSIBLE:
Jacqueline R. Culton, PE, MBA, Interim Director of Public Works
Asa E. Low III, Equipment Services Superintendent

BACKGROUND/HISTORY:
The Equipment Services Division of the Public Works Department services and repairs vehicles and equipment owned by the City of Duncanville. Due to a small staff and limited equipment and specialty tools, the City depends on the services of outside vendors to supplement the repairs of city vehicles and equipment.

Each year, the Equipment Services Division budgets funds for contractual services to pay outside contractors for repairs. Services can include repairs to exhaust systems, fuel systems, A/C, transmission, and others.

POLICY EXPLANATION:
Fleet parts and vehicle repair services are available from Mac Haik Ford (a Ford Motor Company dealership) through Sourcewell Contract #101520.

State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies any State law requiring that the local government seek competitive bids for purchase of the item. The Texas Local Government Code Chapters 271 and 791 allows for government agencies to voluntarily participate in these cooperative arrangements.

FUNDING SOURCE:

ORG and Object Number
01066700-700450

Available Budget	**Purchase Amount**	**After Encumber**
$125,000.00	$125,000.00	$0.00

ACTION ALTERNATIVES:

1. Approved funding in the amount of $125,00.00 to procure fleet parts and repair of Ford vehicles from Mac Haik Ford.
2. Do not provide funding.
3. Other actions as directed by Council.

ATTACHMENTS:
Attachment 1 - Resolution No. - 2022-057 - Mac Haik Ford Agreement through Sourcewell

RESOLUTION NO. 2022-057

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AWARDING THE BID FOR THE PURCHASE OF FLEET PARTS AND REPAIR OF FORD VEHICLES BY A COOPERATIVE PURCHASING AGREEMENT WITH MAC HAIK FORD IN THE EXPENDITURE AMOUNT OF NOT TO EXCEED $125,000.00 AS PROVIDED IN THE ATTACHED EXHIBIT "A" WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN THROUGH SOURCEWELL CONTRACT #101520; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is necessary to procure fleet parts and repair for city vehicles; and

WHEREAS, the City of Duncanville has entered into an Interlocal Cooperative Purchasing Agreement with Sourcewell for products and services; and

WHEREAS, Sourcewell has taken sealed bids for Automotive Parts, Supplies, and Service Labor, and a contract was awarded to Ford Motor Company to be performed by Ford Motor Company dealerships; and

WHEREAS, this authorization will extend through September 30, 2024, with an estimated expenditure amount of $125,000.00; and

WHEREAS, the City of Duncanville estimates that its purchases through the contract term will exceed $50,000.00, and thus purchases through this contract require approval by the City Council; and

WHEREAS, the City Council of the City of Duncanville desires to award a bid and approve the procurement of fleet parts and repair of Ford vehicles from Mack Haik Ford through Sourcewell Contract #101520.

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

SECTION 1. The City Council of the City of Duncanville hereby awards a bid and approves the purchase of fleet parts and repair of Ford vehicles from Mac Haik Ford through Sourcewell Contract #101520 in the expenditure amount not to exceed $125,000.00, as provided in the attached Exhibit "A" which is attached hereto and incorporated herein.

SECTION 2. The City Council of the City of Duncanville hereby authorizes the City Manager, or her designee, to execute the appropriate and necessary contracts, documents, and/or purchase orders.

SECTION 3. 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 19th day of July, 2022.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Exhibit A

101520-FMC

Solicitation Number: RFP #101520

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Ford Motor Company, One American Road, Dearborn, MI 48126 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

B. EXPIRATION DATE AND EXTENSION. This Contract expires December 14, 2024, unless it is cancelled sooner pursuant to Article 24. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.

C. SURVIVAL OF TERMS. Articles 11 through 16 survive the expiration or cancellation of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

A. EQUIPMENT, PRODUCTS, OR SERVICES. Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new/current model. Vendor may offer close-out or refurbished Equipment or Products if they are clearly indicated in

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Vendor's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Vendor warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Vendor warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Vendor's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that is effective past the expiration of the Vendor's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution, Vendor will make available to Sourcewell a means to validate or authenticate Vendor's authorized dealers, distributors, and/or resellers relative to the Equipment, Products, and Services related to this Contract. This list may be updated from time-to-time and is incorporated into this Contract by reference. It is the Vendor's responsibility to ensure Sourcewell receives the most current version of this list.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced as stated in Vendor's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Vendor must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery.

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Vendor must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Equipment or Products. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Vendor as soon as possible and the Vendor will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

B. SALES TAX. Each Participating Entity is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Vendor may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Contract Administrator. This form is available from the assigned Sourcewell Contract Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Vendor understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Vendor is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Vendor's employees may be required to perform work at government-owned facilities, including schools. Vendor's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Vendor that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Vendor. Typically, a Participating Entity will issue an order directly to Vendor. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration of this Contract; however, Vendor performance, Participating Entity payment, and any applicable warranty periods or other Vendor or Participating Entity obligations may extend beyond the term of this Contract.

Vendor's acceptable forms of payment are included in Attachment A. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order may be negotiated between a Participating Entity and Vendor, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entitles may require the use of a Participating Addendum; the terms of which will be worked out directly between the Participating Entity and the Vendor. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. PERFORMANCE BOND. If requested by a Participating Entity, Vendor's dealer or distributor will provide a performance bond that meets the requirements set forth in the Participating Entity's order.

D. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in this Contract, the Participating Entity and the Vendor may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

E. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Vendor in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements; or
3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Participating Entity.

F. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Vendor will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

B. BUSINESS REVIEWS. Vendor must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcewell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).

The Report must contain the following fields:

- Customer Name (e.g., City of Staples Highway Department);
- Customer Physical Street Address;
- Customer City;
- Customer State/Province;
- Customer Zip Code;
- Customer Contact Name;
- Customer Contact Email Address;
- Customer Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Vendor.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Vendor will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Vendor may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Vendor will submit a check payable to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Sourcewell-assigned contract number in the memo and must be mailed to the address above “Attn: Accounts Receivable.” Payments must be received no later than 45 calendar days after the end of each calendar quarter.

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Vendor agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Vendor is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Vendor in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Vendor's Authorized Representative is the person named in the Vendor's Proposal. If Vendor's Authorized Representative changes at any time during this Contract, Vendor must promptly notify Sourcewell in writing.

10. ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. ASSIGNMENT. Neither the Vendor nor Sourcewell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

B. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been fully executed by the parties.

C. WAIVER. If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

D. CONTRACT COMPLETE. This Contract contains all negotiations and agreements between Sourcewell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

E. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. LIABILITY

Vendor must indemnify, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees, arising out of the performance of this Contract by the Vendor or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications.

12. AUDITS

Sourcewell reserves the right to review the books, records, documents, and accounting procedures and practices of the Vendor relevant to this Contract for a minimum of 6 years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

13. GOVERNMENT DATA PRACTICES

Vendor and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Vendor under this Contract.

If the Vendor receives a request to release the data referred to in this article, the Vendor must immediately notify Sourcewell and Sourcewell will assist with how the Vendor should respond to the request.

14. INDEMNIFICATION

As applicable, Vendor agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcewell or its Participating Entities supplied by Vendor in violation of applicable patent or copyright laws.

15. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
   a. Sourcewell grants to Vendor a royalty-free, worldwide, non-exclusive right and license to use theTrademark(s) provided to Vendor by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Vendor.
   b. Vendor grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Vendor's Trademarks in advertising and promotional materials for the purpose of marketing Vendor's relationship with Sourcewell.
2. *Limited Right of Sublicense*. The right and license granted herein includes a limited right of each party to grant sublicenses to its and their respective distributors, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

a. Sourcewell must not alter Vendor's Trademarks from the form provided by Vendor and must comply with Vendor's removal requests as to specific uses of its trademarks or logos.

b. Vendor must not alter Sourcewell's Trademarks from the form provided by Sourcewell and must comply with Sourcewell's removal requests as to specific uses of its trademarks or logos.

c. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's Trademarks only in good faith and in a dignified manner consistent with such party's use of the Trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination*. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of vendors which may be used until the next printing). Vendor must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Vendor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

D. ENDORSEMENT. The Vendor must not claim that Sourcewell endorses its Equipment, Products, or Services.

16. GOVERNING LAW, JURISDICTION, AND VENUE

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

17. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

18. SEVERABILITY

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

19. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending*. Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Vendor fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed will be borne by the Vendor.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

20. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*
Workers' Compensation: As required by any applicable law or regulation.
Employer's Liability Insurance: must be provided in amounts not less than listed below:
Minimum limits:
$500,000 each accident for bodily injury by accident
$500,000 policy limit for bodily injury by disease
$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.
Minimum Limits:
$1,000,000 each occurrence Bodily Injury and Property Damage
$1,000,000 Personal and Advertising Injury
$2,000,000 aggregate for Products-Completed operations
$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.
Minimum Limits:
$1,000,000 each accident, combined single limit

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

4. *Umbrella Insurance*. During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
$2,000,000

5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Vendor will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Vendor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
$2,000,000 per occurrence
$2,000,000 annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Vendor agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

21. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Vendor must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcewell and Participating Entities.

22. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcewell in writing.

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

23. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may also require additional requirements based on specific funding specifications. Within this Article, all

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

references to "federal" should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Vendor's Equipment, Products, or Services with United States federal funds.

A. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of $150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have used federal appropriated funds to pay any

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

101520-FMC

24. CANCELLATION

Sourcewell or Vendor may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell	Ford Motor Company
By: DocuSigned by: Jeremy Schwartz C0FD2A139D06489...	By: DocuSigned by: Frederick Toney 979E56A3F75A40E...
Jeremy Schwartz	Frederieck Toney
Title: Director of Operations & Procurement/CPO	Title: Vice President
Date: 12/10/2020 | 3:17 PM CST	Date: 12/11/2020 | 6:00 PM EST

Approved:

By: DocuSigned by: Chad Coauette 7E42B8F817A64CC...

Chad Coauette

Title: Executive Director/CEO

Date: 12/11/2020 | 5:05 PM CST

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

RFP 101520 - OEM Automotive Parts and Supplies

Vendor Details

Company Name:	Ford Customer Service Division
Does your company conduct business under any other name? If yes, please state:	Ford Motor Company
Address:	16800 executive Plaza Drive Dearborn, michigan 48126
Contact:	Kevin Naro
Email:	knaro@ford.com
Phone:	440-452-2257
HST#:	

Submission Details

Created On:	Thursday October 01, 2020 12:06:29
Submitted On:	Wednesday October 14, 2020 14:48:05
Submitted By:	Kevin Naro
Email:	knaro@ford.com
Transaction #:	840a09a5-ae0d-4341-b8fe-37fa48c0eda5
Submitter's IP Address:	24.127.233.28

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Please do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; mark "NA" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (and applicable d/b/a, if any):	Ford Motor Company	*
2	Proposer Address:	One American Road Dearborn, MI 48126	*
3	Proposer website address:	www.ford.com	*
4	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Frederiek Toney ftoney@ford.com 16800 Executive Plaza Drive Dearborn, MI 48126 313-337-5708	*
5	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Kevin Naro Manager, Government and Commercial Fleet Programs 16800 Executive Plaza Drive Dearborn, MI 48126 knaro@ford.com 440-452-2257	*
6	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Kevin Naro Manager, Government and Commercial Fleet Programs 16800 Executive Plaza Drive Dearborn, MI 48126 knaro@ford.com 440-452-2257	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *	
7	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	Ford Motor Company was incorporated in Delaware in 1919. We acquired the business of a Michigan company, also known as Ford Motor Company, which had been incorporated in 1903 to produce and sell automobiles designed and engineered by Henry Ford. Fast forward to today, We are a global automotive industry leader based in Dearborn, Michigan. We manufacture and distribute automobiles across six continents worldwide. Our automotive brands include Ford, Lincoln, and Mercury. In addition, Ford F-Series is the best-selling vehicle in the United States for over 40 years. With the freshest car portfolio, Ford is well positioned in the global marketplace. Ford is America's leading vehicle nameplate, and has the best selling vehicle, truck, and van in America. Ford employs more workers in the U.S. than any other Vehicle OEM.	*
8	What are your company's expectations in the event of an award?	Ford Motor Company's award expectation is to create new opportunities and cost saving contractual options for Fleet vehicle end user customers in the Government and Educational sector. Offerings include Ford, Motorcraft and Omnicraft parts, equipment, training, along with comprehensive fleet management services. The award will improve the understanding and value of Ford products with Sourcewell members, as well as, improve awareness of Ford programs and services. This will reduce the time and effort associated with fleet purchasing activities. Sourcewell members will find the convenience and cost savings of a Ford/Sourcewell contract very appealing by making Sourcewell a preferred procurement method.	*

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

9	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	See attached Ford Q3 2020 Sales Report.	*
10	What is your US market share for the solutions that you are proposing?	Ford Motor Company vehicles make up approximately 43% of passenger car registrations and about 50% of Class 1 & 2 truck registrations in the government fleet sector. From a wholesale parts perspective, government agency sales reported to Ford Motor Company make up a relatively small share of total parts wholesale (5%) [TRADE SECRET]	*
11	What is your Canadian market share for the solutions that you are proposing?	Ford currently captures 27.9% majority of the Canadian Market Share. Ford leads all OEMs in vehicle market share in Canada.	*
12	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No.	*
13	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	B) Ford Motor company is an original equipment manufacturer and service provider with 187,000 employees worldwide. As a parts and service provider, Ford also has franchised dealers and authorized distributors in all 50 states and U.S. territories. We have an industry leading parts and equipment distribution system comprised of more than 3,200 Ford franchised dealerships. Ford has authorized Motorcraft, bulk oil distributors and authorized powertrain distributor locations - providing fleets and other customers with access to thousands of OEM service parts inventory. In addition to the 187,000 worldwide Ford employees, the Ford network is made up of independently owned franchises. There are additional individuals working at dealers and distributors as independent employees of the respective dealer/distributor employer.	*
14	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Ford Motor Company and its subsidiaries operate across the globe in a variety of markets that require Ford to adhere to all locally mandated laws and regulations in order to do business. With regard to the territories covered by this RFP, Ford provides the same assurance that all local and Federal laws and/or regulations are being met in order to allow Ford to do business in the territories described herein.	*
15	Provide all “Suspension or Debarment” information that has applied to your organization during the past ten years.	Not Applicable.	*

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
16	Describe any relevant industry awards or recognition that your company has received in the past five years	Ford consistently wins industry awards year after year. • Ford won J.D. Power Appeal Awards in Truck and SUV line up in 2019. • Ford Motor Company was recognized for its commitment to sustainability, ranking No. 1 on Interbrand's list of the 50 Best Global Green Brands • The all-new Ford F-150 continues to win North American Truck/Utility of the Year – as awarded by a jury of U.S. and Canadian journalists. • Lincoln wins AutoPacific Vehicle Satisfaction Awards in 2020. Ford Motor Company has the #1 selling Truck and Van in the U.S. and is the #1 selling vehicle brand in the U.S.	*
17	What percentage of your sales are to the governmental sector in the past three years	Ford U.S based Sales report 44.2% in the Government and Educational sector.	*
18	What percentage of your sales are to the education sector in the past three years	Education sector is included in the Government Sales report of 44.2%.	*
19	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Previous holder of NJPA contract with sales volume of $200,000.	*
20	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	Ford currently holds a GSA contract for Light Duty Trucks. 2018 Contract Year (October 1, 2017 – September 30, 2018) – $422,115,941 2019 Contract Year (October 1, 2018 – September 30, 2019) – $379,967,757 2020 Contract Year (October 1, 2019 – September 30, 2020) – $479,355,487	*

Table 4: References/Testimonials

Line Item 21. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
City of Columbus	Kelly Reagan	(614) 645-6254	*
City of Chicago	Angel Lopez	(312) 744-5054	*
City of Milwaukee	Bob Westermann	(414) 286-2737	*

Table 5: Top Five Government or Education Customers

Line Item 22. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
City of Los Angeles	Government	California - CA	Vehicle Parts and Service	15,000 vehicles in the Fleet	$4,000,000	*
City of Philadelphia	Government	Pennsylvania - PA	Vehicle Parts and Service	6,000 vehicles in the fleet	$1,200,000	*
Chicago Police Department	Government	Illinois - IL	Vehicle Parts and Service	3,854 vehicles in fleet	$4,200,000	*
New York Police Department	Government	New York - NY	Vehicle Parts and Service	9,000 vehicles	$2,700,000	*
City of San Diego	Government	California - CA	Vehicle Parts and Service	4,200 vehicles	$2,050,000	*

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
23	Sales force.	Ford Customer Service Division operates a world-class service organization of parts and service professional headquartered in Dearborn, Michigan. Ford operates 20 parts distribution centers, 21 regional field office locations, and five market area office locations. The regional and market area locations are strategically positioned across the United States and staffed by hundreds of automotive professionals. FCSD's technical, parts, and service support personnel provide support to over 3,200 Ford and Lincoln dealerships. The Fleet Service Operations (FSO) organization consists of approximately 100 team members dedicated strictly to fleet operational support in parts, service and technical related activities.	*
24	Dealer network or other distribution methods.	Ford segments its dealers and distributors into sub categories based on their capabilities to service various customers with voluntary program enrollments. Particularly relevant to this solicitation is Ford's National Fleet Parts Pricing Program, Ford Fleet National Maintenance Pricing Program, and the Commercial Vehicle Centers. All the personnel in these sub-sets have specialized skill sets and knowledge base that allows them to sell and service government and commercial fleet customer accounts.	*
25	Service force.	Ford Motor Company's U.S based franchised Ford and Lincoln dealerships employed more than 30,000 automotive technicians operating in more than 50,000 repair shop service bays. Ford also has a network of Dealer owned Mobile service units from a growing number of dealers through out the U.S. to provide mobile service in the field to fleet customers	*
26	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	Ford's Fleet Service Organization (FSO) will work directly with participating dealerships for all aspects of customer service support on the awarded Sourcewell contract. The Manager of Government and Commercial Fleet Programs will be the main point of contact for Sourcewell staff. For day-to-day parts and service needs (parts pricing outside of non participating NFPP dealers, order fulfillment, etc.) Sourcewell members should work with their respective selling dealers/distributors. These organizations have existing processes to provide assistance that require escalated care. For customer service issues that require escalated care, Sourcewell members can also request assistance from the Fleet Customer Information Center (1.800.34.FLEET)	*
27	Identify your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Ford Motor Company is deliberate about providing vehicle parts, training, and services to Sourcewell members. Through our network of franchised Ford and Lincoln dealers, plus authorized distributors, we currently service the United States. We will extend all those programs and services to Sourcewell members nationwide at current/existing program subscription costs if any.	*
28	Identify your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Ford Motor Company is deliberate about providing vehicle parts, training, and services to Sourcewell members. Through our network of franchised Ford and Lincoln dealers we also service Canada. Canada currently does not have a National Fleet Parts Pricing Program to offer a ceiling price model. Sourcewell members in Canada should work with their dealerships for their parts and service needs.	*
29	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Not applicable. Canada procurements are separate from the U.S. reporting	*
30	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Not applicable. Canada Procurements are separate from the U.S.	*
31	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	Program details will vary in the U.S. Islands/Territories based on selling dealers participation and Ford Program availability. Fleet customers in Alaska and Hawaii orders will take extra time for delivery based on dealer shipping and availability.	*

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Table 7: Marketing Plan

Line Item	Question	Response *	
32	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	If awarded a Sourcewell contract, Ford will work with our communications team to distribute a press release announcing the award. The announcements will be released in various publications, electronic Newsletters and websites. Following the press release, and as described above, Ford will use a variety of techniques to market the Sourcewell contract to its dealers, distributors, and end-user fleets. Ford also anticipates that attendance at national/regional conferences, fleet trade publication advertising, and training/utilization of its sales force will be critical tactics to ensure the maintenance of this contract yields a return on investment.	*
33	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Ford is a leader in technology and digital based marketing. • Ford Digital spend includes: Search Engine Optimization efforts, Retargeting, Paid Online Display, Native advertising, and leverages major preferred partner relationships (Google, Facebook, YouTube). • Ford owned properties include www.Motorcraft.com, www.FordParts.com. • Ford Updates PIES/ACES data twice a year with: technical attributes, parts images, product attributes.	*
34	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	Our view of Sourcewell's role is the following: 1-Assist Sourcewell members in explanation and direction on how to use the Sourcewell Contract. 2. Assist Ford Dealers parts sales personnel in explanation and direction on how to use the Sourcewell Contract. 3. Participate in trade shows that could result in sales associated with the Sourcewell Contract. 4. Assist Ford with training of the Ford Dealers on “How to sell through the Sourcewell Contract.” 5. Provide opportunities for Ford products to be showcased to Sourcewell members. 6. Route leads and sales opportunities in regards to the contract to Ford staff.	*
35	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Franchised Ford Dealers utilize Fordparts.com for E-Procurement, catalogue and parts lookup. Ford Authorized Distributors utilize Motorcraft eCounter for the same services. Sourceweel members should register and request sponsorship from the Ford Dealerships they choose to do business with. Both can provide fleet customers with a 24/7 Internet based lookup tool including exploded views and associated needed parts. Pricing and inventory availability are transparent to the Sourcewell member/ buyer based on the specific pricing that the dealer/distributor establishes with each respective Sourcewell member fleet customer when the member registers and requests sponsorship from the dealership and the dealerships approves the sponsorship.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	
36	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	Ford Fleet Care Consolidated Billing- Free of charge to participate. Provides fleet customers with a card-less, cashless solution for all of the parts, service and body shop transaction through the Ford Dealer and Quick Lane network. Fleet Parts Advantage-Through Ford’s parts training programs all fleets have access to unique training and inventory management solutions allowing fleet parts departments to make better inventory investment decisions. This results more efficient fleet parts department. Fleet Technician Training-Fleets can purchase an annual subscription to technician training, tech publications, or both. Fleets can also earn Technical Resource Center (TRC) access through their parts purchases from Ford Certified Parts Wholesaling Dealerships. Ford Power Force-Ford Motor Company provides a total powertrain support solution. This program is focused on quality, use, maintenance and repair. Ford Power Force is available as an added value to all Sourcewell members. All Ford Fleet Programs and support elements can be found at www.fleet.ford.com	*
37	Describe any technological advances that your proposed products or services offer.	Ford continues to advance in all areas of automotive technology. OE Connection- Ford's OEConnection’s D2DLink and its family of products provide comprehensive 24/7, nationwide access to inventories from participating dealers/branches, authorized accessories, parts and tire distributors. OEConnection solutions aggregates the inventories of more than 14,000 automotive and heavy-duty truck dealerships, authorized OEM distributors, and specialty tire and parts accessories distributors into an intelligent, easy-to-manage and access. The OEM-specific virtual parts warehouse carries over 50 million OEM parts. These secure, scalable virtual warehouses supplement existing OEM parts distribution facilities helping participating franchised dealers quickly and efficiently source in-demand parts.	*

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

38	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Our sustainability strategy is embedded in our business plan and consistent with our aim to deliver Great Products, a Strong Business and a Better World. At Ford, we define sustainability as a business model that creates value consistent with the long-term preservation and enhancement of environmental, social and financial capital. For more than a dozen years, we have built our sustainability strategy on a foundation of transparency, accountability and stakeholder engagement. We focus our efforts using a materiality analysis. Our public reporting has been an important part of our commitment to transparency and has helped to drive progress in our company and across the industry. Key components of our sustainability strategy that address our material issues include the following: • Our climate change strategy is based on what needs to happen in the world – the stabilization of greenhouse gases in the atmosphere. Our contribution is achieving stabilization through fuel economy improvements, the use of alternative fuels and energy-efficiency improvements at our facilities. A cross-functional team called Sustainable Mobility Governance oversees the strategy: • We have adopted a comprehensive water strategy that corresponds to the key elements of the CEO Water Mandate and is based on five key platforms designed to effect substantial, sustainable and measurable impacts. • We are the first automaker to recognize that protecting human rights in our operations and our supply chain is an important sustainability issue. Our human rights strategy includes adherence to our Code of Human Rights, Basic Working Conditions and Corporate Responsibility as well as assessments of alignment with the Code in our operations and by our suppliers. It also includes training and building the capabilities of our suppliers to manage sustainability issues in their operations.	*
39	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	Please see www.sustainabilty.ford.com	*
40	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	Ford encourages minority and women owned business enterprises throughout our dealer, distributor and supplier network. A list of minority and women owned dealers and distributors can be provided upon request.	*
41	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	A unique service is our FORD FLEET NATIONAL MAINTENANCE PRICING PROGRAM (FFNMPP). Ford Fleet National Maintenance Pricing Program provides consistent maintenance and light repair pricing for Ford, Lincoln, and Mercury vehicles managed by participating Government & Commercial Fleet customers. We have over 230 participating Ford & Quick Lane Dealers in the nationwide network and growing. There is a small set up fee cost to Government & Commercial Fleet customers. The program also provides a savings of capital benefit where Ford manages the consolidated billing. PROGRAM DETAILS • The program establishes competitive fleet pricing including: o A not-to-exceed national price for 12 maintenance and light repair services. o 22 non pre-priced maintenance and light repair services are priced at Regional/ Metro Labor Rate using Mitchell's Flat Rates and parts priced at Dealer List Price. • Self-Managed (Non-FMC) Program Guide in link below: https://www.dropbox.com/sh/omfb6sncs3et3i2/AAAbP0lLjZhtTW_X30KoQTOXa?dl=0 Motorcraft offers a comprehensive array of unique products to help keep fleet vehicles on the road. Most Motorcraft parts are the same parts that came with the Ford or Lincoln vehicle when built. Because our parts are designed for the vehicles they were originally built for, they fit perfectly. Technicians will not spend extra time making them fit. All Motorcraft brake pads and shoes are tested on the road, in real life conditions, to meet Federal Motor Vehicle Safety Standards (FMVSS). Fleet Parts Advantage offers fleets a unique training and inventory management solution, allowing fleet parts departments to make better inventory investment decisions. This product is available at an additional cost established by ADMI. Ford offers Omnicraft as a new addition to its parts platform. Omnicraft provides quality aftermarket parts for non-Ford/Lincoln vehicles at a great cost savings.	*

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
42	Do your warranties cover all products, parts, and labor?	There are parts and labor limitations. Genuine Ford and Motorcraft® Parts (Service Parts Warranty Sold Over the Counter)2 Year-Unlimited Mileage parts warranty means we stand behind our products. Unique warranty coverage also exists for batteries, sheet metal, struts/shock absorbers, and spark plug wire sets. Powertrain- 3-year/Unlimited Mileage Warranty on remanufactured gas engines and transmissions • 2-year/Unlimited Mileage Warranty on remanufactured diesel engines. *No commercial use restrictions within warranty coverage	*
43	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	There are neither commercial exceptions nor mileage restrictions on Ford Service Parts Warranty. However, warranty does not cover parts that fail due to abuse, misuse, neglect, alteration, impact, accident, racing or the use of non-Ford parts or parts installed in vehicles other than those listed in Ford authorized catalogs, including other Ford Motor Company brands, or parts that are replaced as part of normal maintenance. Please refer to warranty attachment section.	*
44	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Fleets can take vehicles to any authorized Ford or Lincoln dealership for diagnosis, repair and warranty coverage consideration. Service Parts warranty does not cover technician travel to fleet garages or other on-site repair scenarios.	*
45	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	No. Warranty is honored at any franchised Ford Dealership in the U.S.	*
46	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	No. Only Ford products are covered in this RFP. Parts used in the manufacturing of Ford vehicles are covered under the manufacturers warranty.	*
47	What are your proposed exchange and return programs and policies?	Exchange/returns policies are established by the selling dealer/distributor.	*
48	Describe any service contract options for the items included in your proposal.	Ford Protect extended service plans (ESP's) are available for additional cost based on the time and mileage band desired. ESP can help eliminate the variability associated with servicing vehicles. ESP offers ways to potentially reduce operating expenses and budget life cycle expenses. Fleets can choose from a selection of maintenance or repair plans individually, or combine them as a comprehensive cost management tool fleets.	*

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
49	What are your payment terms (e.g., net 10, net 30)?	Payment terms will be determined by the selling Ford or Lincoln dealer. Sourcewell Member Agencies that are enrolled in the Ford Fleet Care Consolidated Billing Program have Terms of Net 30 Days. Fleets enrolled in the FFNMPP program also have Net 30 days through our partner U.S. Bank Corp.	*
50	Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?	Yes. Ford Credit offers leasing options for new vehicle acquisitions.	*
51	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell participating entities' purchase orders.	An Authorized Ford Dealer, and/or Ford field marketing personnel ("Ford Network") may contact member entities or potential members to pursue sales of fleet-related maintenance, equipment, supplies, services, and inventory management solutions or Sourcewell member contacts Ford Network vendor via phone or through the fordparts.com portal for Contract Purchase 2. Ford Network member will determine if Local Agency is Sourcewell Member. If member, proceed. If not a current member, assist agency with online membership application. 3. Dealer or Distributor determines product/service specifications and submits quote for parts, equipment and/or services. 4.Genuine Ford or Motorcraft Parts, dealer will quote National Fleet Parts Pricing format. 5. Ford Customer Service Division field sales and service personnel are available to assist in the quoting process with proper pricing. 5. Quote presented to Local Agency by Dealer 6.Accepted - proceed though Dealer Order Process.	*
52	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Individual Ford Franchise Dealers may choose to elect to accept P-card as a form of payment. Sourcewell members can also elect to enroll in Ford Fleet Care for consolidated Billing options directly from Ford.	*

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as desribed in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
53	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	FCSD has established a “Not to Exceed” ceiling price program (National Fleet Parts Pricing), an individual Franchised Dealership enrollment program: 1)National Fleet Parts Pricing (NFPP). Fleets can choose to enroll in the Ford Fleet Maintenance Pricing Program for maintenance and designated service repair work at participating Dealerships . More information on these programs are provided in the attachments.	*
54	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	National Fleet Parts Pricing Program provides a "Not to Exceed" ceiling price that represents a significant discount from MSRP. See example in the NFFP literature that is attached.	*
55	Describe any quantity or volume discounts or rebate programs that you offer.	Individually enrolled Sourcewell members participating in the Ford Fleet Network Incentive Program have the ability to earn up to an 8% earnback on all purchases during a program period based on their total purchases during that program period. FFN enrolled fleets are also eligible for the Ford Powertrain Private Offer discount off invoice for eligible Ford remanufactured powertrain purchases.	*
56	Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.	Ford franchise dealers may at their discretion may seek to source out "Open Market" items and services in support of local Sourcewell agencies. Ford also offers Omnicraft branded parts for non Ford and Lincoln vehicles through the Ford Dealership network.	*
57	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Depending on the level of enrollment there maybe additional cost for hands on technical training, electronic parts catalogue subscriptions and other subscription based products and services.	*
58	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	There are some very remote locations in Alaska and Western States where freight charges do apply for Ford Remanufactured Power Train.	*
59	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	There are some very remote locations in Alaska and Western States where freight charges do apply. Dealers/distributors should be contacted for questions related to shipping, delivery and exchange policies.	*
60	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Ford Power Train Distributor Network provides National distribution of Ford Authorized Remanufactured Assemblies throughout the U.S. In most cases, in stock assemblies can be delivered the same day/next day depending on stock on hand status in the 30 + distribution points across the U.S.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
61	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	Pricing provided via price file attachment reflecting MSRP and Ford Fleet National Price (NFPP). The NFPP price is a not to exceed ceiling price offered at participating program dealerships across the U.S. on eligible parts.

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	
62	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.	Our self audit process is as following: *FSO representatives use eReact* reporting for invoices with “Sourcewell/NJPA” in the “Customer Name” invoice field. * Unless otherwise determined, FSO representative will assume all parts sales to those member agencies specifically identified by “Sourcewell/NJPA” in the “Customer Name” field as contract sales. Reasonable discretion will be given to FSO representative to determine percentages of contract sales in high volume cases where it is suspect that dealer/distributor made potential data entry or other reporting errors. * FCSD will regularly communicate with field sales representatives and managers to monitor eReact reports to ensure sales are reported appropriately and accurately.	*
63	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor’s sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member’s cost of goods. (See the RFP and template Contract for additional details.)	Ford Motor Company proposes to pay 1.5% on all eligible Sourcewell contract sales through all participating franchised Ford Dealerships in the U.S. each quarter.	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *	
64	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	Ford Motor Company makes the following solutions available through our RFP response: Maintenance Tools and Equipment through the Ford Rotunda program Ford Genuine Parts Ford Authorized Motorcraft OE approved Aftermarket Parts. Omnicraft Competitive Make Aftermarket Parts. Ford and Motorcraft Bulk Fluids & Lubricants Quick Lane Tire & Auto Service Centers - Ford Quality Fleet Care Fleet Centralized Billing Program Ford Extended Service Plan Ford & Lincoln Authorized Repair Shop Service Inventory Management Solutions Parts Inventory Management Training (offered through ADMI - Fee based) Third Party Collaborations for Vendor Managed and consigned Inventory requests Dealer/FAD Provided Solutions Ford Fleet National Maintenance Pricing Program Ford Mobile Service - Available through participating dealerships with Mobile Service units.	*
65	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Ford is offering access to the Ford Fleet National Maintenance Pricing Program (FFNMPP) for non-Ford Fleet Care participating Sourcewell member fleets through participating FFNMPP Ford dealers. Interested Sourcewell member fleets must enroll individually on the FFNMPP for program. The program is only available at participating FFNMPP dealerships. Ford Fleet National Maintenance Pricing Program provides consistent maintenance and light repair pricing for Ford, Lincoln, and Mercury vehicles managed by Government & Commercial Fleet customers. There are approximately 230 participating Ford & Quick Lane Dealers in the nationwide network (and growing). There is a small set up cost to Government & Commercial Fleet customers. The program provides a savings on cost of capital benefit where Ford manages the consolidated billing. PROGRAM DETAILS The program establishes competitive fleet pricing including: * A not-to-exceed national price for 12 maintenance and light repair services * 22 non pre-priced maintenance and light repair services priced at Regional/ Metro Labor Rate using Mitchell’s Flat Rates and parts priced at Dealer List Price. * Self-Managed (Non-FMC) Program Guide.	*

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Yes/No *	Comments	
66	Air Conditioning	(•) Yes ( ) No	Ford, Lincoln, and Mercury Makes	*
67	Alternators, Starters, Batteries, Electrical and Ignition	(•) Yes ( ) No	Ford, Lincoln, and Mercury Makes. Non-Ford makes with Omnicraft.	*
68	Bearings - Ball and Roller	(•) Yes ( ) No	Ford, Lincoln, and Mercury.	*
69	Belts, Hoses, Gaskets and Seals	(•) Yes ( ) No	Ford, Lincoln, and Mercury makes. Non-Ford makes with Omnicraft.	*
70	Brakes	(•) Yes ( ) No	Ford, Lincoln, and Mercury Makes. Non-Ford makes with Omnicraft.	*
71	Emission and Exhaust	(•) Yes ( ) No	Ford, Lincoln, and Mercury Makes. Non-Ford makes with Omnicraft.	
72	Engine and Drive Train	(•) Yes ( ) No	Ford, Lincoln, and Mercury Makes. Non-Ford makes with Omnicraft.	
73	Filters – Oil, Gas, Air and Transmission	(•) Yes ( ) No	Ford, Lincoln, and Mercury Makes. Non-Ford makes with Omnicraft.	
74	Heating and Cooling (Engine)	(•) Yes ( ) No	Ford, Lincoln, and Mercury Makes. Non-Ford makes with Omnicraft.	
75	Lamps, Lighting and Mirrors	(•) Yes ( ) No	Ford, Lincoln, and Mercury Makes. Non-Ford makes with Omnicraft.	
76	Oils and Lubricants – Regular and Synthetic	(•) Yes ( ) No	Ford, Lincoln, and Mercury Makes. Non-Ford makes with Omnicraft.	
77	Pumps – Fuel and Water	(•) Yes ( ) No	Ford, Lincoln, and Mercury Makes. Non-Ford makes with Omnicraft.	
78	Suspension, Shocks, Struts and Steering	(•) Yes ( ) No	Ford, Lincoln, and Mercury Makes. Non-Ford makes with Omnicraft.	
79	Wipers/Washers	(•) Yes ( ) No	Ford, Lincoln, and Mercury Makes. Non-Ford makes with Omnicraft.	

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Table 15: Industry Specific Questions

Line Item	Question	Response *	
80	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Ford Dealers and Field personnel will track all Parts and Service sales reports for Sourcewell contract purchases through their individual Dealer management systems. • There will be business reviews with dealerships and Fleets to make sure they are maximizing the Sourcewell contract. • Monitoring of Monthly sales for Sourcewell contract through Ford's UDB EReact internal reporting system • Consultative follow up activities to increase visibility of the Sourcewell contract.	*
81	Describe any electronic service programming subscriptions and service information available directly from the OEM along with any associated costs.	Fordparts.com-free public facing access to Ford parts catalogs with part ordering capability. Technical Resource Center - Access to technical publications Ford Technical Training and Publication subscriptions are available on an annual subscription basis or can be provided through Ford Certified Wholesaling Dealerships for large parts purchasing customers.	
82	Describe your ability to provide customized reports of historical purchases and participating entities accounts payable management.	Selling dealers can provide purchase and accounts payable information. Ford Fleet Service Operations monitors parts sales through our internal reporting system for members month to date and year to date purchases. Member fleets enrolled in the Ford Fleet Network Program have dashboard access 24/7 to their parts purchase information.	
83	Describe any online parts catalog and ordering capabilities that can be provided or are included. If so, identify any additional costs associated with this service.	Fordparts.com-Free public facing access to Ford parts catalogs with part ordering capability. Individual member agencies need to register and request sponsorship from selling Ford dealerships. Sourcewell member agencies can register and request sponsorship to be able to see a dealerships inventory on hand and specific pricing that has been agreed upon for their specific agency. Sourcewell members can also choose to purchase a subscription to the Ford E Catalogue for a fee.	
84	Identify the vehicle makes for which your offered parts are considered OEM.	Ford, Lincoln, and Mercury Vehicles.	
85	Identify the vehicle engine types for which your products are manufactured (e.g., gasoline, diesel, CNG, propane, hybrid, electric, etc.)	Gasoline, Diesel, CNG, Propane, Hybrid, and Fully Electric.	

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.

2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- Financial Strength and Stability - Ford O3-2020-Sales_Press-Release.pdf - Tuesday October 06, 2020 10:06:06
- Marketing Plan/Samples - Ford Fleet Care and Parts Programs Support Brochure 2019.pdf - Tuesday October 06, 2020 15:56:55
- WMBE/MBE/SBE or Related Certificates (optional)
- Warranty Information - Service parts warranty summary_2016.pdf - Tuesday October 06, 2020 16:02:39
- Pricing - Sourcewell - Ford NFP pricing file 2 of 3 (2).zip - Tuesday October 06, 2020 10:50:38
- Additional Document - Fleet Customer Support Guide.pdf - Tuesday October 06, 2020 15:14:01

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

Proposer's Affidavit

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.

2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.

3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.

4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.

5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.

6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.

7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.

8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.

9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

11. Proposer its employees, agents, and subcontractors are not:

    a. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf;

    b. Included on the government-wide exclusions lists in the United States System for Award Management found at: https://www.sam.gov/portal/3; or

    c. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

DocuSign Envelope ID: EACBFD6C-81AE-4A1B-90DC-66BDC771BE3D

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☑ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Kevin Naro, Manager, Government Commercial Fleet Programs , Ford Motor Company

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

○ **Yes** ◉ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column **"I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum 3_OEM Automotive Parts_RFP_101520 Fri October 9 2020 12:17 PM	☑	2
Addendum 2_OEM Automotive Parts_RFP_101520 Thu September 17 2020 04:16 PM	☑	1
Addendum 1_OEM Automotive Parts_RFP_101520 Thu September 3 2020 01:48 PM	☑	1

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Consider a Resolution repealing Resolution 2020-001 in its entirety approving the purchase of an aerial bucket truck cab and chassis from Rockdale Country Ford, LLC. in the amount of $112,180.00; repealing Resolution 2020-055 in its entirety approving the purchase of one F-250, two F-350s, and one F-450 from Sam Pack's Five Star Ford in the amount of $142,534.90; and repealing Resolution 2020-096 in its entirety approving the purchase of one F-350, one Ford Sedan, and one F-450 from Sam Pack's Five Star Ford in the amount of $97,092.15.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Develop: Infrastructure Improvement Strategy**
  - **Ensure the viability and adaptability of the city's infrastructure, facilities, and transportation network through thoughtful financial and long-term planning.**

STAFF RESPONSIBLE:
Jacqueline R. Culton, PE, MBA, Interim Director of Public Works
Asa E. Low III, Equipment Services Superintendent

BACKGROUND/HISTORY:
The Equipment Services Division of the Public Works Department manages the City's fleet equipment and vehicles. As a part of that process, Equipment Services reviews the Fleet Replacement Program annually to determine which vehicles have reached the end of their useful lives and need replacement and replacement schedules. Factors considered include vehicle/equipment age, mileage/hours used, and maintenance history and requirements. Vehicle and equipment replacement and acquisition recommendations are reviewed with representatives of the various departments, and funds are allocated in the next year's budget for new and replacement vehicles and equipment, as appropriate.

An aerial bucket truck cab and chassis, one (1) F-250, three (3) F-350s, two (2) F-450s, and one (1) Ford sedan were authorized to be purchased from Sam Pack's Five Star Ford and Rockdale Country Ford, LLC in 2020. However, these vehicles could not be produced due to a combination of factors, including COVID-19, computer chip shortages, an inability on the part of the vendor to maintain the quoted prices due to an increase in material prices, etc.

The authorized vehicle purchases were scheduled to replace the following due to the fleet reaching the end of their useful lives: a 2003 bucket truck, three (3) F-350 trucks (model years: 2008 – 2014), two (2) 2009 F-450 trucks, and a 2014 sedan.

POLICY EXPLANATION:
Quotes will be obtained on previously ordered vehicles and brought to the City Council for procurement approval.

FUNDING SOURCE:

ORG and Object Number
N/A

Available Budget	**Purchase Amount**	**After Encumber**
N/A	N/A	N/A

ACTION ALTERNATIVES:

1. Authorize the cancellation of resolution 2020-001 approving the purchase of an aerial bucket truck cab and chassis from Rockdale Country Ford, LLC in the amount of $112,180.00; resolution 2020-055 approving the purchase of one F-250, two F-350s, and one F-450 from Sam Pack's Five Star Ford in the amount of $142,534.90; and resolution 2020-096 approving the purchase of one F-350, one Ford Sedan, and one F-450 from Sam Pack's Five Star Ford in the amount of $97,092.15.
2. Do not provide funding.
3. Other actions as directed by Council.

ATTACHMENTS:
Attachment 1 - Resolution No. - 2022-056 - Cancellation of Previous Vehicle Purchases

RESOLUTION NO. 2022-056

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, REPEALING RESOLUTION 2020-001 IN ITS ENTIRETY APPROVING THE PURCHASE OF AN AERIAL BUCKET TRUCK CAB AND CHASSIS FROM ROCKDALE COUNTRY FORD, LLC IN THE AMOUNT OF $112,180.00; REPEALING RESOLUTION 2020-055 IN ITS ENTIRETY APPROVING THE PURCHASE OF ONE F-250, TWO F-350S, AND ONE F-450 FROM SAM PACK'S FIVE STAR FORD IN THE AMOUNT OF $142,534.90; AND REPEALING RESOLUTION 2020-096 IN ITS ENTIRETY APPROVING THE PURCHASE OF ONE F-350, ONE FORD SEDAN, AND ONE F-450 FROM SAM PACK'S FIVE STAR FORD IN THE AMOUNT OF $97,092.15; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A REPEALING CLAUSE AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, it is necessary to procure fleet equipment for citywide operations; and

WHEREAS, The Local Government Purchasing Cooperative (BuyBoard) and Tarrant County Commissioners Court contracts are competitively bid for Vehicles, Heavy Duty Trucks, Police Motorcycles, Parts, and Service Labor; and

WHEREAS, the City of Duncanville entered into a Purchasing Agreement with Rockdale Country Ford, LLC and Sam Pack's Five Star Ford using BuyBoard Contract #601-19 and Tarrant County Commissioners Court Bid 2019-041 for products and services; and

WHEREAS, contracts were awarded to Rockdale Country Ford and Sam Pack's Five Star Ford; and

WHEREAS, previously purchased vehicles were unable to be delivered by Rockdale Country Ford and Sam Pack's Five Star Ford due in part to COVID-19, computer shortages, etc.; and

WHEREAS, the City Council of the City of Duncanville desires to cancel the procurement of an aerial bucket truck cab and chassis from Rockdale Country Ford, LLC, and one Ford sedan, one F-250, three F-350s, and two F-450s from Sam Pack's Five Star Ford through BuyBoard Contract #601-19 and Tarrant County Commissioners Court Bid 2019-041.

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

SECTION 1. The City Council of the City of Duncanville hereby withdraws the bids and cancels the procurement by repealing Resolution 2020-001 in its entirety approving the purchase of an aerial bucket truck cab and chassis from Rockdale Country Ford, LLC in the amount of $112,180.00. Repealing Resolution 2020-055 in its entirety approving the purchase of one F-250, two F-350s, and one F-450 from Sam Pack's Five Star Ford in the amount of $142,534.90, and repealing Resolution 2020-096 in its entirety approving the purchase of one F-350, one Ford Sedan, and one F-450 from Sam Pack's Five Star Ford in the amount of $97,092.15.

SECTION 2. That any other prior resolution of the City Council in conflict with the provisions contained in this Resolution are hereby repealed and revoked.

SECTION 3. Should any part of this resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

SECTION 4. 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 19th day of July, 2022.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

Exhibit A1

QUOTE# 001-VSW20858R1 CONTRACT PRICING WORKSHEET

End User: CITY OF DUNCANVILLE	Contractor: ROCKDALE COUNTRY
Contact Name: ASA LOW	ROCKDALE COUNTRY FORD DBA CALDWELL COUNTRY
Email: ALOW@CI.DUNCANVILLE.TX.US	Prepared By: Averyt Knapp
Phone #: 972-780-5062	Email: aknapp@caldwellcountry.com
Fax #: 972-780-6407	Phone #: 979-567-6116
Location City & State: DUNCANVILLE	Fax #: 979-567-4376
Date Prepared: DECEMBER 9, 2019	Address: P. O. Box 72, ROCKDALE, TX 76567
Contract Number: BUY BOARD #601-19	Tax ID # 27-3037856
Product Description: 2020 FORD F550 CHASSIS-CAB F5G	
A Base Price & Options:	$111,780
B Fleet Quote Option:	

Code	Description	Cost	Code	Description	Cost
	4X2-SUPER CAB, 19,500#GVWR, 192" WHEELBASE-84" CA, 6.7L-V8 DIESEL, 10-SPD AUTOMATIC, 4.88 LIMITED SLIP REAR AXLE, 40-20-40 VINYL SEATS, FULL RUBBER FLOOR, AIR CONDITION, AMFM-STEREO W/SYNC, TILT, CRUISE, POWER WINDOWS, POWER LOCKS, POWER TRAILER TOW MIRRORS, KEYLESS ENTRY, HI CAPACITY TRAILER TOW, JACK, PTO PROVISION, 332 AMP ALTENATOR, PAYLOAD PLUS UPGRADE, REAR CAMERA PREP KIT, XL VALUE PACKAGE, PLATFORM RUNNING BOARDS, ENGINE BLOCK HEATER, SNOW PLOW PACKAGE, OEM INTEGRATED TRAILER BRAKE CONTROLLER, VERSALIFT VSW-20858R1, VST-40-MHI AERIAL AND ATTACHMENTS	INCL			$50,272.00 $61,508.00
	FORD WARRANTY 5YR/60,000 MILES POWERTRAIN @ N/C	INCL		ROCKDALE COUNTRY FORD PO BOX 72 ROCKDALE, TEXAS 76567	$0.00
	OPTIONS NOT INCLUDED (ADDITIONAL COST-PER BELOW):	N/I			No Options Selected

VOID

	BUCKET ELEVATOR INCLUDING DUAL ARM HYDRAULIC JIB AND WINCH $3,883, 4-AXIS SINGLE STICK UPPER CONTROL $724, HIDE AWAY STROBE KIT $632				

Subtotal B	INCL

C Unpublished Options

Code	Description	Cost	Code	Description	Cost

Subtotal C	
D Other Price Adjustments (Installation, Delivery, Etc…)	
Subtotal D	INCL
E Unit Cost Before Fee & Non-Equipment Charges(A+B+C+D)	$111,780
Quantity Ordered	1
Subtotal E	$111,780
F Non-Equipment Charges (Trade-In, Warranty, Etc…)	
BUY BOARD FEE	$400
G. Color of Vehicle: WHITE	
H. Total Purchase Price (E+F)	$112,180

Estimated Delivery Date:	240-280 DAYS APPX

VOID

Versalift Southwest L.L.C.
1200 Texas Central Pkwy
Waco, Texas 76712-1415
254.420.5330

VERSALIFT SOUTHWEST
A TIME MANUFACTURING COMPANY

QUOTATION

VSW-20858R1

Customer: Caldwell Country
Averyt Knapp
averyt@caldwellcountry.com

Date: December 5, 2019
Model: VST-40-MHI

Ref: City of Duncanville
Asa Low
alow@ci.duncanville.tx.us

BUYBOARD

We are pleased to quote the VERSALIFT VST-40-MHI, Insulated 40 ft. 4 in. (12.3 m) telescopic aerial platform lift, 45 ft. 4 in. (13.8 m) working height, 30 ft. 2 in. (9.2 m) horizontal reach including the following items (*based on a 40" frame height*):

VOID

AERIAL LIFT SPECIFICATIONS

PLATFORM - The closed fiberglass platform is 24 In. x 30 In. x 42 In. deep (.61 m x .76 m x 1.07 m) with an inside and outside step for easy access. The platform capacity is 400 lbs. (181 kg) with the jib and winch installed and 500 lbs. (227 kg) with the jib and winch removed. The platform is equipped with a tubular rubber rest/support.

PLATFORM LINER AND VINYL COVER - A 50 kV rated liner and soft vinyl cover are supplied for the platform.

PERSONNEL RESTRAINT SYSTEM – An Arc flash rated safety harness and lanyard are supplied. The anchor for the lanyard is attached to the platform support.

SINGLE STICK UPPER CONTROL - The full pressure single-stick upper control includes a safety trigger to prevent inadvertent operation. The lift movements correspond with control handle movements. An emergency stop and a tool selector control are located at the upper controls.

TRUGUARD™ 2.0 - This advance upper controls isolation system provides 4" of electrical isolation from the entire upper controls, including the control dash panel. This system also includes a protective shield which helps prevent environmental and work related contaminants from making direct contact with the isolating surfaces.

HYDRAULIC PLATFORM ROTATION - A hydraulic rotary actuator, operated by a control lever, rotates the platform 180° from one side of the boom, to the end-hung position, and to the other side of the boom.

HYDRAULIC PLATFORM LEVELING - A master and slave cylinder controls platform leveling. The leveling system can be operated from the upper or lower controls to adjust platform leveling, tilt the platform for clean out, or to ease the removal of an injured operator.

HYDRAULIC TOOL CIRCUIT AT THE PLATFORM - This system is intended for open center hydraulic tools. The tool circuit provides 6 gpm (22.7 lpm). A pressure reducing valve in the tool circuit limits the tool pressure. The valve can be adjusted from 1000 to 2500 psi (70 to 175 kg/cm²).

LINE-LIFTING SOCKET - Built as part of the platform support structure, is a vertical line-lifting socket for 3 in. (76 mm) diameter line-lifting attachments. The socket is automatically leveled with the platform without any manual adjustments.

HYDRAULIC JIB AND WINCH - The material handling jib and winch consists of a winch and a jib pole that are automatically leveled with the platform. Up to 1000 lbs. (454 kg) material-handling capacity can be provided at elevated boom angles. The winch is hydraulically powered through a self-locking worm gear drive, so a load-holding brake is not required. The winch provides line speeds of 15 to 30 ft. per minute (5 to 9 m per min.). Eighty feet (24 m) of 1/2- in. (13 mm) diameter polyester rope with a clevis hook is provided. The 4 in. (100 mm) square jib pole hydraulically tilts with 90° of travel relative to the platform, from horizontal to vertical. Since the pole is automatically leveled with the platform, there is a total of 200° of jib pole articulation relative to the upper boom. The jib pole also hydraulically extends and retracts, providing 16- in. (400-mm) travel, from 44 in. to 60 in. (1.1 m to 1.5 m). The jib-pole assembly also can be rotated to any of three convenient load-lifting positions to accommodate a load. The jib pole and winch assemblies can be rotated to a stowed position 180° from the end-hung position, or they can be easily removed when not needed.

AERIAL LIFT SPECIFICATIONS (CONTINUED)

OUTER/INNER BOOM ASSEMBLY - The outer/inner boom assembly includes an outer boom, telescopic inner boom, extension system, and hose assemblies. The outer boom consists of an 8" x 10" (203mm x 254mm) steel section, with a 9" x 11" (229mm x 279mm) fiberglass Electroguard section. The 6 ⅞" x 8 ⅞" (165mm x 216mm) rectangular fiberglass inner boom is housed within the outer boom. The extension system consists of an extension cylinder, holding valves, and a hose carrier housed inside the boom. The hoses routed through the outer/inner boom assembly are non-conductive and fully contained within the boom assembly. A double acting cylinder with two integral holding valves articulates the outer/inner boom assembly. A boom support cradle and a boom tie down strap are included. The outer/inner boom assembly is fully insulated even in a retracted position.

LOWER BOOM WITH CHASSIS INSULATING SYSTEM - Each end of a high strength fiberglass insert (chassis insulating system) is installed inside a rectangular 8 in. x 10 in. (203 mm x 254 mm) high strength steel section. The steel and fiberglass sections are bonded with pressure-injected epoxy to fill any voids. After the adhesive cures, 16 bolts are added to assure maximum strength. A double acting cylinder, with two integral holding valves, articulates the lower boom. The lower boom and compensation link form a parallelogram linkage to maintain the knuckle at a constant angle to the turret.

CYLINDERS - Both the upper and lower cylinders are a threaded head-cap design. Both are equipped with two integral holding valves that prevent down creep and to lock the booms in position in the event of hose failure.

TURRET - The turret wings are designed for strength and rigidity. A bearing cover seals out moisture and prevents foreign materials from obstructing the turret rotation. The turret plate is machined to provide a flat surface to support the rotation bearing.

INDIVIDUAL LOWER CONTROLS - Individual full pressure controls at the turret actuate all boom functions. The lower control station is equipped with a selector valve to override the upper controls.

CONTINUOUS ROTATION - Unrestricted rotation is accomplished by a hydraulically driven worm and spur gear with a shear-ball rotation bearing. The critical bolts holding the lift to the rotation bearing and the rotation bearing to the pedestal are grade 8 hex head capscrews. These critical bolts are torque seal marked to provide a quick means of detecting any turning of the bolt upon inspection. An eccentric ring is used for gearbox backlash adjustment.

LUBRICATION - Non-lube bearings are used at most points of motion. Only the rotation bearing requires periodic lubrication.

PEDESTAL - The pedestal is tubular with a reinforced mounting plate. The top plate of the pedestal is 1-1/4 in. (32 mm) thick and machined flat to support the rotation bearing.

HYDRAULIC OIL RESERVOIR - A 17 gallon (64.4 l) hydraulic oil reservoir is built integral to the pedestal. Two sight gauges allow quick hydraulic fluid level checks.

HYDRAULIC SYSTEM - The open-center hydraulic system operates at 3000 psi (210 kg/cm^2) at 6 gpm (22.7 lpm). A 10-micron return-line filter, mounted above the hydraulic oil level and inside the pedestal, can be easily changed without draining the reservoir. The 100 mesh (149 micron) suction strainer in the reservoir can be removed for cleaning. A gate valve, located below the reservoir, prevents oil loss when the pump is serviced. A magnetic drain plug attracts metal particles from the oil.

HOSES AND FITTINGS - The hoses routed through the booms are high pressure and non-conductive with swaged hose end fittings. Retainers separate the hoses inside the booms to prevent chafing and nylon sleeves are installed over hoses at points of movement. Reusable fittings can be installed if a hose is damaged.

ENGINE START / STOP - The start/stop circuit has been designed so the lift cannot be operated unless the truck ignition switch is in the "RUN" position and the master control is activated. This feature makes it difficult for unauthorized individuals to operate the lift when the truck is locked. An air cylinder at the upper controls and a toggle switch at the pedestal energize this system.

BACKUP PUMP - An auxiliary hydraulic pump designed to bring the booms down in case the main hydraulic source fails. The emergency hydraulic pump is driven by a DC motor, which is powered by the truck-engine battery. The system is connected in parallel with the main pump and is designed for non-continuous operation. An air cylinder at the upper controls and a toggle switch at the pedestal are used to energize the system.

VOID

AERIAL LIFT SPECIFICATIONS (CONTINUED)

AUTOMATIC THROTTLE - Automatically advances the engine idle speed when the PTO is engaged.

OUTRIGGERS - The modified A-frame outriggers are equipped with pilot operated check valves, internal thermal relief valves, pivot feet, and separate controls. Outrigger dimensions vary with chassis application. For a 31 in. (0.79 m) frame height, the, the outriggers furnish 122 in. (3.1 m) of spread, 8 in. (203 mm) of penetration, and 18 in. (457 mm) of ground clearance. For a 37-1/4 in. (0.95 m) frame height, the, the outriggers furnish 125-3/8 in. (3.2 m) of spread, 8 in. (203 mm) of penetration, and 18 in. (457 mm) of ground clearance.

OUTRIGGER / BOOM INTERLOCK SYSTEM – The outrigger/boom interlock system prevents lift operation until the outriggers contact the ground and outrigger retraction before the aerial lift is properly stored.

ELECTRICAL INSULATION SPECIFICATIONS - The outer/inner boom assembly is tested and certified for electrical work at 46 KV and below in accordance with ANSI A92.2 requirements. The outer/inner boom assembly is fully insulated even in a retracted position. The chassis insulating system (lower boom insert) is also tested according to ANSI A92.2.

PAINT - The complete unit is primed and painted prior to assembly. The standard color is white urethane.

SLOPE INDICATORS - Slope indicators are required on Versalift units and supplied by Time Manufacturing Co. Slope indicators shall be installed to indicate the level of the rotation bearing relative to the ground.

MANUALS - Two (2) Operator's Manuals, two (2) Service Manuals, one (1) Manual of Responsibilities, and one (1) EMI Safety Manual are included with each aerial lift.

CHASSIS SPECIFICATIONS

Minimum Chassis Requirements:

- Clean Cab to Axle Dimension (tops, sides & bottoms) ..... 84 in. (2.14 m)
- Frame Resisting Bending Moment ..... 360,000 in-lbs. (41,000 N-m)
- GVWR ..... 19,500 lbs. (8845 kg)
- Front GAWR ..... 7,000 lbs. (3175 kg)
- Rear GAWR ..... 13,500 lbs. (6120 kg)
- Approximate Curb Weight for Stability ..... 14,500 lbs. (6580 kg)
- 2019 Ford F-550 4X4 Super Cab Chassis Cab
- Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20
- Transmission: Torqshift 10-Speed Automatic
- PTO Provision
- Rear Fuel Tank Only
- Limited Slip w/4.88 Axle Ratio
- GVWR 19,500 lb. Payload Plus Upgrade Package
- Front GAWR: 7,500 lb.; Rear GAWR: 14,706 lb.
- Tires: 225/70Rx19.5G BSW A/P
- Wheels: 19.5" Argent Painted Steel
- HD Vinyl 40/20/40 Split Bench Seat
- 192" Wheelbase
- 84" Cab to Axle
- Radio: AM/FM Stereo/MP3 Player
- XL Value Package Including:
  - 4.2" Center-Stack Screen
  - SYNC Communications & Entertainment System
  - Chrome Front Bumper
  - Steering Wheel-Mounted Cruise Control
- Power Equipment Group Including:
  - Advanced Security Pack
  - Trailer Tow Mirrors w/Power Heated Glass
  - MyKey
  - Power Front & Rear Side Windows

VOID

CHASSIS SPECIFICATIONS (CONTINUED)

- Power Locks
- Remote Keyless Entry
- Snow Plow Prep Package
- High Capacity Trailer Tow Package
- Engine Block Heater
- 6-Ton Hydraulic Jack
- Transmission Power Take-Off Provision
- Dual Alternators (Total 332-Amps)
- Trailer Brake Controller
- Platform Running Boards
- Rear View Camera
- 50-State Emissions System
- Medium Earth Gray Interior
- Oxford White Exterior

BODY SPECIFICATIONS

- Customer supplied Dutec body.
- **Body must be approved by Versalift Engineering prior to being built to insure that it will work with our aerial. Additional cost could be required to modify the body to accommodate our aerial.**

INSTALLATION DETAILS

- Furnish and install mounting hardware, PTO, and pump
- Install VERSALIFT VST-40-I
- Furnish and install hydraulic diagnostic test ports
- Furnish and install body and accessories
- Furnish and install park brake interlock
- Furnish and install slope indicators
- Furnish and install backup alarm
- Furnish and install quick disconnects with dust caps at the platform tool power
- Furnish and install a receiver tube hitch and two (2) safety "D" rings
- Furnish and install a 6 prong trailer receptacle
- Furnish and install mudflaps
- Furnish and install travel height decal in the cab
- Furnish and install rear chassis spring
- Paint body to match cab and chassis
- Paint treadplate floor with black no-skid
- Furnish two (2) 18" X 18" X 1" outrigger pads
- Furnish two (2) rubber wheel chocks
- Furnish a fire extinguisher and a 3-piece triangle reflector kit
- Test ride completed unit for 1 hour
- Test and Certify per ANSI A92.2

VOID

PRICE SUMMARY

Aerial, Accessories and Installation:	**$ 61,508.00**
Chassis (2020 Ford F-550 4X4 Super Cab):	**$To Be Supplied**

OPTIONS

Option 1:	Delivery to customer location:	**ADD TO NET PRICE:**	**$ 350.00**
Option 2:	Bucket elevator: (This option requires option 4)	**ADD TO NET PRICE:**	**$ 3,286.00**
Option 3:	4-axis single stick upper control:	**ADD TO NET PRICE:**	**$ 724.00**
Option 4:	Dual arm hydraulic jib & winch:	**ADD TO NET PRICE:**	**$ 597.00**
Option 5:	Hide away strobe kit:	**ADD TO NET PRICE:**	**$ 632.00**

NOTES

1. Your Terms This Order: Net 30 Days pending credit approval.
2. Days to Delivery: Approximately 210 – 240 Days after receipt of order or 60 days after receipt of chassis, whichever is later. Delivery times are subject to change without prior notice.
3. This Quotation Valid For: 30 Days
4. This quotation does not include any applicable sales tax, title, license or state inspection.
5. If Versalift Southwest is not supplying the body; it is the customer's responsibility to deliver the body to our facility in Waco, Texas.
6. Quoted chassis pricing and days to delivery are subject to change without notice from dealer.
7. If Versalift Southwest is supplying the chassis, please send Versalift Southwest two (2) checks: One should be made payable to the chassis provider listed below for the amount of the truck chassis and payment rendered at the time the chassis is received at our facility. The other check should be made payable to Versalift Southwest for the aerial lift, body, accessories and installation and payment rendered within the terms specified above. If you are providing us with a truck chassis, please make your check payable to Versalift Southwest for the aerial lift, body, accessories and installation.

VOID

Thank you for considering ***Versalift Southwest*** to meet your utility equipment needs. We look forward to earning your business.

Sincerely,

Josh Petty
Regional Sales Manager
Phone: (254) 717-0074
joshpetty@versalift.com

Signature: _____ Date: _____

P.O. #: _____ Quantity: _____ Options: _____

Please sign and date this quote if you would like to purchase this unit as stated in the quotation listed above. Indicate any options that you wish to include on your unit by the option number in the space provided above. Please fax this with your PO to (254) 776-8025 or email to staceymetayer@versalift.com.

Exhibit A

EXHIBIT A

Sam Pack's Five Star Ford
1635 S. IH 35E Carrollton Texas, 75006
(888) 8 FLEET 9 (888-835-3389) - FAX 972-245-5278

CUSTOMIZED PRODUCT PRICING SUMMARY BASED ON CONTRACT

Cars and Light Trucks

Team Members - Kevin Moore - Jessica Wooten - Jorge Guerra - Alan Rosner

Contract Name:BuyBoard 601-19

End User: CITY OF DUNCANVILLE — Sam Pack's Rep: JORGE GUERRA

Contact: ASA LOW — Date: 7/1/2020

Contact TN/Email ALOW@DUNCANVILLE.COM — Phone #

Product Description: 2020 FORD F450 REG CAB — Interior and Exterior Color Code: WHITE

A. Bid Line # LINE 129 F4G — Base Price: $ 26,488.00

B. Published Options (Itemize Each Below)

Code	Description	Bid Price	Code	Description	Bid Price
	AUTO TRANS	INCLUDED	67H	HD FRONT SERV SUSPENSION	$ 125.00
	A/C	INCLUDED	98R	OPERATOR REGEN	$ 250.00
	SYNC SYSTEM	INCLUDED			
	2YR STATE INSPECTION	INCLUDED			
	6.7L V8 DIESEL	$ 9,875.00			
872	REAR VIEW CAMERA PREP PKG	$ 415.00			
18B	PLAT FORM RUNNING BOARDS	$ 445.00			
	84CA	$ 575.00		DAYTIME RUNNING LIGHTS	INCLUDED
512	SPARE TIRE AND WHEEL	INCLUDED			
90L	POWER GROUP	$ 1,025.00			
52B	TRAILER BRAKE CONTROLLER	$ 275.00			
AS	VINYL INTERIOR	INCLUDED			
				Total of B. - Published Options	$ 12,985.00

C. Dealer Published Options

Code	Description	Bid Price	Code	Description	Bid Price
				Total of C. - Dealer Published Options	$ -

D. Off Menu Options

Code	Description	Bid Price	Code	Description	Bid Price
	2 EXTRA KEYS AND FOB	$550.00			
	2021 NEW MODEL PRICE INCREASE	$4,177.00			
Off Menu Options limited to 25% of Published Price		Current %	11.98%	Total of D. - Off Menu Options	$4,727.00

Delivery Charges	35 Miles @ $1.49/mile			$ 52.15
Floorplan Expense	Days	$6.66 Per Diem		$ -
Lot Insurance Expense	Days	$6.66 Per Diem		$ -
Manufacturer Delivery Fee				$ 1,695.00
			Total Each	$ 45,947.15
Quantity Ordered 1	X F =			$ 45,947.15
Administrative Fee				$ 400.00
Trade In Allowance - Non-Equipment debits and credits				$ -
TOTAL PURCHASE PRICE INCLUDING ADMIN FEE				$46,347.15

SOLD

EXHIBIT A

Sam Pack's Five Star Ford
1635 S. IH 35E Carrollton Texas, 75006
(888) 8 FLEET 9 (888-835-3389) - FAX 972-245-5278 - bidtx@spford.com

CUSTOMIZED PRODUCT PRICING SUMMARY BASED ON CONTRACT

Cars and Light Trucks
Team Members -- Kevin Moore - Jorge Guerra - Alan Rosner
TARRANT COUNTY 2019-041

End User: CITY OF DUNCANVILLE — Sam Pack's Rep: JORGE GUERRA
Contact: ASA LOW — Date: 7/1/2020
Contact TN/Email ALOW@DUNCANVILLE.COM — Phone # 972-780-5062
Product Description: 2020 F250 EXTENDED CAB — Exterior Color / Interior: WHITE/VINYL

A. Bid Series: LINE 3B X2A — Base Price: $ 24,911.00

B. Published Options (Itemize Each Below)

Code	Description	Bid Price	Code	Description	Bid Price
446	AUTO TRANS	Included	63R	HD SUSPENSION PKG	$ 125.00
	Power Group	Included	66D	BOX DELETE	$ (569.00)
	CRUISE	Included		TRAILER TOW WIRING	
	STATE INSPECTION FREE	Included			
872	REARVIEW CAMERA PREP	$ 415.00	164WB	LONG BED	$ 575.00
AS	VINYL INTERIOR	Included			
Z1	WHITE IN COLOR	Included			
	6.2L V8	Included	18B	RUNNING BOARDS	$ 370.00
67D	200/240 AMP ALT	Included			$ 1,295.00
	TRAILER TOW	Included			
52B	BRAKE CONTROLLER	$ 495.00			
66S	UPFITTER SWITCHES	$ 275.00			
				Total of B. - Published Options	$ 2,981.00

C. Ford Factory Published Options

Code	Description	Bid Price	Code	Description	Bid Price
				Total of C. - Dealer Published Options	$ -

D. Fleet Quote

Code	Description	Bid Price	Code	Description	Bid Price
	2 EXTRA KEYS AND FOBS 4 TOTAL	$550.00			
	2021 NEW MODEL YEAR PRICE INCREASE	$2,853.00			
				Total of D. - Off Menu Options	$ 3,403.00

F.	Delivery Charges	35 Miles @ $2.45/mile	$ 85.75
G.	Option Discounts		
H.	Total of A + B + C + D + E = F		$ 31,380.75
I.	Floor Plan Assistance		$0.00
J.	Lot Insurance Coverages		$0.00
K.	Quantity Ordered 1	X F =	$ 31,380.75
L.	Administrative Fee		$ -
M.	Non-Equip Charges & Credits		
N.	TOTAL PURCHASE PRICE INCLUDING ADMIN FEE		$31,380.75

VOID

EXHIBIT A

Sam Pack's Five Star Ford and Chevrolet
1635 (Ford) 1700 (Chevrolet) S. IH 35E Carrollton Texas, 75006
(888) 8 FLEET 9 (888-835-3389) - FAX 972-245-5278 - bidtx@spford.com

CUSTOMIZED PRODUCT PRICING SUMMARY BASED ON CONTRACT

Cars and Light Trucks
Team Members -- Kevin Moore - Jorge Guerra - Alan Rosner - Jose Deanda
Contract NameTarrant County CONTRACT # 2019-041

End User: CITY OF DUNCANVILLE | Sam Pack's Rep: JORGE GUERRA
Contact: ASA LOW | Date: 7/1/2020
Contact TN/Email ALOW@DUNCANVILLE.COM | Phone #
Product Description: Ford F-350 Pickup Regular Cab DRW CHASSIS | Exterior Color / Interior: WHITE/VINYL

A. Bid Series: 5B | Base Price: $ 26,355.00

B. Published Options (Itemize Each Below)

Code	Description	Bid Price	Code	Description	Bid Price
44G	Automatic Transmission	Included			
90L	Power Group	Included			
525	Speed Control	Included			
	Air Conditioning	Included			
F3G	145 WHEELBASE	Included			
996	6.2L V8	Included			
52B	TRAILER BRAKE CONTROLLER	$ 275.00			
18A	UPFIT INTER MOD	$ 295.00			
67H	XTR HS SUSPENSION	$ 125.00			
872	REAR VIEW CAMERA PREP	$ 415.00			
90L	POWER GROUP	Included			
18B	RUNNING BOARDS	$ 320.00			
				Total of B. - Published Options	$ 1,430.00

C. Ford Factory Published Options

Code	Description	Bid Price	Code	Description	Bid Price
				Total of C. - Dealer Published Options	$ -

D. Fleet Quote

Code	Description	Bid Price	Code	Description	Bid Price
	2021 NEW MODEL PRICE INCREASE	$ 2,788.00			
				Total of D. - Off Menu Options	$ 2,788.00

All Vehicles ordered are about 90-120 days ARO

F.	Delivery Charges	35 Miles @ $2.45/mile	$ 85.75
G.	Option Discounts		
H.	Total of A + B + C + D + E = F		$ 30,658.75
I.	Floor Plan Assistance		$0.00
J.	Lot Insurance Coverages		$0.00
K.	Quantity Ordered 1	X F =	$ 30,658.75
L.	Administrative Fee		$ -
M.	Non-Equip Charges & Credits		
N.	TOTAL PURCHASE PRICE INCLUDING ADMIN FEE		$30,658.75

VOID

EXHIBIT A

Sam Pack's Five Star Ford and Chevrolet
1635 (Ford) 1700 (Chevrolet) S. IH 35E Carrollton Texas, 75006
(888) 8 FLEET 9 (888-835-3389) - FAX 972-245-5278 - bidtx@spford.com

CUSTOMIZED PRODUCT PRICING SUMMARY BASED ON CONTRACT

Cars and Light Trucks
Team Members -- Kevin Moore - Jorge Guerra - Alan Rosner - Jose Deanda
Contract NameTarrant County CONTRACT # 2019-041

End User: CITY OF DUNCANVILLE — Sam Pack's Rep: JORGE GUERRA
Contact: ASA LOW — Date: 7/1/2020
Contact TN/Email ALOW@DUNCANVILLE.COM — Phone #
Product Description: 2020 Ford F-350 CREW CAB CHASSIS DRW 60CA — Exterior Color / Interior: White/vinyl

A. Bid Series: 5D — Base Price: $ 29,145.00

B. Published Options (Itemize Each Below)

Code	Description	Bid Price	Code	Description	Bid Price
44G	Automatic Transmission	Included	872	RR CAMERA PREP KIT	$ 415.00
90L	Power Group	Included			
	Speed Control	Included			
	Air Conditioning	Included			
	BLUETOOTH	Included			
996	6.2L V8	Included			
179	179 WHEEL BASE				
52B	BRAKE CONTROLLER	$ 270.00			
	TRAILER TOW	$ 710.00			
18B	RUNNING BOARDS	$ 320.00			
67H	HVY SERV FRT SUS	$ 125.00			

Total of B. - Published Options: $ 1,840.00

C. Ford Factory Published Options

Code	Description	Bid Price	Code	Description	Bid Price

Total of C. - Dealer Published Options: $ -

D. Fleet Quote

Code	Description	Bid Price	Code	Description	Bid Price
	2021 new model year price increase	$ 3,102.00			

All Vehicles ordered are about 90-120 days ARO — Total of D. - Off Menu Options: $ 3,102.00

F.	Delivery Charges	25 Miles @ $2.45/mile	$ 61.25
G.	Option Discounts		
H.	Total of A + B + C + D + E = F		$ 34,148.25
I.	Floor Plan Assistance		$0.00
J.	Lot Insurance Coverages		$0.00
K.	Quantity Ordered 1	X F =	$ 34,148.25
L.	Administrative Fee		$ -
M.	Non-Equip Charges & Credits		
N.	TOTAL PURCHASE PRICE INCLUDING ADMIN FEE		$34,148.25

VOID

Exhibit A3

Sam Pack's Five Star Ford
1635 S. IH 35E Carrollton Texas, 75006
(888) 8 FLEET 9 (888-835-3389) - FAX 972-245-5278

CUSTOMIZED PRODUCT PRICING SUMMARY BASED ON CONTRACT

Cars and Light Trucks

Team Members - Kevin Moore - Jessica Wooten - Jorge Guerra - Alan Rosner

Contract Name:BuyBoard 601-19

End User: CITY OF DUNCANVILLE — **Sam Pack's Rep:** JORGE GUERRA

Contact: ASA LOW — **Date:** 11/4/2020

Contact TN/Email ALOW@DUNCANVILLE.COM — Phone # 972-780-5062

Product Description: NEW FORD EXPLORER — Interior and Exterior Color Code: CARNOB GRAY

A. Bid Line # 116 — **Base Price:** $ 24,719.00

B. Published Options (Itemize Each Below)

Code	Description	Bid Price	Code	Description	Bid Price
44T	AUTO TRANS	INCLUDED			
	A/C	INCLUDED			
	SYNC SYSTEM BLUE TOOTH	INCLUDED			
	2YR STATE INSPECTION	INCLUDED			
99H	2.3L ECO BOOST	INCLUDED			
	POWER GROUP	INCLUDED			
	CRUISE CONTROL	INCLUDED			
M7	CARBONIZED GRAY	INCLUDED			
7N	SAND STONE CLOTH	INCLUDED			

Total of B. - Published Options $ -

C. Dealer Published Options

Code	Description	Bid Price	Code	Description	Bid Price

Total of C. - Dealer Published Options $ -

D. Off Menu Options

Code	Description	Bid Price	Code	Description	Bid Price
	FOUR KEYS TOTAL	$550.00			

Off Menu Options limited to 25% of Published Price — Current % 2.23% — **Total of D. - Off Menu Options** $550.00

Delivery Charges	45	Miles @ $1.49/mile		$ 67.05
Floorplan Expense	0	Days	$3.81 Per Diem	$ -
Lot Insurance Expense	0	Days	$3.81 Per Diem	$ -
Manufacturer Delivery Fee				$ 1,695.00
			Total Each	$ 27,031.05
Quantity Ordered	1	X F =		$ 27,031.05
Administrative Fee				$ 400.00
Trade In Allowance - Non-Equipment debits and credits				$ -
TOTAL PURCHASE PRICE INCLUDING ADMIN FEE				$27,431.05

VOID

Sam Pack's Five Star Ford
1635 S. IH 35E Carrollton Texas, 75006
(888) 8 FLEET 9 (888-835-3389) - FAX 972-245-5278

CUSTOMIZED PRODUCT PRICING SUMMARY BASED ON CONTRACT

Cars and Light Trucks

Team Members - Kevin Moore - Jessica Wooten - Jorge Guerra - Alan Rosner

Contract Name:BuyBoard 601-19

End User: CITY OF DUNCANVILLE **Sam Pack's Rep:** JORGE GUERRA

Contact: ASA LOW **Date:** 10/30/2020

Contact TN/Email ALOW@DUNCANVILLE.COM Phone # 972-780-5062

Product Description: NEW FORD F350 REGULAR CAB DRW | Interior and Exterior Color Code | WHITE

A. Bid Line # LINE 128 **Base Price:** $ 20,479.00

B. Published Options (Itemize Each Below)

Code	Description	Bid Price	Code	Description	Bid Price
44G	AUTO TRANS	INCLUDED	872	REAR VIEW CAMERA PREP PKG	$ 415.00
	A/C	INCLUDED	18B	RUNNING BOARDS	$ 445.00
	SYNC SYSTEM BLUE TOOTH	INCLUDED	52B	BRAKE CONTROLLER	$270.00
	2YR STATE INSPECTION	INCLUDED	76C	BACK UP ALARM	$140.00
	6.2L V8 GAS	INCLUDED	18A	UPFITTER INTERFACE MODULE	$ 295.00
90L	POWER GROUP	$ 915.00		EXTRA KEY AND FOB	$ 275.00
525	CRUISE CONTROL	$ 235.00			
169	84 CA 169 WHEEL BASE	$ 175.00			
F3G	DUAL REARWHEEL	$ 1,250.00			
512	SPARE TIRE & JACK	$ 350.00			
Z1	WHITE	INCLUDED			
AS	VINYL INTERIOR	INCLUDED			
				Total of B. - Published Options	**$ 4,765.00**

C. Dealer Published Options

Code	Description	Bid Price	Code	Description	Bid Price
				Total of C. - Dealer Published Options	**$ -**

D. Off Menu Options

Code	Description	Bid Price	Code	Description	Bid Price

Off Menu Options limited to 25% of Published Price — Current % **0.00%** — **Total of D. - Off Menu Options** **$0.00**

Delivery Charges	**45**	**Miles @ $1.49/mile**		**$ 67.05**
Floorplan Expense	**0**	**Days**	**$3.80 Per Diem**	**$ -**
Lot Insurance Expense	**0**	**Days**	**$3.80 Per Diem**	**$ -**
Manufacturer Delivery Fee				**$ 1,695.00**
			Total Each	**$ 27,006.05**
Quantity Ordered	**1**	**X F =**		**$ 27,006.05**
Administrative Fee				**$ 400.00**
Trade In Allowance - Non-Equipment debits and credits				**$ -**
TOTAL PURCHASE PRICE INCLUDING ADMIN FEE				**$27,406.05**

SOLD

Sam Pack's Five Star Ford
1635 S. IH 35E Carrollton Texas, 75006
(888) 8 FLEET 9 (888-835-3389) - FAX 972-245-5278

CUSTOMIZED PRODUCT PRICING SUMMARY BASED ON CONTRACT

Cars and Light Trucks

Team Members - Kevin Moore - Jessica Wooten - Jorge Guerra - Alan Rosner

Contract Name:BuyBoard 601-19

End User: CITY OF DUNCANVILLE **Sam Pack's Rep:** JORGE GUERRA

Contact: ASA LOW **Date:** 11/2/2020

Contact TN/Email Phone #

Product Description: NEW FORD F450 REG CAB | Interior and Exterior Color Code: WHITE

A. Bid Line # LINE 129 F4G ENDING 84CA **Base Price:** $ 26,488.00

B. Published Options (Itemize Each Below)

Code	Description	Bid Price	Code	Description	Bid Price
	AUTO TRANS	INCLUDED	872	REAR VIEW CAMERA PREP PKG	$ 415.00
	A/C	INCLUDED	18B	RUNNING BOARDS	$ 320.00
	SYNC SYSTEM	INCLUDED			
	2YR STATE INSPECTION	INCLUDED			
	6.7L V8 DIESEL	$ 9,875.00	512	SPARE TIRE AND WHEEL	$ 350.00
	96V PKG	$ 395.00	90L	POWER GROUP	$ 1,025.00
98R	OPERATOR REGENERATION	$ 250.00			
	84CA	$ 575.00			
67H	HD SERVICE SUSPENSION	$ 125.00			
	TRAILER BRAKE CONTROLLER	$ 275.00			
	VINYL INTERIOR	INCLUDED			
				Total of B. - Published Options	**$ 13,605.00**

C. Dealer Published Options

Code	Description	Bid Price	Code	Description	Bid Price
				Total of C. - Dealer Published Options	$ -

D. Off Menu Options

Code	Description	Bid Price	Code	Description	Bid Price

Off Menu Options limited to 25% of Published Price — Current % 0.00% — **Total of D. - Off Menu Options** $0.00

Delivery Charges	45 Miles @ $1.49/mile		$ 67.05
Floorplan Expense	0 Days	$6.04 Per Diem	$ -
Lot Insurance Expense	0 Days	$6.04 Per Diem	$ -
Manufacturer Delivery Fee			$ 1,695.00
		Total Each	$ 41,855.05
Quantity Ordered 1	X F =		$ 41,855.05
Administrative Fee			$ 400.00
Trade-In Allowance - Non-Equipment debits and credits			$ -
TOTAL PURCHASE PRICE INCLUDING ADMIN FEE			$42,255.05

VOID

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Consider a Resolution approving the terms and conditions of design incentive grants by the Duncanville Community and Economic Development Corporation (DCEDC) to Red Bird Lanes, bowling center, in the amount of $11,683.60, for a building located at 1114 s main street, Duncanville, Texas 75137.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Develop: Infrastructure Improvement Strategy**
  - **Ensure the viability and adaptability of the city's infrastructure, facilities, and transportation network through thoughtful financial and long-term planning.**
- **Promote: Innovative Ideas for Development and Re-development**
  - **Pursue a diverse and robust economy through various business, housing, and employment opportunities that encourage forward-thinking community and economic development.**
- **Re-Imagine: High Quality of Life**
  - **Develop, maintain, and encourage safe, attractive, viable family-oriented neighborhoods that embrace diversity and pride, promoting economic vitality.**

STAFF RESPONSIBLE:
Agustin 'Gus' Garcia, Managing Director, Development Services

BACKGROUND/HISTORY:
The City of Duncanville Community and Economic Development Corporation (DCEDC) was formed in 1995. The Board of Directors oversees the DCEDC and allocates funds as part of Duncanville's comprehensive economic development plan. The DCEDC offers a variety of "Design" incentive grants designed to encourage redevelopment and beautification by providing financial resources to business owners for exterior property improvements.

The Paint Incentive Grant pays up to 70% of the lowest of three bids for painting, up to a maximum of $5,000.

The Façade Grant may cover the entire cost, but is approved on a case-by-case basis.

Grant money will be paid as a reimbursement after the project is complete. The recipient of the incentive grant must provide a written request including an affidavit of completion to the DCEDC Staff. The Building Permit Staff will then conduct an inspection of workmanship to ensure the project was completed according to all City Codes and Ordinances.

POLICY EXPLANATION:
Incentive and Grant applications by Red Bird Lanes, Bowling Center was approved by the Duncanville EDC on June 22, 2022 for a façade incentive totaling $6,683.60 and a exterior paint incentive totaling $5,000; culminative total of $11,683.60. The Incentive Policy requires final approval by the City Council.

FUNDING SOURCE:
Exterior Paint Incentive Grant

Fund: 012
Org: 12051000
Object: 708501
Available Amount as of 06/27/22: -$1,270,000.00 (awaiting budget amendment approval for negative balance, will request a budget override for the Incentive Grant Funds)
Amount requested: $5,000

Façade Incentive Grant

Fund: 012
Org: 12051000
Object: 708501
Available Amount as of 06/27/22: -$1,270,000.00 (awaiting budget amendment approval for negative balance, will request a budget override for the Incentive Grant Funds)
Amount requested: $6,683.60

FUNDING SOURCE:

ORG and Object Number
12051000/708501

Available Budget	**Purchase Amount**	**After Encumber**
-$1,270,000.00	$11,683.60	-$1,281,683.60

ACTION ALTERNATIVES:

1. Approved funding in the amount of $11,683.60.
2. Do not provide funding.
3. Other actions as directed by Council.

ATTACHMENTS:
Attachment 1- Red Bird Lanes Incentive Application
Attachment 2 - Resolution No. - 2022-052 - Incentive Grant - Red Bird Lanes - 1114 S Main Street

ATTACHMENT 1

Incentives & Grants Assistance Application

The Perfect Blend of Family, Community and Business

Property Owner Lois Cathey
Mailing Address 1114 S. Main St.
City Duncanville State & Zip TX 75137
Phone 972-298-7143 FAX Email bowlredbird@gmail.com

Project Representative Lauren Cathey
Mailing Address 1114 S. Main St.
City Duncanville State & Zip TX 75137
Phone 214-697-6336

Business Name Red Bird Lanes
Property Address 1114 S. Main St.
Will You? Lease OR Own the Property? Own
Legal Description Bowling Center
Type of Business Bowling Years in Business 49
Market Area Business Plan Available? (If yes, please attach)

Project Description: Describe the project and discuss any environmental impact the project may create.
Exterior Paint
Fence Replacement

Square footage of Project: Fence-210 LF Date Projected for Occupation of Project/Initiation of Operations 5/1/2022

Are you entering into a Loan? NO **If yes, please answer the following:**
Loan Amount $
Down Payment $
Construction Price of Improvements or Buildings $
Lending Institution
Lender's Address
Lender's Contact Person

Employment Impact
Total Number of Jobs 20 Total Annual Payroll $ 346,000
Type of Jobs Created

Percentage of Employees who will be Duncanville Residents 30%
Number of Hourly Employees 17 Number of Salaried Employees 3

Fiscal Impact
Amount of Real/Personal Property Value Added to Tax Rolls $ 10,000
Estimated Direct Sales Tax to be Generated $ $8000-$10000 per year above current amount
Projected Total Annual Operating Budget of this Facility $ 900,000
How will this project affect existing businesses and/or facilities? We hope to improve the facade of Red Bird Lanes to increase the overall curb appeal of Main Street.

Growth Expectations: Year One 10% Year Two 10% Year Three 10%

What infrastructure construction would be required? none

Interior Expenditures $ 550,000 Exterior Expenditures $ 30,000
We have spent this in the last 10 months for interior renovations

ATTACHMENT 1

IMPORTANT PARTICIPATION REQUIREMENTS FOR *EACH GRANT*:

- Applicant's buildings must be subject to property taxes.
- Non-profit entities and residential property do not qualify.
- Work cannot have started prior to City Council approval.
- Only fully completed applications will be eligible for consideration.
- All City/State laws, ordinances, and policies must be followed.
- The applicant must submit a **current photo** of the property/portion requiring the grant.
- Requires **3 detailed bids**; one **must** be from a Duncanville Business if service is offered locally.
- **Bid information should also include the following:**
  - Business Name
  - Contact Name
  - Contact Phone Number
  - Business Address
- Each grant may be approved by the DCEDC for up to **70% of the lowest of the required three bids** but ***not to exceed the actual cost*** for the project. See below.
- Grants are always paid as a ***REIMBURSEMENT***.
- The City will take a "Before" photo of the property and after the PAID Invoice has been submitted, the City will inspect the work and take an "After" photo for comparison prior to issuing funds.
- An ***Affidavit of Completion of Work*** will be required when requesting the grant disbursement.
- The approved project must be completed within six (6) months of City Council approval date, or the applicant will be required to present a project update to the DCEDC Board in order to ensure continued funding of project.
- The project and request for disbursement of the grant funds must be made prior to the one-year approval anniversary.
- Project funding is not a guarantee and is at the discretion of the DCEDC Board and the City Council.

TYPE OF DESIGN INCENTIVE GRANTS: *Place a check mark in the corresponding box of the grant(s) you are applying for.*

☒ **Paint Grant** Maximum amount available: $5,000 Amount Requested $ 3000.00

Program Specifications:

1. Grants may be approved for up to 70% of the lowest of the three bids, up to $5,000.
2. Reimbursement will be made to the applicant up to 70% of the actual cost not to exceed the original amount approved.
3. Eligible costs include supplies, cost to appropriately prepare surfaces of the building, and labor costs.
4. Only buildings that have been previously painted and need to be repainted qualify for a grant unless special circumstances arise, and the DCEDC will evaluate the application on a case-by-case basis.
5. New construction projects are not eligible.
6. Buildings can only qualify every seven (7) years for a paint grant unless special circumstances arise and then the DCEDC will evaluate the application on a case-by-case basis.

Attach the following documentation to the application:

1. Current photo of building.
2. A sketch, drawing, architectural rendering, or computer image of the proposed building or a current photo of the building that shows where the different paint colors will be applied.
3. Color samples of proposed paint. Be sure to identify brand/name/number of color.

☐ **Landscape Participation Grant** Maximum amount available: $5,000 Amount Requested $ _____

Program Specifications:

1. Grants may be approved for up to 70% of the lowest of the three bids, up to $5,000.
2. Reimbursement will be made to the applicant up to 70% of the actual cost not to exceed the original amount approved.
3. Eligible costs include materials, labor costs, permit/tap fees.
4. Plants must be non-annuals.
5. Drought tolerant and/or Texas native plants are encouraged.
6. Properties can only qualify every seven (7) years for a landscaping grant unless special circumstances arise and then the DCEDC will evaluate the application on a case-by-case basis.

Attach the following documentation to the application:

ATTACHMENT 1

1. A photo of the current landscaping and property.
2. A sketch, drawing, architectural rendering, or computer image of proposed landscape including a list of all plants to be used.
3. Contractor license irrigation number on each bid. A working irrigation system is required for a Landscape Participation Grant.
4. A letter describing how your company plans to maintain the landscaping.

☐ **Signage Update Grant** Maximum amount available: $5,000 Amount Requested $ _____

Program Specifications:

1. Grants may be approved for up to 70% of the lowest of the three bids, up to $5,000.
2. Reimbursement will be made to the applicant up to 70% of the actual cost not to exceed the original amount approved.
3. Eligible costs include sign, labor costs, sign permit fee.
4. A City of Duncanville sign permit is required in order to receive reimbursement for the sign.

Attach the following documentation to the application:

1. A current photograph of the business showing the sign to be replaced. (The City will also take a photo of the building prior to work beginning.)
2. A sketch, drawing or computer image of proposed new signage.

☒ **Façade and Architectural Improvement Grant** Fence Replacement Amount Requested $ 10,000.00

The DCEDC will consider all Facade and Architectural Improvement Grants on a case-by-case basis.

Total Grant Amount Requested $ 18,000.00

******If <u>all requirements</u> are not followed, the DCEDC Board has the authority to reject the grant request as well as not issue the grant funds for approved requests.***

<u>AGREEMENT</u>: I hereby certify that, to the best of my knowledge, all information submitted in the above Design Incentive Grant Application and all attachments are correct and accurate. I understand that by completing this application, I am making a formal request to receive an economic development grant for our company that is contingent based upon the acceptance/approval of the DCEDC Board and Duncanville City Council. I understand that the project workmanship must be approved by the City before grant money can be disbursed. Additionally, I understand that incentive or grant money is paid at the completion of the project as a reimbursement and that in order to be eligible for any type of DCEDC funding, a request and approval must be made prior to the commencement of the project (Design Incentive Grants cannot be approved retroactively). I also understand that the review and approval process will take a minimum of 30 days and that it is my responsibility to ensure that our project meets all City ordinances and/or requirements. The Grant can only be paid as a reimbursement of up to 70% of the actual cost not to exceed the original amount approved, and a Letter of Completion of Work must be submitted to the City. I also understand that the approval of the Design Incentive Grants is effective for one year from the date of City Council approval, and the project and request for disbursement of the grant funds must be made prior to the one-year approval anniversary. In addition, if the project is not completed within six months of the City Council approval date, I will be required to present an update to the DCEDC Board at their next regular meeting.

Printed Name Lauren Cathey **Date** 4/26/2022

Signature Lauren Cathey

Duncanville
City of Champions

City of Duncanville
Economic Development Office
203 E. Wheatland Road
P.O. Box 380280
Duncanville, TX 75138-0280
972.780.5090
www.DuncanvilleEDC.com

ATTACHMENT 1

Red Bird Lanes
Lauren Cathey
1114 S. Main St.
Duncanville, TX 75137
972-298-7143
Cell 214-697-6336

04/28/2022

City of Duncanville
Economic Development
203 E. Wheatland Rd.
Duncanville, TX 75137

Dear Economic Development Committee,

Red Bird Lanes is asking for your consideration for the Incentive and Grant Assistance Program. We believe that this will have a positive impact for the city, our customers, and future customers that we hope to gain.

We have undergone many renovations over the last 10 months to improve and update the interior of our facility. We have installed new lanes, scoring, flooring and completely remodeled our restrooms. We have also updated our bar and game room areas. We plan to finish the interior projects before this summer.

We are asking for assistance with the exterior to increase curb appeal and overall appearance of Red Bird Lanes. We plan to utilize the paint grant and façade grant to paint the exterior and to replace the fence that separates our property from Cox Farms. It is also our hope to utilize other grant programs in the future for landscaping and signage.

Red Bird Lanes has been family owned and operated for 49 years. This August will mark our 50th Anniversary and we are proud to be members of the Duncanville business community. I am Duncanville Alumni myself and have a long family history in this city. Duncanville will always hold a very special place in my heart and I would like to thank you for your consideration in the grant program.

Sincerely,

Lauren Cathey

ATTACHMENT 1

Red Bird Lanes

Business Plan for Grant Incentive Program

Exterior paint:

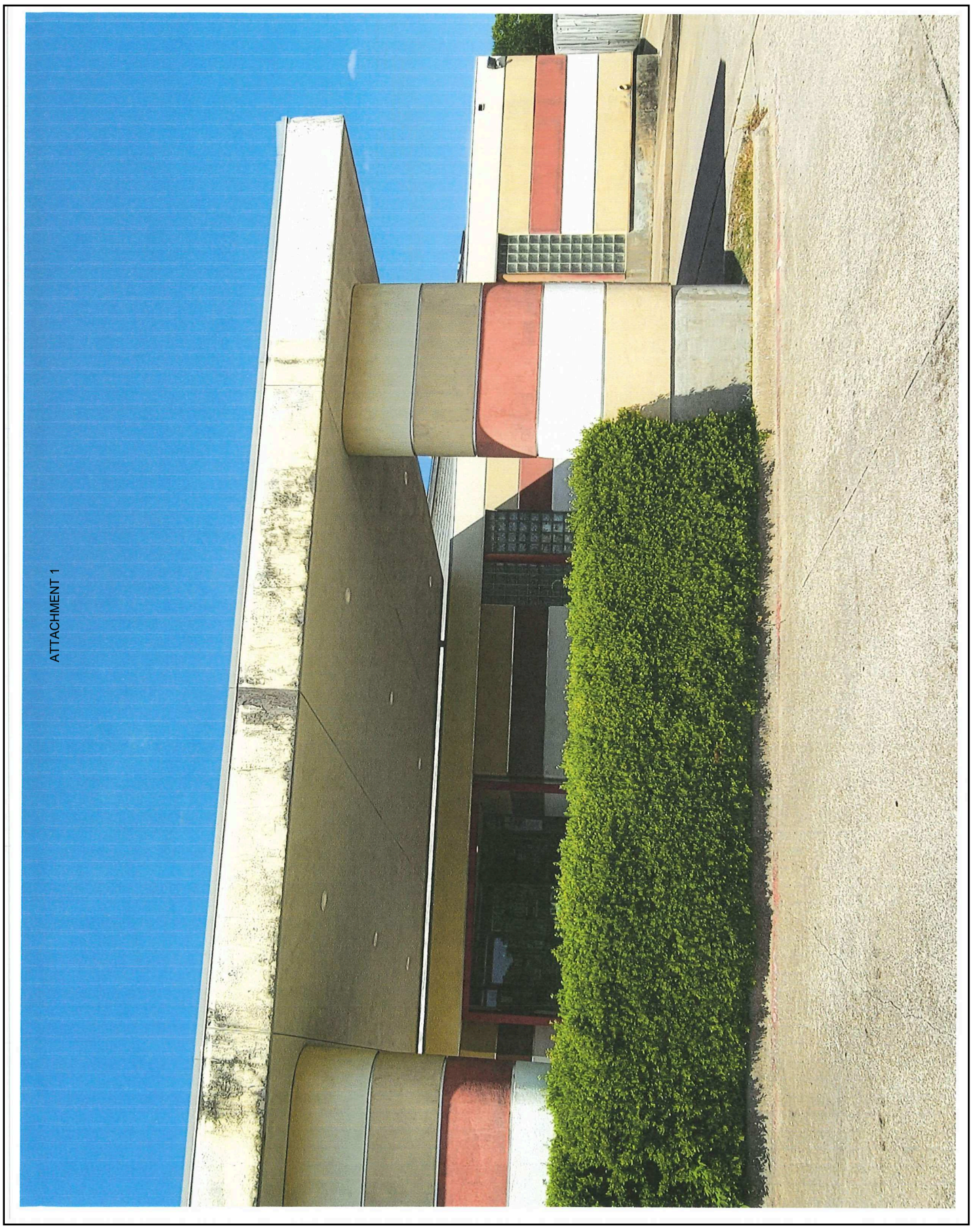
We plan to use a similar color scheme to what is already on the building. Building will be power washed and repainted.

Fence:

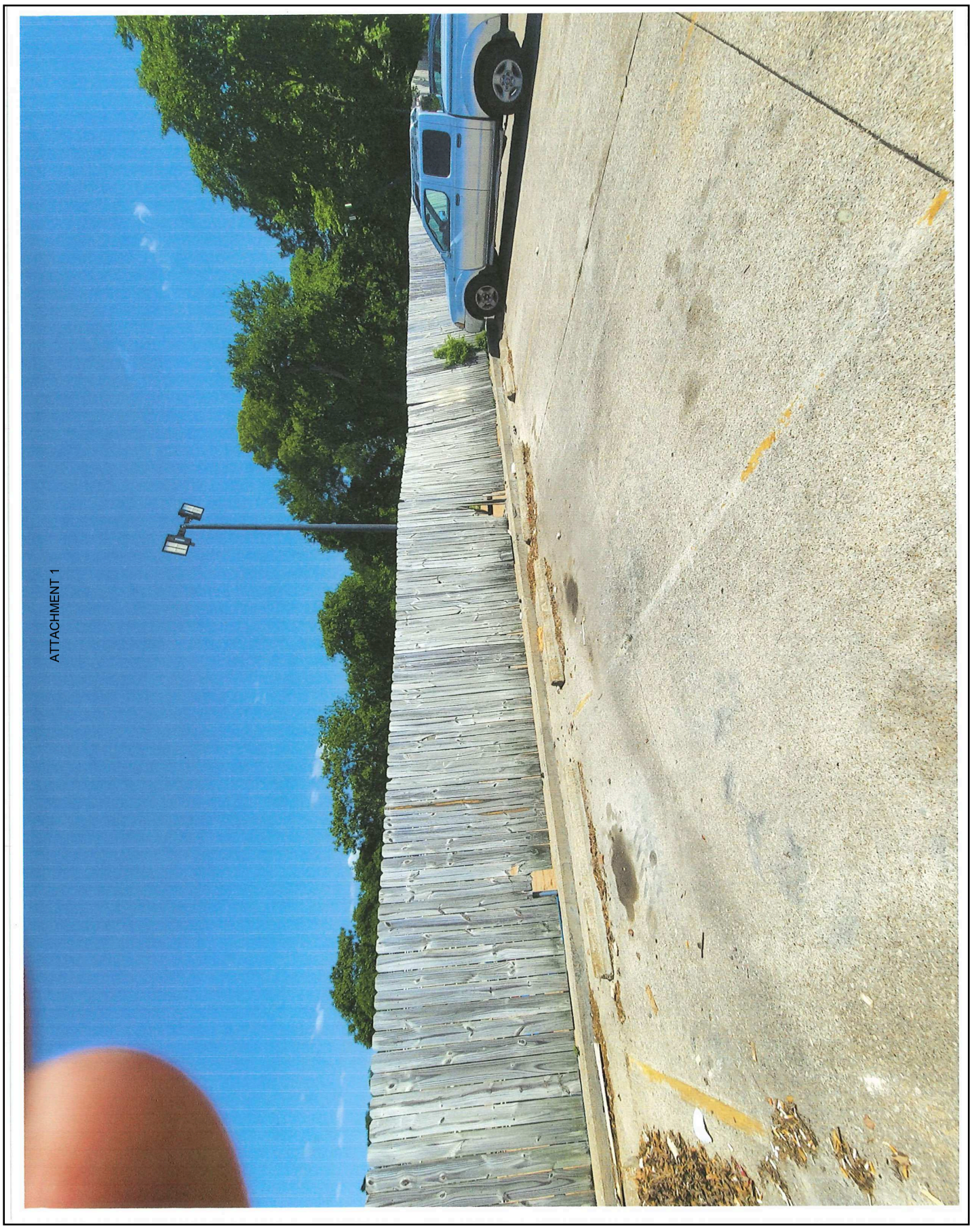
We plan to replace the existing wood fence with a similar wood fence.



ATTACHMENT 1



ATTACHMENT 1


ATTACHMENT 1

ATTACHMENT 1

CUSTOMER QUOTE

Shannon Metcalf
460 Chapel Hill Ln.
Waxahachie, TX 76165

Date: 10/18/2021

To

Red Bird Lanes
1114 S. Main St.
Duncanville, TX 75137
972-298-7143

Salesperson	Job	Payment Terms	
Shannon	Red Bird Lanes	Due on receipt	

Qty	Description	Unit Price	Line Total
	Power Wash Exterior		
	Prep Exterior Surfaces		
	Paint Front and Right Side of building		
	Paint Metal Tower on top of building		
	Paint metal sign on street		
		Subtotal	7500.00
		Sales Tax	618.75
		Total	8118.75

Make all checks payable to Shannon Metcalf

Thank you for your business

ATTACHMENT 1

Quote#: **15119** Title: **Exterior Quote** Date: **10/14/2021**

Estimator: **Sierra Christensen** Cell Phone: **(972) 802-2385** Office Phone: **(214) 945-1122**

Mailing Address: **812 Meadow Dr. Wylie TX 75098**

Customer Quote

Locally Owned and Independently Operated

Lauren Cathey
bowlredbird@gmail.com
(214) 697-6336

Billing: 1114 South Main Street
Duncanville, TX 75137

Service: 1114 South Main Street
Duncanville, TX 75137

Customer Notes: **Rotted wood, if found, will be quoted on a per board basis.**

Details

- Loose Nails: Hammer in loose nails to secure loose boards.
- Caulking: Caulk all gaps and cracks to seal and protect against moisture.
- Power washing: Remove dirt, mildew, cobwebs and other debris to allow for proper paint adhesion and expose areas needed for scraping.
- First coat of paint will be allowed proper time to dry before second coat is applied (where applicable).
- Five Star team to clean up daily, and a thorough clean up at job completion.
- Five Star will conduct a thorough walk-around with the customer to ensure nothing is missed at the beginning and completion of job.

Power Wash
Power washing: Remove dirt, mildew, cobwebs and other debris to allow for proper paint adhesion and expose areas needed for scraping. Labor: $157.50

Caulking (Lin Ft.)
Caulking: Caulk all gaps and cracks to seal and protect against moisture. Labor: $198.40

Drive thru ceiling
Paint: Super Paint Color 1 Satin (1 Coat)
Labor: $518.40

Metal Roof on small area
Paint: DTM DTM Semigloss (1 Coat)
Labor: $337.68

Brick
Paint: Super Paint Color 1 Satin (1 Coat)
Labor: $4,992.00

Stripe 1
Paint: Superpaint Color 2 Satin (1 Coat)
Labor: $810.00

Stripe 2
Paint: Superpaint Color 3 Satin (1 Coat)
Labor: $810.00

Stripe 3
Paint: Superpaint Color 4 Satin (1 Coat)
Labor: $810.00

Stripe 4
Paint: Superpaint Color 5 Satin (1 Coat)
Labor: $810.00

ATTACHMENT 1

Stripe 5
Paint: Superpaint Color 2 Satin (1 Coat)
Labor: $810.00

Gutters
Paint: DTM DTM Semigloss (1 Coat)
Labor: $1,326.00

Metal pillars
Columns
Paint: DTM DTM Semigloss (1 Coat)
Labor: $29.58

Metal doors
Doors
Count: 4
Paint: DTM DTM Semigloss (1 Coat)
Labor: $607.20

Front Sign edges
Columns
Paint: DTM DTM Semigloss (1 Coat)
Labor: $353.25

Window Columns
Columns
Paint: DTM DTM Semigloss (1 Coat)
Labor: $78.88

Metal street sign
Columns
Paint: DTM DTM Semigloss (1 Coat)
Labor: $243.18

Metal entrances
Columns
Paint: DTM DTM Semigloss (1 Coat)
Labor: $364.82

Top Pergola Design Element
Columns
Paint: DTM DTM Semigloss (1 Coat)
Labor: $895.55

Total
Materials: $2,652.00
Labor: $14,152.44
Multicolor Charge: $250.00
Subtotal: $17,054.44
Discount: $1,326.00
Total: $15,728.44
Payment: $0.00
Balance Due: $15,728.44

Start dates, amount of time needed to complete the work, and completion dates will be estimated prior to the commencement of the work. Five Star Painting will make every reasonable effort to adhere to the estimated schedule. Due to weather, change orders, and other circumstances that are beyond our control, the schedule may change.

This proposal has been prepared on the basis of a visual inspection of the property. Unforeseen conditions may be discovered during the performance of the work which necessitate changes in the scope of work and an increase in the price. Any such changes will be presented to the customer in the form of a change order, and must be approved in writing before proceeding. Note that unforeseen conditions are most often discovered when carpentry work is being performed. Children and pets must be kept from work areas, supplies and equipment. The work areas must be available exclusively to Five Star Painting, free from interference from other service personnel, trades people, cleaners and so on. Otherwise, Five Star Painting may need to leave the job and you may incur additional charges.

Alarms must be turned off while work is in progress.

ATTACHMENT 1

Customer must move all items from walls that are breakable, valuable or sentimental. We also do not move fridges on wood floors. Five Star Painting will not be held liable if items are not moved and get broken or damaged during the paint job for any reason.

Customer agrees to display a Five Star Painting yard sign during the duration of the job.

The customer must be available to meet with Five Star Painting on the first and last day of the job.

Rubbish, trash and debris resulting from the performance of the specified work will be disposed of in a manner approved by the customer. Such disposal will be done in compliance with applicable laws and regulations. The job site is to remain reasonably neat and clean during the performance of the specified work.

The work will be completed when all conditions as described in the proposal have been performed by Five Star Painting. Upon completion, Five Star Painting will provide notice to the customer that the entire work or agreed portion thereof is complete. The customer will promptly make a final inspection with Five Star Painting and will notify Five Star Painting of all particulars in which the work is incomplete or defective. Five Star Painting will promptly complete such work or remedy such deficiencies. Final payment is due upon completion, and the customer shall provide feedback via an online review. Progress payments may be required if for any reason progress is delayed by influences outside Five Star Painting control, or if project time frame exceeds one calendar week.

Five Star Painting maintains Workers' Compensation and General Liability Insurance. Upon request, Five Star Painting will facilitate the delivery of a Certificate of Insurance from its insurance agent.

The first color is free. Additional colors require extra time, roller naps, and clean up, as well as paint. Every additional color adds $50. If colors are not chosen at the time of the estimate, the color change fee can be addressed via a Change Order.

Please have all shrubs cut back from exterior surfaces that will be painted if applicable.

Estimated Time Frames: We do our best to give you the most accurate time frame for the completion of your project. This is an estimate only and Five Star Painting will not be held liable if the job is finished either ahead or behind schedule. No discounts will be given if a project finishes either ahead or behind schedule for any reason.

We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum stated above. Any alteration or deviation from the specification involving extra costs will become an extra charge over and above the quote. All accounts are due and payable upon completion of work as described above. In the event suit is brought, the prevailing party shall recover its attorney fees and costs. Finance charge of 1.5% per month will be applied on all past due accounts. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. This proposal may be withdrawn if not accepted within 15 days.

Notice of Cancelation

If you choose the finance option, you may cancel this transaction, without any penalty or obligation, within 3 business days from the date of quote signature. If you cancel, any property traded in, any payments made under the contract or sale, and any negotiable instruments excluded by asking out of the transaction will be canceled. Work will only commence three days after signed date.

This quote reflects a cash/check discount of 3%. If paying by a credit card, the discount will be removed from the price.

I hereby grant Five Star Painting permission to use my, and my property's, likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the Five Star Painting and will not be returned. I hereby hold harmless, release, and forever discharge the Five Star Painting from all claims, demands, and causes of action.

I agree to the payment terms and contract stated above:

ATTACHMENT 1

Authorization to begin work (Client): _____

Work Completed to satisfaction (Client): _____

Contractor Signature: _____ Date: _____

Customer Focused, Quality Driven™

Visit FiveStarPainting.com/warranty for details on our 2-year warranty.

ATTACHMENT 1

CertaPro Painters®
BUSINESS & COMMERCIAL SERVICES

Kevin Adkins
1904 Windmill Hill Lane
Desoto, TX 75115
(972) 349-9519

http://cedarhill-seagoville.certapro.com
Loomis

COMMERCIAL EXTERIOR
Job #: JOB-1317-0786
Date 10/27/2021

SHERWIN WILLIAMS.
We proudly feature Sherwin-Williams paints and stains

JOB SITE

Red Bird Lanes - Comm-Ext - JOB-1317-0786
1114 South Main Street
Duncanville, TX 75137
(214) 697-6336
bowlredbird@gmail.com

PREPARED BY

Kevin Adkins
Franchise Owner
972-765-2949
kadkins@certapro.com



CLIENT

Red Bird Lanes
1114 South Main Street
Duncanville, TX 75137
(214) 697-6336
bowlredbird@gmail.com

CLIENT CONTACTS

Lauren Kathey
M: (214) 697-6336
E: bowlredbird@gmail.com

PRICING:

Front	$6,050.86
Right Side	$6,655.93
Subtotal:	**$12,706.79**
Sales Tax	$1,048.31
Total:	**$13,755.10**
Balance	**$13,755.10**

SURFACE PREPARATION

STANDARD LEVEL OF PREP
Unless stated otherwise in pictures and/or text in this proposal, this project is priced to include our standard level of prep. This includes the following:
- Wash or wipe down surfaces being painted.
- Scrape and sand loose and peeling paint. Please Note** Scraping and sanding will not result in a smooth finish. There will be ups and downs where paint was removed.
- Spot priming bare wood and metal in areas being painted. We do not spot prime areas being stained.
- Window glazing if we are painting windows.
- Puttying, caulking, and wood filling as needed. We only caulk areas that were previously caulked and are missing or failing. We only remove caulking that is failing.
- Masonry Patching where needed. Please Note** Masonry patching will not mimic the current texture of the masonry surface.

This level of prep DOES NOT include (Unless specified otherwise in this proposal) the following:
- Wood replacement
- Fixing imperfections that require feather sanding and bondo application.
- Full recaulking if caulk is not failing or missing.
- Resculpting trim and siding where damaged.
- Stripping existing surface coating.

CLEAN UP

Daily: Ladders are taken down and stored in a designated area along with all other tools and supplies. All debris will be swept and removed from the property or deposited in the appropriate trash receptacle according to the customer's preference. Upon Completion: All tools, supplies & equipment will be removed from the property.

PROPOSAL AND COLOR SPECIFICATIONS

ATTACHMENT 1

Surface/Item	Product	Paint / Primer Coats	Color
Front			
Brick/stucco - Spray	SuperPaint-Acrylic Latex-Flat	1 / 0	TBD - Siding
Wash			
Wrought Iron			
Top of the first landing of the building.			
Sign			
Entry			
Right Side			
Brick/Stucco - Spray	SuperPaint-Acrylic Latex-Flat	1 / 0	TBD - Siding
Wash			
Wrought Iron			

NOTES

OUR CERTAINTY SERVICES SYSTEM: To ensure that the project meets your expectations, we will:

- Meet with you at the beginning of the project to ensure all information is up to date and accurate.
- Communicate with you daily to inform you of what has been completed, what will be done tomorrow and any possible
- issues.
- And finally, have you do a final inspection with us to make sure that you are completely satisfied with the completed
- project.

ADDITIONAL NOTES

PICKING YOUR COLORS

To pick your colors, please go to the nearest Sherwin Williams paint store. We will need to color name, color number, and sheen that you would like us to use. Color choices should be given to CertaPro no later than 5 days before your projects start date to avoid delays.

ROTTING WOOD

If rotted wood is identified during the painting project, you will be notified. It is not always possible to identify rotting wood during the estimating process.

SIGNATURES

CertaPro Painters Authorized Signature _____ Date _____

Authorized Client Signature _____ Date _____

Authorized Client Representative Name & Title _____

Client _____

PAYMENT

Payment is due: In full upon job completion

COMMERCIAL DEFINITIONS AND CONDITIONS OF THIS CONTRACT

RELATIONSHIP — The individual giving you this proposal is an independent contractor licensed by CertaPro Painters® to use its systems and trademarks to operate a painting franchise. The work will be completed by the independent franchised contractor. Please make any check payable to the franchise shown on the front of this proposal.

ATTACHMENT 1

COLORS — Colors may be chosen by the client prior to commencement of work. If, after the job starts, a color change is required, the independent Contractor will have to charge for time and material expenses incurred on the original color.

UNFORESEEN CONDITIONS — Should conditions arise which could not be determined by visual inspection prior to starting work, the client must pay an agreed upon extra for the completion of such work.

PROPOSAL — This proposal is valid for 60 days after it was written. In addition, the Independent Franchised Contractor should be informed of your desire to have the work done and receive a signed copy of the proposal before work is to be started.

ATTENTION CLIENT:

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE BELOW NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT. (SATURDAY IS A LEGAL BUSINESS DAY IN CONNECTICUT.) THIS SALE IS SUBJECT TO THE PROVISIONS OF THE HOME SOLICITATION SALES ACT AND THE HOME IMPROVEMENT ACT. THIS INSTRUMENT IS NOT NEGOTIABLE.

NOTICE OF CANCELLATION

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREED TO RETURN THE GOODS AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT. TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO:

Name of Seller **Kevin Adkins**

DATE OF TRANSACTION

NOT LATER THAN MIDNIGHT OF

I HEREBY CANCEL THIS TRANSACTION

(Buyer's Signature) (Date)

LIMITED TWO YEAR WARRANTY

Subject to the limitation set forth below, for a period of 24 months from the date of completion of the work described on the front of this contract, the Independent Franchise Owner named on the front of this contract (the "Contractor") will repair peeling, blistering or chipping paint resulting from defective workmanship.

THIS LIMITED WARRANTY DOES NOT COVER:

- Any work where the Contractor did not supply the paint or other materials.
- Any work which was not performed by the Contractor.
- Varnished surfaces.
- Surfaces made of, or containing, galvanized metal.
- The cost of paint required to perform the repairs.
- Repairs to horizontal surfaces or any surface that, by virtue of its design permits moisture to collect. Surfaces include, but are not limited to, decks, railings, stairs, porches, roofs and wood gutters.
- Exact paint match as environmental conditions will affect the color and finish of all paints over time.
- Any repairs which are necessitated as a result of a defect in the paint regardless of whether the paint was supplied by the Contractor or the customer.
- Bleeding caused by knots, rust or cedar.
- Cracks in drywall, plaster or wood.
- Peeling, blistering or chipping where they are caused by:
    - mill-glazing from smooth cedar
    - ordinary wear and tear.
    - abnormal use or misuse.
    - peeling of layers of paint existing prior to the work performed by the Contractor.
    - structural defects.
    - settling or movement.
    - moisture content of the substrate.
    - abrasion, mechanical damage, abrasive cleaning, abuse or damage resulting from use of chemicals or cleaning agents or exposure to harmful solids, liquids or gases.
    - damage or defects caused in whole or in part by reason of fire, explosion, flood, acts of God, extreme weather conditions, misuse, alteration, abuse, vandalism, negligence, or any other similar causes beyond the control of the Contractor.

Repairs under this limited warranty will be performed only on the specific areas where peeling, blistering or chipping has occurred and only to the level of surface preparation described in the preparation section of the Contract. ATTACHMENT 1

FOR THIS WARRANTY TO BE VALID, YOU MUST:

- Pay the full contract price.
- Retain a copy of the original contract.
- Retain a copy of your cancelled check or other evidence of payment in full.
- Pay for all materials used to perform the repairs.
- Make the property accessible to the Contractor, or his employees, to perform the repairs.

THIS LIMITED WARRANTY IS THE ONLY EXPRESS WARRANTY MADE BY THE CONTRACTOR AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THIS WARRANTY COVERS ONLY THOSE SERVICES PROVIDED BY THE CONTRACTOR TO THE ORIGINAL PURCHASER NAMED ON THE FRONT OF THIS CONTRACT. IN NO EVENT SHALL THE CONTRACTOR BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES IN EXCESS OF THE ORIGINAL CONTRACT PRICE. THIS WARRANTY MAY NOT BE ALTERED OR EXTENDED FOR ANY PURPOSE UNLESS DONE SO IN WRITING IN A DOCUMENT EXECUTED BY ALL PARTIES TO THIS CONTRACT.

This warranty gives you specific legal rights. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

For warranty service, you should contact your Contractor to schedule an inspection of your property by calling CertaPro Painters® at 800.462.3782.

ATTACHMENT 1

Prestige Custom Designs
616 S. Rogers St.
Waxahachie, TX 75165
469-901-0207

Estimate

Date:04/20/2022

To:

Red Bird Lanes

1114 S. Main St.

Duncanville, TX 75137

For:

Fence Replacement

DESCRIPTION			AMOUNT
Install new galvanized posts (set in concrete) Install 1 x 5.5 x 6 Cedar Pickets (216 LF) Install 1 Gate (36") Demo existing Fence and Haul Off			11,000.00
		TOTAL	11,000.00

Make all checks payable to: Prestige Custom Designs

Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!

ATTACHMENT 1

Texas Fence & Outdoors
3251 Bluegrass Dr
Midlothian, TX 76065 US
texasfenceandoutdoors@gmail.com

Estimate

ADDRESS
Billy Cathey Redbird Bowling

ESTIMATE #	DATE	EXPIRATION DATE
1181	11/08/2021	12/08/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	6' Cedar Side X Side	Install 11' SCH 20 2 3/8" Galv. steel post w/ dome caps on 8' Centers 3' in ground set in concrete Install Treated 2x4x16' Rails and Treated Kickboard using Simpson brackets and lag bolts Install 1x6x6' Cedar pickets using Dufast Ring shanked nails	228	40.00	9,120.00
	Demo and Haul off existing fence		228	1.00	228.00
	48" Walk Gate		1	200.00	200.00

TOTAL **$9,548.00**

Accepted By

Accepted Date

ATTACHMENT 1

J SQUARED CONSTRUCTION SERVICES, LLC.

DBA: AE IRRIGATION AND LANDSCAPE CO.

P.O. Box 3158
Cedar Hill,TX 75106

(469) 235-5234

Estimate

Date	Estimate #
10/28/2021	800

Name / Address
RED BIRD LANES ATTN: LAUREN KATHY 1114 S. MAIN ST. DUNCANVILLE, TX 75137

Project

Description	Qty	Rate	Total
LOCATION: EAST PARKING LOT ALONG RETAINING WALL SCOPE: 6FT PRIVACY FENCE REPLACEMENT DEMO: DEMO EXISTING WOOD PRIVACY FENCE HAUL OFF DEBRIS APPROX 210 LF INSTALL NEW GALVANIZED POSTS: 2 3/8" X 10' X .095 8FT CENTERS 9" HOLE- 2FT DEEP WITH CONCRETE 3 RAILS MOUNTED WITH SIMPSON BRACKETS 2" X 4" X 16' TREATED PICKETS: 1X5.5X6 DOG EARED WESTERN RED CEDAR MOUNTED SIDE BY SIDE 6 NAILS PER PICKET GATE: 1- 36" WALK GATE (LOCKABLE) STAINING: SPRAY BOTH SIDES WITH WOOD DEFENDER SEMI TRANSPARENT CUSTOMER CHOICE OF COLOR		10,342.00	10,342.00
Estimate is good for 30 days.	**Total**		$10,342.00

jsquaredconstruction55@gmail.com
aeirrigation@yahoo.com

(469) 235-5234

www.JSquaredCS.com
www.aeirrigation.com

RESOLUTION NO. 2022-052

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF DESIGN INCENTIVE GRANTS BY THE DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION (DCEDC) TO RED BIRD LANES, BOWLING CENTER, IN THE AMOUNT OF $11,683.60, FOR A BUILDING LOCATED AT 1114 S MAIN STREET, DUNCANVILLE, TEXAS 75137; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Duncanville Community and Economic Development Corporation (DCEDC) offers economic development "design" incentive grants to encourage redevelopment and beautification by providing financial resources to business owners for property improvements; and

WHEREAS, Lois Cathey of Red Bird Lanes, Bowling Center, owns the building located at 1114 S Main St, Duncanville, Texas 75137 and intends to improve the façade of Red Bird Lanes to increase the overall curb appeal of Main Street; and

WHEREAS, the DCEDC Board of Directors voted to affirmatively approve an application of "design" incentive grants totally $11,683.60 at their duly convened meeting on June 22, 2022.

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 approves the terms and conditions of a grant by the Duncanville Community and Economic Development Corporation as described herein for reimbursement of incentive grants to Red Bird Lanes, Bowling Center.

SECTION 2. That the City Manager or their designee is authorized to execute any appropriate documents to execute this Resolution, after approval as to form by the City Attorney.

SECTION 3. If any provision of this Resolution is held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Resolution shall remain in full force and effect.

SECTION 4. That this Resolution shall take effect immediately from and after its passage as the law and charter in such cases provide.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 19th day of July, 2022.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

STATE OF TEXAS	**§**	**ECONOMIC DEVELOPMENT**
	§	**INCENTIVE AGREEMENT**
COUNTY OF DALLAS	**§**	

ECONOMIC DEVELOPMENT INCENTIVE AGREEMENT

This Economic Development Incentive Agreement ("Agreement") is made by and between the Duncanville Community and Economic Development Corporation, a Texas non-profit corporation (the "DCEDC") acting by and through Kenneth Govan its duly authorized DCEDC President, and Red Bird Lanes, Bowling Center acting by and through Lois Cathey, Owner, its duly authorized representative.

RECITALS

WHEREAS, the Duncanville Community and Economic Development Corporation (DCEDC) established incentive policies and guidelines in order to locate, retain, and expand business activities in Duncanville; and

WHEREAS, Red Bird Lanes, Bowling Center, has requested economic development assistance from the DCEDC for their property located at 1114 S Main Street Duncanville, Texas hereinafter known as the "Project"; and

WHEREAS, the incentive funds awarded are to be utilized for qualified expenditures on a reimbursement basis related to the repainting of the facade not to exceed five-thousand dollars ($5,000); and

WHEREAS, the incentive funds awarded are to be utilized for qualified expenditures on a reimbursement basis related to an architectural improvement to replace the rear fence behind the building not to exceed six-thousand and six-hundred and eighty-three dollars and sixty cents ($6,683.60); and

WHEREAS, reimbursement of incentive funds is conditional on Red Bird Lanes, Bowling Center completing the project within six (6) months of City Council Incentive Grant approval date while ensuring the property is up to compliance with all City of Duncanville codes and ordinances; and

WHEREAS, Red Bird Lanes, Bowling Center, meets all program requirements in order to be considered for incentive grant assistance; and

WHEREAS, pursuant to Texas Local Government Code Chapters 501 through 505, (the Development Corporation Act), the DCEDC has determined that the request constitutes an authorized project and DCEDC is willing to provide Red Bird Lanes, Bowling Center, with economic assistance in the form of cost reimbursements as hereinafter set forth on the terms and conditions stated herein and Red Bird Lanes, Bowling Center, is willing to accept all

terms and conditions stated in this Agreement; and

WHEREAS, the DCEDC has determined that making economic development grants in accordance with this Agreement will further the objectives of the DCEDC and will benefit the DCEDC, the City, and the city's residents by helping to stimulate local economic development through beautification and site readiness for investment and development, increase the City's yearly ad valorem collections, increase sales tax, and encourage economic vitality in the city,

NOW, THEREFORE, in consideration of the mutual benefits and promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

ARTICLE I. AUTHORIZATION

The City Council finds and determines that this Agreement is authorized and governed by Texas Local Government Code Chapters 501 through 505.

ARTICLE II. TERM

This Agreement shall be effective as of the date of execution by all parties with specific performance standards being met by **January 31, 2023**, unless otherwise terminated as provided for in this

ARTICLE III. GRANT

1. **Economic Development Incentives**.

As an economic development incentive grant to assist Red Bird Lanes, Bowling Center, located at 1114 S Main Street in Duncanville, Texas, the DCEDC agrees to provide a one-time reimbursement grant in an amount not to exceed a total of $11,683.60 for exterior paint of the building and an architectural improvement to replace the rear fence behind the building occupied by Red Bird Lanes, Bowling Center subject to the terms and conditions set forth in this Agreement. Grant reimbursement payment will be made if funds are available from sales tax proceeds once all Red Bird Lanes, Bowling Center performance standards have been met and nothing contained herein shall constitute a contract for goods or services under the law.

ARTICLE IV. COVENANTS OF MITCHELL COMMERCIAL INVESTMENTS, LLC

As a condition precedent and in consideration of the DCEDC agreeing to make the economic development façade and exterior paint incentive grant described above, and to be eligible to receive reimbursement, Red Bird Lanes, Bowling Center agrees to do the following:

(a) Cause the improvements as defined herein to be actually made at the address indicated herein; and

(b) Provide a copy of the grant reimbursement request form along with original copies of the actual paid invoices for expenses within the provisions to Article III the business incurred between July 19 – January 31, 2023, by January 31, 2023 at 5 p.m.; and

(c) Provide proof of legal ownership of the specified location of 1114 S Main Street, the promises in the agreement; and

(d) Façade and Exterior Paint incentive grant shall mean an amount not to exceed $11,683.60 for improvements to the exterior paint and an architectural improvement to replace the rear fence behind the building for the property owned by Lois Cathey located at 1114 S Main Street; and

(e) Receive a certificate of occupancy on or before January 31, 2023; and

(f) Pay any property or City sales tax due before or on January 31, 2023; and

(g) During the term of this Agreement, Red Bird Lanes, Bowling Center, agrees not to knowingly employ any undocumented workers or unlicensed contractors and/or subcontractors at the development, and if convicted of a violation under 8 U.S.C Section 1324a(f), Red Bird Lanes, Bowling Center, shall repay the amount of the grant payments received within 130 business days after the date Red Bird Lanes, Bowling Center, is notified by the City of such violation, and this agreement automatically terminates.

(h) If work is found to be incomplete within the timeline provided in Article IV, Red Bird Lanes, Bowling Center, may request via written documentation an extension of 30 business days to complete work. If the work remains incomplete by the end of this extension, Red Bird Lanes, Bowling Center, will be found in violation of this agreement and the terms of this agreement are automatically terminated and Red Bird Lanes, Bowling Center, will indemnify the DCEDC of any obligations related to grants and incentives that are withheld.

ARTICLE V. GENERAL PROVISIONS

1. **Termination and Default.** This Agreement terminates upon any one of the following:

(a) By DCEDC and Red Bird Lanes, Bowling Center, through mutual written agreements of both parties; and

(b) By DCEDC, if Red Bird Lanes, Bowling Center, files any false documentation concerning the application or receipt of the Grant; and

(c) By DCEDC and Red Bird Lanes, Bowling Center, respectively, if the other party defaults or breaches any of the terms or conditions of this Agreement and such

default or breach is not cured within thirty (30) days after written notice thereof by the non-breaching party; and

(d) By DCEDC, if any taxes, fees, impositions, or charges owed to the DCEDC, the City of Duncanville, or the State of Texas by Red Bird Lanes, Bowling Center, shall have become delinquent (provided, however, that such taxes, fees, or charges shall not be considered delinquent for purposes of this Section 5.1(c) until any proper and timely protest or contest of such taxes or fees has become final); and

(e) By DCEDC, if Red Bird Lanes, Bowling Center suffers an Event of Bankruptcy or Insolvency; and

(f) By DCEDC and Red Bird Lanes, Bowling Center, respectively, if any subsequent federal or state legislation or any decision of a court of competent jurisdiction declares or renders this Agreement invalid or illegal; and

(g) By DCEDC, if insufficient funding is available to provide the grant contemplated herein. In such event, the DCEDC shall give Red Bird Lanes, Bowling Center not less than fifteen (15) days notice of its intent to terminate; and

(h) By DCEDC, if any other material provisions of this Agreement are breach by Red Bird Lanes, Bowling Center.

"Event of Bankruptcy or Insolvency" shall mean the dissolution or termination of Red Bird Lanes, Bowling Center's existence, insolvency, employment of receiver for any part of Owner's Property and such appointment is not terminated within ninety (90) days after such appointment is initially made, any general assignment for the benefit of creditors or the commencement of any proceedings under any bankruptcy or insolvency laws by or against Owner and such proceedings are not dismissed within ninety (90) days after the filing thereof,

2. **Recapture Provision.** In the event Red Bird Lanes, Bowling Center does not comply with the terms of this Agreement or is otherwise in default as provided herein, Red Bird Lanes, Bowling Center pursuant to the provisions herein shall refund the DCEDC the Grant Payments actually paid by DCEDC and received by Red Bird Lanes, Bowling Center immediately preceding the date of such termination. If the payment is not refunded within 30 days of termination, Red Bird Lanes, Bowling Center will indemnify the DCEDC of any fees or costs related to recuperating funs owed to the DCEDC, plus interest and attorney fees.

3. **Mutual Assistance.** Red Bird Lanes, Bowling Center and the DCEDC shall do all things necessary or appropriate to carry out the terms and provisions of this Agreement and to aid and assist each other in carrying out the terms and provisions hereof.

4. **Representations and Warranties.** Red Bird Lanes, Bowling Center represents and warrants to the DCEDC that it is a duly organized company under the laws of the State of Texas and is in good standing and can execute the terms of this agreement.

5. **Employee Hiring, Materials, and Supplies Purchased.** Although not a condition of this Agreement, the DCEDC requests that Red Bird Lanes, Bowling Center when feasible, satisfies its needs for all additional employees from Duncanville residents and/or purchases materials and supplies from Duncanville merchants and businesses.

6. **Section or Other Headings.** Section or other headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

7. **Verification and Compliances.** Red Bird Lanes, Bowling Center agrees to allow the DCEDC's to conduct an audit all of Red Bird Lanes, Bowling Center business records, documents, and agreements or other instruments, subject to appropriate confidentiality, in furtherance of the following purposes only:

(a) To ensure Red Bird Lanes, Bowling Center compliance with the affirmative covenants set forth in this Agreement; and

(b) To determine the existence of a default or breach of the terms of this Agreement; and

(c) To ensure compliance with the prerequisites for paying a Reimbursement Incentive; and

(d) To determine whether the correct amount of sales taxes is being collected and reported.

The DCEDC will provide Red Bird Lanes, Bowling Center with written notice of any request for an audit and shall cooperate with Red Bird Lanes, Bowling Center to schedule audit activities so as to minimize disruption of Red Bird Lanes, Bowling Center normal business operations.

10. **Indemnification.** IN PERFORMING ITS OBLIGATIONS UNDER THIS AGREEMENT, RED BIRD LANES, BOWLING CENTER IS ACTING INDEPENDENTLY, AND THE DCEDC ASSUMES NO RESPONSIBILITIES OR LIABILITIES TO THIRD PARTIES IN CONNECTION WITH RED BIRD LANES, BOWLING CENTER BUSINESS OR PROPERTY. THE DCEDC SHALL NOT BE LIABLE TO RED BIRD LANES, BOWLING CENTER, ITS AGENTS, EMPLOYEES OR CONTRACTORS, FOR ANY DAMAGE TO PERSONS OR PROPERTY. IN THIS RESPECT, RED BIRD LANES, BOWLING CENTER AGREES TO INDEMNIFY AND HOLD THE DCEDC HARMLESS AGAINST ANY AND ALL CLAIMS, LIABILITY, DEMANDS, DAMAGES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING FROM THE CONDUCT OR MANAGEMENT OF RED BIRD LANES, BOWLING CENTER, OR FROM ANY BREACH ON THE PART OF RED BIRD LANES, BOWLING CENTER OF ANY CONDITIONS OF THIS AGREEMENT OR FROM ANY ACT OF NEGLIGENCE OF RED BIRD LANES, BOWLING CENTER, ITS AGENTS, CONTRACTORS, OR EMPLOYEES.

11. **Attorneys Fees.** In the event any legal action or process is commenced to enforce or interpret provisions of this Agreement, the prevailing party in any such legal action shall be entitled to recover its necessary and reasonable attorneys' fees and expenses incurred by reason of such action.

12. **Entire Agreement.** This Agreement contains the entire agreement between the parties with respect to the transaction contemplated herein.

13. **Amendment.** This Agreement may only be amended, altered, or revoked by a written instrument signed by Red Bird Lanes, Bowling Center, DCEDC, and the City.

14. **Successors and Assigns.** This Agreement shall be binding on and inure to the benefit of the parties, their respective successors, and assigns. Red Bird Lanes, Bowling Center may not assign all or any part of its rights and obligations hereunder without prior written approval of the DCEDC.

15. **Notice.** Any notice and/or statement required and permitted to be delivered shall be deemed delivered by depositing same in the United States mail, certified with return receipt requested, postage prepaid, addressed to the appropriate party at the following addresses, or at such other addresses provided by the parties in writing:

Owner: Red Bird Lanes, Bowling Center
Attention: Lois Cathey
1114 S. Main Street
Duncanville, TX 75137

With a copy to:

Robert E. Hager
Nichols, Jackson, Dillard, Hager & Smith, LLP
1800 Ross Tower
500 N. Akard St.
Dallas, Texas 75201

City: City of Duncanville
Attention: Aretha R. Ferrell-Benavides
P.O. Box 380280
Duncanville, Texas 75138-0280

DCEDC: Duncanville Community and Economic Development Corporation
Attention: Kenneth Govan
P.O. Box 380280
Duncanville, Texas 75138-0280

16. **Interpretation.** Regardless of the actual drafter of this Agreement, this Agreement shall, in the event of any dispute over its meaning or application, be interpreted fairly and reasonably, and neither more strongly for or against any party.

17. **Applicable Law.** This Agreement is made and shall be construed and interpreted under the laws of the State of Texas and venue shall lie in Dallas County, Texas.

18. **Severability.** In the event that any provision of this Agreement is illegal, invalid, or unenforceable under present or future laws, then, and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby, and it is also the intention of the parties to this Agreement that in lieu of each clause or provision that is found to

be illegal, invalid, or unenforceable, a provision shall be added to this Agreement which is legal, valid and enforceable and is as similar in terms as possible to the provision found to be illegal, invalid or unenforceable.

19. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original, but all of which shall constitute one instrument.

20. **No Joint Venture.** Nothing contained in this Agreement is intended by the parties to create a partnership or joint venture between the parties.

21. **Approval by the City of Duncanville, Texas.** This Agreement was approved by the City Council at its meeting on July 19, 2022.

RED BIRD LANES, BOWLING CENTER

_____

By: Lois Cathey
Its: Owner
Date: July __, 2022

DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION

_____

By: Kenneth Govan
Its: Board President
Date: July __, 2022

CITY OF DUNCANVILLE

_____

By: Aretha R. Ferrell-Benavides
Its: City Manager
Date: July __, 2022

Red Bird Lanes, Bowling Center Acknowledgement

STATE OF TEXAS §
§
COUNTY OF DALLAS §

BEFORE ME, the undersigned authority in and for Dallas County, Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that they are the Owner of Red Bird Lanes, Bowling Center, and that they are authorized by said to execute the foregoing instrument as the act of such Red Bird Lanes, Bowling Center for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 2022.

_____
Notary Public in and for the State of Texas

_____
Type or Print Notary's Name

My Commission Expires:

_____

Duncanville Community and Economic Development Corporation Acknowledgement

STATE OF TEXAS §
§
COUNTY OF DALLAS §

BEFORE ME, the undersigned authority in and for Dallas County, Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that they are the Board President of the Duncanville Community and Economic Development Corporation, and that they are authorized by said to execute the foregoing instrument as the act of such Duncanville Community and Economic Development Corporation for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 2022.

_____
Notary Public in and for the State of Texas

_____
Type or Print Notary's Name

My Commission Expires:

_____

City of Duncanville Acknowledgement

STATE OF TEXAS §
§
COUNTY OF DALLAS §

BEFORE ME, the undersigned authority in and for Dallas County, Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that they are the City Manager of the City of Duncanville, and that they are authorized to execute the foregoing instrument as the act of such City for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 2022.

_____
Notary Public in and for the State of Texas

_____
Type or Print Notary's Name

My Commission Expires:

_____

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Conduct a Public Hearing for consideration and action regarding the request of Peter D'Amato, applicant and owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Winona Gardens 2, Block 4 S 100 FT, Lot 12, more commonly known as 203 North Casa Grande Circle, Duncanville, Dallas County, Texas.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Re-Imagine: High Quality of Life**
  - **Develop, maintain, and encourage safe, attractive, viable family-oriented neighborhoods that embrace diversity and pride, promoting economic vitality.**

STAFF RESPONSIBLE:
Jeremy Tennant, Director of Planning and Neighborhood Services

BACKGROUND/HISTORY:
The applicant has requested for a continuation of the item to the August 16th Regular City Council Meeting.

Comprehensive Plan
The subject property has a Future Land Use Designation of Low-Density Residential. The Plan states that low-density residential represents a traditional single-family detached neighborhood and includes housing and living units for people with a range of incomes and needs. Low-density residential areas generally range between three and five dwelling units per acre.

The Plan goes on to list the following policies to guide low-density areas:

- They should be protected from, but accessible to, the major roadway network, commercial establishments, and industrial areas.
- Subdivisions should be accessible to the collector and arterial streets, but should directly access only local streets, creating a balanced land-use pattern across the City.
- They should not be directly accessible to major arterials and freeways without adequate buffering and access management.

This request is in conformance with the Comprehensive Plan as the proposed accessory use is for the purpose of an existing single-family residence.

Project Scope

The applicant is seeking approval to allow for the use of Short-Term Rental at the subject property. The associated structure consists of a single-family residence, approximately 1,825 square feet in size. Exterior features include existing trees, a detached garage with a carport and driveway off of Elsmere Drive, and one storage building. As of this writing, there are no active code compliance issues.

Definitions

- A Short-Term Rental is defined as A residential unit offered for rental to guests for residential purposes for a period of one (1) to thirty (30) nights. Examples include, but are not limited to, Airbnb, Vacation Rentals by Owner, HomeAway, and other brokers. Such rentals may include a shared room, a single room, or the entire dwelling unit. These uses are conducted by the homeowner or tenant, not by a hotel or other business.
- A Long-Term Rental is defined as a single-family dwelling, two-family dwelling (duplex), and townhouse, or portion thereof that is rented or offered for rent for longer than 30 days as a residence to a non-family member.
- A Boarding House is defined as a temporary or permanent residence that provides housing for four (4) or more unrelated people. Such use is not licensed by the State.
- A Bed and Breakfast is defined as a generally small, owner-operated business providing the primary financial support of the owner. Usually, the owner lives on-premises. The building's primary usage is for business. Inns advertise appropriate taxes and post signs. Breakfast is the only meal served and only to overnight guests. The inn may host events such as weddings, small business meetings, etc. Room numbers range from four (4) to twenty (20). Reservations may be made directly with the property.

Parking

Single-Family Parking Requirements are as follows:

- Two (2) unenclosed, paved parking spaces.

The subject property has the required parking.

Surrounding Land Use and Zoning

The petitioned property is zoned SF-10 Single-Family Residential District and is surrounded by existing single-family residences zoned SF-10 Single-Family Residential District.

Short-Term Rental Standards

The Planning and Zoning Commission and the City Council shall consider the following standards listed in Section 3.04 (Short-Term Rental Standards) of the Zoning Ordinance:

- The applicant must obtain a Short-Term Rental permit from the City and provide proof of ownership of the residence.
- The applicant must demonstrate to the satisfaction of the City Planner that the unit and property do not have any outstanding issues related to taxes or building, electrical, plumbing, fire, health, housing, police, planning, noise, or code enforcement provisions.
- The applicant must submit a report to the City Planner each January that indicates the following:
    - The number of nights the unit was rented as a Short-Term Rental in the previous year.
    - Proof of payment of Hotel Occupancy Tax is submitted to the City in accordance with Chapter 18 Article II of the City's Code of Ordinances and

  - Proof of current property insurance.
- If the applicant has failed to meet one of these requirements, the City shall provide ten (10) calendar days of notice to comply.
- The City retains the right to suspend or remove a property from the registry. Once a property has been removed from the registry, the property shall not be added to the registry for at least one (1) year.
- Suspension or removal shall be at the discretion of the City Planner for reasons including, but not limited to, the following:
  - The applicant has given false or misleading information during the application process.
  - There has been a violation of any of the terms, conditions, or restrictions of this subsection.
  - The applicant has failed to pay the Hotel Occupancy Tax in a timely manner; or
  - The location has received three (3) complaints from the neighboring property owners for excessive noise or traffic within a twenty-four (24) month period
  - Continued operation of a Short-Term Rental following suspension or removal from the registry shall be considered a violation of this Zoning Ordinance.

Recommendation
The Planning & Zoning Commission recommended approval of the request subject to conditions.

Recommended Conditions
- There must be no loud and raucous noise may be present on the property between the hours of 10:00 p.m. and 7:00 a.m.
- The SUP will be removed if the location receives three (3) substantiated complaints from neighboring property owners for excessive noise or traffic within a twenty-four (24) month period.
- The property must continue to be in good standing by not having any outstanding issues related to taxes or code compliance provisions.
- A report must be submitted to the Planning staff each January that indicates the following:
  - The number of nights the unit was rented as a Short-Term Rental in the previous year
  - Proof of payment of Hotel Occupancy Tax
  - Proof of current property insurance
- The property will be suspended or removed from the registration list for one (1) year if false or misleading information is provided, there has been a violation of the terms, conditions, or restrictions, or if the Hotel Occupancy Tax has not been paid in a timely manner.
- Continued operation of a short-term rental following suspension or removal from the registration list will be considered a violation of the City of Duncanville's Comprehensive Zoning Ordinance.

POLICY EXPLANATION:
Notification
Sixteen (16) notices were sent out for this public hearing. As of this writing, two responses have been received in opposition of the request. Letters will be received until Tuesday, July 19, 2022, to fulfill legal requirements for a written formal protest to City Council. The request is tentatively scheduled to proceed to the Tuesday, July 19, 2022, City Council hearing.

FUNDING SOURCE:

ORG and Object Number
N/A

Available Budget	**Purchase Amount**	**After Encumber**

$0.00	$0.00	$0.00

ACTION ALTERNATIVES:

1. Approval of Ordinance.
2. Denial of Ordinance.
3. Other actions as directed by Council.

ATTACHMENTS:

Attachment 1 - Legal Notice
Attachment 2 - Maps
Attachment 3 - Zoning Application
Attachment 4 - Property Survey
Attachment 5 - Floor Plan
Attachment 6 - Letter of Intent
Attachment 7 - Letter to Owners within 200' Buffer & Reponses
Attachment 8 - List of Owners
Attachment 9 - PZ Minutes - June 27 2022 Draft
Attachment 10 - Ordinance No. - 2444 - SUP - 203 North Casa Grande Circle

Attachment 1

Advertise 1 time - By June 13

NOTICE OF A PUBLIC HEARING BEFORE THE
PLANNING AND ZONING COMMISSION AND CITY COUNCIL
ZONING FILE #2022-19

A public hearing will be held before the Planning & Zoning Commission on Monday, June 27, 2022, at 7:00 p.m., and before City Council on Tuesday, July 19, 2022, at 7:00 p.m., in the Council Chambers, City Hall, 203 E. Wheatland Rd, Duncanville, Texas, to hear a request of the City of Duncanville for a Specific Use Permit to allow for Short-Term Rental, on Winona Gardens 2, Block 4 S 100 FT, Lot 12, more commonly known as 203 North Casa Grande Circle, City of Duncanville, Dallas County, Texas.

As an interested citizen, you may appear at the public hearing or you may send a notice to either Kristin Downs, the City Secretary or to Jeremy Tennant, Planning and Neighborhood Services Director, P.O. Box 380280, Duncanville, Texas, 75138-0280 stating your position.

CITY OF DUNCANVILLE
Kristin Downs
City Secretary

Jeremy Tennant,
Planning and Neighborhood Services Director

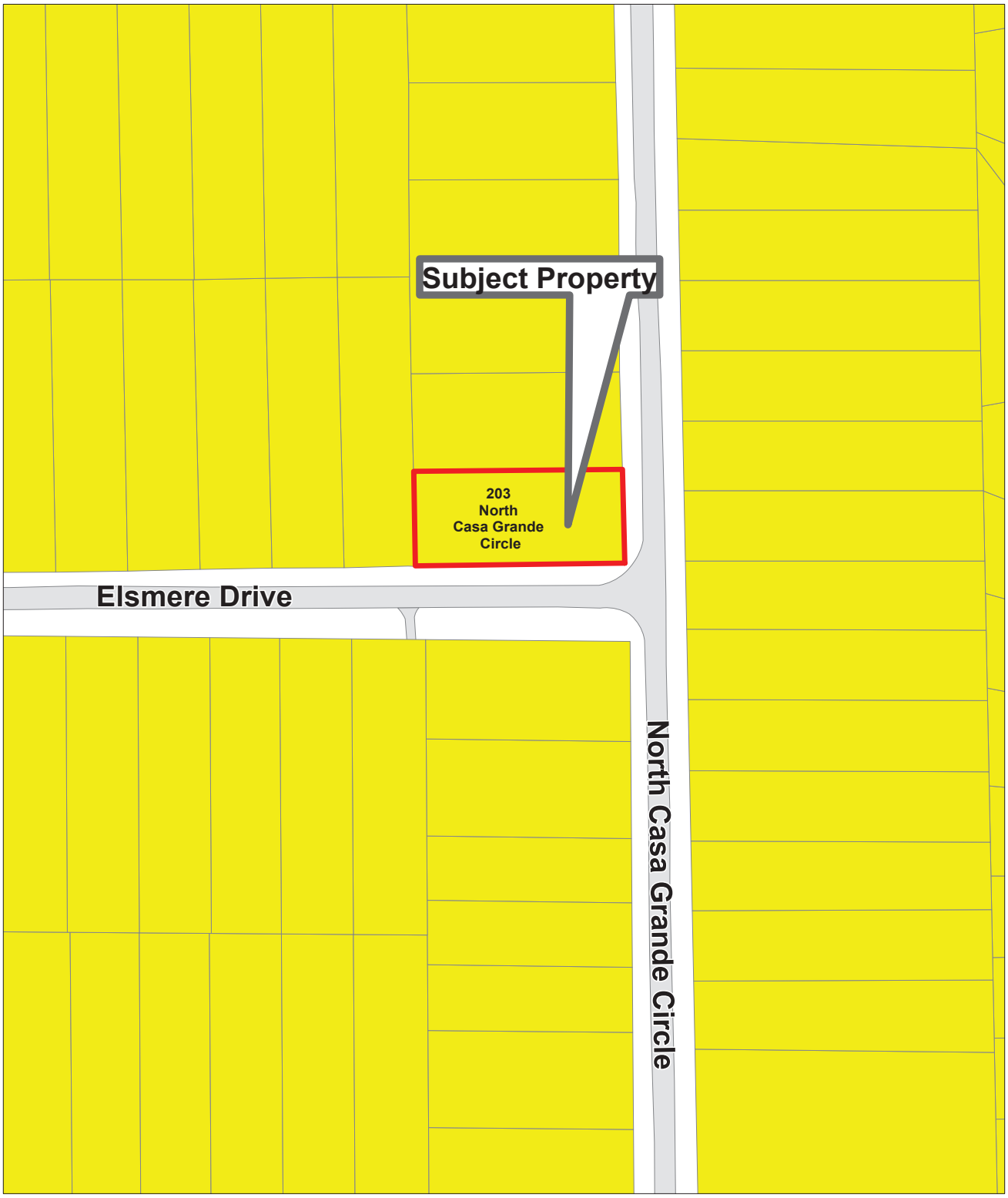
Attachment 2



Duncanville
City of Champions

Proposed Zoning Change
Aerial Location
203 North Casa Grande Circle

N
W
E
S



Duncanville
City of Champions

Zoning Case 2022-19
SUP Request for
Short-Term Rental

N
W E
S

Attachment 3

Duncanville
City of Champions

Public Works Department
Planning Division
203 E Wheatland Road
P.O. Box 380280
Duncanville, TX 75138
972-707-3878

ZONING CHANGE APPLICATION

CONTACT INFORMATION (REQUIRED)

Applicant/ Agent Peter D'Amato **Contact:** Peter D'Amato

☐ **Engineer** ☐ **Architect** ☐ **Surveyor** ☒ **Owner** ☐ **Other**

Applicant/Agent Address: 211 N. Casa Grande Cr. **City:** Duncanville **State:** TX **Zip:** 75116

Agent Email: peter_damato@sil.org **Telephone:** 214 908 3835 **(Fax)** —

Property Owner: Peter & Sieu T. D'Amato Contact:

Owner Address 211 N Casa Grande Circle City: Duncanville State: TX Zip: 75116

Owner Email: peter_damato@sil.org Telephone: 214 908 3835 (Fax) —

PROPERTY INFORMATION (REQUIRED)

Property Address: 203 N. Casa Grande Circle, Duncanville, TX 75116

Legal Description of Property: Winona Gardens 2

Lot No. 12 Block No. 4 Acreage: 1/2 Existing Zoning District: SF-10

REQUEST TYPE (REQUIRED)

☐ Specific Use Permit - Commercial
For

☒ Specific Use Permit - Residential
For Airbnb use

☐ Change in Zoning
From To

☐ Planned Development (PD)
☐ Amend PD Approval
☐ Development Plan Approval
☐ Conceptual Plan Approval
☐ Alternative Compliance Request

SUBMITTAL DOCUMENTS (REQUIRED)

ALL ZONING REQUESTS MUST CONTAIN THE FOLLOWING DOCUMENTATION

☒ Completed application
☒ Application fee
☒ Property survey, or site plan or electronic copy of the metes and bounds legal description Microsoft word format or plat
☒ Written description of request (associated variance requests require justification), business statement or business plan with detailed description of proposed operation
☒ Electronic copies of all submittals via email

Acknowledgments

I understand that all required information and plans must be submitted with this application or the application be deemed incomplete.

I hereby authorize the placing of a sign on subject property indicating a zoning change is under consideration.

I understand the requirements of the zoning classifications as stated in the City of Duncanville Zoning Ordinance related to this request and will comply with all necessary requirements of the City codes. I am aware that the City Council has the power to zone land as most appropriate in their wisdom, to promote the health, safety, and morals and for the protection and preservation of places of historical or cultural importance, and the general welfare of the community.

I have read and understand this application and certify that all information and attachments are true and correct. I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the request described. Applicants (or a representative) are expected to be present at all public hearings concerning this application to justify and explain their request and to answer questions posed by the City Planning and Zoning Commission and City Council.

Signature of Current Property Owner

5/11/22
Date

Notarization

BEFORE ME, SENAIDA VALDEZ- NOTARY, on this day personally appeared PETER DAMATO, known to or proved to me on the oath of DALLAS COUNTY or through TXDL (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 11 day of MAY, 2022.

(Seal)

SENAIDA VALDEZ
Notary Public
STATE OF TEXAS
My Comm. Exp. 10-12-24
Notary ID # 546318-9

Notary Public in and for the State of Texas
My Commission Expires: 10/12/2024

Following is to be completed only if a person other than the owner is submitting this application.

Owner Validation

Applicant has permission to pursue a zoning change on the property located at _____ with the City of Duncanville.

_____ _____

Signature of Owner/Agent Date

BEFORE ME, _____, on this day personally appeared_____, known to or proved to me on the oath of _____ or through_____ (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this_____ day of_____, 20___.

(SEAL)

_____

Notary Public in and for the State of Texas

My Commission Expires: _____

SUBMITTAL CHECKLIST

Specific Use Permit - Commercial

Please check if applicable

YES	N/A	
☐	☒	Written Letter with detailed description of proposed operation
☐	☒	Site Plan
☐	☒	Building Elevation and Signage Plan
☐	☒	Landscape Plan
☐	☒	Floor Plans
☐	☒	Other _____

Specific Use Permit - Residential

Please check if applicable

YES	N/A	
☒	☐	Written Letter of Intent with detailed description of request
☐	☒	HOA approval letter (if applicable)
☐	☒	Drawings, spec sheets, diagrams or other documents in electronic format (PDF)
☐	☒	Letter from owner (if applicant is not owner) and/or approval letter from HOA (if applicable)
☐	☒	Other _____

Planned Development

YES	N/A	
☐	☒	Written Letter with detailed description of proposed development with proposed conditions
☐	☒	Conceptual Plan

(The purpose of a Conceptual Plan is to provide a general layout of the proposed development prior to a more specific Development Plan being submitted. A Conceptual Plan shall be construed to be an illustration of the development concepts only and not an exact representation of the specific development proposed.)

☐ ☒ Development Plan with proposed PD Conditions

(The purpose of a Development Plan is to specifically illustrate the proposed location and arrangement of uses and structures, the relationship of such uses to base zoning districts, development phasing, planned public improvements, open space, proposed amenities and the overall design of the development. Development Plan shall be incorporated into the regulations of the PD ordinance, shall be construed in conjunction with the authorized uses and development standards set forth in such regulations, and shall be in general conformity with the approved Conceptual Plan for the PD (if applicable).

REQUIRED

Attachment 4

SURVEY PLAT

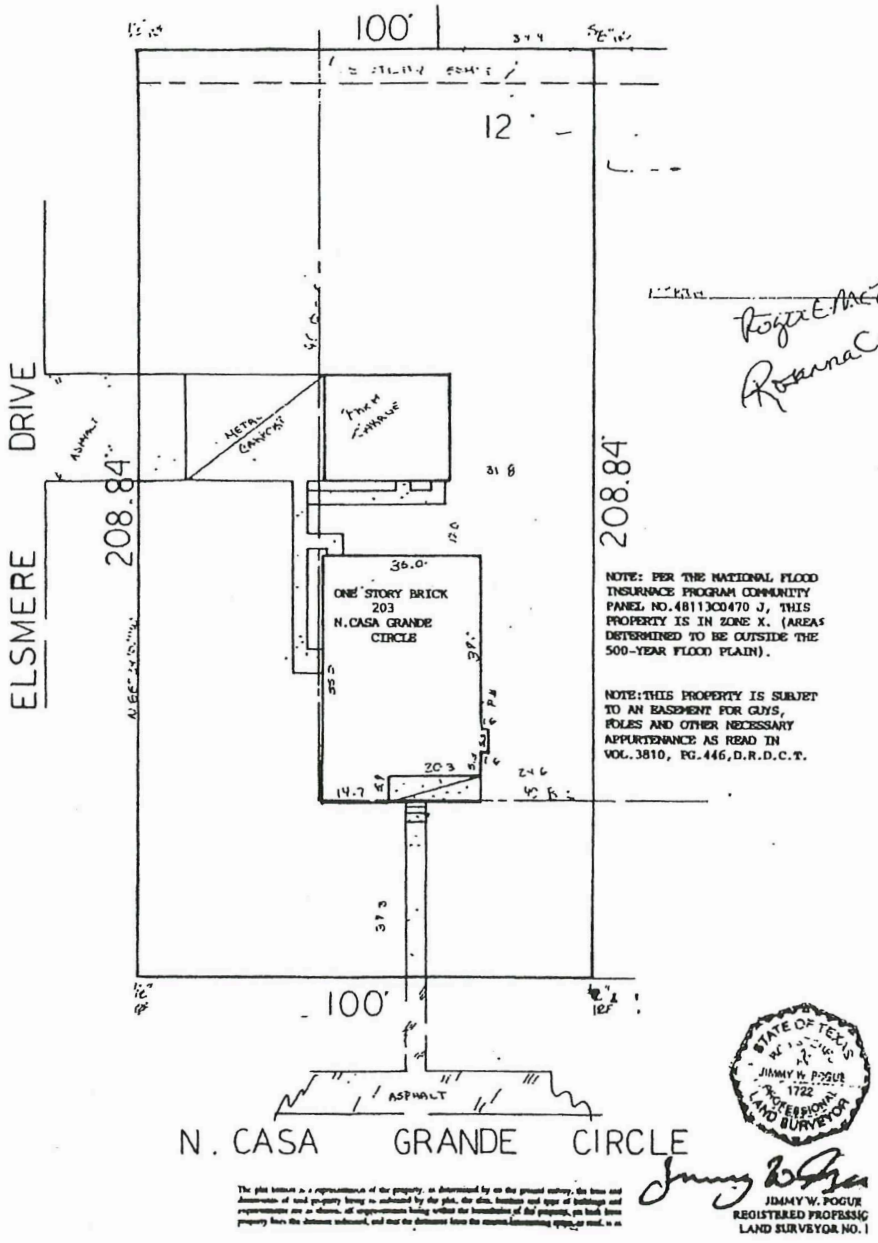
This is to certify that I have, this date, made a careful FIELD survey on the ground of property located at No. 203 N. CASA GRANDE CIRCLE in the city of DUNCANVILLE, Texas

BEING SOUTH 100' OF LOT 12, BLOCK 4,

OF WINONA GARDENS ADDITION #2, an addition to the

City of DUNCANVILLE, DALLAS COUNTY, Texas, according to the PLAT thereof

recorded in VOLUME 19, PAGE 275, OF THE MAP Records OF DALLAS County, Texas.



NOTE: PER THE NATIONAL FLOOD INSURNACE PROGRAM COMMUNITY PANEL NO.48113C0470 J, THIS PROPERTY IS IN ZONE X. (AREAS DETERMINED TO BE OUTSIDE THE 500-YEAR FLOOD PLAIN).

NOTE:THIS PROPERTY IS SUBJET TO AN EASEMENT FOR GUYS, POLES AND OTHER NECESSARY APPURTENANCE AS READ IN VOL.3810, PG.446,D.R.D.C.T.

Roger E. McLain
Roxanna C. McLain

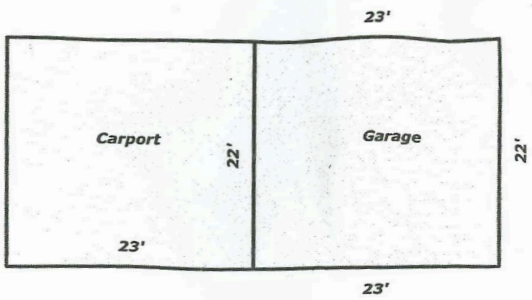
STATE OF TEXAS
JIMMY W. POGUE
1722
REGISTERED PROFESSIONAL LAND SURVEYOR

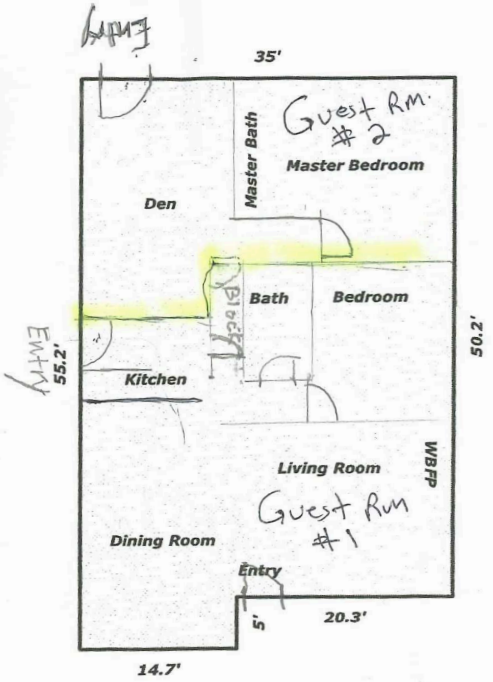
JIMMY W. POGUE
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 1

The plat hereon is a representation of the property, as determined by on the ground survey, the lines and dimensions of said property being as indicated by the plat, the size, location and type of buildings and improvements are as shown, all improvements being within the boundaries of the property, no encroachments or projections other than shown, and that the distances from the nearest intersecting street or road, is as shown.

Casa Grande Cir
File No.: 200311
Case No.:
State: TX
Zip: 75116
Mortgage

Attachment 5





Sketch by Apex Medina™

Comments:

203 N. Casa Grande Cir. Duncanville 75116

AREA CALCULATIONS SUMMARY

Code	Description	Net Size	Net Totals
GLA1	First Floor	1830.5	1830.5
GAR	Garage	506.0	
	Carport	506.0	1012.0

LIVING AREA BREAKDOWN

Breakdown			Subtotals
First Floor			
35.0	x	50.2	1757.0
5.0	x	14.7	73.5

Attachment 6

To:	**City of Duncanville, Planning & Zoning Division**
From:	**Peter & Siew T. D'Amato**
Address:	**211 N. Casa Grande Circle, Duncanville, TX 75116**
RE:	**Specific Use Permit (Residential) Application**
	Letter of Intent
For:	**203 N. Casa Grande Circle, Duncanville, TX 75116**
Date:	**May 10, 2022**

The address that we are requesting a Specific Use Permit is next door to our personal residence. There are 2 bedroom areas that we use for Airbnb guests. One unit is 1,000SF and the other 800SF, both have separate entrances and bathrooms and access is blocked between the 2 units.

Parking (when the guest has a vehicle) is in a designated place in the driveway. We don't allow street parking. We do not allow more than one guest per unit/bedroom, nor do we allow visitors. Our focus and purpose is to provide quiet, safe and friendly accommodation for the business traveler or people that are in transition.

Attachment 7

City of Duncanville Planning Division
Development Services
203 E. Wheatland Road
P. O. Box 380280
Duncanville, TX 75138-0280
(p) 972-707-3878
(e) lromero@duncanville.com

June 13, 2022

Zoning File: 2022-18

Dear Property Owner:

Peter D'Amato, Applicant and Owner, is requesting approval of a Specific Use Permit to allow for the use of Short-Term Rental on Winona Gardens 2, Block 4 S 100 FT, Lot 12, more commonly known as 203 North Casa Grande Circle, in the City of Duncanville, Dallas County, Texas.

Your property is NOT being rezoned. You have been sent this notice because you are within the required 200-foot notification area of property that is being considered for rezoning for this particular public hearing. Please refer to the enclosed map that indicates which property is being rezoned.

The Planning and Zoning Commission will hold a public hearing on Monday, June 27, 2022, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, July 19, 2022, at 7:00 p.m., both in the City of Duncanville Council Chambers, 203 E. Wheatland Road. Public hearings are held to allow interested persons the opportunity to state their opinion directly to the Planning & Zoning Commission either for or against the proposed zoning change. If you oppose the zoning change, however, the attached survey must be completed and returned by July 19, 2022, to fulfill legal requirements for a written formal protest.

As an interested citizen, you may submit public comments to either the City Secretary, Kristin Downs, or to Jeremy Tennant, Planning and Neighborhood Services Director, P.O. Box 380280, Duncanville, Texas, 75138-0280 or email lromero@duncanville.com stating your position. You are encouraged to participate in the public hearing and offer comments.

Sincerely,

Jeremy Tennant

Jeremy Tennant
Planning and Neighborhood Services Director

Enclosures

City of Duncanville Planning Division
Development Services
203 E. Wheatland Road
P. O. Box 380280
Duncanville, TX 75138-0280
(p) 972-707-3878
(e) lromero@duncanville.com

Junio 13, 2022

Archivo de zonificación: 2022-18

Estimado propietario:

Peter D'Amato, Solicitante y Propietario, está solicitando la aprobación de un Permiso de Uso Específico para permitir el uso de Alquiler a Corto Plazo en Winona Gardens 2, Block 4 S 100 FT, Lot 12, más comúnmente conocido como 203 North Casa Grande Circle, en la ciudad de Duncanville, condado de Dallas, Texas.

Su propiedad NO está siendo rezonificada. Se le ha enviado este aviso porque se encuentra dentro del área de notificación requerida de 200 pies de la propiedad que se está considerando para la rezonificación para esta audiencia pública en particular. Consulte el mapa adjunto que indica qué propiedad se está rezonificando.

La Comisión de Planificación y Zonificación llevará a cabo una audiencia pública el Lunes 27 de Junio de 2022, a las 7:00 p.m., y la audiencia pública del Concejo Municipal se llevará a cabo el Martes 19 de Julio de 2022, a las 7:00 p.m., ambas en las Cámaras del Consejo de la Ciudad de Duncanville, 203 E. Wheatland Road. Las audiencias públicas se llevan a cabo para permitir a las personas interesadas la oportunidad de expresar su opinión directamente a la Comisión de Planificación y Zonificación, ya sea a favor o en contra del cambio de zonificación propuesto. Sin embargo, si se opone al cambio de zonificación, la encuesta adjunta debe completarse y devolverse antes del 19 de Julio de 2022, para cumplir con los requisitos legales para una protesta formal por escrito.

Como ciudadano interesado, puede enviar comentarios públicos al Secretaria de la Ciudad, Kristin Downs, o a Jeremy Tennant, Director de Planificación y Servicios Vecinales, P.O. Box 380280, Duncanville, Texas, 75138-0280 o enviar un correo electrónico lromero@duncanville.com indicando su posición. Se le anima a participar en la audiencia pública y ofrecer comentarios.

Sinceramente

Jeremy Tennant

Jeremy Tennant
Director de Planificación y Servicios Vecinales

Recintos

The following form may be filled out and mailed to:

Planning and Zoning Commission
City of Duncanville
Attn: Development Services Department
P.O. Box 380280
Duncanville, TX 75138-0280

Case No. 2022-19 Peter D'Amato, Applicant and Owner, is requesting approval of a Specific Use Permit (SUP) to allow for the use of Short-Term Rental on Winona Gardens 2, Block 4 S 100 FT, Lot 12, more commonly known as 203 North Casa Grande Circle, in the City of Duncanville, Dallas County, Texas. This is the first of two public hearings that have been scheduled to receive further input on the requested zoning change.

NOTE: The purpose of the request is to allow for the use of Short-Term Rental.

You have been sent this notice since your property is within the 200-foot notification area of the property being requested for a zoning change. **Your property is not being rezoned.**

The Planning and Zoning Commission will hold a public hearing on Monday, June 27, 2022, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, July 19, 2022, at 7:00 p.m., both at the City of Duncanville Council Chambers, 203 E. Wheatland Road. Public hearings are held to allow interested persons the opportunity to state their opinion directly to the Planning & Zoning Commission either for or against the proposed zoning change.

If you oppose the zoning change, however, the attached survey must be completed and returned by July 19, 2022, to fulfill legal requirements for a written formal protest.

Please check one:

_____ ***In favor*** *of granting the zoning request.*

_____ ***Not in favor*** *of granting the zoning request.*

My reasons are as follows:

1).

2).

3).

Printed Name: _____ Address: _____

Signature: _____ Date: ___

El siguiente formulario puede ser llenado y enviado por correo a:

Planning and Zoning Commission
City of Duncanville
Attention: Departamento de Servicios de Desarollo
P.O. Box 380280
Duncanville, TX 75138-0280

Caso No. 2022-19 Peter D'Amato, Solicitante y Propietario, está solicitando la aprobación de un Permiso de Uso Específico (SUP) para permitir el uso de Alquiler a Corto Plazo en Winona Gardens 2, Block 4 S 100 FT, Lot 12, mas comúnmente conocido como 203 North Casa Grande Circle, en la Cuidad de Duncanville, condado de Dallas, Texas. Esta es la primera de dos audiencias públicas que se han programado para recibir más información sobre el cambio de zonificación solicitado.

NOTA: El propósito de la solicitud es permitir el uso de Alquiler a Corto Plazo.

Se le ha enviado este aviso ya que su propiedad está dentro del área de notificación de 200 pies de la propiedad que se solicita para un cambio de zonificación. **Su propiedad no está siendo rezonificada.**

La Comisión de Planificación y Zonificación llevará a cabo una audiencia pública el Lunes 27 de Junio 2022, a las 7:00 p.m., y la audiencia pública del Concejo Municipal se llevará a cabo el Martes 19 de Julio de 2022, a las 7:00 p.m., ambas en las Cámaras del Consejo de la Ciudad de Duncanville, 203 E. Wheatland Road. Las audiencias públicas se llevan a cabo para permitir a las personas interesadas la oportunidad de expresar su opinión directamente a la Comisión de Planificación y Zonificación, ya sea a favor o en contra del cambio de zonificación propuesto.

Sin embargo, si se opone al cambio de zonificación, la encuesta adjunta debe completarse y devolverse antes del 19 de Julio de 2022, para cumplir con los requisitos legales para una protesta formal por escrito.

Por favor, marque uno:

_____ ***A favor*** de conceder la solicitud de *zonificación.*

_____ ***No a favor*** de otorgar la solicitud de *zonificación.*

Mis razones son las siguientes:

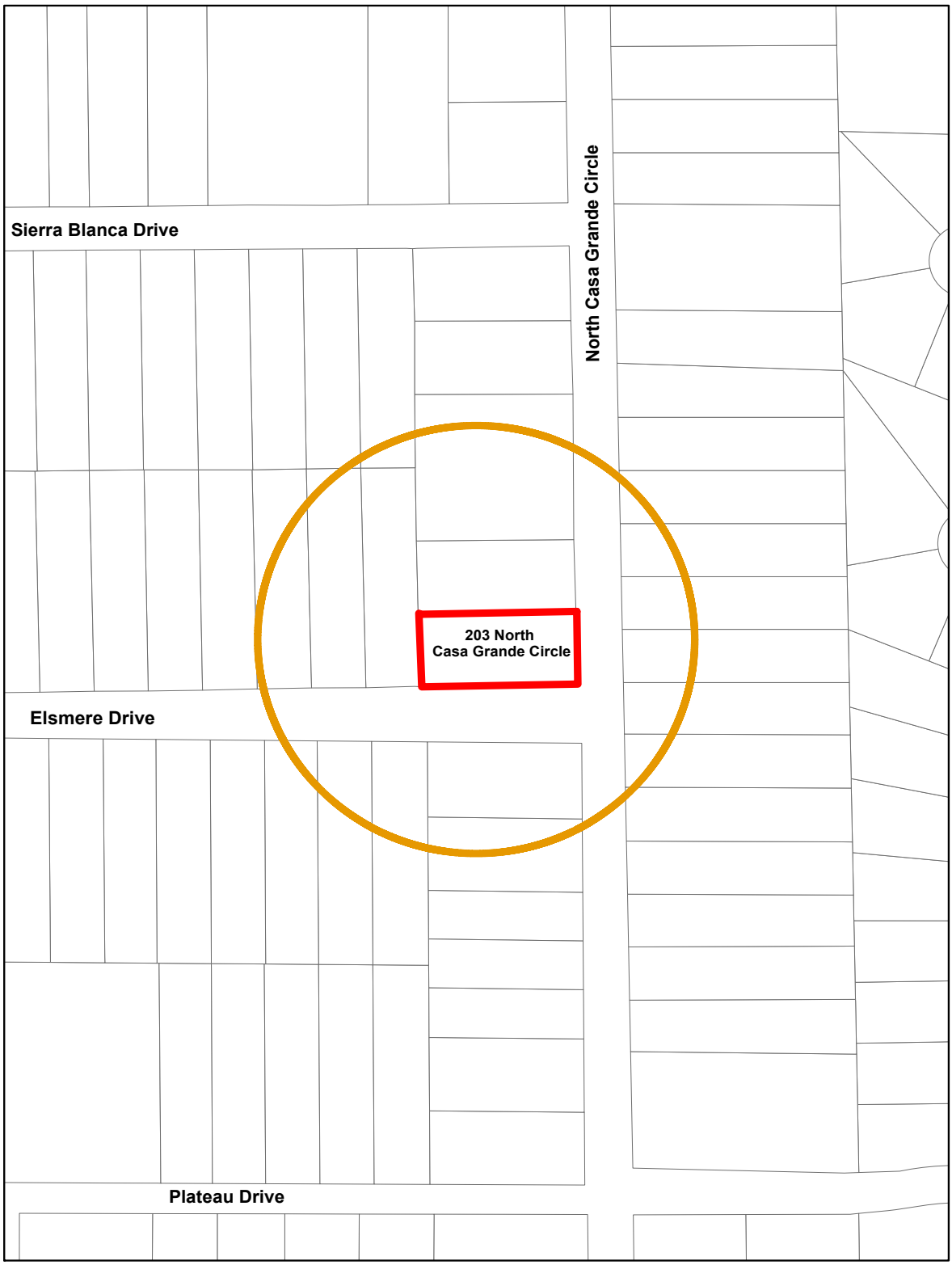
1).

2).

3).

Nombre impreso: _____ Dirección: _____

Firma: _____ Fecha: __


Sierra Blanca Drive
North Casa Grande Circle
203 North
Casa Grande Circle
Elsmere Drive
Plateau Drive

1

From: mikeradillo@aim.com
To: Lynette Romero
Subject: Zoning
Date: Thursday, June 23, 2022 12:23:27 PM

This is Laura radillo, we are against the rezoning of 203 n casa grande circle. I spoke with the owner when they bought the house, she mentioned that it would be used as a rehab facility. I'm too close to this house, I have small grandchildren I just don't feel safe. Thank you

Sent from the all new AOL app for iOS

2

From: WIRELESS CALLER
To: Lynette Romero
Subject: AIr B & B
Date: Sunday, June 26, 2022 10:25:28 PM

Mr. Romero,

I am against 211 N. Casa Grande Circle and 203 N. Casa Grande receiving special use permits to become short term rentals. We have enough crime city without welcoming more. This is our neighborhood. Frankly I regret moving back to Duncanville. Enough is enough.
Margaret Atteberry
1207 Plateau Dr.
Winona Gardens.

Sent from my iPhone

Attachment 8

GOODSPEED DAVID P
114 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164102

DILLARD LLOYD F ET AL TR
116 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164102

GONZALEZ PRISCILIANA
118 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164102

FLUITT CHAYENNE M
204 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164104

~~FLUITT CHAYENNE M &~~
~~204 N CASA GRANDE CIR~~
~~DUNCANVILLE, TEXAS 751164104~~

ROGERS FAMILY TRUST
7330 OTOMI ST
DALLAS, TEXAS 752365604

SILVA RICARDO & DIANA
208 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164104

CHOI BYUNG C
113 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164101

KUDRNA TYLEE L & AMANDA L
115 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164101

RADILLO LAURA & MIGUEL
1206 ELSMERE DR
DUNCANVILLE, TEXAS 751164108

WADE JOY C
1210 ELSMERE DR
DUNCANVILLE, TEXAS 751164108

MORIN CRUZ & MARIA I
1214 ELSMERE DR
DUNCANVILLE, TEXAS 751164108

DIAZ YOLANDA
1215 ELSMERE DR
DUNCANVILLE, TEXAS 751164107

VILLARREAL DEBRA ANN
1207 ELSMERE DR
DUNCANVILLE, TEXAS 751164107

SHELTON TRAVIS L
1211 ELSMERE DR
DUNCANVILLE, TEXAS 751164107

DAMATO PETER & SIEW T
211 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164103

~~DAMATO PETER~~
~~211 N CASA GRANDE CIR~~
~~DUNCANVILLE, TEXAS 751164103~~

~~DAMATO PETER & SIEW T~~
~~211 N CASA GRANDE CIR~~
~~DUNCANVILLE, TEXAS 751164103~~

MORENO FRANCISCO JAVIER
1208 SIERRA BLANCA DR
DUNCANVILLE, TEXAS 751164118

16 notices mailed

PLANNING AND ZONING COMMISSION
REGULAR MEETING
CITY HALL
203 E WHEATLAND ROAD
MONDAY, JUNE 27, 2022 @ 7:00 P.M.

A meeting for the Planning and Zoning Commission was held on Monday, June 27, 2022, at 7:00 p.m. with the following present:

Planning and Zoning Commission Members:

Betty Culbreath	Chairman	Excused Absence
Elias Rodriguez	Vice-Chairman	
Eric Pena	Commissioner	
Jana McBroom	Commissioner	Excused Absence
Javar Avery	Commissioner	
Edward Stith	Commissioner	

Staff present:
Jeremy Tennant, Director of Planning and Neighborhood Services
Lynette Romero, Planning Technician

Item No. 1 – Call to Order.

The meeting was called to order at 7:00 p.m. by Vice-Chairman Rodriguez.

Item No. 2 – Receive Public Comments.

No public comments were received.

Item No. 3 – Approval of meeting minutes for the regular meeting on June 13, 2022.

Commissioner Avery made a motion as seconded by Commissioner Stith to approve the minutes. The vote was unanimous 4-0 in favor with Chairman Culbreath and Commissioner McBroom absent.

Item No. 4 – Conduct a public hearing (2022-18) for consideration and action regarding the request of Telese Clark, Applicant, representing Charlotte Chamness of B H Industrial LLC, Owner, to include a Specific Use Permit "SUP" for Adult Life Skills Center on Fairmeadows Village Replat, Block P, Lot 2R ACS 9.8519 AC, more commonly known as 328 East Red Bird Lane, Duncanville, Dallas County, Texas.

Vice-Chairman Rodriguez informed the audience that item number four would not be discussed and that the item had been rescheduled for the July 25th Planning and Zoning meeting.

Item No. 5 – Conduct a public hearing (2022-17) for consideration and action regarding the request of Audra Buckley of Permitted Development, LLC, Applicant, representing Bruce Veyna of S. E. Funeral Homes of Texas, Inc., Owner, to include a Specific Use Permit "SUP" for Event Center on Orig town

Unapproved

Duncanville, Block 6 PT and Block 7 ACS 1.572, more commonly known as 200 West Center Street, Duncanville, Dallas County, Texas.

Staff presented background information regarding the proposed request for SUP.

The applicant, Audra Buckley, was present. Miss Buckley spoke in favor of the request.

Commissioner Stith asked Miss Buckley if a traffic impact study had been completed. Miss Buckley answered no.

Commissioner Avery asked questions regarding reason for location, past incidents, percentage of the business that the business owner handles, clean up, common number of guests and vehicles, and timeline for completing proposed renovations.

Armando Aguilar, 3001 Ovilla Rd., Ovilla, TX 75154, business owner of Aguilar Events, was present and answered Commissioner Avery's questions. Mr. Aguilar stated that he chose Duncanville because of its availability, accessibility, and the City's desire for an event center. He stated there were very few incidents that have occurred in the past between family. He stated that he handles 50% of the business and this includes rental of the space and security. He stated customers may choose to use the catering provided by the event center or use an outside company. Mr. Aguilar stated cleanup is handled right after the event and an additional cleanup is completed the Monday after the event as well. He stated that there are about 200 people at each event, and he guessed that there is anywhere between 50-70 vehicles during the event. Mr. Aguilar stated that it would take him at most one year to complete all renovations.

Commissioner Stith asked Mr. Aguilar if he would be completing a great deal of interior renovations. Mr. Aguilar stated yes.

Vice-Chairman Rodriguez asked questions regarding catering and overflow of parking. Mr. Aguilar answered stating that there would be no kitchen and no cooking. He stated that his business only caters. He stated that he has his own caterer that brings in prepared food. Mr. Aguilar stated that there will be a catering room that will have commercial appliances such as an ice machine for drinks and tables for food. Mr. Aguilar stated that the required parking is 73 spaces but will be providing 83 spaces.

Staff answered Vice-Chairman Rodriguez's question about overflow of parking. Staff stated that there is no opportunity for parking along the street, but that there are two business, one next to and one across the street from subject property that presents an opportunity for a shared parking agreement.

Vice-Chairman Rodriguez asked Mr. Aguilar if weapons would be allowed into the building. Mr. Aguilar responded no.

Vice Chairman Rodriguez opened the floor for public comments.

Misty Bain, 102 Walnut Street, spoke in opposition of the request.

Unapproved

Mr. Aguilar responded to Miss Baine's concerns stating that the building will be insulated preventing any loud raucous noise from being heard from outside.

Commissioner Avery asked staff about the possibility of placing the condition of requiring a police officer on site. Staff responded stating that they would not recommend placing a condition of requiring a police officer due to the issue of availability. Staff recommended that the Commission make a condition for requiring a peace officer. Staff stated that this would allow the business owner to enter into an agreement with a private security company that can provide a peace officer on site.

Commissioner Avery made comments about his support for the proposed SUP request. He also stated his concerns about security and what his proposed recommendations for the proposed SUP request were.

Mr. Aguilar responded to Commissioner Avery's concerns stating that staff is always present during the events and security is and will always be present as well.

Commissioner Avery asked if Mr. Aguilar will have enough staff for each of his locations. Mr. Aguilar responded yes.

Commissioner Pena asked Mr. Aguilar if he would be having security during events incase an incident occurs. Mr. Aguilar responded yes.

Vice Chairman Rodriguez asked Mr. Aguilar how he would control the bringing in of alcohol. Mr. Aguilar stated that he has Texas Alcoholic Beverage Commission (TABC) certified staff, and that any alcohol brought in must be given to staff for bartenders to serve.

Commissioner Avery asked how Mr. Aguilar will keep incidents from happening outside the event center. Mr. Aguilar stated that when guests walk out, they usually leave and do not hang out in the parking lot.

Commissioner Avery asked Mr. Aguilar how his business would be affected if he ended his events at midnight. Mr. Aguilar stated that moving his closing time will hurt his business because most customers want their event to end at 2:00 a.m., but he restricts the events from going past 1:00 a.m.

Vice-Chairman Rodriguez closed the public hearing.

Miss Baines raised her hand to ask a question. Vice-Chairman Rodriguez allowed the question. Miss Baines asked what the maximum number of people is allowed in the facility. Vice-Chairman Rodriguez stated that Mr. Aguilar stated he would have about 200 people. Commissioner Pena added to Vice-Chairman Rodriguez's response. He stated that the Building Official determines occupancy load using the guidelines listed in the code requirements. Miss Baines asked who would keep the facility from going over the occupancy load. Vice-Chairman Rodriguez stated that it would be the City's Fire Department.

Unapproved

The commission discussed possible recommendations for the SUP.

Commissioner Avery made a motion to approve the request for SUP with the following conditions, including conditions that the applicant proposed to ensure that the use remains in good standing with the surrounding neighborhood:

- There must not be any loud and raucous noise heard outside the building of the property between the hours of 10:00 p.m. and 1:00 a.m.
- There must not be any littering and trash left on the property overnight.
- Lighting illumination must be contained within the property and not illuminate onto adjacent properties.
- All patrons are required to vacate the property by no later than 1:15 a.m.
- The Event Center or Banquet Hall shall be used for the sole purpose of lease or rental by others for a privately sponsored event that is not open to the public and does not charge an admission fee of any type for entry into the event or establishment. Examples of privately sponsored events that are not allowed to be held at the Event Center or Banquet Hall include but are not limited to, quinceañeras, wedding receptions, graduation parties, etc. Community meetings regarding public issues or townhalls intended for the public are exempt from this provision.
- The primary entrance to the facility shall be located on the south side of the building adjacent to the parking lot. The entrance facing west Center Street shall be for deliveries and ADA patrons only.
- The operator must provide security personnel in the form of peace officers, private security firms, etc. to assist with all events from the hours of 8:00 p.m. and 2:00 a.m.
- The operator's staff must be on-site whenever an event occurs. A member of staff must serve or dispense alcoholic beverages under the authority of a license, certification, or permit, including persons who immediately manage, direct, supervise, or control the service of alcoholic beverages.

Commissioner Pena seconded the motion to approve the request for SUP. The vote was 3-1 with Commissioner Stith in opposition and Chairman Culbreath and Commissioner McBroom absent.

Item No. 6 – Conduct a public hearing (2022-19) for consideration and action regarding the request of Peter D'Amato, Applicant and Owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Winona Gardens 2, Block 4 S 100 FT, Lot 12, more commonly known as 203 North Casa Grande Circle, Duncanville, Dallas County, Texas.

Staff presented background information on the proposed request for SUP.

The applicant and owner, Peter D'Amato, was present. Vice-Chairman Rodriguez asked Mr. D'Amato if he lives on the property, what the square footage of the house is, how many bedrooms and bathrooms the house has, how long he has owned the property, if this was his only short-term rental and how long he has owned this property. Mr. D'Amato stated that he does not live at the property, that the house is approximately 1,836 square feet, that that the house has 2 bedrooms and 2 bathrooms, that he also operates a short-term rental at the house he resides - 211 North Casa Grande Circle and has owned 203 North Casa Grande Circle two years now.

Commissioner Pena asked Mr. D'Amato what his target market is and where his residence is located.

Unapproved

Mr. D'Amato stated that his target market are single travelers, and that the house he resides at, 211 North Casa Grande Circle, is two lots down.

Mr. D'Amato gave background information on his operation of short-term rentals.

Ethan D'Amato, 211 North Casa Grande Circle, spoke in favor of the request.

Joshua D'Amato, 211 North Casa Grande Circle, spoke in favor of the request.

Siew D'Amato, 211 North Casa Grande Circle, spoke in favor of the request.

Stuart Carlson, 822 Sherrill Boulevard, spoke in favor of the request.

Ruth Carlson, 822 Sherrill Boulevard, spoke in favor of the request.

Vice-Chairman Rodriguez closed the public hearing. More citizens came in after the closing of the public hearing. Vice-Chairman Rodriguez informed the newcomers that questions could be asked after voting.

Commissioner Avery asked Mr. D'Amato how he keeps parties from happening on the property. Siew D'Amato, wife of Mr. D'Amato, answered Commissioner Avery stating that they only allow one guest, require a background check, ask them several questions, and make the guest acknowledge their house rules. She also stated that Airbnb is called right away if any guest breaks any of their house rules.

Commissioner Avery asked staff what could be done if an Airbnb does not comply with the ordinance. Staff stated that the Commission may place conditions that will revoke the SUP if the Airbnb is not in compliance with the City ordinance and regulations.

Mrs. D'Amato stated that one of their reasons for operating a short-term rental is to provide a source of income and an occupation for her son Ethan incase anything happened to her and her husband.

Commissioner Pena made a motion to approve the request for SUP with the following staff recommended conditions:

1. No loud and raucous noise may be present on the property between the hours of 10:0 p.m. and 7:00 a.m.
2. The SUP will be removed if the location receives three (3) substantiated complaints from neighboring property owners for excessive noise or traffic within a twenty-four (24) month period.
3. The property must continue to be in good standing by not having any outstanding issues related to taxes or code compliance provisions.
4. A report must be submitted to Planning staff each January that indicates the following:
    - The number of nights the unit was rented as a Short-Term Rental in the previous year
    - Proof of payment of Hotel Occupancy Taxes
    - Proof of current property insurance

Unapproved

5. The property will be suspended or removed from the registration list for one (1) year if false or misleading information is provided, there has been a violation of the terms, conditions, or restrictions or if the Hotel Occupancy Tax has not been paid in a timely manner.
6. Continued operation of a Short-Term Rental following suspension or removal from the registration list will be considered a violation of the City of Duncanville's Comprehensive Zoning Ordinance.

Commissioner Stith seconded the motion. The vote was unanimous 4-0 with Chairman Culbreath and Commissioner McBroom absent.

Vice-Chairman Rodriguez opened the floor for public comments.

Jennifer Sircy, 1214 Sierra Blanca Drive, inquired what will be going on with the property. Vice-Chairman Rodriguez answered Miss Sircy and stated that they are operating a short-term rental at this specific property.

Ricardo Silva, 208 North Casa Grande Circle, inquired about what measures the owners will be taking to keep the neighborhood safe while operating as a short-term rental. Vice-Chairman Rodriguez stated that the Commission only recommends and that the City Council will have the final decision. He also stated that there are provisions that have been placed to prevent short-term rentals from operating if they are non-compliant.

Misty Bain, 102 Walnut Street, stated that at the last City Council meeting the City Attorney stated that the owner operating the short-term rental must reside on the property. Staff answered Miss Bain stating that the definition for short-term rental listed in the Comprehensive Zoning ordinance does not mention that the owner must reside on the property. Vice-Chairman Rodriguez added that he was not present during that particular City Council meeting, but that she may request an open record request or possibly a meeting with staff or the City Attorney for clarification.

Item No. 7 – Conduct a public hearing (2022-20) for consideration and action regarding the request of Peter D'Amato, Applicant and Owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Winona Gardens 2, Block 4, Lot 11, more commonly known as 211 North Casa Grande Circle, Duncanville, Dallas County, Texas.

Staff presented background information on the proposed request for SUP.

The applicant and Owner, Mr. D'Amato, and his family were present.

Commissioner Pena asked what the number of guests are for this house. Mrs. D'Amato answered stating that there are two units within the house, and they only allow one guest per unit. Commissioner Pena asked if this house had the same target market as 203 North Casa Grande Circle. Mr. and Mrs. D'Amato stated yes.

Diana Silva, 208 North Casa Grande Circle, spoke and inquired if this house would be an Airbnb and what their customer base is. Vice-Chairman Rodriguez answered Mrs. Silva stating that yes, the

Unapproved

owners will be renting out two rooms within their household only allowing a total of two guests in their home. He also stated that he could not really answer the question about the type of people renting from the owners. Vice-Chairman Rodriguez allowed the owners to respond. Mrs. D'Amato answered Mrs. Silva's question and gave her background information on her operation and procedures.

Commissioner Stith made a motion to approve the request for SUP with the following staff recommended conditions:

1. No loud and raucous noise may be present on the property between the hours of 10:0 p.m. and 7:00 a.m.
2. The SUP will be removed if the location receives three (3) substantiated complaints from neighboring property owners for excessive noise or traffic within a twenty-four (24) month period.
3. The property must continue to be in good standing by not having any outstanding issues related to taxes or code compliance provisions.
4. A report must be submitted to Planning staff each January that indicates the following:
    - The number of nights the unit was rented as a Short-Term Rental in the previous year
    - Proof of payment of Hotel Occupancy Taxes
    - Proof of current property insurance
5. The property will be suspended or removed from the registration list for one (1) year if false or misleading information is provided, there has been a violation of the terms, conditions, or restrictions or if the Hotel Occupancy Tax has not been paid in a timely manner.
6. Continued operation of a Short-Term Rental following suspension or removal from the registration list will be considered a violation of the City of Duncanville's Comprehensive Zoning Ordinance.

Commissioner Pena seconded the motion. The vote was unanimous 4-0 with Chairman Culbreath and Commissioner McBroom absent.

Item No. 8 – Continue discussion pertaining to the five-year Comprehensive Plan update. Discuss incorporating new areas of interest within the area maps – Wheatland Plaza.

Commissioner Avery informed the audience about the updating of Duncanville's Comprehensive Plan and the Commission's idea of incorporating the Duncanville ISD bus barn and Wheatland Plaza into the Downtown District.

Vice-Chairman Rodriguez added that the Commission also has the idea of possibly implementing a stringent energy code to control the type of materials used for new development.

Ricardo Silva, 208 North Casa Grande Circle, spoke and inquired whether there would be an implementation of energy code for existing dwellings. Vice-Chairman Rodriguez answered Mr. Silva stating yes, that he is currently working on something.

Vice-Chairman Rodriguez thanked the audience for their participation before adjourning.

Item No. 9 – The meeting adjourned at 9:08 p.m.

Unapproved

_____
Jeremy Tennant, Director of Planning and Neighborhood Services

_____
Elias Rodriguez, Vice-Chairman

Unapproved

ORDINANCE NO. 2444

AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP, AS HERETOFORE AMENDED, BY AMENDING THE EXISTING SF-10 SINGLE-FAMILY RESIDENTIAL DISTRICT TO GRANT A SPECIFIC USE PERMIT TO ALLOW FOR SHORT-TERM RENTAL ON REAL PROPERTY LOCATED ON WINONA GARDENS 2, BLOCK 4, LOT 12, MORE COMMONLY KNOWN AS 203 NORTH CASA GRANDE CIRCLE, CITY OF DUNCANVILLE, DALLAS COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO AND INCORPORATED HEREIN; PROVIDING FOR SPECIAL CONDITIONS, IF ANY; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS ($2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and City Council of the City of Duncanville, in compliance with state laws with reference to amending the Comprehensive Zoning Ordinance, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally, the City Council is of the opinion and finds that the Comprehensive Zoning Ordinance and Map should be amended as provided herein.

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

SECTION 1. That the Comprehensive Zoning Ordinance and Map of the City of Duncanville, Texas, as heretofore amended, by amending the existing SF-10 Single-Family Residential District zoning to grant a Specific Use Permit “SUP” to allow for Short-Term Rental on real property located on Winona Gardens 2, Block 4, Lot 12, more commonly known as 203 North Casa Grande Circle, City Of Duncanville, Dallas County, Texas and being more particularly described in Exhibit “A”, attached hereto and made a part hereof for all purposes (the “Property”).

SECTION 2. That the above-described property shall be used and developed only in the manner and for the purposes provided for by the Comprehensive Zoning Ordinance of the City of Duncanville and regulations under the Code of Ordinance, as heretofore amended, and subject to the following additional special conditions:

a. No Loud and raucous noise may be present on the property between the hours of 10:00 p.m. and 7:00 a.m.

b. The Specific Use Permit will be removed if the location receives three (3) substantiated complaints from neighboring property owners for excessive noise or traffic within a twenty-four (24) month period.

c. The property must continue to be in good standing by not having any outstanding issues related to taxes or code compliance provisions.

d. A report must be submitted to the Planning staff each January that indicates the following:

    1. The number of nights the unit was rented as a Short-Term Rental in the previous year
    2. Proof of payment of Hotel Occupancy Tax
    3. Proof of current property insurance

e. The property will be suspended or removed from the registration list for one (1) year if false or misleading information is provided, there has been a violation of the terms, conditions, or restrictions, or if the Hotel Occupancy Tax has not been paid in a timely manner.

f. Continued operation of a short-term rental following suspension or removal from the registration list will be considered a violation of the City of Duncanville's Comprehensive Zoning Ordinance

SECTION 3. That should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

SECTION 4. That all provisions of the Ordinance of the City of Duncanville in conflict with provisions of this Ordinance be, and same are hereby repealed, and all other provisions of the ordinances of the City of Duncanville not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 5. That the above-described property shall be used only in the manner and for the purposes provided for in the Comprehensive Zoning Ordinance of the City of Duncanville, as amended herein by the granting of this special use permit.

SECTION 6. That any person, firm or corporation violating any of the provisions or terms of this Ordinance or of the Comprehensive Zoning Ordinance as amended hereby shall be deemed guilty of a misdemeanor, and subject to the same penalty as provided for in the Comprehensive Zoning Ordinance, and upon conviction shall be punished by fine not to exceed the sum of Two Thousand Dollars ($2,000.00) for each offense, and each and every day such violation shall continue shall constitute a separate offense.

SECTION 7. That this Ordinance shall take effect immediately from and after its passage and the publication of the caption of said Ordinance, as the law in such cases provides.

DULY ORDAINED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 19th day of July, 2022.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

Exhibit "A"
Legal Description

Being Lot 12, Block 4, Winona Gardens in the City of Duncanville, Dallas County, Texas and more commonly referred to as 203 North Casa Grande Circle.

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Conduct a Public Hearing for consideration and action regarding the request of Peter D'Amato, applicant and owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Winona Gardens 2, Block 4, Lot 11, more commonly known as 211 North Casa Grande Circle, Duncanville, Dallas County, Texas.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Re-Imagine: High Quality of Life**
  - **Develop, maintain, and encourage safe, attractive, viable family-oriented neighborhoods that embrace diversity and pride, promoting economic vitality.**

STAFF RESPONSIBLE:
Jeremy Tennant, Director of Planning and Neighborhood Services

BACKGROUND/HISTORY:
The applicant has requested for a continuation of the item to the August 16th Regular City Council Meeting.

Comprehensive Plan
The subject property has a Future Land Use Designation of Low Density Residential. The Plan states that low density residential represents a traditional single-family detached neighborhood and includes housing and living units for people with a range of incomes and needs. Low density residential areas generally range between three and five dwelling units per acre.

The Plan goes on to list the following policies to guide low density areas:

- They should be protected from, but accessible to, the major roadway network, commercial establishments, and industrial areas.
- Subdivisions should be accessible to collector and arterial streets, but should directly access only local streets, creating a balanced land-use pattern across the City.
- They should not be directly accessible to major arterials and freeways without adequate buffering and access management.

This request is in conformance with the Comprehensive Plan as the proposed accessory use is for the purpose of an existing single-family residence.

Project Scope

The applicant is seeking approval to allow for the use of Short-Term Rental at the subject property. The associated structure consists of a single-family residence, approximately 4,497 square feet in size. The house sits approximately 47 feet from the front property line. Exterior features include existing trees, and an attached garage on the west side of the residence. The subject property also include a double driveway with both entrances off of North Casa Grande Circle. As of this writing, there are no active code compliance issues.

Definitions

- A Short-Term Rental is defined as A residential unit offered for rental to guests for residential purposes for a period of one (1) to thirty (30) nights. Examples include, but are not limited to, Airbnb, Vacation Rentals by Owner, HomeAway, and other brokers. Such rentals may include a shared room, a single room, or the entire dwelling unit. These uses are conducted by the homeowner or tenant, not by a hotel or other business.
- A Long-Term Rental is defined as a single-family dwelling, two-family dwelling (duplex) and townhouse, or portion thereof that is rented or offered for rent for longer than 30 days as a residence to a non-family member.
- A Boarding House is defined as a temporary or permanent residence that provides housing for four (4) or more unrelated people. Such use is not licensed by the State.
- A Bed and Breakfast is defined as generally small, owner-operated businesses providing the primary financial support of the owner. Usually the owner lives on premises. The building's primary usage is for business. Inns advertise, appropriate taxes, and post signs. Breakfast is the only meal served and only to overnight guests. The inn may host events such as weddings, small business meetings, etc. Room numbers range from four (4) to twenty (20). Reservations may be made directly with the property.

Parking

Single-Family Parking Requirements are as follows:

- Two (2) unenclosed, paved parking spaces.

The subject property has the required parking.

Surrounding Land Use and Zoning

The petitioned property is zoned SF-10 Single-Family Residential and is surrounded by existing single-family residences zoned SF-10 Single-Family Residential District.

Short-Term Rental Standards

The Planning and Zoning Commission and the City Council shall consider the following standards listed in Section 3.04 (Short-Term Rental Standards) of the Zoning Ordinance:

- The applicant must obtain a Short-Term Rental permit from the City and provide proof of ownership of the residence.
- The applicant must demonstrate to the satisfaction of the City Planner that the unit and property do not have any outstanding issues related to taxes or building, electrical, plumbing, fire, health, housing, police, planning, noise, or code enforcement provisions.
- The applicant must submit a report to the City Planner each January that indicates the following:
- The number of nights the unit was rented as a Short-Term Rental in the previous year.

- Proof of payment of Hotel Occupancy Tax is submitted to the City in accordance with Chapter 18 Article II of the City's Code of Ordinances and
- Proof of current property insurance.
- If the applicant has failed to meet one of these requirements, the City shall provide ten (10) calendar days of notice to comply.
- The City retains the right to suspend or remove a property from the registry. Once a property has been removed from the registry, the property shall not be added to the registry for at least one (1) year.
- Suspension or removal shall be at the discretion of the City Planner for reasons including, but not limited to, the following:

- The applicant has given false or misleading information during the application process.
- There has been a violation of any of the terms, conditions, or restrictions of this subsection.
- The applicant has failed to pay the Hotel Occupancy Tax in a timely manner; or
- The location has received three (3) complaints from the neighboring property owners for excessive noise or traffic within a twenty-four (24) month period
- Continued operation of a Short-Term Rental following suspension or removal from the registry shall be considered a violation of this Zoning Ordinance.

Recommendation
The Planning & Zoning Commission recommended approval of the request subject to conditions.

Recommended Conditions/Provisions

- There must be no loud and raucous noise may be present on the property between the hours of 10:00 p.m. and 7:00 a.m.
- The SUP will be removed if the location receives three (3) substantiated complaints from neighboring property owners for excessive noise or traffic within a twenty-four (24) month period.
- The property must continue to be in good standing by not having any outstanding issues related to taxes or code compliance provisions.
- A report must be submitted to Planning staff each January that indicates the following:
    - The number of nights the unit was rented as a Short-Term Rental in the previous year
    - Proof of payment of Hotel Occupancy Tax
    - Proof of current property insurance
- The property will be suspended or removed from the registration list for one (1) year if false or misleading information is provided, there has been a violation of the terms, conditions, or restrictions, or if the Hotel Occupancy Tax has not been paid in a timely manner.
- Continued operation of a short-term rental following suspension or removal from the registration list will be considered a violation of the City of Duncanville's Comprehensive Zoning Ordinance.

POLICY EXPLANATION:

Notification
Sixteen (16) notices were sent out for this public hearing. As of this writing, one response has been received in opposition of the request. Letters will be received until Tuesday, July 19, 2022, to fulfill legal requirements for a written formal protest to City Council. The request is tentatively scheduled to proceed to the Tuesday, July 19, 2022, City Council hearing.

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget	**Purchase Amount**	**After Encumber**
$0.00	$0.00	$0.00

ACTION ALTERNATIVES:

1. Approval of Ordinance.
2. Denial of Ordinance.
3. Other actions as directed by Council.

ATTACHMENTS:

Attachment 1 - Legal Notice
Attachment 2 - Maps
Attachment 3 - Zoning Application
Attachment 4 - Property Survey
Attachment 5 - Floor Plan
Attachment 6 - Letter of Intent
Attachment 7 - Letter to Owners Within 200' Buffer & Responses
Attachment 8 - List of Owners
Attachment 9 - PZ Minutes - June 27 2022 Draft
Attachment 10 - Ordinance No. - 2442 - SUP - 211 North Casa Grande Circle

Attachment 1

Advertise 1 time - By June 13

NOTICE OF A PUBLIC HEARING BEFORE THE
PLANNING AND ZONING COMMISSION AND CITY COUNCIL
ZONING FILE #2022-20

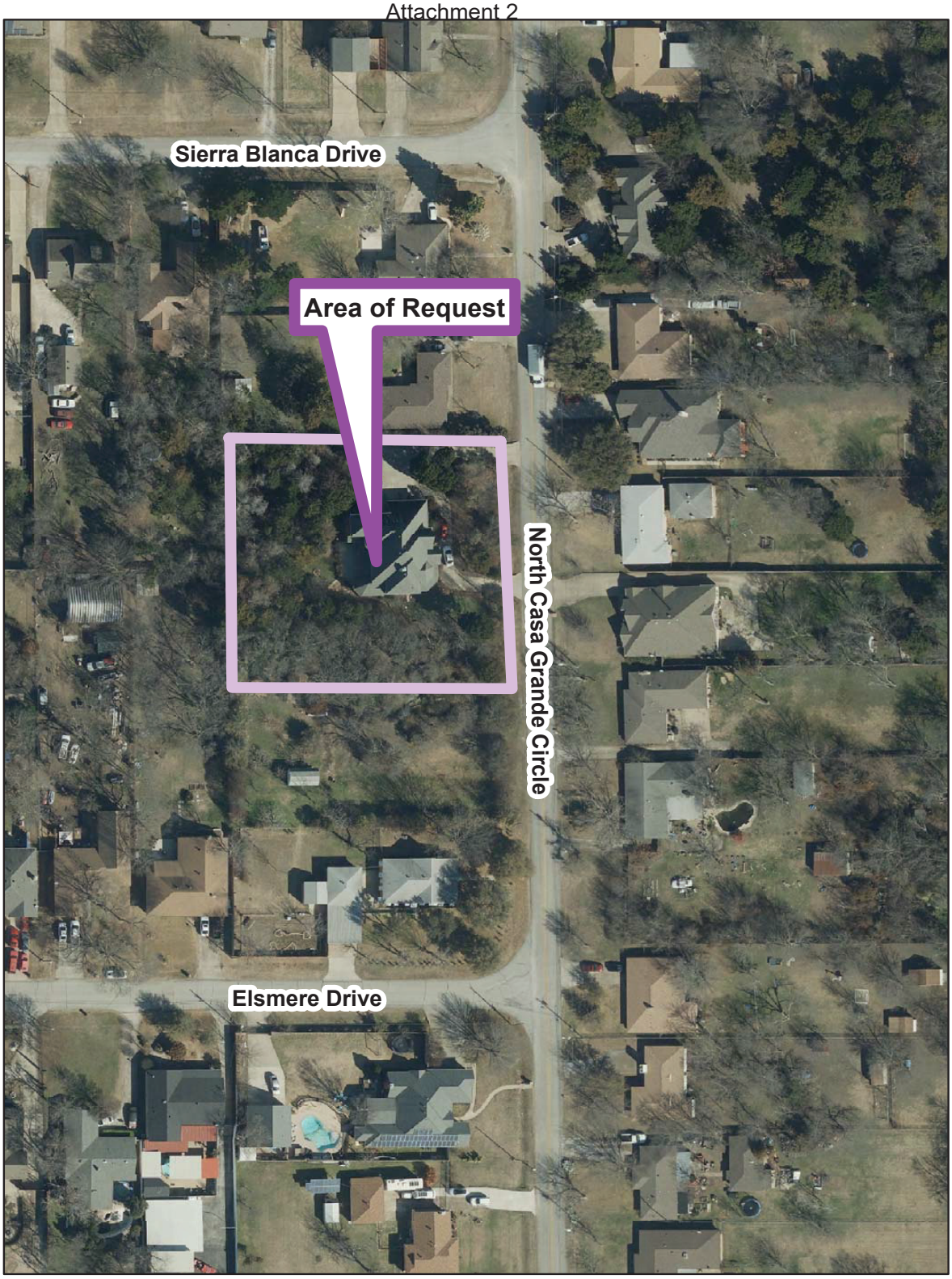
A public hearing will be held before the Planning & Zoning Commission on Monday, June 27, 2022, at 7:00 p.m., and before City Council on Tuesday, July 19, 2022, at 7:00 p.m., in the Council Chambers, City Hall, 203 E. Wheatland Rd, Duncanville, Texas, to hear a request of the City of Duncanville for a Specific Use Permit to allow for Short-Term Rental, on Winona Gardens 2, Block 4, Lot 11, more commonly known as 211 North Casa Grande Circle, City of Duncanville, Dallas County, Texas.

As an interested citizen, you may appear at the public hearing or you may send a notice to either Kristin Downs, the City Secretary or to Jeremy Tennant, Planning and Neighborhood Services Director, P.O. Box 380280, Duncanville, Texas, 75138-0280 stating your position.

CITY OF DUNCANVILLE
Kristin Downs
City Secretary

Jeremy Tennant,
Planning and Neighborhood Services Director

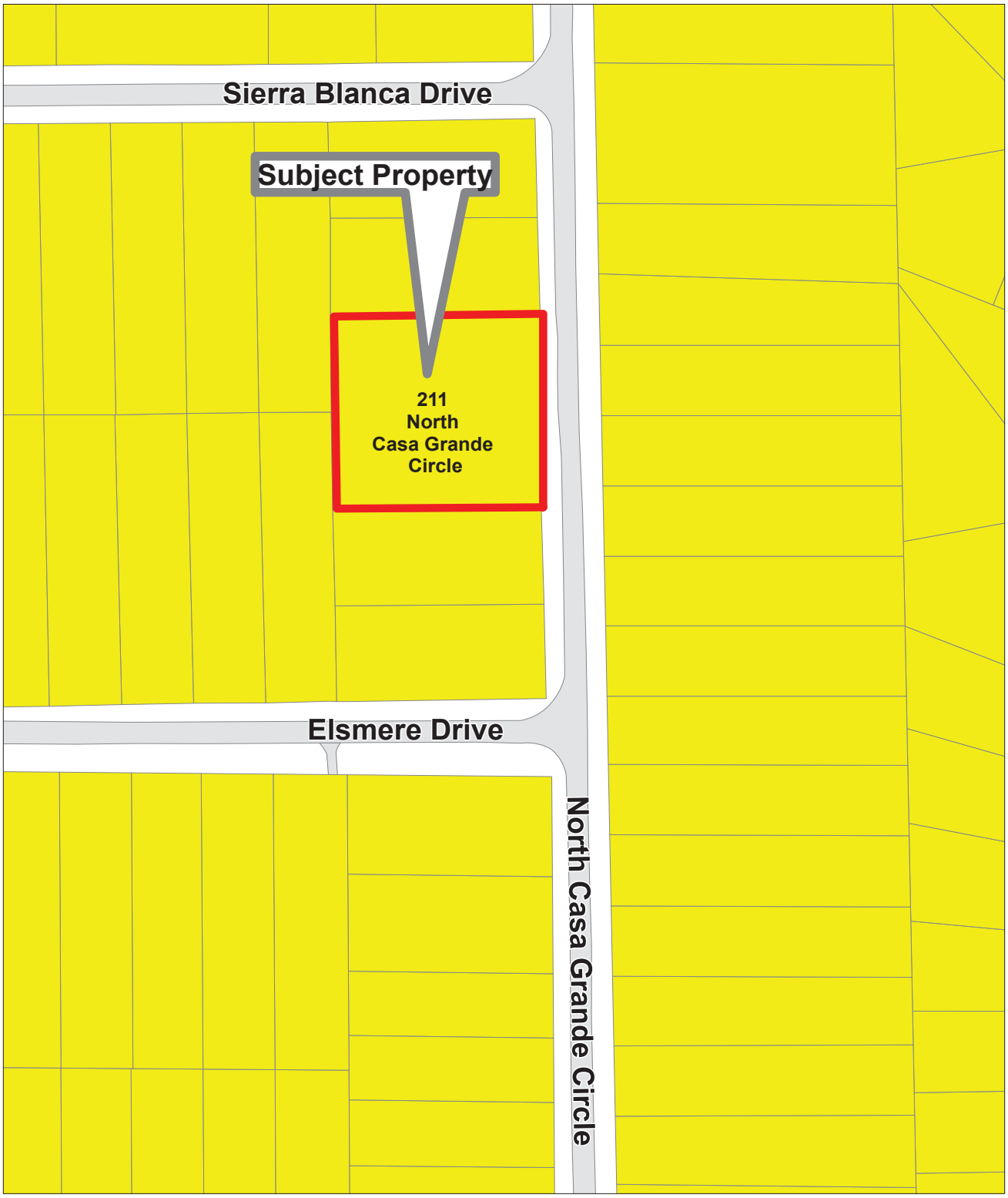
Attachment 2



Duncanville
City of Champions

Proposed Zoning Change
Aerial Location
211 North Casa Grande Circle

N
W
E
S



Duncanville
City of Champions

Zoning Case 2022-20
SUP Request for
Short-Term Rental

N
W
E
S

Attachment 3

Duncanville
City of Champions

Public Works Department
Planning Division
203 E Wheatland Road
P.O. Box 380280
Duncanville, TX 75138
972-707-3878

ZONING CHANGE APPLICATION

CONTACT INFORMATION (REQUIRED)

Applicant/ Agent Peter D'Amato **Contact:** Peter D'Amato

☐ **Engineer** ☐ **Architect** ☐ **Surveyor** ☒ **Owner** ☐ **Other**

Applicant/Agent Address: 211 N. Casa Grande Cir **City:** Duncanville **State:** TX **Zip:** 75116

Agent Email: peter_damato@sil.org **Telephone:** 214-908-3835 **(Fax)** —

Property Owner: Peter & Siew T. D'Amato Contact: Peter D'Amato

Owner Address 211 N. Casa Grande Circle City: Duncanville State: TX Zip: 75116

Owner Email: peter_damato@sil.org Telephone: 214 908 3835 (Fax) —

PROPERTY INFORMATION (REQUIRED)

Property Address: 211 N. Casa Grande Circle, Duncanville, TX 75116

Legal Description of Property: Winona Gardens 2

Lot No. 11 Block No. 4 Acreage: .96/Acres Existing Zoning District: SF-10

REQUEST TYPE (REQUIRED)

☐ Specific Use Permit - Commercial
For _____

☒ Specific Use Permit - Residential
For Airbnb use

☐ Change in Zoning
From _____ To _____

☐ Planned Development (PD)
☐ Amend PD Approval
☐ Development Plan Approval
☐ Conceptual Plan Approval
☐ Alternative Compliance Request

SUBMITTAL DOCUMENTS (REQUIRED)

ALL ZONING REQUESTS MUST CONTAIN THE FOLLOWING DOCUMENTATION

☒ Completed application
☒ Application fee
☒ Property survey, or site plan or electronic copy of the metes and bounds legal description Microsoft word format or plat
☒ Written description of request (associated variance requests require justification), business statement or business plan with detailed description of proposed operation
☒ Electronic copies of all submittals via email

Acknowledgments

I understand that all required information and plans must be submitted with this application or the application be deemed incomplete.

I hereby authorize the placing of a sign on subject property indicating a zoning change is under consideration.

I understand the requirements of the zoning classifications as stated in the City of Duncanville Zoning Ordinance related to this request and will comply with all necessary requirements of the City codes. I am aware that the City Council has the power to zone land as most appropriate in their wisdom, to promote the health, safety, and morals and for the protection and preservation of places of historical or cultural importance, and the general welfare of the community.

I have read and understand this application and certify that all information and attachments are true and correct. I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the request described. Applicants (or a representative) are expected to be present at all public hearings concerning this application to justify and explain their request and to answer questions posed by the City Planning and Zoning Commission and City Council.

Signature of Current Property Owner

5/11/22
Date

Notarization

BEFORE ME, SENAIDA VALDEZ - NOTARY, on this day personally appeared PETER DAMATO, known to or proved to me on the oath of DALLAS COUNTY or through TX DL (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 11 day of May, 2022.

(Seal)

SENAIDA VALDEZ
Notary Public
STATE OF TEXAS
My Comm. Exp. 10-12-24
Notary ID # 546318-9

Notary Public in and for the State of Texas
My Commission Expires: 10/12/2024

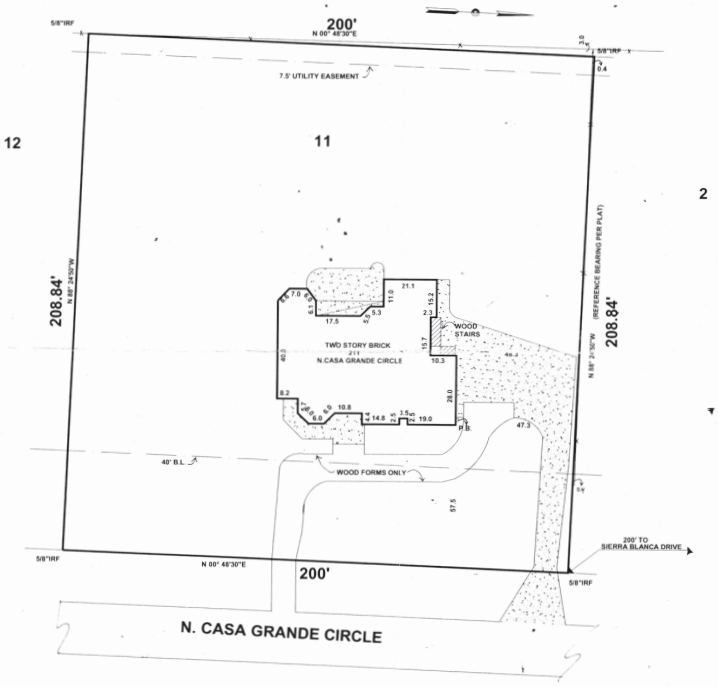
Attachment 4

JIMMY W. POGUE, INC.

SURVEY PLAT

This is to certify that I have, this date, made a careful FIELD survey on the ground of property located at No. 211 N. CASA GRANDE CIRCLE in the city of, DUNCANVILLE, Texas Lot No. 11; Block No. 4, of WINONA GARDENS ADDITION NO. 2, an addition to the City of DUNCANVILLE, DALLAS COUNTY Texas, according to the PLAT thereof recorded in VOLUME 19, PAGE 275, MAP, Records DALLAS County, Texas.

NOTE: PER THE NATIONAL FLOOD INSURANCE PROGRAM COMMUNITY PANEL NO. 48113C0470 J THIS PROPERTY IS IN ZONE X. AREAS DETERMINED TO BE OUTSIDE THE 500-YEAR FLOOD PLAIN.



NOTE: THIS PROPERTY IS SUBJECT TO EASEMENT TO T.P.& L. CO. FOR POLES, GUYS & APPURTENANCES PROVIDING ELECTRIC SERVICE TO HOMES IN THIS ADDITION RECORDED IN VOL. 3819 Pg. 446, D.R.D.C.T.

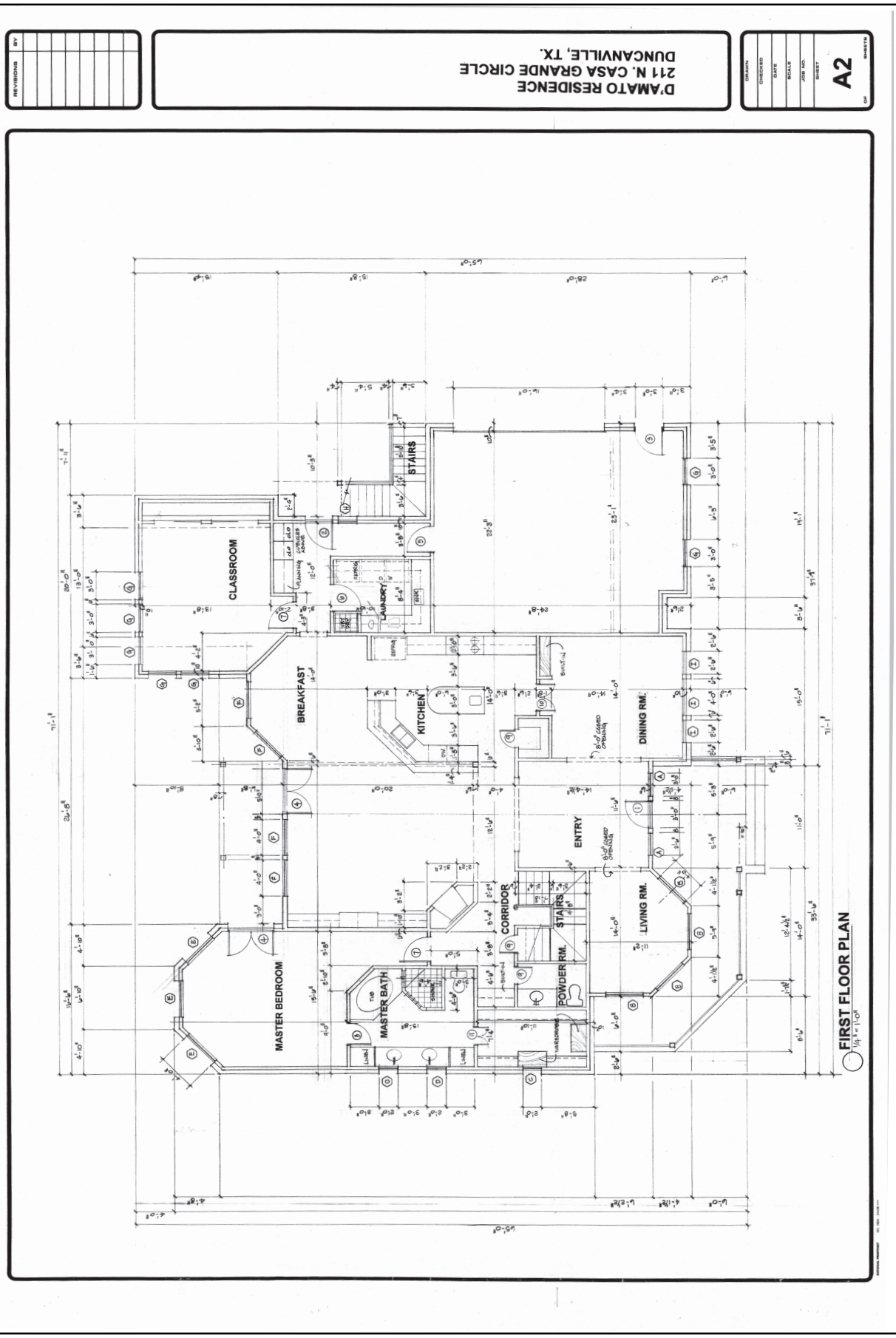
STATE OF TEXAS REGISTERED PROFESSIONAL LAND SURVEYOR

Jimmy W Pogue

JIMMY W. POGUE
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 1722
PRESIDENT
JIMMY W. POGUE, INC.
3510 MARVIN D. LOVE FREEWAY
DALLAS, TEXAS 75224
PHONE (214) 371-0666
FAX: (214) 371-9900
1-888-597-0666

Scale 1"=20'
Date 05-01-03
JOB No. 88931
GF No. 5605-J
CHICAGO

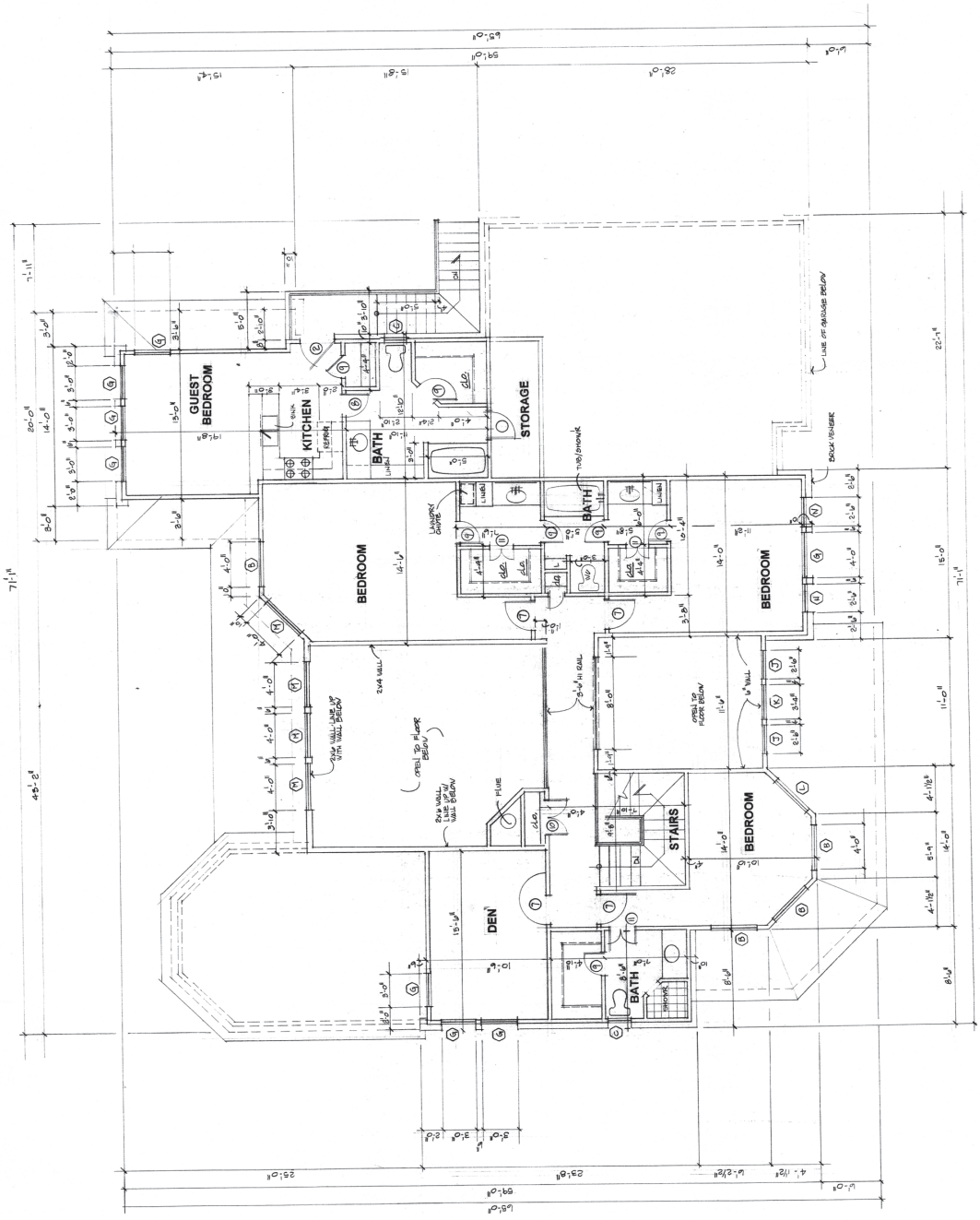
Attachment 5



REVISIONS	BY

D'AMATO RESIDENCE
211 N. CASA GRANDE CIRCLE
DUNCANVILLE, TX.

DRAWN	
CHECKED	
DATE	
SCALE	
JOB NO.	
SHEET	A3
OF	SHEETS



SECOND FLOOR PLAN
1/4" = 1'-0"

D'AMATO RESIDENCE

WINONA GARDENS ADD.
LOT 11, BLOCK 4
DUNCANVILLE, TX

SITE PLAN
1" = 20'-0"

WINONA GARDENS ADDITION,
UNIT NO. 2, LOT 11, BLK 4

ROOF PLAN
1/8" = 1'-0"

SQUARE FOOTAGE

FIRST FLOOR	2,525
SECOND FLOOR	1,592
TOTAL	4,117 SQFT
GARAGE	548
ENTRY PORCH	290
FAMILY RM PORCH	164
SECOND FLOOR PORCH	34

REVISIONS	BY

D'AMATO RESIDENCE
211 N. CASA GRANDE CIRCLE
DUNCANVILLE, TX.

DRAWN	
CHECKED	
DATE	
SCALE	
JOB NO.	
SHEET	A1
OF	SHEETS

Attachment 6

To:	**City of Duncanville, Planning & Zoning Division**
From:	**Peter & Siew T. D'Amato**
Address:	**211 N. Casa Grande Circle, Duncanville, TX 75116**
RE:	**Specific Use Permit (Residential) Application**
	Letter of Intent
For:	**211 N. Casa Grande Circle, Duncanville, TX 75116**
Date:	**May 10, 2022**

The address that we are requesting a Specific Use Permit is our personal residence. There are 2 bedroom areas that we use for Airbnb guests. Each of these units is about 400SF and both have separate entrances and bathrooms.

Parking (when the guest has a vehicle) is in our driveway in specifically designated places. We do not allow more than one guest per unit/bedroom, nor do we allow visitors. Our focus and purpose is to provide quiet, safe and friendly accommodation for the business traveler or people that are in transition.

Attachment 7

City of Duncanville Planning Division
Development Services
203 E. Wheatland Road
P. O. Box 380280
Duncanville, TX 75138-0280
(p) 972-707-3878
(e) lromero@duncanville.com

June 13, 2022

Zoning File: 2022-19

Dear Property Owner:

Peter D'Amato, Applicant and Owner, is requesting approval of a Specific Use Permit to allow for the use of Short-Term Rental on Winona Gardens 2, Block 4, Lot 11, more commonly known as 211 North Casa Grande Circle, in the City of Duncanville, Dallas County, Texas.

Your property is NOT being rezoned. You have been sent this notice because you are within the required 200-foot notification area of property that is being considered for rezoning for this particular public hearing. Please refer to the enclosed map that indicates which property is being rezoned.

The Planning and Zoning Commission will hold a public hearing on Monday, June 27, 2022, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, July 19, 2022, at 7:00 p.m., both in the City of Duncanville Council Chambers, 203 E. Wheatland Road. Public hearings are held to allow interested persons the opportunity to state their opinion directly to the Planning & Zoning Commission either for or against the proposed zoning change. If you oppose the zoning change, however, the attached survey must be completed and returned by July 19, 2022, to fulfill legal requirements for a written formal protest.

As an interested citizen, you may submit public comments to either the City Secretary, Kristin Downs, or to Jeremy Tennant, Planning and Neighborhood Services Director, P.O. Box 380280, Duncanville, Texas, 75138-0280 or email lromero@duncanville.com stating your position. You are encouraged to participate in the public hearing and offer comments.

Sincerely,

Jeremy Tennant

Jeremy Tennant
Planning and Neighborhood Services Director

Enclosures

City of Duncanville Planning Division
Development Services
203 E. Wheatland Road
P. O. Box 380280
Duncanville, TX 75138-0280
(p) 972-707-3878
(e) lromero@duncanville.com

Junio 13, 2022

Archivo de zonificación: 2022-19

Estimado propietario:

Peter D'Amato, Solicitante y Propietario, está solicitando la aprobación de un Permiso de Uso Específico para permitir el uso de Alquiler a Corto Plazo en Winona Gardens 2, Block 4, Lot 11, más comúnmente conocido como 211 North Casa Grande Circle, en la ciudad de Duncanville, condado de Dallas, Texas.

Su propiedad NO está siendo rezonificada. Se le ha enviado este aviso porque se encuentra dentro del área de notificación requerida de 200 pies de la propiedad que se está considerando para la rezonificación para esta audiencia pública en particular. Consulte el mapa adjunto que indica qué propiedad se está rezonificando.

La Comisión de Planificación y Zonificación llevará a cabo una audiencia pública el Lunes 27 de Junio de 2022, a las 7:00 p.m., y la audiencia pública del Concejo Municipal se llevará a cabo el Martes 19 de Julio de 2022, a las 7:00 p.m., ambas en las Cámaras del Consejo de la Ciudad de Duncanville, 203 E. Wheatland Road. Las audiencias públicas se llevan a cabo para permitir a las personas interesadas la oportunidad de expresar su opinión directamente a la Comisión de Planificación y Zonificación, ya sea a favor o en contra del cambio de zonificación propuesto. Sin embargo, si se opone al cambio de zonificación, la encuesta adjunta debe completarse y devolverse antes del 19 de Julio de 2022, para cumplir con los requisitos legales para una protesta formal por escrito.

Como ciudadano interesado, puede enviar comentarios públicos al Secretaria de la Ciudad, Kristin Downs, o a Jeremy Tennant, Director de Planificación y Servicios Vecinales, P.O. Box 380280, Duncanville, Texas, 75138-0280 o enviar un correo electrónico lromero@duncanville.com indicando su posición. Se le anima a participar en la audiencia pública y ofrecer comentarios.

Sinceramente

Jeremy Tennant

Jeremy Tennant
Director de Planificación y Servicios Vecinales

Recintos

The following form may be filled out and mailed to:

Planning and Zoning Commission
City of Duncanville
Attn: Development Services Department
P.O. Box 380280
Duncanville, TX 75138-0280

Case No. 2022-20 Peter D'Amato, Applicant and Owner, is requesting approval of a Specific Use Permit (SUP) to allow for the use of Short-Term Rental on Winona Gardens 2, Block 4, Lot 11, more commonly known as 211 North Casa Grande Circle, in the City of Duncanville, Dallas County, Texas. This is the first of two public hearings that have been scheduled to receive further input on the requested zoning change.

NOTE: The purpose of the request is to allow for the use of Short-Term Rental.

You have been sent this notice since your property is within the 200-foot notification area of the property being requested for a zoning change. **Your property is not being rezoned.**

The Planning and Zoning Commission will hold a public hearing on Monday, June 27, 2022, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, July 19, 2022, at 7:00 p.m., both at the City of Duncanville Council Chambers, 203 E. Wheatland Road. Public hearings are held to allow interested persons the opportunity to state their opinion directly to the Planning & Zoning Commission either for or against the proposed zoning change.

If you oppose the zoning change, however, the attached survey must be completed and returned by July 19, 2022, to fulfill legal requirements for a written formal protest.

Please check one:

_____ ***In favor*** *of granting the zoning request.*

_____ ***Not in favor*** *of granting the zoning request.*

My reasons are as follows:

1).

2).

3).

Printed Name: _____ Address: _____

Signature: _____ Date: ___

El siguiente formulario puede ser llenado y enviado por correo a:

Planning and Zoning Commission
City of Duncanville
Attention: Departamento de Servicios de Desarollo
P.O. Box 380280
Duncanville, TX 75138-0280

Caso No. 2022-20 Peter D'Amato, Solicitante y Propietario, está solicitando la aprobación de un Permiso de Uso Específico (SUP) para permitir el uso de Alquiler a Corto Plazo en Winona Gardens 2, Block 4, Lot 11, mas comúnmente conocido como 211 North Casa Grande Circle, en la Cuidad de Duncanville, condado de Dallas, Texas. Esta es la primera de dos audiencias públicas que se han programado para recibir más información sobre el cambio de zonificación solicitado.

NOTA: El propósito de la solicitud es permitir el uso de Alquiler a Corto Plazo.

Se le ha enviado este aviso ya que su propiedad está dentro del área de notificación de 200 pies de la propiedad que se solicita para un cambio de zonificación. **Su propiedad no está siendo rezonificada.**

La Comisión de Planificación y Zonificación llevará a cabo una audiencia pública el Lunes 27 de Junio 2022, a las 7:00 p.m., y la audiencia pública del Concejo Municipal se llevará a cabo el Martes 19 de Julio de 2022, a las 7:00 p.m., ambas en las Cámaras del Consejo de la Ciudad de Duncanville, 203 E. Wheatland Road. Las audiencias públicas se llevan a cabo para permitir a las personas interesadas la oportunidad de expresar su opinión directamente a la Comisión de Planificación y Zonificación, ya sea a favor o en contra del cambio de zonificación propuesto.

Sin embargo, si se opone al cambio de zonificación, la encuesta adjunta debe completarse y devolverse antes del 19 de Julio de 2022, para cumplir con los requisitos legales para una protesta formal por escrito.

Por favor, marque uno:

_____ ***A favor*** de conceder la solicitud de *zonificación.*

_____ ***No a favor*** de otorgar la solicitud de *zonificación.*

Mis razones son las siguientes:

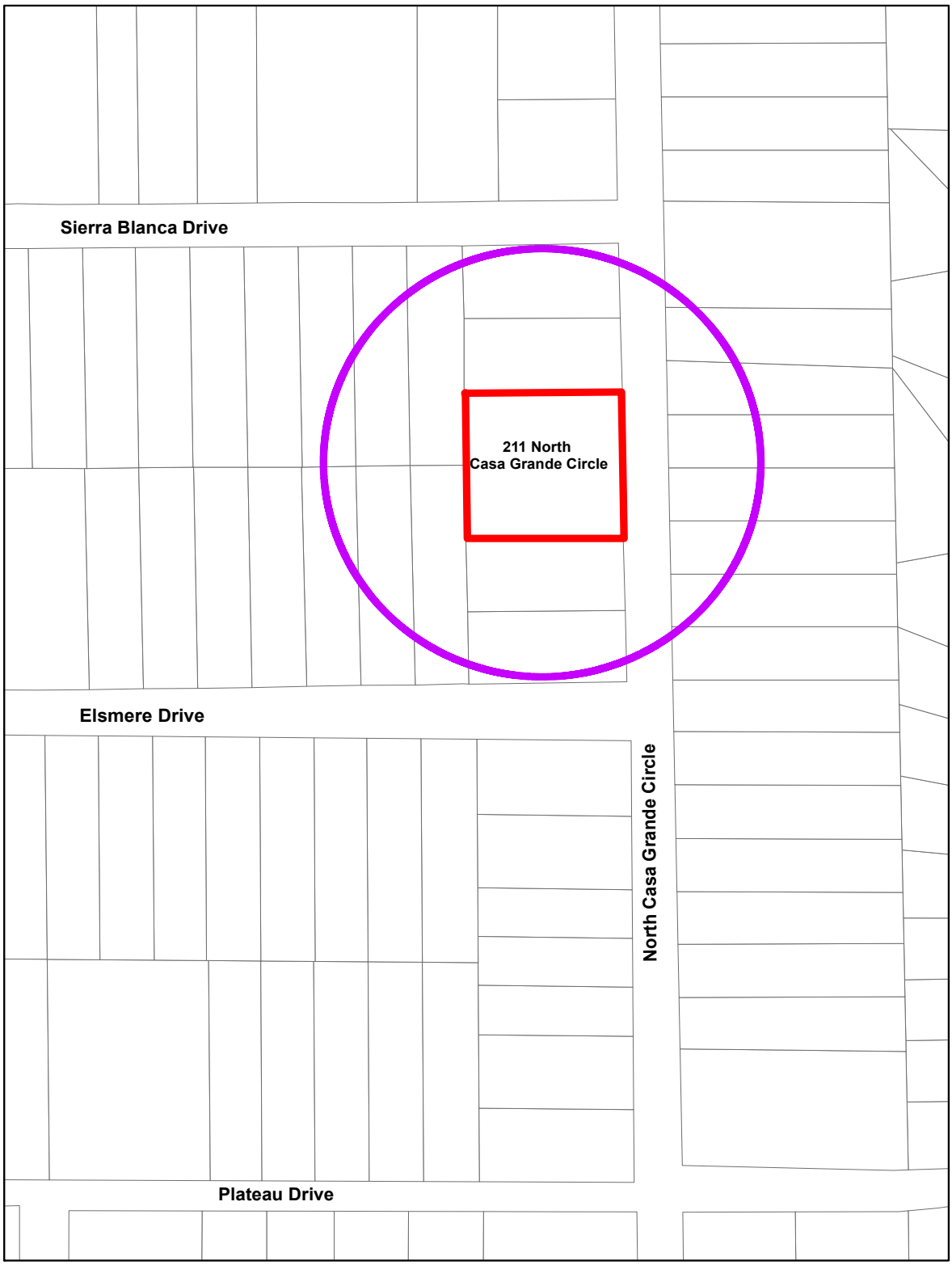
1).

2).

3).

Nombre impreso: _____ Dirección: _____

Firma: _____ Fecha: __


Sierra Blanca Drive
211 North
Casa Grande Circle
Elsmere Drive
North Casa Grande Circle
Plateau Drive

1

From: WIRELESS CALLER
To: Lynette Romero
Subject: AIr B & B
Date: Sunday, June 26, 2022 10:25:28 PM

Mr. Romero,

I am against 211 N. Casa Grande Circle and 203 N. Casa Grande receiving special use permits to become short term rentals. We have enough crime city without welcoming more. This is our neighborhood. Frankly I regret moving back to Duncanville. Enough is enough.
Margaret Atteberry
1207 Plateau Dr.
Winona Gardens.

Sent from my iPhone

Attachment 8

FLUITT CHAYENNE M
204 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164104

~~FLUITT CHAYENNE M &~~
~~204 N CASA GRANDE CIR~~
~~DUNCANVILLE, TEXAS 751164104~~

ROGERS FAMILY TRUST
7330 OTOMI ST
DALLAS, TEXAS 752365604

SILVA RICARDO & DIANA
208 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164104

DIAZ FLAVIA & SERGIO TORRES
210 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164104

ROJAS ANTONIO &
214 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164104

VAZQUEZ LORENA & JESUS P
218 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164104

ROSA SONIA E
222 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164104

DIAZ YOLANDA
1215 ELSMERE DR
DUNCANVILLE, TEXAS 751164107

VILLARREAL DEBRA ANN
1207 ELSMERE DR
DUNCANVILLE, TEXAS 751164107

SHELTON TRAVIS L
1211 ELSMERE DR
DUNCANVILLE, TEXAS 751164107

DAMATO PETER & SIEW T
211 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164103

~~DAMATO PETER~~
~~211 N CASA GRANDE CIR~~
~~DUNCANVILLE, TEXAS 751164103~~

~~DAMATO PETER & SIEW T~~
~~211 N CASA GRANDE CIR~~
~~DUNCANVILLE, TEXAS 751164103~~

LOPEZ JESSIE C
215 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164103

GUILLEN MARTIN
219 N CASA GRANDE CIR
DUNCANVILLE, TEXAS 751164103

MORENO FRANCISCO JAVIER
1208 SIERRA BLANCA DR
DUNCANVILLE, TEXAS 751164118

FUENTES ABRAHAM & GRACIELA
1210 SIERRA BLANCA DR
DUNCANVILLE, TEXAS 751164118

SIRCY BARRY S & JENNIFER
1214 SIERRA BLANCA DR
DUNCANVILLE, TEXAS 751164118

16 notices mailed

PLANNING AND ZONING COMMISSION
REGULAR MEETING
CITY HALL
203 E WHEATLAND ROAD
MONDAY, JUNE 27, 2022 @ 7:00 P.M.

A meeting for the Planning and Zoning Commission was held on Monday, June 27, 2022, at 7:00 p.m. with the following present:

Planning and Zoning Commission Members:

Betty Culbreath	Chairman	Excused Absence
Elias Rodriguez	Vice-Chairman	
Eric Pena	Commissioner	
Jana McBroom	Commissioner	Excused Absence
Javar Avery	Commissioner	
Edward Stith	Commissioner	

Staff present:
Jeremy Tennant, Director of Planning and Neighborhood Services
Lynette Romero, Planning Technician

Item No. 1 – Call to Order.

The meeting was called to order at 7:00 p.m. by Vice-Chairman Rodriguez.

Item No. 2 – Receive Public Comments.

No public comments were received.

Item No. 3 – Approval of meeting minutes for the regular meeting on June 13, 2022.

Commissioner Avery made a motion as seconded by Commissioner Stith to approve the minutes. The vote was unanimous 4-0 in favor with Chairman Culbreath and Commissioner McBroom absent.

Item No. 4 – Conduct a public hearing (2022-18) for consideration and action regarding the request of Telese Clark, Applicant, representing Charlotte Chamness of B H Industrial LLC, Owner, to include a Specific Use Permit "SUP" for Adult Life Skills Center on Fairmeadows Village Replat, Block P, Lot 2R ACS 9.8519 AC, more commonly known as 328 East Red Bird Lane, Duncanville, Dallas County, Texas.

Vice-Chairman Rodriguez informed the audience that item number four would not be discussed and that the item had been rescheduled for the July 25th Planning and Zoning meeting.

Item No. 5 – Conduct a public hearing (2022-17) for consideration and action regarding the request of Audra Buckley of Permitted Development, LLC, Applicant, representing Bruce Veyna of S. E. Funeral Homes of Texas, Inc., Owner, to include a Specific Use Permit "SUP" for Event Center on Orig town

Unapproved

Duncanville, Block 6 PT and Block 7 ACS 1.572, more commonly known as 200 West Center Street, Duncanville, Dallas County, Texas.

Staff presented background information regarding the proposed request for SUP.

The applicant, Audra Buckley, was present. Miss Buckley spoke in favor of the request.

Commissioner Stith asked Miss Buckley if a traffic impact study had been completed. Miss Buckley answered no.

Commissioner Avery asked questions regarding reason for location, past incidents, percentage of the business that the business owner handles, clean up, common number of guests and vehicles, and timeline for completing proposed renovations.

Armando Aguilar, 3001 Ovilla Rd., Ovilla, TX 75154, business owner of Aguilar Events, was present and answered Commissioner Avery's questions. Mr. Aguilar stated that he chose Duncanville because of its availability, accessibility, and the City's desire for an event center. He stated there were very few incidents that have occurred in the past between family. He stated that he handles 50% of the business and this includes rental of the space and security. He stated customers may choose to use the catering provided by the event center or use an outside company. Mr. Aguilar stated cleanup is handled right after the event and an additional cleanup is completed the Monday after the event as well. He stated that there are about 200 people at each event, and he guessed that there is anywhere between 50-70 vehicles during the event. Mr. Aguilar stated that it would take him at most one year to complete all renovations.

Commissioner Stith asked Mr. Aguilar if he would be completing a great deal of interior renovations. Mr. Aguilar stated yes.

Vice-Chairman Rodriguez asked questions regarding catering and overflow of parking. Mr. Aguilar answered stating that there would be no kitchen and no cooking. He stated that his business only caters. He stated that he has his own caterer that brings in prepared food. Mr. Aguilar stated that there will be a catering room that will have commercial appliances such as an ice machine for drinks and tables for food. Mr. Aguilar stated that the required parking is 73 spaces but will be providing 83 spaces.

Staff answered Vice-Chairman Rodriguez's question about overflow of parking. Staff stated that there is no opportunity for parking along the street, but that there are two business, one next to and one across the street from subject property that presents an opportunity for a shared parking agreement.

Vice-Chairman Rodriguez asked Mr. Aguilar if weapons would be allowed into the building. Mr. Aguilar responded no.

Vice Chairman Rodriguez opened the floor for public comments.

Misty Bain, 102 Walnut Street, spoke in opposition of the request.

Unapproved

Mr. Aguilar responded to Miss Baine's concerns stating that the building will be insulated preventing any loud raucous noise from being heard from outside.

Commissioner Avery asked staff about the possibility of placing the condition of requiring a police officer on site. Staff responded stating that they would not recommend placing a condition of requiring a police officer due to the issue of availability. Staff recommended that the Commission make a condition for requiring a peace officer. Staff stated that this would allow the business owner to enter into an agreement with a private security company that can provide a peace officer on site.

Commissioner Avery made comments about his support for the proposed SUP request. He also stated his concerns about security and what his proposed recommendations for the proposed SUP request were.

Mr. Aguilar responded to Commissioner Avery's concerns stating that staff is always present during the events and security is and will always be present as well.

Commissioner Avery asked if Mr. Aguilar will have enough staff for each of his locations. Mr. Aguilar responded yes.

Commissioner Pena asked Mr. Aguilar if he would be having security during events incase an incident occurs. Mr. Aguilar responded yes.

Vice Chairman Rodriguez asked Mr. Aguilar how he would control the bringing in of alcohol. Mr. Aguilar stated that he has Texas Alcoholic Beverage Commission (TABC) certified staff, and that any alcohol brought in must be given to staff for bartenders to serve.

Commissioner Avery asked how Mr. Aguilar will keep incidents from happening outside the event center. Mr. Aguilar stated that when guests walk out, they usually leave and do not hang out in the parking lot.

Commissioner Avery asked Mr. Aguilar how his business would be affected if he ended his events at midnight. Mr. Aguilar stated that moving his closing time will hurt his business because most customers want their event to end at 2:00 a.m., but he restricts the events from going past 1:00 a.m.

Vice-Chairman Rodriguez closed the public hearing.

Miss Baines raised her hand to ask a question. Vice-Chairman Rodriguez allowed the question. Miss Baines asked what the maximum number of people is allowed in the facility. Vice-Chairman Rodriguez stated that Mr. Aguilar stated he would have about 200 people. Commissioner Pena added to Vice-Chairman Rodriguez's response. He stated that the Building Official determines occupancy load using the guidelines listed in the code requirements. Miss Baines asked who would keep the facility from going over the occupancy load. Vice-Chairman Rodriguez stated that it would be the City's Fire Department.

Unapproved

The commission discussed possible recommendations for the SUP.

Commissioner Avery made a motion to approve the request for SUP with the following conditions, including conditions that the applicant proposed to ensure that the use remains in good standing with the surrounding neighborhood:

- There must not be any loud and raucous noise heard outside the building of the property between the hours of 10:00 p.m. and 1:00 a.m.
- There must not be any littering and trash left on the property overnight.
- Lighting illumination must be contained within the property and not illuminate onto adjacent properties.
- All patrons are required to vacate the property by no later than 1:15 a.m.
- The Event Center or Banquet Hall shall be used for the sole purpose of lease or rental by others for a privately sponsored event that is not open to the public and does not charge an admission fee of any type for entry into the event or establishment. Examples of privately sponsored events that are not allowed to be held at the Event Center or Banquet Hall include but are not limited to, quinceañeras, wedding receptions, graduation parties, etc. Community meetings regarding public issues or townhalls intended for the public are exempt from this provision.
- The primary entrance to the facility shall be located on the south side of the building adjacent to the parking lot. The entrance facing west Center Street shall be for deliveries and ADA patrons only.
- The operator must provide security personnel in the form of peace officers, private security firms, etc. to assist with all events from the hours of 8:00 p.m. and 2:00 a.m.
- The operator's staff must be on-site whenever an event occurs. A member of staff must serve or dispense alcoholic beverages under the authority of a license, certification, or permit, including persons who immediately manage, direct, supervise, or control the service of alcoholic beverages.

Commissioner Pena seconded the motion to approve the request for SUP. The vote was 3-1 with Commissioner Stith in opposition and Chairman Culbreath and Commissioner McBroom absent.

Item No. 6 – Conduct a public hearing (2022-19) for consideration and action regarding the request of Peter D'Amato, Applicant and Owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Winona Gardens 2, Block 4 S 100 FT, Lot 12, more commonly known as 203 North Casa Grande Circle, Duncanville, Dallas County, Texas.

Staff presented background information on the proposed request for SUP.

The applicant and owner, Peter D'Amato, was present. Vice-Chairman Rodriguez asked Mr. D'Amato if he lives on the property, what the square footage of the house is, how many bedrooms and bathrooms the house has, how long he has owned the property, if this was his only short-term rental and how long he has owned this property. Mr. D'Amato stated that he does not live at the property, that the house is approximately 1,836 square feet, that that the house has 2 bedrooms and 2 bathrooms, that he also operates a short-term rental at the house he resides - 211 North Casa Grande Circle and has owned 203 North Casa Grande Circle two years now.

Commissioner Pena asked Mr. D'Amato what his target market is and where his residence is located.

Unapproved

Mr. D'Amato stated that his target market are single travelers, and that the house he resides at, 211 North Casa Grande Circle, is two lots down.

Mr. D'Amato gave background information on his operation of short-term rentals.

Ethan D'Amato, 211 North Casa Grande Circle, spoke in favor of the request.

Joshua D'Amato, 211 North Casa Grande Circle, spoke in favor of the request.

Siew D'Amato, 211 North Casa Grande Circle, spoke in favor of the request.

Stuart Carlson, 822 Sherrill Boulevard, spoke in favor of the request.

Ruth Carlson, 822 Sherrill Boulevard, spoke in favor of the request.

Vice-Chairman Rodriguez closed the public hearing. More citizens came in after the closing of the public hearing. Vice-Chairman Rodriguez informed the newcomers that questions could be asked after voting.

Commissioner Avery asked Mr. D'Amato how he keeps parties from happening on the property. Siew D'Amato, wife of Mr. D'Amato, answered Commissioner Avery stating that they only allow one guest, require a background check, ask them several questions, and make the guest acknowledge their house rules. She also stated that Airbnb is called right away if any guest breaks any of their house rules.

Commissioner Avery asked staff what could be done if an Airbnb does not comply with the ordinance. Staff stated that the Commission may place conditions that will revoke the SUP if the Airbnb is not in compliance with the City ordinance and regulations.

Mrs. D'Amato stated that one of their reasons for operating a short-term rental is to provide a source of income and an occupation for her son Ethan incase anything happened to her and her husband.

Commissioner Pena made a motion to approve the request for SUP with the following staff recommended conditions:

1. No loud and raucous noise may be present on the property between the hours of 10:0 p.m. and 7:00 a.m.
2. The SUP will be removed if the location receives three (3) substantiated complaints from neighboring property owners for excessive noise or traffic within a twenty-four (24) month period.
3. The property must continue to be in good standing by not having any outstanding issues related to taxes or code compliance provisions.
4. A report must be submitted to Planning staff each January that indicates the following:
    - The number of nights the unit was rented as a Short-Term Rental in the previous year
    - Proof of payment of Hotel Occupancy Taxes
    - Proof of current property insurance

Unapproved

5. The property will be suspended or removed from the registration list for one (1) year if false or misleading information is provided, there has been a violation of the terms, conditions, or restrictions or if the Hotel Occupancy Tax has not been paid in a timely manner.
6. Continued operation of a Short-Term Rental following suspension or removal from the registration list will be considered a violation of the City of Duncanville's Comprehensive Zoning Ordinance.

Commissioner Stith seconded the motion. The vote was unanimous 4-0 with Chairman Culbreath and Commissioner McBroom absent.

Vice-Chairman Rodriguez opened the floor for public comments.

Jennifer Sircy, 1214 Sierra Blanca Drive, inquired what will be going on with the property. Vice-Chairman Rodriguez answered Miss Sircy and stated that they are operating a short-term rental at this specific property.

Ricardo Silva, 208 North Casa Grande Circle, inquired about what measures the owners will be taking to keep the neighborhood safe while operating as a short-term rental. Vice-Chairman Rodriguez stated that the Commission only recommends and that the City Council will have the final decision. He also stated that there are provisions that have been placed to prevent short-term rentals from operating if they are non-compliant.

Misty Bain, 102 Walnut Street, stated that at the last City Council meeting the City Attorney stated that the owner operating the short-term rental must reside on the property. Staff answered Miss Bain stating that the definition for short-term rental listed in the Comprehensive Zoning ordinance does not mention that the owner must reside on the property. Vice-Chairman Rodriguez added that he was not present during that particular City Council meeting, but that she may request an open record request or possibly a meeting with staff or the City Attorney for clarification.

Item No. 7 – Conduct a public hearing (2022-20) for consideration and action regarding the request of Peter D'Amato, Applicant and Owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Winona Gardens 2, Block 4, Lot 11, more commonly known as 211 North Casa Grande Circle, Duncanville, Dallas County, Texas.

Staff presented background information on the proposed request for SUP.

The applicant and Owner, Mr. D'Amato, and his family were present.

Commissioner Pena asked what the number of guests are for this house. Mrs. D'Amato answered stating that there are two units within the house, and they only allow one guest per unit. Commissioner Pena asked if this house had the same target market as 203 North Casa Grande Circle. Mr. and Mrs. D'Amato stated yes.

Diana Silva, 208 North Casa Grande Circle, spoke and inquired if this house would be an Airbnb and what their customer base is. Vice-Chairman Rodriguez answered Mrs. Silva stating that yes, the

Unapproved

owners will be renting out two rooms within their household only allowing a total of two guests in their home. He also stated that he could not really answer the question about the type of people renting from the owners. Vice-Chairman Rodriguez allowed the owners to respond. Mrs. D'Amato answered Mrs. Silva's question and gave her background information on her operation and procedures.

Commissioner Stith made a motion to approve the request for SUP with the following staff recommended conditions:

1. No loud and raucous noise may be present on the property between the hours of 10:0 p.m. and 7:00 a.m.
2. The SUP will be removed if the location receives three (3) substantiated complaints from neighboring property owners for excessive noise or traffic within a twenty-four (24) month period.
3. The property must continue to be in good standing by not having any outstanding issues related to taxes or code compliance provisions.
4. A report must be submitted to Planning staff each January that indicates the following:
    - The number of nights the unit was rented as a Short-Term Rental in the previous year
    - Proof of payment of Hotel Occupancy Taxes
    - Proof of current property insurance
5. The property will be suspended or removed from the registration list for one (1) year if false or misleading information is provided, there has been a violation of the terms, conditions, or restrictions or if the Hotel Occupancy Tax has not been paid in a timely manner.
6. Continued operation of a Short-Term Rental following suspension or removal from the registration list will be considered a violation of the City of Duncanville's Comprehensive Zoning Ordinance.

Commissioner Pena seconded the motion. The vote was unanimous 4-0 with Chairman Culbreath and Commissioner McBroom absent.

Item No. 8 – Continue discussion pertaining to the five-year Comprehensive Plan update. Discuss incorporating new areas of interest within the area maps – Wheatland Plaza.

Commissioner Avery informed the audience about the updating of Duncanville's Comprehensive Plan and the Commission's idea of incorporating the Duncanville ISD bus barn and Wheatland Plaza into the Downtown District.

Vice-Chairman Rodriguez added that the Commission also has the idea of possibly implementing a stringent energy code to control the type of materials used for new development.

Ricardo Silva, 208 North Casa Grande Circle, spoke and inquired whether there would be an implementation of energy code for existing dwellings. Vice-Chairman Rodriguez answered Mr. Silva stating yes, that he is currently working on something.

Vice-Chairman Rodriguez thanked the audience for their participation before adjourning.

Item No. 9 – The meeting adjourned at 9:08 p.m.

Unapproved

_____
Jeremy Tennant, Director of Planning and Neighborhood Services

_____
Elias Rodriguez, Vice-Chairman

Unapproved

ORDINANCE NO. 2442

AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP, AS HERETOFORE AMENDED, BY AMENDING THE EXISTING SF-10 SINGLE-FAMILY RESIDENTIAL DISTRICT TO GRANT A SPECIFIC USE PERMIT TO ALLOW FOR SHORT-TERM RENTAL ON REAL PROPERTY LOCATED ON WINONA GARDENS 2, BLOCK 4, LOT 11, MORE COMMONLY KNOWN AS 211 NORTH CASA GRANDE CIRCLE, CITY OF DUNCANVILLE, DALLAS COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO AND INCORPORATED HEREIN; PROVIDING FOR SPECIAL CONDITIONS, IF ANY; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS ($2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and City Council of the City of Duncanville, in compliance with state laws with reference to amending the Comprehensive Zoning Ordinance, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally, the City Council is of the opinion and finds that the Comprehensive Zoning Ordinance and Map should be amended as provided herein.

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

SECTION 1. That the Comprehensive Zoning Ordinance and Map of the City of Duncanville, Texas, as heretofore amended, by amending the existing SF-10 Single-Family Residential District zoning to grant a Specific Use Permit “SUP” to allow for Short-Term Rental on real property located on Winona Gardens 2, Block 4, Lot 11, more commonly known as 211 North Casa Grande Circle, City Of Duncanville, Dallas County, Texas and being more particularly described in Exhibit “A”, attached hereto and made a part hereof for all purposes (the “Property”).

SECTION 2. That the above-described property shall be used and developed only in the manner and for the purposes provided for by the Comprehensive Zoning Ordinance of the City of Duncanville and regulations under the Code of Ordinance, as heretofore amended, and subject to the following additional special conditions:

a. No Loud and raucous noise may be present on the property between the hours of 10:00 p.m. and 7:00 a.m.

b. The Specific Use Permit will be removed if the location receives three (3) substantiated complaints from neighboring property owners for excessive noise or traffic within a twenty-four (24) month period.

c. The property must continue to be in good standing by not having any outstanding issues related to taxes or code compliance provisions.

d. A report must be submitted to the Planning staff each January that indicates the following:

    1. The number of nights the unit was rented as a Short-Term Rental in the previous year
    2. Proof of payment of Hotel Occupancy Tax
    3. Proof of current property insurance

e. The property will be suspended or removed from the registration list for one (1) year if false or misleading information is provided, there has been a violation of the terms, conditions, or restrictions, or if the Hotel Occupancy Tax has not been paid in a timely manner.

f. Continued operation of a short-term rental following suspension or removal from the registration list will be considered a violation of the City of Duncanville's Comprehensive Zoning Ordinance

SECTION 3. That should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

SECTION 4. That all provisions of the Ordinance of the City of Duncanville in conflict with provisions of this Ordinance be, and same are hereby repealed, and all other provisions of the ordinances of the City of Duncanville not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 5. That the above-described property shall be used only in the manner and for the purposes provided for in the Comprehensive Zoning Ordinance of the City of Duncanville, as amended herein by the granting of this special use permit.

SECTION 6. That any person, firm or corporation violating any of the provisions or terms of this Ordinance or of the Comprehensive Zoning Ordinance as amended hereby shall be deemed guilty of a misdemeanor, and subject to the same penalty as provided for in the Comprehensive Zoning Ordinance, and upon conviction shall be punished by fine not to exceed the sum of Two Thousand Dollars ($2,000.00) for each offense, and each and every day such violation shall continue shall constitute a separate offense.

SECTION 7. That this Ordinance shall take effect immediately from and after its passage and the publication of the caption of said Ordinance, as the law in such cases provides.

DULY ORDAINED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 19th day of July, 2022.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

Exhibit "A"
Legal Description

Being Lot 11, Block 4, Winona Gardens in the City of Duncanville, Dallas County, Texas and more commonly referred to as 203 North Casa Grande Circle.

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Conduct a Public Hearing for consideration and action regarding the request of Yenni Hernandez, Applicant and Owner, to include a Specific Use Permit "SUP" for Carport on Candlelight Estates 1st Inst, Block B, Lot 2, more commonly known as 1342 Acton Avenue, Duncanville, Dallas County, Texas.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Promote: Innovative Ideas for Development and Re-development**
  - **Pursue a diverse and robust economy through various business, housing, and employment opportunities that encourage forward-thinking community and economic development.**
- **Re-Imagine: High Quality of Life**
  - **Develop, maintain, and encourage safe, attractive, viable family-oriented neighborhoods that embrace diversity and pride, promoting economic vitality.**

STAFF RESPONSIBLE:
Jeremy Tennant, Director of Planning and Neighborhood Services

BACKGROUND/HISTORY:
Comprehensive Plan
The subject property has a Future Land Use Designation of Low-Density Residential. The Plan states that low-density residential represents a traditional single-family detached neighborhood and includes housing and living units for people with a range of incomes and needs. Low-density residential areas generally range between three and five dwelling units per acre.

The Plan goes on to list the following policies to guide low-density areas:

- They should be protected from, but accessible to, the major roadway network, commercial establishments, and industrial areas.
- Subdivisions should be accessible to the collector and arterial streets, but should directly access only local streets, creating a balanced land-use pattern across the City.
- They should not be directly accessible to major arterials and freeways without adequate buffering and access management.

This request is in conformance with the Comprehensive Plan as the proposed accessory use is for the purpose of an existing single-family residence.

Project Scope
A carport is an accessory structure made of canvas, aluminum, or similar materials, or any combination thereof, open on two or more sides for the shade and shelter of private passenger vehicles. As shown on the building permit application, property survey, and material exhibits, the proposed carport is designed to be in conformance with associated standards such as lot orientation, setbacks, and materials. Per 4.13(D)(4) Miscellaneous Standards, Type B accessory buildings, including carports, 400 square feet or less shall be built with materials that are durable and resistant to deterioration. Profiled panels, deep ridge panels, and concealed fastener systems are permitted. All vertical and horizontal structural members of carports shall be of 14-gauge steel or aluminum. Vertical supporting members shall be a minimum of three inches in diameter for circular posts or three inches by three inches for tubular posts. Low or single-pitch carport roofs shall be of maintenance-free materials (minimum 26-gauge steel or aluminum). Exterior finish for metal materials shall be baked enamel finish or painted to the manufacturer's specifications; unpainted metal finish is prohibited. The use of corrugated metal, plastic, or fiberglass panels is prohibited.

Parking
The Zoning Ordinance requires two (2) unenclosed, paved parking spaces plus a one or two-car garage or Porte Cochere. Section 4.04.B.3.(Single-Family and Townhome Parking Accommodations) of the Ordinance provides an exception that states “Exception: A carport may be provided in lieu of a garage or Porte Cochere upon approval of a Specific Use Permit.”

This request, if approved, would be in conformance with this language.

Surrounding Land Use
The petitioned property is zoned SF-7 Single-Family Residential District. To the north, west, and south of the subject property are existing single-family residences zoned SF-7 Single-Family Residential District. To the east, directly behind the subject property, are businesses zoned I, Industrial District.

Recommendation
The Planning & Zoning Commission recommended approval of the request for the 754.8 square feet carport.

POLICY EXPLANATION:
Notification
Seventeen (17) notices were sent out for this public hearing. As of this writing, no responses have been received. Letters will be received until Tuesday, July 5, 2022, to fulfill legal requirements for a written formal protest to City Council. The request is tentatively scheduled to proceed to the Tuesday, July 5, 2022, City Council hearing.

FUNDING SOURCE:

ORG and Object Number
N/A

Available Budget	**Purchase Amount**	**After Encumber**
$0.00	$0.00	$0.00

ACTION ALTERNATIVES:

1. Approval of Ordinance.
2. Denial of Ordinance.
3. Other actions as directed by Council.

ATTACHMENTS:

Attachment 1 - Legal Notice
Attachment 2 - Area of Request Maps
Attachment 3 - Applications
Attachment 4 - Property Survey
Attachment 5 - Applicant Exhibits
Attachment 6 - Letter from Applicant
Attachment 7 - Letter to Property Owners 200'
Attachment 8 - List of Property Owners
Attachment 9 - PZ Minutes - June 13 2022 Final
Attachment 10 - Ordinance No. - 2438 - SUP for Carport @ 1342 Acton Avenue

Attachment 1

Advertise 1 time - By June 2

NOTICE OF A PUBLIC HEARING BEFORE THE
PLANNING AND ZONING COMMISSION AND CITY COUNCIL
ZONING FILE #2022-16

A public hearing will be held before the Planning & Zoning Commission on Monday, June 13, 2022, at 7:00 p.m., and before City Council on Tuesday, July 5, 2022, at 7:00 p.m., in the Council Chambers, City Hall, 203 E. Wheatland Rd, Duncanville, Texas, to hear a request of the City of Duncanville for a Specific Use Permit to allow for Carport, on Candlelight Estates 1st Inst, lock B, Lot 2, more commonly known as 1342 Acton Avenue, City of Duncanville, Dallas County, Texas.

As an interested citizen, you may appear at the public hearing or you may send a notice to either Kristin Downs, the City Secretary or to Jeremy Tennant, Interim Secretary of the Planning and Zoning Commission, P.O. Box 380280, Duncanville, Texas, 75138-0280 stating your position.

CITY OF DUNCANVILLE
Kristin Downs
City Secretary

Jeremy Tennant,
Interim Secretary

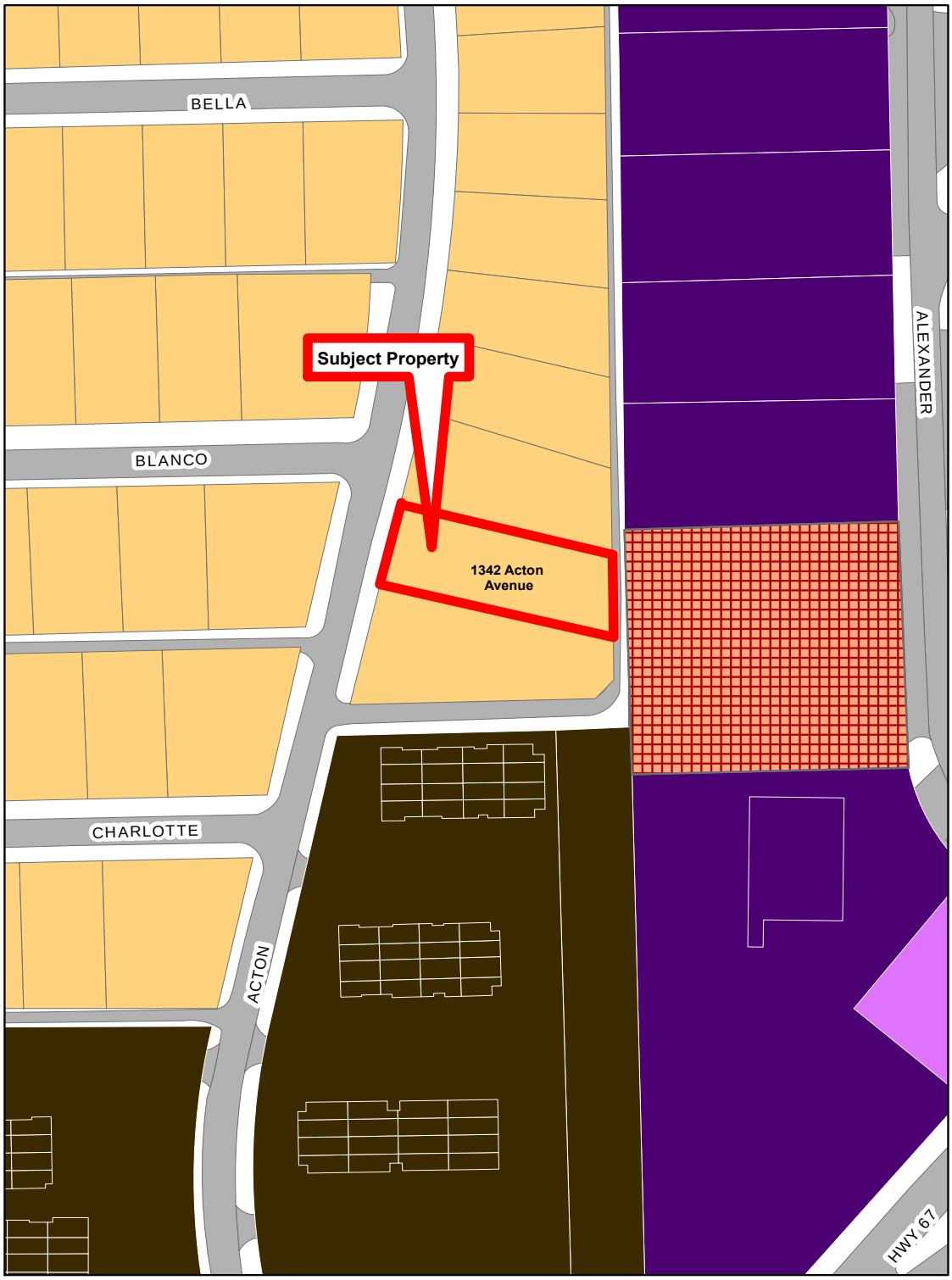
Attachment 2



Duncanville
City of Champions

Proposed Zoning Change
Aerial Location
1342 Acton Avenue

N
W E
S



Duncanville
City of Champions

Zoning Case 2022-16
SUP Request for Carport

N
W E
S

Attachment 3

972-707-3878
Lynette Romero

Duncanville
City of Champions

Public Works Department
Planning Division
203 E Wheatland Road
P.O. Box 380280
Duncanville, TX 75138
(972) 780-5015

ZONING CHANGE APPLICATION

CONTACT INFORMATION (REQUIRED)

Applicant/ Agent Yenni Hernandez Contact: 972-282-7757

☐ Engineer ☐ Architect ☐ Surveyor ☑ Owner ☐ Other

Applicant/Agent Address: 1342 Acton Ave City: Duncanville State: TX Zip: 75137

Agent Email: [redacted]@yahoo.com Telephone: [redacted] (Fax) _____

Property Owner: Yenni Hernandez Contact: [redacted]

Owner Address 1342 Acton Ave City: Duncanville State: TX Zip: 75137

Owner Email: [redacted]@yahoo.com Telephone: [redacted] (Fax) _____

PROPERTY INFORMATION (REQUIRED)

Property Address: 1342 Acton Ave Duncanville TX 75137

Legal Description of Property: Residential

Lot No. 2 Block No. B Acreage: 12064sq ft Existing Zoning District: _____

REQUEST TYPE (REQUIRED)

☐ Specific Use Permit - Commercial
For _____

☑ Specific Use Permit - Residential
For Carport

☐ Change in Zoning
From _____ To _____

☐ Planned Development (PD)

☐ Amend PD Approval

☐ Development Plan Approval

☐ Conceptual Plan Approval

☐ Alternative Compliance Request

SUBMITTAL DOCUMENTS (REQUIRED)

ALL ZONING REQUESTS MUST CONTAIN THE FOLLOWING DOCUMENTATION

- ☐ Completed application
- ☐ Application fee $125
- ☐ Property survey, or site plan or electronic copy of the metes and bounds legal description Microsoft word format or plat
- ☐ Written description of request (associated variance requests require justification), business statement or business plan with detailed description of proposed operation
- ☐ Electronic copies of all submittals via email

RECEIVED
By Lynette Romero at 3:45 pm, May 03, 2022

2022-16
P&Z: 06/13/2022
CC: 07/05/2022

April 2021

1

Acknowledgments

I understand that all required information and plans must be submitted with this application or the application be deemed incomplete.

I hereby authorize the placing of a sign on subject property indicating a zoning change is under consideration.

I understand the requirements of the zoning classifications as stated in the City of Duncanville Zoning Ordinance related to this request and will comply with all necessary requirements of the City codes. I am aware that the City Council has the power to zone land as most appropriate in their wisdom, to promote the health, safety, and morals and for the protection and preservation of places of historical or cultural importance, and the general welfare of the community.

I have read and understand this application and certify that all information and attachments are true and correct. I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the request described. Applicants (or a representative) are expected to be present at all public hearings concerning this application to justify and explain their request and to answer questions posed by the City Planning and Zoning Commission and City Council.

Signature of Current Property Owner

4/28/22
Date

Notarization

BEFORE ME, Demetrius Ryan Carpenter, on this day personally appeared Yenni Hernandez, known to or proved to me on the oath of _____ or through Texas Drive License (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 28 day of April, 2022.

(Seal)

DEMETRIUS RYAN CARPENTER
Notary Public, State of Texas
Comm. Expires 05-14-2025
Notary ID 133102275

Notary Public in and for the State of Texas
My Commission Expires: 05-14-2025

2

SUBMITTAL CHECKLIST

Specific Use Permit - Commercial

Please check if applicable

YES	N/A	
☐	☐	Written Letter with detailed description of proposed operation
☐	☐	Site Plan
☐	☐	Building Elevation and Signage Plan
☐	☐	Landscape Plan
☐	☐	Floor Plans
☐	☐	Other _____

Specific Use Permit - Residential

Please check if applicable

YES	N/A	
☐	☐	Written Letter of Intent with detailed description of request
☐	☒	HOA approval letter (if applicable)
☐	☐	Drawings, spec sheets, diagrams or other documents in electronic format (PDF)
☐	☒	Letter from owner (if applicant is not owner) and/or approval letter from HOA (if applicable)
☐	☐	Other _____

Planned Development

YES	N/A	
☐	☐	Written Letter with detailed description of proposed development with proposed conditions
☐	☐	Conceptual Plan

(The purpose of a Conceptual Plan is to provide a general layout of the proposed development prior to a more specific Development Plan being submitted. A Conceptual Plan shall be construed to be an illustration of the development concepts only and not an exact representation of the specific development proposed.)

☐ ☐ Development Plan with proposed PD Conditions

(The purpose of a Development Plan is to specifically illustrate the proposed location and arrangement of uses and structures, the relationship of such uses to base zoning districts, development phasing, planned public improvements, open space, proposed amenities and the overall design of the development. Development Plan shall be incorporated into the regulations of the PD ordinance, shall be construed in conjunction with the authorized uses and development standards set forth in such regulations, and shall be in general conformity with the approved Conceptual Plan for the PD (if applicable).

REQUIRED

RECEIVED
MAY 03 2022
BY: D. Ramirez

Duncanville
City of Champions

Application for Accessory Building Permit

☑ Residential ☐ Commercial Value: 216,000

Job Site Address: 1342 Acton Ave, Duncanville TX

Class of Work: ☑ Addition ☐ New

Owner	Address	Phone #
Yenni Hernandez Juan Rebollar	1342 Acton Ave, Duncanville	[redacted]
Construction Contractor	**Address**	**Phone #**
Juan Rebollar	1342 Acton Ave Duncanville TX 75137	[redacted]
Concrete Contractor	**Address**	**Phone #**
Electrical Contractor	**Address**	**Phone #**

I have carefully read the completed application and know the same is true and correct and hereby agree that if a permit is issued, all provisions of the City ordinances and State laws will be complied with, whether herein specified or not. I am the owner of the above property or his/her duly authorized agent and as such hereby agree to comply with all property restrictions. Permission is hereby granted to enter premises and make all necessary inspections. I understand that if the information in this application is not correct or complete, any permit may be invalid and I may be required to modify or remove the accessory building at my own expense. A permit shall not be valid until the fees prescribed by law have been paid for, nor shall an amendment to a permit be released until the additional fee or fees have been paid.

Applicant's Signature _____ Date 4/20/22

Applicant's Name (Print) Yenni Hernandez Phone # [redacted]

FOR DEPARTMENT USE ONLY

Approval _____ Date _____

Total Fee Due _____ Permit # _____

Revised 07/2020

ACCESSORY BUILDING QUESTIONNAIRE

PRE-EXISTING ACCESSORY BUILDINGS

(Not to include the building covered by this permit application.)

Do you currently have accessory buildings at this location? no

If yes,

How many buildings are present? _____

What is the usage? _____

What are the dimensions? _____

PROPOSED NEW ACCESSORY BUILDING

Size of proposed structure: 22' feet x 45' feet = 990 sq. **height** 14' ft.

ACCESSORY BUILDING CANNOT EXCEED 16 FEET IN HEIGHT

Check one that applies:

- ☐ Anchored to a concrete slab 3" thick reinforced with #3 rebar
- ☑ Anchored to all corners via 12" x 12" x 18 concrete piers
- ☐ Other (Please specify): _____

Will the building be provided with electrical or plumbing system? no

If yes, provide description: _____

What exterior wall covering will this building have? na

What roofing material will this building have? shingles

(Minimum 26-gauge steel or aluminum)

Will the building have a door large enough for a vehicle to enter? na

What is the intended use of the building?

- ☐ Domestic Storage
- ☐ Living Quarters
- ☑ Carport Only – No Side Walls
- ☐ Other (Please Specify): _____

Location of proposed portable/accessory structure:

Lot size: 12064

Distance from side property lines: 7.8' feet and 28.9' 33.2' feet

Distance from rear property lines: 92.6' feet

Distance from any other structure on the property: None feet

Revised 09/2021

Revised 06-13-2022

ACCESSORY BUILDING QUESTIONNAIRE

PRE-EXISTING ACCESSORY BUILDINGS

(Not to include the building covered by this permit application.)

Do you currently have accessory buildings at this location? no

If yes,

How many buildings are present? _____

What is the usage? _____

What are the dimensions? _____

PROPOSED NEW ACCESSORY BUILDING

Size of proposed structure: 22' feet x ~~45' y.H.~~ 33.4 754.8 y.H. feet = ~~990~~ sq. height 14 ft.

ACCESSORY BUILDING CANNOT EXCEED 16 FEET IN HEIGHT

Check one that applies:

- ☐ Anchored to a concrete slab 3" thick reinforced with #3 rebar
- ☑ Anchored to all corners via 12" x 12" x 18 concrete piers
- ☐ Other (Please specify): _____

Will the building be provided with electrical or plumbing system? no

If yes, provide description: _____

What exterior wall covering will this building have? na

What roofing material will this building have? shingles

(Minimum 26-gauge steel or aluminum)

Will the building have a door large enough for a vehicle to enter? na

What is the intended use of the building?

- ☐ Domestic Storage
- ☐ Living Quarters
- ☑ Carport Only – No Side Walls
- ☐ Other (Please Specify): _____

Location of proposed portable/accessory structure:

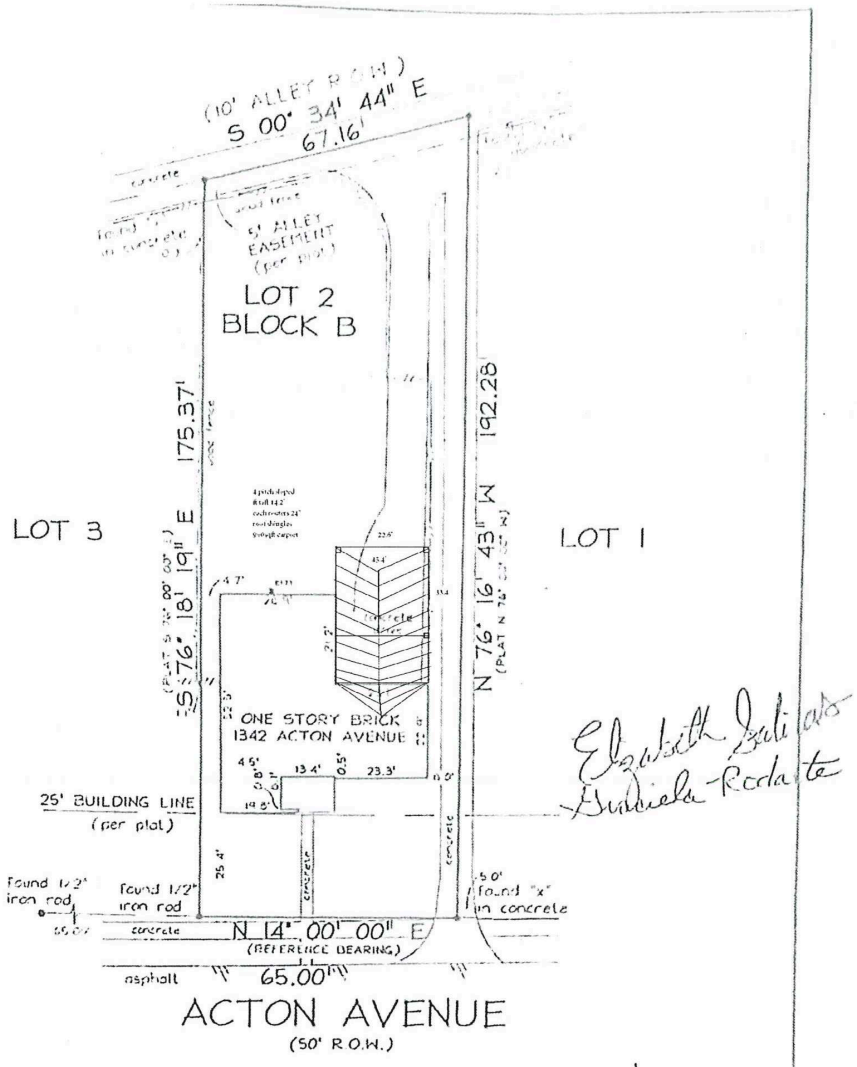
Lot size: 12064

Distance from side property lines: 7.8' feet and 28.9' 33.2' feet

Distance from rear property lines: 92.4' feet

Distance from any other structure on the property: none feet

Revised 09/2021



Elizabeth Julio & Gabriela Rodarte

NOTES:
BEARINGS ARE BASED ON PLAT
THIS SURVEY IS VALID ONLY WITH ORIGINAL SIGNATURE IN BLACK INK.

THIS IS TO CERTIFY that on this date a survey was made on the ground, under my direction and supervision of the property located at 1342 ACTON AVENUE, and Being Lot 2, Block B, of FIRST INSTALLMENT OF CANDLELIGHT ESTATES, an Addition to the City of Duncanville, Dallas County, Texas, according to the Map thereof recorded in Volume 70184, Page 29, of the Map Records of Dallas County, Texas.

There are no visible conflicts or protrusions, except as shown

The subject property does not lie within the limits of a 100-year flood hazard zone according to the map published by the Federal Emergency Management Agency, and has a Zone "C" Rating as shown by Map No. 480173 0005 D, dated NOVEMBER 19, 1987. The statement that the property does or does not lie within a 100-year flood zone is not to be taken as a representation that the property will or will not flood. This Survey is not to be used for construction purposes and is for the exclusive use of the hereon named purchaser, mortgage company, and title company only and this survey is made pursuant to that one certain title commitment under the GF number shown hereon, provided by the title company named hereon

ACCEPTED BY _____ DATE: 12-7-00

DATE 11/30/00
DATE FIELD 11/30/00
REVISED
JOB NO 100 6517 TECH CH
TAPSCO NO 72-C FIELD: CH

TAPSCO LAND TITLE
GF NO. DU00-232108

ROBERT T. PAUL, JR. 4984 REGISTERED PROFESSIONAL LAND SURVEYOR
Registered Professional Land Surveyor

PLS Precise Land Surveying, Inc.

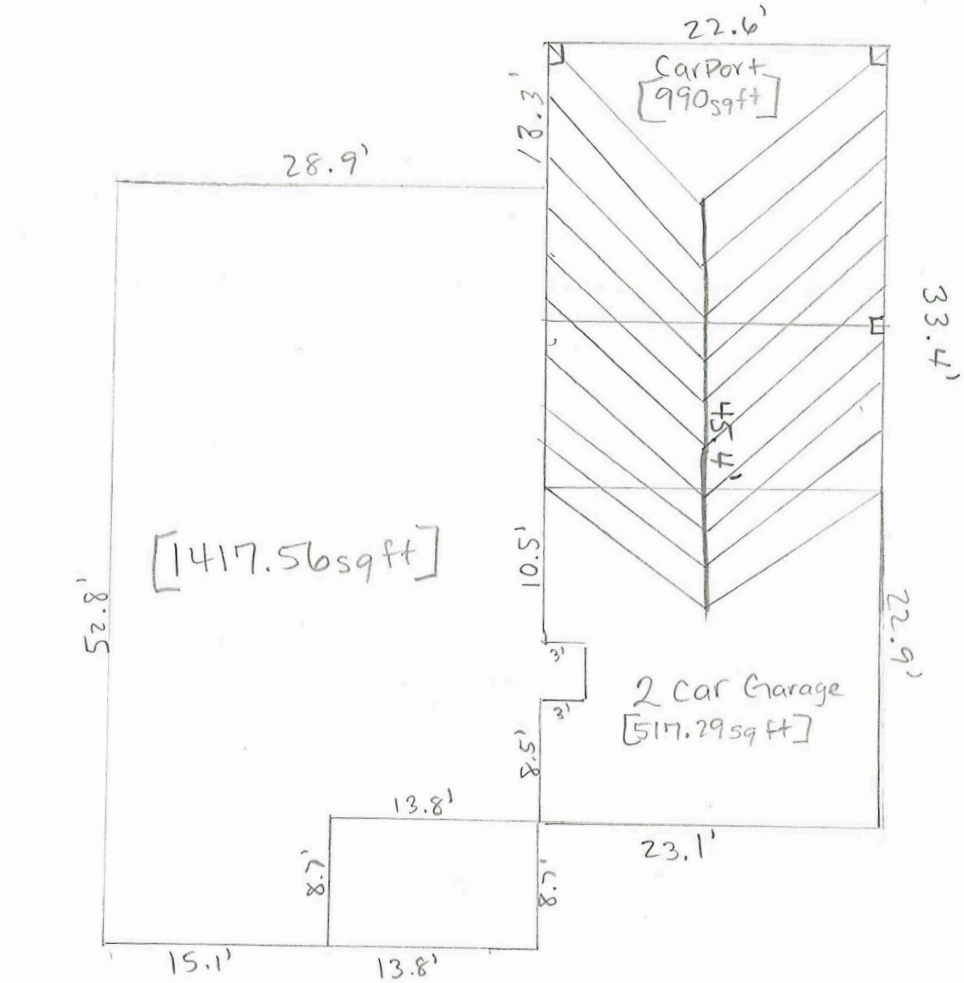
1515 GUS THOMASSON ROAD MESQUITE, TEXAS 75150 PHONE 972-681-7072 FAX 972-279-1508

Attachment 5

DUNCANVILLE

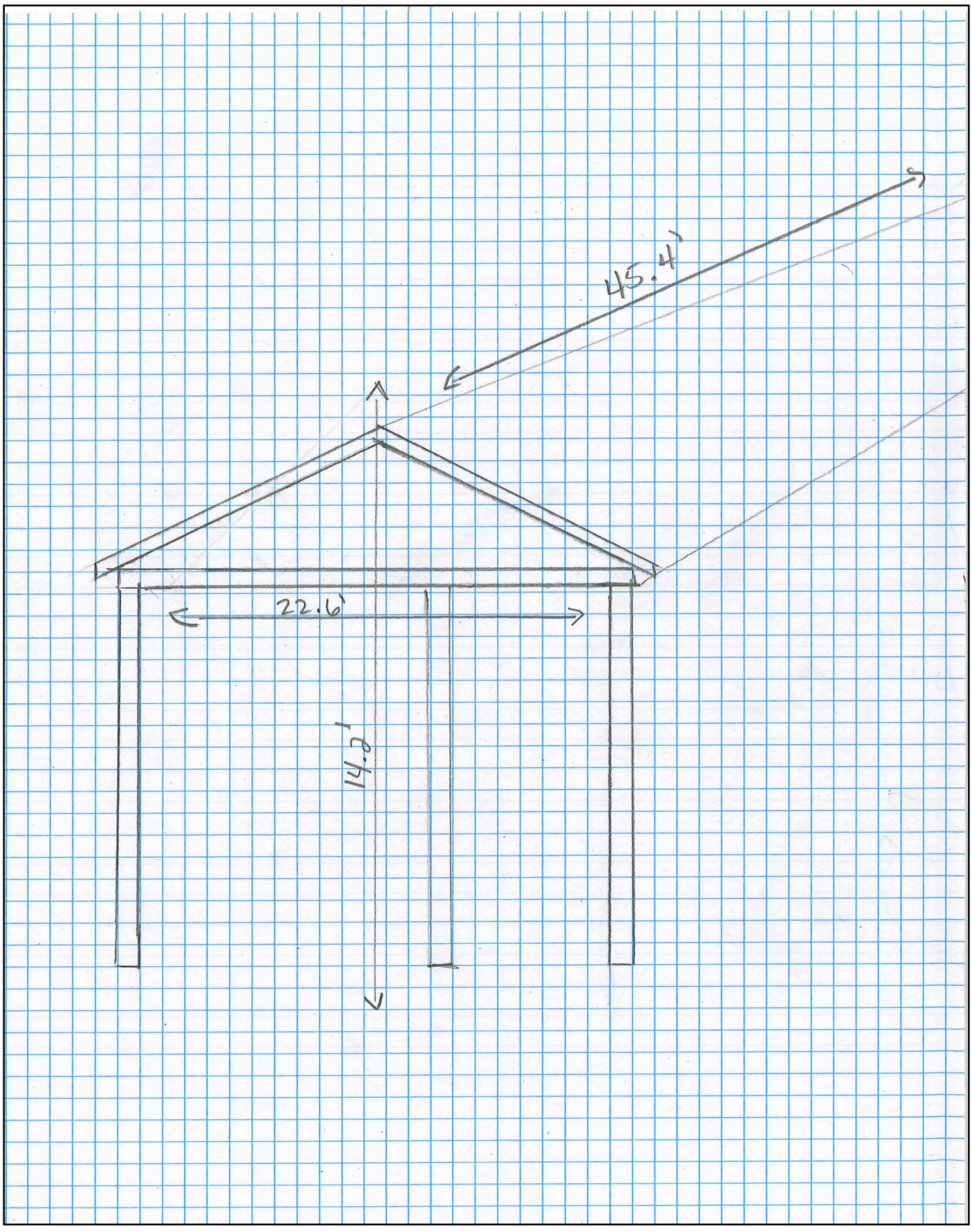
The Perfect Blend of Family, Community and Business.

City of Duncanville
Health Department
203 E. Wheatland Rd.
PO Box 380280
Duncanville, TX 75138-0280
(p) 972.780.4963
(f) 972.780.6447
(e) mplemons@ci.duncanville.tx.us
(w) www.duncanville.com



Duncanville
City of Champions

City of Champions


45.4'
22.6'
14.2'

1342 Acton Ave Duncanville TX 75137

Juan Rebollar

Yenni Hernandez

Carport Materials:

- 2X4
- 2X10
- 2X6
- 6X6
- PLYWOOD ½
- SHINGLES ROOF

Attachment 6

To the Duncanville City Council,

The reason for this letter is to explain why we need a carport in our property in 1342 Acton Ave. Duncanville, TX 75137. We have been living in this location since April of 2021. The carport that is in question to be built will help us out with keeping our cars out of the sun and keeping them cool during the summer days. We do have a 2 car garage but we keep other things in our garage (tools) and it doesn't leave space for our vehicles. We are owners of 2 dogs and the carport will provide them with shade that they sometimes don't have since we don't have any other structures in our backyard other then trees. We also have 2 toddlers and the carport will provide them with shade to allow them to play outside in really hot temperatures. We hope you keep our request into consideration and rule in our favor as our family really needs a carport. Thank you for your time and service,

Yenni Hernandez & Juan Rebollar

Owners of 1342 Acton Ave Duncanville TX 75137

Juan A. Rebollar

Attachment 7

City of Duncanville Planning Division
Development Services
203 E. Wheatland Road
P. O. Box 380280
Duncanville, TX 75138-0280
(p) 972-707-3878
(e) lromero@duncanville.com

June 1, 2022

Zoning File: 2022-16

Dear Property Owner:

Yenni Hernandez, Applicant and Owner, is requesting approval of a Specific Use Permit to allow for the use of Carport on Candlelight Estates 1st Inst, Block B, Lot 2, more commonly known as 1342 Acton Avenue, in the City of Duncanville, Dallas County, Texas.

Your property is NOT being rezoned. You have been sent this notice because you are within the required 200-foot notification area of property that is being considered for rezoning for this particular public hearing. Please refer to the enclosed map that indicates which property is being rezoned.

The Planning and Zoning Commission will hold a public hearing on Monday, June 13, 2022, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, July 5, 2022, at 7:00 p.m., both in the City of Duncanville Council Chambers, 203 E. Wheatland Road. Public hearings are held to allow interested persons the opportunity to state their opinion directly to the Planning & Zoning Commission either for or against the proposed zoning change. If you oppose the zoning change, however, the attached survey must be completed and returned by July 5, 2022, to fulfill legal requirements for a written formal protest.

As an interested citizen, you may submit public comments to either the City Secretary or to Jeremy Tennant, Interim Secretary of the Planning and Zoning Commission, P.O. Box 380280, Duncanville, Texas, 75138-0280 or email lromero@duncanville.com stating your position. You are encouraged to participate in the public hearing and offer comments.

Sincerely,

Jeremy Tennant

Jeremy Tennant
Interim Secretary, Planning and Zoning Commission

Enclosures

City of Duncanville Planning Division
Development Services
203 E. Wheatland Road
P. O. Box 380280
Duncanville, TX 75138-0280
(p) 972-707-3878
(e) lromero@duncanville.com

Junio 1, 2022

Archivo de zonificación: 2022-14

Estimado propietario:

Yenni Hernandez, solicitante y Propietaria, está solicitando la aprobación de un Permiso de Uso Específico para permitir el uso de Cochera en Candlelight Estates 1st Inst, Block B, Lot 2, más comúnmente conocido como 1342 Acton Avenue, en la ciudad de Duncanville, condado de Dallas, Texas.

Su propiedad NO está siendo rezonificada. Se le ha enviado este aviso porque se encuentra dentro del área de notificación requerida de 200 pies de la propiedad que se está considerando para la rezonificación para esta audiencia pública en particular. Consulte el mapa adjunto que indica qué propiedad se está rezonificando.

La Comisión de Planificación y Zonificación llevará a cabo una audiencia pública el Lunes 13 de Junio de 2022, a las 7:00 p.m., y la audiencia pública del Concejo Municipal se llevará a cabo el Martes 5 de Julio de 2022, a las 7:00 p.m., ambas en las Cámaras del Consejo de la Ciudad de Duncanville, 203 E. Wheatland Road. Las audiencias públicas se llevan a cabo para permitir a las personas interesadas la oportunidad de expresar su opinión directamente a la Comisión de Planificación y Zonificación, ya sea a favor o en contra del cambio de zonificación propuesto. Sin embargo, si se opone al cambio de zonificación, la encuesta adjunta debe completarse y devolverse antes del 5 de Julio de 2022, para cumplir con los requisitos legales para una protesta formal por escrito.

Como ciudadano interesado, puede enviar comentarios públicos al Secretario de la Ciudad o a Jeremy Tennant, Secretario Interino de la Comisión de Planificación y Zonificación, P.O. Box 380280, Duncanville, Texas, 75138-0280 o enviar un correo electrónico lromero@duncanville.com indicando su posición. Se le anima a participar en la audiencia pública y ofrecer comentarios.

Sinceramente

Jeremy Tennant

Jeremy Tennant
Secretario Interino de la Comisión de Planificación y Zonificación

Recintos

The following form may be filled out and mailed to:

Planning and Zoning Commission
City of Duncanville
Attn: Development Services Department
P.O. Box 380280
Duncanville, TX 75138-0280

Case No. 2022-16 Yenni Hernandez, Applicant and Owner, is requesting approval of a Specific Use Permit (SUP) to allow for the use of Carport on Candlelight Estates 1st Inst, Block B, Lot 2, more commonly known as 1342 Acton Avenue, in the City of Duncanville, Dallas County, Texas. This is the first of two public hearings that have been scheduled to receive further input on the requested zoning change.

NOTE: The purpose of the request is to allow for the use of Carport.

You have been sent this notice since your property is within the 200-foot notification area of the property being requested for a zoning change. **Your property is not being rezoned.**

The Planning and Zoning Commission will hold a public hearing on Monday, June 13, 2022, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, July 5, 2022, at 7:00 p.m., both at the City of Duncanville Council Chambers, 203 E. Wheatland Road. Public hearings are held to allow interested persons the opportunity to state their opinion directly to the Planning & Zoning Commission either for or against the proposed zoning change.

If you oppose the zoning change, however, the attached survey must be completed and returned by July 5, 2022, to fulfill legal requirements for a written formal protest.

Please check one:

_____ ***In favor*** *of granting the zoning request.*

_____ ***Not in favor*** *of granting the zoning request.*

My reasons are as follows:

1).

2).

3).

Printed Name: _____ Address: _____

Signature: _____ Date: ___

El siguiente formulario puede ser llenado y enviado por correo a:

Planning and Zoning Commission
City of Duncanville
Attention: Departamento de Servicios de Desarollo
P.O. Box 380280
Duncanville, TX 75138-0280

Caso No. 2022-16 Yenni Hernandez, Solicitante y Propietaria, está solicitando la aprobación de un Permiso de Uso Específico (SUP) para permitir el uso de Cochera en Candlelight Estates 1st Inst, Block B, Lot 2, mas comúnmente conocido como 1342 Acton Avenue, en la Cuidad de Duncanville, condado de Dallas, Texas. Esta es la primera de dos audiencias públicas que se han programado para recibir más información sobre el cambio de zonificación solicitado.

NOTA: El propósito de la solicitud es permitir el uso de alquiler a corto plazo.

Se le ha enviado este aviso ya que su propiedad está dentro del área de notificación de 200 pies de la propiedad que se solicita para un cambio de zonificación. **Su propiedad no está siendo rezonificada.**

La Comisión de Planificación y Zonificación llevará a cabo una audiencia pública el Lunes 13 de Junio 2022, a las 7:00 p.m., y la audiencia pública del Concejo Municipal se llevará a cabo el Martes 5 de Julio de 2022, a las 7:00 p.m., ambas en las Cámaras del Consejo de la Ciudad de Duncanville, 203 E. Wheatland Road. Las audiencias públicas se llevan a cabo para permitir a las personas interesadas la oportunidad de expresar su opinión directamente a la Comisión de Planificación y Zonificación, ya sea a favor o en contra del cambio de zonificación propuesto.

Sin embargo, si se opone al cambio de zonificación, la encuesta adjunta debe completarse y devolverse antes del 5 de Julio de 2022, para cumplir con los requisitos legales para una protesta formal por escrito.

Por favor, marque uno:

_____ ***A favor*** de conceder la solicitud de *zonificación.*

_____ ***No a favor*** de otorgar la solicitud de *zonificación.*

Mis razones son las siguientes:

1).

2).

3).

Nombre impreso: _____ Dirección: _____

Firma: _____ Fecha: ___


Bella St.
Blanco St.
Charlotte St.
Acton Ave.
S. Alexander Ave.
1342 Acton Ave.
Hwy. 67

Attachment 8

EWING IRRIGATION PRODUCTS INC
3441 E HARBOUR DR
PHOENIX, ARIZONA 850347229

~~DOUGHERTY SUSAN MARTIN~~
~~303 OMAHA LN~~
~~DUNCANVILLE, TEXAS 751162125~~

SERVIN NANCY SELENA &
435 CHARLOTTE ST
DUNCANVILLE, TEXAS 751373326

SWAFFORD JUDITH B
4105 WINSTON DR
DENTON, TEXAS 762108880

RESIDENCE AT CANDLELIGHT
8901 GAYLORD DR STE 100
HOUSTON, TEXAS 770243042

MARTIN JENNIFER &
1334 ACTON AVE
DUNCANVILLE, TEXAS 751373306

OLIVAREZ MARCIANO & ROSA FRANCO DE
4545 SILVERSPRINGS
DALLAS, TEXAS 752117820

DOUGHERTY SUSAN
303 OMAHA LN
DUNCANVILLE, TEXAS 751162125

~~DOUGHERTY SUSAN~~
~~303 OMAHA LN~~
~~DUNCANVILLE, TEXAS 751162125~~

NAYLOR MICHAEL S &
434 BLANCO ST
DUNCANVILLE, TEXAS 751373313

PALMATARY LIDIA
439 BLANCO ST
DUNCANVILLE, TEXAS 751373312

LARA JOSE & MARIA
634 LAZY RIVER DR
DUNCANVILLE, TEXAS 751163519

ALVAREZ MIGUEL
1338 ACTON AVE
DUNCANVILLE, TEXAS 751373306

VERIZON WIRELESS
180 WASHINGTON VALLEY RD
BEDMINSTER, NEW JERSEY 079212120

ALFORD DEE ANN
417 TANGLEWOOD DR
DESOTO, TEXAS 751155631

ZEHNDER RITA
438 BLANCO ST
DUNCANVILLE, TEXAS 751373313

CHEN ZHONGYU
2247 SHARK LOOP
ROUND ROCK, TEXAS 786646121

DAI GEORGE SHEINGSHI &
1220 VIENNA DR SPC 686
SUNNYVALE, CALIFORNIA 940892017

GALARZA YENNI F HERNANDEZ &
1342 ACTON AVE
DUNCANVILLE, TEXAS 751373306

PLANNING AND ZONING COMMISSION
REGULAR MEETING
CITY HALL
203 E WHEATLAND ROAD
MONDAY, JUNE 13, 2022 @ 7:00 P.M.

A meeting for the Planning and Zoning Commission was held on Monday, June 13, 2022, at 7:00 p.m. with the following present:

Planning and Zoning Commission Members:

Betty Culbreath	Chairman	
Elias Rodriguez	Vice-Chairman	
Eric Pena	Commissioner	Excused Absence
Jana McBroom	Commissioner	
Javar Avery	Commissioner	
Edward Stith	Commissioner	

Staff present:
Jeremy Tennant, Director of Planning and Neighborhood Services
Lynette Romero, Planning Technician

Item No. 1 – Call to Order.

The meeting was called to order at 7:00 p.m. by Chairman Culbreath.

Item No. 2 – Receive Public Comments

No public comments were received.

Item No. 3 – Approval of meeting minutes for the regular meeting on May 23, 2022.

Commissioner Rodriguez made a motion as seconded by Commissioner Avery to approve the minutes. The vote was unanimous 4-0 in favor with Commissioner McBroom abstaining and Commissioner Pena absent.

Item No. 4 – Conduct a public hearing (2022-16) for consideration and action regarding the request of Yenni Hernandez, Applicant and Owner, to include a Specific Use Permit "SUP" for Carport on Candlelight Estates 1st Inst, Block B, Lot 2, more commonly known as 1342 Acton Avenue, Duncanville, Dallas County, Texas.

Staff presented background information on the proposed request for SUP.

The applicant, Yenni Hernandez, and her husband, Juan Rebollar were present. Mrs. Hernandez spoke in favor of her request. She stated that she and her husband are requesting a carport to provide shade for their vehicles and pets, and to have an area for their children to play.

Unapproved

Commissioner Elias asked the applicant if the carport would be attached to the house. Mr. Rebollar answered yes.

Commissioner Avery asked the applicant what types of vehicles would be parked under the carport. Mrs. Hernandez stated that they have two vehicles that would be parked under the carport, her small car and Mr. Rebollar's jeep.

Commissioner Avery asked about the square footage of the proposed carport. He stated that the building permit application states the proposed carport is depicted as 990 square feet, but the measurements listed on the construction plan equaled to 754.8 square feet. After some calculating, it was determined that the correct measurement was 754.8 square feet.

Chairman Culbreath stated that the square footage would need to be corrected on the building permit application.

Commissioner Avery asked staff about Section 4.13 (D)(4) of the Comprehensive Zoning Ordinance that staff went over during his presentation. Commissioner Avery asked staff if anything over 400 square feet must abide by different rules. Staff stated that it is up to the Commission on whether they want to reduce the size or allow the applicants to have the size carport they are requesting based off the applicant's justification. Staff also stated that the Commission may add specific conditions based off the applicant's justification as well.

Commissioner Avery asked staff about the required roof materials for carports listed in Section 4.13 (D)(4). He asked if what the applicant's proposed roof materials conform to the required roof material listed in Section 4.13 (D)(4). Staff pulled up this section of his PowerPoint on the screen and informed Commissioner Avery that this section of the Comprehensive Zoning Ordinance does not specify anything about required roof materials, and only specifies the required supporting materials for the carport.

Commissioner Rodriguez asked Mr. Rebollar if he would be using pressure treated lumber and 2x10 lumber panels for the roofing. Mr. Rebollar stated yes.

Chairman Culbreath once again stated that the applicant does need to correct the square footage on the building permit application.

Commissioner Avery made a motion to approve the request for the 754.8 square foot carport with the condition that the applicant correct the square footage submitted on the original document and that the applicant abide by the regulations listed in Section 4.13 (D)(4). Commissioner Rodriguez seconded the motion to approve the request. The vote was 5-0 in favor, with Commissioner Pena absent.

Item No. 5 – Conduct a public hearing (2022-14) for consideration and action regarding the request of Sharon Hicks, Applicant, representing Kristina Mabey, Owner, to include a Specific Use Permit "SUP" for Daycare on Woodhaven Replat, Block 3, Lot 11A ACS 1.61, more commonly known as 206 East Red Bird Lane, Duncanville, Dallas County, Texas.

Staff presented background information regarding the proposed request for SUP.

Unapproved

Commissioner Rodriguez made some comments to staff regarding the SUP. Commissioner Rodriguez commented that the SUP was first approved in 2007, and the business has continued operating as a daycare since. He stated that when the new zoning ordinance was passed in 2021, this caused the existing use to become legal nonconforming. He asked if the Commission would be able to take in consideration the prior guidelines from 2007 and utilize them now. Staff stated that unfortunately we do not have that specific language within our current comprehensive zoning ordinance.

Chairman Culbreath asked staff if there were any complaints or violations. Staff stated that there were none according to his knowledge.

The applicant, Sharon Hicks, and property owner, Kristina Mabey were present.

Commissioner McBroom asked who owned the property and operated the business. Miss Mabey stated that she is the owner, and that Miss Hicks operates the daycare.

The Commissioners had no other questions for the applicant and property owner.

Commissioner Avery stated that he believes that this area is Opportunity Area 7 of the Comprehensive Plan, and that he believes this operation provides an amenity for the area. He stated that he would be okay approving another five years.

Chairman Culbreath interrupted and stated that they were first given ten years when approved in 2007, and that she believes they should be granted another 10 years.

Commissioner Avery stated he would be okay with approving ten years.

Commissioner Rodriguez seconded the motion for approval of a ten-year renewal period.

Staff made commented that in 2007, the City Council approved the SUP with an expiration date of ten years from the effective date and that, the SUP must be renewed for successive five-year periods.

The Commission asked staff to clarify the statement.

Staff read the 15th condition listed in Ordinance 2015, “Unless sooner terminated by the City Council, this Special Use Permit shall expire upon the expiration date of ten (10) years from the effective date hereof and shall automatically be renewed for successive five (5) year periods under the requirements and in accordance with the provisions of Section 2(6) of Article XIII-B, Appendix A, of the Code of Ordinances of the City of Duncanville..”

Chairman Culbreath stated she did not understand why the applicant must continue coming in to renew if she has always complied with the conditions listed in the Ordinance.

Staff explained in lieu of placing a time limit on the SUP that the Commission could choose as a body to only have conditions on the requested use especially since now the use has been deemed prohibited; however has existed over the years in good standing.

Unapproved

Commissioner Avery made a motion to approve the request for SUP for an unspecified time and with the following additional conditions:

1. The maximum number of students shall conform to State regulations.
2. The days of operations shall be Monday through Friday.
3. The hours of operation shall be between 6:00 a.m. and 6:00 p.m.
4. The minimum off-street parking shall be 22 spaces (based on proposed 2,033 square foot addition and proposed future 727 square foot addition).
5. The SUP is granted only to the applicant/operator of the daycare.

Commissioner Stith seconded the motion to approve the request. The vote was 5-0 in favor with Commissioner Pena absent.

Item No. 6 – Conduct a public hearing (2022-15) for consideration and action regarding the request of Stephen Landtroop, Applicant and Owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Green Hills 4th Inst 3rd Sec, Block 9, Lot 12, more commonly known as 1315 Heather Glen Street, Duncanville, Dallas County, Texas.

Staff presented background information regarding the proposed request for SUP.

The applicant and owner, Steven Landtroop, was present. Mr. Landtroop spoke in favor of his request.

Mr. Landtroop stated that he recently had surgery to remove one of his kidneys and was not doing too well but would try his best to remain cheerful while speaking. Mr. Landtroop stated that he is an empty nester, and his grandchildren live near Austin. He stated that he bought his current home in 2009 and decided to buy within his neighborhood because of the large lot sizes. He stated that the idea of operating a short-term rental first came to him in 2016, but that he did not start operating until 2019. He stated that he saw many homes within the Duncanville area listed on Airbnb and was intrigued by the thought of these properties contributing to the City's local taxes. He stated that during this time there were no complaints being made regarding short-term rentals until he saw a post on Next Door displaying a picture of a zoning sign at 1039 Wind Ridge Drive. He stated that he had attended previous planning meetings and was aware that half of the Commission were not familiar with Airbnb. He informed the Commission that every host must earn ratings and reviews, and that Airbnb requires guests to read through the owner's policies before booking. He stated that he lists within his policies that parties are not allowed. He also stated that he has a rear entry with both of his vehicles parked inside the garage, leaving room for his guests' vehicles in the driveway. He stated that there are homes that are not Airbnbs within his neighborhood that have parking issues such as: driveways with five or more vehicles, box trucks, and inoperable vehicles. He also stated he currently has a deaf couple staying with him. He stated that the couple works with the Linguistics Center in Dallas and that everyday someone from the center drives them to and from their place of work. Mr. Landtroop stated he did not have a lot written down as he believed he only had two minutes to speak.

Chairman McBroom asked Mr. Landtroop if he resided at the property. Mr. Landtroop stated he does reside at the property and will not rent a room unless he is there.

Chairman Culbreath made a comment. She stated that she believes this is what sets properties apart.

Unapproved

She stated that those who live on the property while operating will definitely not allow certain things to happen on the property while there versus the big companies that own such properties and rent out entire dwellings.

Mr. Landtroop stated that he agreed with Chairman Culbreath's comment, but also believe that there are some property owners such as the Carlsons who operate multiple properties and know how to operate strictly.

Commissioner Stith asked Mr. Landtroop how many rooms he had available. Mr. Landtroop stated he has five rooms, but only rents one room. He stated that there are four rooms on one side of the house and the one room for rent is on the opposite side of the house near the garage. He stated he only rents to one guest or one couple at a time. He stated he never rents to more than two people. He stated that the room he rents has its own bathroom, and that he believes it was a mother-in-law suite at one time.

Chairman Culbreath stated that many years back, theses rooms were called servants' living quarters, but that over the years the name for these rooms have changed to where now they are known as mother-in-law suites.

Chairman Culbreath opened the floor for public comments.

Stuart Carlson of 822 Sherrill Boulevard spoke in favor of the request. He stated he knew the applicant for many years. He stated that he believes that the gentlemen who voted against his Airbnbs need to educate themselves. He stated that he believes they are doing a disservice to the City by not allowing short-term rentals in the City. He believes the ordinance that was written was to shut down properties such as the one on Wind Ridge Drive. He stated that Airbnbs are a good thing, and everyone should ask Chairman Culbreath.

Chairman Culbreath stated that every time a government writes an ordinance and steps into regulate such ordinance, that there is always a period of uncertainty, and it is a process that everyone needs to learn and understand.

Commissioner Avery made a comment. He stated that he has yet to see what makes Airbnb good for Duncanville, and that because no one has yet shown him what makes Airbnbs good for Duncanville, he will continue to deny such requests.

Mr. Carlson asked if he could make a comment.

Chairman Culbreath allowed Mr. Carlson to speak.

Mr. Carlson stated that he provides housing for employees on contracts such as nurses, engineers, and social workers. He stated that he has had many guests happy to stay with him because they were becoming tired of staying at a hotel or motel. He stated that they supply people with a place to stay for an affordable rate. He stated that he also provides jobs to those who clean and maintain his properties. He stated that the city of Duncanville should give short-term rentals a chance because many surrounding cities are attempting to shut the down. He stated he believes party house should be shut

Unapproved

down, but not houses such as his.

Chairman Culbreath stated that she has never stayed at an Airbnb but understood the concept of Airbnb because she is Black and 81 years old. She stated that at one time in history, hotels did not allow Blacks and there were families that would rent out their rooms to Black people visiting the City. She stated she would have to stay with other families when visiting the City. She stated she remembered when Ray Charles would stay with families in South Dallas whenever he came to perform in Dallas. She stated she knew the genesis of Airbnb, and that it may have not been the best thing, but that it was still something good that forge good relations among people and taught others how to share their homes with weary travelers. She stated that this was also done in the Biblical days. She stated that there are some who have abused this concept, but there are others who operate properly. She stated that this is why she has compassion towards those wanting to operate in a rightful manner.

Mr. Landtroop also made some comments. He stated that another benefit for Airbnb is the revenue the City acquires from short-term rentals, and the local businesses that receive support from guests staying in the City.

Commissioner McBroom made a motion to approve the request as seconded by Commissioner Rodriguez. The vote was 4-0 in favor with Commissioner Avery in opposition and Commissioner Pena absent.

Item No. 7 – Continue discussion pertaining to the five-year Comprehensive Plan update. Discuss incorporating new areas of interest within the area maps – Wheatland Plaza.

Staff left the discussion to Commissioner Avery.

Commissioner Avery stated that he will be having a meeting with the Duncanville School Board next week regarding the proposal of purchasing the Duncanville ISD Service Center to incorporate it into the Downtown Duncanville District. He also wants to move forward with presenting incorporating Wheatland Plaza into the Downtown Duncanville District as well.

Staff stated that it would be best to create an area plan showing the proposed areas to incorporate into the Downtown Duncanville District. He stated that the Commission could review the area plan and give their input. After that, the concept can be presented at a public forum to obtain input from residents and business owners before finally bringing to the City Council for approval. He stated that it is best to obtain everyone's input prior to proceeding to City Council.

Commissioner Rodriguez stated that he could assist Commissioner Avery in creating an area plan. Commissioner McBroom asked if anyone knew what was going into Wheatland Plaza. Staff stated that there are many ideas right now, but that there is an agreement with the developer and EDC to obtain desired tenants within Wheatland Plaza.

Chairman Culbreath thanked those who were working on updating the Comprehensive Plan and for keeping everyone informed.

Unapproved

Item No. 8 – The meeting adjourned at 8:05 p.m.

_____
Jeremy Tennant, Director of Planning and Neighborhood Services

_____
Betty Culbreath, Chairman

Unapproved

ORDINANCE NO. 2438

AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP, AS HERETOFORE AMENDED, BY AMENDING THE EXISTING SINGLE FAMILY RESIDENTIAL DISTRICT (SF-7) TO GRANT A SPECIFIC USE PERMIT "SUP" FOR A CARPORT WITH SPECIAL CONDITIONS FOR REAL PROPERTY DESCRIBED AS LOT 2, BLOCK B, MORE COMMONLY KNOWN AS 1342 ACTON AVENUE, DUNCANVILLE, DALLAS COUNTY, TEXAS, EXHIBIT A; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS ($2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and City Council of the City of Duncanville, in compliance with state laws with reference to amending the Comprehensive Zoning Ordinance, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally, the City Council is of the opinion and finds that the Comprehensive Zoning Ordinance and Map should be amended as provided herein.

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

SECTION 1. That the Comprehensive Zoning Ordinance and Map of the City of Duncanville, Texas, as heretofore amended, be, and the same are hereby amended by amending the existing Single family residential district (SF-7) to grant a Specific Use Permit "SUP" for a carport with special conditions for real property described as Lot 2, Block B, more commonly known as 1342 Acton Avenue, Duncanville, Dallas County, Texas, Exhibit A.

SECTION 2. That said Property shall be used, developed, and maintained only in the manner and for the purposes provided for by the Comprehensive Zoning Ordinance of the City of Duncanville, as heretofore amended, and in conformance with this Ordinance and the amended Site Plan, Exhibit B, as special conditions and subject to the following additional special condition(s):

a. The carport will not be built with the identified prohibited materials

SECTION 3. That should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

SECTION 4. That all provisions of the Ordinance of the City of Duncanville in conflict with provisions of this Ordinance be, and same are hereby repealed, and all other provisions of the ordinances of the City of Duncanville not in conflict with the

provisions of this Ordinance shall remain in full force and effect.

SECTION 5. That the above-described property shall be used only in the manner and for the purposes provided for in the Comprehensive Zoning Ordinance of the City of Duncanville, as amended herein by the granting of this special use permit.

SECTION 6. That any person, firm or corporation violating any of the provisions or terms of this Ordinance or of the Comprehensive Zoning Ordinance as amended hereby shall be deemed guilty of a misdemeanor, and subject to the same penalty as provided for in the Comprehensive Zoning Ordinance, and upon conviction shall be punished by fine not to exceed the sum of Two Thousand Dollars ($2,000.00) for each offense, and each and every day such violation shall continue shall constitute a separate offense.

SECTION 7. That this Ordinance shall take effect immediately from and after its passage and the publication of the caption of said Ordinance, as the law in such cases provides.

DULY PASSED by the City Council of the City of Duncanville, Texas, on the 19th day of July, 2022.

APPROVED:

_____
Barry L. Gordon, Mayor

ATTEST:

_____
Kristin Downs, City Secretary

APPROVED AS TO FORM:

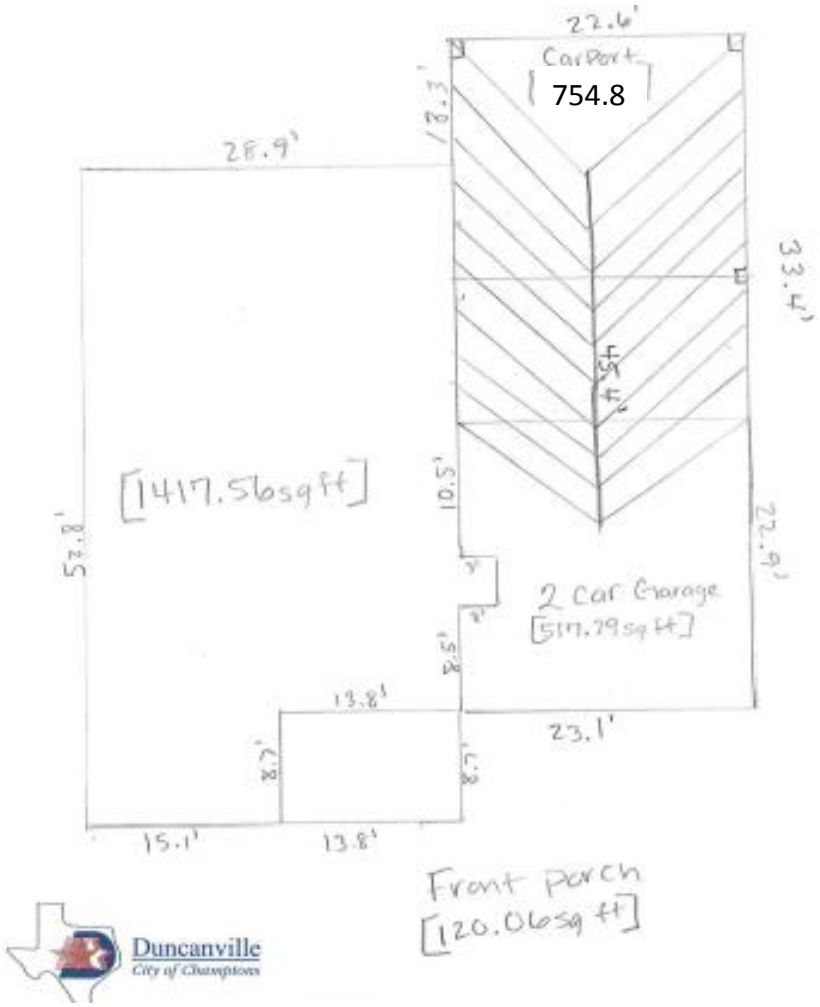
_____
Robert E. Hager, City Attorney

EXHIBIT "A"

LEGAL DESCRIPTION

Being Lot 2, Block B, on Candlelight Estates 1st Inst in the City of Duncanville, Dallas County, Texas and more commonly referred to as 1342 Acton Street, Duncanville,

EXHIBIT B
SITE PLAN



STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Conduct a Public Hearing for consideration and action regarding the request of Sharon Hicks, Applicant, representing Kristina Mabey, Owner, to include a Specific Use Permit "SUP" for Daycare on Woodhaven Replat, Block 3, Lot 11A ACS 1.61, more commonly known as 206 East Red Bird Lane, Duncanville, Dallas County, Texas.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Promote: Innovative Ideas for Development and Re-development**
  - **Pursue a diverse and robust economy through various business, housing, and employment opportunities that encourage forward-thinking community and economic development.**
- **Re-Imagine: High Quality of Life**
  - **Develop, maintain, and encourage safe, attractive, viable family-oriented neighborhoods that embrace diversity and pride, promoting economic vitality.**

STAFF RESPONSIBLE:
Jeremy Tennant, Director of Planning and Neighborhood Services

BACKGROUND/HISTORY:
Comprehensive Plan
The subject property has a Future Land Use Designation of Retail/Commercial. The Plan states that Retail/commercial establishments have goods for purchase by the general public and generate sales tax revenue. Retail uses require high visibility locations such as along arterial roadways. Examples of retail uses include clothing stores, dry cleaners, and branch banks.

The Plan goes on to list the following policies to guide Retail areas:

- Retail should be located at high points of visibility.
- They should serve as a buffer and transition between higher and lower-intensity uses.

Commercial uses are more intense than retail establishments, yet also provide goods and services for the public. Examples of commercial establishments would include hotels, restaurants, and big-box retailers.

- They are located along major arterial, super arterial, and freeway corridors.

- Outside storage associated with commercial activity should be screened from the primary roadway on which the establishment is located.
- Commercial activity should be buffered from low-density residential areas using enhanced landscaping, increased rear setbacks, the use of medium-density residential, and floodplains or other man-made features.
- Retail/Commercial uses above two stories should be required to observe additional setbacks.

This request is not in conformance with the Comprehensive Plan as the proposed request is for a Daycare.

Project Scope

The applicant is seeking approval to renew their SUP for Daycare at the subject property. A Child Care Facility, Daycare is an establishment providing care for seven (7) or more children for less than twenty-four (24) hours a day at a location other than the permit holder's home. A State license is required. The SUP was originally approved by City Council on February 20, 2007, under Ordinance No. 2015. The applicant was required to renew ten years from the effective date and continue to renew for successive five-year periods. The applicant has complied with the renewal conditions. In March 2022, the Comprehensive Zoning was amended. Per the current text, daycares are not permitted within the Commercial District; hence the existing use is non-conforming.

Parking

Child Care Facility, Daycare Requirements are as follows:

- One (1) space per every 400 square feet plus one (1) space per employee
- The building is approximately 4,685 square feet and there are a total of four (4) employees
- The required parking is twelve (12) spaces, and the subject property currently has twenty-two (22)

The subject property has more than the required parking.

Surrounding Land Use and Zoning

The subject property is zoned C Commercial District and is surrounded by existing businesses zoned C Commercial District.

Recommendation

The Planning & Zoning Commission recommended approval of the request for an unspecified time, subject to the following 5 conditions:

1. The maximum number of students shall conform to State regulations.
2. The days of operations shall be Monday through Friday.
3. The hours of operation shall be between 6:00 a.m. and 6:00 p.m.
4. The minimum off-street parking shall be 22 spaces (based on the proposed 2,033 square foot addition and proposed future 727 square foot addition).
5. The SUP is granted only to the applicant/operator of the daycare.

POLICY EXPLANATION:

Notification

Nine (9) notices were sent out for this public hearing. As of this writing, no responses have been received. Letters will be received until Tuesday, July 5, 2022, to fulfill legal requirements for a written formal protest to City Council. The request is tentatively scheduled to proceed to the Tuesday, July 5, 2022, City Council hearing.

FUNDING SOURCE:

ORG and Object Number
N/A

Available Budget	**Purchase Amount**	**After Encumber**
$0.00	$0.00	$0.00

ACTION ALTERNATIVES:

1. Approval of Ordinance.
2. Denial of Ordinance.
3. Other actions as directed by Council.

ATTACHMENTS:

Attachment 1 - Legal Notice
Attachment 2 - Area of Request Maps
Attachment 3 - Zoning Change Application
Attachment 4 - Site Plan
Attachment 5 - Floor Plan
Attachment 6 - Letter of Intent
Attachment 7 - Letter to Property Owners 200'
Attachment 8 - List of Property Owners
Attachment 9 - PZ Minutes - June 13 2022 Final
Attachment 10 - Ordinance No. - 2439 - SUP for Daycare @ 206 East Red Bird Lane

Attachment 1

Advertise 1 time - By June 2

NOTICE OF A PUBLIC HEARING BEFORE THE
PLANNING AND ZONING COMMISSION AND CITY COUNCIL
ZONING FILE #2022-14

A public hearing will be held before the Planning & Zoning Commission on Monday, June 13, 2022, at 7:00 p.m., and before City Council on Tuesday, July 5, 2022, at 7:00 p.m., in the Council Chambers, City Hall, 203 E. Wheatland Rd, Duncanville, Texas, to hear a request of the City of Duncanville for a Specific Use Permit to allow for Daycare, on Woodhaven Replat, Block 3, Lot 11A ACS 1.61, more commonly known as 206 East Red Bird Lane, City of Duncanville, Dallas County, Texas.

As an interested citizen, you may appear at the public hearing or you may send a notice to either the City Secretary or to Jeremy Tennant, Interim Secretary of the Planning and Zoning Commission, P.O. Box 380280, Duncanville, Texas, 75138-0280 stating your position.

CITY OF DUNCANVILLE
Kristin Downs
City Secretary

Jeremy Tennant,
Interim Secretary

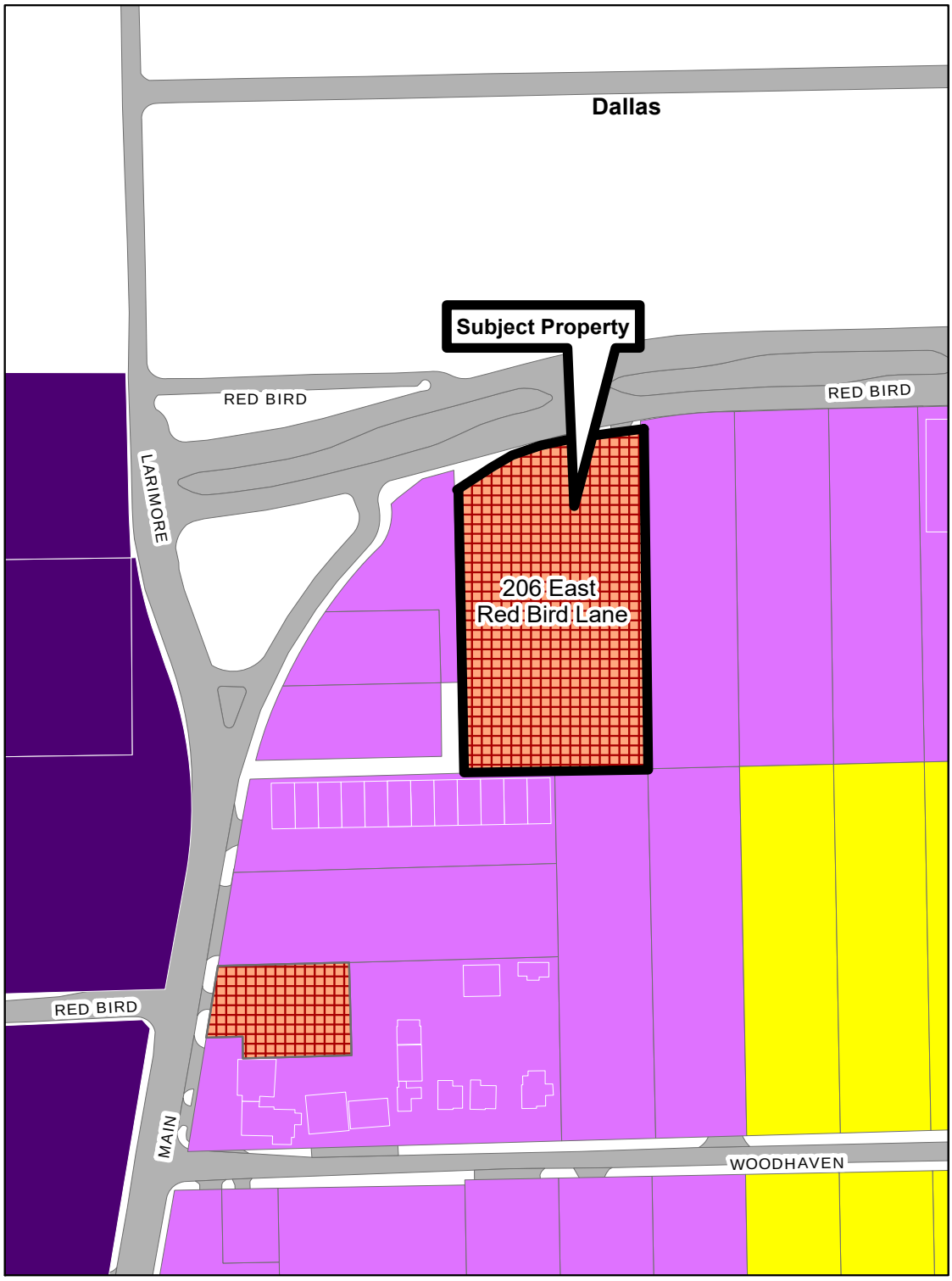
Attachment 2



Duncanville
City of Champions

Proposed Zoning Change
Aerial Location
206 East Red Bird Lane

N
W E
S



Duncanville
City of Champions

Zoning Case 2022-14
SUP Request for Daycare

N
W E
S

Attachment 3

Duncanville
City of Champions

Public Works Department
Planning Division
203 E Wheatland Road
P.O. Box 380280
Duncanville, TX 75138
(972) 780-5015

ZONING CHANGE APPLICATION

CONTACT INFORMATION

Applicant/ Agent Kimberly Page Sharon Hick Contact: Kimberly Page Sharon H.

☐ Engineer ☐ Architect ☐ Surveyor ☐ Owner ☐ Other

Applicant/Agent Address: 206 East Redbird City: Duncanville State: TX Zip: 75116

Agent Email: Sharon.page@yahoo.com Kpage620@yahoo.com Telephone: 214 457-8450 (Fax) 972 572-3620

Property Owner: Kimberly Page Contact: 817 689-8556

Owner Address 1308 Fox Glen City: Cedar Hill State: TX Zip: 75104

Owner Email: Kpage620@yahoo.com Telephone: 817 689-8556 (Fax)

REQUIRED

PROPERTY INFORMATION

Property Address: 206 E Red Bird Ln.

Legal Description of Property: Woodhaven Replat

Lot No. 11A Block No. 3 Acreage: 1.01 Existing Zoning District: SUP/C

REQUIRED

REQUEST TYPE

☒ Specific Use Permit - Commercial
For daycare facility

☐ Specific Use Permit - Residential
For

☐ Change in Zoning
From To

☐ Planned Development (PD)
☐ Amend PD Approval
☐ Development Plan Approval
☐ Conceptual Plan Approval
☐ Alternative Compliance Request

REQUIRED

SUBMITTAL DOCUMENTS

ALL ZONING REQUESTS MUST CONTAIN THE FOLLOWING DOCUMENTATION

- ☐ Completed application
- ☐ Application fee
- ☐ Property survey, or site plan or electronic copy of the metes and bounds legal description Microsoft word format or plat
- ☐ Written description of request (associated variance requests require justification), business statement or business plan with detailed description of proposed operation
- ☐ Electronic copies of all submittals via email

REQUIRED

Acknowledgments

I understand that all required information and plans must be submitted with this application or the application be deemed incomplete.

I hereby authorize the placing of a sign on subject property indicating a zoning change is under consideration.

I understand the requirements of the zoning classifications as stated in the City of Duncanville Zoning Ordinance related to this request and will comply with all necessary requirements of the City codes. I am aware that the City Council has the power to zone land as most appropriate in their wisdom, to promote the health, safety, and morals and for the protection and preservation of places of historical or cultural importance, and the general welfare of the community.

I have read and understand this application and certify that all information and attachments are true and correct. I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the request described. Applicants (or a representative) are expected to be present at all public hearings concerning this application to justify and explain their request and to answer questions posed by the City Planning and Zoning Commission and City Council.

Sharon Hicks — 4/19/22

Signature of Current Property Owner — Date

Notarization

BEFORE ME, Brooke F. Meyer, on this day personally appeared Sharon Hicks, known to or proved to me on the oath of _____ or through identity card (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 20th day of April, 2022.

(Seal)

Brooke Emerald Meyer
My Commission Expires
10/21/2025
Notary ID
133407222

_____
Notary Public in and for the State of Texas
My Commission Expires: _____

2

Following is to be completed only if a person other than the owner is submitting this application.

Owner Validation

Applicant has permission to pursue a zoning change on the property located at Kimberly Page with the City of Duncanville.

Kimberly Page 6/29/2022

Signature of Owner/Agent Date

BEFORE ME, Brooke E. Meyer, on this day personally appeared Kimberly Page, known to or proved to me on the oath of _____ or through identity card (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 30th day of June, 2022.

(SEAL)

Brooke Emerald Meyer
My Commission Expires
10/21/2025
Notary ID
133407222

_____
Notary Public in and for the State of Texas

My Commission Expires: _____

SITE/LANDSCAPE PLAN

NORTH

SCALE: 1"=30'-0"

PARKING SPACES PROVIDED:	20
HANDICAPPED PARKING:	2
TOTAL PARKING SPACES:	22

EXHIBIT "B"

REVISIONS:

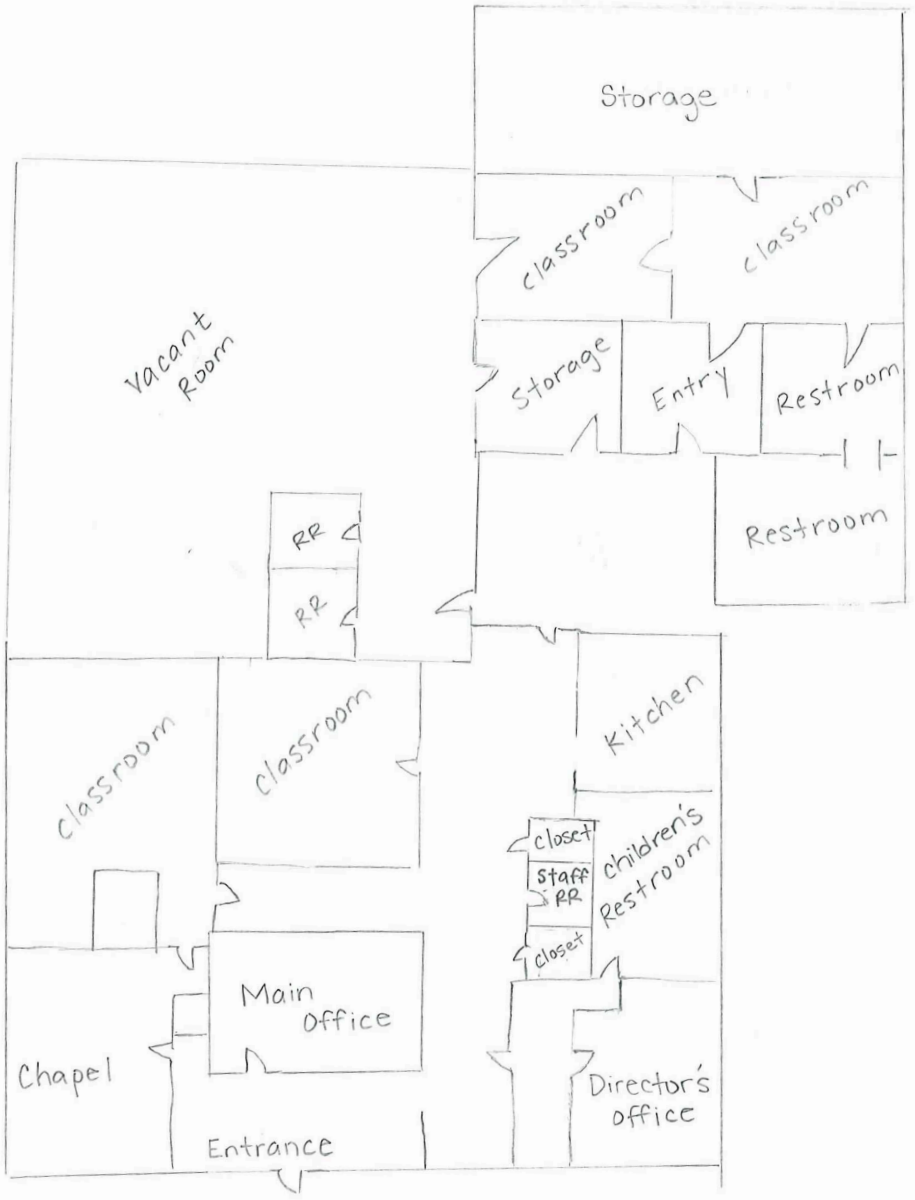
SITE/LANDSCAPE PLAN
1620 STAINBACK RD. RED OAK, TEXAS 75154

MP DESIGN ASSOCIATES
ARCHITECTURAL-STRUCTURAL-MECHANICAL-CIVIL
345 COLE ROAD
RED OAK, TEXAS 75154
TELEPHONE (214) 617-4188

DATE: 12-27-06
SHEET NO.
C-1

200 E. Red Bird Lane

Attachment 5



Attachment 6

Stepping Stones of Knowledge Private School

Kimberly Page

School

I would like to inform the Commission and Council know that I am intending to comply with stipulation as listed in Ordinance No. 2015 which pertain this property was granted as recently as 2017.

Stepping Stones is a family-owned business has been here for a minute. We are here to help children to reach their high potential, we start with the age 16 months to 12 years old. We want to make a difference in their lives. Hours or operation is Monday thru Friday 6am – 6pm.

Thank you

Kimberly Page

Attachment 7

City of Duncanville Planning Division
Development Services
203 E. Wheatland Road
P. O. Box 380280
Duncanville, TX 75138-0280
(p) 972-707-3878
(e) lromero@duncanville.com

June 2, 2022

Zoning File: 2022-14

Dear Property Owner:

Sharon Hicks, Applicant, representing Kristina Mabey, Owner, is requesting approval of a Specific Use Permit to allow for the use of Daycare on Woodhaven Replat, Block 3, Lot 11A ACS 1.61, more commonly known as 206 East Red Bird Lane, in the City of Duncanville, Dallas County, Texas.

Your property is NOT being rezoned. You have been sent this notice because you are within the required 200-foot notification area of property that is being considered for rezoning for this particular public hearing. Please refer to the enclosed map that indicates which property is being rezoned.

The Planning and Zoning Commission will hold a public hearing on Monday, June 13, 2022, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, July 5, 2022, at 7:00 p.m., both in the City of Duncanville Council Chambers, 203 E. Wheatland Road. Public hearings are held to allow interested persons the opportunity to state their opinion directly to the Planning & Zoning Commission either for or against the proposed zoning change. If you oppose the zoning change, however, the attached survey must be completed and returned by July 5, 2022, to fulfill legal requirements for a written formal protest.

As an interested citizen, you may submit public comments to either the City Secretary or to Jeremy Tennant, Interim Secretary of the Planning and Zoning Commission, P.O. Box 380280, Duncanville, Texas, 75138-0280 or email lromero@duncanville.com stating your position. You are encouraged to participate in the public hearing and offer comments.

Sincerely,

Jeremy Tennant

Jeremy Tennant
Interim Secretary, Planning and Zoning Commission

Enclosures

City of Duncanville Planning Division
Development Services
203 E. Wheatland Road
P. O. Box 380280
Duncanville, TX 75138-0280
(p) 972-707-3878
(e) lromero@duncanville.com

Junio 2, 2022

Archivo de zonificación: 2022-14

Estimado propietario:

Sharon Hicks, solicitante, representando a Kristina Mabey, Propietaria, está solicitando la aprobación de un Permiso de Uso Específico para permitir el uso de Guardería Infantil en Woodhaven Replat, Block 3, Lot 11 ACS 1.61, más comúnmente conocido como 206 East Red Bird Lane, en la ciudad de Duncanville, condado de Dallas, Texas.

Su propiedad NO está siendo rezonificada. Se le ha enviado este aviso porque se encuentra dentro del área de notificación requerida de 200 pies de la propiedad que se está considerando para la rezonificación para esta audiencia pública en particular. Consulte el mapa adjunto que indica qué propiedad se está rezonificando.

La Comisión de Planificación y Zonificación llevará a cabo una audiencia pública el Lunes 13 de Junio de 2022, a las 7:00 p.m., y la audiencia pública del Concejo Municipal se llevará a cabo el Martes 5 de Julio de 2022, a las 7:00 p.m., ambas en las Cámaras del Consejo de la Ciudad de Duncanville, 203 E. Wheatland Road. Las audiencias públicas se llevan a cabo para permitir a las personas interesadas la oportunidad de expresar su opinión directamente a la Comisión de Planificación y Zonificación, ya sea a favor o en contra del cambio de zonificación propuesto. Sin embargo, si se opone al cambio de zonificación, la encuesta adjunta debe completarse y devolverse antes del 5 de Julio de 2022, para cumplir con los requisitos legales para una protesta formal por escrito.

Como ciudadano interesado, puede enviar comentarios públicos al Secretario de la Ciudad o a Jeremy Tennant, Secretario Interino de la Comisión de Planificación y Zonificación, P.O. Box 380280, Duncanville, Texas, 75138-0280 o enviar un correo electrónico lromero@duncanville.com indicando su posición. Se le anima a participar en la audiencia pública y ofrecer comentarios.

Sinceramente

Jeremy Tennant

Jeremy Tennant
Secretario Interino de la Comisión de Planificación y Zonificación

Recintos

The following form may be filled out and mailed to:

Planning and Zoning Commission
City of Duncanville
Attn: Development Services Department
P.O. Box 380280
Duncanville, TX 75138-0280

Case No. 2022-14 Sharon Hicks, Applicant, representing Kristina Mabey, Owner, is requesting approval of a Specific Use Permit (SUP) to allow for the use of Daycare on Woodhaven Replat, Block 3, Lot 11A ACS 1.61, more commonly known as 206 East Red Bird Lane, in the City of Duncanville, Dallas County, Texas. This is the first of two public hearings that have been scheduled to receive further input on the requested zoning change.

NOTE: The purpose of the request is to allow for the use of Daycare.

You have been sent this notice since your property is within the 200-foot notification area of the property being requested for a zoning change. **Your property is not being rezoned.**

The Planning and Zoning Commission will hold a public hearing on Monday, June 13, 2022, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, July 5, 2022, at 7:00 p.m., both at the City of Duncanville Council Chambers, 203 E. Wheatland Road. Public hearings are held to allow interested persons the opportunity to state their opinion directly to the Planning & Zoning Commission either for or against the proposed zoning change.

If you oppose the zoning change, however, the attached survey must be completed and returned by July 5, 2022, to fulfill legal requirements for a written formal protest.

Please check one:

_____ ***In favor*** *of granting the zoning request.*

_____ ***Not in favor*** *of granting the zoning request.*

My reasons are as follows:

1).

2).

3).

Printed Name: _____ Address: _____

Signature: _____ Date: ___

El siguiente formulario puede ser llenado y enviado por correo a:

Planning and Zoning Commission
City of Duncanville
Attention: Departamento de Servicios de Desarollo
P.O. Box 380280
Duncanville, TX 75138-0280

Caso No. 2022-14 Sharon Hicks, Solicitante, representando Kristina Mabey, Propietaria, está solicitando la aprobación de un Permiso de Uso Específico (SUP) para permitir el uso de Guarderia Infantil en Woodhaven Replat, Block 3, Lot 11A ACS 1.61, mas comúnmente conocido como 206 East Red Bird Lane, en la Cuidad de Duncanville, condado de Dallas, Texas. Esta es la primera de dos audiencias públicas que se han programado para recibir más información sobre el cambio de zonificación solicitado.

NOTA: El propósito de la solicitud es permitir el uso de alquiler a corto plazo.

Se le ha enviado este aviso ya que su propiedad está dentro del área de notificación de 200 pies de la propiedad que se solicita para un cambio de zonificación. **Su propiedad no está siendo rezonificada.**

La Comisión de Planificación y Zonificación llevará a cabo una audiencia pública el Lunes 13 de Junio 2022, a las 7:00 p.m., y la audiencia pública del Concejo Municipal se llevará a cabo el Martes 5 de Julio de 2022, a las 7:00 p.m., ambas en las Cámaras del Consejo de la Ciudad de Duncanville, 203 E. Wheatland Road. Las audiencias públicas se llevan a cabo para permitir a las personas interesadas la oportunidad de expresar su opinión directamente a la Comisión de Planificación y Zonificación, ya sea a favor o en contra del cambio de zonificación propuesto.

Sin embargo, si se opone al cambio de zonificación, la encuesta adjunta debe completarse y devolverse antes del 5 de Julio de 2022, para cumplir con los requisitos legales para una protesta formal por escrito.

Por favor, marque uno:

_____ ***A favor*** de conceder la solicitud de *zonificación.*

_____ ***No a favor*** de otorgar la solicitud de *zonificación.*

Mis razones son las siguientes:

1).

2).

3).

Nombre impreso: _____ Dirección: _____

Firma: _____ Fecha: __


N
W
E
S
E. Red Bird Ln.
206
E. Red Bird Ln.
Godwin Ln.
Woodhaven Blvd.
Main St.

Attachment 8

SMT PROPERTY HOLDINGS LLC
PO BOX 37127
LAS VEGAS, NEVADA 891370000

CARDOZA OSCAR G JR
303 WOODHAVEN BLVD
DUNCANVILLE, TEXAS 751162441

~~ADMA HOLDINGS LLC~~
~~1028 E SH 121~~
~~LEWISVILLE, TEXAS 750574403~~

~~PONY TRAIL LLC~~
~~PO BOX 202358~~
~~ARLINGTON, TEXAS 760068358~~

MABEY KRISTINA
2205 MARTIN DR STE 200
BEDFORD, TEXAS 760216083

BENAVIDES GUSTAVO
963 FAIRWAY DR
DUNCANVILLE, TEXAS 751374613

~~CARDOZA OSCAR &~~
~~303 WOODHAVEN BLVD~~
~~DUNCANVILLE, TEXAS 751162441~~

JONES WALTER B &
210 E RED BIRD LN
DUNCANVILLE, TEXAS 751162308

BARRIOS LAURA
3006 SEEVERS AVE
DALLAS, TEXAS 752164220

~~DUNCANVILLE CITY OF~~
~~203 E WHEATLAND RD~~
~~DUNCANVILLE, TEXAS 751164824~~

ADMA HOLDINGS LLC
1028 E SH 121
LEWISVILLE, TEXAS 750574403

PONY TRAIL LLC
PO BOX 202358
ARLINGTON, TEXAS 760068358

LION PLAZA LTD
9041 MARY DR
WAXAHACHIE, TEXAS 751676008

PLANNING AND ZONING COMMISSION
REGULAR MEETING
CITY HALL
203 E WHEATLAND ROAD
MONDAY, JUNE 13, 2022 @ 7:00 P.M.

A meeting for the Planning and Zoning Commission was held on Monday, June 13, 2022, at 7:00 p.m. with the following present:

Planning and Zoning Commission Members:

Betty Culbreath	Chairman	
Elias Rodriguez	Vice-Chairman	
Eric Pena	Commissioner	Excused Absence
Jana McBroom	Commissioner	
Javar Avery	Commissioner	
Edward Stith	Commissioner	

Staff present:
Jeremy Tennant, Director of Planning and Neighborhood Services
Lynette Romero, Planning Technician

Item No. 1 – Call to Order.

The meeting was called to order at 7:00 p.m. by Chairman Culbreath.

Item No. 2 – Receive Public Comments

No public comments were received.

Item No. 3 – Approval of meeting minutes for the regular meeting on May 23, 2022.

Commissioner Rodriguez made a motion as seconded by Commissioner Avery to approve the minutes. The vote was unanimous 4-0 in favor with Commissioner McBroom abstaining and Commissioner Pena absent.

Item No. 4 – Conduct a public hearing (2022-16) for consideration and action regarding the request of Yenni Hernandez, Applicant and Owner, to include a Specific Use Permit "SUP" for Carport on Candlelight Estates 1st Inst, Block B, Lot 2, more commonly known as 1342 Acton Avenue, Duncanville, Dallas County, Texas.

Staff presented background information on the proposed request for SUP.

The applicant, Yenni Hernandez, and her husband, Juan Rebollar were present. Mrs. Hernandez spoke in favor of her request. She stated that she and her husband are requesting a carport to provide shade for their vehicles and pets, and to have an area for their children to play.

Unapproved

Commissioner Elias asked the applicant if the carport would be attached to the house. Mr. Rebollar answered yes.

Commissioner Avery asked the applicant what types of vehicles would be parked under the carport. Mrs. Hernandez stated that they have two vehicles that would be parked under the carport, her small car and Mr. Rebollar's jeep.

Commissioner Avery asked about the square footage of the proposed carport. He stated that the building permit application states the proposed carport is depicted as 990 square feet, but the measurements listed on the construction plan equaled to 754.8 square feet. After some calculating, it was determined that the correct measurement was 754.8 square feet.

Chairman Culbreath stated that the square footage would need to be corrected on the building permit application.

Commissioner Avery asked staff about Section 4.13 (D)(4) of the Comprehensive Zoning Ordinance that staff went over during his presentation. Commissioner Avery asked staff if anything over 400 square feet must abide by different rules. Staff stated that it is up to the Commission on whether they want to reduce the size or allow the applicants to have the size carport they are requesting based off the applicant's justification. Staff also stated that the Commission may add specific conditions based off the applicant's justification as well.

Commissioner Avery asked staff about the required roof materials for carports listed in Section 4.13 (D)(4). He asked if what the applicant's proposed roof materials conform to the required roof material listed in Section 4.13 (D)(4). Staff pulled up this section of his PowerPoint on the screen and informed Commissioner Avery that this section of the Comprehensive Zoning Ordinance does not specify anything about required roof materials, and only specifies the required supporting materials for the carport.

Commissioner Rodriguez asked Mr. Rebollar if he would be using pressure treated lumber and 2x10 lumber panels for the roofing. Mr. Rebollar stated yes.

Chairman Culbreath once again stated that the applicant does need to correct the square footage on the building permit application.

Commissioner Avery made a motion to approve the request for the 754.8 square foot carport with the condition that the applicant correct the square footage submitted on the original document and that the applicant abide by the regulations listed in Section 4.13 (D)(4). Commissioner Rodriguez seconded the motion to approve the request. The vote was 5-0 in favor, with Commissioner Pena absent.

Item No. 5 – Conduct a public hearing (2022-14) for consideration and action regarding the request of Sharon Hicks, Applicant, representing Kristina Mabey, Owner, to include a Specific Use Permit "SUP" for Daycare on Woodhaven Replat, Block 3, Lot 11A ACS 1.61, more commonly known as 206 East Red Bird Lane, Duncanville, Dallas County, Texas.

Staff presented background information regarding the proposed request for SUP.

Unapproved

Commissioner Rodriguez made some comments to staff regarding the SUP. Commissioner Rodriguez commented that the SUP was first approved in 2007, and the business has continued operating as a daycare since. He stated that when the new zoning ordinance was passed in 2021, this caused the existing use to become legal nonconforming. He asked if the Commission would be able to take in consideration the prior guidelines from 2007 and utilize them now. Staff stated that unfortunately we do not have that specific language within our current comprehensive zoning ordinance.

Chairman Culbreath asked staff if there were any complaints or violations. Staff stated that there were none according to his knowledge.

The applicant, Sharon Hicks, and property owner, Kristina Mabey were present.

Commissioner McBroom asked who owned the property and operated the business. Miss Mabey stated that she is the owner, and that Miss Hicks operates the daycare.

The Commissioners had no other questions for the applicant and property owner.

Commissioner Avery stated that he believes that this area is Opportunity Area 7 of the Comprehensive Plan, and that he believes this operation provides an amenity for the area. He stated that he would be okay approving another five years.

Chairman Culbreath interrupted and stated that they were first given ten years when approved in 2007, and that she believes they should be granted another 10 years.

Commissioner Avery stated he would be okay with approving ten years.

Commissioner Rodriguez seconded the motion for approval of a ten-year renewal period.

Staff made commented that in 2007, the City Council approved the SUP with an expiration date of ten years from the effective date and that, the SUP must be renewed for successive five-year periods.

The Commission asked staff to clarify the statement.

Staff read the 15th condition listed in Ordinance 2015, “Unless sooner terminated by the City Council, this Special Use Permit shall expire upon the expiration date of ten (10) years from the effective date hereof and shall automatically be renewed for successive five (5) year periods under the requirements and in accordance with the provisions of Section 2(6) of Article XIII-B, Appendix A, of the Code of Ordinances of the City of Duncanville..”

Chairman Culbreath stated she did not understand why the applicant must continue coming in to renew if she has always complied with the conditions listed in the Ordinance.

Staff explained in lieu of placing a time limit on the SUP that the Commission could choose as a body to only have conditions on the requested use especially since now the use has been deemed prohibited; however has existed over the years in good standing.

Unapproved

Commissioner Avery made a motion to approve the request for SUP for an unspecified time and with the following additional conditions:

1. The maximum number of students shall conform to State regulations.
2. The days of operations shall be Monday through Friday.
3. The hours of operation shall be between 6:00 a.m. and 6:00 p.m.
4. The minimum off-street parking shall be 22 spaces (based on proposed 2,033 square foot addition and proposed future 727 square foot addition).
5. The SUP is granted only to the applicant/operator of the daycare.

Commissioner Stith seconded the motion to approve the request. The vote was 5-0 in favor with Commissioner Pena absent.

Item No. 6 – Conduct a public hearing (2022-15) for consideration and action regarding the request of Stephen Landtroop, Applicant and Owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Green Hills 4th Inst 3rd Sec, Block 9, Lot 12, more commonly known as 1315 Heather Glen Street, Duncanville, Dallas County, Texas.

Staff presented background information regarding the proposed request for SUP.

The applicant and owner, Steven Landtroop, was present. Mr. Landtroop spoke in favor of his request.

Mr. Landtroop stated that he recently had surgery to remove one of his kidneys and was not doing too well but would try his best to remain cheerful while speaking. Mr. Landtroop stated that he is an empty nester, and his grandchildren live near Austin. He stated that he bought his current home in 2009 and decided to buy within his neighborhood because of the large lot sizes. He stated that the idea of operating a short-term rental first came to him in 2016, but that he did not start operating until 2019. He stated that he saw many homes within the Duncanville area listed on Airbnb and was intrigued by the thought of these properties contributing to the City's local taxes. He stated that during this time there were no complaints being made regarding short-term rentals until he saw a post on Next Door displaying a picture of a zoning sign at 1039 Wind Ridge Drive. He stated that he had attended previous planning meetings and was aware that half of the Commission were not familiar with Airbnb. He informed the Commission that every host must earn ratings and reviews, and that Airbnb requires guests to read through the owner's policies before booking. He stated that he lists within his policies that parties are not allowed. He also stated that he has a rear entry with both of his vehicles parked inside the garage, leaving room for his guests' vehicles in the driveway. He stated that there are homes that are not Airbnbs within his neighborhood that have parking issues such as: driveways with five or more vehicles, box trucks, and inoperable vehicles. He also stated he currently has a deaf couple staying with him. He stated that the couple works with the Linguistics Center in Dallas and that everyday someone from the center drives them to and from their place of work. Mr. Landtroop stated he did not have a lot written down as he believed he only had two minutes to speak.

Chairman McBroom asked Mr. Landtroop if he resided at the property. Mr. Landtroop stated he does reside at the property and will not rent a room unless he is there.

Chairman Culbreath made a comment. She stated that she believes this is what sets properties apart.

Unapproved

She stated that those who live on the property while operating will definitely not allow certain things to happen on the property while there versus the big companies that own such properties and rent out entire dwellings.

Mr. Landtroop stated that he agreed with Chairman Culbreath's comment, but also believe that there are some property owners such as the Carlsons who operate multiple properties and know how to operate strictly.

Commissioner Stith asked Mr. Landtroop how many rooms he had available. Mr. Landtroop stated he has five rooms, but only rents one room. He stated that there are four rooms on one side of the house and the one room for rent is on the opposite side of the house near the garage. He stated he only rents to one guest or one couple at a time. He stated he never rents to more than two people. He stated that the room he rents has its own bathroom, and that he believes it was a mother-in-law suite at one time.

Chairman Culbreath stated that many years back, theses rooms were called servants' living quarters, but that over the years the name for these rooms have changed to where now they are known as mother-in-law suites.

Chairman Culbreath opened the floor for public comments.

Stuart Carlson of 822 Sherrill Boulevard spoke in favor of the request. He stated he knew the applicant for many years. He stated that he believes that the gentlemen who voted against his Airbnbs need to educate themselves. He stated that he believes they are doing a disservice to the City by not allowing short-term rentals in the City. He believes the ordinance that was written was to shut down properties such as the one on Wind Ridge Drive. He stated that Airbnbs are a good thing, and everyone should ask Chairman Culbreath.

Chairman Culbreath stated that every time a government writes an ordinance and steps into regulate such ordinance, that there is always a period of uncertainty, and it is a process that everyone needs to learn and understand.

Commissioner Avery made a comment. He stated that he has yet to see what makes Airbnb good for Duncanville, and that because no one has yet shown him what makes Airbnbs good for Duncanville, he will continue to deny such requests.

Mr. Carlson asked if he could make a comment.

Chairman Culbreath allowed Mr. Carlson to speak.

Mr. Carlson stated that he provides housing for employees on contracts such as nurses, engineers, and social workers. He stated that he has had many guests happy to stay with him because they were becoming tired of staying at a hotel or motel. He stated that they supply people with a place to stay for an affordable rate. He stated that he also provides jobs to those who clean and maintain his properties. He stated that the city of Duncanville should give short-term rentals a chance because many surrounding cities are attempting to shut the down. He stated he believes party house should be shut

Unapproved

down, but not houses such as his.

Chairman Culbreath stated that she has never stayed at an Airbnb but understood the concept of Airbnb because she is Black and 81 years old. She stated that at one time in history, hotels did not allow Blacks and there were families that would rent out their rooms to Black people visiting the City. She stated she would have to stay with other families when visiting the City. She stated she remembered when Ray Charles would stay with families in South Dallas whenever he came to perform in Dallas. She stated she knew the genesis of Airbnb, and that it may have not been the best thing, but that it was still something good that forge good relations among people and taught others how to share their homes with weary travelers. She stated that this was also done in the Biblical days. She stated that there are some who have abused this concept, but there are others who operate properly. She stated that this is why she has compassion towards those wanting to operate in a rightful manner.

Mr. Landtroop also made some comments. He stated that another benefit for Airbnb is the revenue the City acquires from short-term rentals, and the local businesses that receive support from guests staying in the City.

Commissioner McBroom made a motion to approve the request as seconded by Commissioner Rodriguez. The vote was 4-0 in favor with Commissioner Avery in opposition and Commissioner Pena absent.

Item No. 7 – Continue discussion pertaining to the five-year Comprehensive Plan update. Discuss incorporating new areas of interest within the area maps – Wheatland Plaza.

Staff left the discussion to Commissioner Avery.

Commissioner Avery stated that he will be having a meeting with the Duncanville School Board next week regarding the proposal of purchasing the Duncanville ISD Service Center to incorporate it into the Downtown Duncanville District. He also wants to move forward with presenting incorporating Wheatland Plaza into the Downtown Duncanville District as well.

Staff stated that it would be best to create an area plan showing the proposed areas to incorporate into the Downtown Duncanville District. He stated that the Commission could review the area plan and give their input. After that, the concept can be presented at a public forum to obtain input from residents and business owners before finally bringing to the City Council for approval. He stated that it is best to obtain everyone's input prior to proceeding to City Council.

Commissioner Rodriguez stated that he could assist Commissioner Avery in creating an area plan. Commissioner McBroom asked if anyone knew what was going into Wheatland Plaza. Staff stated that there are many ideas right now, but that there is an agreement with the developer and EDC to obtain desired tenants within Wheatland Plaza.

Chairman Culbreath thanked those who were working on updating the Comprehensive Plan and for keeping everyone informed.

Unapproved

Item No. 8 – The meeting adjourned at 8:05 p.m.

_____
Jeremy Tennant, Director of Planning and Neighborhood Services

_____
Betty Culbreath, Chairman

Unapproved

ORDINANCE NO. 2439

AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP, AS HERETOFORE AMENDED, BY AMENDING ORDINANCE NO. 2015, WHICH ESTABLISHED A SPECIFIC USE PERMIT "SUP" FOR A CHILD CARE FACILITY WITH SPECIAL CONDITIONS AND AMENDING THE SPECIAL CONDITIONS TO COMPLY WITH THE AMENDED COMPREHENSIVE ZONING ORDINANCE, FOR REAL PROPERTY DESCRIBED AS LOT 11A, BLOCK 3, MORE COMMONLY KNOWN AS 206 EAST RED BIRD LANE, DUNCANVILLE, DALLAS COUNTY, TEXAS, EXHIBIT A; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS ($2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and City Council of the City of Duncanville, in compliance with state laws with reference to amending the Comprehensive Zoning Ordinance, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally, the City Council is of the opinion and finds that the Comprehensive Zoning Ordinance and Map should be amended as provided herein.

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

SECTION 1. That the Comprehensive Zoning Ordinance and Map of the City of Duncanville, Texas, as heretofore amended, be, and the same are hereby amended by amending Ordinance No. 2015, which established a Specific Use Permit for a childcare facility with special conditions and amending the special conditions to comply with the amended Comprehensive Zoning Ordinance, for real property described as Lot 11A, Block 3, more commonly known as 206 East Red Bird Lane, Duncanville, Dallas County, Texas, (the "Property"). Exhibit 'A'.

SECTION 2. That said Property shall be used, developed, and maintained only in the manner and for the purposes provided for by the Comprehensive Zoning Ordinance of the City of Duncanville, as heretofore amended, and in conformance with this Ordinance and the amended Site Plan, Exhibit B, as special conditions and subject to the following additional special conditions:

a. The maximum number of students shall conform to State regulations.
b. The days of operations shall be Monday through Friday.
c. The hours of operation shall be between 6:00 a.m. and 6:00 p.m.
d. The minimum off-street parking shall be 22 spaces (based on the proposed 2,033 square foot addition and proposed future 727 square foot addition).
e. The SUP is granted only to the applicant/operator of the daycare.

SECTION 3. That should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

SECTION 4. That all provisions of the Ordinance of the City of Duncanville in conflict with provisions of this Ordinance be, and same are hereby repealed, and all other provisions of the ordinances of the City of Duncanville not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 5. That the above described property shall be used only in the manner and for the purposes provided for in the Comprehensive Zoning Ordinance of the City of Duncanville, as amended herein by the granting of this special use permit.

SECTION 6. That any person, firm or corporation violating any of the provisions or terms of this Ordinance or of the Comprehensive Zoning Ordinance as amended hereby shall be deemed guilty of a misdemeanor, and subject to the same penalty as provided for in the Comprehensive Zoning Ordinance, and upon conviction shall be punished by fine not to exceed the sum of Two Thousand Dollars ($2,000.00) for each offense, and each and every day such violation shall continue shall constitute a separate offense.

SECTION 7. That this Ordinance shall take effect immediately from and after its passage and the publication of the caption of said Ordinance, as the law in such cases provides.

DULY PASSED by the City Council of the City of Duncanville, Texas, on the 19th day of July, 2022.

APPROVED:

_____
Barry L. Gordon, Mayor

ATTEST:

_____
Kristin Downs, City Secretary

APPROVED AS TO FORM:

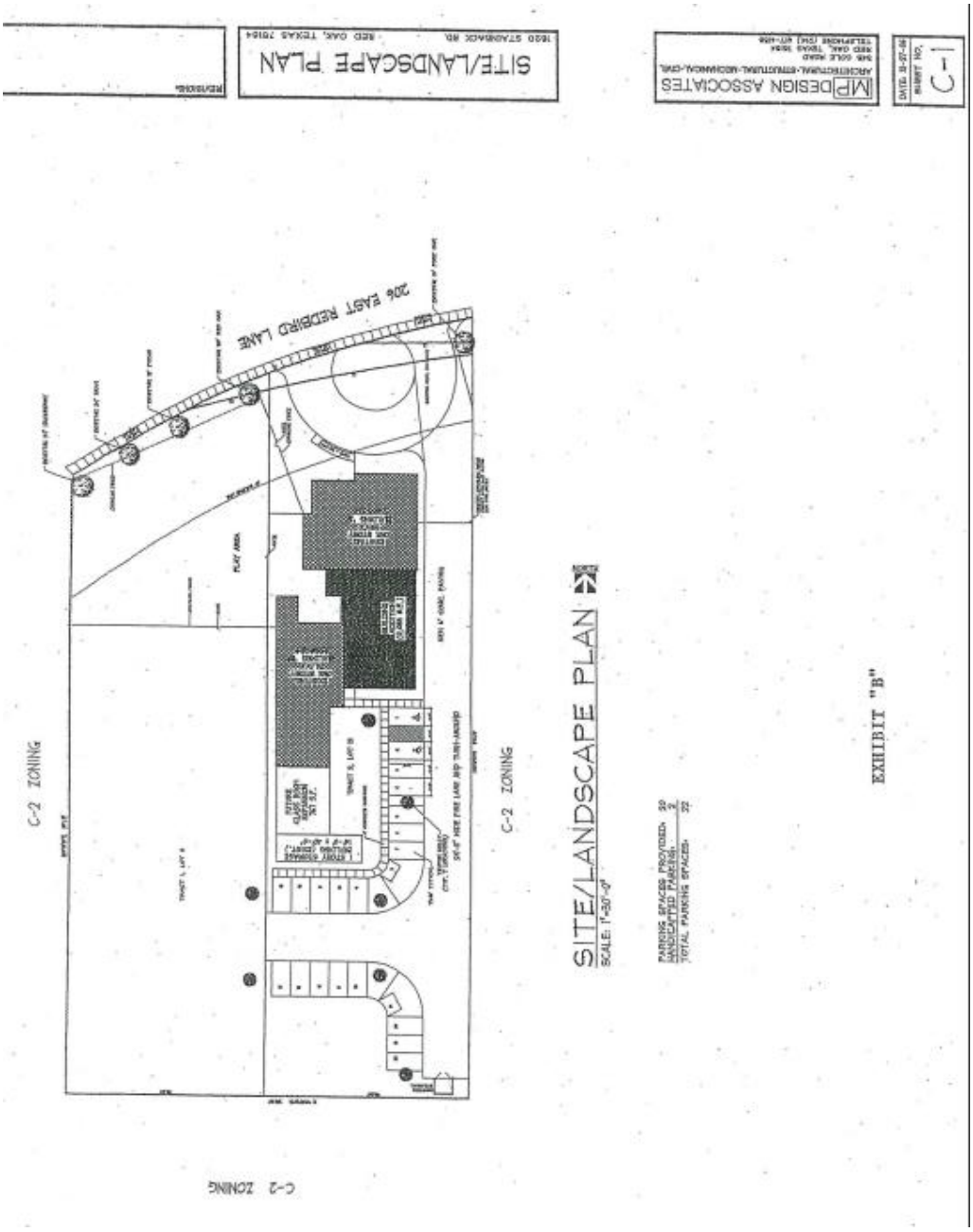
_____
Robert E. Hager, City Attorney

EXHIBIT "A"

LEGAL DESCRIPTION

Being Lot 11A, Block 3 in the City of Duncanville, Dallas County, Texas and more commonly referred to as 206 East Red Bird Lane.

EXHIBIT B
SITE PLAN



STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Conduct a Public Hearing for consideration and action regarding the request of Audra Buckley of Permitted Development, LLC, applicant, representing Bruce Veyna of S. E. Funeral homes of Texas, inc., owner, to include a Specific Use Permit "SUP" for event center on Orig Town Duncanville, Block 6 Pt and Block 7 ACS 1.572, more commonly known as 200 West Center Street, Duncanville, Dallas County, Texas.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Promote: Innovative Ideas for Development and Re-development**
  - **Pursue a diverse and robust economy through various business, housing, and employment opportunities that encourage forward-thinking community and economic development.**
- **Re-Imagine: High Quality of Life**
  - **Develop, maintain, and encourage safe, attractive, viable family-oriented neighborhoods that embrace diversity and pride, promoting economic vitality.**

STAFF RESPONSIBLE:
Jeremy Tennant, Director of Planning and Neighborhood Services

BACKGROUND/HISTORY:
Comprehensive Plan
The subject property is within the Downtown Duncanville District. The Future Land Use Plan envisions this district as a regional destination and a hub of activity for the City. This would be achieved with vertical mixed use and boutique retail development. This area is also envisioned as being pedestrian oriented.

The Plan states that high density residential is reflective of multi-family apartments. Depending on location, densities in high density residential may vary significantly. Garden style apartments have densities between 12 and 20 dwelling units per acre. Newer construction, particularly if a mixed- use configuration, has densities ranging from 20 to 30 dwelling units per acre. Higher densities would be more appropriate in Downtown mixed-use areas. High density residential can serve as a transitional use between low density neighborhoods and much higher intensities, such as commercial and industrial activity.

The following are policies to guide high density residential areas:

- They are appropriate along major collector or arterial roadways.
- They serve as a buffer between commercial or retail uses and low-density residential areas.
- Maximum acreage per individual development should be 30 acres or less.

The plan states that retail establishments have goods for purchase by the general public and generating sales tax revenue. Retail uses require high visibility locations such as along arterial roadways. Examples of retail uses include clothing stores, dry cleaners, and branch banks.

The following are policies to guide retail areas:

- Retail should be located at high points of visibility.
- They should serve as a buffer and transition between higher and lower intensity uses.

This request is not in conformance with the Comprehensive Plan as the proposed request is for an event center.

Project Scope

The applicant is seeking approval of an SUP to operate as an Event Center at the subject property. Proposed site improvements include landscaped areas, new façade and building expansion by enclosure of the rear of the building as shown on the attached exhibits.

Definition

An Event Center is defined as A building, facility, room, or portion thereof, that is rented, leased or otherwise made available to any person or group for a private event function that is not open to the general public, regardless of whether a fee is charged. Includes reception facilities and wedding venues.

Parking

Event Center Requirements are as follows:

- Non-fixed seating requires one (1) space per every one-hundred and fifty (150) square feet. Fixed seating requires one (1) space per every four (4) seats.
- The applicant is proposing non-fixed seating, and the existing building along with the proposed expansion will be at approximately 10,837 square feet.
- The subject property will require 73 (seventy-three) parking spaces and the subject property currently has 83 (eighty-three) parking spaces.

This request, if approved, would be in conformance with this language.

Surrounding Land Use and Zoning

The petitioned property is zoned Downtown District -General Main Street. To the north of the subject property, is a church zoned SF-7, Single-Family Residence. To the east, west, and south of the subject property are existing businesses zoned DD, Downtown District.

The Planning & Zoning Commission recommended approval for the request subject to conditions.

Recommended Conditions

- There must not be any loud and raucous noise may be heard outside the building of the property between the hours of 10:00 p.m. and 1:00 a.m.
- There must not be any littering and trash may be left on the property overnight.
- Lighting illumination must be contained within the property and not illuminate onto adjacent properties.
- The Event Center or Banquet Hall shall be used for the sole purpose of lease or rental by others for a privately sponsored event that is not open to the public and does not charge an admission fee of any type for entry into the event or establishment. Examples of privately sponsored events that are allowed to be held at the Event Center or Banquet Hall include but are not limited to, quinceaneras, wedding receptions, graduation parties, etc. Community meetings regarding public issues or townhalls intended for the public are exempt from this provision.
- The primary entrance to the facility shall be located on the south side of the building adjacent to the parking lot. The entrance facing West Center Street shall be for deliveries and ADA patrons only.
- All patrons are required to vacate the property by no later than 1:15 a.m.
- The Operator must provide security personnel in the form of peace officers, private security firms, etc. to assist with all events from the hours of 8:00 p.m. and 2:00 a.m.
- The operator's staff must be on-site whenever an event occurs. A member of staff must serve or dispense alcoholic beverages under the authority of a license, certification, or permit, including persons who immediately manage, direct, supervise, or control the service of alcoholic beverages.

POLICY EXPLANATION:

Notification

Thirteen (13) notices were sent out for this public hearing. As of this writing, one response has been received in favor of the request and 8 responses have ben received in opposition of the request. Letters will be received until Tuesday, July 19, 2022, to fulfill legal requirements for a written formal protest to City Council. The request is tentatively scheduled to proceed to the Tuesday, July 19, 2022, City Council hearing.

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget	**Purchase Amount**	**After Encumber**
$0.00	$0.00	$0.00

ACTION ALTERNATIVES:

1. Approval of Ordinance.
2. Denial of Ordinance.
3. Other actions as directed by Council.

ATTACHMENTS:

Attachment 1 - Legal Notice
Attachment 2 - Maps
Attachment 3 - Zoning Application
Attachment 4 - Property Survey
Attachment 5 - Exhibits
Attachment 6 - Letter of Intent

Attachment 7 - Letter to Owners with 200 ft Buffer & Responses
Attachment 8 - List of Owners within 200' Buffer
Attachment 9 - PZ Minutes - June 27 2022 Draft
Attachment 10 - Ordinance No. - 2443 - SUP - 200 West Center - Event Center

Attachment 1

Advertise 1 time - By June 13

NOTICE OF A PUBLIC HEARING BEFORE THE
PLANNING AND ZONING COMMISSION
ZONING FILE #2022-17

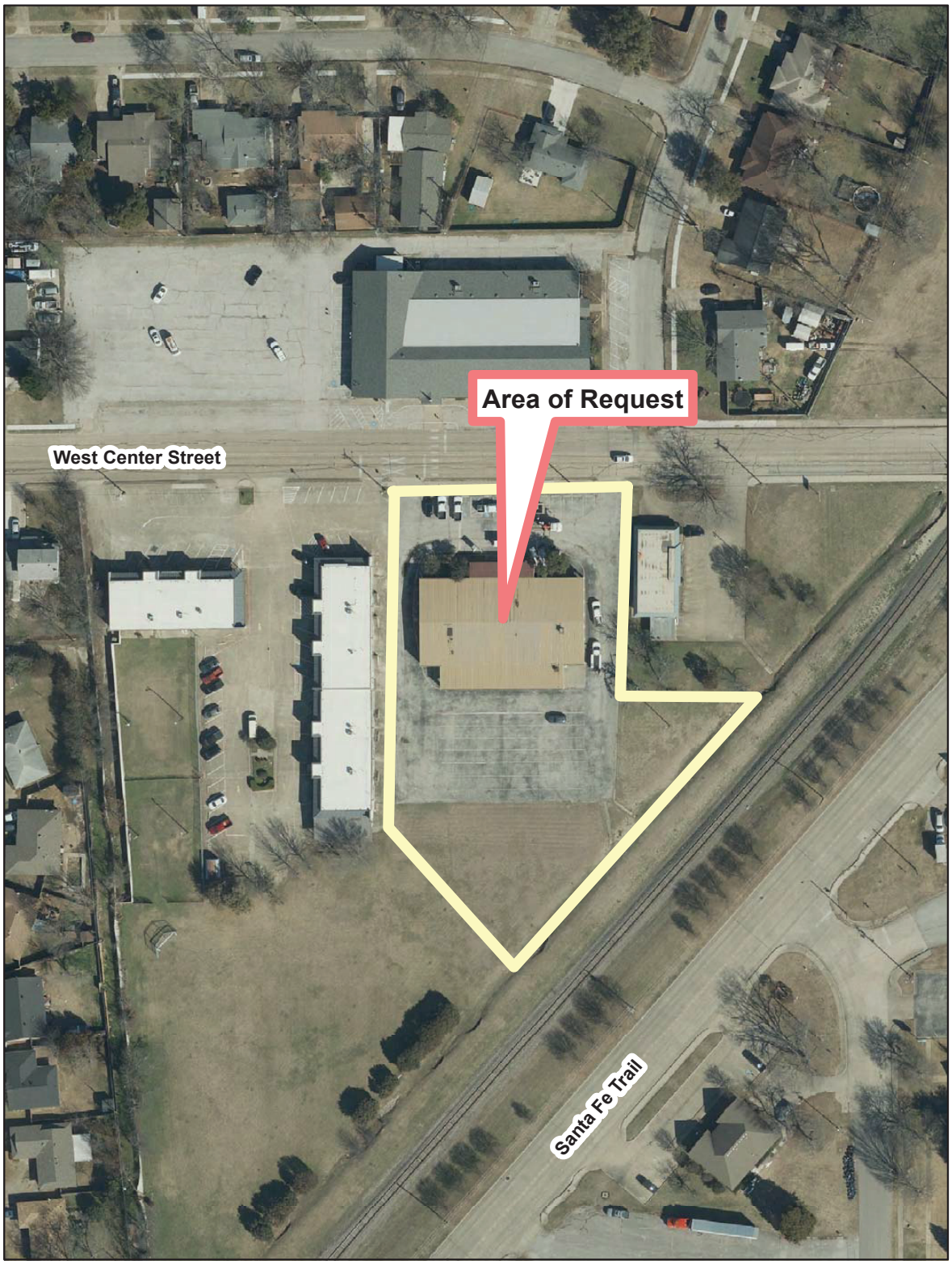
A public hearing will be held before the Planning & Zoning Commission on Monday, June 27, 2022, at 7:00 p.m. and before the City Council on Tuesday, July 19, 2022, at 7:00 p.m., in the Council Chambers, City Hall, 203 E. Wheatland Road, Duncanville, Texas to hear a request of the City of Duncanville for a Specific Use Permit to allow for Event Center on Orig Town Duncanville, Blocks 6-7 ACS 1.55572, more commonly known as 200 West Center Street, City of Duncanville, Dallas County, Texas.

As an interested citizen, you may appear at the public hearing or you may send a notice to either Kristin Downs, the City Secretary or to Jeremy Tennant, Planning and Neighborhood Services Director, P.O. Box 380280, Duncanville, Texas, 75138-0280 stating your position.

CITY OF DUNCANVILLE
Kristin Downs
City Secretary

Jeremy Tennant
Planning and Neighborhood Services Director

Attachment 2



Duncanville
City of Champions

Proposed Zoning Change
Aerial Location
200 West Center Street

N
W E
S



Duncanville
City of Champions

Zoning Case 2022-17
SUP Request for
Event Center

N
W
E
S

Attachment 3

Development Services
Planning Division
203 E. Wheatland Rd.
P.O. Box 380280
Duncanville, TX 75138
972-707-3878

ZONING CHANGE APPLICATION

CONTACT INFORMATION

Applicant/ Agent Permitted Development, LLC **Contact:** Audra Buckley

☐ **Engineer** ☐ **Architect** ☐ **Surveyor** ☐ **Owner** ☑ **Other**

Applicant/Agent Address: 1414 Belleview Street, Ste 150 **City:** Dallas **State:** TX **Zip:** 75215

Agent Email: permitted.development.dfw@gmail.com **Telephone:** 214-686-3635 **(Fax)**

Property Owner: S. E. FUNERAL HOMES OF TEXAS, INC. Contact: Bruce Veyna

Owner Address 1929 Allen Pkwy City: Houston State: TX Zip: 77019

Owner Email: Bruce.Veyna@Sci-us.com Telephone: (713) 525-7773 (Fax)

REQUIRED

PROPERTY INFORMATION

Property Address: 200 W Center Street

Legal Description of Property: ORIG Town Duncanville

Lot No. _____ Block No. 6 & 7 Acreage: 1.572 Existing Zoning District: DD - GMS

REQUIRED

REQUEST TYPE

☑ Specific Use Permit - Commercial
For Banquet or Event Center

☐ Specific Use Permit - Residential
For _____

☐ Change in Zoning
From _____ To _____

☐ Planned Development (PD)
☐ Amend PD Approval
☐ Development Plan Approval
☐ Conceptual Plan Approval
☐ Alternative Compliance Request

REQUIRED

SUBMITTAL DOCUMENTS

ALL ZONING REQUESTS MUST CONTAIN THE FOLLOWING DOCUMENTATION

- ☐ Completed application
- ☐ Application fee
- ☐ Property survey, or site plan or electronic copy of the metes and bounds legal description Microsoft word format or plat
- ☐ Written description of request (associated variance requests require justification), business statement or business plan with detailed description of proposed operation
- ☐ Electronic copies of all submittals via email

REQUIRED

RECEIVED
By Lynette Romero at 7:12 pm, Apr 28, 2022

Acknowledgments

I understand that all required information and plans must be submitted with this application or the application be deemed incomplete.

I hereby authorize the placing of a sign on subject property indicating a zoning change is under consideration.

I understand the requirements of the zoning classifications as stated in the City of Duncanville Zoning Ordinance related to this request and will comply with all necessary requirements of the City codes. I am aware that the City Council has the power to zone land as most appropriate in their wisdom, to promote the health, safety, and morals and for the protection and preservation of places of historical or cultural importance, and the general welfare of the community.

I have read and understand this application and certify that all information and attachments are true and correct. I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the request described. Applicants (or a representative) are expected to be present at all public hearings concerning this application to justify and explain their request and to answer questions posed by the City Planning and Zoning Commission and City Council.

Signature of Current Property Owner
S.E. Funeral Homes of Texas, Inc.
Michael L. Decell, Vice President

Date 4/26/2022

Notarization

BEFORE ME, Mayte Calvillo, on this day personally appeared Michael Decell, known to or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 26th day of April, 2022.

(Seal)

Notary Public in and for the State of Texas
My Commission Expires: 12/18/22

MAYTE ANA CALVILLO
Notary Public, State of Texas
Comm. Expires 12-18-2022
Notary ID 130058104

2

Following is to be completed only if a person other than the owner is submitting this application.

Owner Validation

Applicant has permission to pursue a zoning change on the property located at 200 W. Center Street with the City of Duncanville.

S.E. Funeral Homes of Texas, Inc., Michael L. Decell, Vice President
Signature of Owner/Agent

4/26/2022
Date

BEFORE ME, Mayte Calvillo, on this day personally appeared Michael L. Decell, VP of S.E. Funeral Homes of Texas, Inc., known to or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 26 day of April, 2022

(SEAL)

MAYTE ANA CALVILLO
Notary Public, State of Texas
Comm. Expires 12-18-2022
Notary ID 130058104

Notary Public in and for the State of Texas
My Commission Expires: 12/18/22

SUBMITTAL CHECKLIST

Specific Use Permit - Commercial

Please check if applicable

YES	N/A	
☑	☐	Written Letter with detailed description of proposed operation
☑	☐	Site Plan
☑	☐	Building Elevation and [redacted]
☑	☐	Landscape Plan
☑	☐	Floor Plans
☐	☐	Other _____

Specific Use Permit - Residential

Please check if applicable

YES	N/A	
☐	☐	Written Letter of Intent with detailed description of request
☐	☐	HOA approval letter (if applicable)
☐	☐	Drawings, spec sheets, diagrams or other documents in electronic format (PDF)
☐	☐	Letter from owner (if applicant is not owner) and/or approval letter from HOA (if applicable)
☐	☐	Other _____

Planned Development

YES	N/A	
☐	☐	Written Letter with detailed description of proposed development with proposed conditions
☐	☐	Conceptual Plan

(The purpose of a Conceptual Plan is to provide a general layout of the proposed development prior to a more specific Development Plan being submitted. A Conceptual Plan shall be construed to be an illustration of the development concepts only and not an exact representation of the specific development proposed.)

☐ ☐ Development Plan with proposed PD Conditions

(The purpose of a Development Plan is to specifically illustrate the proposed location and arrangement of uses and structures, the relationship of such uses to base zoning districts, development phasing, planned public improvements, open space, proposed amenities and the overall design of the development. Development Plan shall be incorporated into the regulations of the PD ordinance, shall be construed in conjunction with the authorized uses and development standards set forth in such regulations, and shall be in general conformity with the approved Conceptual Plan for the PD (if applicable).

REQUIRED

Attachment 4

PROPERTY DESCRIPTION:

BEING A 1.572 ACRE TRACT OF LAND SITUATED IN THE RICHARD F. HALE SURVEY, ABSTRACT NO. 566, DALLAS COUNTY, TEXAS, BEING A PORTION OF THAT CERTAIN TRACT OF LAND DESCRIBED IN DEED TO DAVID CLAYTON AND WIFE, ELIZABETH CLAYTON, AS RECORDED IN VOLUME 75133, PAGE 42, DEED RECORDS, DALLAS COUNTY, TEXAS, BEING COMPRISED OF A PORTION OF BLOCKS 6 AND 9, OF THE TOWN OF DUNCANVILLE, AN ADDITION TO DALLAS COUNTY, TEXAS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 2, PAGE 237, DEED RECORDS, DALLAS COUNTY, TEXAS, AND A PORTION OF AVENUE B AND A PORTION OF 5TH STREET AS SHOWN ON SAID PLAT, 5TH STREET NOW BEING KNOWN AS W. FREEMAN STREET, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A 1/2-INCH IRON ROD SET WITH CAP STAMPED “PREMIER SURVEYING” AT THE NORTHEAST CORNER OF THAT CERTAIN TRACT OF LAND DESCRIBED IN DEED TO CHURCH ON THE ROCK-SOUTH, AS RECORDED IN VOLUME 98011, PAGE 735, SAID DEED RECORDS, SAID IRON ROD BEING ON THE SOUTH LINE OF W. CENTER STREET;

THENCE SOUTH 89° 21' 05” EAST, A DISTANCE OF 198.00 FEET ALONG SAID SOUTH LINE TO A 1/2-INCH IRON ROD SET WITH CAP STAMPED “PREMIER SURVEYING” FROM WHICH A 3/8-INCH IRON ROD FOUND BEARS SOUTH 00° 45' 24” WEST - 2.44 FEET, SAID IRON ROD SET BEING THE COMMON NORTH CORNER OF AFORESAID CLAYTON TRACT AND THAT CERTAIN TRACT OF LAND DESCRIBED IN DEED TO DAWN E. RAYE, AS RECORDED IN INSTRUMENT NO. 200600095343, OFFICIAL PUBLIC RECORDS, DALLAS COUNTY, TEXAS;

THENCE SOUTH 05° 40' 40” WEST, A DISTANCE OF 161.89 FEET ALONG THE COMMON LINE OF SAID CLAYTON AND RAYE TRACTS TO A 1/2-INCH IRON ROD SET WITH CAP STAMPED “PREMIER SURVEYING” FROM WHICH A 1/2-INCH IRON ROD FOUND BEARS SOUTH 11° 55' 38” EAST - 3.05 FEET, SAID IRON ROD SET BEING THE SOUTHWEST CORNER OF SAID RAYE TRACT;

THENCE SOUTH 86° 22' 12” EAST, A DISTANCE OF 104.79 FEET ALONG SAID COMMON LINE TO A 1/2-INCH IRON ROD SET WITH CAP STAMPED “PREMIER SURVEYING” AT THE COMMON EAST CORNER OF SAID CLAYTON AND RAYE TRACTS, SAID IRON ROD BEING ON THE NORTHWEST LINE OF A.T. & S.F. RAILROAD RIGHT-OF-WAY;

THENCE SOUTH 42° 00' 16” WEST, A DISTANCE OF 285.50 FEET ALONG SAID NORTHWEST LINE TO A 1/2-INCH IRON ROD FOUND AT THE EAST CORNER OF AFORESAID CHURCH ON THE ROCK TRACT;

THENCE NORTH 43° 10' 13” WEST, A DISTANCE OF 144.16 FEET ALONG THE NORTHEAST LINE OF SAID CHURCH ON THE ROCK TRACT TO A 1/2-INCH IRON ROD SET WITH CAP STAMPED “PREMIER SURVEYING”;

THENCE NORTH 00° 38' 55” EAST, A DISTANCE OF 277.00 FEET ALONG THE EAST LINE OF SAID CHURCH ON THE ROCK TRACT TO THE POINT OF BEGINNING AND CONTAINING 68,485 SQUARE FEET OR 1.572 ACRES OF LAND.

PROPERTY DESCRIPTION:

BEING A 1.572 ACRE TRACT OF LAND SITUATED IN THE RICHARD F. HALE SURVEY, ABSTRACT NO. 566, DALLAS COUNTY, TEXAS, BEING A PORTION OF THAT CERTAIN TRACT OF LAND DESCRIBED IN DEED TO DAVID CLAYTON AND WIFE, ELIZABETH CLAYTON, AS RECORDED IN VOLUME 75133, PAGE 42, DEED RECORDS, DALLAS COUNTY, TEXAS, BEING COMPRISED OF A PORTION OF BLOCKS 6 AND 9, OF THE TOWN OF DUNCANVILLE, AN ADDITION TO DALLAS COUNTY, TEXAS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 2, PAGE 237, DEED RECORDS, DALLAS COUNTY, TEXAS, AND A PORTION OF AVENUE B AND A PORTION OF 5TH STREET AS SHOWN ON SAID PLAT, 5TH STREET NOW BEING KNOWN AS W. FREEMAN STREET, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A 1/2-INCH IRON ROD SET WITH CAP STAMPED "PREMIER SURVEYING" AT THE NORTHEAST CORNER OF THAT CERTAIN TRACT OF LAND DESCRIBED IN DEED TO CHURCH ON THE ROCK-SOUTH, AS RECORDED IN VOLUME 98011, PAGE 735, SAID DEED RECORDS, SAID IRON ROD BEING ON THE SOUTH LINE OF W. CENTER STREET;

THENCE SOUTH 89° 21' 05" EAST, A DISTANCE OF 198.00 FEET ALONG SAID SOUTH LINE TO A 1/2-INCH IRON ROD SET WITH CAP STAMPED "PREMIER SURVEYING" FROM WHICH A 3/8-INCH IRON ROD FOUND BEARS SOUTH 00° 45' 24" WEST - 2.44 FEET, SAID IRON ROD SET BEING THE COMMON NORTH CORNER OF AFORESAID CLAYTON TRACT AND THAT CERTAIN TRACT OF LAND DESCRIBED IN DEED TO DAWN E. RAYE, AS RECORDED IN INSTRUMENT NO. 200600095343, OFFICIAL PUBLIC RECORDS, DALLAS COUNTY, TEXAS;

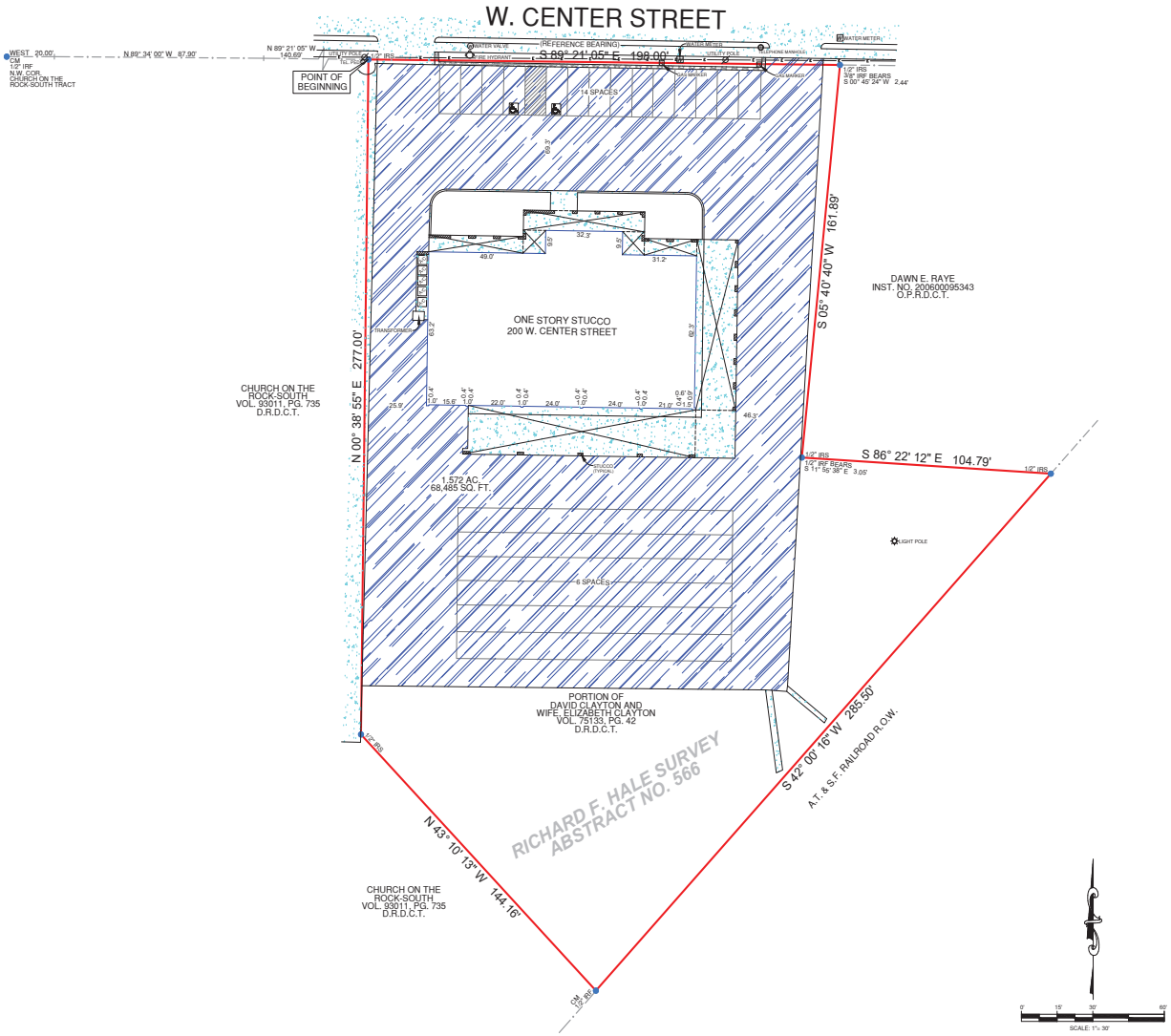
THENCE SOUTH 05° 40' 40" WEST, A DISTANCE OF 161.89 FEET ALONG THE COMMON LINE OF SAID CLAYTON AND RAYE TRACTS TO A 1/2-INCH IRON ROD SET WITH CAP STAMPED "PREMIER SURVEYING" FROM WHICH A 1/2-INCH IRON ROD FOUND BEARS SOUTH 11° 55' 38" EAST - 3.05 FEET, SAID IRON ROD SET BEING THE SOUTHWEST CORNER OF SAID RAYE TRACT;

THENCE SOUTH 86° 22' 12" EAST, A DISTANCE OF 104.79 FEET ALONG SAID COMMON LINE TO A 1/2-INCH IRON ROD SET WITH CAP STAMPED "PREMIER SURVEYING" AT THE COMMON EAST CORNER OF SAID CLAYTON AND RAYE TRACTS, SAID IRON ROD BEING ON THE NORTHWEST LINE OF A.T. & S.F. RAILROAD RIGHT-OF-WAY;

THENCE SOUTH 42° 00' 16" WEST, A DISTANCE OF 285.50 FEET ALONG SAID NORTHWEST LINE TO A 1/2-INCH IRON ROD FOUND AT THE EAST CORNER OF AFORESAID CHURCH ON THE ROCK TRACT;

THENCE NORTH 43° 10' 13" WEST, A DISTANCE OF 144.16 FEET ALONG THE NORTHEAST LINE OF SAID CHURCH ON THE ROCK TRACT TO A 1/2-INCH IRON ROD SET WITH CAP STAMPED "PREMIER SURVEYING";

THENCE NORTH 00° 38' 55" EAST, A DISTANCE OF 277.00 FEET ALONG THE EAST LINE OF SAID CHURCH ON THE ROCK TRACT TO THE POINT OF BEGINNING AND CONTAINING 68,485 SQUARE FEET OR 1.572 ACRES OF LAND.



FEMA NOTE

FLOOD INFORMATION:
THE SUBJECT PROPERTY DOES NOT APPEAR TO LIE WITHIN THE LIMITS OF A 100-YEAR FLOOD HAZARD ZONE ACCORDING TO THE MAP PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AND HAS A ZONE "X" RATING AS SHOWN BY MAP NO. 48113C0470 K, DATED JULY 7, 2014.

SURVEYORS CERTIFICATION:
THIS IS TO CERTIFY THAT ON THIS DATE A SURVEY WAS MADE ON THE GROUND, UNDER MY SUPERVISION AND REFLECTS A TRUE AND CORRECT REPRESENTATION OF THE DIMENSIONS AND CALLS OF PROPERTY LINES AND LOCATION AND TYPE OF IMPROVEMENTS. THERE ARE NO VISIBLE AND APPARENT EASEMENTS, CONFLICTS, INTRUSIONS OR PROTRUSIONS, EXCEPT AS SHOWN. THIS SURVEY IS NOT TO BE USED FOR CONSTRUCTION PURPOSES AND WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT PROVIDED BY A TITLE COMPANY. THERE MAY BE EASEMENTS AND OTHER MATTERS OF RECORD AFFECTING THE PROPERTY SHOWN HEREON THAT ONLY A PROPER TITLE SEARCH WOULD REVEAL. THIS SURVEY IS SUBJECT TO ANY AND ALL COVENANTS AND RESTRICTIONS PERTAINING TO THE RECORDED DEED AND PLAT REFERENCED HEREON.

GENERAL NOTES:
1.) THE BASIS OF BEARINGS FOR THIS SURVEY WAS DERIVED FROM DATA PROVIDED IN THE RECORDED DEED.
2.) THERE ARE NO VISIBLE CONFLICTS OR PROTRUSIONS, EXCEPT AS SHOWN. FENCES MAY BE MEANDERING.
3.) THIS SURVEY IS FOR THE EXCLUSIVE USE OF THE NAMED CLIENT, MORTGAGE COMPANY, TITLE COMPANY, OR OTHER.
4.) AS OF THIS DATE, ALL EASEMENTS, RIGHTS-OF-WAY OR OTHER LOCATABLE MATTERS OF RECORD SHOWN OR NOTED HEREON WERE DERIVED FROM THE RECORDED PLAT, THE VESTING DEED, OR THE TITLE REPORT AND SUPPORTING DOCUMENTS. ALL SUCH ITEMS WERE OBTAINED DURING THE RESEARCH PHASE OF THIS SURVEY OR PROVIDED BY THE CLIENT/TITLE COMPANY LISTED HEREON. PREMIER SURVEYING MAKES NO REPRESENTATION AS TO THE ACCURACY OR COMPLETENESS OF SUCH ITEMS AND HAS MADE NO ATTEMPTS TO OBTAIN OR SHOW ANY ADDITIONAL RESTRICTIONS ON OR NEAR THIS PROPERTY PUT IN PLACE BY LOCAL MUNICIPALITIES OR ASSOCIATIONS.
5.) THIS SURVEY IS NOT TO BE USED FOR CONSTRUCTION PURPOSES.
6.) THIS SURVEY IS NOT INTENDED TO ADDRESS OR IDENTIFY WETLANDS, FAULT LINES, TOXIC OR HAZARDOUS WASTE AREAS, SUBSIDENCE OR ANY OTHER ENVIRONMENTAL OR GEOLOGICAL ISSUE.
7.) THE EXISTING UTILITIES DEPICTED HEREON ARE BASED ON FIELD LOCATION OF VISIBLE, ABOVE GROUND EVIDENCE. UTILITIES AND OTHER MINOR IMPROVEMENTS MAY EXIST THAT ARE NOT SHOWN ON THIS SURVEY. PREMIER SURVEYING IS NOT RESPONSIBLE FOR THE EXACT LOCATION OF SUBSURFACE UTILITIES. NOR FOR ANY DAMAGES BY ANY CONSTRUCTION OR EXCAVATION ON OR NEAR SAID UTILITIES.
8.) SYMBOLS AS SHOWN IN THE LEGEND ARE NOT TO SCALE AND MAY HAVE BEEN MOVED FROM THE ACTUAL HORIZONTAL LOCATION FOR CLARITY.

200 W. CENTER STREET
CITY OF DUNCANVILLE
DALLAS COUNTY, TEXAS

PREMIER JOB #: 22-01062	
TECH: MSP	DATE: 02/15/22
FIELD: MJ	FIELD DATE: 02/14/22



CONCRETE
BRICK
ASPHALT
WOOD
STONE
GRAVEL
COVERED AREA
CM = CONTROLLING MONUMENT
WOOD FENCE
CHAIN LINK FENCE
WROUGHT IRON FENCE
BARBWIRE FENCE
R.R. TIE RETAINING WALL
BRICK WALL
STONE WALL
OVERHEAD TELEPHONE LINE
OVERHEAD ELECTRIC LINE
IRF = IRON ROD FOUND
IPF = IRON PIPE FOUND
IRS = IRON ROD SET
MFCP = METAL FENCE COR POST
WFCP = WOOD FENCE COR POST

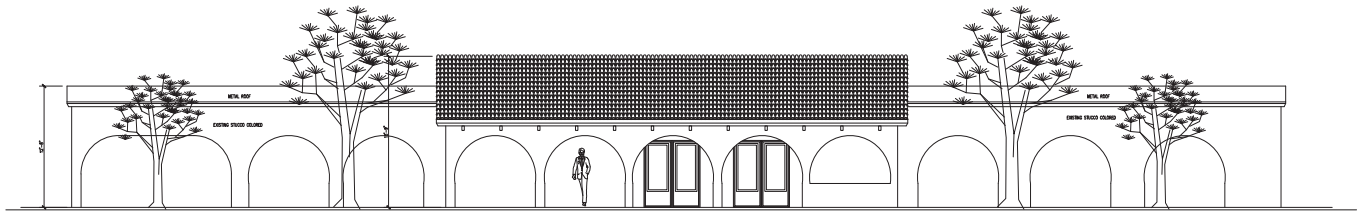
Premier Surveying LLC
5700 W. Plano Parkway
Suite 1200
Plano, Texas 75093
972-612-3601 (O) | 855-892-0468 (F)
www.premiersurveying.com
premierorders@premiersurveying.com

Premier Surveying LLC
5700 W. Plano Parkway
Suite 1200
Plano, Texas 75093
Office: 972-612-3601
Fax: 855-892-0468
Firm Registration No. 10146200

STATE OF TEXAS
REGISTERED
SURVEYOR
ROBERT T. PAUL, JR.
4984
PROFESSIONAL
LAND SURVEYOR

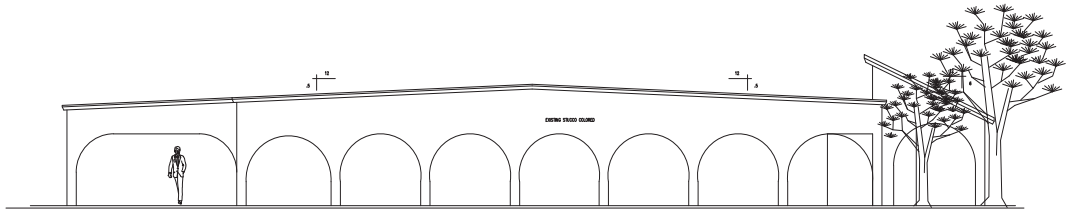
Robert T. Paul, Jr.
Registered Professional Land Surveyor

Attachment 5



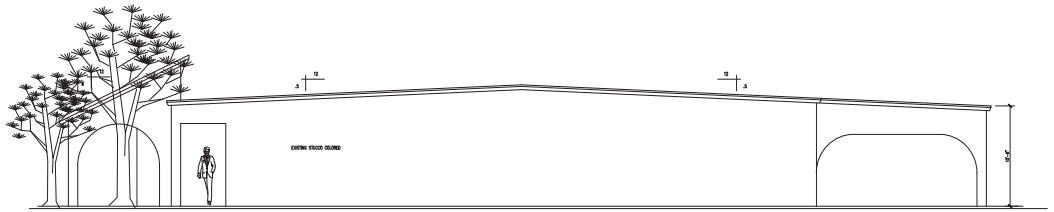
EXISTING FRONT ELEVATION

SCALE : 3/16" = 1'-0"



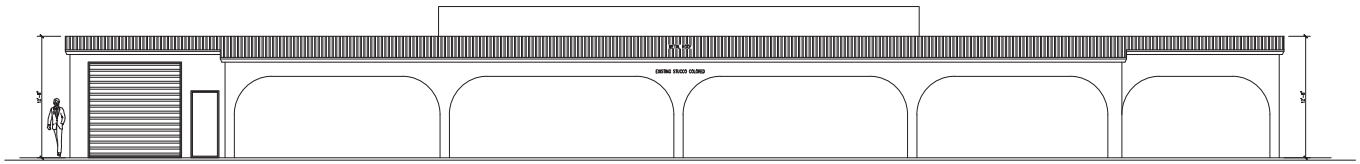
EXISTING LEFT ELEVATION

SCALE : 3/16" = 1'-0"



EXISTING RIGHT ELEVATION

SCALE : 3/16" = 1'-0"



EXISTING REAR ELEVATION

SCALE : 3/16" = 1'-0"

Martinez Design, LLC
Tel.: 972-891-4160
Tel.: 972-871-2512
martinezdz73@hotmail.com

GENERAL NOTES

1. THE GENERAL CONTRACTOR/BUILDER SHALL EXAMINE AND VERIFY THE ACCURACY OF ALL DIMENSIONS AND CONDITIONS OF THESE PLANS/DOCUMENTS. THE CONTRACTOR SHALL ALSO NOTIFY THE OWNER IF THERE ARE ANY DISCREPANCIES AND/OR OMISSIONS PRIOR THE BEGINNING OF THE CONSTRUCTION.

2. THESE PLANS ARE INTENDED FOR THE GENERAL COMMERCIAL CONSTRUCTION PURPOSES ONLY AND ARE NOT EXHAUSTIVELY DETAILED OR FULLY SPECIFIED.

3. THE GENERAL CONTRACTOR SHALL SUPERVISE THE CONSTRUCTION AND SHALL BE HIS/HER RESPONSABILITY TO SELECT, VERIFY, RESOLVE, AND INSTALL ALL EQUIPMENT AND MATERIALS AS WELL AS TO CONTROL THE QUALITY OF THE PROJECT.

4. ALL WORK PERFORMED ON THIS PROJECT SHALL MEET OR EXCEED THE CURRENT EDITION OF THE UNIFORM BUILDING CODE AND ALL APPLICABLE STATE AND LOCAL ORDINANCES, CODE, AND REGULATIONS.

5. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO PROVIDE ANY ENGINEERING NECESSARY TO THE STABILITY OF THE STRUCTURE(S) OF THE PROJECT. FURTHERMORE IT RECOMMENDS THAT THESE PLANS SHALL BE REVIEWED BY A QUALIFIED PROFESSIONAL ENGINEER AND TOPOGRAPHIC SPECIALIST

SQUARE FOOTAGE	

N

Project Name:

EXISTING BUILDING
NEW TWO EVENT CENTER

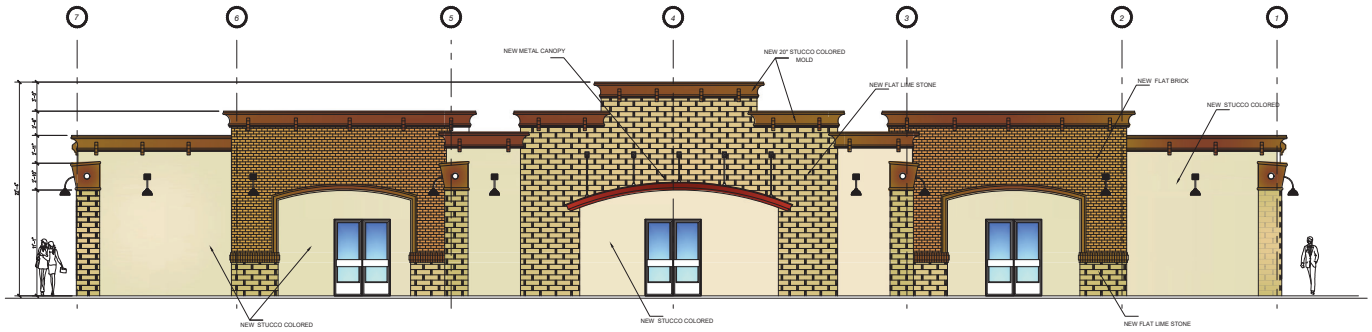
Project Address:

200 W CENTER ST.
DUNCANVILLE, TX 75116

Plan Name: ELEVATIONS

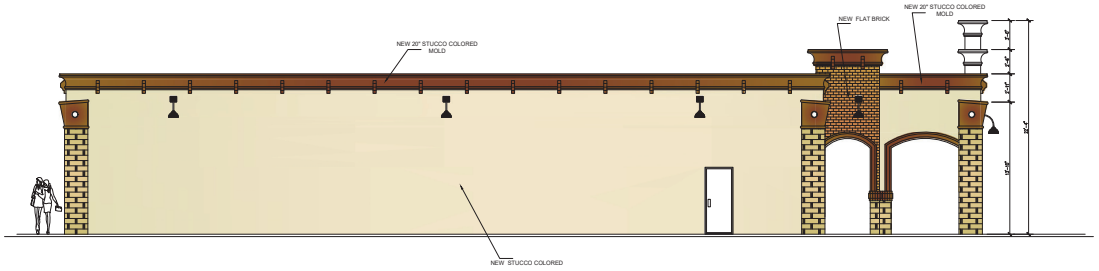
Project #:	Drawn By:
032522	JAM
Date: 03-25-2022	Scale: 3/16" = 1'-0"

Sheet #: 3.1



NEW FRONT ELEVATION

SCALE : 3/16" = 1'-0"



NEW LEFT ELEVATION

SCALE : 3/16" = 1'-0"

Martinez Design, LLC
Tel.: 972-891-4160
Tel.: 972-871-2512
martinezdz73@hotmail.com

GENERAL NOTES

1. THE GENERAL CONTRACTOR/BUILDER SHALL EXAMINE AND VERIFY THE ACCURACY OF ALL DIMENSIONS AND CONDITIONS OF THESE PLANS/DOCUMENTS. THE CONTRACTOR SHALL ALSO NOTIFY THE OWNER IF THERE ARE ANY DISCREPANCIES AND/OR OMISSIONS PRIOR THE BEGINNING OF THE CONSTRUCTION.

2. THESE PLANS ARE INTENDED FOR THE GENERAL COMMERCIAL CONSTRUCTION PURPOSES ONLY AND ARE NOT EXHAUSTIVELY DETAILED OR FULLY SPECIFIED.

3. THE GENERAL CONTRACTOR SHALL SUPERVISE THE CONSTRUCTION AND SHALL BE HIS/HER RESPONSABILITY TO SELECT, VERIFY, RESOLVE, AND INSTALL ALL EQUIPMENT AND MATERIALS AS WELL AS TO CONTROL THE QUALITY OF THE PROJECT.

4. ALL WORK PERFORMED ON THIS PROJECT SHALL MEET OR EXCEED THE CURRENT EDITION OF THE UNIFORM BUILDING CODE AND ALL APPLICABLE STATE AND LOCAL ORDINANCES, CODE, AND REGULATIONS.

5. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO PROVIDE ANY ENGINEERING NECESSARY TO THE STABILITY OF THE STRUCTURE(S) OF THE PROJECT. FURTHERMORE IT RECOMMENDS THAT THESE PLANS SHALL BE REVIEWED BY A QUALIFIED PROFESSIONAL ENGINEER AND TOPOGRAPHIC SPECIALIST

SQUARE FOOTAGE

N

Project Name:

EXISTING BUILDING
NEW TWO EVENT CENTER

Project Address:

200 W CENTER ST.
DUNCANVILLE, TX 75116

Plan Name: ELEVATIONS

Project #:	Drawn By:
032522	JAM
Date: 03-25-2022	Scale: 3/16" = 1'-0"

Sheet #: 3

Martinez Design, LLC
martinez267@hotmail.com
Tel.: 972-891-4160
Tel.: 972-871-2512

GENERAL NOTES

1. THE GENERAL CONTRACTOR SHALL EXAMINE AND VERIFY THE ACCURACY OF ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE DESIGNER OF THESE PLANS OF ANY DISCREPANCIES DISCOVERED PRIOR TO BEGINNING OF THE CONSTRUCTION.

2. THESE PLANS ARE INTENDED FOR THE GENERAL CONSTRUCTION, ELECTRICAL AND PLUMBING TRADES ARE NOT EXHAUSTIVELY DETAILED OR FULLY SPECIFIED.

3. THE GENERAL CONTRACTOR SHALL SUPERVISE, THE SUBCONTRACTORS AND SHALL COORDINATE AND SUPPLY TO SELECT, VERIFY, RESOLVE, AND INSTALL ALL EQUIPMENT AND MATERIALS AS REQUIRED TO CONTROL THE QUALITY OF THE PROJECT.

4. ALL WORK PERFORMED ON THIS PROJECT SHALL MEET OR EXCEED CURRENT CODES AND REGULATIONS. BUILDING CODE AND ALL APPLICABLE STATE AND LOCAL CODES AND REGULATIONS.

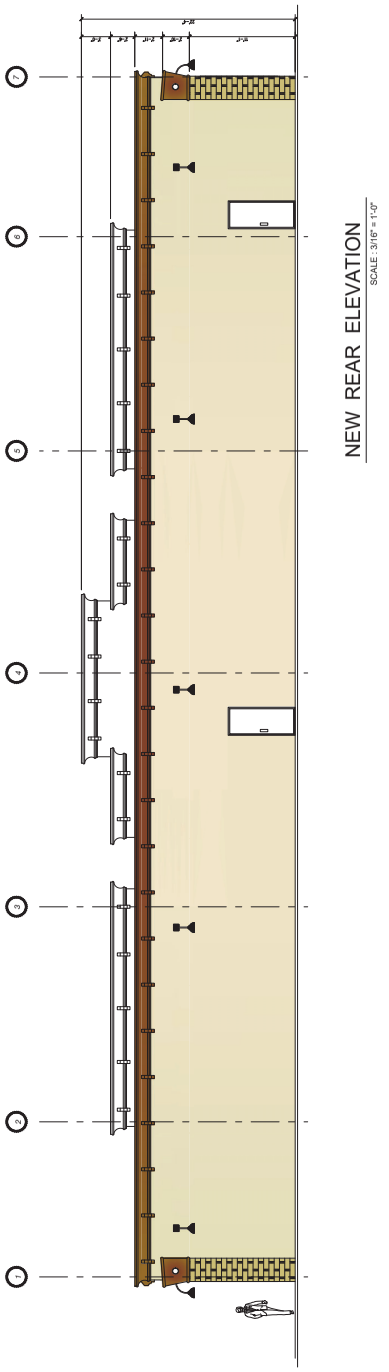
5. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO PROVIDE ANY ENGINEERING NECESSARY FOR THE STRUCTURAL INTEGRITY OF THE COMPLETED PROJECT. FURTHERMORE IT IS RECOMMENDED THAT THESE SERVICES BE PROVIDED BY A LICENSED PROFESSIONAL ENGINEER AND TOPOGRAPHIC SPECIALIST

SQUARE FOOTAGE

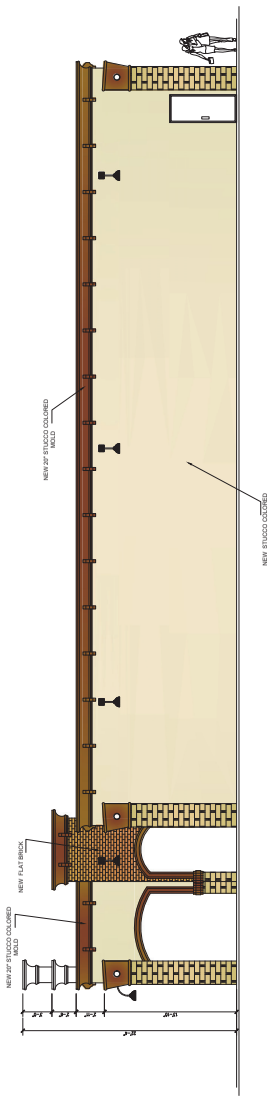
Project Name:
EXISTING BUILDING
NEW TWO EVENT CENTER

Project Address:
200 W CENTER ST.
DUNCANVILLE, TX 75116

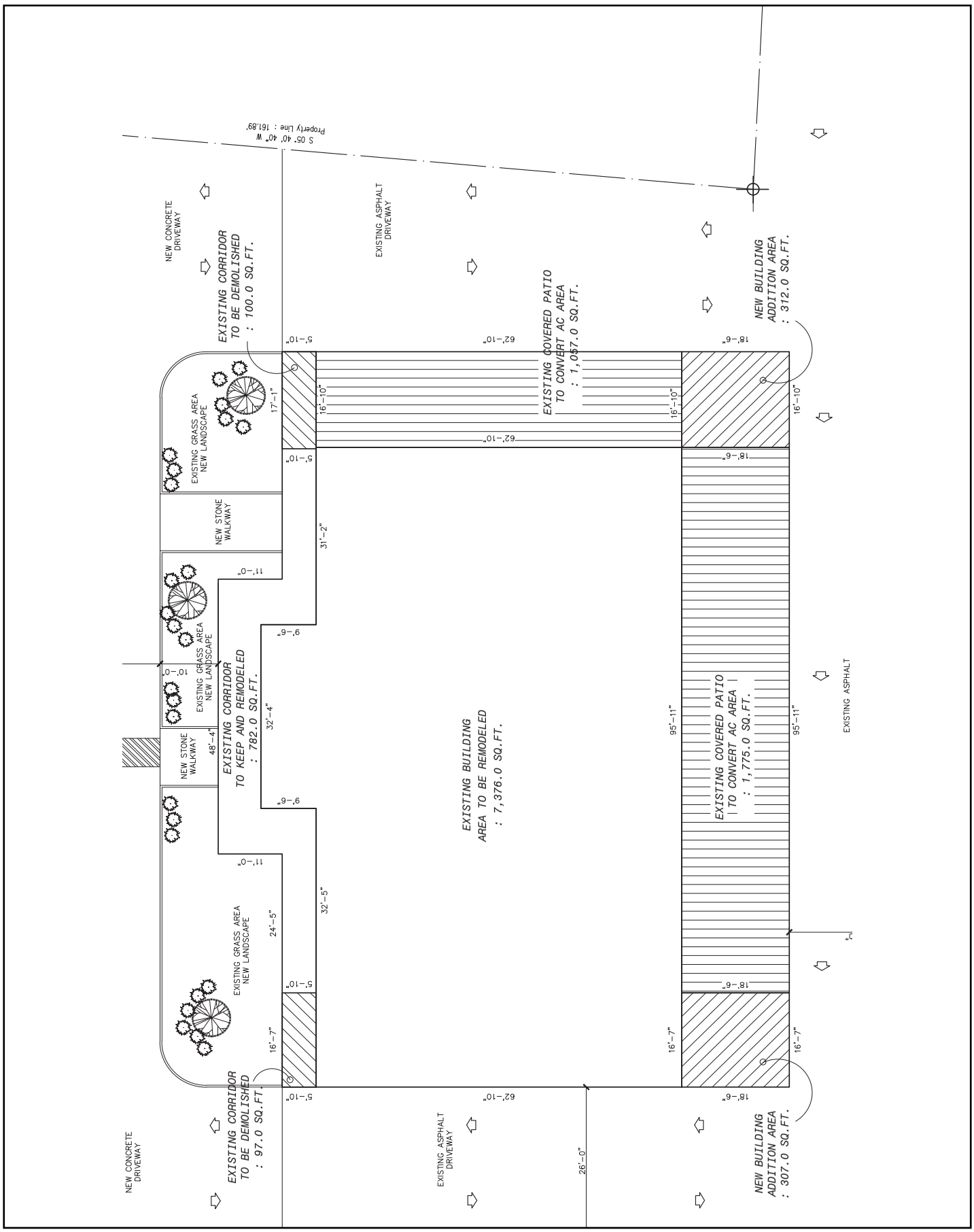
Plan Name: ELEVATIONS
Project #: 032522
Drawn By: JAM
Date: 03-25-2022
Scale: 3/16" = 1'-0"
Sheet #: 4

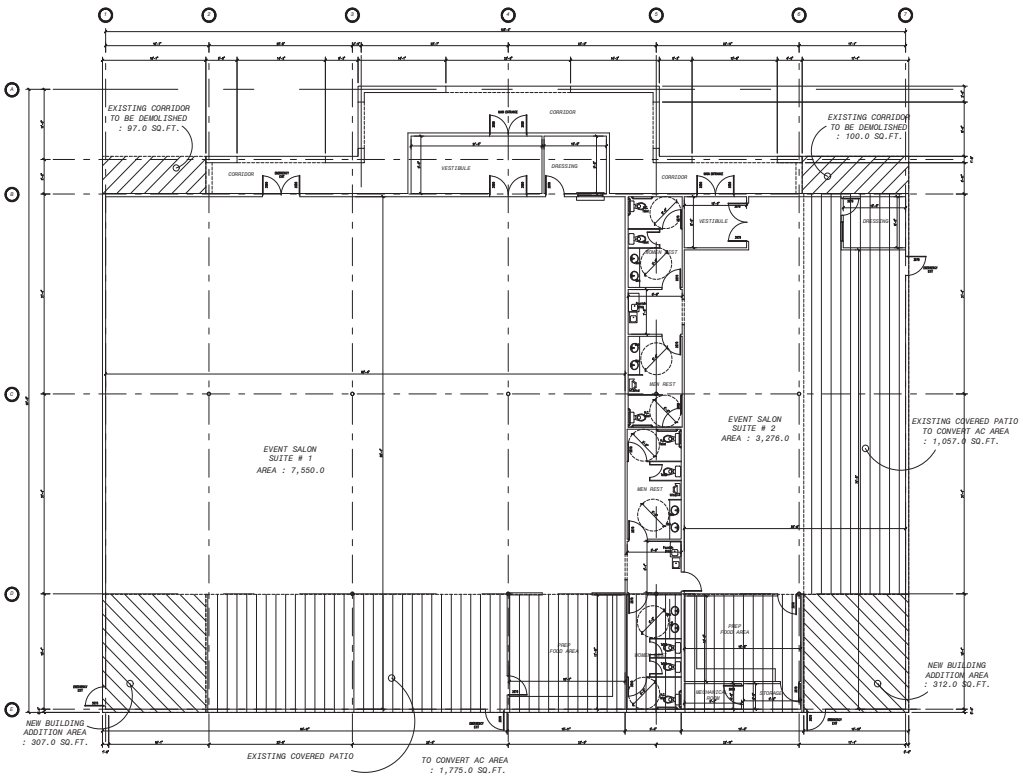


NEW REAR ELEVATION
SCALE: 3/16" = 1'-0"



NEW RIGHT ELEVATION
SCALE: 3/16" = 1'-0"


S 05° 40' 40" W
Property Line : 161.89'
NEW CONCRETE DRIVEWAY
EXISTING ASPHALT DRIVEWAY
EXISTING CORRIDOR TO BE DEMOLISHED : 100.0 SQ.FT.
EXISTING COVERED PATIO TO CONVERT AC AREA : 1,057.0 SQ.FT.
NEW BUILDING ADDITION AREA : 312.0 SQ.FT.
EXISTING GRASS AREA NEW LANDSCAPE
NEW STONE WALKWAY
EXISTING CORRIDOR TO KEEP AND REMODELED : 782.0 SQ.FT.
EXISTING BUILDING AREA TO BE REMODELED : 7,376.0 SQ.FT.
EXISTING COVERED PATIO TO CONVERT AC AREA : 1,775.0 SQ.FT.
EXISTING ASPHALT
EXISTING CORRIDOR TO BE DEMOLISHED : 97.0 SQ.FT.
NEW BUILDING ADDITION AREA : 307.0 SQ.FT.
62'-10"
18'-6"
16'-10"
95'-11"
31'-2"
32'-4"
48'-4"
32'-5"
24'-5"
26'-0"
16'-7"
17'-1"
11'-0"
9'-6"
5'-10"
10'-0"



NEW FLOOR PLAN

SCALE : 1/8" = 1'-0"

Martinez Design, LLC
Tel.: 972-891-4160
Tel.: 972-871-2512
martinezdz73@hotmail.com

GENERAL NOTES

1. THE GENERAL CONTRACTOR/BUILDER SHALL EXAMINE AND VERIFY THE ACCURACY OF ALL DIMENSIONS AND CONDITIONS OF THESE PLANS/DOCUMENTS. THE CONTRACTOR SHALL ALSO NOTIFY THE OWNER IF THERE ARE ANY DISCREPANCIES AND/OR OMISSIONS PRIOR THE BEGINNING OF THE CONSTRUCTION.

2. THESE PLANS ARE INTENDED FOR THE GENERAL COMMERCIAL CONSTRUCTION PURPOSES ONLY AND ARE NOT EXHAUSTIVELY DETAILED OR FULLY SPECIFIED.

3. THE GENERAL CONTRACTOR SHALL SUPERVISE THE CONSTRUCTION AND SHALL BE HIS/HER RESPONSABILITY TO SELECT, VERIFY, RESOLVE, AND INSTALL ALL EQUIPMENT AND MATERIALS AS WELL AS TO CONTROL THE QUALITY OF THE PROJECT.

4. ALL WORK PERFORMED ON THIS PROJECT SHALL MEET OR EXCEED THE CURRENT EDITION OF THE UNIFORM BUILDING CODE AND ALL APPLICABLE STATE AND LOCAL ORDINANCES, CODE, AND REGULATIONS.

5. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO PROVIDE ANY ENGINEERING NECESSARY TO THE STABILITY OF THE STRUCTURE(S) OF THE PROJECT. FURTHERMORE IT RECOMMENDS THAT THESE PLANS SHALL BE REVIEWED BY A QUALIFIED PROFESSIONAL ENGINEER AND TOPOGRAPHIC SPECIALIST

SQUARE FOOTAGE

N

Project Name:

EXISTING BUILDING
NEW TWO EVENT CENTER

Project Address:

200 W CENTER ST.
DUNCANVILLE, TX 75116

Plan Name: FLOOR PLAN

Project #:	Drawn By:
032522	JAM
Date: 03-25-2022	Scale: 1/8" = 1'-0"
Sheet #: 2	

IRRIGATION NOTES

1. THIS IS A POTABLE IRRIGATION SYSTEM, ANTICIPATED AT 65 PSI AT THE POINT OF CONNECTION. A NEW BACKFLOW WILL BE REQUIRED. CONTRACTOR SHALL PROVIDE AND INSTALL AS SHOWN ON DETAIL A/LI-501, AT NO ADDITIONAL COST TO THE OWNER.
2. LICENSED IRRIGATOR OR TECHNICIAN IN GOOD STANDING IN THE STATE OF TEXAS REQUIRED ON JOB SITE AT ALL TIME. CONTRACTOR SHALL FIELD VERIFY PRESSURE PRIOR TO INITIATION OF CONSTRUCTION BY INSTALLING A FLOW METER AND A PRESSURE GAUGE ON THE DOWNSTREAM SIDE OF THE WATER METER. THIS INFORMATION SHALL BE PROVIDED TO THE IRRIGATION DESIGNER IN WRITING FOR APPROVAL, PRIOR TO PROCEEDING.
3. ANY EXPOSED IRRIGATION PIPE SHOULD BE PROTECTED FROM FREEZE AND UV DAMAGED WITH INSULATED TAPE.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTION OF ALL SITE ELEMENTS & AREAS TO REMAIN. CONTRACTOR SHALL REPLACE IN KIND, ALL ITEMS DAMAGED DURING THE COURSE OF WORK, AS DETERMINED BY THE LANDSCAPE ARCHITECT.
5. THE CONTRACTOR SHALL VERIFY THE LOCATIONS OF ALL EXISTING UTILITIES, STRUCTURES AND SERVICES BEFORE COMMENCING WORK. THE LOCATIONS OF UTILITIES, STRUCTURES AND SERVICES SHOWN IN THESE PLANS ARE APPROXIMATE ONLY. ANY DISCREPANCIES BETWEEN THESE PLANS AND ACTUAL FIELD CONDITIONS SHALL BE REPORTED IN WRITING TO THE LANDSCAPE ARCHITECT.
6. THE CONTRACTOR SHALL OBTAIN NECESSARY PERMITS REQUIRED TO PERFORM THE WORK INDICATED HEREIN BEFORE BEGINNING WORK.
7. THIS DESIGN IS DIAGRAMMATIC AND FOR GRAPHIC CLARITY. ALL EQUIPMENT SHOWN IN PAVED AREA IS FOR DESIGN CLARITY ONLY AND CONSTRUCTED ELEMENTS AND OBSTRUCTIONS WHETHER NOTED ON THE PLANS OR NOT SHALL BE AVOIDED TO MINIMIZE SLEEVING. EQUIPMENT IS TO BE INSTALLED WITHIN PLANTING AREAS.
8. INSTALL EMITTERS ON THE TOP SIDE OF PLANTS ROOTBALL.
9. ROTOR SPRAY AND WATERING ON HARDSCAPE (WALKWAYS, CONCRETE PADS, STREETS, ETC.) IS STRICTLY PROHIBITED. CONTRACTOR SHALL REPLACE AND AMEND ROTORS AS NECESSARY TO AVOID OVERSPRAY. WHERE NEW HARDSCAPE FEATURES ARE INSTALLED, THE CONTRACTOR SHALL MOVE ROTORS OF CLOSE PROXIMITY TO THE EDGE OF THE HARD SURFACE (6-INCHES) AND REDIRECT SPRAY ARCS AWAY FROM THE HARDSCAPE.
10. CONTRACTOR SHALL ABIDE BY CITY OF DUNCANVILLE'S REQUIREMENTS AND TCEQ IRRIGATION REQUIREMENTS. IN THE EVENT OF A CONFLICT BETWEEN SPECIFICATIONS AND IRRIGATION DESIGN, CONTRACTOR SHALL NOTIFY THE LICENSED IRRIGATION DESIGNER IN WRITING. THE CONTRACTOR SHALL NOT PROCEED WITH INSTALLATION OF CONFLICTING IRRIGATION COMPONENTS UNTIL HE RECEIVES CLARIFICATION IN WRITING FROM THE CONSULTANT.

IRRIGATION NOTES

11. ALL PIPE CUTS SHALL BE MITERED TO 90 DEGREES & ALL BURRS SHALL BE REMOVED PRIOR TO GLUING. PIPE THREE INCHES OR LARGER MUST HAVE FILED BEVELED EDGE A MINIMUM OF ONE FOURTH (1/4) THE WIDTH OF PIPE WALL TO ASSURE A PROPER SOLVENT WELD.
12. PIPE SOLVENT WELDING PROCEDURES ON ALL JOINTS SHALL BE SPECIFIED AS FOLLOWS: FIRST USE IPS WELD-ON CLEANER, NEXT USE IPS WELD-ON PURPLE PRIMER P68 OR P70, THEN USE IPS WELD-ON GRAY GLUE #711 HEAVY DUTY. LASTLY, WIPE OFF ALL EXCESS CEMENT AND LET SET AS PER MANUFACTURER'S RECOMMENDATIONS. INSTALL SET TIMES SHALL BE AS FOLLOWS: MIN. OF 5 MINUTES FOR 1/2" TO 1 1/4", 8 MINUTES FOR 1 1/2" TO 2" PIPE AND 2 HRS. FOR 2 1/2" TO 6" PIPE. CURE TIMES SHALL BE AS FOLLOWS: MIN. OF 20 MINUTES FOR 1/2" TO 1 ¼" PIPE, 30 MINUTES FOR 1 ½" TO 2" PIPE, 4 HRS. FOR 2 1/2" TO 6" PIPE. WHEN HUMIDITY EXCEEDS 60%, INCREASE CURE TIME BY 50%. ONCE WELD IS SET, PIPE SHALL NOT BE MOVED FOR ANY REASON UNTIL SET TIMES HAVE BEEN ACHIEVED, WATER SHALL NOT BE TURNED ON UNTIL ALL CURE TIMES HAVE BEEN ACHIEVED.
13. SLEEVING PIPE SHALL BE TWICE THE SIZE OF IRRIGATION PIPE BEING CARRIED. PIPE SIZE SHALL ALLOW FOR IRRIGATION PIPING AND THEIR RELATED COUPLINGS TO EASILY SLIDE THROUGH SLEEVING MATERIAL. DURING CONSTRUCTION SLEEVES SHALL BE EXTENDED 24" BEYOND EDGE OF HARD SURFACES, WRAP ENDS WITH FOUR MIL PLASTIC AND TAPE WITH GOOD QUALITY PLASTIC TAPE, GRAY DUCT TAPE IS NOT ACCEPTABLE.
14. FIELD WIRING SHALL BE IN A SEPARATE TRENCH & EXPANSION LOOPS SHALL BE PROVIDED EVERY 200 FEET, WIRE SHALL NOT BE STRETCHED TIGHT. VALVE WIRE SHALL BE STANDARD COLORS RED (HOT) AND WHITE (COMMON) & LABELED AT CONTROLLER AND IN VALVE BOX. CONNECTIONS AT VALVES MUST BE MADE WITH DRI-SPLICE CONNECTORS. CONNECTORS MUST BE READY FILLED FROM FACTORY WITH SILICONE.
15. IRRIGATION RUN TIME SCHEDULE FOR FIRST 3 YEARS: 3 TIMES PER WEEK FOR SUMMER MONTHS (MAY-SEPTEMBER). IN THE WINTER MONTHS (OCTOBER-APRIL), RUN TIME SHALL STAY THE SAME, BUT SHALL BE REDUCED TO 1 TIME PER WEEK. FOR SUBSEQUENT YEARS, SCHEDULE SHALL BE FURTHER REDUCED.
16. IRRIGATION CONTROLLER PLACEMENT IS BASED ON THE BEST AVAILABLE INFORMATION HOWEVER THE CONTRACTOR SHALL COORDINATE, VERIFY, AND DETERMINE EXACT LOCATION WITH THE OWNER REPRESENTATIVE. IT IS THE CONTRACTOR'S RESPONSIBILITY TO COORDINATE SUCH ITEMS EARLY IN CONSTRUCTION. CHANGES IN CONTROLLER PLACEMENT SHALL COME AT NO ADDITIONAL COST TO THE OWNER.
17. CONCRETE THRUST BLOCKS SHALL BE PROVIDED WHERE NECESSARY TO RESIST SYSTEM PRESSURE. THRUST BLOCKS SHALL BE CONSTRUCTED AT ALL CHANGES OF DIRECTION, SIZE CHANGES, VALVES AND TERMINATIONS, OR AT ANY OTHER POINTS OF THE SYSTEM THAT WILL RESULT IN AN UNBALANCED THRUST LINE FOR EQUIPMENT 2 (TWO) INCHES AND LARGER. DO NOT OBSTRUCT THE OUTLETS OF FITTINGS WHICH ARE INTENDED FOR FUTURE CONNECTIONS. THRUSH BLOCKS SHALL BE POURED AGAINST UNDISTURBED EARTH AND IN ACCORDANCE WITH THE PLANS OR STANDARD DETAILS.
18. UPON PROJECT'S FINAL ACCEPTANCE BY OWNER'S REPRESENTATIVE, THE CONTRACTOR SHALL PROVIDE OWNER'S REPRESENTATIVE THE PERTINENT INFORMATION, SUCH AS THE METER NO., ACCOUNT NO., LOCATION, ETC.
19. UPON COMPLETION OF IRRIGATION INSTALLATION, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO HAVE A BACKFLOW TEST BY A CERTIFIED BACKFLOW INSPECTOR AND SUBMIT WRITTEN RESULTS TO OWNER'S REPRESENTATIVE AND LANDSCAPE ARCHITECT. CONTRACTOR SHALL PROVIDE A YEARLY BACKFLOW TEST AND PROVIDE RESULTS TO OWNER REPRESENTATIVE WITHIN TEN MONTHS OF THE PROJECTS FINAL ACCEPTANCE.
20. IRRIGATION IN TEXAS IS REGULATED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY, PO BOX 13087 AUSTIN, TX 78711.
22. UPON PROJECT'S NOTICE TO PROCEED THE CONTRACTOR SHALL BEGIN THE WATER METER APPLICATION AND PROCESS TO EXPEDITE THE SERVICE CONNECTION AND AVOID DELAYS.
23. THE CONTRACTOR SHALL PROPERLY COMPACT ALL IRRIGATION TRENCHES TO NOT CAUSE OR ALLOW FUTURE UNEVEN SURFACING. TRENCHING WITHIN THE STREET PAVEMENT SHALL FOLLOW THE SAME PROCEDURE AS PER EL PASO STREETS AND MAINTENANCE, AND STREET SURFACES SHALL BE RESTORED IN OBSERVANCE OF ADJACENT GRADES.
24. CONTRACTOR SHALL INSTALL A LOCKED ALUMINUM INSULATED ENCLOSURE WITH AN R-25 MINIMUM INSULATION. THE ENCLOSURE DOES NOT REQUIRE A HEATING DEVICE. CONTRACTOR SHALL PROVIDE THE KEY FOR THE ENCLOSURE TO THE OWNER PRIOR TO THE FINAL COMPLETION OF THE PROJECT.
25. BACKFLOW PREVENTION DEVICE SHALL BE COVERED WITH AN INSULATED POUCH WITH A MINIMUM R-VALUE OF 30.
26. MAINLINE FROM WATER METER TO BACKFLOW SHALL BE EITHER COPPER OR PEX.
27. PRESSURE REGULATING VALVE SHALL BE INSTALLED ON IRRIGATION SYSTEM AFTER THE BACKFLOW PREVENTER DEVICE IF THE EXISTING PRESSURE EXCEEDS 70 PSI.
28. ALL REQUIRED LANDSCAPE AREAS SHALL HAVE AN AUTOMATIC IRRIGATION SYSTEM WITH A FREEZE/RAIN SENSOR. SYSTEM SHALL ALSO HAVE AN ET WEATHER-BASED CONTROLLER AND BE DESIGNED AND INSTALLED BY A LICENSED IRRIGATOR.

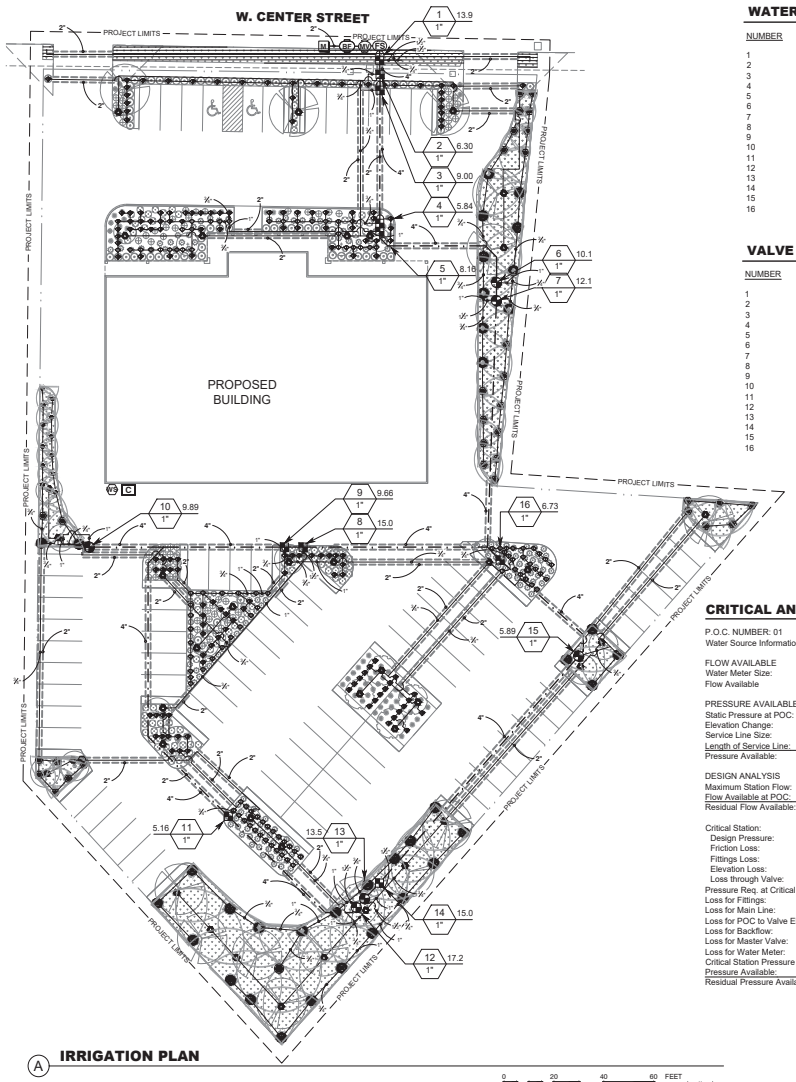
06/03/2022
PROJECT NUMBER

CASE NUMBER

PERMITTED DEVELOPMENT
416 S. Ervay Street
Dallas, Texas 75201
214.686.3635
permitteddevelopment.dfw@gmail.com

PERMITTED DEVELOPMENT

200 W CENTER STREET
CITY OF DUNCANVILLE, TEXAS



A **IRRIGATION PLAN**

SCALE: 1" = 20'

WATERING SCHEDULE

NUMBER	MODEL	TYPE	PRECIP	SUN	MON	TUE	WED	THU	FRI	SAT	IN./WEEK	MIN./WEEK	GAL./WEEK	GAL./DAY
1	HUNTER ICZ-101-40-LF	AREA FOR DRIPLINE	1.45 in/h		14 min		14 min		14 min		1	42	582.8	194.3
2	HUNTER ICZ-101-40-LF	DRIP EMITTER	6.43 in/h		38 min		38 min		38 min		12	112	705.6	235.2
3	HUNTER ICZ-101-40-LF	DRIP EMITTER	1.91 in/h		126 min		126 min		126 min		12	377	3,393	1,131
4	HUNTER ICZ-101-40-LF	DRIP EMITTER	5.26 in/h		46 min		46 min		46 min		12	137	800.1	266.7
5	HUNTER ICZ-101-40-LF	DRIP EMITTER	5.43 in/h		45 min		45 min		45 min		12	133	1,085	361.8
6	HUNTER ICV-G	TURF ROTARY	0.5 in/h		41 min		41 min		41 min		1	121	1,222	407.3
7	HUNTER ICV-G	TURF ROTARY	0.58 in/h		35 min		35 min		35 min		1	103	1,244	414.7
8	HUNTER ICZ-101-40-LF	DRIP EMITTER	1.91 in/h		126 min		126 min		126 min		12	377	5,655	1,885
9	HUNTER ICZ-101-40-LF	DRIP EMITTER	5.28 in/h		46 min		46 min		46 min		12	137	1,323	441.1
10	HUNTER ICV-G	TURF ROTARY	1.13 in/h		18 min		18 min		18 min		1	54	533.9	178.0
11	HUNTER ICZ-101-40-LF	DRIP EMITTER	4.39 in/h		55 min		55 min		55 min		12	164	846.2	282.1
12	HUNTER ICV-G	TURF ROTARY	0.51 in/h		40 min		40 min		40 min		1	119	2,051	683.8
13	HUNTER ICV-G	TURF ROTARY	0.49 in/h		42 min		42 min		42 min		1	124	1,669	556.2
14	HUNTER ICZ-101-40-LF	DRIP EMITTER	1.91 in/h		126 min		126 min		126 min		12	377	5,655	1,885
15	HUNTER ICV-G	TURF ROTARY	0.85 in/h		24 min		24 min		24 min		1	71	418.3	139.4
16	HUNTER ICZ-101-40-LF	DRIP EMITTER	4.8 in/h		50 min		50 min		50 min		12	150	1,010	336.5
		TOTALS:			872		872		872			2,598	28,194	9,398

VALVE SCHEDULE

NUMBER	MODEL	SIZE	TYPE	GPM	PSI	PSI @ POC	PRECIP
1	HUNTER ICZ-101-40-LF	1"	AREA FOR DRIPLINE	13.88	28.03	43.79	1.45 in/h
2	HUNTER ICZ-101-40-LF	1"	DRIP EMITTER	6.30	27.14	42.08	6.43 in/h
3	HUNTER ICZ-101-40-LF	1"	DRIP EMITTER	9.00	20.58	36.39	1.91 in/h
4	HUNTER ICZ-101-40-LF	1"	DRIP EMITTER	5.84	26.38	41.18	5.26 in/h
5	HUNTER ICZ-101-40-LF	1"	DRIP EMITTER	8.16	29.9	45.47	5.43 in/h
6	HUNTER ICV-G	1"	TURF ROTARY	10.10	48.66	64.91	0.5 in/h
7	HUNTER ICV-G	1"	TURF ROTARY	12.08	48.73	64.86	0.58 in/h
8	HUNTER ICZ-101-40-LF	1"	DRIP EMITTER	15.00	31.84	48.12	1.91 in/h
9	HUNTER ICZ-101-40-LF	1"	DRIP EMITTER	9.66	31.31	47.6	5.28 in/h
10	HUNTER ICV-G	1"	TURF ROTARY	9.89	43.86	60.28	1.13 in/h
11	HUNTER ICZ-101-40-LF	1"	DRIP EMITTER	5.16	25.4	40.05	4.39 in/h
12	HUNTER ICV-G	1"	TURF ROTARY	17.24	49.15	66.03	0.51 in/h
13	HUNTER ICV-G	1"	TURF ROTARY	13.46	48.96	65.3	0.49 in/h
14	HUNTER ICZ-101-40-LF	1"	DRIP EMITTER	15.00	30.93	47.24	1.91 in/h
15	HUNTER ICV-G	1"	TURF ROTARY	5.89	48.24	63.14	0.85 in/h
16	HUNTER ICZ-101-40-LF	1"	DRIP EMITTER	6.73	27.88	43.08	4.8 in/h

CRITICAL ANALYSIS

P.O.C. NUMBER: 01
Water Source Information:

FLOW AVAILABLE
Water Meter Size: 1"
Flow Available 37.5 GPM

PRESSURE AVAILABLE
Static Pressure at POC: 75.00 PSI
Elevation Change: 5.00 ft
Service Line Size: 3"
Length of Service Line: 20 ft
Pressure Available: 73.00 psi

DESIGN ANALYSIS
Maximum Station Flow: 17.24 GPM
Flow Available at POC: 37.5 GPM
Residual Flow Available: 20.26 GPM

Critical Station: 12
Design Pressure: 45 PSI
Friction Loss: 1.04 PSI
Fittings Loss: 0.1 PSI
Elevation Loss: 0 PSI
Loss through Valve: 3 PSI
Pressure Req. at Critical Station: 49.15 PSI
Loss for Fittings: 0.08 PSI
Loss for Main Line: 0.84 PSI
Loss for POC to Valve Elevation: 0 PSI
Loss for Backflow: 11.31 PSI
Loss for Master Valve: 3 PSI
Loss for Water Meter: 1.65 PSI
Critical Station Pressure at POC: 66.03 PSI
Pressure Available: 73 PSI
Residual Pressure Available: 6.97 PSI

IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL
ICV	HUNTER ICV-G
ICV	HUNTER ICV-G 1"
BF	FEBCO 825Y 1"
C	HUNTER I2C-3200-M
WS	HUNTER MWS-FR
FS	HUNTER FLOW-CLIK-150
M	WATER METER 1"
	IRRIGATION LATERAL LINE: PVC CLASS 200 SDR 21
	IRRIGATION MAINLINE: PVC SCHEDULE 40
	PIPE SLEEVE: PVC SCHEDULE 40

Valve Callout: Valve Number, Valve Flow, Valve Size

IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION
	HUNTER MP800SR PROS-06-PRS40-CV-F TURF ROTATOR, 6" POP-UP WITH CHECK VALVE, FLOGUARD, PRESSURE REGULATED TO 40 PSI, MP ROTATOR NOZZLE ON PRS40 BODY. ADJ=ORANGE AND GRAY (ARC 90-210), 360=LIME GREEN AND GRAY (ARC 360)
	RAIN BIRD R-VAN14 1806-SAM-P45 TURF ROTARY, 8´-14´ 45-270 DEGREES AND 360 DEGREES. HAND ADJUSTABLE MULTI-STREAM ROTARY W/1800 TURF SPRAY BODY ON 6" POP-UP, WITH CHECK VALVE AND 45 PSI IN-STEM PRESSURE REGULATOR. 1/2" NPT FEMALE THREADED INLET.
	RAIN BIRD R-VAN18 1806-SAM-P45 TURF ROTARY, 13´-18´ 45-270 DEGREES AND 360 DEGREES. HAND ADJUSTABLE MULTI-STREAM ROTARY W/1800 TURF SPRAY BODY ON 6" POP-UP, WITH CHECK VALVE AND 45 PSI IN-STEM PRESSURE REGULATOR. 1/2" NPT FEMALE THREADED INLET.
	RAIN BIRD R-VAN24 1806-SAM-P45 TURF ROTARY, 17´-24´ 45-270 DEGREES AND 360 DEGREES. HAND ADJUSTABLE MULTI-STREAM ROTARY W/1800 TURF SPRAY BODY ON 6" POP-UP, WITH CHECK VALVE AND 45 PSI IN-STEM PRESSURE REGULATOR. 1/2" NPT FEMALE THREADED INLET.

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION
	HUNTER ICZ-101-40-LF DRIP CONTROL ZONE KIT. 1" ICV GLOBE VALVE WITH 1" HY100 FILTER SYSTEM. PRESSURE REGULATION: 40PSI. FLOW RANGE: .5 GPM TO 15 GPM. 150 MESH STAINLESS STEEL SCREEN.
	HUNTER RZWS-SLEEVE-36-CV 36" LONG RZWS WITH FILTER FABRIC SLEEVE, TWO .50 GPM BUBBLER PER SYMBOL, CHECK VALVE, 1/2" SWING JOINT FOR CONNECTION TO 1/2" PIPE
	RAIN BIRD XBT-6 SIX MULTI-OUTLET DRIP EMITTER/BUBBLER SIX-OUTLET, PRESSURE COMPENSATING, DRIP EMITTER. FLOW RATES OF 0.5GPH=BLUE, 1.0GPH=BLACK, AND 2.0GPH=RED, AT EACH EMITTER OUTLET. COMES WITH 1/2" FPT INLET X BARB OUTLET.
	AREA TO RECEIVE DRIPLINE RAIN BIRD XFS-09-12 XFS SUB-SURFACE PRESSURE COMPENSATING DRIPLINE W/COPPER SHIELD TECHNOLOGY. 0.9 GPH EMITTERS AT 12" O.C. LATERALS SPACED AT 12" APART, WITH EMITTERS OFFSET FOR TRIANGULAR PATTERN. UV RESISTANT. SPECIFY XF INSERT FITTINGS.

NOTES:

THE CONTRACTOR IS RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITY LINES WITHIN THE CONSTRUCTION AREA. ANY DAMAGE TO EXISTING FACILITIES CAUSED BY CONSTRUCTION ACTIVITY SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE.

CONTRACTOR TO PROVIDE AND INSTALL ALL ITEMS LISTED IN THE IRRIGATION SCHEDULE OR APPROVED EQUAL UNLESS OTHERWISE NOTED.

IRRIGATION CONTROLLER PLACEMENT IS BASED ON THE BEST AVAILABLE INFORMATION HOWEVER THE CONTRACTOR SHALL COORDINATE, VERIFY, AND DETERMINE EXACT LOCATION WITH THE OWNER REPRESENTATIVE. IT IS THE CONTRACTOR'S RESPONSIBILITY TO COORDINATE SUCH ITEMS EARLY IN CONSTRUCTION. CHANGES IN CONTROLLER PLACEMENT SHALL COME AT NO ADDITIONAL COST TO THE OWNER.

CONTRACTOR SHALL FIELD VERIFY PRESSURE PRIOR TO INITIATION OF CONSTRUCTION BY INSTALLING A FLOW METER AND A PRESSURE GAUGE ON THE DOWNSTREAM SIDE OF THE WATER METER. THIS INFORMATION SHALL BE PROVIDED TO THE IRRIGATION DESIGNER IN WRITING FOR APPROVAL, PRIOR TO PROCEEDING.

CONTRACTOR SHALL REQUEST THE INSTALLATION WITH A SERVICE LINE THE SAME SIZE OR LARGER AS INDICATED IN THE CRITICAL ANALYSIS CALCULATIONS.

ALL MATERIALS SHALL BE NEW AND WITHOUT FLAWS OR DEFECTS OF ANY TYPE AND SHALL BE THE BEST OF THEIR CLASS AND KIND. ALL MATERIALS SHALL BE OF THE BRANDS AND TYPES AS SPECIFIED HEREIN, OR APPROVED AS EQUAL.

06/03/2022
PROJECT NUMBER
CASE NUMBER

PERMITTED DEVELOPMENT
416 S. Ervay Street
Dallas, Texas 75201
214.686.3635
permitteddevelopment.dfw@gmail.com

PERMITTED DEVELOPMENT

200 W CENTER STREET
CITY OF DUNCANVILLE, TEXAS

NOTE: REDUCED PRESSURE BACKFLOW PREVENTER MUST BE INSTALLED A MIN. 12" ABOVE HIGHEST IRRIGATION OUTLET.

A. STAINLESS STEEL HOT BOX ENCLOSURE (SEE IRRIGATION LEGEND). INSULATE (R-25 MIN.) FROM FREEZING MUST COMPLY WITH ASSE 1060. INSTALL WITH HEAT DEVICE AS PER MANUFACTURER'S RECOMMENDATIONS. CONTRACTOR TO PROVIDE POWER.
B. REDUCED PRESSURE ASSEMBLY BACKFLOW PREVENTER (SEE IRRIGATION LEGEND).
C. TYPE K HARD DRAWN COPPER FITTINGS.
D. UNION, 4" ABOVE GRADE, MIN.
E. BRASS BALL VALVE.
F. FINISH GRADE.
G. 4000 PSI CONCRETE PAD WITH MINIMUM 2'x3' DIMENSIONS, 4" DEPTH & SLOPED 1% TO DRAIN.
H. PIPE SHALL BE SLEEVED THROUGH CONCRETE PAD WITH SCH 40 PVC.
I. SERVICE LINE.
J. TYPE K COPPER PIPING.
K. MAIN LINE.

A REDUCED PRESSURE BACKFLOW PREVENTER

NOT TO SCALE

CONSTRUCTION NOTES:

A. PRESSURE REGULATOR, SEE IRRIGATION LEGEND
B. 2 CU. FT. 1" DIAMETER WASHED ROCK
C. SCH. 80 PVC NIPPLE
D. SHC. 80 PVC UNION
E. "CARSON PRODUCTS INC. 1419 OR 1730 PB-18 BODY (ABS) VALVE BOX WITH 1419 OR 1730 BOLT DOWN COVER (ABS) AND (1) 8 INCH EXTENSION.
F. 8" X 8" X 16" SOLID CMU BLOCK
G. MAINLINE

B MAINLINE PRESSURE REDUCING VALVE

NOT TO SCALE

A. FINISH GRADE.
B. SPRINKLER HEAD (SEE PLAN).
C. LATERAL LINE (SEE PLAN).
D. LASCO PRE-ASSEMBELED SWING JOINT.

THIS DETAIL SHALL BE USED FOR POP-UP SHRUB SPRAY, POP-UP LAWN SPRAY, GEAR DRIVEN AND ROTARY SPRINKLER HEADS.
TOP OF SPRINKLER HEAD SHALL BE SET FLUSH WITH FINISH GRADE.
SWING JOINT INSTALLATION TO COMPLY WITH MANUFACTURER'S RECOMMENDATION.

C IRRIGATION SPRINKLER HEAD

NOT TO SCALE

A. SINGLE-OUTLET EMITTER: SEE IRRIGATION LEGEND (BARB ONLY).
B. 1/4-INCH TUBING: POLYETHYLENE DISTRIBUTION TUBING.
C. 6-OUTLET DISTRIBUTION MANIFOLD: RAIN BIRD XERI-BUG XBT-6.
D. FINISH GRADE.
E. TOP OF MULCH.
F. 1/4-INCH TUBING STAKE: RAIN BIRD TS-025
G. 3-INCH MIN. DEPTH OF 3/8" PEA GRAVEL.
H. RISER.
I. TEE OR ELL TO PVC OR POLYETHYLENE PIPE SEE PLAN.
J. PVC OR POLYETHYLENE LATERAL PIPE MUST USE PURPLE PURPLE PIPE, SEE PLAN.
K. CARSON 9" ROUND SUBTERRANEAN EMITTER BOX.

CONSTRUCTION NOTES:
1. ENSURE SINGLE OUTLET EMITTER IS ON TOP AND ON THE HIGH SIDE OF THE PLANT'S ROOTBALL.
2. LOCATE SINGLE OUTLET EMITTERS AROUND TREES AS PER PLAN DIAGRAM ABOVE.
3. LOCATE SINGLE OUTLET EMITTERS FOR 1 GALLON & 5 GALLON, 2 PER GALLON ON OPPOSITE SIDES OF ROOTBALL & 1 PER 1 GALLON.
4. FOR GREEN ROOF INSTALLATION, DELETE CONCRETE BLOCKS AND PEA GRAVEL AND CUT BOX AT BASE TO FIT FLUSH WITH TOP OF MULCH.

D 6-OUTLET EMITTER

NOT TO SCALE

A. FINISH GRADE.
B. WIRE EXPANSION COIL. EXTEND WIRE 12" ABOVE VALVE BOX FOR SERVICE.
C. CARSON DOWN (ABS) COVER BOX.
D. ELECTRIC MASTER VALVE (SEE IRRIGATION LEGEND).
E. CARSON PRODUCTS INC, 1419-18 (ABS) VALVE BOX WITH 8" EXTENSIONS AS NECESSARY.
F. DEWITT PRO 5 WEED CLOTH ALONG SIDES AND BASE OF VALVE BOX INSTALLATION. TAPE TO ALL INLET AND OUTLET PIPE.
G. FLANGE.
H. SERVICE LINE.
I. 8" X 8" X 16" SOLID CMU BLOCK.
J. 8" DEPTH, 3/8" DIAMETER PEA GRAVEL.
K. PVC MAINLINE-SEE IRRIGATION LIST.
L. SCHEDULE 80 PVC NIPPLE.

F IRRIGATION MASTER VALVE

NOT TO SCALE

E WALL MOUNT CONTROLLER

NOT TO SCALE

G SLEEVING

NOT TO SCALE

H DRIP EMITTER DETAIL

NOT TO SCALE

I TRENCHING DETAIL

NOT TO SCALE

A. FINISH GRADE.
B. 24" WIRE LOOP.
C. DRY SPLICE CONNECTOR OR EQUAL.
D. AUTOMATIC VALVE INCLUDED IN CONTROL ZONE KIT, SEE IRRIGATION LEGEND.
E. BASKET FILTER STRAINER INCLUDED IN CONTROL ZONE KIT SHALL BE INSTALLED TO PROVIDE ACCESS FOR MAINTENANCE AND REPLACEMENT. SEE IRRIGATION LEGEND.
F. LOCKING VALVE BOX COVER, COLOR TO MATCH MULCH.
G. CARSON PRODUCTS INC (JUMBO) 1220 (ABS) VALVE BOX WITH EXTENSIONS AS NECESSARY.
H. PROVIDE DEWITT PRO 5 WEED CLOTH ALONG SIDES AND BASE OF VALVE BOX, TAPE TO ALL INLET & OUTLET PIPE.
I. 8" X 8" X 16" CMU SOLID CONCRETE BLOCK.
J. BALL VALVE, INCLUDED IN CONTROL ZONE KIT, SEE IRRIGATION LEGEND.
K. 4" LAYER OF 3/8" PEA GRAVEL.
L. SCH 80 NIPPLE
M. INLINE PRESSURE REGULATOR INCLUDED IN CONTROL ZONE KIT, SEE IRRIGATION LEGEND.
N. LATERAL LINE.

K DRIP VALVE/BASKET FILTER KIT

NOT TO SCALE

NOTE:
-THREE STEP OPERATION DBR/Y-6 CONNECTORS ONLY.
-WIRE NOT PROVIDED WITH KIT.
-TWIST WIRES TOGETHER PRIOR INSERTION.

J WIRE SPLICING DEAIL

NOT TO SCALE

1. FINISH GRADE/TOP OF MULCH
2. ROOT WATERING SYSTEM: HUNTER SWING ASSEMBLY
3. 1/2" (1,3 CM) MALE NPT INLET
4. PVC SCH 40 TEE OR EL
5. PVC OR POLYETHYLENE LATERAL PIPE
6. SOCK (RWS-SOCK) FOR SANDY SOILS
7. 4" (10,2 CM) WIDE X 36" (91,4 CM) LONG RIGID BASKET WEAVE CANISTER
8. PLANT ROOT BALL
9.

NOTES:
1. POSITION 2-3 UNITS (OR MORE) EVENLY SPACED AROUND PLANT. FOR NEW TREES PLACE NEAR ROOT BALL. FOR EXISTING TREES PLACE HALF THE DISTANCE BETWEEN CANOPY EDGE AND TREE TRUNK.
2. INSTALL PRODUCT WITH TOP EVEN WITH GROUND SURFACE.
3. INSTALL RWS-B-C-1401: 0.25 GPM (0,95 L/M) WITH CHECK VALVE, 2 FOR EACH TREE.
4. WHEN INSTALLING IN EXTREMELY HARD OR CLAY SOILS, ADD 3/4" (1,9 CM) GRAVEL UNDER AND AROUND THE UNIT TO ALLOW FASTER WATER INFILTRATION AND ROOT PENETRATION.
5. ONCE RWS HAS BEEN INSTALLED FILL THE BASKET WITH PEA GRAVEL BEFORE LOCKING LID.
6. RWS-SOCK FOR USE IN SANDY SOILS.

L ROOT WATERING SYSTEM

NOT TO SCALE

06/03/2022
PROJECT NUMBER
CASE NUMBER

PERMITTED DEVELOPMENT
416 S. Ervay Street
Dallas, Texas 75201
214.686.3635
permitteddevelopment.dfw@gmail.com

PD
PERMITTED DEVELOPMENT

200 W CENTER STREET
CITY OF DUNCANVILLE, TEXAS



1 LANDSCAPE PLAN
SCALE: 1" = 20-0"

20 0 10 20 40 80

EXCAVATION AND PLANT BED PREP NOTES:

1. CONTRACTOR TO EXCAVATE EXISTING PAVEMENT IN ALL NEW LANDSCAPE BED AREAS TO A MINIMUM DEPTH OF 36 INCHES AND REMOVE ALL DEBRIS IN ACCORDANCE TO CITY REGULATIONS.
2. ALL LANDSCAPE BEDS TO RECEIVE 3 INCHES OF COMPOST. COMPOST TO BE TILLED TO A DEPTH OF 6 INCHES IN ALL BEDS.
3. ALL LANDSCAPE BEDS SHALL HAVE A 6 INCH CONCRETE CURB PERIMETER.

GENERAL LAWN NOTES

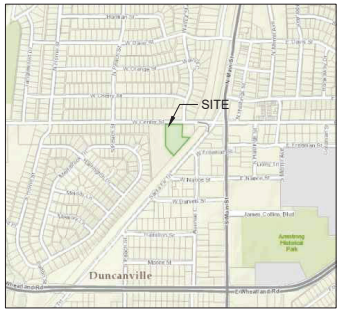
1. CONTRACTOR SHALL COORDINATE OPERATIONS AND AVAILABILITY OF EXISTING TOPSOIL WITH ON-SITE CONSTRUCTION MANAGER
2. LAWN AREAS SHALL BE LEFT 1" BELOW FINAL FINISHED GRADE PRIOR TO TOPSOIL INSTALLATION.
3. POSITIVE DRAINAGE SHALL BE PROVIDED AWAY FROM ALL BUILDINGS. ROUNDING AT TOP AND BOTTOM OF SLOPES SHALL BE PROVIDED AND IN OTHER BREAKS IN GRADE. CORRECT AREAS WHERE STANDING WATER MAY OCCUR.
4. ALL LAWN AREAS SHALL BE FINE GRADED, IRRIGATION TRENCHES COMPLETELY SETTLED AND FINISH GRADE APPROVED BY THE OWNER'S CONSTRUCTION MANAGER OR LANDSCAPE ARCHITECT PRIOR TO LAWN INSTALLATION.
5. CONTRACTOR SHALL REMOVE ALL ROCKS 3/4" IN DIAMETER AND LARGER, REMOVE ALL DIRT CLODS, STICKS, CONCRETE SPOILS, TRASH ETC PRIOR TO PLACING TOPSOIL AND GRASS INSTALLATION.
6. CONTRACTOR SHALL MAINTAIN ALL LAWN AREAS UNTIL FINAL ACCEPTANCE.
7. CONTRACTOR SHALL GUARANTEE ESTABLISHMENT OF ACCEPTABLE TURF AREA AND SHALL PROVIDE REPLACEMENT IF NECESSARY.

SOLID SOD:

1. SOLID SOD SHALL BE PLACED ALONG ALL IMPERVIOUS EDGES, AT A MINIMUM. THIS SHALL INCLUDE CURBS, WALKS, INLETS, MANHOLES AND PLANTING BED AREAS. SOD SHALL COVER OTHER AREAS COMPLETELY AS INDICATED BY PLAN.
2. SOD SHALL BE STRONGLY ROOTED DROUGHT RESISTANT SOD, NOT LESS THAN 2 YEARS OLD, FREE OF WEEDS AND UNDESIRABLE NATIVE GRASS AND MACHINE CUT TO PAD THICKNESS OF 3/4" (+1/4"). EXCLUDING TOP GROWTH AND THATCH.
3. LAY SOD BY HAND TO COVER INDICATED AREAS COMPLETELY, ENSURING EDGES ARE TOUCHING WITH TIGHTLY FITTING JOINTS. NO OVERLAPS WITH STAGGERED STRIPS TO OFFSET JOINTS.
4. TOP DRESS JOINTS IN SOD BY HAND WITH TOPSOIL TO FILL VOIDS IF NECESSARY
5. SOD SHALL BE ROLLED TO CREATE A SMOOTH EVEN SURFACE. SOD SHOULD BE WATERED THOROUGHLY DURING INSTALLATION PROCESS.
6. SHOULD INSTALLATION OCCUR BETWEEN OCTOBER 1ST AND MARCH 1ST, OVERSEED BERMUDAGRASS SOD WITH WINTER RYEGRASS AT A RATE OF 4 POUNDS PER 1000 S.F.

LANDSCAPE NOTES

1. CONTRACTOR TO VERIFY AND LOCATE ALL PROPOSED AND EXISTING ELEMENTS. NOTIFY LANDSCAPE ARCHITECT OR DESIGNATED REPRESENTATIVE FOR ANY LAYOUT DISCREPANCIES OR ANY CONDITION THAT WOULD PROHIBIT THE INSTALLATION AS SHOWN. SURVEY DATA OF EXISTING CONDITIONS WAS SUPPLIED BY OTHERS
2. CONTRACTOR SHALL CALL 811 TO VERIFY AND LOCATE ANY AND ALL UTILITIES ON SITE PRIOR TO COMMENCING WORK. LANDSCAPE ARCHITECT SHOULD BE NOTIFIED OF ANY CONFLICTS. CONTRACTOR TO EXERCISE EXTREME CAUTION WHEN WORKING NEAR UNDERGROUND UTILITIES.
3. A MINIMUM OF 2% SLOPE SHALL BE PROVIDED AWAY FROM ALL STRUCTURES.
4. CONTRACTOR SHALL FINE GRADE AREAS TO ACHIEVE FINAL CONTOURS AS INDICATED. LEAVE AREAS TO RECEIVE TOPSOIL 3" BELOW FINAL FINISHED GRADE IN PLANTING AREAS AND 1" BELOW FINAL FINISHED GRADE IN LAWN AREAS.
5. LANDSCAPE ISLANDS SHALL BE CROWNED, AND UNIFORM THROUGHOUT THE SITE.
6. PLANTING AREAS AND SOD TO BE SEPARATED BY STEEL EDGING. DO AREAS AND PLANT BED AREAS TO BE SEPARATED BY STEEL EDGING. NO STEEL EDGING SHALL BE INSTALLED ADJACENT TO BUILDINGS, WALKS OR CURBS. EDGING NOT TO BE MORE THAN 1/2" ABOVE FINISHED GRADE.
7. EDGING SHALL BE CUT AT 45 DEGREE ANGLE WHERE IT INTERSECTS WALKS AND CURBS.
8. MULCH SHALL BE INSTALLED AT 1/2" BELOW THE TOPS OF SIDEWALKS AND CURBING.
9. QUANTITIES ON THESE PLANS ARE FOR REFERENCE ONLY. THE SPACING OF PLANTS SHOULD BE AS INDICATED ON PLANS OR OTHERWISE NOTED. ALL TREES AND SHRUBS SHALL BE PLANTED PER DETAILS.
10. CONTAINER GROWN PLANT MATERIAL IS PREFERRED HOWEVER BALL AND BURLAP PLANT MATERIAL CAN BE SUBSTITUTED IF NEED BE AND IS APPROPRIATE TO THE SIZE AND QUALITY INDICATED ON THE PLANT MATERIAL LIST.
11. CONTAINER GROWN PLANT MATERIAL IS PREFERRED HOWEVER BALL AND BURLAP PLANT MATERIAL CAN BE SUBSTITUTED IF NEED BE AND IS APPROPRIATE TO THE SIZE AND QUALITY INDICATED ON THE PLANT MATERIAL LIST.
12. TREES SHALL BE PLANTED AT A MINIMUM OF 5' FROM ANY UTILITY LINE, SIDEWALK OR CURB. TREES SHALL ALSO BE 10' CLEAR FROM FIRE HYDRANTS.
13. 4" OF SHREDDED HARDWOOD MULCH (2" SETTLED THICKNESS) SHALL BE PLACED OVER WEED BARRIER FABRIC. MULCH SHALL BE SHREDDED HARDWOOD MULCH OR APPROVED EQUAL. PINE STRAW MULCH IS PROHIBITED. MULCH SHALL BE PROVIDED THROUGHOUT ALL LANDSCAPE BEDS.
14. WEED BARRIER FABRIC SHALL BE USED IN PLANT BEDS AND AROUND ALL TREES AND SHALL BE MIRAFI 140S WEED BARRIER OR APPROVED EQUAL.
15. CONTRACTOR TO PROVIDE UNIT PRICING OF LANDSCAPE MATERIALS AND BE RESPONSIBLE FOR OBTAINING ALL LANDSCAPE AND IRRIGATION PERMITS
16. THE OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE, ESTABLISHMENT, AND PERFORMANCE OF THE PLANT MATERIALS, ETC.
17. ALL LANDSCAPE AREAS SHALL BE PROTECTED BY A RAISED 6 (SIX) INCH CONCRETE CURB WITH OPENINGS TO ALLOW FOR DRAINAGE OF STORMWATER INTO THE LANDSCAPE BED AREAS.



VICINITY MAP
NTS

NORTH

IRRIGATION:

1. ALL REQUIRED LANDSCAPE AREAS SHALL HAVE AN AUTOMATIC IRRIGATION SYSTEM WITH A FREEZE/RAIN SENSOR. SYSTEM SHALL ALSO HAVE AN ET WEATHER BASED CONTROLLER AND BE DESIGNED AND INSTALLED BY A LICENSED IRRIGATOR.
2. CONTRACTOR SHALL VERIFY THE IRRIGATION SYSTEM HAS BEEN INSTALLED IN ACCORDANCE WITH ALL APPLICABLE STATE AND LOCAL LAWS, ORDINANCES, RULES, REGULATIONS, OR ORDERS. CONTRACTOR SHALL TEST AND DETERMINE THE SYSTEM HAS BEEN INSTALLED ACCORDING TO THE IRRIGATION PLAN AND IS PROPERLY ADJUSTED FOR THE MOST EFFICIENT APPLICATION OF WATER AT THIS TIME.

MAINTENANCE REQUIREMENTS:

1. VEGETATION SHOULD BE INSPECTED REGULARLY TO ENSURE THAT PLANT MATERIAL IS ESTABLISHING PROPERLY AND REMAINS IN A HEALTHY GROWING CONDITION APPROPRIATE FOR THE SEASON. IF DAMAGED OR REMOVED, PLANTS MUST BE REPLACED BY A SIMILAR VARIETY AND SIZE.
2. MOWING, TRIMMING, EDGING AND SUPERVISION OF WATER APPLICATIONS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR UNTIL THE OWNER OR OWNER'S REPRESENTATIVE ACCEPTS AND ASSUMES REGULAR MAINTENANCE.
3. ALL LANDSCAPE AREAS SHOULD BE CLEANED AND KEPT FREE OF TRASH, DEBRIS, WEEDS AND OTHER MATERIAL.

MISCELLANEOUS MATERIALS:

1. STEEL EDGING SHALL BE 3/16" X 4 X 16' DARK GREEN DURAEDGE STEEL LANDSCAPE EDGING UNLESS NOTED OTHERWISE ON PLANS/DETAILS.
2. DECOMPOSED GRANITE SHALL CONSIST OF A NATURAL MIX OF GRANITE AGGREGATE NOT TO EXCEED 1/8" IN DIAMETER AND COMPOSED OF VARIOUS STAGES OF DECOMPOSED EARTH BASE. DG SHALL BE PLACED OVER FILTER FABRIC AT A MINIMUM OF 3" DEPTH.

LANDSCAPE TABULATIONS FOR DUNCANVILLE, TX

GENERAL

1. A MINIMUM OF 20% OF THE LOT AREA SHALL BE LANDSCAPED; TOTAL LOT AREA: 66,211 SF (1.52 Acres)
2. ONE SHADE TREE OR TWO ORNAMENTAL TREES SHALL BE PROVIDED PER 400 FEET OF REQUIRED LANSCAPED AREA
3. ONE SHRUB SHALL BE PROVIDED PER 25 SF OF REQUIRED LANDSCAPE AREA

CALCULATIONS	
REQUIRED	PROVIDED
1. 13,697 SF (20%)	15,462 SF
2. 35 TREES	35 TREES
3. 548 SHRUBS	556 SHRUBS

PARKING LOT

1. ONE TREE SHALL BE PROVIDED FOR EVERY 10 PARKING SPACES
2. ONE TREE AT EACH ROW TERMINUS
3. 1 TREE WITHIN 60 FT OF EVERY PARKING SPACE
4. AT LEAST 75% OF THE FRONTAGE OF PARKING LOTS, ADJACENT TO A PUBLIC RIGHT-OF-WAY AND WITHIN THE STREET YARD, SHALL BE SCREENED FROM THE PUBLIC STREETS WITH EVERGREEN SHRUBS ATTAINING A MINIMUM HEIGHT OF THREE FEET
5. ALL NEW LANDSCAPE BED AREA PERIMETERS IN PARKING LOT MUST HAVE A 6 INCH CURB.

PARKING SPACES - 83	
REQUIRED	PROVIDED
9 TREES	33 TREES
PARKING LOT SCREEN	PARKING LOT SCREEN

PLANT SCHEDULE

QTY	LABEL	COMMON NAME	SCIENTIFIC NAME	SIZE	NOTES
		SHADE TREES			
14	LO	LIVE OAK	Quercus virginiana	3" CAL	10' MIN HGT; 60 GAL MIN CONT.
		ORNAMENTAL TREES			
5	RB	EASTERN REDBUD	Cercis canadensis	2" CAL	8' MIN HGT; 30 GAL MIN CONT.
8	VA	VITEX	Vitex agnus castus	2" CAL	8' MIN HGT; 30 GAL MIN CONT.
8	DW	DESERT WILLOW	Chilopsis linearis	2" CAL	8' MIN HGT; 30 GAL MIN CONT.
		SHRUBS			
98	TS	TEXAS SAGE 'GREEN CLOUD'	Leucophyllum frutescens	3 GAL MIN	18" MIN HGT
116	AS	AUTUMN SAGE	Salvia greggii	1 GAL MIN	12" MIN HGT
173	WL	WEEPING LOVE GRASS	Eragrostis curvula	1 GAL MIN	12" MIN HGT
83	TS	TICKSEED 'POT OF GOLD'	Coreopsis 'tickseed'	1 GAL MIN	12" MIN HGT
91	BR	BLUE RUG JUNIPER	Juniperus horizontalis	1 GAL MIN	
		GROUNDCOVER/VINES/GRASSES	Plant		
796 SY	CB	COMMON BERMUDA	Cynodon dactylon		SOD
13.25 CY	DG	DECOMPOSED GRANITE	BROWN/TAN		3 INCH COMPACTED DEPTH

EXISTING TREES TO REMAIN AND PROTECT

PLANT LIST IS AN AID TO BIDDERS ONLY. CONTRACTOR SHALL VERIFY ALL QUANTITIES ON PLAN. ALL HEIGHTS AND SPREADS ARE MINIMUMS. TREES SHALL HAVE A STRONG ENTRAL LEADER AND BE OF MATCHING SPECIMENS. ALL PLANT MATERIAL SHALL MEET OR EXCEED REMARKS AS INDICATED.

06/08/2022

06/09/2022
PROJECT NUMBER

CASE NUMBER

PERMITTED DEVELOPMENT
416 S. Ervay Street
Dallas, Texas 75201
214.696.3635
permitted.development.dfw@gmail.com

PERMITTED DEVELOPMENT

200 W CENTER STREET
CITY OF DUNCANVILLE, TEXAS

DEPTH:
12 INCH DEEP UNDERGROUND WIRING

MATERIALS USED:
1 INCH PVC PIPE CONDUIT AND FITTINGS
GROUNDED ELECTRIC WIRE WITH W (WATERPROOF) DESIGNATION
WATERPROOF JUNCTION BOX - 3 WAY CONNECTION MINIMUM

PROJECT DETAILS:
LIGHTING AND ELECTRICAL PLAN

AASHAYA BUSINESS INVESTMENTS LLC
11434 N. STEMMONS FWY STE 102
DALLAS TX 75229 | (866) 293-5464

JOB SITE:
200 WEST CENTER ST
DUNCANVILLE TX

E.1
ELECTRICAL PLAN OUTDOOR

LIGHTING SCHEDULE

A	LED KING	STREET LIGHT	AST-S-G12-240WCT3A1-abcdef	240 WATTS	100-277V INPUT	DIMMABLE 0-10V
B	LED KING	WALL LIGHT	RWP-40W	40 WATTS	100-277V INPUT	DIMMABLE 0-10V

PROJECT DETAILS:
LIGHTING AND ELECTRICAL PLAN

AASHAYA BUSINESS INVESTMENTS LLC
11434 N. STEMMONS FWY STE 102
DALLAS TX 75229 | (866) 293-5464

JOB SITE:
200 WEST CENTER ST
DUNCANVILLE TX

E.2
LIGHTING PLAN

PHOTOMETRIC SCHEDULE

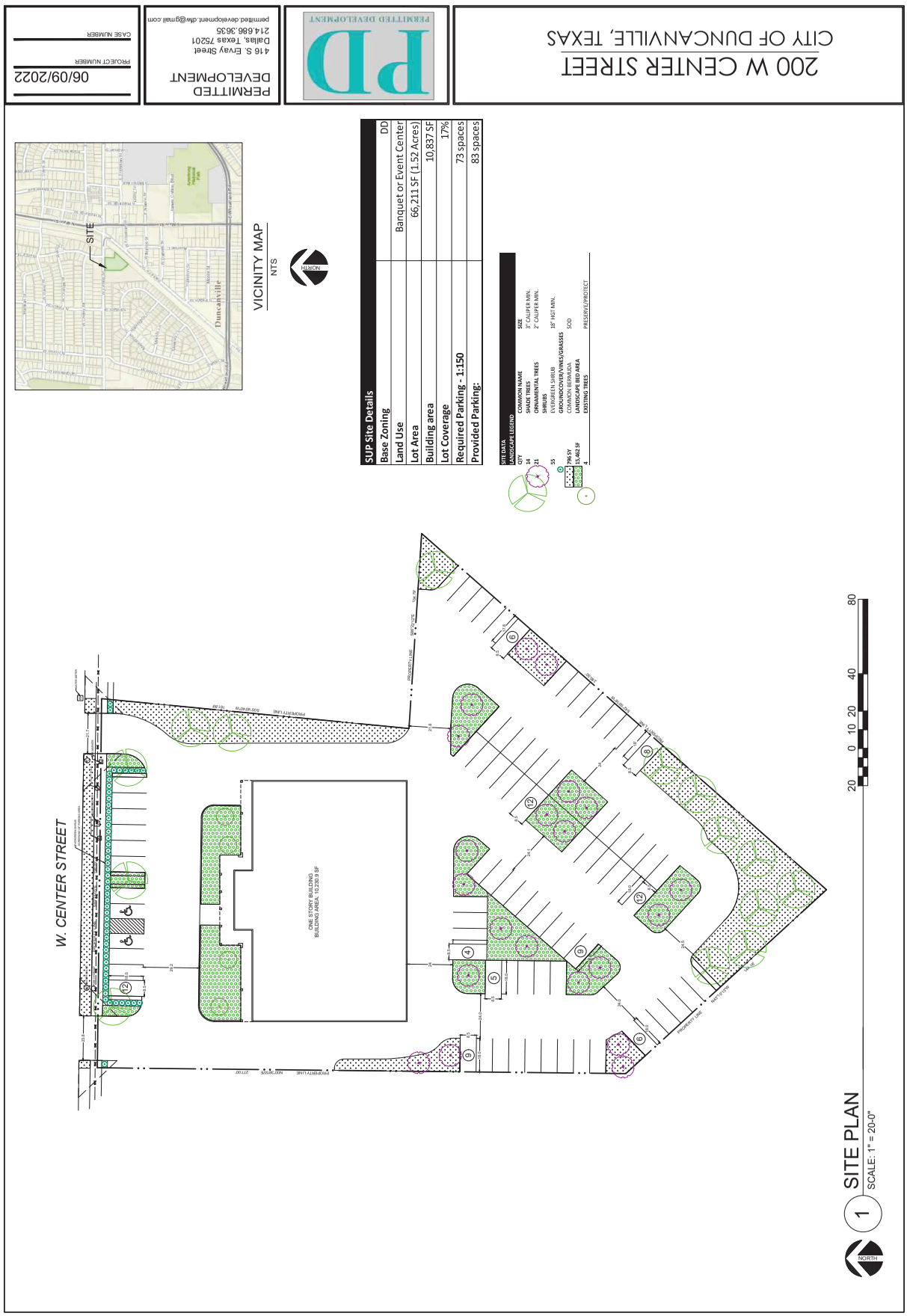
- 8 FootCandles
- 6 FootCandles
- 5 FootCandles
- 3 FootCandles
- 2 FootCandles
- 1 FootCandles
- 0.5 FootCandles

PROJECT DETAILS:
LIGHTING AND ELECTRICAL PLAN

AASHAYA BUSINESS INVESTMENTS LLC
11434 N. STEMMONS FWY STE 102
DALLAS TX 75229 | (866) 293-5464

JOB SITE:
200 WEST CENTER ST
DUNCANVILLE TX

E.3
PHOTOMETRIC
OUTDOOR
POLE


200 W CENTER STREET
CITY OF DUNCANVILLE, TEXAS
PERMITTED DEVELOPMENT
416 S. Ervay Street
Dallas, Texas 75201
214.686.3635
permitted.development.dfw@gmail.com
06/09/2022
PROJECT NUMBER
CASE NUMBER
VICINITY MAP
NTS
SITE
Duncanville
SUP Site Details
Base Zoning DD
Land Use Banquet or Event Center
Lot Area 66,211 SF (1.52 Acres)
Building area 10,837 SF
Lot Coverage 17%
Required Parking - 1:150 73 spaces
Provided Parking: 83 spaces
SITE DATA
LANDSCAPE LEGEND
QTY COMMON NAME SIZE
14 SHADE TREES 3" CALIPER MIN.
21 ORNAMENTAL TREES 2" CALIPER MIN.
SHRUBS
55 EVERGREEN SHRUB 18" HGT MIN.
GROUNDCOVER/ANNUALS/GRASSES
COMMON BERMUDA SOD
799 SY
15,462 SF LANDSCAPE BED AREA
4 EXISTING TREES PRESERVE/PROTECT
W. CENTER STREET
ONE STORY BUILDING
BUILDING AREA: 10,230 SF
PROPERTY LINE
SIDEWALK
NORTH
1 SITE PLAN
SCALE: 1" = 20-0"
20 0 10 20 40 80

Attachment 6

Aguilar Events

Armando T Aguilar

Banquet Hall

Prepared for: City of Duncanville & Duncanville City Council

02/09/022

Aguilar Events is a company seeking to grow a new location in the city of Duncanville. We have developed the following project proposal to assist the Duncanville City Council as Aguilar Events moves through the zoning and permitting process to open a new location. The first of which will not be a leased location as we have secured funding to start the project.

Company Description:

Aguilar Events is a family-owned business that rents space to families looking to celebrate family events in a safe and secure location while providing affordability and convenience all at the same time. We have been in business since April 2010. We currently have two halls in Dallas and one in Ft Worth. Our first hall was in Arlington in 2010, which we moved out off due to the building owner demolishing the building to build a shopping center. We have a track record of operating safe and secure halls since 2010 with no major incidents to the communities we operate at. We are striving to add our very first one that is not on a leased property.

Aguilar Events Operations:

Aguilar Events will operate number 3 location in Duncanville. Our events are 90 percent family events like quinceaneras and sweet sixteen's. Weddings, weddings anniversaries and baptisms comprise 10 percent of the business.

Operating Hours:

Aguilar Events revenue generator is Saturday comprising 90 percent of the business. We do have the occasional Friday or Sunday and weekday, especially on Holidays weekends which accounts for the other 10 percent. We are a one stop shop. Our customers can rent just the hall if needed or chose to use all our services. We offer catering, linens, decoration, fruit table, up-lighting, monogram, cake, DJ, and photo & video services. We have had the same vendors since we opened the business in 2010. We do not sell alcohol. Customers are allowed to bring alcohol only if its going to be given away at no charge. We do make the customer pay for a TABC certified bartender to serve.

Viewing Hours are from 12am-7pm Wednesday and Thursday. Saturday from11-3pm.
We also show the hall by appointment Monday, Tuesday, Friday & Sunday.

Event hours are from 5pm-1am. We open the hall for customers at 12 noon for set up. Security arrives at 8:30pm and stay to 1:30pm to make sure our customer is safe, and the building is secure.

Community Impact

Aguilar Events has a track record operating within any community. We in the last 10 years have called department police for assistance less than 3 times. We provide our own armed security which has been with us since 2010. They know what to do and they know what Aguilar Events expects as far as customer safety and building security. We run a smooth operation for our customer safety which builds value within our business model. Customers expect a safe environment which we have provided since 2010.

Benefits within the Downton Business Community

Aguilar Events small events held at the venue support small business like, pubs, local cafés involved in catering and refreshments, restaurants, hotels, gas stations, grocery stores, and many other small businesses.

Attachment 7

City of Duncanville Planning Division
Development Services
203 E. Wheatland Road
P. O. Box 380280
Duncanville, TX 75138-0280
(p) 972-707-3878
(e) lromero@duncanville.com

June 13, 2022

Zoning File: 2022-17

Dear Property Owner:

Audra Buckley of Permitted Development, LLC, Applicant, representing Bruce Veyna of S.E. Funeral Homes of Texas, Inc., Owner, is requesting approval of a Specific Use Permit to allow for the use of Event Center on Orig Town Duncanville, Block 6 PT and Block 7 ACS 1.572, more commonly known as 200 West Center Street, in the City of Duncanville, Dallas County, Texas.

Your property is NOT being rezoned. You have been sent this notice because you are within the required 200-foot notification area of property that is being considered for rezoning for this particular public hearing. Please refer to the enclosed map that indicates which property is being rezoned.

The Planning and Zoning Commission will hold a public hearing on Monday, June 27, 2022, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, July 19, 2022, at 7:00 p.m., both in the City of Duncanville Council Chambers, 203 E. Wheatland Road. Public hearings are held to allow interested persons the opportunity to state their opinion directly to the Planning & Zoning Commission either for or against the proposed zoning change. If you oppose the zoning change, however, the attached survey must be completed and returned by July 19, 2022, to fulfill legal requirements for a written formal protest.

As an interested citizen, you may submit public comments to either the City Secretary, Kristin Downs, or to Jeremy Tennant, Planning and Neighborhood Services Director, P.O. Box 380280, Duncanville, Texas, 75138-0280 or email lromero@duncanville.com stating your position. You are encouraged to participate in the public hearing and offer comments.

Sincerely,

Jeremy Tennant

Jeremy Tennant
Planning and Neighborhood Services Director

Enclosures

City of Duncanville Planning Division
Development Services
203 E. Wheatland Road
P. O. Box 380280
Duncanville, TX 75138-0280
(p) 972-707-3878
(e) lromero@duncanville.com

Junio 13, 2022

Archivo de zonificación: 2022-17

Estimado propietario:

Audra Buckley de Permitted Development, LLC, Solicitante, representando a Bruce Veyna de S.E. Funeral Homes of Texas, Inc., Propietario, está solicitando la aprobación de un Permiso de Uso Específico para permitir el uso de Centro de Eventos en Orig Town Duncanville, Block 6 and PT Block 7 ACS 1.572, más comúnmente conocido como 200 West Center Street, en la ciudad de Duncanville, condado de Dallas, Texas.

Su propiedad NO está siendo rezonificada. Se le ha enviado este aviso porque se encuentra dentro del área de notificación requerida de 200 pies de la propiedad que se está considerando para la rezonificación para esta audiencia pública en particular. Consulte el mapa adjunto que indica qué propiedad se está rezonificando.

La Comisión de Planificación y Zonificación llevará a cabo una audiencia pública el Lunes 27 de Junio de 2022, a las 7:00 p.m., y la audiencia pública del Concejo Municipal se llevará a cabo el Martes 19 de Julio de 2022, a las 7:00 p.m., ambas en las Cámaras del Consejo de la Ciudad de Duncanville, 203 E. Wheatland Road. Las audiencias públicas se llevan a cabo para permitir a las personas interesadas la oportunidad de expresar su opinión directamente a la Comisión de Planificación y Zonificación, ya sea a favor o en contra del cambio de zonificación propuesto. Sin embargo, si se opone al cambio de zonificación, la encuesta adjunta debe completarse y devolverse antes del 19 de Julio de 2022, para cumplir con los requisitos legales para una protesta formal por escrito.

Como ciudadano interesado, puede enviar comentarios públicos al Secretaria de la Ciudad, Kristin Downs, o a Jeremy Tennant, Director de Planificación y Servicios Vecinales, P.O. Box 380280, Duncanville, Texas, 75138-0280 o enviar un correo electrónico lromero@duncanville.com indicando su posición. Se le anima a participar en la audiencia pública y ofrecer comentarios.

Sinceramente

Jeremy Tennant

Jeremy Tennant
Director de Planificación y Servicios Vecinales

Recintos

The following form may be filled out and mailed to:

Planning and Zoning Commission
City of Duncanville
Attn: Development Services Department
P.O. Box 380280
Duncanville, TX 75138-0280

Case No. 2022-17 Audra Buckley of Permitted Development, LLC, Applicant, representing Bruce Veyna of S.E. Funeral Homes of Texas, Inc., Owner, is requesting approval of a Specific Use Permit (SUP) to allow for the use of Event Center on Orig Town Duncanville, Block 6 and PT Block 7 ACS 1.72, more commonly known as 200 West Center Street, in the City of Duncanville, Dallas County, Texas. This is the first of two public hearings that have been scheduled to receive further input on the requested zoning change.

NOTE: The purpose of the request is to allow for the use of Event Center.

You have been sent this notice since your property is within the 200-foot notification area of the property being requested for a zoning change. **Your property is not being rezoned.**

The Planning and Zoning Commission will hold a public hearing on Monday, June 27, 2022, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, July 19, 2022, at 7:00 p.m., both at the City of Duncanville Council Chambers, 203 E. Wheatland Road. Public hearings are held to allow interested persons the opportunity to state their opinion directly to the Planning & Zoning Commission either for or against the proposed zoning change.

If you oppose the zoning change, however, the attached survey must be completed and returned by July 19, 2022, to fulfill legal requirements for a written formal protest.

Please check one:

_____ ***In favor*** *of granting the zoning request.*

_____ ***Not in favor*** *of granting the zoning request.*

My reasons are as follows:

1).

2).

3).

Printed Name: _____ Address: _____

Signature: _____ Date: ___

El siguiente formulario puede ser llenado y enviado por correo a:

Planning and Zoning Commission
City of Duncanville
Attention: Departamento de Servicios de Desarollo
P.O. Box 380280
Duncanville, TX 75138-0280

Caso No. 2022-17 Audra Buckley de Permitted Development, LLC, Solicitante, representando Bruce Veyna de S.E. Funeral Homes of Texas, Inc., Propietario, está solicitando la aprobación de un Permiso de Uso Específico (SUP) para permitir el uso de Centro de Eventos en Orig Town Duncanville, Block 6 and PT Block 7 ACS 1.572, mas comúnmente conocido como 200 West Center Street, en la Cuidad de Duncanville, condado de Dallas, Texas. Esta es la primera de dos audiencias públicas que se han programado para recibir más información sobre el cambio de zonificación solicitado.

NOTA: El propósito de la solicitud es permitir el uso de alquiler a corto plazo.

Se le ha enviado este aviso ya que su propiedad está dentro del área de notificación de 200 pies de la propiedad que se solicita para un cambio de zonificación. **Su propiedad no está siendo rezonificada.**

La Comisión de Planificación y Zonificación llevará a cabo una audiencia pública el Lunes 27 de Junio 2022, a las 7:00 p.m., y la audiencia pública del Concejo Municipal se llevará a cabo el Martes 19 de Julio de 2022, a las 7:00 p.m., ambas en las Cámaras del Consejo de la Ciudad de Duncanville, 203 E. Wheatland Road. Las audiencias públicas se llevan a cabo para permitir a las personas interesadas la oportunidad de expresar su opinión directamente a la Comisión de Planificación y Zonificación, ya sea a favor o en contra del cambio de zonificación propuesto.

Sin embargo, si se opone al cambio de zonificación, la encuesta adjunta debe completarse y devolverse antes del 19 de Julio de 2022, para cumplir con los requisitos legales para una protesta formal por escrito.

Por favor, marque uno:

_____ ***A favor*** de conceder la solicitud de *zonificación.*

_____ ***No a favor*** de otorgar la solicitud de *zonificación.*

Mis razones son las siguientes:

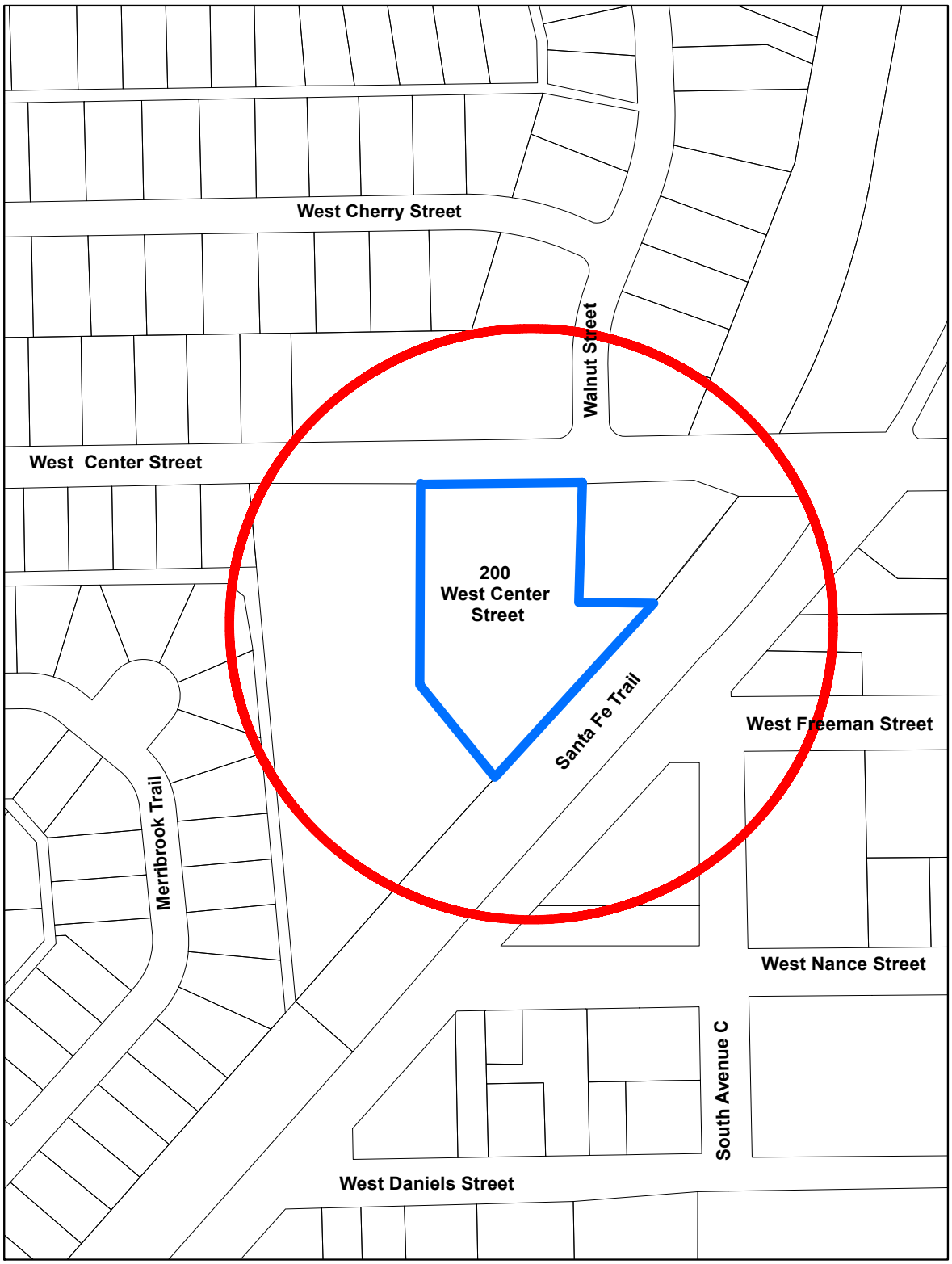
1).

2).

3).

Nombre impreso: _____ Dirección: _____

Firma: _____ Fecha: __


West Cherry Street
Walnut Street
West Center Street
200
West Center
Street
Santa Fe Trail
West Freeman Street
Merribrook Trail
West Nance Street
South Avenue C
West Daniels Street

Attachment 8

JOHNSON JETTIE B
1207 REGENTS PARK CT
DESOTO, TEXAS 751152838

BNSF RAILWAY
PO BOX 961089
FORT WORTH, TEXAS 761610089

RAYE DAWN E
122 W CENTER ST
DUNCANVILLE, TEXAS 751163465

GULF COLO & SANTA FE RR
PO BOX 961089
FORT WORTH, TEXAS 761610089

ORTEGA SOCORRO
114 N FOREST LN
DUNCANVILLE, TEXAS 751163834

DEAN WILLIAM R ET AL
101 S MAIN ST
DUNCANVILLE, TEXAS 751164703

CHURCH ON THE ROCK SOUTH
201 W CENTER ST
DUNCANVILLE, TEXAS 751163440

STONEBRIAR HOMEPLACE LLC
1200 STARLIGHT CT
CEDAR HILL, TEXAS 751044551

SOUTHWEST HARVEST CHURCH
201 W CENTER ST
DUNCANVILLE, TEXAS 751163440

WHALING BIRDELLA C
804 MARIGOLD DR
CEDAR HILL, TEXAS 751042108

PAREDES EVA GUADALUPE
1221 REEDSPORT PL
DESOTO, TEXAS 751153719

DAVID CLAYTON & SONS
PO BOX 130548
HOUSTON, TEXAS 772190548

CARDOZA TARANTINO SETH
5438 RANCHERO LN
DALLAS, TEXAS 752361834

~~SOUTHWEST HARVEST CHURCH~~
~~201 W CENTER ST~~
~~DUNCANVILLE, TEXAS 751163440~~

13 notices mailed out

PLANNING AND ZONING COMMISSION
REGULAR MEETING
CITY HALL
203 E WHEATLAND ROAD
MONDAY, JUNE 27, 2022 @ 7:00 P.M.

A meeting for the Planning and Zoning Commission was held on Monday, June 27, 2022, at 7:00 p.m. with the following present:

Planning and Zoning Commission Members:

Betty Culbreath	Chairman	Excused Absence
Elias Rodriguez	Vice-Chairman	
Eric Pena	Commissioner	
Jana McBroom	Commissioner	Excused Absence
Javar Avery	Commissioner	
Edward Stith	Commissioner	

Staff present:
Jeremy Tennant, Director of Planning and Neighborhood Services
Lynette Romero, Planning Technician

Item No. 1 – Call to Order.

The meeting was called to order at 7:00 p.m. by Vice-Chairman Rodriguez.

Item No. 2 – Receive Public Comments.

No public comments were received.

Item No. 3 – Approval of meeting minutes for the regular meeting on June 13, 2022.

Commissioner Avery made a motion as seconded by Commissioner Stith to approve the minutes. The vote was unanimous 4-0 in favor with Chairman Culbreath and Commissioner McBroom absent.

Item No. 4 – Conduct a public hearing (2022-18) for consideration and action regarding the request of Telese Clark, Applicant, representing Charlotte Chamness of B H Industrial LLC, Owner, to include a Specific Use Permit "SUP" for Adult Life Skills Center on Fairmeadows Village Replat, Block P, Lot 2R ACS 9.8519 AC, more commonly known as 328 East Red Bird Lane, Duncanville, Dallas County, Texas.

Vice-Chairman Rodriguez informed the audience that item number four would not be discussed and that the item had been rescheduled for the July 25th Planning and Zoning meeting.

Item No. 5 – Conduct a public hearing (2022-17) for consideration and action regarding the request of Audra Buckley of Permitted Development, LLC, Applicant, representing Bruce Veyna of S. E. Funeral Homes of Texas, Inc., Owner, to include a Specific Use Permit "SUP" for Event Center on Orig town

Unapproved

Duncanville, Block 6 PT and Block 7 ACS 1.572, more commonly known as 200 West Center Street, Duncanville, Dallas County, Texas.

Staff presented background information regarding the proposed request for SUP.

The applicant, Audra Buckley, was present. Miss Buckley spoke in favor of the request.

Commissioner Stith asked Miss Buckley if a traffic impact study had been completed. Miss Buckley answered no.

Commissioner Avery asked questions regarding reason for location, past incidents, percentage of the business that the business owner handles, clean up, common number of guests and vehicles, and timeline for completing proposed renovations.

Armando Aguilar, 3001 Ovilla Rd., Ovilla, TX 75154, business owner of Aguilar Events, was present and answered Commissioner Avery's questions. Mr. Aguilar stated that he chose Duncanville because of its availability, accessibility, and the City's desire for an event center. He stated there were very few incidents that have occurred in the past between family. He stated that he handles 50% of the business and this includes rental of the space and security. He stated customers may choose to use the catering provided by the event center or use an outside company. Mr. Aguilar stated cleanup is handled right after the event and an additional cleanup is completed the Monday after the event as well. He stated that there are about 200 people at each event, and he guessed that there is anywhere between 50-70 vehicles during the event. Mr. Aguilar stated that it would take him at most one year to complete all renovations.

Commissioner Stith asked Mr. Aguilar if he would be completing a great deal of interior renovations. Mr. Aguilar stated yes.

Vice-Chairman Rodriguez asked questions regarding catering and overflow of parking. Mr. Aguilar answered stating that there would be no kitchen and no cooking. He stated that his business only caters. He stated that he has his own caterer that brings in prepared food. Mr. Aguilar stated that there will be a catering room that will have commercial appliances such as an ice machine for drinks and tables for food. Mr. Aguilar stated that the required parking is 73 spaces but will be providing 83 spaces.

Staff answered Vice-Chairman Rodriguez's question about overflow of parking. Staff stated that there is no opportunity for parking along the street, but that there are two business, one next to and one across the street from subject property that presents an opportunity for a shared parking agreement.

Vice-Chairman Rodriguez asked Mr. Aguilar if weapons would be allowed into the building. Mr. Aguilar responded no.

Vice Chairman Rodriguez opened the floor for public comments.

Misty Bain, 102 Walnut Street, spoke in opposition of the request.

Unapproved

Mr. Aguilar responded to Miss Baine's concerns stating that the building will be insulated preventing any loud raucous noise from being heard from outside.

Commissioner Avery asked staff about the possibility of placing the condition of requiring a police officer on site. Staff responded stating that they would not recommend placing a condition of requiring a police officer due to the issue of availability. Staff recommended that the Commission make a condition for requiring a peace officer. Staff stated that this would allow the business owner to enter into an agreement with a private security company that can provide a peace officer on site.

Commissioner Avery made comments about his support for the proposed SUP request. He also stated his concerns about security and what his proposed recommendations for the proposed SUP request were.

Mr. Aguilar responded to Commissioner Avery's concerns stating that staff is always present during the events and security is and will always be present as well.

Commissioner Avery asked if Mr. Aguilar will have enough staff for each of his locations. Mr. Aguilar responded yes.

Commissioner Pena asked Mr. Aguilar if he would be having security during events incase an incident occurs. Mr. Aguilar responded yes.

Vice Chairman Rodriguez asked Mr. Aguilar how he would control the bringing in of alcohol. Mr. Aguilar stated that he has Texas Alcoholic Beverage Commission (TABC) certified staff, and that any alcohol brought in must be given to staff for bartenders to serve.

Commissioner Avery asked how Mr. Aguilar will keep incidents from happening outside the event center. Mr. Aguilar stated that when guests walk out, they usually leave and do not hang out in the parking lot.

Commissioner Avery asked Mr. Aguilar how his business would be affected if he ended his events at midnight. Mr. Aguilar stated that moving his closing time will hurt his business because most customers want their event to end at 2:00 a.m., but he restricts the events from going past 1:00 a.m.

Vice-Chairman Rodriguez closed the public hearing.

Miss Baines raised her hand to ask a question. Vice-Chairman Rodriguez allowed the question. Miss Baines asked what the maximum number of people is allowed in the facility. Vice-Chairman Rodriguez stated that Mr. Aguilar stated he would have about 200 people. Commissioner Pena added to Vice-Chairman Rodriguez's response. He stated that the Building Official determines occupancy load using the guidelines listed in the code requirements. Miss Baines asked who would keep the facility from going over the occupancy load. Vice-Chairman Rodriguez stated that it would be the City's Fire Department.

Unapproved

The commission discussed possible recommendations for the SUP.

Commissioner Avery made a motion to approve the request for SUP with the following conditions, including conditions that the applicant proposed to ensure that the use remains in good standing with the surrounding neighborhood:

- There must not be any loud and raucous noise heard outside the building of the property between the hours of 10:00 p.m. and 1:00 a.m.
- There must not be any littering and trash left on the property overnight.
- Lighting illumination must be contained within the property and not illuminate onto adjacent properties.
- All patrons are required to vacate the property by no later than 1:15 a.m.
- The Event Center or Banquet Hall shall be used for the sole purpose of lease or rental by others for a privately sponsored event that is not open to the public and does not charge an admission fee of any type for entry into the event or establishment. Examples of privately sponsored events that are not allowed to be held at the Event Center or Banquet Hall include but are not limited to, quinceañeras, wedding receptions, graduation parties, etc. Community meetings regarding public issues or townhalls intended for the public are exempt from this provision.
- The primary entrance to the facility shall be located on the south side of the building adjacent to the parking lot. The entrance facing west Center Street shall be for deliveries and ADA patrons only.
- The operator must provide security personnel in the form of peace officers, private security firms, etc. to assist with all events from the hours of 8:00 p.m. and 2:00 a.m.
- The operator's staff must be on-site whenever an event occurs. A member of staff must serve or dispense alcoholic beverages under the authority of a license, certification, or permit, including persons who immediately manage, direct, supervise, or control the service of alcoholic beverages.

Commissioner Pena seconded the motion to approve the request for SUP. The vote was 3-1 with Commissioner Stith in opposition and Chairman Culbreath and Commissioner McBroom absent.

Item No. 6 – Conduct a public hearing (2022-19) for consideration and action regarding the request of Peter D'Amato, Applicant and Owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Winona Gardens 2, Block 4 S 100 FT, Lot 12, more commonly known as 203 North Casa Grande Circle, Duncanville, Dallas County, Texas.

Staff presented background information on the proposed request for SUP.

The applicant and owner, Peter D'Amato, was present. Vice-Chairman Rodriguez asked Mr. D'Amato if he lives on the property, what the square footage of the house is, how many bedrooms and bathrooms the house has, how long he has owned the property, if this was his only short-term rental and how long he has owned this property. Mr. D'Amato stated that he does not live at the property, that the house is approximately 1,836 square feet, that that the house has 2 bedrooms and 2 bathrooms, that he also operates a short-term rental at the house he resides - 211 North Casa Grande Circle and has owned 203 North Casa Grande Circle two years now.

Commissioner Pena asked Mr. D'Amato what his target market is and where his residence is located.

Unapproved

Mr. D'Amato stated that his target market are single travelers, and that the house he resides at, 211 North Casa Grande Circle, is two lots down.

Mr. D'Amato gave background information on his operation of short-term rentals.

Ethan D'Amato, 211 North Casa Grande Circle, spoke in favor of the request.

Joshua D'Amato, 211 North Casa Grande Circle, spoke in favor of the request.

Siew D'Amato, 211 North Casa Grande Circle, spoke in favor of the request.

Stuart Carlson, 822 Sherrill Boulevard, spoke in favor of the request.

Ruth Carlson, 822 Sherrill Boulevard, spoke in favor of the request.

Vice-Chairman Rodriguez closed the public hearing. More citizens came in after the closing of the public hearing. Vice-Chairman Rodriguez informed the newcomers that questions could be asked after voting.

Commissioner Avery asked Mr. D'Amato how he keeps parties from happening on the property. Siew D'Amato, wife of Mr. D'Amato, answered Commissioner Avery stating that they only allow one guest, require a background check, ask them several questions, and make the guest acknowledge their house rules. She also stated that Airbnb is called right away if any guest breaks any of their house rules.

Commissioner Avery asked staff what could be done if an Airbnb does not comply with the ordinance. Staff stated that the Commission may place conditions that will revoke the SUP if the Airbnb is not in compliance with the City ordinance and regulations.

Mrs. D'Amato stated that one of their reasons for operating a short-term rental is to provide a source of income and an occupation for her son Ethan incase anything happened to her and her husband.

Commissioner Pena made a motion to approve the request for SUP with the following staff recommended conditions:

1. No loud and raucous noise may be present on the property between the hours of 10:0 p.m. and 7:00 a.m.
2. The SUP will be removed if the location receives three (3) substantiated complaints from neighboring property owners for excessive noise or traffic within a twenty-four (24) month period.
3. The property must continue to be in good standing by not having any outstanding issues related to taxes or code compliance provisions.
4. A report must be submitted to Planning staff each January that indicates the following:
    - The number of nights the unit was rented as a Short-Term Rental in the previous year
    - Proof of payment of Hotel Occupancy Taxes
    - Proof of current property insurance

Unapproved

5. The property will be suspended or removed from the registration list for one (1) year if false or misleading information is provided, there has been a violation of the terms, conditions, or restrictions or if the Hotel Occupancy Tax has not been paid in a timely manner.
6. Continued operation of a Short-Term Rental following suspension or removal from the registration list will be considered a violation of the City of Duncanville's Comprehensive Zoning Ordinance.

Commissioner Stith seconded the motion. The vote was unanimous 4-0 with Chairman Culbreath and Commissioner McBroom absent.

Vice-Chairman Rodriguez opened the floor for public comments.

Jennifer Sircy, 1214 Sierra Blanca Drive, inquired what will be going on with the property. Vice-Chairman Rodriguez answered Miss Sircy and stated that they are operating a short-term rental at this specific property.

Ricardo Silva, 208 North Casa Grande Circle, inquired about what measures the owners will be taking to keep the neighborhood safe while operating as a short-term rental. Vice-Chairman Rodriguez stated that the Commission only recommends and that the City Council will have the final decision. He also stated that there are provisions that have been placed to prevent short-term rentals from operating if they are non-compliant.

Misty Bain, 102 Walnut Street, stated that at the last City Council meeting the City Attorney stated that the owner operating the short-term rental must reside on the property. Staff answered Miss Bain stating that the definition for short-term rental listed in the Comprehensive Zoning ordinance does not mention that the owner must reside on the property. Vice-Chairman Rodriguez added that he was not present during that particular City Council meeting, but that she may request an open record request or possibly a meeting with staff or the City Attorney for clarification.

Item No. 7 – Conduct a public hearing (2022-20) for consideration and action regarding the request of Peter D'Amato, Applicant and Owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Winona Gardens 2, Block 4, Lot 11, more commonly known as 211 North Casa Grande Circle, Duncanville, Dallas County, Texas.

Staff presented background information on the proposed request for SUP.

The applicant and Owner, Mr. D'Amato, and his family were present.

Commissioner Pena asked what the number of guests are for this house. Mrs. D'Amato answered stating that there are two units within the house, and they only allow one guest per unit. Commissioner Pena asked if this house had the same target market as 203 North Casa Grande Circle. Mr. and Mrs. D'Amato stated yes.

Diana Silva, 208 North Casa Grande Circle, spoke and inquired if this house would be an Airbnb and what their customer base is. Vice-Chairman Rodriguez answered Mrs. Silva stating that yes, the

Unapproved

owners will be renting out two rooms within their household only allowing a total of two guests in their home. He also stated that he could not really answer the question about the type of people renting from the owners. Vice-Chairman Rodriguez allowed the owners to respond. Mrs. D'Amato answered Mrs. Silva's question and gave her background information on her operation and procedures.

Commissioner Stith made a motion to approve the request for SUP with the following staff recommended conditions:

1. No loud and raucous noise may be present on the property between the hours of 10:0 p.m. and 7:00 a.m.
2. The SUP will be removed if the location receives three (3) substantiated complaints from neighboring property owners for excessive noise or traffic within a twenty-four (24) month period.
3. The property must continue to be in good standing by not having any outstanding issues related to taxes or code compliance provisions.
4. A report must be submitted to Planning staff each January that indicates the following:
    - The number of nights the unit was rented as a Short-Term Rental in the previous year
    - Proof of payment of Hotel Occupancy Taxes
    - Proof of current property insurance
5. The property will be suspended or removed from the registration list for one (1) year if false or misleading information is provided, there has been a violation of the terms, conditions, or restrictions or if the Hotel Occupancy Tax has not been paid in a timely manner.
6. Continued operation of a Short-Term Rental following suspension or removal from the registration list will be considered a violation of the City of Duncanville's Comprehensive Zoning Ordinance.

Commissioner Pena seconded the motion. The vote was unanimous 4-0 with Chairman Culbreath and Commissioner McBroom absent.

Item No. 8 – Continue discussion pertaining to the five-year Comprehensive Plan update. Discuss incorporating new areas of interest within the area maps – Wheatland Plaza.

Commissioner Avery informed the audience about the updating of Duncanville's Comprehensive Plan and the Commission's idea of incorporating the Duncanville ISD bus barn and Wheatland Plaza into the Downtown District.

Vice-Chairman Rodriguez added that the Commission also has the idea of possibly implementing a stringent energy code to control the type of materials used for new development.

Ricardo Silva, 208 North Casa Grande Circle, spoke and inquired whether there would be an implementation of energy code for existing dwellings. Vice-Chairman Rodriguez answered Mr. Silva stating yes, that he is currently working on something.

Vice-Chairman Rodriguez thanked the audience for their participation before adjourning.

Item No. 9 – The meeting adjourned at 9:08 p.m.

Unapproved

_____
Jeremy Tennant, Director of Planning and Neighborhood Services

_____
Elias Rodriguez, Vice-Chairman

Unapproved

ORDINANCE NO. 2443

AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP, AS HERETOFORE AMENDED, BY AMENDING THE EXISTING DOWNTOWN DISTRICT – GENERAL MAIN STREET TO GRANT A SPECIFIC USE PERMIT TO ALLOW TO OPERATE AN EVENT CENTER, FOR REAL PROPERTY DESCRIBED AS BLOCK 6 PT AND BLOCK 7 ON APPROXIMATELY 1.572 ACRES MORE COMMONLY KNOWN AS 200 WEST CENTER STREET, DUNCANVILLE, DALLAS COUNTY, TEXAS, ATTACHED HERETO IN EXHIBIT A; PROVIDING LANDSCAPING PLAN, FLOOR PLAN, ELEVATIONS, IRRIGATION PLAN AND SITE PLAN ATTACHED HERETO AS EXHIBITS B THROUGH E; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS ($2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and City Council of the City of Duncanville, in compliance with state laws with reference to amending the Comprehensive Zoning Ordinance, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally, the City Council is of the opinion and finds that the Comprehensive Zoning Ordinance and Map should be amended as provided herein.

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

SECTION 1. That the Comprehensive Zoning Ordinance and Map of the City of Duncanville, Texas, as heretofore amended, be, and the same are hereby amended by amending the existing Downtown District – General Main Street to grant a Specific Use Permit to allow to operate an Event Center, for real property described as Block 6 Pt And Block 7 on approximately 1.572 acres more commonly known as 200 West Center Street, Duncanville, Dallas County, Texas, attached hereto in Exhibit ‘A’.

SECTION 2. That said Property shall be used, developed, and maintained only in the manner and for the purposes provided for by the Comprehensive Zoning Ordinance of the City of Duncanville, as heretofore amended, and in conformance with this Ordinance and the Landscaping Plan, Elevations, Irrigation Plan and Site Plan attached hereto as Exhibits ‘B’ through ‘E’, as special conditions and subject to the following additional special conditions:

a. No loud and raucous noise may be heard outside the building of the property between the hours of 10:00 p.m. and 7:00 a.m.
b. There must not be any littering and trash may be left on the property overnight.

c. Lighting illumination must be contained within the property and not illuminate onto adjacent properties.
d. The Event Center or Banquet Hall shall be used for the sole purpose of lease or rental by others for a privately sponsored event that is not open to the public and does not charge an admission fee of any type for entry into the event or establishment. Examples of privately sponsored events that are allowed to be held at the Event Center or Banquet Hall include but are not limited to, quinceañeras, wedding receptions, graduation parties, etc. Community meetings regarding public issues or townhalls intended for the public are exempt from this provision.
e. The primary entrance to the facility shall be located on the south side of the building adjacent to the parking lot. The entrance facing West Center Street shall be for deliveries and ADA patrons only.
f. All patrons are required to vacate the property by no later than 1:15 a.m.
g. The Operator must provide security personnel in the form of peace officers, private security firms, etc. to assist with all events from the hours of 8:00 p.m. and 2:00 a.m.
h. The operator's staff must be on-site whenever an event occurs. A member of staff must serve or dispense alcoholic beverages under the authority of a license, certification, or permit, including persons who immediately manage, direct, supervise, or control the service of alcoholic beverages.

SECTION 3. That should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

SECTION 4. That all provisions of the Ordinance of the City of Duncanville in conflict with provisions of this Ordinance be, and same are hereby repealed, and all other provisions of the ordinances of the City of Duncanville not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 5. That the above-described property shall be used only in the manner and for the purposes provided for in the Comprehensive Zoning Ordinance of the City of Duncanville, as amended herein by the granting of this special use permit.

SECTION 6. That any person, firm or corporation violating any of the provisions or terms of this Ordinance or of the Comprehensive Zoning Ordinance as amended hereby shall be deemed guilty of a misdemeanor, and subject to the same penalty as provided for in the Comprehensive Zoning Ordinance, and upon conviction shall be punished by fine not to exceed the sum of Two Thousand Dollars ($2,000.00) for each offense, and each and every day such violation shall continue shall constitute a separate offense.

SECTION 7. That this Ordinance shall take effect immediately from and after

its passage and the publication of the caption of said Ordinance, as the law in such cases provides.

DULY PASSED by the City Council of the City of Duncanville, Texas, on the 19th day of July, 2022.

APPROVED:

_____
Barry L. Gordon, Mayor

ATTEST:

_____
Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____
Robert E. Hager, City Attorney

EXHIBIT "A"

LEGAL DESCRIPTION

Being Block 7 and Block 6 PT, Original Town Duncanville, and more commonly referred to as 200 West Center Street, Dallas County, Duncanville, Texas

EXHIBIT “B”

LANDSCAPING PLAN

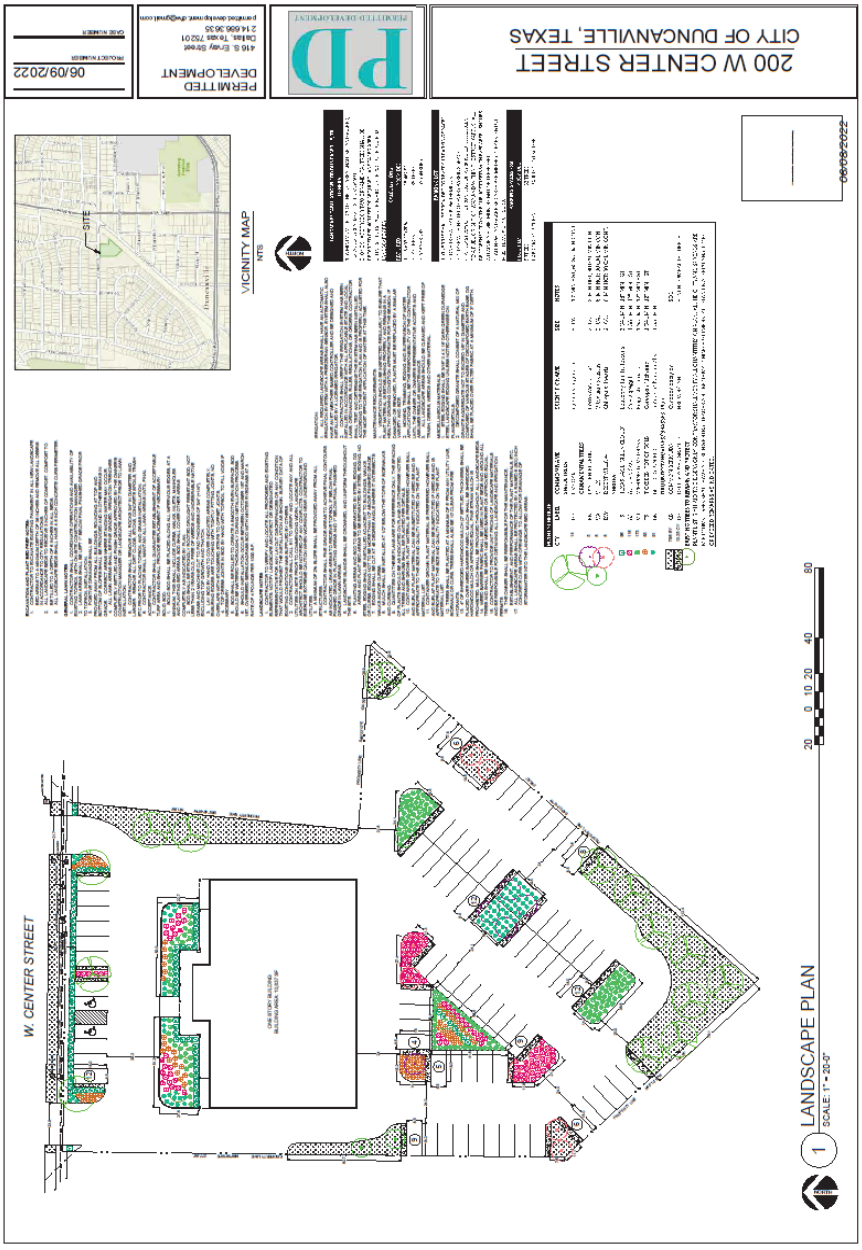
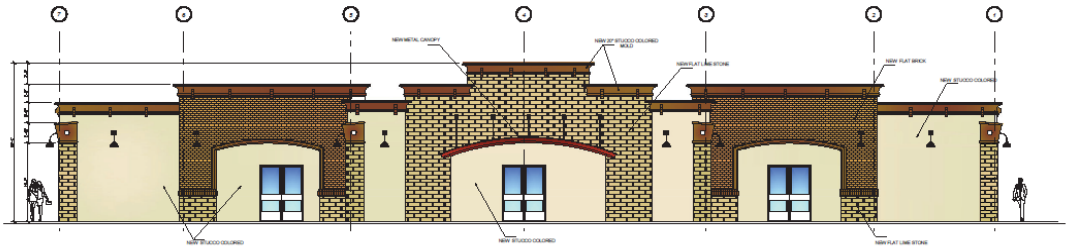
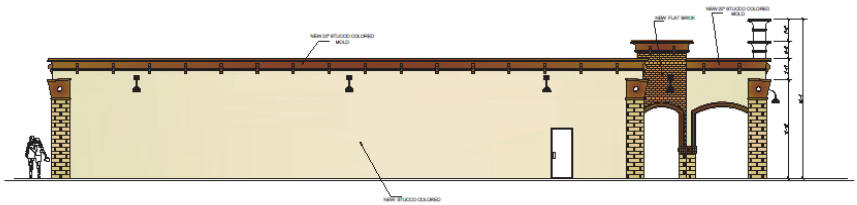


EXHIBIT "C"

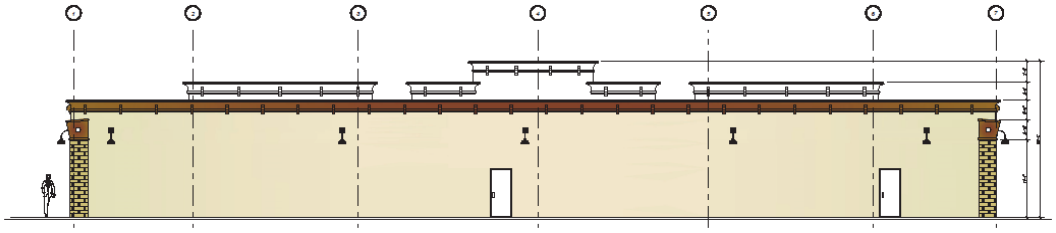
ELEVATIONS



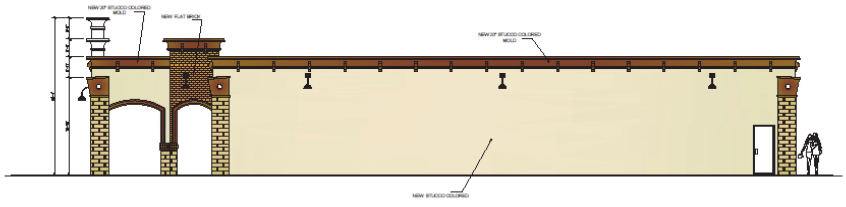
NEW FRONT ELEVATION



NEW LEFT ELEVATION



NEW REAR ELEVATION



NEW RIGHT ELEVATION

EXHIBIT “D”

IRRIGATION

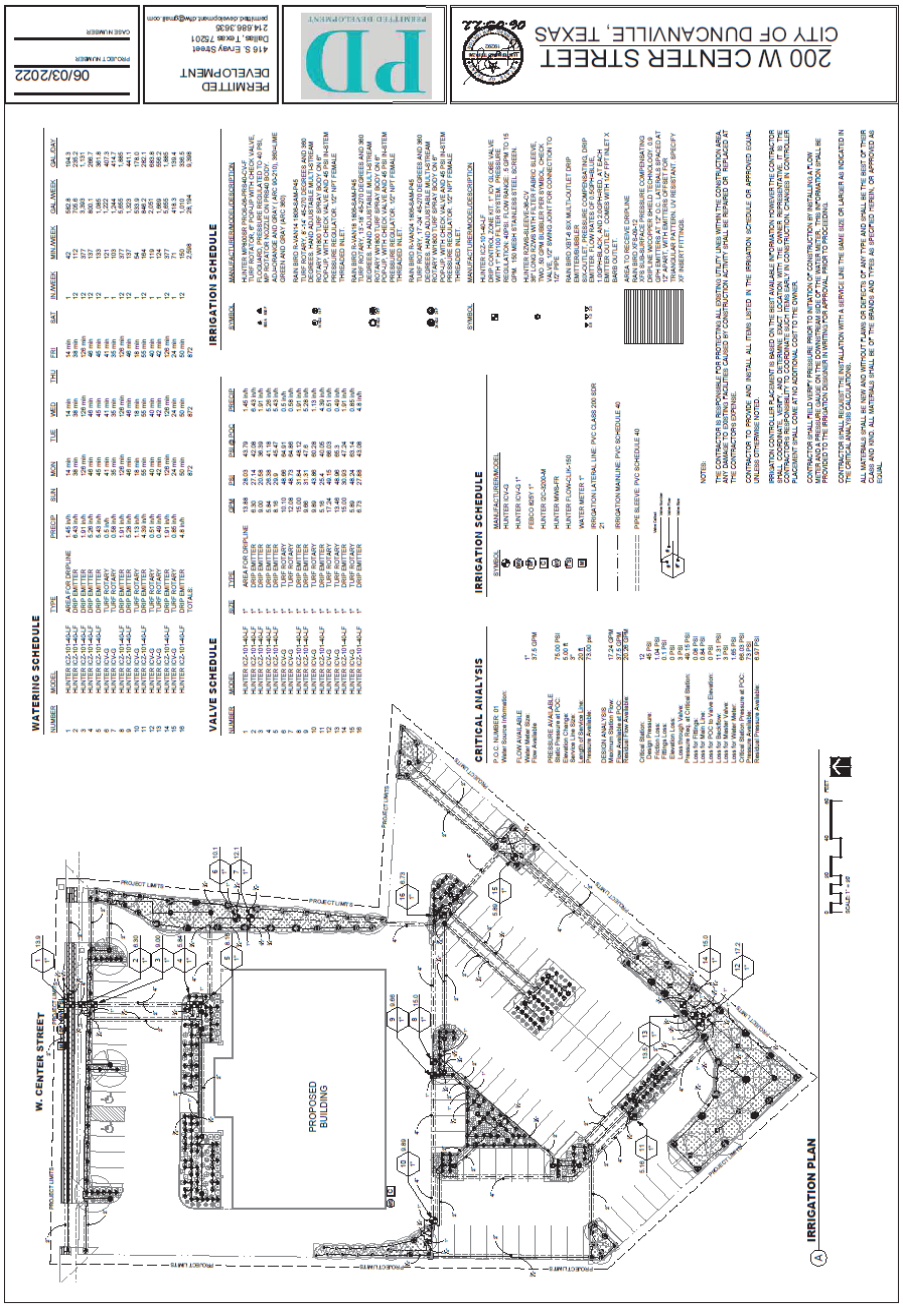


EXHIBIT "E"

FLOOR PLAN

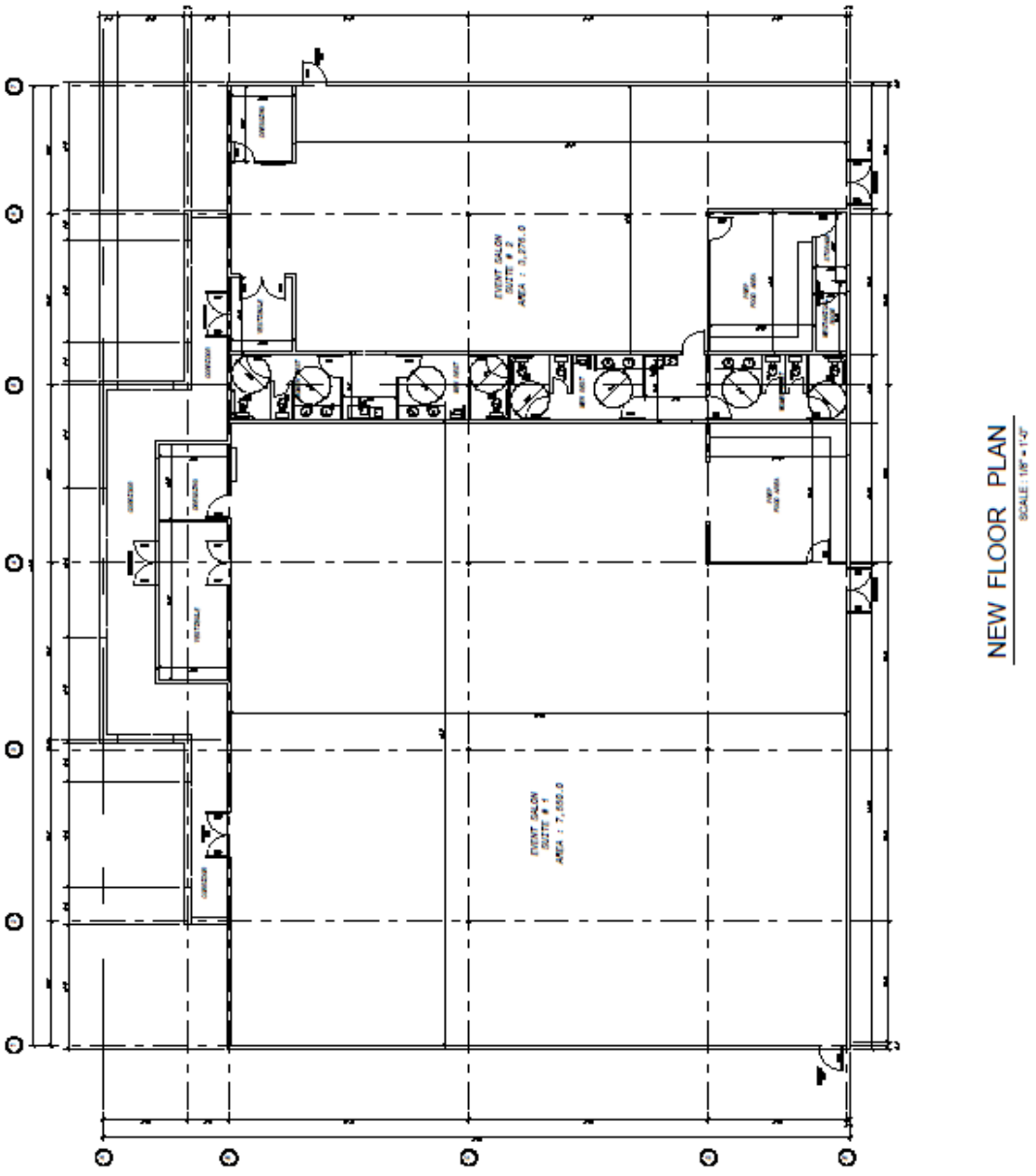
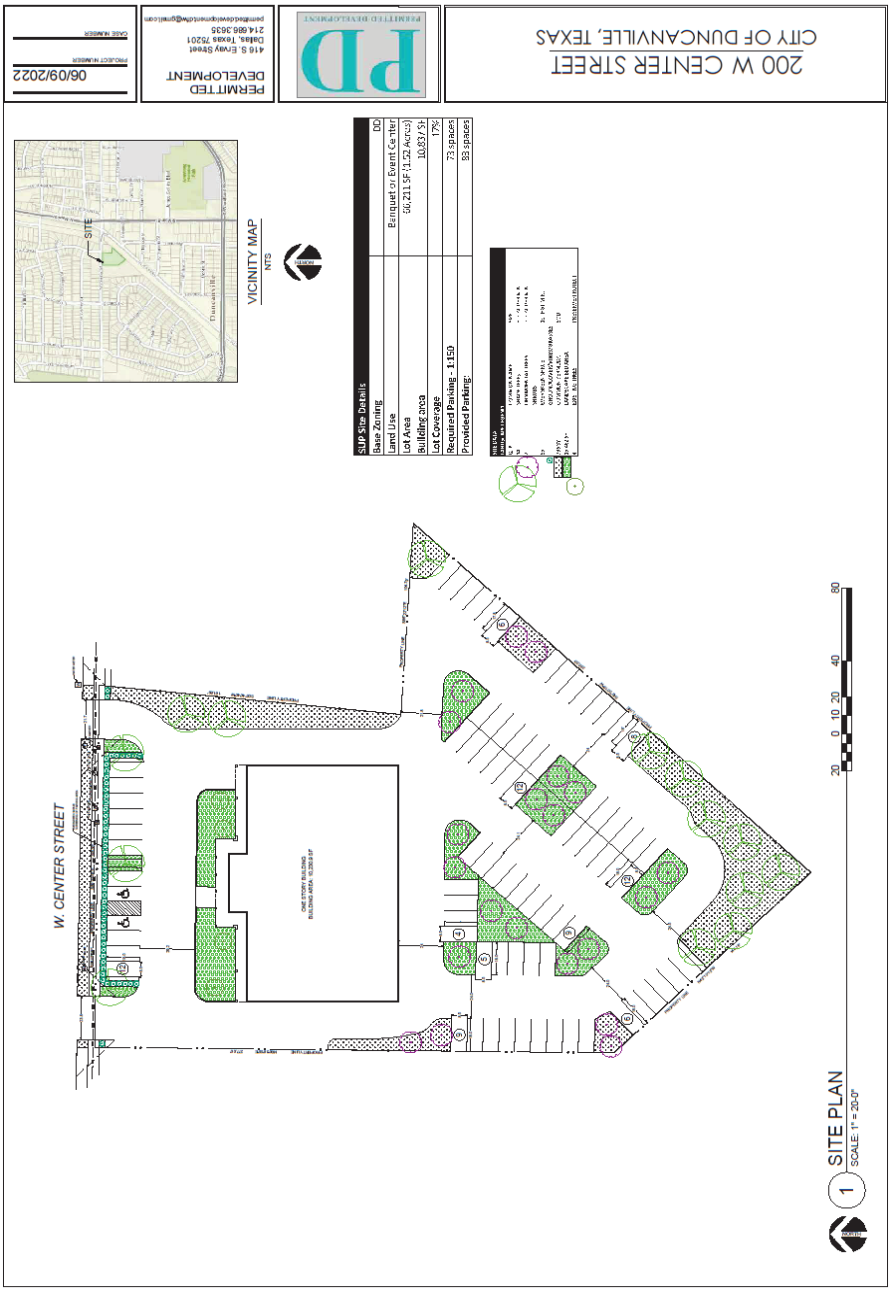


EXHIBIT “F”

SITE PLAN



STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Conduct a Public Hearing for consideration and action regarding the request of Stephen Landtroop, Applicant and Owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Green Hills 4th Inst 3rd Sec, Block 9, Lot 12, more commonly known as 1315 Heather Glen Street, Duncanville, Dallas County, Texas

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Promote: Innovative Ideas for Development and Re-development**
  - **Pursue a diverse and robust economy through various business, housing, and employment opportunities that encourage forward-thinking community and economic development.**
- **Re-Imagine: High Quality of Life**
  - **Develop, maintain, and encourage safe, attractive, viable family-oriented neighborhoods that embrace diversity and pride, promoting economic vitality.**

STAFF RESPONSIBLE:
Jeremy Tennant, Director of Planning and Neighborhood Services

BACKGROUND/HISTORY:
Comprehensive Plan
The subject property has a Future Land Use Designation of Low-Density Residential. The Plan states that low-density residential represents a traditional single-family detached neighborhood and includes housing and living units for people with a range of incomes and needs. Low-density residential areas generally range between three and five dwelling units per acre.

The Plan goes on to list the following policies to guide low-density areas:

- They should be protected from, but accessible to, the major roadway network, commercial establishments, and industrial areas.
- Subdivisions should be accessible to the collector and arterial streets, but should directly access only local streets, creating a balanced land-use pattern across the City.
- They should not be directly accessible to major arterials and freeways without adequate buffering and access management.

This request is in conformance with the Comprehensive Plan as the proposed accessory use is for the purpose of an existing single-family residence.

Project Scope

A short-term rental is defined as a residential unit offered for rental to guests for residential purposes for a period of one (1) to thirty (30) nights. Examples include, but are not limited to, Airbnb, HomeAway, and other brokers. Such rentals may include a shared room, a single room, or the entire dwelling unit between a homeowner and tenant. The applicant is seeking approval to allow for the use of Short-Term Rental at the subject property. The associated structure consists of a single-family residence, approximately 2,660 square feet in size. Exterior features include existing trees and a front circular driveway. The property also includes a swimming pool and one storage building. As of this writing, there are no active code compliance issues.

Definitions for Clarification (What is not a Short-Term Rental)

A Long-Term Rental is defined as a single-family dwelling, two-family dwelling (duplex), and townhouse, or portion thereof that is rented or offered for rent for longer than 30 days as a residence to a non-family member.

A Boarding House is defined as a temporary or permanent residence that provides housing for four (4) or more unrelated people. Such use is not licensed by the State.

A Bed and Breakfast is defined as a generally small, owner-operated business providing the primary financial support of the owner. Usually, the owner lives on-premises. The building's primary usage is for business. Inns advertise appropriate taxes and post signs. Breakfast is the only meal served and only to overnight guests. The inn may host events such as weddings, small business meetings, etc. Room numbers range from four (4) to twenty (20). Reservations may be made directly with the property.

Parking

Single-Family Parking Requirements are as follows:

- Two (2) unenclosed, paved parking spaces.

The subject property has the required parking.

Surrounding Land Use and Zoning

The subject property is zoned SF-13 Single-Family Residential District and is surrounded by existing single-family residences zoned SF-13 Single-Family Residential District.

Short-Term Rental Standards

The Planning and Zoning Commission and the City Council shall consider the following standards listed in Section 3.04 (Short-Term Rental Standards) of the Zoning Ordinance:

- The applicant must obtain a Short-Term Rental permit from the City and provide proof of ownership of the residence.
- The applicant must demonstrate to the satisfaction of the City Planner that the unit and property do not have any outstanding issues related to taxes or building, electrical, plumbing, fire, health, housing, police, planning, noise, or code enforcement provisions.
- The applicant must submit a report to the City Planner each January that indicates the following:
- The number of nights the unit was rented as a Short-Term Rental in the previous year.

- Proof of payment of Hotel Occupancy Tax is submitted to the City in accordance with Chapter 18 Article II of the City's Code of Ordinances and
- Proof of current property insurance.
- If the applicant has failed to meet one of these requirements, the City shall provide ten (10) calendar days of notice to comply.
- The City retains the right to suspend or remove a property from the registry. Once a property has been removed from the registry, the property shall not be added to the registry for at least one (1) year.
- Suspension or removal shall be at the discretion of the City Planner for reasons including, but not limited to, the following:

- The applicant has given false or misleading information during the application process.
- There has been a violation of any of the terms, conditions, or restrictions of this subsection.
- The applicant has failed to pay the Hotel Occupancy Tax in a timely manner; or
- The location has received three (3) complaints from the neighboring property owners for excessive noise or traffic within a twenty-four (24) month period
- Continued operation of a Short-Term Rental following suspension or removal from the registry shall be considered a violation of this Zoning Ordinance.

Recommendation

The Planning & Zoning Commission recommended approval of the applicant's request, subject to the following six (6) conditions:

1. No Loud and raucous noise may be present on the property between the hours of 10:00 p.m. and 7:00 a.m.

2. The SUP will be removed if the location receives three (3) substantiated complaints from neighboring property owners for excessive noise or traffic within a twenty-four (24) month period.

3. The property must continue to be in good standing by not having any outstanding issues related to taxes or code compliance provisions.

4. A report must be submitted to the Planning staff each January that indicates the following:
   The number of nights the unit was rented as a Short-Term Rental in the previous year
   Proof of payment of Hotel Occupancy Tax
   Proof of current property insurance

5. The property will be suspended or removed from the registration list for one (1) year if false or misleading information is provided, there has been a violation of the terms, conditions, or restrictions, or if the Hotel Occupancy Tax has not been paid in a timely manner.

6. Continued operation of a short-term rental following suspension or removal from the registration list will be considered a violation of the City of Duncanville's Comprehensive Zoning Ordinance.

POLICY EXPLANATION:

Notification

Nine (9) notices were sent out for this public hearing. As of this writing, no responses have been received. Letters will be received until Tuesday, July 5, 2022, to fulfill legal requirements for a written

formal protest to City Council. The request is tentatively scheduled to proceed to the Tuesday, July 5, 2022, City Council hearing.

FUNDING SOURCE:

ORG and Object Number
N/A

Available Budget	**Purchase Amount**	**After Encumber**
$0.00	$0.00	$0.00

ACTION ALTERNATIVES:

1. Approval of Ordinance.
2. Denial of Ordinance.
3. Other actions as directed by Council.

ATTACHMENTS:

Attachment 1 - Legal Notice
Attachment 2 - Area of Request Maps
Attachment 3 - Zoning Change Application
Attachment 4 - Site Plan
Attachment 5 - Floor Plan
Attachment 6 - Letter from Applicant
Attachment 7 - Letter to Property Owners 200'
Attachment 8 - List of Property Owners
Attachment 9 -PZ Minutes - June 13 2022 Final
Attachment 10 - Ordinance No. - 2440 - SUP - 1315 Heather Glen Street

Attachment 1

Advertise 1 time - By June 2

NOTICE OF A PUBLIC HEARING BEFORE THE
PLANNING AND ZONING COMMISSION AND CITY COUNCIL
ZONING FILE #2022-15

A public hearing will be held before the Planning & Zoning Commission on Monday, June 13, 2022, at 7:00 p.m., and before City Council on Tuesday, July 5, 2022, at 7:00 p.m., in the Council Chambers, City Hall, 203 E. Wheatland Rd, Duncanville, Texas, to hear a request of the City of Duncanville for a Specific Use Permit to allow for Short-Term Rental, on Green Hills 4th Inst 3rd Sec, Block 9, Lot 12, more commonly known as 1315 Heather Glen Street, City of Duncanville, Dallas County, Texas.

As an interested citizen, you may appear at the public hearing or you may send a notice to either Kristin Downs, the City Secretary or to Jeremy Tennant, Interim Secretary of the Planning and Zoning Commission, P.O. Box 380280, Duncanville, Texas, 75138-0280 stating your position.

CITY OF DUNCANVILLE
Kristin Downs
City Secretary

Jeremy Tennant,
Interim Secretary

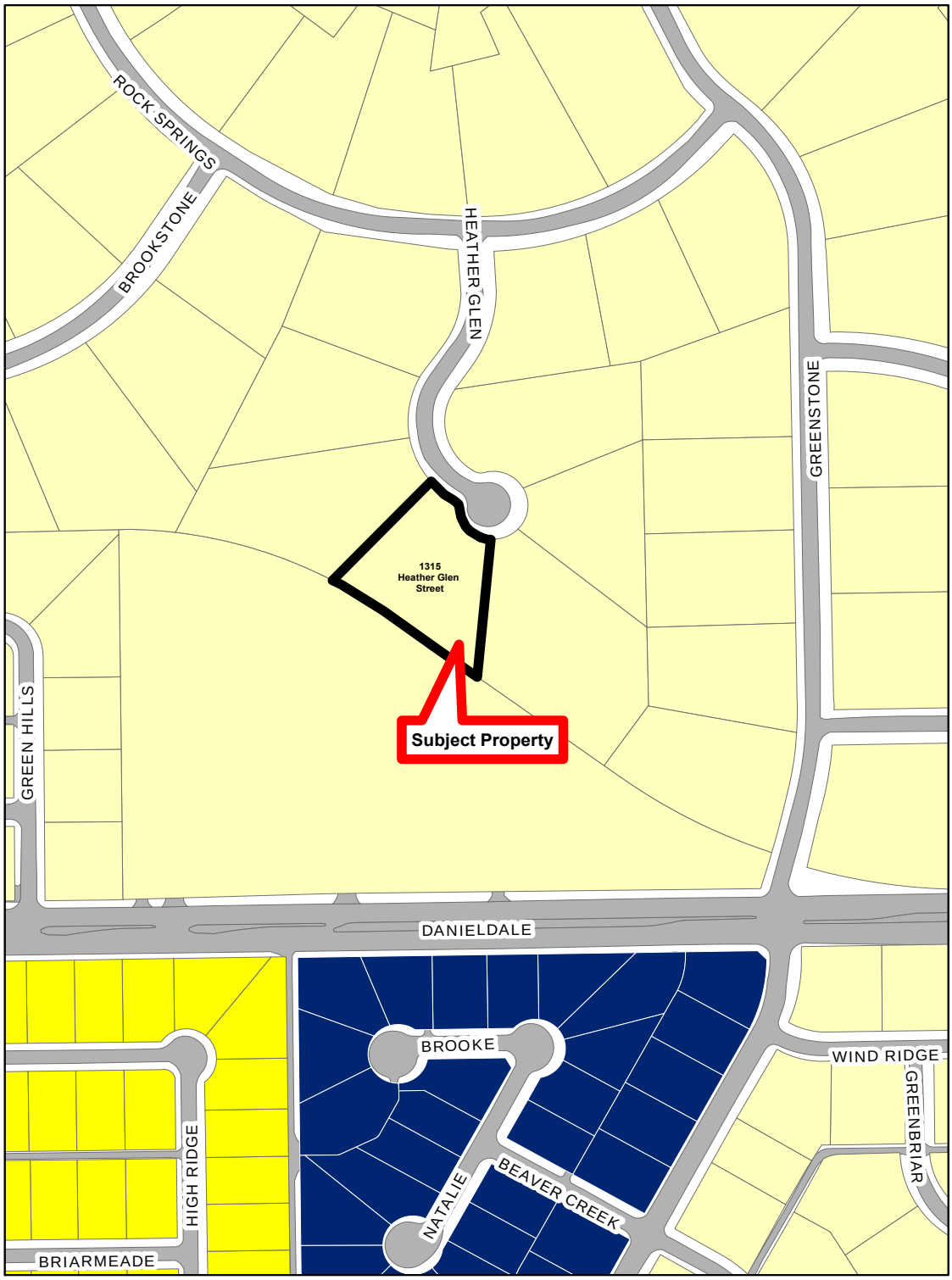
Attachment 2



Duncanville
City of Champions

Proposed Zoning Change
Aerial Location
1315 Heather Glen St

N
W E
S



Duncanville
City of Champions

Zoning Change 2022-15
SUP Request for
Short-Term Rental

N
W E
S

Attachment 3

Duncanville
City of Champions

Public Works Department
Planning Division
203 E Wheatland Road
P.O. Box 380280
Duncanville, TX 75138
972-707-3878

ZONING CHANGE APPLICATION

CONTACT INFORMATION (REQUIRED)

Applicant/ Agent STEPHEN LANDTROOP Contact: SELF

☐ Engineer ☐ Architect ☐ Surveyor ☑ Owner ☐ Other

Applicant/Agent Address: 1315 HEATHER GLEN ST. City: DUNCANVILLE State: TX Zip: 75137

Agent Email: [redacted] Telephone: [redacted] (Fax) NO

Property Owner: STEPHEN LANDTROOP Contact:

Owner Address 1315 HEATHER GLEN ST City: DUNCANVILLE State: TX Zip: 75137

Owner Email: [redacted] Telephone: [redacted] (Fax) NO

PROPERTY INFORMATION (REQUIRED)

Property Address: 1315 HEATHER GLEN ST., DUNCANVILLE, TX 75137-2835

Legal Description of Property: GREEN HILLS 4th INST 3rd SEC

Lot No. 12 Block No. 9 Acreage: 1.05 Existing Zoning District: SF-13

REQUEST TYPE (REQUIRED)

☐ Specific Use Permit - Commercial
For

☑ Specific Use Permit - Residential
For SHORT-TERM RENTALS

☐ Change in Zoning
From To

☐ Planned Development (PD)
☐ Amend PD Approval
☐ Development Plan Approval
☐ Conceptual Plan Approval
☐ Alternative Compliance Request

SUBMITTAL DOCUMENTS (REQUIRED)

ALL ZONING REQUESTS MUST CONTAIN THE FOLLOWING DOCUMENTATION

- ☐ Completed application
- ☐ Application fee
- ☐ Property survey, or site plan or electronic copy of the metes and bounds legal description Microsoft word format or plat
- ☐ Written description of request (associated variance requests require justification), business statement or business plan with detailed description of proposed operation
- ☐ Electronic copies of all submittals via email

2022-15

Acknowledgments

I understand that all required information and plans must be submitted with this application or the application be deemed incomplete.

I hereby authorize the placing of a sign on subject property indicating a zoning change is under consideration.

I understand the requirements of the zoning classifications as stated in the City of Duncanville Zoning Ordinance related to this request and will comply with all necessary requirements of the City codes. I am aware that the City Council has the power to zone land as most appropriate in their wisdom, to promote the health, safety, and morals and for the protection and preservation of places of historical or cultural importance, and the general welfare of the community.

I have read and understand this application and certify that all information and attachments are true and correct. I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the request described. Applicants (or a representative) are expected to be present at all public hearings concerning this application to justify and explain their request and to answer questions posed by the City Planning and Zoning Commission and City Council.

Stephen Landtroop — 4-29-22

Signature of Current Property Owner — Date

Notarization

BEFORE ME, Tonya Gowens, on this day personally appeared Stephen Landtroop, known to or proved to me on the oath of _____ or through TXDL #07625950 (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 29th day of April, 2022.

(Seal)

TONYA GOWENS
Notary Public, State of Texas
My Comm. Exp. 06-09-2025
ID No. 13314830-6

Notary Public in and for the State of Texas
My Commission Expires: _____

SUBMITTAL CHECKLIST

Specific Use Permit - Commercial

Please check if applicable

YES	N/A	
☐	☐	Written Letter with detailed description of proposed operation
☐	☐	Site Plan
☐	☐	Building Elevation and Signage Plan
☐	☐	Landscape Plan
☐	☐	Floor Plans
☐	☐	Other _____

Specific Use Permit - Residential

Please check if applicable

YES	N/A	
☐	☐	Written Letter of Intent with detailed description of request
☐	☐	~~HOA approval letter (if applicable)~~ N/A
☐	☐	Drawings, spec sheets, diagrams or other documents in electronic format (PDF)
☐	☐	~~Letter from owner (if applicant is not owner) and/or approval letter from HOA (if applicable)~~
☐	☐	Other _____

Planned Development

YES	N/A	
☐	☐	Written Letter with detailed description of proposed development with proposed conditions
☐	☐	Conceptual Plan

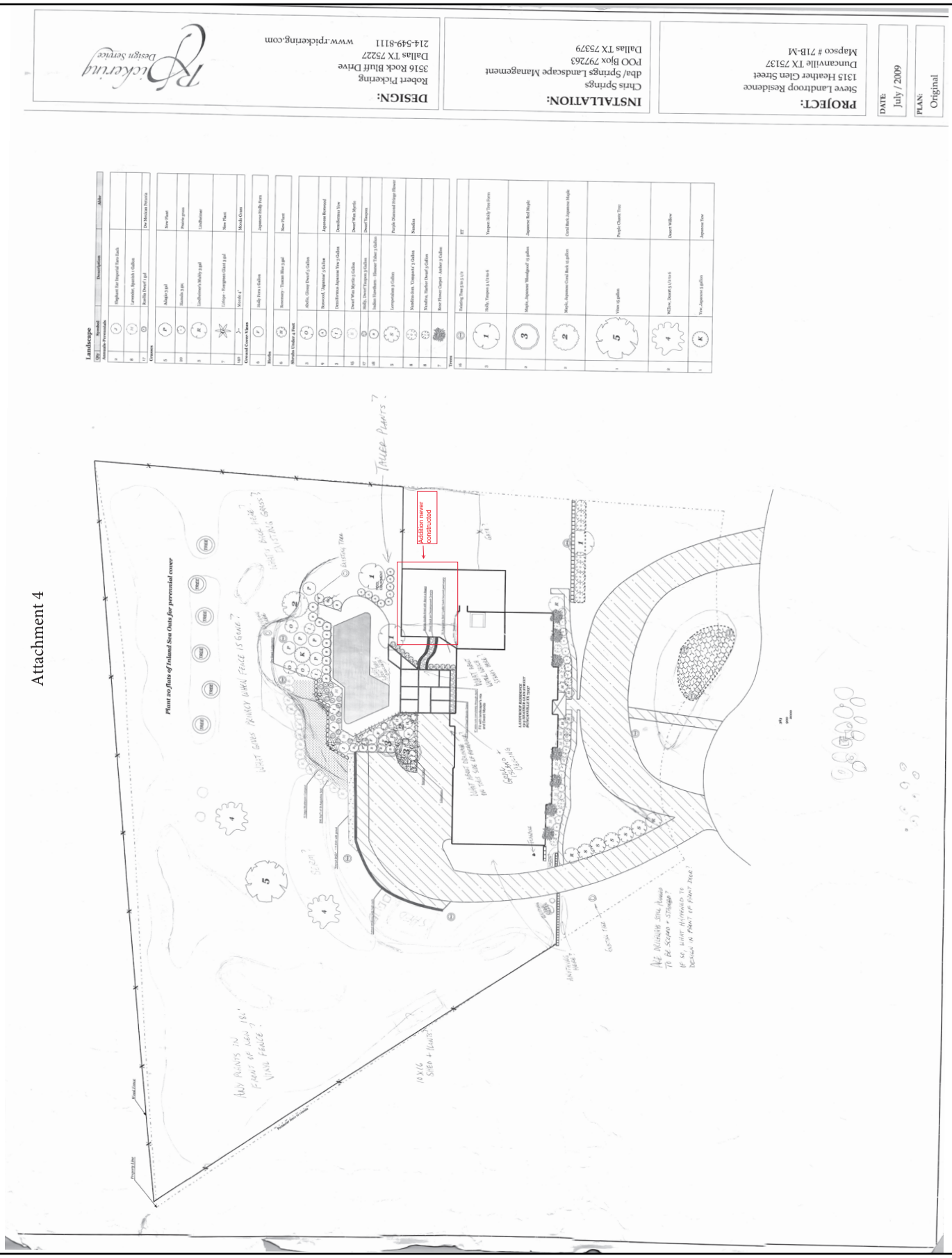
(The purpose of a Conceptual Plan is to provide a general layout of the proposed development prior to a more specific Development Plan being submitted. A Conceptual Plan shall be construed to be an illustration of the development concepts only and not an exact representation of the specific development proposed.)

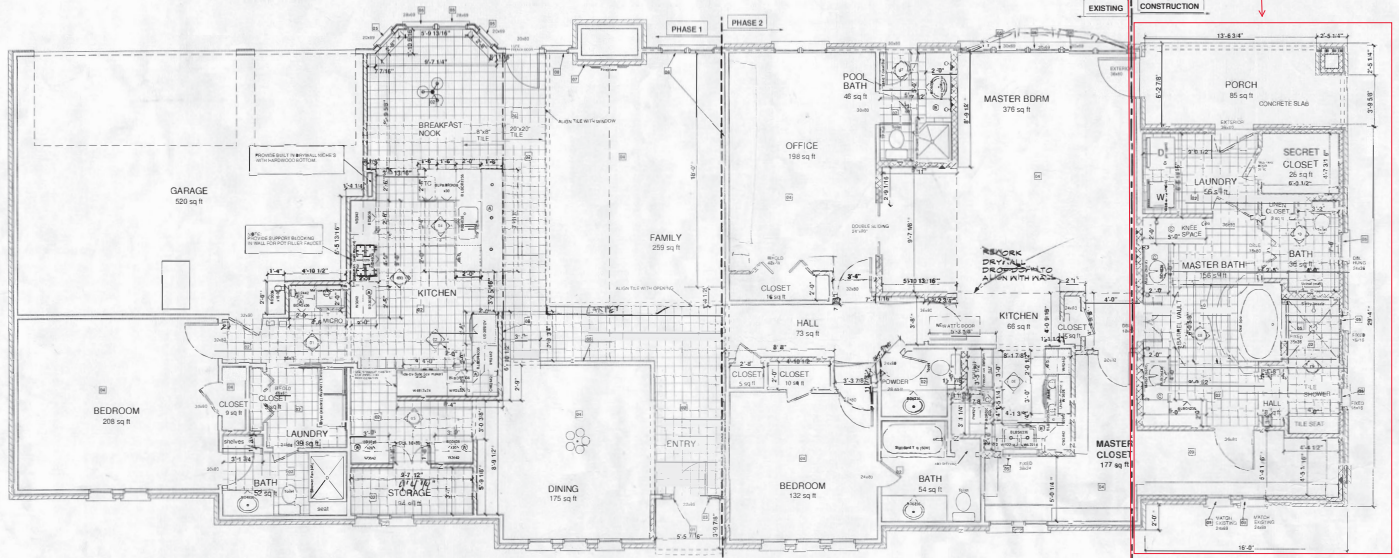
☐ ☐ Development Plan with proposed PD Conditions

(The purpose of a Development Plan is to specifically illustrate the proposed location and arrangement of uses and structures, the relationship of such uses to base zoning districts, development phasing, planned public improvements, open space, proposed amenities and the overall design of the development. Development Plan shall be incorporated into the regulations of the PD ordinance, shall be construed in conjunction with the authorized uses and development standards set forth in such regulations, and shall be in general conformity with the approved Conceptual Plan for the PD (if applicable).

REQUIRED

Attachment 4





01 CONSTRUCTION FLOOR PLAN
SCALE: 1/4" -= 1'-0"

CABINET NOTES:

1. VERIFY ALL DIMENSIONS ON SITE, AFTER ALL WALLS ARE CONSTRUCTED, BEFORE ORDERING CABINETS

CABINET SPECIFICATIONS:

1.	MANUFACTURER:	
2.	COLOR:	
3.	STYLE:	SLAB DOORS, SLAB DRAWERS
4.	HARDWARE:	
5.	HINGES:	CONCEALED ADJUSTMAX SELF CLOSING, (SOFT CLOSE)
6.	BUMPERS:	PERHASET BUMPERS
7.	BELOW CABINET MOLDING:	
8.	COVE MOLDING:	NONE
9.	UNDER CABINET LIGHTING:	ZENON Light Strips
10.	TOE KICK:	Standard 4"
11.	EXPOSED SIDES:	Finish all exposed sides, and exposed backs
12.	WALL PANELS:	Slab

COUNTERTOP:

Countertop "A":	Granite:
Countertop "B":	
Countertop "C":	

FLOOR TILE:

Floor Tile "A":	Porcelain, Venice Noche, 20"X20"
Floor Tile "B":	Travertine, "MSI", Ambor- Honed and Filled

WALL TILE:

Wall Tile "T1":	
Wall Tile "T2":	"Marble Systems", Silverado, Travertine, 12"x12"

GROUT:

Grout "A":	
Grout "B":	

CONSTRUCTION NOTES:

1. REBUILD ENTRY FURTHER INTO HALL. REPAIR EXTERIOR SOFFIT AND CONCRETE SLAB.
2. INSTALL NEW TILE FLOORING.
3. INSTALL NEW ENTRY DOOR AND WINDOWS.
4. INSTALL NEW CARPET AND PAD.
5. INSTALL NEW WINDOW AND FRAME. MATCH EXISTING WINDOWS STYLE, MATERIAL, COLOR.
6. INSTALL NEW BEAM SUPPORT FOR CEILING ABOVE CEILING IN ATTIC.
7. INSTALL NEW TILE OVER FIREPLACE BRICK.
8. INSTALL NEW WOOD PANELING OVER EXISTING PANELING WITH NAILS AND LIQUID NAILS.
9. INSTALL NEW CLOSET RODS IN MASTER CLOSET.
10. BUILD 24" HIGH BARREL VAULT CEILING. BUILD COVE LIGHT TRAYS AT SIDES TO HOLD ZENON LIGHT STRIPS

WHOLE HOUSE NOTES:

A. PAINT ENTIRE INTERIOR WALLS, DOORS, TRIM, BASE, COVE, WINDOWS.
B. PAINT ROOF WITH PAINT THAT WILL ADHERE TO THE ROOFING TILE.
C. PAINT ALL EXTERIOR TRIM, DOORS, WINDOWS, CEILINGS.
D. INSTALL ALL NEW INTERIOR DOORS, AND EXTERIOR DOORS, WITH NEW HARDWARE. GARAGE DOOR DOES NOT GET REPLACED.
E. REPLACE ALL CEILING FANS WITH NEW CEILING FANS WITH LIGHT.
F. INSTALL NEW TANKLESS WATER HEATER IN ATTIC.
G. UPGRADE ELECTRICAL PANEL, AND RELOCATE TO INTERIOR CLOSET.
H. BUILD NEW SINGLE STORY MASTER BATH SUITE ADDITION.
H. INSTALL NEW TOILETS IN BATHROOMS.
I. INSTALL NEW SINKS, FAUCETS, AND PLUMBING HARDWARE IN ALL BATHROOMS.

SCHEDULE

NEW INTERIOR 4" WALL	
NEW INTERIOR 6" WALL	
NEW EXTERIOR 4" BRICK WALL	
NEW EXTERIOR 4" WALL WITH SIDING	

NEW CONSTRUCTION SQUARE FOOTAGE: 469 S.F

DESIGNER

BUNGALOW DESIGNS INC. DESIGN FIRM

CONTRACTOR

CONSULTANT

PROJECT

RENOVATIONS
1515 HEATHER GLEN
DUNCANVILLE, TX
75137

DRAWING NOTES:

To the best of my knowledge these pl ansare dr awnto comply with owner's andl or builder's specifications and any changes made on them after prints are made will be done at the owner saind / or builder's expense and responsibility. The contr actorshall verify all dimensions and enclosed drawing. Bung alowDesigns Inc. is not li ableor errors once construction has begun. While every effort has been made in the prepar ationof this plan to avoid mistakes, the maker can not gu ar antee against human error. The contr actorof the job must check all dimensions and other details prior to construction and be solely responsible thereafter.

DIMENSION NOTE:

BUILDING CONTRACTOR/HOME OWNER TO REVIEW AND VERIFY ALL DIMENSIONS, SPECS, AND CONNECTIONS BEFORE CONSTRUCTION BEGINS

ELECTRICAL SYSTEM CODE: SEC.2701
MECHANICAL SYSTEM CODE: SEC.2801
PLUMBING SYSTEM CODE: SEC.2901

ISSUE DATE:
08/18/10
CONSTRUCTION

REVISIONS:

SHEET NAME:
CONSTRUCTION FLOOR PLAN

SHEET:
A2
OF: 7

Attachment 6

I am requesting a Special Use Permit for Airbnb guests to stay in one bedroom in my personal home. I host only one person or couple at a time. Since I live in the house, this allows up to three people in my home at once--myself and one or two guests.

Absolutely no parties are allowed. My particular listing does not allow pets or children under 12. Guests are not allowed to have guests without asking my permission first. And I only grant permission for quiet visits with their family or friends.

I have a large, double car wide, circular driveway in front for parking. My Airbnb listing is titled "Peace and Tranquility on an Acre." So, as in the listing title, my intent is to provide a peaceful and tranquil place for travelers while they are here for work, to visit family or are here for many other reasons the DFW area offers.

I have my first international visitors coming up in June. The couple is from Perpignan, France and will be visiting friends in Texas. Another couple is coming from San Diego to be extras in the Christian series "The Chosen" that films outside of Midlothian. They will be the second guests to be extras in The Chosen. A guest from the Seattle area was here February of last year to be an extra in the series. I have had a few couples stay here waiting for a particular apartment or house to become available, but most people are here to see family or to attend a work event.

Whatever, the reason for their stays, none of the 60+ guests I've hosted over the years have ever made any noise or caused any disturbance in my neighborhood. There are many dogs in my neighborhood who can sometimes make a lot of noise, but my home remains peaceful and quiet. Of the seven other properties on my street, no one ever even knew that I was hosting Airbnb guests until I told them. It is very quiet here and I personally guarantee that it will remain so. I can't control my neighbor's dogs, but I can and will control what goes on in my home.

Sincerely,
Steve Landtroop

Attachment 7

City of Duncanville Planning Division
Development Services
203 E. Wheatland Road
P. O. Box 380280
Duncanville, TX 75138-0280
(p) 972-707-3878
(e) lromero@duncanville.com

June 2, 2022

Zoning File: 2022-15

Dear Property Owner:

Stephen Landtroop, Applicant and Owner, is requesting approval of a Specific Use Permit to allow for the use of Short-Term Rental on Green Hills 4th Inst 3rd Sec, Block 9, Lot 12, more commonly known as 1315 Heather Glen Street, in the City of Duncanville, Dallas County, Texas.

Your property is NOT being rezoned. You have been sent this notice because you are within the required 200-foot notification area of property that is being considered for rezoning for this particular public hearing. Please refer to the enclosed map that indicates which property is being rezoned.

The Planning and Zoning Commission will hold a public hearing on Monday, June 13, 2022, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, July 5, 2022, at 7:00 p.m., both in the City of Duncanville Council Chambers, 203 E. Wheatland Road. Public hearings are held to allow interested persons the opportunity to state their opinion directly to the Planning & Zoning Commission either for or against the proposed zoning change. If you oppose the zoning change, however, the attached survey must be completed and returned by July 5, 2022, to fulfill legal requirements for a written formal protest.

As an interested citizen, you may submit public comments to either the City Secretary or to Jeremy Tennant, Interim Secretary of the Planning and Zoning Commission, P.O. Box 380280, Duncanville, Texas, 75138-0280 or email lromero@duncanville.com stating your position. You are encouraged to participate in the public hearing and offer comments.

Sincerely,

Jeremy Tennant

Jeremy Tennant
Interim Secretary, Planning and Zoning Commission

Enclosures

City of Duncanville Planning Division
Development Services
203 E. Wheatland Road
P. O. Box 380280
Duncanville, TX 75138-0280
(p) 972-707-3878
(e) lromero@duncanville.com

Junio 2, 2022

Archivo de zonificación: 2022-15

Estimado propietario:

Stephen Landtroop, solicitante y propietario, está solicitando la aprobación de un Permiso de Uso Específico para permitir el uso de Alquileres a Corto Plazo en Green Hills 4th Inst 3rd Sec, Block 9, Lot 12, más comúnmente conocido como 1315 Heather Glen Street, en la ciudad de Duncanville, condado de Dallas, Texas.

Su propiedad NO está siendo rezonificada. Se le ha enviado este aviso porque se encuentra dentro del área de notificación requerida de 200 pies de la propiedad que se está considerando para la rezonificación para esta audiencia pública en particular. Consulte el mapa adjunto que indica qué propiedad se está rezonificando.

La Comisión de Planificación y Zonificación llevará a cabo una audiencia pública el Lunes 13 de Junio de 2022, a las 7:00 p.m., y la audiencia pública del Concejo Municipal se llevará a cabo el Martes 5 de Julio de 2022, a las 7:00 p.m., ambas en las Cámaras del Consejo de la Ciudad de Duncanville, 203 E. Wheatland Road. Las audiencias públicas se llevan a cabo para permitir a las personas interesadas la oportunidad de expresar su opinión directamente a la Comisión de Planificación y Zonificación, ya sea a favor o en contra del cambio de zonificación propuesto. Sin embargo, si se opone al cambio de zonificación, la encuesta adjunta debe completarse y devolverse antes del 5 de Julio de 2022, para cumplir con los requisitos legales para una protesta formal por escrito.

Como ciudadano interesado, puede enviar comentarios públicos al Secretario de la Ciudad o a Jeremy Tennant, Secretario Interino de la Comisión de Planificación y Zonificación, P.O. Box 380280, Duncanville, Texas, 75138-0280 o enviar un correo electrónico lromero@duncanville.com indicando su posición. Se le anima a participar en la audiencia pública y ofrecer comentarios.

Sinceramente

Jeremy Tennant

Jeremy Tennant
Secretario Interino de la Comisión de Planificación y Zonificación

Recintos

The following form may be filled out and mailed to:

Planning and Zoning Commission
City of Duncanville
Attn: Development Services Department
P.O. Box 380280
Duncanville, TX 75138-0280

Case No. 2022-15 Stephen Landtroop, Applicant and Owner, is requesting approval of a Specific Use Permit (SUP) to allow for the use of Short-Term Rental on Green Hills 4th Inst 3rd Sec, Block 9, Lot 12, more commonly known as 1315 Heather Glen Street, in the City of Duncanville, Dallas County, Texas. This is the first of two public hearings that have been scheduled to receive further input on the requested zoning change.

NOTE: The purpose of the request is to allow for the use of Short-Term Rental.

You have been sent this notice since your property is within the 200-foot notification area of the property being requested for a zoning change. **Your property is not being rezoned.**

The Planning and Zoning Commission will hold a public hearing on Monday, June 13 2022, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, July 5, 2022, at 7:00 p.m., both at the City of Duncanville Council Chambers, 203 E. Wheatland Road. Public hearings are held to allow interested persons the opportunity to state their opinion directly to the Planning & Zoning Commission either for or against the proposed zoning change.

If you oppose the zoning change, however, the attached survey must be completed and returned by July 5, 2022, to fulfill legal requirements for a written formal protest.

Please check one:

_____ ***In favor*** *of granting the zoning request.*

_____ ***Not in favor*** *of granting the zoning request.*

My reasons are as follows:

1).

2).

3).

Printed Name: _____ Address: _____

Signature: _____ Date: ___

El siguiente formulario puede ser llenado y enviado por correo a:

Planning and Zoning Commission
City of Duncanville
Attention: Departamento de Servicios de Desarollo
P.O. Box 380280
Duncanville, TX 75138-0280

Caso No. 2022-15 Stephen Landtroop, Solicitante y Propietaria, está solicitando la aprobación de un Permiso de Uso Específico (SUP) para permitir el uso de Alquiler a Corto Plazo en Green Hills 4th Inst 3rd Sec, Block 9, Lot 12, mas comúnmente conocido como 1315 Heather Glen Street, en la Cuidad de Duncanville, condado de Dallas, Texas. Esta es la primera de dos audiencias públicas que se han programado para recibir más información sobre el cambio de zonificación solicitado.

NOTA: El propósito de la solicitud es permitir el uso de alquiler a corto plazo.

Se le ha enviado este aviso ya que su propiedad está dentro del área de notificación de 200 pies de la propiedad que se solicita para un cambio de zonificación. **Su propiedad no está siendo rezonificada.**

La Comisión de Planificación y Zonificación llevará a cabo una audiencia pública el Lunes 13 de Junio 2022, a las 7:00 p.m., y la audiencia pública del Concejo Municipal se llevará a cabo el Martes 5 de Julio de 2022, a las 7:00 p.m., ambas en las Cámaras del Consejo de la Ciudad de Duncanville, 203 E. Wheatland Road. Las audiencias públicas se llevan a cabo para permitir a las personas interesadas la oportunidad de expresar su opinión directamente a la Comisión de Planificación y Zonificación, ya sea a favor o en contra del cambio de zonificación propuesto.

Sin embargo, si se opone al cambio de zonificación, la encuesta adjunta debe completarse y devolverse antes del 5 de Julio de 2022, para cumplir con los requisitos legales para una protesta formal por escrito.

Por favor, marque uno:

_____ ***A favor*** de conceder la solicitud de *zonificación.*

_____ ***No a favor*** de otorgar la solicitud de *zonificación.*

Mis razones son las siguientes:

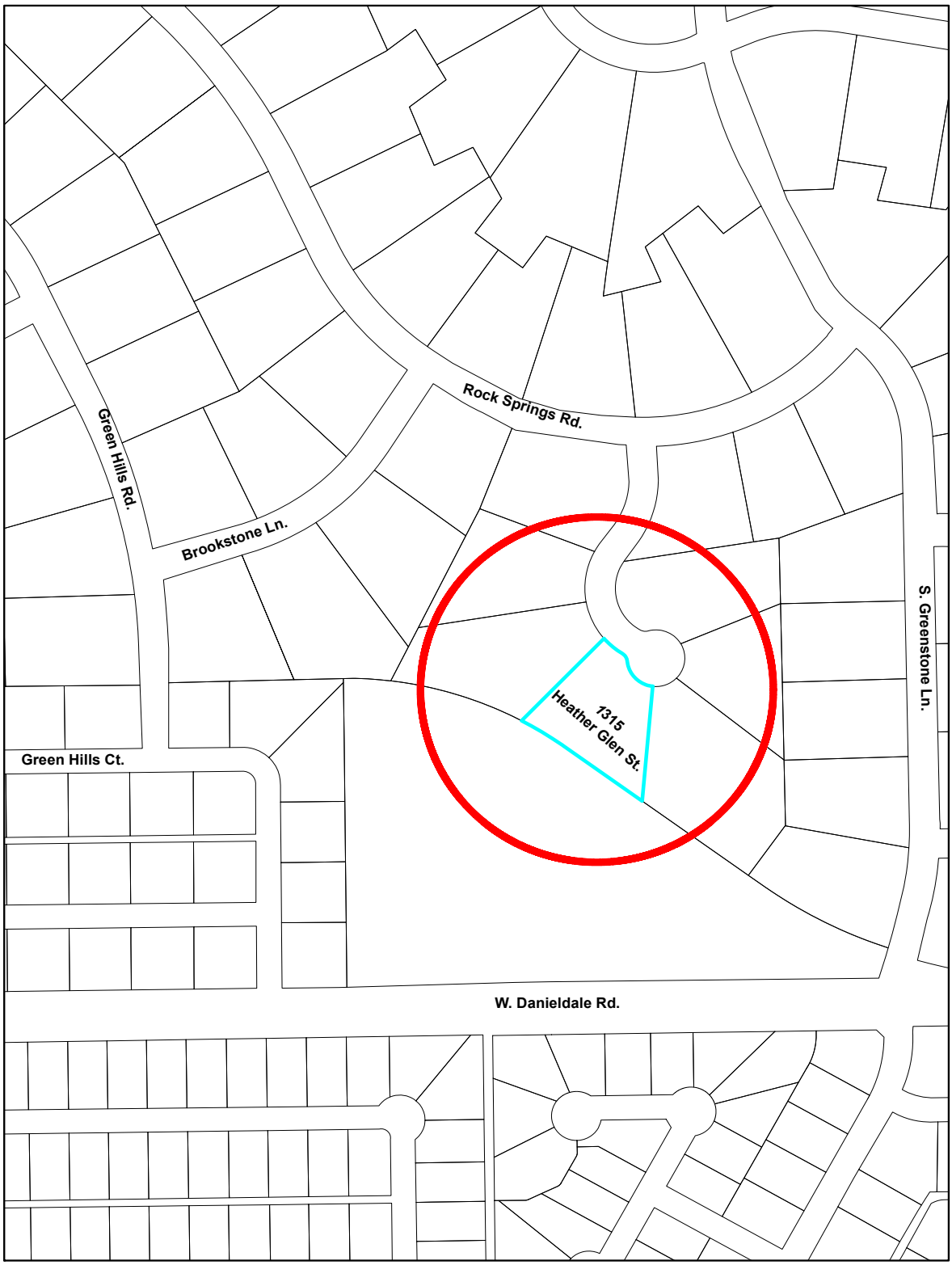
1).

2).

3).

Nombre impreso: _____ Dirección: _____

Firma: _____ Fecha: __


Rock Springs Rd.
Green Hills Rd.
Brookstone Ln.
S. Greenstone Ln.
1315 Heather Glen St.
Green Hills Ct.
W. Danieldale Rd.

Attachment 8

HSCP RC
1111 W DANIELDALE RD
DUNCANVILLE, TEXAS 751373719

Property Owner
1303 Heather Glen St.
Duncanville, TX 75137

SANCHEZ GABRIEL A &
727 HOLLYWOOD AVE
DALLAS, TEXAS 752087830

GARCIA JORGE & MARTHA R
1311 HEATHER GLEN ST
DUNCANVILLE, TEXAS 751372835

LANDTROOP STEPHEN CHARLES
1315 HEATHER GLEN ST
DUNCANVILLE, TEXAS 751372835

LABASTIDA EDGAR G & VELMA
1314 HEATHER GLEN ST
DUNCANVILLE, TEXAS 751372835

GUEST KENNETH R
1310 HEATHER GLEN ST
DUNCANVILLE, TEXAS 751372835

Property Owner
1110 Rock Springs Rd.
Duncanville, TX 75137

CRONEY DAVID D &
1306 HEATHER GLEN ST
DUNCANVILLE, TEXAS 751372835

PLANNING AND ZONING COMMISSION
REGULAR MEETING
CITY HALL
203 E WHEATLAND ROAD
MONDAY, JUNE 13, 2022 @ 7:00 P.M.

A meeting for the Planning and Zoning Commission was held on Monday, June 13, 2022, at 7:00 p.m. with the following present:

Planning and Zoning Commission Members:

Betty Culbreath	Chairman	
Elias Rodriguez	Vice-Chairman	
Eric Pena	Commissioner	Excused Absence
Jana McBroom	Commissioner	
Javar Avery	Commissioner	
Edward Stith	Commissioner	

Staff present:
Jeremy Tennant, Director of Planning and Neighborhood Services
Lynette Romero, Planning Technician

Item No. 1 – Call to Order.

The meeting was called to order at 7:00 p.m. by Chairman Culbreath.

Item No. 2 – Receive Public Comments

No public comments were received.

Item No. 3 – Approval of meeting minutes for the regular meeting on May 23, 2022.

Commissioner Rodriguez made a motion as seconded by Commissioner Avery to approve the minutes. The vote was unanimous 4-0 in favor with Commissioner McBroom abstaining and Commissioner Pena absent.

Item No. 4 – Conduct a public hearing (2022-16) for consideration and action regarding the request of Yenni Hernandez, Applicant and Owner, to include a Specific Use Permit "SUP" for Carport on Candlelight Estates 1st Inst, Block B, Lot 2, more commonly known as 1342 Acton Avenue, Duncanville, Dallas County, Texas.

Staff presented background information on the proposed request for SUP.

The applicant, Yenni Hernandez, and her husband, Juan Rebollar were present. Mrs. Hernandez spoke in favor of her request. She stated that she and her husband are requesting a carport to provide shade for their vehicles and pets, and to have an area for their children to play.

Unapproved

Commissioner Elias asked the applicant if the carport would be attached to the house. Mr. Rebollar answered yes.

Commissioner Avery asked the applicant what types of vehicles would be parked under the carport. Mrs. Hernandez stated that they have two vehicles that would be parked under the carport, her small car and Mr. Rebollar's jeep.

Commissioner Avery asked about the square footage of the proposed carport. He stated that the building permit application states the proposed carport is depicted as 990 square feet, but the measurements listed on the construction plan equaled to 754.8 square feet. After some calculating, it was determined that the correct measurement was 754.8 square feet.

Chairman Culbreath stated that the square footage would need to be corrected on the building permit application.

Commissioner Avery asked staff about Section 4.13 (D)(4) of the Comprehensive Zoning Ordinance that staff went over during his presentation. Commissioner Avery asked staff if anything over 400 square feet must abide by different rules. Staff stated that it is up to the Commission on whether they want to reduce the size or allow the applicants to have the size carport they are requesting based off the applicant's justification. Staff also stated that the Commission may add specific conditions based off the applicant's justification as well.

Commissioner Avery asked staff about the required roof materials for carports listed in Section 4.13 (D)(4). He asked if what the applicant's proposed roof materials conform to the required roof material listed in Section 4.13 (D)(4). Staff pulled up this section of his PowerPoint on the screen and informed Commissioner Avery that this section of the Comprehensive Zoning Ordinance does not specify anything about required roof materials, and only specifies the required supporting materials for the carport.

Commissioner Rodriguez asked Mr. Rebollar if he would be using pressure treated lumber and 2x10 lumber panels for the roofing. Mr. Rebollar stated yes.

Chairman Culbreath once again stated that the applicant does need to correct the square footage on the building permit application.

Commissioner Avery made a motion to approve the request for the 754.8 square foot carport with the condition that the applicant correct the square footage submitted on the original document and that the applicant abide by the regulations listed in Section 4.13 (D)(4). Commissioner Rodriguez seconded the motion to approve the request. The vote was 5-0 in favor, with Commissioner Pena absent.

Item No. 5 – Conduct a public hearing (2022-14) for consideration and action regarding the request of Sharon Hicks, Applicant, representing Kristina Mabey, Owner, to include a Specific Use Permit "SUP" for Daycare on Woodhaven Replat, Block 3, Lot 11A ACS 1.61, more commonly known as 206 East Red Bird Lane, Duncanville, Dallas County, Texas.

Staff presented background information regarding the proposed request for SUP.

Unapproved

Commissioner Rodriguez made some comments to staff regarding the SUP. Commissioner Rodriguez commented that the SUP was first approved in 2007, and the business has continued operating as a daycare since. He stated that when the new zoning ordinance was passed in 2021, this caused the existing use to become legal nonconforming. He asked if the Commission would be able to take in consideration the prior guidelines from 2007 and utilize them now. Staff stated that unfortunately we do not have that specific language within our current comprehensive zoning ordinance.

Chairman Culbreath asked staff if there were any complaints or violations. Staff stated that there were none according to his knowledge.

The applicant, Sharon Hicks, and property owner, Kristina Mabey were present.

Commissioner McBroom asked who owned the property and operated the business. Miss Mabey stated that she is the owner, and that Miss Hicks operates the daycare.

The Commissioners had no other questions for the applicant and property owner.

Commissioner Avery stated that he believes that this area is Opportunity Area 7 of the Comprehensive Plan, and that he believes this operation provides an amenity for the area. He stated that he would be okay approving another five years.

Chairman Culbreath interrupted and stated that they were first given ten years when approved in 2007, and that she believes they should be granted another 10 years.

Commissioner Avery stated he would be okay with approving ten years.

Commissioner Rodriguez seconded the motion for approval of a ten-year renewal period.

Staff made commented that in 2007, the City Council approved the SUP with an expiration date of ten years from the effective date and that, the SUP must be renewed for successive five-year periods.

The Commission asked staff to clarify the statement.

Staff read the 15th condition listed in Ordinance 2015, “Unless sooner terminated by the City Council, this Special Use Permit shall expire upon the expiration date of ten (10) years from the effective date hereof and shall automatically be renewed for successive five (5) year periods under the requirements and in accordance with the provisions of Section 2(6) of Article XIII-B, Appendix A, of the Code of Ordinances of the City of Duncanville..”

Chairman Culbreath stated she did not understand why the applicant must continue coming in to renew if she has always complied with the conditions listed in the Ordinance.

Staff explained in lieu of placing a time limit on the SUP that the Commission could choose as a body to only have conditions on the requested use especially since now the use has been deemed prohibited; however has existed over the years in good standing.

Unapproved

Commissioner Avery made a motion to approve the request for SUP for an unspecified time and with the following additional conditions:

1. The maximum number of students shall conform to State regulations.
2. The days of operations shall be Monday through Friday.
3. The hours of operation shall be between 6:00 a.m. and 6:00 p.m.
4. The minimum off-street parking shall be 22 spaces (based on proposed 2,033 square foot addition and proposed future 727 square foot addition).
5. The SUP is granted only to the applicant/operator of the daycare.

Commissioner Stith seconded the motion to approve the request. The vote was 5-0 in favor with Commissioner Pena absent.

Item No. 6 – Conduct a public hearing (2022-15) for consideration and action regarding the request of Stephen Landtroop, Applicant and Owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Green Hills 4th Inst 3rd Sec, Block 9, Lot 12, more commonly known as 1315 Heather Glen Street, Duncanville, Dallas County, Texas.

Staff presented background information regarding the proposed request for SUP.

The applicant and owner, Steven Landtroop, was present. Mr. Landtroop spoke in favor of his request.

Mr. Landtroop stated that he recently had surgery to remove one of his kidneys and was not doing too well but would try his best to remain cheerful while speaking. Mr. Landtroop stated that he is an empty nester, and his grandchildren live near Austin. He stated that he bought his current home in 2009 and decided to buy within his neighborhood because of the large lot sizes. He stated that the idea of operating a short-term rental first came to him in 2016, but that he did not start operating until 2019. He stated that he saw many homes within the Duncanville area listed on Airbnb and was intrigued by the thought of these properties contributing to the City's local taxes. He stated that during this time there were no complaints being made regarding short-term rentals until he saw a post on Next Door displaying a picture of a zoning sign at 1039 Wind Ridge Drive. He stated that he had attended previous planning meetings and was aware that half of the Commission were not familiar with Airbnb. He informed the Commission that every host must earn ratings and reviews, and that Airbnb requires guests to read through the owner's policies before booking. He stated that he lists within his policies that parties are not allowed. He also stated that he has a rear entry with both of his vehicles parked inside the garage, leaving room for his guests' vehicles in the driveway. He stated that there are homes that are not Airbnbs within his neighborhood that have parking issues such as: driveways with five or more vehicles, box trucks, and inoperable vehicles. He also stated he currently has a deaf couple staying with him. He stated that the couple works with the Linguistics Center in Dallas and that everyday someone from the center drives them to and from their place of work. Mr. Landtroop stated he did not have a lot written down as he believed he only had two minutes to speak.

Chairman McBroom asked Mr. Landtroop if he resided at the property. Mr. Landtroop stated he does reside at the property and will not rent a room unless he is there.

Chairman Culbreath made a comment. She stated that she believes this is what sets properties apart.

Unapproved

She stated that those who live on the property while operating will definitely not allow certain things to happen on the property while there versus the big companies that own such properties and rent out entire dwellings.

Mr. Landtroop stated that he agreed with Chairman Culbreath's comment, but also believe that there are some property owners such as the Carlsons who operate multiple properties and know how to operate strictly.

Commissioner Stith asked Mr. Landtroop how many rooms he had available. Mr. Landtroop stated he has five rooms, but only rents one room. He stated that there are four rooms on one side of the house and the one room for rent is on the opposite side of the house near the garage. He stated he only rents to one guest or one couple at a time. He stated he never rents to more than two people. He stated that the room he rents has its own bathroom, and that he believes it was a mother-in-law suite at one time.

Chairman Culbreath stated that many years back, theses rooms were called servants' living quarters, but that over the years the name for these rooms have changed to where now they are known as mother-in-law suites.

Chairman Culbreath opened the floor for public comments.

Stuart Carlson of 822 Sherrill Boulevard spoke in favor of the request. He stated he knew the applicant for many years. He stated that he believes that the gentlemen who voted against his Airbnbs need to educate themselves. He stated that he believes they are doing a disservice to the City by not allowing short-term rentals in the City. He believes the ordinance that was written was to shut down properties such as the one on Wind Ridge Drive. He stated that Airbnbs are a good thing, and everyone should ask Chairman Culbreath.

Chairman Culbreath stated that every time a government writes an ordinance and steps into regulate such ordinance, that there is always a period of uncertainty, and it is a process that everyone needs to learn and understand.

Commissioner Avery made a comment. He stated that he has yet to see what makes Airbnb good for Duncanville, and that because no one has yet shown him what makes Airbnbs good for Duncanville, he will continue to deny such requests.

Mr. Carlson asked if he could make a comment.

Chairman Culbreath allowed Mr. Carlson to speak.

Mr. Carlson stated that he provides housing for employees on contracts such as nurses, engineers, and social workers. He stated that he has had many guests happy to stay with him because they were becoming tired of staying at a hotel or motel. He stated that they supply people with a place to stay for an affordable rate. He stated that he also provides jobs to those who clean and maintain his properties. He stated that the city of Duncanville should give short-term rentals a chance because many surrounding cities are attempting to shut the down. He stated he believes party house should be shut

Unapproved

down, but not houses such as his.

Chairman Culbreath stated that she has never stayed at an Airbnb but understood the concept of Airbnb because she is Black and 81 years old. She stated that at one time in history, hotels did not allow Blacks and there were families that would rent out their rooms to Black people visiting the City. She stated she would have to stay with other families when visiting the City. She stated she remembered when Ray Charles would stay with families in South Dallas whenever he came to perform in Dallas. She stated she knew the genesis of Airbnb, and that it may have not been the best thing, but that it was still something good that forge good relations among people and taught others how to share their homes with weary travelers. She stated that this was also done in the Biblical days. She stated that there are some who have abused this concept, but there are others who operate properly. She stated that this is why she has compassion towards those wanting to operate in a rightful manner.

Mr. Landtroop also made some comments. He stated that another benefit for Airbnb is the revenue the City acquires from short-term rentals, and the local businesses that receive support from guests staying in the City.

Commissioner McBroom made a motion to approve the request as seconded by Commissioner Rodriguez. The vote was 4-0 in favor with Commissioner Avery in opposition and Commissioner Pena absent.

Item No. 7 – Continue discussion pertaining to the five-year Comprehensive Plan update. Discuss incorporating new areas of interest within the area maps – Wheatland Plaza.

Staff left the discussion to Commissioner Avery.

Commissioner Avery stated that he will be having a meeting with the Duncanville School Board next week regarding the proposal of purchasing the Duncanville ISD Service Center to incorporate it into the Downtown Duncanville District. He also wants to move forward with presenting incorporating Wheatland Plaza into the Downtown Duncanville District as well.

Staff stated that it would be best to create an area plan showing the proposed areas to incorporate into the Downtown Duncanville District. He stated that the Commission could review the area plan and give their input. After that, the concept can be presented at a public forum to obtain input from residents and business owners before finally bringing to the City Council for approval. He stated that it is best to obtain everyone's input prior to proceeding to City Council.

Commissioner Rodriguez stated that he could assist Commissioner Avery in creating an area plan. Commissioner McBroom asked if anyone knew what was going into Wheatland Plaza. Staff stated that there are many ideas right now, but that there is an agreement with the developer and EDC to obtain desired tenants within Wheatland Plaza.

Chairman Culbreath thanked those who were working on updating the Comprehensive Plan and for keeping everyone informed.

Unapproved

Item No. 8 – The meeting adjourned at 8:05 p.m.

_____
Jeremy Tennant, Director of Planning and Neighborhood Services

_____
Betty Culbreath, Chairman

Unapproved

ORDINANCE NO. 2440

AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP, AS HERETOFORE AMENDED, BY AMENDING THE EXISTING SF-13 SINGLE-FAMILY RESIDENTIAL DISTRICT TO GRANT A SPECIFIC USE PERMIT TO ALLOW FOR SHORT-TERM RENTAL ON REAL PROPERTY LOCATED ON GREEN HILLS 4TH INST. 3RD SECTION, BLOCK 9, LOT 12, MORE COMMONLY KNOWN AS 1315 HEATHER GLEN STREET, CITY OF DUNCANVILLE, DALLAS COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO AND INCORPORATED HEREIN; PROVIDING FOR SPECIAL CONDITIONS, IF ANY; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS ($2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and City Council of the City of Duncanville, in compliance with state laws with reference to amending the Comprehensive Zoning Ordinance, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally, the City Council is of the opinion and finds that the Comprehensive Zoning Ordinance and Map should be amended as provided herein.

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

SECTION 1. That the Comprehensive Zoning Ordinance and Map of the City of Duncanville, Texas, as heretofore amended, by amending the existing SF-13 Single-Family Residential District zoning to grant a Specific Use Permit “SUP” to allow for Short-Term Rental on real property located on Green Hills 4th Inst. 3rd Section, Block 9, Lot 12, more commonly known as 1315 Heather Glen Street, City Of Duncanville, Dallas County, Texas, and being more particularly described in Exhibit “A”, attached hereto and made a part hereof for all purposes (the “Property”).

SECTION 2. That the above-described property shall be used and developed only in the manner and for the purposes provided for by the Comprehensive Zoning Ordinance of the City of Duncanville and regulations under the Code of Ordinance, as heretofore amended, and subject to the following additional special conditions:

a. No Loud and raucous noise may be present on the property between the hours of 10:00 p.m. and 7:00 a.m.

b. The Specific Use Permit will be removed if the location receives three (3) substantiated complaints from neighboring property owners for excessive noise or traffic within a twenty-four (24) month period.

c. The property must continue to be in good standing by not having any outstanding issues related to taxes or code compliance provisions.

d. A report must be submitted to the Planning staff each January that indicates the following:

    1. The number of nights the unit was rented as a Short-Term Rental in the previous year
    2. Proof of payment of Hotel Occupancy Tax
    3. Proof of current property insurance

e. The property will be suspended or removed from the registration list for one (1) year if false or misleading information is provided, there has been a violation of the terms, conditions, or restrictions, or if the Hotel Occupancy Tax has not been paid in a timely manner.

f. Continued operation of a short-term rental following suspension or removal from the registration list will be considered a violation of the City of Duncanville's Comprehensive Zoning Ordinance

SECTION 3. That should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

SECTION 4. That all provisions of the Ordinance of the City of Duncanville in conflict with provisions of this Ordinance be, and same are hereby repealed, and all other provisions of the ordinances of the City of Duncanville not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 5. That the above-described property shall be used only in the manner and for the purposes provided for in the Comprehensive Zoning Ordinance of the City of Duncanville, as amended herein by the granting of this special use permit.

SECTION 6. That any person, firm or corporation violating any of the provisions or terms of this Ordinance or of the Comprehensive Zoning Ordinance as amended hereby shall be deemed guilty of a misdemeanor, and subject to the same penalty as provided for in the Comprehensive Zoning Ordinance, and upon conviction shall be punished by fine not to exceed the sum of Two Thousand Dollars ($2,000.00) for each offense, and each and every day such violation shall continue shall constitute a separate offense.

SECTION 7. That this Ordinance shall take effect immediately from and after its passage and the publication of the caption of said Ordinance, as the law in such cases provides.

DULY ORDAINED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 19th day of July, 2022.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

Exhibit "A"
Legal Description

Being Lot 12, Block 9, Green Hills 4th Inst. 3rd Section in the City of Duncanville, Dallas County, Texas and more commonly referred to as 1315 Heather Glen Street.

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Election of Mayor Pro Tem for 2022-2023.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Emphasize: Government Accountability, Customer Service, Efficiency and Process Improvement**
  - **Develop a high performing organization that encourages innovation, transparency, and collaboration while delivering exceptional customer service.**

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:

ORG and Object Number
N/A

Available Budget	**Purchase Amount**	**After Encumber**
$0.00	$0.00	$0.00

ACTION ALTERNATIVES:
Appointment of a Mayor Pro Tem.

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Appoint City Councilmembers to serve on the Audit Committee and discuss and consider private citizens' appointment to the Audit Committee, as well as designate a chairman for the committee.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Emphasize: Government Accountability, Customer Service, Efficiency and Process Improvement**
  - **Develop a high performing organization that encourages innovation, transparency, and collaboration while delivering exceptional customer service.**

STAFF RESPONSIBLE:
Kristin Downs, City Secretary

BACKGROUND/HISTORY:
The Audit Committee of the Duncanville City Council 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 insure that the committee has the needed understanding of governmental finance, accounting, and auditing.

Audit Committee members were not appointed in June due to a Run-Off Election held on June 18, 2022.

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

- Patrick Harvey, Chairman of the Audit Committee and City Councilmember
- Mark D. Cooks - former District 4 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

Audit Committee member James Talley has indicated his willingness to serve another year if so appointed.

Audit Committee member Stephen Rutherford has indicated he does not wish to serve another year.

FUNDING SOURCE:

ORG and Object Number
N/A

Available Budget	**Purchase Amount**	**After Encumber**
$0.00	$0.00	$0.00

ACTION ALTERNATIVES:
Appointment of Audit Committee members.

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.

- 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

David L. Green, Mayor

ATTEST:

Mary E. Jones

Mary E. Jones, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Request City Council reviews and approve a reimbursement resolution.

The Fire Station and other projects funded by the 2019 bond proceeds have insufficient bond funds to complete the projects.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Develop: Infrastructure Improvement Strategy**
  - **Ensure the viability and adaptability of the city's infrastructure, facilities, and transportation network through thoughtful financial and long-term planning.**
- **Emphasize: Government Accountability, Customer Service, Efficiency and Process Improvement**
  - **Develop a high performing organization that encourages innovation, transparency, and collaboration while delivering exceptional customer service.**

STAFF RESPONSIBLE:
Edena J. Atmore, Managing Director, Fiscal Services

BACKGROUND/HISTORY:
Due to supply chain shortages and pandemic-related market issues, the funding for the Fire Station and other 2019 bond projects is insufficient to complete the projects. In accordance with Treasury regulations, tax-exempt debt can be issued to complete health and safety-related projects, such as the Fire Station that the voters approved in the 2018 bond election for the City of Duncanville.

POLICY EXPLANATION:
The City of Duncanville can issue a notice of its intent to issue debt to complete the construction of the approved 2019 bond projects. A reimbursement resolution documents the City's intent to reimburse any capital expenditures made with fund balance with the proceeds of debt not to exceed $4.75 million.

FUNDING SOURCE:

ORG and Object Number

00

Available Budget	**Purchase Amount**	**After Encumber**
$0.00	$0.00	$0.00

ACTION ALTERNATIVES:

1. Staff request that the Council approves a reimbursement resolution not to exceed $4.75 million authorizing the City to reimburse any fund balance used to fund the designated projects when bonds have been approved as a means of support for the project funding shortages.
2. Approve a funding source not to exceed $4.75 million to satisfy the required funding for the project shortages.
3. Other actions as directed by Council.

ATTACHMENTS:

Attachment 1 - Resolution No. - 2022-060 - Fire Station and other projects funded by the 2019 bond proceeds have insufficient bond funds to complete the projects

RESOLUTION NO. 2022-060

A RESOLUTION DECLARING EXPECTATION TO REIMBURSE EXPENDITURES WITH PROCEEDS OF FUTURE DEBT

WHEREAS, the City of Duncanville, Texas (the "Issuer") intends to issue debt for (i) constructing, developing, improving, expanding, furnishing and equipping park and recreational facilities and acquiring any needed land and rights-of-way therefor, (ii) acquisition; construction; improvement and equipping of firefighting facilities, including the acquisition of land therefor and (iii) remodeling, renovating and equipping the existing municipal service center building (collectively, the "Project") and further intends to make certain capital expenditures with respect to the Project and currently desires and expects to reimburse the capital expenditures with proceeds of such debt;

WHEREAS, under Treas. Reg. § 1.150-2 (the "Regulation"), to fund such reimbursement with proceeds of tax-exempt obligations, the Issuer must declare its expectation to make such reimbursement; and

WHEREAS, the Issuer desires to preserve its ability to reimburse the capital expenditures with proceeds of tax-exempt obligations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE ISSUER THAT the Issuer reasonably expects to reimburse capital expenditures with respect to the Project with proceeds of debt hereafter to be incurred by the Issuer, and that this resolution shall constitute a declaration of official intent under the Regulation. The maximum principal amount of obligations expected to be issued for the Project is $4,750,000.

PASSED AND APPROVED this the 19th day of July, 2022.

CITY OF DUNCANVILLE, TEXAS

_____
Mayor

ATTEST:

_____
City Secretary

130998383.1/1001217932

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Consider a Resolution approving the award of public meetings, broadcasting, social media live streaming, and non-indexed video services to SwagIT Productions, LLC.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Develop: Infrastructure Improvement Strategy**
  - **Ensure the viability and adaptability of the city's infrastructure, facilities, and transportation network through thoughtful financial and long-term planning.**
- **Emphasize: Government Accountability, Customer Service, Efficiency and Process Improvement**
  - **Develop a high performing organization that encourages innovation, transparency, and collaboration while delivering exceptional customer service.**

STAFF RESPONSIBLE:
Gwendolyn Spencer, Chief Information Officer

BACKGROUND/HISTORY:
The City hosts public meetings, social media live streaming and other non-indexed video events. The current broadcasting system presents many video and audio challenges as demonstrated via several City Council meetings. The City's current broadcasting system is old and has presented video and audio challenges as demonstrated in the City Council meetings. Installation/replacement of the broadcasting system in Duncanville City Hall Council Chambers and Briefing Room is needed to deliver quality and effective broadcasting media to the public.

SwagIT Productions, LLC through The Interlocal Purchase System (TIPS) contract 190703 can provide these services for an initial and prorated contractual three (3)-year term with an estimated cost of $300,424. The award also includes two (2) one-year options for an estimated cost of $151,560. The contract's total value, including the initial term plus options (five (5) years) totals an estimated $451,984. SwagIT waived two months of services for the video and recording solutions. See details below.

It is requested that the City Manager of the City of Duncanville be authorized to sign any contracts or documents required to effectuate this award.

POLICY EXPLANATION:
The various components and services for this project are available from Swagit of Plano, Texas through The Interlocal Purchasing System ("TIPS") cooperative agreement #200101.

The proposal cost is as follows:

Initial Term
- Prorated FY 2022 $73,084
- Year 1 - FY 2023 $75,780
- Year 2 – FY 2024 $75,780
- Year 3 – FY 2025 $75,780

Optional Terms
- Year 4 $75,780
- Year 5 $75,780

This authorization complies with Texas Local Government Code municipal procurement requirements.

FUNDING SOURCE:

ORG and Object Number
21501080-700200

Available Budget	**Purchase Amount**	**After Encumber**
$85,000.00	$73,084.00	$11,916.00

ACTION ALTERNATIVES:
1. Approve funding and allocate budget revisions for fiscal year 2022 from fund 215 (Peg Fund). in the amount of $73,084 to perform the Swagit Broadcasting Solution Implementation. Staff is also requesting approval of the SwagIT contractual terms and options for the associated fiscal years above for the City of Duncanville.
2. Do not provide funding for Staff to procure a consultant and proposed solution for SwagIT Broadcasting Solution.
3. Other actions as directed by Council.

ATTACHMENTS:
Attachment 1 - Duncanville TX-Quote- Final
Attachment 2 - Resolution No. - 2022-051 - Purchase of Swagit Broadcasting System

Attachment 1

swagit
always connected

P.O. Box 251002, Plano, TX 75025-1002 • Fax 214-750-9513 • corporate@swagit.com
Make checks payable to Swagit Productions, LLC

SWAGIT QUOTE TO: Duncanville, TX

Attn: Sonya Butler <sonya.butler@duncanville.com>
Created Date: 7/7/2022
Valid for 60 days

TIPS contract # 200101

Broadcast Solution (Avior includes a 2D Encoder)

Item & Description	*Quantity*	*Up-Front Cost*
Avior™ HD - Six (6) camera setup as a standard with 4k switcher (Allows for remote operation by Swagit staff, see corresponding monthly package on next page)	**1**	**$46,349.00**
Installation for Avior	**1**	**$6,150.00**
Extra converters (for the VTC integration)	**1**	**$1,450.00**
Optional -build out system for local control	1	**$715.00**
CaptionPrime Streaming Software- *ONLY Required if needing realtime captioning*	1	**$4,500.00**
Standard Caption Encoder/Decoder- Automated Transcribing *ONLY Required if needing realtime captioning*	1	**$4,990.00**
Total One Time Cost:		$64,154.00

Yearly Managed Service Package- October 2022-September 2023 Services

Item & Description	*Rate*	*Quantity*	*Extended Cost*
EASE™ Hands-Free Service – 50 • Up to 50 indexed meetings per year • Up to 120 hours of specialty video content per year • 24/7Live Stream • Non-Indexed Video Hosting-for up to an additional 50 meetings per year/Swagit staff turn on camera for wide-shot **Avior™ Hands-Free Production – 50** • Up to 50 remotely switched meetings per year with lower third character generation	**$ 1,850.00**	**12 months**	**$ 22,200.00**
Social Media eXstream Plus (Facebook and YouTube) • When sending to YouTube captions appear on live with > 10k subs and with VOD • Facebook Live stream can include captions, if applicable • Inclusion in the Swagit Roku channel in BETA	**$300.00**	**12 months**	**$3,600.00**
CaptionLive Basic* - (requires CaptionPrime/Standard Encoder/Decoder) **"English Only"** • Up to 50 (or 200 hours) Meetings per year • Automated Only (no clean-up- as is) • Transcript NOT included	**$ 830.00**	**12 months**	**$9,960.00**
CaptionLive Basic* - (requires CaptionPrime/Standard Encoder/Decoder) **"English Only"** • Up to 36 (or 144 hours) Meetings per year • Automated Only (no clean-up- as is) • Transcript NOT included	**$ 600.00**	**12 months**	**$7,200.00**

Attachment 1

swagit
always connected

P.O. Box 251002, Plano, TX 75025-1002 • Fax 214-750-9513 • corporate@swagit.com
Make checks payable to Swagit Productions, LLC

CaptionLive Basic* - (requires CaptionPrime/Standard Encoder/Decoder) "English Only" • Up to 25 (or 100 hours) Meetings per year • Automated Only (no clean-up- as is) • Transcript NOT included	**$ 420.00**	**12 months**	**$5,040.00**
CaptionLive 50 Premium • CaptionPrime appliances can use a secondary channel to achieve translation from "English" to Spanish for captioning distribution via EASE™ Translate License • Live captioning service in automated English and automated Spanish captions for up to 50 meetings per year (or 200 hours) • Costs are estimated by average meeting time Additional fees apply for overages	**$4,165.00**	**12 months**	**$49,980.00**
CaptionLive 36 Premium • CaptionPrime appliances can use a secondary channel to achieve translation from "English" to Spanish for captioning distribution via EASE™ Translate License • Live captioning service in automated English and automated Spanish captions for up to 36- meetings per year (or 144 hours) • Costs are estimated by average meeting time Additional fees apply for overages	**$3,000.00**	**12 months**	**$36,000.00**
CaptionLive 25 Premium • CaptionPrime appliances can use a secondary channel to achieve translation from "English" to Spanish for captioning distribution via EASE™ Translate License • Live captioning service in automated English and automated Spanish captions for up to 25-meetings per year (or 100 hours) • Costs are estimated by average meeting time Additional fees apply for overages	**$2,080.00**	**12 months**	**$24,960.00**

** Price and hardware model are subject to change after 60 days without prior notice.*

RESOLUTION NO. 2022-051

A RESOLUTION APPROVING THE AWARD OF THE CITY COUNCIL AND OTHER PUBLIC MEETINGS BROADCASTING, SOCIAL MEDIA LIVE STREAMING, AND NON-INDEXED VIDEO HOSTING TO SWAGIT PRODUCTIONS, LLC. THROUGH THE INTERLOCAL PURCHASE SYSTEM (TIPS) CONTRACT 190703 FOR AN INITIAL TERM OF THREE (3) YEARS FOR AN ESTIMATED AMOUNT OF $291,494.00. THE AWARD ALSO INCLUDES TWO (2) ONE-YEAR OPTIONS FOR AN ESTIMATED $151,560.00. THE CONTRACT'S TOTAL VALUE, INCLUDING THE INITIAL TERM PLUS OPTION, IS FIVE (5) YEARS FOR AN ESTIMATED $443,054.00. AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS AND/OR PAYMENT; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Installation/replacement of the broadcasting system in Duncanville City Hall Council Chambers and Briefing Room. The City's current broadcasting system is old and has presented video and audio challenges as demonstrated in the City Council meeting dated May 10, 2022; and

WHEREAS, The various components and services for this project are available from Swagit of Plano, Texas through The Interlocal Purchasing System ("TIPS") cooperative agreement #200101; and

WHEREAS, The proposal cost is an initial term of three (3) years for an estimated amount of $291,494.00. The award also includes two (2) one-year options for an estimated $151,560.00. The contract's total value, including the initial term plus option, is five (5) years for an estimated $443,054.00.

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

SECTION 1. the City Council of the City of Duncanville, Texas hereby approves the execution of an agreement and/or purchase order for the procurement of broadcasting from Swagit Productions, LLC for an initial term of three (3) years for an estimated amount of $291,494.00

SECTION 2. the City Council of the City of Duncanville, Texas hereby authorizes the City Manager or designee to execute the appropriate and necessary documents and/or purchase orders.

SECTION 3. 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 19th day of July, 2022.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

EXHIBIT A

AGREEMENT FOR
VIDEO STREAMING SERVICES

CITY OF DUNCANVILLE
and
SWAGIT PRODUCTIONS, LLC

This Agreement for Video Streaming Services ("Agreement") is made by and between the City of Duncanville, Texas ("City"), a municipal corporation with offices at 203 E. Wheatland Road, Duncanville, Texas 75116, and Swagit Productions, LLC, ("Provider") a Texas Limited Liability Company, with offices at 12801 N. Central Expressway, Suite 900, Dallas, Texas 75243 effective as of the date written below.

RECITALS

A. The City desires to enter into this Agreement in order to obtain video streaming services for scheduled meetings as outlined in the Scope of Services attached as Exhibit "A"; and

B. Provider has available and offers to provide the personnel necessary to provide said services in accordance with the Scope of Services included in this Agreement (see Exhibit A attached hereto and incorporated herein); and

C. Provider is in the business of providing video streaming services for businesses and governmental entities, is an approved provider under and in accordance with The Interlocal Purchasing System Contract No. 200101 (TIPS), and represents and warrants that it has the skills, qualifications, expertise and experience necessary to perform the work and services to provide and implement video streaming services as described herein in an efficient, cost-effective manner with a high degree of quality and responsiveness and has performed and continues to perform the same and similar services for other buyers; and

D. On the basis of and in reliance upon such representations by Provider and others made herein and in Provider's proposal, the City desires to engage Provider to provide the work and services described herein under the terms and conditions of this Agreement.

For the reasons recited above, and in consideration of the mutual covenants contained in this Agreement, and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and Provider agree as follows:

1. SERVICES TO BE PERFORMED BY PROVIDER

Provider agrees to perform the following work and services for the City:

1.1 Provider agrees to provide the work and services as set forth in the Scope of Services. In addition, Provider shall provide dedicated customer support service reachable by phone at 214-432-5905 and by email at support@swagit.com.

1.2 Without limiting the foregoing provisions of Section 1.1, the services to be provided by the Provider include the installation ("Installation") by Provider of all hardware, software, cameras, wiring, and related equipment and materials identified and described in the Scope of Services (collectively, the "Equipment") within the City of Duncanville's Council Chambers located at City Hall, 203 E. Wheatland Road, Duncanville, Texas 75116 (the "Site"). Before installing the same, Provider shall deliver to the City, for review and consideration of approval, drawings or plans and specifications for such Installation. The City's approval of any Installation or related plans does not and shall not constitute a representation or warranty by the City that the Installation or related plans comply with any specifications therefor or with any applicable governmental laws, rules, codes, standards, or regulations.

2. COMPENSATION OF PROVIDER

2.1 Provider agrees to provide all of the services and Equipment set forth in the Scope of Services and as described herein for the following amounts:

(a) A one-time charge not to exceed:

(i) **Nine Thousand Three Hundred Ninety and No/100 Dollars** ($9,390.00) for Swagit EASE hardware/software and other related (including, without limitation, Installation) costs (as identified and detailed on the attached Exhibit "A", page 3, "*Streaming Video Hardware*"); and

(ii) **Forty-Nine Thousand Seven Hundred Seventy-Four and No/100 Dollars** ($49,774.00) for broadcast system hardware/software and other related (including, without limitation, Installation) costs (as identified and detailed on the attached Exhibit "A", page 5, "*Avior Broadcast System*"); and

(iii) **Four Thousand Nine Hundred Ninety and No/100 Dollars** ($4,990.00) for closed captions hardware and other related (including, without limitation, Remote Installation) costs (as identified and detailed on the attached Exhibit "A", page 3, "*Captions Encoder*"); and

(b) Following the Installation at the Site of all Equipment by Provider and the acceptance thereof by the City, the City shall pay to Provider a monthly fee in the amount of **Two Thousand Nine Hundred Eighty and No/100 Dollars** ($2,980.00) for on-demand video streaming, live video streaming, social media eXstream, automated closed captions and remote switching (as identified and described on the attached Exhibit "A", page 3, "*Streaming Video Monthly Managed Services*").

2.2 Except as set forth herein, payments will be processed on a monthly basis (the City may elect annual basis) with payment available within 30 days after receipt of an invoice for the previous month's service. All payments pursuant to this Agreement shall be paid in accordance with the Texas Prompt Payment Act, Texas Gov't Code Chapter 2251.

2.3 Should the City fail to pay any invoice that is outstanding more than 60 days, a service fee as stipulated by the Bureau of Fiscal Services (https://www.fiscal.treasury.gov/prompt-payment/rates.html) will be applied to the total amount of that invoice, not including any shipping or sales tax.

3. RIGHTS, OBLIGATIONS AND REPRESENTATIONS OF PROVIDER

3.1 Independent Contractor. The parties agree that Provider performs specialized services and that Provider enters into this Agreement with the City as an independent contractor. Nothing in this Agreement shall be construed to constitute Provider or any of Provider's agents or employees as an agent, employee or representative of the City. Further, nothing in this Agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, a joint enterprise, or to allow the City to exercise discretion or control over the manner in which Provider performs the work and services, which are the subject matter of this Agreement. As an independent contractor, Provider is solely responsible for all labor and expenses in connection with this Agreement and for any and all damages arising out of Provider's performance under this Agreement.

3.2 Provider's Control of Work. All services to be provided by Provider shall be performed in accordance with the Scope of Services. Provider shall furnish the qualified personnel, materials, equipment and other items necessary to carry out the terms of this Agreement. Provider shall be responsible for and in full control of the work of all such personnel. Provider warrants and represents that all Equipment and other goods and materials provided by Provider shall be safe, fully operational, and will not cause injury or damage to any person or property, and that all persons provided by Provider to perform the work and services under this Agreement shall be adequately trained and capable of performing the work and services.

3.3 Reports to the City. Although Provider is responsible for control and supervision of work and services performed under this Agreement, the work and services provided shall be acceptable to the City and shall be subject to a general right of inspection and supervision to ensure satisfactory completion. This right of inspection and supervision shall include, but not be limited to, all reports to be provided by Provider to the City and the right of the City, as set forth in the Scope of Services.

3.4 Compliance with All Laws. Provider shall comply with all applicable laws, statutes, ordinances, rules, regulations, standards, codes, and executive orders of the federal, state and local government, which may affect the performance of this Agreement.

3.5 Organization and Authorization. Provider warrants and represents that: (i) it is a

limited liability company duly organized, validly existing and in good standing under the laws of the State of Texas, and which shall remain in good standing throughout the term of this Agreement; (ii) it has the requisite power and authority to carry on its business as it is now being conducted; (iii) it has the legal capacity to enter into this Agreement; (iv) the execution, delivery and performance of this Agreement and the consummation of the transactions contemplated by this Agreement have been authorized and approved by all action required on the part of Provider; (v) has the right and authority to sell the hardware and software to the City; (vi) all hardware and software shall be in good working order; and, (vii) all licenses and warranties regarding the software and hardware shall be conveyed to the City.

3.6 No Conflict. Provider warrants and represents that the execution and delivery of this Agreement and ancillary agreements hereto by Provider does and will not: (i) conflict with, or result in any violation or breach of, any provision of Provider's charter documents; (ii) result in any violation or breach of, or constitute a default under, or require a consent or waiver under, any of the terms, conditions or provisions of any license, contract or other agreement to which Provider is a party; or (iii) conflict with or violate any franchise, license, judgment, order, statute, law, rule or regulation applicable to Provider.

3.7 Camera and Broadcast Operations. Although Provider is responsible for control and supervision of work and services performed under this Agreement, the City understands that the operation of the camera and broadcast system can be done remotely. Such remote operation requires access via inbound TCP port 2001, outbound TCP ports 21, 80, 443, 1935, 5721, and outbound UDP ports 53, 123. The City will need to supply the Provider with access to such TCP and UDP ports with respect to the City's Internet connection. If, such access is not given or the City's Internet connection fails during operations, the Provider will not be held responsible for remote camera operations. Additionally, in the event the Provider decides to operate such system manually, the City shall provide access to the equipment (as identified and described in the Scope of Services, page 5, "*Avior Broadcast System"*) at the Site described in Section 1.2, above.

3.8 Warranty. Provider warrants that: (i) any streaming server hardware provided by Swagit not in good working order and used under normal operating conditions, will be fully replaced for a period of three (3) years; (ii) thereafter, all costs of streaming server hardware replacement due to any failure or caused by normal wear and tear, shall be at the City's expense; (iii) all proprietary software for any streaming server shall be fully replaced or upgraded, at no cost to the City, for the life of the contract; and, (iv) all hardware and software for the broadcasting equipment (as identified and described in the Scope of Services, page 5, "*Avior Broadcast System"*), shall be replaced or fixed with respect to each components manufacturer's warranties; and (v) all hardware and software for the caption equipment (as identified and described in the Scope of Services, page 3, "*Captions Encoder"*), shall be replaced or fixed with respect to each components manufacturer's warranties.

3.9 Provider's Service Network. Provider's content delivery network and service level represents that: (i) it maintains full N+1 redundancy on all service critical-infrastructure in order to protect against outages. Multiple mirror facilities provide

diverse geographic redundancy. Within each facility servers have multiple power supplies, network interfaces and RAID protected storage. Provider is connected to upstream bandwidth providers by multiple gigabit uplinks, transitioning to gigabit and ten-gigabit connections to multiple "tier 1" bandwidth providers, offering route diversity and redundancy. These bandwidth providers maintain 24/7 staffs familiar with mitigating Denial of Service attacks, should the need arise, which they have sufficient capacity to absorb-and-filter; (ii) Provider utilizes external, 3rd party monitoring services to track server availability metrics. This service tracks availability from approximately 30 international points which helps isolate regional networking issues, in addition to any centralized failures; (iii) Content is stored and viewable to the public on the Provider's networks for a period of three years or as defined by the managed services agreement. All Content is stored and backed up offline indefinitely for the life of the Agreement. Content can also be stored locally on the City's network for an indefinite period of time limited only by storage capacity, with the added benefit of cached delivery to local users. City is consulted before they exceed any storage horizon and may extend the window for additional years; (iv) Content is stored in widely accessible formats and is available for export at any time. Exported data will include multimedia content and associated documents in their native format as well as any structured metadata in XML format. Access to exported content can be via FTP but in such an event the City is encouraged to provide a portable hard drive to ease the transition of storage and bandwidth intensive content; and (v) the City may verify compliance with these policies at any time in consultation with Provider engineers and officers.

4. NOTICE PROVISIONS

Notice. Any notice concerning this Agreement shall be in writing and (i) sent by certified or registered mail, return receipt requested, postage prepaid, (ii) delivered personally, or (iii) placed in the custody of Federal Express Corporation or other nationally recognized carrier to be delivered overnight; and addresses for such notice are as follows:

To the City's Authorized Representative:	To Provider:
Sonya Butler IT Manager City of Duncanville 203 E. Wheatland Road Duncanville, TX 75116 972-780-5067	David Owusu Director of Streaming Swagit Productions, LLC 12801 N. Central Expressway, Suite 900 Dallas, Texas 75243 800-573-3160

Notice shall be deemed given upon receipt by the party to whom it is sent.

5. INDEMNIFICATION

Provider (hereinafter referred to as “Indemnitor”) agrees to indemnify, save and hold harmless the City, any jurisdiction or agency issuing permits for any work under this Agreement, and their respective directors, officers, officials, agents, employees and volunteers (hereinafter referred to as "Indemnitee") from and against any and all liabilities, damages, losses, or expenses (including court costs, attorney's fees, and costs of claim processing, investigation and litigation) (hereinafter collectively referred to as "Claims") for personal injury (including death) or property damage to the extent caused by the negligent act, omission, negligence or misconduct of the Indemnitor, or any of Indemnitor’s directors, officers, agents, employees or volunteers. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Provider to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree in effect at the time services are rendered. Provider shall be responsible for defense, and judgment costs where this indemnification is applicable.

6. INSURANCE

Provider and its subcontractors shall procure and maintain in a company or companies lawfully authorized to do business in Texas and until all of their obligations have been discharged and satisfied (and including during any warranty periods under this Agreement), insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the services and work hereunder by Provider, its agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement. The City in no way warrants that the minimum limits contained herein are sufficient to protect Provider from liabilities that may arise out of the performance of the services and work under this Agreement by Provider, its agents, representatives, employees or subcontractors and Provider is free to purchase additional insurance as may be determined necessary.

A. <u>Minimum Scope and Limits of Insurance.</u> Provider shall provide coverage at least as broad and with limits of liability not less than those stated below.

1. <u>Commercial General Liability</u> - Occurrence Form
(Form CG 0001, ed. 10/93 or any replacements thereof)

General Aggregate	$2,000,000
Products-Completed Operations Aggregate	$1,000,000
Personal & Advertising Injury	$1,000,000
Each Occurrence	$1,000,000
Fire Damage (Any one fire)	$ 50,000
Medical Expense (Any one person)	Optional

(This coverage must be amended to provide for an each-project aggregate limit of insurance)

EXHIBIT A

2.	Workers' Compensation and Employer's Liability	
	Workers' Compensation	Statutory
	Employer's Liability: Each Accident	$ 500,000
	Disease-Each Employee	$ 500,000
	Disease-Policy Limit	$ 500,000
3.	Professional Liability	$1,000,000
4.	Cyber-Liability	
	Each Occurrence	$1,000,000
	Aggregate	$2,000,000

B. OTHER INSURANCE REQUIREMENTS: The foregoing insurance policies shall be endorsed to contain the following provisions:

1. The City of Duncanville, its officers, officials, agents, employees and volunteers shall be named as additional insureds with respect to general liability, including liability arising out of activities performed by, or on behalf of, the Provider; products and completed operations of the Provider, and automobiles owned, leased, hired or borrowed by the Provider.

2. The Provider's insurance shall contain broad form contractual liability coverage.

3. The City of Duncanville, its, officers, officials, agents, employees and volunteers shall be additional named insureds to the full limits of liability purchased by the Provider even if those limits of liability are in excess of those required by this Agreement.

4. The Provider's insurance coverage shall be primary insurance with respect to the City, its, officers, officials, agents, and employees (and must be endorsed to read as primary coverage regardless of the application of other insurance). Any insurance or self-insurance maintained by the City, its officers, officials, agents, employees, or volunteers shall be in excess to the coverage of the Provider's insurance and shall not contribute to it.

5. The Provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

6. Coverage provided by the Provider shall not be limited to the liability assumed under the indemnification provisions of this Agreement.

7. The policies shall contain a waiver of subrogation in favor of the City, its officers, officials, agents, and employees.

8. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions applicable to the claims of the City of Duncanville.

9. All insurance policies shall be endorsed to require the insurer to immediately notify the City of Duncanville, Texas of any material change in the insurance coverage.

10. Provider may maintain reasonable and customary deductibles, subject to approval of the City.

11. Insurance must be purchased from insurers that are financially acceptable to the City and licensed to do business in the State of Texas.

6.1 Notice of Cancellation. Each insurance policy required by the insurance provisions of this Agreement shall provide the required coverage and shall not be suspended, voided or canceled, or not renewed, except after sixty (60) days prior written notice has been given to the City, except when cancellation is for non-payment of premium, then at least ten (10) days prior notice shall be given to the City. Such notice shall be sent directly to:

Sonya Butler
IT Manager
City of Duncanville
203 E. Wheatland Road
Duncanville, TX 75116

6.2 Acceptability of Insurers. Insurance shall be placed with insurers duly licensed or authorized to do business in the State of Texas and with an "A.M. Best" rating of not less than A- VII, or receiving prior approval by the City. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect Provider from potential insurer insolvency. All insurance must be written on forms filed with and approved by the Texas Department of Insurance.

6.3 Verification of Coverage. Prior to commencing work or services**,** Provider shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this Agreement (and update the same as needed to comply with this Agreement). The certificates for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf.

Certificates of Insurance shall:

1. List each insurance coverage described and required herein. Such certificates will also include a copy of the endorsements necessary to meet the requirements and instructions contained herein.

2. Specifically set forth the notice-of-cancellation or termination provisions to the City of Duncanville.

All certificates and any required endorsements shall be received and approved by the City before work commences. Each insurance policy required by this Agreement shall be in effect at or prior to commencement of work under this Agreement and remain in effect for the duration of this Agreement. Failure to maintain the insurance policies as required by this Agreement or to provide evidence of renewal shall constitute a material breach of contract.

All certificates required by this Agreement shall be sent directly to **Sonya Butler, IT Manager, City of Duncanville, 203 E. Wheatland Road, Duncanville, TX 75116.** The City reserves the right to request and receive within ten (10) days, complete copies of all insurance policies (certified to be true and correct by the insurance carrier) required by this Agreement at any time**.** The City shall not be obligated, however, to review same or to advise Provider of any deficiencies in such policies and endorsements, and such receipt shall not relieve Provider from, or be deemed a waiver of the City's right to insist on, strict fulfillment of Provider's obligations under this Agreement.

6.4 Subcontractors. Providers' certificate(s) shall include all subcontractors as additional insureds under its policies or Provider shall furnish to the City separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements and all provisions identified above.

6.5 Approval. Any modification or variation from the insurance requirements in this Agreement shall be made by the City's risk manager, whose decision shall be final. Such action shall not require a formal amendment to this Agreement, but may be made by administrative action.

7. DEFAULT AND TERMINATION

Events of Default Defined. The following shall be Events of Default under this Agreement:

7.1.1 Any material misrepresentation made by Provider to the City;

7.1.2 Any failure by Provider to perform its obligations under this Agreement including, but not limited to, the following:

7.1.2.1 Failure to commence work at the time(s) specified in this Agreement due to a reason or circumstance within Provider's reasonable control;

7.1.2.2 Failure to perform the work with sufficient personnel and equipment or with sufficient equipment to ensure completion of the work within the specified time due to a reason or circumstance within Provider's reasonable control;

7.1.2.3 Failure to perform the work in a manner reasonably satisfactory to the City;

7.1.2.4 Failure to promptly correct or re-perform within a reasonable time work that was rejected by the City as unsatisfactory or erroneous;

7.1.2.5 Discontinuance of the work for reasons not beyond Provider's reasonable control;

7.1.2.6 Failure to comply with a material term of this Agreement, including, but not limited to, the provision of insurance; and

7.1.2.7 Any other acts specifically stated in this Agreement as constituting a default or a breach of this Agreement.

7.2 Remedies. The following shall be remedies under this Agreement.

7.2.1 Upon the occurrence of any Event of Default, the City may declare Provider in default under this Agreement. The City shall provide written notification of the Event of Default and any intention of the City to terminate this Agreement. Upon the giving of notice, the City may invoke any or all of the following remedies:

7.2.1.1 The right to cancel this Agreement as to any or all of the services yet to be performed;

7.2.1.2 The right of specific performance, an injunction or any other appropriate equitable remedy;

7.2.1.3 The right to monetary damages;

7.2.1.4 The right to withhold all or any part of Provider's compensation under this Agreement;

7.2.1.5 The right to deem Provider non-responsive in future contracts to be awarded by the City; and

7.2.1.6 The right to seek recoupment of public funds spent for impermissible purposes.

7.2.2 The City may elect not to declare an Event of Default or default under this Agreement or to terminate this Agreement upon the occurrence of an Event of Default. The parties acknowledge that this provision is solely for the benefit of the City, and that if the City allows Provider to continue to provide the services despite the occurrence of one or more Events of Default, Provider shall in no way be relieved of any of its responsibilities or obligations under this Agreement, nor shall the City be deemed to waive or relinquish any of its rights under this Agreement.

7.3 Right to Offset. Any excess costs incurred by the City in the event of termination of this Agreement for default, or in the event the City exercises any of the remedies available to it under this Agreement, may be offset by use of any payment due for services completed before termination of this Agreement for default or the exercise of any remedies. If the offset amount is insufficient to cover excess costs, Provider shall be liable for and shall remit promptly to the City the balance upon written demand from the City.

8. GENERAL PROVISIONS

8.1 Headings. The section and subsection headings contained herein are for convenience only and shall not be used in interpretation of this Agreement and are not intended to define or limit the scope of any provision of this Agreement.

8.2 Governing Law and Venue. This Agreement shall be governed by and administered and interpreted under the laws of the State of Texas, without regard to any conflict of laws provisions. Venue for any action, cause or action or proceeding under this Agreement lies exclusively in the State District Court of Dallas County, Texas, and the parties agree to submit to the personal and subject matter jurisdiction of said court.

8.3 Severability. The sections, paragraphs, sentences, phrases, words, and all other provisions of this Agreement are severable, and if any part of this Agreement is determined by a court of competent jurisdiction to be illegal, unlawful, unconstitutional, or void for any reason, the parties intend that the remaining provisions of this Agreement shall remain in full force and effect unless the stricken provision leaves the remaining Agreement unenforceable.

8.4 Attorney's Fees. If suit or action is initiated in connection with any controversy arising out of this Agreement, the prevailing party shall be entitled to recover in addition to costs such sum as the court may adjudge reasonable as attorney fees, or in event of appeal as allowed by the appellate court.

8.5 Assignment. This Agreement is binding on the heirs, successors and assigns of the parties hereto. This Agreement may not be sold, assigned, pledged, subcontracted, transferred or otherwise conveyed by any means whatsoever by either the City or Provider without prior written consent of the other, and any sale, assignment, pledge, subcontract, transfer or other conveyance by either party without the other party's prior written consent shall be null and void.

8.6 Conflict of Interest. Provider covenants that Provider presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the work and services required to be performed under this Agreement. Provider further covenants that in the performance of this Agreement, Provider shall not engage any employee or apprentice having any such interest.

8.7 Authority to Contract. The undersigned officers and/or representatives of the parties hereto are the properly authorized persons and have the necessary authority to execute this Agreement on behalf of the parties hereto, and each party hereby certifies to the other that it has taken all actions necessary to authorize entering into this Agreement.

8.8 Integration; Modification. This Agreement represents the entire understanding of City and Provider as to those matters contained in this Agreement, and no prior oral or written understanding shall be of any force or effect with respect to those matters. This Agreement may not be modified or altered except in writing signed by duly authorized representatives of the parties.

8.9 Non-appropriation. If the City Council does not appropriate funds to continue this Contract and pay for charges hereunder, the City may terminate this Agreement at the end of the then current fiscal year, or at the time that funds are no longer available to meet the City's payment obligations hereunder. The City agrees to give written notice of termination to the Provider at least sixty (60) days prior to any termination for non-appropriation of funds and will pay the Provider in accordance with this Agreement through the date of termination of this Agreement.

8.10 Subcontractors. This Agreement or any portion hereof shall not be sub-contracted without the prior approval of the City. No subcontractor shall, under any circumstances, relieve Provider of its liability and obligation under this Agreement. The City shall deal through Provider and any subcontractor shall be dealt with as a worker and representative of Provider. Provider assumes responsibility to the City for the proper performance of the work and service of all subcontractors and any acts and omissions in connection with such performance. Nothing in this Agreement shall, or is intended or deemed to, create any legal, contractual or other relationship between the City and any subcontractor or sub-subcontractor.

8.11 No Waiver. The failure by the City to exercise any right, power, or option given to it by this Agreement, or to insist upon strict compliance with the terms of this Agreement, shall not constitute a waiver of the terms and conditions of this Agreement for any reason whatsoever, including with respect to any such right, power or option or to such compliance or to any other or subsequent default or breach hereof, nor a waiver by the City of its rights at any time to exercise any such right, power or option or to require exact and strict compliance with all the terms hereof. Any rights and remedies the City may have arising out of this Agreement shall survive the cancellation, expiration or termination of this Agreement.

8.12 No Third Party Beneficiaries. This Agreement and all of its provisions are solely for the benefit of Provider and the City and are not intended to and shall not create or grant any rights, contractual or otherwise, to any third person or entity.

8.13 "Includes". For purposes of this Agreement, "includes" and "including" are terms of enlargement and not of limitation or exclusive enumeration, and use of the terms does not create a presumption that components not expressed are excluded.

8.14 Incorporation of Recitals and Exhibits. The Exhibits and Recitals to this Agreement are incorporated herein and made a part hereof for all purposes.

9. DISCLOSURE OF AGREEMENT; INTERLOCAL ARRANGEMENTS.

9.1 Disclosure of Agreement Terms. The terms and conditions of this Agreement may be disclosed by either party to other public agencies for the purpose of such other agencies purchasing services under this Agreement pursuant to an interlocal or cooperative arrangement with the City. In addition, Provider may disclose the terms and conditions of this Agreement in an effort to show that the terms offered to another public agency are fair and reasonable or to determine the best value. It is understood that the Provider shall not be precluded from disclosing the terms and conditions of its form of Service Agreement to any other third party at Provider's sole discretion and for any reason.

9.2 Included Parties; Interlocal Agreement. Pursuant to any interlocal, intergovernmental, or other such cooperative agreement with the City, Provider will accept orders from, and will furnish the Provider's Software, Hardware, Professional Services, and Managed Services as outlined in the Proposal to any governmental agency or other public entity authorized by the City to use the Proposal, based upon substantially the same terms and conditions of this Agreement, with the exception of price schedules.

9.3 Political Subdivision Participation. The Provider agrees to supply, sell, and contract separately with other similar or related political subdivisions (i.e., colleges, school districts, counties, cities, etc.) of the City, based upon substantially the same terms and conditions of this Agreement, with the exception of price schedules, in an effort to establish the terms and conditions as fair and reasonable.

10. DURATION

This Agreement shall become effective on the last day of execution by the parties, and shall continue in force for an initial term of twelve (12) months, unless sooner terminated as provided above. All pricing is to remain firm during the contract period. This Agreement will automatically renew for additional one-year terms unless this Agreement is terminated by either party providing written notice of its intent to terminate the Agreement to the other party not less than sixty (60) days prior to the end of the then current term.

11. SURVIVAL OF COVENANTS

Any of the representations, warranties, covenants, 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 Agreement shall survive termination.

EXHIBIT A

12. COUNTERPARTS

This Agreement may be executed in counterparts. Each of the counterparts shall be deemed an original instrument, but all of the counterparts shall constitute one and the same instrument.

City of Duncanville	**Swagit Productions, LLC**
Aretha R. Ferrell-Benavides, City Manager	Bryan R. Halley, President
Date of Execution:	July 14, 2022 Date of Execution:

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Consider a Resolution approving the submission of a grant application to the U.S. Department of the Interior, Bureau of Reclamation, for a grant in the amount of $2,500,000, and authorizing the execution of documents relative to the submission and later acceptance of such grant.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Develop: Infrastructure Improvement Strategy**
  - **Ensure the viability and adaptability of the city's infrastructure, facilities, and transportation network through thoughtful financial and long-term planning.**
- **Promote: Innovative Ideas for Development and Re-development**
  - **Pursue a diverse and robust economy through various business, housing, and employment opportunities that encourage forward-thinking community and economic development.**

STAFF RESPONSIBLE:
Edena J. Atmore, Managing Director, Fiscal Services
Omotayo Sokale, Chief Procurement Officer
Jacqueline Culton, Interim Director of Public Works

BACKGROUND/HISTORY:
Item was requested by Councilmember McBurnett.

The Utility Customer Service Office within the City's Fiscal Services Department maintains residential water meters and handles all customer billing and customer service. The Public Works Department maintains the City's water distribution system, which was first built in the 1960s, as well as commercial and industrial water meters.

The U.S. Bureau of Reclamation annually awards grants from $500,000 to $5,000.000 (up to 50% of the total cost) through its WaterSMART Water and Energy Efficiency Grants Funding Opportunity.

POLICY EXPLANATION:
The City of Duncanville plans to apply for the WaterSMART grant in the amount of $2,500,00 for the purpose of funding 50% of the cost of the Advanced Metering Infrastructure (AMI) Installation Project.

The Project will replace 13,200 outdated existing water meters with smart meters that provide highly accurate, real-time data to city employees and to customers. The Project will also include an interactive web portal for customers, leak detection technologies, Meter Data Management Systems (MDMS), and pressure monitoring.

The grant application process requires approval by the City Council of a resolution.

FUNDING SOURCE:

ORG and Object Number
18411000-720108

Available Budget	**Purchase Amount**	**After Encumber**
2,500,500.00	2,500,000.00	$0.00

ACTION ALTERNATIVES:

1. Approve a resolution authorizing the City to apply for a $2,500,000 WaterSMART Water and Energy Efficiency Grant. and Approve a matching fund source in the amount of $2,500,000 to satisfy the requirement of the WaterSMART Water and Energy Efficiency Grant application for FY 2023 (As designated from Utility Fund Balance).
2. Do Approve Application or Funding.
3. Other actions as directed by Council.

ATTACHMENTS:
Attachment 1 - Resolution No. - 2022-058 - WaterSMART Grant Application

RESOLUTION NO. 2022-058

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING THE SUBMISSION OF A GRANT APPLICATION TO THE U.S. DEPARTMENT OF THE INTERIOR, BUREAU OF RECLAMATION, FOR A GRANT IN THE AMOUNT OF $2,500,000, AND AUTHORIZING THE EXECUTION OF DOCUMENTS RELATIVE TO THE SUBMISSION AND LATER ACCEPTANCE OF SUCH GRANT; AUTHORIZING THE CITY MANAGER OR THEIR DESIGNEE TO SIGN ANY APPROPRIATE DOCUMENTS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is necessary to improve the City's aging water meter infrastructure, that of which, 70% of current meters have reached or exceeded their effective usefulness age of 15-20 years, resulting in reduced meter accuracy which increase water and revenue loss; and

WHEREAS, the City of Duncanville has prepared an application to apply for federal funding from the United States Department of the Interior, Bureau of Reclamation, to assist in the funding of the improvements to the City's water meter infrastructure; and

WHEREAS, the funding opportunity provided by Bureau of Reclamation through their Grant Program entitled "WaterSMART Grants: Water and Energy Efficiency Grants for Fiscal Year 2023" Funding Opportunity Announcement No. is R23AS00008; and

WHEREAS, the Advanced Metering Infrastructure (AMI) Installation Project will replace 13,200 outdated existing water meters with smart meters that provide highly accurate, real-time data to city employees and to customers. The Project will also include an interactive web portal for customers, leak detection technologies, Meter Data Management Systems (MDMS), and pressure monitoring; and

WHEREAS, the AMI Project in total will cost $5,000,000.00, a cost of which the WaterSMART grant will fund 50% of the Project on the requirement that the City matches the grant commitment of $2,500,000.00; and

WHEREAS, upon the City Council receiving the award of grant, the City of Duncanville intends to allocate funds necessary to meet all funding requirements for the grant; and

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

SECTION 1. The City hereby approves to submit a grant application to the Department of the Interior, Bureau of Reclamation, for funding assistance in the amount

of $2,500,000, for a WaterSMART grant. The WaterSMART grant funding opportunity requires a 50% match.

SECTION 2. That the City Manager, or their designee, is authorized to execute any appropriate documents to execute this Resolution, after approval as to form by the City Attorney.

SECTION 3. If any provision of this Resolution is held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Resolution shall remain in full force and effect.

SECTION 4. That this Resolution shall take effect immediately from and after its passage as the law and charter in such cases provide.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 19th day of July, 2022.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Consider a Resolution approving the Duncanville Community and Economic Development Corporation (DCEDC) Incentive and Grant Policy Statement and Guidelines for Economic Development Grants and Tax Abatements.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Advance: Marketing Strategy of the City and Community Engagement Plan**
  - **Strengthen communication and engagement within the community while championing the City of Duncanville regionally, nationally, and internationally.**
- **Re-Imagine: High Quality of Life**
  - **Develop, maintain, and encourage safe, attractive, viable family-oriented neighborhoods that embrace diversity and pride, promoting economic vitality.**

STAFF RESPONSIBLE:
Agustin 'Gus' Garcia, Managing Director, Development Services

BACKGROUND/HISTORY:
The City of Duncanville is committed to the promotion and retention of sustainable high-quality development in all parts of the City; Insofar as these objectives are generally served by the enhancement and expansion of the local economy, the City of Duncanville will give consideration to providing grants and tax abatements as an incentive for economic development in Duncanville. It is the policy of the City of Duncanville that said consideration will be provided in accordance with the procedures and criteria outlined in this document. Nothing herein shall imply or suggest that neither the City of Duncanville nor the Duncanville Community and Economic Development Corporation (DCEDC) is under any obligation to provide a grant or tax abatement to any applicant. All applicants shall be considered on a case-by-case basis.

Since the implementation of the current grant and incentive policy by the DCEDC and City Council in February 2019, considerable change has occurred in Duncanville and the rest of the U.S.. In an everchanging post-COVID economy, and in response to the need for a more proactive approach towards economic development, the DCEDC adopted a new policy June 22, 2022 to further work towards ensuring 4B half-cent sales tax dollars are being used to better enhance the local Duncanville economy through efforts of retail revitalization, property enhancement and beautification, and the incentivization of job creation and retention

The Duncanville City Council has final approval of all incentive agreements.

POLICY EXPLANATION:
The revisions to the Duncanville Community and Economic Development Corporation's (DCEDC) Incentive and Grant Policy Statement and Guidelines was approved by the Board of Directors of the Duncanville Community and Economic Development Corporation (DCEDC) on June 22, 2022. The revised Incentive and Grant Policy and Guidelines requires final approval by the City Council.

FUNDING SOURCE:

ORG and Object Number
N/A

Available Budget	**Purchase Amount**	**After Encumber**
N/A	N/A	N/A

ACTION ALTERNATIVES:
1. Approval of Resolution.
2. Denial of Resolution.
3. Other actions as directed by Council.

ATTACHMENTS:
Attachment 1 - Resolution No. - 2022-053 - Revised DCEDC Incentive and Grant Policy and Guidelines

RESOLUTION NO. 2022-053

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING THE REVISIONS TO THE DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION'S INCENTIVE AND GRANT POLICY STATEMENT AND GUIDELINES; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of Directors of the Duncanville Community and Economic Development Corporation (DCEDC) approved a revision to the DCEDC's Incentive and Grant Policy Statement and Guidelines on June 22, 2022; and

WHEREAS, the revised Incentive and Grant Policy Statement and Guidelines will allow the DCEDC to better align its Incentive Programs with the DCEDC's Comprehensive and Strategic Plans for enhancing economic growth throughout the city; and

WHEREAS, it appears that the revisions are appropriate and are in the best interest of the Board of Directors for the Duncanville Community and Economic Development Corporation.

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 herby approves the revised Incentive and Grant Policy Statement and Guidelines, of the Duncanville Community and Economic Development Corporation.

SECTION 2. That the City Manager or their designee is authorized to execute any appropriate documents to execute this Resolution, after approval as to form by the City Attorney.

SECTION 3. If any provision of this Resolution is held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Resolution shall remain in full force and effect.

SECTION 4. That this Resolution shall take effect immediately from and after its passage as the law and charter in such cases provide.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 19th day of July, 2022.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

CITY OF DUNCANVILLE
POLICY STATEMENT AND GUIDELINES
FOR
ECONOMIC DEVELOPMENT GRANTS
AND TAX ABATEMENTS

I. GENERAL PURPOSE AND OBJECTIVES

The City of Duncanville is committed to the promotion and retention of sustainable high-quality development in all parts of the City; Insofar as these objectives are generally served bythe enhancement and expansion of the local economy, the City of Duncanville will give consideration to providing grants and tax abatements as anincentive for economic development in Duncanville. It is the policy of the City of Duncanville that said consideration will be provided in accordance with the procedures and criteria outlined in this document. Nothing herein shall imply or suggest that neither the City of Duncanville nor the Duncanville Community and Economic Development Corporation (DCEDC) is under any obligation to provide a grant or tax abatement to any applicant. All applicants shall be considered on a case-by-case basis. **The Duncanville City Council has final approval of all incentive agreements.**

II. DEFINITIONS

A. **"**Abatement" means the full or partial exemption of ad valorem taxes for eligible properties in a reinvestment zone designated as such for economic development purposes.

B. "Agreement" means a contractual agreement between a property owner and a taxing jurisdiction for the purpose of tax abatement.

C. "Base Year Value" means the assessed value of the applicant's propertylocated in a designated reinvestment zone, on January 1 of the agreement year,plus the agreed upon value of property improvements made after January 1, but before execution of the agreement.

D. "Economic Life" means the number of years a property improvement is expected to be in service in a facility.

E. "Expansion" means the addition of buildings, structures, fixed machinery, or equipment to be in service in a facility.

F. "Facility" means property improvements completed or in the process of construction, which together comprise an integral whole.

G. "Modernization" means the replacement and upgrading of existing facilities, which increases the productive input or output, updates the technology, or substantially lowers the unit cost of operation, and extends the economic life of the facility. Modernization may result from the construction, alteration, or installation of buildings, structures, fixed machinery, or equipment. It shall not be for the purpose of reconditioning, repairing, refurbishing, or completion of deferred maintenance.

H. "New facility" means a property previously undeveloped that is placed into service by means other than expansion or modernization.

I. "Reinvestment Zone" is an area designated as such for the purpose of tax abatement as authorized by Texas Property Tax Code (V.T.C.A. TX '312.001 et seq).

J. "Full Time Job" means employment is presumed to be at least 35 hours per week.

K. "Cash Grant" is money given through a contractual performance or 380 agreement from the DCEDC or City to new, expanding, and relocating companies, which are planning to make a new investment in Duncanville.

L. "Incentive" is any payment or concession used to stimulate business expansion, modernization, redevelopment, or attraction of new businesses.

M. "Sales and Use Tax" means the City's 1.5% and the DCEDC's 0.5% sales and use tax.

N. "Sales Tax Receipts'' means the City's and DCEDC's receipts from the State of Texas from the collection of sales and use tax by Duncanville businesses.

O. "Capital Cost" means fixed, one-time expenses incurred on the purchase of land, buildings, construction, and equipment used in the production of goods or in the rendering of services.

IIII. AUTHORIZATION

Any request for a grant or tax abatement shall be reviewed and approved by the City Council. Duncanville Community and Economic Development Corporation (DCEDC) will make recommendations to the City Council when appropriate as set forth in the following document.

IV. EVALUATION CRITERIA

DCEDC's recommendations and the City Council's approval shall be based upon, but not limited to, an evaluation of the following criteria.

Employment Impact

Projects should have a positive impact on the labor shed of Duncanville and provide opportunities for gainful employment.

- How many jobs will be brought to Duncanville?
- What types of jobs will be created?
- What will the total annual payroll be?
- What will be the average salaries of the employees and management?

Fiscal Impact

Projects should have a positive impact on the tax base of Duncanville by enhancing the potential property values, sales tax, and other tax opportunities of the city.

- How much real and personal property value will be added to the tax rolls?
- How much direct sales tax and hotel occupancy tax will be generated?
- How will this project affect existing businesses and/or office facilities?
- What infrastructure construction would be required?
- What is the total annual operating budget of the facility?

Community Impact

Projects should be considerate of the Duncanville community and work to accommodate and enhance the community vision by conforming with strategic and comprehensive plans and meet community vision and expectations.

- What effect will the project have on the local housing market?
- What environmental impact, if any, will be created by the project?
- How compatible is the project with the City's comprehensive plan?
- How compatible is the project with the Main Street Vision?
- Does the project follow sustainable development principles?

Additional Impact

- What funds are available to the DCEDC for the current year as well as future years?
- Does the project support the mission of the DCEDC?
- What other future projects are being proposed?

General Participation Requirements

1. Applicant's buildings must be subject to property taxes.

2. Applications must be submitted and received by the DCEDC or City Staff before the project is started.

3. All applicants must make a goodwill effort to provide three bids for work they are requesting incentive or grant assistance for. A goodwill effort must also be made to procure bids locally from a Duncanville business.

4. The approved project must be completed within six (6) months of City Council approval date, or the applicant will be required to present a project update to the DCEDC Board.

5. All projects must comply with all local ordinances and state and federal laws.

6. All applications must include rendering, swatches, and/or samples.

V. INCENTIVE AND GRANT OVERVIEW

The design of a total incentive package is intended to allow maximum flexibility in addressing the unique aspects of each applicant while enabling the City to better respond to the changing demands and needs of the community.The City and the DCEDC will consider providing any type of economic development incentives not prohibited by state or federal law.

VI. TYPES OF INCENTIVES

The City Council and/or DCEDC may consider criteria other than that set forth in these guidelines, including but notlimited to, such matters as the relative degree to which the project/applicant furthers the goals and objectives of the community or meets or compliments a special need identified by the City or the DCEDC.

A. Chapter 380 Agreements

Chapter 380 of the Local Government Code authorizes municipalities to offer incentives designed to promote economic development such as commercial and retail projects. Specifically, it provides for offering loans and grants of city funds or services at little or no cost to promote state and local economic development and to stimulate business and commercial activity.

B. Type B Economic Development Corporation

Texas Type B Economic Development Corporations are permitted to use sales tax

dollars for any project under Type A rules as well. Qualified expenditures include, but are not limited to, funding for land, buildings, equipment, facilities, expenditures, targeted infrastructure improvements. Sports and athletic facilities, tourism, entertainment, convention, parks, retail, and restaurants are also included.

C. Tax Abatements

Tax abatements will be available for both new facilities and structures and for expansion or modernization of existing facilities and structures.

D. Sales Tax Grants

For new Duncanville businesses or business expansions, the City and/or the DCEDC may contract with an applicant to provide an economic development incentive consisting of annual grants based on a percentage of the sales and use tax receipts received by the City and the DCEDC from the sale of taxable items. The City is authorized by Section 380.001, Local Government Code to provide such grants. The DCEDC is authorized by the Development Corporation Act to provide such grants.

The applicant by contract will be required to provide a sales tax certificate setting forth the applicant's collection of sales and use tax for the sale of taxable items at the applicant's Duncanville business for the previous ending twelve calendar month period, together with such supporting documentation as required by the City and the DCEDC.

The DCEDC will make a recommendation for a sales tax grant to City Council. The City Council will have final approval of the grant.

Sales tax grants are for a maximum period of ten (10) years in an amount equal to a percentage of the received applicant's Duncanville sales tax receipts. Sales tax grants are paid in annual installments within ninety (90) days after the end of each twelve-calendar month period following the issuance of the certificate of occupancy for the facility, or other commencement date if no certificate of occupancy is required.

E. Cost Participation in Infrastructure and Waiver of Development Fees

The City and/or the DCEDC may, by contract, agree to participate in the cost of the extension, construction, or reconstruction of public infrastructure necessary for the development of a project. In addition, the City mayapprove the waiver of permit and development fees. Grants will be screenedby the incentive application submitted and a return on investment analysis.

F. Economic Development Cash Grants

The City and/or the DCEDC may, by contract, make available cash grants to new, expanding, and relocating companies which are planning to make a new investment in Duncanville. Grants will be screened by the incentive application submitted and a return on investment analysis. These grants may be used for facility renovation, site preparation, engineering studies, or any other use needed by a new, expanding or relocating business.

G. Business Retention and Expansion Cash Grants

The City and/or DCEDC may offer two-hundred-and-fifty-thousand dollars ($250,000) maximum each Fiscal Year in Business Retention and Expansion Cash Grants. Duncanville businesses operating within City limits for at least three (3) years that are at-risk of relocating or are looking to expand business operations outside of Duncanville are eligible for up twenty-five hundred dollars ($2,500) per full-time employee making at least eighty-percent (80%) of the Dallas County median wage. To qualify, businesses must prove through a bonafide incentive offer or pending lease agreement that they are seeking relocation or expansion outside of Duncanville. A notarized attestation may substitute the lease or incentive agreement.

H. Freeport Exemption Incentive

The City of Duncanville has not adopted the Freeport Exemption as provided by the Texas Constitution, Article VIII, Section 1-j and section 11.251 of the Tax Code. The City instead adopted a model form of the agreement. The City may grant a new business that relocates to the City of Duncanville an equivalent of the Freeport Exemption for its property if the business receives a Freeport Exemption from Dallas County and/or the Duncanville Independent School District. Under the form model, the City contracts with the applicant to provide an annual grant in the amount equal to the ad valorem taxes that the recipient would have received if the City had adopted the Freeport Exemption for the tax year. The City may condition the incentive upon the creation of employment, construction of improvements, certain development, continued operations for a stated period, or other public considerations.

I. Design Incentive Program

The Design Incentive Program consists of five different grants including paint, signage, landscaping, façade, and pavement.

- Paint Grants

  The Paint Grants were established to assist small business owners with refurbishing the exterior of a commercial building in need of fresh paint.The following details outline the grant specifics.

1. Eligible costs include: Supplies, cost to appropriately prepare surfaces of the building, and labor costs.
2. Only buildings that have been previously painted and need to be repainted qualify for a grant unless special circumstances arise.
3. New construction projects are not eligible.
4. Buildings can only qualify every five (5) years for a paint grant unless special circumstances arise.

- Signage Grant

  Signage Grants were established to assist small existing business owners with the costs associated with replacing and updating nonconforming signs to the City's current standards, or new signs for existing businesses that have been at the current location for a minimum of one (1) year, or for new businesses that have been in business outside the city limits for a minimum of three (3) years.

  1. Eligible costs include: Sign, labor costs, sign permit fee.

- Landscape Grants

  Landscape Grants were established to broaden the City's focus on curbappeal and encompass Duncanville's business corridors.

  1. Eligible costs include: Materials, labor costs, permit/tap fees.
  2. Plants must be perennials.
  3. Drought tolerant and/or Texas native plants are encouraged.
  4. Properties can only qualify every five (5) years for a landscaping grantunless special circumstances arise.

- Façade and Architectural Improvement Grants

  The architectural aesthetic and beauty of the façade of a building enhances property values and encourages people to visit Duncanville. The DCEDC will consider all Façade and Architectural Improvement Grants that enhance that façade and beautifies the building and surrounding area.

- Pavement Grants

  The paving and repaving of impervious surfaces is one of the most expensive and frequent barriers to the redevelopment of commercial locations. The DCEDC shall consider incentives to assist in the repaving of impervious surfaces to bring them up to code and safety standards to ensure code compliance promote business expansion

and investment.

J. Commercial and Residential Demo, Redevelopment, and Reuse Program

The Commercial and Residential Demo, Redevelopment, and Reuse Program encourages redevelopment of distressed commercial and residential properties by providing financial resources to property owners to demo, redevelopment, or reuse existing structures and replace them with a higher quality and higher economically sustainable valued projects. The program also aims to bring non-conforming properties up to code compliance. To qualify for either of these grants, a building owner or homeowner must meet the general participation program requirements as well as the individual grant requirements. The DCEDC will evaluate each commercial application and make recommendations to the City Council. The City Manager or designee will evaluate each residential application and make recommendations to the City Council. The City Council will make the final approval on all grants. Applications will be reviewed and considered contingent on the availability of funds and approval at the discretion of the DCEDC and City Council.

Commercial and Residential Demo, Redevelopment, and Reuse Program Requirements

1. Applicant's buildings, single-family, and multi-family homes must be subject to property taxes and applicant must be current on all taxes.

2. All incentive recipients will be required to enter into an agreement to participate in the program.

3. Applicant must agree to demolish, redevelop, or renovate the existing residential or commercialstructure and build back a structure of greater value at the same location.

4. Applications must be submitted with an estimated project budget documentation and approved by the DCEDC and/or City Council before projects are started. Rebuild, redevelopment, reuse, or renovations must equate to at least 51% of the most recent August 1 Dallas County Appraisal District assessed value

5. Residential and Commercial structures must be built back in accordance with the agreement signed with the City or the incentive will be forfeited and any funds dispersed must be returned to the City within a reasonable timeframe not to exceed six (6) months or the City is entitled to pursue legal action to recover said funds and reasonable attorneys' fees and expenses incurred by reason of such action.

6. All projects must comply with all local ordinances and state and federal

laws.

7. All applications must include renderings (site plans) of the proposed project and include the current value of the property and the proposed value of the demo, redevelopment, or reuse

8. Demo, Redevelopment, or Reuse of the building must be completed within twelve (12) months of receiving the building permit to be eligible for the reimbursement of the demolition incentive.

9. All City Ordinances and State Laws must be followed to be eligible for the reimbursement grant during the construction process or funds will be forfeited and clawbacked.

10. For single-family grants, developers and builders must transfer ownership an individual that will occupy the single-family home within two years of project completion or forfeit the grant and the city may clawback any dispersed funds.

VII. APPLICATIONS MUST BE SUBMITTED BEFORE WORK COMMENCES FOR INCENTIVES TO BE ISSUED.

VIII. APPLICATION PROCEDURE

Any person, organization, or corporation desiring the City or DCEDC consider providing tax abatements or other incentives to encourage location or expansion of operations within the city limits of Duncanville shall be required to comply with the following procedural guidelines.

Preliminary Application Steps

1. Applicant shall complete the attached "Economic Development Incentive Application."

2. Applicant shall answer all application questions and provide additional information in a letter format.

3. Applicant shall prepare a plat showing the precise location of the property, all roadways within five-hundred (500) feet of this site, and all existing land uses and zoning within five-hundred (500) feet of the site.

4. If the property is described by metes and bounds, a complete legal description must be provided.

5. Applicant must complete the entire application and submit it to the attention of the Duncanville Community and Economic Development Corporation. Applications may also be submitted via email to eco@duncanville.com or by hand-delivery to

Duncanville City Hall, 203 E. Wheatland, Duncanville, TX 75116.

Application Review Steps

1. All information in the application package detailed above will be reviewed for completeness and accuracy. Additional information may be requested as needed.

2. Once the Economic Development Department receives all needed information and it is determined the project qualifies for the consideration of an incentive, copies of the completed application and staff comments will be provided to the City Council and the DCEDC as specified in this policy. The DCEDC and City of Duncanville are not obligated to provide financial incentive assistance.

Consideration of the Application

1. A completed application will be submitted to DCEDC staff. Supporting documentation, such as bids for work or site plans, may be requested by DCEDC staff prior to presentation and consideration by the DCEDC board.
2. The DCEDC may consider making a recommendation to the City Council for the consideration of an incentive grant as outlined in this policy.

3. The Duncanville City Council may consider adoption of a resolution or ordinance approvingthe terms and conditions of an incentive grant agreement between the City, DCEDC, and the applicant as outlined in this policy.

4. Approved incentive grant funding is disbursed on a reimbursement basis after work has been completed and receipts have been submitted.

Adopted by:
DCEDC
06/22/22
City Council
xx/xx/xx

STAFF REPORT

MEETING: City Council - 19 Jul 2022

TITLE:
Receive the Monthly Financial Report as of May 31, 2022.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Emphasize: Government Accountability, Customer Service, Efficiency and Process Improvement**
  - **Develop a high performing organization that encourages innovation, transparency, and collaboration while delivering exceptional customer service.**

STAFF RESPONSIBLE:
Edena J. Atmore, Managing Director, Fiscal Services

BACKGROUND/HISTORY:
The Financial Report is presented to provide actual revenues and expenditures compared to the budget. The report provides financial summary data on key funds, including the General, Utility, Economic Development, and Fieldhouse funds.

POLICY EXPLANATION:
City Council expects to receive monthly reports on the City's financial condition. May is the second month of the third quarter of fiscal year 2021-2022. Revenues and expenditures are expected to approximate a budgeted target of 66.7% for the period ending May 31, 2022. See the attached Monthly Financial Report as of May, for further details on the City's budget and actual revenues and expenditures for all funds.

Fiscal Services has also included the Certified Monthly Property Tax Certification Report and the monthly Sales Tax allocation worksheet for your review on pages 9 through14 of the Duncanville financial report.

FUNDING SOURCE:

ORG and Object Number
N/A

Available Budget	**Purchase Amount**	**After Encumber**
$0.00	$0.00	$0.00

ACTION ALTERNATIVES:
There is no City Council action required.

ATTACHMENTS:
Monthly Financial Report MAY 2022

CITY OF DUNCANVILLE
MONTHLY FINANCIAL REPORT

Fiscal Year 2021-2022

YEAR-TO-DATE OPERATIONS

AS OF MAY 31, 2022

OCTOBER 1, 2021 TO MAY 31, 2022

We are building a vibrant, inclusive community, driven by a commitment to democratic principles and service above self

Updated and Prepared by
FISCAL SERVICES DEPARTMENT
7/15/2022

Duncanville
City of Champions

MEMORANDUM

TO: Aretha Ferrell-Benavides
City Manager

Robert Brown, Jr.
Assistant City Manager

FROM: Edena J. Atmore
Managing Director, Fiscal Services

DATE: July 12, 2022

RE: May 2022, Monthly Financial Report for the City of Duncanville, Texas

The Duncanville Monthly Financial Report presents unaudited revenues and expenditures through May 31, 2022, compared to the budgetary numbers for the fiscal year 2021-22. The report provides financial summary data on key funds, including the General, Utility, Economic Development, and Fieldhouse funds. General Fund is the primary operating fund for the City, so details of revenues by category and expenditures by the department are included for your review. In addition, all other funds that are part of daily operations are included in brief to highlight each fund's revenues, expenditures, and fund balances.

April is the first month of the second quarter of fiscal year (FY) 2021-2022. We expect to collect and spend about 66.7% of the budgeted revenues and expenditures. Below are highlights of the October 2021 through May 2022 governmental financial reports.

General Fund:
General Fund's unaudited ending fund balance for actuals is approximately $22.5 million to date, which provides an expenditure coverage for 396 days of operations as of May 2022. The fiscal year for General Fund began with an audited fund balance of approximately $15.3 million. The completed FY 2021 external audit report affirmed this beginning fund balance.

- Overall, collected General Fund revenues and service reimbursements are currently at 80.7% of the targeted budget of 66.7%. This variance is well above the targeted percentage of revenues expected to be collected in FY 2022.
  - Current property tax payments are at 98.8% of the budget. Dallas County has collected the majority of property tax revenues, and for the next several months, we will see incremental receipts that will increase our collections rate to 98-99.5% for FY 2022. A certified copy of the Property Tax Collection Report is attached for your review on page 9 of this report.
  - Overall, sales tax revenues for this period are within 1% of the budgeted amount for this same time last year. The data reflects three months of revenue (March sales tax is received in May for FY 2022). A breakdown of the sales tax allocations to city funds is attached for your review on page 11 of this report.
  - Franchise fee revenues are received quarterly in arrears. Payments due to the City for the second quarter (January thru March) of the FY will be remitted to cities in the third

quarter. Franchise revenues consist of gas, electric, telephone, and cable television right-of-way fees collected from providers with city agreements to operate in the City of Duncanville.

- Building permit and licenses revenue are at 67.9% of the annual budgeted amount, which is 21% less than collections from the prior fiscal year. This is an indication of a slowdown in housing permits and new development.
- We have collected almost 9% more for Charges for Services revenues than at this same time last year. This source is mainly comprised of recreational and event fees. This trend can indicate that more citizens are becoming active in the community as we recover from the pandemic.
- In addition, attached is a detailed review of General Fund revenues by category.

- General Fund's total operating and project expenditures are 55.4% of the budget.
  - To date, most operating expenditure categories are less than the expenditure target of 66.7% for the current fiscal year. The expenditures are aligned with the prior year's actual-to-budget percentage.
  - Transfers to Other Funds have been accelerated to match purchase requirements by other funds, such as fleet replacements or capital projects.
  - In addition, attached is a detailed overview of the General Fund expenditures by department and division.
  - Transfers to other funds include over $2.7 million of excess Fund Balance for one-time projects per adopted budget.

Utility Funds:
The **Utility Operating Fund's** audited beginning fund balance is $14.5 million, with an actual to-date fund balance of $12.9, providing an expenditure coverage for 386 days as of May 2022. However, this fund is planning on expending over $2.2 million of fund balance in FY 2022. Our expenditures exceeded our revenues for May by $1.5 million.

- Total utility revenues are at 58.5% of the budget. In addition, the current water and sewer utility revenues reflect an increase in the amount collected compared to this same period last year.
  - Total expenditures are at 59.7% of the budget. This amount includes payments to Dallas Water Utilities (water services) and Trinity River Authority (wastewater services).
  - Expenditures also include a transfer out to the General Fund for the cost of administrative activities performed by General Fund staff such as accounting, city management, information technology, human resources, etc.
  - Transfers also include $5 million in monthly installments to the Utility CIP fund for utility capital improvement projects.
  - The **Utility CIP Fund** is budgeted to expend over $3.3 million over revenues in this current fiscal year. The CIP program for utility infrastructure is being restructured to affordable levels for this current year. A revised budget ordinance will be presented to Council. In addition, the Utility has already engaged a consultant to perform a water rate study that will incorporate the required improvements for a reliable water and sewer infrastructure within the City.

Other Funds:

- The Economic Development Fund's audited beginning fund balance is $5.01 million, with an actual to-date fund balance of $4 million.
- **Fieldhouse** operating revenues are 68% of the budgeted amount compared to 71.7% last year. Operating expenditures represent 64.7% of the period's budgeted target of 66.7% for this current fiscal year.

- A financial update on all Special Revenue, Debt Service, Capital/Replacement, and minor Enterprise funds of the City is included for your review starting on page 23 of this report.
- The American Rescue and Recovery Act funds of $4.8 million are included in Fund 758 in the Special Revenue Funds report. Plans for spending over $3 million of the funding in compliance with Federal guidelines have been approved by City Council. To date, the City has expended $1,259,010 of the American Rescue funds.

Respectfully Submitted,

Fiscal Services Staff

CITY OF DUNCANVILLE

GENERAL FUND-001 AS OF MAY 31, 2022

REVENUES and EXPENDITURES	BUDGET	2022 YTD ACTUALS	AVAILABLE BUDGET AMOUNT	% OF BUDGET USED YTD	2021 FY TD ACTUALS	% OF BUDGET PYTD
Revenue						
50 - PROPERTY TAXES	$18,614,836	$18,397,623	$217,213	98.8%	$19,087,636	106.1%
51 - SALES & OTHR TAXES	$8,413,523	$4,680,143	$3,733,380	55.6%	$4,216,682	57.1%
52 - PERMITS & LICENSES	$1,395,050	$946,794	$448,256	67.9%	$1,097,170	88.9%
53 - FINES & FEES	$476,730	$199,670	$277,060	41.9%	$255,666	45.6%
54 - INTERGOVERNMENTAL	$165,000	$90,059	$74,941	54.6%	$66,797	38.1%
55 - INTEREST	$150,000	$43,016	$106,984	28.7%	$81,153	28.0%
56 - FRANCHISE FEE REV	$1,710,000	$955,792	$754,208	55.9%	$918,192	53.6%
57 - CHARGES FOR SERVICES	$283,000	$167,915	$115,085	59.3%	$144,229	50.8%
58 - TRANS FROM OTHR FUND	$2,715,194	$1,810,128	$905,066	66.7%	$1,754,266	66.7%
59 - OTHER SOURCES	$386,600	$397,346	($10,746)	102.8%	$331,108	94.7%
Revenue Total	**$34,309,933**	**$27,688,486**	**$6,621,447**	**80.7%**	**$27,952,899**	**85.7%**
Expense						
60 - SALARY AND BENEFITS	($21,960,350)	($13,809,442)	($8,148,966)	62.9%	($12,917,115)	60.4%
72 - SUPPLIES & MATERIALS	($1,851,312)	($638,923)	($475,110)	34.5%	($615,874)	39.4%
73 - CONTRACT & PROF SVCS	($7,348,235)	($2,963,874)	($2,598,076)	40.3%	($2,726,011)	39.0%
74 - MAINT & REPAIR SVCS	($737,302)	($414,622)	($233,893)	56.2%	($503,087)	65.5%
75 - UTILITIES	($920,803)	($445,172)	($475,632)	48.3%	($476,017)	53.2%
76 - CAPITAL OUTLAY	($182,935)	($109,351)	($30,422)	59.8%	($103,731)	68.8%
77 - DEBT SERVICES	($60,057)	($60,129)	$72	100.1%	($160,152)	66.7%
78 - TRANS TO OTHR FUNDS	($3,460,456)	($1,855,248)	($1,605,208)	53.6%	($1,399,914)	75.7%
79 - OTHR EXP/FINANCE USE	($362,666)	($151,127)	($207,149)	41.7%	($35,383)	12.5%
Expense Total	**($36,884,115)**	**($20,447,887)**	**($13,774,384)**	**55.4%**	**($18,937,284)**	**55.5%**
Revenues Over/(Under) Exp.	**($2,574,182)**	**$7,240,599**	**($7,152,937)**	**-281.3%**	**$9,015,614**	
BEGINNING FUND BALANCE	**$15,268,747**	**$15,268,747**				
ENDING FUND BALANCE	**$12,694,565**	**$22,509,345**				

TRANSFERS TO OTHER FUNDS INCLUDES $2,703,103 FOR ONE-TIME PROJECTS FROM FUND BALANCE
SEE USE OF FUND BAL SUMMARY-FUND 41

FUND BALANCE RESERVE REQUIREMENT POLICY		
% of Fund Balance to Exp. Ratio	34.4%	110.1%
# of Days Coverage	124	396
Reserve Requirement $$ (60 days)	**$6,147,353**	**$3,407,981**
Reserve Requirement %	**17%**	**17%**
Excess Reserves	**$6,547,212**	**$19,101,364**

Attachment 1 - Monthly Financial Report

CITY OF DUNCANVILLE

GENERAL FUND REVENUE DETAILS AS OF MAY 31, 2022

REVENUES	2022 FYTD ACTUALS	BUDGET	AVAILABLE BUDGET AMOUNT	% OF ANNUAL BUDGET YTD
50 - PROPERTY TAXES				
501101 - CURRENT TAXES	$18,260,112	$18,324,836	$64,724	99.6%
501102 - DELINQUENT TAXES	$49,969	$150,000	$100,031	33.3%
501103 - PENALTIES AND INTEREST	$87,541	$140,000	$52,459	62.5%
50 - PROPERTY TAXES Total	**$18,397,623**	**$18,614,836**	**$217,213**	**98.8%**
51 - SALES & OTHR TAXES				
501201 - STATE SALES TAX CITY PORTION	$3,075,163	$5,558,349	$2,483,186	55.3%
501202 - SALES TAX PROPERTY TAX RELIEF	$1,537,581	$2,779,174	$1,241,593	55.3%
501204 - ALCOHOLIC BEVERAGE TAX	$67,399	$76,000	$8,601	88.7%
51 - SALES & OTHR TAXES Total	**$4,680,143**	**$8,413,523**	**$3,733,380**	**55.6%**
52 - PERMITS & LICENSES				
502101 - BUILDING PERMITS	$224,341	$275,000	$50,659	81.6%
502102 - ELECTRICAL PERMITS	$23,348	$17,000	($6,348)	137.3%
502103 - SOLICITOR LICENSES	$1,350	$1,500	$150	90.0%
502105 - EMERGENCY MEDICAL SERVICE	$529,957	$850,000	$320,043	62.3%
502106 - SIGN PERMITS	$13,250	$15,000	$1,750	88.3%
502108 - HEALTH FOOD INSPECTION FEES	$29,037	$70,000	$40,963	41.5%
502109 - PLUMBING AND AC PERMITS	$42,162	$55,000	$12,838	76.7%
502111 - ZONING & SPEC USE PERMIT	$6,975	$8,500	$1,525	82.1%
502114 - RENTAL PROPERTY REGISTRATION	$46,570	$50,000	$3,430	93.1%
502120 - ALARM PERMITS	$26,403	$50,000	$23,597	52.8%
502122 - POOL OR SPA INSPECTION FEE	$3,400	$3,000	($400)	113.3%
509607 - ANIMAL PERMITS	($0)	$50	$50	0.0%
52 - PERMITS & LICENSES Total	**$946,794**	**$1,395,050**	**$448,256**	**67.9%**
53 - FINES & FEES				
502107 - WRECKER AND STORAGE FEES	($0)	$3,000	$3,000	0.0%
502112 - EMS SVCS COST SETTLEMENT	($0)	($0)	($0)	
502113 - SMALL CELL/ NETWORK NODE FEES	($0)	$500	$500	0.0%
503101 - MUNICIPAL COURT FINES	$149,907	$350,000	$200,093	42.8%
503102 - COURT RELATED FEES	$37,665	$110,000	$72,335	34.2%
503103 - SCHOOL CROSSING FEES	$1,863	$3,000	$1,137	62.1%
503201 - LIBRARY FINES	$3,353	($0)	($3,353)	
503301 - FALSE ALARM FINES	$6,847	$10,000	$3,153	68.5%
509609 - RETURN CHECK FEES	$35	$230	$195	15.2%
53 - FINES & FEES Total	**$199,670**	**$476,730**	**$277,060**	**41.9%**
54 - INTERGOVERNMENTAL				
504102 - DISD SCHOOL CROSSING GUARDS	$33,165	$35,000	$1,835	94.8%
504103 - DALLAS COUNTY CROSSING GUARD	$24,642	$40,000	$15,358	61.6%
504109 - REIMB FOR REG EMERG MANAGER	$32,251	$90,000	$57,749	35.8%
508203 - INTERGOV REIMBURSEMENT-CDBG	($0)	($0)	($0)	
54 - INTERGOVERNMENTAL Total	**$90,059**	**$165,000**	**$74,941**	**54.6%**

Attachment 1 - Monthly Financial Report

CITY OF DUNCANVILLE

GENERAL FUND REVENUE DETAILS AS OF MAY 31, 2022

REVENUES	2022 FYTD ACTUALS	BUDGET	AVAILABLE BUDGET AMOUNT	% OF ANNUAL BUDGET YTD
55 - INTEREST				
505101 - INTEREST ON GOVT POOL INVEST	$2,631	$10,000	$7,369	26.3%
505103 - CERT OF DEPOSIT INTEREST	$18,448	$80,000	$61,552	23.1%
505106 - MONEY MARKET INTEREST	$21,936	$60,000	$38,064	36.6%
55 - INTEREST Total	**$43,016**	**$150,000**	**$106,984**	**28.7%**
56 - FRANCHISE FEE REV				
501301 - FRANCHISE FEE ELECTRIC	$526,318	$1,150,000	$623,682	45.8%
501302 - FRANCHISE FEE GAS	$295,433	$300,000	$4,567	98.5%
501303 - FRANCHISE FEE TELEPHONE	$45,570	$110,000	$64,430	41.4%
501304 - FRANCHISE FEE CABLE TV	$88,471	$150,000	$61,529	59.0%
501306 - FRANCHISE VIDEO SERV	($0)	($0)	($0)	
56 - FRANCHISE FEE REV Total	**$955,792**	**$1,710,000**	**$754,208**	**55.9%**
57 - CHARGES FOR SERVICES				
507102 - RECREATION FEES	$126,232	$250,000	$123,768	50.5%
507104 - SENIOR CENTER ANNUAL USER FEE	$1,873	$5,000	$3,128	37.5%
507107 - RECREATION CENTER CLASSES	$12,907	$8,000	($4,907)	161.3%
507108 - SPECIAL EVENTS	$16,418	$8,000	($8,418)	205.2%
507109 - SENIOR CLASS/TRIPS	$1,360	$4,000	$2,640	34.0%
509603 - LIBRARY SERVICE FEES	$9,125	$8,000	($1,125)	114.1%
57 - CHARGES FOR SERVICES Total	**$167,915**	**$283,000**	**$115,085**	**59.3%**
58 - TRANS FROM OTHR FUND				
598002 - PILOT FEE TZ-CITY WWW UTILITY	$362,576	$543,862	$181,286	66.7%
599002 - TRANS FROM UTILITY FUND-002	$1,208,584	$1,812,874	$604,290	66.7%
599010 - TRANS FROM HOTEL FUND-010	$36,728	$55,091	$18,363	66.7%
599012 - TRANS FROM EDC FUND-012	$74,040	$111,070	$37,030	66.7%
599019 - TRANS FROM SANITATION FND-019	$128,200	$192,297	$64,097	66.7%
599031 - TRANS FROM TRAFFIC IMP FND-031	($0)	($0)	($0)	
599041 - TRANS FROM 1-TIME PROJ FND-041	($0)	($0)	($0)	
58 - TRANS FROM OTHR FUND Total	**$1,810,128**	**$2,715,194**	**$905,066**	**66.7%**
59 - OTHER SOURCES				
509105 - SALE OF MATERIALS	$2,712	$1,000	($1,712)	271.2%
509201 - INSURANCE RECOVERY	($0)	($0)	($0)	
509501 - COLLECTION OF BAD DEBTS	($0)	$2,000	$2,000	0.0%
509502 - MISCELLANEOUS WRITEOFFS	($0)	$100	$100	0.0%
509601 - MISCELLANEOUS REVENUE	$158,415	$100,000	($58,415)	158.4%
509602 - CASH OVER AND SHORT	($2,439)	($0)	$2,439	
509604 - POLICE ACCIDENT REPORTS	$2,119	$3,500	$1,382	60.5%
509606 - AUCTION PROCEEDS	($0)	$5,000	$5,000	0.0%
509612 - CITY SERVICES REIMBURSEMENT	$34,402	$58,000	$23,598	59.3%
509613 - WORKERS COMP REIMBURSEMENT	$58,663	$20,000	($38,663)	293.3%
509614 - RENTAL OF TOWER	$134,239	$194,000	$59,761	69.2%
509617 - LEASE INCOME	($0)	($0)	($0)	
509618 - GAS WELL OIL REVENUE	$9,235	$3,000	($6,235)	307.8%
59 - OTHER SOURCES Total	**$397,346**	**$386,600**	**($10,746)**	**102.8%**
Total Revenues	**$27,688,486**	**$34,309,933**	**$6,621,447**	**80.7%**

Duncanville
City of Champions

PROPERTY TAX COLLECTIONS

MONTHLY FINANCIAL REPORT

Prepared by
FINANCIAL SERVICES DEPARTMENT

CITY OF DUNCANVILLE
Property Tax Collections Report
May 01 - 31, 2022

	Report Name	Base Tax Levy	Penalty & Interest	Collection Fees	Total
Collections:					
Payments Received	AC003P	$91,860.47	$12,468.27	$6,503.54	$110,832.28
Adjustments to Collections:					
Refunds/Levy Corrections	AC003A	($43,104.67)	($19.36)	$0.00	($43,124.03)
Return Check Items	AC003A	$0.00	$0.00	$0.00	$0.00
Transfers/Reversals	AC003A	($1,104.65)	($188.46)	($0.87)	($1,293.98)
Total Adjustments to Collections	**AC003A**	**($44,209.32)**	**($207.82)**	**($0.87)**	**($44,418.01)**
Maintenance & Operations	AC002A	$44,503.92	$11,395.85	$6,502.67	$62,402.44
Interest & Sinking	AC002A	$3,147.23	$864.60	$0.00	$4,011.83
Net Collections	**AC002A**	**$47,651.15**	**$12,260.45**	**$6,502.67**	**$66,414.27**
Transferred Refund from Escrow	AC002A	$0.00			$0.00
Rendition Penalty	AC006A	($38.40)			($38.40)
Collections Fee		$0.00			$0.00
Total Miscellaneous Items		**($38.40)**			**($38.40)**
M&O Net Payment to Entity		$44,465.52	$11,395.85		$55,861.37
I&S Net Payment to Entity		$3,147.23	$864.60		$4,011.83
Total Net Payment to Entity		**$47,612.75**	**$12,260.45**		**$59,873.20**
Net Adjustment to Levy	AR006A	($44,507.26)			
Current Year Collection Percentage Based on Monthly Collections:				**97.71%**	

Total Net Payment to Entity = (Payments Received - Total Adj to Coll - Total Misc. Items)

M&O Net Payment to Entity = (Maintenance & Operations - Total Miscellaneous Items)

Detail reports will not be attached if no activity occurred for the month.

In accordance with the requirements of the Texas Property Tax Code, Chapter 31, Section 31.10 Paragraph (a), the attached tax collections report is respectfully submitted.

I, John R. Ames, CTA, Dallas County Tax Assessor/Collector, do hereby certify the attached collection totals, to the best of my knowledge.

John R. Ames, CTA
Dallas County Tax Assessor/Collector

Laura Mati
Notary Public, State of Texas

Sworn and subscribed before me, this 8 day of June, 2022.

Laura Mati
My Commission Expires
10/22/2025
Notary ID
129600804

Duncanville
City of Champions

SALES TAX ALLOCATION WORKSHEETS

MONTHLY FINANCIAL REPORT

Prepared by
FINANCIAL SERVICES DEPARTMENT

SALES TAX ALLOCATION HISTORICAL SUMMARIES

City of Duncanville
Authority Code: 2057084
2 CENT AUTHORIZATION

TOTAL SALES TAXES COLLECTED AND RECEIVED

.02 CENT ALLOCATION		FY	FY	FY	FY	FY	FY	FY
COLLECTION MONTH	RECEIVED MONTH	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16
OCT	DEC	**785,673.18**	**830,234.09**	899,967.44	808,134.72	795,078.73	757,765.62	721,982.98
NOV	JAN	**970,431.17**	**802,203.37**	799,874.76	761,307.93	767,921.23	734,158.60	645,741.90
DEC	FEB	**1,207,624.54**	**1,045,330.25**	1,093,884.42	982,541.46	1,022,043.71	954,232.76	837,014.12
JAN	MAR	**915,721.95**	**798,307.67**	692,647.12	751,474.37	758,469.91	729,618.81	664,706.30
FEB	APR	**867,075.56**	**816,989.85**	677,611.75	763,496.18	749,939.85	728,094.64	697,129.34
MAR	MAY	**1,371,074.68**	**1,215,345.22**	888,123.96	1,069,253.79	1,098,423.67	1,051,996.14	1,082,340.79
APRIL	JUN	-	**1,073,951.31**	773,096.95	846,390.05	859,016.38	758,411.66	641,173.44
MAY	JUL	-	**895,092.16**	809,543.87	879,867.74	914,446.54	913,708.88	715,881.24
JUNE	AUG		**1,130,684.16**	1,021,135.56	1,018,284.27	1,017,289.66	810,341.53	919,568.02
JULY	SEP		**1,013,137.28**	**774,925.04**	861,472.41	906,973.60	776,192.36	735,738.50
AUG	OCT		**917,440.10**	806,953.30	885,497.37	871,174.23	786,931.83	756,551.61
SEPT	NOV		**1,169,399.73**	1,036,229.49	1,023,608.43	1,027,247.60	945,418.23	890,953.62
TOTAL		**6,117,601.08**	**11,708,115.19**	**10,273,993.66**	**10,651,328.72**	**10,788,025.11**	**9,946,871.06**	**9,308,781.86**

GENERAL FUND CITY and PROPERTY TAX RELIEF SALES TAX ALLOCATION

75% OF .02 CENT ALLOCATION

COLLECTION MONTH	RECEIVED MONTH	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16
OCT	DEC	589,254.89	622,675.57	674,975.58	606,101.04	596,309.05	568,324.22	541,487.24
NOV	JAN	727,823.38	601,652.53	599,906.07	570,980.95	575,940.92	550,618.95	484,306.43
DEC	FEB	905,718.41	783,997.69	820,413.32	736,906.10	766,532.78	715,674.57	627,760.59
JAN	MAR	686,791.46	598,730.75	519,485.34	563,605.78	568,852.43	547,214.11	498,529.73
FEB	APR	650,306.67	612,742.39	508,208.81	572,622.14	562,454.89	546,070.98	522,847.01
MAR	MAY	1,028,306.01	911,508.92	666,092.97	801,940.34	823,817.75	788,997.11	811,755.59
APRIL	JUN	-	805,463.48	579,822.71	634,792.54	644,262.29	568,808.75	480,880.08
MAY	JUL	-	671,319.12	607,157.90	659,900.81	685,834.91	685,281.66	536,910.93
JUNE	AUG		848,013.12	765,851.67	763,713.20	762,967.25	607,756.15	689,676.02
JULY	SEP		759,852.96	581,193.78	646,104.31	680,230.20	582,144.27	551,803.88
AUG	OCT		688,080.08	605,214.98	664,123.03	653,380.67	590,198.87	567,413.71
SEPT	NOV		877,049.80	777,172.12	767,706.32	770,435.70	709,063.67	668,215.22
TOTAL		4,588,200.81	8,781,086.39	7,705,495.25	7,988,496.54	8,091,018.83	7,460,153.30	6,981,586.40

ECONOMIC DEVELOPMENT CORPORATION

50% OF .01 CENT ALLOCATION-ECONOMIC DEVELOPMENT

COLLECTION MONTH	RECEIVED MONTH	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16
OCT	DEC	196,418	207,558.52	224,991.86	202,033.68	198,769.68	189,441.41	180,495.75
NOV	JAN	242,608	200,550.84	199,968.69	190,326.98	191,980.31	183,539.65	161,435.48
DEC	FEB	301,906	261,332.56	273,471.11	245,635.37	255,510.93	238,558.19	209,253.53
JAN	MAR	228,930	199,576.92	173,161.78	187,868.59	189,617.48	182,404.70	166,176.58
FEB	APR	216,769	204,247.46	169,402.94	190,874.05	187,484.96	182,023.66	174,282.34
MAR	MAY	342,769	303,836.31	222,030.99	267,313.45	274,605.92	262,999.04	270,585.20
APRIL	JUN	-	268,487.83	193,274.24	211,597.51	214,754.10	189,602.92	160,293.36
MAY	JUL	-	223,773.04	202,385.97	219,966.94	228,611.64	228,427.22	178,970.31
JUNE	AUG		282,671.04	255,283.89	254,571.07	254,322.42	202,585.38	229,892.01
JULY	SEP		253,284.32	193,731.26	215,368.10	226,743.40	194,048.09	183,934.63
AUG	OCT		229,360.03	201,738.33	221,374.34	217,793.56	196,732.96	189,137.90
SEPT	NOV		292,349.93	259,057.37	255,902.11	256,811.90	236,354.56	222,738.41
TOTAL		**1,529,400**	**2,927,028.80**	**2,568,498.42**	**2,662,832.18**	**2,697,006.28**	**2,486,717.77**	**2,327,195.47**
	Check Fig. vs. TOTAL	6,117,601.08	11,708,115.19	10,273,993.66	10,651,328.72	10,788,025.11	9,946,871.06	9,308,781.86

Attachment 1 - Monthly Financial Report

CITY OF DUNCANVILLE

GENERAL FUND EXPENDITURES BY DEPT/DIV- MAY 31, 2022

OPERATING EXPENDITURES	2022 FYTD ACTUALS	BUDGET	AVAILABLE BUDGET AMOUNT	% OF ANNUAL BUDGET YTD
0101 - GENERAL GOV. SERVICES DEPT.				
01011000 - MAYOR AND COUNCIL	($99,619)	($142,524)	($30,176)	69.9%
01011100 - CITY ADMINISTRATION	($466,372)	($673,594)	($205,994)	69.2%
01011200 - CITY SECRETARY	($158,329)	($313,234)	($153,079)	50.5%
01011300 - HUMAN RESOURCES	($243,223)	($401,190)	($157,029)	60.6%
01011400 - INFO TECHNOLOGY	($600,155)	($955,500)	($255,381)	62.8%
01011500 - PUBLIC INFORMATION OFFICE	($123,825)	($166,055)	($39,819)	74.6%
01011600 - PUBLIC LIBRARY	($597,669)	($949,790)	($323,038)	62.9%
01011700 - CITY MARSHAL	($58,065)	($96,088)	($37,362)	60.4%
0101 - GENERAL GOV. SERVICES DEPT. Total	**($2,347,256)**	**($3,697,976)**	**($1,201,878)**	**63.5%**
0102 - FISCAL SERVICES DEPT.				
01022000 - ACCOUNTING & REPORTING	($381,584)	($617,891)	($161,613)	61.8%
01022300 - MUNICIPAL COURT	($278,653)	($478,658)	($126,851)	58.2%
01022500 - PROCUREMENT OFFICE	($107,082)	($143,878)	$14,455	74.4%
0102 - FISCAL SERVICES DEPT. Total	**($767,319)**	**($1,240,427)**	**($274,010)**	**61.9%**
0103 - NEIGHBORHOOD & PLANNING DEPT.				
01036100 - BUILDING INSPECTION	($312,352)	($536,261)	($216,690)	58.2%
01036401 - PLANNING SERVICES-CURRENT	($108,919)	($200,578)	($91,531)	54.3%
01036500 - NEIGHBORHOOD SERVICES	($242,364)	($424,896)	($174,170)	57.0%
0103 - NEIGHBORHOOD & PLANNING DEPT. Total	**($663,634)**	**($1,161,735)**	**($482,391)**	**57.1%**
0104 - PARK AND RECREATION DEPT.				
01044000 - PARK & REC ADMINISTRATION	($180,260)	($265,878)	($84,705)	67.8%
01044100 - REC PROGRAM ADMIN	($229,875)	($399,011)	($167,584)	57.6%
01044101 - RECREATIONAL PROGRAMS	($4,187)	($5,682)	($1,495)	73.7%
01044102 - REC PROGRAM CAMPS-closed	($0)	($0)	($0)	
01044200 - SPECIAL EVENTS ADMIN	($79,981)	($222,463)	($96,327)	36.0%
01044300 - ATHLETIC PROGRAMMING	($195,873)	($393,142)	($160,684)	49.8%
01044500 - HORTICULTURE	($97,362)	($179,926)	($79,564)	54.1%
01044600 - PARK GROUNDS MAINTENANCE	($509,230)	($1,448,375)	($482,481)	35.2%
01044900 - SENIOR CENTER	($114,521)	($200,760)	($84,508)	57.0%
01044901 - SENIOR CENTER CLASSES	($738)	($4,600)	($3,862)	16.0%
01044911 - SENIOR CENTER TRIPS	($0)	($600)	($600)	0.0%
0104 - PARK AND RECREATION DEPT. Total	**($1,412,026)**	**($3,120,436)**	**($1,161,809)**	**45.3%**
0105 - POLICE SERVICES DEPT.				
01055000 - POLICE ADMINISTRATION	($1,277,758)	($1,970,056)	($203,922)	64.9%
01055100 - PATROL	($3,066,520)	($5,027,401)	($1,925,779)	61.0%
01055200 - CRIMINAL INVESTIGATION	($998,205)	($1,541,763)	($533,344)	64.7%
01055300 - ANIMAL CONTROL	($350,618)	($490,157)	($53,082)	71.5%
01055400 - SCHOOL GUARDS	($62,986)	($85,233)	($22,246)	73.9%
01055500 - CRIME PREVENTION	($138,588)	($156,189)	($15,707)	88.7%
01055700 - RECORDS	($187,896)	($348,265)	($155,741)	54.0%
01055900 - POLICE SPECIAL SERVICES	($255,855)	($562,294)	($305,127)	45.5%
0105 - POLICE SERVICES DEPT. Total	**($6,338,427)**	**($10,181,357)**	**($3,214,949)**	**62.3%**
0106 - PUBLIC WORKS DEPT.				
01066000 - PUBLIC WORKS ENGINEERING/ADMIN	($232,384)	($391,722)	($154,176)	59.3%
01066200 - STREET MAINTENANCE	($881,637)	($3,596,110)	($2,365,523)	24.5%
01066300 - TRAFFIC OPERATIONS	($453,998)	($980,759)	($275,817)	46.3%
01066700 - EQUIPMENT SERVICES	($587,898)	($1,127,605)	($302,072)	52.1%
01066800 - BUILDING MAINTENANCE	($470,095)	($897,750)	($320,041)	52.4%
0106 - PUBLIC WORKS DEPT. Total	**($2,626,012)**	**($6,993,946)**	**($3,417,629)**	**37.5%**

Attachment 1 - Monthly Financial Report

CITY OF DUNCANVILLE

GENERAL FUND EXPENDITURES BY DEPT/DIV- MAY 31, 2022

OPERATING EXPENDITURES	2022 FYTD ACTUALS	BUDGET	AVAILABLE BUDGET AMOUNT	% OF ANNUAL BUDGET YTD
0107 - FIRE SERVICES DEPT.				
01077000 - FIRE ADMINISTRATION	($440,031)	($660,907)	($196,417)	66.6%
01077100 - FIRE PREVENTION	($169,401)	($338,593)	($166,812)	50.0%
01077200 - FIRE SUPPRESSION	($2,745,485)	($4,425,649)	($1,626,183)	62.0%
01077300 - ADVANCED LIFE SUPPORT	($1,178,081)	($1,817,819)	($579,045)	64.8%
01077500 - EMERGENCY MANAGEMENT ADMIN	($84,464)	($133,390)	($48,245)	63.3%
0107 - FIRE SERVICES DEPT. Total	**($4,617,463)**	**($7,376,358)**	**($2,616,702)**	**62.6%**
0108 - NON-DEPARTMENTAL				
01088000 - GENERAL NON DEPARTMENTAL	($1,675,751)	($3,111,880)	($1,405,016)	53.9%
0108 - NON-DEPARTMENTAL Total	**($1,675,751)**	**($3,111,880)**	**($1,405,016)**	**53.9%**
Total Operating Expenditures	**($20,447,887)**	**($36,884,115)**	**($13,774,384)**	**55.4%**

CITY OF DUNCANVILLE

USE OF GENERAL FUND BALANCE EXPENDITURES AS OF MAY 31, 2022

EXPENDITURES	2022 FYTD ACTUALS	BUDGET	% OF ANNUAL BUDGET YTD
41010001 - GEN GOVT ONE TIME PROJ	($10,129)	($100,000)	10.1%
41040001 - PARKS ONE TIME PROJECTS	($0)	($56,000)	0.0%
41050001 - POLICE ONE TIME PROJ	($18,498)	($2,188,003)	0.8%
41060001 - PUBLIC WORKS ONE TIME PROJECTS	($8,800)	($359,100)	2.5%
Total Operating Expenditures	**($37,427)**	**($2,703,103)**	**1.4%**

PROJECTS:

POLICE P-25 COMPLIANT RADIOS
PUBLIC WORKS ERP SYSTEM
PUBLIC WORKS US 67 GATEWAY SIGNAGE
SECURITY UPGRADES (CAMERAS)

Duncanville
City of Champions

WATER/SEWER UTILITY FUNDS

MONTHLY FINANCIAL REPORT

Prepared by
FINANCIAL SERVICES DEPARTMENT

CITY OF DUNCANVILLE

UTILITY OPERATING FUND- 002 AS OF MAY 31, 2022

REVENUES and EXPENSES	BUDGET	2022 FY TD ACTUALS	BUDGET AMT REMAINING	% OF BUDGET USED YTD	2021 FY TD ACTUALS	% OF BUDGET PYTD
Revenue						
53 - FINES & FEES	$5,000	$1,155	$3,845	23.1%	$3,325	66.50%
54 - INTERGOVERNMENTAL	$600	($0)	$600	0.0%	$188	31.41%
55 - INTEREST	$32,000	$13,299	$18,701	41.6%	$24,901	20.75%
57 - CHARGES FOR SERVICES	$17,953,946	$10,238,228	$7,715,718	57.0%	$9,989,064	55.30%
59 - OTHER SOURCES	$34,550	$287,006	($252,456)	830.7%	$17,964	52.07%
Revenue Total	**$18,026,096**	**$10,539,688**	**$7,486,408**	**58.5%**	**$10,035,443**	**55.07%**
Expense						
60 - SALARY AND BENEFITS	($2,300,829)	($1,273,885)	($1,026,944)	55.4%	($1,301,480)	61.18%
72 - SUPPLIES & MATERIALS	($475,800)	($160,376)	($315,424)	33.7%	($184,739)	37.03%
73 - CONTRACT & PROF SVCS	($9,430,662)	($6,216,782)	($3,213,880)	65.9%	($5,672,557)	65.25%
74 - MAINT & REPAIR SVCS	($338,385)	($197,304)	($141,081)	58.3%	($149,182)	39.77%
75 - UTILITIES	($121,416)	($43,485)	($77,931)	35.8%	($55,138)	45.90%
76 - CAPITAL OUTLAY	($21,368)	($0)	($21,368)	0.0%	$0	0.00%
77 - DEBT SERVICES	($0)	($0)	($0)		$0	0.00%
78 - TRANS TO OTHR FUNDS	($7,527,483)	($4,184,984)	($3,342,499)	55.6%	($4,939,472)	66.67%
79 - OTHR EXP/FINANCE USE	($19,085)	($4,133)	($14,952)	21.7%	($5,209)	47.16%
Expense Total	**($20,235,028)**	**($12,080,949)**	**($8,154,080)**	**59.7%**	**($12,307,778)**	**63.91%**
Revenues Over/(Under) Exp.	**($2,208,932)**	**($1,541,261)**	**($667,672)**		**($2,272,335)**	
BEGINNING FUND BALANCE	**$14,495,358**	**$14,495,358**				
ENDING FUND BALANCE	**$12,286,426**	**$12,954,098**				

FUND BALANCE RESERVE REQUIREMENT POLICY		
% of Fund Balance To Exp. Ratio	60.7%	107.2%
# of Days Coverage	219	386

CITY OF DUNCANVILLE

UTILITY CIP FUND-017 AS OF MAY 31, 2022

REVENUES and EXPENSES	BUDGET	2022 FYTD ACTUALS	BUDGET AMT REMAINING	% OF BUDGET USED YTD	2021 FY TD ACTUALS	% OF BUDGET PYTD
Revenue						
55 - INTEREST	$500	($0)	$500	0.0%	$120	5.0%
58 - TRANS FROM OTHR FUND	$5,000,000	$2,500,000	$2,500,000	50.0%	$3,333,333	66.7%
Revenue Total	**$5,000,500**	**$2,500,000**	**$2,500,500**	**50.0%**	**$3,333,453**	**66.6%**
Expense						
73 - CONTRACT & PROF SVCS	($206,876)	($109,889)	($96,987)	53.1%	($129,852)	25.4%
76 - CAPITAL OUTLAY	($8,127,523)	($1,881,899)	($6,245,624)	23.2%	($939,897)	10.2%
Expense Total	**($8,334,398)**	**($1,991,788)**	**($6,342,611)**	**23.9%**	**($1,069,748)**	**11.0%**
Revenues Over/(Under) Exp.	**($3,333,898)**	**$508,212**	**($3,842,111)**		**$2,263,705**	

BEGINNING FUND BALANCE	**$846,203**	**$846,203**
ENDING FUND BALANCE	**($2,487,695)**	**$1,354,415**

Duncanville
City of Champions

OTHER MAJOR FUNDS

MONTHLY FINANCIAL REPORT

Prepared by
FINANCIAL SERVICES DEPARTMENT

CITY OF DUNCANVILLE

ECONOMIC DEVELOPMENT FUND-012 AS OF MAY 31, 2022

REVENUES and EXPENDITURES	BUDGET	2022 FYTD ACTUALS	AVAILABLE BUDGET AMOUNT	% OF BUDGET USED YTD	2021 FY TD ACTUALS	% OF BUDGET PYTD
Revenue						
51 - SALES & OTHR TAXES	$2,779,174	$1,537,581	$1,241,593	55.3%	1,389,744	57.00%
55 - INTEREST	$2,000	($0)	$2,000	0.0%	434	2.17%
59 - OTHER SOURCES	($0)	($0)	($0)		0	0.00%
Revenue Total	**$2,781,174**	**$1,537,581**	**$1,243,593**	**55.3%**	**1,390,178**	**56.55%**
Expense						
60 - SALARY AND BENEFITS	($395,007)	($219,099)	($175,908)	55.5%	(98,583)	46.34%
72 - SUPPLIES & MATERIALS	($63,748)	($43,253)	($17,795)	67.8%	(10,338)	25.06%
73 - CONTRACT & PROF SVCS	($215,474)	($24,519)	($173,814)	11.4%	(22,980)	28.33%
74 - MAINT & REPAIR SVCS	($67,600)	($14,818)	($6,826)	21.9%	(32,508)	48.09%
75 - UTILITIES	($21,100)	($6,904)	($14,196)	32.7%	(4,499)	21.32%
76 - CAPITAL OUTLAY	($77,000)	($20,524)	($31,476)	26.7%	0	0.00%
77 - DEBT SERVICES	($0)	($0)	($0)		487,546	-99.84%
78 - TRANS TO OTHR FUNDS	($653,336)	($591,935)	($61,401)	90.6%	(569,570)	90.26%
79 - OTHR EXP/FINANCE USE	($337,617)	($1,536,451)	$1,198,834	455.1%	(205,368)	42.83%
Expense Total	**($1,830,881)**	**($2,457,503)**	**$717,418**	**134.2%**	**(1,431,394)**	**70.77%**
Revenues Over/(Under) Exp.	**$950,293**	**($919,921)**	**$1,961,010**	**-96.8%**	**$41,216**	

BEGINNING FUND BALANCE	**$5,013,633**	**$5,013,633**
ENDING FUND BALANCE	**$5,963,926**	**$4,093,712**

Note:

TRANSFERS TO OTHER FUNDS INCLUDES A GRANT TO THE FIELDHOUSE FUND-456 FOR THE OUTSTANDING DEBT SERVICES FOR THE SERIES 2016A BONDS IN THE AMOUNT OF $2,025,000. MATURES

CITY OF DUNCANVILLE

FIELDHOUSE FUND-456 AT MAY 31, 2022

REVENUES and EXPENDITURES	BUDGET	2022 FYTD ACTUALS	BUDGET AMT REMAINING	% OF BUDGET USED YTD	2021 FYTD ACTUALS	% OF BUDGET PYTD
Revenue						
57 - CHARGES FOR SERVICES	$1,206,500	$682,635	$523,865	56.6%	$588,689	60.2%
58 - TRANS FROM OTHR FUND	$538,475	$515,375	$23,100	95.7%	$507,425	94.4%
59 - OTHER SOURCES	$140,000	$83,668	$56,332	59.8%	$72,549	63.4%
Revenue Total	**$1,884,975**	**$1,281,678**	**$603,298**	**68.0%**	**$1,168,663**	**71.7%**
Expense						
60 - SALARY AND BENEFITS	($600,436)	($308,451)	($291,985)	51.4%	($277,658)	55.4%
72 - SUPPLIES & MATERIALS	($195,276)	($139,403)	($55,873)	71.4%	($77,447)	48.7%
73 - CONTRACT & PROF SVCS	($359,483)	($154,907)	($204,576)	43.1%	($142,050)	43.8%
74 - MAINT & REPAIR SVCS	($69,634)	($51,890)	($17,744)	74.5%	($14,725)	57.0%
75 - UTILITIES	($107,000)	($44,937)	($62,063)	42.0%	($52,614)	50.2%
76 - CAPITAL OUTLAY	($6,000)	($0)	($6,000)	0.0%	$0	0.0%
77 - DEBT SERVICES	($538,975)	($515,825)	($23,150)	95.7%	($507,425)	94.3%
78 - TRANS TO OTHR FUNDS	($3,900)	($2,600)	($1,300)	66.7%	($2,731)	66.7%
79 - OTHR EXP/FINANCE USE	($2,500)	($926)	($1,574)	37.1%	($145)	9.7%
Expense Total	**($1,883,204)**	**($1,218,940)**	**($664,264)**	**64.7%**	**($1,074,794)**	**64.8%**
Revenues Over/(Under) Exp.	**$1,771**	**$62,737**	**($60,966)**	3542.2%	**$93,868**	

BEGINNING FUND BALANCE	**($1,408,819)**	**($1,408,819)**
ENDING FUND BALANCE	**($1,407,048)**	**($1,346,082)**

Duncanville
City of Champions

ALL OTHER FUNDS

MONTHLY FINANCIAL REPORT

Prepared by
FISCAL SERVICES DEPARTMENT

SPECIAL REVENUE FUNDS AS OF MAY 31, 2022

BEGINNING FUND BALANCE	FUND/ ACCT TYPE	FY 2022 ACTUALS	BUDGET	Available Budget	FY to Date Actual % of Budget	ENDING FUND BALANCE
$762,925	008 - COMPREHENSIVE SELF INSURANCE					
	Revenue	$311,744	$468,629	$156,885	74.84%	
	Expense	($534,148)	($551,200)	($17,052)	98.12%	
	008 - COMPREHENSIVE SELF INSURANCE Total	**($222,404)**	**($82,571)**			**$540,521**
$2,731,474	010 - HOTEL TAX FUND					
	Revenue	$570,357	$734,550	$164,193	85.05%	
	Expense	($138,080)	($739,821)	($601,741)	20.13%	
	010 - HOTEL TAX FUND Total	**$432,277**	**($5,271)**			**$3,163,751**
$306,890	013 - GRANT FUND					
	Revenue	$43,885	$72,000	$28,115	61.02%	
	Expense	($161,198)	($424,160)	($75,318)	42.31%	
	013 - GRANT FUND Total	**($117,313)**	**($352,160)**			**$189,577**
$353,279	033 - TAX INCREMENT FINANCING FUND					
	Revenue	($0)	$75,575	$75,575	77.69%	
	Expense	($0)	($2,750)	($2,750)	0.00%	
	033 - TAX INCREMENT FINANCING FUND Total	**($0)**	**$72,825**			**$353,279**
$88,875	050 - ABANDONED ASSET FORFEITURE					
	Revenue	($0)	$1,300	$1,300	475.00%	
	Expense	($54,924)	($60,774)	($5,850)	90.37%	
	050 - ABANDONED ASSET FORFEITURE Total	**($54,924)**	**($59,474)**			**$33,951**
$134,567	051 - STATE ASSET FORFEITURE FUND					
	Revenue	$62,759	$5,500	($57,259)	1141.07%	
	Expense	($29,319)	($79,248)	($37,806)	41.40%	
	051 - STATE ASSET FORFEITURE FUND Total	**$33,440**	**($73,748)**			**$168,007**

SPECIAL REVENUE FUNDS AS OF MAY 31, 2022

BEGINNING FUND BALANCE	FUND/ ACCT TYPE	FY 2022 ACTUALS	BUDGET	Available Budget	FY to Date Actual % of Budget	ENDING FUND BALANCE
$138,119	**052 - FEDERAL ASSET FORFEITURE FUND**					
	Revenue	$4,775	$30,000	$25,225	15.92%	
	Expense	($80,758)	($94,136)	($13,378)	85.79%	
	052 - FEDERAL ASSET FORFEITURE FUND Total	**($75,983)**	**($64,136)**	$11,847	118.47%	**$62,136**
$0	**205 - FIRE DONATIONS FUND**					
	Revenue	($0)	($0)	($0)		
	Expense	($0)	($0)	($0)		
	205 - FIRE DONATIONS FUND Total	**($0)**	**($0)**	**($0)**		**$0**
$0	**215 - PEG FUND**					
	Revenue	$88,750	($0)	($88,750)		
	Expense	($0)	($0)	($0)		
	215 - PEG FUND Total	**$88,750**	**($0)**	**($88,750)**		**$88,750**
$47,418	**225 - COURT SECURITY FUND**					
	Revenue	$5,430	$12,000	$6,570	46.78%	
	Expense	($0)	($30,366)	($30,366)	0.00%	
	225 - COURT SECURITY FUND Total	**$5,430**	**($18,366)**			**$52,848**
$16,943	**230 - JUVENILE CASE MANAGER FUND**					
	Revenue	$5,983	$19,500	$13,517	31.68%	
	Expense	($16,288)	($26,109)	($9,820)	73.57%	
	230 - JUVENILE CASE MANAGER FUND Total	**($10,306)**	**($6,609)**			**$6,637**
$35,002	**235 - COURT TECHNOLOGY**					
	Revenue	$4,736	$12,000	$7,264	40.75%	
	Expense	($0)	($970)	($970)	0.00%	
	235 - COURT TECHNOLOGY Total	**$4,736**	**$11,030**			**$39,738**

SPECIAL REVENUE FUNDS AS OF MAY 31, 2022

BEGINNING FUND BALANCE	FUND/ ACCT TYPE	FY 2022 ACTUALS	BUDGET	Available Budget	FY to Date Actual % of Budget	ENDING FUND BALANCE
($139,079)	**757 - EMERGENCY/ DISASTER RELIEF**					
	Revenue	$54,285	($0)	($54,285)		
	Expense	($121,603)	($0)	$121,603		
	757 - EMERGENCY/ DISASTER RELIEF Total	**($67,318)**	**($0)**			**($206,397)**
$4,801,199	**758 - AMERICAN RESCUE PLAN**					
	Revenue	$4,496	($0)	($4,496)		
	Expense	($1,259,010)	($2,415,000)	($1,075,132)	52.71%	
	758 - AMERICAN RESCUE PLAN Total	**($1,254,514)**	**($2,415,000)**			**$3,546,685**

DEBT SERVICE AND CAPITAL PROJECT/REPLACEMENT FUNDS AS OF MAY 31, 2022

BEGINNING FUND BALANCE	FUND/ ACCT TYPE	FY 2022 ACTUALS	BUDGET	AVAILABLE BUDGET	FY to Date Actual % of Budget	ENDING FUND BALANCE
$1,385,475	005 - DEBT SERVICE FUND					
	Revenue	$1,247,863	$1,410,657	$162,794	88.99%	
	Expense	($1,128,316)	($1,482,357)	($354,041)	76.12%	
	005 - DEBT SERVICE FUND Total	**$119,547**	**($71,700)**			**$1,505,022**
$2,110,807	016 - FLEET/EQUIP REPR/REPLACE FUND					
	Revenue	$521,009	$893,709	$372,700	74.95%	
	Expense	($182,472)	($2,161,838)	($1,385,840)	10.29%	
	016 - FLEET/EQUIP REPR/REPLACE FUND Total	**$338,537**	**($1,268,129)**			**$2,449,344**
$195,745	020 - STREET/ALLEY CIP FUND					
	Revenue	($0)	$1,471,000	$1,471,000	26.75%	
	Expense	($41,925)	($1,001,737)	($915,508)	14.30%	
	020 - STREET/ALLEY CIP FUND Total	**($41,925)**	**$469,263**			**$153,819**
$21,043	024 - PARK CAPITAL IMPROV FUND					
	Revenue	($0)	($0)	($0)		
	Expense	($0)	($0)	($0)		**$21,043**
	024 - PARK CAPITAL IMPROV FUND Total	**($0)**	**($0)**	**($0)**		
$218,837						
	025 - ALLEY IMPROVEMENT FUND					
	Revenue	($0)	$150,000	$150,000	0.00%	
	Expense	($17,621)	($230,591)	($206,158)	7.64%	**$201,217**
	025 - ALLEY IMPROVEMENT FUND Total	**($17,621)**	**($80,591)**			
$19,771,548						
	026 - CAPITAL IMPROVEMENT PROJ FUND					
	Revenue	$23,782	$100,000	$76,218	29.28%	
	Expense	($975,122)	($10,439,101)	($7,254,048)	11.60%	**$18,796,426**
	026 - CAPITAL IMPROVEMENT PROJ FUND Total	**($951,340)**	**($10,339,101)**			
$243,522						
	031 - TRAFFIC IMPROVEMENT & SAFETY					
	Revenue	($0)	($0)	($0)		
	Expense	($0)	($0)	($0)		**$243,522**
	031 - TRAFFIC IMPROVEMENT & SAFETY Total	**($0)**	**($0)**			

DEBT SERVICE AND CAPITAL PROJECT/REPLACEMENT FUNDS AS OF MAY 31, 2022

BEGINNING FUND BALANCE	FUND/ ACCT TYPE	FY 2022 ACTUALS	BUDGET	AVAILABLE BUDGET	FY to Date Actual % of Budget	ENDING FUND BALANCE
$105,798						
	032 - INFO TECH REPAIR/REPLACE FUND					
	Revenue	$88,676	$152,033	$63,357	74.99%	
	Expense	($201,372)	($129,800)	$79,747	157.75%	**($95,574)**
	032 - INFO TECH REPAIR/REPLACE FUND Total	**($112,696)**	**$22,233**			

OTHER ENTERPRISE FUNDS AS OF MAY 31, 2022

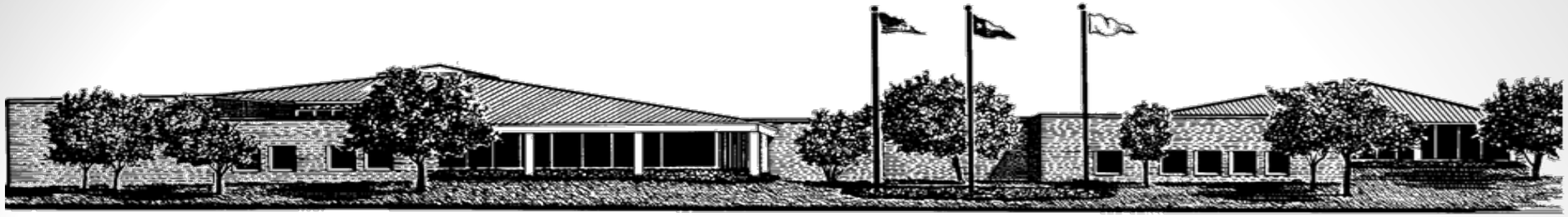
BEGINNING FUND BALANCE	FUND/ ACCT TYPE	FY 2022 ACTUALS	BUDGET	AVAILABLE BUDGET	FY to Date Actual % of Budget	ENDING FUND BALANCE
$1,125,664	**015 - DRAINAGE FUND**					
	Revenue	$545,726	$841,000	$295,274	75.90%	
	Expense	($183,497)	($1,933,214)	($1,655,100)	12.36%	
	015 - DRAINAGE FUND Total	**$362,229**	**($1,092,214)**			**$1,487,893**
$838,612	**019 - SANITATION FUND**					
	Revenue	$2,084,226	$4,168,500	$2,084,274	69.69%	
	Expense	($1,925,684)	($4,487,839)	($502,451)	64.52%	
	019 - SANITATION FUND Total	**$158,542**	**($319,339)**			**$997,154**

Duncanville
City of Champions

END OF REPORT

PLEASE CONTACT FINANCIAL SERVICES DIRECTOR WITH ANY QUESTIONS CONCERNING THIS REPORT.
edena.atmore@duncanville.com or 972-780-5005.

Prepared by
FINANCIAL SERVICES DEPARTMENT



City of Duncanville

PLANNING AND NEIGHBORHOOD SERVICES QUARTERLY REPORT – MARCH 2022

JULY 19, 2022

JEREMY TENNANT, DIRECTOR, PLANNING AND NEIGHBORHOOD SERVICES

We are building a vibrant, inclusive community, driven by a commitment to democratic principles and service above self

Staffing/Personnel

- Current Staff Composition:
  - Planning – 2 FTEs
    - Senior Planner (Vacant)
    - Planning Tech (Lynette Romero)
  - Building and Inspections – 5 FTEs
    - Building Official (Randolph “Randy” Goucher)
    - Building Inspector (Vacant)
    - Building Inspection Coordinator (Angelica Garcia)
    - Permit Tech (Cristina De Paz)
    - Permit Tech (Alysha Young)
  - Health Inspections – 1 FTE
    - Health Inspector (Tammy Island)
  - Neighborhood Services 5 FTEs
    - Neighborhood Service Officer (Esther Wright)
    - Neighborhood Service Officer (Terrance Bass)
    - Neighborhood Service Officer in Training (Levi Chaney)
    - Neighborhood Service Officer in Training (Jose “Ernest” Lanas)
    - Neighborhood Service Officer in Training (Marquiis Thomas)

Code Inspections and Cases

	Total Cases	Total Inspections	Voluntary Compliance	City Abatements
Building Code Violations				
Construction w/o Permit or Illegal Const	19	41	8	0
Fence in Disrepair	6	20	6	0
No Water Service	2	4	0	0
Parking Lot in Disrepair	2	4	0	0
Substandard Building	4	18	6	0
Nuisance Violations				
Dumpster & Dumpster Enclosure	1	2	1	0
Graffiti	1	2	0	0
Growth Limitations - Plant Life	9	21	4	0
High Grass	6	19	12	1
Illegal Open Storage- Non-Residential	9	26	8	0
Illegal Open Storage- Residential	73	201	71	0
Illegal Truck Parking	2	4	2	0
Junked / Inoperable / Illegal Vehicles	4	15	8	0
Junked Vehicles - Street	2	4	1	0
Other Violations				
Dead Trees or Vegetation	1	5	1	0
Illegal Placement of Trash	2	5	3	0
Other Violations	3	12	5	0
Over 5 Vehicles on Residential Property	0	4	4	0
Parking on Sidewalk	18	40	22	0
Parking on Sidewalk/Unimproved Surface	20	46	21	0
Trash Out Early	48	102	27	0
Vegetation Encroachment	0	3	3	0
Vehicle Displayed for Sale	1	2	0	0
Signs				
Banner w/o Permit	1	2	1	0
Dilapidated & Deteriorated Condition	0	1	1	0
Illegal Placement of Sign	0	0	0	0
Illegal Sign	4	9	3	0
Obsolete Sign	0	1	1	0
Sign Without Permit (other than banner)	1	2	0	0
Swimming Pools				
Pool Not Maintained	3	7	0	0
Zoning Violations				
Containerized Storage	1	3	2	0
Illegal Use	6	16	3	0
No Current C.O.	2	4	1	0
Totals	**251**	**645**	**225**	**1**

Community Development Block Grant

- On May 5, 2020, City Council Approved Resolution No. 2020-036:
  - Salary (100%) and Reimbursable Expenses for 2 years - $112,198.00

- Census Tracts (5); Council Districts: 2, 3, 4, 5
  - 0165-02; Block Group 1, 3, 4, 5
  - 0165-09; Block Group 5
  - 0165-16; Block Group 1, 2, 3, 4
  - 0165-17; Block Group 2
  - 0165-18; Block Group 3
    - Total # of people served: 14,028
    - Total # of parcels under review: 3,749

City of Duncanville

Community Development Block Grant

	New Cases	Ongoing Cases	Case Starts	Completed Cases
Building Code Violations				
Construction w/o Permit or Illegal Construction	3	16	26	20
Fence in Disrepair	4	2	7	6
Substandard Building	3	4	4	4
Nuisance Violations				
Growth Limitations - Plant Life	0	10	7	3
High Grass	8	22	84	55
Illegal Open Storage- Non-Residential	0	0	3	3
Illegal Open Storage- Residential	17	40	128	129
Illegal Truck Parking	0	0	3	2
Junked / Inoperable / Illegal Vehicles	0	5	2	5
Other Violations				
Dead Trees or Vegetation	0	0	0	1
Illegal Placement of Trash	0	2	3	3
Parking on Sidewalk/Unimproved Surface	1	8	67	66
Trash Out Early	3	5	65	60
Swimming Pools				
Pool Not Maintained	0	1	1	0
Zoning Violations				
Containerized Storage	0	0	1	1
Illegal Construction	0	0	0	1
Illegal Use	0	1	2	2
Totals	**39**	**116**	**403**	**361**

Building and Health Inspections

Building Inspections - 916

- Accessory Buildings
- Accessory Dwelling Units
- Banner Permits
- Carports
- Rental Registration
- Certificate of Occupancies
- Clean & Show
- New Commercial
- Commercial Remodel & Repair
- Demolition
- Mechanical, Electrical & Plumbing
- Roofing
- Fence

Health Inspections - 193

- Restaurants
- Retail
- Schools
- Pools, Mosquitos and Other Inspections

City of Duncanville



Neighborhood Service Officer Contacts

Total Addresses - 540

Total Inspections - 2323

Total Cases - 743

City of Duncanville



9

Planning Cases

Specific Use Permits - 8

Replat - 1

Planned Developments - 1

City of Duncanville



Quarterly Accomplishments

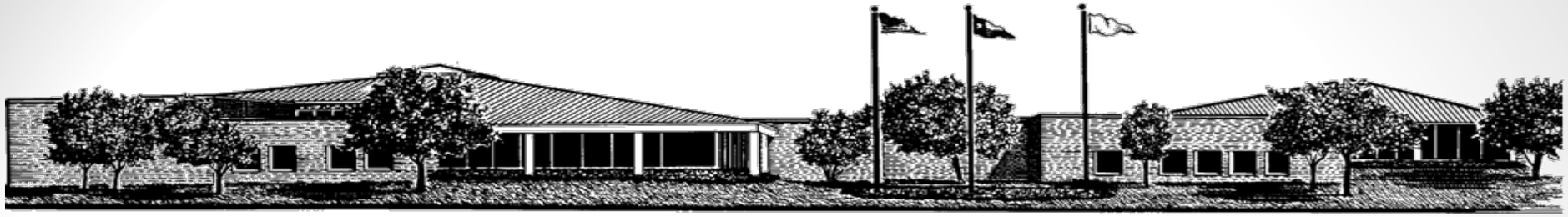
- Hired two (2) Neighborhood Service Officers in Training
- Hired two (2) Permit Technicians
- Interviewing candidates for the Senior Planner vacancy
- Reviewing candidates for the Building Inspector vacancy
- Body Cameras are being configured to be brought online
- Comprehensive Plan Update
- Wheatland Plaza Planning
- Finalizing the update to the Certificate of Occupancy Process
- See Click Fix software is being configured to be brought online
- Economic Development Corporation Board
  - Community Tool Shed Policy

City of Duncanville



City of Duncanville

Questions?



City of Duncanville

FIRE DEPARTMENT QUARTERLY UPDATE

JULY 19, 2022

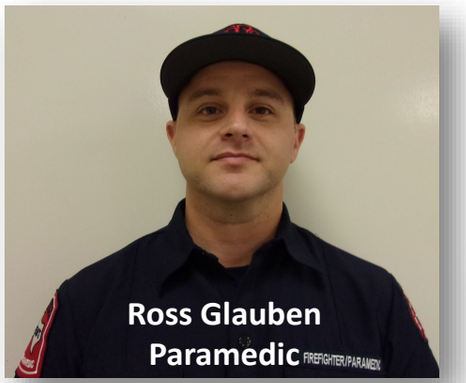
SAM ROHDE, FIRE CHIEF

We are building a vibrant, inclusive community, driven by a commitment to democratic principles and service above self

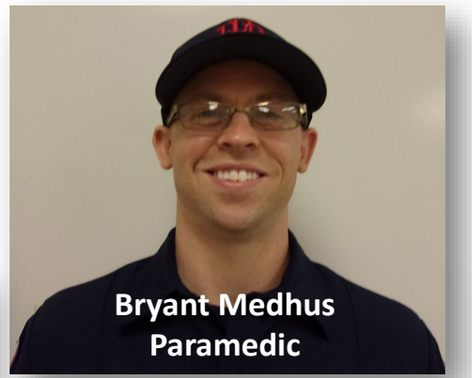
1

Staffing

- **New Hires**
  - (4) New hires started in May 2022









City of Duncanville



Staffing

- **Vacancies**
  - (0) Vacancies
- **Paramedic School**
  - (2) graduated from Brookhaven College, (1) graduated the Nurse to Paramedic Hybrid Program at El Centro College
- **Promotional Exams**
  - Engineer Exam held on June 15, 2022
  - Public hearing with Civil Service Commission is scheduled for July 21st

Staffing

- **Promotions**
  - James Self was promoted to Captain on May 9, 2022



Accomplishments:

- **Texas Fire Chiefs Executive Conference**
  - Chief Rohde and Chief Chase attended the Texas Fire Chiefs Association's Executive Conference in Waco, Texas April 11th – April 14th
- **Firehouse Magazine**
  - Firehouse Magazine published an article written by Chief Chase regarding Firefighter Health and Wellness



HEALTH & WELLNESS
By Greg Chase

Addressing Overall Well-Being on a Small Budget

Whether it be Eye Movement Desensitization and Reprocessing or other programs, departments should pursue funding to safeguard members' mental health.

An unlimited budget for our department always has been our goal. Well, OK, but I concede that never will happen.

The Duncanville, TX, Fire Department (DFD) serves a bedroom-community of 40,000 citizens in southwest Dallas County. Duncanville only has a few big tax-producing businesses, so most of the city's tax base is generated through residential property taxes. So, much like other departments that serve a community that's Duncanville's size, we constantly are trying to make ends meet with a limited budget.

The DFD is a career fire/EMS department that has 54 members who operate out of two stations. The department has a run volume of 7,500 per year. The run volume is enough to keep things very interesting for the people who make up the DFD, but is that a volume that can burn out the department's members?

Mental wellness is at the forefront of any fire/EMS industry conference that you attend right now, so the issue is receiving attention. That said, how do departments prioritize their budget so that mental wellness gets addressed along with equipment, apparatus and training?

We had defusings and debriefings in place through our medical control contract, but what happens after that?

Debriefing evolution

I remember the first time that I was involved with a critical incident stress debriefing (CISD).

CISD was starting to gain traction in our area in the mid-1990s. In 1997, I was assigned to the mobile intensive care unit and had a pediatric trauma incident. Several news stations heard of the incident and were at the hospital as we were leaving. When we got back to the station, our chiefs knew that it was a bad call and were trying their best to figure out how to handle it.

After two more calls, an individual arrived to give us a defusing. Later, my partner and I were sent home for the rest of the shift. We went back on next shift and continued operations as normal.

The next week, one of the chiefs stated that there would be a debriefing on the pediatric trauma incident. The debriefing turned out to involve a professor who was conducting research on CISDs.

A week later, my partner and I had a true debriefing from our medical control team. By this time, I had talked about the incident plenty, and I felt that I had no issues with any of what transpired—except, that is, for the process that we went through.

As time went on, the approach to debriefings got better. I went through a few more. Some of them involved single units, and some of them involved multiple companies and multiple jurisdictions.

As I progressed in my career, I was able to relay to younger personnel how good the debriefings were, meaning how it wasn't a bad thing to have to sit through a debriefing or even to talk in one.

Effective 'voodoo'

The mental and physical wellness of the DFD's members has been at the forefront of department's goals for several years now.

After receiving an Assistance to Firefighters Grant (AFG) for physical fitness and acquiring top-notch fitness equipment, the department's overall fitness increased tremendously. (Formerly, the department's fitness equipment fell into the category of "what can you bring from home to workout with?") The crews felt good and looked good. This was the best shape I ever saw the department members in, and it showed.

However, still lingering in the wings was the mental health issues that continually pop up in the news and in fire service social media. What were we doing to address that? We had defusings and debriefings in place through our medical control contract, but what happens after that?

Over the past few years, the DFD has worked closely with its regional partners to be a part of a First Responder Resiliency program. The funding for this program is obtained through a grant.

We also work with the city's police department to coordinate, including how we can help each other through the city's resources.

The Employee Assistance Program (EAP) is a valuable resource, and most of the time it's free of charge. That said, the EAP isn't for everyone nor every situation. After researching and talking to members who used the program or sought outside counseling (I was surprised at who used these; you might be, too), there still was something missing.

After hearing a presentation at a conference by a psychologist on mental health issues of retirees, I spoke with the presenter after her speech. I inquired whether it would be appropriate for me to have a

GREG CHASE began his fire service career as a part-time firefighter in his hometown of Huntsville, TX, in 1996. He joined the Duncanville, TX, Fire Department in 1997 as a firefighter/paramedic and rose through the ranks to his current position of assistant chief, which he has held for the past five years.

City of Duncanville

Accomplishments:

- **Fire Department International Conference (FDIC)**
  - Chief Hancock and Chief Rohde attended FDIC in Indianapolis, IN, April 26th - April 30th
- **Emergicon Education By The Sea**
  - Chief Rohde and Lacey Freeman attended Emergicon's Education by the Sea EMS Conference May 3rd – May 6th
- **July 4th Planning Meeting**
  - Lauren Sanchez began coordinating July 4th planning meetings with department staff

Accomplishments:

- **TEEX Leadership Development Symposium**
  - Chief Rohde attended the Leadership Development Symposium in San Marcos, TX May 17th – May 19th
- **Texas Emergency Management Conference**
  - Lauren Sanchez and Chief Rohde attended the Texas Emergency Management Conference in San Antonio, TX, May 31st – June 3rd

City of Duncanville

7

Accomplishments:

- **NexGen 9-1-1 Grant**
  - Lauren Sanchez assisted SWRCC and the cities of Cedar Hill, DeSoto and Duncanville with the NexGen 9-1-1 grant submission
- **Emergency Preparedness 101 Course**
  - Lauren Sanchez held an Emergency Preparedness 101 Course in each of the four cities. This course educated citizens on how to prepare themselves and their family(s) for emergency/disaster situations.

Accomplishments:

- **Stop the Bleed**
  - Lauren Sanchez taught a Stop the Bleed course to Duncanville C.E.R.T. on Monday, June 6th

- **Fire Truck Pull**
  - Duncanville Fire Department participated in the 13th Annual Fire Truck Pull on Saturday, June 4th



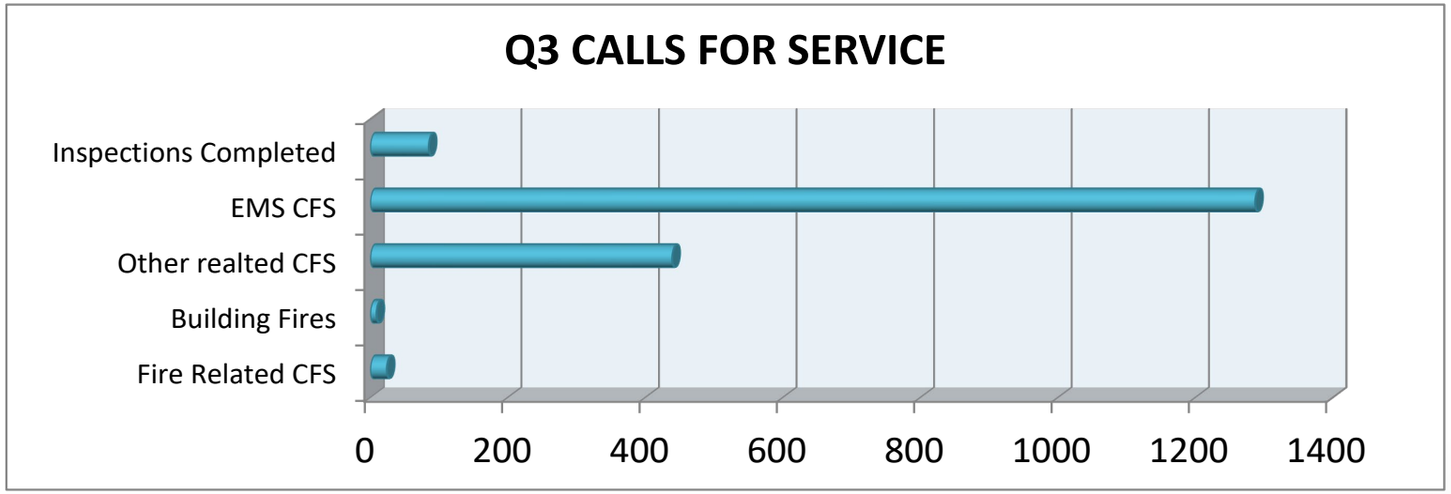
City of Duncanville

Accomplishments:

- **Family Reunification Center**
  - Lauren Sanchez opened and coordinated the Family Reunification Center, reunifying approximately 150 kids with their parents following the active shooter incident
- **Family Assistance Center**
  - Lauren Sanchez and Chaplin Moises Ruiz coordinated the set up and operations of the Family Assistance Center which was opened on Saturday, June 18th to provide necessary resources for families of campers and staff directly impacted by the active shooter incident

Performance Indicators

- **Total Calls for Service (Q3) 1,759**
  - Fire Related CFS: 24
  - Building Fires: 9
  - Other related CFS: 439
  - EMS CFS: 1,287
  - Inspections Completed: 85



City of Duncanville

Questions?