

Duncanville City Council Meeting Minutes
Regular Meeting
Tuesday, September 3, 2024

CALL TO ORDER

A regular meeting of the Duncanville City Council was called to order on Tuesday, September 3, 2024, at 5:03 p.m. in the Council Briefing Room at City Hall with a quorum to wit:

COUNCIL PRESENT: Mayor Greg Contreras
Councilmember Don McBurnett
Mayor Pro Tem Jeremy Koontz
Councilmember Kyle Pennebaker

COUNCIL ARRIVING AT: Councilmember At-Large DeMonica Gooden arrived at 5:16 p.m.
Councilmember Joe Veracruz arrived at 5:25 p.m.
Councilmember Karen Cherry-Brown arrived at 5:37 p.m.

COUNCIL ABSENT:

EXECUTIVE SESSION

The Executive Session was called into session at 5:03 p.m. and Mayor Contreras read the item into record.

The Council closed the Executive Session at 6:00 p.m.

1. ***City Council shall convene into closed executive session pursuant to Section 551.074, of the Texas Government Code, Personnel, to deliberate the duties of the City Manager under the Home Rule Charter and, pursuant to Section 551.071 of the Texas Government Code, to seek legal advice from the City Attorney on the same topic.***
2. ***City Council shall convene into closed executive session pursuant to Section 551.074, of the Texas Government Code, Personnel, to deliberate the duties of the City Manager under the Home Rule Charter and, pursuant to Section 551.071 of the Texas Government Code, to seek legal advice from the City Attorney on the same topic.***

WORK SESSION / BRIEFING

Mayor Contreras called the briefing into session at 6:04 p.m.

1. DISCUSS AGENDA ITEMS

Mayor Contreras read the item into the record, and City Manager Finch reviewed each item.

2. CITY COUNCIL CALENDAR

City Secretary Chiquita Taylor reviewed the council calendar.

3. BRIEFINGS / PRESENTATIONS

The Briefing Session was adjourned at 6:58 p.m.

A. *Briefing City Council on the updated Facility Condition Assessment*
Presented by Steve Billard with Huitt Zollars.

B. *Council to receive a briefing on the Assessment of the Service Center.*
Presented by Tanya Reed, VP of Architecture with MRB Group.

C. *Council to receive briefing and discuss the proposed 2025 budget if any Councilmembers have any requests in advance of the September 5th Budget Workshop.*
Budget Administrator Jennifer Otey was available to answer questions.

- D. ***City Council to receive a briefing on a proposed contract amendment to the 1414 Los Altos Ln., Jellison Blvd. & Roundtop Blvd., and Jungle Dr. Drainage Improvements Project. In addition, staff and MRB will provide a briefing on a city-wide master drainage plan.***
Presented by Director of Public Works Matt Bryant.

REGULAR SESSION - CONVENE INTO THE COUNCIL CHAMBERS (7:00 P.M. or immediately following the 6:00 pm Work Session/Briefing)

The City Council convened into Regular Session in the Council Chambers at 7:08 p.m. with Mayor Contreras presiding.

Duncanville Police Chaplain Moises Ruiz delivered the Invocation.

Mayor Contreras led the Pledge of Allegiance and Texas Pledge.

1. REPORTS

- A. ***Mayor's Report.***
Thanked outgoing Assistant City Manager Robert Brown on his service and congratulated him on his retirement at his event on Friday, August 30th.
- B. ***Councilmembers' Reports***
Councilmember Gooden thanked officers Kamecha Johnston and Tiffiany Manning for their great service in responding to an accident at Main and Wheatland. Councilmember McBurnett thanked the police for their work on a potential bank robbery and announced upcoming events in the city.
- C. ***City Manager's Report.***
Mr. Finch welcomed new Human Resources Director Ashley Jacobs, Assistant Public Works Director Shahad Mohammed, and welcomed back Assistant IT Director Aaron Groqan to the city.

2. PROCLAMATIONS AND PRESENTATIONS

- A. ***Presentation of the Keep Duncanville Beautiful Fall 2024 Business Beautification Award Plaque and Proclamation to State Farm - Alecia Francis located at 602 N. Main St.***
Presented by Assistant Director of Parks and Recreation Tyler Agee.
- B. ***Recognition of Keep Duncanville Beautiful Fall 2024 Curb Appeal Residential Properties.***
Presented by Mr. Agee.

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 view the live meeting or previous meetings click on the link below.

<https://duncanvilletx.new.swagit.com/views/454/>

To submit a comment via email the following information is required:

- Submit a comment by 4:00 p.m. on _
- Email citysecretary@duncanvilletx.gov
- Email title: Public Comment – _
- First Name, Last Name, and Address

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

Juan Soto
102 N. Royal Oak Dr.
Building Official (email)

Patricia Ebert
115 S. Greenstone
DCEDC budget

Donovan Dock
921 Bedford Place
Cedar Hill
Community Development

Phillip James
910 Green Terrace Lane
Protected Bike lanes

Ti Phang Lui
434 Blueridge Dr.
Government Transparency

4. **CONSENT AGENDA**

Mayor Contreras requested that City Secretary Chiquita Taylor read the Consent Agenda Items.

- A. ***Consider the Minutes for the August 6, 2024 and August 20, 2024 City Council Regular Meetings.***
- B. ***Consider a Resolution awarding RFQ 24-0027 Texas Water Development (TWDB) Lead Pipe - Financial Advisor Services to Hilltop Securities, Inc. through the City's competitive qualifications process for financial advising services related to administering the TWDB grant for the Lead Service Line Replacement Program in an amount equal to a base fee of \$25,000.00 plus municipal securities issuance and other associated financial advising fees not yet identified.***

RES 2024-307

- C. ***Consider a Resolution awarding RFQ 24-0026 Texas Water Development (TWDB) Lead Pipe - Bond Counsel Services to Norton Rose Fulbright US LLP through the City's competitive qualifications process for bond counsel services related to administering the TWDB grant for the Lead Service Line Replacement Program in an amount equal to a base fee of \$10,000.00 plus associated bond counsel fees not yet identified.***

RES 2024-306

- D. ***Consider a Resolution awarding RFQ 24-0024 Texas Water Development (TWDB) Lead Pipe - Engineering Services to MRB Group, PC, through the City's competitive qualifications process for engineering services related to the Lead Service Line Replacement Program with a contract amount of \$2,876,742.00 and an additional appropriation of \$431,511.30 as a project contingency for a total amount not to exceed \$3,308,253.30.***

RES 2024-305

- E. ***Consider a Resolution authorizing Hilltop Securities, Inc., MRB Group, PC, and Norton Rose Fulbright US LLP to provide financial advising, engineering, and bond counsel services, respectively, related to administering the Texas Water Development Board grant application for the Lead Service Line Replacement Program.***

RES 2024-308

- F. Consider a Resolution approving Change Order Thirteen for IFB 21-002 Danieldale Road Street Reconstruction and Subsurface Utility Improvements Project with Pavecon Public Works, LP, to withhold and retain the sum of \$88,769.40 from the final payment for non-completed improvements.**

RES 2024-309

- G. Consider a Resolution awarding the renewal of and authorizing a five-year fixed rental master agreement for multi-functional copiers citywide with Ubeo Business Services, Inc., with an estimated yearly amount of \$76,796.00, resulting in an estimated total contract amount of \$384,480.00 over the five-year fixed agreement.**

RES 2024-314

- H. Consider a Resolution authorizing an initial one-year term with four additional one-year renewals for a total of five years for Contract #3200146 with Exclusive Protection Services, LLC, to provide security services for the Duncanville Fieldhouse in an amount not to exceed \$85,290.00 annually.**

RES 2024-298

- I. Consider a Resolution authorizing the expenditure for field and turf irrigation products, landscaping products, specialty conditioners/soils, ground maintenance equipment, parts, and supplies with Ewing Irrigation Products Inc. through BuyBoard Contracts #705-23 and #706-23 with an estimated yearly amount of \$25,000.00 over a five-year period amounting to \$125,000.00 with an additional appropriation of \$18,750.00 as 15% contingency for a total amount not to exceed \$143,750.00.**

RES 2024-297

- J. Consider a Resolution awarding a bid and authorizing a cooperative purchasing agreement with Buy Board 724-23 to purchase seven Chevrolet Tahoe Police Pursuit Vehicles to include upfitting and painting in the expenditure amount not to exceed \$560,000.00 superseding a previous Resolution authorized by City Council (Resolution No.2024-234).**

RES 2024-234R

- K. Consider a resolution authorizing a Professional Services Agreement with TodoVerde, LLC to provide IT infrastructure and network support in an amount not to exceed \$442,700 for a total of \$494,769, inclusive of payment owed for work already performed.**

RES 2024-322

Councilmember Don McBurnett made a motion to approve the consent agenda, Mayor Pro Tem Jeremy Koontz seconded the motion. The vote was cast 7 for, 0 against.

5. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Take any necessary action as a result of the Executive Session.**
No action taken.
- B. Conduct a Public Hearing on the FY 2024-25 Proposed Budget**
Presented by Jennifer Otey.

Mayor Contreras Opened the Public Hearing at 7:55 p.m.

Councilmember Don McBurnett made a motion to continue the public hearing to September 17th at 7:00p.m., Councilmember At-Large DeMonica Gooden seconded the motion. The vote was cast 7 for, 0 against.

C. *Council to consider a resolution confirming the City Manager's appointment of Chris Connealy as the Fire Chief.*

Mr. Finch recognized and thanked Interim Fire Chief Greg Chase for his service. He then introduced Chris Connealy as the new Fire Chief.

RES 2024-321

Councilmember Don McBurnett made a motion to approve the item as stated, Councilmember Kyle Pennebaker seconded the motion. The vote was cast 7 for, 0 against.

D. *Consider a Resolution approving a Facility Use Agreement with alcohol at the Duncanville Fieldhouse for the Duncanville Chamber of Commerce's Fun After 5 event on September 19, 2024.*

Presented by Duncanville Fieldhouse General Manager Craig Bransfield.

RES 2024-320

Councilmember Don McBurnett made a motion to approve the item as stated, Mayor Pro Tem Jeremy Koontz seconded the motion. The vote was cast 7 for, 0 against.

E. *Authorization of Military Makeover Program Details*

Presented by Assistant to the City Manager David Kees. The show will be honoring Duncanville resident Sergeant Kevin Jones.

RES 2024-319

Mayor Pro Tem Jeremy Koontz made a motion to approve the item as stated, Councilmember Don McBurnett seconded the motion. The vote was cast 7 for, 0 against.

F. *Consider a resolution authorizing the approval of the purchase of a vehicle from Classic Chevrolet that will be used in the support of the Duncanville Community & Economic Development Corporation (DCEDC), in the expenditure amount not to exceed \$56,044.90.*

Presented by Economic Development Director Victor Barrera. Councilmember Gooden asked if this purchase was in the budget and why did it need to go to the DCEDC. Mr. Finch stated the purchase is over \$50,000 and brought to the council according to the procurement policy for the Duncanville Community and Economic Development Corporation. She then asked who would own the vehicle. Mr. Barrera stated it will be owned by the corporation. Attorney Hager stated the corporation would be responsible for the insurance and expenses. Budget Administrator Otey stated the purchase is in the current budget. Mayor Contreras and Councilmember McBurnett inquired about the maintenance of the vehicle and who would be responsible. Councilmember Pennebaker asked about the need for the vehicle. Mr. Barrera stated it is needed for tours of the city with potential developers and real estate groups. Currently, we have been borrowing a Police department vehicle. Councilmember McBurnett asked who would be designated to drive the vehicle. Mr. Hager stated this would be decided by the board. Mayor Pro Tem Koontz asked that the need for the vehicle be quantified and brought back to the council. Councilmember Gooden asked if the cost would be the full cost including wrapping. Mr. Barrera stated the cost stated is only the cost of the vehicle.

Councilmember Kyle Pennebaker made a motion to table this item, Councilmember Don McBurnett seconded the motion. The vote was cast 4 for, 3 against (Councilmember Joe Veracruz, Mayor Pro Tem Jeremy Koontz, and Councilmember Karen Cherry-Brown).

6. STAFF AND BOARD REPORTS

A. *Council to receive a briefing on the Mobile Food Vendor ordinance, particularly for snow cone vendors.*

Presented by David Kees. Councilmember Pennebaker stated one of the biggest problems for these types of businesses is the commissary, as there is not one in Duncanville. This would make it easier for snow cone vendors and food trucks to operate in Duncanville. Councilmember McBurnett agreed with Councilmember Pennebaker.

B. *Council to receive a briefing on Arts Funding.*

Presented by City Manager Finch. Mayor Pro Tem Koontz suggested creating a special use fund for the promotion of Arts to be maintained through a fifteen percent (15%) transfer from the hotel occupancy tax fund. Councilmember Gooden supported Mayor Pro Tem Koontz's suggestion.

C. *Receive a briefing on the Red, White, and BBQ event.*

Presented by Jennifer Otey.

D. *Briefing on Fund Balance Policy*

Presented by Managing Director/CFO Richard Jackson, Councilmember Gooden requested that the policy be amended to require items to be brought to the council before using the unassigned fund balance.

E. *The purpose of this briefing is to provide an overview of the current plan for special events for fiscal year 2025. This briefing will outline the budgetary allocations, funding sources and recommendations for supporting upcoming city-sponsored events.*

Presented by Assistant Economic Development Director Lolecia Day.

F. *Receive the Fiscal Year 2023-2024 Third Quarter Investment Report as of June 30, 2024.*

Presented by Richard Jackson and Tim Pinyon with Valley View Consulting.

G. *Receive the Parks and Recreation Department Quarterly Report*

Presented by Director of Parks and Recreation Bart Stevenson.

H. *Monthly Financial Report as of July 31, 2024*

Presented by Jennifer Otey.

ADJOURNMENT

The meeting was adjourned at 9:34 p.m.

ATTEST:

CITY SECRETARY