

**Duncanville City Council Meeting Minutes**  
**Regular Meeting**  
**Tuesday, November 19, 2024**

**CALL TO ORDER**

A regular meeting of the Duncanville City Council was called to order on Tuesday, November 19, 2024, at 5:01 p.m. in the Council Briefing Room at City Hall with a quorum to wit:

**COUNCIL PRESENT:** Councilmember At-Large DeMonica Gooden  
Councilmember Joe Veracruz  
Councilmember Don McBurnett  
Mayor Pro Tem Jeremy Koontz  
Councilmember Karen Cherry-Brown  
Mayor Greg Contreras  
Councilmember Kyle Pennebaker

**COUNCIL ARRIVING AT:**

**COUNCIL ABSENT:**

**EXECUTIVE SESSION**

The Executive Session was called into session at 5:01 p.m. and Mayor Contreras read the item into record.

Attorney Contessa Malone attended for Attorney Robert Hager.

The Council recessed the Executive Session at 6:11 p.m.

Mayor Contreras reconvened the Executive Session at 9:30 p.m.

The Council closed the Executive Session at 11:14 p.m.

1. ***City Council shall convene in Executive Session pursuant to Section 551.072 of the Texas Government Code, to deliberate the sale, exchange, lease, purchase, or value of certain real property located east of Main, south of Wheatland, west of Allen and north of Fouts, and, pursuant to Section 551.071 of the Texas Government Code, to seek legal advice from the City Attorney regarding the same.***
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.***
3. ***City Council shall convene in Executive Session pursuant to Section 551.072 of the Texas Government Code, to deliberate the sale, exchange, lease, purchase, or value of certain real property located east of Clark Rd., south of Red Bird Ln., west of US Highway 67, and north of Wintergreen Rd., and pursuant to Section 551.071 of the Texas Government Code, to seek legal advice from the City Attorney regarding the same.***

**WORK SESSION / BRIEFING**

**1. DISCUSS AGENDA ITEMS**

Mayor Contreras opened the briefing session at 6:14 p.m. and read the item into the record. City Manager Finch reviewed each item.

**2. CITY COUNCIL CALENDAR**

**3. BRIEFINGS / PRESENTATIONS**

The briefing session was adjourned at 7:17 p.m.

- A. **Council to receive a briefing from Star Transit.**  
Moved to a future meeting.
- B. **Council to receive a briefing on the candidates nominated to serve on the Dallas Central Appraisal District Board of Directors.**  
Presented by Interim Assistant City Manager - Community David Kees.
- C. **Council to Receive a Briefing from Hunden Partners on evaluating third-party sports facility management companies and conducting a comparative analysis of proposals, including the continuation of in-house operations.**  
Presented by Jay Burress with Hunden Partners.
- D. **Briefing Presentation of the Hometown Champions Banner Program**  
Presented by Assistant Director of Parks and Recreation Tyler Agee.
- E. **Council to receive a briefing on special events that are not city sponsored and require street closures.**  
Presented by Mr. Finch and Assistant Director of Public Works Shahad Mohammad.

**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 7:27 p.m. with Mayor Contreras presiding.

Luis Salazar delivered the Invocation.

Mayor Contreras led the Pledge of Allegiance and Texas Pledge.

**1. REPORTS**

- A. **Mayor's Report.**  
Mayor Contreras commented on his visit with the Duncanville High School band before going to the state competition. He also thanked the city for the opportunity to attend the Texas Municipal League (TML) Conference.
- B. **Councilmembers' Reports**  
Councilmember McBurnett updated citizens and thanked staff for various events happening in the city. He also wished all a Happy Thanksgiving! Councilmember Gooden thanked the citizens for the opportunity to serve as a council member. She commented on the National League of Cities (NLC) training last week in Tampa, FL., and reviewed council successes over the past year as well as the Arts Commission cultural district proposal. Councilmember Cherry-Brown also thanked the city for the opportunity to attend NLC training. Councilmember Pennebaker commented on the Arts Commission, Dog Park Master Plan, and the Comprehensive Plan. He also commented on his attendance at the TML Economic Development Conference in Bastrop.
- C. **City Manager's Report.**  
Mr. Finch thanked the council for their service and the residents for their patience during yesterday's power outage. He reminded everyone of the December 6th holiday parade, lights, and drone show with an expanded parade route.

**2. PROCLAMATIONS AND PRESENTATIONS**

- A. **Veteran's Day Proclamation**  
Read by Mayor Contreras and presented to resident Kevin Jones who was honored by Montel William's show Military Makeover.
- B. **Proclamation to Duncanville High School for Distributive Education Clubs of American (DECA)**  
Read by Councilmember Veracruz and presented to Dr. Michelle Williams, Dr. Suzann Riddlespriger-Brown, and students of Duncanville DECA.

**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](mailto: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:

Tangie Benton  
813 Link Dr.  
New Senior Center equipment

Mr. and Mrs. Wayne Johnson  
711 Cliffwood Circle  
Recreation Cent

Lowell Ruff  
8019 Shay Bark Circle  
Cross Plain, WS  
Economic Growth and Development

Miranda Oyarvide  
107 Thrust Ave.  
Harrington Park soccer fields

Tai Tran Leu  
4434 Blueridge Dr.  
Government Transparency

**4. CONSENT AGENDA**

- A. Consider the Minutes for the City Council Regular and Special Meetings.**
- B. Approve Regular City Council meeting dates for 2025.**
- C. Consider a resolution adopting the TikTok and Prohibited Technology Policy for the City of Duncanville.**  
Moved to individual consideration item 5H.
- D. Consider a Resolution approving and adopting the FY2024-25 Investment Policy.**

RES 2024-354

- E. Consider a Resolution to approve the Budget Development Policy**

RES 2024-353

- F. ***Consider a Resolution approving the City of Duncanville to adopt and amend the Texas Tax Code Chapter 35 Municipal Hotel Occupancy Tax.***

RES 2024-357

- G. ***Consider a Resolution authorizing the annual expenditure with Dallas Central Appraisal District (DCAD) for property appraisal services, in accordance with state law, in an amount determined through DCAD's annual budgeting process.***

RES 2024-355

- H. ***Consider an ordinance amending the FY 2024-2025 budget by appropriating resources received for projects, grants, donations, and capital projects in FY 2024 and amending expenditures.***

ORD 2532

- I. ***Consider a Resolution authorizing an agreement through the City of Plano contract #2021-0440-AC with DataProse, LLC for the procurement of water bill printing and mailing services, for a period of one-year with an option to renew for four additional years, with an annual estimated expenditure of \$146,000.***

RES 2024-333

- J. ***Consider a Resolution authorizing the purchase of Personal Protective Equipment (PPE) gear cleaning, inspection and repair from Gear Cleaning Solutions, through an Interlocal Cooperative Purchasing Agreement with the City of Frisco contract 2212-016 for the unit price bid with an estimated expenditure amount not to exceed \$34,500.00.***

RES 2024-346

- K. ***Consider a Resolution authorizing the City manager to execute the terms of the agreement, and to authorize the City Manager to execute the terms, conditions, and payment for the costs of the Regional Fire Training Officer in said agreement documents.***

RES 2024-344

- L. ***Consider a Resolution authorizing the annual expenditure with the City of Cedar Hill for the operations and maintenance of the Tri-City Animal Shelter, in accordance with terms of the Acquisition, Ownership, and Operating Agreement, in an amount of \$423,175.00, determined through the City of Cedar Hill's annual budgeting process.***

RES 2024-350

- M. ***Consider a Resolution authorizing the annual expenditure with the City of DeSoto for the operations and maintenance of the Southwest Regional Communications Center (SWRCC), in accordance with the terms of the Interlocal Agreement for Regional Dispatch, in an amount of \$1,274,004, determined through the City of DeSoto's annual budgeting process.***

RES 2024-352

- N. ***Consider a Resolution awarding a bid and authorizing an interlocal purchasing agreement with TIPS USA Automobiles 210907 to purchase three (3) Dodge Charger Police Patrol Vehicles (PPV) to include upfitting and painting in the expenditure amount not to exceed \$225,000.00.***

RES 2024-335

- O. ***A Resolution of the City Council of the City of Duncanville, Texas, Approving the Terms and Conditions of the Settlement and Release Agreement, by and between Casey Lending LLC and the City of Duncanville, Texas.***

RES 2024-374

- P. ***Consider a resolution authorizing the expenditure for field and turf irrigation products, landscaping products, specialty conditioners/soils, ground maintenance equipment, parts, and supplies with BWI Companies, Inc. through BuyBoard Contract #705-23 with an estimated yearly amount of \$101,220.00 over a two-year period amounting to \$202,440.00, with an additional appropriation of \$30,366.00 as a 15% contingency for a total amount not to exceed \$232,806.00.***

RES 2024-363

- Q. ***Consider a Resolution authorizing a contract for ground maintenance equipment, parts, and supplies with Pioneer Manufacturing Company through BuyBoard Contract #706-23 and Contract #665-22 for Athletic, Physical Education, Gymnasium Supplies and Equipment, and Heavy Duty Exercise Equipment and Related Accessories for estimated expenditures of \$173,163.00 over a two-year period, which includes \$89,036.00 for year one and \$61,136.00 for year two, along with an additional appropriation of \$22,991.00 as a 15% contingency.***

RES 2024-362

- R. ***Consider a Resolution authorizing the Second Amendment to Contract 3230223 with Texas Standard Construction, Ltd., for the Wren Avenue Waterline Improvements and Oriole Boulevard I-20 Aerial Crossing Replacement Project in the amount of \$16,031.66, not exceeding a total contract amount of \$1,225,168.77.***

RES 2024-345

- S. ***Consider a Resolution endorsing the implementation of a continuing pretreatment program as required by 40 CFR 403 for the Trinity River Authority's Central Regional Wastewater System.***

RES 2024-336

- T. ***Consider an Ordinance amending Chapter 20 of the Duncanville Code of Ordinances by repealing and replacing Article IV, "General Sewage Disposal Standards," with a new Article IV, "General Sewage Disposal Standards," to provide for updates to regulations governing wastewater discharges into the publicly owned treatment works within the City of Duncanville.***

ORD 2529

Councilmember Joe Veracruz made a motion to approve the consent agenda, Councilmember Don McBurnett 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. ***Consider a resolution acknowledging receipt of the Independent Audit and Annual Comprehensive Financial Report provided by Pattillo, Brown, and Hill, LLP for the Fiscal Year ended September 30, 2023.***

Presented by Richard Jackson and Todd Pruitt, CPA with Patillo, Brown and Hill, LLP. Mr. Jackson thanked the finance department staff and specifically Assistant Finance Director Tia Pettis and Budget Administrator Jennifer Otey for their work.

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.

RES 2024-356

- C. ***Consider a Resolution to appropriate the remaining American Recovery Plan Act (ARPA) in the approximate amount of \$550,000 and \$800,000 of***

***the remaining 2018 General Obligation Bonds for Harrington Park, to complete the concession stand and restroom buildings, Phase 1, and the trail and bridge connection to Waterview Park, Phase 3.***

Presented by Jennifer Otey.

Councilmember At-Large DeMonica Gooden made a motion to approve the item as stated, Councilmember Don McBurnett seconded the motion. The vote was cast 7 for, 0 against.

RES 2024-349

- D. *Consider a Resolution authorizing the use of Hotel Occupancy Tax Funds in the Amount of \$170,000 for Phase 1 of the Harrington Park 2018 Bond Project.***

Presented by Jennifer Otey.

Councilmember Don McBurnett made a motion to approve the item as stated, Councilmember Karen Cherry-Brown seconded the motion. The vote was cast 7 for, 0 against.

RES 2024-371

- E. *Consider a resolution awarding a contract to Trane for HVAC repairs and authorizing the expenditure of Hotel Occupancy Tax funds in an amount not to exceed \$1,071,659.00.***

Presented by Interim Assistant City Manager-Community David Kees.

Councilmember Don McBurnett made a motion to approve the item as stated, Councilmember At-Large DeMonica Gooden seconded the motion. The vote was cast 7 for, 0 against.

RES 2024-370

- F. *Consider a resolution authorizing approval of incentive grants by the Duncanville Community & Economic Development Corporation (DCEDC) to Matt Balke, Business Owner, in an amount not to exceed \$300,000.00 for a building located at 220 N. Main St, Duncanville, Texas 75116***

Presented by Economic Development Director Victor Barrera.

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

TABLED

- G. *Consider a Resolution authorizing the approval of an Amendment to Order Form with Placer.ai for the location tracking data analytics software via professional services procurement.***

Presented by Victor Barrera.

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.

RES 2024-372

- H. *Consider a resolution adopting the TikTok and Prohibited Technology Policy for the City of Duncanville.***

Presented by David Kees. Mayor Pro Tem Koontz asked if this is something we have to do as mandated by the state and if this policy included the use of personal devices. Mr. Kees stated this is included in the policy but is not required by the state if it is a personal device that connects to the city's network. This app is used mostly by our Marketing and Communications Department and the Police Department. There is an exemption for the Police department.

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.

**6. STAFF AND BOARD REPORTS**

- A. *Present the Police Department's Quarterly Report.***  
Presented by Assistant Police Chief Adrian Tijerina.
- B. *Receive the Preliminary Financial Report as of September 30, 2024***  
Presented by Jennifer Otey.
- C. *Receive the Fiscal Year 2023-2024 Fourth Quarter Investment Report as of September 30, 2024.***  
Presented by Tim Pinyon with Valley View Consulting.

Mayor Contreras recessed the regular session at 9:25 p.m.  
The council reconvened the regular session at 11:15 p.m.

**ADJOURNMENT**

The meeting was adjourned at 11:15 p.m.

ATTEST:

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CITY SECRETARY