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, December 7, 2021
6:00 P.M. - Work Session/Briefing
7:00 P.M. - Regular Session
or immediately following the 6:00 pm Work Session/Briefing

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

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

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

SUPPLEMENTAL NOTICE OF MEETING BY VIDEO CONFERENCE

In accordance with an Order of the Office of the Governor issued on March 16, 2020, as extended, the City Council for the City of Duncanville, Texas will conduct a City Council Regular Meeting in person and by video conference at 6:00 pm on Tuesday, December 7, 2021, in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") in an effort to slow the spread of the Coronavirus (COVID-19) pandemic.

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

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

To speak during Citizen Comments via ZOOM, you must register with the City Secretary before 4pm on Tuesday, December 7, 2021, email citysecretary@duncanville.com and title the email "Public Comment – December 7th". You will need to register with the link below and attend the meeting. During the Citizen Comments period of the agenda, the City Secretary will call your name and allow access to your camera and microphone for you to provide your comments. Feel free to email your comment to the City Secretary for the Mayor to read into the record for any unexpected technological issues that may arise.

To speak during the Public Hearing on Agenda Item 5A and 5B via ZOOM, you must register with the City Secretary before 4pm. When the Public Hearing is opened by the Mayor, you will need to use the "raise your hand" option that is provided by ZOOM. If you are calling in and would like to speak, press *9 on your phone's dial paid to "raise your hand". You may also submit your comments in advance in accordance with the guidelines for "Public Comments".

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_KzZk3yVET3igoqrrmSL5-g

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.

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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. Discuss a pilot program to allow youth bicycles on the trail at Red Bird Park. 6 - 8
Red Bird Park

B. Discuss Annual City Council Calendar. 9 - 11
Annual City Council Calendar

C. Introduction and Receive the Neighborhood Services Quarterly Report.

EXECUTIVE SESSION

1. "City Council shall convene into closed executive session to consult with the City Attorney pursuant to the to Section 551.071 of the Texas Government Code concerning a claim and/or threaten litigation involving real property located at 608 HWY 67, Duncanville, TX 75137"

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

CALL TO ORDER
INVOCATION
PLEDGES - PLEDGE OF ALLEGIANCE; TEXAS PLEDGE OF ALLEGIANCE

1. REPORTS

A. Mayor's Report.

B. Councilmembers' Reports

C. City Manager's Report.

2. PROCLAMATIONS AND PRESENTATIONS

A. Presentation from TCAP, Founding Member Trophy.

B. Presentation of City Champion.

C. Recognition of Officer Sisk.

D. Recognition of Keep Duncanville Beautiful Winter 2021 Curb Appeal Residential Properties. 12 - 15
Keep Duncanville Beautiful Winter 2021 Curb Appeal

3. CITIZENS' INPUT

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

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

To speak in person or by video conference during Citizen Comments, you must register with the City Secretary before 4pm on Tuesday, December 7, 2021, email citysecretary@duncanville.com and title the email "Public Comment – December 7th. You will need to register with the link below and attend the meeting by video conference. During the Citizen Comments period of the agenda, the City Secretary will call your name and allow attendance in person access to your camera and microphone for you to provide your comments. Feel free to email your comment to the City Secretary for the Mayor to read into the record for any unexpected technological issues that may arise or unable to attend in person.

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

4. CONSENT AGENDA

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

A.	Consider Resolution approving a Grant of Hotel Occupancy Tax in the amount of $18,000.00 to the Duncanville Chamber of Commerce to directly enhance and promote tourism and the Hotel Industry; conditional upon approval in the FY 21-22 Budget. HOT Grant - Duncanville Official Visitor Center	16 - 34
B.	Consider a Resolution approving a Grant of Hotel Occupancy Tax in the amount of $32,000.00 to the Duncanville Community Theatre to directly enhance and promote tourism and the hotel industry. FY 21-22 HOT Grants - Duncanville Community Theatre	35 - 75
C.	Consider a Resolution supporting and adopting the City of Duncanville Investment Policy. Investment Policy	76 - 124
D.	Consider a Resolution authorizing a renewal to D&A Building Services, Inc. for a one-year janitorial services at the Duncanville Fieldhouse in the amount not to exceed $93,500.00. Janitorial Services at Duncanville Fieldhouse	125 - 130

5. ITEMS FOR INDIVIDUAL CONSIDERATION

A. Conduct a Public Hearing (2021-28) for consideration and action regarding the request of Tal Ifrah of Goldnest LP, Applicant, representing Yaniv Gavish, Owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Greenbriar Estates 5th Section, Block D, Lot 12, more commonly known as 1039 Wind Ridge Drive, City of Duncanville, Dallas County, Texas. 131 - 162

Short-Term Rental on Greenbriar Estates

To speak during the Public Hearing on Agenda Item 5A and 5B via ZOOM, you must register with the City Secretary before 4pm. When the Public Hearing is opened by the Mayor, you will need to use the "raise your hand" option that is provided by ZOOM. If you are calling in and would like to speak, press *9 on your phone's dial paid to "raise your hand". You may also submit your comments in advance in accordance with the guidelines for "Public Comments".

B. Conduct a Public Hearing to consider adoption of an Ordinance approving the redistricting of the single member City Council Districts and establishing new single-member district boundary lines for City Council Elections based on 2020 Census Data; and providing for an effective date. 163 - 171

Census - Redistricting

To speak during the Public Hearing on Agenda Item 5A and 5B via ZOOM, you must register with the City Secretary before 4pm. When the Public Hearing is opened by the Mayor, you will need to use the "raise your hand" option that is provided by ZOOM. If you are calling in and would like to speak, press *9 on your phone's dial paid to "raise your hand". You may also submit your comments in advance in accordance with the guidelines for "Public Comments".

C. Consider a Resolution casting the City Council of the City of Duncanville's vote for the fourth member of the Board of Directors of the Dallas Central Appraisal District (DCAD). 172 - 182

Dallas Central Appraisal District (DCAD) Vote

D. Take any necessary action as a result of the Executive Session.

6. STAFF AND BOARD REPORTS

A. Receive the Monthly Financial Report as of September 30, 2021. 183 - 207

Monthly Financial Report

B. Receive the Library Quarterly Report.

C. Receive the Parks & Recreation Quarterly Report.

D. Receive the Fieldhouse 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: **Thursday, December 2, 2021 at 5:30 P.M.** and remained posted for at least two hours after said meeting was convened.

Kristin Downs, City Secretary

"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 - 07 Dec 2021

TITLE:
Discuss a pilot program to allow youth bicycles on the trail at Red Bird Park.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

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

STAFF RESPONSIBLE:
Bart Stevenson, Director of Parks and Recreation

BACKGROUND/HISTORY:
At the July 20, 2021 City Council meeting, Tessa Harris, an 11-year-old resident, submitted a written comment to be read for the Citizen's Participation portion of the agenda. Ms. Harris requested the City review its rule of no bicycles on pedestrian trails within park property, specifically at Armstrong and Red Bird parks. At the request of the Council, the Park Board has reviewed this matter.

The Board created an ad hoc committee to review the request, and they provided a recommendation to the Board for discussion at its September 13, 2021 meeting. The Board is recommending a pilot program to allow youth bicycles with wheels under 16-inches to be allowed in Red Bird Park during the spring of 2022 to introduce the concept of dual usage and allow for public feedback and comment. Appropriate signage will be installed, and a public campaign initiated to gather input from our citizens on the interaction of pedestrians and small bicycles on the park trail. Following the pilot program, it is further recommended that the Park Board and City Council review the feedback and decide on any permanent changes.

POLICY EXPLANATION:
This item is for discussion only, and there are formal policies or ordinances related to this matter.

FUNDING SOURCE:

ORG and Object Number
N/A

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

ATTACHMENTS:

Attachment 1 - Bikes on Trails Citizen Comment - Tessa Harris

From: Tessa Harris
Sent: Tuesday, July 20, 2021 2:48 PM
To: City Secretary <citysecretary@duncanville.com>
Subject: Public Comment - July 20th

Hello, Duncanville City Council!

Thank you for taking my comments. My name is Theresa Harris. I am 11 years old, and I have lived in Duncanville since October 2011. I am a Junior Girl Scout working on my Get Moving! Leadership Journey, and I have visited many of the Duncanville parks in the last few weeks.

First, I would like to say thank you for the new park rules sings and for the bike lane markings on the streets. My family loves to bicycle around Duncanville. The new street markings make Duncanville look very bike friendly.

Second, I would like to share my concern with you. I have two younger siblings who are not ready to ride bikes on the streets of Duncanville. When we visited Armstrong and Red Bird Parks, we saw two signs; one with park regulations and another with larger font emphasizing NO BICYCLES IN PARK AREA. Both parks have nice pedestrian trails, which would be ideal for families with young kids to learn how to ride bikes before going on the bike lanes here in Duncanville. Lions Park and Waterview Park also have pedestrian trails; however, they do not have signs with large font discouraging bicycling. On the Duncanville Parks and Recreation website all four of these parks have a “Note: Trails are pedestrian only. No bicycles allowed.” in the Features/Amenities section.

My request is that the signs at Armstrong and Red Bird Parks be permanently removed and the websites for all four parks be updated to reflect that Duncanville is bike friendly.

Thank you for your time and attention in this matter.

Theresa Harris

STAFF REPORT

MEETING: City Council - 07 Dec 2021

TITLE:
Discuss Annual City Council Calendar.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

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

STAFF RESPONSIBLE:
Kristin Downs, City Secretary

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

POLICY EXPLANATION:
City Council discuss 2021 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

ATTACHMENTS:
Attachment 1 - CC Calendar

January 2022

January 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					

February 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					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 26	27	28	29	30	31	Jan 1, 22
2	3 City Offices Closed	4 6:00pm CANCEL ?? City Council Meeting (City Council Briefing Room / Chambers)	5	6 6:00pm Special Meeting Candidate Packets available	7	8
9	10 6:00pm Joint Meeting w/Park Board	11	12	13	14	15 duncanSWITCH - Chamber Event
16	17	18 Filing -Semi-Annual Report 6:00pm City Council Meeting (City Council Briefing Room / Chambers)	19 First Day for Filing	20	21	22
23	24 6:00pm Special Meeting -Executive Session Item - City Council Calendar	25	26	27	28	29
30	31	Feb 1	2	3	4	5

February 2022

February 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					

March 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
Jan 30	31	Feb 1 6:00pm City Council Meeting (City Council Briefing Room / Chambers)	2	3	4	5
6	7	8	9	10	11	12
13	14	15 6:00pm City Council Meeting (City Council Briefing Room / Chambers)	16	17	18 Last Day to File for Place on Ballot	19 duncanSWITCH - Chamber Event
20	21	22	23	24	25 Last Day to withdraw name from Ballot.	26
27	28 6:00pm Joint Meeting w/PZ 6:00pm Joint Meeting w/DCEDC	Mar 1	2	3	4	5

STAFF REPORT

MEETING: City Council - 07 Dec 2021

TITLE:
Recognition of Keep Duncanville Beautiful Winter 2021 Curb Appeal Residential Properties.

FY 2018-19 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

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

STAFF RESPONSIBLE:
Timothy Hamilton, KDB Staff Liaison

BACKGROUND/HISTORY:
The Keep Duncanville Beautiful (KDB) Board members are charged with the responsibility of creating and implementing programs that will encourage beautification within Duncanville. The Curb Appeal Program was designed to fill this goal for residential property recognition. The properties chosen for the Winter 2021 Curb Appeal Residential Properties include:

District 1: Rudolfo, Jr. & Adriana Baltazar
1215 Fawn Ridge Dr.
Duncanville, TX 75137

District 2: Gregorio & Brennan Guerrero
307 W. Cherry St.
Duncanville, TX 75116

District 3: Victor Gutierrez
822 Granada Dr.
Duncanville, TX 75116

District 4: Allan & Amelia Bunte
606 Timber Trl.
Duncanville, TX 75137

District 5: David & Angelica Cardoza
511 Woodhaven Blvd.
Duncanville, TX 75116

POLICY EXPLANATION:
One residential property for each of the five Council Districts in Duncanville is recognized each season for significant improvements to the exterior portion of the residence, landscape improvements, and/or long-term maintenance of the property that exemplifies high quality standards. Upon approval from the property owners, each recipient receives a sign placed in their yard for a period of one month as well as bag of gardening gifts, recognition at a regular City Council meeting, and an article including photo of the property in the City's newsletter, the *Champion*.

A Keep Duncanville Beautiful (KDB) Board sub-committee selects the Curb Appeal properties for nomination – one property per sub-committee member.

The KDB Board follows the criteria identified below:

- Property must be located within the city limits of Duncanville, Texas
- Neatness
- Flowers not mandatory
- House in good condition
- Landscaping consistent with building
- Overall maintenance (i.e. paint, shrubs etc.)
- Subjective

No seasonal decorations are considered in the judging.

FUNDING SOURCE:

ORG and Object Number
N/A

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

STAFF REPORT

MEETING: City Council - 07 Dec 2021

TITLE:
Consider Resolution approving a Grant of Hotel Occupancy Tax in the amount of $18,000.00 to the Duncanville Chamber of Commerce to directly enhance and promote tourism and the Hotel Industry; conditional upon approval in the FY 21-22 Budget.

FY 2021 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- **5. Grow Duncanville (Culture, Sports, Technology)**
  - **Goal 3: Project a credible organizational image, embodying professionalism, compassion, inclusivity, and pride; own our customers' experiences and exceed their expectations.**
    - **WorkPlan Item N/A**

STAFF RESPONSIBLE:
Agustin "Gus" Garcia; Managing Director, Development Services.

BACKGROUND/HISTORY:
The City's Hotel Motel Tax revenues are generated from a seven percent tax paid by guests who rent a hotel room within Duncanville. This local tax is authorized by the State of Texas therefore, the expenditures of these funds are restricted and must be used according to state law.

There is a two-part test for every expenditure of local hotel occupancy tax.

Criteria #1: First, every expenditure must DIRECTLY enhance and promote tourism AND the convention and hotel industry. Under the Tax Code, every event, program, or facility funded with hotel occupancy tax revenues must likely do two things: 1) directly promote tourism; and 2) directly promote the convention and hotel industry.

"Tourism" is defined under Texas law as guiding or managing individuals who are traveling to a different, city, county, state, or country. A "direct" promotion of the convention and hotel industry has been consistently interpreted by the Texas Attorney General as a program, event, or facility likely to cause increased hotel or convention activity. This activity may result from hotel or convention guests that are already in town and choose to attend the hotel tax funded facility or arts or historical event, or it may result from individuals who come from another city or county to stay in an area lodging property at least in part to attend the hotel tax funded event or facility. If the funded event or facility is not reasonably likely to directly enhance tourism and the hotel and convention industry, local hotel occupancy tax revenues cannot legally fund it.

Entities applying for hotel occupancy tax revenue funding should indicate how they will market the event to attract tourists and hotel guests. If an entity does not adequately market its events to tourists and

hotel guests, it is difficult to produce an event or facility that will effectively promote tourism and hotel activity.

Criteria #2: Every expenditure of the hotel occupancy tax must clearly fit into one of nine statutorily provided categories for expenditure of local hotel occupancy tax revenues.

The nine categories for expenditure of the hotel occupancy tax are as follows:

- Funding the establishment, improvement, or maintenance of a convention center or visitor information center.
- Paying the administrative costs for facilitating convention registration.
- Paying for advertising, solicitations, and promotions that attract tourists and convention delegates to the city or its vicinity.
- Expenditures that promote the arts.

Under § 351.103(c), a city with a population of under 125,000 may expend up to 15% of the hotel occupancy tax revenue collected for art-related programs that also promote tourism and local hotel and convention activity. Specifically, it allows funding the encouragement, promotion, improvement, and application of the arts including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution and exhibition of these major art forms. However, it is not enough that a facility or event promotes the arts; Texas law requires that the arts related expenditure also directly promote tourism and the hotel and convention industry.

Section 351.101(a) of the Tax Code specifically states that “the municipal hotel occupancy tax may be used only to promote tourism and the convention and hotel industry.” The Texas Attorney General reaffirmed this standard when it held in Opinion GA-0124: “Under section 351.101 of the Tax Code, a municipality may expend its municipal hotel occupancy tax revenue only to promote tourism and the convention and hotel industry, and only for the specific uses listed in the statute.”

In order to comply with the hotel occupancy tax statute, THLA and TFA agree that to be eligible for municipal arts funding with HOT revenues, recipients must satisfy the following requirements:

- The recipient presents, performs, promotes, encourages or otherwise makes possible, artistic events, cultural performances, programs, exhibitions or lectures involving the major art forms listed in the statute, or “other arts related to the presentation, performance, execution and exhibition of these major art forms.”
- The hotel occupancy tax funded programs and events are advertised and open to the general public.
- The recipient directly enhances and promotes tourism and the convention and hotel industry.

Criteria Examples:

- Recipient books hotel rooms for visiting artists and offers hotel related information to attendees of the organization’s hotel occupancy tax funded events.
- The recipient promotes or markets its events outside of the local area through standard media promotion or advertising, websites, mailing lists, local, regional and national listings in publications and calendars and use of social media and where appropriate includes a link to information about area hotels.

- The recipient, either through audience or attendee questionnaires, polling, or hotel block booking codes, demonstrates that hotel guests, tourists, convention attendees or other out-of-town visitors have attended its hotel tax funded events.

- Funding historical restoration or preservation programs.
- Funding certain expenses, including promotional expenses, directly related to a sporting event within counties with a population of fewer than 1 million.
- Funding the enhancement or upgrading of existing sports facilities or sports fields for certain municipalities.
- Funding transportation systems for tourists.
- Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.

POLICY EXPLANATION:
The City Council has approval over the expenditure of Hotel Occupancy Tax (HOT) Funds. Based on City Council's prior direction, all Hotel Motel Tax Grants are paid on a reimbursement basis for approved expenditures. The Chamber, Lions Club, and GASO activities are Duncanville staples that help promote the City through tourism, and Staff supports their continued funding.

The applicant's funding history is listed below.

DUNCANVILLE CHAMBER OF COMMERCE

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Previous Grants	$82,093	$26,412	$16,908	$17,760	$33,445	$17,760

FUNDING SOURCE:

ORG and Object Number
FY22 CONVENTION AND VISIT_CNTRCT SV - 10011000700450

Available Budget	Purchase Amount	After Encumber
$350,445.00	$18,000.00	$332,445.00

ATTACHMENTS:
Attachment 1 - Resolution No. - 2021-078 - FY 21-22 HOT Grants - Chamber of Commerce

RESOLUTION NO. 2021-078

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING A GRANT OF HOTEL OCCUPANCY TAX IN THE AMOUNT OF $18,000.00 TO THE DUNCANVILLE CHAMBER OF COMMERCE TO DIRECTLY ENHANCE AND PROMOTE TOURISM AND THE HOTEL INDUSTRY; CONDITIONAL UPON APPROVAL IN THE FY 21-22 BUDGET; AUTHORIZING THE CITY MANAGER TO EXECUTE THE TERMS AND CONDITIONS OF A CONTRACT AFTER APPROVAL AS TO FORM BY THE CITY ATTORNEY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City is authorized by Chapter 351 of the Texas Property Tax Code to levy a hotel occupancy tax to be used to directly enhance and promote tourism and the convention and hotel industry; and

WHEREAS, the City has, by ordinance, imposed a local hotel occupancy tax; and

WHEREAS, the Duncanville Chamber of Commerce promotes Duncanville by providing services as our official Visitor's Center; and

WHEREAS, the Duncanville City Council, after consideration of the applications of the Applicants find that expenditures of local hotel occupancy tax revenues for the grant as set forth herein will directly enhance and promote tourism and the hotel industry in the City and its vicinity, and further finds that the expenditures were for one of the statutorily authorized categories.

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 a grant of Hotel Occupancy Tax in the amount not to exceed $18,000.00 to the Duncanville Chamber of Commerce for the establishment and maintenance of Duncanville Visitor Center.

SECTION 2. The City Council of the City of Duncanville hereby authorizes the City Manager to execute the necessary grant agreement to conform to this resolution as appropriate and approved as to form by the by the City Attorney.

SECTION 3. This Resolution shall be effective upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 7th day of December, 2021

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

Exhibit "A"

HOTEL OCCUPANCY TAX USE GUIDELINES UNDER TEXAS STATE LAW FUNDING APPLICATION FORM

State Law: As authorized by state law, the City of Duncanville collects a Hotel Occupancy Tax (HOT Funds) from hotels, bed & breakfasts, and other lodging facilities. Under state law, the revenue from the HOT Funds may be used only to directly promote tourism and the hotel and convention industry. **Chapter 351 of the Tax Code states that the use of HOT Funds is limited to:**

a) **Convention Centers and Visitor Information Centers:** the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing operation and maintenance of convention center facilities or visitor information centers, or both.

b) **Registration of Convention Delegates:** the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants.

c) **Advertising, Solicitations and Promotions that Directly Promote Tourism and the Hotel and Convention Industry**: advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality.

d) **Promotions of the Arts that Directly Promote Tourism and the Hotel and Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.

e) **Historical Restoration and Preservation Activities that Directly Promote Tourism and the Hotel and Convention Industry:** historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.

f) **Sporting Event Expenses that Substantially Increase Economic Activity at Hotels:** expenses including promotional expenses, directly related to a sporting event in, which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city.

g) **Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations:**
   1. the commercial center of the city;
   2. a convention center in the city;
   3. other hotels in or near the city; or

4. tourist attractions in or near the city.

The law specifically prohibits the use of the local hotel tax to cover the costs for general city transit costs to transport the general public.

h) **Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.**

City of Duncanville: The City of Duncanville accepts applications from groups and businesses whose program fits into one or more of the above categories. **In order to ensure funding consideration for your event, requests for funds should be submitted on this official application by August 31, 2021 .** The application will be reviewed by the City of Duncanville staff to ensure the funding requests meets state guidelines. Once the application has been reviewed and is determined it meets minimum state qualifications for funding, the applicant will be invited to provide a presentation on their funding request to City Staff. The request will then be analyzed to determine the event's total economic impact to the community. Staff will notify the applicant when their request and staff's recommendation will be presented to the City Council for consideration. The applicant is required to attend the City Council meeting in order for the request to be considered. The applicant may be asked to provide the City Council a presentation regarding their request as well.

Eligibility and Priority for Hotel Tax Funds: ***Priority will be given to those events and entities based on their ability to generate overnight visitors to Duncanville.*** The amount that you are requesting should consider the gross amount of hotel night revenue that you are predicting that will be created or sustained by your event. If an event will not generate any meaningful hotel night activity, it is not eligible for receipt of hotel occupancy tax funds. HOT Funds awarded will be based on the number of hotel rooms rented and the economic impact to the city. Events can prove this potential to generate overnight visitors by:

a) **historic information on the number of room nights used during previous years of the same events;**

b) **current information on the size of a room block that has been reserved at area hotels to accommodate anticipated overnight guests attending the funded event;**

c) **historical information on the number of guests at hotel or other lodging facilities that attended the funded event (through surveys, guest directories, or other sources); and/or**

d) **examples of the planned marketing of the programs and activities that will likely generate overnight visitors to local lodging properties from this event.**

Use of Revenues from Event: A portion of the revenues from any event and/or project receiving any type of funding assistance from the HOT Funds should be channeled back into the future costs of operating that same event or the continued operation of the project. No other outside event(s), project, charity, etc., sponsored by the host organization may profit from the City of Duncanville funding of a particular event.

Exhibit "A"

Supplemental Information Required with Application: Along with the application, please submit the following:

_____ Proposed Marketing Plan for Funded Event
_____ Schedule of Activities or Events Relating to the Funded Project
_____ Past Marketing Materials used to promote the event

Please Submit to: Agustin Garcia, Director of Economic Development

Mail To:
P.O. Box 380280
Duncanville, TX 75138-0280

Drop Off:
Economic Development
203 E. Wheatland Rd.
Duncanville, TX 75116

For questions, please call 972.780.4997.

Exhibit "A"

Duncanville
City of Champions

Hotel Occupancy Funding Application

Date: 7-13-21

Organization Information

Name of Organization: Duncanville Chamber of Commerce

Address: 300 E. Wheatland Rd

City, State, Zip: Duncanville, TX 75116

Contact Name: Steve Martin Contact Phone Number: 972-780-4990

Web Site Address for Event or Sponsoring Entity: www.duncanvillechamber.org

Non-Profit or For-Profit Status: Non-Profit Tax ID #: 75-1097267

Entity's Creation Date: 1955

Purpose of your organization: To serve as the official Visitor Center For the City of Duncanville

Event Information

Name of Event or Project: Official Visitors Center

Date of Event or Project: Daily

Primary Location of Event or Project: 300 E. Wheatland Rd

Amount Requested: $ 18,000

How will the funds be used? Funds will be used to operate as the Official Visitors Center For the City of Duncanville (This is a $20 per month increase totaling $240)

Exhibit "A"

Primary Purpose of Funded Activity/Facility:

OFFicial Visitors Center For Duncanville

Percentage of Hotel Tax Support of Related Costs

_____ Percentage of Total **Event Costs** Covered by Hotel Occupancy Tax

_____ Percentage of Total **Facility Costs** Covered by Hotel Occupancy Tax for the Funded Event

_____ Percentage of **Staff Costs** Covered by Hotel Occupancy Tax for the Funded Event

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities _____%

Which Category or Categories Apply to Funding Request, and Amount Requested Under Each Category:

☒ **a) Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: $ 18,000

In detail, describe how the funds will be used and include appropriate documentation.

This is a $20 per month increase From $1,480 to $1,500. Annually From $17,760 to $18,000. (Only $240 annual increase)

☐ **b) Registration of Convention Delegates**: furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: $_____

In detail, describe how the funds will be used and include appropriate documentation.

☐ **c) Advertising, Solicitations, Promotional programs to attract tourists and convention delegates** or registrants to the municipality or its vicinity. Amount requested under this category: $_____

In detail, describe how the funds will be used and include appropriate documentation.

N/A

☐ **d) Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms: $_____

In detail, describe how the funds will be used and include appropriate documentation.

N/A

☐ **e) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums**. Amount requested under this category: $_____

In detail, describe how the funds will be used and include appropriate documentation.

N/A

☐ **f) Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity.** Amount requested under this category: $_____

How many individuals are expected to participate in the sporting related event? N/A

How many of the participants at the sporting related event are expected to be from another city or county? _____

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

N/A

In detail, describe how the funds will be used and include appropriate documentation.

☐ **g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3) other hotels in or near the city; and 4) tourist attractions in or near the city.** Amount requested under this category: $_____

What sites or attractions will tourists be taken to by this transportation? _____

Will members of the general public (non-tourists) be riding on this transportation? _____

What percentage of the ridership will be local citizens? _____

In detail, describe how the funds will be used and include appropriate documentation.

N/A

☐ **h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.** Amount requested under this category: $_____

What tourist attractions will be the subject of the signs?

N/A

In detail, describe how the funds will be used and include appropriate documentation.

N/A

Questions for All Funding Request Categories:

1. How many years have you held this Event or Project: _____
2. Expected Attendance: _____
3. How many people attending the Event or Project will use Duncanville hotels? _____

   Number of rooms rented for your event: _____
4. Did you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels? N/A
5. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used

* **Documentation must be included from each Duncanville hotel that supported the number of rooms used for all years.**

Exhibit "A"

6. How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)? N/A

7. Please list other organization, government entities, and grants that have offered financial support to your project: N/A

8. Will the event charge admission? Do you anticipate a net profit from the event? If there is a net profit, what is the anticipated amount and how will it be used?
N/A

9. Please list all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Newspaper: $_____
Radio: $_____
TV: $_____
Other Paid Advertising: $_____

Number of Press Releases/Media Alerts sent to the Media: _____
Number of Direct Mailings to out-of-town recipients: _____

Other Promotions: N/A

10. Will you include a link to the City/CVB or other source on your promotional handouts and in your website for booking hotel nights during this event? N/A

11. Will you negotiate a special rate or hotel/event package to attract overnight stays?
N/A

12. What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

_____

_____

_____

13. What geographic areas does your advertising and promotion reach? _____

_____

14. How many individuals will your proposed marketing reach that are in another city or county? _____

15. If the funding requested is related to a permanent facility (e.g. museum, visitor center):

    Expected Attendance Monthly/Annually: _____

    Percentage of those in attendance that are staying at area hotels/lodging facilities: _____%

Please Submit To: Agustin Garcia, Director of Economic Development

Mail To:
P.O. Box 380280
Duncanville, TX 75138-0280

Drop Off:
Economic Development
203 E. Wheatland Rd.
Duncanville, TX 75116

For questions, please call 972.780.4997.

Duncanville
City of Champions

Exhibit "A"

2020 Visitor Center Call Log 1st Quarter

	October	November	December
Calls	127	112	156
City Information	52	34	78
Relocation	1	1	1
Office Visits	17	9	12
Total	197	156	247

Exhibit "A"

2021 Visitor Center Call Log 3rd Quarter

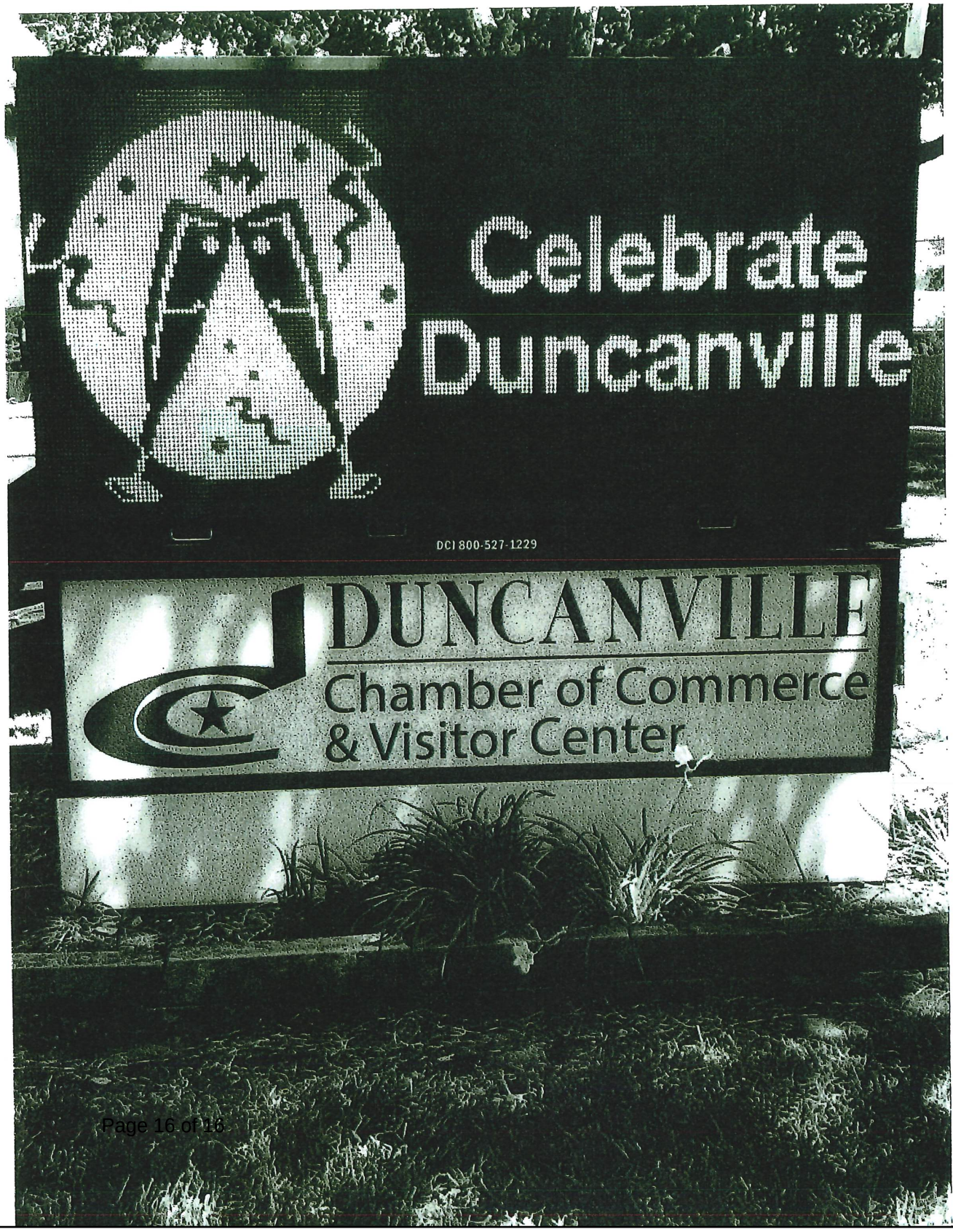
	April	May	June
Visitor Center Calls	68	52	83
City Information	24	18	46
Relocation	0	0	0
Office Visits	8	3	15
Total	100	73	144

Exhibit "A"

2020 Visitor Center Call Log 4th Quarter

	July	August	September
Calls	133	186	148
City Information	74	67	77
Relocation	0	0	0
Office Visits	22	34	28
Total	229	287	253

Exhibit "A"


Celebrate
Duncanville
DCI 800-527-1229
DUNCANVILLE
Chamber of Commerce
& Visitor Center

STAFF REPORT

MEETING: City Council - 07 Dec 2021

TITLE:
Consider a Resolution approving a Grant of Hotel Occupancy Tax in the amount of $32,000.00 to the Duncanville Community Theatre to directly enhance and promote tourism and the hotel industry.

FY 2018-19 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- **5. Grow Duncanville (Culture, Sports, Technology)**
  - **Goal: N/A**
    - **WorkPlan Item N/A**

STAFF RESPONSIBLE:
Agustin "Gus" Garcia; Managing Director, Development Services.

BACKGROUND/HISTORY:
The City's Hotel Occupancy Tax (HOT) revenues are generated from a seven percent tax paid by guests who rent a hotel room in Duncanville. This local tax is authorized by the State of Texas therefore, the expenditures of these funds are restricted and must be used according to state law.

There is a two-part test for every expenditure of local hotel occupancy tax.

Criteria #1: First, every expenditure must DIRECTLY enhance and promote tourism AND the convention and hotel industry. Under the Tax Code, every event, program, or facility funded with hotel occupancy tax revenues must likely do two things: 1) directly promote tourism; and 2) directly promote the convention and hotel industry.

"Tourism" is defined under Texas law as guiding or managing individuals who are traveling to a different, city, county, state, or country. A "direct" promotion of the convention and hotel industry has been consistently interpreted by the Texas Attorney General as a program, event, or facility likely to cause increased hotel or convention activity. This activity may result from hotel or convention guests that are already in town and choose to attend the hotel tax funded facility or arts or historical event, or it may result from individuals who come from another city or county to stay in an area lodging property at least in part to attend the hotel tax funded event or facility. If the funded event or facility is not reasonably likely to directly enhance tourism and the hotel and convention industry, local hotel occupancy tax revenues cannot legally fund it.

Entities applying for hotel occupancy tax revenue funding should indicate how they will market the event to attract tourists and hotel guests. If an entity does not adequately market its events to tourists and hotel guests, it is difficult to produce an event or facility that will effectively promote tourism and hotel activity.

Criteria #2: Every expenditure of the hotel occupancy tax must clearly fit into one of nine statutorily provided categories for expenditure of local hotel occupancy tax revenues.

The nine categories for expenditure of the hotel occupancy tax are as follows:

1-) Funding the establishment, improvement, or maintenance of a convention center or visitor information center.
2-) Paying the administrative costs for facilitating convention registration.
3-) Paying for advertising, solicitations, and promotions that attract tourists and convention delegates to the city or its vicinity.
4-) Expenditures that promote the arts.

Under § 351.103(c), a city with a population of under 125,000 may expend up to 15% of the hotel occupancy tax revenue collected for art-related programs that also promote tourism and local hotel and convention activity. Specifically, it allows funding the encouragement, promotion, improvement, and application of the arts including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution and exhibition of these major art forms. However, it is not enough that a facility or event promotes the arts; Texas law requires that the arts related expenditure also directly promote tourism and the hotel and convention industry.

Section 351.101(a) of the Tax Code specifically states that “the municipal hotel occupancy tax may be used only to promote tourism and the convention and hotel industry.” The Texas Attorney General reaffirmed this standard when it held in Opinion GA-0124: “Under section 351.101 of the Tax Code, a municipality may expend its municipal hotel occupancy tax revenue only to promote tourism and the convention and hotel industry, and only for the specific uses listed in the statute.”

In order to comply with the hotel occupancy tax statute, the THLA and TFA agree that to be eligible for municipal arts funding with HOT revenues, recipients must satisfy the following requirements:

a.The recipient presents, performs, promotes, encourages, or otherwise makes possible, artistic events, cultural performances, programs, exhibitions or lectures involving the major art forms listed in the statute, or “other arts related to the presentation, performance, execution and exhibition of these major art forms.”
b.The hotel occupancy tax funded programs and events are advertised and open to the general public.
c.The recipient directly enhances and promotes tourism and the convention and hotel industry.

Criteria Examples:

•Recipient books hotel rooms for visiting artists and offers hotel related information to attendees of the organization’s hotel occupancy tax funded events.
•The recipient promotes or markets its events outside of the local area through standard media promotion or advertising, websites, mailing lists, local, regional, and national listings in publications and calendars and use of social media and where appropriate includes a link to information about area hotels.

•The recipient, either through audience or attendee questionnaires, polling, or hotel block booking codes, demonstrates that hotel guests, tourists, convention attendees or other out-of- town visitors have attended its hotel tax funded events.

5-) Funding historical restoration or preservation programs.
6-) Funding certain expenses, including promotional expenses, directly related to a sporting event within counties with a population of fewer than 1 million.
7-) Funding the enhancement or upgrading of existing sports facilities or sports fields for certain municipalities.
8-) Funding transportation systems for tourists.
9-) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.

POLICY EXPLANATION:
The City Council has approval over the expenditure of Hotel Occupancy Tax (HOT) Funds. Based on City Council's prior direction, all Hotel Motel Tax Grants are paid on a reimbursement basis for approved expenditures.

The Duncanville Community Theatre's funding history is listed below.

FY 17-18 Awarded	FY 18-19 Awarded	FY 19-20 Awarded	FY 20-21 Awarded
$30,000	$30,000	$30,000	$26,000

FUNDING SOURCE:

ORG and Object Number
FY22 CONVENTION AND VISIT_CNTRCT SV - 10011000700450

Available Budget	**Purchase Amount**	**After Encumber**
$350,445.00	$32,000.00	$318,445.00

ATTACHMENTS:
Resolution No. - 2021-087 - FY 21-22 HOT Grants - Duncanville Community Theatre - with Exhibit "A" - Pdf

RESOLUTION NO. 2021-087

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING A GRANT OF HOTEL OCCUPANCY TAX IN THE AMOUNT OF $32,000 TO THE DUNCANVILLE COMMUNITY THEATRE TO DIRECTLY ENHANCE AND PROMOTE TOURISM AND THE HOTEL INDUSTRY; AUTHORIZING THE CITY MANAGER TO EXECUTE THE TERMS AND CONDITIONS OF A CONTRACT AFTER APPROVAL AS TO FORM BY THE CITY ATTORNEY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City is authorized by Chapter 351 of the Texas Property Tax Code to levy a hotel occupancy tax to be used to directly enhance and promote tourism and the convention and hotel industry; and

WHEREAS, the City has, by ordinance, imposed a local hotel occupancy tax; and

WHEREAS, the Duncanville City Council, after consideration of the application of the Applicant finds that expenditures of local hotel occupancy tax revenues for the grant as set forth herein, will directly enhance and promote tourism and the hotel industry in the City and its vicinity, and further finds that the expenditures are for one of the statutorily authorized categories.

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

SECTION 1. The City of Duncanville, Texas hereby approves a Hotel Occupancy Tax Grant in the amount not to exceed $32,000 to the Duncanville Community Theatre for the purposes as follows: $7,000 - Advertising, $25,000 - Promotion of the Arts (Production & Facility Costs).

SECTION 2. The City Council of the City of Duncanville hereby authorizes the City Manager or their designee to execute the necessary documents to conform to this resolution as appropriate after approval as to form by the City Attorney.

SECTION 3. This Resolution shall be effective upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 7th day of December, 2021.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

Exhibit "A"

Duncanville Community Theatre

July 30, 2021

Agustin Garcia
Director of Economic Development
City of Duncanville
P.O. Box 380280
Duncanville, TX 75138-0280

Dear Mr. Garcia,

Enclosed please find Duncanville Community Theatre's Hotel Occupancy Tax grant application with supporting documentation. The information provided includes our Application, Advertising and Marketing Plan, Schedule of Activities with previous marketing materials, as well as miscellaneous pertinent documentation which supports DCT's impact on hotel occupancy and tourism in Duncanville.

Due to the Covid-19 pandemic's effect on our recent operations, I have also included some marketing materials from previous seasons to reflect what our advertising has looked like during more normal times. While we are cautiously optimistic that we will be able to produce the advertised 2021-2022 season live, there is a reason that all of DCT's promotional materials always contain the phrase "All information is tentative and subject to change." As we launch our 34th Season of live theatrical performances, I can assure you that DCT intends to make every effort to meet the scheduling submitted and continue providing great theatre in Duncanville, for the coming year and also for many years to come. However, we also stand ready to pivot as needed to protect our artists and patrons as new information becomes available concerning the pandemic and its emerging variants.

I appreciate the opportunity to submit this application to you. Should you have questions or need any additional information, please do not hesitate to contact me. I can be reached via my cell phone at 214-683-3756.

Sincerely,

Amy Jackson
DCT Executive Director

106 S. Main Street
Duncanville, TX 75116

972-780-5707
www.dctheatre.org

Exhibit "A"

Duncanville Community Theatre

HOTEL OCCUPANCY TAX
Grant Application

July 30, 2021

Prepared by: Amy Jackson, DCT Executive Director

Daytime Contact Number: 972-223-8899
Cell Number: 214-683-3756

Exhibit "A"

HOT Grant Application

Exhibit "A"

Duncanville
City of Champions

Hotel Occupancy Funding Application

Date: July 30, 2021

Organization Information

Name of Organization: Duncanville Community Theatre

Address: 106 S. Main Street

City, State, Zip: Duncanville, TX 75116

Contact Name: Amy Jackson Contact Phone Number: DCT: 972-780-5707 Cell: 214-683-3756

Web Site Address for Event or Sponsoring Entity: www.dctheatre.org

Non-Profit or For-Profit Status: Non-Profit Tax ID #: 75-2257980

Entity's Creation Date: June 1988

Purpose of your organization: DCT is committed to providing quality live theatrical performances with extensive audience appeal featuring amateur performers and technicians directed by experienced and seasoned theatre professionals

Event Information

Name of Event or Project: 2021-22 Season (Partial) through beginning of 2022-23 Season

Date of Event or Project: On-going Performances & Operations 10.1.21-9.30.22

Primary Location of Event or Project: 106 S. Main Street, Duncanville

Amount Requested: $ 32,000.00

How will the funds be used? Advertising brochures, magazine ads, Chamber Visitor Center ads, facebook posts and boosts, email marketing, freeway signage & other advertising as needed. 2. Production Expenses including scenery, props, lighting, scripts, costumes, sound, royalties, director honorariums, etc. 3. Facility costs including utilities, routine maintenance, building repairs as needed and custodial expenses.

Primary Purpose of Funded Activity/Facility:

Offer live theatrical performances which will attract a variety of visitors to Duncanville, many of whom will travel to DCT from areas outside of Duncanville city limits. These visitors will typically also purchase meals, gasoline, and some hotel rooms while visiting DCT. At the same time, we will also provide quality entertainment to local patrons.

Percentage of Hotel Tax Support of Related Costs

51% Percentage of Total **Event Costs** Covered by Hotel Occupancy Tax

53% Percentage of Total **Facility Costs** Covered by Hotel Occupancy Tax for the Funded Event

_____ Percentage of **Staff Costs** Covered by Hotel Occupancy Tax for the Funded Event

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities_____%

Which Category or Categories Apply to Funding Request, and Amount Requested Under Each Category:

☐ **a) Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: $_____

In detail, describe how the funds will be used and include appropriate documentation.

☐ **b) Registration of Convention Delegates**: furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: $_____

In detail, describe how the funds will be used and include appropriate documentation.

☒ **c) Advertising, Solicitations, Promotional programs to attract tourists and convention delegates** or registrants to the municipality or its vicinity. Amount requested under this category: $ 7,000

In detail, describe how the funds will be used and include appropriate documentation.

Full-color brochures used for mail-outs, hotel lobby displays, and Duncanville Visitors Center display; website redesign, freeway signage, magazine ads, facebook boosts, etc.

☒ **d) Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms: $ $25,000

In detail, describe how the funds will be used and include appropriate documentation.

1. Production expenses, including scenery, props, lighting, scripts, costumes, sound, royalties, printing, video projection, director honorariums, etc.
2. Facility costs, including utilities, routine maintenance, building repairs as needed, insurance, and custodial expenses.

☐ **e) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums**. Amount requested under this category: $_____

In detail, describe how the funds will be used and include appropriate documentation.

☐ **f) Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity.** Amount requested under this category: $_____

How many individuals are expected to participate in the sporting related event? _____

How many of the participants at the sporting related event are expected to be from another city or county? _____

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

_____

_____

_____

_____

In detail, describe how the funds will be used and include appropriate documentation.

_____

_____

_____

☐ **g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3) other hotels in or near the city; and 4) tourist attractions in or near the city**. Amount requested under this category: $_____

What sites or attractions will tourists be taken to by this transportation? _____

Will members of the general public (non-tourists) be riding on this transportation? _____

What percentage of the ridership will be local citizens? _____

In detail, describe how the funds will be used and include appropriate documentation.

_____

_____

_____

☐ **h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality**. Amount requested under this category: $_____

What tourist attractions will be the subject of the signs?

_____

_____

_____

In detail, describe how the funds will be used and include appropriate documentation.

_____

_____

_____

Questions for All Funding Request Categories:

1. How many years have you held this Event or Project: 33
2. Expected Attendance: 2500 from 10.1.21-9.30-22
3. How many people attending the Event or Project will use Duncanville hotels? 20 (10 rooms)

   Number of rooms rented for your event: N/A
4. Did you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels? Hotel rooms used for DCT events are booked directly by individual patrons and not via a block; however we do offer a 50% ticket discount to Duncanville hotel guests

   _____

   _____
5. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
2018/19	30,000.00	13
2019/20	30,000.00	2
2020/21	30,000.00	0*

*Please Note: During the snowstorm in February, one of our patrons stayed at the Duncanville LaQuinta for 14 days upon our request – was originally booked in a Grand Prairie hotel. LaQuinta manager gave a courtesy lower rate so that the hotel stayed local. This would not have happened without DCT intervention

* **Documentation must be included from each Duncanville hotel that supported the number of rooms used for all years.**

Please see Post Event Reports with support documentation for three prior Seasons. Please note that the low room count for 2019/2020 is due to necessary government mandated performance cancellations and group size restrictions starting in March of 2020 forward.

6. How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)? informal box office conversations with audience patrons; direct information/receipts from cast & crew members; follow-up discussions with hotels; auction item sales information from Chamber, Lions Club, DISD Foundation, etc.

7. Please list other organization, government entities, and grants that have offered financial support to your project: Duncanville Rotary Club: $500; Duncanville Women's Club: $400 along with 35-40 attendees to each production; Chamber of Commerce offers complementary LED sign advertising in exchange for use of theatre resources

8. Will the event charge admission? Do you anticipate a net profit from the event? If there is a net profit, what is the anticipated amount and how will it be used?

   Tickets are sold to all performances; Thursday & Sunday tickets are $14 and Friday & Saturday tickets are $15. All ticket pricing is subject to change per DCT Board direction. All Proceeds are deposited into DCT general operating funds for operations use as needed

9. Please list all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Newspaper/Magazine:	$ 2,300.00
Radio:	$
TV:	$
Other Paid Advertising:	$ 6,967.00

Constant Contact Email:	$459.00
Website Domain:	208.00
Website Redesign:	2,250.00
Chamber Advertising:	300.00
Facebook Blasts:	50.00
Billboard:	1,200.00
Postage:	900.00
Printing:	1,600.00

   Number of Press Releases/Media Alerts sent to the Media: 8
   Number of Direct Mailings to out-of-town recipients: 7 mailings; 300+ per mailing
   Other Promotions: Provide complementary ticket gift certificates to numerous civic organizations throughout the DFW Metroplex, many outside of the "Best Southwest" area

10. Will you include a link to the City/CVB or other source on your promotional handouts and in your website for booking hotel nights during this event? yes

11. Will you negotiate a special rate or hotel/event package to attract overnight stays?
    Yes, when applicable

12. What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

Exhibit "A"

Advertising & Marketing Plan

Exhibit "A"

Duncanville Community Theatre

HOT FUNDS 10.1.21-9.30.22
ADVERTISING & MARKETING PLAN

I. PRINT & SIGNAGE

A. USPS mailing list of approximately 250+ with 100 outside Duncanville
   1. One main mailing in Fall 2021 with planned season events and performances as well as and patron membership information
   2. Minimum of one postcard mailing per production

B. Now Magazines
   1. Large general promotional add in Fall 2020
   2. Small ad for each production (6 total) in Southwest NOW
   3. Small ad for some productions as appropriate in Midlothian & N. Ellis Co. NOW
   3. Productions listed in Calendar of Activities

C. Focus Daily News
   1. Story with photo for each production
   2. Share story on DCT Facebook page with link to article

C. 12' x 24' Billboard on I-35E south-bound service road

D. Duncanville Chamber of Commerce LED Sign

E. Press releases with performance information sent to various entities

II. INTERNET/ON-LINE MARKETING

A. *Constant Contact* email program with 840+ subscribers
   1. One main email in Summer 2021 with entire season information
   2. Minimum of two emails per production & special events
   3. Various other emails throughout season as appropriate

B. DCT website: www.dctheatre.org
   1. Homepage featuring current show & ticketing information
   2. Menu Item for production currently showing; provide QR code in lobby with link for patrons to access during show (replaces paper playbills)
   2. "Directions" link with map
   3. "Plan a Visit to DCT" page with links to all Duncanville hotels and listing of Duncanville restaurants
   4. Provide links to City of Duncanville, Duncanville ISD, and Duncanville Chamber of Commerce

C. Facebook
   1. Maintain active Facebook page with numerous posts per show

2. "Like" various Duncanville activities, generating interest in local activities
3. Minimum of six paid "Blasts" per year to promote DCT and Duncanville

D. Submit Information/Listings to Various News and Tourism Sites
   1. GuideLive
   2. VisitDallas.com
   3. Dallas Observer
   4. FocusDailyNews.com

E. Membership in Texas Nonprofit Theatres
   1. Listing on TNT Marquee on www.texastheatres.org website
   2. TNT Marquee emails for each production (opening & closing weekends)

F. Other Website Listings
   1. Membership listing in American Association of Community Theatres
   2. Production Listings on play publisher websites
      a. Dramatic Publishing Company
      b. Dramatists Play Service
      c. Concord Theatricals

G. Google listing maintained with reviews

H. Trip Advisor listing and reviews

III. HOTEL/MOTEL SPECIFIC MARKETING

A. 50% discount to guests in Duncanville hotels

B. Advertise in Duncanville Visitor's Guide – "Community Profile and Map"

C. Provide tickets to be paired with dinner and a hotel stay
   1. Chamber of Commerce Auction
   2. Lion's Club Fundraiser
   3. Duncanville Education Foundation Auction
   4. Duncanville Women's Club Auction

D. Provide links to all Duncanville hotels/motels on DCT website

E. Distribute Duncanville hotel/motel information to DCT cast and crew

F. 12' x 24' Billboard on I-35E south-bound service road
   1. "Book a Stay and See a Play"
   2. Directions to DCT from I-35E in DeSoto

IV. MISCELLANEOUS MARKETING ACTIVITIES

A. Chamber of Commerce involvement:
   1. Exhibit at *Flavor of Duncanville*
   2. Sponsor Chamber Luncheons and other activities

B. Loan props, costumes, & equipment to Churches & Civic Groups

Exhibit "A"

Duncanville Community Theatre
Compare Income Statement by Custom
for the period of 06/01/2020 to 05/31/2021

Account Number	Account Name	DCT Funds	HOT Funds	Amount
Income				
Donations				
4200	Donations & Membership	$25,338.70	$0.00	$25,338.70
4320	Memorial Donations	$1,050.00	$0.00	$1,050.00
Total Donations		$26,388.70	$0.00	$26,388.70
Other Income				
4350	HOT Funds Disbursement	$0.00	$25,121.97	$25,121.97
4400	Ticket Sales	$449.25	$0.00	$449.25
8200	Interest Income	$549.88	$0.00	$549.88
Total Other Income		$999.13	$25,121.97	$26,121.10
Total Income		$27,387.83	$25,121.97	$52,509.80
Expense				
Administrative				
7400	Salaries	$14,160.00	$0.00	$14,160.00
12202	FICA - DCT	$1,083.24	$0.00	$1,083.24
Total Administrative		$15,243.24	$0.00	$15,243.24
Advertising				
6100	Advertising & Promotion	$280.00	$2,272.42	$2,552.42
7200	Postage	$0.00	$165.00	$165.00
7202	Printing	$0.00	$189.04	$189.04
Total Advertising		$280.00	$2,626.46	$2,906.46
Production				
6540	Director Honorarium	$150.00	$300.00	$450.00
6550	Dues & Subscriptions	$435.00	$100.00	$535.00
7000	Licenses & Fees	$208.25	$0.00	$208.25
7203	Production Supplies	$311.61	$2,141.69	$2,453.30
7350	Royalties	$0.00	$100.00	$100.00
7405	Scripts	$0.00	$68.65	$68.65
Total Production		$1,104.86	$2,710.34	$3,815.20
Facilities				
6800	Insurance	$4,369.50	$0.00	$4,369.50
6900	Theatre Cleaning & Custodial	$0.00	$2,400.00	$2,400.00
7250	Rent	$2.00	$0.00	$2.00
7300	Maintenance & Improvements - Main	$304.18	$1,535.93	$1,840.11
7310	Maintenance & Improvements - Annex	$82.90	$900.00	$982.90
7450	General Supplies	$110.07	$768.69	$878.76

Exhibit "A"

Duncanville Community Theatre
Budget: Year to Date
for the period of 06/01/2021 to 05/31/2022

Account Number	Account Name	YTD Budget
Income		
Donations		
4200	Donations & Membership	$23,000.00
4300	Fundraising	$5,000.00
4320	Memorial Donations	$6,000.00
Total Donations		$34,000.00
Other Income		
4100	Concessions	$300.00
4350	HOT Funds Disbursement	$32,000.00
4360	Workshop Revenue	$1,000.00
4400	Ticket Sales	$30,000.00
8200	Interest Income	$600.00
Total Other Income		$63,900.00
Total Income		$97,900.00
Expense		
Administrative		
6541	Administrative Honorariums	$1,200.00
7400	Salaries	$20,000.00
12202	FICA - DCT	$1,600.00
Total Administrative		$22,800.00
Advertising		
6100	Advertising & Promotion	$6,800.00
7200	Postage	$900.00
7202	Printing	$1,600.00
Total Advertising		$9,300.00
Production		
6000	Accompanist Honorarium	$300.00
6540	Director Honorarium	$8,000.00
6550	Dues & Subscriptions	$600.00
7000	Licenses & Fees	$300.00
7203	Production Supplies	$2,500.00
7350	Royalties	$3,500.00
7405	Scripts	$1,200.00
Total Production		$16,400.00
Facilities		
6650	Tech Equipment	$5,000.00
6800	Insurance	$4,500.00
6900	Theatre Cleaning & Custodial	$5,000.00

Exhibit "A"

Account Number	Account Name	YTD Budget
7250	Rent	$1.00
7300	Maintenance & Improvements - Main	$3,000.00
7310	Maintenance & Improvements - Annex	$1,500.00
7450	General Supplies	$2,000.00
7455	Security	$1,200.00
7600	Telephone & Internet	$1,500.00
7750	Utilities - Main	$10,000.00
7755	Utilities - Annex	$2,500.00
Total Facilities		$36,201.00
Miscellaneous		
6730	Fundraising	$3,500.00
6950	Legal & Accounting	$870.00
Total Miscellaneous		$4,370.00
Total Expense		$89,071.00
Total		$8,829.00

Exhibit "A"

2021 Duncanville Community Theatre 2022

www.dctheatre.org **972.780.5707**

Thursday-Saturday: 8 p.m. $15 **Sunday Matinee: 3 p.m. $14**

The Marvelous Wonderettes '58

August 19-22 & 26-28

Written & Created by Roger Bean
Musical Arrangements by Brian William Baker Orchestrations by Michael Borth
Vocal Arrangements by Roger Bean & Brian William Baker
Directed by Elisa Guse

A lively and entertaining jukebox musical featuring favorite hits from the past – fun for all ages!

TEA FOR THREE: Lady Bird, Pat, & Betty

September 23-26 & 30-October 2

Written by Eric H. Weinberger & Elaine Bromka
Directed by Amy Jackson

A witty, sly, and deeply moving glimpse of "the hardest unpaid job in the world" is revealed as these three prepare to share tea with the in-coming First Lady, honestly and unabashedly revealing secrets, hopes, dreams, and even a few regrets.

6 Rms Riv Vu

November 11-14 & 18-20

Written by Bob Randall
Directed by Heather Winkelman

While inspecting a vacant apartment for rent, a man and a woman, strangers until now, are accidentally locked inside. Left to face the long night ahead, they learn about each other, discover and explore a mutual attraction, and wonder "what if..."

Fireflies

February 3-6 & 10-12

Written by Matthew Barber
from the novel Eleanor and Abel by Annette Sanford
Directed by Kevin Paris

DCT veteran and invaluable volunteer Sandy Duckworth has underwritten and dedicated this production "in loving memory of my sisters, Bettie DiFiore and Audrey Knowles, who so enjoyed a hearty laugh or a silent tear as they watched shows at DCT. I think they would see a bit of themselves in Eleanor and Grace." We are grateful for this beautiful tribute and gift.

Retired schoolteacher Eleanor lives a quiet life in a tiny Texas town, set in her routines and secure in her position as the town's most respected woman – until a hole in her roof draws the attention of a smooth talking drifter intent on renovating her house and her life!

Key for Two

March 17-20 & 24-26

Written by Dave Freeman & John Chapman
Directed by Elisa Guse

In this wickedly funny play, Harriet is canny enough to be a kept woman by two men, thus solving all her financial woes. But when her perfect and precise schedule is unexpectedly interrupted, quick-witted and complex improvisation is required to save the day!

The Wild Women of Winedale

May 5-8 & 12-14

Written by Jessie Jones, Nicholas Hope, & Jamie Wooten
Directed by Joe Skrivanek

Joyful and exuberant, yet ultimately touching, this comedy focuses on three women at crossroads in their lives. Their coping methods and zany – sometimes slightly inappropriate – actions promise to keep the audience laughing all evening long.

(All information is tentative and subject to change)

★ ★

Reservations Recommended; DCT Located at 106 S. Main, Duncanville, TX

Great theatre for the "Best Southwest" since 1988!

Exhibit "A"

Previous Marketing Materials

Exhibit "A"

Duncanville Community Theatre

An Evening of Culture

Faith County II: The Saga Continues

July 19-21 & 26-28

Written by Mark Landon Smith

Directed by Joe Skrivanek

Silent Sky

September 6-8 & 13-15

Written by Lauren Gunderson

Directed by Kevin Paris

Butterscotch

November 8-10 & 15-17

Written by Barbara L. Smith

Directed by Heather Winkelman

You Can't Get There From Here

February 7-9 & 14-16

Written by Pat Cook

Directed by Amy Jackson

Scotland Road

March 21-23 & 28-30

Written by Jeffrey Hatcher

Directed by Dawn McCallum

BEEHIVE - THE 60'S MUSICAL

May 9-11 & 16-18

Created by LARRY GALLAGHER

Directed by Elisa Guse

(all information is tentative & subject to change)

★ ★

8:00 p.m. Curtain ★ Reservations Recommended

106 S. Main, Duncanville, TX 75116

972-780-5707 ★ www.dctheatre.org

Duncanville Community Theatre

Sandy Toes & Salty Kisses

July 18-20 & 25-27

Written by Michael Parker & Susan Parker

Directed by Joe Skrivanek

ARTIFICE

September 5-7 & 12-14

Written by Anne Flanagan

Directed by Heather Winkelman

Little Old Ladies in Tennis Shoes

November 7-9 & 14-16

Written by Sandra Fenichel Asher

Directed by Amy Jackson

A Texas Romance

February 6-8 & 13-15

Written by Ellsworth Schave

Directed by Kevin Paris

The Butler Did It

March 19-21 & 26-28

Written by Tim Kelly

Directed by Cynthia Beene

Key for Two

May 7-9 & 14-16

Created by Dave Freeman & John Chapman

Directed by Elisa Guse

(all information is tentative & subject to change)

★ ★

8:00 p.m. Curtain ★ Reservations Recommended

106 S. Main, Duncanville, TX 75116

972-780-5707 ★ www.dctheatre.org

Exhibit "A"

Subject	Make Reservations for A TEXAS ROMANCE at DCT!
Sent	February 4th 2020 at 7:02 am CST
Email List	General Interest
Email Link	https://conta.cc/3jWKDXE

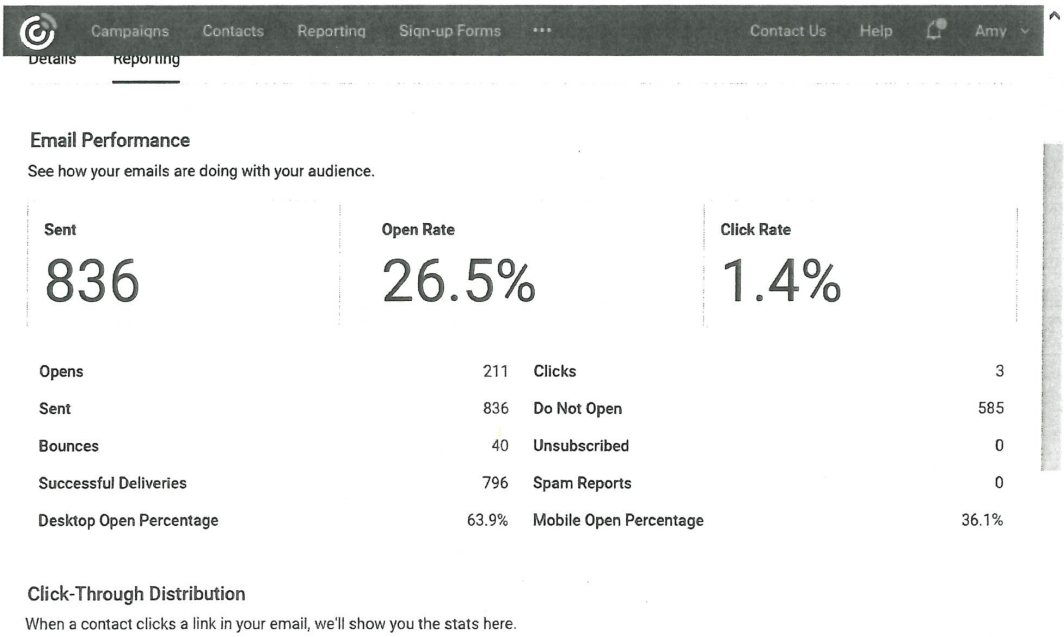
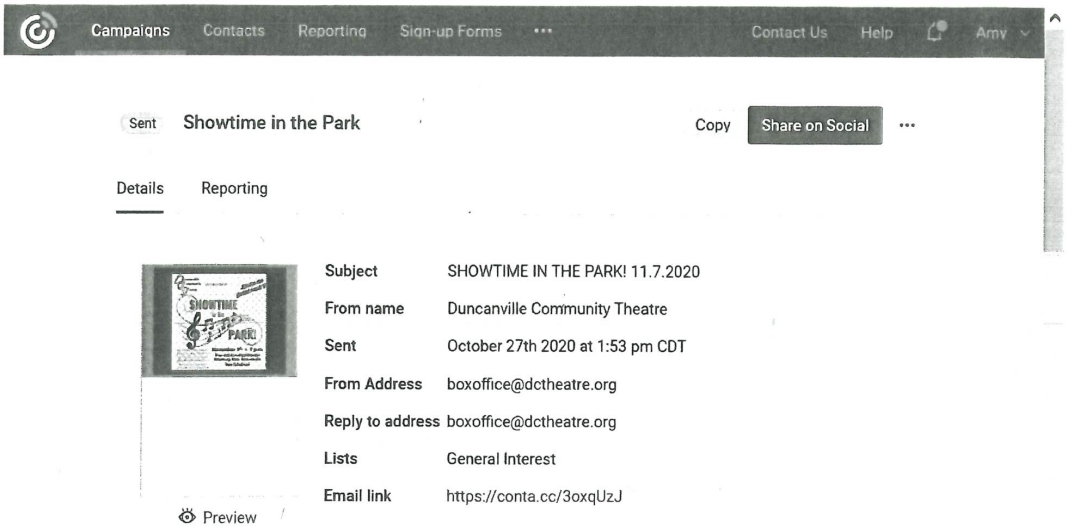


Exhibit "A"


Campaigns
Contacts
Reporting
Sign-up Forms
Contact Us
Help
Amy
Sent
Showtime in the Park
Copy
Share on Social
Details
Reporting
Subject
SHOWTIME IN THE PARK! 11.7.2020
From name
Duncanville Community Theatre
Sent
October 27th 2020 at 1:53 pm CDT
From Address
boxoffice@dctheatre.org
Reply to address
boxoffice@dctheatre.org
Lists
General Interest
Email link
https://conta.cc/3oxqUzJ
Preview
Expand Your Campaign
Look how great your campaign could look in these other media types See how it's done.

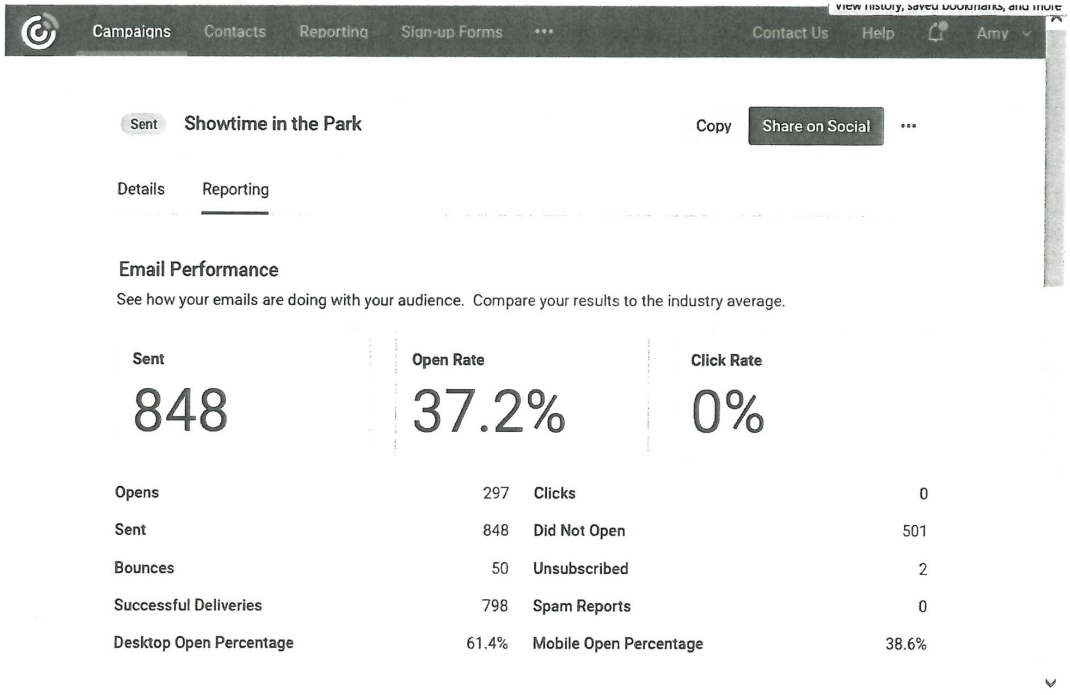
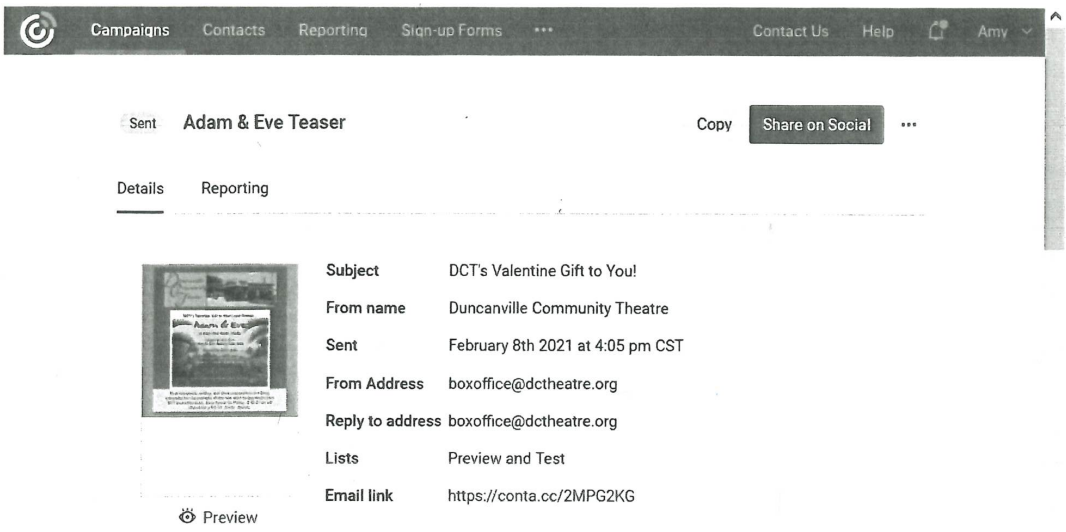

Campaigns
Contacts
Reporting
Sign-up Forms
Contact Us
Help
Amy
Sent
Showtime in the Park
Copy
Share on Social
Details
Reporting
Email Performance
See how your emails are doing with your audience. Compare your results to the industry average.
Sent
848
Open Rate
37.2%
Click Rate
0%
Opens 297
Clicks 0
Sent 848
Did Not Open 501
Bounces 50
Unsubscribed 2
Successful Deliveries 798
Spam Reports 0
Desktop Open Percentage 61.4%
Mobile Open Percentage 38.6%

Exhibit "A"


Campaigns
Contacts
Reporting
Sign-up Forms
Contact Us
Help
Amy
Sent
Adam & Eve Teaser
Copy
Share on Social
Details
Reporting
Subject
DCT's Valentine Gift to You!
From name
Duncanville Community Theatre
Sent
February 8th 2021 at 4:05 pm CST
From Address
boxoffice@dctheatre.org
Reply to address
boxoffice@dctheatre.org
Lists
Preview and Test
Email link
https://conta.cc/2MPG2KG
Preview
Expand Your Campaign
Look how great your campaign could look in these other media types See how it's done.

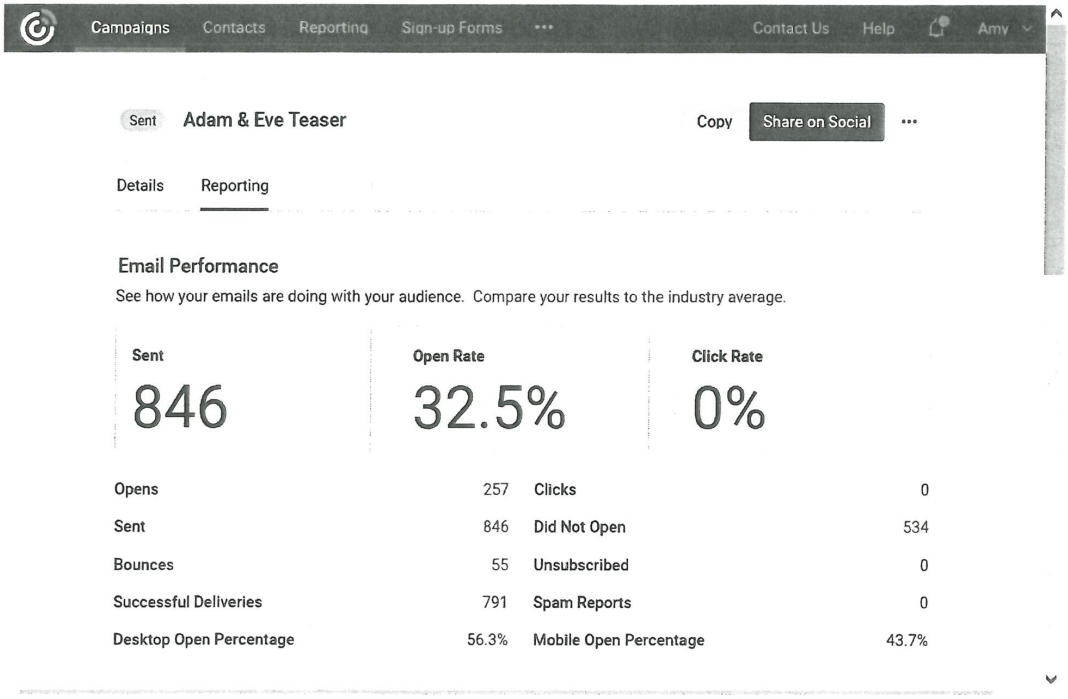
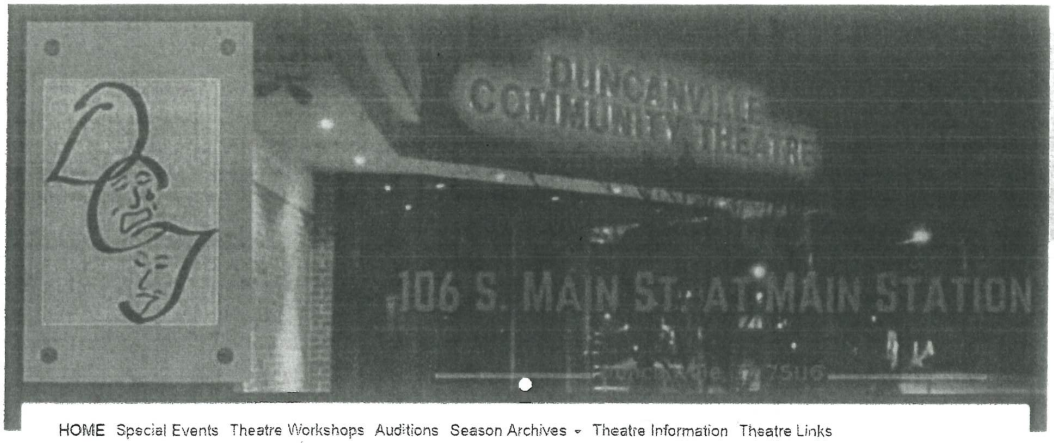

Campaigns
Contacts
Reporting
Sign-up Forms
Contact Us
Help
Amy
Sent
Adam & Eve Teaser
Copy
Share on Social
Details
Reporting
Email Performance
See how your emails are doing with your audience. Compare your results to the industry average.
Sent
846
Open Rate
32.5%
Click Rate
0%
Opens 257
Clicks 0
Sent 846
Did Not Open 534
Bounces 55
Unsubscribed 0
Successful Deliveries 791
Spam Reports 0
Desktop Open Percentage 56.3%
Mobile Open Percentage 43.7%

Exhibit "A"

www.dctheatre.org

Representative Screen Shots



HOME Special Events Theatre Workshops Auditions Season Archives Theatre Information Theatre Links

Menu

Current Season

The Marvelous Wonderettes '58

Directions

Tickets

Membership

Plan a Visit to DCT

Contact Us

HOME

THE MARVELOUS WONDERETTES '58

Written & Created by Roger Bean

Musical Arrangements by Brian William Baker Orchestrations by Michael Borth

Vocal Arrangements by Roger Bean & Brian William Baker

Directed by Elisa Guse

August 19-21& 26-28 • 8 PM

August 22 • 3 PM

A jukebox musical fun for all ages!

Reservations: Boxoffice@dctheatre.org

****

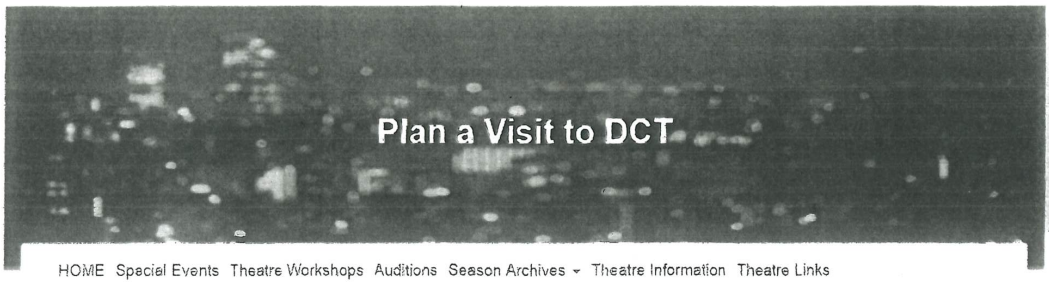
ALL SEATS ARE RESERVED AND ARE HELD AT THE BOX OFFICE. TICKETS SHOULD BE PICKED UP BY 7:55 P.M AS TICKETS MAY BE RELEASED TO WAITING LIST PATRONS AFTER THAT TIME WE BEGIN A WAITING LIST AT 7:30 P.M. AT THE BOX OFFICE WINDOW ON SOLD OUT NIGHTS FOR ANY RELEASED TICKETS. IT IS NORMAL TO HAVE SOME "NO-SHOWS" AND THE FIRST FEW NAMES ON THE LIST TYPICALLY GET TICKETS WHEN THEY ARE RELEASED JUST PRIOR TO 8 P.M.

Visit DCT's Facebook Page!

Sign up for our Patron E-Mail List

GO

Exhibit "A"



Menu

Current Season

The Marvelous Wonderettes '58

Directions

Tickets

Membership

Plan a Visit to DCT

Contact Us

Stay in a Duncanville Hotel and receive a 50% DCT ticket discount on the date of your stay!

Alla's Historical Bed & Breakfast
415 Hustead St., Duncanville, TX 75116

Best Western Plus Duncanville Dallas
922 E. Highway 67, Duncanville, TX 75137

Hampton Inn & Suites Duncanville-Dallas
202 E. I-20, Duncanville, TX 75116

Hilton Garden Inn – Duncanville
800 North Main St., Duncanville, TX 75116

Holiday Inn Express Hotel & Suites – Duncanville
1035 Highway 67 East, Duncanville, TX 75137

LaQuinta Inn & Suites
835 E. Hwy. 67, Duncanville, TX 75137

Motel 6 – Duncanville
202 Jellison Blvd., Duncanville, TX 75116

Enjoy Dinner Before A Show!

Applebees – Duncanville
810 S. Cockrell Hill Rd., Duncanville, TX 75137

City View Tacos
419 N. Main St., Duncanville, TX 75116

Dairy Queen
607 S. Main St., Duncanville, TX 75116

Hilton Garden Inn "American Grill"
800 N. Main St., Duncanville, TX 75116

Jimmy's Great China
1115 S. Main St., Duncanville, TX 75137

Olive Garden
639 N. Cockrell Hill Rd., Duncanville, TX 75116

Osaki Sushi & Hibachi
749 West Wheatland Rd., Duncanville, TX 75116

Mudhook Bar & Kitchen
100 S. Main St., Duncanville, TX 75116

Pappadeaux – Duncanville

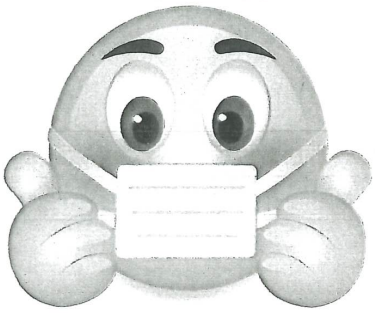
Exhibit "A"

12' x 24' Billboard on I-35E Southbound Frontage Road; Desoto, TX

Exhibit "A"

DUNCANVILLE Chamber of Commerce presents

A Socially Distanced Duncanville Dozen 2020 Raffle!



$10 Each • 3 for $25 • 15 for $100

The More You Buy – the More Chances to Win!

Win One or More Prizes!

Do Not Need to be "Present" to Win!

Drawing to be held live on Facebook by October 31, 2020

Name: _____

Phone #: _____

Duncanville Dozen 2020 Raffle Items

1. Costco Cash Card: $250
2. Dry Clean Super Center Cleaning for a Year: $300
3. Return to Romance Weekend Package at Hilton Garden Inn: $450
4. DCT Theatre Tickets, Roma's, & Best Western Plus Package: $360
5. Little Caesars for a Year: $240
6. Gold-N-Things Seiko Wall Clock: $575
7. City View Tacos for a Year: $360
8. Round of Golf for Four at Golf Club of Dallas: $250
9. Children's Bowling Party for 10 with Pizza & Drinks at Red Bird Lanes: $220
10. Canales' Furniture – Two-Drawer Writing Desk: $340
11. HBPI Photography – Six Person Portrait Session with 16x20 Print: $436
12. Thibodeaux Cajun Food for a Year: $300

Total Raffle Value: $4,081!!

Exhibit "A"

Gift Certificate

*This certificate entitles the bearer to two (2) Tickets to any single Season Bill performance**

(Expires 12/31/21)

Signed _____ Date _____

DCT located at 106 S. Main St., Duncanville, 75116 ♦ www.dctheatre.org

Event: Ennis Theatre Rocks Fundraiser; 11/2/19

*Certificate valid for any standard DCT performance; not valid for use at special fundraising performances or DCT host-only performances

Duncanville Community Theatre

Please call the DCT Box Office at 972-780-5707 for Reservations

DCT seating is limited and reservations are recommended for all performances.

This certificate does not guarantee seating without a reservation.

Thank You!

Gift Certificate

*This certificate entitles the bearer to two (2) Tickets to any single performance**

(Expires 12/31/22)

Signed _____ **Date** _____

DCT located at 106 S. Main St., Duncanville, 75116 ♦ www.dctheatre.org

Event: Sunflower Dental Promo

*Certificate valid for any standard DCT performance; not valid for use at special fundraising performances or DCT host-only performances

Duncanville Community Theatre

Please call the DCT Box Office at 972-780-5707 for Reservations

*DCT seating is limited and reservations are recommended for all performances.

This certificate does not guarantee seating without a reservation.

Thank You!

Exhibit "A"

ARTS & ENTERTAINMENT

Duncanville is home to a host of entertainment and cultural attractions that will keep the family busy all year-round.

Duncanville Community Theatre, located at 106 S. Main St., brings independent, quality live theater to Duncanville and all of the Best Southwest area. Founded in 1988, DCT produces a variety of shows annually; the season runs June 1 to May 31. To find out what is currently in production, visit www.dctheatre.org.

Music lovers will enjoy the annual Summer Concert Series in the Poe Hobden Amphitheater in Armstrong Park, compliments of the City of Duncanville.

The Museum of International Cultures is a rarity in its category, and captures the imagination of children as well as adults. Dioramas, both life-size and miniature, give a glimpse of far-flung areas from Papua, New Guinea in the South Pacific to Ecuador and Peru. Its colorful gift shop contains items from exotic corners of the world.

Olden Year Musical Museum is an amazing experience for the whole family. Recently opened in June 2018, its 16,000 square feet house over 500 pieces of vintage music boxes ranging from pocket size to table size classic phonographs, Hurdy-gurdy pipe organs, early jukeboxes and much more. The collection has pieces from 1790 to today, including a Thomas Edison phonograph and light bulbs.

Red Bird Skateland offers the Summer Social Skate and roller hockey, and is available for birthday parties. Red Bird Bowling Lanes offers league play and is great for birthday parties. It is also the site of the Chamber's annual "Burgers, Bowling & Business" event. In addition, the city and local civic clubs offer a number of city-wide special events and activities there throughout the year.

Of course, every Christmas in Duncanville is kicked off by the Christmas parade and tree lighting ceremony. In February, the Lions Club holds its annual Las Vegas Night featuring entertainment, door prizes, auction, food, faux gambling and a chance to hold fellowship with friends.

The Duncanville Lions Club hosts two popular annual events in July and October. The Fourth of July Parade, which is held in conjunction with the City's Fourth of July Stars and Stripes Celebration, and the Smokin' Blues & BBQ Festival the third weekend in October.

Fall is the time for the annual Duncanville Rotary Club Fish Fry and the annual Lions Club Pancake Breakfast. Both are time-honored community events with great food.

The Duncanville Chamber of Commerce hosts a concert/auction in September and this year it will be an Elvis Tribute with Kraig Parker and the Royal Tribute Band at Eddie Deen's Ranch.

Museum of International Cultures
A Center for Global Awareness and Understanding
411 U.S. Highway 67
Southbound Frontage Rd.
Duncanville, TX 75137
(972) 572-0462
www.museumofinternationalcultures.org

Exhibit "A"

Graceful Arms
SENIOR LIVING
Providing 24 Hour Care
(469) 297-0430
1415 Big Stone Gap Road,
Duncanville, TX 75137
Email: info@gracefularmssl.com
Website: www.gracefularmssl.com

Dawn McCallum
RESIDENTIAL REALTOR®
CENTURY 21 Judge Fite
Century 21
JUDGE FITE MANAGEMENT COMPANY
real estate is great!
Cell: 214-450-6635
Email: dawnmccallum@judgefite.com

Offering Great Theatre Since 1988!
Duncanville Community Theatre
www.dctheatre.org
972-780-5707
106 S. Main St., Duncanville

ATTRACTIONS

Duncanville Chamber of Commerce	C4
City Hall	B4
Community Center	B4
Duncanville Community Theatre	B3
Duncanville Fieldhouse	D3
Duncanville Public Library	B4
Fire Administration	D4
Fire Station #1	A3
Fire Station #2	D4
Methodist Charlton Medical Center	C5
Municipal Courthouse	B4
Museum of International Cultures	D4
Nutrition Services	A2
Old Panther Field	B4
Operations Compound	B4
Police Station	B4
Post Office	C2
Select Specialty Hospital South Dallas	C5
Senior Center	B4
Southwest Center Mall	B5

EDUCATION

Acton Elementary School	B1
Advantage Academy	C3
Alexander Elementary School	D3
Bilhartz Elementary School	A2
Brandenburg Elementary School	D4
Byrd Middle School	C2
Central Elementary School	B4
Daniel Intermediate School	C2
Duncanville High School	B2
Education Plaza	C3
Fairmeadows Elementary School	A4
Hardin Intermediate School	B4
Hastings Elementary School	B3
Hyman Elementary School	B1
Kennemer Middle School	B1
Mary E. Smithey PACE High School	B4
Merrifield Elementary School	C4
Panther Stadium	B2
Reed Middle School	B4
Smith Elementary School	C2
Summit Center	C3
Technology Center	C3

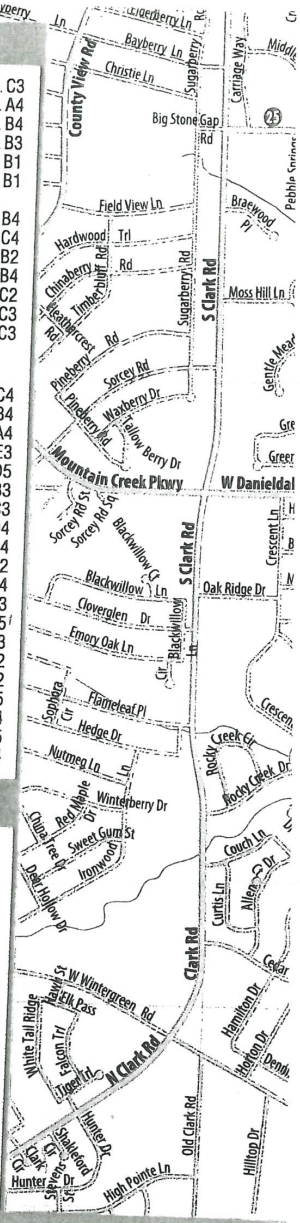
RECREATION

Alexander Park	C4
Armstrong Historical Park	B4
Chris Paris Park	A4
Creeks at Windmill Hill	E3
H. Louis Nichols Park	D5
Lakeside Park	B3
Lions Park	C3
Little Shenandoah Park	D4
Marcus H. Harrington Park	D4
North Quail Run Park	B2
Oriole Park	B4
Penn Springs Park	D3
Pyburn Park	C5
Red Bird Park	A3
Rotary Park	B2
The Meadows Park	D2
Thorntree Country Club	D5
Waterview Park	D4
Willow Run Park	C5
Windmill Hill Nature Preserve	E4

LEGEND

- Interstate Highway (20)
- U.S. Highway (67)
- State Highway Spur (SPUR 408)
- Main Road
- Street / Road
- Railroad
- Golf Course
- Park / Recreation Area
- Duncanville Chamber of Commerce
- City Hall
- Community Center
- Council District
- Courthouse
- Fire Station
- Library
- Medical Facility
- Point of Interest
- Police Station
- Post Office
- School
- School Administration
- Senior Center
- Shopping

Scale in Miles: 0 1/8 1/4 1/2



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See the membership counter for a special offer.
250 W. Hwy. 67
Duncanville, TX 75137
(469) 221-8113

Spirit Led; Spirit Filled
All are Welcome!
Holy Sp
Catholic Church
1111 W. D
(972) 298
www.holy

Exhibit "A"

Miscellaneous

Attachments

Exhibit "A"

Duncanville Community Theatre

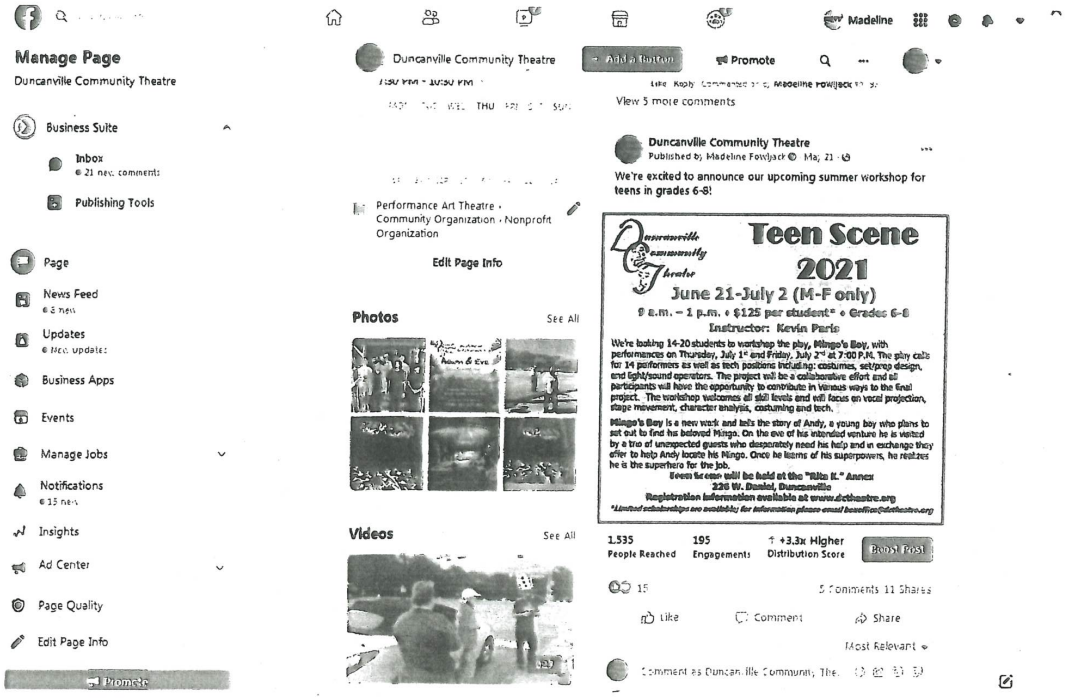
MISSION STATEMENT

Duncanville Community Theatre is committed to providing quality live theatrical performances, as well as theatre education and outreach opportunities for all ages. Performances will include a wide variety of approved dramatic works, as well as untried original works when applicable, with extensive audience appeal featuring amateur performers and technicians directed by theatre professionals.

Exhibit "A"

Exhibit "A"

Manage Page
Duncanville Community Theatre
Business Suite
Inbox
Publishing Tools
Page
News Feed
Updates
Business Apps
Events
Manage Jobs
Notifications
Insights
Ad Center
Page Quality
Edit Page Info
Promote
Duncanville Community Theatre
Add a Button
Promote
Photos
See All
Videos
See All
The paraders are lining up! Starts at 10am...
12
Page Transparency
See All
Facebook is showing information to help you better understand the purpose of a Page. See actions taken by the people who manage and post content.
Page created - September 21, 2011
Duncanville Community Theatre
Published by Madeline Fowlkes · May 2
863
People Reached
143
Engagements
+1.6x Higher
Distribution Score
Boost Post
52
7 Comments 4 Shares
Like
Comment
Share
Most Relevant
Comment as Duncanville Community The...
Steve Martin
Like Reply Message 12
1
Wendy Acosta
The suspense!!!!
1
Like Reply Message 12
Connie Smedes
Hurrah! The wait is unbearable!
1
Like Reply Message 12
David Kelton


Manage Page
Duncanville Community Theatre
Business Suite
Inbox
21 new comments
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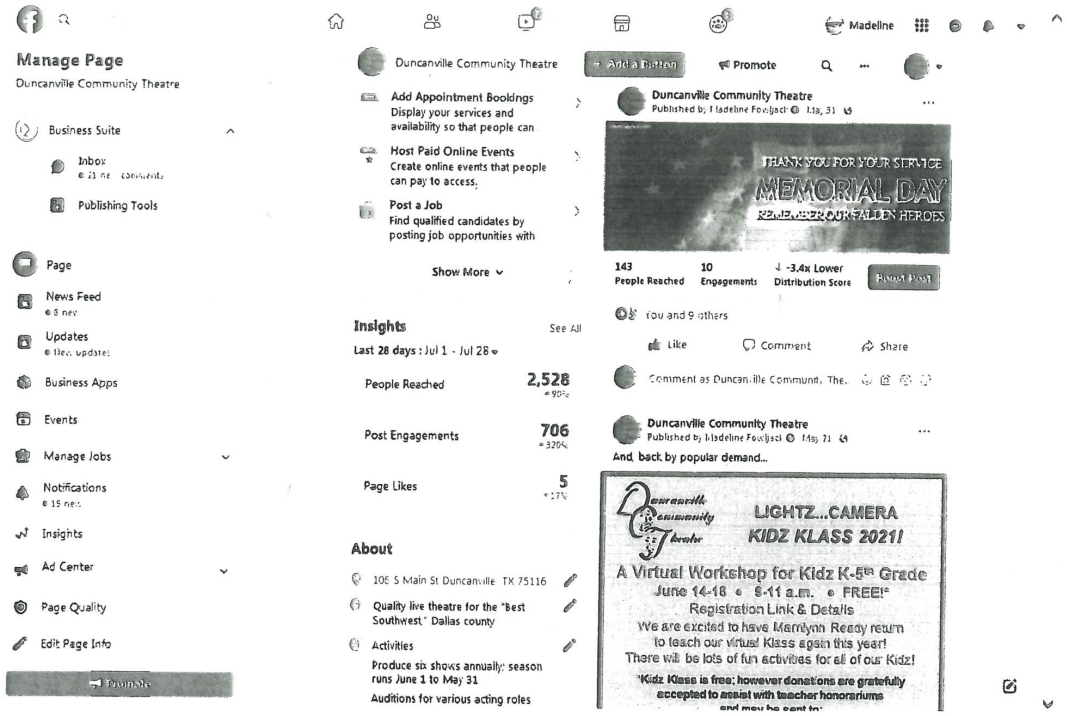
Madeline
Duncanville Community Theatre
Add a Button
Promote
View 5 more comments
Performance Art Theatre · Community Organization · Nonprofit Organization
Edit Page Info
Photos
See All
Videos
See All
Duncanville Community Theatre
Published by Madeline Fowlkes · May 21
We're excited to announce our upcoming summer workshop for teens in grades 6-8!
Teen Scene
2021
June 21-July 2 (M-F only)
9 a.m. – 1 p.m. • $125 per student* • Grades 6-8
Instructor: Kevin Paris
We're looking 14-20 students to workshop the play, Ringo's Boy, with performances on Thursday, July 1st and Friday, July 2nd at 7:00 P.M. The play calls for 14 performers as well as tech positions including: costumes, set/prop design, and light/sound operators. The project will be a collaborative effort and all participants will have the opportunity to contribute in various ways to the final project. The workshop welcomes all skill levels and will focus on vocal projection, stage movement, character analysis, costuming and tech.
Ringo's Boy is a new work and tells the story of Andy, a young boy who plans to set out to find his beloved Ringo. On the eve of his intended venture he is visited by a trio of unexpected guests who desperately need his help and in exchange they offer to help Andy locate his Ringo. Once he learns of his superpowers, he realizes he is the superhero for the job.
Teen tech camp will be held at the "Rita K." Annex
226 W. Daniel, Duncanville
Registration information available at www.dctheatre.org
*Limited scholarships are available for information please email bseifert@dctheatre.org
1,535
People Reached
195
Engagements
+3.3x Higher
Distribution Score
Boost Post
15
5 Comments 11 Shares
Like
Comment
Share
Most Relevant
Comment as Duncanville Community The...

Exhibit "A"


Manage Page
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Ad Center
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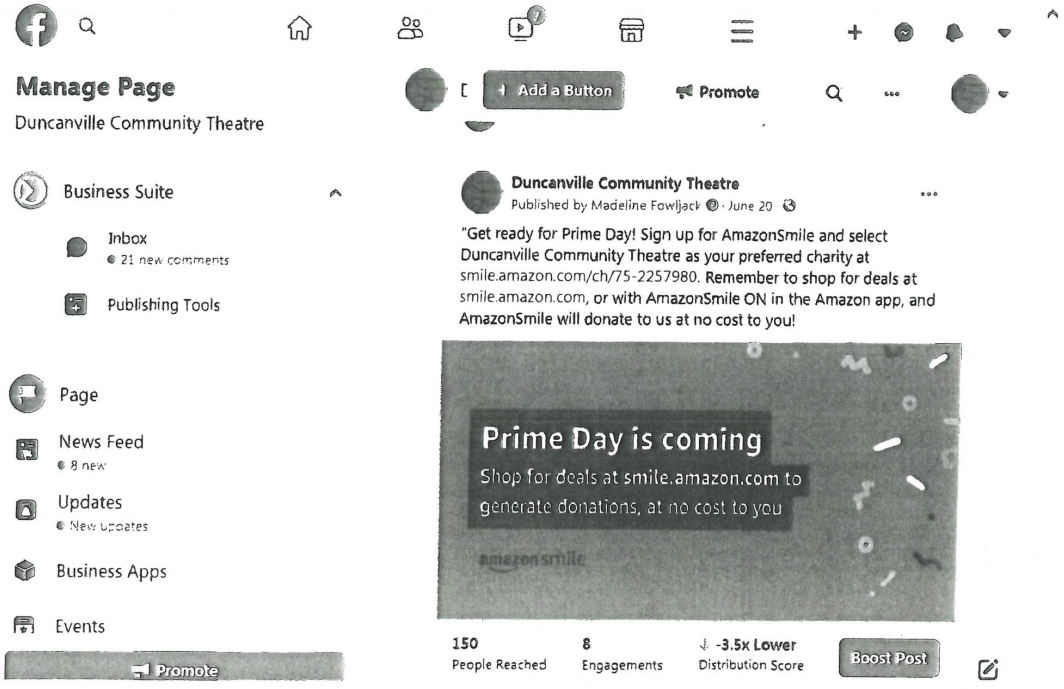
Edit Page Info
Promote
Duncanville Community Theatre
Add a Button
Promote
Add Appointment Bookings
Display your services and availability so that people can
Host Paid Online Events
Create online events that people can pay to access.
Post a Job
Find qualified candidates by posting job opportunities with
Show More
Insights
See All
Last 28 days : Jul 1 - Jul 28
People Reached 2,528
Post Engagements 706
Page Likes 5
About
105 S Main St Duncanville TX 75116
Quality live theatre for the "Best Southwest" Dallas county
Activities
Produce six shows annually; season runs June 1 to May 31
Auditions for various acting roles
Duncanville Community Theatre
THANK YOU FOR YOUR SERVICE
MEMORIAL DAY
REMEMBER OUR FALLEN HEROES
143 People Reached
10 Engagements
-3.4x Lower Distribution Score
Boost Post
You and 9 others
Like
Comment
Share
Duncanville Community Theatre
And, back by popular demand...
LIGHTZ...CAMERA
KIDZ KLASS 2021!
A Virtual Workshop for Kidz K-5th Grade
June 14-18 • 8-11 a.m. • FREE!*
Registration Link & Details
We are excited to have Marilynn Ready return to teach our virtual Klass again this year!
There will be lots of fun activities for all of our Kidz!
*Kidz Klass is free; however donations are gratefully accepted to assist with teacher honorariums


Manage Page
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21 new comments
Publishing Tools
Page
News Feed
8 new
Updates
New updates
Business Apps
Events
Promote
Add a Button
Promote
Duncanville Community Theatre
Published by Madeline Fowljack · June 20
"Get ready for Prime Day! Sign up for AmazonSmile and select Duncanville Community Theatre as your preferred charity at smile.amazon.com/ch/75-2257980. Remember to shop for deals at smile.amazon.com, or with AmazonSmile ON in the Amazon app, and AmazonSmile will donate to us at no cost to you!
Prime Day is coming
Shop for deals at smile.amazon.com to generate donations, at no cost to you
amazonsmile
150 People Reached
8 Engagements
-3.5x Lower Distribution Score
Boost Post

Exhibit "A"

Duncanville Community Theatre
106 S. Main St., Duncanville
972.780.5707
www.dctheatre.org
We're getting things ready to safely welcome you back. Details coming soon!

SAME-DAY APPOINTMENTS AVAILABLE
We now accept most Medicare Managed Care Plans.
PHILLIPS FAMILY MEDICAL
Now testing for COVID-19.
Must call ahead!
Hormone PELLET Therapy for Women & Men
Feel Younger, Lose Weight, Stop Aches, Increase Sex Drive
WE'RE ACCEPTING NEW PATIENTS!
Pamela Phillips
PhD, RN, FNP-C
Certified Family Nurse Practitioner
Weight Loss Plans That Work Includes Training Books & Medications to Assist with Weight Loss
Our weight loss program is the only one that accepts your health insurance for payment!
Can't Come to the Office? We have Telehealth! Call for Our Free App!
Lipo Laser Program
Lose Inches • Lose Weight
ONLY $85 Per Session
People typically lose 1/2 inch per session!
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at Texas State College for Women [now Texas Woman's University]," Rosa recalled. "My counselor told me I was too pushy and aggressive."

Hearing this took a toll on Rosa's self-esteem. Around this time, however, she met her would-be husband, Sergio, and the couple married in 1954. The coach and modern dance instructor would be her soul mate for 62 years, until his passing in 2016.

With Sergio's support, Rosa started the first folklórico dance group in El Paso in 1970. Burges High School was the first school for the folklórico, sponsored by the Spanish National Honor Society. "We practiced during lunch. Then at El Paso Community College, with the support of Dr. Alfredo de los Santos. We danced at the barracks at Logan Heights, where Ft. Bliss had loaned the college some space," Rosa outlined. "Then in 1972 at Our Lady of the Light, the first chapel there, and then at St. Joseph's Church with my first real folklórico."

Calling it the International Folklórico Dance Group, Rosa served as artistic director and truly began to fulfill her mission of cultural acceptance. "I felt many Mexican Americans did not know their culture, or they denied it. If I could share how I felt my culture through dance, they could also build a sense of pride in their heritage through music, dance, folklore, language, literature, the arts, etc." Rosa said.

Rosa went on to develop the 1974 film, *Tapestry*, based upon creating cultural harmony, and was honored with a national award for documentary filmmaking. She was a featured dancer in the film, which now has a sequel, *Tapestry II*.

Exhibit "A"

Tripadvisor

Duncanville Hotels Things to Do Restaurants Flights Vacation Rentals Vacation Packages Cruises Rental Cars

Duncanville Community Theatre

4 • #2 of 3 things to do in Duncanville • Theaters

Visit website Call Email

About

Founded in 1988, DCT offers quality live theatre for "Best Southwest" Dallas county. Producing six shows annually, DCT also provides theatre education classes and workshops to children and adults.

Suggested duration
1-2 hours

Suggest edits to improve what we show.
Improve this listing

The area

106 S Main St, Duncanville, TX 75116-4704

Best nearby

Restaurants
156 within 3 miles

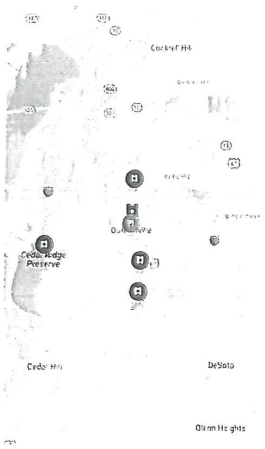
- Roma's Italian Bistro — 80 — 154 ft • $$ - $$$ • Italian • Pizza • Vegetaria...
- City View Tacos — 39 — 0.2 mi • $ • Quick Bites • Mexican • Fast Food
- Mudhook — 4 — 133 ft

See all

Attractions
6 within 3 miles

- Olden Year Museum — 1 — 1.2 mi • Specialty Museums • History Muse
- International Museum of Cultures — 8 — 1.4 mi • Specialty Museums
- Cedar Ridge Preserve managed by... — 61 — 3 mi • Nature & Wildlife Areas

See all



mtcreek
Dallas, TX • 41 contributions

1

●●●●○
Little Theater with a Heart
Jul 2019 • Couples

This little theater–seats only about 80 people–is a hidden jewel. My husband and I enjoyed their production of "Sandy Toes and Salty Kisses", a romantic comedy. It was fun, clean, and delightful. Most performances are sold out. The production team even serves free sodas and cookies at intermission!

Written July 29, 2019

This review is the subjective opinion of a Tripadvisor member and not of Tripadvisor LLC.

Arts4All2017
Arlington, TX • 3 contributions

0

●●●●○
Pump Boys and Dinettes
Feb 2017 • Couples

Opening night was a big success! The voices are great! So many wonderful songs! And the intimate setting of Duncanville Community Theater is perfect for this musical. If you're looking for an escape from the world, this is where you need to be. And if you just enjoy great music and powerful voice, this is defiantly where you need to be. Call for reservations. Tickets for the remainder of the run will go fast

Written February 9, 2017

This review is the subjective opinion of a Tripadvisor member and not of Tripadvisor LLC.

Jerry A
Arlington, TX • 2 contributions

0

●●●●●
Worth the Trip
Jan 2017 • Friends

For almost thirty years, DCT has been providing professional quality live theatre for Duncanville and the southwest part of Dallas County. It's an intimate space that allows the audience to be immersed in

Exhibit "A"

Duncanville Community Theatre

proudly presents

FUN for the ENTIRE FAMILY!

SHOWTIME in the PARK!

November 7th • 7 p.m.

Poe-Hobden Amphitheater
Armstrong Park, Duncanville*
Free Admission

Don your mask, pack a picnic or grab local "to go" & join us for some socially-distanced fun!

**Produced in cooperation with the City of Duncanville*

1988/89 - 2019/20
Duncanville Community Theatre

A Texas Romance

Written by Ellsworth Schave
Directed by Kevin Paris

February 6-8 & 13-15 • 8 p.m.

Thursday: $13 • Friday & Saturday: $15

It is mid 1920's, and Daisy Wilson does not expect to find love again after her philandering husband was shot by his mistress. Yet, somehow romance surprisingly arrives and she now faces a difficult choice. This humorous and touching story offers the perfect Valentine for all!

☆ ☆

Reservations Recommended • 972-780-5707 or boxoffice@dctheatre.org

DCT located at 106 S. Main, Duncanville • www.dctheatre.org

STAFF REPORT

MEETING: City Council - 16 Nov 2021

TITLE:
Consider a Resolution supporting and adopting the City of Duncanville Investment Policy.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

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

STAFF RESPONSIBLE:
Edena J. Atmore, CPA, Managing Director, Financial Service

BACKGROUND/HISTORY:
The Investment Policy guides investments and internal controls surrounding investment activity. Our investment advisor, Valley View Investments, reviews our policy annually to ensure compliance with the Public Funds Investment Act (PFIA). The contract with Valley View Investments is renewed periodically by City Council. The policy presented for Council consideration contains minor wording changes, and both a "red-line/marked change" version and a clean version are provided for Council review.

Some minor modifications include, but are not limited to, the changes to Section 5 regarding investment responsibility and delegation of authority, deletion of a paragraph in Section 7 regarding diversification, and substitution of the words "Investment Officer" for "City" in Section 6.1.5 to comply with PFIA.

POLICY EXPLANATION:
The investment policy is reviewed annually by the City's investment advisors and the Financial Services Director for compliance with PFIA and any other process and wording changes. The Investment Policy is then presented to the City Council for review and approval. The City's authorized and trained or in training (semi-annual PFIA training) investment officers are the Managing Director of Financial Services, Edena Atmore, and the Senior Accountant, Georgia West. Internal controls require all funds being invested be approved by the City Manager or the Assistant City Manager.

FUNDING SOURCE:

ORG and Object Number
N/A

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

ATTACHMENTS:
Attachment 1 - Investment Policy 2021 08 09 Duncanville Proposed Changes
Resolution No. - 2021-081 - Investment Policy - 2021 - Pdf

ATTACHMENT 1

EXHIBIT A

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CITY OF DUNCANVILLE, TEXAS

INVESTMENT POLICY

October 2021 – September 2022

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Prepared by the Financial Services Department

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ATTACHMENT 1

CITY OF DUNCANVILLE, TEXAS
INVESTMENT POLICY

PREFACE

It is the policy of the City of Duncanville (the "City") that after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risks of investments, all available funds shall be invested in conformance with these legal and administrative guidelines to obtain a market rate of return.

Effective cash management is recognized as essential to good fiscal management. An active cash management and investment policy will be pursued to take advantage of investment interest as a viable and material source of revenue for City funds. The City's portfolio shall be designed and managed in a manner responsive to the public trust and shall be invested in conformance with State and Federal Regulations, applicable Bond Resolution requirements, and adopted Investment Policy. The City will invest public funds in a manner which will provide the safety of principal and a market rate of return while meeting the daily cash flow demands of the City.

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The City is required under the Public Funds Investment Act (Chapter 2256 of the Texas Government Code [the "Act"]) to adopt a formal written Investment Policy for the investment of public funds. These policies serve to satisfy the statutory requirement to define, adopt and review a formal investment strategy and policy.

ATTACHMENT 1

CITY OF DUNCANVILLE
INVESTMENT POLICY

TABLE OF CONTENTS

SECTION #	SECTION TITLE	PAGE #
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2.	Investment Strategy	1
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4.	Investment Objectives	4
5.	Investment Responsibility	4
6.	Authorized Investments	6
7.	Diversification	9
8.	Authorized Broker/Dealers and Institutions	9
9.	Delivery Versus Payment	10
10.	Safekeeping and Collateralization	10
11.	Internal Control	12
12.	Performance	12
13.	Reporting	12
14.	Investment Policy Adoption and Amendment	13

Commented [RL1]: Confirm page numbers after approval.

Attachments:

A. Investment Strategy Statement
B. Certification of Business Organization Sample Form
C. Authorized Broker/Dealers

ATTACHMENT 1

INVESTMENT POLICY

1. **PURPOSE.** The purpose of this investment policy (the Policy) is to set forth specific investment policy and strategy guidelines for the City in order to achieve the goals of safety, liquidity, rate of return, and public trust for all investment activities.

2. **INVESTMENT STRATEGY.** The City maintains a comprehensive and proactive cash management program which is designed to monitor and control all City funds to ensure maximum utilization and yield a market rate of return. The basic and underlying strategy of this program is that all of the City's funds are earning interest. It is the responsibility and obligation of the City to maintain a flexible approach and be prepared to modify the investment strategy as market conditions dictate. The investment strategy described is predicated on conditions as now exist and are subject to change. The investment strategy emphasizes low credit risk, diversification, and the management of maturities. The strategy also considers the expertise and time constraints of Investment Officers. The allowable investment instruments as defined in Section 6 of this Policy reflect the avoidance of credit risk. Diversification refers to dividing investments among a variety of alternatives offering independent returns. This strategy uses financial institution demand deposits, local government investment pools and money market mutual funds to achieve cash equivalent liquidity. The management of maturities refers to structuring the maturity dates of the direct investments so that, while funds are initially invested for a longer period of time, some investments mature as cash needs require.

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2.1. **The primary investment strategy and objectives** of the City as specified in this Policy (See Section 4.) are listed below, in their order of importance:

- Safety and preservation of principal;
- Maintenance of sufficient liquidity to meet operating needs;
- A market rate of return on the investment portfolio; and
- Public trust.

2.2. **The list of investments authorized** by this Policy intentionally excludes some investments allowed by State law. The restrictions limit possible credit risk, increase individual security marketability, and provide the maximum measure of safety. Within the investment objectives, the investment strategy is to utilize authorized investments for maximum advantage to the City. To increase the interest earnings for funds identified as being available for investment over longer periods of time, based upon a cash requirement projection, the City will consider the following strategies:

2.2.1. **Strategy No. 1.** Maintaining liquidity through the use of financial institution deposits, local government investment pools and money market mutual funds as authorized by this Policy. An investment pool is an entity created to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority match those objectives of the Act. Funds are usually available from investment pools on a next-day basis, meaning the pools have a high degree of liquidity.

Because of the size and expertise of their staff, investment pools are able to prudently invest in a variety of the investment types allowed by State law. Funds that may be needed on a short-term basis but that are in excess of the amount maintained at the depository bank are available for deposit in investment pools.

2.2.2 **Strategy No. 2.** Building a ladder of Investment Policy authorized investments with staggered maturities for all or part of the longer-term investable funds. The benefits of this ladder approach include the following:

- It is straight-forward and easily understood;
- All investments remain within the approved maturity horizon;
- It will assure the City that it will capture a reasonable portion of the yield curve; and,
- It provides predictable cash flow with scheduled maturities and reinvestment opportunities.

2.2.3. **Strategy No. 3.** Utilizing the services of an independent, third-party investment advisor on a periodic basis that would enable the City to achieve a competitive rate of return on the funds available for longer-term investment.

2.2.4. **Strategy No. 4.** The City will utilize five general investment strategies designed to address the unique characteristics of specific fund-types (detailed strategies are presented in Attachment A):

- Investment strategies for operating funds and pooled funds containing operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio which will experience minimal volatility during economic cycles.
- Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date(s).
- Investment strategies for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund.
- Investment strategies for special projects and capital projects funds will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity.
- The investment maturity of bond proceeds (excluding reserve and debt service funds) shall generally be limited to the anticipated cash flow requirement or the "temporary period," as defined by Federal tax law. During the temporary period, bond proceeds may be invested at an unrestricted yield. After the expiration of the temporary period, bond proceeds subject to yield restriction shall be invested considering the anticipated cash flow requirements of the funds and

market conditions to achieve compliance with the applicable regulations.

2.2.5. **Strategy No. 5 - Hold until Maturity.** The strategy of the City is to maintain sufficient liquidity in its portfolio so that it does not need to sell or redeem an investment prior to maturity. Should it become necessary to sell or redeem an investment prior to maturity, the prior written consent of the City Manager must be obtained.

2.2.6. **Strategy No. 6 - Pooling of Deposits and Investments.** Most demand deposits of the City will be concentrated with one central depository. This procedure will maximize the City's ability to pool cash for investment purposes, and provide more manageable banking relationships.

2.2.7. **Strategy No. 7 - Depository Bank Relationships.** This Policy shall further seek to maintain good depository bank relationships while minimizing the cost of banking services. The City will seek to maintain a primary depository contract which will be managed to a level that minimizes the cost of the banking relationship to the City, while allowing the City to earn an appropriate return on idle demand deposits.

2.2.8. **Strategy No. 8 - Single Pooled Fund Group.** A single pooled fund group, as defined in this Policy, may be utilized at the discretion of the Investment Officers. However, earnings from investments will be allocated on a pro-rata cash basis to the individual funds and used in a manner that will best service the interests of the City.

2.2.9. **Strategy No. 9 - Maximizing Investible Cash Balances.** Procedures shall be established and implemented in order to maximize investible cash by decreasing the time between the actual collection and the deposit of receipts, and by the controlling of disbursements.

3. **SCOPE.** The Investment Policy shall govern the investment of all financial assets considered to be part of the City and includes the following separately invested funds or fund types: General Fund, Utility Fund, Debt Service Fund, Capital Projects Fund, Self-Insurance Funds, Asset Forfeiture Fund, Special Revenue Funds, and any other funds which have been contractually delegated to the City for management purposes. The City may add or delete funds as may be required by law, or for proper accounting procedures. This Policy does not include funds governed by approved trust agreements, or assets administered for the benefit of the City by outside agencies under retirement or deferred compensation programs. In addition to this Policy, bond funds (including debt service and reserve funds) are governed by bond ordinances and are subject to the provisions of the Internal Revenue Code and applicable federal regulations governing the investment of bond proceeds.

4. **INVESTMENT OBJECTIVES.** Funds of the City shall be invested in accordance with all applicable Texas statutes, this Policy and any other approved, written

administrative procedures. The four objectives of the City's investment activities shall be as follows (in the order of priority):

4.1. **Safety of Principal.** Safety of principal invested is the foremost objective in the investment decisions of the City. Each investment transaction shall seek to ensure the preservation of capital in the overall portfolio. The risk of loss shall be controlled by investing only in authorized investments as defined in this Policy, by qualifying the financial institutions with which the City will transact, and by portfolio diversification. Safety is defined as the undiminished return of the principal on the City's investments.

4.2. **Liquidity.** The investment portfolio shall be managed to maintain liquidity to ensure that funds will be available to meet the City's cash flow requirements and by investing in securities with active secondary markets. Investments shall be structured in such a manner as will provide the liquidity necessary to pay obligations as they become due. An investment may be liquidated or redeemed prior to its stated maturity to meet unanticipated cash requirements, or to otherwise favorably adjust the City's portfolio, in accordance with Section 2.2.5 above.

4.3. **Market Rate-of-Return (Yield).** The City's investment portfolio shall be designed to optimize a market rate-of-return on investments consistent with risk constraints and cash flow requirements of the portfolio. The investment portfolio shall be managed in a manner which seeks to attain a market rate of return throughout budgetary and economic cycles. The City will not attempt to consistently attain an unrealistic above market rate-of-return, as this objective will subject the overall portfolio to greater risk. Therefore, the City's rate of return objective is secondary to those of safety and liquidity. Rate of return (yield) is defined as the rate of annual income return on an investment, expressed as a percentage.

4.4. **Public Trust.** All participants in the City's investment program shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transaction which might involve a conflict of interest or otherwise impair public confidence in the City's ability to govern effectively. All City employees having either a direct or indirect role in the process of investing idle funds shall act responsibly as custodians of the public trust.

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5. **INVESTMENT RESPONSIBILITY.** As provided in this Policy, the daily operation and management of the City's investments are the responsibility of the following persons.

5.1 **Delegation of Authority.** The Managing Director of Financial Services (MDFS), and Senior Accountant shall be Investment Officers and are authorized to deposit, withdraw, invest, transfer, or manage in any other manner the funds of the City. Management responsibility for the investment program is hereby delegated to the MDFS, who shall establish written procedures for the operation of the investment program, consistent with this Policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No persons may engage in an

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investment transaction except as provided under the terms of this Policy and the procedures established by the MDFS. The MDFS shall be responsible for all transactions undertaken, and shall establish a system of controls to regulate the activities of involved City employees. The system of controls shall be designed to provide reasonable assurance that assets of the City are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that:

(1) the cost of a control should not exceed the benefits likely to be derived; and,
(2) the valuation of costs and benefits requires estimates and judgments by management.

The MDFS shall be designated as the primary Investment Officer for the City and shall be responsible for investment decisions and activities under the direction of the City Manager. The MDFS may delegate any phase of the investment program to the Senior Accountant. However, ultimate responsibility for investment decisions will rest with the MDFS. Commitment of financial and staffing resources in order to optimize investment return through active portfolio management shall be the responsibility of the City Council.

5.2 **Prudence.** The standard of prudence to be applied by the Investment Officer shall be the "prudent person" rule, which states, "investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived." In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the following:

5.2.1 The investment of all funds over which the Investment Officer had responsibility rather than a consideration as to the prudence of a single investment; and

5.2.2 whether the investment decision was consistent with the written Investment Policy and procedures of the City.

5.3 **Due Diligence.** An Investment Officer, acting in accordance with written policies and procedures and exercising due diligence, shall not be held personally responsible for a specific investment's credit risk or market price changes, provided that these deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

5.4 **Ethical Standards and Conflicts of Interest.** All City employees having a direct or indirect role in the investment of City funds shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. An

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Investment Officer who has a personal business relationship with a depository bank or with any entity seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree of affinity or consanguinity (affiliation) to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

5.5 **Training.** The City shall provide periodic training in investments for the Investment Officers through courses and seminars offered by professional organizations and associations in order to ensure the quality and capability of the City's Investment Officers. The Investment Officers shall accrue at least ten (10) hours of instruction relating to the Officer's responsibility under the Act within twelve (12) months after assuming duties, and not less than once every two years that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date, accrue an additional eight (8) hours of training. The Government Finance Officers Association, Government Finance Officers Association of Texas, the Government Treasurers' Organization of Texas, the Texas Municipal League, the University of North Texas, and the North Central Texas Council of Governments are approved as independent training sources.

6. **AUTHORIZED INVESTMENTS.** As stated previously, safety of principal is the primary objective in investing public funds and can be accomplished by limiting two types of risk - credit risk and interest rate risk. Credit risk is the risk associated with the failure of an investment issuer or backer. Interest rate risk is the risk that the value of a portfolio will decline due to an increase in the general level of interest rates. In order to provide for safety of principal as the City's primary objective, only certain investments are authorized as acceptable investments for the City. The following list of authorized investments for the City intentionally excludes some investments authorized by law. These restrictions are placed in order to limit possible risk and provide the maximum measure of safety to City funds.

At least quarterly, the Investment Officers shall monitor market values and issuer ratings obtained from independent news sources, business organizations or portfolio reporting services. In the event an authorized investment loses its required minimum credit rating, all prudent measures will be taken to liquidate said investment. Additionally, the City is not required to liquidate investments that were authorized at the time of purchase.

6.1 **Authorized and Acceptable Investments.** The authorized list of investment instruments is as follows:

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6.1.1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks, but excluding mortgage-backed securities.

ATTACHMENT 1

6.1.2. Direct obligations of the State of Texas, or its agencies and instrumentalities.

6.1.3. Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States, but excluding mortgage-related securities.

6.1.4. Financial Institution Deposits. Certificates of deposit and other evidences of deposit at a financial institution that: a) has its main office or a branch office in Texas and is guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or National Credit Union Share Insurance Fund or its successor, b) is secured in a manner and amount provided by law and in accordance with 10.2 Collateralization, or c) is executed through a depository institution or broker that meets the requirements of the Act.

6.1.5. Municipal Bonds. Obligations of agencies, counties, cities, and other political subdivisions of the State of Texas rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.

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6.1.6. Eligible Local Government Investment Pools. Public funds investment pools which invest in instruments and follow practices allowed by the current law as defined in Section 2256.016 of the Texas Government Code, provided that:

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- the investment pool has been authorized by the City Council;
- the pool shall have furnished the City an offering circular containing the information required by Section 2256.016(b) of the Texas Government Code;
- the pool shall furnish the City investment transaction confirmations with respect to all investments made with it;
- the pool shall furnish to the City monthly reports containing the information required under Section 2256.016(c) of the Texas Government Code;
- the pool is continuously rated no lower than “AAA” or “AAA-m” or an equivalent rating by at least one nationally recognized rating service;
- the pool marks its portfolio to market daily;
- the pool’s investment objectives shall be to maintain a stable net asset value of one dollar ($1.00); and
- the pool’s investment philosophy and strategy are consistent with this Policy.

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6.1.7. Repurchase Agreements, Reverse Repurchase Agreements, Bankers’ Acceptances, and Commercial Paper. These investments are authorized for the City to the extent that they are contained in the portfolios of approved public funds

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investment pools or money market mutual funds in which the City invests. Only fully collateralized direct repurchase agreements with the City's Primary Depository are authorized City investments. All City repurchase agreement transactions shall be governed by a signed repurchase agreement. Repurchase agreements must also be secured in accordance with State law as described in Section 10.

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6.1.8. Regulated No-Load Money Market Mutual Funds. These investments are authorized, under the following conditions:

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- the money market mutual fund is registered with and regulated by the Securities and Exchange Commission;
- the fund provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
- the fund has a dollar-weighted average portfolio maturity in compliance with regulations;
- the investment objectives include the maintenance of a stable net asset value of one dollar ($1.0000) per share; and
- the fund is continuously rated no lower than "AAAm" or an equivalent rating by at least one nationally recognized rating service.

The City may not invest funds under its control in an amount that exceeds 10% of the total assets of any individual money market mutual fund.

6.2. **Investment Instruments NOT Authorized.** State law specifically prohibits investment in the following securities:

6.2.1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.

6.2.2. An obligation whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

6.2.3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.

6.2.4. Collateralized mortgage obligations, the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

7. **DIVERSIFICATION.** Diversification of investment instruments shall be utilized to avoid incurring unreasonable risks resulting from over-concentration of investments in a specific maturity, a specific issue, or a specific class of investments, where appropriate.

The longer the maturity of investments, the greater their potential price volatility. Therefore, it is the City's policy to concentrate its investment portfolio in shorter-term investments in order to limit principal risks caused by change in interest rates. The City will attempt to match its investments with anticipated cash flow requirements and maximum maturities outlined in Appendix A Investment Strategy Statement. However, the above described obligations, certificates, or agreements may be collateralized using longer date instruments. The City shall diversify the use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Maturity scheduling shall be managed by the Investment Officers so that maturities of investments shall be timed to coincide with projected cash flow needs.

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The entire City portfolio, or single pooled fund group if utilized, shall maintain a maximum average dollar-weighted maturity, based on the stated maturity date, of less than two hundred seventy (270) days. Investment maturities for debt service interest and sinking funds and/or other types of reserve funds, whose use is never anticipated, may not exceed two (2) years.…

8. AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS. Financial institutions (federally insured banks) with and through whom the City invests shall be authorized by State laws and this Policy. Broker/dealers and investment advisors authorized to provide investment services to the City shall include only those authorized by the City Council. All primary depository banking services will be governed by a depository contract awarded by the City Council. In addition, the Managing Director, Financial Services shall maintain a list of authorized brokers/dealers and investment pools that are authorized by the City Council. In order to create a competitive pricing environment for each investment transaction, the City shall compare alternatives from multiple authorized investment providers.

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8.1 All organizations with whom the City does investment-related business (including financial institutions, broker/dealers, advisors, and pools) must supply the following, as appropriate: (1) audited financial statements; (2) proof of Financial Industry Regulatory Authority (FINRA) certification; (3) proof of State registration; (4) completed broker/dealer questionnaire.

Local government investment pools and discretionary investment management firms shall provide certification of having read the City's Investment Policy signed by a qualified representative of the organization, acknowledging that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization in accordance with the Act.

8.2 **Primary Depository.** Selection Criteria for Primary Depository shall include the following: (1) the financial institution must be insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund (NCUSIF); (2) the financial institution must be incorporated under the laws of the State of Texas or of the United States of America; and (3) the financial institution must be located within the corporate boundaries of the City. Primary Depositories located outside the City limits, but within Dallas County may be eligible, provided the financial institution maintains a place of business within the State of Texas and offers within the State the services required by

the primary depository services contract; and the City Council has adopted a written policy expressly permitting the consideration of applications received by the City from a financial institution that is located outside the City, after taking into consideration what is in the best interest of the City in establishing a primary depository.

8.3 **Monitoring Investments**. The Investment Officers of the City are responsible for monitoring the investments made by a financial institution and/or broker/dealer to determine that they are in compliance with the provisions of the Investment Policy.

9. **DELIVERY VERSUS PAYMENT.** It is the policy of the City that all security transactions entered into with the City shall be conducted on a "**DELIVERY VERSUS PAYMENT"** (DVP) basis through the Federal Reserve System, or similar system. By doing this, City funds are not released until the City has received, through the settlement system, the securities purchased. The City shall authorize its safekeeping bank to release funds only after the safekeeping bank has received the purchased security in the safekeeping account of the City.

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10. **SAFEKEEPING AND COLLATERALIZATION**

10.1 **Safekeeping and Collateralization.** All securities owned by the City shall be held by a third-party safekeeping agent selected by the City. The collateral for financial institution deposits will be held and pledged to the City in the institution's trust department, in a Federal Reserve Bank account in an account in the City's name, or a third-party custodian, at the City's discretion. Pledge receipts shall be obtained and held by the City.

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10.2 **Collateralization.** Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all City funds on deposit with a financial institution not fully insured. The market value of the pledged securities securing the deposit of funds shall be at least equal to 102% of the amount of the deposits of funds plus accrued interest, with the exception of deposits secured with irrevocable letters of credit at 100% of amount, reduced to the extent that the deposits are insured. Securities pledged as collateral shall be held by an independent third-party approved by the City and governed by a current custodial agreement. The agreement is to specify the acceptable securities as collateral, including provisions relating to possession of the collateral, the substitution or release of securities, ownership of securities, and the method of valuation of securities. The agreement must clearly state that the custodial bank is instructed to release pledged securities to the City in the event the City has determined that the depository bank has failed to pay as requested by the City, or has determined that the funds of the City are in jeopardy for whatever reason, including involuntary closure or change of ownership. A clearly marked evidence of pledge, e.g., pledge receipt, must be supplied to the City and retained by the City. Any collateral with a maturity over five (5) years must be approved by an Investment Officer

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before the transaction is completed. Release of collateral must be approved in writing by an Investment Officer.

10.2.1 The City may accept the following securities as collateral for financial institution deposits:

- guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
- secured by obligations that are eligible for pledge as described in the Public Funds Collateral Act: or
- secured by a letter of credit issued by the United States or its agencies and instrumentalities.

10.2.2 Financial institutions with which the City invests or maintains other deposits shall provide monthly, and as requested by an Investment Officer, a listing of the collateral pledged to the City, marked to current market prices. The listing shall include total pledged securities itemized by name, type, description, CUSIP, par value, current market value, maturity date, and Moody's or Standard & Poor's rating, if applicable. The City and the financial institution shall jointly assume the responsibility for ensuring that the collateral is sufficient.

10.3 **Collateralized Deposits.** Consistent with the requirements of State law, the City requires all financial institution deposits to be federally insured or collateralized with eligible instruments. Financial institutions serving as City depositories will be required to sign a "Depository Agreement" with the City. The collateralized deposit portion of the Agreement shall define the City's rights to the collateral in the event of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing;
- the Agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
- the Agreement must be approved by the Board of Directors or designated committee of the Depository and a copy of the meeting minutes must be delivered to the City; and
- the Agreement must be part of the Depository's "official record" continuously since its execution.

11. **INTERNAL CONTROL.** The Managing Director of Financial Services shall establish a system of written internal controls. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls and adherence to the City's established Investment Policy.

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12. **PERFORMANCE.** The City's investment portfolio shall be designed to obtain a market rate of return on investments consistent with risk constraints and cash flow requirements of the City. This Investment Policy establishes "weighted average yield to maturity" as the standard portfolio performance measurement.

13. **REPORTING.** The Managing Director of Financial Services shall submit a quarterly investment report, signed by all Investment Officers, that summarizes current market conditions, economic developments, and anticipated investment conditions. The report shall summarize investment strategies employed in the most recent quarter and describe the portfolio in terms of investments, maturities, risk characteristics, and shall explain the investment return for the quarter.

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13.1 **Annual Report.** The Managing Director of Financial Services shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Manager and City Council. In conjunction with the annual audit, the quarterly reports prepared by the MDFS shall be formally reviewed by the City's independent auditor, and the result of the review shall be reported to the City Council by that auditor. Said results may be included in the full annual audit report.

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13.2 **Methods.** The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the past quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to this Policy. The report will be provided to the City Council. The report will include the following:

13.2.1 A listing of individual investments held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired;

13.2.2. Book and market value of each separately invested asset at the end of the reporting period by type of asset and fund type invested;

13.2.3 Fully accrued interest for the reporting period;

13.2.4 Average weighted yield to maturity of the portfolio as compared to applicable benchmarks;

13.2.5 Listing of investments by maturity date;

13.2.6 The percentage of the total portfolio which each type of investment represents; and

13.2.7 Statement of compliance of the City's investment portfolio with State Law and the investment strategy and policy approved by the City Council.

14. **INVESTMENT POLICY ADOPTION AND AMENDMENT.** The City's Investment Policy shall be adopted and amended by resolution of the City Council only. The City's written policies and procedures for investments are subject to review not less than annually to stay current with changing laws, regulations, and needs of the City. The City Council, not less than annually, shall adopt a written instrument stating that it has reviewed the Investment Policy and investment strategies and that the written instrument so adopted shall record any changes made to either the Policy or strategies.

ATTACHMENT 1

Attachment A

CITY OF DUNCANVILLE, TEXAS
Investment Policy

Investment Strategy Statement

Operating Funds

Suitability - Any investment eligible in the Investment Policy is suitable for Operating Funds.

Safety of Principal - All investments shall be of high quality with no perceived default risk. Market price fluctuations may occur. However, by managing the weighted average days to maturity for the Operating Fund's portfolio to less than 270 days and restricting the maximum allowable maturity to two years, the price volatility of the overall portfolio will be minimized.

Marketability - Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than ten basis points will define an efficient secondary market.

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Liquidity - The Operating Fund requires the greatest short-term liquidity of any of the Fund types. Cash equivalent investments will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification - Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the City. Market cycle risk will be reduced by diversifying the appropriate maturity structure out through two years.

Yield - Attaining a competitive market yield for comparable investment-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury Bill portfolio will be the minimum yield objective.

City of Duncanville Internal Investment Pool

Suitability - Any investment eligible in the Investment Policy is suitable for the Internal Investment Pool.

Safety of Principal - All investments shall be of high quality with no perceived default risk. Market price fluctuations may occur. However, by managing weighted average days to maturity for the Internal Investment Pool to less than 270 days and restricting the

ATTACHMENT 1

maximum allowable maturity to two years, the price volatility of the overall portfolio will be minimized.

Marketability - Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than ten basis points will define an efficient secondary market.

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Liquidity – The Internal Investment Pool has moderate liquidity needs. Cash equivalent investments will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification - Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the City. Market cycle risk will be reduced by diversifying the appropriate maturity structure out through two years.

Yield - Attaining a competitive market yield for comparable investment-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury Bill portfolio will be the minimum yield objective.

Debt Service Funds

Suitability - Any investment eligible in the Investment Policy is suitable for the Debt Service Fund.

Safety of Principal - All investments shall be of high quality with no perceived default risk. Market price fluctuations may occur. However, by managing Debt Service Funds to not exceed the debt service payment schedule the market risk of the overall portfolio will be minimized.

Marketability - Securities with active and efficient secondary markets are not necessary as the event of an unanticipated cash flow requirement is not probable.

Liquidity - Debt Service Funds have predictable payment schedules. Therefore, investment maturities should not exceed the anticipated cash flow requirements. Cash equivalent investments may provide a competitive yield alternative for short term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any debt service payment. This investment structure is commonly referred to as a flexible repurchase agreement.

Diversification - Market conditions influence the attractiveness of fully extending a maturity to the next "unfunded" payment date. Generally, if investment rates are anticipated to decrease over time, the City is best served by locking in most investments. If the interest rates are potentially rising, then investing in shorter and larger amounts may

provide advantage. At no time shall the debt service schedule be exceeded in an attempt to bolster yield.

Yield - Attaining a competitive market yield for comparable investment-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury Bill portfolio shall be the minimum yield objective.

Debt Service Reserve Funds

Suitability - Any investment eligible in the Investment Policy is suitable for Debt Service Reserve Funds. Bond resolution and loan documentation constraints and insurance company restrictions may create specific considerations in addition to the Investment Policy.

Safety of Principal - All investments shall be of high quality with no perceived default risk. Market price fluctuations may occur. However, managing Debt Service Reserve Fund maturities to not exceed the call provisions of the borrowing reduces the investment's market risk if the City's debt is redeemed and the Reserve Fund liquidated. No stated final investment maturity shall exceed the shorter of the final maturity of the borrowing or two years. Annual mark-to-market requirements or specific maturity and average life limitations within the borrowing's documentation will influence the attractiveness of market risk and reduce the opportunity for maturity extension.

Marketability - Securities with less active and efficient secondary markets are acceptable for Debt Service Reserve Funds.

Liquidity – Debt Service Reserve Funds have no anticipated expenditures. The Funds are deposited to provide annual debt service payment protection to the City's debt holders. The funds are "returned" to the City at the final debt service payment. Market conditions and arbitrage regulation compliance determine the advantage of investment diversification and liquidity. Generally, if investment rates exceed the cost of borrowing, the City is best served by locking in investment maturities and reducing liquidity. If the borrowing cost cannot be exceeded, then concurrent market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipating future increased yields.

Diversification - Market conditions and the arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for Debt Service Reserve Funds. At no time shall the final debt service payment date of the bond issue be exceeded in an attempt to bolster yield.

Yield - Achieving a positive spread to the applicable borrowing cost is the desired objective. Debt Service Reserve Fund portfolio management shall at all times operate within the limits of the Investment Policy's risk constraints.

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Special Project and Capital Project Funds

Suitability - Any investment eligible in the Investment Policy is suitable for Special Project and Capital Project Funds.

Safety of Principal – All investments will be of high quality with no perceived default risk. Market fluctuations may occur. However, by restricting the maximum maturity to two years and by managing Special Project and Capital Project Funds to balance the short term and long term anticipated cash flow requirements, the market risk of the portfolio will be minimized.

Marketability - The balancing of short-term and long-term cash flow needs requires the short-term portion of the Special Project and Capital Project Funds portfolio to have securities with active and efficient secondary markets. Historical market "spreads" between the bid and offer prices of a particular security-type of less than ten basis points will define an efficient secondary market. Securities with less active and efficient secondary markets are acceptable for the long-term portion of the portfolio.

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Liquidity - Special Project and Capital Project Funds used as part of a CIP plan or scheduled repair and replacement program are reasonably predictable. However, unanticipated needs or emergencies may arise. Selecting Investment maturities that provide greater cash flow than the anticipated needs will reduce the liquidity risk of unanticipated expenditures.

Diversification - Investment maturities should blend the short-term and long-term cash flow needs to provide adequate liquidity, yield enhancement and stability. A "barbell" maturity ladder may be appropriate.

Yield - Attaining a competitive market yield for comparable investment-types and portfolio structures is the desired objective. The yield of an equally weighted, rolling six-month Treasury Bill portfolio will be the minimum yield objective.

Bond Funds

Suitability - Any investment eligible in the Investment Policy is suitable for Bond Funds.

Safety of Principal - All investments will be of high quality with no perceived default risk. Market price fluctuations may occur. However, by managing Bond Funds to not exceed the shorter of two years or the anticipated expenditure schedule the market risk of the overall portfolio will be minimized.

Marketability - Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than ten basis points will define

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an efficient secondary market.

Liquidity – Bond Funds used for capital improvement programs have reasonably predictable draw down schedules. Therefore, investment maturities should generally follow the anticipated cash flow requirements. Cash equivalent investments will provide readily available funds generally equal to at least one month's anticipated cash flow needs, or a competitive yield alternative for short term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any expenditure request. This investment structure is commonly referred to as a flexible repurchase agreement.

Diversification - Market conditions and arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for construction, loan and bond proceeds. Generally, when investment rates exceed the applicable cost of borrowing, the City is best served by locking in most investments. If the cost of borrowing cannot be exceeded, then concurrent market conditions will determine the attractiveness of diversifying maturities or investing in shorter and larger amounts. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield.

Yield - Achieving a positive spread to the cost of borrowing is the desired objective, within the limits of the Investment Policy's risk constraints. The yield of an equally weighted, rolling six-month Treasury Bill portfolio will be the minimum yield objective for non-borrowed funds.

ATTACHMENT 1

Attachment B

CITY OF DUNCANVILLE, TEXAS
Investment Policy

[SAMPLE]
TEXAS PUBLIC FUNDS INVESTMENT ACT
CERTIFICATION BY BUSINESS ORGANIZATION

This certification is executed on behalf of the City of Duncanville, Texas (the "City") and _____ (the Business Organization), pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act") in connection with investment transactions conducted between the City and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Qualified Representative of the Business Organization offering to enter an investment transaction with the City as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code; and

2. The Qualified Representative of the Business Organization has received and reviewed the Investment Policy furnished by the City; and

3. The Qualified Representative of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Business Organization and the City that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio, requires an interpretation of subjective investment standards, or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the Business Organization has accepted discretionary investment authority.

Qualified Representative of Business Organization

Firm: _____
Signature _____
Printed Name: _____
Title: _____
Date: _____

ATTACHMENT 1

Attachment C

CITY OF DUNCANVILLE, TEXAS
Authorized Broker/Dealers

1. Duncan Williams
2. FHN Financial
3. Great Pacific Securities
4. Hilltop Securities
5. Multi-Bank Securities
6. Wells Fargo

RESOLUTION NO. 2021-081

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING AND ADOPTING THE CITY OF DUNCANVILLE INVESTMENT POLICY.

WHEREAS, the City of Duncanville reviews its Investment Policy annually; and,

WHEREAS, as a result of such review the City has determined that sound fiscal management requires the management of municipal funds in order to protect principal while maximizing yield.

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

SECTION 1. That the City of Duncanville Investment Policy attached hereto as Exhibit A is hereby approved and adopted.

SECTION 2. That all provisions of the Resolutions of the City of Duncanville, Texas, in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this Resolution shall remain in full force and effect.

SECTION 3. That should any word, sentence, paragraph, subdivision, clause, phrase or section of this resolution be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said resolution which shall remain in full force and effect.

SECTION 4. 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 7th day of December, 2021.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

EXHIBIT A

CITY OF DUNCANVILLE, TEXAS

INVESTMENT POLICY

October 2021 – September 2022

Prepared by the Financial Services Department

CITY OF DUNCANVILLE, TEXAS
INVESTMENT POLICY

PREFACE

It is the policy of the City of Duncanville (the "City") that after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risks of investments, all available funds shall be invested in conformance with these legal and administrative guidelines to obtain a market rate of return.

Effective cash management is recognized as essential to good fiscal management. An active cash management and investment policy will be pursued to take advantage of investment interest as a viable and material source of revenue for City funds. The City's portfolio shall be designed and managed in a manner responsive to the public trust and shall be invested in conformance with State and Federal Regulations, applicable Bond Resolution requirements, and adopted Investment Policy. The City will invest public funds in a manner which will provide the safety of principal and a market rate of return while meeting the daily cash flow demands of the City.

The City is required under the Public Funds Investment Act (Chapter 2256 of the Texas Government Code [the "Act"]) to adopt a formal written Investment Policy for the investment of public funds. These policies serve to satisfy the statutory requirement to define, adopt and review a formal investment strategy and policy.

CITY OF DUNCANVILLE
INVESTMENT POLICY

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INVESTMENT POLICY

1. **PURPOSE.** The purpose of this investment policy (the Policy) is to set forth specific investment policy and strategy guidelines for the City in order to achieve the goals of safety, liquidity, rate of return, and public trust for all investment activities.

2. **INVESTMENT STRATEGY.** The City maintains a comprehensive and proactive cash management program which is designed to monitor and control all City funds to ensure maximum utilization and yield a market rate of return. The basic and underlying strategy of this program is that all of the City's funds are earning interest. It is the responsibility and obligation of the City to maintain a flexible approach and be prepared to modify the investment strategy as market conditions dictate. The investment strategy described is predicated on conditions as now exist and are subject to change. The investment strategy emphasizes low credit risk, diversification, and the management of maturities. The strategy also considers the expertise and time constraints of Investment Officers. The allowable investment instruments as defined in Section 6 of this Policy reflect the avoidance of credit risk. Diversification refers to dividing investments among a variety of alternatives offering independent returns. This strategy uses financial institution demand deposits, local government investment pools and money market mutual funds to achieve cash equivalent liquidity. The management of maturities refers to structuring the maturity dates of the direct investments so that, while funds are initially invested for a longer period of time, some investments mature as cash needs require.

2.1. **The primary investment strategy and objectives** of the City as specified in this Policy (See Section 4.) are listed below, in their order of importance:

- Safety and preservation of principal;
- Maintenance of sufficient liquidity to meet operating needs;
- A market rate of return on the investment portfolio; and
- Public trust.

2.2. **The list of investments authorized** by this Policy intentionally excludes some investments allowed by State law. The restrictions limit possible credit risk, increase individual security marketability, and provide the maximum measure of safety. Within the investment objectives, the investment strategy is to utilize authorized investments for maximum advantage to the City. To increase the interest earnings for funds identified as being available for investment over longer periods of time, based upon a cash requirement projection, the City will consider the following strategies:

2.2.1. **Strategy No. 1.** Maintaining liquidity through the use of financial institution deposits, local government investment pools and money market mutual funds as authorized by this Policy. An investment pool is an entity created to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority match those objectives of the Act. Funds are usually available from investment pools on a next-day basis, meaning the pools have a high degree of liquidity.

Because of the size and expertise of their staff, investment pools are able to prudently invest in a variety of the investment types allowed by State law. Funds that may be needed on a short-term basis but that are in excess of the amount maintained at the depository bank are available for deposit in investment pools.

2.2.2 **Strategy No. 2.** Building a ladder of Investment Policy authorized investments with staggered maturities for all or part of the longer-term investable funds. The benefits of this ladder approach include the following:

- It is straight-forward and easily understood;
- All investments remain within the approved maturity horizon;
- It will assure the City that it will capture a reasonable portion of the yield curve; and,
- It provides predictable cash flow with scheduled maturities and reinvestment opportunities.

2.2.3. **Strategy No. 3.** Utilizing the services of an independent, third-party investment advisor on a periodic basis that would enable the City to achieve a competitive rate of return on the funds available for longer-term investment.

2.2.4. **Strategy No. 4.** The City will utilize five general investment strategies designed to address the unique characteristics of specific fund-types (detailed strategies are presented in Attachment A):

- Investment strategies for operating funds and pooled funds containing operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio which will experience minimal volatility during economic cycles.
- Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date(s).
- Investment strategies for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund.
- Investment strategies for special projects and capital projects funds will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity.
- The investment maturity of bond proceeds (excluding reserve and debt service funds) shall generally be limited to the anticipated cash flow requirement or the "temporary period," as defined by Federal tax law. During the temporary period, bond proceeds may be invested at an unrestricted yield. After the expiration of the temporary period, bond proceeds subject to yield restriction shall be invested considering the anticipated cash flow requirements of the funds and

market conditions to achieve compliance with the applicable regulations.

2.2.5. **Strategy No. 5 - Hold until Maturity**. The strategy of the City is to maintain sufficient liquidity in its portfolio so that it does not need to sell or redeem an investment prior to maturity. Should it become necessary to sell or redeem an investment prior to maturity, the prior written consent of the City Manager must be obtained.

2.2.6. **Strategy No. 6 - Pooling of Deposits and Investments.** Most demand deposits of the City will be concentrated with one central depository.This procedure will maximize the City's ability to pool cash for investment purposes, and provide more manageable banking relationships.

2.2.7. **Strategy No. 7 - Depository Bank Relationships.** This Policy shall further seek to maintain good depository bank relationships while minimizing the cost of banking services. The City will seek to maintain a primary depository contract which will be managed to a level that minimizes the cost of the banking relationship to the City, while allowing the City to earn an appropriate return on idle demand deposits.

2.2.8. **Strategy No. 8 - Single Pooled Fund Group.** A single pooled fund group, as defined in this Policy, may be utilized at the discretion of the Investment Officers. However, earnings from investments will be allocated on a pro-rata cash basis to the individual funds and used in a manner that will best service the interests of the City.

2.2.9. **Strategy No. 9 - Maximizing Investible Cash Balances.** Procedures shall be established and implemented in order to maximize investible cash by decreasing the time between the actual collection and the deposit of receipts, and by the controlling of disbursements.

3. **SCOPE.** The Investment Policy shall govern the investment of all financial assets considered to be part of the City and includes the following separately invested funds or fund types: General Fund, Utility Fund, Debt Service Fund, Capital Projects Fund, Self-Insurance Funds, Asset Forfeiture Fund, Special Revenue Funds, and any other funds which have been contractually delegated to the City for management purposes. The City may add or delete funds as may be required by law, or for proper accounting procedures. This Policy does not include funds governed by approved trust agreements, or assets administered for the benefit of the City by outside agencies under retirement or deferred compensation programs. In addition to this Policy, bond funds (including debt service and reserve funds) are governed by bond ordinances and are subject to the provisions of the Internal Revenue Code and applicable federal regulations governing the investment of bond proceeds.

4. **INVESTMENT OBJECTIVES.** Funds of the City shall be invested in accordance with all applicable Texas statutes, this Policy and any other approved, written

administrative procedures. The four objectives of the City's investment activities shall be as follows (in the order of priority):

4.1. **Safety of Principal.** Safety of principal invested is the foremost objective in the investment decisions of the City. Each investment transaction shall seek to ensure the preservation of capital in the overall portfolio. The risk of loss shall be controlled by investing only in authorized investments as defined in this Policy, by qualifying the financial institutions with which the City will transact, and by portfolio diversification. Safety is defined as the undiminished return of the principal on the City's investments.

4.2. **Liquidity.** The investment portfolio shall be managed to maintain liquidity to ensure that funds will be available to meet the City's cash flow requirements and by investing in securities with active secondary markets. Investments shall be structured in such a manner as will provide the liquidity necessary to pay obligations as they become due. An investment may be liquidated or redeemed prior to its stated maturity to meet unanticipated cash requirements, or to otherwise favorably adjust the City's portfolio, in accordance with Section 2.2.5 above.

4.3. **Market Rate-of-Return (Yield).** The City's investment portfolio shall be designed to optimize a market rate-of-return on investments consistent with risk constraints and cash flow requirements of the portfolio. The investment portfolio shall be managed in a manner which seeks to attain a market rate of return throughout budgetary and economic cycles. The City will not attempt to consistently attain an unrealistic above market rate-of-return, as this objective will subject the overall portfolio to greater risk. Therefore, the City's rate of return objective is secondary to those of safety and liquidity. Rate of return (yield) is defined as the rate of annual income return on an investment, expressed as a percentage.

4.4. **Public Trust.** All participants in the City's investment program shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transaction which might involve a conflict of interest or otherwise impair public confidence in the City's ability to govern effectively. All City employees having either a direct or indirect role in the process of investing idle funds shall act responsibly as custodians of the public trust.

5. **INVESTMENT RESPONSIBILITY.** As provided in this Policy, the daily operation and management of the City's investments are the responsibility of the following persons.

5.1 **Delegation of Authority.** The Managing Director of Financial Services (MDFS), and Senior Accountant shall be Investment Officers and are authorized to deposit, withdraw, invest, transfer, or manage in any other manner the funds of the City. Management responsibility for the investment program is hereby delegated to the MDFS, who shall establish written procedures for the operation of the investment program, consistent with this Policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No persons may engage in an

investment transaction except as provided under the terms of this Policy and the procedures established by the MDFS. The MDFS shall be responsible for all transactions undertaken, and shall establish a system of controls to regulate the activities of involved City employees. The system of controls shall be designed to provide reasonable assurance that assets of the City are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that:

(1) the cost of a control should not exceed the benefits likely to be derived; and,
(2) the valuation of costs and benefits requires estimates and judgments by management.

The MDFS shall be designated as the primary Investment Officer for the City and shall be responsible for investment decisions and activities under the direction of the City Manager. The MDFS may delegate any phase of the investment program to the Senior Accountant. However, ultimate responsibility for investment decisions will rest with the MDFS. Commitment of financial and staffing resources in order to optimize investment return through active portfolio management shall be the responsibility of the City Council.

5.2 **Prudence.** The standard of prudence to be applied by the Investment Officer shall be the "prudent person" rule, which states, "investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived." In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the following:

5.2.1 The investment of all funds over which the Investment Officer had responsibility rather than a consideration as to the prudence of a single investment; and

5.2.2 whether the investment decision was consistent with the written Investment Policy and procedures of the City.

5.3 **Due Diligence.** An Investment Officer, acting in accordance with written policies and procedures and exercising due diligence, shall not be held personally responsible for a specific investment's credit risk or market price changes, provided that these deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

5.4 **Ethical Standards and Conflicts of Interest.** All City employees having a direct or indirect role in the investment of City funds shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. An

Investment Officer who has a personal business relationship with a depository bank or with any entity seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree of affinity or consanguinity (affiliation) to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

5.5 **Training.** The City shall provide periodic training in investments for the Investment Officers through courses and seminars offered by professional organizations and associations in order to ensure the quality and capability of the City's Investment Officers. The Investment Officers shall accrue at least ten (10) hours of instruction relating to the Officer's responsibility under the Act within twelve (12) months after assuming duties, and not less than once every two years that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date, accrue an additional eight (8) hours of training. The Government Finance Officers Association, Government Finance Officers Association of Texas, the Government Treasurers' Organization of Texas, the Texas Municipal League, the University of North Texas, and the North Central Texas Council of Governments are approved as independent training sources.

6. **AUTHORIZED INVESTMENTS.** As stated previously, safety of principal is the primary objective in investing public funds and can be accomplished by limiting two types of risk - credit risk and interest rate risk. Credit risk is the risk associated with the failure of an investment issuer or backer. Interest rate risk is the risk that the value of a portfolio will decline due to an increase in the general level of interest rates. In order to provide for safety of principal as the City's primary objective, only certain investments are authorized as acceptable investments for the City. The following list of authorized investments for the City intentionally excludes some investments authorized by law. These restrictions are placed in order to limit possible risk and provide the maximum measure of safety to City funds.

At least quarterly, the Investment Officers shall monitor market values and issuer ratings obtained from independent news sources, business organizations or portfolio reporting services. In the event an authorized investment loses its required minimum credit rating, all prudent measures will be taken to liquidate said investment. Additionally, the City is not required to liquidate investments that were authorized at the time of purchase.

6.1 **Authorized and Acceptable Investments.** The authorized list of investment instruments is as follows:

6.1.1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks, but excluding mortgage-backed securities.

6.1.2. Direct obligations of the State of Texas, or its agencies and instrumentalities.

6.1.3. Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States, but excluding mortgage-related securities.

6.1.4. Financial Institution Deposits. Certificates of deposit and other evidences of deposit at a financial institution that: a) has its main office or a branch office in Texas and is guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or National Credit Union Share Insurance Fund or its successor, b) is secured in a manner and amount provided by law and in accordance with 10.2 Collateralization, or c) is executed through a depository institution or broker that meets the requirements of the Act.

6.1.5. Municipal Bonds. Obligations of agencies, counties, cities, and other political subdivisions of the State of Texas rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.

6.1.6. Eligible Local Government Investment Pools. Public funds investment pools which invest in instruments and follow practices allowed by the current law as defined in Section 2256.016 of the Texas Government Code, provided that:

- the investment pool has been authorized by the City Council;
- the pool shall have furnished the City an offering circular containing the information required by Section 2256.016(b) of the Texas Government Code;
- the pool shall furnish the City investment transaction confirmations with respect to all investments made with it;
- the pool shall furnish to the City monthly reports containing the information required under Section 2256.016(c) of the Texas Government Code;
- the pool is continuously rated no lower than “AAA” or “AAA-m” or an equivalent rating by at least one nationally recognized rating service;
- the pool marks its portfolio to market daily;
- the pool’s investment objectives shall be to maintain a stable net asset value of one dollar ($1.00); and
- the pool’s investment philosophy and strategy are consistent with this Policy.

6.1.7. Repurchase Agreements, Reverse Repurchase Agreements, Bankers’ Acceptances, and Commercial Paper. These investments are authorized for the City to the extent that they are contained in the portfolios of approved public funds

investment pools or money market mutual funds in which the City invests. Only fully collateralized direct repurchase agreements with the City's Primary Depository are authorized City investments. All City repurchase agreement transactions shall be governed by a signed repurchase agreement. Repurchase agreements must also be secured in accordance with State law as described in Section 10.

6.1.8. Regulated No-Load Money Market Mutual Funds. These investments are authorized, under the following conditions:

- the money market mutual fund is registered with and regulated by the Securities and Exchange Commission;
- the fund provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
- the fund has a dollar-weighted average portfolio maturity in compliance with regulations;
- the investment objectives include the maintenance of a stable net asset value of one dollar ($1.0000) per share; and
- the fund is continuously rated no lower than "AAAm" or an equivalent rating by at least one nationally recognized rating service.

The City may not invest funds under its control in an amount that exceeds 10% of the total assets of any individual money market mutual fund.

6.2. **Investment Instruments NOT Authorized.** State law specifically prohibits investment in the following securities:

6.2.1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.

6.2.2. An obligation whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

6.2.3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.

6.2.4. Collateralized mortgage obligations, the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

7. **DIVERSIFICATION.** Diversification of investment instruments shall be utilized to avoid incurring unreasonable risks resulting from over-concentration of investments in a specific maturity, a specific issue, or a specific class of investments, where appropriate.

The longer the maturity of investments, the greater their potential price volatility. Therefore, it is the City's policy to concentrate its investment portfolio in shorter-term investments in order to limit principal risks caused by change in interest rates. The City will attempt to match its investments with anticipated cash flow requirements and maximum maturities outlined in Appendix A Investment Strategy Statement. However, the above described obligations, certificates, or agreements may be collateralized using longer date instruments. The City shall diversify the use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Maturity scheduling shall be managed by the Investment Officers so that maturities of investments shall be timed to coincide with projected cash flow needs.

8. AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS. Financial institutions (federally insured banks) with and through whom the City invests shall be authorized by State laws and this Policy. Broker/dealers and investment advisors authorized to provide investment services to the City shall include only those authorized by the City Council. All primary depository banking services will be governed by a depository contract awarded by the City Council. In addition, the Managing Director, Financial Services shall maintain a list of authorized brokers/dealers and investment pools that are authorized by the City Council. In order to create a competitive pricing environment for each investment transaction, the City shall compare alternatives from multiple authorized investment providers.

8.1 All organizations with whom the City does investment-related business (including financial institutions, broker/dealers, advisors, and pools) must supply the following, as appropriate: (1) audited financial statements; (2) proof of Financial Industry Regulatory Authority (FINRA) certification; (3) proof of State registration; (4) completed broker/dealer questionnaire.

Local government investment pools and discretionary investment management firms shall provide certification of having read the City's Investment Policy signed by a qualified representative of the organization, acknowledging that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization in accordance with the Act.

8.2 **Primary Depository.** Selection Criteria for Primary Depository shall include the following: (1) the financial institution must be insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund (NCUSIF); (2) the financial institution must be incorporated under the laws of the State of Texas or of the United States of America; and (3) the financial institution must be located within the corporate boundaries of the City. Primary Depositories located outside the City limits, but within Dallas County may be eligible, provided the financial institution maintains a place of business within the State of Texas and offers within the State the services required by

the primary depository services contract; and the City Council has adopted a written policy expressly permitting the consideration of applications received by the City from a financial institution that is located outside the City, after taking into consideration what is in the best interest of the City in establishing a primary depository.

8.3 **Monitoring Investments**. The Investment Officers of the City are responsible for monitoring the investments made by a financial institution and/or broker/dealer to determine that they are in compliance with the provisions of the Investment Policy.

9. **DELIVERY VERSUS PAYMENT.** It is the policy of the City that all security transactions entered into with the City shall be conducted on a "**DELIVERY VERSUS PAYMENT"** (DVP) basis through the Federal Reserve System, or similar system. By doing this, City funds are not released until the City has received, through the settlement system, the securities purchased. The City shall authorize its safekeeping bank to release funds only after the safekeeping bank has received the purchased security in the safekeeping account of the City.

10. **SAFEKEEPING AND COLLATERALIZATION**

10.1 **Safekeeping and Collateralization.** All securities owned by the City shall be held by a third-party safekeeping agent selected by the City. The collateral for financial institution deposits will be held and pledged to the City in the institution's trust department, in a Federal Reserve Bank account in an account in the City's name, or a third-party custodian, at the City's discretion. Pledge receipts shall be obtained and held by the City.

10.2 **Collateralization.** Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all City funds on deposit with a financial institution not fully insured. The market value of the pledged securities securing the deposit of funds shall be at least equal to 102% of the amount of the deposits of funds plus accrued interest, with the exception of deposits secured with irrevocable letters of credit at 100% of amount, reduced to the extent that the deposits are insured. Securities pledged as collateral shall be held by an independent third-party approved by the City and governed by a current custodial agreement. The agreement is to specify the acceptable securities as collateral, including provisions relating to possession of the collateral, the substitution or release of securities, ownership of securities, and the method of valuation of securities. The agreement must clearly state that the custodial bank is instructed to release pledged securities to the City in the event the City has determined that the depository bank has failed to pay as requested by the City, or has determined that the funds of the City are in jeopardy for whatever reason, including involuntary closure or change of ownership. A clearly marked evidence of pledge, e.g., pledge receipt, must be supplied to the City and retained by the City. Any collateral with a maturity over five (5) years must be approved by an Investment Officer

before the transaction is completed. Release of collateral must be approved in writing by an Investment Officer.

10.2.1 The City may accept the following securities as collateral for financial institution deposits:

- guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
- secured by obligations that are eligible for pledge as described in the Public Funds Collateral Act: or
- secured by a letter of credit issued by the United States or its agencies and instrumentalities.

10.2.2 Financial institutions with which the City invests or maintains other deposits shall provide monthly, and as requested by an Investment Officer, a listing of the collateral pledged to the City, marked to current market prices. The listing shall include total pledged securities itemized by name, type, description, CUSIP, par value, current market value, maturity date, and Moody's or Standard & Poor's rating, if applicable. The City and the financial institution shall jointly assume the responsibility for ensuring that the collateral is sufficient.

10.3 **Collateralized Deposits**. Consistent with the requirements of State law, the City requires all financial institution deposits to be federally insured or collateralized with eligible instruments. Financial institutions serving as City depositories will be required to sign a "Depository Agreement" with the City. The collateralized deposit portion of the Agreement shall define the City's rights to the collateral in the event of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing;
- the Agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
- the Agreement must be approved by the Board of Directors or designated committee of the Depository and a copy of the meeting minutes must be delivered to the City; and
- the Agreement must be part of the Depository's "official record" continuously since its execution.

11. **INTERNAL CONTROL.** The Managing Director of Financial Services shall establish a system of written internal controls. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls and adherence to the City's established Investment Policy.

12. **PERFORMANCE.** The City's investment portfolio shall be designed to obtain a market rate of return on investments consistent with risk constraints and cash flow requirements of the City. This Investment Policy establishes "weighted average yield to maturity" as the standard portfolio performance measurement.

13. **REPORTING.** The Managing Director of Financial Services shall submit a quarterly investment report, signed by all Investment Officers, that summarizes current market conditions, economic developments, and anticipated investment conditions. The report shall summarize investment strategies employed in the most recent quarter and describe the portfolio in terms of investments, maturities, risk characteristics, and shall explain the investment return for the quarter.

13.1 **Annual Report.** The Managing Director of Financial Services shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Manager and City Council. In conjunction with the annual audit, the quarterly reports prepared by the MDFS shall be formally reviewed by the City's independent auditor, and the result of the review shall be reported to the City Council by that auditor. Said results may be included in the full annual audit report.

13.2 **Methods.** The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the past quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to this Policy. The report will be provided to the City Council. The report will include the following:

13.2.1 A listing of individual investments held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired;

13.2.2. Book and market value of each separately invested asset at the end of the reporting period by type of asset and fund type invested;

13.2.3 Fully accrued interest for the reporting period;

13.2.4 Average weighted yield to maturity of the portfolio as compared to applicable benchmarks;

13.2.5 Listing of investments by maturity date;

13.2.6 The percentage of the total portfolio which each type of investment represents; and

13.2.7 Statement of compliance of the City's investment portfolio with State Law and the investment strategy and policy approved by the City Council.

14. **INVESTMENT POLICY ADOPTION AND AMENDMENT.** The City's Investment Policy shall be adopted and amended by resolution of the City Council only. The City's written policies and procedures for investments are subject to review not less than annually to stay current with changing laws, regulations, and needs of the City. The City Council, not less than annually, shall adopt a written instrument stating that it has reviewed the Investment Policy and investment strategies and that the written instrument so adopted shall record any changes made to either the Policy or strategies.

Attachment A

CITY OF DUNCANVILLE, TEXAS
Investment Policy

Investment Strategy Statement

Operating Funds

Suitability - Any investment eligible in the Investment Policy is suitable for Operating Funds.

Safety of Principal - All investments shall be of high quality with no perceived default risk. Market price fluctuations may occur. However, by managing the weighted average days to maturity for the Operating Fund's portfolio to less than 270 days and restricting the maximum allowable maturity to two years, the price volatility of the overall portfolio will be minimized.

Marketability - Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than ten basis points will define an efficient secondary market.

Liquidity - The Operating Fund requires the greatest short-term liquidity of any of the Fund types. Cash equivalent investments will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification - Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the City. Market cycle risk will be reduced by diversifying the appropriate maturity structure out through two years.

Yield - Attaining a competitive market yield for comparable investment-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury Bill portfolio will be the minimum yield objective.

City of Duncanville Internal Investment Pool

Suitability - Any investment eligible in the Investment Policy is suitable for the Internal Investment Pool.

Safety of Principal - All investments shall be of high quality with no perceived default risk. Market price fluctuations may occur. However, by managing weighted average days to maturity for the Internal Investment Pool to less than 270 days and restricting the

maximum allowable maturity to two years, the price volatility of the overall portfolio will be minimized.

Marketability - Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than ten basis points will define an efficient secondary market.

Liquidity – The Internal Investment Pool has moderate liquidity needs. Cash equivalent investments will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification - Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the City. Market cycle risk will be reduced by diversifying the appropriate maturity structure out through two years.

Yield - Attaining a competitive market yield for comparable investment-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury Bill portfolio will be the minimum yield objective.

Debt Service Funds

Suitability - Any investment eligible in the Investment Policy is suitable for the Debt Service Fund.

Safety of Principal - All investments shall be of high quality with no perceived default risk. Market price fluctuations may occur. However, by managing Debt Service Funds to not exceed the debt service payment schedule the market risk of the overall portfolio will be minimized.

Marketability - Securities with active and efficient secondary markets are not necessary as the event of an unanticipated cash flow requirement is not probable.

Liquidity - Debt Service Funds have predictable payment schedules. Therefore, investment maturities should not exceed the anticipated cash flow requirements. Cash equivalent investments may provide a competitive yield alternative for short term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any debt service payment. This investment structure is commonly referred to as a flexible repurchase agreement.

Diversification - Market conditions influence the attractiveness of fully extending a maturity to the next "unfunded" payment date. Generally, if investment rates are anticipated to decrease over time, the City is best served by locking in most investments. If the interest rates are potentially rising, then investing in shorter and larger amounts may

provide advantage. At no time shall the debt service schedule be exceeded in an attempt to bolster yield.

Yield - Attaining a competitive market yield for comparable investment-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury Bill portfolio shall be the minimum yield objective.

Debt Service Reserve Funds

Suitability - Any investment eligible in the Investment Policy is suitable for Debt Service Reserve Funds. Bond resolution and loan documentation constraints and insurance company restrictions may create specific considerations in addition to the Investment Policy.

Safety of Principal - All investments shall be of high quality with no perceived default risk. Market price fluctuations may occur. However, managing Debt Service Reserve Fund maturities to not exceed the call provisions of the borrowing reduces the investment's market risk if the City's debt is redeemed and the Reserve Fund liquidated. No stated final investment maturity shall exceed the shorter of the final maturity of the borrowing or two years. Annual mark-to-market requirements or specific maturity and average life limitations within the borrowing's documentation will influence the attractiveness of market risk and reduce the opportunity for maturity extension.

Marketability - Securities with less active and efficient secondary markets are acceptable for Debt Service Reserve Funds.

Liquidity – Debt Service Reserve Funds have no anticipated expenditures. The Funds are deposited to provide annual debt service payment protection to the City's debt holders. The funds are "returned" to the City at the final debt service payment. Market conditions and arbitrage regulation compliance determine the advantage of investment diversification and liquidity. Generally, if investment rates exceed the cost of borrowing, the City is best served by locking in investment maturities and reducing liquidity. If the borrowing cost cannot be exceeded, then concurrent market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipating future increased yields.

Diversification - Market conditions and the arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for Debt Service Reserve Funds. At no time shall the final debt service payment date of the bond issue be exceeded in an attempt to bolster yield.

Yield - Achieving a positive spread to the applicable borrowing cost is the desired objective. Debt Service Reserve Fund portfolio management shall at all times operate within the limits of the Investment Policy's risk constraints.

Special Project and Capital Project Funds

Suitability - Any investment eligible in the Investment Policy is suitable for Special Project and Capital Project Funds.

Safety of Principal – All investments will be of high quality with no perceived default risk. Market fluctuations may occur. However, by restricting the maximum maturity to two years and by managing Special Project and Capital Project Funds to balance the short term and long term anticipated cash flow requirements, the market risk of the portfolio will be minimized.

Marketability - The balancing of short-term and long-term cash flow needs requires the short-term portion of the Special Project and Capital Project Funds portfolio to have securities with active and efficient secondary markets. Historical market "spreads" between the bid and offer prices of a particular security-type of less than ten basis points will define an efficient secondary market. Securities with less active and efficient secondary markets are acceptable for the long-term portion of the portfolio.

Liquidity - Special Project and Capital Project Funds used as part of a CIP plan or scheduled repair and replacement program are reasonably predictable. However, unanticipated needs or emergencies may arise. Selecting Investment maturities that provide greater cash flow than the anticipated needs will reduce the liquidity risk of unanticipated expenditures.

Diversification - Investment maturities should blend the short-term and long-term cash flow needs to provide adequate liquidity, yield enhancement and stability. A "barbell" maturity ladder may be appropriate.

Yield - Attaining a competitive market yield for comparable investment-types and portfolio structures is the desired objective. The yield of an equally weighted, rolling six-month Treasury Bill portfolio will be the minimum yield objective.

Bond Funds

Suitability - Any investment eligible in the Investment Policy is suitable for Bond Funds.

Safety of Principal - All investments will be of high quality with no perceived default risk. Market price fluctuations may occur. However, by managing Bond Funds to not exceed the shorter of two years or the anticipated expenditure schedule the market risk of the overall portfolio will be minimized.

Marketability - Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than ten basis points will define

an efficient secondary market.

Liquidity – Bond Funds used for capital improvement programs have reasonably predictable draw down schedules. Therefore, investment maturities should generally follow the anticipated cash flow requirements. Cash equivalent investments will provide readily available funds generally equal to at least one month's anticipated cash flow needs, or a competitive yield alternative for short term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any expenditure request. This investment structure is commonly referred to as a flexible repurchase agreement.

Diversification - Market conditions and arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for construction, loan and bond proceeds. Generally, when investment rates exceed the applicable cost of borrowing, the City is best served by locking in most investments. If the cost of borrowing cannot be exceeded, then concurrent market conditions will determine the attractiveness of diversifying maturities or investing in shorter and larger amounts. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield.

Yield - Achieving a positive spread to the cost of borrowing is the desired objective, within the limits of the Investment Policy's risk constraints. The yield of an equally weighted, rolling six-month Treasury Bill portfolio will be the minimum yield objective for non-borrowed funds.

Attachment B

CITY OF DUNCANVILLE, TEXAS
Investment Policy

[SAMPLE]
TEXAS PUBLIC FUNDS INVESTMENT ACT
CERTIFICATION BY BUSINESS ORGANIZATION

This certification is executed on behalf of the City of Duncanville, Texas (the "City") and _____ (the Business Organization), pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the “Act”) in connection with investment transactions conducted between the City and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Qualified Representative of the Business Organization offering to enter an investment transaction with the City as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code; and

2. The Qualified Representative of the Business Organization has received and reviewed the Investment Policy furnished by the City; and

3. The Qualified Representative of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Business Organization and the City that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio, requires an interpretation of subjective investment standards, or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the Business Organization has accepted discretionary investment authority.

Qualified Representative of Business Organization

Firm: _____
Signature _____
Printed Name: _____
Title: _____
Date: _____

Attachment C

CITY OF DUNCANVILLE, TEXAS
Authorized Broker/Dealers

1. Duncan Williams
2. FHN Financial
3. Great Pacific Securities
4. Hilltop Securities
5. Multi-Bank Securities
6. Wells Fargo

STAFF REPORT

MEETING: City Council - 07 Dec 2021

TITLE:
Consider a Resolution authorizing a renewal to D&A Building Services, Inc. for a one-year janitorial services at the Duncanville Fieldhouse in the amount not to exceed $93,500.00.

FY 2018 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- **5. Grow Duncanville (Culture, Sports, Technology)**
  - **Goal 2: Maximize city and community resources to improve quality of life in a sustainable manner.**

STAFF RESPONSIBLE:
Bart Stevenson, Director of Parks and Recreation

BACKGROUND/HISTORY:
The Duncanville City Council approved an annual term bid for janitorial services at the Duncanville Fieldhouse with D&A Building Services located in Dallas, Texas at its November 20, 2018 regular meeting. The bid was for a two-year term with two one-year renewal options available. If approved, this will be the second of the annual renewals following the initial two-year term.

The highlights of the two-year term bid include:

- Terms – two years
- Renewals – Two (2) one-year renewal options available
- Termination – standard "without cause" termination included in bid's standard terms and conditions
- Termination – with cause by City for default
- Estimated 70,941 square feet (Gymnasiums 50,401 SF) of janitorial cleaning coverage
- Day Porter Custodian services available for day to day service provision at the City's request
- Includes all labor, equipment, and janitorial supplies (i.e. paper towels, chemicals, etc.)
- Includes daily cleaning of gymnasium floors (including around and under bleachers)

The janitorial services include the provision of labor, equipment and all janitorial paper products, chemicals, and supplies to furnish janitorial services for the Duncanville Fieldhouse. The scope of work, per prescribed frequencies of seven days per week includes, but is not limited to: nightly emptying and servicing of all waste receptacles; nightly cleaning of all common areas in the office area; nightly dusting and cleaning of furniture; nightly cleaning, mopping and sanitizing of all restrooms; cleaning of the exterior areas; twice per year cleaning of interior windows; daily litter and trash removal in bleacher areas in both gyms; and daily "spot" mop cleaning of all gymnasiums.

The additional $24,000.00 in annual expenses is directly related to daytime porter service required for large events. The number of programs and events requiring porter service has increased steadily over

the years and having on-going janitorial services during these events is critical in keeping the facility clean and trash-free for our visitors. The cost of the porter services is fully supported by additional fees charged to the event holders, so this cost is 100% supported by additional fee revenues.

POLICY EXPLANATION:
This project was bid in compliance with Texas municipal purchasing statutes and was awarded to the lowest responsive responsible bidder for an initial two-year term with options to renew for two (2) additional one (1) year terms. Contracts award and renewals exceeding $50,000.00 requires council approval.

FUNDING SOURCE:

ORG and Object Number
45601000-700450

Available Budget	**Purchase Amount**	**After Encumber**
$224,111.12	$93,500.00	$130,611.12

ATTACHMENTS:
Attachment 1 - Resolution No. - 2018-102R1 - Fieldhouse Janitorial Services

RESOLUTION NO. 2018-102R1

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AUTHORIZING A RENEWAL TO D&A BUILDING SERVICES, INC. FOR A ONE-YEAR JANITORIAL SERVICES AT THE DUNCANVILLE FIELDHOUSE IN THE AMOUNT NOT TO EXCEED $93,500.00; AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS UPON APPROVAL BY THE CITY ATTORNEY AS TO FORM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is required to provide janitorial services at the Duncanville Fieldhouse within the City of Duncanville; and

WHEREAS, the City has obtained competitive sealed bids and recommends the award of the bid to the best value in the unit amounts bid as needed as per IFB# 19-005; and

WHEREAS, the City Council of the City of Duncanville, Texas, desires to award the bid to D&A Building Services, Inc located in Dallas, Texas in the unit amounts bid as needed and authorize the execution of the necessary documents to procure said services.

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 does hereby renew to D&A Building Services, Inc for a one-year term janitorial services at the Duncanville Fieldhouse, in the amount not to exceed $93,500.00.

SECTION 2. That the City Council of the City of Duncanville hereby authorizes the City Manager, or her designee, to execute the appropriate and necessary documents upon approval by the City Attorney as to form.

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 7th day of December, 2021.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

EXHIBIT "A"

Duncanville
City of Champions

November 19, 2021

D&A Building Services, Inc.
Attn: Antonio Espinel
13637 N. Central Expwy, Unit D20
Dallas, TX 75243
antonio@dabuildingservices.com

Contract Number 19-005 – Janitorial Services for Duncanville Fieldhouse

Dear Mr. Espinel,

The above referenced contract expired on November 19, 2021. The City is offering an option to renew for an additional one (1) year period beginning on November 20, 2021 through November 19, 2022 for the annual amount of $93,500.00 on the same terms and conditions.

If you are interested in exercising this renewal option under the terms, conditions, and pricing for the contract as awarded, please sign Exhibit A, Agreement to Renew Contract, on the following page and return by email to omotayo.sokale@duncanville.com.

Should you have any questions, please contact me at 972-780-5058

Respectfully,

Omotayo Sokale, CPPO, CPCM
Purchasing Manager
972-780-5058

cc: Parks and Recreation Department

203 E. Wheatland Road I Duncanville, Texas 75116 I 972.780.5058 P I omotayo.sokale@duncanville.com

EXHIBIT "A"

Duncanville
City of Champions

Exhibit A

Agreement to Renew Contract

Contract Renewal #2 of 2 options
Janitorial Services for Duncanville Fieldhouse
Contract 19-005

By executing this document, contractor submits:

1. That it desires to exercise the renewal option under the same terms, conditions, and pricing beginning on November 20, 2021 through to October 19, 2022;

2. That it does not boycott Israel, and agrees that during the term of this contract will not boycott Israel as that term is defined in the Texas Government Code Section 808.001, as amended;

3. That pursuant to Texas Government Code, Chapter 2252.152 and Section 2252.153, it does not appear on the Comptroller of the State of Texas listing of companies which do business with Iran, Sudan or any Foreign Terrorist Organization, as identified under Section 806.051 or Section 2253.253, listing of companies.

City of Duncanville, Texas Owner	D & A Building Services, Inc Contractor
_____	Albert Sarabasa
Signature	Signature
_____	Albert Sarabasa
Print Name	Print Name
_____	President
Title	Title
_____	11/23/21
Date	Date

203 E. Wheatland Road I Duncanville, Texas 75116 I 972.780.5058 P I omotayo.sokale@duncanville.com

STAFF REPORT

MEETING: City Council - 07 Dec 2021

TITLE:
Conduct a Public Hearing (2021-28) for consideration and action regarding the request of Tal Ifrah of Goldnest LP, Applicant, representing Yaniv Gavish, Owner, to include a Specific Use Permit "SUP" for Short-Term Rental on Greenbriar Estates 5th Section, Block D, Lot 12, more commonly known as 1039 Wind Ridge Drive, City of Duncanville, Dallas County, Texas.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

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

STAFF RESPONSIBLE:
Skye Thibodeaux, AICP - City Planner
Agustin "Gus" Garcia - Managing Director of Development 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 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.

Staff believes this request, as it relates to compatibility with the Comprehensive Plan, is dependent on the manner in which the single-family residential structure is utilized for the purpose of a short-term rental. If the structure is intended to be constantly rented out much the same as a hotel room, staff would not believe the request is compatible with the Comprehensive Plan. However, if the structure was intended to be lived-in by the property owner throughout the majority of the year and rented out for a select number of weekends, staff feels such a request may be viewed to be more in-line with the Comprehensive Plan.

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 4,200 square feet in size with attached garage. Exterior features include existing trees, pool, and circle drive along Wind Ridge Drive.

Surrounding Land Use and Zoning
o the north, east and south of the subject property are existing single-family residences zoned SF-13 Single-Family Residential District. To the west are existing single-family residences zoned Planned Development District.

Zoning and Land Use
Section 6.05. (Specific Use Permits) of the Zoning Ordinance, states the in considering an application for a SUP, the Planning and Zoning Commission and the City Council shall consider that the proposed use is:

- consistent and compatible with the adjacent land use and zoning.
- consistent with the architecture and characteristics of the adjacent properties.
- may promote innovative use of modern development concepts, without having an adverse impact on adjacent properties.
- consistent with the goals and objectives of the City of Duncanville.
- an enhancement or improvement beyond the minimum standards set forth by the Zoning Ordinance.
- will not be detrimental to the general health, safety, and welfare of the community.
- would stabilize and improve property values within the City of Duncanville.
- would protect and enhance the city's attractiveness to residents, businesses, tourists, and visitors.
- would strengthen and help diversify the economy of the City of Duncanville.

POLICY EXPLANATION:
Notification
Fifteen (15) notices were sent out for this public hearing. As of this writing, five (5) responses have been received against the request along with several unfavorable responses from property owners outside of the required notification area. Also included is a favorable response from a property owner outside of the required notification area.

Planning & Zoning Commission Recommendation
At the November 8, 2021 Planning & Zoning Commission Meeting, the Commission recommended denial of the proposed SUP by unanimous vote.

FUNDING SOURCE:

ORG and Object Number
N/A

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

ATTACHMENTS:
Attachment 1 - Legal Advertisement for Public Hearing
Attachment 2 - Site Maps
Attachment 3 - Unapproved Minutes from Planning and Zoning
Attachment 4 - Site Plan Exhibit
Attachment 5 - Letter to Property Owners within 200' Buffer
Attachment 6 - List of Property Owners within 200' Buffer
Attachment 7 - Property Owner Responses
Attachment 8 - Ordinance No. - 2421 - Short Term Rental - 1039 Wind Ridge Drive

ATTACHMENT 1

Advertise 1 time - By October 24

NOTICE OF A PUBLIC HEARING BEFORE THE
PLANNING AND ZONING COMMISSION AND CITY COUNCIL
ZONING FILE #2021-28

A public hearing will be held before the Planning & Zoning Commission on Monday, November 8, 2021 at 7:00 p.m., and before City Council on Tuesday, December 7, 2021, 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 the use of Short-Term Rental, on Greenbriar Estates 5th Sec, Block D, Lot 12, more commonly known as 1039 Wind Ridge Dr, 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 Skye Thibodeaux, Interim Secretary of the Planning and Zoning Commission, P.O. Box 380280, Duncanville, Texas, 75138-0280 stating your position.

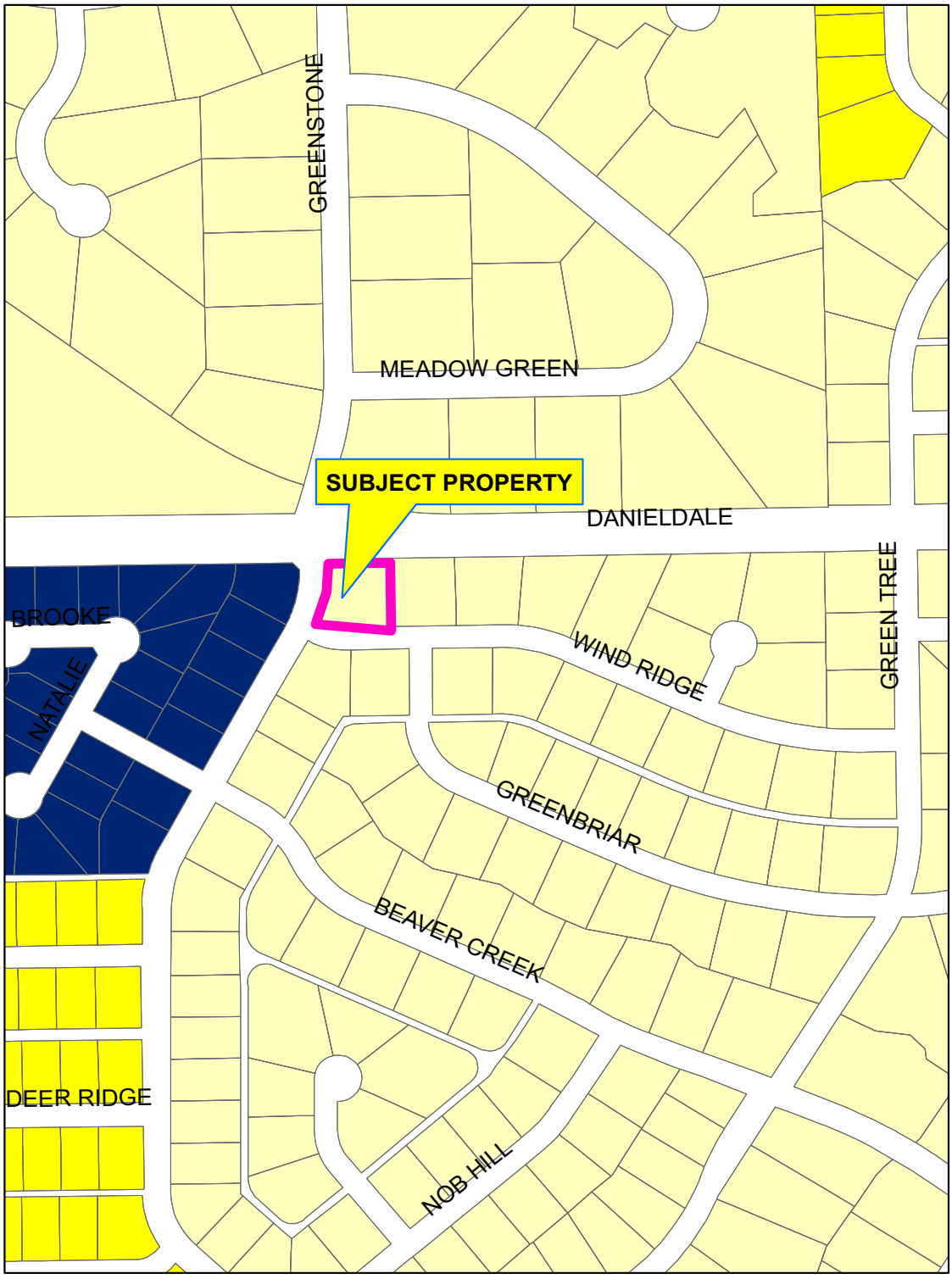
CITY OF DUNCANVILLE
Kristin Downs
City Secretary

Skye Thibodeaux,
City Planner

AERIAL MAP

ATTACHMENT 2

ZONING CASE 2021-28
SUP REQUEST FOR
SHORT TERM RENTAL



Duncanville
City of Champions

ZONING CASE 2021-28
SUP REQUEST FOR
SHORT TERM RENTAL

N
W E
S

ATTACHMENT 3

PLANNING AND ZONING COMMISSION
REGULAR MEETING
CITY HALL
203 E WHEATLAND ROAD
MONDAY, NOVEMBER 8, 2021 @ 7:00 P.M.

A meeting for the Planning and Zoning Commission was held on Monday, November 8, 2021, at 7:00 p.m. with the following present:

Planning and Zoning Commission Members:

Betty Culbreath	Chairman
Elias Rodriguez	Vice-Chairman
Eric Pena	Commissioner
Jana McBroom	Commissioner
Tom Shine	Commissioner
Javar Avery	Commissioner
Edward Stith	Commissioner

Staff present:
Skye Thibodeaux, AICP, City Planner
Lynette Romero, Planning Technician

The meeting was called to order at 7:00 p.m. by Chairman Culbreath.

Item No. 1 – Receive Public Comments

No public comments were made.

The Planning and Zoning Commission recognized past commissioners, Greg Zylka, George Turner and Richard Shaw. Mr. Zylka was present and was presented a gift by the Commission.

Item No. 2 – Approval of meeting minutes for the regular meeting on October 25, 2021.

Commissioner Avery made a motion as seconded by Commissioner Stith to approve the minutes. The vote was unanimous 7-0 in favor.

Item No. 3 – Conduct a public hearing (2021-28) for consideration and action regarding the request of Tal Ifrah with Goldnest LP, Applicant, representing Yaniv Gavish, Owner, to include a Specific Use Permit "SUP" to allow the use of Short-Term Rental on Greenbriar Estates 5th Sec, Block D, Lot 12, more commonly known as 1039 Wind Ridge Drive, in the City of Duncanville, Dallas County, Texas.

Skye Thibodeaux presented background information regarding the proposed SUP.

Chairman Culbreath opened the public hearing.

Unapproved

Asher Oren with Toy Holdings, property manager, representing Yaniv Gavish, owner, spoke in favor of the request.

The Commission had questions pertaining to the property regarding maintenance, structural improvements, marketing of the property, and contractual restrictions.

Chairman Culbreath opened the floor for comments.

There were seventeen residents that spoke in opposition of the request.

1. Edwin O. Leffall of 1506 Green Tree Lane
2. Kimberly Duncan of 1031 Wind Ridge Drive
3. Joseph Duncan of 1031 Wind Ridge Drive
4. Stuart Foladare of 1510 Green Tree Lane
5. Charles G. Sampson of 1034 Wind Ridge Drive
6. Christine Thomas of 1030 Wind Ridge Drive
7. Larry Stegall of 1511 Green Tree Lane
8. Karen James of 518 Highmore Drive
9. Brent Houser of 1514 Natalie Lane
10. Carol Cardoza of 1211 Fawn Ridge Drive
11. Mary Nance Maza for Frances Nance of 1503 Green Tree Lane
12. Yvonne "Bonnie" Espree of 1319 Briarmeade Lane
13. Robert Q. Stanton of 1027 Wind Ridge Drive
14. Aaron Munoz of 1611 Nob Hill Drive
15. Jim Jones of 1627 Nob Hill Circle
16. Ken Medlock of 1631 Nob Hill Circle
17. Jamey A. Jones of 1018 Beaver Creek Drive

Mr. Oren provided a response to the Commission regarding the residents' items of opposition.

Commissioner McBroom made a motion to close the public hearing with motion seconded by Commissioner Rodriguez.

Commissioner Avery made a motion to deny the request for SUP, seconded by Commissioner Rodriguez. The vote was a unanimous 7-0 in opposition of the request.

Item No. 4 – Skye Thibodeaux briefly went over the opportunity areas of the Comprehensive Plan and asked the Commissioners for feedback to present at the November 16th City Council Meeting. The Commissioners agreed that the focus should be shifted to the following:

- Tiff District
- Downtown District
- Assets of the community
- Branding and imaging
- Gateways of the City

Unapproved

Item No. 5 - The meeting adjourned at 8:42 p.m.

_____ _____

Skye Thibodeaux, Secretary Betty Culbreath, Chairman

Unapproved

ATTACHMENT 4

1039 Wind Ridge Drive

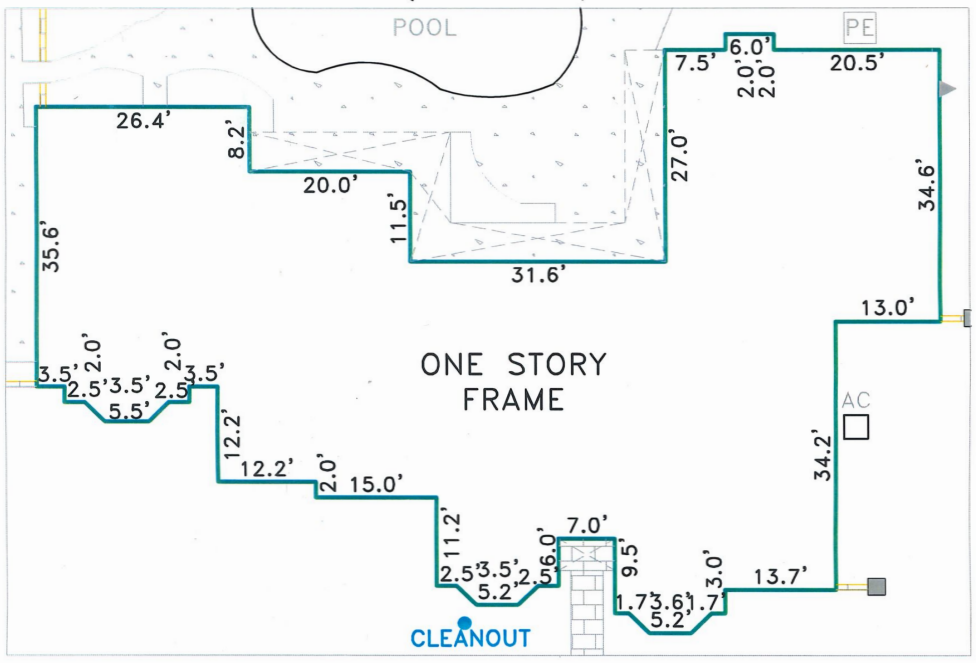
Lot 12, in Block D, of Fifth Section of Greenbriar Estates, an Addition to the City of Duncanville, Dallas County, Texas, according to the Map or Plat thereof recorded in Volume 81073, Page 1048, Plat Records, Dallas County, Texas.

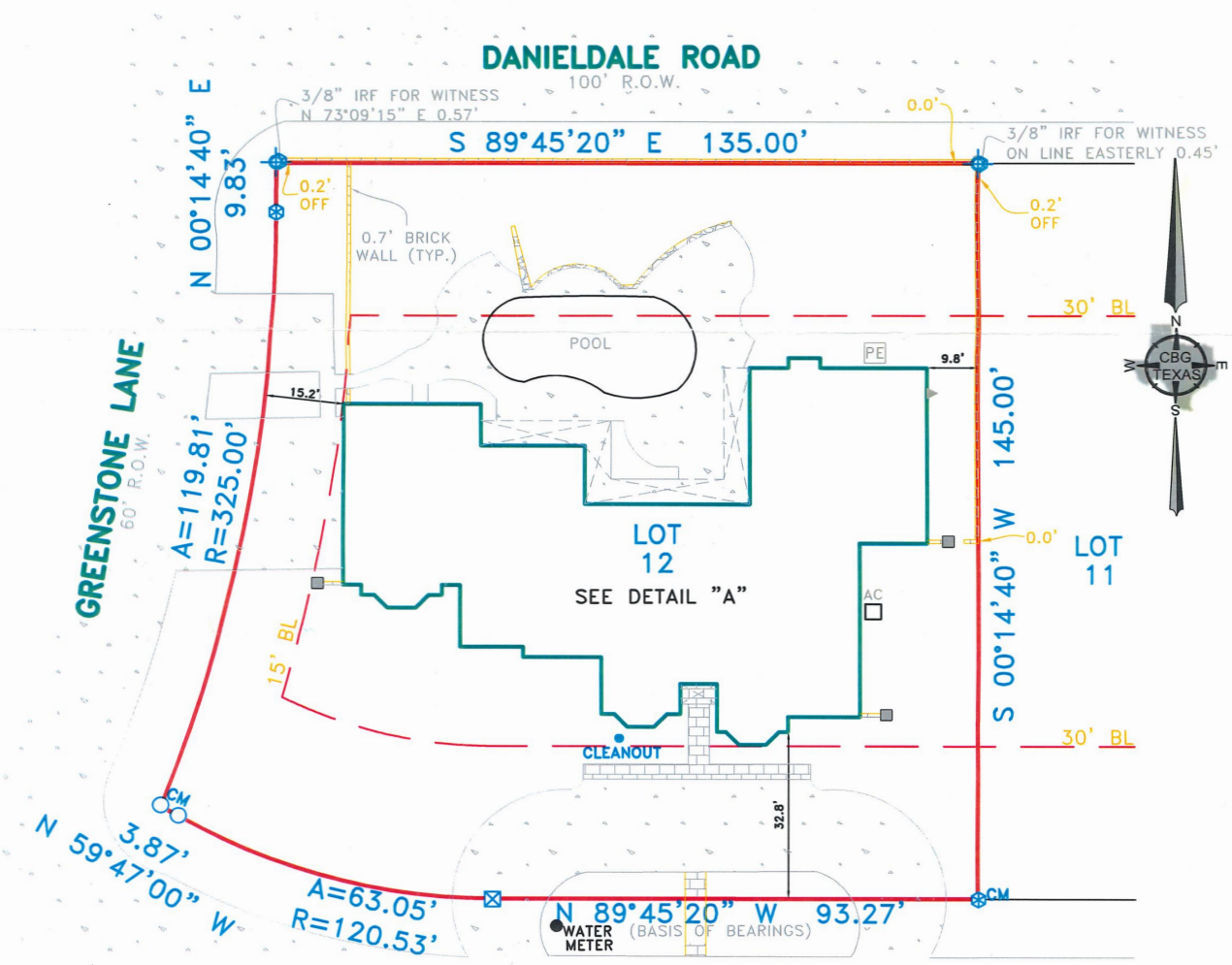
Alamo Title

LEGEND

- 1/2" ROD FOUND
- 1/2" ROD SET
- 1" PIPE FOUND
- "X" FOUND/SET
- 3/8" ROD FOUND
- POINT FOR CORNER
- FENCE POST FOR CORNER
- CM CONTROLLING MONUMENT
- AC AIR CONDITIONER
- PE POOL EQUIPMENT
- TE TRANSFORMER PAD
- COLUMN
- POWER POLE
- UNDERGROUND ELECTRIC
- OVERHEAD ELECTRIC
- —OHP— OVERHEAD ELECTRIC POWER
- —OES— OVERHEAD ELECTRIC SERVICE
- CHAIN LINK
- WOOD FENCE 0.5' WIDE TYPICAL
- IRON FENCE
- BARBED WIRE
- DOUBLE SIDED WOOD FENCE
- EDGE OF ASPHALT
- EDGE OF GRAVEL
- CONCRETE
- COVERED AREA
- BRICK
- STONE

DETAIL "A"
(NOT TO SCALE)





EXCEPTIONS:

Accepted by: _____ Purchaser

Date: _____

_____ Purchaser

NOTES:

NOTE: BEARINGS, EASEMENTS AND BUILDING LINES ARE BY RECORDED PLAT UNLESS OTHERWISE NOTED.

FLOOD NOTE: According to the F.I.R.M. No. 48113C0470K, this property does lie in Zone X and DOES NOT lie within the 100 year flood zone.

This survey is made in conjunction with the information provided by Alamo Title Company. Use of this survey by any other parties and/or for other purposes shall be at user's own risk and any loss resulting from other use shall not be the responsibility of the undersigned. This is to certify that I have on this date made a careful and accurate survey on the ground of the subject property. The plat hereon is a correct and accurate representation of the property lines and dimensions are as indicated; location and type of buildings are as shown; and EXCEPT AS SHOWN, there are no visible and apparent encroachments or protrusions on the ground.

Drawn By: RJF/WRV

Scale: 1" = 30'

Date: 07-21-2020

GF No.: ATD-40-6000402000880

Job No. 2013434

CBG SURVEYING TEXAS LLC
PROFESSIONAL LAND SURVEYORS
DFW - Houston - East Texas - Austin - San Antonio
12025 Shiloh Road, Ste. 240
Dallas, TX 75228
P 214.349.9485
F 214.349.2216
Firm No. 10168800
www.cbgtxllc.com

STATE OF TEXAS REGISTERED J.T. THOMPSON 4604 PROFESSIONAL LAND SURVEYOR

J.T. THOMPSON
R.P.L.S. NO. 4604

ATTACHMENT 5

City of Duncanville Planning Division
Public Works Department
203 E. Wheatland Road
P. O. Box 380280
Duncanville, TX 75138-0280
(p) 972-707-3878; (f) 972-780-6426
(e) lromero@duncanville.com

October 25, 2021

Zoning File: 2021-28

Dear Property Owner:

Tal Ifrah with Goldnest LP, Applicant, representing Asher Oren with Toy Holdings, Owner, is requesting approval of a Specific Use Permit to allow for the use of Short-Term Rental on Greenbriar Estates 5th Sec, Block D, Lot 12, more commonly known as 1039 Wind Ridge Drive, 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, November 8, 2021, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, December 7, 2021, 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 December 7, 2021, 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 Skye Thibodeaux, Secretary of the Planning and Zoning Commission, P.O. Box 380280, Duncanville, Texas, 75138-0280 or email sthibodeaux@duncanville.com stating your position. You are encouraged to participate in the public hearing and offer comments.

Sincerely,

Skye Thibodeaux
Secretary, Planning and Zoning Commission

Enclosures

City of Duncanville Planning Division
Public Works Department
203 E. Wheatland Road
P. O. Box 380280
Duncanville TX 75138-0280
(p) 972-707-3878; f) 972-780-6426
(e) lromero@duncanville.com

Octubre 25, 2021

Caso de Zonificación: 2021-28

Estimado propietario:

Tal Ifrah con Goldnest LP, Solicitante, que representa a Asher Oren con Toy Holdings, Propietario, está solicitando la aprobación de un Permiso de Uso Específico para permitir el uso de Alquiler a Corto Plazo en Greenbriar Estates 5th Sec, Block D, Lot 12, comúnmente conocido como 1039 Wind Ridge Drive, 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 8 de Noviembre de 2021, a las 7:00 p.m., y la audiencia pública **del** Concejo Municipal se llevará a cabo el Martes **7 de Diciembre de 2021, 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 7 de Diciembre de 2021, 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 Skye Thibodeaux, Secretario de la Comisión de Planificación y Zonificación, P.O. Box 380280, Duncanville, Texas, 75138-0280 o enviar un correo electrónico sthibodeaux@duncanville.com indicando su posición. Se le anima a participar en la audiencia pública y ofrecer comentarios.

Sinceramente

Skye Thibodeaux
Secretario 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: Public Works Department
P.O. Box 380280
Duncanville, TX 75138-0280

Case No. 2021-28 Tal Ifrah with Goldnest LP, Applicant, representing Asher Oren with Toy Holdings, Owner, is requesting approval of a Specific Use Permit (SUP) to allow for the use of Short-Term Rental on Greenbriar Estates 5th Sec, Block D, Lot 12, more commonly known as 1039 Wind Ridge Drive, 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, November 8, 2021, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, December 7, 2021, 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 December 7, 2021, 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: Public Works Department
P.O. Box 380280
Duncanville, TX 75138-0280

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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 8 de noviembrede 2021, a las 7:00 p.m., y la audiencia pública **del** Concejo Municipal se llevará a cabo **el martes 7 de diciembre**de**2021, 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 7 de Diciembre de 2021, 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: _____

ATTACHMENT 6

HSCP RC
1111 W DANIELDALE RD
DUNCANVILLE, TEXAS 75137

HAMLIN DAVID & JAN
1507 S GREENSTONE LN
DUNCANVILLE, TEXAS 75137

HERNANDEZ DAVID &
1342 MEADOW GREEN DR
DUNCANVILLE, TEXAS 75137

SAMPSON CHARLES G &
7007 S POLK ST STE A
DALLAS, TEXAS 75232

GAVISH YANIV
408 COLUSA AVE
EL CERRITO, CA 94530

THOMPSON JEFFREY
1503 S GREENSTONE LN
DUNCANVILLE, TEXAS 75137

THOMPSON ANGELO & RUBY E
1503 S GREENSTONE LN
DUNCANVILLE, TEXAS 75137

RUSSELL HAROLD R
1338 MEADOW GRN
DUNCANVILLE, TEXAS 75137

1038 WIND RIDGE DR
DUNCANVILLE, TEXAS 75137

ENGLAND MYRA L & DAVID P
1035 WIND RIDGE DR
DUNCANVILLE, TEXAS 75137

FORD HELOYCE & CARROLL E
1511 S GREENSTONE LN
DUNCANVILLE, TEXAS 75137

HENDERSON MICHAEL & SHIRLEY M
1323 S GREENSTONE LN
DUNCANVILLE, TEXAS 75137

FAHEY BRANDON WADE & VANESSA
1510 S GREENSTONE LN
DUNCANVILLE, TEXAS 75137

THOMAS CHRISTINE KAY
318 S WINDOMERE AVE
DALLAS, TEXAS 75208

DUNCAN JOSEPH & KIMBERLY A
1031 WIND RIDGE DR
DUNCANVILLE, TEXAS 75137

ATTACHMENT 7

The following form may be filled out and mailed to:

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

RECEIVED
NOV 15 2021
CITY OF DUNCANVILLE
PUBLIC WORKS DEPT.

Case No. 2021-28 Tal Ifrah with Goldnest LP, Applicant, representing Asher Oren with Toy Holdings, Owner, is requesting approval of a Specific Use Permit (SUP) to allow for the use of Short-Term Rental on Greenbriar Estates 5th Sec, Block D, Lot 12, more commonly known as 1039 Wind Ridge Drive, 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.

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The Planning and Zoning Commission will hold a public hearing on Monday, November 8, 2021, at 7:00 p.m., and the City Council public hearing will be held on Tuesday, December 7, 2021, 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 December 7, 2021, 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). Strangers coming + going in the neighborhood that are not vested in the neighborhood!
2). Decrease in property value!
3). Having parties, loud music and traffic!!!

Printed Name: HeLOYCE FORD Address: 1511 S. Greenstone Ln

Signature: Heloyce Ford Date: 11/12/21

The following form may be filled out and mailed to:

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

RECEIVED
NOV 03 2021
CITY OF DUNCANVILLE
PUBLIC WORKS DEPT.

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Please check one:

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

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

My reasons are as follows:

1). Safety And Security
2). Changing of people (waves of strangers coming and going, how they conduct themselves.
3). Absentee, remote hosts and managers
4. Reduce the value of the neighborhood property

Printed Name: CHARLES G SAMPSON Address: 1034 Wind Ridge DR

Signature: Charles G Sampson Date: 10-24-2020

5 Keep a peace, quiet, safe place to live. A nice neighborhood with retired and working people

6 Keeping the neighborhood from being trashed, over parking and crossing others driveways

7 Loud noise, music and animal

The following form may be filled out and mailed to:

RECEIVED
NOV 01 2021
CITY OF DUNCANVILLE
PUBLIC WORKS DEPT.

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

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Please check one:

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

__✓__ ***Not in favor*** *of granting the zoning request.*

My reasons are as follows:

1). To much tRaffic

2). Reduced PROPERTY WaLue

3). Possible CRiminal acTivity

Printed Name: Jeffrey Thompson Address: 1503 s Green Stone ln Duncanville 75137

Signature: Jeffrey Thompson Date: 11-1-2021

The following form may be filled out and mailed to:

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

RECEIVED
NOV 01 2021
CITY OF DUNCANVILLE
PUBLIC WORKS DEPT.

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Please check one:

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

__✓__ ***Not in favor*** *of granting the zoning request.*

My reasons are as follows:

1). To much Traffic

2). Reduced property value

3). Possible criminal activity

Printed Name: RUBY Thompson / ANGELO Thompson Address: 1503 S Green Stone ln Duncanville 75137

Signature: Angelo Thompson / Ruby Thompson Date: 11-1-2021

The following form may be filled out and mailed to:

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

RECEIVED
NOV 01 2021
CITY OF DUNCANVILLE
PUBLIC WORKS DEPT.

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If you oppose the zoning change, however, the attached survey must be completed and returned by December 7, 2021, 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). Unauthorized guests attending parties (underage)

2). Noise after hours

3). Devalue of my property/littering

Printed Name: David O. Hamlin Address: 1507 S. Greenstone Ln, Duncanville

Signature: David O Hamlin Date: 10/31/21

From: Skye Thibodeaux
To: Aaron's Personal #1
Cc: Lynette Romero
Subject: RE: Rezoning of Greenbrier Estates
Date: Wednesday, November 3, 2021 5:09:04 PM

Good afternoon, Aaron. Thank you for sending. We will be sure to include your statement in both the Planning & Zoning Meeting packet and the City Council packet.

Skye Thibodeaux, AICP
City Planner

203 E. Wheatland Road
Duncanville, TX 75116
972-707-3871 P | 972-780-6426 F
www.duncanville.com

From: Aaron's Personal #1 [redacted]
Sent: Wednesday, November 3, 2021 5:05 PM
To: Skye Thibodeaux <sthibodeaux@duncanville.com>
Subject: Rezoning of Greenbrier Estates

Hello Mr. Tibodeaux,

I am a resident of Greenbrier Estates. Aaron Munoz, 1611 Nob Hill Dr. 75137. I would like to make my stance known that I object to the rezoning of Greenbrier Estates. I am against the allowing of short term rentals. I have been a resident for 10 years and would not like to open the opportunity for residents to rent houses for party purposes.

Also the house I believe in question is already posting for 2 day rentals and it appears from the feedback the have already rented the property. https://www.airbnb.com/rooms/48733995?source_impression_id=p3_1635603055_uKPlPhxKNzzFJUJ1&guests=1&adults=1

Thank You,
Aaron Munoz

OPEN RECORDS NOTICE: In accordance with the Texas Public Information Act (Chapter 552, Texas Government Code) this email and all responses may be subject to disclosure, in part or full, as public information upon request. Please respond accordingly.

From: Skye Thibodeaux
To: jf.davis
Cc: Lynette Romero
Subject: RE: Opposed to AirBnB in Greenbriar
Date: Wednesday, November 3, 2021 9:18:23 AM

Good morning. Thank you for your correspondence. We will be sure to include your statement in both the Planning & Zoning Commission Meeting packet and City Council packet.

Skye Thibodeaux, AICP
City Planner

203 E. Wheatland Road
Duncanville, TX 75116
972-707-3871 P | 972-780-6426 F
www.duncanville.com

From: jf.davis [redacted]
Sent: Wednesday, November 3, 2021 9:09 AM
To: Skye Thibodeaux <sthibodeaux@duncanville.com>
Subject: Opposed to AirBnB in Greenbriar

I currently live in Greenbriar, and have since 1992.
Greenbriar is a single family home community. I live here for that reason and many other reasons.
I am AGAINST ANY short term rental units such as AirBnB. My reasons align with others in opposition.
Please DO NOT RECOMMEND approval of this request.

Sent from Samsung Galaxy J7

OPEN RECORDS NOTICE: In accordance with the Texas Public Information Act (Chapter 552, Texas Government Code) this email and all responses may be subject to disclosure, in part or full, as public information upon request. Please respond accordingly.

From: Skye Thibodeaux
To: stuart bohannon
Cc: Lynette Romero
Subject: RE: Air B&B
Date: Wednesday, November 3, 2021 8:15:34 AM

Thank you, Mr. Bohannon. We will be sure to include your statement in both the Planning & Zoning Meeting packet and the City Council packet.

Skye Thibodeaux, AICP
City Planner

203 E. Wheatland Road
Duncanville, TX 75116
972-707-3871 P | 972-780-6426 F
www.duncanville.com

From: stuart bohannon [redacted]
Sent: Tuesday, November 2, 2021 5:15 PM
To: Skye Thibodeaux <sthibodeaux@duncanville.com>
Subject: Air B&B

Mr. Thibodeaux, As a resident in Greenbriar at 1210 Briarmeade, Duncanville, TX 75137, I am against the property at 1039 Wind Ridge Dr. to be re-zoned to allow it to become an Air B&B property and allowed to be available for short term rentals. I've lived here for 35 years and don't want short term rental in this neighborhood. I fear it will adversly effect our home values.
Sincerely,
Stuart Bohannon.

OPEN RECORDS NOTICE: In accordance with the Texas Public Information Act (Chapter 552, Texas Government Code) this email and all responses may be subject to disclosure, in part or full, as public information upon request. Please respond accordingly.

Skye Thibodeaux

From: Sharon Fears
Sent: Thursday, November 4, 2021 2:59 PM
To: Skye Thibodeaux
Subject: Re-zoning of 1039 Wind Ridge Dr

As a resident of 37 years in Greenbrier Estates, I am vehemently opposed to the re-zoning of 1039 Wind Ridge Drive to a short term rental. I moved here to experience the stability that a single family residential neighborhood provides. I want to continue to live in a place where I know my neighbors and the pride we all feel as stakeholders in this community. I sincerely believe that if re-zoning occurs, it will set a precedent to allow more properties to be re-zoned, and our residential neighborhood disintegrate into just another corporate business venture where the stakeholders live thousands of miles away. I do NOT want that to happen.
Sincerely,
Sharon Fears
1115 Deer Ridge Drive
Sent from my iPhone

Skye Thibodeaux

From: John fewel
Sent: Tuesday, November 2, 2021 8:12 PM
To: Skye Thibodeaux
Subject: Short term rentals in Green Briar Estates

Mr. Planner,
We have lived in Green Briar Estates since 1995. We have a quiet neighborhood composed of many retired people who live here in peace. We have parents and grandparents who live here in peace.
No short term rentals should be allowed to invade our established peaceful single family home zoned neighborhood.
How many people have to tell you that we don't want it in Green Briar Estates? After speaking with the zoning official last week who states he has been called numerous times for days about how people do not want short term rentals in Green Briar Estates, it is nonsensical that you still have this on the agenda for discussion in November and vote in December. Remove this please.
If it's not removed as an agenda item, please tell us why getting tax money from short term rentals is more important than the will of the people who live here and have paid Duncanville taxes for decades?
So we don't want short term rentals especially when it's advertising for 22 hour rentals and not suitable for children and pets.
That's another reason why we are so alarmed by this and we don't want cars stacked up along on the curbside at the already dangerous intersection where people speed over 100 miles an hour knocking down fences next to the exposed gas meters on Danieldale in this location and where our neighbor was already killed in her car by a speeding car there!
As planner, please plan to not allow high rate speeding to continue on Danieldale and to not allow the short term rentals there.
Thank you for listening
The Fewel's
Greenbrier Estates
Sent from my iPhone

Skye Thibodeaux

From:	Deb Faulkner
Sent:	Monday, November 8, 2021 5:02 PM
To:	Skye Thibodeaux
Subject:	Zoning Change for 1039 Wind Ridge Dr.

I am a resident in the Greenbriar Estates. My husband and I are vehemently opposed to allowing for Air BnB and short term rentals in our neighborhood.

We feel it would be detrimental to our neighborhood community and bring in elements not in keeping with our neighborhood values.

Thanks for listening,

Bill & Deborah Faulkner
1630 Nob Hill Drive
Duncanville, 75137

For the consideration of the Duncanville Planning and Zoning Commission in regard to the request for a short-term rental license for the Wind Ridge property:

Duncanville is not a tourist destination. It is a town where people choose to raise their families or live their retirement away from the craziness of North Dallas and environs. We as a city should support families who choose to commit here with availability of long term rentals, not folks who want a weekend getaway. Those guys have plenty of motels on highway 67.

Drive through our neighborhood and you will see lots of walkers: people walking alone or with kids, dogs, friends, enjoying the peace and quiet.

Look up the most common complaints about short term rentals: noise, trash, cars crowding parking, strangers in the neighborhood. Air BnB's solution is to report problems to your local police.

We have lived in this neighborhood for 40 years. It has retained its character in that time and is a pleasant, quiet area where we recognize each other and feel safe. Please do not open a can of ugly worms by granting the request to rezone the Wind Ridge property to a short term rental.

Thank you.

Susan Glenney
1615 Beaver Creek Drive

Skye Thibodeaux

From: MELISSA GONZALEZ
Sent: Saturday, November 6, 2021 7:14 PM
To: Skye Thibodeaux
Subject: Fw: Greenbriar Estates Short Term Rentals/Airbnb

Hello Mr. Thibodaux,

I am writing to you in regards to the short term rentals/Airbnb. I believe this would be a good opportunity to bring in more visitors/tourists to Duncanville. Right now, most of us that live in Duncanville go to Cedar Hill for our entertainment, shopping, and dining experiences as well as other surrounding cities. Why not use this as a way to start bringing more businesses to develop here within duncanville so that we are spending our own money here within the city we live in. People who rent a short term rental/Airbnb will see how much developing opportunities there are here that may appear hidden or rarely get noticed because no one comes here. I say this because I have an Airbnb in Grand Prairie. That was my home I had built back in 2004 before moving to Duncanville in March of 2020. In the area that my Airbnb is at, it has grown tremendously with retail stores, dining, and entertainment just within the last 2 years. I used to come to Grand Prairie as a child as I had family here and it was similar to Duncanville. There were no places for entertainment or good dining. But to see how Grand Prairie has now developed is how I can vision it to be for Duncanville. If there is nothing for people to come to Duncanville for other than if you live here then how will the city ever blossom. Why keep giving our money to the surrounding cities when we have the capabilities of doing it within our own city to help make it a place people want to visit. Airbnb hosts have rules and as a host myself I have not had any issues with any of my guest. They have been very respectful. I know alot of people here in the Greenbriar Estates are older and I understand the older we get its hard to accept change. I too live in Greenbriar Estates and sometimes I don't like change at times but I also know if we want more for our city and bring more income to be able to develop more then change has to happen.

Thank you for your time,
Melissa Gonzalez
Greenbriar Estates

ORDINANCE NO. 2421

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 INCLUDE A SPECIFIC USE PERMIT TO ALLOW FOR SHORT-TERM RENTAL ON GREENBRIAR ESTATES 5TH SECTION, BLOCK D, LOT 12, APPROXIMATELY 0.47 ACRE, MORE COMMONLY KNOWN AS 1039 WIND RIDGE DRIVE, CITY OF DUNCANVILLE, DALLAS COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO AND INCORPORATED HEREIN; PROVIDING FOR SPECIAL CONDITIONS; 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 RESOLVED 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 include a Specific Use Permit “SUP” to allow for Short-Term Rental on Greenbriar Estates 5th Section, Block D, Lot 12, approximately 0.47 acre, more commonly known as 1039 Wind Ridge Drive, in the 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, as heretofore amended, and subject to the following additional special conditions:

1. No additional conditions.

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 RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 7th day of December 2021.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

EXHIBIT "A"

LEGAL DESCRIPTION

Being all of an approximately 0.47-acre lot, tract, or parcel of land recorded as Block D, Lot 12, Greenbriar Estates 5th Section, City of Duncanville, Dallas County, Texas, more commonly known as 1039 Wind Ridge Drive.

STAFF REPORT

MEETING: City Council - 07 Dec 2021

TITLE:
Conduct a Public Hearing to consider adoption of an Ordinance approving the redistricting of the single member City Council Districts and establishing new single-member district boundary lines for City Council Elections based on 2020 Census Data; and providing for an effective date.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- **N/A**
  - **Goal: N/A**

STAFF RESPONSIBLE:
Agustin "Gus" Garcia; Managing Director, Development Services.

BACKGROUND/HISTORY:
The results of the 2020 Federal Census have been received and indicate that the City of Duncanville's single-member council districts is sufficiently out of population balance that will require redistricting in order to comply with the "one-person, one-vote" principle established by the U.S. Constitution.

City Council has certain responsibilities for redistricting the City's councilmember districts under federal and state law including but not limited to Amendments 14 and 15 to the United States Constitution, U.S.C.A. and Section 2 of the Voting Rights Act, 52 U.S.C.A. §10301; Section 7.10 of the City Charter; and Tex. Gov't Code Ann. §§ 2058.001 and 2058.002.

The City of Duncanville, Texas contracted with the law firm of Bickerstaff, Heath, Delgado, and Acosta LLP to act as the City's consultant to prepare a proposed redistricting plan for the City in compliance with applicable requirements of state and federal law. After consulting with Bickerstaff, Heath, Delgado, and Acosta LLP during the work-session portion of the City Council Special meeting held on November 30, 2021, the City Council adopted redistricting criteria developed to assist the City comply with all applicable federal and state laws, and said redistricting criteria was used to develop the City's illustrative redistricting plan. The City Council also adopted redistricting guidelines developed to assist the public in the formulation and submission of comments and proposed plans in a consistent and informative manner.

The City Council of the City of Duncanville, Texas establishes that in order to ensure that any comments regarding the redistricting process and any redistricting plan that might be submitted are of maximum assistance to the Council in its decision-making process, the Council hereby establishes the following guidelines to be followed by each person submitting a comment or a redistricting plan for consideration:

1. Proposed plans must be submitted in writing and be legible. If a plan is submitted orally, there is significant opportunity for misunderstanding, and it is possible that errors may be made in analyzing it. The Council wants to be sure that all proposals are fully and accurately considered.

2. Any plan must show the total population and voting age population for African-Americans, Hispanics, Asians, and Anglo/Other for each proposed council district based on the 2020 Census Data. If a plan is submitted without a population breakdown, the Council may not have sufficient information to give it full consideration.

3. Plans should redistrict the entire City and all five single member district. The Council will be considering the effect of any plan on the entire City. Any plan is subject to the Voting Rights Act, which protects various racial and language minorities. Thus, as a matter of federal law, the Council will be required to consider the effect of any proposal on multiple racial and ethnic groups. If a plan does not redistrict the entire City, it may be impossible for the Council to assess its impact on one or more protected minority groups.

4. Plans should conform to the redistricting criteria the Council will be using in drawing the councilmember districts one through five.

5. Comments must be submitted in writing and be legible, even if the person also makes the comments orally at a public hearing.

6. Persons providing comments and those submitting proposed plans must identify themselves by full name and home address and provide a phone number and, if available, an email address. The Council may wish to follow up on such comments or obtain additional information about submitted plans.

7. All comments and proposed plans must be submitted to the City Council by the close of the public hearing.

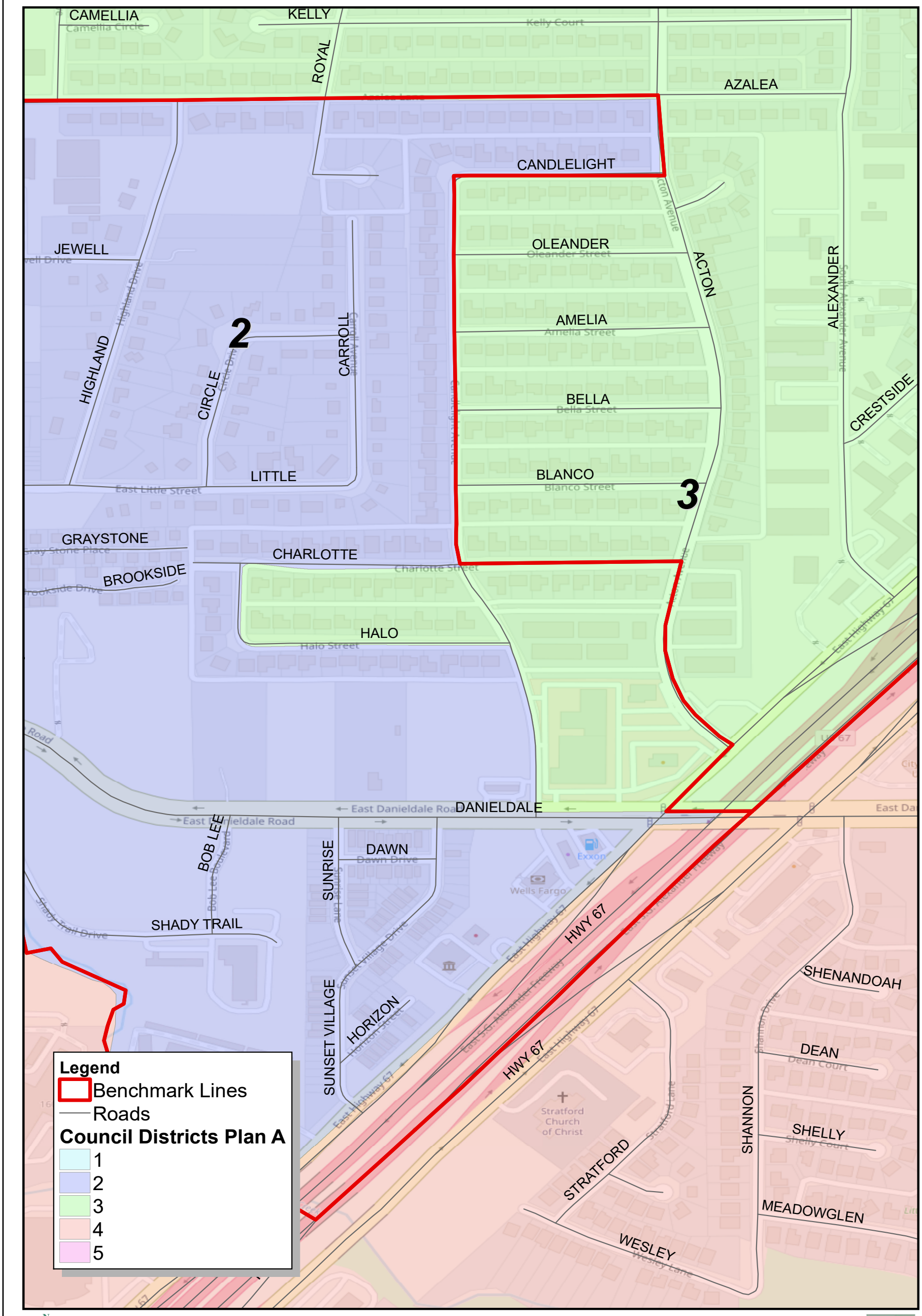
POLICY EXPLANATION:
The City is providing notice to the public of its proposed discussions and development of an illustrative plan through posted agendas, notice on its website, publishing newspaper notices as well as individual notice. City Council would like consider oral testimony, written evidence, and various illustrative and proposed plans regarding the appropriate configuration of the council member districts.

FUNDING SOURCE:

ORG and Object Number
01011000-700444

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

ATTACHMENTS:
Attachment 1 - Plan A - ZOOMED
Attachment 2 - Plan B - ZOOMED
Attachment 3 - Plan C - ZOOMED
Attachment 1 - Ordinance No. - 2422 - Approval of Redistricting of the Single Member CC Districts and Establishing New Single-Member District Boundary Lines based on 2020 Census Data


CAMELLIA
Camellia Circle
KELLY
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AZALEA
CANDLELIGHT
JEWELL
OLEANDER
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ACTON
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2
HIGHLAND
CIRCLE
CARROLL
AMELIA
Amelia Street
BELLA
Bella Street
CRESTSIDE
LITTLE
East Little Street
BLANCO
Blanco Street
3
GRAYSTONE
CHARLOTTE
Charlotte Street
BROOKSIDE
HALO
Halo Street
East Danieldale Road
DANIELDALE
BOB LEE
DAWN
Dawn Drive
SUNRISE
Exxon
Wells Fargo
SHADY TRAIL
HWY 67
SHENANDOAH
SUNSET VILLAGE
HORIZON
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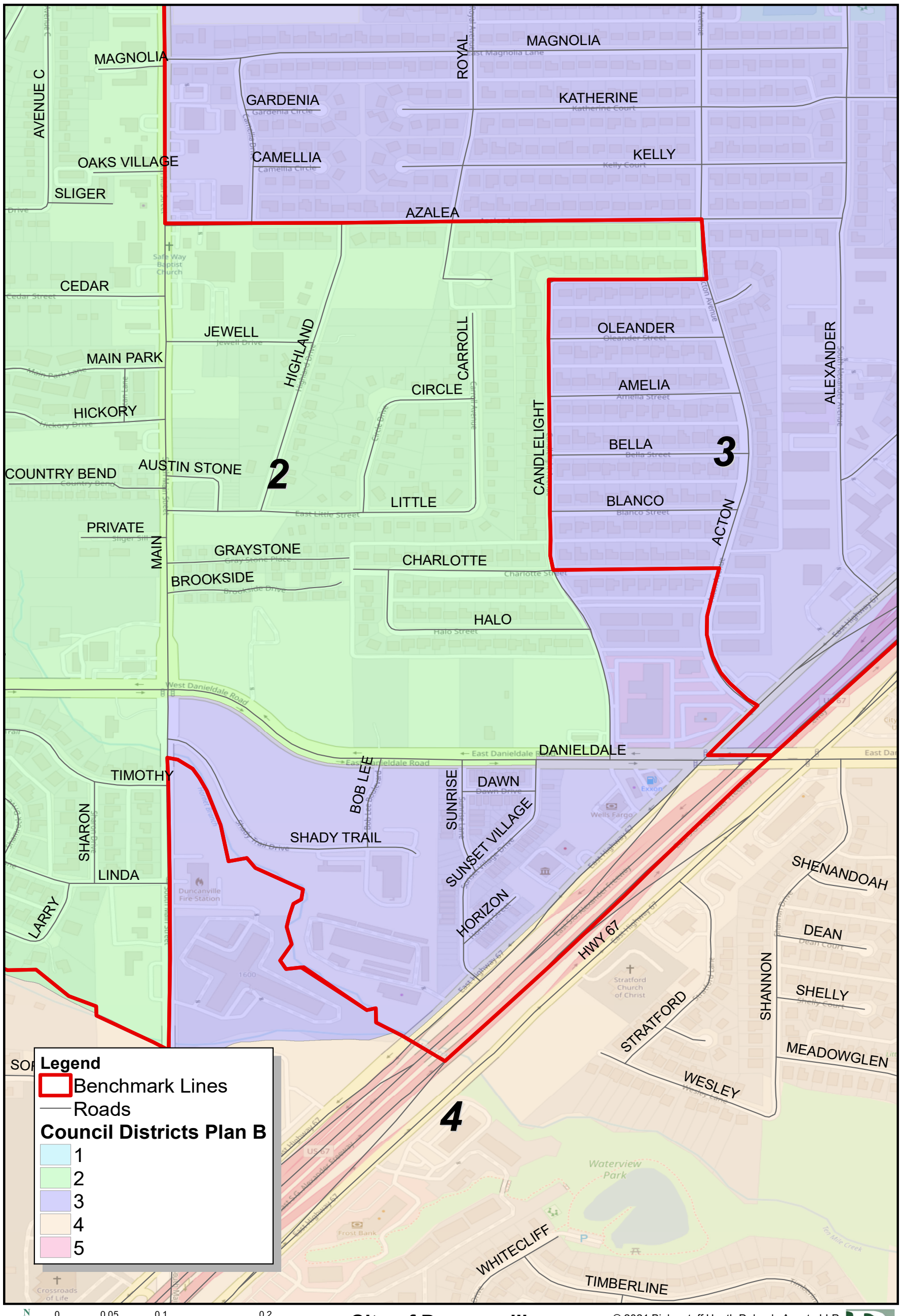
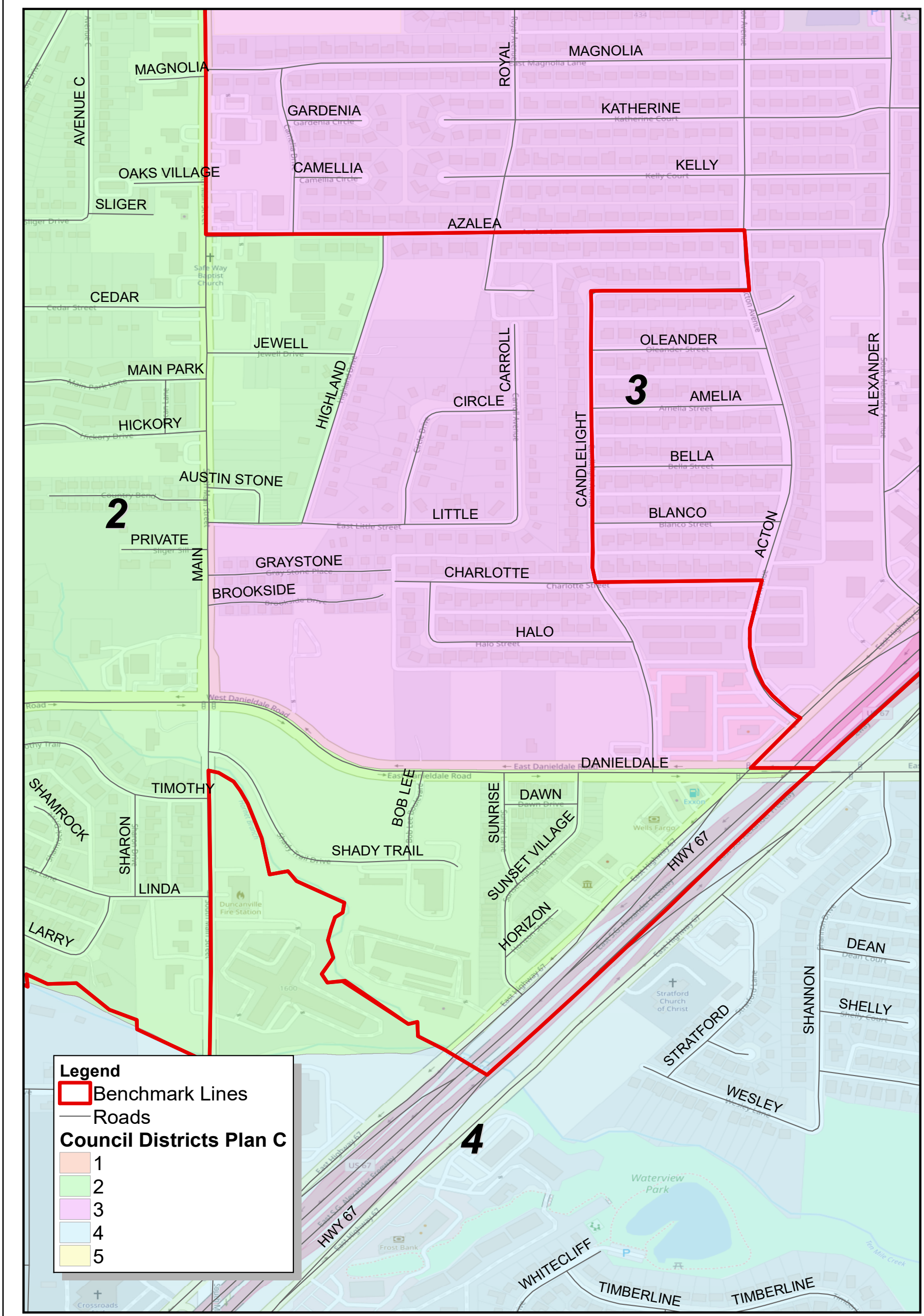
Created: 11/22/2021
Background Image: ESRI Open Street Map
City of Duncanville
2021 Council Districts
Draft Plan A Changes
© 2021 Bickerstaff Heath Delgado Acosta LLP
Data Source: Roads, Water and other features obtained from the 2020 Tiger/line files, U.S. Census Bureau



City of Duncanville
2021 Council Districts
Draft Plan B Changes

© 2021 Bickerstaff Heath Delgado Acosta LLP
Data Source: Roads, Water and other features obtained from the 2020 Tiger/line files, U.S. Census Bureau


MAGNOLIA
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CAMELLIA
KELLY
OAKS VILLAGE
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AZALEA
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JEWELL
MAIN PARK
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CARROLL
CIRCLE
OLEANDER
ALEXANDER
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AMELIA
HICKORY
CANDLELIGHT
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GRAYSTONE
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BROOKSIDE
HALO
DANIELDALE
TIMOTHY
SHAMROCK
SHARON
BOB LEE
SUNRISE
DAWN
SHADY TRAIL
SUNSET VILLAGE
HWY 67
LINDA
HORIZON
LARRY
DEAN
SHANNON
SHELLY
STRATFORD
WESLEY
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WHITECLIFF
TIMBERLINE
TIMBERLINE
Legend
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Created: 12/1/2021
Background Image: ESRI Open Street Map
City of Duncanville
2021 Council Districts
Draft Plan C Changes
© 2021 Bickerstaff Heath Delgado Acosta LLP
Data Source: Roads, Water and other features obtained from the 2020 Tiger/line files, U.S. Census Bureau

ORDINANCE NO. 2422

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE TEXAS, APPROVING THE REDISTRICTING OF THE SINGLE MEMBER CITY COUNCIL DISTRICTS AND ESTABLISHING NEW SINGLE-MEMBER DISTRICT BOUNDARY LINES FOR CITY COUNCIL ELECTIONS BASED ON 2020 CENSUS DATA APPROVED PROCESS AND CRITERIA IN ACCORDANCE WITH LAW; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the results of the 2020 Federal Census have been received and indicate that the City of Duncanville's single member council districts are sufficiently out of population balance to require redistricting in order to comply with the "one-person, one-vote" principle established by the U.S. Constitution; and

WHEREAS, the City of Duncanville, Texas (the "City") contracted with the law firm of Bickerstaff, Heath, Delgado, and Acosta LLP to act as the City's consultant to prepare a proposed redistricting plan for the City in compliance with applicable requirements of state and federal law; and

WHEREAS, on November 30, 2021, the City Council adopted redistricting criteria developed to assist the City comply with all applicable federal and state laws, and said redistricting criteria was used to develop the City's illustrative redistricting plan; and

WHEREAS, on November 30, 2021, the City Council also adopted redistricting guidelines developed to assist the public in the formulation and submission of comments and proposed plans in a consistent and informative manner; and

WHEREAS, throughout the entire redistricting process the City provided notice to the public of its proposed discussions and development of an illustrative plan through posted agendas, notice on its website, publishing newspaper notices as well as individual notice; and

WHEREAS, the City Council has considered the proposed redistricting plan at City Council meetings and public hearings on December 7 and ____, 2021, and has received and considered oral testimony, written evidence, and various illustrative and proposed plans regarding the appropriate configuration of the council member districts; and

WHEREAS, the City Council finds that the attached single-member council district plan is considered to be in the best interests of the citizens of the City and complies with the criteria and guidelines adopted by the City which is attached hereto and incorporated herein as Exhibit "A", hereinafter referred to "2021 Redistricting Plan or Plan".

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

SECTION 1. That the single-member district boundary lines for the City of Duncanville

are hereby amended and designated as the official final plan regarding redistricting of the five (5) city council single-member districts as depicted on the Plan; as further described in the tables showing population numbers and demographic statistics labeled as Exhibit "B", attached hereto and incorporated herein to this ordinance; that all Exhibits are incorporated by reference into and made a part of this ordinance, and kept on file in the City Secretary's Office.

SECTION 2. That this ordinance shall take effect immediately and all subsequent Duncanville City Council elections for each of said single member districts and shall be held in accordance with the single-member district map adopted by City Council.

SECTION 3. That all provisions of the Ordinances of the City of Duncanville, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 4. 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 unconstitutional, illegal or invalid, and shall not affect the validity of the Code of Ordinances as a whole.

PASSED AND APPROVED by the City Council of the City of Duncanville, Texas this 7th day of December, 2021.

CITY OF DUNCANVILLE, TEXAS

_____
BARRY L. GORDON, MAYOR

ATTEST:

_____
KRISTIN DOWNS, CITY SECRETARY

_____
ROBERT E. HAGER, CITY ATTORNEY

ORDENANZA NO. 2422

UNA ORDENANZA DEL CONCEJO MUNICIPAL DE LA CIUDAD DE DUNCANVILLE TEXAS, APROBANDO LA REDISTRIBUCIÓN DE LOS DISTRITOS DEL CONCEJO MUNICIPAL DE UN SOLO MIEMBRO Y ESTABLECIENDO NUEVOS LÍMITES DE LOS DISTRITOS DE UN SOLO MIEMBRO PARA LAS ELECCIONES DEL CONCEJO MUNICIPAL BASADAS EN LOS DATOS DEL CENSO DEL 2020 Y LA APROBACIÓN DE LA LEY; Y PROPORCIONANDO UNA FECHA DE ENTRADA EN VIGOR.

CONSIDERANDO QUE, los resultados del Censo Federal del 2020 se han recibido e indicaron que los distritos del concejo de un solo miembro de la Ciudad de Duncanville que la población está fuera de balance y esa información es suficiente para solicitar la redistribución de distritos para cumplir con la moral de "una persona, un voto" establecido por la Constitución de los Estados Unidos; y

CONSIDERANDO QUE, la Ciudad de Duncanville, Texas (la "Ciudad") contrató al bufete de abogados Bickerstaff, Heath, Delgado y Acosta LLP con la función de asesorar a la Ciudad para preparar una propuesta de un plano de redistribución de distritos para la Ciudad de acuerdo con los requisitos que aplican la ley estatal y federal; y

CONSIDERANDO QUE, el 30 de noviembre de 2021, el Concejo Municipal adoptó los estándares de redistribución de distritos desarrollados para ayudar a la Ciudad a cumplir con todas las leyes federales y estatales que aplican, y dichos estándares de redistribución se utilizaron para desarrollar el plano ilustrativo de redistribución de distritos de la Ciudad; y

CONSIDERANDO QUE, el 30 de noviembre de 2021, el Concejo Municipal también adoptó las reglas generales de redistribución de distritos desarrollados para ayudar al público en la formulación y presentación de comentarios y planos propuestos de manera consistente e informativa; y

CONSIDERANDO QUE, durante todo el proceso de redistribución de distritos, la Ciudad notificó al público sobre las discusiones propuestas y el desarrollo de un plano ilustrativo a través de agendas publicadas, avisos en su sitio web, anuncios de periódicos y avisos individuales; y

CONSIDERANDO QUE, el Concejo Municipal ha considerado el plano de redistribución de distritos propuesto en las reuniones del Concejo Municipal y audiencias públicas el 7 y ____ de diciembre del 2021, y ha recibido y considerado testimonio oral, evidencia escrita y varios planos ilustrativos y propuestos con respecto a la configuración apropiada del Concejo, miembros de distritos; y

CONSIDERANDO QUE, el Concejo Municipal determina que el plano del distrito del concejo de un solo miembro adjunto a esta ordenanza es considerado por el bien de los ciudadanos de la Ciudad y cumple con los estándares y reglas adoptadas por la Ciudad que se incorporan aquí como Prueba " A", denominado "Plan o Plan de Redistribución de Distritos 2021".

AHORA, POR LO TANTO, SE ORDENA POR EL CONCEJO MUNICIPAL DE LA CIUDAD DE DUNCANVILLE, TEXAS:

SECCIÓN 1. Que los límites del distrito de un solo miembro para la Ciudad de Duncanville se modifican y se nombra como el plano oficial final relacionado con la redistribución de distritos de un solo miembro del concejo de la ciudad de cinco (5) como se describe en el Plan; como se describe detalladamente en las tablas que muestran números de población y estadísticas demográficas etiquetadas como Prueba "B", adjunto e incorporado aquí a esta ordenanza; que todas las Pruebas se incorporan por referencia y forman parte de esta ordenanza, y se mantienen en los archivos de la Oficina de la Secretaria de la Ciudad.

SECCIÓN 2. Que esta ordenanza entrará en vigor inmediatamente y todas las elecciones subsecuentes del Concejo Municipal de Duncanville para cada uno de dichos distritos de un solo miembro y se llevará a cabo de acuerdo con el mapa del distrito de un solo miembro adoptado por el Concejo de la Ciudad.

SECCIÓN 3. Que todas las disposiciones de las Ordenanzas de la Ciudad de Duncanville, Texas, que estén en conflicto con las disposiciones de esta ordenanza sean, y las mismas quedan por la presente, revocadas, y todas las demás disposiciones que no estén en conflicto con las disposiciones de esta ordenanza permanecerán en pleno vigor y efecto.

SECCIÓN 4. Que en caso de que cualquier oración, párrafo, subdivisión, cláusula, frase o sección de esta ordenanza sea decretada o considerada inconstitucional, ilegal o inválida, la misma no afectará la validez de esta ordenanza en su totalidad, o cualquier parte o disposición de los mismos que no sea la parte que así se decida que es inconstitucional, ilegal o inválida, y no afectará la validez del Código de Ordenanzas en su totalidad.

APROBADO por el Concejo Municipal de la Ciudad de Duncanville, Texas el 7 de diciembre de 2021.

CIUDAD DE DUNCANVILLE, TEXAS

_____
Barry L. Gordon, Alcalde

ATESTIGUÓ:

_____
Kristin Downs, Secretaria de la Ciudad

APROVADO EN SU FORMA:

_____
Robert E. Hager, Abogado de la Ciudad

TM 126352

STAFF REPORT

MEETING: City Council - 07 Dec 2021

TITLE:
Consider a Resolution casting the City Council of the City of Duncanville's vote for the fourth member of the Board of Directors of the Dallas Central Appraisal District (DCAD).

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

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

STAFF RESPONSIBLE:
Kristin Downs, City Secretary

BACKGROUND/HISTORY:
On September 7, 2021, the Duncanville City Council voted to nominate Michael Hurtt to the Board of Directors for DCAD. Michael Hurtt, former mayor of Desoto, currently serves on the Board of Directors of DCAD.

POLICY EXPLANATION:
State law requirements for nominating candidates for the Board of Directors of DCAD have been completed. By state law, Duncanville is required to vote by official ballot resolution (see attached). The City of Duncanville must cast one vote for one of the following nominees:

- Mr. Michael Hurtt
- Ms. Shaunte L. Allen
- Ms. Dianne Cartwright
- Mr. Brett Franks
- Mr. Steve Nichols

The deadline for casting a vote is December 17, 2021.

FUNDING SOURCE:

ORG and Object Number
N/A

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

ATTACHMENTS:
Attachment 1 - DCAD Letter
Attachment 2 - Resolution No. - 2021-082 - Fourth member of the Board of Directors of the Dallas Central Appraisal District (DCAD)

Dallas Central Appraisal District

Date: October 28, 2021

To: Barry L. Gordon, Mayor, City of Duncanville

From: W. Kenneth Nolan, Executive Director/Chief Appraiser

Re: Election of Suburban Cities' Representative to Dallas Central Appraisal District Board of Directors

In accordance with state law, the nomination process for persons to serve on the Dallas Central Appraisal District Board of Directors has been completed. By state law, your agency is required to vote by official ballot resolution, which is enclosed. **You must do so no later than December 17, 2021. If your entity chooses to abstain from voting, please notify me in writing.**

The nominees are as follows. Also included are the names of the nominating cities.

Nominee	Entity(s) Nominating
Mr. Michael Hurtt	Addison, Desoto, Duncanville, Farmers Branch, Richardson, & Seagoville
Ms. Shaunte L. Allen	Glenn Heights
Ms. Dianne Cartwright	Irving
Mr. Brett Franks	Sachse
Mr. Steve Nichols	Hutchins

We have included nominee bios with this letter. If you have questions concerning the candidates please contact the entities who nominated them.

Please act on this election process by official ballot resolution and return the ballot resolution to my office in the enclosed envelope by December 17, 2021. **The 1979 resolution adopted by the taxing units participating in Dallas Central Appraisal District, which governs board elections, requires that a candidate receive a majority of the votes in order to be elected to the Board of Directors. Therefore, it is imperative that your taxing unit cast its vote before the December 17, 2021 deadline.**

We appreciate your interest in this very important process and look forward to receiving your vote.

WKN/arg

Enclosure (Nominee Bio/Official Ballot Resolution/Return Envelope)

cc: Aretha Ferrell-Benavides, City Manager
Kristin Downs, City Secretary
Edena Almore, Interim Finance Director

Office of Chief Appraiser
2949 N. Stemmons Freeway ● Dallas, Texas 75247-6195 ● (214) 631-0520

Michael Hurtt came to Dallas, Texas from Casper, Wyoming in 1971. After graduating from Mortuary Science College, he settled in the DeSoto area. His funeral service background includes managing large volume and corporately owned funeral firms. Mr. Hurtt has worked and lectured for Pierce Chemical/Mortician Supply Company; which built and supplied funeral homes and owned three mortuary science colleges across the United States. Michael Hurtt and his wife, Marilyn have been residents of DeSoto since 1988 and are owners of the West/Hurtt Funeral Home in DeSoto. He has served on the Texas Funeral Directors Association, president of the North Texas Funeral Directors and Dallas County Funeral Directors Association. Before entering into public office, Michael Hurtt served the City as a member of the DeSoto Park Board, Strategy 2000, and the Charter Review Commission.

Michael Hurtt's commitment to community and civic service has resulted in many years of participation and leadership for numerous local, regional, and national organizations: Board of Directors for the Dallas Zoological Society, North Texas Commission, Medical Center of Lancaster Board of Trustees and select specialty, Canterbury Episcopal School, past president of the DeSoto Chamber, DeSoto Rotary and the Best Southwest Chambers, City Councilmember/Mayor Pro Tem from 1998 - 2001 and Mayor of DeSoto from 2001 to 2007, which is when DeSoto achieved the All-America City designation. He was president and vice-president of the DeSoto Economic Development Corporation. He also served on the advisory board for Methodist Charlton Hospital, and represents the 31 suburban cities for the Dallas Central Appraisal District. Other organizations include: Metroplex Mayors Association; Texas Municipal League; TEX-21- a subsidiary of River of Trade, Agile Port, and Trans Texas Corridor; R - the North Texas Commission as the representative for the Cities of DeSoto, Duncanville, Cedar Hill, and Lancaster; U.S. Conference of Mayors; National League of Cities.

Mr. Hurtt has served on the Dallas Central Appraisal District Board since 2008.

SHAUNTÉ L. ALLEN

[redacted]

OBJECTIVE

Higher education professional with 15 years of experience creating and managing student success and retention programs. Committed to developing programs and initiatives that expand student leadership opportunities for individuals who will affect change in their communities.

EDUCATION

Master of Education ▪ Secondary Education — Texas A&M - Commerce, Mesquite, TX
Bachelor of Arts ▪ Literary Studies — University of Texas at Dallas, Richardson, TX

HIGHLIGHTS

- Adept in public speaking and presentations
- Lead employee training and development
- Knowledgeable of Instructional Design
- Excellent leadership and interpersonal skills
- Background in journalism & marketing
- Provide administrative support/clerical assistance
- Event planning for education and community
- Proficient in MS Office, Adobe CS, Premier, Captivate

PRESENTATIONS

Study Skills — Oct 2018
TRIO Workshop, Tyler Junior College, Tyler, TX

Study Skills — Nov 2017
TRIO Workshop, Tyler Junior College, Tyler, TX

Supplemental Instruction — April 2016
Faculty Training, Borough of Manhattan Community College, New York, NY

Developmental Education Course Redesign (DIRW, NCBO) — May 2014
Advisor Training, Cedar Valley College, Lancaster, TX

Connecting to the Core — Oct 2013
Developmental Education Summit, Mountain View College, Dallas, TX

Developmental Education Course Redesign (DIRW, NCBO) — June 2013
Advisor Training, Cedar Valley College, Lancaster, TX

Note-Taking 101 — Mar 2012
TRIO Student Workshop, Cedar Valley College, Lancaster, TX

Decision-Making and Problem-Solving — Mar 2011
Office of Student Life Workshop, Cedar Valley College, Lancaster, TX

Get the Idea? Finding Main Ideas — Oct 2009
TRIO Student Workshop, Cedar Valley College, Lancaster, TX

Blueprint for Success — Mar 2009
Urban League Panel Discussion, University of Texas at Dallas, Richardson, TX

Test Preparation — Oct 2008
TRIO Student Workshop, Cedar Valley College, Lancaster, TX

AWARDS

Academic Distinction ▪ Who's Who in Community Colleges Higher Education — 2019
Torchbearer ▪ Texas State Conference of NAACP — 2018
Most Innovative Learning Community ▪ Cedar Valley Community College — 2011
Excellence in Teaching ▪ Who's Who Among America's Teachers — 2007

PROFESSIONAL EXPERIENCE

Professor, TSI Integrated Reading and Writing
Tyler Junior College, Tyler, TX Aug 2017 - Present

Presented study skills workshops and counseled at-risk, first-generation TRIO students one-on-one and in small groups to ensure academic success. Evaluated student goals and identified areas needing improvement.

- Assisted in course evaluations, curricula development, and selection of instructional materials.
- Taught 5 - 6 courses to improve students' critical reading, writing, and thinking skills to college-level proficiency. Utilized a digital teaching and learning environment that helped general education and disability students to study more efficiently while mastering student learning outcomes. Utilized Canvas as the LMS.
- Service: NADE Conference, Texas Community Colleges Conference, Institutional Inservice and Training, TRIO Counselor and Tutor, Student Club Chaperone, Greece Studies Chaperone

Lecturer, Critical Reading and Critical Thinking
Borough of Manhattan Community College, New York, NY Aug 2014 - Aug 2016

Trained faculty to develop a Supplemental Instruction program tailored to their individual courses. Conducted needs assessments and created instructional material that included goals and learning outcomes.

- Chaired the Assessment Committee to identify appropriate instruments to assess student learning outcomes; administered assessments to classes; interpreted data; used feedback to recommend improvements for effective teaching and learning methods. Served on the Reading Committee to align diagnostic assessments to student learning outcomes; coordinated tutorial services for classroom support.
- Taught 2 - 3 courses to improve students' critical reading skills to college-level proficiency. Developed lessons that support differentiated instruction and diverse learning styles for general education and disability students. Incorporated instructional technology to enhance teaching and learning. Utilized Canvas as the LMS.
- Service: Institutional Inservice and Training, Supplemental Instructor Program, Assessment Committee, Reading Committee, Early Alert Committee, Debate Club Chaperone

Department Chair, Developmental Reading
Cedar Valley Community College, Lancaster, TX Aug 2011 - May 2014

Recruited, trained, and supervised full and part-time instructors. Identified faculty development needs to achieve departmental goals. Coordinated faculty work schedules. Approved/denied timesheets and semester contracts. Maintained departmental budget and analyzed data to determine costs and benefits of various resources.

- Developed new course offerings and training workshops, created new syllabi, developed and revised curricula, selected books and software. Established literacy goals and student learning outcomes to align with the Texas Success Initiative (TSI) plan. Wrote grant proposals. Managed the Closing the Gap grant with Lancaster ISD to identify low-income students who would not have enrolled in college without post-secondary intervention.
- Created assessment policies, rubrics, and cut-scores. Evaluated students for accurate course placement and appropriate academic services. Made recommendations for course remediation or acceleration. Evaluated programs, tracked data for reporting, and created action plans.

Professor, Developmental Reading
Cedar Valley Community College, Lancaster, TX Jan 2007 - May 2014

Facilitated staff training for content-area reading and writing. Conducted student workshops to improve comprehension and study skills. Earned Distance Learning Certificate for online instruction. Worked as Volunteer Coordinator/Trainer for the district's literacy program; created registration forms, maps, and tasks lists.

- Participated in professional development conferences for reading strategies and student retention.
- Taught 6 - 8 courses to improve students' critical reading skills to college-level proficiency. Developed lessons that supported differentiated instruction and diverse learning styles for regular education and disability students. Incorporated instructional technology such as iPads, LED Projectors, Doceri, Smart Clickers, and Microsoft applications to enhance teaching and learning. Utilized Blackboard as the LMS.
- Service: NADE Conference, Digital Conference, Institutional Inservice and Training, SACS Committee, TSI Committee, Learning Communities Committee, Dual-Credit Committee, Faculty/Staff Search Committee, Supplemental Instructor Program, Technology in the Classroom Program, Journey to Success/Early Alert Program, Halloween Contest Judge, Student Newspaper Club Sponsor, Hawaiian Field Studies Chaperone

Cynthia Dianne Cartwright

BIO

Overview:

Highly motivated, successful licensed realtor with varied real estate and community interests, volunteering on multiple projects through the years. Constantly improving career and personal growth with additional education both mandated by TREC and other interesting real estate related classes and seminars.

Career Highlights and Experience:

Licensed Realtor with Ebby Halliday Realtors Inc. (April 2007 – Present)
Vast knowledge of the real estate market regarding Buyers, Sellers and occasionally Tenants.
Intentionally improving education opportunities to assist Buyers and Sellers.

Celanese Corporation (2003 - 2006)
Executive Assistant and Administrative Contract Assistant for Procurement Department

Caltex Petroleum Corporation (1990-2000)
International Tax Division, Executive Assistant to Corporate Tax Attorney & Director

Austin Commercial, Inc. (1984-1990)
Administrative Assistant to Senior Project Manager, Williams Square Project;
Executive Assistant to Sr. VP. Contracts

Education:
NTSU Denton
Northlake Community College
Kaplan School of Real Estate
Texas Real Estate Commission Education

Professional Development:
Continuing Education Classes (TREC Approved)
(https://www.trec.texas.gov/apps/license-holder-search/)
Senior Real Estate Specialist Designation (SRES)
Graduate Real Estate Institute Designation (GRI)
Broker Price Opinion Resource Designation (BPOR)

Personal:
Irving Hospital District Neighborhood Association, Board Member 4 years
Market Value Analysis Steering Committee, City of Irving
Zoning Board of Adjustments and Appeals, City of Irving, 2 separate terms
Elder Presbyterian Church USA
Various Volunteer positions

Brett Franks
City Council Place 1
City of Sachse

Councilman Brett Franks was elected to serve on the Sachse City Council in Place One in June 2012. He is an Orthopedic PA with the Sports Medicine Clinic of North Texas. Mr. Franks currently serves as the Council liaison to the Parks and Recreation Commission on which he held position prior to being elected to City Council. He is a former member of the Sachse Baseball Association and a former member of the Campus Improvement Team at Hudson Middle School. As a proud Army veteran, Mr. Franks also volunteers his time every year to organize the Annual Memorial Day Event. He and his family have lived in Sachse since 2000.

Councilman Franks is interested in representing the suburban cities because of the increasing concerns by residents regarding appraisals. The consistent escalation of property values in Dallas County, the lack of transparency of the appraisal process, and the role of the Board and its staff need to be addressed. He believes there is an opportunity for DCAD to provide this information and give better explanation to citizens about how the appeal process works. These changes would improve how DCAD serves the citizens in the District.

Stephen Nichols

[redacted]

Life long resident of Dallas County

Graduate of Bryan Adams High School class of 1980

Licensed Master Plumber

Hutchins City council member Since 2014

Vice President of the Hutchins Economic Development Committee

President of the Hutchins Tax Increment Finance Committee

Deacon First Baptist Church Hutchins, TX.

RESOLUTION NO. 2021-082

A RESOLUTION OF THE CITY OF DUNCANVILLE, DALLAS COUNTY, TEXAS, CASTING ITS VOTE FOR THE FOURTH MEMBER OF THE BOARD OF DIRECTORS OF THE DALLAS CENTRAL APPRAISAL DISTRICT.

WHEREAS, Dallas County eligible taxing entities have expressed and approved an option which allows for representation to the Appraisal District Board of Directors (in accordance with Section 6.03 of the Texas Property Tax Code) as follows:

1. The City of Dallas shall appoint one (1) member to the Board.

2. The Dallas Independent School District shall appoint one (1) member to the Board.

3. The Dallas County Commissioners Court shall appoint one (1) member to the Board. The member appointed by the Dallas County Commissioners Court shall not be a resident of either the City of Dallas or the Dallas Independent School District.

4. Each of the incorporated cities and towns, except for the City of Dallas, shall have the right to nominate by an official resolution one (1) candidate as the fourth member of the Board of Directors. The said cities and towns shall, from the nominations received, elect by a majority vote, with each city and town being entitled to one (1) vote, the fourth member of the Board of Directors.

5. Each of the School Districts, and the Dallas County Community College District, except the Dallas Independent School District, shall have the right to nominate by an official resolution one (1) candidate as the fifth member of the Board of Directors. The said school districts shall, from the nominations received, elect by a majority vote, with each school district and the community college district being entitled to one (1) vote, the fifth member of the Board of Directors.

The votes required for election to the Board of Directors in 4 and 5 hereof shall be by a majority of those authorized to vote in 4 and 5 respectively and not by a majority of the quorum, and

WHEREAS, the City of Duncanville does hereby cast its vote by marking the ballot below:

(Check one only)

- o **Michael Hurtt**
- o **Shaunte L. Allen**
- o **Dianne Cartwright**
- o **Brett Franks**
- o **Steve Nichols**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, DOES HEREBY CONFIRM ITS ONE (1) VOTE FOR THE ELECTION OF AS THE SUBURBAN CITIES' REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE DALLAS CENTRAL APPRAISAL DISTRICT.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 7th day of December, 2021.

APPROVED:

_____

Barry L. Gordon, Mayor

ATTEST:

_____

Kristin Downs, City Secretary

APPROVED AS TO FORM:

_____

Robert E. Hager, City Attorney

STAFF REPORT

MEETING: City Council - 07 Dec 2021

TITLE:
Receive the Monthly Financial Report as of September 30, 2021.

FY 2019 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

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

STAFF RESPONSIBLE:
Edena Atmore, Managing Director, Financial Services

BACKGROUND/HISTORY:
The Financial Report is presented to provide actual revenues and expenditures in comparison to the budget. The report provides financial summary data on key funds, including the General, Utility, Economic Development, and the Fieldhouse funds.

POLICY EXPLANATION:
City Council expects to receive monthly reports on the City's financial condition. September is the final month in the fiscal year 2021, and revenues and expenditures are expected to be around 100% of their budgeted target as of September 30, 2021. See the attached Monthly Financial Report as of September 30, 2021, for further details on the City's budget and actual revenues and expenditures for all funds.

FUNDING SOURCE:

ORG and Object Number
N/A

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

ATTACHMENTS:
Attachment 1 - Monthly Financial Report

Attachment 1

CITY OF DUNCANVILLE
MONTHLY FINANCIAL REPORT

Fiscal Year 2020-2021

YEAR-TO-DATE OPERATIONS

AS OF SEPTEMBER 30, 2021

OCTOBER 1, 2020 TO SEPTEMBER 30, 2021

We are building a vibrant, inclusive community, driven by a commitment to democratic principles and service above self

Prepared by
FINANCIAL SERVICESS DEPARTMENT
10/15/2021

Attachment 1

MEMORANDUM

TO: Aretha Ferrell-Benavides
City Manager

Robert Brown, Jr.
Assistant City Manager

FROM: Edena J. Atmore
Managing Director, Financial Services

DATE: November 8, 2021

RE: September 2021 Monthly Financial Report for the City of Duncanville

The Duncanville Monthly Financial Report presents unaudited actual revenues and expenditures through September 30, 2021, compared to the budgetary numbers for the fiscal year 2020-21. The report provides financial summary data on key funds, including the General, Utility, Economic Development, and the 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.

September is the final month of the fiscal year 2021, and we would expect to collect most or all of the budgeted revenues and spend 100% of the budgeted expenditures. Below are highlights of the September 2021 governmental financial statements.

General Fund:

General Fund's unaudited ending fund balance is approximately $13.3 million, which provides an expenditure coverage for 151 days of operations as of the end of September 2021.

- Overall, collected General Fund revenues and transfers currently are at 100.7% of the budget and are expected to increase due to anticipated revenues by the end of November 2021.
  - Current property tax payments are at 100.4% of the budget. Revenues are over $700 thousand (2.2%) higher than the same time last year, primarily due to increases in property values, fines and fees, permits and licenses, charges for services, and other miscellaneous sources.
  - Overall sales tax revenues to date are 3.2% higher than the same time last year. The data here reflects ten months of revenue (August sales tax is received in October and accrued to apply to the fiscal year 2021) and is on target to surpass the annual budget. We are expecting the sales tax revenue for September to be received by

November 16, 2021. This expected amount will increase our bottom-line revenues for sales taxes and the overall general fund revenues for the fiscal year 2021.

- Franchise fees revenues reflect four-quarters of collections and are 97% of the annual budget. 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. The final collections for two of the largest franchises, gas, and cable, are expected to be received by the end of November 2021 and accrued to the fiscal year 2021.
- Building permit revenues are at 101.2% of the annual budget (primarily due to new commercial permits).
- Interest revenues have declined 65% from the prior year due to the economic impact of the COVID-19 pandemic.
- In addition, attached is a detailed overview of General Fund revenues by category.

- General Fund's total operating and project expenditures are at 93.9% of the budget.
  - To date, all operating expenditure categories are less than the expenditure target for the current period.
  - In addition, attached is a detailed overview of the General Fund expenditures by department and division.
  - Most invoices due to be posted to the 2021 fiscal year have been accrued.

Utility Funds:
The Utility Operating Fund ending fund balance is $13.1 million, which provides an expenditure coverage for 305 days of operations as of the end of September 2021.

- Total utility revenues are at 70.2% of the budget. Water and sewer revenues run one month in arrears, so this report reflects eleven (October-August) of income. In addition, water and sewer utility revenues are 15.2% lower than the same time last year.
  - Total expenditures are at 79.2% of the budget. This amount includes payments to Dallas Water Utilities (water services) and Trinity River Authority (wastewater services).
  - Expenditures include a transfer out to the General Fund for the cost of administrative activities performed by General Fund staff such as accounting, city management, IT, human resources, etc.
  - Transfers also include $5 million to the Utility CIP fund for utility capital improvement projects.

Other Funds:

- The Economic Development Fund ending fund balance to date is at $4.7 million.
- Fieldhouse operating revenues are up by 36.6% from the same time as last year, while operating expenditures are up by 17.3%.
- A financial update on all Special Revenue, Debt Service, Capital/Replacement, and minor Enterprise funds of the City is included in the report for your review.
- The American Rescue and Recovery Act funds of $4.8 million are included in Fund 758 in the Special Revenue Funds report.

Respectfully Submitted,

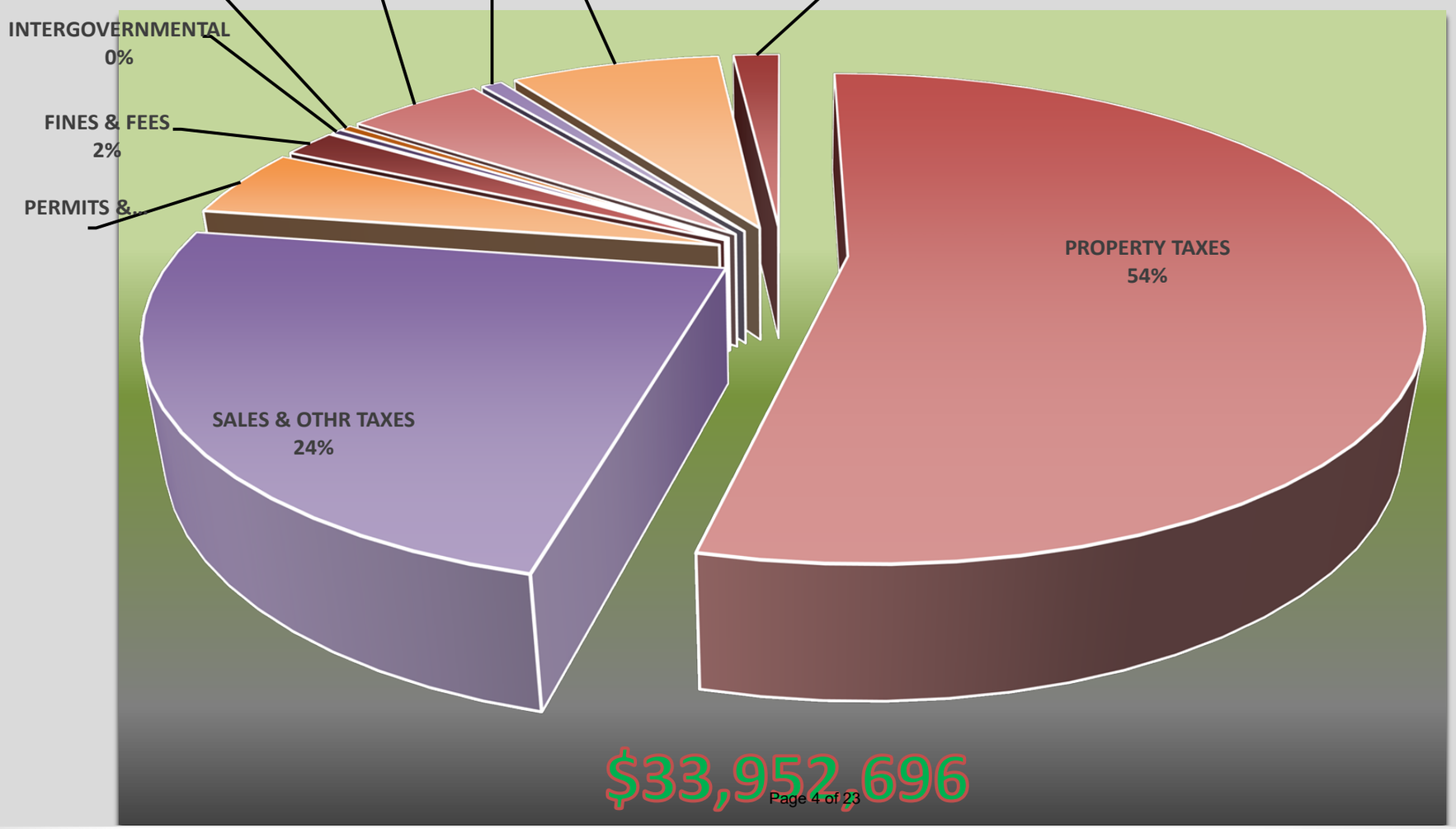
Financial Services Staff

GENERAL FUND-001 AS OF SEPTEMBER 30, 2021

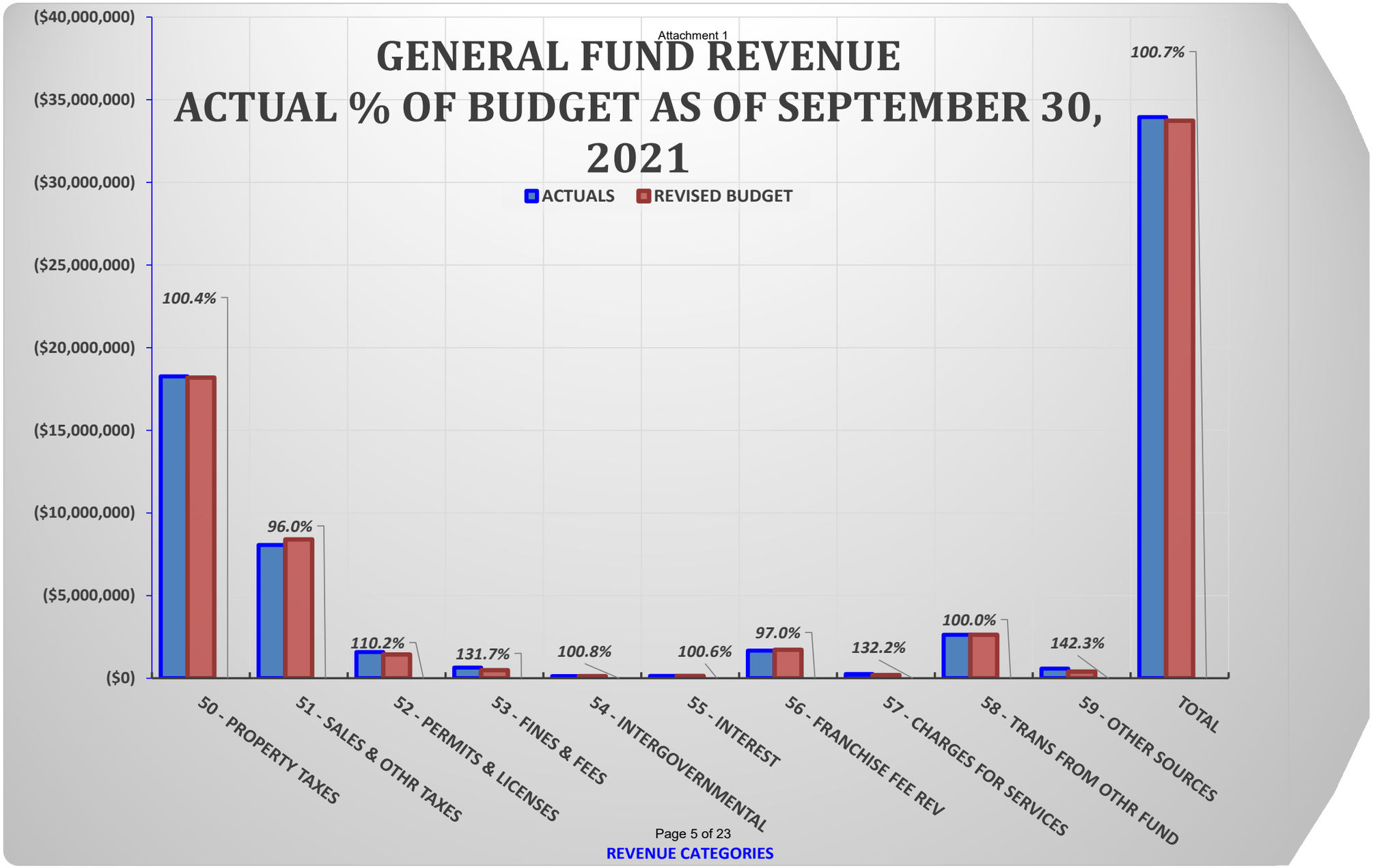
REVENUES	2021 YTD ACTUALS	ADOPTED BUDGET	REVISED BUDGET	AVAILABLE BUDGET AMOUNT	% OF BUDGET USED YTD	2020 FY TD ACTUALS	% OF BUDGET PYTD
Revenue							
50 - PROPERTY TAXES	$18,265,259	$17,997,398	$18,189,594	($75,665)	100.4%	$17,328,289	98.85%
51 - SALES & OTHR TAXES	$8,062,050	$7,383,693	$8,399,623	$337,573	96.0%	$7,810,935	104.92%
52 - PERMITS & LICENSES	$1,580,782	$1,234,050	$1,435,050	($145,732)	110.2%	$1,513,142	127.58%
53 - FINES & FEES	$640,816	$560,730	$486,730	($154,086)	131.7%	$591,751	113.86%
54 - INTERGOVERNMENTAL	$125,985	$175,490	$125,000	($985)	100.8%	$133,327	84.38%
55 - INTEREST	$139,903	$290,000	$139,000	($903)	100.6%	$400,153	153.91%
56 - FRANCHISE FEE REV	$1,670,738	$1,713,000	$1,723,000	$52,262	97.0%	$1,779,687	101.64%
57 - CHARGES FOR SERVICES	$259,202	$266,000	$196,100	($63,102)	132.2%	$175,917	83.72%
58 - TRANS FROM OTHR FUND	$2,631,399	$2,631,399	$2,631,399	($0)	100.0%	$3,031,332	115.95%
59 - OTHER SOURCES	$576,562	$367,600	$405,100	($171,462)	142.3%	$460,572	117.08%
Revenue Total	**$33,952,696**	**$32,619,360**	**$33,730,596**	**($222,100)**	**100.7%**	**$33,225,105**	**103.61%**
Expense							
60 - SALARY AND BENEFIT	($20,416,585)	($21,598,575)	($21,329,786)	($913,201)	95.7%	($20,824,252)	98.34%
72 - SUPPLIES	($1,279,470)	($1,595,965)	($1,557,004)	($188,144)	82.2%	($1,244,803)	80.35%
73 - CONTRACT & PROF SVCS	($6,659,396)	($6,811,146)	($7,132,825)	($323,104)	93.4%	($6,071,203)	92.30%
74 - MAINT & REPAIR SVCS	($680,678)	($682,082)	($767,994)	($84,850)	88.6%	$575,999	87.77%
75 - UTILITIES	($1,009,628)	($990,429)	($1,128,378)	($97,446)	89.5%	($911,940)	92.65%
76 - CAPITAL OUTLAY	($134,652)	($151,435)	($150,850)	($3,582)	89.3%	($139,006)	95.49%
77 - DEBT SERVICES	($240,228)	($240,228)	($240,228)	($0)	100.0%	($240,228)	100.00%
78 - TRANS TO OTHR FUNDS	($1,776,481)	($1,848,888)	($1,871,481)	($95,000)	94.9%	($1,400,681)	67.04%
79 - OTHR EXP/FINANCE USE	($112,932)	($347,390)	($242,496)	($129,564)	46.6%	($235,659)	64.07%
Expense Total	**($32,310,051)**	**($34,266,139)**	**($34,421,043)**	**($1,834,890)**	**93.9%**	**($31,643,771)**	**93.66%**
Revenues Over/(Under) Exp.	**$1,642,644**	**($1,646,779)**	**($690,447)**	**($2,056,990)**	**-237.9%**	**$1,581,335**	
BEGINNING FUND BALANCE	**$11,712,217**	**$11,712,217**	**$11,712,217**				
ENDING FUND BALANCE	**$13,354,861**	**$10,065,438**	**$11,021,770**				

FUND BALANCE RESERVE REQUIREMENT POLICY			
% of Fund Balance Ratio to Exp.	41.3%	29.4%	32.0%
# of Days Coverage	151	107	117

GENERAL FUND REVENUE
ACTUALS AS OF SEPTEMBER 30,2021



$33,952,696


GENERAL FUND REVENUE
ACTUAL % OF BUDGET AS OF SEPTEMBER 30, 2021
ACTUALS
REVISED BUDGET
($40,000,000)
($35,000,000)
($30,000,000)
($25,000,000)
($20,000,000)
($15,000,000)
($10,000,000)
($5,000,000)
($0)
100.4%
96.0%
110.2%
131.7%
100.8%
100.6%
97.0%
132.2%
100.0%
142.3%
100.7%
50 - PROPERTY TAXES
51 - SALES & OTHR TAXES
52 - PERMITS & LICENSES
53 - FINES & FEES
54 - INTERGOVERNMENTAL
55 - INTEREST
56 - FRANCHISE FEE REV
57 - CHARGES FOR SERVICES
58 - TRANS FROM OTHR FUND
59 - OTHER SOURCES
TOTAL
REVENUE CATEGORIES

Attachment 1

CITY OF DUNCANVILLE

GENERAL FUND REVENUE DETAILS AS OF SEPTEMBER 30, 2021

REVENUES	2021 FYTD ACTUALS	ADOPTED BUGET	REVISED	AVAILABLE BUDGET AMOUNT	% OF ANNUAL BUDGET YTD
50 - PROPERTY TAXES					
501101 - CURRENT TAXES	$17,999,210	$17,717,398	$17,909,594	($89,616)	100.5%
501102 - DELINQUENT TAXES	$134,686	$140,000	$140,000	$5,314	96.2%
501103 - PENALTIES AND INTEREST	$131,364	$140,000	$140,000	$8,636	93.8%
50 - PROPERTY TAXES Total	**$18,265,259**	**$17,997,398**	**$18,189,594**	**($75,665)**	**100.4%**
51 - SALES & OTHR TAXES					
501201 - STATE SALES TAX CITY PORTION	$5,308,091	$4,876,462	$5,558,349	$250,258	95.5%
501202 - SALES TAX PROPERTY TAX RELIEF	$2,654,046	$2,438,231	$2,779,174	$125,128	95.5%
501204 - ALCOHOLIC BEVERAGE TAX	$99,913	$69,000	$62,100	($37,813)	160.9%
51 - SALES & OTHR TAXES Total	**$8,062,050**	**$7,383,693**	**$8,399,623**	**$337,573**	**96.0%**
52 - PERMITS & LICENSES					
502101 - BUILDING PERMITS	$468,630	$250,000	$370,000	($98,630)	126.7%
502102 - ELECTRICAL PERMITS	$29,222	$13,000	$17,000	($12,222)	171.9%
502103 - SOLICITOR LICENSES	$575	$1,500	$1,500	$925	38.3%
502105 - EMERGENCY MEDICAL SERVICE	$774,559	$750,000	$800,000	$25,441	96.8%
502106 - SIGN PERMITS	$16,125	$12,000	$15,000	($1,125)	107.5%
502108 - HEALTH FOOD INSPECTION FEES	$74,714	$46,000	$65,000	($9,714)	114.9%
502109 - PLUMBING AND AC PERMITS	$72,650	$40,000	$55,000	($17,650)	132.1%
502111 - ZONING & SPEC USE PERMIT	$19,385	$8,500	$8,500	($10,885)	228.1%
502114 - RENTAL PROPERTY REGISTRATION	$61,510	$50,000	$50,000	($11,510)	123.0%
502120 - ALARM PERMITS	$56,172	$60,000	$50,000	($6,172)	112.3%
502122 - POOL OR SPA INSPECTION FEE	$7,200	$3,000	$3,000	($4,200)	240.0%
509607 - ANIMAL PERMITS	$40	$50	$50	$10	80.0%
52 - PERMITS & LICENSES Total	**$1,580,782**	**$1,234,050**	**$1,435,050**	**($145,732)**	**110.2%**
53 - FINES & FEES					
502107 - WRECKER AND STORAGE FEES	($0)	$3,000	$3,000	$3,000	0.0%
502112 - EMS SVCS COST SETTLEMENT	$263,209	($0)	$135,000	($128,209)	195.0%
502113 - SMALL CELL/ NETWORK NODE FEES	($0)	$500	$500	$500	0.0%
503101 - MUNICIPAL COURT FINES	$272,595	$400,000	$250,000	($22,595)	109.0%
503102 - COURT RELATED FEES	$74,934	$130,000	$80,000	$5,066	93.7%
503103 - SCHOOL CROSSING FEES	$5,487	$3,000	$3,000	($2,487)	182.9%
503201 - LIBRARY FINES	$6,554	$9,000	$5,000	($1,554)	131.1%
503301 - FALSE ALARM FINES	$17,897	$15,000	$10,000	($7,897)	179.0%
509609 - RETURN CHECK FEES	$140	$230	$230	$90	60.9%
53 - FINES & FEES Total	**$640,816**	**$560,730**	**$486,730**	**($154,086)**	**131.7%**
54 - INTERGOVERNMENTAL					
504102 - DISD SCHOOL CROSSING GUARDS	$32,804	$35,000	$35,000	$2,196	93.7%
504103 - DALLAS COUNTY CROSSING GUARD	$49,102	$36,000	$40,000	($9,102)	122.8%
504109 - REIMB FOR REG EMERG MANAGER	$44,079	$104,490	$50,000	$5,921	88.2%
54 - INTERGOVERNMENTAL Total	**$125,985**	**$175,490**	**$125,000**	**($985)**	**100.8%**
55 - INTEREST					
505101 - INTEREST ON GOVT POOL INVEST	$3,757	$55,000	$9,000	$5,243	41.7%
505103 - CERT OF DEPOSIT INTEREST	$105,758	$100,000	$80,000	($25,758)	132.2%
505105 - NANCE BOOK LEGACY INTEREST	($0)	($0)	($0)	($0)	
505106 - MONEY MARKET INTEREST	$30,388	$135,000	$50,000	$19,612	60.8%
55 - INTEREST Total	**$139,903**	**$290,000**	**$139,000**	**($903)**	**100.6%**
56 - FRANCHISE FEE REV					
501301 - FRANCHISE FEE ELECTRIC	$1,128,021	$1,100,000	$1,150,000	$21,979	98.1%
501302 - FRANCHISE FEE GAS	$333,028	$313,000	$313,000	($20,028)	106.4%
501303 - FRANCHISE FEE TELEPHONE	$78,536	$175,000	$110,000	$31,464	71.4%
501304 - FRANCHISE FEE CABLE TV	$131,153	$125,000	$150,000	$18,847	87.4%
501306 - FRANCHISE VIDEO SERV	($0)	($0)	($0)	($0)	

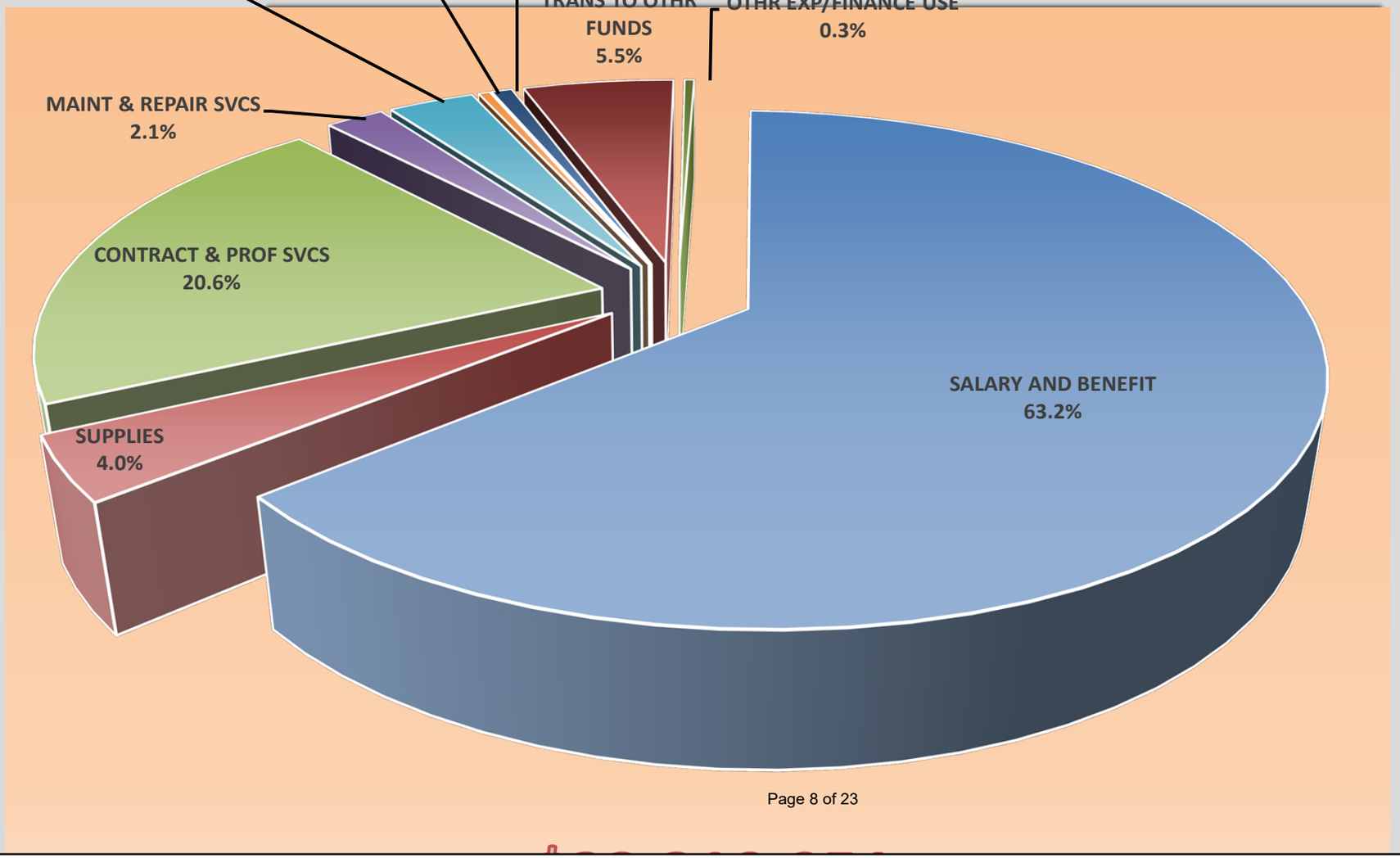
Attachment 1

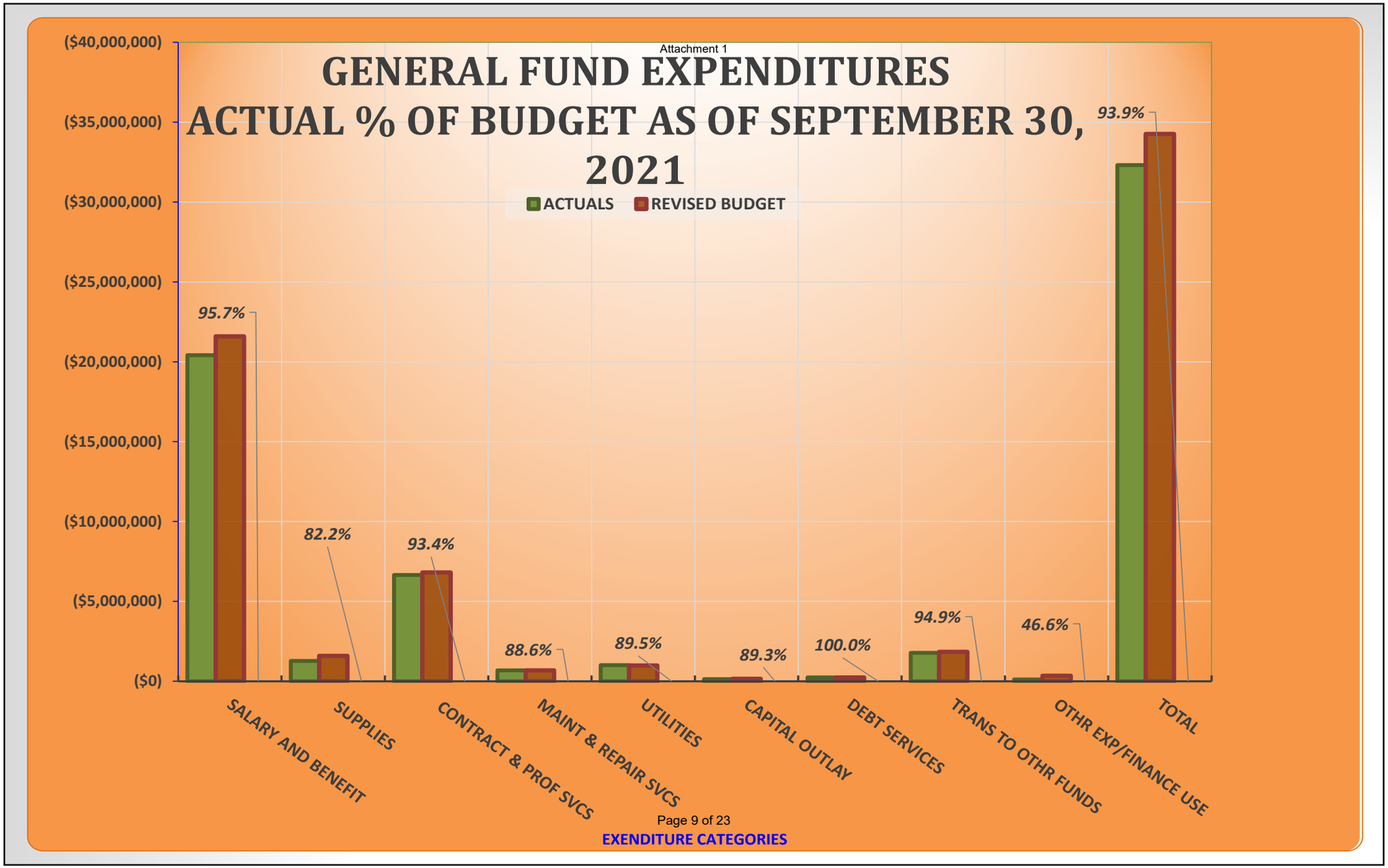
CITY OF DUNCANVILLE

GENERAL FUND REVENUE DETAILS AS OF SEPTEMBER 30, 2021

REVENUES	2021 FYTD ACTUALS	ADOPTED BUGET	REVISED	AVAILABLE BUDGET AMOUNT	% OF ANNUAL BUDGET YTD
56 - FRANCHISE FEE REV Total	**$1,670,738**	**$1,713,000**	**$1,723,000**	**$52,262**	**97.0%**
57 - CHARGES FOR SERVICES					
507102 - RECREATION FEES	$223,540	$240,000	$180,000	($43,540)	124.2%
507104 - SENIOR CENTER ANNUAL USER FEE	$1,093	$4,000	$100	($993)	1092.5%
507106 - RECREATION CENTER CAMPS	($0)	($0)	($0)	($0)	
507107 - RECREATION CENTER CLASSES	$17,156	$8,000	$8,000	($9,156)	214.4%
507108 - RECREATION CENTER SPECIAL EVEN	$16,898	$8,000	$8,000	($8,898)	211.2%
507109 - SENIOR CLASS/TRIPS	$516	$6,000	$	($516)	5160000.0%
57 - CHARGES FOR SERVICES Total	**$259,202**	**$266,000**	**$196,100**	**($63,102)**	**132.2%**
58 - TRANS FROM OTHR FUND					
801101 - TRANSF IN GENERAL FUND	($0)	($0)	($0)	($0)	
801102 - TRANSF IN UTILITY FUND WATER	$1,761,710	$1,761,710	$1,761,710	($0)	100.0%
801104 - TRANSF IN UTIL FUND SANITATION	$192,297	$192,297	$192,297	($0)	100.0%
801108 - TRANSF IN EDC SALES TAX	$92,242	$92,242	$92,242	$	100.0%
801110 - TRANSF IN HOTEL TAX FUND	$56,637	$56,637	$56,637	($0)	100.0%
801116 - TRANSF IN-TRANS I&S FUND	($0)	($0)	($0)	($0)	
801141 - TRANSF IN ONE TIME PROJ FUND	($0)	($0)	($0)	($0)	
801150 - TRANSF IN PILOT FRANCHISE TAX	$528,513	$528,513	$528,513	($0)	100.0%
801151 - TRANSF IN DEBT SERVICE	($0)	($0)	($0)	($0)	
801757 - TRANSF IN EMERG FUND	($0)	($0)	($0)	($0)	
801901 - TRANSF IN	($0)	($0)	($0)	($0)	
58 - TRANS FROM OTHR FUND Total	**$2,631,399**	**$2,631,399**	**$2,631,399**	**($0)**	**100.0%**
59 - OTHER SOURCES					
503202 - LIBRARY DONATIONS	($0)	($0)	($0)	($0)	
509101 - SALE OF FIXED ASSETS	($0)	($0)	($0)	($0)	
509102 - GAIN/ LOSS ON SALE FIXED ASSET	($0)	($0)	($0)	($0)	
509105 - SALE OF MATERIALS	$6,174	$1,000	$1,000	($5,174)	617.4%
509201 - INSURANCE RECOVERY	($0)	($0)	($0)	($0)	
509501 - COLLECTION OF BAD DEBTS	($0)	$2,000	$2,000	$2,000	0.0%
509502 - MISCELLANEOUS W/O	$37	$100	$100	$63	37.4%
509601 - MISCELLANEOUS	$131,148	$65,000	$100,000	($31,148)	131.1%
509602 - CASH OVER AND SHORT	$119	($0)	($0)	($119)	
509603 - COPIES	$9,540	$18,000	$8,000	($1,540)	119.2%
509604 - POLICE ACCIDENT REPORTS	$3,657	$4,500	$2,000	($1,657)	182.9%
509605 - PAY PHONE COMMISSIONS	($0)	($0)	($0)	($0)	
509606 - AUCTION PROCEEDS	($0)	$5,000	$5,000	$5,000	0.0%
509611 - SCRAP METAL SALES	($0)	($0)	($0)	($0)	
509612 - CITY SERVICES REIMBURSEMENT	$110,274	$58,000	$58,000	($52,274)	190.1%
509613 - WORKERS COMP REIMBURSEMENT	$74,370	$20,000	$27,000	($47,370)	275.4%
509614 - RENTAL OF TOWER	$232,542	$194,000	$194,000	($38,542)	119.9%
509617 - LEASE INCOME	($0)	($0)	($0)	($0)	
509618 - GAS WELL OIL REVENUE	$8,701	($0)	$8,000	($701)	108.8%
516200 - OTHER CONTRIBUTIONS	($0)	($0)	($0)	($0)	
518100 - STREET MAINTENANCE FEE	($0)	($0)	($0)	($0)	
59 - OTHER SOURCES Total	**$576,562**	**$367,600**	**$405,100**	**($171,462)**	**142.3%**
Total Revenues	**$33,952,696**	**$32,619,360**	**$33,730,596**	**($222,100)**	**100.7%**

GENERAL FUND EXPENDITURES
ACTUALS AS OF SEPTEMBER 30, 2021




GENERAL FUND EXPENDITURES
ACTUAL % OF BUDGET AS OF SEPTEMBER 30, 2021
ACTUALS
REVISED BUDGET
($40,000,000)
($35,000,000)
($30,000,000)
($25,000,000)
($20,000,000)
($15,000,000)
($10,000,000)
($5,000,000)
($0)
95.7%
82.2%
93.4%
88.6%
89.5%
89.3%
100.0%
94.9%
46.6%
93.9%
SALARY AND BENEFIT
SUPPLIES
CONTRACT & PROF SVCS
MAINT & REPAIR SVCS
UTILITIES
CAPITAL OUTLAY
DEBT SERVICES
TRANS TO OTHR FUNDS
OTHR EXP/FINANCE USE
TOTAL
EXENDITURE CATEGORIES

Attachment 1

CITY OF DUNCANVILLE

GENERAL FUND EXPENDITURES BY DEPT/DIV AS OF SEPTEMBER 30, 2021

OPERATING EXPENDITURES	2021 FYTD ACTUALS	ADOPTED BUDGET	REVISED BUDGET	AVAILABLE BUDGET AMOUNT	% OF ANNUAL BUDGET YTD
0101 - GENERAL GOVERNMENT					
01011000 - MAYOR AND COUNCIL	($81,098)	($140,897)	($114,096)	($32,353)	71.1%
01011100 - CITY ADMINISTRATION	($694,913)	($705,922)	($722,957)	($26,394)	96.1%
01011200 - CITY SECRETARY	($0)	($0)	($0)	($0)	
01011300 - HUMAN RESOURCES	($289,169)	($348,242)	($338,602)	($49,277)	85.4%
01011400 - INFO TECHNOLOGY	($842,393)	($820,205)	($928,352)	($65,565)	90.7%
01011500 - PUBLIC INFORMATION OFFICE	($128,016)	($168,533)	($198,998)	($70,963)	64.3%
01011600 - PUBLIC LIBRARY	($884,674)	($934,996)	($912,823)	($14,795)	96.9%
0101 - GENERAL GOVERNMENT Total	**($2,920,263)**	**($3,118,795)**	**($3,215,828)**	**($259,346)**	**90.8%**
0102 - FINANCE					
01022000 - FINANCE ADMINISTRATION	($837,559)	($792,642)	($788,217)	$56,299	106.3%
01022300 - MUNICIPAL COURT	($426,795)	($482,262)	($477,267)	($47,205)	89.4%
01022500 - PURCHASING	($109,634)	($113,731)	($113,731)	($3,917)	96.4%
01022700 - CITY MARSHAL	($91,546)	($131,107)	($104,274)	($12,607)	87.8%
0102 - FINANCE Total	**($1,465,534)**	**($1,519,742)**	**($1,483,489)**	**($7,429)**	**98.8%**
0104 - PARK AND RECREATION					
01044000 - PARK & REC ADMINISTRATION	($265,482)	($254,663)	($254,663)	$10,965	104.2%
01044100 - REC PROGRAM ADMIN	($338,804)	($396,028)	($387,053)	($46,429)	87.5%
01044101 - REC PROGRAM CLASSES	($1,323)	($5,682)	($5,682)	($4,359)	23.3%
01044102 - REC PROGRAM CAMPS	($0)	($0)	($0)	($0)	
01044200 - SPECIAL EVENTS ADMIN	($153,428)	($208,183)	($154,083)	($655)	99.6%
01044300 - ATHLETIC PROGRAMMING	($368,186)	($425,373)	($435,874)	($67,688)	84.5%
01044500 - HORTICULTURE	($171,833)	($176,298)	($177,370)	($5,536)	96.9%
01044600 - PARK GROUNDS MAINTENANCE	($1,137,417)	($1,327,185)	($1,312,337)	($172,668)	86.7%
01044800 - BUILDING MAINTENANCE	($837,415)	($881,280)	($875,471)	($33,058)	95.7%
01044900 - SENIOR CENTER	($132,379)	($204,749)	($180,249)	($46,193)	73.4%
01044901 - SENIOR CENTER CLASSES	($408)	($4,600)	($4,600)	($4,192)	8.9%
01044911 - SENIOR CENTER TRIPS	($0)	($600)	($600)	($600)	0.0%
0104 - PARK AND RECREATION Total	**($3,406,675)**	**($3,884,640)**	**($3,787,982)**	**($370,413)**	**89.9%**
0105 - POLICE					
01055000 - POLICE ADMINISTRATION	($474,859)	($552,907)	($516,307)	($41,255)	92.0%
01055100 - PATROL	($4,736,393)	($4,832,383)	($4,866,158)	($128,478)	97.3%
01055200 - CRIMINAL INVESTIGATION	($1,477,868)	($1,492,834)	($1,493,884)	($15,763)	98.9%
01055300 - ANIMAL CONTROL	($467,258)	($477,758)	($477,765)	($10,506)	97.8%
01055400 - SCHOOL GUARDS	($85,501)	($85,211)	($85,211)	$290	100.3%
01055500 - CRIME PREVENTION	($150,303)	($151,748)	($146,848)	$3,494	102.4%
01055700 - RECORDS	($1,308,152)	($1,319,716)	($1,337,584)	($28,792)	97.8%
01055800 - DETENTION SERVICES	($288,946)	($270,000)	($288,946)	($0)	100.0%
01055900 - POLICE SPECIAL SERVICES	($437,545)	($511,954)	($503,936)	($25,380)	86.8%
0105 - POLICE Total	**($9,426,823)**	**($9,694,511)**	**($9,716,637)**	**($246,391)**	**97.0%**
0106 - PUBLIC WORKS					
01066000 - ENGINEERING	($371,373)	($387,903)	($374,203)	($516)	99.2%
01066100 - BUILDING INSPECTION	($539,214)	($507,481)	($562,015)	($10,974)	95.9%
01066200 - STREET MAINTENANCE	($3,159,167)	($3,543,590)	($3,468,172)	($255,981)	91.1%
01066300 - TRAFFIC OPERATIONS	($887,947)	($926,743)	($925,889)	($29,909)	95.9%
01066400 - PLANNING	($180,632)	($159,358)	($189,804)	($7,448)	95.2%
01066500 - CODE SERVICES	($263,578)	($266,308)	($297,659)	($22,579)	88.6%
01066700 - EQUIPMENT SERVICES	($971,618)	($1,083,139)	($1,043,034)	($39,806)	93.2%
0106 - PUBLIC WORKS Total	**($6,373,528)**	**($6,874,523)**	**($6,860,776)**	**($367,212)**	**92.9%**

Attachment 1

CITY OF DUNCANVILLE

GENERAL FUND EXPENDITURES BY DEPT/DIV AS OF SEPTEMBER 30, 2021

OPERATING EXPENDITURES	2021 FYTD ACTUALS	ADOPTED BUDGET	REVISED BUDGET	AVAILABLE BUDGET AMOUNT	% OF ANNUAL BUDGET YTD
0107 - FIRE					
01077000 - FIRE ADMINISTRATION	($578,644)	($649,945)	($649,320)	($47,701)	89.1%
01077100 - FIRE PREVENTION	($241,979)	($254,258)	($252,058)	($9,407)	96.0%
01077200 - FIRE SUPPRESSION	($4,122,551)	($4,330,457)	($4,330,457)	($199,571)	95.2%
01077300 - ADVANCED LIFE SUPPORT	($1,646,790)	($1,697,817)	($1,720,651)	($71,276)	95.7%
01077500 - EMERGENCY MANAGEMENT ADMIN	($94,530)	($140,409)	($138,509)	($43,517)	68.2%
0107 - FIRE Total	**($6,684,493)**	**($7,072,886)**	**($7,090,996)**	**($371,474)**	**94.3%**
0108 - NON DEPARTMENTAL					
01088000 - GENERAL NON DEPARTMENTAL	($593,891)	($589,792)	($731,491)	($117,626)	81.2%
0108 - NON DEPARTMENTAL Total	**($593,891)**	**($589,792)**	**($731,491)**	**($117,626)**	**81.2%**
0000 - OTHER					
001 - GENERAL FUND NON-ORG	($1,438,844)	($1,511,250)	($1,533,843)	($95,000)	93.8%
0000 - OTHER Total	**($1,438,844)**	**($1,511,250)**	**($1,533,843)**	**($95,000)**	**93.8%**
Total Operating Expenditures	**($32,310,051)**	**($34,266,139)**	**($34,421,043)**	**($1,834,890)**	**93.9%**

CITY OF DUNCANVILLE

UTILITY OPERATING FUND- 002 AS OF SEPTEMBER 30, 2021

REVENUES	2021 FY TD ACTUALS	ADOPTED BUDGET	REVISED BUDGET	BUDGET AMT REMAINING	% OF BUDGET USED YTD	2020 FY TD ACTUALS	% OF BUDGET PYTD
Revenue							
53 - FINES & FEES	$3,990	$5,000	$5,000	$1,010	79.8%	$3,430	68.60%
54 - INTERGOVERNMENTAL	$188	$600	$600	$412	31.4%	$158	26.31%
55 - INTEREST	$29,207	$120,000	$32,000	$2,793	91.3%	$134,605	112.17%
57 - CHARGES FOR SERVICES	$12,675,080	$18,062,600	$18,075,600	$5,400,520	70.1%	$14,544,534	81.12%
59 - OTHER SOURCES	$28,790	$34,500	$29,004	$214	99.3%	$345,132	95.50%
Revenue Total	**$12,737,255**	**$18,222,700**	**$18,142,204**	**$5,404,949**	**70.2%**	**$15,027,858**	**81.60%**
Expense							
60 - SALARY AND BENEFIT	($1,610,025)	($2,115,743)	($2,127,263)	($517,238)	75.7%	($1,720,450)	80.35%
72 - SUPPLIES	($250,194)	($476,008)	($498,863)	($248,668)	50.2%	($290,539)	42.33%
73 - CONTRACT & PROF SVCS	($7,403,536)	($8,664,561)	($9,247,583)	($1,844,047)	80.1%	($7,979,470)	89.93%
74 - MAINT & REPAIR SVCS	($181,066)	($350,648)	($373,623)	($192,557)	48.5%	($181,083)	53.46%
75 - UTILITIES	($108,336)	($149,452)	($180,699)	($72,362)	60.0%	($98,611)	62.53%
76 - CAPITAL OUTLAY	($0)	($21,368)	($21,368)	($21,368)	0.0%	($2,139)	7.77%
77 - DEBT SERVICES	($0)	($0)	($0)	($0)		($110,720)	99.43%
78 - TRANS TO OTHR FUNDS	($6,174,340)	($7,409,208)	($7,409,208)	($1,234,868)	83.3%	($6,902,549)	91.20%
79 - OTHR EXP/FINANCE USE	($7,137)	($19,906)	($11,046)	($3,909)	64.6%	($3,602)	21.95%
Expense Total	**($15,734,634)**	**($19,206,894)**	**($19,869,652)**	**($4,135,018)**	**79.2%**	**($17,289,162)**	**86.79%**
Revenues Over/(Under) Exp.	**($2,997,379)**	**($984,194)**	**($1,727,448)**	**$1,269,931**	173.5%	**($2,261,303)**	

BEGINNING FUND BALANCE	**$16,141,653**	**$16,141,653**	**$16,141,653**
ENDING FUND BALANCE	**$13,144,274**	**$15,157,459**	**$14,414,205**

FUND BALANCE RESERVE REQUIREMENT POLICY			
% of Fund Balance Ratio to Exp.	83.5%	78.9%	72.5%
# of Days Coverage	305	288	265

CITY OF DUNCANVILLE

UTILITY CIP FUND-017 AS OF SEPTEMBER 30, 2021

REVENUES	2021 FYTD ACTUALS	ADOPTED BUDGET	REVISED BUDGET	BUDGET AMT REMAINING	% OF BUDGET USED YTD	2020 FY TD ACTUALS	% OF BUDGET PYTD
Revenue							
54 - INTERGOVERNMENTAL	($0)	($0)	($0)	($0)		($0)	0.00%
55 - INTEREST	$127	$2,400	$200	$73	63.4%	$1,871	77.96%
58 - TRANS FROM OTHR FUND	$5,000,000	$5,000,000	$5,000,000	$416,667	91.7%	$5,000,000	100.00%
59 - OTHER SOURCES	($0)	($0)	($0)	($0)		($0)	0.00%
Revenue Total	**$5,000,127**	**$5,002,400**	**$5,000,200**	**$416,740**	**91.7%**	**$5,001,871**	**99.99%**
Expense							
73 - CONTRACT & PROF SVCS	($205,303)	($465,935)	($477,706)	($315,370)	34.0%	($487,576)	63.65%
76 - CAPITAL OUTLAY	($2,784,583)	($9,234,500)	($6,639,545)	($4,225,954)	36.4%	($6,209,715)	106.21%
Expense Total	**($2,989,886)**	**($9,700,435)**	**($7,117,251)**	**($4,541,324)**	**36.2%**	**($6,697,291)**	**101.28%**
Revenues Over/(Under) Exp.	**$2,010,241**	**($4,698,035)**	**($2,117,051)**	**($4,124,584)**	**-94.8%**	**($1,695,420)**	
BEGINNING FUND BALANCE	**($68,342)**	**($68,342)**	**($68,342)**				
ENDING FUND BALANCE	**$1,941,899**	**($4,766,378)**	**($2,185,393)**				

CITY OF DUNCANVILLE

ECONOMIC DEVELOPMENT FUND-012 AS OF SEPTEMBER 30, 2021

REVENUES	2021 FYTD ACTUALS	ADOPTED BUDGET	REVISED BUDGET	BUDGET AMT REMAINING	% OF BUDGET USED YTD	2020 FY TD ACTUALS	% OF BUDGET PYTD
Revenue							
51 - SALES & OTHR TAXES	$2,654,046	$2,438,231	$2,779,174	$609,352	78.1%	$2,585,648	104.97%
55 - INTEREST	$463	$20,000	$2,000	$1,537	23.2%	$14,457	68.84%
59 - OTHER SOURCES	($0)	($0)	($0)	($0)			0.00%
Revenue Total	**$2,654,509**	**$2,458,231**	**$2,781,174**	**$610,889**	**78.0%**	**$2,600,105**	**104.66%**
Expense							
60 - SALARY AND BENEFIT	($181,675)	($251,802)	($212,736)	($61,130)	71.3%	($204,779)	93.04%
72 - SUPPLIES	($30,377)	($40,056)	($41,256)	($17,709)	57.1%	($22,626)	56.37%
73 - CONTRACT & PROF SVCS	($237,706)	($79,689)	($283,764)	($47,784)	83.2%	($234,520)	86.12%
74 - MAINT & REPAIR SVCS	($50,496)	($67,600)	($67,600)	($19,805)	70.7%	($37,315)	85.59%
75 - UTILITIES	($11,984)	($22,516)	($22,516)	($13,775)	38.8%	($11,113)	49.36%
76 - CAPITAL OUTLAY	($0)	($0)	($0)	($0)		($0)	0.00%
77 - DEBT SERVICES	($487,546)	($488,346)	($488,346)	($800)	99.8%	($487,599)	99.83%
78 - TRANS TO OTHR FUNDS	($600,643)	($631,018)	($631,018)	($38,143)	94.0%	($609,829)	99.66%
79 - OTHR EXP/FINANCE USE	($7,680)	($276,617)	($275,417)	($271,197)	1.5%	($269,137)	60.09%
Expense Total	**($1,608,108)**	**($1,857,644)**	**($2,022,653)**	**($470,342)**	**76.7%**	**($1,876,918)**	**86.42%**
Revenues Over/ (Under) Exp.	**$1,046,401**	**$600,587**	**$758,521**	**$140,547**		**$723,187**	

BEGINNING FUND BALANCE	**$3,709,164**	**$3,709,164**	**$3,709,164**
ENDING FUND BALANCE	**$4,755,565**	**$4,309,751**	**$4,467,685**

Note:

Debt Services includes outstanding Series 2016A Bonds in the amount of $2,025,000. Matures February 15, 2025.

CITY OF DUNCANVILLE

HOTEL TAX FUND-010 AS OF SEPTEMBER 30, 2021

REVENUES	2021 FYTD ACTUALS	ADOPTED BUDGET	REVISED BUDGET	BUDGET AMT REMAINING	% OF BUDGET USED YTD	2020 FY TD ACTUALS	% OF BUDGET PYTD
Revenue							
51 - SALES & OTHR TAXES	$848,912	$752,760	$734,750	($114,162)	115.5%	$667,184	112.04%
55 - INTEREST	$106	$2,400	$240	$134	44.2%	$1,610	67.07%
59 - OTHER SOURCES	($0)	($0)	($0)	($0)		$9	0.00%
Revenue Total	**$849,018**	**$755,160**	**$734,990**	**($114,028)**	**115.5%**	**$668,803**	**111.86%**
Expense							
60 - SALARY AND BENEFIT	($27,775)	($34,638)	($30,152)	($2,376)	92.1%	($34,473)	99.60%
72 - SUPPLIES	($110)	($4,650)	($4,650)	($4,540)	2.4%	($806)	30.41%
78 - TRANS TO OTHR FUNDS	($56,637)	($56,637)	($56,637)	($0)	100.0%	($56,302)	99.36%
79 - OTHR EXP/FINANCE USE	($0)	($2,995)	($2,995)	($2,995)	0.0%	($0)	0.00%
Expense Total	**($84,522)**	**($98,920)**	**($94,434)**	**($9,912)**	**89.5%**	**($91,581)**	**96.07%**
Revenues Over/(Under) Exp.	**$764,496**	**$656,240**	**$640,556**	**($123,940)**		**$577,222**	

BEGINNING FUND BALANCE	**$2,246,018**	**$2,246,018**	**$2,246,018**
ENDING FUND BALANCE	**$3,010,514**	**$2,902,258**	**$2,886,574**

CITY OF DUNCANVILLE

FIELDHOUSE FUND-456 AT SEPTEMBER 30, 2021

REVENUES	2021 FYTD ACTUALS	ADOPTED BUDGET	REVISED BUDGET	BUDGET AMT REMAINING	% OF BUDGET USED YTD	2020 FY TD ACTUALS	% OF BUDGET PYTD
Revenue							
53 - FINES & FEES	($0)	($0)	($0)	($0)		($0)	0.00%
57 - CHARGES FOR SERVICES	$1,066,957	$971,000	$1,031,000	($35,957)	103.5%	$610,301	94.87%
58 - TRANS FROM OTHR FUND	$507,425	$537,800	$537,800	$30,375	94.4%	$533,850	100.00%
59 - OTHER SOURCES	$110,276	$114,390	$114,390	$4,114	96.4%	$88,867	72.93%
Revenue Total	**$1,684,658**	**$1,623,190**	**$1,683,190**	**($1,468)**	**100.1%**	**$1,233,018**	**94.92%**
Expense							
60 - SALARY AND BENEFIT	($473,864)	($558,408)	($501,608)	($27,745)	94.5%	($458,562)	84.38%
72 - SUPPLIES	($156,998)	($149,126)	($159,126)	($2,128)	98.7%	($129,124)	84.81%
74 - MAINT & REPAIR SVCS	($25,819)	($25,839)	($25,839)	($20)	99.9%	($46,110)	123.94%
75 - UTILITIES	($115,532)	($111,184)	($126,070)	($10,539)	91.6%	($101,433)	91.40%
76 - CAPITAL OUTLAY	($0)	($0)	($0)	($0)		($341,664)	596.83%
77 - DEBT SERVICES	($538,250)	($538,300)	($538,300)	($50)	100.0%	($42,666)	7.98%
78 - TRANS TO OTHR FUNDS	($4,096)	($4,096)	($4,096)	($0)	100.0%	($1,380)	17.90%
79 - OTHR EXP/FINANCE USE	($1,319)	($1,500)	($1,500)	($181)	87.9%	($357)	35.71%
Expense Total	**($1,315,877)**	**($1,388,454)**	**($1,356,540)**	**($40,663)**	**97.0%**	**($1,121,297)**	**77.64%**
Revenues Over/(Under) Exp.	**$368,781**	**$234,736**	**$326,650**	**($42,131)**	**112.9%**	**$111,721**	

BEGINNING FUND BALANCE	**($1,498,852)**	**($1,498,852)**	**($1,498,852)**
ENDING FUND BALANCE	**($1,130,071)**	**($1,264,116)**	**($1,172,202)**

Attachment 1

Duncanville
City of Champions

ALL OTHER FUNDS

MONTHLY FINANCIAL REPORT

Prepared by
FINANCIAL SERVICES DEPARTMENT

SPECIAL REVENUE FUNDS AS OF SEPTEMBER 30, 2021

BEGINNING FUND BALANCE	Fund/ACCT Type	FY 2021 Actuals	FY 2021 Revised Budget	YTD Available Budget	FY to Date Actual % of Budget	ENDING FUND BALANCE
$889,835	008 - COMPREHENSIVE SELF INSURANCE					
	Revenue	$467,928	$469,205	$1,277	99.73%	
	Expense	($493,491)	($535,700)	($42,209)	92.12%	
	008 - COMPREHENSIVE SELF INSURANCE Total	**($25,563)**	**($66,495)**	**($40,932)**	**38.44%**	**$864,272**
$214,298	013 - GRANT & DONATIONS FUND					
	Revenue	$343,477	($0)	($343,477)		
	Expense	($305,368)	($392,110)	($10,129)	77.88%	
	013 - GRANT & DONATIONS FUND Total	**$38,109**	**($392,110)**	**($353,605)**	**-9.72%**	**$252,407**
$257,667	033 - TAX INCREMENT FINANCING FUND					
	Revenue	$95,612	$95,612	($0)	100.00%	
	Expense	($0)	($2,750)	($2,750)	0.00%	
	033 - TAX INCREMENT FINANCING FUND Total	**$95,612**	**$92,862**	**($2,750)**	**102.96%**	**$353,279**
$27,463	050 - ABANDONED ASSET FORFEITURE					
	Revenue	$3	$1,300	$1,297	0.21%	
	Expense	($9,920)	($0)	$9,920		
	050 - ABANDONED ASSET FORFEITURE Total	**($9,917)**	**$1,300**	**$11,217**	**-762.87%**	**$17,546**
$130,251	051 - STATE ASSET FORFEITURE FUND					
	Revenue	$9,083	$5,500	($3,583)	165.15%	
	Expense	($4,767)	($20,000)	($15,233)	23.84%	
	051 - STATE ASSET FORFEITURE FUND Total	**$4,316**	**($14,500)**	**($18,816)**	**-29.76%**	**$134,567**
$143,617	052 - FEDERAL ASSET FORFEITURE FUND					
	Revenue	$79,865	$30,000	($49,865)	266.22%	
	Expense	($84,685)	($164,248)	($22,896)	51.56%	
	052 - FEDERAL ASSET FORFEITURE FUND Total	**($4,820)**	**($134,248)**	**($72,761)**	**3.59%**	**$138,797**

SPECIAL REVENUE FUNDS AS OF SEPTEMBER 30, 2021

BEGINNING FUND BALANCE	Fund/ACCT Type	FY 2021 Actuals	FY 2021 Revised Budget	YTD Available Budget	FY to Date Actual % of Budget	ENDING FUND BALANCE
$37,744	225 - COURT SECURITY FUND					
	Revenue	$10,691	$12,000	$1,309	89.09%	
	Expense	($1,017)	($30,366)	($29,349)	3.35%	
	225 - COURT SECURITY FUND Total	**$9,674**	**($18,366)**	**($28,040)**	**-52.67%**	**$47,418**
$299,518	230 - JUVENILE CASE MANAGER FUND					
	Revenue	$12,185	$19,500	$7,315	62.49%	
	Expense	($24,762)	($25,961)	($1,012)	95.38%	
	230 - JUVENILE CASE MANAGER FUND Total	**($12,577)**	**($6,461)**	**$6,303**	**194.65%**	**$286,941**
$33,562	235 - COURT TECHNOLOGY					
	Revenue	$9,456	$12,000	$2,544	78.80%	
	Expense	($8,016)	($970)	$7,046	826.40%	
	235 - COURT TECHNOLOGY Total	**$1,440**	**$11,030**	**$9,590**	**13.06%**	**$35,002**
$0	757 - EMERGENCY/ DISASTER RELIEF					
	Revenue	$1,258,229	($0)	($1,258,229)		
	Expense	($1,397,308)	($200,000)	$1,197,391	698.65%	
	757 - EMERGENCY/ DISASTER RELIEF Total	**($139,079)**	**($200,000)**	**($60,838)**	**69.54%**	**($139,079)**
$0	758 - AMERICAN RESCUE PLAN					
	Revenue	$4,801,199	($0)	($4,801,199)		
	Expense	($0)	($0)	($0)		
	758 - AMERICAN RESCUE PLAN Total	**$4,801,199**	**($0)**	**($4,801,199)**		**$4,801,199**

DEBT SERVICE AND CAPITAL PROJECT/REPLACEMENT FUNDS AS OF SEPTEMBER 30, 2021

BEGINNING FUND BALANCE	Fund/ACCT Type	FY 2021 Actuals	FY 2021 Revised Budget	YTD Available Budget	FY to Date Actual % of Budget	ENDING FUND BALANCE
$1,399,863	005 - DEBT SERVICE FUND					
	Revenue	$1,395,867	$1,410,657	$14,790	98.95%	
	Expense	($1,484,131)	($1,484,232)	($101)	99.99%	
	005 - DEBT SERVICE FUND Total	**($88,264)**	**($73,575)**	**$14,689**	**119.96%**	**$1,311,599**
$2,458,073	016 - FLEET REPLACEMENT FUND					
	Revenue	$648,384	$637,423	($10,961)	101.72%	
	Expense	($995,649)	($1,824,562)	($747,757)	54.57%	
	016 - FLEET REPLACEMENT FUND Total	**($347,265)**	**($1,187,139)**	**($758,717)**	**29.25%**	**$2,110,808**
$21,152	020 - STREET CONSTRUCTION CIP					
	Revenue	$268,250	$517,570	$249,320	51.83%	
	Expense	($76,005)	($362,935)	($286,930)	20.94%	
	020 - STREET CONSTRUCTION CIP Total	**$192,245**	**$154,635**	**($37,610)**	**124.32%**	**$213,397**
$21,043	024 - PARK CAPITAL IMPROV FUND					
	Expense	($0)	($0)	($0)		
	024 - PARK CAPITAL IMPROV FUND Total	**($0)**	**($0)**	**($0)**		**$21,043**
$380,686	025 - ALLEY IMPROVEMENTS FUND					
	Revenue	$150,000	$150,000	($0)	100.00%	
	Expense	($311,849)	($319,506)	($7,657)	97.60%	
	025 - ALLEY IMPROVEMENTS FUND Total	**($161,849)**	**($169,506)**	**($7,657)**	**95.48%**	**$218,837**
$20,960,223	026 - CAPITAL PROJECTS CONSTRUCTION					
	Revenue	$137,255	($0)	($137,255)		
	Expense	($1,222,250)	($1,967,036)	($477,098)	62.14%	
	026 - CAPITAL PROJECTS CONSTRUCTION Total	**($1,084,996)**	**($1,967,036)**	**($614,353)**	**55.16%**	**$19,875,228**
$407,972	031 - TRAFFIC IMPROVEMENT & SAFETY					
	Revenue	$1,775	($0)	($1,775)		
	Expense	($112,549)	($406,046)	($293,497)	27.72%	
	031 - TRAFFIC IMPROVEMENT & SAFETY Total	**($110,774)**	**($406,046)**	**($295,272)**	**27.28%**	**$297,198**

DEBT SERVICE AND CAPITAL PROJECT/REPLACEMENT FUNDS AS OF SEPTEMBER 30, 2021

BEGINNING FUND BALANCE	Fund/ACCT Type	FY 2021 Actuals	FY 2021 Revised Budget	YTD Available Budget	FY to Date Actual % of Budget	ENDING FUND BALANCE
$146,732	**032 - INFO TECH REPLACEMENT FUND**					
	Revenue	$127,472	$127,760	$288	99.77%	
	Expense	($168,406)	($240,200)	($71,794)	70.11%	
	032 - INFO TECH REPLACEMENT FUND Total	**($40,934)**	**($112,440)**	**($71,506)**	**36.41%**	**$105,798**

Attachment 1

OTHER ENTERPRISE FUNDS AS OF SEPTEMBER 30, 2021

BEGINNING FUND BALANCE	Fund/ACCT Type	FY 2021 Actuals	FY 2021 Revised Budget	YTD Available Budget	FY to Date Actual % of Budget	ENDING FUND BALANCE
$1,055,525	015 - DRAINAGE FUND					
	Revenue	$770,781	$779,150	$8,369	98.93%	
	Expense	($669,839)	($944,770)	($255,505)	70.90%	
	015 - DRAINAGE FUND Total	**$100,942**	**($165,620)**	**($247,135)**	**-60.95%**	**$1,156,467**
$750,224	019 - SANITATION FUND					
	Revenue	$3,945,861	$4,168,500	$222,639	94.66%	
	Expense	($4,141,359)	($4,383,187)	($121,204)	94.48%	
	019 - SANITATION FUND Total	**($195,498)**	**($214,687)**	**$101,435**	**91.06%**	**$554,726**

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