

Duncanville City Council Meeting Minutes
Regular Meeting
Tuesday, December 19, 2023

CALL TO ORDER

A regular meeting of the Duncanville City Council was called to order on Tuesday, December 19, 2023, at 6:00 p.m. in the Council Briefing Room at City Hall with a quorum to wit:

COUNCIL PRESENT:

Mayor Barry L. Gordon
Councilmember At-Large DeMonica Gooden
Councilmember Joe Veracruz
Councilmember Don McBurnett
Councilmember Jeremy Koontz
Councilmember Karen Cherry-Brown
Mayor Pro Tem Greg Contreras

COUNCIL ARRIVING AT:

COUNCIL ABSENT:

WORK SESSION / BRIEFING

1. DISCUSS AGENDA ITEMS

Mayor Gordon read the item into the record, and Interim City Manager Brown reviewed each item.

2. CITY COUNCIL CALENDAR

City Secretary Chiquita Taylor reviewed the council calendar.

3. BRIEFINGS / PRESENTATIONS

A. *Boards and Commissions Updates*

Request from Tyler Agee, liaison for Keep Duncanville Beautiful, and Jeremy Tennant, former liaison for Neighborhood Vitality Commission, to merge these two boards due to inability to achieve quorum and lack of membership interest.

Councilmember Gooden stated she would like to have a conversation with Neighborhood Vitality Commission before considering merging the board with Keep Duncanville Beautiful Commission. After discussion and input from Councilmembers McBurnett, Koontz, and Contreras, council agreed to wait at least a year before considering merging the boards.

Request from Alex Hamby, liaison for the Arts Commission, to move murals from Keep Duncanville Beautiful to the Arts Commission. We have met with Keep Duncanville Beautiful liaison Tyler Agee on this proposal, and he is agreeable to the change if approved.

Art Commission Chair, Ron Thompson briefed the council on this proposal. The council agreed to move forward with moving murals to Arts Commission.

B. *Council to consider selecting three members to serve on the Charles F. Ladd Nature Preserve Master Plan RFQ evaluation committee.*

The committee members for RFQ Master Plan evaluation committee are Councilmembers Koontz, Contreras, and Veracruz. Chief Purchasing Officer Elton Brock explained the procurement process. He stated we received nine proposals and need to go through the process of ranking them. Three staff members will also be participating.

Mayor Gordon recessed the Briefing Session at 6:58 p.m. for the City Council to convene into Executive Session.

EXECUTIVE SESSION

The Executive Session was called into session at 6:58 p.m., and Attorney Joseph Gorfida, Jr., attending for City Attorney Hager, read the item into record.

The Council closed the Executive Session at 7:10 p.m.

1. ***The City Council shall convene into closed executive session pursuant to Sections 551.071, 551.076 and 551.089 of the Texas Gov't Code, to deliberate and consider the status of FY2021-2022, and to consider past and current auditor and audits; and, regarding security of municipal funds deployment and implementation of security measures and internet transactions, payment and banking security and related topics; and, to seek legal advice from the City Attorney regarding the same and take necessary action***

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

The City Council convened into Regular Session in the Council Chambers at 7:18p.m. with Mayor Gordon presiding.

Councilmember Koontz delivered the Invocation.

Mayor Gordon led the Pledge of Allegiance and Texas Pledge.

1. REPORTS

A. Mayor's Report.

Councilmember Don McBurnett made a motion to approve the request by Mayor Gordon to exceed the three-minute limit, Councilmember At-Large DeMonica Gooden seconded the motion. The vote was cast 7 for, 0 against.

Mayor Gordon updated citizens on the Joe V's Smart Shopper location, which is opening in late 2024, the Best Southwest Mayors meeting held on December 12th, and cyber fraud and Artificial Intelligence.

He congratulated the Duncanville Football Team on winning the State Championship. The dates of the parade will be arranged at a later date.

Wished all a happy holiday!

B. Councilmembers' Reports

Councilmember Gooden congratulated the Duncanville Panthers football team on back-to-back state championships. The Arts Commission had a holiday mixer and stated it was a job well done. She thanked Duncanville citizens for their support and wished everyone Happy Holidays!

Councilmember McBurnett congratulated the Duncanville Panthers on their championship. Thanks council and staff for what they are doing and will continue to do.

Councilmember Koontz gave an update on the Housing Finance Corporation summit he attended. He thanked the council for allowing him to serve on the Board. He commended the Parks department on Family Game Night.

C. City Manager's Report.

Councilmember Don McBurnett made a motion to approve request by ICM Brown to exceed the three-minute limit, Councilmember At-Large DeMonica Gooden seconded the motion. The vote was cast 7 for, 0 against.

Mr. Brown commended the Police Department on the success of this year's

Santa Cop Program. They made deliveries to thirty-five families making this the largest one yet.

He introduced Richard Jackson as the new Managing Director of Fiscal Services.

Mr. Brown thanked City Managers from various cities for their assistance during his time as Interim City Manager. He thanked the city council, staff and specifically Dennis Baldwin, Interim Finance Director, Elton Brock, Dennis Hickman, and Finance team, Jennifer Otey, Budget Administrator, and David Kees, Interim Assistant City Manager. He also thanked his wife for her support during this time.

2. PROCLAMATIONS AND PRESENTATIONS

A. *Recognition of Keep Duncanville Beautiful Winter 2023 Curb Appeal Residential Properties.*

Presented by Tyler Agee, Assistant Director of Parks and Recreation.

B. *Presentation of the Keep Duncanville Beautiful Winter 2023 Business Beautification Award Plaque and Proclamation to Alfonso's Breakfast Burritos located at 306 N. Cedar Ridge Dr.*

Presented by Tyler Agee.

C. *Recognize the award recipients of the 2023 Christmas Parade float contest.*

Presented by Angela Owens, City Events Planner
Best Float - Charlton Methodist Medical Center
Best Use of Lights - Duncanville Girls Softball Association
Grand Marshal's Choice - Duncanville Parks and Recreation Advisory Board

3. CITIZENS' INPUT

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

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

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

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

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

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

No citizen comments

4. CONSENT AGENDA

Mayor Gordon requested City Secretary Taylor read the Consent Agenda Items.

- A. *Consider the Minutes for the December 5, 2023 City Council Regular Meeting.*
- B. *Consider a Resolution authorizing a sole source agreement with Stryker Corporation for annual maintenance, service repairs and parts for the LifePak 15 cardiac monitoring/defibrillator devices and Lucas chest compression devices in the expenditure amount of \$55,282.80.*
- C. *Consider a Resolution approving a Beverage Agreement with Coca-Cola Refreshments, USA, Inc. for the beverage rights at the Duncanville Fieldhouse.*
- D. *Consider an Ordinance creating Classified Positions under Civil Service in the Police and Fire Departments; providing for a Pay Scale under Civil Service; repealing all Ordinances in conflict herewith; and, providing a severability clause; providing a repealing clause.*
- E. *Consider a Resolution authorizing a cooperative purchasing agreement with OMNIA Partners; and authorizing a contract with Fastenal for the purchase of Maintenance, Repair, and Operations Supplies and Related Services through OMNIA Partners Contract R192001 for a one-year term, with the option to renew up to four additional one-year terms, in an estimated amount not to exceed \$275,000.00, subject to appropriation.*
- F. *Consider a Resolution awarding a bid and authorizing a purchasing agreement with Versalift Southwest, LLC, for a Versalift VST-40-MHI Bucket Truck on a 2023 Chevrolet 5500 chassis in the expenditure amount of \$168,586.86.*
- G. *Consider an Ordinance amending the FY 2023-2024 budget by appropriating fund balance resources to replenish funds utilized for an emergency purchase of Uninterrupted Power Supply (UPS) equipment and amending expenditures.*
- H. *Consider a resolution requesting to extend the original Council authorization of \$90,000 by an additional \$33,100.00 to support the current year's audit. Funding for the requested action is contained in the current year's budget by adjusting departmental expenditures.*

Councilmember McBurnett asked what the company is currently doing for us. ICM Brown introduced the new Managing Director of Finance Richard Jackson. Mr. Jackson stated at the time the contract was started, they worked on bank reconciliations, and other items identified by the Finance department. This was due to the massive amount of turnover in the Finance department. Upon revisiting, we realized we needed additional expenditures for the additional invoices coming in and what we would be needing for the Bey Accounting Firm. This included a combination of support, answering and training in respect to Munis. Most particularly items related to the audit. Additional funds are a combination of additional invoices and expenses related to the audit. Fiscal Services Manager Denise Hickman stated when the \$90,000 was requested, we did not have a Managing Director. We now have a mandatory Munis update that must be done. Chief Information Officer Gwendolyn Spencer stated Bey accounting has implemented Munis successfully in other cities. We need to update with the patches from Munis. This has been scheduled for the week before January 15th. The experience from Bey is necessary to get Munis with the new updates working properly. Mayor Gordon along with Councilmember McBurnett requested a monthly update on the Munis update.

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

5. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. *Take any necessary action as a result of the Executive Session.*
No action as a result of executive session.

6. STAFF AND BOARD REPORTS

A. *Receive the Fiscal Year 2022-2023 Fourth Quarter Investment Report as of September 30, 2023.*

Denise Hickman introduced Tim Pinion with Valley View Consulting who reviewed this item.

B. *Receive the Monthly Financial Report as of October 31, 2023.*

Mr. Jackson relayed the report submitted is in draft form. We will be presenting a Financial Report on a monthly basis going forward.

The item was presented by Budget Administrator Jennifer Otey.

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

Presented by Director of Parks and Recreation Bart Stevenson.

Councilmember Contreras asked about I-20 improvements. Mr. Stevenson stated they are complete with fencing needing to be moved. Mr. Contreras is glad to hear we are renting out our fields for soccer tournaments. Councilmember Koontz commended the Parks department on the lights in Armstrong Park.

D. *Receive the Library Quarterly Report*

Presented by Library Director Julio Vasquez.

ADJOURNMENT

The meeting was adjourned at 8:52 p.m.

APPROVED:


CITY SECRETARY