Duncanville City Council Meeting Minutes
Special Meeting
Thursday, May 26, 2022

CALL TO ORDER
A special meeting of the Duncanville City Council was called to order on Thursday, May 26, 2022, at 6:00 pm in the Council Chambers at City Hall with a quorum to wit:

COUNCIL PRESENT:	Mayor Barry L. Gordon
	Mayor Pro Tem Patrick Harvey – arrived at 7:58 p.m.
	Councilmember Joe Veracruz
	Councilmember Don McBurnett
	Councilmember Jeremy Koontz
	Councilmember Karen Cherry – via videoconference
	Councilmember Greg Contreras

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 Special Meeting in person and by video conference at 6:00 pm on Thursday, May 26, 2022 in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") in an effort to slow the spread of the Coronavirus (COVID-19) pandemic.

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.

Pursuant to City practice, Citizen Comments and Reports during Election Season, March 1st – May 7th, and during a Run-Off Election period are not broadcast or recorded.

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

- Submit a comment by 4:00 p.m. on Thursday, May 26, 2022.
- Email citysecretary@duncanville.com
- Email title: Public Comment – May 26th.
- First and Last Name; and address.
- State if you would like the Mayor to read your comment or if you would like to speak via ZOOM.
- *The City Secretary will still set a two-minute time limit on the comments as they are read.*

Register in advance for this webinar:
https://us02web.zoom.us/webinar/register/WN_tN0nm0qARNmCexe7i5DTGw

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.

1. CALL TO ORDER

Mayor Gordon stated Councilmember Cherry would be attending the meeting via videoconference and will be audio only.

Mayor Gordon moved citizen comments before Executive Session.

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.

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Christopher Price, 214 Cliffwood Drive – submitted a comment on development ideas.

Mayor Gordon recessed Regular Session at 6:07 p.m. for Council to convene into Executive Session.

Executive Session was called into session at 6:07 p.m.

2. EXECUTIVE SESSION

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

a. Pamela McAllister v. City of Duncanville Case No. 05-22-00451-CV in the Fifth Court of Appeals.
b. Legal issues involving Special Use Permits for Short Term Rentals under the Duncanville Comprehensive Zoning Ordinance and Code of Ordinance."

{Councilmember Cherry joined Executive Session 6:12 p.m.}
{Councilmember Koontz left Executive Session at 7:12 p.m.}

Mayor Gordon recessed Executive Session at 7:13 p.m.

Mayor Gordon reconvened Executive Session 7:16 p.m.

{Councilmember Koontz returned via phone at 7: 16 p.m.}
{Councilmember Koontz left at 7:58 p.m.}
{Mayor Pro Tem Harvey arrived at 7:58 p.m.}

Mayor Gordon closed Executive Session at 8:00 p.m.

Mayor Gordon reconvened Regular Session 8:08 p.m.

No action taken as result of Executive Session.

4. CITY MANAGER OVERVIEW OF BUDGET PROCESS AND ORGANIZATIONAL ALIGNMENT.

City Manager Ferrell-Benavides spoke on the budget process and Managing Director of Development Services Garcia presented the sales tax outlook.

City Manager Ferrell-Benavides discussed the organization structure, strategic pillars and goals, and organizational recommendations.

5. FY 22-23 BUDGET CALENDAR
Chief Innovation Officer Otey presented the item.

6. FY 20-21 BUDGET PERFORMANCE (REVENUE VS. EXPENDITURE)
Managing Director of Financial Services Atmore presented the item.

{Councilmember Cherry left the meeting at 8:56 p.m.}

Fund Balances for all Funds-FY 20-21

AUDITED END-OF-YEAR FUND BALANCES- FY 2021					
FUND #	FUND DESCRIPTION	FY 2022-EST BEG FUND BAL	FY 2021-AUDITED ENDING BUND BAL.	DIFF	NOTES
001	GENERAL FUND	15,362,930	15,256,108	106,822	Audit Adj.
002	UTILITY FUND	13,787,991	15,027,844	(1,239,853)	Auditors included Fixed Assets and Fund 017
005	DEBT SERVICE FUND	1,385,475	1,385,475	-	
008	COMPREHENSIVE SELF INS	762,925	762,923	2	
010	HOTEL TAX FUND	2,731,473	2,731,474	(1)	
012	ECONOMIC DEVELOPMENT	5,013,634	5,013,633	1	
013	GRANTS & DONATION FUND	306,889	306,890	(1)	
015	DRAINAGE FUND	1,133,367	1,125,664	7,703	
016	FLEET REPLACEMENT FUND	2,110,810	2,110,807	3	
017	UTILITY CAPITAL PROJECTS	(143,641)		(143,641)	Included in Fund 002
019	SANITATION FUND	838,839	838,612	227	
020	STREET CIP FUND	195,745	195,745	-	
021	PAVING ASSESSMENT FUND	-	-	-	
024	PARKING CIP FUND	21,043	21,043	-	
025	ALLEY IMPROVEMENT FUND	218,837	218,837	-	
026	CAPITAL PROJECTS CIP	19,771,548	19,771,548	-	
031	TRAFFIC IMPROVEMENT & SAFETY	243,522	243,522	-	
032	INFO TECH REPLACEMENT FUND	105,798	105,798	-	
033	TAX INCREMENT FINANCING FUND	353,279	353,279	-	
050	ABANDONED ASSET FORFEITURE FUND	88,875	391,560	(302,685)	Auditors combined funds 50,51&52
051	STATE ASSET FORFEITURE FUND	134,567	-	134,567	
052	FEDERAL ASSET FOREITURE FUND	138,119	-	138,119	
225	COURT SECURITY FUND	47,418	47,419	(1)	
230	JUVENILE CASE MANAGER	16,941	16,943	(2)	
235	COURT TECHNOLOGY	35,002	35,003	(1)	
456	FIELDHOUSE	(1,696,789)	(1,408,819)	(287,970)	Auditors included Capital Assets and Debt
757	EMERGENCY/DISASTER RELIEF FUND	(139,079)	(139,079)	-	
758	ARPA FUND	4,801,199	222	4,800,977	For Accrual statements booked as Def. Revenue
	TOTALS	67,626,717	64,412,451	3,214,266	

7. FY 21-22 END OF YEAR PROJECTIONS (REVENUE VS. EXPENDITURE)
Managing Director of Financial Services Atmore presented the item.

FY22 Adopted vs FY 22 End of Year Projection – General Fund Revenue

GENERAL FUND REVENUES	FY 2021-22 YTD ACTUAL	FY 2021-22 ADOPTED BUDGET	FY 2021-22 EOY PROJECTION	VARIANCE %
Revenue				
50 - PROPERTY TAXES	18,367,561	18,614,836	18,569,836	
51 - SALES & OTHR TAXES	3,635,503	8,413,523	9,322,979	
52 - PERMITS & LICENSES	849,988	1,395,050	1,427,000	
53 - FINES & FEES	174,232	476,730	313,100	
54 - INTERGOVERNMENTAL	52,324	165,000	182,500	
55 - INTEREST	36,859	150,000	67,700	
56 - FRANCHISE FEE REV	681,423	1,710,000	1,739,000	
57 - CHARGES FOR SERVICES	137,496	283,000	265,300	
58 - TRANS FROM OTHR FUND	2,036,394	2,715,194	2,715,194	
59 - OTHER SOURCES	332,879	386,600	422,000	
Grand Total	26,304,658	34,309,933	35,024,609	2.08%

- EMS Settlement costs in Fines and Fees in 2021

FY22 Adopted vs FY 22 End of Year Projection
General Fund Expenses

GENERAL FUND EXPENSES	FY 2021-22 YTD ACTUAL	FY 2021-22 ADOPTED BUDGET	FY 2021-22 EOY PROJECTION	VARIANCE %
0101 - GENERAL GOVERNMENT	(2,183,947)	(3,552,575)	(3,779,183)	
0102 - FISCAL SERVICES	(823,341)	(1,314,718)	(1,387,507)	
0103 - NEIGHBORHOOD & PLANNING SVCS	(657,473)	(1,148,058)	(1,293,064)	
0104 - PARK AND RECREATION	(1,845,843)	(4,018,187)	(4,050,437)	
0105 - POLICE	(6,323,574)	(10,181,357)	(10,336,624)	
0106 - PUBLIC WORKS	(2,084,386)	(6,085,330)	(6,150,412)	
0107 - FIRE	(4,638,549)	(7,376,358)	(7,298,820)	
0108 - NON DEPARTMENTAL	(1,503,687)	(3,133,132)	(1,850,022)	
Grand Total	**(20,060,801)**	**(36,809,715)**	**(36,146,068)**	**-1.80%**

FY22 Adopted vs FY 22 End of Year Projection
General Fund Expenses

GENERAL FUND EXPENSES	FY 2021-22 YTD ACTUAL	FY 2021-22 ADOPTED BUDGET	FY 2021-22 EOY PROJECTION	VARIANCE %
001 - GENERAL FUND				
60 - SALARY AND BENEFIT	13,782,166	21,960,830	22,045,864	
72 - SUPPLIES	600,964	1,835,678	1,893,087	
73 - CONTRACT & PROF SVCS	2,817,854	7,320,849	7,704,320	
74 - MAINT & REPAIR SVCS	338,178	715,683	758,887	
75 - UTILITIES	439,868	922,676	946,828	
76 - CAPITAL OUTLAY	105,524	163,085	162,935	
77 - DEBT SERVICES	60,129	60,057	60,057	
78 - TRANS TO OTHR FUNDS	1,776,404	3,460,456	2,198,598	
79 - OTHR EXP/FINANCE USE	139,714	370,402	375,492	
Grand Total	**$20,060,801**	**$36,809,715**	**$36,146,068**	**-1.80%**

- Reduced Transfer to Streets CIP to $150,000. Adopted Budget was $1.380 Mil.

FY22 Adopted vs FY 22 End of Year Projection
Utility Fund Revenue

UTILITY FUND REVENUES	FY 2021-22 YTD ACTUAL	FY 2021-22 ADOPTED BUDGET	FY 2021-22 EOY PROJECTION	VARIANCE %
Revenue				
53 - FINES & FEES	1,085	5,000	2,500	
54 - INTERGOVERNMENTAL	(0)	600	600	
55 - INTEREST	10,621	32,000	17,000	
57 - CHARGES FOR SERVICES	9,844,053	17,953,946	16,973,000	
59 - OTHER SOURCES	284,498	34,550	300,169	
Grand Total	**10,140,257**	**18,026,096**	**17,293,269**	**-4.07%**

Outstanding collections of water charges were due to waiving late fees and cutoffs. Cutoffs resumed in April 4th 2022.

FY22 Adopted vs FY 22 End of Year Projection Utility Fund Expenses

UTILITY FUND EXPENSES	FY 2021-22 YTD ACTUAL	FY 2021-22 ADOPTED BUDGET	FY 2021-22 EOY PROJECTION	VARIANCE %
002 - WATER/SEWER UTILITY FUND				
60 - SALARY AND BENEFIT	(1,273,718)	(2,300,829)	(2,300,829)	
72 - SUPPLIES	(148,202)	(475,800)	(489,036)	
73 - CONTRACT & PROF SVCS	(5,182,363)	(9,430,662)	(9,476,628)	
74 - MAINT & REPAIR SVCS	(178,224)	(338,385)	(338,385)	
75 - UTILITIES	(43,071)	(121,416)	(121,416)	
76 - CAPITAL OUTLAY	(0)	(21,368)	(21,368)	
77 - DEBT SERVICES	(0)	(0)	(0)	
78 - TRANS TO OTHR FUNDS	(2,395,607)	(7,527,483)	(5,527,483)	
79 - OTHR EXP/FINANCE USE	(3,605)	(19,085)	(19,160)	
Grand Total	(9,224,791)	(20,235,028)	(18,294,305)	-9.59%

- Transfer to CIP Projects – reduced to $3 Million

FY22 Adopted vs FY 22 End of Year Projection Fieldhouse Fund Revenue

FIELDHOUSE FUND REVENUES	FY 2021-22 YTD ACTUAL	FY 2021-22 ADOPTED BUDGET	FY 2021-22 EOY PROJECTION	VARIANCE %
Revenue				
53 - FINES & FEES	2	(0)	(0)	
57 - CHARGES FOR SERVICES	527,522	1,206,500	1,271,750	
58 - TRANS FROM OTHR FUND	515,375	538,475	538,475	
59 - OTHER SOURCES	79,036	140,000	130,000	
Grand Total	1,121,935	1,884,975	1,940,225	2.93%

Dollar amount to pay debt is $1.5 million and the amount needed to cover the deficit is $1.6 million.

FY22 Adopted vs FY 22 End of Year Projection Fieldhouse Fund Expense

FIELDHOUSE FUND EXPENSES	FY 2021-22 YTD ACTUAL	FY 2021-22 ADOPTED BUDGET	FY 2021-22 EOY PROJECTION	VARIANCE %
456 - FIELDHOUSE				
60 - SALARY AND BENEFIT	(308,451)	(600,436)	(528,066)	
72 - SUPPLIES	(133,490)	(195,276)	(246,750)	
73 - CONTRACT & PROF SVCS	(147,260)	(359,483)	(417,953)	
74 - MAINT & REPAIR SVCS	(50,458)	(69,634)	(77,713)	
75 - UTILITIES	(43,572)	(107,000)	(111,704)	
76 - CAPITAL OUTLAY	(0)	(6,000)	(6,000)	
77 - DEBT SERVICES	(515,825)	(538,975)	(538,975)	
78 - TRANS TO OTHR FUNDS	(2,925)	(3,900)	(3,900)	
79 - OTHR EXP/FINANCE USE	(926)	(2,500)	(2,500)	
Grand Total	(1,202,908)	(1,883,204)	(1,933,561)	2.67%

FY22 Adopted vs FY 22 End of Year Projection
Economic Development Fund

ECONOMIC DEVELOPMENT FUND	FY 2021-22 YTD ACTUAL	FY 2021-22 ADOPTED BUDGET	FY 2021-22 EOY PROJECTION	VARIANCE %
Revenue	1,193,124	2,781,174	3,081,326	
Expense	(947,551)	(1,830,881)	(3,352,164)	
Grand Total	**245,573**	**950,293**	**(270,838)**	**-128.50%**

- Sales Tax increase x%
- Grant Incentive - $1.7 Mil

FY22 Adopted vs FY 22 End of Year Projection
Drainage Fund

DRAINAGE FUND	FY 2021-22 YTD ACTUAL	FY 2021-22 ADOPTED BUDGET	FY 2021-22 EOY PROJECTION	VARIANCE %
Revenue	574,947	841,000	841,000	
Expense	(195,475)	(1,933,214)	(1,656,685)	
Grand Total	**379,472**	**(1,092,214)**	**(815,685)**	**-25.32%**

- Revenue projection unchanged
- High priority drainage projects – CIP kick off in FY22

FY22 Adopted vs FY 22 End of Year Projection
Sanitation Fund

SANITATION FUND	FY 2021-22 YTD ACTUAL	FY 2021-22 ADOPTED BUDGET	FY 2021-22 EOY PROJECTION	VARIANCE %
Revenue	2,305,007	4,168,500	4,120,500	
Expense	(1,979,732)	(4,453,612)	(4,460,663)	
Grand Total	**325,275**	**(285,112)**	**(340,163)**	**19.31%**

8. CONSTRUCTION PROJECTS UPDATE
Chief Innovation Officer Otey presented the item.

9.

APPROVED:

MAYOR

ATTEST:

CITY SECRETARY