

Duncanville City Council Meeting Minutes
Special Meeting
Tuesday, July 7, 2020

CALL TO ORDER

A special meeting of the Duncanville City Council was called to order on Tuesday, July 7, 2020, at 6:02 p.m. via videoconference with a quorum to wit:

COUNCIL VIA VIDEO
CONFERENCING:

Mayor Barry L. Gordon
Councilmember Joe Veracruz
Councilmember Don McBurnett
Councilmember Monte Anderson
Councilmember Mark D. Cooks
Councilmember Johnette Jameson – arrived at 5:25 p.m.
Councilmember At-Large Patrick Harvey

COUNCIL ABSENT:

STAFF VIA VIDEO
CONFERENCING:

IT Director Tracy Beekman
City Secretary Kristin Downs
City Attorney Robert Hager

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 by Office of the Governor on June 12, 2020, the City Council for the City of Duncanville, Texas will conduct a City Council Regular Meeting by video conference at 6:00 pm on Tuesday, May 19, 2020, 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 video conference. There will be no public access to a physical location.

To submit public comments, email citysecretary@duncanville.com and title the email “Public Comment – July 7th”. All public comments submitted by 4pm on Tuesday, July 7, 2020 will be provided to the City Council members and entered into the record for the July 7, 2020 City Council Special Meeting.

Register in advance for this webinar:
https://us02web.zoom.us/webinar/register/WN_A3ms_KePQTa3jdxj5Hk8ig

After registering, you will receive a confirmation email containing information about joining the webinar. The registration email will provide you with a telephone number to call in if needed.

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**
- 2. **Receive Public Comments (see above comments).**

RueNette Chambers – provided positive feedback on Code Enforcement in Hollywood Park.
Bobby Roddy - provided positive feedback on Code Enforcement in Hollywood Park.
Margaritta Brooks - provided positive feedback on Code Enforcement in Hollywood Park.
Dr. Pamela Grayson, 905 Fairbanks Circle – spoke on harassment by Code Enforcement, speeding on Barrymore, and tagging in the neighborhood.

- 3. **To deliberate and determine a Process Plan for the City Manager Position with Executive Search Firm SGR. Deliberation of such Process Plan will include the following general topics:**
 - **Scope of Services**
 - **Point of Contact**
 - **Timeline of Events**
 - **Brochure**
 - **Advertisements**

Margie Rose, SGR provided Council the following; scope of services, point of contact, timeline of events, advertisements, and the brochure.

Council provided feedback on how they would like the brochure to look and their expectations of Ms. Rose and SGR.

Mayor Gordon recessed the Regular Session at 6:38 p.m.

Mayor Gordon reconvened the Regular Session at 6:40 p.m.

Mayor Gordon recessed the Regular Session at 7:35 p.m. for City Council to convene into Executive Session.

4. **The City Council may convene into closed executive session under Section 551.071 and 551.074 to seek legal advice from the City Attorney or to deliberate a personnel matter concerning the hiring assignment or evaluation of an employee to wit City Manager.**

Executive Session was called into order at 7:43 p.m.

The Council closed the Executive Session at 8:01 p.m.

Regular Session was called into order at 8:04 p.m.

Mayor Gordon read the Executive Session wording.

5. **Action by Minute Entry.**

Motion to approve a Process Plan based on the topic noted in agenda item 3.

City Attorney Hager read the motion:

Motion to approve a Process Plan for selection of the City Manager with SGR which shall include:

- | | |
|-----------------------------|---|
| a) Scope of services | Initial screening and review based on SGR Tier System Triage of Applications. |
| b) Point of Contact | To all seven councilmembers with carbon copy City Secretary; state any reply date back to SGR |
| c) Timeline | Standard after selection, SGR timeline launch date subject to any future agreements. |
| d) Brochure | Shall include the following subjects <ul style="list-style-type: none">• Tree City• Historical reference to community founding in 1840's• District 4 and 5 fully described• Hwy 408 / Clark Road to be an arterial road• Take out date of construction of municipal library and fieldhouse• TIF – not a PID• Pictures of natural beauty/tree/open space park land• Diversity of citizen and economy• Family oriented pictures – youth sports/Kidsville/community events• DuncanSwitch – street market• Rail station• Walkability /Bike Trials• Small/local business• Highly Rate school district with superintendent trustee leadership• Editorial comments of Mayor, bond and Hwy 67 |
| e) Advertising | ICMA, TX Standard included per contract plus NLC and OKML |

f) **Miscellaneous**

- Five years of City Manager or Assistant City Manager in comparable or larger City.
- BA Required
- Master's degree preferred

Mayor Pro Tem Don McBurnett made a motion to approve the item as stated, Councilmember Joe Veracruz seconded the motion. The vote was cast 6 for, 0 against (At-Large Councilmember Patrick Harvey, absent). Items passed.

ADJOURNMENT

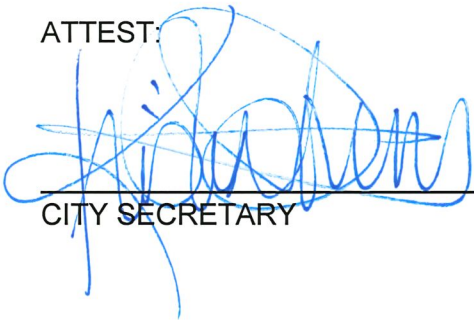
The meeting was adjourned at 8:10 p.m.

APPROVED:



MAYOR

ATTEST:



CITY SECRETARY