



Duncanville
City of Champions
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Duncanville City Council Meeting Agenda
City Council Briefing Room and City Council Chamber
Duncanville City Hall
203 E. Wheatland Road
Duncanville, TX 75116
(972) 780-5017

Tuesday, November 1, 2016
6:00 P.M. – Work Session/Briefing
7:00 P.M. – Regular Session

City of Duncanville City Council meetings are available to all persons regardless of disability. 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.

WORK SESSION/BRIEFING

1. DISCUSS AGENDA ITEMS

2. BRIEFINGS / PRESENTATIONS

- A. Discuss the December and January City Council Regular Meeting dates.

EXECUTIVE SESSION

1. The City Council shall convene into Executive Session pursuant to Section 551.074 of the Texas Government Code, Personnel Matters, to discuss appointments to the Duncanville Community and Economic Development Corporation Board and the Planning and Zoning Commission.

REGULAR SESSION – CONVENE INTO THE COUNCIL CHAMBERS (7:00 P.M.)

CALL TO ORDER

INVOCATION – Rev. Jeff Bergeron, New Life in Christ Lutheran

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. Proclamation recognizing November 6-12, 2016 as Animal Shelter Appreciation Week.
- B. Proclamation in recognition of Municipal Court Week, November 7-11, 2016.
- C. Proclamation designating November 4, 2016 as "Arbor Day" in Duncanville.

3. CITIZENS' INPUT

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 decision at this time. Issues may be referred to City Staff for research and possible future action.

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 the Minutes for the October 18, 2016 Regular City Council Meeting.
- B. Consider a Resolution of the City Council of the City of Duncanville, Texas, approving the terms and conditions of an Interlocal Agreement between the National Joint Powers Alliance "NJPA", providing for a Cooperative Purchasing Program for goods and services; designating the City Manager as official representative of the City of Duncanville relating to the program; authorizing the City Manager to execute the necessary documents; and providing an effective date.
- C. Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing the procurement of time and attendance software from Tyler Technologies through the National Joint Powers Alliance "NJPA" cooperative purchasing program, for the amount of fifty two thousand four hundred and seventy five dollars (\$52,475); authorizing the City Manager to execute the necessary documents; and, providing for an effective date.
- D. Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing the procurement of light-emitting diode (LED) illuminated street name signs from Consolidated Traffic Controls, Inc. through a Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Agreement in the expenditure amount of ninety three thousand seven hundred seventy seven dollars and thirty six cents (\$93,777.36); authorizing the City Manager to execute the necessary documents; and, providing an effective date.
- E. Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing the procurement of traffic signal cameras from Paradigm Traffic Systems, Inc. through the TASB BuyBoard Cooperative Purchasing Program, for the amount of one hundred thirteen thousand seven hundred sixty dollars (\$113,760.00), as set forth in the attached quote sheet, in Exhibit A; authorizing the City Manager to execute the appropriate purchase orders and other necessary documents; and, providing for an effective date.
- F. Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing the procurement of non-visual accessible pedestrian pushbuttons from Consolidated Traffic Controls, Inc. through a Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Agreement in the expenditure amount of

(\$74,889.44), as set forth in the attached quote sheet, Exhibit "A"; authorizing the City Manager to execute the appropriate purchase orders and other necessary documents; and, providing an effective date.

- G. Consider a Resolution of the City Council of the City of Duncanville, Texas, approving the terms and conditions of a professional engineering services agreement for the 2017 Partial Sanitary Sewer Evaluation Survey–Basin EA with Burgess & Niple, Inc., in the amount not to exceed sixty thousand and thirty two dollars (\$60,032.00); authorizing the City Manager to execute such agreement which is attached as Exhibit "A"; and, providing an effective date.
- H. Consider a Resolution of the City Council of the City of Duncanville, Texas, approving the terms and conditions of an agreement with Network Cabling Services, which is attached as Exhibit "A", for installation of cabling, IP cameras, and all necessary equipment at the Fieldhouse and in Armstrong Park in the amount of one hundred forty four thousand nine hundred sixty two dollars and ninety seven cents (\$144,962.97); authorizing the City Manager to execute such agreement; and, providing for an effective date.
- I. Consider a Resolution of the City Council of the City of Duncanville, Texas, awarding the Keep Duncanville Beautiful November 2016 Business Beautification Award to the Duncanville Chamber of Commerce located at 300 E Wheatland Road; and, providing an effective date.
- J. Consider a Resolution of the City Council of the City of Duncanville, Texas, awarding bid number IFB 16-20 and execute contract with A&M Construction and Utilities, Inc., attached as Exhibit "A", for the Summit Ground Storage Tank Protective Coating Rehabilitation, in the amount of nine hundred and forty nine thousand nine hundred dollars (\$949,900); authorizing the City Manager to execute such agreement; and, providing an effective date.

5. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. An Ordinance of the City of Duncanville, Texas, amending the Comprehensive Zoning Ordinance and Map, as heretofore amended, by repealing Ordinance No. 888, which established a planned development district, and development regulations in its entirety for the subject property only, and Ordinance No. 2195, which established a planned development district, and development regulations in its entirety; and, replace with a new planned development district and development regulations, site plan, landscape plan and elevations attached hereto as Exhibits "A" through "C", on Lots 1R, 2R and 3, Block A, Oak Leaf Medical Offices Replat, more commonly known as 407, 411 and 415 West Danieldale Road, respectively, in the City of Duncanville, Dallas County, Texas; providing a repealing clause; providing a savings clause; providing a severability clause; providing a penalty of a fine not to exceed the sum of two thousand dollars (\$2,000.00) for each offense; and, providing an effective date.
- B. Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing further development of a proposal to create a Tax Increment Financing (TIF) Reinvestment Zone on Camp Wisdom Road between Cockrell Hill Road and Duncanville Road, and on Duncanville Road between Camp Wisdom and Red Bird Lane, and on Main Street between Camp Wisdom and Red Bird Lane.
- C. Consider a Resolution of the City Council of the City of Duncanville, Texas, approving a twelve month agreement between the City of Duncanville and the Duncanville Chamber of Commerce awarding a hotel occupancy tax grant to the Duncanville Chamber of Commerce located at 300 E. Wheatland Road in the amount of \$14,400 for FY 16 -17, to serve as the Official Duncanville Visitor Center; authorizing the City Manager to execute said agreement; and, providing an effective date.

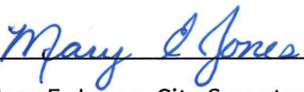
- D. Consider a Resolution of the City Council of the City of Duncanville, Texas, adopting the revised Capstones for the organization and the community, while discontinuing the "Five Bold Steps"; and, providing an effective date.
- E. Consider a Resolution of the City Council of the City of Duncanville, Texas, adopting the City of Duncanville City Council Travel Policy, defining necessary expenses for spouses of City Council members, defining a local event, defining a spouse, and providing an effective date.

6. STAFF AND BOARD REPORTS

- A. Receive the Fire Department Quarterly Report and Workplan Update.

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: **Friday, October 28, 2016 at 5:00 P.M.** and remained posted for at least two hours after said meeting was convened.



 Mary E. Jones, City Secretary

PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS MEETING ROOM WITH A HANDGUN THAT IS CARRIED OPENLY.

DE CONFORMIDAD CON LA SECCIÓN 30.07 DEL CÓDIGO PENAL (PREVARICACIÓN POR LICENCIATARIO CON UNA ARMA DE MANO LLEVADA ABIERTAMENTE), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411, CÓDIGO DE GOBIERNO (LEY DE LICENCIAS PARA PORTAR ARMAS), NO PUEDEN ENTRAR A LA SALA DE REUNIONES CON UNA ARMA DE MANO QUE SE PRACTICA ABIERTAMENTE.

“PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY HOLDER OF LICENSE TO CARRY A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUB-CHAPTER H, CHAPTER 411, GOVERNMENT CODE (CONCEALED HANDGUN LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN”

“DE ACUERDO CON LA SECCIÓN 30.06 DEL CÓDIGO PENAL (INGRESO SIN AUTORIZACIÓN DE UN PORTADOR DE UNA LICENCIA PARA LLEVAR UN ARMA CORTA OCULTA), UNA PERSONA CON LICENCIA SEGÚN EL SUBCAPÍTULO H, CAPÍTULO 411 DEL CÓDIGO DEL GOBIERNO (LEY PARA PORTAR ARMAS CORTAS OCULTAS), NO PUEDE INGRESAR A ESTA PROPIEDAD CON UN ARMA CORTA OCULTA”



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA TEM: B-1

TITLE:

Discuss Agenda Items

FY2015-2016 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- **Capstone 1:** Most engaged citizens in America
 - **Goal 1:** Achieve and sustain a healthy relationship between the organization's stakeholders.

STAFF REPRESENTATIVE:

Kevin Hugman, City Manager



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: B-2A

TITLE:

Discuss the December and January City Council Regular Meeting dates.

STAFF REPRESENTATIVE:

Kevin Hugman, City Manager



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: ES-1

TITLE:

The City Council shall convene into Executive Session pursuant to Section 551.074 of the Texas Government Code, Personnel Matters, to discuss appointments to the Duncanville Community and Economic Development Corporation Board and the Planning and Zoning Commission.

STAFF REPRESENTATIVE:

Kevin Hugman, City Manager



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-1A

TITLE:

Mayor's Report.

FY 2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- Capstone 1: Most engaged citizens in America

STAFF REPRESENTATIVE:

Kevin Hugman, City Manager



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-1B

TITLE:

Councilmembers' Reports.

FY2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- Capstone 1: Most engaged citizens in America

STAFF REPRESENTATIVE:

Kevin Hugman, City Manager



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-1C

TITLE:

City Manager's Report.

FY 2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- Capstone 1: Most engaged citizens in America

STAFF REPRESENTATIVE:

Kevin Hugman, City Manager



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-2A

TITLE:

Proclamation recognizing November 6-12, 2016 as Animal Shelter Appreciation Week.

FY 2016-2017 City Council Organizational Workplan:

- **CAPSTONE:** Most Engaged Citizens in America.
 - GOAL 2 – Maximize city and community resources to improve quality of life in a sustainable manner.
 - GOAL 3 – Project a credible organizational image, embodying professionalism, compassion, inclusivity, and pride; own our customers’ experiences and exceed their expectations.

STAFF REPRESENTATIVE:

Robert D. Brown, Jr., Chief of Police

BACKGROUND/HISTORY:

Nationwide there are approximately 78 million dogs and 90 million cats living in our communities that are an integral part of the quality of life. A significant portion of these pets and their owners rely on the assistance of animal shelters every year. Our animal shelter employees respond to these community needs by keeping animals and humans safe from harm. Animal shelter employees take stray or dangerous animals off the streets and out of harm’s way and provide comfort and care to animals that are homeless or abused. Our animal shelters help our community by returning lost pets to their owners, enforcing animal control laws, rescuing injured animals, educating the public and matching homeless animals with new loving families. We all have a responsibility to the animals in our community by being responsible pet owners and by providing support to our animal shelters with donations and encouragement.

POLICY EXPLANATION:

During Animal Shelter Appreciation Week, we call upon all citizens to recommit to the animals in our community with responsible pet ownership and support of local efforts to help homeless animals by reaching out to our Tri-City Animal Shelter with donations of items, time, support, or words of encouragement.

FUNDING SOURCE:

There is no cost associated with this Proclamation.

RECOMMENDATION:

This item is a presentation only and no action is required.

ATTACHMENTS:

Proclamation

- WHEREAS,** dogs and cats are an integral part of the quality of life of our community, with approximately 78 million dogs and 90 million cats living nationwide; and
- WHEREAS,** a significant portion of pets and pet owners need the help of animal shelters every year; and
- WHEREAS,** animal shelter employees, like police officers, fire personnel, and emergency medical personnel, must respond to the needs of the community, keeping animals and humans safe from harm; and
- WHEREAS,** animal shelters act as safe havens for homeless and abused animals, providing them with comfort and care; and
- WHEREAS,** animal shelters make communities better places to live, taking stray or dangerous animals off the streets and out of harms' way; and
- WHEREAS,** animal shelters help both animals and people in many ways: by returning lost pets to their owners, enforcing animal control laws, rescuing injured animals, educating the public, and matching homeless animals with loving new families,

NOW, THEREFORE, I, David L. Green, Mayor of the City of Duncanville, Texas do hereby proclaim November 6-12, 2016 as

ANIMAL SHELTER APPRECIATION WEEK

in the City of Duncanville in recognition of the Tri-City Animal Shelter for providing life-enhancing services to animals and people in our community and that we call upon all citizens to recommit to the animals in our community with responsible pet ownership and support of local efforts to help homeless animals by reaching out to our Tri-City Animal Shelter with donations of items, time, support, or words of encouragement.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Duncanville, Texas to be affixed this 1st day of November 2016.



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-2B

TITLE:

Proclamation recognizing, November 7-11, 2016 as Municipal Court Week.

FY 2016-2017 City Council Organizational Workplan:

- CAPSTONE: Most Engaged Citizens in America.
 - GOAL 2 – Maximize city and community resources to improve quality of life in a sustainable manner.
 - GOAL 3 – Project a credible organizational image, embodying professionalism, compassion, inclusivity, and pride; own our customers' experiences and exceed their expectations.

STAFF REPRESENTATIVE:

Richard Summerlin, Finance Director

BACKGROUND/HISTORY:

A proclamation will be presented recognizing the importance of Municipal Courts, the Rule of Law, and the Fair and Impartial Administration of Justice.

POLICY EXPLANATION:

There is no policy decision associated with this item.

FUNDING SOURCE:

There is no cost associated with this Proclamation.

RECOMMENDATION:

This item is a presentation only and no action is required.

ATTACHMENTS:

Proclamation

WHEREAS, municipal courts play a significant role in preserving public safety and promoting quality of life in Texas;

WHEREAS, more people come in contact with municipal courts than all other Texas courts combined and public impression of the Texas judicial system is largely dependent upon the public's experience in municipal court;

WHEREAS, the City of Duncanville hosts the Duncanville Municipal Court;

WHEREAS, state law authorizes a municipality to either appoint or elect a municipal judge for a term of office, the Duncanville Municipal Court is a state court and its judges are members of the state judiciary;

WHEREAS, the procedures for the Duncanville Municipal Court operations are set forth in the Texas Code of Criminal Procedure and other laws of the State of Texas;

WHEREAS, the City of Duncanville is committed to the notion that our legal system is based on the principle that an independent, fair, and competent judiciary will interpret and apply the laws that govern us and that judges and court personnel should comply with the law and act in a manner that promotes public confidence in the integrity and impartiality of the judiciary;

WHEREAS, Duncanville Municipal Judges are not policy makers for the City of Duncanville but are bound by the law and the Canons of Judicial Conduct and are required to make decisions independent of the governing body of the City Council, city officials, and employees;

WHEREAS, the City Council recognizes that the Constitution and laws of the State of Texas contain procedural safeguards in criminal cases for all defendants, including indigent defendants, and supports the Duncanville Municipal Court in complying with such legal requirements.

NOW, THEREFORE, I, David L. Green, Mayor of the City of Duncanville, Texas do hereby proclaim November 7-11, 2016 as

MUNICIPAL COURT WEEK

in Duncanville in recognition of the fair and impartial justice offered to our citizens by the Municipal Court of Duncanville.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Duncanville, Texas to be affixed this 1st day of November, 2016.



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-2C

TITLE:

Proclamation designating November 4, 2016 as “Arbor Day” in Duncanville.

FY 2016-2017 City Council Organizational Workplan:

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

STAFF REPRESENTATIVE:

Timothy Hamilton, Parks Superintendent/KDB Staff Liaison

BACKGROUND/HISTORY:

Citizens join together across the country to celebrate the benefits of community trees and the work accomplished to plant and maintain them. The State of Texas recognizes Arbor Day on the first Friday of November. By passing and reciting an official Arbor Day proclamation, public officials demonstrate their support for the community tree program and complete the requirements for becoming a Tree City USA!

POLICY EXPLANATION:

The City of Duncanville recognizes Arbor Day by Proclamation to fulfill Tree City USA requirements.

FUNDING SOURCE:

There is no cost associated with this Proclamation.

RECOMMENDATION:

N/A

ATTACHMENTS:

Proclamation

- WHEREAS,** in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- WHEREAS,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and
- WHEREAS,** Arbor Day is now observed throughout the nation and the world; and
- WHEREAS,** trees can reduce the erosion of our precious topsoil by wind and water, provide food for human consumption, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife; and
- WHEREAS,** trees are a renewable resource giving us paper, wood for our home, fuel for our fires and countless other wood products; and
- WHEREAS,** trees, wherever they are planted, are a source of joy and spiritual renewal; and
- WHEREAS,** the City of Duncanville has earned the rank of Tree City USA by the Arbor Day Foundation for 14 consecutive years.

NOW, THEREFORE, I, David L. Green, Mayor of the City of Duncanville, Texas do hereby proclaim November 4, 2016 as

ARBOR DAY

in the City of Duncanville, and I urge all citizens to support efforts to protect our trees and woodlands. I further urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Duncanville, Texas to be affixed this 1st day of November, 2016



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-3

TITLE:

CITIZENS' INPUT

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.



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-4A

TITLE:

Consider the Minutes for the October 18, 2016 Regular City Council Meeting.

FY 2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- Goal: N/A

STAFF REPRESENTATIVE:

Kevin Hugman, City Manager
Mary E. Jones, City Secretary

BACKGROUND/HISTORY:

N/A

POLICY EXPLANATION:

Section 551.021 of the Government Code provides as follows:

- (a) A Governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.
- (b) The minutes must:
 1. State the subject of each deliberation; and
 2. Indicate the vote, order, decision or other action taken.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Approve, amend, or correct the minutes of the October 18, 2016 Regular City Council Meeting.

ATTACHMENTS:

October 18, 2016 DRAFT Regular City Council Meeting Minutes

**DUNCANVILLE CITY COUNCIL MEETING MINUTES
REGULAR MEETING
TUESDAY, OCTOBER 18, 2016
DRAFT**

CALL TO ORDER

A regular meeting of the Duncanville City Council was called to order on Tuesday, October 18, 2016, at 6:00 p.m. in the Council Briefing Room at City Hall with a quorum to wit:

David L. Green	Mayor	
Dennis L. Schwartz	Councilmember, District 1	Absent
Steven Rutherford	Mayor Pro Tem, District 2	
Leslie Thomas	Councilmember, District 3	
Ron Dotson	Councilmember, District 4	Arrived at 6:10 p.m.
Johnette Jameson	Councilmember, District 5	
Patrick Harvey	Councilmember, At-Large	

WORK SESSION/BRIEFING ITEMS

Item No. B-1 Discuss Agenda Items

Mayor Green read the item into record and City Manager Hugman reviewed each item. Discussion included: Item 4A – copies of the revised minutes for the September 20th City Council Meeting were distributed; Item 4B – possible alternatives to Banner, cost to replace, and future updates; Item 4C – kiosks in City parks and facilities, i.e. advertising, nominal costs for electricity, contract clause to protect the City, and providing an additional method of promoting City events; Item 4D – Senior Center meals i.e. taste improvement over past few weeks; Item 4E – City’s 10%; Item 4F – KDB Business Beautification award policy to include non-profits and churches; Item 5A – limiting number of adults per room, definition of Boarding Homes vs Bed & Breakfast, current litigation in Austin, intent to keep Boarding Houses out, residential zoning laws, current homes in violation, establishing annual inspection schedule with homeowner bearing the cost/fee, parking, and wording suggested by City Attorney Hager; Item 5B – keeping the tree canopy; Item 5C -- event center planned for Wheatland Plaza i.e. 1,400 sq. ft., no alcohol, event hours, and only inside events, and Planning and Zoning requiring sound proofing; Item 5D – interest rate of 1.5% for a total savings of \$111,787 over same period; Item 5E – Civil Service nominee Lia Polk’s good reputation.

Item No. B-2A Receive an update on the proposed Tax Increment Financing (TIF) Reinvestment Zone from the Economic Development staff and Larry Cline Consulting, LLC.

Mayor Green read the item into record and Economic Development Director James introduced Larry Cline of Larry Cline Consulting, LLC. Mr. Cline provided an update on the proposed Tax Increment Financing (TIF) Reinvestment Zone and made a presentation to City Council on the status and next steps of the proposed Tax Increment Financing (TIF) Reinvestment Zones. Staff presented the proposed TIF Boundaries, Project Plan, and estimated TIF revenues. Discussion followed regarding method used to determine the area included in the TIF Reinvestment Zone, enhancement of property values, creating opportunity for redevelopment, the previous week’s Comprehensive Plan Commission Meeting open to the public, and concern that residents north of I-20 may not be in favor of redevelopment. Following discussion, City Council requested another meeting to further discuss the TIF as well as gain residents’ and property owners’ input.

The briefing session adjourned at 7:00 p.m.

REGULAR SESSION – CONVENE INTO THE COUNCIL CHAMBERS

The City Council convened into Regular Session in the Council Chambers at 7:05 p.m. with Mayor Green presiding.

The Invocation was led by Reverend Ginger Hertenstein, First Presbyterian Church Duncanville.

The Pledge of Allegiance and Texas Pledge were led by Mayor Green.

REPORTS

Item No. R-1A Mayor’s Report

Mayor Green spoke regarding Councilmember Schwartz’s absence due to his mother’s passing. The funeral is scheduled for Wednesday, at 9:30 a.m.

Item No. R-1B Councilmembers' Reports

There were no councilmember reports.

Item No. R-1C City Manger's Report

City Manager Hugman spoke regarding the award the City received for the repainting of the Clark Road water tower which was presented at the ICMA Conference.

PROCLAMATIONS AND PRESENTATIONS

Item No. R-2A Presentation by Mark Fox from the National Weather Service Office in Fort Worth, to the City of Duncanville as a Storm Ready Community.

Mayor Green read the item into record. Mark Fox of the National Weather Service in Fort Worth made a presentation to Fire Chief Sam Rohde, Assistant Fire Chief James Roote, and Emergency Management Operations Coordinator Tonya Hunter recognizing the City of Duncanville as a "Storm Ready Community", noting only 7% of all United States cities have received the recognition, and presented them with a "Storm Ready" plaque.

Item No. R-2B Proclamation designating October 29, 2016 as "Community In Unity" Day.

Mayor Green read the item into record and presented the proclamation designating Saturday, October 29, 2016 as "Community in Unity Day" in the City of Duncanville to Pastor Ginger Hertenstein, Pastor Russell Dotson and several other pastors from local churches. Pastor Dotson accepted the proclamation and announced the event would be held in Armstrong Park from 2:00 – 6:30 p.m. benefiting the Duncanville Outreach Ministries and promoting peace and building relationships. Assistant Police Chief Brian Heard noted that the Police Department is very excited to participate in the event as well as the opportunity to interact with the community.

CITIZENS INPUT

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 decision at this time. Issues may be referred to City Staff for research and possible future action.

Mayor Green read the item into record. The following spoke during the Citizens Input Period:

Preston Berg, 419 Allen Ave. – Spoke against the request for an "SU" Specific Use permit to allow the Party/Event Facility at 442 E. Wheatland Rd.

Linda Pool, 522 Allen Ave. – Spoke against the request for an "SU" Specific Use permit to allow the party/event facility at 442 E. Wheatland Rd. due to noise, signage and security.

Teresa Montgomery, 519 Allen Ave. – Spoke against the request for an "SU" Specific Use permit to allow the Party/Event Facility at 442 E. Wheatland Rd. since there are other party facilities available in town.

Deborah Brower Peach, 606 West Red Bird Lane – Spoke regarding the safety issues and overgrown bushes at the intersection close to the Thoroughbred Hills and Red Bird Lane and requested that the City address the issues.

Sharon Toups, 1219 Ridge Rock Lane – Spoke against the IH-20 Corridor redevelopment north of IH-20.

Wesley Jameson, 1214 Lady Lane – Spoke regarding the IH-20 Service Road and TIF and the need to provide the information to as many citizens as possible, the beauty of the area, and use of 4B funds for economic development.

Brad Toups, 1219 Ridge Rock Lane – Spoke against the IH-20 Corridor redevelopment north of IH-20 and concerns that it would destroy the beauty of the area as well as home grown businesses.

CONSENT AGENDA ITEMS

Mayor Green requested that City Secretary Jones read the Consent Agenda Items.

Item No. 4A Consider the minutes for the September 20, 2016, City Council Regular Meeting.

Item No. 4B Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing the payment to Xerox Government Systems, LLC, for software support and maintenance

for Banner Financial and Human Resources software from October 2015 to September 2016 in the amount of fifty-four thousand eight hundred eleven dollars and forty-five cents (\$54,811.45); authorizing the City Manager to execute the necessary documents and/or payment; and, providing for an effective date.

Item No. 4C Consider a Resolution of the City Council of the City of Duncanville, Texas, approving the terms and conditions of an Interlocal Cooperation Agreement and License and Use Agreement between the Duncanville Independent School District and City of Duncanville, Texas, for placement of Digital Interactive Kiosk systems on or in City of Duncanville property; authorizing the City Manager to execute the agreement; providing a severability clause; and, providing for an effective date.

Item No. 4D Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing the annual procurement of senior meal program services #14-27 with Visiting Nurse Association of Texas, in the unit amount bid through a City of Grand Prairie Cooperative Purchasing Agreement with an estimated annual expenditure amount of approximately fifty seven thousand nine hundred and thirty seven dollars and fifty cents (\$57,937.50); authorizing the City Manager to execute the necessary documents; and, providing for an effective date.

Item No. 4E Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing the application for the submission of and receipt of a grant from the Federal Emergency Management Agency, Assistance to Firefighters Grant, FY2016, funding the enhancement of four (4) cardiac monitoring/defibrillator systems, and four (4) CPR chest compression devices for the Fire Department, with a total grant value of \$254,000, of which the City of Duncanville contributes 10% in the form of \$25,400 cash match; and authorizing the City Manager as the authorized official to execute all documents in regard to the requested funds, which includes the power to apply for, accept, reject, alter or terminate the grant.

Item No. 4F Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing the procurement of a Wheeled Coach Ambulance from Siddons-Martin Emergency Group, L.L.C. through a Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Agreement in the expenditure amount of two hundred sixty thousand nine hundred twenty seven dollars (\$260,927.00); authorizing the City Manager to execute the necessary documents; and, providing an effective date.

Item No. 4G Consider a Resolution of the City Council of the City of Duncanville, Texas, approving and adopting the City of Duncanville Investment Policy.

Item No. 4H Consider a Resolution of the City Council of the City of Duncanville, Texas, adopting the revised Business Beautification Award Guidelines; and, providing for an effective date.

City Secretary Jones read the consent items into record. Councilmember Harvey made a motion to approve the Consent Agenda Items as read. Councilmember Jameson seconded the motion. The vote was cast 6 for, 0 against, with Councilmember Schwartz absent.

INDIVIDUAL CONSIDERATION

Item No. 5A Conduct a public hearing and consider an Ordinance of the City of Duncanville, Texas, amending the Code of Ordinances by adding a new Chapter 12C titled "Boarding and Group Home Facilities", setting forth regulations for boarding and group homes located within the city; providing definitions; providing requirements, qualifications, and fees for group home facilities; providing for owners and operators of group home facilities; providing for exemptions; providing for adoption of regulations; providing for location separation requirements; providing for reasonable accommodations; providing for parking requirements; providing a repealing clause; providing a severability clause; providing a savings clause; providing a penalty clause of fine not to exceed the sum of two thousand (\$2,000) dollars for each offense if the provision violated governs fire safety, public health, or sanitation; or, five hundred (\$500) dollars for all other offenses; and, providing for an effective date.

Mayor Green read the item into record. Public Works Director Hasler presented the item including the previously proposed ordinance which was found to protect a specific class that would be cumbersome to enforce while the ordinance being proposed now requires an "SUP"; and Group Homes, which are for persons with disabilities and require following state law and ADA requirements, vs Boarding Homes which will be prohibited.

Mayor Green opened the public hearing. The following spoke during the public hearing.

Wesley Jameson, 1214 Lady Lane – Commented on the concern for enforcement and asked who would be responsible for the oversight and enforcement of the regulations, and who would a citizen call to make a complaint?

Public Works Director Hasler responded that the responsibility would be with the Building Inspections and Code Enforcement offices as well as the Assistant City Manager who manages the Code Enforcement Department.

No one else spoke at the public hearing.

Councilmember Jameson made a motion to close the public hearing. Councilmember Harvey seconded the motion. The vote was cast 6 for, 0 against, with Councilmember Schwartz absent.

Councilmember Thomas made a motion to approve with the addition of a required annual inspection with a fee to be established by the City Council and instruct the City Attorney to investigate the legal feasibility of restricting to 2 people per room. Councilmember Jameson seconded the motion. Mayor Green requested the City Attorney read the full motion before the City Council. City Attorney Hager read the following: Motion to approved Ordinance No. 2283 with the addition of a new Section 12C which requires an inspection prior to issuance of a Certificate of Occupancy for the regulated facility as well as an annual inspection and the City Council shall establish by Resolution an appropriate fee for the inspection as established under the Ordinance. Clarification was made that the request to investigate the legal feasibility of restricting to 2 people per room is not part of the Ordinance and that it would need to be brought back for approval by the City Council.

At Councilmember Jameson's request, Staff and the City Attorney clarified the difference between a Boarding Homes and Group Homes including that Groups Homes are protected by the Fair Housing Act and Americans with Disabilities Act. There was no further discussion. The vote was cast 6 for, 0 against, with Councilmember Schwartz absent.

Item No. 5B *Conduct a Public Hearing and consider an Ordinance of the City of Duncanville, Texas, amending the Comprehensive Zoning Ordinance and map, as heretofore amended, to amend the existing "LR-2" Local Retail-2 zoning on Tract 3.1, Anderson Slayback Survey, Abstract 1299, Page 880, 2.58 acres, more commonly known as 835 East U.S. Highway 67, to include an "SUP" Special Use Permit to allow a Hotel (Less Than 120 Rooms) in the City of Duncanville, Dallas County, Texas, and being more particularly described in Exhibit A and Exhibit B, attached hereto and incorporated herein; providing 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.*

Mayor Green read the item into record and opened the public hearing and Public Works Direct Hasler presented the request to amend the existing zoning to include an "SUP" for a LaQuinta Inn hotel to be located at 83 E US Hwy 67 with plans to include 4 stories and 88 rooms for a total of 57,000 sq. ft. and 750 sq. ft. of meeting rooms; and the need for the "SUP" due to less than the required number of rooms as well as no full kitchen on site. Further details include excellent visibility, use consistent with the surrounding area, will provide a beneficial addition to US Hwy 67 and potential for redevelopment of the area; compatibility with the zoning; meets off-street parking, set back, and masonry requirements, and exceeds the landscape requirements including a buffer; no time limit on the "SUP"; and the recommendation for approval. Mr. Patel, owner of the project, was present for questions. No citizens spoke during the public hearing.

Mayor Green opened the floor for questions from City Council. Discussion included that staff and the owner's meetings had provided a clear understanding of the requirements. There was no further discussion. Councilmember Thomas made a motion to close the public hearing. Councilmember Harvey seconded the motion. The vote was cast 6 for, 0 against, with Councilmember Schwartz absent.

Councilmember Thomas made a motion to approve. City Attorney Hager noted that the motion should state that approval is with special conditions that are sited in the Ordinance. Councilmember Harvey seconded the motion. The vote was cast 6 for, 0 against, with Councilmember Schwartz absent.

Item No. 5C *Conduct a Public Hearing and consider an Ordinance of the City of Duncanville, Texas, amending the Comprehensive Zoning Ordinance and map, as heretofore amended, to amend the existing "LR-2" Local Retail-2 zoning on Block 1, Lot A and Abandoned Alley, Wheatland Plaza Shopping Center, more commonly known as 402 East Wheatland Road, Tenant Space 442, to include an "SU" Specific Use permit to allow a Party/Event Facility (Indoor Only) in the City of Duncanville, Dallas County, Texas, and being more particularly described in Exhibit A and Exhibit B, attached hereto and incorporated herein; providing 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.*

Mayor Green read the item into record and opened the public hearing. Public Works Director Hasler presented the request including the background, size of the space, uses i.e. children's parties, women empowerment training sessions, training volunteers and life coaching and renting to other individuals for private events, hours of operation, parking, occupancy, site plan of shopping center, floor plans for different types of party set-ups, and recommendations for approval from Planning and Zoning Commission and staff. Discussion included that the restroom meets requirements, suggested sunset provision to review after a year, and clarification that a public hearing would be required to revoke the "SU". City Attorney Hager noted that the comments made during the Citizens Public Forum regarding the item could be included in the minutes for this item. These include:

Preston Berg, 419 Allen Ave. – Spoke against the request for an "SU" Specific Use permit to allow the Party/Event Facility at 442 E. Wheatland Rd.

Linda Pool, 522 Allen Ave. – Spoke against the request for an "SU" Specific Use permit to allow the party/event facility at 442 E. Wheatland Rd. due to noise, signage and security.

Teresa Montgomery, 519 Allen Ave. – Spoke against the request for an "SU" Specific Use permit to allow the Party/Event Facility at 442 E. Wheatland Rd. since there are other party facilities available in town.

In addition, the following spoke during the public hearing:

Sheldon Silk, 14 Polo Court -- Spoke in favor of a provision for review after a year in business.

Theresa Montgomery, 519 Allen Ave. – Spoke again against the "SU" stating it's not a good fit for the neighborhood, other businesses in the shopping center close at 10:00 p.m., and agreed if approved that it should be reviewed after one year.

Councilmember Thomas made a motion to close the public hearing. Councilmember Harvey seconded the motion. The vote was cast 6 for, 0 against with Councilmember Schwartz absent.

Councilmember Thomas made a motion to not approve the request. Councilmember Harvey seconded the motion. Discussion followed regarding changing the environment and character of the area from a sleepy area, citizen's concerns regarding saturation of party facilities in Duncanville, and children's parties are historically not profitable. Clarification was made that voting for would be a vote to deny the request. The vote was cast 6 for, 0 against, with Councilmember Schwartz absent.

Item No. 5D Consider an Ordinance of the City of Duncanville, Texas, authorizing the issuance of "City of Duncanville, Texas, General Obligation Refunding Bonds (DCEDC), Series 2016A," specifying the terms and features of said bonds; levying a continuing direct annual ad valorem tax for the payment of said bonds; and resolving other matters incident and related to the issuance, sale, payment and delivery of said bonds, including the approval and execution of a Paying Agent/Registrar Agreement, and the approval and distribution of an Official Statement pertaining thereto; and, providing an effective date.

Mayor Green read the item into record. Finance Director Summerlin provided a brief presentation on the CITY OF DUNCANVILLE, TEXAS, GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016A" (the "Bonds"), including the savings of \$111,787 due to the favorable interest rates over the balance of the same period as the current bonds. Boyd London of Hilltop Securities, Inc. spoke regarding the favorable rate quoted at 1.1%. Councilmember Jameson made a motion to approve. Councilmember Harvey seconded the motion. The vote was cast 6 for, 0 against, with Councilmember Schwartz absent.

Item No. 5E Ratify City Manager's appointment of Lia Polk to the Civil Service Commission to fill a three (3) year term on the Civil Service Commission, to expire October 31, 2019.

Mayor Green read the item into record and City Manager Hugman presented his appointment of Lia Polk to the Civil Service Commission. Councilmember Thomas made a motion to ratify the appointment of Lia Polk to the Civil Service Commission. Councilmember Harvey seconded the motion. Councilmember Thomas noted that Ms. Polk has a stellar reputation and will be an asset to the community. The vote was cast 6 for, 0 against, with Councilmember Schwartz absent.

STAFF AND BOARD REPORTS

Item No. 6A Receive the Police Department Quarterly Report and Workplan Update.

Mayor Green read the item into record. Lieutenant Stan Estell of the Duncanville Police Department presented the quarterly Report on behalf of Chief Robert Brown including Staffing and Personnel; Best Practices; Accomplishments including achieving "Recognized Status" and several officers graduating from training institutions, grants received, and other awards for the departments and individuals;

Department Activity; and events including Awards Banquet, Volunteer Banquet, Police Memorial on May 16, and the Fire Truck Pull raising \$25,000 for Special Olympics. There were no questions.

Item No. 6B Receive an Action Plan for the Duncanville Fieldhouse supported by the Business Plan performed by PROS Consulting and the observations and recommendations of the General Manager.

Mayor Green read the item into record. Fieldhouse General Manager Craig Brasfield presented the Action Plan for the Duncanville Fieldhouse including the Executive Summary, Facility Assessment and Recommendations, Staffing Plan, Facility Hours of Operation and Part Time Shift Schedule, Major Event January 1-December 31, 2016, Projected Major Events for January 1- December 31, 2017, Major Events Revenue Comparison 2016 vs 2017 including 19 new events, Projected Revenue and Expense for FY 2017 with an estimated total revenue increase of \$127,034, and possibility of additional revenue due to naming rights, Plan of Implementation, and Conclusion including operating effectively and efficiently while being renovated into a world-class facility. There were not questions.

The meeting adjourned at 9:13 p.m.

APPROVED:

MAYOR

ATTEST:

CITY SECRETARY



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-4B

TITLE:

Consider a Resolution of the City Council of the City of Duncanville, Texas, approving the terms and conditions of an Interlocal Agreement between the National Joint Powers Alliance “NJPA”, providing for a Cooperative Purchasing Program for goods and services; designating the City Manager as official representative of the City of Duncanville relating to the program; authorizing the City Manager to execute the necessary documents; and providing an effective date.

FY 2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- Goal 2: Maximize city and community resources to improve quality of life in a sustainable manner.

STAFF REPRESENTATIVE:

Charlie Oberrender, Purchasing Manager

BACKGROUND/HISTORY:

Local Government Code Section 271.102 provides for the voluntary participation in cooperative purchasing programs with another local government or a local cooperative. Staff recommends that the City enter into a Cooperative Purchasing Agreement with the National Joint Powers Alliance (“NJPA”) so that we may purchase goods and services off of their awarded contracts. NJPA’s cooperative contract purchasing leverages the national purchasing power of more than 50,000 member agencies while also streamlining the required purchasing process. As a municipal national contracting agency, NJPA establishes and provides nationally leveraged and competitively solicited purchasing contracts under the guidance of the Uniform Municipal Contracting Law. Numerous vendors and commodities that the City currently uses are available through NJPA contracts. These agreements will be used when volume and type is compatible. Currently, the purchase of a time and attendance software is contingent upon access to this cooperative.

POLICY EXPLANATION:

Cooperative Purchasing is considered a “best practice” for government organizations. The Institute for Public Procurement’s (NIGP) Government Procurement Magazine, in its February/March 2014 issue, states that “...the use of cooperative contracts to deliver savings and save staff resources has become a widespread best practice for purchasing professionals...” The State of Texas Local Government Code allows for government agencies to voluntarily participate in these cooperative arrangements. These arrangements also allow Cities to take advantage of higher volumes from other organizations. The State of Texas statute also exempts any competitive processes when participating in a cooperative purchasing program. The advantages of cooperative purchasing is that it saves time, money and allows choice by the local government. The City of Duncanville is a member of several statewide and national cooperatives such as the State of Texas Cooperative, U.S. Communities Government Purchasing Alliance, Houston-Galveston Area Council (HGACBuy), National IPA, the Local Government Purchasing Cooperative (BuyBoard), and the Purchasing Solutions Alliance (Brazos Valley Council of Governments’ PSA). Additionally the City of Duncanville has Interlocal Cooperative Purchasing agreements with the following agencies: the cities of Allen, Bedford, Dallas, Flower Mound, Fort Worth, Garland, Grand Prairie, Grapevine, Richardson, Rowlett, and Dallas and Tarrant counties. Additionally, the City

of Duncanville is a founding charter member of the Best Southwest Purchasing Cooperative consisting of the cities of Cedar Hill, DeSoto, Lancaster, Midlothian, Red Oak, and Venus.

FUNDING SOURCE:

Not Applicable.

RECOMMENDATION:

Staff recommends approval of the Resolution of the City Council of the City of Duncanville, Texas, approving the terms and conditions of an Interlocal Agreement between the National Joint Powers Alliance “NJPA”, providing for a Cooperative Purchasing Program for goods and services; designating the City Manager as official representative of the City of Duncanville relating to the program; authorizing the City Manager to execute the necessary documents; and providing an effective date.

ATTACHMENTS:

Resolution

ILA

RESOLUTION NO. 2016-11014B

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF AN INTERLOCAL AGREEMENT BETWEEN THE NATIONAL JOINT POWERS ALLIANCE “NJPA”, PROVIDING FOR A COOPERATIVE PURCHASING PROGRAM FOR GOODS AND SERVICES; DESIGNATING THE CITY MANAGER AS OFFICIAL REPRESENTATIVE OF THE CITY OF DUNCANVILLE RELATING TO THE PROGRAM; AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Duncanville has been presented a proposed Interlocal Agreement by and between the National Joint Powers Alliance and the City of Duncanville, and is found to be acceptable and in the best interests of the City of Duncanville and its citizens, said Interlocal Agreement is hereby approved; and,

WHEREAS, the City of Duncanville, Texas, pursuant to the authority granted under Sections 271.101 to 271.102 of the Local Government Code, desires to participate in the described purchasing program sponsored by the National Joint Powers Alliance, and are of the opinion that participation in this program will be highly beneficial to the taxpayers through the anticipated savings to be realized; and,

WHEREAS, the City of Duncanville wishes to utilize the contract services and products available through the National Joint Powers Alliance’s annual contracts.

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

SECTION 1: That the Cooperative Agreement with the National Joint Powers Alliance to permit the City of Duncanville to utilize all the Alliance’s contracts is hereby approved.

SECTION 2: That the City Council of the City of Duncanville hereby authorizes the City Manager, or his designee, to execute the appropriate and necessary documents and/or purchase orders.

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 1th day of November, 2016.

CITY OF DUNCANVILLE, TEXAS

APPROVED:

David L. Green, Mayor

ATTEST:

Mary E. Jones, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney

**NATIONAL JOINT POWERS ALLIANCE®
JOINT POWERS AGREEMENT**

This Agreement, made effective on the date hereof, is between the National Joint Powers Alliance® (hereinafter referred to as “NJPA”) and _____ (hereinafter referred to as “Governmental Unit”).

Recitals

NJPA is a Service Cooperative whose creation was authorized by Minn. Stat. § 123A.21; and

NJPA is a political subdivision and government unit of the state of Minnesota. Minn. Stat. § 471.59 authorizes NJPA to enter into agreements with other governmental units in the United States and Canada to jointly or cooperatively exercise any power common to the contracting powers or similar powers, as deemed necessary; and

Governmental Unit asserts it is authorized by its statutes to utilize contracts competitively solicited by another governmental unit; and

Governmental Unit and NJPA desire to enter into a “Joint Exercise of Powers Agreement” for the purpose of Governmental Unit accessing available contracts for goods and services from NJPA Awarded Vendors.

NJPA and the Governmental Unit hereby agree as follows:

Agreement

1. NJPA will make its contracts for goods and services and/or other NJPA services available to the Governmental Unit. The Governmental Unit will be a Participating Member.
2. The Governmental Unit may utilize the contracts or services procured or offered through NJPA to purchase supplies, equipment, materials and services.
3. The Parties to this Agreement will adhere to any and all applicable laws pertaining to the procurement of goods and services as they pertain to the laws of their state or nation.
4. This Agreement will become effective on the date hereof and shall remain in effect until canceled by either party upon thirty (30) days’ written notice to the other party.
5. Each party agrees that it is responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Governmental Unit will be responsible for all aspects of its purchase, including ordering its goods and services, inspecting and accepting the goods and services, and paying the Vendor who will have directly billed the Governmental Unit placing the order.
6. Both Parties to this Agreement agree to strict accountability of all public funds disbursed in connection with this joint exercise of powers as required by each party’s respective laws.
7. To purchase goods and services from NJPA contracts, the Governmental Unit must enter into a purchase order or other subsequent agreement in accordance with the terms and conditions of NJPA contracts and any requirements applicable to the Governmental Unit’s governing body. The Governmental Unit must send purchase orders directly to the applicable Vendor and will make payments directly to the Vendor in accordance with its established procedures and terms of the NJPA contract. The Governmental Unit will not use the goods available under NJPA contracts for purposes of resale.

8. Pursuant to Minn. Stat. § 471.59, Subd. 5, if applicable, the Parties shall provide for the disposition of any property acquired as the result of such joint or cooperative exercise of powers, and the return of any surplus moneys in proportion to contributions of the several contracting parties after the purpose of the Agreement has been completed.
9. There shall be no financial remunerations by the Governmental Unit to NJPA for the use of NJPA procurements, contracts or agreements or the payment of any fees to NJPA.
10. Both Parties to this Agreement acknowledge their individual responsibility to gain ratification of this agreement through their governing body as required by law.
11. The NJPA contracts utilized by the Governmental Unit through this Agreement were procured or will be procured through the Uniform Municipal Contracting law, Minn. Stat. § 471.345.

The Parties have executed this Agreement effective the date hereof.

Governmental Unit

National Joint Powers Alliance®

By _____
 AUTHORIZED SIGNATURE

 AUTHORIZED SIGNATURE

Its _____
 TITLE

 TITLE

 DATE

 DATE

GOVERNMENTAL UNIT INFORMATION

Indicate an address to which correspondence may be delivered.

Name* _____

Address* _____

City, State, ZIP code* _____

Employer Identification Number _____

Contact person* _____

Title* _____

E-mail* _____

Phone* _____

Website _____

ORGANIZATION TYPE*

- K-12 (Public or non-profit)
- Government or municipality (Specify: _____)
- Higher education (Public or non-profit)
- Other (Specify: _____)

REFERRED BY

- Advertisement _____
- Current NJPA member _____
- Vendor representative _____
- Trade show _____
- NJPA website _____
- Other _____

Return completed agreement to

National Joint Powers Alliance ®
202 12th Street NE
Staples, MN 56479

Duff Erholtz

Phone 218-894-5490
Fax 218-894-3045
E-mail duff.erholtz@njpacoop.org

**Denotes required information*



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-4C

TITLE:

Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing the procurement of time and attendance software from Tyler Technologies through the National Joint Powers Alliance "NJPA" Cooperative Purchasing Program, for the amount of fifty two thousand four hundred and seventy five dollars (\$52,475); authorizing the City Manager to execute the necessary documents; and, providing for an effective date.

FY 2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- Goal: Maximize city and community resources to improve quality of life in a sustainable manner.

STAFF REPRESENTATIVE:

Jennifer Otey, HR Manager
Charlie Oberrender, Purchasing Manager

BACKGROUND/HISTORY:

Contract File # 17-09

The City of Duncanville currently does not utilize a clocking in/out system, with the exception of Recreation Center and Fieldhouse employees. Timesheets are completed on a manual basis and on paper. Leave requests are still done on paper and it is up to the managers to keep track of leave requests and ensure employees are entering their leave appropriately on their timesheets.

Each department has a designated staff member that must manually enter all time into our Banner payroll system. This is an outdated and time consuming process. The benefit of utilizing a time/attendance software is to enable the process to be electronic and therefore reduce the amount of paper to be collected and stored, allowing managers to approve leave requests electronically and track attendance in real time, and eliminating the manual time-entry process.

Staff received a proposal for Executime, a time and attendance software solution from Tyler Technologies of Yarmouth, ME (**Attachment 1**). The purchase contract covers the software license, proximity devices to read employee identification badges, installation, training, and one year's maintenance & support. Maintenance and support will become a recurring annual expense. This proposal is made through the National Joint Powers Alliance "NJPA" purchasing cooperative contract #110515 with Tyler Technologies. A purchase made through this cooperative eliminates the need for the City to conduct its own bid solicitation and is compliant with municipal procurement requirements in Chapter 271 of the Texas Local Government Code. Estimated completion of installation and training ("go live" date) is 270 days after award.

POLICY EXPLANATION:

NA

FUNDING SOURCE:

Total software purchase and support cost is \$52,475.00. The first year maintenance and support is included this amount and will be recurring at an estimated \$5,500.00 annually. These funds are budgeted in the FY17 innovation fund in account codes 041-410113-700232-100 and 041-410113-700233-100.

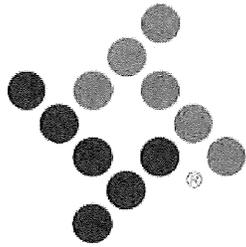
RECOMMENDATION:

Staff recommends approval of the Resolution of the City Council of the City of Duncanville, Texas, authorizing the procurement of time and attendance software from Tyler Technologies through the National Joint Powers Alliance "NJPA" cooperative purchasing program, for the amount of fifty two thousand four hundred and seventy five dollars (\$52,475); authorizing the City Manager to execute the necessary documents; and, providing for an effective date.

ATTACHMENTS:

Proposal

Resolution



executime™
a total tyler solution

Duncanville, TX
Proposal for ExecuTime Workforce Management

Prepared by:
Tami Bates
04/06/2016
Tyler Technologies, Inc.
Phone: 863-835-1363

Pricing valid for 90 days

Maintenance Item	Qty	Cost	Total	Year 2 Maintenance
<i>Time & Attendance Maintenance</i>	1	\$5,500	\$5,500	Up to 500 employees
Sub Total:			\$5,500.00	

Professional Services Item	Qty	Cost	Total	Year 2 Maintenance
<i>Time & Attendance Professional Services (16 Days)</i>	1	\$15,500	\$15,500	
Sub Total:			\$15,500.00	

License Item	Qty	Cost	Total	Year 2 Maintenance
<i>Time & Attendance License - Up to 500ee</i>	1	\$21,000	\$21,000	\$5,300
Sub Total:			\$21,000.00	

Clocks Item	Qty	Cost	Total	Year 2 Maintenance
<i>Genus II : Proximity Reader - 3000-A0806</i>	5	\$2,095	\$10,475	
Sub Total:			\$10,475.00	

Item	Total
Sub Total: License	\$21,000
Sub Total: Professional Services	\$15,500
Sub Total: Maintenance	\$5,500
Sub Total: Clocks	\$10,475
Grand Total:	\$52,475.00

****Not Included:**

1. Conversion Services – converting data from another Time & Attendance or Scheduling system
2. Reasonable and customary travel-related expenses.
3. Shipping/Handling fees
4. Charges from third party software companies or providers.
5. Server (please see Server Requirements on last page)
6. Time Clocks (please see following pages for options) and cabling
7. Custom programming and modifications to ExecuTime Software and standard payroll export.
8. Payroll Timekeeping Interface – Please contact your Payroll representative directly for ordering information

Payment Terms:

- Full payment of ExecuTime Software License, ExecuTime Maintenance, Hardware and 50% of Services is due at time of order and prior to commencement of project.

- Remaining 50% of Services due upon completion of the following milestones:

20% Due at project design/hardware install

20% Due at integration & training

10% Due at Go Live*

- Actual Tax & Shipping and reasonable and customary travel-related expenses will be added at time of invoicing.

* 'Go Live' means the date the following has been completed by ExecuTime:

1) General training of Purchaser personnel, including (a) one administration training session, (b) one supervisor training session, (c) one basic employee training session, and (e) one payroll export training session; and

2) One or more departments of Purchaser employees are in production.

RESOLUTION 2016-11014C

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AUTHORIZING THE PROCUREMENT OF TIME AND ATTENDANCE SOFTWARE FROM TYLER TECHNOLOGIES, THROUGH THE NATIONAL JOINT POWERS ALLIANCE "NJPA" COOPERATIVE PURCHASING PROGRAM, FOR THE AMOUNT OF FIFTY TWO THOUSAND FOUR HUNDRED AND SEVENTY FIVE DOLLARS (\$52,475.00); AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is necessary to use technology to enable a more efficient and electronic time keeping and tracking process; and

WHEREAS, the City of Duncanville desires to procure time and attendance software from Tyler Technologies.

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

SECTION 1: That the City Council of the City of Duncanville, Texas hereby approves the procurement of time and attendance software from Tyler Technologies for a onetime cost of \$46,975.00 plus the first year maintenance and support cost of \$5,500.00, totaling to \$52,475.00.

SECTION 2: That the City Council of the City of Duncanville, Texas hereby authorizes the City Manager to execute the necessary documents.

SECTION 3: That 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 1st day of November, 2016.

CITY OF DUNCANVILLE, TEXAS

APPROVED:

David L. Green, Mayor

ATTEST:

Mary E. Jones, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-4D

TITLE:

Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing the procurement of light-emitting diode (LED) illuminated street name signs from Consolidated Traffic Controls, Inc. through a Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Agreement in the expenditure amount of ninety three thousand seven hundred seventy seven dollars and thirty six cents (\$93,777.36); authorizing the City Manager to execute the necessary documents; and, providing an effective date.

FY2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- CAPSTONE 2: Create high quality neighborhoods and parks
 - Goal 2: Maximize city and community resources to improve quality of life in a sustainable manner
 - Objective 2.42: Street Name Sign Conversion

STAFF REPRESENTATIVE:

Michael J. Hasler, P.E., Public Works Director
Charles Oberrender, CPPB, Purchasing Manager

BACKGROUND/HISTORY:

Contract File #17-01

FY15-16 was the first year of a four year program to upgrade our existing overhead street signs to illuminated street name signs. These acquisitions are part of the City's plan to meet new federally mandated visibility standards for traffic and highway safety. During FY15-16 fifty eight (**58**) street name signs at fifteen (**15**) intersections were purchased and installed. FY16-17 is the second year of this program. It will involve the purchase and installation of (**28**) street names signs at (**7**) intersections.

FY15-16 Locations:

- South Cockrell Hill Road at East Daniieldale Road
- South Cockrell Hill Road at East Wheatland Road
- West Wheatland Road at South Clark Road
- West Camp Wisdom Road at North Clark Road
- West Camp Wisdom Road at North Cedar Ridge Drive
- West Camp Wisdom Road at North Duncanville Road
- Camp Wisdom Road / North Main Street / Husted Street
- West Camp Wisdom Road at Oriole Boulevard
- Daniieldale Road at South Main Street
- West Daniieldale Road at South Clark Road
- South Clark Road at Big Stone Gap Road
- West Wheatland Road at South Clark Road
- Wheatland Road at South Main Street
- Center Street at Main Street
- Santa Fe Trail at West Center Street

FY16-17 Locations:

- West Ridge Drive at North Cedar Ridge Drive
- Big Stone Gap Road at S Cedar Ridge Drive
- South Santa Fe Trail at Big Stone Gap Road
- West Danieldale Road at Larry Drive
- West Danieldale Road at Cedar Hill Road
- East Center Street at East Freeman Street
- West Wheatland Road at Mercury Avenue

This project is to be completed in multi-year phases; City-wide completion will conclude in FY18-19.

POLICY EXPLANATION:

The LED illuminated street name signs will be of the “Clean Profile” type. Clean Profile LED illuminated street name signs are new, versatile, LED internally illuminated, edge-lit street name signs that incorporate hallmarks of easy maintenance and proven long-life LED strips into a thin, lightweight, and parallel-sided body. Municipalities across the country are introducing internally illuminated street name signs to meet the new federally mandated visibility standards for traffic and highway safety. The edge-lit style, with its smaller profile, gives cities a style that is modern and streamlined. The Clean Profile sign accomplishes the lightweight and low-maintenance objectives and further improves visibility with high-resolution optics that provides uniform light distribution. These signs will have high intensity prismatic sheeting on them that will provide the motorists the greatest level of visibility in the event of a power outage.

This proposal is made through the Houston Galveston Area Council HGACBUY cooperative purchasing contract #PE-05-15 with Consolidated Traffic Controls, Inc. A purchase made through this cooperative is compliant with the municipal procurement requirements in Chapter 271 of the Texas Local Government Code.

FUNDING SOURCE:

\$95,000 is allocated in the FY16-17 Traffic Enforcement Program Fund (Traffic-Street & Signal Maintenance) budget for this expenditure.

RECOMMENDATION:

Staff recommends approval of a Resolution of the City Council of the City of Duncanville, Texas, authorizing the procurement of light-emitting diode (LED) illuminated street name signs from Consolidated Traffic Controls, Inc. through a Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Agreement in the expenditure amount of ninety three thousand seven hundred seventy seven dollars and thirty six cents (\$93,777.36); authorizing the City Manager to execute the necessary documents; and, providing an effective date.

ATTACHMENTS:

Resolution
Proposal

HGACBuy		CONTRACT PRICING WORKSHEET For Catalog & Price Sheet Type Purchases		Contract No.:	PE-05-15	Date Prepared:	9/7/2016
<i>This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.</i>							
Buying Agency:	Duncanville			Contractor:	Consolidated Traffic Controls, Inc.		
Contact Person:	John Borchardt <jborchardt@ci.duncanville.tx.us>			Prepared By:	Alonzo Carrasco		
Phone:	972 780 5059			Phone:	800-448-8841		
Fax:				Fax:	800-448-8850		
Email:	John Borchardt <jborchardt@ci.duncanville.tx.us>			Email:	acarrasco@ctc-traffic.com		
Catalog / Price Sheet Name:	Traffic Control, Enforcement & Signal Preemption Equipment						
General Description of Product:	Traffic Control Equipment						
A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary							
Quan	Description			Unit Pr	Total		
2	CP618SRDNNAAAD1	6' X 18" SIGN		\$ 1,714.67	\$ 3,429.34		
8	CP818SRDNNAAAD2	8' X 18" SIGN		\$ 1,972.00	\$ 15,776.00		
2	CP618SRDNNAAAD1	6' X 18" SIGN PLUS ADDER TO MAKE 6.5' X 18"		\$ 1,714.67	\$ 3,429.34		
4	CP618SRDNNAAAD1	6' X 18" SIGN PLUS ADDER TO MAKE 7' X 18"		\$ 1,714.67	\$ 6,858.68		
8	CP818SRDNNAAAD2	8' X 18" SIGN PLUS ADDER TO MAKE 9' X 18"		\$ 1,972.00	\$ 15,776.00		
4	CP824SRFNNAAAD1	8' X 24" SIGN PLUS ADDER TO MAKE 9' X 24"		\$ 2,077.00	\$ 8,308.00		
24	PELCO 0142	RIGID REAR MOUNT SINGLE SIDED ONLY		\$ 242.50	\$ 5,820.00		
70	VG	LABOR INSTALLING SIGNS		\$ 230.00	\$ 16,100.00		
56	VG	LABOR INSTALLING WIRING FOR SIGNS		\$ 230.00	\$ 12,880.00		
Total From Other Sheets, If Any:							
					Subtotal A:	\$ 88,377.36	
B. Unpublished Options, Accessory or Service items - Itemize Below - Attach Additional Sheet If Necessary (Note: Unpublished Items are any which were not submitted and priced in contractor's bid.)							
Quan	Description			Unit Pr	Total		
2	ADDER FOR 6.5' X 18" SIGN			\$ 60.00	\$ 120.00		
8	ADDER FOR 7' X 18" SIGN			\$ 80.00	\$ 640.00		
8	ADDER FOR 9' X 18" SIGN			\$ 290.00	\$ 2,320.00		
4	ADDER FOR 9' x 24" SIGN			\$ 300.00	\$ 1,200.00		
4	LARGE SIGN MOUNTING BRACKET			\$ 280.00	\$ 1,120.00		
					\$ -		
					\$ -		
					\$ -		
Total From Other Sheets, If Any:							
					Subtotal B:	\$ 5,400.00	
Check: The total cost of Unpublished Options (Subtotal B) cannot exceed 25% of the total from Section A.				For this transaction the percentage is:		6%	
C. Other Allowances, Discounts, Trade-Ins, Freight, Make Ready or Miscellaneous Charges							
Quan	Description			Unit Pr	Total		
	Intersections quoted are: S Cedar Ridge/ Big Stone Gap, W Wheatland Rd. / Mercury Ave, W Daniieldale Rd/Larry Dr, N Cedar Rige / West Ridge Dr, Daniieldale Rd/Cedar Hill Rd Santa Fe Trail / Big Stone Gap Rd. E Center E Freeman / E Freeman (Double Sign)				\$ -		
Subtotal C:					\$ -		
Delivery Date: 30 to 45 Days ARO				D. Total Purchase Price (A+B+C): \$ 93,777.36			

RESOLUTION 2016-11014D

CONSIDER A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AUTHORIZING THE PROCUREMENT OF LIGHT-EMITTING DIODE (LED) ILLUMINATED STREET NAME SIGNS FROM CONSOLIDATED TRAFFIC CONTROLS, INC. THROUGH A HOUSTON-GALVESTON AREA COUNCIL (H-GAC) COOPERATIVE PURCHASING AGREEMENT IN THE EXPENDITURE AMOUNT OF NINETY THREE THOUSAND SEVEN HUNDRED SEVENTY SEVEN DOLLARS AND THIRTY SIX CENTS (\$93,777.36); AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, FY15-16 was the first year of a four year program to upgrade our existing overhead street signs to illuminated street name signs; and

WHEREAS, These acquisitions are part of the City's plan to meet new federally mandated visibility standards for traffic and highway safety; and

WHEREAS, During FY16-17 the acquisition will involve the purchase and installation of **(28)** street name signs at **(7)** intersections.

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

SECTION 1: That the City Council of the City of Duncanville, Texas hereby approves the procurement of light-emitting diode (LED) illuminated street name signs from Consolidated Traffic Controls, Inc. through a Houston Galveston Area Council (HGAC) Cooperative Purchasing Agreement in the expenditure amount of \$93,777.36.

SECTION 2: That the City Council of the City of Duncanville, Texas hereby authorizes the City Manager to execute the necessary documents.

SECTION 3: That 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 1st day of November, 2016.

CITY OF DUNCANVILLE, TEXAS

APPROVED:

David L. Green, Mayor

ATTEST:

Mary E. Jones, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-4E

TITLE:

Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing the procurement of traffic signal cameras from Paradigm Traffic Systems, Inc. through the TASB BuyBoard Cooperative Purchasing Program, for the amount of one hundred thirteen thousand seven hundred sixty dollars (\$113,760.00), as set forth in the attached quote sheet, in Exhibit A; authorizing the City Manager to execute the appropriate purchase orders and other necessary documents; and, providing for an effective date.

FY2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- CAPSTONE 2: Create high quality neighborhoods and parks
 - Goal 2: Maximize city and community resources to improve quality of life in a sustainable manner
 - Objective 2.41: Video Detection Conversion

STAFF REPRESENTATIVE:

Michael J. Hasler, P.E., Public Works Director
Charles Oberrender, Purchasing Manager

BACKGROUND/HISTORY:

Contract # 17-02

The City proposes to purchase thirty two (32) Autoscope ENCORE video detection cameras from Paradigm Traffic Systems, Inc. at \$3,555 each for a total of \$113,760.00 (**Attachment 1**). This technology improves the efficiency and accuracy of the traffic signals, providing better vehicle detection as well as reducing maintenance. The city had 49 vehicle detection cameras in its automated traffic management system in 2014. As part of a three-phase project, an additional 32 cameras were budgeted for fiscal years 2015, 2016, and 2017. The final phase of this project, approved as part of the FY17 Organizational Work Plan, will result in the purchase of the final 32 cameras for a total inventory of 145.

POLICY EXPLANATION:

The advances in digital video and broadband communication technologies continue to open doors to new applications for Intelligent Transportation Systems (**ITS**). The City of Duncanville's automated traffic management system (ATMS) utilizes fiber optics and radio wave communication devices integrated with many other (IT) based components, including vehicle detection cameras and software, to time its traffic signals in an effort to effectively and efficiently move traffic. These cameras are for vehicle detection only and do not record. This type of traffic management system saves fuel and reduces smog as well as congestion in the environment by reducing vehicle idling times. These cameras are cost-effective, easy to install and configure, superior to other detections systems in value and performance, and are state-of-the-art.

This proposal is made through the TASB BuyBoard purchasing cooperative contract #432-13 with Paradigm Traffic Systems, Inc. A purchase made through this cooperative is compliant with the municipal procurement requirements in Chapter 271 of the Texas Local Government Code.

FUNDING SOURCE:

\$152,000.00 is allocated in the FY16-17 Transportation Improvement & Safety Fund budget for this expenditure. The cost of the cameras is \$113,760.00; the remaining funds provide for the purchase of the traffic cabinet and related equipment.

RECOMMENDATION:

Staff recommends approval of a Resolution of the City Council of the City of Duncanville, Texas, authorizing the procurement of traffic signal cameras from Paradigm Traffic Systems, Inc. through the TASB BuyBoard Cooperative Purchasing Program, for the amount of one hundred thirteen thousand seven hundred sixty dollars (\$113,760.00), as set forth in the attached quote sheet, in Exhibit A; authorizing the City Manager to execute the appropriate purchase orders and other necessary documents; and, providing for an effective date.

ATTACHMENTS:

Attachment 1 - Paradigm Traffic Systems, Inc. Quotation

(817) 831-9406 ph
(817) 831-9407 fx

PARADIGM

TRAFFIC SYSTEMS, INC.

P.O. Box 5508
Arlington, TX 76005-5508

QUOTATION

TO: City of Duncanville
330 Shady Trail
Duncanville, TX 75137
attn: John Borchardt
ph: 972-780-5059
fax: 972-780-6461

RFQ: BuyBoard Contract # 432-13
Public Safety, Fire House
Supply & Equipment &
Traffic Signals
512-467-0222 pn
1-800-211-5454 fax

DATE	SLSMN	DELIVERY	FREIGHT	SHIP VIA	F.O.B.	TERMS	QUOTE #
8/30/16	DJ	15 - 20 Days ARO	PPD & Allowed	Best Way	Destination	Net 30	Q19857DJ
ITEM	QTY	DESCRIPTION				PRICE	TOTAL
1	32	AENCORE Autoscope Encore Camera with Quick Connect Port				\$3,555.00	\$113,760.00
						TOTAL	\$113,760.00

Thank you for the opportunity to submit a proposal to you on this equipment. **Please reference this quotation (by QTE number) when placing order.** If you have any questions please call or send a fax to me.
This quote is valid for 60 days. Thereafter it is subject to change without notice.

OFFERED BY:

Dan Jaynes
Paradigm Traffic Systems, Inc.
Federal ID# 75-2520341

RESOLUTION 2016-11014E

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AUTHORIZING THE PROCUREMENT OF TRAFFIC SIGNAL CAMERAS FROM PARADIGM TRAFFIC SYSTEMS, INC. THROUGH THE TASB BUYBOARD COOPERATIVE PURCHASING PROGRAM, FOR THE AMOUNT OF ONE HUNDRED THIRTEEN THOUSAND SEVEN HUNDRED SIXTY DOLLARS (\$113,760.00), AS SET FORTH IN THE ATTACHED QUOTE SHEET, EXHIBIT "A"; AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE PURCHASE ORDERS AND OTHER NECESSARY DOCUMENTS; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the advances in digital video and broadband communication technologies continue to open doors to new applications for Intelligent Transportation Systems (ITS), and it is necessary to use this technology to time traffic signals to effectively and efficiently move traffic; and

WHEREAS, The City of Duncanville's automated traffic management system (ATMS) utilizes fiber optics and radio wave communication devices integrated with many other (IT) based components, including vehicle detection cameras and software, to efficiently time its traffic signals in an effort to effectively and efficiently move traffic; and

WHEREAS, the City of Duncanville desires to procure traffic signal cameras from Paradigm Traffic Systems, Inc.

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

SECTION 1: That the City Council of the City of Duncanville, Texas hereby approves the procurement of 32 traffic signal cameras from Paradigm Traffic Systems, Inc. at the unit price of \$3,555.00 each, for a total cost of \$113,760.00, as set forth in the attached quote sheet, in Exhibit A.

SECTION 2: That the City Council of the City of Duncanville, Texas hereby authorizes the City Manager to execute the appropriate purchase orders and other necessary documents.

SECTION 3: That 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 1st day of November, 2016.

CITY OF DUNCANVILLE, TEXAS

APPROVED:

David L. Green, Mayor

ATTEST:

Mary E. Jones, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-4F

TITLE:

Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing the procurement of non-visual accessible pedestrian pushbuttons from Consolidated Traffic Controls, Inc. through a Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Agreement in the expenditure amount of (\$74,889.44), as set forth in the attached quote sheet, Exhibit A; authorizing the City Manager to execute the appropriate purchase orders and other necessary documents; and, providing an effective date.

FY 2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

Capstone 2 - Create high quality neighborhoods and parks

- Goal 2 - Maximize city and community resources to improve quality of life in a sustainable manner.
 - Work Plan Item# 2.39 - Develop a city-wide program to expand the installation of non-visual accessible pedestrian pushbuttons at all signalized intersections.

STAFF REPRESENTATIVE:

Michael J. Hasler, P.E., Public Works Director

Charles Oberrender, CPPB, Purchasing Manager

BACKGROUND/HISTORY:

Contract File #17-03

FY16-17 is the first year of a three year program to upgrade our existing pedestrian push buttons to a Non-visual accessible pedestrian pushbutton. These are integrated devices that communicate information about the WALK and DON'T WALK intervals at signalized intersections in non-visual formats (i.e., audible tones and vibrating surfaces) to pedestrians who are blind or have low vision. These acquisitions are part of the City's plan to meet upcoming federally mandated accessibility standards. During FY16-17 fourteen (14) signalized intersections will have this equipment purchased and installed. The installation will be accomplished using city forces.

FY16-17 Locations:

- East Camp Wisdom Road at Oriole Boulevard
- West Camp Wisdom Road at North Cedar Ridge Drive
- North Cedar Ridge Drive at Middale
- North Cedar Ridge Drive at West Ridge Drive
- Cedar Ridge Drive at West Center Street
- East Wheatland Road at Freeman Street
- West Wheatland Road at South Greenstone Lane
- East Wheatland Road at South Cockrell Hill Road
- East Wheatland at Lincoln Drive
- Camp Wisdom / Main / Husted
- West Camp Wisdom at North Duncanville Road
- West Camp Wisdom at Hill City Drive

- West Camp Wisdom Road at North Cedar Ridge Drive
- South Main Street at Daniieldale Road

This project is to be completed in multi-year phases; City-wide completion will conclude in FY18-19.

POLICY EXPLANATION:

This is a city-wide program to expand the installation of non-visual accessible pedestrian pushbuttons at all signalized intersections. The non-visual accessible pedestrian pushbuttons are IP (internet protocol) addressable devices that can be adapted to interface easily with the existing Traffic Operations Department's IT infrastructure. The push buttons communicate information about the WALK and DON'T WALK intervals at signalized intersections in non-visual formats (i.e., audible tones and vibrating surfaces) to pedestrians who are blind or have low vision. A verbal message can be programed into each pushbutton indicating to the pedestrian which direction they are traveling as well as what street they are on.

This proposal is made through the Houston Galveston Area Council HGACBUY cooperative purchasing contract #PE-05-15 with Consolidated Traffic Controls, Inc. (**Attachment 1**) A purchase made through this cooperative is compliant with the municipal procurement requirements in Chapter 271 of the Texas Local Government Code.

FUNDING SOURCE:

\$75,000 is allocated in the FY16-17 Transportation Improvement & Safety Fund budget for this expenditure.

RECOMMENDATION:

Staff recommends approval of a Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing the procurement of non-visual accessible pedestrian pushbuttons from Consolidated Traffic Controls, Inc. through a Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Agreement in the expenditure amount of (\$74,889.44), as set forth in the attached quote sheet, Exhibit A; authorizing the City Manager to execute the appropriate purchase orders and other necessary documents; and, providing an effective date.

ATTACHMENTS:

- Resolution
- Proposal

HGACBuy		CONTRACT PRICING WORKSHEET For Catalog & Price Sheet Type Purchases		Contract No.: PE-05-15	Date Prepared: 9/7/2016
<i>This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.</i>					
Buying Agency:	Duncanville	Contractor:	Consolidated Traffic Controls, Inc.		
Contact Person:	John Borchardt	Prepared By:	Alonzo Carrasco		
Phone:	972-780-5059	Phone:	800-448-8841		
Fax:		Fax:	800-448-8850		
Email:	jborchardt@ci.duncanville.tx.us	Email:	acarrasco@ctc-traffic.com		
Catalog / Price Sheet Name:	Traffic Control, Enforcement & Signal Preemption Equipment				
General Description of Product:	Traffic Control Equipment				
A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary					
Quan	Description		Unit Pr	Total	
12	87-CCU2EN CCU Including 6' Cable Hardware Kit	CCU2EN	\$ 2,310.00	\$ 27,720.00	
96	0 Custom Message	850-266	\$ 28.07	\$ 2,694.72	
96	87-EN23TNO-Y 9X15 Navigator Button (2 Wire) Yellow/Black	CTC CP16EN23CNO-X	\$ 353.07	\$ 33,894.72	
46	INSTALL LABOR	VG	\$ 230.00	\$ 10,580.00	
Total From Other Sheets, If Any:					
Subtotal A:				\$ 74,889.44	
B. Unpublished Options, Accessory or Service items - Itemize Below - Attach Additional Sheet If Necessary (Note: Unpublished Items are any which were not submitted and priced in contractor's bid.)					
Quan	Description		Unit Pr	Total	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
Total From Other Sheets, If Any:					
Subtotal B:				\$ -	
Check: The total cost of Unpublished Options (Subtotal B) cannot exceed 25% of the total from Section A.			For this transaction the percentage is:	0%	
C. Other Allowances, Discounts, Trade-Ins, Freight, Make Ready or Miscellaneous Charges					
Quan	Description		Unit Pr	Total	
				\$ -	
				\$ -	
Subtotal C:				\$ -	
Delivery Date: 30 to 45 Days ARO		D. Total Purchase Price (A+B+C): \$ 74,889.44			

RESOLUTION 2016-11014F

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AUTHORIZING THE PROCUREMENT OF NON-VISUAL ACCESSIBLE PEDESTRIAN PUSHBUTTONS FROM CONSOLIDATED TRAFFIC CONTROLS, INC. THROUGH A HOUSTON-GALVESTON AREA COUNCIL (H-GAC) COOPERATIVE PURCHASING AGREEMENT IN THE EXPENDITURE AMOUNT OF (\$74,889.44), AS SET FORTH IN THE ATTACHED QUOTE SHEET, EXHIBIT "A"; AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE PURCHASE ORDERS AND OTHER NECESSARY DOCUMENTS; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, FY16-17 is the first year of a three year program to upgrade our existing pedestrian push buttons to a Non-visual accessible pedestrian pushbutton; and

WHEREAS, These acquisitions are part of the City's plan to meet upcoming federally mandated accessibility standards; and

WHEREAS, During FY16-17, fourteen (14) signalized intersections will have these new buttons purchased and installed by city forces.

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

SECTION 1: That the City Council of the City of Duncanville, Texas hereby approves the procurement of non-visual accessible pedestrian pushbuttons from Consolidated Traffic Controls, Inc. through a Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Agreement in the expenditure amount of (\$74,889.44), as set forth in the attached quote sheet, Exhibit "A".

SECTION 2: That the City Council of the City of Duncanville, Texas hereby authorizes the City Manager to execute the appropriate purchase orders and other necessary documents.

SECTION 3: That 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 1st day of November, 2016.

CITY OF DUNCANVILLE, TEXAS

APPROVED:

David L. Green, Mayor

ATTEST:

Mary E. Jones, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-4G

TITLE:

Consider a Resolution of the City Council of the City of Duncanville, Texas, approving the terms and conditions of a professional engineering services agreement for the 2017 Partial Sanitary Sewer Evaluation Survey–Basin EA with Burgess & Niple, Inc., in the amount not to exceed sixty thousand and thirty two dollars (\$60,032.00); authorizing the City Manager to execute such agreement which is attached as Exhibit “A”; and, providing an effective date.

FY 2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN: N/A

- CAPSTONE: Create high quality neighborhoods and parks
 - Goal 4: Maximize city and community resources to improve quality of life in a sustainable manner

STAFF REPRESENTATIVE:

Michael J. Hasler, P.E., Director of Public Works

Donald McKinney, Water/Wastewater Superintendent

BACKGROUND/HISTORY:

The FY2016-2017 annual sanitary sewer evaluation survey will cover the EA Sanitary Sewer Basin (**Attachment 1**). This is a proactive program to evaluate the wastewater collection system for defects that may result in sewer back-ups and identify possible areas of inflow and infiltration (I&I) of groundwater and/or storm water into the sewer collection system. The evaluation is also part of the City’s Sanitary Sewer Overflow Initiative as directed by the Texas Commission on Environmental Quality.

Public Works Utilities personnel evaluate the information received in the reports to determine the best course of action for continued repair and/or replacement of the collection system. Elimination of I&I will in turn minimize sanitary sewer overflows and the cost for wastewater treatment due to reduction of groundwater and/or storm water which enters the sewer system.

Last year’s sanitary sewer survey covered the large diameter pipelines. This survey will focus on small diameter (8-inch diameter and smaller) pipelines and include:

- Smoke testing of approximately 68,000 linear feet of sewer main
- 180 manhole visual inspections
- 60 mainline cleanout visual inspections
- Dye testing and quantification of leaks
- Physical inspections during wet weather events
- Engineering evaluation
- Data analysis and reports

Sewer system defects are determined by smoke testing, dye flooding, internal video inspection, and physical inspections during or following rain events. The work is projected to be complete within six months (**Attachment 2**).

POLICY EXPLANATION:

I&I studies have been performed annually since 1984 on various wastewater basins throughout the city, identifying defects and saving thousands of dollars in sewer treatment charges. Essential for the rehabilitation of the sanitary sewer system, I&I studies target areas where manhole linings would be effective in addition to identification of sewer lines needing replacement by pipe bursting or simple repair.

FUNDING SOURCE:

Funds are available in the FY 2016-2017 Utility Fund/Wastewater Services budget (\$74,500.00) for this expenditure.

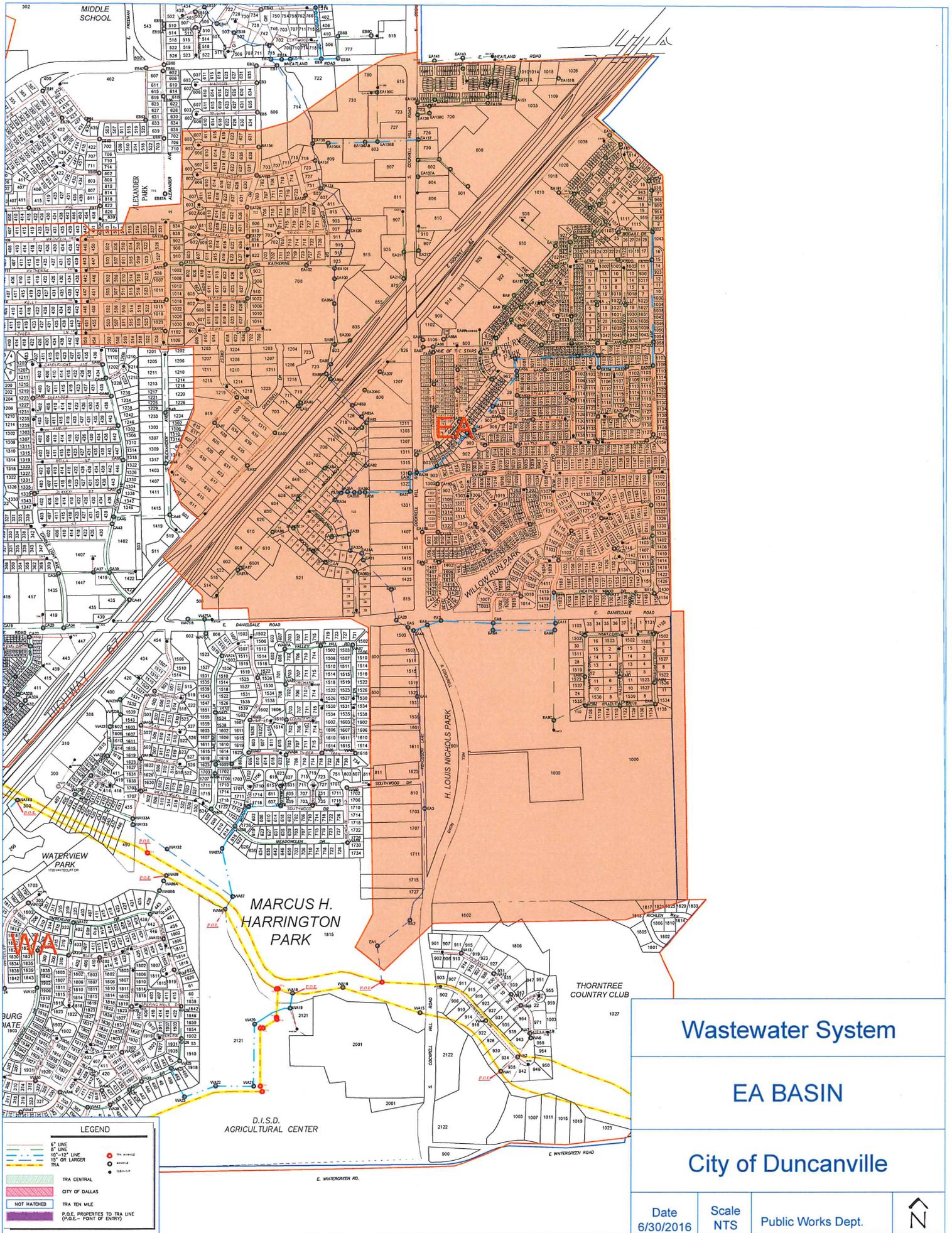
RECOMMENDATION:

Staff recommends approval of a Resolution of the City Council of the City of Duncanville, Texas, approving the terms and conditions of a professional engineering services agreement for the 2017 Partial Sanitary Sewer Evaluation Survey–Basin EA with Burgess & Niple, Inc., in the amount not to exceed sixty thousand and thirty two dollars (\$60,032.00); authorizing the City Manager to execute such agreement which is attached as Exhibit “A”; and, providing an effective date.

ATTACHMENTS:

Attachment 1 – Exhibit of Basin EA

Attachment 2 – Professional Engineering Services Agreement



Wastewater System

EA BASIN

City of Duncanville

Date
6/30/2016

Scale
NTS

Public Works Dept.



BURGESS & NIPLE

4029 Capital of Texas Highway | Suite 220 | Austin, TX 78704 | 512.306.9266

DATE: October 7, 2016

TO: City of Duncanville
P.O. Box 380280
Duncanville, TX 75138-0280

FROM: Burgess & Niple, Inc.
Civil/Environmental Engineers
4029 Capital of Texas Highway, Suite 220
Austin, Texas 78704

PROJECT: Partial Sanitary Sewer System Evaluation Survey – Basin EA
City of Duncanville, Texas

Burgess & Niple, Inc. (ENGINEER) proposes to furnish Engineering Services to the City of Duncanville in accordance with the following proposal. The purpose of the project is to conduct a partial Sanitary Sewer Evaluation Survey for the portion of the wastewater collection system designated as Basin EA. The focus of the work will be smaller diameter (8" diameter and smaller) pipelines in the basin.

1. ANALYSIS AREA

The study area the portion of the wastewater collection system designated as portions of Drainage Area EA in the City of Duncanville, Texas. There are approximately 68,000 L.F. of sewer mains and 240 manholes and mainline cleanouts designated for inspection in the study area.

2. SCOPE OF WORK

This project will consist of the completion of a partial Sanitary Sewer Evaluation Survey (SSES) for the portion of the wastewater collection system designated as Drainage Area EA. The boundaries of the project may change based on quantities found in the field. The focus of the work will be smaller diameter (8" diameter and smaller) pipelines in the basin.

The investigation objectives and goals will be achieved through the performance of the following tasks.

Task 1 - Preparatory Work, Project Organization & Mobilization

- a. Printing of all field forms and preparation of maps to be used for the field investigation portion of the project.
- b. Preparation of data transfer facilities for transfer of data collected during the survey to City personnel.

- c. Hold a project initiation meeting with City personnel prior to commencement of any work to ensure that the following items are addressed:
- Development of a work plan to optimize field investigations.
 - Proper communication channels between City personnel, including fire and police departments and the Engineer.
 - All applicable city, county, state, and federal safety procedures and regulations.
 - Vehicular and pedestrian traffic control.
 - Public safety and convenience issues.
 - Development of progress reporting procedures

The compensation for this task shall be on a lump sum basis.

Task 2 - Smoke Testing

Smoke testing is performed under dry weather conditions to maximize the detection of inflow and rainfall responsive infiltration sources. A non-toxic and odorless smoke is introduced into the center manhole connecting two sections of sewer main with an air blower with a minimum capacity of 4,000 cubic feet per minute (cfm). Smoke flyers will be distributed to customers within the study area prior to commencement of smoke testing in an area.

This task, as described above, will be employed to the extent that surcharging or blockage of the sewer lines will permit on the 68,000 linear feet of designated sewer lines in the study area. Above ground reconnaissance of the study area to determine proximity of storm sewers, creek crossings, drainage paths and ponding areas to the sanitary sewer system will be accomplished concurrently with smoke testing and the visual line inspection. This visual inspection is performed to identify potential sources of inflow to the system. Digital photographs of each smoke leak located during the smoke testing phase of this project will be taken and provided with the field forms in both hardcopy and electronic formats.

Smoke testing data collected as a portion of the field investigations will include:

- Upstream/downstream manhole number
- Length of sewer line in linear feet
- Predominant ground cover over line segment
- Leak location using GPS coordinates
- Degree of smoke observed
- Number and size of pick holes in the upstream manhole
- Location of the leak regarding drainage path and ponding areas
- Predominant ground cover over the leak
- Physical address of the leak
- Classification of leaks as to:
 - Main Line
 - Manhole
 - Public service line
 - Private service line

Compensation for this task shall be per linear foot.

Task 3 - Visual Inspection

This task consists of opening all designated manholes in the study area (except those which could not be located or could not be opened), examining the interior of the manhole for inflow and infiltration sources and inspecting each sewer line entering and leaving the structure. The visual inspection of the manhole is carried out by employing a pole-mounted video camera, designed for sewer main inspections. Information gathered during this work is recorded on field forms.

The following data will be recorded for each manhole/mainline cleanout inspected:

- Manhole/Mainline Cleanout Data
 - Manhole identification number
 - Construction materials and conditions of cover, ring, risers, walls, steps, benches and inverts
 - Manhole depth in feet
 - Number and size of holes in manhole cover
 - Identify infiltration sources
 - Evidence of leaks and location
 - Evidence of surcharging
 - Type and depth of debris
 - Special problems and conditions, such as sources of inflow, overflows, bypasses, manholes located in natural ponding areas, etc.
 - Structural defects

- Line Segment Data
 - Diameter and material of pipe
 - Root growth
 - Depth of flow in inches
 - Type and depth of deposition in pipe
 - Visible inflow/infiltration sources
 - Structural conditions of pipe and joints
 - Special problems and conditions of pipe

A reasonable attempt (generally 20 minutes per crew per manhole) will be made to locate and open manholes assumed to be buried or hidden. If manholes either do not exist or are buried to the extent that they cannot be located by conventional methods, the manholes will be passed over and noted as "Unable to Locate" on the field forms. Manholes, which cannot be opened after a reasonable attempt, will be noted as "Unable to Open" on the field forms. Compensation for Unable to Locate and Unable to Open manholes will not be requested. Approximately 240 manholes and mainline cleanouts in the basin are designated for inspected.

Compensation for this task shall be per each.

Task 4 - Dye Flooding and Quantification of Leaks

This task consists of pinpointing inflow sources and quantifying selected collection line or manhole leaks, identified from the results of previous tasks including above ground reconnaissance, above ground dye flooding, storm and sanitary sewer flooding or evaluation during actual rainfall periods.

It is estimated that approximately four (4) collection line or manhole leaks will require quantification.

Compensation for this task shall be per each.

Task 5 - Physical Inspection

This task consists of conducting wet weather observations during rainfall events to verify actual hydraulic flow characteristics of the system, above ground flooding patterns and identify manholes/sewer lines subjected to wet weather infiltration. Live action video of the sewer manholes/sewer lines subjected to wet weather infiltration will be recorded.

Compensation for this task will be based on hourly billing rates for crew hours and shall not exceed the total amount indicated for this task in Table I - Compensation for Services.

Task 6 - Supervision, Engineering Evaluation, Data Analysis, and Report.

This task consists of engineering supervision of all field data collection operations, analysis of the collected data and presentation of the field data and analysis results as a Final Report, which shall include the following information. The City may, at its discretion, request that an Interim Report be presented for the purpose of review and comment. Comments from the Interim Report shall be incorporated into the Final Report.

- a. Description of the type and nature of the problems found in the system. This information shall include the type of leak located, estimated leak rate, and estimated construction cost to repair the leak.
- b. Database printout of recommended rehabilitation cost ranked by unit cost.
- c. Database listing of all problems located, along with the digital photograph and video tape documentation of the defect. Database inventory of all inspected manholes and collection lines.
- d. Recommendations for rehabilitation work grouped by major system component (main lines, service lines, and manholes). The recommendations will provide the information necessary for the rehabilitation work to be performed either by the City or by a Contractor.
- e. ArcGIS project outlining the location of all located leaks, all inspected system components, collection lines that were internally inspected, and location of all recommended system rehabilitation.

One original copy of the collected field data with photographs of smoke leaks and visual inspections of manholes, video tape recordings of internal the television inspection of sewer lines, and project database will be provided as a portion of the final report. This data will be provided to the City in both electronic and hardcopy formats, as appropriate.

Compensation for this task shall be on a lump sum basis.

3. INFORMATION AND SERVICES TO BE PROVIDED BY THE CITY

The CITY shall provide the following information and services:

- a. One reproducible print of the existing sewer system showing the location and size of existing sewer lines, manholes, lift stations, and other pertinent topographic information such as right-of-way lines, street names, etc. This information shall also be provided in an electronic format useful for the preparation of geographic information system maps and datasets.

- b. Liaison with City officials to provide effective coordination and cooperation between the fire, police, engineering and sewer departments and ENGINEER, as necessary during execution of field work.
- c. Access to manholes and/or lift stations.
- d. Assistance by City personnel, knowledgeable of manhole and cleanout locations, in locating buried or hidden manholes and cleanouts.
- e. Expose for entry, manholes that require excavation, cutting of pavement, and/or have lids fastened or frozen in place.
- f. Video recordings of sewer lines televised by city's staff in the study area.

4. TIME SCHEDULE

The work will be initiated within two weeks of receipt of Authorization to Proceed and is projected to be completed in six months.

5. COMPENSATION FOR SERVICES AND TERMS OF PAYMENT

The total estimated compensation to provide all services described under the Scope of Work including the necessary equipment and supplies is SIXTY THOUSAND THIRTY-TWO DOLLARS (\$60,032.00). The compensation amount is based on the estimated work unit quantities delineated under the Scope of Work and the quantities outlined herein. It should be noted that the quantities outlined in this contract are estimated based on the best available information and may vary from the actual quantities found during field investigations. In no case will the total contract amount be exceeded without prior written authorization from the City of Duncanville.

Invoices will be rendered monthly and due within thirty (30) days. Invoices will be computed based on the quantities of work completed to date, multiplied by the unit price for that work and/or percentage of task completion.

Table I - Compensation for Services, on the following page, delineates the price for each task.

Table I - Compensation for Services

Task	Task Description	Unit	Estimated Quantities	Unit Price	Total Price
1	Preparatory Work and Mobilization	Lump Sum	1	\$1,000.00	\$1,000.00
2	Smoke Testing	L.F.	68,000	\$0.45	\$30,600.00
3A	Manhole Visual Inspection	EA.	180	\$90.00	\$16,200.00
3B	Mainline Cleanout Visual Inspection	EA.	60	\$45.00	\$2,700.00
4	Dye Flooding and Quantification of Leaks	EA.	4	\$225.00	\$900.00
5	Physical Inspection	Crew Hours	8	\$275.00	\$2,200.00
6	Supervision, Engineering Evaluation, Data Analysis and Report	Lump Sum	1	\$6,432.00	\$6,432.00
TOTAL					\$60,032.00

6. TERMINATION

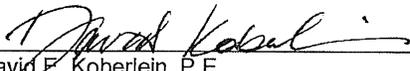
- a. Conditions of Termination: This agreement may be terminated without cause at any time prior to completion of the ENGINEER's services by the CITY upon seven days written notice to the address of record.
- b. Compensation Payable on Termination: On termination, by either the CITY or the ENGINEER, the CITY shall pay the ENGINEER the full amount based on percentage complete of each task outlined in **Table I - Compensation for Services** to the date of termination.

7. NOTICE TO PROCEED

The performance of the proposed work for each task shall be contingent upon receipt of an Authorization to Proceed by the City of Duncanville.

BURGESS & NIPLE, INC.

APPROVED



 David E. Koberlein, P.E.
 Vice President/ Project Manager

Signature

Title

October 7, 2016

 Date

Date

RESOLUTION NO. 2016-11014G

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF A PROFESSIONAL ENGINEERING SERVICES AGREEMENT FOR THE 2017 PARTIAL SANITARY SEWER EVALUATION SURVEY-BASIN EA WITH BURGESS & NIPLE, INC., IN THE AMOUNT NOT TO EXCEED SIXTY THOUSAND THIRTY TWO DOLLARS (\$60,032.00), AUTHORIZING THE CITY MANAGER TO EXECUTE SUCH AGREEMENT WHICH IS ATTACHED AS EXHIBIT “A”; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Duncanville desires to continue its commitment to make infrastructure improvements; and

WHEREAS, the City of Duncanville desires to enter into an agreement to perform a partial evaluation survey of the EA Basin of the sanitary sewer system; and

WHEREAS, the City of Duncanville has funds allocated in the Water/Wastewater Utility Fund to fund the partial sanitary sewer evaluation survey; and

WHEREAS, the City of Duncanville City Council desires to use these funds to develop a partial sanitary sewer evaluation survey of the sanitary sewer system to benefit the citizens of Duncanville.

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

SECTION 1: The City Council hereby authorizes, approves, and accepts the terms and conditions of the professional engineering services agreement to develop a partial sanitary sewer evaluation survey of the EA Basin serving the City of Duncanville with Burgess & Niple, Inc.; which is attached hereto as Exhibit “A” and, authorizes the City Manager to execute said Agreement.

SECTION 2: That this Resolution shall take effect immediately from and after its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas,
on the 1st day of November, 2016.

CITY OF DUNCANVILLE, TEXAS

APPROVED:

David L. Green, Mayor

ATTEST:

Mary E. Jones, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-4H

TITLE:

Consider a Resolution of the City Council of the City of Duncanville, Texas, approving the terms and conditions of an agreement with Network Cabling Services, which is attached as Exhibit “A”, for installation of cabling, IP cameras, and all necessary equipment at the Fieldhouse and in Armstrong Park in the amount of one hundred forty four thousand nine hundred sixty two dollars and ninety seven cents (\$144,962.97); authorizing the City Manager to execute such agreement; and, providing for an effective date.

FY 2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- Goal: Create high quality neighborhoods and parks

STAFF REPRESENTATIVE:

Tracy R. Beekman, Information Technology Manager

BACKGROUND/HISTORY:

Installation/replacement of security cameras in the Duncanville Fieldhouse and in Armstrong Park is part of a 5 year project to replace aged and failing security cameras throughout the City and, installation of security cameras in areas where they have never been before. The City’s current security camera systems are 10 to 15 years old, provide very poor image quality, and have become more expensive to repair. The placement of security cameras in areas where there has never been any will provide for much needed “presence” in those areas.

POLICY EXPLANATION:

The cost of installation/replacement of security cameras in these areas is above \$49,999.99 and must be presented to Council for approval before payment can be authorized.

FUNDING SOURCE:

\$150,000 is allocated in the FY 16-17 budget Innovation Fund for this expense.

RECOMMENDATION:

Staff recommends approval of a Resolution of the City Council of the City of Duncanville, Texas, approving the terms and conditions of an agreement with Network Cabling Services, which is attached as Exhibit “A”, for installation of cabling, IP cameras, and all necessary equipment at the Fieldhouse and in Armstrong Park in the amount of one hundred forty four thousand nine hundred sixty two dollars and ninety seven cents (\$144,962.97); authorizing the City Manager to execute such agreement; and, providing for an effective date.

ATTACHMENTS:

Resolution



October 25, 2016

City of Duncanville
203 E Wheatland Road
Duncanville, TX 75138
Attention: Tracy Beekman
972-780-5087
tbeekman@ci.duncanville.tx.us

Project: City Wide Security Camera Upgrade

NCS Quote # TL-16-050r2
NCS Security License # B14032
NCS DIR # SDD-1900

Thank you for allowing Network Cabling Services the opportunity to provide you with this proposal in regards to the city wide camera project at your facilities in Duncanville, TX.

This quote was prepared using information provided during a meeting with the customer and site visits.

Project is intended to span 5 years, as such material pricing is to remain the same for the duration. Billing will be based on locations within each year's scope. Percentages listed in section 4.1 will be utilized for each yearly phase.

If you should have any questions about this proposal or require additional information, please do not hesitate to contact me.

Sincerely,

Tony La
Security Division Manager
Cell: 832-851-6383
tla@ncs-tx.com

1. SCOPE OF WORK:

1. NCS will provide and install cable and IP cameras at the locations specified on the drawings and site visits.
2. NCS will provide recording servers and IP camera licenses for the cameras.
3. This proposal includes bucket truck / man-lift for the installations.
4. This proposal does not include electrical work or conduit work.
5. This proposal does not include network POE switch or UPS battery backup.
6. Customer shall provide IP address information prior to camera installation.
7. This proposal includes allotment from pricing discounts for the camera system to account towards radio links to park locations.

2. PRICING SUMMARY:

<u>Location</u>	<u>Count</u>	<u>Server Size</u>	<u>Total:</u>
Library	52	L - 12TB	\$126,008.77
City Hall	19	L - 12TB	\$65,287.03
Police Station	21	L - 12TB	\$65,746.85
Service Center	20	M - 6TB	\$61,870.48
Senior Center	14	M - 6TB	\$52,606.83
Fire Station 1	11	M - 6TB	\$35,140.38
Fire Station 2	11	M - 6TB	\$31,450.52
Field House (Star 5)	47	L - 12TB	\$121,117.97
Lakeside Park	2	S - 6TB	\$7,685.00
Harrington Park	5	S - 6TB	\$15,750.00
Alexander Park	3	S - 6TB	\$9,150.00
Lions Park	4	S - 6TB	\$18,410.00
Armstrong Park	3	S - 6TB	\$23,845.00
Total Camera Count	212	Total:	\$634,068.83

3. PRICING SUMMARY: (OPTIONAL)

1 Year Software Maintenance Agreement (212 Cameras)	\$6,360.00
3 Year Software Maintenance Agreement (212 Cameras)	\$15,900.00
5 Year Software Maintenance Agreement (212 Cameras)	\$21,200.00

3. QUALIFICATIONS AND ASSUMPTIONS:

- NCS has based this proposal on normal working hours, 7:00 am to 5:00 pm, Monday through Friday, excluding holidays. Over-time is not included in this proposal.
- NCS assumes that proper access will be available during working hours to complete the proposal scope of this project.
- Any changes or additions to the Scope of Work or the Bill of Materials shall be executed in writing as a change order. Verbal instructions to field technicians do not authorize changes to the scope of work.
- NCS cannot be held responsible for the condition of any existing copper/fiber optic cables or conduits that may be utilized for this project.
- NCS has not included pricing for participation in a composite cleaning crew. If this is required an additional price can be given.
- NCS will not be responsible for any delays or associated charges due to manufacturer's defects or late delivery of cable and/or equipment that is directly specified or ordered and provided by the customer.
- NCS assumes all core holes, conduits, poke through devices, raised floor boxes, plywood backboards, ground bus bar cabling to main bus and back boxes either exist or will be provided by others.
- The cost for taxes or bonding has not been included in the proposed price. If taxes or bonding cost are required an additional add price can be given.
- This proposal does not include electrical services or electronic components or labor to move or install network equipment.
- Proposal does not include network electronics such as uninterrupted power supplies (UPS), power distribution units (PDU) and wireless access points (WAP).
- Proposal does not provide IT services such as hardware configuration and/or software loading.
- NCS has not included pricing for any "BIM" or 3D Modeling Services that may be required for this project.
- This proposal does not include Service Provider Cabling, Nurse Call Systems and Cabling, Phone Systems, Network Hardware or Telemetry Cabling.
- NCS assumes that a secure staging area will be provided at no charge for the storage of equipment such as materials and tools.
- The pricing in this proposal includes a 4% discount for cash, check, or ACH payments.
- This proposal does not include requirements for the payment of Prevailing Wages, Davis Bacon Wages, Walsh-Healy Wages, Contract Service Act Wages or any other predetermined or prevailing wages or fringe benefits. In the event there is a requirement for the payment of specific wages and/or fringe benefits, the difference between such specific wages and/or benefits and the actual wages and/or benefits paid, plus NCS's normal mark-up for overhead and profit shall be an extra cost added to this proposal.
- A One Year Network Cabling Services Workmanship Warranty will be issued on all installed materials from the date of acceptance.

4. STANDARD TERMS AND CONDITIONS:

1. Engagement of Services

Once work is authorized by the customer, Network Cabling Services is committed to certain "ramp up" expenses, both direct and indirect (i.e., specific training, travel, special tools, materials, project management, etc.) which are generally priced into the entire scope of the project. If the project is canceled, delayed, terminated or significantly changed through no fault of Network Cabling Services, these expenses will be due and payable to Network Cabling Services on a pro-rate basis. Any request for reimbursement of these expenses will be itemized and defined.

2. Changes to Scope of Work

Network Cabling Services will notify the customer if there is a material change, scheduling change, or construction delay beyond the scope of work and no fault of Network Cabling Services requiring Network Cabling Services to expend more monies budgeted. The customer agrees to pay Network Cabling Services for such expenses plus reasonable profit and overhead if the customer desires to continue under the changed Scope of Work.

3. Permits and Taxes

Permits are not included unless specifically noted otherwise. Permits, inspection fees, drawings, etc., will be provided by Network Cabling Services at the cost of obtaining them. Taxes are not included in the proposal price unless specifically noted otherwise.

4. Network Cabling Services Employees

The customer agrees that it shall not hire any employee of Network Cabling Services who is currently working on a project for the customer, or any employee of Network Cabling Services who has worked on a project for the customer within the last twelve months. The customer further agrees not to hire any former Network Cabling Services employee that performed any work on a project for the customer at any time within the prior twelve months. The customer agrees and understands that this provision is necessary so that Network Cabling Services can protect its investment of time and money in its employees, as well as any confidential or proprietary information known by its employees.

5. Payment Terms

Standard payment terms are net due in ten days from invoice date unless stated differently in the above proposal. A service charge may be charged on all past due amounts. Amounts will be considered past due 30 days after date of invoice. You may avoid a service charge or additional service charges upon payment at any time of the unpaid balance.

6. Warranty

All installation work will meet or exceed all NEC, Federal, State and local codes that may apply. No performance warranty will be issued by Network Cabling Services. A one year workmanship warranty will be issued on all installed materials from the date of acceptance.

7. Indemnity

The customer agrees to defend and indemnify Network Cabling Services from any and all third party claims, demands, actions, lawsuits liability, damages and/or costs, including reasonable attorney's fees and expert fees, arising out of or relating to Network Cabling Services work under this agreement or the Scope of Work under this agreement, regardless of the cause, including active or passive negligence of Network Cabling Services, the customer, or others, unless such claim, demand, action, lawsuit, liability, damage or cost is caused by the sole negligence of Network Cabling Services.

8. Attorney's Fees

If Network Cabling Services is required to hire attorneys to collect amounts owed under this agreement, the customer agrees to reimburse Network Cabling Services for all attorneys' fees, expert fees and other legal expenses that it may incur to collect such amount.

9. Incorporation by Reference

Unless expressly agreed in writing otherwise, these Standard Terms and Conditions are a part of and hereby incorporated by reference, all proposals submitted by Network Cabling Services to the customer and any Credit Agreement signed by the customer, and all terms and conditions of any such proposals or Credit Agreements.

By signing this proposal the signators of this agreement warrant that they have the authority to enter into this contract and that they have read the above Standard Terms and Conditions and agree to abide by them.

ACCEPTED BY: _____



4.1 TERMS:

The STANDARD TERMS AND CONDITIONS of this proposal apply and are incorporated by reference. The parties agree that all disputes in anyway related to, arising out of, or connected with the sale of goods and/or services provided by Network Cabling Services shall be litigated if at all, exclusively in Harris County, Texas. Furthermore, the parties also agree that Texas law shall govern all such disputes.

The Customer agrees to pay the following per yearly phase:

- 30% Down (For Material Procurement & Mobilization)
- 60% Monthly Progress Billing
- 10% At Completion

Service charges listed below become effective on all accounts 30 days after the invoice date. Charges are computed at the lower of 1.5% per month or the maximum allowed by law.

Notice to Buyer: Do not sign this agreement before you read it in its entirety, or if it contains blank spaces. You are entitled to a copy of the agreement you sign. Keep this agreement to protect your legal rights.

Respectfully Submitted By:
Network Cabling Services, Inc.

Accepted By:

Authorized Signature:
Tony La

Authorized Signature:

Print Name:
Tony La, Security Division Manager

Print Name:

Date:
October 25, 2016

Date:

RESOLUTION 2016-11014H

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF AN AGREEMENT WITH NETWORK CABLING SERVICES, WHICH IS ATTACHED AS EXHIBIT "A", FOR INSTALLTION OF CABLING, IP CAMERAS, AND ALL NECESSARY EQUIPMENT AT THE FIELDHOUSE AND IN ARMSTRONG PARK IN THE AMOUNT OF ONE HUNDRED FORTY FOUR THOUSAND NINE HUNDRED SIXTY TWO DOLLARS AND NINETY SEVEN CENTS (\$144,962.97); AUTHORIZING THE CITY MANAGER TO EXECUTE SUCH AGREEMENT; AND, PROVIDING FOR AND EFFECTIVE DATE.

WHEREAS, it is desired to replace and/or install security camera systems at the Duncanville Fieldhouse and in Armstrong Park; and

WHEREAS, the City Council of the City of Duncanville, Texas desires to approve payment to Network Cabling Services for installation of security camera systems at the Duncanville Fieldhouse and in Armstrong Park.

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

SECTION 1: That the City Council of the City of Duncanville, Texas hereby approves payment to Network Cabling Services in the amount of one hundred forty four thousand nine hundred sixty two dollars and ninety seven cents (\$144,962.97).

SECTION 2: That the City Council of the City of Duncanville, Texas hereby authorizes the City Manager to execute such agreement.

SECTION 3: That 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 1st day of November, 2016.

CITY OF DUNCANVILLE, TEXAS

APPROVED:

David L. Green, Mayor

ATTEST:

Mary E. Jones, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-4I

TITLE:

Consider a Resolution of the City Council of the City of Duncanville, Texas, awarding the Keep Duncanville Beautiful November 2016 Business Beautification Award to the Duncanville Chamber of Commerce located at 300 E Wheatland Road; and, providing an effective date.

STAFF REPRESENTATIVE:

Timothy Hamilton, KDB Staff Liaison

BACKGROUND/HISTORY:

Keep Duncanville Beautiful (KDB) is an Affiliate of Keep Texas Beautiful and its activities are funded by the Duncanville Community and Economic Development Corporation (DCEDC). One of KDB's annual on-going programs is the Business Beautification Award Program. Up to one commercial building in Duncanville is recognized each quarter for significant improvements to the exterior portion of a building, landscape improvements, and/or long term maintenance of the commercial property that exemplifies high quality standards. Award recipients receive recognition at a regular City Council meeting, an article in the City newsletter, and a sign to display at their place of business during the month they are selected. The KDB Board nominated the Duncanville Chamber of Commerce located at 300 E. Wheatland Road as the November 2016 Business Beautification Award.

POLICY EXPLANATION:

The KDB Board nominates the Business Beautification Award. The property must be in good standing with the City's Code Enforcement and Building Inspections Departments. Final approval by City Council is required. The KDB Board reserves the right to select properties as warranted and is not bound to select a property every quarter.

The KDB Board follows the criteria identified below:

- Property must be retail/professional office/commercial/industrial or other business use.
- Property must be located within the city limits of Duncanville, Texas.
- Significant exterior improvements and/or superior maintenance of the property must be made to the property, or the property is new construction.
- Improvements can include new landscaping, repainting a building, paving a parking lot, adding awnings, new signage, etc.

FUNDING SOURCE:

Funds are allocated in the Economic Development/Keep Duncanville Beautiful budget for related expenditures; however, if the recipient is a non-profit the funds are allocated in the Parks budget.

RECOMMENDATION:

Approve a Resolution of the City Council of the City of Duncanville, Texas, awarding the Keep Duncanville Beautiful November 2016 Business Beautification Award to the Duncanville Chamber of Commerce located at 300 E Wheatland Road; and, providing an effective date.

ATTACHMENTS:

Resolution



RESOLUTION NO. 2016-11014I

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AWARDED THE KEEP DUNCANVILLE BEAUTIFUL NOVEMBER 2016 BUSINESS BEAUTIFICATION AWARD TO THE DUNCANVILLE CHAMBER OF COMMERCE LOCATED AT 300 E WHEATLAND ROAD; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is desired to recognize businesses with significant improvements to the exterior portion of a building, landscape improvements, and/or long term maintenance of the commercial property that exemplifies high quality standards within the City of Duncanville; and

WHEREAS, the Duncanville Chamber of Commerce located at 300 E Wheatland Road is in good standing with the City's Code Enforcement and Building Inspections Departments; and

WHEREAS, the Keep Duncanville Beautiful (KDB) Board nominates the Business Beautification Award, and final approval is required by the City Council; and

WHEREAS, the City Council of the City of Duncanville, Texas desires to award the Keep Duncanville Beautiful Business Beautification Award to the Duncanville Chamber of Commerce located at 300 E Wheatland Road. and authorize the execution of the necessary documents to recognize the aforementioned business.

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

Section 1. That the City Council of the City of Duncanville does hereby award the Keep Duncanville Beautiful Business Beautification Award to the Duncanville Chamber of Commerce located at 300 E Wheatland Road within the City of Duncanville.

Section 2. 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 1st day of November, 2016.

CITY OF DUNCANVILLE, TEXAS

APPROVED:

David L. Green, Mayor

ATTEST:

Mary E. Jones, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-4J

TITLE:

Consider a Resolution of the City Council of the City of Duncanville, Texas, awarding bid number IFB 16-20 and execute contract with A&M Construction and Utilities, Inc., attached as Exhibit “A”, for the Summit Ground Storage Tank Protective Coating Rehabilitation, in the amount of nine hundred and forty nine thousand nine hundred dollars (\$949,900); authorizing the City Manager to execute such agreement; and, providing an effective date.

FY 2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN: N/A

- **CAPSTONE:** Create high quality neighborhoods and parks.

STAFF REPRESENTATIVE:

Michael J. Hasler, P.E., Director of Public Works
Charlie Oberrender, CPPB, Purchasing Manager

BACKGROUND/HISTORY:

The City has a Capital Improvement Program for the purpose of identifying, planning, and funding major improvements to the City’s infrastructure. Depending on the type of infrastructure (i.e., alleys, drainage, solid waste, water or sewer utilities), separate funding categories have been set up with separate revenue sources for each that are typically collected with the water bill. These are typically called Enterprise Funds. When fund balances are sufficient to complete a project, plans and specifications are prepared and bids are solicited to have the project built.

This project was identified as a maintenance concern in 2014 by the Texas Commission on Environmental Quality during their annual tank inspection and is programmed for scheduled renovation in the current year of the city’s five-year plan for the water system. The successful completion of the project will repair, clean deposits, and repaint the interior and exterior of the tank to minimize future maintenance and improve the quality of water within the water distribution system.

Completed bid requests were received prior to bid closing at 2:00 p.m. on August 11, 2016 for furnishing all labor, materials and equipment and performing all work necessary for installation of the protective coating rehabilitation for the Summit 8.0 Million Gallon Ground Storage Tank (**Attachment 1**). Bid notices were sent to 46 vendors through Public Purchase. Seventeen bids were received. A copy of the bid tabulation is appended (**Attachment 2**).

POLICY EXPLANATION:

Capital Improvement Programs are created to fund major investments for infrastructure improvements. When fund balances are sufficient to complete a project, plans and specifications are prepared and bids are solicited to have the project built. This bid includes furnishing all labor, materials, and equipment and performing all work necessary for repainting of the interior and exterior of the Summit Ground Storage Tank located at 1839 N. Straus Road in Cedar Hill. Also included is the replacing of rafters, patching and plating of any rusted areas, grouting, installing new hardware on all manways, flap valves, hatches, and installing an alarm on the flap valve. The Summit Ground Storage Tank is owned five-eighths (5/8) by the City of Duncanville and three-eighths (3/8) by the City of Cedar Hill.

After review by staff and the consultant, Deltatek Engineering, the bid from A&M Construction and Utilities in the amount of \$949,900.00 is considered the lowest responsible bid (**Attachment 3**).

FUNDING SOURCE:

\$750,000.00 is allocated in the FY16-17 Utility Capital Improvements Fund Budget for this expenditure. Per the Interlocal Agreement for cost sharing of the repair, maintenance, and operating costs of the Summit Ground Storage Tank dated January 26, 2016, the City of Cedar Hill will reimburse the City of Duncanville three-eighths (3/8) of all project costs on a monthly basis. Based on this bid, the City of Duncanville cost share of \$593,687.50 is well within budget. The City of Cedar Hill cost share is \$356,212.50, and its City Council has approved this expenditure.

RECOMMENDATION:

Staff recommends approval of a Resolution of the City Council of the City of Duncanville, Texas, awarding bid number IFB 16-20 to and execute contract with A&M Construction and Utilities, Inc., attached as Exhibit "A", for the Summit Ground Storage Tank Protective Coating Rehabilitation, in the amount of nine hundred and forty nine thousand nine hundred dollars (\$949,900); authorizing the City Manager to execute such agreement; and, providing an effective date.

ATTACHMENTS:

Attachment 1 - Project Site Location Map

Attachment 2 - Bid Tabulation

Attachment 3 - Recommended Awardee's Bid Response

Attachment 4 - Resolution



City of Duncanville

City of Dallas

City of Cedar Hill

1839 STRAUS RD.

Summit Water Tank



DANIELDALE RD

OAK RIDGE

CRESCENT LN

CLARK RD

CLARK RD

WAX BERRY DR

PINEBERRY RD

SORCEY ROAD



BLACKWILLOW LN

CLOVERGLEN DR

EMORY OAK LN

RED WILLOW LN

OAKSTONE DR

OAKMORE DR

CAVE DR

CLOVERGLEN DR

EMORY OAK LN

SOPHORA CIR

TIMBERBLUFF RD

REDOSIER RD

SORCEY RD

EMORY OAK LN

COUNTY VIEW RD

STRAUS RD

FLAMELEAF LN

MICALISTER ST

TAYLOR ST

VANCE ST

STAFFORD ST

STEWART ST

Owner: Project:	City of Duncanville, Dallas County, Texas Summit 8.0MG Ground Storage Tank Protective Coating Rehabilitation IFB NO. 16-20			Bidders Name & Address A&M Construction and Utilities, Inc. 4950 Grisham Dr Rowlett TX 75088 972-412-0255 972-463-0736 fax		Bidders Name & Address Maguire Iron, Inc. PO Box 1446 Sioux Falls SD 57101 605-334-9749 605-334-9752 fax		Bidders Name & Address N.G. Painting, L.P. 1225 Bandera Hwy Ste A2 Kerrville TX 78028 830-257-5940 830-792-4968 fax		Bidders Name & Address Blasco Texas, Inc. 16201 Wood Dr Channelview TX 77530 281-590-3200 281-5920-3234 fax		Bidders Name & Address Utility Service, Co., Inc. 535 Courtney Hodges Blvd Perry GA 31069 478-987-0303 4748-987-9657 fax		Bidders Name & Address Southern Road & Bridge, L.L.C. 715 Wesley Ave Tarpon Springs FL 34689 214-500-2088 888-618-6222 fax	
Bid Opens :				August 11, 2016 @ 2:30 PM											
Item #	Est. Qty.	Unit	Description	Unit Bid Price Materials	Total Bid Extension	Unit Bid Price Materials	Total Bid Extension	Unit Bid Price Materials	Total Bid Extension	Unit Bid Price Materials	Total Bid Extension	Unit Bid Price Materials	Total Bid Extension	Unit Bid Price Materials	Total Bid Extension
1	1	LS	Bonds Insurance and Mobilization	\$ 35,000.00	\$ 35,000.00	\$ 54,000.00	\$ 54,000.00	\$ 20,000.00	\$ 20,000.00	\$ 75,000.00	\$ 75,000.00	\$ 25,000.00	\$ 25,000.00	\$ 100,000.00	\$ 100,000.00
2	1500	LF	Rafter Removal and Replacement as Directed by the Engineer	\$ 20.00	\$ 30,000.00	\$ 25.00	\$ 37,500.00	\$ 40.00	\$ 60,000.00	\$ 25.00	\$ 37,500.00	\$ 30.50	\$ 45,750.00	\$ 30.00	\$ 45,000.00
3	1	LS	Jacking & Wedging the Roof Plates Above the Rafters for Surface Preparation & Painting	\$ 55,000.00	\$ 55,000.00	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00	\$ 30,000.00	\$ 15,000.00	\$ 15,000.00	\$ 50,000.00	\$ 50,000.00	\$ 10,000.00	\$ 10,000.00
4	400	EA	Pit Repairs on the Interior Floor Plate, Shell, or Roof as Directed by the Engineer	\$ 25.00	\$ 10,000.00	\$ 25.00	\$ 10,000.00	\$ 20.00	\$ 8,000.00	\$ 25.00	\$ 10,000.00	\$ 6.00	\$ 2,400.00	\$ 25.00	\$ 10,000.00
5	1	LS	Interior Surface Preparation to SSPC SP10 near White	\$ 187,000.00	\$ 187,000.00	\$ 199,500.00	\$ 199,500.00	\$ 400,000.00	\$ 400,000.00	\$ 350,000.00	\$ 350,000.00	\$ 175,000.00	\$ 175,000.00	\$ 300,000.00	\$ 300,000.00
6	1	LS	Furnish Dehumidification Equipment for the Duration of Interior Surface Preparation, Coating, and	\$ 100,000.00	\$ 100,000.00	\$ 90,000.00	\$ 90,000.00	\$ 40,000.00	\$ 40,000.00	\$ 25,000.00	\$ 25,000.00	\$ 120,000.00	\$ 120,000.00	\$ 31,500.00	\$ 31,500.00
7	1	LS	Paint All Interior Surfaces	\$ 195,500.00	\$ 195,500.00	\$ 323,000.00	\$ 323,000.00	\$ 200,000.00	\$ 200,000.00	\$ 240,000.00	\$ 240,000.00	\$ 380,000.00	\$ 380,000.00	\$ 220,000.00	\$ 220,000.00
8	1	LS	Exterior Surface Preparation to SSPC SP 6 Commercial Blast by Mechanical Means to Capture and Contain All Spent Blast Media	\$ 153,000.00	\$ 153,000.00	\$ 116,000.00	\$ 116,000.00	\$ 200,000.00	\$ 200,000.00	\$ 180,000.00	\$ 180,000.00	\$ 100,000.00	\$ 100,000.00	\$ 250,000.00	\$ 250,000.00
9	1	LS	Paint All Exterior Surfaces	\$ 162,000.00	\$ 162,000.00	\$ 188,000.00	\$ 188,000.00	\$ 100,000.00	\$ 100,000.00	\$ 150,000.00	\$ 150,000.00	\$ 219,000.00	\$ 219,000.00	\$ 160,000.00	\$ 160,000.00
10	1000	LF	Exterior Surface Repairs to Mechanical Scratches on Shell Plate as Directed by Engineer	\$ 5.00	\$ 5,000.00	\$ 5.00	\$ 5,000.00	\$ 5.00	\$ 5,000.00	\$ 5.00	\$ 5,000.00	\$ 10.00	\$ 10,000.00	\$ 20.00	\$ 20,000.00
11	1	LS	Disinfection of Tank and Piping per ANSI/AWWA C652-02	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00	\$ 2,500.00
12	600	LF	Remove Grout at Ring Wall/Floor Plate Connection. Install " Sikadur Comifex" in the Joint per Manufacturers Recommendation	\$ 10.00	\$ 6,000.00	\$ 7.30	\$ 4,380.00	\$ 5.00	\$ 3,000.00	\$ 20.00	\$ 12,000.00	\$ 8.50	\$ 5,100.00	\$ 10.00	\$ 6,000.00
13	1	LS	Install New Bolts, Nuts, Washers, Gaskets on Manways, Hatches, and Flap Valves, Blind Flange on 6" Drain, 2" Pipe Plug and New 16 Mesh SS Screen on Vent	\$ 1,400.00	\$ 1,400.00	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 7,500.00	\$ 7,500.00	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00
14	1	LS	Site Restoration. Includes Removal of Spent Media, Paint Chips, Landscaping, ECT.	\$ 5,000.00	\$ 5,000.00	\$ 17,800.00	\$ 17,800.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
Base Bid Total				\$ 949,900.00	\$ 1,061,180.00	\$ 1,076,000.00	\$ 1,127,000.00	\$ 1,147,250.00	\$ 1,165,000.00						

Owner: Project:	City of Duncanville, Dallas County, Texas Summit 8.0MG Ground Storage Tank Protective Coating Rehabilitation IFB NO. 16-20			Bidders Name & Address CFG Industries, L.L.C. 3315 Spring Cypress Rd 4A Spring TX 77388 281-288-0488		Bidders Name & Address Tank Pro, Inc. 5500 Watermelon Rd Northport AL 35473 205-750-0444 205-750-0464 fax		Bidders Name & Address M.K. Painting, Inc. 4157 Seventh St Wyandotte MI 48192 734-285-5861 734-285-5862 fax		Bidders Name & Address Riley Industrial Services, Inc. 2615 San Juan Blvd Farmington NM 87401 505-327-4947 505-326-0305 fax		Bidders Name & Address MMI Tank and Industrial Services, Inc. 3240 S 37th Ave Phoenix AZ 85009 602-272-6000 602-272-6700 fax		Bidders Name & Address E.J. Chris Contracting, Inc. 13603 Mathews Park Live Oak TX 78233 612-388-6459 313-429-8195 fax	
Bid Opens :				August 11, 2016 @ 2:30 PM											
Item #	Est. Qty.	Unit	Description	Unit Bid Price Materials	Total Bid Extension	Unit Bid Price Materials	Total Bid Extension	Unit Bid Price Materials	Total Bid Extension	Unit Bid Price Materials	Total Bid Extension	Unit Bid Price Materials	Total Bid Extension	Unit Bid Price Materials	Total Bid Extension
1	1	LS	Bonds Insurance and Mobilization	\$ 30,000.00	\$ 30,000.00	\$ 52,000.00	\$ 52,000.00	\$ 40,000.00	\$ 40,000.00	\$ 64,000.00	\$ 64,000.00	\$ 50,000.00	\$ 50,000.00	\$ 60,000.00	\$ 60,000.00
2	1500	LF	Rafter Removal and Replacement as Directed by the Engineer	\$ 35.00	\$ 52,500.00	\$ 85.00	\$ 127,500.00	\$ 40.00	\$ 60,000.00	\$ 68.00	\$ 102,000.00	\$ 45.00	\$ 67,500.00	\$ 25.00	\$ 37,500.00
3	1	LS	Jacking & Wedging the Roof Plates Above the Rafters for Surface Preparation & Painting	\$ 9,500.00	\$ 9,500.00	\$ 73,000.00	\$ 73,000.00	\$ 5,000.00	\$ 5,000.00	\$ 34,878.00	\$ 34,878.00	\$ 10,000.00	\$ 10,000.00	\$ 50,000.00	\$ 50,000.00
4	400	EA	Pit Repairs on the Interior Floor Plate, Shell, or Roof as Directed by the Engineer	\$ 20.00	\$ 8,000.00	\$ 12.00	\$ 4,800.00	\$ 20.00	\$ 8,000.00	\$ 76.50	\$ 30,600.00	\$ 85.00	\$ 34,000.00	\$ 40.00	\$ 16,000.00
5	1	LS	Interior Surface Preparation to SSPC SP10 near White	\$ 400,000.00	\$ 400,000.00	\$ 362,100.00	\$ 362,100.00	\$ 380,000.00	\$ 380,000.00	\$ 342,600.00	\$ 342,600.00	\$ 437,500.00	\$ 437,500.00	\$ 400,000.00	\$ 400,000.00
6	1	LS	Furnish Dehumidification Equipment for the Duration of Interior Surface Preparation, Coating, and	\$ 20,000.00	\$ 20,000.00	\$ 115,950.00	\$ 115,950.00	\$ 10,000.00	\$ 10,000.00	\$ 115,560.00	\$ 115,560.00	\$ 122,000.00	\$ 122,000.00	\$ 40,000.00	\$ 40,000.00
7	1	LS	Paint All Interior Surfaces	\$ 270,000.00	\$ 270,000.00	\$ 153,640.00	\$ 153,640.00	\$ 300,000.00	\$ 300,000.00	\$ 232,600.00	\$ 232,600.00	\$ 221,000.00	\$ 221,000.00	\$ 400,000.00	\$ 400,000.00
8	1	LS	Exterior Surface Preparation to SSPC SP 6 Commercial Blast by Mechanical Means to Capture and Contain All Spent Blast Media	\$ 210,000.00	\$ 210,000.00	\$ 208,250.00	\$ 208,250.00	\$ 260,000.00	\$ 260,000.00	\$ 195,000.00	\$ 195,000.00	\$ 216,000.00	\$ 216,000.00	\$ 210,000.00	\$ 210,000.00
9	1	LS	Paint All Exterior Surfaces	\$ 170,000.00	\$ 170,000.00	\$ 112,110.00	\$ 112,110.00	\$ 175,000.00	\$ 175,000.00	\$ 130,000.00	\$ 130,000.00	\$ 108,000.00	\$ 108,000.00	\$ 100,000.00	\$ 100,000.00
10	1000	LF	Exterior Surface Repairs to Mechanical Scratches on Shell Plate as Directed by Engineer	\$ 10.00	\$ 10,000.00	\$ 3.00	\$ 3,000.00	\$ 3.00	\$ 3,000.00	\$ 6.50	\$ 6,500.00	\$ 10.00	\$ 10,000.00	\$ 3.00	\$ 3,000.00
11	1	LS	Disinfection of Tank and Piping per ANSI/AWWA C652-02	\$ 3,500.00	\$ 3,500.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 3,700.00	\$ 3,700.00
12	600	LF	Remove Grout at Ring Wall/Floor Plate Connection. Install " Sikadur Comifex" in the Joint per Manufacturers Recommendation	\$ 10.00	\$ 6,000.00	\$ 14.50	\$ 8,700.00	\$ 10.00	\$ 6,000.00	\$ 41.20	\$ 24,720.00	\$ 10.00	\$ 6,000.00	\$ 3.00	\$ 1,800.00
13	1	LS	Install New Bolts, Nuts, Washers, Gaskets on Manways, Hatches, and Flap Valves, Blind Flange on 6" Drain, 2" Pipe Plug and New 16 Mesh SS Screen on Vent	\$ 6,000.00	\$ 6,000.00	\$ 2,625.00	\$ 2,625.00	\$ 3,000.00	\$ 3,000.00	\$ 4,566.00	\$ 4,566.00	\$ 8,000.00	\$ 8,000.00	\$ 1,000.00	\$ 1,000.00
14	1	LS	Site Restoration. Includes Removal of Spent Media, Paint Chips, Landscaping, ECT.	\$ 1,500.00	\$ 1,500.00	\$ 4,500.00	\$ 4,500.00	\$ 3,000.00	\$ 3,000.00	\$ 20,000.00	\$ 20,000.00	\$ 34,000.00	\$ 34,000.00	\$ 10,000.00	\$ 10,000.00
Base Bid Total				\$ 1,197,000.00	\$ 1,229,175.00	\$ 1,256,000.00	\$ 1,313,024.00	\$ 1,329,000.00	\$ 1,333,000.00						

Owner: Project:	City of Duncanville, Dallas County, Texas Summit 8.0MG Ground Storage Tank Protective Coating Rehabilitation IFB NO. 16-20			Bidders Name & Address Luckinbill, Inc. 304 E Broadway Enid OK 73701 580-233-2026 580-233-9488 fax		Bidders Name & Address Classic Protective Coatings, Inc. N 7670 Slate Hwy 25 Menomonie WI 54751 715-233-6267 715-233-6268 fax		Bidders Name & Address Horizon Bros. Painting, Corp. 1053 Kendra Lane Howell MI 48843 810-632-3362 810-632-3362 fax		Bidders Name & Address TMI Coatings, Inc. 3291 Terminal Drive St. Paul MN 55121 651-452-6100 651-452-0598 fax		Bidders Name & Address L.C. United Painting, Co., Inc. 3525 Barbara Dr Sterling Hts MI 48310 586-979-2855 586-979-8053 fax		
Bid Opens:				August 11, 2016 @ 2:30 PM										
Item #	Est. Qty.	Unit	Description	Unit Bid Price Materials	Total Bid Extension	Unit Bid Price Materials	Total Bid Extension	Unit Bid Price Materials	Total Bid Extension	Unit Bid Price Materials	Total Bid Extension	Unit Bid Price Materials	Total Bid Extension	
1	1	LS	Bonds Insurance and Mobilization	\$ 46,000.00	\$ 46,000.00	\$ 70,000.00	\$ 70,000.00	\$ 21,900.00	\$ 21,900.00	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	
2	1500	LF	Rafter Removal and Replacement as Directed by the Engineer	\$ 76.00	\$ 114,000.00	\$ 50.00	\$ 75,000.00	\$ 95.93	\$ 143,895.00	\$ 59.75	\$ 89,625.00	\$ 95.00	\$ 142,500.00	
3	1	LS	Jacking & Wedging the Roof Plates Above the Rafters for Surface Preparation & Painting	\$ 87,360.00	\$ 87,360.00	\$ 15,000.00	\$ 15,000.00	\$ 23,900.00	\$ 23,900.00	\$ 5,000.00	\$ 5,000.00	\$ 160,500.00	\$ 160,500.00	
4	400	EA	Pit Repairs on the Interior Floor Plate, Shell, or Roof as Directed by the Engineer	\$ 6.00	\$ 2,400.00	\$ 15.00	\$ 6,000.00	\$ 7.00	\$ 2,800.00	\$ 46.50	\$ 18,600.00	\$ 15.00	\$ 6,000.00	
5	1	LS	Interior Surface Preparation to SSPC SP10 near White	\$ 422,600.00	\$ 422,600.00	\$ 489,600.00	\$ 489,600.00	\$ 695,700.00	\$ 695,700.00	\$ 600,000.00	\$ 600,000.00	\$ 550,000.00	\$ 550,000.00	
6	1	LS	Furnish Dehumidification Equipment for the Duration of Interior Surface Preparation, Coating, and	\$ 61,980.00	\$ 61,980.00	\$ 24,400.00	\$ 24,400.00	\$ 42,900.00	\$ 42,900.00	\$ 105,000.00	\$ 105,000.00	\$ 69,000.00	\$ 69,000.00	
7	1	LS	Paint All Interior Surfaces	\$ 373,448.00	\$ 373,448.00	\$ 253,000.00	\$ 253,000.00	\$ 489,900.00	\$ 489,900.00	\$ 374,275.00	\$ 374,275.00	\$ 294,000.00	\$ 294,000.00	
8	1	LS	Exterior Surface Preparation to SSPC SP 6 Commercial Blast by Mechanical Means to Capture and Contain All Spent Blast Media	\$ 136,400.00	\$ 136,400.00	\$ 322,950.00	\$ 322,950.00	\$ 32,900.00	\$ 32,900.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	
9	1	LS	Paint All Exterior Surfaces	\$ 188,005.00	\$ 188,005.00	\$ 185,700.00	\$ 185,700.00	\$ 211,900.00	\$ 211,900.00	\$ 225,000.00	\$ 225,000.00	\$ 236,000.00	\$ 236,000.00	
10	1000	LF	Exterior Surface Repairs to Mechanical Scratches on Shell Plate as Directed by Engineer	\$ 7.00	\$ 7,000.00	\$ 2.00	\$ 2,000.00	\$ 6.00	\$ 6,000.00	\$ 2.00	\$ 2,000.00	\$ 12.00	\$ 12,000.00	
11	1	LS	Disinfection of Tank and Piping per ANSI/AWWA C652-02	\$ 4,000.00	\$ 4,000.00	\$ 9,200.00	\$ 9,200.00	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00	\$ 4,000.00	\$ 4,000.00	
12	600	LF	Remove Grout at Ring Wall/Floor Plate Connection. Install " Sikadur Comifex" in the Joint per Manufacturers Recommendation	\$ 21.00	\$ 12,600.00	\$ 10.00	\$ 6,000.00	\$ 11.65	\$ 6,990.00	\$ 5.00	\$ 3,000.00	\$ 25.00	\$ 15,000.00	
13	1	LS	Install New Bolts, Nuts, Washers, Gaskets on Manways, Hatches, and Flap Valves, Blind Flange on 6" Drain, 2" Pipe Plug and New 16 Mesh SS Screen on Vent	\$ 1,800.00	\$ 1,800.00	\$ 4,900.00	\$ 4,900.00	\$ 8,780.00	\$ 8,780.00	\$ 9,000.00	\$ 9,000.00	\$ 8,000.00	\$ 8,000.00	
14	1	LS	Site Restoration. Includes Removal of Spent Media, Paint Chips, Landscaping, ECT.	\$ 12,400.00	\$ 12,400.00	\$ 15,200.00	\$ 15,200.00	\$ 12,900.00	\$ 12,900.00	\$ 3,500.00	\$ 3,500.00	\$ 12,000.00	\$ 12,000.00	
Base Bid Total				\$ 1,469,993.00	\$ 1,478,950.00	\$ 1,705,465.00	\$ 1,857,500.00	\$ 1,934,000.00						

RESOLUTION NO. 2016-11014J

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AWARDED BID NUMBER IFB 16-20 TO, AND EXECUTE CONTRACT WITH, A&M CONSTRUCTION AND UTILITIES, INC., ATTACHED AS EXHIBIT "A", FOR THE SUMMIT GROUND STORAGE TANK PROTECTIVE COATING REHABILITATION, IN THE AMOUNT OF NINE HUNDRED AND FORTY NINE THOUSAND NINE HUNDRED DOLLARS (\$949,900); AUTHORIZING THE CITY MANAGER TO EXECUTE SUCH AGREEMENT; AND, PROVIDING AN EFFECTIVE DATE

WHEREAS, it is desired to provide effective, efficient, and safe water supply infrastructure throughout the City of Duncanville; and

WHEREAS, the City has obtained competitive sealed bids and recommends the award of the bid to the lowest responsible bidder in the unit amounts bid as needed as per IFB# 16-20; and

WHEREAS, the City Council of the City of Duncanville, Texas, desires to award the bid to A&M Construction and Utilities, Inc. in the unit amount as needed and authorizes the execution of the appropriate contracts, purchase orders, and documents to procure said services.

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

Section 1: That the City Council of the City of Duncanville does hereby award Bid Number IFB 16-20 to, and execute contract with, A&M Construction and Utilities, Inc., attached as Exhibit "A", for the Summit 8MG Ground Storage Tank Protective Coating Rehabilitation in the amount of \$949,900.00.

Section 2: That the City Council of the City of Duncanville hereby authorizes the City Manager, to execute such agreement.

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 1st day of November, 2016.

CITY OF DUNCANVILLE, TEXAS

APPROVED:

David L. Green, Mayor

ATTEST:

Mary E. Jones, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney

**SUMMIT 8.0 MG GROUND STORAGE TANK
PROTECTIVE COATING REHABILITATION
REFERENCES**

The bidder is REQUIRED to provide a minimum of 3 current references with the bid. References must be from clients (especially public agencies) the contractor has served in a similar capacity of services and or products specifically required within this bid, quote, offer, and or proposal within the last 24 months. Bids without total complete references (ALL INFORMATION REQUIRED SUCH AS TELEPHONE NUMBER, ETC.) may be considered incomplete and may disqualify your bid.

ORGANIZATION NAME:	City of Ft. Worth		
ADDRESS:	1000 Throckmorton Ft. Worth, TX 76106		
CITY:	Ft. Worth	STATE:	TX ZIP: 76106
DESCRIPTION OF PROJECT:	2.0 MG elevated tank rehab And re-coat (interior/exterior) Meadowbrook EST		

ORGANIZATION NAME:	City of Temple		
ADDRESS:	3210 E. Avenue H		
CITY:	Temple	STATE:	TX ZIP: 76501
DESCRIPTION OF PROJECT:	Rehabilitated and re-coated 1.0 MG EST, 1.5 MG EST Airport tank, Randle Rd. tank		

ORGANIZATION NAME:	City of Elk City, OK		
ADDRESS:	300 W. 3rd. St.		
CITY:	Elk City	STATE:	OK ZIP: 73644
DESCRIPTION OF PROJECT:	Rehab and Re-coated (3 tanks) 5.0 MG GST, 2 MG GST, 2 MG GST		

FORM CIQ CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the local Government Code by a person doing business with the government entity. Law this questionnaire must be filed with the records administrator of the Local government not later than the 7th business day after the date the Person becomes aware of the facts that require the statement to be filed. See Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor

OFFICE USE ONLY

Date Received

1. Name of the person doing business with local governmental entity.

Antonio BANDA

2.

Check this box if you are filing an update to previously filed questionnaire. (The Law requires that you file an updated completed questionnaire with the filing authority not later than September 1 of the year for which an activity described in Section 176.006 (a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.

3. Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local governmental officer of the local governmental entity with respect to expenditure of money.

None

4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of the questionnaire.

None

FORM CIQ CONFLICT OF INTEREST QUESTIONNAIRE Page 2 For vendor or other person doing business with local governmental entity

5. **Name of the local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is Yes).** This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.
- A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? Yes No
- B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity? Yes No
- C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? Yes No
- D. Describe each affiliation or business relationship.

None

6. **Describe any other affiliation or business relationship that might cause a conflict of interest.**

None

7.

X 

Signature of the person doing business with the governmental entity

Date

8/10/2016

SCHEDULE OF MAJOR MATERIALS - SUPPLIERS

- a. Coatings ~~XXXXXXXXXX~~ *Tremec Co. Inc.*
- b. Repairs ~~XXXXXXXXXX~~ *AM Construction and Utilities Inc.*
G.R. Coatings Inc.

In the event of the award of the contract to the undersigned, the undersigned will furnish a performance bond and a payment bond for the full amount of the contract, to secure proper compliance with the terms and provisions of the contract, to insure and guarantee the work until the final completion and acceptance and to guarantee payment of all lawful claims for labor performed and materials furnished in the fulfillment of the contract.

The work proposed to be done shall be accepted when fully completed and finished in accordance with the plans and specifications and to the satisfaction of the Owner and the Engineer.

The Contractor shall begin the work as specified in the work order and agrees to substantially complete the work within 180 calendar days as specified in the work order.

The undersigned certifies that the bid prices contained in this proposal have been carefully checked and are submitted as correct and final. Bidder acknowledges that quantities are not guaranteed and final payment will be based on actual quantities determined as provided in the Contract Documents.

The undersigned, as bidder, declares that in the event of the award of a contract to the undersigned, the undersigned will comply with Immigration Reform & Control Act of 1986.

The undersigned, as bidder, declares that in the event of the award of a contract to the undersigned, the undersigned will comply with The American with Disabilities Act of 1990.

NOTE: Unit and lump sum prices must be shown in words and figures for each item listed in this proposal and in the event of discrepancy the words shall control.

Receipt is hereby acknowledged of the following addenda to the contract documents:

Addendum No. 1 dated	<u>8/08/2016 x 2</u>	Received	<u><i>[Signature]</i></u>
Addendum No. 2 dated	_____	Received	_____
Addendum No. 3 dated	_____	Received	_____

Contractor hereby acknowledges that he has a copy of the following document in his possession:

"Standard Specifications for Public Works Construction as published by the North Central Texas Council of Governments"

**SUMMIT 8.0 MG GROUND STORAGE TANK
PROTECTIVE COATING REHABILITATION
BASE BID SCHEDULE**

PAY ITEM	APPX. QUANTITY	DESCRIPTION OF ITEMS WITH BID PRICES WRITTEN IN WORDS	UNIT PRICE	AMOUNT BID
-------------	-------------------	----------------------------------------------------------	---------------	---------------

(Furnish and install, including all appurtenant work, complete in place, the following items):

1.	1	LS Bonds, Insurance and Mobilization. <u>Thirty five thousand</u> Dollars & <u>no</u> Cents		\$ <u>35,000</u> - \$ <u>35,000</u> -
2.	1500	LF Rafter removal and replacement as directed by the Engineer. <u>Twenty</u> Dollars & <u>no</u> Cents		\$ <u>20</u> - \$ <u>30,000</u> -
3.	1	LS Jacking and wedging the roof plates above the rafters for surface preparation and painting. <u>Fifty five thousand</u> Dollars & <u>no</u> Cents		\$ <u>55,000</u> - \$ <u>55,000</u> -
4.	400	EA Pit repairs on the interior floor plate, shell, or roof as directed by the Engineer. <u>Twenty five</u> Dollars & <u>no</u> Cents		\$ <u>25</u> - \$ <u>10,000</u> -
5.	1	LS Interior surface preparation to SSPC SP 10 near white. <u>one hundred eighty seven thousand</u> Dollars & <u>no</u> Cents		\$ <u>187,000</u> - \$ <u>187,000</u> -
6.	1	LS Furnish Dehumidification equipment for the duration of interior surface preparation, coating, and cure. <u>One hundred five thousand</u> Dollars & <u>no</u> Cents		\$ 105,000 - <u>100,000</u> - <u>100,000</u> - \$ 105,000 - <u>105,000</u> -
7.	1	LS Paint all interior surfaces. <u>one hundred ninety five thousand</u> Dollars & <u>five hundred</u> Cents		\$ <u>195,500</u> - \$ <u>195,500</u> -

**SUMMIT 8.0 MG GROUND STORAGE TANK
PROTECTIVE COATING REHABILITATION
BASE BID SCHEDULE**

PAY ITEM	APPX. QUANTITY	DESCRIPTION OF ITEMS WITH BID PRICES WRITTEN IN WORDS	UNIT PRICE	AMOUNT BID
-------------	-------------------	----------------------------------------------------------	---------------	---------------

(Furnish and install, including all appurtenant work, complete in place, the following items):

8.	1	LS Exterior surface preparation to SSPC SP6 Commercial Blast by mechanical means to capture and contain all spent blast media. <u>One hundred fifty three thousand</u> Dollars & <u>no</u> Cents		\$ <u>153,000</u> - \$ <u>153,000</u> -
----	---	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	-----------------------------------------

9.	1	LS Paint all exterior surfaces. <u>One hundred sixty two thousand</u> Dollars & <u>no</u> Cents		\$ <u>162,000</u> - \$ <u>162,000</u> -
----	---	-----------------------------------------------------------------------------------------------------------	--	-----------------------------------------

10.	1000	LF Exterior surface repairs to mechanical scratches on shell plate as directed by Engineer. <u>Five</u> Dollars & <u>no</u> Cents		\$ <u>5⁰⁰</u> - \$ <u>5,000⁰⁰</u> -
-----	------	---------------------------------------------------------------------------------------------------------------------------------------------	--	-----------------------------------------------------------

11.	1	LS Disinfection of tank and piping per ANSI/AWWA C652-02. <u>Five thousand</u> Dollars & <u>no</u> Cents		\$ <u>5000</u> - \$ <u>5000</u> -
-----	---	--------------------------------------------------------------------------------------------------------------------	--	-----------------------------------

12.	600	LF Remove grout at ring wall/floor plate connection. Install "Sikadur Combiflex" in the joint per manufacturers recommendation. <u>ten</u> Dollars & <u>no</u> Cents		\$ <u>10⁰⁰</u> - \$ <u>6,000</u> -
-----	-----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	-----------------------------------------------

13.	1	LS Install new bolts, nuts, washers, gaskets on manways, hatches, and flap valves, blind flange on 6" drain, 2" pipe plug and new 16 mesh SS screen on vent. <u>Fourteen hundred dollars</u> ⁽¹⁴⁾ <u>Twenty five hundred</u> Dollars & <u>no</u> Cents		\$ <u>1400</u> - ⁽¹⁴⁾ <u>2500</u> -
-----	---	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	-----------------------------------------------------------

**SUMMIT 8.0 MG GROUND STORAGE TANK
PROTECTIVE COATING REHABILITATION
BASE BID SCHEDULE**

PAY ITEM	APPX. QUANTITY	DESCRIPTION OF ITEMS WITH BID PRICES WRITTEN IN WORDS	UNIT PRICE	AMOUNT BID
-------------	-------------------	----------------------------------------------------------	---------------	---------------

(Furnish and install, including all appurtenant work, complete in place, the following items):

14. 1 LS Site restoration. Includes removal of spent media, paint chips, landscaping, etc.

Five thousand Dollars &
no Cents \$ 5,000 \$ 5,000

TOTAL ALL BID ITEMS

Nine hundred forty nine thousand nine hundred dollars and
~~Five hundred forty six thousand~~ Dollars &
no Cents \$ 949,900
~~\$ 956,000~~

(Unit prices are to be shown in both words and figures. In case of a discrepancy, the unit price in words will prevail. Prices listed above are the only compensation to be made. All items of work required to complete the work as shown in the plans and as specified which are not listed as a pay item in this proposal are considered subsidiary to the items listed and the cost of the subsidiary work should be included therein.)



**PHILADELPHIA
INSURANCE COMPANIES**

A Member of the Tokio Marine Group

**Philadelphia Indemnity Insurance Company
One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004**

BID BOND

KNOW ALL PERSONS BY THESE PRESENTS,

That we, A&M Construction and Utilities, Inc. Principal,
and **PHILADELPHIA INDEMNITY INSURANCE COMPANY**, a corporation authorized to
transact a general surety business in the State of Texas, as Surety, are held an firmly bound
unto City of Duncanville

(hereinafter called the Obligee) in the full and just sum of Five Percent of
Greatest Amount Bid (\$ 5% G.A.B.) for the payment whereof in
lawful money of the United States, we bind ourselves, our heirs, administrators, executors,
successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said PRINCIAL has submitted the accompanying bid for:
Summit 8.0MG GST Protective Rehabilitation IFB. NO. 16-20
Duncanville, TX

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal
shall enter into a Contract with the Obligee in accordance with the terms of such bid, or in
the event of the failure of the Principal to enter such Contract, if the Principal shall pay to
the Obligee the difference not to exceed the penalty hereof between the amount specified in
said bid and such larger amount for which the Obligee may in good faith contract with
another party to perform the Work covered by said bid, then this obligation shall be null and
void, otherwise to remain in full force and effect.

Signed and Sealed this 11th day of August, 2016.

A&M Construction and Utilities, Inc.

Principal (Seal)

PHILADELPHIA INDEMNITY INSURANCE COMPANY

Brent M. Blonigan

Attorney-In-Fact (Seal)

PHILADELPHIA INDEMNITY INSURANCE COMPANY

One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That **PHILADELPHIA INDEMNITY INSURANCE COMPANY** (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint **Debbie Palmer, Kara Pierce, Marci Luse and Brent M. Blonigan of Grayhawk Insurance Associates of Richardson, TX**, its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed **\$25,000,000.00**

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY at a meeting duly called the 1st day of July, 2011.

RESOLVED: That the Board of Directors hereby authorizes the President or any Vice President of the Company to: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

FURTHER RESOLVED: That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with the respect to any bond or undertaking to which it is attached.

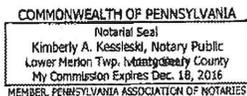
IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 10TH DAY OF JUNE 2013.



(Seal)

Robert D. O'Leary Jr., President & CEO
Philadelphia Indemnity Insurance Company

On this 10th day of June 2013, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the **PHILADELPHIA INDEMNITY INSURANCE COMPANY**; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



(Notary Seal)

Notary Public: _____
residing at: Bala Cynwyd, PA
My commission expires: December 18, 2016

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and this Power of Attorney issued pursuant thereto on this 10TH day of June 2013 true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY,

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 19th day of August, 2016



Edward Sayago, Corporate Secretary
PHILADELPHIA INDEMNITY INSURANCE COMPANY

IMPORTANT NOTICE

To obtain information or make a complaint: You may call the Surety's toll free telephone number for information or to make a complaint at:

1-877-438-7459

You may also write Philadelphia Indemnity Insurance Company at:

One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004
Attention: Senior Vice President and
Director of Surety

You may contact the Texas Department of Insurance to obtain information on companies, coverage, rights or complaints at:

1-800-252-3439

You may write the Texas Department of Insurance at:

P.O. Box 149104
Austin, TX 78714-9104
Fax# 512-475-1771
Web: <http://www.tdi.state.tx.us>
Email: ConsumerProtection@tdi.state.tx.us

PREMIUM OR CLAIM DISPUTES: Should you have a dispute concerning your premium or about a claim, you should contact the Surety first. If the dispute is not resolved, you may contact the Texas Department of Insurance.

ATTACH THIS NOTICE TO YOUR BOND: This notice is for information only and does not become a part or condition of the attached document.

ADVISO IMPORTANTE

Para obtener informacion o para someter una queja: Usted puede llamar al numero de telefono gratis de para informacion o para someter una queja al:

1-877-438-7459

Usted tambien puede escribir a Philadelphia Indemnity Insurance Company:

One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004
Attention: Senior Vice President and
Director of Surety

Puede comunicarse con el Departamento de Seguros de Texas para obtener informacion acerca de companias, coberturas, derechos o quejas al:

1-800-252-3439

Puede escribir al Departamento de Seguros de Texas:

P.O. Box 149104
Austin, TX 78714-9104
Fax# 512-475-1771
Web: <http://www.tdi.state.tx.us>
Email: ConsumerProtection@tdi.state.tx.us

DISPUTAS SOBRE PRIMAS O RECLAMOS: Si tiene una disputa concierne a su prima o a un reclamo, debe comunicarse con el Surety primero. Si no se resuelve la disputa, puede entonces comunicarse con el departamento (TDI).

UNA ESTE AVISO A SU FIANZA DE GARANTIA: Este aviso es solo para proposito de informacion y no se convierte en parte o condicion del documento adjunto.



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-5A

TITLE:

An Ordinance of the City of Duncanville, Texas, amending the Comprehensive Zoning Ordinance and Map, as heretofore amended, by repealing a portion of Ordinance No. 888, which established a planned development district, and development regulations in its entirety for only the subject property, and Ordinance No. 2195, which established a planned development district, and development regulations in its entirety; and, replace with a new planned development district and development regulations, site plan, landscape plan and elevations attached hereto as Exhibits "A" through "C", on Lots 1R, 2R and 3, Block A, Oak Leaf Medical Offices Replat, more commonly known as 407, 411 and 415 West Daniieldale Road, respectively, in the City of Duncanville, Dallas County, Texas; providing a repealing clause; providing a savings clause; providing a severability clause; providing a penalty of a fine not to exceed the sum of two thousand dollars (\$2,000.00) for each offense; and providing an effective date.

FY 2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN: N/A

- **CAPSTONE:** Create high quality neighborhoods and parks

STAFF REPRESENTATIVE:

Michael J. Hasler, P.E., Director of Public Works
Chasidy E. Allen, AICP, City Planner

BACKGROUND/HISTORY:

In 2007, the applicant requested an amendment to the existing Planned Development (Ordinance 888) for Multi-Family, Local Retail-1 and Office uses, approved by Ordinance No. 2016, to change the zoning on this portion of property to multi-family use. However, the property was never developed. In May 2013, Ordinance No. 2016 was repealed in its entirety, and the original Planned Development (Multi-Family, Local Retail-1 and Office) zoning established in Ordinance No. 888 was amended by Ordinance No. 2195 for Planned Development (Office) to allow for an office development on the 1.24-acre subject property.

The site plan approved by Ordinance 2195 for this property proposed three pad sites for medical offices. The first two buildings have been constructed as Phase I and Phase II. Phase III will complete the three-building complex.

The third lot (Phase III) was proposed as a 3,120 square foot building. However, the applicant is proposing to enlarge the building to approximately 3,205 square feet to accommodate a medical office and professional offices (investment firm). The applicant is proposing to extend the northwest corner of the proposed building on Lot 3, which will require encroachment on the required 30-foot building setback along Cedar Hill Road. The expansion would require the building setback to be modified to twenty-five feet adjacent to Cedar Hill Road. The building would actually have a variable setback from twenty-five feet to approximately twenty-nine feet.

The applicant is requesting to amend Condition No. 7 of the existing Planned Development Ordinance No. 2195 to provide for a minimum side yard setback to Cedar Hill Road of 25 feet instead of 30 feet to allow for this building expansion. Since Ordinance No. 888 was established for the entire planned development, for simplicity, a portion of

Ordinance No. 888, for only the subject property, and Ordinance No. 2195, will be repealed and all other conditions as set forth in Ordinance No. 888 and as amended in Ordinance No. 2195 shall remain the same and be incorporated into a new ordinance.

On October 10, 2016, a public hearing was conducted before the Planning and Zoning Commission to consider the request of Randy Gaubert, representing RPG Capital Management, owner, to amend the conditions and site plan for the existing "PD" Planned Development (Ordinance No. 2195) to allow a minimum side yard setback to Cedar Hill Road of 25 feet on Lots 1R, 2R, and 3, Block A, Oak Leaf Medical Offices Replat, more commonly known as 407 West Daniieldale Road, 411 West Daniieldale Road, and 415 West Daniieldale Road, respectively (**Attachments 1 and 2**).

Randy Gaubert, (owner), 407 West Daniieldale Road, Duncanville, Texas, spoke in favor of the request. No one spoke in opposition of the request.

Commissioner Ross made a motion, seconded by Vice-Chairman Turner, to recommend to the City Council that the request of Randy Gaubert, representing RPG Capital Management, owner, to amend the conditions and site plan for the existing "PD" Planned Development (Ordinance No. 2195) to allow a minimum side yard setback to Cedar Hill Road of 25 feet on Lots 1R, 2R, and 3, Block A, Oak Leaf Medical Offices Replat, more commonly known as 407 West Daniieldale Road, 411 West Daniieldale Road, and 415 West Daniieldale Road, respectively, be approved subject to the following conditions:

1. Minimum side yard setback to Cedar Hill Road shall be twenty-five (25) feet.
2. The site plan shall be revised accordingly.
3. All other conditions of the Planned Development (Ordinance 2195) shall remain as previously approved.

POLICY EXPLANATION:

Following discussion, the Planning & Zoning Commission voted unanimously, 6 for, to approve the request, subject to three (3) conditions, per the attached minutes (**Attachment 3**).

Twenty-five (25) notices were sent to properties within a 200-foot radius (**Attachment 4, 5 and 6**) for this public hearing. No survey responses have been received. Per City Ordinance, written survey responses will continue to be received until the close of business October 26, 2016.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Staff recommends approval of an Ordinance of the City of Duncanville, Texas, amending the Comprehensive Zoning Ordinance and Map, as heretofore amended, by repealing a portion of Ordinance No. 888, which established a planned development district, and development regulations in its entirety for only the subject property, and Ordinance No. 2195, which established a planned development district, and development regulations in its entirety; and, replace with a new planned development district and development regulations, site plan, landscape plan and elevations attached hereto as Exhibits "A" through "C", on Lots 1R, 2R and 3, Block A, Oak Leaf Medical Offices Replat, more commonly known as 407, 411 and 415 West Daniieldale Road, respectively, in the City of Duncanville, Dallas County, Texas; providing a repealing clause; providing a savings clause; providing a severability clause; providing a penalty of a fine not to exceed the sum of two thousand dollars (\$2,000.00) for each offense; and providing an effective date.

ATTACHMENTS:

- Attachment 1 - Legal Advertisement for Public Hearing
- Attachment 2 - Maps of Area of Zoning Request
- Attachment 3 - Draft Meeting Minutes

- Attachment 4 - Letter and survey to Property Owners within 200' of Zoning Request
- Attachment 5 - Map of Properties within 200' of Zoning Request
- Attachment 6 - Address List for Properties within 200' of Zoning Request
- Attachment 7 - Ordinance

Advertise 1 time - By September 28, 2016

NOTICE OF A PUBLIC HEARING BEFORE THE
PLANNING AND ZONING COMMISSION AND CITY COUNCIL
ZONING FILE # 2016-25

A public hearing will be held before the Planning & Zoning Commission on Monday, October 10, 2016, at 7:00 p.m., and before the City Council on Tuesday, November 1, 2016, at 7:00 p.m., in the Council Chambers, City Hall, 203 E. Wheatland Road, Duncanville, Texas, to hear the request of Randy Gaubert, representing RPG Capital Management, owner, to amend the conditions and site plan for the existing "PD" Planned Development (Ordinance No. 2195) to allow a minimum side yard setback to Cedar Hill Road of 25 feet on Lots 1R, 2R, and 3, Block A, Oak Leaf Medical Offices Replat, more commonly known as 407 West Daniieldale Road, 411 West Daniieldale Road, and 415 West Daniieldale Road, respectively.

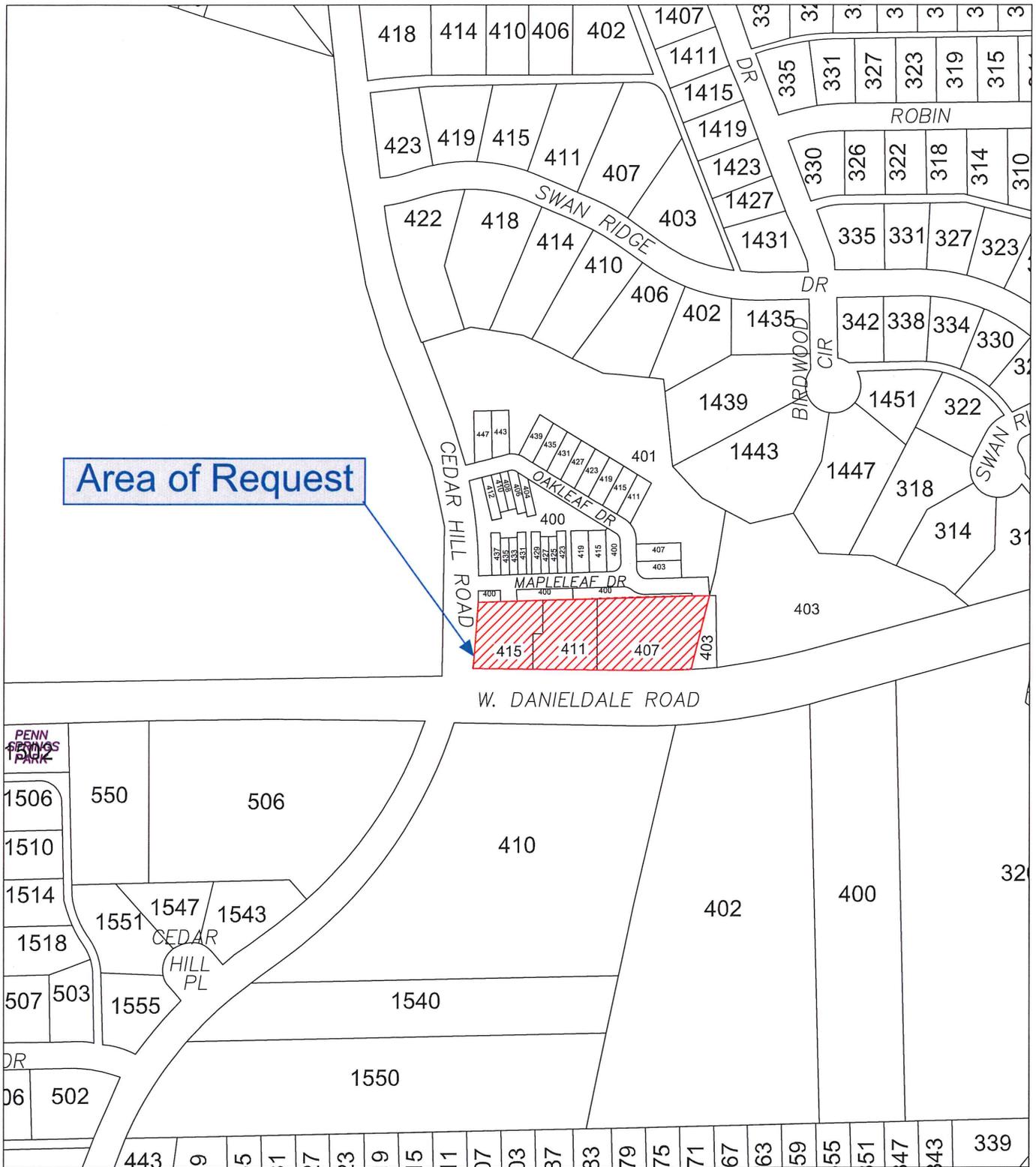
The purpose of the request is to allow the applicant to amend the minimum side yard setback from 30 feet to 25 feet.

The City Council of the City of Duncanville will hold a public hearing on Tuesday, November 1, 2016, at 7:00 p.m. in the Council Chambers, City Hall, 203 E. Wheatland Road, to consider the recommendations of the Planning and Zoning Commission in regards to this request.

CITY OF DUNCANVILLE

Mary Jones
City Secretary

Chasidy E. Allen
Secretary, Planning and Zoning Commission



Proposed Zoning Change

Case # 2016-25

Area of Request

407 - 415 W. Daniel Dale Road





Area of Request

415 411 407

W. DANIELDALE ROAD

CEDAR HILL PL



Proposed Zoning Change

Case # 2016-25

Aerial Location

407 - 415 W. Danieldale Road



**PLANNING AND ZONING COMMISSION
REGULAR MEETING
COUNCIL CHAMBERS, CITY HALL
203 E. WHEATLAND ROAD
OCTOBER 10, 2016 @ 7:00 P.M.**

A regular meeting of the Planning and Zoning Commission was held on Monday, October 10, 2016, at 7:00 p.m., with a quorum present to wit:

Felecia Davis	Chairman
George Turner	Vice-Chairman
Greg Zylka	Commissioner
Bernard Maga	Commissioner
Kathy McKee	Commissioner
David A. Ross	Commissioner

Commissioner Ross made a motion, seconded by Vice-Chairman Turner, to approve the minutes of the regular meeting of September 26, 2016. The vote was 5 for, with Commissioner McKee abstaining.

A public hearing was held at the request of Randy Gaubert, representing RPG Capital Management, owner, to amend the conditions and site plan for the existing "PD" Planned Development (Ordinance No. 2195) to allow a minimum side yard setback to Cedar Hill Road of 25 feet on Lots 1R, 2R, and 3, Block A, Oak Leaf Medical Offices Replat, more commonly known as 407 West Daniieldale Road, 411 West Daniieldale Road, and 415 West Daniieldale Road, respectively.

Representing the applicant/owner, Randy Gaubert (owner), 407 West Daniieldale Road, Duncanville, Texas, spoke in favor of the request. No one spoke in opposition of the request.

Discussion followed. Commissioner Ross made a motion, seconded by Vice-Chairman Turner, to recommend to the City Council that the request of Randy Gaubert, representing RPG Capital Management, owner, to amend the conditions and site plan for the existing "PD" Planned Development (Ordinance No. 2195) to allow a minimum side yard setback to Cedar Hill Road of 25 feet on Lots 1R, 2R, and 3, Block A, Oak Leaf Medical Offices Replat, more commonly known as 407 West Daniieldale Road, 411 West Daniieldale Road, and 415 West Daniieldale Road, respectively, be approved subject to the following conditions:

1. Minimum side yard setback to Cedar Hill Road shall be twenty-five (25) feet.
2. The site plan shall be revised accordingly.
3. All other conditions of the Planned Development (Ordinance 2195) shall remain as previously approved.

The vote was unanimous, 6 for.

The meeting adjourned at 7:10 p.m.

Chasidy E. Allen, Secretary

Felecia Davis, Chairman



City of Duncanville

www.ci.duncanville.tx.us

September 30, 2016

Zoning File: 2016-25

Dear Property Owner:

Randy Gaubert, representing RPG Capital Management, owner, is requesting to amend the conditions and site plan for the existing "PD" Planned Development (Ordinance No. 2195) to allow a minimum side yard setback to Cedar Hill Road of 25 feet on Lots 1R, 2R, and 3, Block A, Oak Leaf Medical Offices Replat, more commonly known as 407 West Danieldale Road, 411 West Danieldale Road, and 415 West Danieldale Road, respectively. This is the first of two public hearings that have been scheduled to receive further input on the requested zoning change.

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, October 10, 2016, at 7:00 p.m., and a City Council public hearing will be held on Tuesday, November 1, 2016, at 7:00 p.m., both in the City of Duncanville Council Chambers, 203 E. Wheatland Road. Public hearings allow interested persons the opportunity to speak either for or against the proposed zoning change. You are encouraged to attend the public hearing and offer comments or simply learn more about the zoning request before the deadline to return written requests.

Please be aware that if you oppose the zoning change, the attached survey must be received by 5:00 p.m. Wednesday, October 26, 2016, to fulfill legal requirements for a written formal protest.

You are encouraged to attend the public hearing and offer comments.

Sincerely,

Chasidy E. Allen, AICP
Secretary, Planning and Zoning Commission

CEA/cec
Enclosures

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. 2016-25 Randy Gaubert, representing RPG Capital Management, owner, is requesting to amend the conditions and site plan for the existing "PD" Planned Development (Ordinance No. 2195) to allow a minimum side yard setback to Cedar Hill Road of 25 feet on Lots 1R, 2R, and 3, Block A, Oak Leaf Medical Offices Replat, more commonly known as 407 West Daniieldale Road, 411 West Daniieldale Road, and 415 West Daniieldale Road, respectively.

The applicant proposes to amend the minimum side yard setback from 30 feet to 25 feet on the subject property.

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, October 10, 2016, at 7:00 p.m., in the City of Duncanville Council Chambers, 203 E. Wheatland Road. Public hearings are held to allow interested persons the opportunity to speak 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 October 26, 2016, to fulfill legal requirements for a written formal protest.

Should you not be in favor of this zoning application, protests must be received at City Hall no later than Wednesday, October 26, 2016, by 5:00 p.m. The City Council public hearing for this case will be held on Tuesday, November 1, 2016.

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).

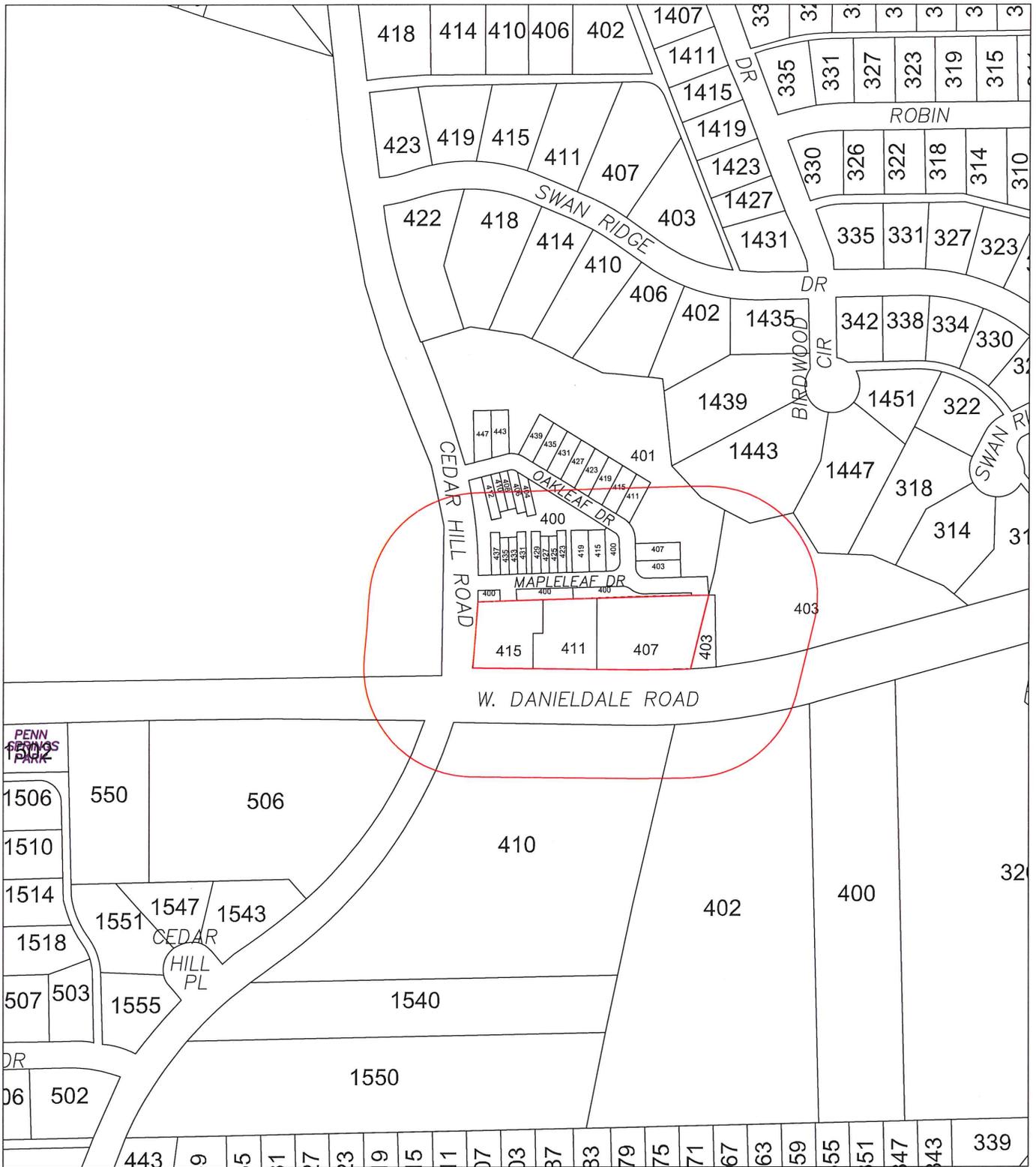
3).

Printed Name: _____

Address: _____

Signature: _____

Date: _____



Proposed Zoning Change

Case # 2016-25

200 Foot Buffer

407 - 415 W. Daniel Dale Road



DUNCANVILLE CHURCH OF CHRIST
PO BOX 382000
DUNCANVILLE TEXAS 751382000
410 W DANIELDALE RD

DUNCANVILLE CHURCH OF CHRIST
PO BOX 382000
DUNCANVILLE TEXAS 751382000
402 W DANIELDALE RD

RPG CAPITAL MGMT LLC *owner*
PO BOX 1208
CEDAR HILL TEXAS 751061208
415 W DANIELDALE RD

RPG CAPITAL MGMT LLC
PO BOX 1208
CEDAR HILL TEXAS 751061208
407 W DANIELDALE RD

RPG CAPITAL MGMT LLC
PO BOX 1208
CEDAR HILL TEXAS 751061208
411 W DANIELDALE RD

OAKLEAF CROSSING HMOWNRS %
DEBORAH MOORE
400 OAK LEAF DR
DUNCANVILLE TEXAS 751373150
400 MAPLELEAF DR

OAKLEAF CROSSING HMOWNRS %
DEBORAH MOORE
400 OAK LEAF DR
DUNCANVILLE TEXAS 751373150
400 MAPLELEAF DR

OAKLEAF CROSSING HMOWNRS %
DEBORAH MOORE
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401 OAKLEAF DR

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OAKLEAF CROSSING HMOWNRS %
DEBORAH MOORE
400 OAK LEAF DR
DUNCANVILLE TEXAS 751373150
400 MAPLELEAF DR

DUFFEE MARTHA JO
423 MAPLE LEAF DR
DUNCANVILLE TEXAS 751373149
423 MAPLELEAF DR

LEAL ROBERTO A JR
2820 BELLAMY CIR
CEDAR PARK TEXAS 786133290
425 MAPLELEAF DR

YOUNG DORIS F
427 MAPLE LEAF DR
DUNCANVILLE TEXAS 751373149
427 MAPLELEAF DR

REINKE PAUL F & GLADYS F
429 MAPLE LEAF DR
DUNCANVILLE TEXAS 751373149
429 MAPLELEAF DR

MCBRIDE SHERI L
431 MAPLE LEAF DR
DUNCANVILLE TEXAS 751373149
431 MAPLELEAF DR

WATSON OTERA T
8483 WINECUP RIDGE
DALLAS TEXAS 752492813
433 MAPLELEAF DR

WAITES CARLA
435 MAPLE LEAF DR
DUNCANVILLE TEXAS 751373149
435 MAPLELEAF DR

PEAL DAVID & LUCY LIVING TRUST THE
437 MAPLELEAF DR
DUNCANVILLE TEXAS 751373149
437 MAPLELEAF DR

ORR SANDRA
2110 E ALMA AVE
SHERMAN TEXAS 750904009
412 OAKLEAF DR

PACE AFTON & PACE DARON
410 OAK LEAF DR
DUNCANVILLE TEXAS 751373150
410 OAKLEAF DR

CLEMMONS ROY L & GAYLE M
206 CARDINAL CREEK DR
DUNCANVILLE TEXAS 751373141
408 OAKLEAF DR

NICHOLS KATHLEEN
406 OAK LEAF DR
DUNCANVILLE TEXAS 751373150
406 OAKLEAF DR

HOLT VELMA L
404 OAK LEAF DR
DUNCANVILLE TEXAS 751373150
404 OAKLEAF DR

HENRY ROXIE F
1003 S MISSOURI AVE
WESLACO TEXAS 785967511
423 OAKLEAF DR

EBY HENRY Z LIFE EST & VIRGINIA S LIFE
EST
419 OAK LEAF DR
DUNCANVILLE TEXAS 751373151
419 OAKLEAF DR

LEAL ROBERTO & ADRIANA
415 OAK LEAF DR
DUNCANVILLE TEXAS 751373151
415 OAKLEAF DR

FLOWERS AENIQUA N
411 OAK LEAF DR
DUNCANVILLE TEXAS 751373151
411 OAKLEAF DR

NEWBORN LOIS DANIELS &
407 OAK LEAF DR
DUNCANVILLE TEXAS 751373151
407 OAKLEAF DR

WEIMER FERNE L
403 OAK LEAF DR
DUNCANVILLE TEXAS 751373151
403 OAKLEAF DR

CEDANO DANILO JR
415 MAPLE LEAF DR
DUNCANVILLE TEXAS 751373149
415 MAPLELEAF DR

SIMPSON MARGIE
419 MAPLE LEAF DR
DUNCANVILLE TEXAS 751373149
419 MAPLELEAF DR

VILLAREAL JESUS ROSAS JR & JUANITA
MEZA
1443 BIRDWOOD CIR
DUNCANVILLE TEXAS 751373101
1443 BIRDWOOD CIR

DUNCANVILLE CITY OF
PO BOX 380280
DUNCANVILLE TEXAS 751380280
609 W DANIELDALE RD

DUNCANVILLE CITY OF
PO BOX 380280
DUNCANVILLE TEXAS 751380280
403 W DANIELDALE RD

COOPER RICHARD & BETTY %ADALBERTO
LEDEZMA & MARIA L AVALOS
1023 PARKWOOD DR
CEDAR HILL TEXAS 751045531
403 E DANIELDALE RD

LYONS REALTY CO INC STE2020
9901 E VALLEY RANCH PKWY
IRVING TEXAS 750634730
506 W DANIELDALE RD

ORDINANCE NO. 2292

AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP, AS HERETOFORE AMENDED, BY REPEALING A PORTION OF ORDINANCE NO. 888, WHICH ESTABLISHED A PLANNED DEVELOPMENT DISTRICT, AND DEVELOPMENT REGULATIONS IN ITS ENTIRETY FOR ONLY THE SUBJECT PROPERTY, AND ORDINANCE NO. 2195, WHICH ESTABLISHED A PLANNED DEVELOPMENT DISTRICT, AND DEVELOPMENT REGULATIONS IN ITS ENTIRETY; AND, REPLACE WITH A NEW PLANNED DEVELOPMENT DISTRICT AND DEVELOPMENT REGULATIONS, SITE PLAN, LANDSCAPE PLAN AND ELEVATIONS ATTACHED HERETO AS EXHIBITS "A" THROUGH "C", ON LOTS 1R, 2R AND 3, BLOCK A, OAK LEAF MEDICAL OFFICES REPLAT, MORE COMMONLY KNOWN AS 407, 411 AND 415 WEST DANIELDALE ROAD, RESPECTIVELY, IN THE CITY OF DUNCANVILLE, DALLAS COUNTY, TEXAS; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF A FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Duncanville, Texas, has investigated and determined that a portion of Ordinance No. 888, providing a planned development district for multi-family, local-retail-1 and office district, should be repealed in its entirety for only the subject property and that Ordinance No. 2195, providing a planned development office district, should be repealed in its entirety and replaced with this ordinance; and

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 ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS:

SECTION 1. That the Comprehensive Zoning Ordinance and Map of the City of Duncanville, Texas, as heretofore amended, be and the same are hereby amended by repealing a portion of Ordinance Number 888 which established a Planned Development District and Development Regulations in its entirety for only the subject property, and Ordinance No. 2195, which established a Planned Development District and Development Regulations in its entirety, and replacing with a new planned development district and development, site plan, landscape plan and elevations, attached hereto as Exhibits A through C, and regulations on property

described as Lots 1R, 2R and 3, Block A, Oak Leaf Medical Offices Replat, more commonly known as 407, 411, and 415 West Daniieldale Road, respectively, in the City of Duncanville, Dallas County, Texas (the "Property").

SECTION 2. That said Planned Development District shall be developed in accordance with the Development Regulations adopted herein and are made a part hereof for all purposes, provided however, that the maximum fill permitted on this property shall be limited on the creek side of the property to the building pads for the buildings shown on the Site Plan, Exhibit A, plus any necessary slopes constructed in connection therewith to provide support and drainage to such building pads.

SECTION 3. That the above described property may be used only for Office Uses District as permitted in the office district as defined and permitted under the Code of Ordinances.

SECTION 4. That subject to the specific regulations as provided for herein and as set forth below, the development and use of the property zoned herein shall be subject to the requirements of Article XIV, Planned Development District Regulations, under the Comprehensive Zoning Ordinance and, as follows:

1. The development and use of the Property shall be used and developed for offices in accordance with the Site Plan attached hereto as Exhibit "A" and incorporated as if fully set forth herein.
2. The development and use of the Property for offices shall meet or exceed all Federal and State requirements, City Ordinances, and the most current codes adopted by the City of Duncanville.
3. Office construction shall be in general accordance with the attached site plan and elevations including the building footprint dimensions and materials of construction as provided in Exhibits "A" and "B", respectively, and incorporated as if fully set forth herein.
4. Property shall be platted to provide for a cross-access easement extending across the Property from Cedar Hill road to the eastern Property boundary for future development, as shown on the Site Plan, Exhibit A.
5. Provide landscaping and an irrigation sprinkler system with landscape buffers, as shown on the Landscape Plan, Exhibit "C", which is attached hereto and incorporated herein as set forth in file.

6. Construct six (6) foot minimum height double split face block masonry screening wall, as provided in the Site Plan, Exhibit "A".
7. Minimum side yard setback to Cedar Hill Road shall be twenty-five (25) feet.
8. Minimum rear setback shall be ten (10) feet.
9. Provide a minimum of twenty-seven (27) off-street parking spaces, as shown in the Site Plan, Exhibit "A", for Phase I construction. Future development of the Property shall provide additional off-street parking to maintain a minimum of one (1) parking space per 200 square feet of total office development for the entire Property.
10. Owner shall maintain the entire parking area in good condition and shall be required to replace any portions of parking lot damaged from normal use, maintenance, intentional damage or construction activities on the Property
11. The development and use of the Property shall comply with Code of Ordinances, Chapter 12, Article XVII, Tree Preservation and the conditions set forth herein.

SECTION 5. That all provisions of the ordinances of the City of Duncanville in conflict with the provisions of this ordinance be and the same are hereby repealed.

SECTION 6. That an offense committed before the effective date of this ordinance is governed by the prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

SECTION 7. 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 hereof other than the part so decided to be unconstitutional, illegal or invalid, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

SECTION 8. That any person, firm or corporation violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished by a 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 be deemed to constitute a separate offense.

SECTION 9. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and Charter in such cases provide.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
DUNCANVILLE, TEXAS ON THIS THE 1ST DAY OF NOVEMBER, 2016.**

APPROVED:

DAVID L. GREEN, MAYOR

ATTEST:

MARY E. JONES, CITY SECRETARY

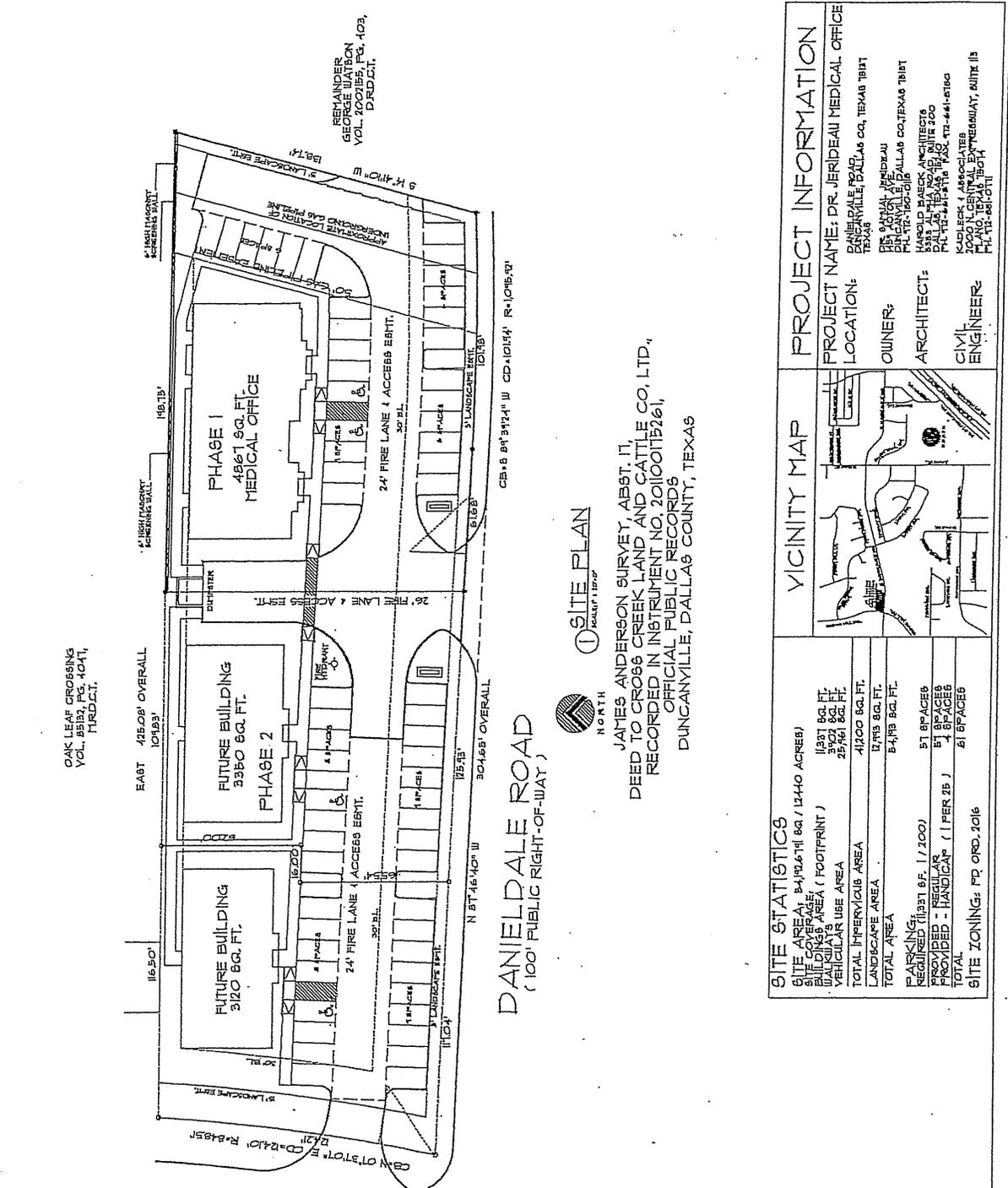
APPROVED AS TO FORM:

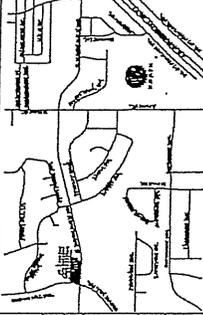
ROBERT E. HAGER, CITY ATTORNEY

EXHIBITS "A" THROUGH "C"

SITE PLAN, LANDSCAPE PLAN, ELEVATION

	<p>Partitions</p> <p>1. HANDICAP SIGNAGE ON FOOTING STRIPING TO BE INCLUDED IN PROJECT.</p>	<p>Project no. _____</p> <p>Scale: 1" = 20'-0"</p> <p>Date: MARCH 08, 2013</p> <p>Drawn by: _____</p>	<p>Sheet no. 2 of 11</p> <p>Sheet description: 1</p>
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<p>SITE STATISTICS</p> <p>SITE AREA: 84,402.41 SQ. FT. (1.94 ACRES)</p> <p>BUILDING AREA (FOOTPRINT): 11,321 SQ. FT.</p> <p>VEHICULAR USE AREA: 3,703 SQ. FT.</p> <p>TOTAL IMPERVIOUS AREA: 41,200 SQ. FT.</p> <p>LANDSCAPE AREA: 17,493 SQ. FT.</p> <p>TOTAL AREA: 64,193 SQ. FT.</p> <p>PARKING: 51 SPACES</p> <p>PROVIDED - REGULAR: 4 SPACES</p> <p>TOTAL: 55 SPACES</p> <p>SITE ZONING: PD ORD. 1016</p>	<p>VICINITY MAP</p> 	<p>PROJECT INFORMATION</p> <p>PROJECT NAME: DR. JERIDEAU MEDICAL OFFICE</p> <p>LOCATION: DANVILLE, DALLAS CO., TEXAS 75117</p> <p>OWNER: DANVILLE APARTMENTS, DALLAS CO., TEXAS 75117</p> <p>ARCHITECT: WOODRICK ARCHITECTS, DALLAS, TEXAS 75201</p> <p>CIVIL ENGINEER: 2000 L. C. RAY, DALLAS, TEXAS 75201</p>
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OAK LEAF CROSSING VOL. 55132, PG. 404, H.R.D.C.T.

REMAINDER GEORGE WATSON VOL. 2007185, PG. 403, H.R.D.C.T.

DANIEL DALE ROAD (100' PUBLIC RIGHT-OF-WAY)

CEDAR HILL ROAD (60' PUBLIC RIGHT-OF-WAY)

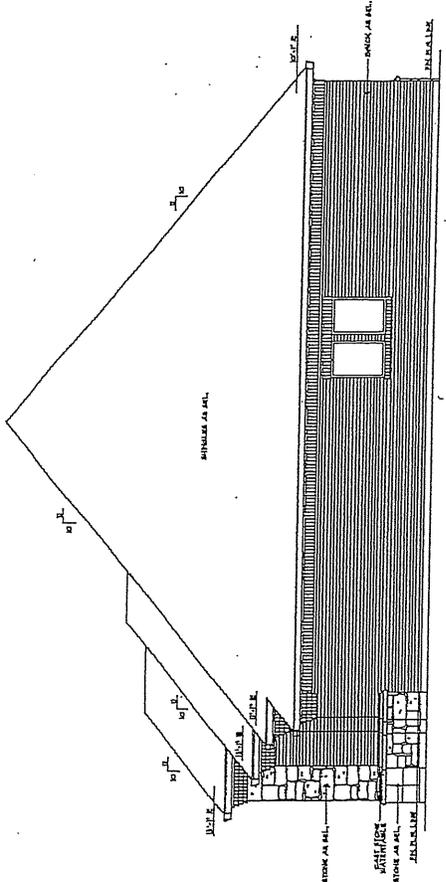
JAMES ANDERSON SURVEY, ABST. 17, DEED TO CROSS CREEK LAND AND CATTLE CO. LTD., RECORDED IN INSTRUMENT NO. 2010012261, OFFICIAL PUBLIC RECORDS, DUNCANVILLE, DALLAS COUNTY, TEXAS

EXHIBIT "C"

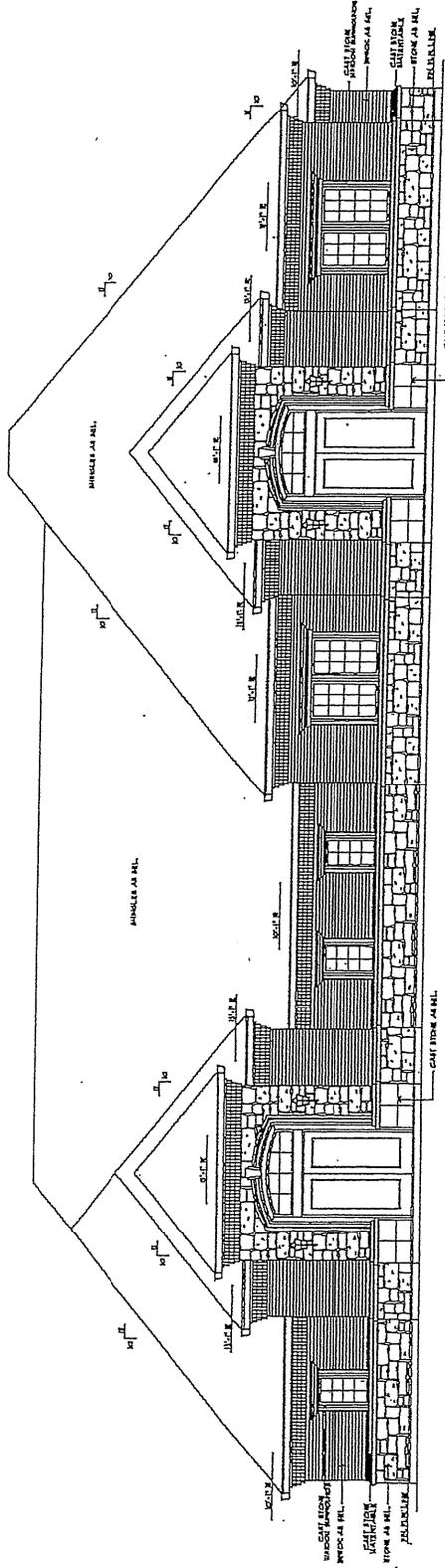
<p>Architect: W&A Architects 2000 North 1st Street Suite 100 Phoenix, AZ 85004 Phone: 602.441.4776 Fax: 602.441.4770</p> 	<p>regions: _____</p> <p>date: _____</p> <p>NOTES: ALL WORK TO COMPLY WITH ADA CODE REQUIREMENTS.</p>	<p>Project No. _____ sheet no. 1/4 of 1-07 date: MARCH, 08, 2013 issue date: _____</p>	<p>sheet no. A4-0 of 14 sheets sheet description: _____</p>	<p>PROPOSED OFFICE BUILDING</p> <p>Project: SENDEWU MEDICAL OFFICE 1100 S. CENTRAL AVENUE PHOENIX, AZ 85004 ARCHITECT: W&A ARCHITECTS ENGINEER: DAVID J. WILLIAMS</p>
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ELEVATION NOTES:

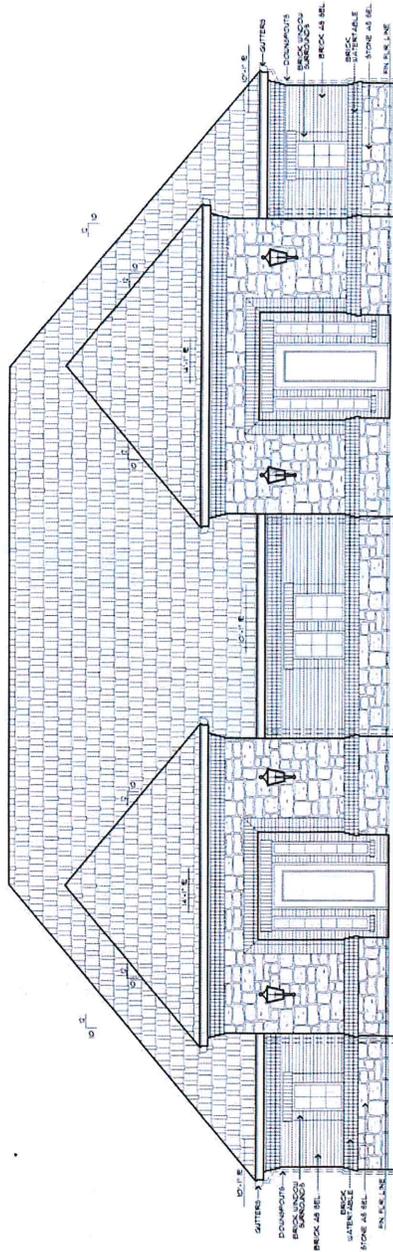
- 1) WHEN PERMITTED BY LOCAL UTILITY BODIES AND CONTRACTS SHALL BE PAINTED TO MATCH THE BUILDINGS
- 2) ALL SIGNAGE AREAS AND LOGO LOCATIONS TO BE APPROVED BY THE BUILDING INSPECTION DEPARTMENT.
- 3) ROOF ACCESS SHALL BE PROVIDED INTERNALLY. OTHERS PERMITTED BY THE BUILDING OFFICIAL. FINISH FLOOR LEVEL TO BE AT LEAST 1" (1'-0") ABOVE HIGHEST ADJACENT CONTOUR LEVEL.



② EAST ELEVATION
 BUILDINGS 1, 2 AND 3



① SOUTH ELEVATION
 BUILDINGS 1 AND 2



① SOUTH (FRONT) ELEVATION BUILDING 3
SCALE 1/8"



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-5B

TITLE:

Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing further development of a proposal to create a Tax Increment Financing (TIF) Reinvestment Zone on Camp Wisdom Road between Cockrell Hill Road and Duncanville Road, and on Duncanville Road between Camp Wisdom and Red Bird Lane, and on Main Street between Camp Wisdom and Red Bird Lane; and, to provide an effective date.

FY 2015-2016 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- **CAPSTONE 1:** Create high quality neighborhoods and parks
 - **Goal:** N/A
 - **Objective:** N/A

STAFF REPRESENTATIVE:

Jessica James, Director of Economic Development

BACKGROUND/HISTORY:

In November of 2015, the City contracted with Insight Research Corporation to conduct an economic impact analysis of the I-20 Service Road expansion project. Through the analysis, it was determined that the extension of the service roads could have a significant impact on the redevelopment of the Camp Wisdom Road area. A number of infrastructure, streetscaping, and landscaping projects were identified in order to help enhance Camp Wisdom Road and create that sense of place and community. The consultant recommended creating a Tax Increment Financing (TIF) Reinvestment Zone to aid in the funding of these improvements.

On June 7, 2016, Mr. Cline with Larry Cline Consultants, LLC and City Staff made a presentation on Tax Increment Financing (TIF) Reinvestment Zones and how TIF's are used to generate revenue in order to fund improvement projects to City Council. The proposed TIF area included Camp Wisdom Road between Cockrell Hill Road and Duncanville Road, and on Duncanville Road between Camp Wisdom and Red Bird Lane, and on Main Street between Camp Wisdom and Red Bird Lane. The area north of I-20 was added because there is still available land for future development and existing properties that could be redeveloped, which will improve the overall sustainability of the area and entire community. This entire area north of I-20 needs aesthetic and sidewalk improvements to make it more walkable and safe for the residential neighborhoods and to establish boundaries for the industrial park to create more of a sense of place and help cut down on crime. All of these enhancements will help improve property values for the owners. City Council directed staff to move forward with the development of the proposed TIF and requested updates throughout the process.

During the next few months the consultant and Staff worked together and identified the exact boundaries of the proposed TIF, a Project plan, researched the County's criteria for their participation, and the income the proposed TIF could generate. On October 18, 2016, Mr. Cline with Larry Cline Consultants, LLC and City Staff made a presentation to City Council on the status and next steps of the proposed Tax Increment Financing (TIF) Reinvestment Zones. Staff presented the proposed TIF Boundaries, Project Plan, and estimated TIF revenues. City Council requested another meeting to further discuss the TIF and gain residents and property owners' input.

On October 27, 2016, the City Council held a Public Meeting at the D.L. Hopkins Jr. Senior Center to discuss the proposed Tax Increment Financing (TIF) Reinvestment Zone. Mr. Cline with Larry Cline Consultants, LLC and City Staff made a detailed presentation to the public on the proposed TIF and answered questions from the audience.

If the City Council wishes to move forward in the process to create a TIF, the next steps will include approaching Dallas County to gauge their interest in participation. Dallas County will require a show of support and at what level the City is willing to participate before they will consider participating in the proposed TIF.

POLICY EXPLANATION:

The City of Duncanville is authorized by Chapter 311 of the Texas Tax Code to designate a contiguous or noncontiguous geographic area that is in the corporate limits of the municipality, in the extraterritorial jurisdiction of the municipality, or in both to be a reinvestment zone to promote development or redevelopment of the area if the governing body determines that development or redevelopment would not occur solely through private investment in the reasonably foreseeable future.

This is only a Resolution of Support. If City Council wishes to continue in the process, Staff will bring this item back for consideration and formal approval at a later date.

Funding for the study and administration on the process of the TIF creation was approved in the FY16-17 DCEDC Budget.

RECOMMENDATION:

Staff recommends approval of a Resolution of the City Council of the City of Duncanville, Texas, authorizing further development of a proposal to create a Tax Increment Financing (TIF) Reinvestment Zone on Camp Wisdom Road between Cockrell Hill Road and Duncanville Road, and on Duncanville Road between Camp Wisdom and Red Bird Lane, and on Main Street between Camp Wisdom and Red Bird Lane; and, to provide an effective date.

ATTACHMENTS:

Resolution

RESOLUTION NO. 2016-11015B

CONSIDER A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AUTHORIZING FURTHER DEVELOPMENT OF A PROPOSAL TO CREATE A TAX INCREMENT FINANCING (TIF) REINVESTMENT ZONE ON CAMP WISDOM ROAD BETWEEN COCKRELL HILL ROAD AND DUNCANVILLE ROAD, AND ON DUNCANVILLE ROAD BETWEEN CAMP WISDOM AND RED BIRD LANE, AND ON MAIN STREET BETWEEN CAMP WISDOM AND RED BIRD LANE; AND, TO PROVIDE AN EFFECTIVE DATE.

WHEREAS, the City is authorized by Chapter 311 of the Texas Tax Code to designate a contiguous or noncontiguous geographic area that is in the corporate limits of the municipality, in the extraterritorial jurisdiction of the municipality, or in both to be a reinvestment zone to promote development or redevelopment of the area if the governing body determines that development or redevelopment would not occur solely through private investment in the reasonably foreseeable future.

WHEREAS, the Duncanville City Council desires to identify area (s) to develop and redevelop in order to improve the Duncanville economy and increase the sustainability of the Duncanville community for the residents; and

WHEREAS, the City of Duncanville City Council recognizes that this area needs aesthetic and infrastructure improvements in order to attract quality development and redevelopment; and

WHEREAS, the City of Duncanville City Council recognizes that development and redevelopment in today's economy takes private/public partnerships.

WHEREAS, the concept of tax increment financing provides an instrument to accomplish such public purpose.

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

SECTION 1: That the Duncanville City Council authorizes the City Manager to develop a plan for a Tax Increment Financing (TIF) Reinvestment Zone for Council consideration.

SECTION 2: The Duncanville City Council authorizes the City Manager to develop the proposed TIF Plan with the City participating at _____% of tax increment.

SECTION 3: The Duncanville City Council states that this resolution is to move forward with the development of the proposed plan for the TIF and does not establish the final plan district or percentage of participation.

SECTION 4: The Duncanville City Council recognizes that the proposed TIF will be brought before City Council for consideration and formal approval at a later date.

SECTION 5: That 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 1st day of November, 2016.

CITY OF DUNCANVILLE, TEXAS

APPROVED:

David L. Green, Mayor

ATTEST:

Mary E. Jones, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-5C

TITLE:

Consider a Resolution of the City Council of the City of Duncanville, Texas, approving a twelve month agreement between the City of Duncanville and the Duncanville Chamber of Commerce awarding a hotel occupancy tax grant to the Duncanville Chamber of Commerce located at 300 E. Wheatland Road in the amount of \$14,400 for FY 16-17, to serve as the Official Duncanville Visitor Center.; authorizing the City Manager to execute said agreement; and, providing an effective date.

FY 2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- **CAPSTONE:** 1. Most engaged citizens in America; 3. Be the basketball and sports tourism capital of Texas
 - **Goal:** 4. Develop a marketing plan to brand Duncanville as the "City of Champions," including a national sports brand partnership.
- **Objective:** 2.21 Create a Tourism Program

STAFF REPRESENTATIVE:

Jessica James, Economic Development Director

BACKGROUND/HISTORY:

The Duncanville Chamber of Commerce has requested grant funding to assist them with their operations as the City of Duncanville's Official Visitor Center. The Duncanville Chamber of Commerce has officially served in this capacity for three years. The Duncanville Chamber of Commerce has added a kiosk to their building's entryway in order to provide tourism information to visitors 24 hours-a-day.

POLICY EXPLANATION:

Chapter 351 of the Texas Tax Code states that Hotel Occupancy Taxes can be used for the operation of visitor information center. The Duncanville Chamber of Commerce's funding is solely for the use of operating and maintenance of the Duncanville Visitor Center and providing assistance to out-of-town visitors including a portion of the building, landscape, lobby and 24-hour public kiosk at its office located at 300 E. Wheatland Road and providing a 24-hour, 365-day, information area. The information area must:

- a. display marketing materials from local hotels, motels, and restaurants; and
- b. display local special events and sporting events; which will support local hotels, motels, and accommodations in the City of Duncanville, Texas.

The ORGANIZATION will have monthly and quarterly reporting requirements to ensure it continues to operate as the Duncanville Visitor Center including the following:

On a monthly basis:

Within fifteen (15) days after the end of each month:

- a. A Visitor Center Report that includes the following information:
 - i. number of assisted walk-in out-of-town visitors during normal business hours; and

- ii. number of phone calls where out-of-town visitors were provided assistance; and
- iii. name of out-of-town groups and number of visitor packets distributed; and
- iv. a list of where the visitors are from, when possible, in order to identify target markets for future marketing efforts; and
- v. display marketing materials from local hotel, motel and restaurants; and
- vi. display of local special events and sporting events which would support hotel, motel and accommodations in the City of Duncanville, Texas.

On a quarterly basis:

Within thirty (30) days after the end of each quarter:

b. A Visitor Center Report that also includes the following information:

- i. a copy of the Chamber of Commerce balance statement showing how the Visitor Center funds are being used in accordance with the AGREEMENT; and

The City will pay the Duncanville Chamber of Commerce \$14,400 a year with twelve equal monthly payments from Hotel Occupancy Tax funds. Payment will be made after the service has been provided and within thirty (30) days of receiving the required reports.

FUNDING SOURCE:

Funding is available in the Hotel Motel Tax Fund for this grant. The proposed \$14,400 was included in the FY 16-17 Budget approved by the City Council.

RECOMMENDATION:

Staff recommends approval of a Resolution of the City Council of the City of Duncanville, Texas, approving a twelve month agreement between the City of Duncanville and the Duncanville Chamber of Commerce awarding a hotel occupancy tax grant to the Duncanville Chamber of Commerce located at 300 E. Wheatland Road in the amount of \$14,400 for FY 16-17, to serve as the Official Duncanville Visitor Center.; authorizing the City Manager to execute said agreement; and, providing an effective date.

ATTACHMENTS:

- Agreement
- Resolution

STATE OF TEXAS §

COUNTY OF DALLAS §

**HOTEL OCCUPANCY TAX FUNDING AGREEMENT BETWEEN THE CITY OF
DUNCANVILLE, TEXAS AND THE DUNCANVILLE CHAMBER OF COMMERCE
FOR EXPENDITURE OF HOTEL OCCUPANCY TAX FUNDS**

This Hotel Tax Funding Agreement (AGREEMENT) is made and entered into by and between the City of Duncanville, Texas (CITY) and the Duncanville Chamber of Commerce (ORGANIZATION).

WHEREAS, the Duncanville Chamber of Commerce has requested a Hotel Occupancy Tax grant to serve as the official Duncanville Visitor Center to positively promote Duncanville to out-of-town visitors; and

WHEREAS, the City of Duncanville has considered the request and considers the Duncanville Visitor Center provided by the Duncanville Chamber of Commerce directly enhances and promotes tourism in the city; and

WHEREAS, the goal of this AGREEMENT is to assist visitors to the City of Duncanville, thus Directly enhancing and promoting tourism as outlined in Chapter 351 of the State of Texas Tax Code; and

NOW, THEREFORE, it is mutually agreed upon by and between the CITY and the Duncanville Chamber of Commerce as follows:

GENERAL PROVISIONS

Section 1. Purpose. The purpose of this AGREEMENT is for the Duncanville Chamber of Commerce to utilize City of Duncanville Hotel Occupancy Taxes to promote Duncanville and tourism by providing a quality Duncanville Visitor Center for out-of-town visitors in order to increase the number of overnight visitors to Duncanville.

Section 2. Obligation of the ORGANIZATION. The ORGANIZATION shall use all of the awarded funds provided by the CITY in accordance with Chapter 351 of the Texas Tax Code and the ORGANIZATION'S funding application solely for the use of operating and maintenance of the Duncanville Visitor Center and providing assistance to out-of-town visitors including a portion of the building, landscape, lobby and 24-hour public kiosk at its office located at 300 E. Wheatland Road and providing a 24-hour, 365-day, information area. The information area must:

- a. display marketing materials from local hotels, motels, and restaurants; and
- b. display of local special events and sporting events; which would support hotels, motels, and accommodations in the City of Duncanville, Texas.

Section 3. Reporting Requirements of the ORGANIZATION. The ORGANIZATION shall deliver the following:

On a monthly basis:

Within fifteen (15) days after the end of each month:

- a. A Visitor Center Report that includes the following information:
 - i. number of assisted walk-in out-of-town visitors during normal business hours; and

- ii. number of phone calls where out-of-town visitors were provided assistance; and
- iii. name of out-of-town groups and number of visitor packets distributed; and
- iv. a list of where the visitors are from, when possible, in order to identify target markets for future marketing efforts; and

On a quarterly basis:

Within thirty (30) days after the end of each quarter:

- b. A Visitor Center Report that also includes the following information:
 - v. a copy of the Chamber of Commerce balance statement showing how the Visitor Center funds are being used in accordance with the AGREEMENT; and

City Hotel Occupancy Funds shall only be used for those activities associated with the Visitor Center as covered under this AGREEMENT.

Section 4. Authorization of Payment. Subject to the ORGANIZATION'S satisfactory performance and compliance with the terms of this AGREEMENT, the CITY agrees to pay the ORGANIZATION \$14,400 with twelve equal monthly payments from Hotel Occupancy Tax funds. Payment will be made after the service has been provided and within thirty (30) days of receiving the required reports.

Section 5. Appeal Process. If the ORGANIZATION wishes to make any appeals on decisions of the CITY, the ORGANIZATION must present their appeal in writing within ten (10) business days of funding denial to the City Manager.

Section 6. Rights. The City of Duncanville has the right, at any time, to inspect the books or records of the ORGANIZATION that may relate to the performance of this AGREEMENT. The CITY, at its sole expense, has the right to conduct an audit of the ORGANIZATION, event, or project.

Section 7. Term. The AGREEMENT shall become effective as of October 1, 2016, and the AGREEMENT shall terminate on September 30, 2017, or once the terms have been met, whichever occurs first. The final payment for services rendered will take place after September 30, 2017, and within thirty (30) days of receiving the required reports. Either party does hereby reserve the right to terminate this agreement without cause upon ten (10) days written notice. Termination and notice shall constitute final payment without any further obligation of either parties past the date of termination.

Section 8. Recapture Provision. In the event the Duncanville Chamber of Commerce does not comply with the terms of this AGREEMENT, is otherwise in default, or fails to appropriately spend the funds in accordance with State law, or falsifies any documents required under this agreement as provided herein, the Duncanville Chamber of Commerce, pursuant to the provisions herein shall refund the CITY an amount equal to the sum of the Grant Payments actually paid by the CITY to the Duncanville Chamber of Commerce immediately preceding the date of such termination. If the payment is not refunded within 30 days of termination, interest on the refund amount, at the rate periodically announced by the Wall Street Journal as the prime or base commercial lending rate, or if the Wall Street Journal shall ever cease to exist or cease to announce a prime or base lending rate, then at the annual rate of interest from time to time announced by Citibank, N.A. (or by any other New York money center bank selected by the CITY) as its prime or base commercial lending rate, from the date of termination until paid.

Section 9. Indemnification. The ORGANIZATION agrees to defend, indemnify and hold harmless the CITY, City Council, its officers, agents and employees, against any and all claims, lawsuits, judgments, cause of action, costs and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by the ORGANIZATION's breach of any of the terms or provisions of this AGREEMENT, or by any negligent act or omission of the ORGANIZATION, its officers, agents,

servants, employees, contractors, or subcontractors, in the performance of this AGREEMENT; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence of the CITY, its officers, agents, employees or separate contractors, and in the event of joint and concurrent negligence of both the ORGANIZATION and the CITY under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. Both parties expressly agree that this AGREEMENT does not assign any responsibility for civil liability to the CITY that may arise by virtue of this AGREEMENT.

Section 10. Default. The CITY reserves the right to terminate this AGREEMENT if the ORGANIZATION fails to comply with any term of the AGREEMENT, including the inability of the ORGANIZATION to conform to any change required by federal, and state or local laws or regulations. The CITY shall provide written notification to the ORGANIZATION of the termination of this AGREEMENT within thirty (30) days before the effective date of termination. The CITY may terminate the AGREEMENT for breach of any provision of this AGREEMENT, upon written notice of the breach and the ORGANIZATION shall have ten (10) days after receipt of the written notice in which to cure the breach to the satisfaction of the CITY.

Section 11. Notice. All notices required or permitted under this AGREEMENT shall be in writing and shall be delivered in person or mailed as follows:

To the CITY at:

City of Duncanville
Attn.: Kevin Hugman, City Manager
203 E. Wheatland Rd.
Duncanville, TX 75116

To the ORGANIZATION at:

Duncanville Chamber of Commerce
Attn.: Steve Martin
300 E. Wheatland Rd
Duncanville, TX 75116

MISCELLANEOUS

Section 12. Entire Agreement. This AGREEMENT constitutes the entire agreement of the parties regarding the subject matter contained herein. The parties may not modify or amend this AGREEMENT, except by written agreement approved by the governing bodies of each party and duly executed by both parties.

Section 13. Approval. This AGREEMENT has been duly and properly approved by each party's governing body and constitutes a binding obligation on each party.

Section 14. Assignment. Except as otherwise provided in this AGREEMENT, a party may not assign this AGREEMENT or subcontract the performance of services without first obtaining the written consent of the other party.

Section 15. Non-Waiver. A party's failure or delay to exercise right or remedy does not

constitute a waiver of the right or remedy. An exercise of a right or remedy under this AGREEMENT does not preclude the exercise of another right or remedy. Rights and remedies under this AGREEMENT are cumulative and are not exclusive of other rights or remedies provided by law.

Section 16. Paragraph Headings. The various paragraph headings are inserted for convenience of reference only, and shall not affect the meaning or interpretation of this AGREEMENT or any section thereof.

Section 17. Attorney Fees. In any lawsuit concerning this AGREEMENT, the prevailing party shall be entitled to recover reasonable attorney's fees from the nonprevailing party, plus all out-of-pocket expenses such as deposition costs, telephone calls, travel expenses, expert witness fees, court costs, and their reasonable expenses, unless otherwise prohibited by law.

Section 18. Severability. If any of the terms, sections, subsections, sentences, clauses, phrases, provisions, covenants or conditions of this AGREEMENT are for any reason held to be invalid, void or unenforceable, the remainder of the terms, sections, subsections, sentences, clauses, phrases, provisions, covenants or conditions of this AGREEMENT shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

Section 19. Venue. The parties agree that all disputes that arise of this AGREEMENT are governed by the laws of the State of Texas and venue for all purposes herewith shall be in Dallas County, Texas.

IN WITNESS WHEREOF, the CITY and ORGANIZATION make and execute this AGREEMENT to be effective this _____ day of _____, 2016.

CITY OF DUNCANVILLE, TEXAS

ORGANIZATION

Kevin Hugman
City Manager

Steve Martin
Duncanville Chamber of Commerce

ATTEST:

Mary E. Jones
City Secretary

RESOLUTION NO. 2016-11015C

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING A TWELVE MONTH AGREEMENT BETWEEN THE CITY OF DUNCANVILLE AND THE DUNCANVILLE CHAMBER OF COMMERCE AWARDED A HOTEL OCCUPANCY TAX GRANT TO THE DUNCANVILLE CHAMBER OF COMMERCE LOCATED AT 300 E. WHEATLAND ROAD IN THE AMOUNT OF \$14,400 FOR FY 16 -17, TO SERVE AS THE OFFICIAL DUNCANVILLE VISITOR CENTER; AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT; AND, PROVIDING 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 has requested a Hotel Occupancy Tax grant to serve as the official Duncanville Visitor Center to positively promote Duncanville to out-of-town visitors; and

WHEREAS, the City of Duncanville has considered the request and considers the Duncanville Visitor Center provided by the Duncanville Chamber of Commerce directly enhances and promotes tourism in the city;

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

SECTION 1: That the City of Duncanville, Texas hereby approves a Hotel Occupancy Tax Grant in the amount of \$14,400 to the Duncanville Chamber of Commerce to serve as the Official Duncanville Visitor Center as set forth in said agreement.

SECTION 2: That the City Council of the City of Duncanville hereby authorizes the City Manager to execute said agreement.

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 1st day of November, 2016.

CITY OF DUNCANVILLE, TEXAS

APPROVED:

David L. Green, Mayor

ATTEST:

Mary E. Jones, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-5D

TITLE:

Consider a Resolution of the City Council of the City of Duncanville, Texas, adopting the revised Capstones for the organization and the community, while discontinuing the “Five Bold Steps”; and, providing an effective date.

FY 2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN: ALL

- CAPSTONE: ALL

STAFF REPRESENTATIVE:

Charles Smith, Assistant City Manager

BACKGROUND/HISTORY:

The City Council of the City of Duncanville holds an annual retreat to begin the strategic planning process where the Mission Statement, Capstones, and Five Bold Steps are used to formulate action plans to achieve the future vision of the organization and community.

In 2014, the City Council first established the Mission Statement, Capstones, and Five Bold Steps. At the time, there were only four Capstones. In 2015, the Capstones were revised as well as two added, for a total of six. In 2016, further revision of the Capstones was accomplished while conducting a Gap Analysis.

Discussions held after the exercise resulted in the refinement of three of the Capstones, resulting in:

1. Most engaged citizens in America
2. Create high quality neighborhoods and parks
3. Be a youth sports tourism destination
4. Build a “tech forward” community
5. Create multi-modal transportation alternatives
6. Preserve the historic Main Street and City Center area

Additional discussions held during the City Council retreat revealed the “Five Bold Steps” as no longer a necessary component of the Work Plan, and were therefore discarded for future planning use.

POLICY EXPLANATION:

The Capstones serve as the strategic policy goals and objectives for the City Council. Through the Capstones, City Council guides City Staff in producing the actions necessary to achieve the City Council’s future vision for the City of Duncanville.

FUNDING SOURCE:

None

RECOMMENDATION:

Staff recommends approval of a Resolution of the City Council of the City of Duncanville, Texas, adopting the revised Capstones for the organization and the community, while discontinuing the “Five Bold Steps”; and, providing an effective date.

ATTACHMENTS:

R-5B City Council Capstones -2- Resolution

R-5B Duncanville 2016 Council Retreat Report revised

RESOLUTION NO. 2016-11015D

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, ADOPTING THE REVISED CAPSTONES FOR THE ORGANIZATION AND THE COMMUNITY, WHILE DISCONTINUING THE “FIVE BOLD STEPS,” AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council historically incorporates the City Council’s Strategic Mission, Capstones, and Five Bold Steps into a Fiscal Year Work Plan each fiscal year, and

WHEREAS, the City Council, in their continued efforts to maintain an open and transparent government and in recognition of the value of long-term planning, revised the Capstones to better align with the future vision for the City, during their annual retreat in September 2016, and

WHEREAS, the City Council recognizes there is no longer a need for the “Five Bold Steps,” incorporated in current and previous Work Plans.

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

Section 1: That the City of Duncanville City Council formally adopts the following Six Capstones:

1. Most engaged citizens in America
2. Create high quality neighborhoods and parks
3. Be a youth sports tourism destination
4. Build a “tech forward” community
5. Create multi-modal transportation alternatives
6. Preserve the historic Main Street and City Center areas

Section 2: That the City of Duncanville City Council discontinues the use of the “Five Bold Steps,” previously adopted in 2014.

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 1st day of November, 2016.

CITY OF DUNCANVILLE, TEXAS

APPROVED:

David L. Green, Mayor

ATTEST:

Mary E. Jones, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



2016 City Council Retreat *Final Report*



Duncanville
City of Champions



2016 City Council Retreat

BACKGROUND, OBJECTIVES & APPROACH

Background, Objectives & Approach ... Background and Objectives

The City of Duncanville engaged the Azimuth Group, Inc. (“AGI”) to plan and facilitate the 2016 planning retreat for the Mayor, City Council and City Manager’s Office. The retreat was held on September 23-24 at the Inn on the River in Glen Rose, Texas .

Background

- The City of Duncanville, a thriving community of just under 40,000 population located in the southern sector of Dallas County, is strategically situated within the larger Dallas / Fort Worth Metroplex and poised for development and growth.
- The city is governed under a Council / Manager form of government, with policy-setting authority vested in a City Council consisting of a Mayor, one at-large council member and five council members representing single member districts serving staggered two-year terms.
- Each year, the Mayor, City Council, City Manager and Assistant City Manager participate in an offsite planning and goal setting retreat, the purpose of which is to review the progress the City is making on its established goals and to set the specific objectives and priorities for the coming year(s).
- For the 2016 retreat, the City Manager sought to build on the success of the two prior retreats and, working together with the City Council, develop more concrete action steps to implement the Council’s top goals, termed “Capstones.”

Objectives

- The specific objectives for the 2016 City Council retreat included the following:
 - Provide an opportunity for open City Council and staff dialog about the high-priority issues and challenges facing the City of Duncanville.
 - Promote and reinforce understanding and teamwork among members of the City Council and management.
 - Conduct a high-level assessment of the current operating environment of the City of Duncanville and identify key factors and trends impacting the City’s ability to achieve its objectives.
 - For each of the capstone priorities, define the Council’s performance expectations and identify any gaps between current performance and expected results..

Background, Objectives & Approach ... Scope and Approach

To accomplish the objectives established for the City Council retreat, AGI completed a comprehensive work program including interviews with Council and staff, detailed project planning and facilitation of a series of activities designed to produce focused, specific results.

Scope and Approach

- The scope of AGI's assignment for the City of Duncanville encompassed the following:
 - An initial meeting with the City Manager to confirm the scope, timing and deliverables of the planning re-treat.
 - Completion of individual interviews with the Mayor and each member of the City Council to accomplish several important goals, which include:
 - Introduction of the members to the planning process and workshop facilitator
 - Receiving input on their expectations for a successful planning retreat
 - Gathering of information regarding individual members' priority goals for the City.
 - Participation in a working session with the City's department heads to gain an understanding of current operational issues, staff priorities, constraints and desired or useful outcomes of the Council's planning process.
 - Development, review and confirmation of the retreat agenda to ensure that the City's goals and expectations were fully addressed.
 - Facilitation of a full day planning workshop, consisting of a variety of group discussions, visioning exercises, and technology-enabled prioritization techniques to achieve consensus on a set of critical strategic actions for the City of Duncanville.
- This document is AGI's report on the Duncanville City Council retreat, summarizing the planning process, its results and Council direction for further action.



2016 Strategic Planning Retreat
**PLANNING WORKSHOP AGENDA &
CITY COUNCIL EXPECTATIONS**

Planning Workshop Agenda & Expectations ... Workshop Flow

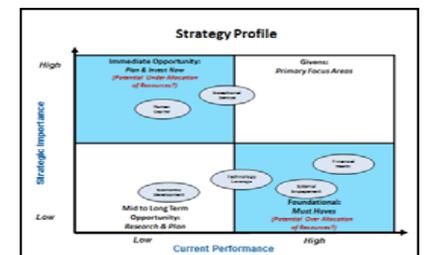
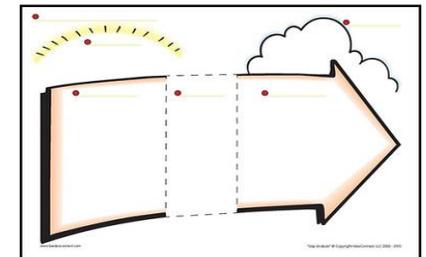
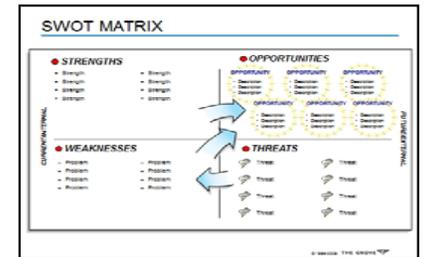
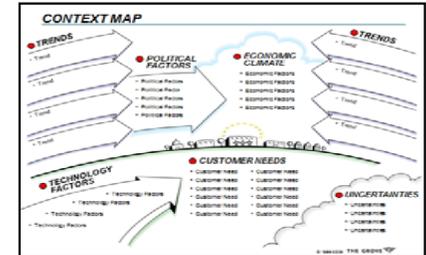
The overall flow of the retreat workshop moved from the broad and conceptual to the narrow and more precise. Starting with a review of both external and external factors impacting the community and the organization, the Council examined its Capstone priorities and established specific action steps for accomplishment over time.

What are the key trends and conditions impacting our community and our organization?

What are our key strengths and weaknesses / opportunities and threats?

What are the gaps between our current performance and our desired results?

What are our most important strategic priorities?



Planning Workshop Agenda & Expectations ... Agenda

Based on input received from both Council and staff, AGI prepared a retreat workshop agenda including a variety of activities, group discussion and technology-enabled prioritization techniques.

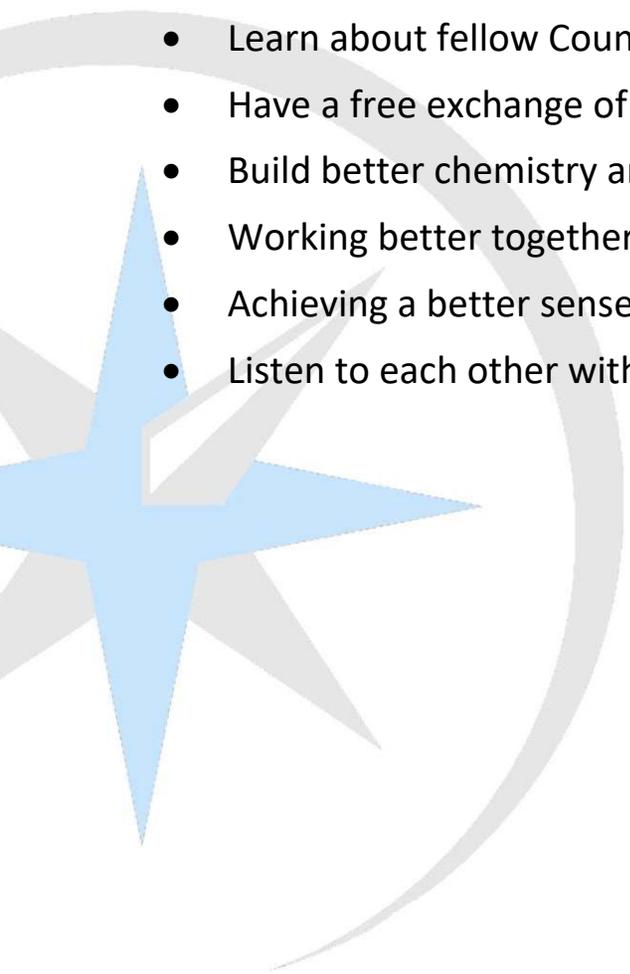
Time	Activity	Participants
8:00 – 8:30	Participants Assemble	All
8:30 – 8:40	Welcome/Introductions	Mayor/City Manager
8:40 – 9:00	Ice Breaker / Group Activity	Facilitator / All
9:00 – 9:15	Session Overview / Group Expectations	Facilitator / All
9:15 – 10:00	Operating Context <i>(What external forces are shaping the future of Duncanville?)</i>	All
10:00 – 10:15	Break	
10:15 – 11:00	Operating Context (continued) <i>(What external forces are shaping the future of Duncanville?)</i>	All
11:00 – 12:00	SWOT Analysis <i>(What are our key Strengths, Weaknesses, Opportunities, Threats?)</i>	All
12:00 – 1:00	Lunch	
1:00 – 3:00	Capstone gap analysis <i>(How do we close gaps between our current performance and desired results?)</i>	All
3:00 – 3:15	Break	
3:15 – 4:45	Prioritize Strategic Actions <i>(Keypad voting and discussion)</i>	All
4:45 – 5:00	Next Steps	All
5:00	Closing Remarks / Adjourn	Mayor / City Manager

Planning Workshop Agenda & Expectations ... Expectations

After introductions, a review of the agenda and an “ice-breaker” exercise, City Council members listed the following as their specific expectations and aspirations for the planning retreat workshop.

Council Expectations for the Retreat Outcomes

- Learn about fellow Council members’ vision for the City
- Have a free exchange of ideas
- Build better chemistry and cohesiveness within the Council
- Working better together
- Achieving a better sense of Council direction. Where are we going?
- Listen to each other with an open mind.





2016 City Council Retreat

CONTEXT MAPPING EXERCISE

(ENVIRONMENTAL SCAN)

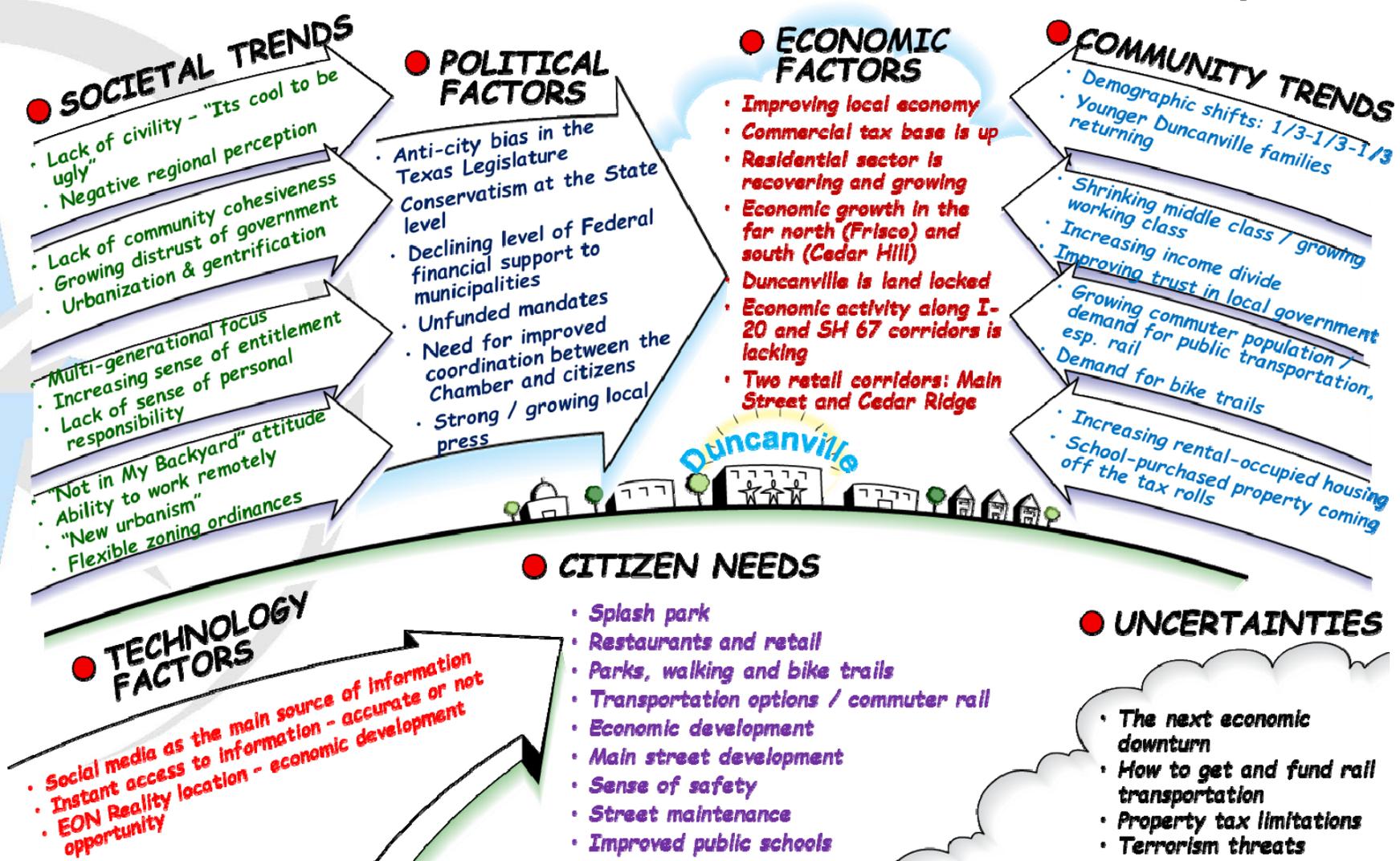


Context Mapping Exercise (Environmental Scan) ...

Retreat attendees first worked to describe and discuss the important elements of the overall operating environment that shape and impact the City and its citizens. The Context Map below displays the results of this activity.



CONTEXT MAP



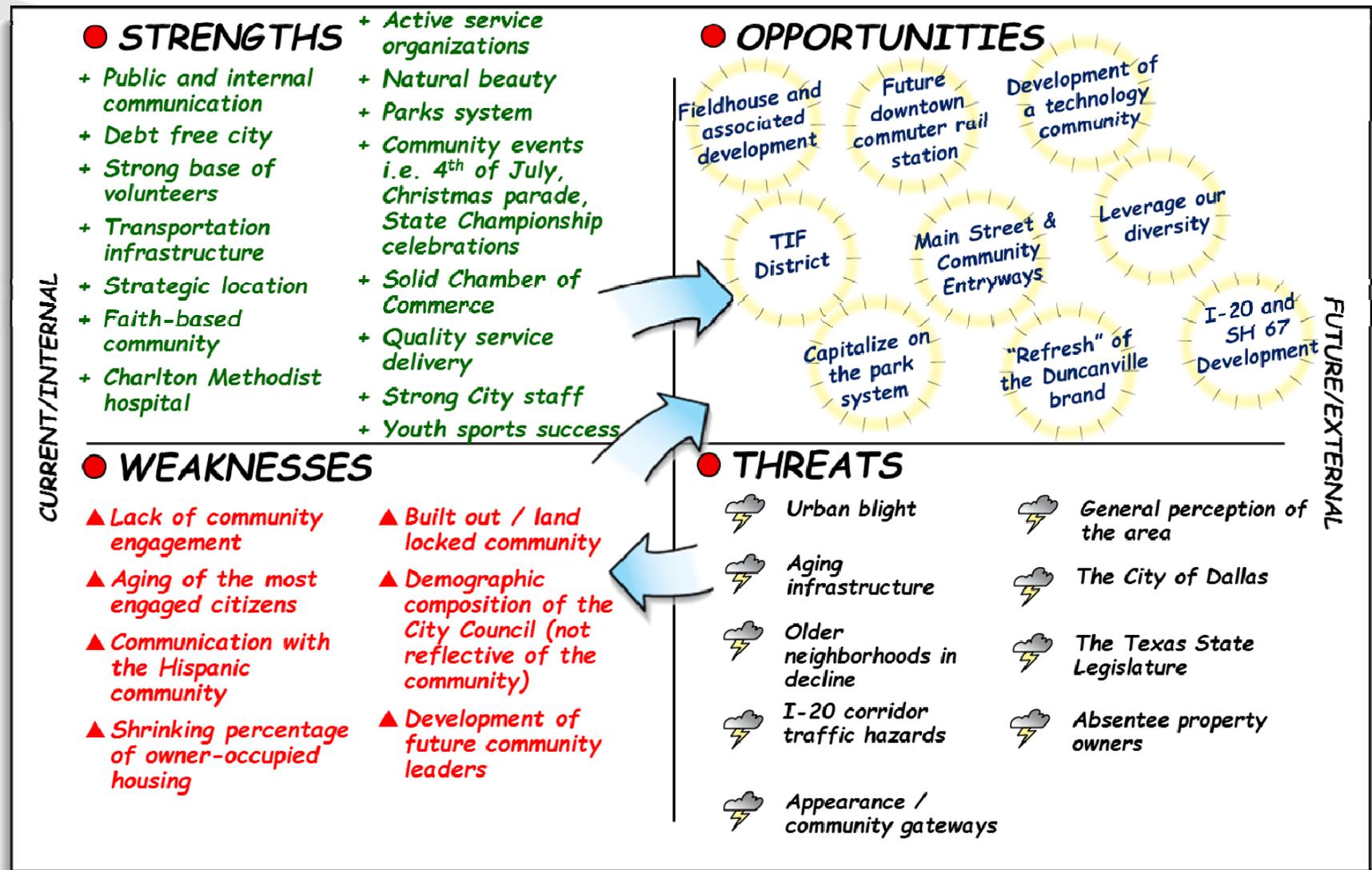


2016 City Council Retreat
**STRENGTHS, WEAKNESSES
OPPORTUNITIES & THREATS ANALYSIS
(SWOT)**

Next, the Council and senior staff examined Duncanville’s key organizational strengths and weaknesses, identified external threats, and brainstormed key opportunities.



SWOT MATRIX





2016 City Council Retreat
CAPSTONE GAP ANALYSIS

Capstone Gap Analysis ... Capstone Priorities

Over the course of the 2014 and 2015 Council Retreats, Duncanville identified six “Capstone” goals for the organization and the community. These capstone goals were used to focus detailed attention on the specific policy objectives and priorities of the Council and the action steps required to implement them.

Duncanville’s Capstone Priorities

1. Most ***engaged citizens*** in America
2. Create ***high quality neighborhoods*** and parks
3. Be the ***basketball and sports tourism*** capital of Texas
4. Be the ***“edutainment” and recreation*** capital of Texas
5. Create ***multi-modal transportation*** alternatives
6. Preserve the ***historic Main Street*** area

Capstone Gap Analysis ... Gap Analysis

Gap Analysis is an analytical approach that describes current conditions, defines desired future conditions and then identifies specific actions or interventions to close the gap between what exists today and what is desired tomorrow.

Gap Analysis

For each of the Capstone priority areas, City Council and staff members worked in small groups to evaluate the current state of the goal area from the perspective of the experience a citizen of Duncanville can expect. Then, they described what the desired experience should be and identified specific steps to close the gap between the two.

Gap analysis results are detailed on the following pages. Gap closure action items listed in the middle of each of the templates are a starting point for more detailed action planning by the city staff. In three instances, the gap analysis discussion and results suggested that refinement of the Capstone goal name would more accurately capture the Council's long-term intent:

Original Capstone Goal	Revised Capstone Goal
<i>Be the basketball and sports tourism capital of Texas</i>	<i>Be a youth sports tourism destination</i>
<i>Be the "edutainment" and recreation capital of Texas</i>	<i>Build a "tech forward" community</i>
<i>Preserve the historic Main Street area</i>	<i>Preserve the historic Main Street and Center City areas</i>

Most Engaged Citizens in America

TODAY

- Revamped interactive website [is up]
- Quarterly newsletter [is produced]
- Regular town hall meetings [are held]
- Not enough information is getting out to citizens
- Many town hall meetings are sparsely attended

GAP

- Work with the Youth Advisory Commission
- Establish internships in city government thru DISD, DCCD and others
- Partner with the Chamber of Commerce to promote city events (new citizen packets)
- Reactivate neighborhood associations
- [Consider providing] food at City Council meetings
- [Provide a] block party trailer
- [Develop a program for] targeted outreach

FUTURE

- Young people are vested in the community
- Fire Marshall has to turn away citizens away from town hall meetings
- Newcomers at every meeting

Create High Quality Neighborhoods and Parks

TODAY

- Improperly maintained rental properties
- Improperly maintained residences / businesses
- Lack of access
- Poor aesthetics
- Perceptions of increased crime / lack of safety

GAP

- *[Create a] rental property registration / inspection process*
- *[Evaluate] "DIY Garland" concept, "PIP" days, ecumenical assistance, increased code enforcement, revolving loan funds*
- *Make "cut throughs" from isolated neighborhoods*
- *Implement a revolving "design team"*
- *Increase police presence, citizen patrol, promote neighborhood watch*
- *[Implement] regular neighborhood cleanups*

FUTURE

- Excellent / well-maintained rental properties
- Well maintained residential and business properties
- Additional access to critical areas
- Beautiful community aesthetics
- Safe neighborhoods

Be a Youth Sports Tourism Destination

● TODAY

- Fieldhouse under-utilized
- Not enough soccer and baseball fields and poor parking
- ESPN relationship in its infancy
- Great American Shootout (GASO) / Sandra Meadows Classic basketball
- No sports complex

● GAP

- *Develop a Fieldhouse business plan*
- *Build multi-level Fieldhouse parking w/ restaurant*
- *Explore a conference center / park concept*
- *Continue to promote soccer in Duncanville*
- *Seek and/or create partnerships to diversify into other sports*
- *Build a variety of sports fields interconnected by multi-modal transportation*

● FUTURE

- Fully-utilized Fieldhouse
- Improve parking and increase the number of sports fields
- Leverage a national ESPN presence
- GASO is replicated in other sports
- A "new concept" sports complex [is operating]

Build a "tech forward" community

● TODAY

- Local [technology] talent in DISD and the community
- Some tech businesses in Duncanville
- Lack of wi-fi hotspots
- Lack of "meet up" spaces [for tech start ups]

● GAP

- *Develop a place or places to draw technologists for interaction*
- *Create preferential development incentives for technology companies*
- *Identify the existing technology businesses in Duncanville*
- *Create public wi-fi hotspots*
- *Leverage the EON Reality presence to attract additional technology investment*

● FUTURE

- A lively tech community
- Lots of people moving here for tech opportunities
- [Duncanville is] a robotics hub
- Coalesced tech community

Create Multi-modal Transportation Alternatives

TODAY

- One bike lane on Hill City
- No commuter rail
- No buses
- No trolley

GAP

- Produce a bike lane master plan with connectivity
- Identify a source of funding and build a rail station
- Research citizen need / desire for bus service
- Evaluate trolley as a part of Main Street in the comprehensive planning process

FUTURE

- Implemented bike lane plan connecting parks, activity centers and shopping
- Commuter rail service
- Buses (?)
- Duncanville trolley

Preserve the Historic Main Street and Center City Area

TODAY

- Main Station
- Beautiful landscaping
- Limited development
- Lacking a City Center
- Vacant Railroad Flats
- Merrill Square apartments
- Limited mixed use development
- Limited restaurants and recreation

GAP

- Downtown district zoning
- Create an Art Commission
- Build a Duncanville splash park
- Define the City Center
- Create preferable [development] incentives for desirable downtown development
- Create adequate public parking

FUTURE

- Grapevine-like Main Street
- Bike paths on railroad side [of Main Street] / pedestrian on the other side
- Downtown train station
- Splash park
- Mixed use development
- Public art downtown
- Angelica Theater [or equivalent]
- Redevelopment across from City Hall
- Adequate public parking

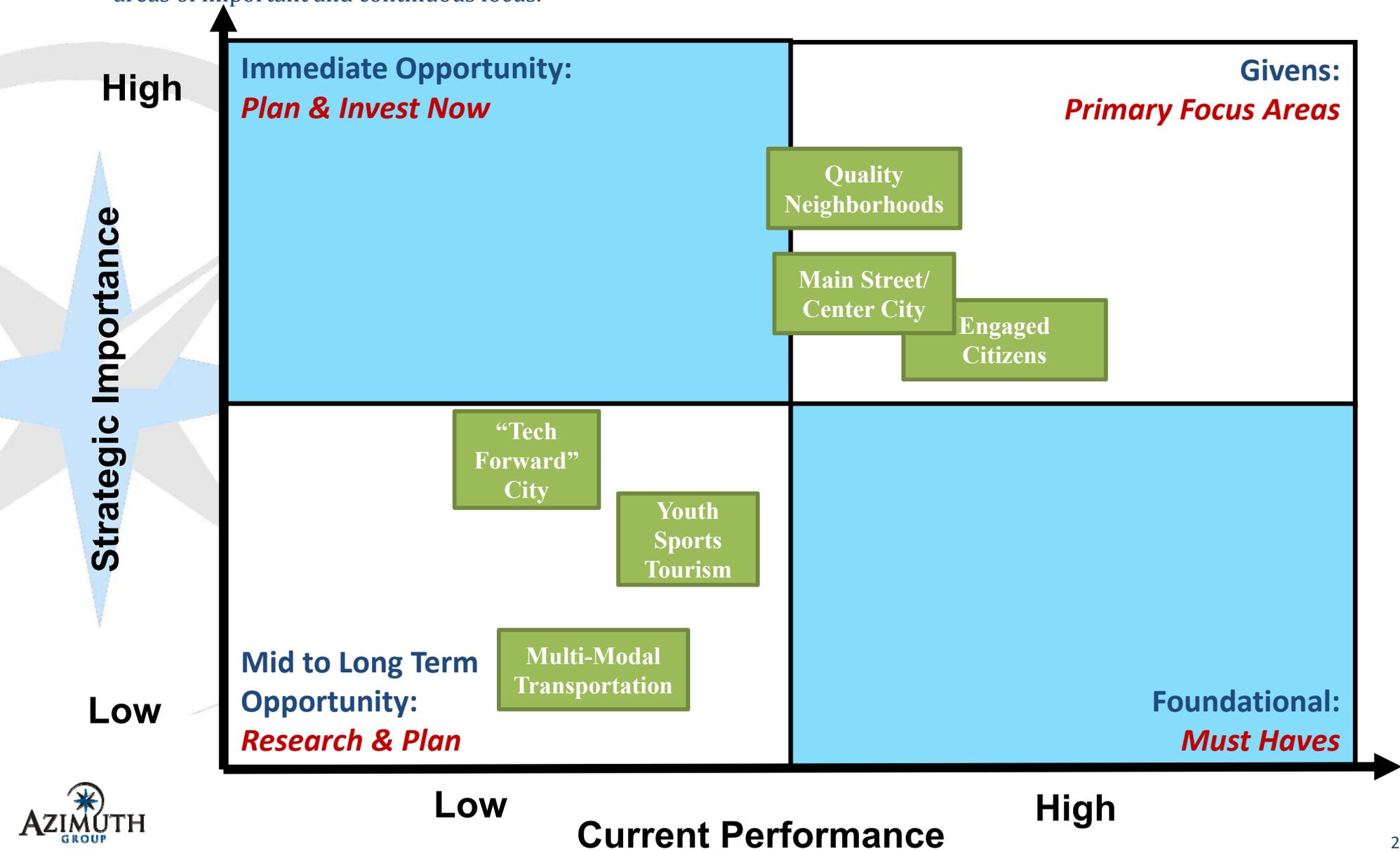


2016 City Council Retreat

**CAPSTONE GOAL
PRIORITY RANKING**

Capstone Priority Ranking... Results Profile

Using anonymous voting technology, participants rated each of the six capstone goals in terms of both their strategic importance to Duncanville’s future and the city’s current performance in each area. These results suggest that addressing the city’s transportation, technology development and sports tourism goals will require a long term focus, based on a thoroughly researched and consistently executed plan. The remaining three goals offer more immediate potential and are areas of important and continuous focus.



Capstone Priority Rankings ... Evidence of Success

Retreat participants were given an opportunity to describe how things might be different in Duncanville if the identified gaps in each of the capstone goals areas were effectively addressed over time.

Evidence of Success

- We would have vibrant nightlife on Main Street
- Main Street would be crowded with Moms during the day
- Aesthetic improvements would be evident across the City
- New restaurant(s) would locate in Duncanville
- A positive shift in the property tax burden, away from residents, would occur
- An active local retail community would exist
- Sales tax revenues to the City would increase
- Commuter rail service would come to Downtown Duncanville



2016 City Council Retreat
RECOMMENDATIONS /
NEXT STEPS

Recommendations / Next Steps ... Recommendations

The 2016 planning workshop was a continuation of the City of Duncanville's emphasis on strategic thinking and management in order to secure its future and ensure control of its own direction. The results of the 2016 City Council retreat validated much of the content of the prior retreat, clarified the intent of several capstone goals and identified specific actions in response to the identified priorities.

RECOMMENDATION: Review, discuss and refine the gap analysis and gap closure actions presented in this report as necessary and appropriate.

The Council and staff should work together to review and confirm the specific conclusions and suggested gap closure activities and, importantly, revise begin a process of planning for the budgeting and monitoring of performance against the Council-stated priorities over the coming years.

RECOMMENDATION: *Continue the annual process of collaborative planning and strengthen the linkage of retreat results to the budget process.*

Going forward, the Mayor, Council and staff should develop a disciplined practice of collaborative strategic planning and operational goal setting. The annual planning retreat should be used to evaluate progress made on projects and objectives established at the prior year's retreat, to review current and projected financial conditions and to consider needed updates to the capstone goals, objectives and priorities.

The results of the annual planning retreat and any guidance provided by the City Council should become the foundation for the staff's development of the annual budget and supporting departmental operating plans and performance measures and targets.

RECOMMENDATION Identify and adopt reporting tools and processes to track and report results, identify further improvement opportunities, and document results.

Once the Council confirms the city's updated goals and priorities, that becomes the documented policy of the governing body and the City Manager is accountable for its execution. The Council should regularly review the accomplishment of the outcomes / results they expect the city government to achieve and can then focus less on the detailed means / tactics by which those results are obtained, subject to limitations and guidelines established by the Council and law. This helps to create a higher degree of transparency and accountability for results and can reinforce a climate of mutual confidence and trust between elected officials and appointed staff.



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-5E

TITLE:

Consider a Resolution of the City Council of the City of Duncanville, Texas, adopting the City of Duncanville City Council Travel Policy, defining necessary expenses for spouses of City Council members, defining a local event, defining a spouse, and providing an effective date.

FY 2016-2017 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

N/A

STAFF REPRESENTATIVE:

Charles Smith, Assistant City Manager

BACKGROUND/HISTORY:

The City Council regularly attends various functions within the Metroplex as part of their official duties. If the spouse of a City Council member wishes to attend the event, the cost of admission and any meal served in conjunction with the event is borne by the City Council member.

During the September 13th briefing session, City Council expressed an interest in having a policy permitting reimbursement for expenses incurred for admission and meal, when a City Council member's spouse attends a local event with them. The City Council members also indicated they wished to have this policy for local events, normally attended by the City Council as a whole.

POLICY EXPLANATION:

Article II, Section 2.03 (Compensation) states, "Members of the Council shall serve without pay or compensation, provided, however, they shall be entitled to reimbursement of necessary expenses incurred in the performance of their official duties when approved by the Council."

The attached policy, therefore, defines "necessary expenses" as the cost of admission and meal incurred by the spouse of a City Council member, while attending a local event with them. The policy further defines a local event, as well as provides a definition for a spouse.

FUNDING SOURCE:

General Fund

RECOMMENDATION:

Staff recommends approval of a Resolution of the City Council of the City of Duncanville, Texas, adopting the City of Duncanville City Council Travel Policy, defining necessary expenses for spouses of City Council members, defining a local event, defining a spouse, and providing an effective date.

ATTACHMENTS:

Council Travel Policy -2- Resolution

Council Travel Policy -2a- Policy

RESOLUTION NO. 2016-11015E

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, ADOPTING THE CITY OF DUNCANVILLE CITY COUNCIL TRAVEL POLICY AS ATTACHED HERETO, DEFINING NECESSARY EXPENSES FOR SPOUSES OF CITY COUNCIL MEMBERS, DEFINING A LOCAL EVENT, DEFINING A SPOUSE, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Charter of the City of Duncanville, Article II, Section 2.03 (Compensation) states, in part, City Council members “shall be entitled to reimbursement of necessary expenses incurred in the performance of their official duties when approved by Council”, and

WHEREAS, the City Council finds that in many cases, City Council members are accompanied by their spouses when attending local events and functions the whole of City Council typically attends in an official capacity, and

WHEREAS, the City Council finds these local events typically charge for admission and the cost of a meal, in conjunction with the event, and

WHEREAS, the City Council finds the cost of admission and the accompanying meal served in conjunction with a local event, for a spouse of a City Council member, is a necessary expense incurred in the performance of their official duties.

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

Section 1: That the City of Duncanville City Council formally adopts the City of Duncanville, City Council Travel Policy, as attached hereto, which outlines and permits reimbursement of necessary expenses incurred by the spouse of a City Council member when attending a local event with the City Council member.

Section 2: That the City of Duncanville City Council permits reimbursement for only those necessary expenses incurred by the spouse attending a local event, as defined within the policy.

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 1st day of November, 2016.

CITY OF DUNCANVILLE, TEXAS

APPROVED:

David L. Green, Mayor

ATTEST:

Mary E. Jones, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney

CITY OF DUNCANVILLE CITY COUNCIL TRAVEL POLICY

I. Transportation and Mileage Reimbursement

- A. Mileage will be reimbursed at the current standard rate recommended by the Internal Revenue Service as of January 1st and will be adjusted periodically based on Internal Revenue Service guidelines.
- B. Reimbursable mileage is the *shortest* round trip distance of :
 - 1. Normal work location to travel destination or
 - 2. Home to travel destination.
- C. Travel arrangements including airfare, hotel, etc. should be coordinated through the appropriate City staff and travel agency.
- D. For transportation expenses, the lesser expense of airfare plus ground transportation (i.e. taxi, shuttle service) or actual mileage will be reimbursed.

II. Per diem for Meals

- A. Total per diem for meals is limited to **\$40.00 per day times the number of travel days**.
- B. **Per diem for meal expenses is only permitted if travel requires an overnight stay or is outside the 6 county area (Dallas, Tarrant, Denton, Collin, Ellis and Johnson counties)**. Meals while training at NCTCOG or at any location within the 6 county area will not be reimbursed.

III. Expense Reports

- A. City Council members who use City funds for authorized trips shall submit an individual Travel Expense Report to the City Secretary within 30 days of completing the trip.
- B. All amounts expended should be listed on the Expense Report, whether paid for by the City Council member, through a travel advance, on a City credit card, or by the City. The City Council member should list all prepaid transportation, prepaid lodging, prepaid registration, City credit card charges, travel advance received (including per diem), and personal expenses and then subtract these amounts from the “Total Expenses” to arrive at the “Amount Due Employee” or “Amount Due City”. If using the Travel Expense Report form in Excel, these amounts will be calculated for you automatically.
- C. The City Council member should attach all receipts, with the exception of those for food, to the Expense Report. All expenses must have a detailed receipt

attached or they will not be reimbursed (other than mileage costs and per diem expenditures). Airline receipts and detailed hotel receipts must be included even if prepaid by the City.

- D. The Expense Report shall be assembled by the City Secretary, signed by the City Council member and forwarded to the City Manager or Assistant City Manager for approval.
- E. After the City Manager or Assistant City Manager for approval, the Expense Report should be forwarded to the Finance Department. The Finance Department checks that all itemized receipts are attached, verifies all math calculations, and prepares receipt for returned money, if any. The Director of Finance reviews all the documentation for completeness and final approval.

IV. Necessary Expenses for Spouses of City Council Members

- A. Necessary expenses incurred by the spouse of a City Council member, who attends a local event with the City Council member, will be reimbursed.
 - 1. A **local event** is defined as one that City Council normally participates in as a whole, and held within Dallas, Tarrant, Denton, Collin, Ellis or Johnson Counties.
 - 2. A **spouse** is defined as the individual to whom the City Council member is legally married.
- B. Necessary expenses defined under this section are admission and meal costs, if any, for a spouse attending a local event.
- C. If the admission and meal costs are prepaid by the City of Duncanville, no additional reimbursement is permitted.



STAFF REPORT

MEETING DATE: November 1, 2016

AGENDA ITEM: R-6A

TITLE:

Receive the Fire Department Quarterly Report and Workplan Update.

FY2015-2016 CITY COUNCIL ORGANIZATIONAL WORKPLAN:

- **CAPSTONE: Create high quality neighborhoods and parks**
 - **Goal 4: Maximize city and community resources to improve quality of life in a sustainable manner**

STAFF REPRESENTATIVE:

Chief Sam Rohde