



## Public Works Monthly Staff Report

March 2022

**Director's Statement:** This month has been filled with challenges in many different areas and as a team we are beginning to work on opening up the procedures and tasks that can be accomplished to help serve the City and residents. It has been discussed amongst our staff through evaluations that the goal of our Department is to grow into a high functioning, high quality Public Works team that performs with high level customer service. This will take time to implement as situations and circumstances arise, but we will work each day to make sure our impact is felt... Even if it's one resident/customer at a time.

### ADMINISTRATIVE

- **COMPLETED TASKS:**
  - Reviewed and discussed current status on potential upcoming projects
  - Completed Monthly Operating Reports and organized monthly calibration requirements with proper equipment
  - Completed Senate Bill 3 required Emergency Preparedness Plan and submitted to TCEQ before March 1<sup>st</sup>; Utilized free assistance from TRWA through TCEQ to help complete this plan
  - Bryan Davis completed training for Class D water license and will look to test in April
  - Kyle Sugg attended a Utilities Management class for CEU's for upkeeping wastewater license
  - Employee evaluations completed by Lola Hazel with additional insight from Kyle Sugg
- **ONGOING TASKS AND DEADLINES:**
  - Continuing to put together a plan for monthly events, operations, maintenance and reporting requirements; A lot of this will be organized after the result of survey completion by Topographic with the CIP Planning project
  - Reviewed budget items and payment processes; ongoing
- **UPCOMING TRAINING:**
  - Bryan Davis will be testing for Class D Water License in April
  - Coordinating with Marcus Day for Animal Control Officer testing in the months of April/May depending on availability
- **ANNUAL GOALS:**
  - Complete and organize all required reports and maintain compliance with all Federal, State, and local guidelines regarding all areas covered by Public Works.
  - Provide evidence of potential advantages and affordability of an additional Public Works staff member, growing the Department number by one.
  - Develop a higher efficiency in general operations for the team, while maintaining a positive morale.
  - Effectively complete all budgeted CIP plans and projects or progress them on a fair timeline.
  - Continue updating the GIS system with detailed assets on all Public Works infrastructure including: water, sewer, stormwater, streets, and signs.

## **WATER**

- **COMPLETED TASKS:**
  - Now following reporting guidelines in accordance with the City Nitrification Action Plan (NAP); Additional samplings will be completed weekly
  - Received proposal from NTGCD for a groundwater monitoring well agreement; Plan to have on upcoming agenda
- **ONGOING TASKS:**
  - Install a sample point at Arkansas pump station prior to water entering the GST
  - Meter collector issues at the Roosevelt pump station that have resulted in a high amount of drive-by reads; After troubleshooting, determined components that need to be replaced; Mueller is in process of shipping replacement part
  - Replacement repeater has been ordered for the Katherine Ct repeater that has failed
  - Looking for additional proposals regarding SCADA upgrades; Current proposal includes a much higher level of capabilities than is necessary for the City
  - Looking into ROW locations that would be efficient for installation of an additional repeater for gaps that are currently uncovered
  - Staff will begin replacing multiple meters per month of the 36 that have not currently been installed; This is now at 33
  - Ordered underground meter sampling stations to be installed at the current (5) locations that are sampled weekly; This will keep City staff out of private property for acquiring these samples
- **CURRENT ISSUES:**
  - Current SCADA system is not fully functional without manual operations during high demands; Replacement and upgrades have been approved by City Council (1-20-22)
  - Additional repeater needed to cover a portion of the City that is not projecting signal; Currently looking into easement access or developments that would be efficient for placing a repeater
  - Discussed difficulty of water quantity and quality control in Summer demands
  - Current City maps are not detailed and lacking a lot of information
  - No existing valve and hydrant operating and maintenance procedures
  - 33 additional meters still in need of replacement
  - Routine sample sites are using private faucets instead of staying in the ROW for daily testing; Will be looking into implementing sample stations at the meter for these locations
- **ANNUAL GOALS:**
  - Present and discuss potential regarding water sourcing and possible ideas for improved efficiency in the future
  - Utilize staff capabilities of providing repairs and replacements in-house rather than outsourcing particular items
  - Begin an assessment of valve, hydrant, and water line conditions to create a priority needs list
  - Evaluate water quality closely (particularly during Summer demands) with the mixing water sources and develop a water quality improvement plan
  - Begin an annual system evaluation report

## SEWER

- **COMPLETED TASKS:**
  - Responded to customer sewer service backing up and provided CCTV info on issue
  - Have talked to the City of Arlington regarding the Manhole on Roosevelt near Castelon Ct; Reviewed their presentation over this area and will proceed with further discussion on needs in the area
  - Now receiving notifications on the monitored Manholes from the COA for any high-level or overflow events
- **ONGOING TASKS:**
  - Create a monthly sewer pull-down list and review appropriate operations of the jetter
  - Create a sewer jetter SOP along with general maintenance procedures
  - Keep discussion with Arlington going; Propose a cooperative investigation and fix for the sewer flow issues at these key locations on Roosevelt
  - Create a set operating procedure for issues that the Public Works Department can effectively respond to and assist customers with
- **CURRENT ISSUES:**
  - The City maps have no indicators for pipe size, pipe flow, or general sewer line information.
  - There is no routine maintenance for sewer lines to remove sediments and debris
  - Through discussions it appears that I&I is a significant issue during heavier rain events
- **ANNUAL GOALS:**
  - Create a list of monthly pull-downs for areas of recurring issues
  - Create a yearly pulldown list that will clean all sewer lines to the best capability over the course of each year
  - Utilize GIS system to incorporate sewer manhole / cleanout details of pipe size, pipe material, pipe flows, and depths
  - Finish out GIS information with accurate City-wide details; Must be completed in order to create a City-wide annual maintenance pull-down list
  - Evaluate methods to reduce inflow and infiltration in the sewer system (i.e. rain catchers at manholes, potential lining of brick manholes)

## STREETS

- **COMPLETED TASKS:**
  - Drove all City streets and upcoming potential CIP to evaluate
  - Basic and quick evaluation for street signs and signals
- **ONGOING TASKS:**
  - Reviewing the GIS system with intent to coordinate and create a street condition index
  - Reviewing the GIS system with intent to coordinate and create a street sign condition index
  - Due to resident inquiry regarding lack of street lighting on Arkansas Ln, I have opened discussion with Oncor requesting a quote for installation of street lights on Arkansas to present at a future Council meeting
  - Meeting with vendors for quotes on striping parking lots and Arkansas Ln
  - More to come with Topographic results on CIP Planning project
- **CURRENT ISSUES:**
  - Various streets are suffering from issues caused by underground infrastructure failures
  - Street signs in many locations are in poor condition and in need of replacements

- No index of asset list and condition
- **ANNUAL GOALS:**
  - Update GIS system with higher detail on street condition, material, and needs
  - Update the GIS system with a street sign index that can correlate to an excel spreadsheet for yearly replacements of signs that have reached poor condition
  - Create a CIP priority list based on the prior two items

## **STORMWATER**

- **COMPLETED TASKS:**
  - Began to review and prepare the 2022 MS4 Permit with correlated results of the 2021 BMP's
  - Contractors have cleared out a large portion of the spillway and dam, southwest of the gas well at Elkins Lake
- **ONGOING TASKS:**
  - Evaluating storm drainage systems around the City to identify possible areas of failure
  - Reviewing current methods of introducing stormwater related projects
  - Creating a monthly flume cleaning list
  - Present the idea of a minor storm water fee to begin a general revenue stream for stormwater related projects; Planning to have this prepared for presentation prior to next fiscal budget
  - Further investigation ongoing on the dam and requirements for TCEQ; Information will be provided as Staff receives information and expectations from consultants
- **CURRENT ISSUES:**
  - No current revenue stream for stormwater CIP
  - Various pipe failure points throughout the City leading to sink-holes and pot-holes
- **ANNUAL GOALS:**
  - Plan to create a monthly flume/stormwater cleaning maintenance log to ensure runoff is consistently able to flow properly.
  - Various items for the MS4 Permit need to be implemented this year in order to maintain appropriate compliance.
  - Potentially implement a stormwater fee to address large level CIP infrastructure needs

## **ANIMAL CONTROL**

- **COMPLETED TASKS:**
  - Discussed current procedures for animal control
  - Various responses to dead animal disposal
  - Attempt to rescue injured raccoon; succumbed to injuries
- **ONGOING TASKS:**
  - Reviewing procedures and contracts regarding animal control; this includes responding to stray complaints, captured animal complaints, trapping requests, mosquito trapping, mosquito prevention, dead animal removal requests, and disposition of animals

- When annual mosquito testing begins, planning for staff to attend the seasonal conference for testing procedures and data; Future data regarding mosquito testing results will appear in this section
- **CURRENT ISSUES:**
  - Staff is untrained in animal control protocols
- **ANNUAL GOALS:**
  - Discuss with Council whether to implement a mosquito control program
  - Get all staff members certified as Animal Control Officers

## **PARK**

- **COMPLETED TASKS:**
  - Park drinking fountains have been repaired and are in working order
  - Various irrigation repairs made at the Marquee planting bed
- **ONGOING TASKS:**
  - Staff will lower new kiosk as it was installed slightly higher than needed
  - Need to review overall planning and maintenance of the Park as well any existing master plans
- **CURRENT ISSUES:**
  - Acquiring grants and funding to pay for necessary improvements
  - Completing necessary maintenance of the dam as top priority
- **ANNUAL GOALS (PHASE I – Years 2021 thru 2024):**
  - Based on Park 10-Year Plan:
  - Add and update playground equipment suitable for school-age children (5-12)
  - Soccer area – level field, add concrete pad for current stand (ensure pad is wider than stands), add trash can
  - Find solution to storm water drainage damage
  - Upgrade chat trails to concrete or other permanent sidewalks
  - Replace wood bridge between playground and baseball field
  - Install bridge or walkway across the drainage area on chat trail near playground to meet ADA standards
  - Add ADA concrete pad/trail/boardwalk from parking lot to picnic area on east side of lake closest to Public Works barn
  - Improve picnic area adjacent to parking lot closest to Public Works barn by enlarging concrete pad, including ADA accessible tables
  - Improve informational signage including educational signage for fish/birds/other species and trees
  - Add rock border to flower beds
  - Add recycle bins and upgrade trash receptacles throughout the park
  - Add native plants to sidewalk bordered area between bridge and playground
  - Add sedges and other native plants to prevent erosion and improve water quality
  - Expand and add ADA parking space to East side of lake, closest to the Public Works barn

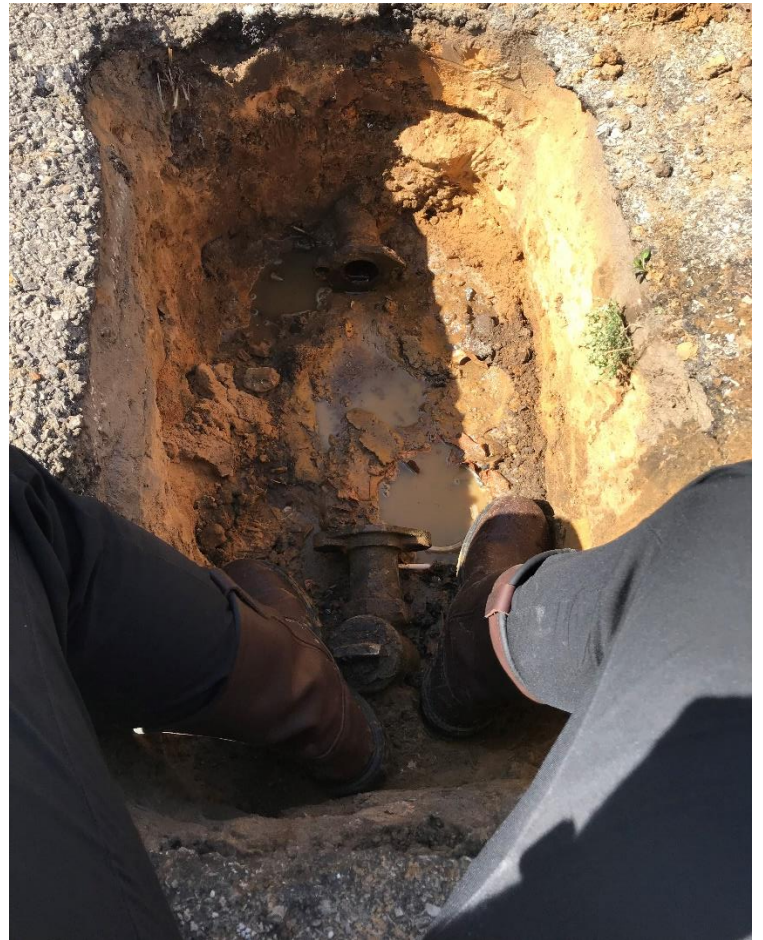
**CAPITAL IMPROVEMENT PROJECT STATUS:**

## 2021-2022 CIP PROJECTS PROGRESS REPORT

General Fund (110)	Current Status	Budgeted	Cost To Date	Remaining
Roosevelt Dr Pavement Replacement	County Commissioner has approved and Tarrant County has began calling for locates regarding this project; Awaiting preconstruction meeting and scheduled start date	\$0.00	\$0.00	\$0.00
CIP Planning and GIS Project	Topographic is currently working on this project and is hoping to have information available to present prior to April 2022.	\$36,000.00	\$8,616.50	\$27,383.50
Street Repair Fund (143)	Current Status	Budgeted	Cost To Date	Remaining
Elkins Dr Pavement Replacement	Council approved in February, 2022; All documents have been signed and given to Tarrant County; Awaiting preconstruction meeting and schedule from Tarrant County	\$102,907.70	\$0.00	\$102,907.70
CIP Planning and GIS Project	Topographic is currently working on this project and is hoping to have information available to present prior to April 2022.	\$26,300.00	\$0.00	\$26,300.00
Annual Cracksealing	Plan to base cracksealing around the priorities listed by Topographic when the CIP plan is developed	\$40,000.00	\$0.00	\$40,000.00
CBDG Fund (140)	Current Status	Budgeted	Cost To Date	Remaining
47th CDBG Project	Project began March 3rd; Currently working on water utility improvements	\$73,789.50	\$16,282.75	\$57,506.75
	Total Amount: \$181,533.50; Grant amount: \$107,744.00			
Enterprise Fund (120)	Current Status	Budgeted	Cost to Date	Remaining
SCADA Improvement	After in depth reviewing of this item, Staff will look at alternative potential improvements that may not be as expensive; Will have alternate options available in mid to late March	\$45,200.00	\$0.00	\$45,200.00
CIP Planning and GIS Project	Topographic is currently working on this project and is hoping to have information available to present prior to April 2022.	\$66,300.00	\$15,652.50	\$50,647.50
47th CDBG Project	Project began March 3rd; Currently working on water utility improvements	\$50,601.50	\$11,790.95	\$38,810.55
	Total Amount: \$125,474.50; Grant amount: \$74,873.00			

Monthly Photo Files:

2" Meter Replacement (Corroded flange replaced)



Atmos Crews – Water service hit during emergency gas repair (Backcharging for repair)





Park Fountain / Irrigation Repairs



Park Irrigation Repairs



Meter Leak / Repair



Bryan taking advantage of the mini-excavator demonstration from United Ag & Turf



**MINUTES OF THE REGULAR MEETING OF THE CITY OF DALWORTHINGTON GARDENS, TEXAS, CITY COUNCIL HELD ON FEBRUARY 17, 2022 AT 6:00 P.M. IN THE COUNCIL CHAMBERS, 2600 ROOSEVELT DRIVE, DALWORTHINGTON GARDENS, TEXAS.**

**WORK SESSION/EXECUTIVE SESSION – 6:00 P.M.**

**1. CALL TO ORDER**

Mayor Bianco called the meeting to order at 6:00 p.m. with the following present:

**Members Present:**

Laura Bianco, Mayor  
John King, Alderman, Place 1  
Steve Lafferty, Alderman, Place 2  
Cathy Stein, Alderman, Place 3  
Ed Motley, Mayor Pro Tem; Alderman, Place 4  
Joe Kohn, Alderman, Place 5

**Staff Present:**

Greg Petty, DPS Director  
Kay Day, Finance Director  
Kyle Sugg, Public Works Director  
Allison Watkins, Front Desk Clerk

**2. WORK SESSION/EXECUTIVE SESSION**

**a. Recess into Executive Session:**

The City Council recessed into Executive Session at 6:05 p.m.

- i. Pursuant to Government Code, Sections 551.076 and 551.089 regarding the deployment, or specific occasions for implementation, of security personnel or devices; to wit: Project #2022-01, DPS Building Renovations**
- ii. Pursuant to Government Code Section 551.074, Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; to wit: annual performance reviews for the City Administrator and Director of Public Safety**

**b. Reconvene into Regular Session:**

The City Council reconvened into Regular Session at 6:51 p.m.

- i. To conduct Work Session on Project #2022-01, DPS Building Renovations.**

No action taken.

- ii. Discussion and possible action on annual performance reviews for the City Administrator and Director of Public Safety**

No action taken.

**c. Work Session on other listed agenda items, if time permits.**

No others addressed.

**REGULAR SESSION – 7:00 P.M.**

**1. CALL TO ORDER**

Mayor Bianco called the meeting to order at 7:00 p.m. with the following present:

**Members Present:**

Laura Bianco, Mayor  
John King, Alderman, Place 1  
Steve Lafferty, Alderman, Place 2  
Cathy Stein, Alderman, Place 3  
Ed Motley, Mayor Pro Tem; Alderman, Place 4  
Joe Kohn, Alderman, Place 5

**Staff Present:**

Greg Petty, DPS Director  
Kay Day, Finance Director  
Kyle Sugg, Public Works Director  
Allison Watkins, Front Desk Clerk

**2. INVOCATION, AND PLEDGES OF ALLEGIANCE**

Mayor Bianco gave the invocation. Pledges were said.

**3. PRESENTATIONS AND PROCLAMATIONS**

**a. Proclamation supporting the Mayor’s Monarch Challenge.**

Mayor Bianco read aloud a proclamation supporting the Mayor’s Monarch Challenge.

**4. ITEMS OF COMMUNITY INTEREST**

The following items were presented.

- a. Great Backyard Bird Count, February 19**
- b. Easter Bunny Event, April 3**
- c. National Night Out, October 4**

**5. CITIZEN COMMENTS**

- Iashia Bergamini, 2812 Whisperwood Trail: Spoke to a vehicle in her neighborhood blaring political preferences. Spoke to Arlington trash bins and Republic Services potential change in services. Spoke to the Park Board survey and encouraged citizens to fill it out. Spoke to needing access to restroom for concerts in the park.
- Anthony Parker, 3115 Sunset Oaks: Spoke to the road markings on Bowen Road.

## 6. MAYOR AND COUNCIL COMMENTS

**Mayor Bianco:** Thanked Jennifer Burkhart, Vickie Hess-Miller, Ryan Miller, John Rotert, Clayton Wolf, Ben Witts, Mike Bass, Austin Bass, Gary Harsley, Will Fike, Kyle Sugg, Marcus Day, Greg Petty, and Lola Hazel for their efforts during the ice storm. Reminded everyone about Business Over Breakfast happening on Wednesday, March 2, 8-9 am at Grounds and Gold.

**John King:** None.

**Steve Lafferty:** Reminded everyone about early voting.

**Cathy Stein:** Reminded everyone about the Great Backyard Bird Count event coming up on Saturday, February 19. Spoke to the deadline for the Park Board survey, February 28. Spoke to the upcoming Park Board volunteer work day on March 5. Mentioned volunteers at the last Park Board work day provided about 20 hours of volunteer work in the park gardens.

**Ed Motley:** None.

**Joe Kohn:** None.

## 7. DEPARTMENTAL REPORTS

- a. **DPS Report**
- b. **Financial Reports**
- c. **City Administrator Report**
- d. **Public Works Report**

Departmental Reports were presented.

## 8. CONSENT AGENDA

- a. **Approval of January 20, 2022 regular meeting minutes.**
- b. **Approval of Ordinance No. 2022-03 approving budget amendments for FY 2021-2022.**
- c. **Presentation and acknowledgment of budget adjustments.**
- d. **Approval of Resolution No. 2022-01 approving appointments to the city Planning and Zoning Commission.**
- e. **Approval of Ordinance No. 2022-01 calling for a general election to be held on Saturday, May 7, 2022 for the offices of Mayor, Alderman Place 1, and Alderman Place 2; and calling a special election for May 7, 2022 to submit a proposition to the voters on re-authorization of the local sales and use tax at the rate of one quarter of one percent (1/4%) to continue providing revenue for maintenance and repair of municipal streets.**
- f. **Approval of Resolution No. 2022-03 authorizing the Mayor to execute two additional global opioid settlement documents relating to the Endo and Par Pharmaceutical and the Teva Pharmaceutical companies.**

- g. Approval of Resolution No. 2022-04 authorizing continued participation with the Steering Committee of Cities Served by Oncor; and authorizing the payment of ten cents per capita to the Steering Committee to fund regulatory and legal proceedings and activities related to Oncor Electric Delivery Company, LLC.**
- h. Approval of Resolution No. 2022-05 to approve garbage and recycling rates, and authorize the Mayor to sign and accept rates charged by Republic Services.**

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member Cathy Stein to approve the Consent Agenda, excluding items b and h which were pulled off for individual discussion.

Motion carried by the following vote:  
 Ayes: Members King, Lafferty, Stein, Motley, and Kohn  
 Nays: None

**9. REGULAR AGENDA**

- a. Approval of Resolution No. 2022-05 to approve garbage and recycling rates, and authorize the Mayor to sign and accept rates charged by Republic Services.**

*This was item h on the consent Agenda which was pulled off for individual discussion.*

Background information on this item: Republic Services’ contract allows them to adjust their rates annually based on the average percentage change in the Consumer Price Index.

With the rate approvals in 2021, City Council voted to maintain the following margins between what Republic charges the city and what the city charges to customers: 10% for residential services, 20% for commercial services, and 10% for the additional recycling cart. Staff is presenting new rates based on council’s preferred margin. A 5% increase was budgeted in all three categories.

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member John King to accept new rates from Republic Services, and to approve Resolution No. 2022-05 with the following rates for garbage and recycling and authorize the Mayor to sign and accept rates charged by Republic Services.:

- (a) Solid waste with recycling:
  - 1. Residential rates with recycling: \$16.94
  - 2. Additional recycling cart: \$2.24
  - 3. Commercial curbside pickup: \$22.08

Motion carried by the following vote:  
 Ayes: Members King, Lafferty, Stein, Motley, and Kohn  
 Nays: None

- b. Discussion and possible action regarding Project #2022-01, DPS Building Renovations, to include but not limited to any change order approval.**

Background information on this item: DPS has been working with different building configurations to add space for DPS to allow for better functionality of the department. This has been a lengthy process, and I think we have a good plan in place. Please note that when scaled drawings are produced for the bid specs from the remodel plans I have drawn up, some minor tweaks are likely to occur with regards to code

compliance and better scaling of components, especially in the bathrooms/showers. The design has evolved over time including a couple of small changes from input since the last city council meeting.

DPS would like to move forward with getting bid specs put together for the proposed redesign with the goal of going out to bid to turn the plans into reality. I respectfully ask that you authorize me to move forward with getting the bid specs prepared per the plans presented to you.

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member Cathy Stein to direct staff to move forward with securing an architect and getting bid specs put together for this project.

Motion carried by the following vote:

Ayes: Members King, Lafferty, Stein, Motley, and Kohn

Nays: None

**c. Discussion and possible action regarding contracting with the City of Pantego for inspection and plan review-related services, and also possible action to authorize the Mayor to formally waive the conflict of interest for the city's legal firm, TOASE.**

Background information on this item: City staff has been intermittently assisting City of Pantego with plan review and inspection services, following the abrupt resignation of their building official. Pantego would like to for this relationship to continue and DWG administration has asked for an agreement be in place to pay DWG staff for this service. The DWG Community Development Director (serves as building official) has shared the amount of time spent on Pantego services is manageable in conjunction with current DWG's full-time duty expectations. If that opinion changes, administration will evaluate services provided to Pantego and make the appropriate alterations.

Because TOASE represents both Dalworthington Gardens and Pantego, the first step in this process is for city council to waive the conflict of interest in order to prepare the agreement. There are advantages to having a DWG staff member provide these services such as building a positive image as a city who helps and works directly with neighboring cities, and further, there is a benefit for businesses to having one person conduct services in the same manner.

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member John King to waive the conflict of interest for TOASE.

Motion carried by the following vote:

Ayes: Members King, Lafferty, Stein, Motley, and Kohn

Nays: None

**d. Consider approval of Ordinance No. 2022-04 amending the City of Dalworthington Gardens Code of Ordinances to add Article 11.04 establishing a hotel occupancy tax.**

Background information on this item: Chapter 351 of the Tax Code authorizes municipalities to impose a tax by ordinance on a person who "under a lease, concession, permit, right of access, license, contract, or agreement, pays for the use or possession or for the right to the use or possession of a room that is in a hotel, costs \$2 or more each day, and is ordinarily used for sleeping." To prepare for any future businesses of this type within the city, an ordinance is being proposed to establish the collection of hotel occupancy taxes.



Revenue from any hotel occupancy tax imposed and levied by this ordinance may not be used for the general revenue purposes for general governmental operations of the City. The revenue may be used only to promote tourism and the convention and hotel industry, and that use is limited to the following:

(1) the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both;

(2) the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;

(3) advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the City or its vicinity;

(4) the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts relating to the presentation, performance, execution, and exhibition of these major art forms;

(5) historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums:

(A) at or in the immediate vicinity of convention center facilities or visitor information centers; or

(B) located elsewhere in the City or its vicinity that would be frequented by tourists and convention delegates.

(6) signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality.

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member John King to approve Ordinance No. 2022-04 amending the City of Dalworthington Gardens Code of Ordinances to add Article 11.04 establishing a hotel occupancy tax.

Motion carried by the following vote:

Ayes: Members King, Lafferty, Motley, and Kohn

Nays: Member Stein

**e. Discussion and possible action regarding a quote from Tarrant County for Elkins Drive paving improvements in the amount of \$102,907.70.**

Background information on this item: In the January meeting, this project was discussed between Council and staff with direction to request a revised proposal that included 4” of Type B hot mix asphalt for the pavement going east of the PW Garage and Engine Bay to Roosevelt Drive. This proposal also includes repaving of the parking areas along the way, including the parking to the east of the DPS building.

This revised estimate now includes 1,220 LF of asphalt pavement replacement at a thickness of 2” Hot Mix B and 2” Hot Mix D going west of the PW Garage at an estimated cost of \$61,045.77. With the revisions for thicker pavement going east of the PW Garage the estimate was received at \$41,861.93.

<b>Elkins Drive Pavement Project</b>	<b>Length (ft)</b>	<b>Material Cost</b>	<b>10% Contingency</b>	<b>Cost/linear Ft</b>	<b>Total</b>
<b>Park Drive to PW Garage</b>	1,200	\$ 55,496.17	\$ 5,549.60	\$ 50.04	\$61,045.77
<b>PW Garage to Roosevelt Drive</b>	550	\$ 38,056.33	\$ 3,805.60	\$ 76.11	\$41,861.93
<b>Accumulated Totals:</b>	<b>1,750</b>	<b>\$93,552.50</b>	<b>\$9,355.20</b>	<b>\$58.80</b>	<b>\$102,907.70</b>

The Street Sales Tax Fund is at a current balance of \$170,015.14 with \$40,000.00 currently budgeted toward crack sealing maintenance, leaving \$130,015.14 of current funding available.

Staff is recommending approval to enter an interlocal agreement with Tarrant County for the costs associated with replacement of Elkins Drive between Park Drive and Roosevelt Drive, including parking areas attached.

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member John King to approve a quote from Tarrant County for Elkins Drive paving improvements in the amount of \$102,907.70

Motion carried by the following vote:

Ayes: Members King, Lafferty, Stein, Motley, and Kohn

Nays: None

**f. Discussion and possible action to approve reimbursement to Mayor Bianco in the amount of \$3,000 for an article published in Arlington Today promoting economic development in the city of Dalworthington Gardens.**

Background information on this item: Mayor Bianco was provided the opportunity to be featured in Arlington Today with a few key female leaders in the area. The article was to be about women in leadership, but Mayor Bianco requested and was granted the opportunity to write the article about the city and our economic development needs instead. This opportunity provides key exposure for the city in the Arlington/Mansfield area and may ultimately lead to contacts from developers and businesses. It is just one more way to promote DWG and attract sales tax generating businesses. The reimbursement would come directly from the PRFDC Fund.

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member Joe Kohn to approve reimbursement to Mayor Bianco in the amount of \$3,000 for an article published in Arlington Today promoting economic development in the city of Dalworthington Gardens.

Motion carried by the following vote:

Ayes: Members King, Lafferty, Stein, Motley, and Kohn

Nays: None

**g. Discussion and possible action regarding replacement of existing city and DPS fleet vehicles with leased vehicles from Enterprise Leasing.**

Background information on this item: DPS staff has been working with Enterprise Leasing to change the way we currently purchase vehicles. They are utilized by countless cities to save money and keep vehicle fleets current by analyzing the vehicle market and selling vehicles with low mileage and maximizing fleet budgets. The presentation attached is not final and will require more work before moving forward to gain more accurate financial numbers.

No action taken.

- h. Discussion and possible action regarding Project #2021-02, the Tarrant County Community Development Block Grant program for Ambassador Row, to include but not limited to any change order approval.**

Background information on this item: This will be a recurring item for Project #2021-02, the 47th Year CDBG project for Ambassador Row. There is nothing to report at this time.

No action taken.

- i. Discussion and possible action regarding amendments to the FY 2021-2022 budget in amounts not to exceed \$10,000.00.**

Background information on this item: This is a standing agenda item that will appear on all future agendas. The idea is provide an item whereby staff can discuss needs that come up after the agenda posting deadline. These would only be items that, without council approval, would otherwise put operations on hold.

No action taken.

- j. Discussion and possible action to set a work session date for the City Comprehensive Plan.**

No action taken.

- k. Approval of Ordinance No. 2022-03 approving budget amendments for FY 2021-2022.**

*This was item b on the Consent Agenda which was pulled off for individual discussion.*

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member John King to approve Ordinance No. 2022-03 approving budget amendments for FY 2021-2022.

Motion carried by the following vote:

Ayes: Members King, Lafferty, Stein, Motley, and Kohn

Nays: None

## **10. TABLED ITEMS**

- a. Discussion and possible action regarding consideration of bond requirements for oil and gas drilling.**

Item not pulled from the table.

## **11. FUTURE AGENDA ITEMS**

None.

## **12. ADJOURN**

The meeting was adjourned at 9:09 p.m.

**ORDINANCE NO. 2022-05**

**AN ORDINANCE AMENDING THE BUDGET FOR THE CITY OF DALWORTHINGTON GARDENS, TEXAS, FOR THE FISCAL YEAR OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022**

**WHEREAS**, an annual operating budget for the fiscal year October 1, 2021 through September 30, 2022, was approved and adopted by the City Council of the City of Dalworthington Gardens, Texas, on September 16, 2021, and

**WHEREAS**, amendments to said budget have been deemed necessary as itemized in "Exhibit A" attached hereto and made a part hereof; and

**WHEREAS**, said full and final consideration of said budget amendments have been held in a legally posted public meeting of the Dalworthington Gardens City Council, and it is the consensus of opinion that the budget amendments as submitted, should be approved and adopted.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DALWORTHINGTON GARDENS, THAT:**

**Section 1.** The City Council for the City of Dalworthington Gardens, Texas, does hereby ratify, adopt, and approve the budget amendments as itemized in "Exhibit A" for the fiscal year beginning October 1, 2021 through September 30, 2022.

**PASSED AND APPROVED** on this March 17, 2022.

\_\_\_\_\_  
Laura Bianco, Mayor

ATTEST:

\_\_\_\_\_  
Lola Hazel, City Administrator



# DALWORTHINGTON GARDENS

2600 Roosevelt Drive DWG, Texas 76016

BA #2

## BUDGET AMENDMENT FORM

Date: 03/03/2022

Incode Budget# \_\_\_\_\_

**Check all appropriate boxes.**

- Transfer between departments or funds. Requires department head approval and City Administrator or DPS Director, whichever is applicable and requires council approval.
- Less than \$5,000 and delay **would** cause a business interruption. NO IMPACT TO FUND BALANCE. Council to ratify at the next regular scheduled council meeting.
- Purchase request. THIS WILL IMPACT FUND BALANCE AND SHALL WAIT UNTIL COUNCIL APPROVAL IS OBTAINED.
- Purchase **required** as delay would cause a business interruption. THIS WILL IMPACT FUND BALANCE AND IS DEEMED EMERGENCY BY MAYOR. Council to ratify at the next regular scheduled council meeting.
- Other: Impacts Fund Balance

AMENDMENT AMOUNT \$ 800.00

FROM DEPARTMENT

TO DEPARTMENT

FROM ACCOUNT # \_\_\_\_\_

TO ACCOUNT# 120-40-6499

FROM DESC: \_\_\_\_\_

TO DESC: Mat/Supplies: O/H Cost Expense


EXPLANATION:

Increase Enterprise Mat/Supplies O/H Cost Expense for Facility Supplies allocated from the General Fund

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- From Department Approval: \_\_\_\_\_
- To Department Approval: \_\_\_\_\_
- City Administrator Approval: 
- DPS Director Approval: \_\_\_\_\_
- MAYOR APPROVAL, if required: \_\_\_\_\_

*Attach copy of minutes ratifying approval.*

## Kay Day

---

**From:** Lola Hazel  
**Sent:** Thursday, March 3, 2022 2:57 PM  
**To:** Kay Day  
**Subject:** Budget Amendment for Facility Supplies

Kay,

Can you help prepare a budget amendment for the March meeting in the amount of \$2,000 for facility supplies? I've been purchasing items for the building and the facility supply budget will now only have approximately \$900 after the maps I just had framed. That \$2,000 should cover what's needed. I can do a memo with it for the packet so council sees what's being purchased.

Lola Hazel  
City Administrator  
City of Dalworthington Gardens  
2600 Roosevelt Drive  
682-330-7418 | [lhazel@cityofdwg.net](mailto:lhazel@cityofdwg.net)

$2000 \times .60\% = 1200$   
 $2000 \times 40\% = 800$



# DALWORTHINGTON GARDENS

2600 Roosevelt Drive DWG, Texas 76016

## BUDGET AMENDMENT FORM

Date: 03/03/2022

Incode Budget# \_\_\_\_\_

**Check all appropriate boxes.**

- Transfer between departments or funds. Requires department head approval and City Administrator or DPS Director, whichever is applicable and requires council approval.
- Less than \$5,000 and delay **would** cause a business interruption. NO IMPACT TO FUND BALANCE. Council to ratify at the next regular scheduled council meeting.
- Purchase request. THIS WILL IMPACT FUND BALANCE AND SHALL WAIT UNTIL COUNCIL APPROVAL IS OBTAINED.
- Purchase **required** as delay would cause a business interruption. THIS WILL IMPACT FUND BALANCE AND IS DEEMED EMERGENCY BY MAYOR. Council to ratify at the next regular scheduled council meeting.
- Other: Impacts Fund Balance

AMENDMENT AMOUNT \$ 1,200.00

FROM DEPARTMENT

TO DEPARTMENT

FROM ACCOUNT # \_\_\_\_\_

TO ACCOUNT# see below


FROM DESC: \_\_\_\_\_

TO DESC: Mat/Supplies: Facility Supplies

EXPLANATION:

Increase GF Facility Supplies \$2,000 110-40-6216 Mat/Supplies:Facility Supplies, offset by a credit of (\$800) in account 110-40-6499 Mat/Supplies: O/H Cost Recovery to be allocated to the Enterprise fund.

This will be a net increase to the General Fund of \$1200.

- From Department Approval: \_\_\_\_\_
- To Department Approval: \_\_\_\_\_
- City Administrator Approval:  \_\_\_\_\_
- DPS Director Approval: \_\_\_\_\_
- MAYOR APPROVAL, if required: \_\_\_\_\_

*Attach copy of minutes ratifying approval.*

## Kay Day

---

**From:** Lola Hazel  
**Sent:** Thursday, March 3, 2022 2:57 PM  
**To:** Kay Day  
**Subject:** Budget Amendment for Facility Supplies

Kay,

Can you help prepare a budget amendment for the March meeting in the amount of \$2,000 for facility supplies? I've been purchasing items for the building and the facility supply budget will now only have approximately \$900 after the maps I just had framed. That \$2,000 should cover what's needed. I can do a memo with it for the packet so council sees what's being purchased.

Lola Hazel  
City Administrator  
City of Dalworthington Gardens  
2600 Roosevelt Drive  
682-330-7418 | [lhazel@cityofdwg.net](mailto:lhazel@cityofdwg.net)

$2000 \times .60\% = 1200$   
 $2000 \times 40\% = 800$





# DALWORTHINGTON GARDENS

2600 Roosevelt Drive DWG, Texas 76016

## BUDGET AMENDMENT FORM

Date: 02/18/2022

Incode Budget# 226

**Check all appropriate boxes.**

- Transfer between departments or funds. Requires department head approval and City Administrator or DPS Director, whichever is applicable and requires council approval.
- Less than \$5,000 and delay **would** cause a business interruption. NO IMPACT TO FUND BALANCE. Council to ratify at the next regular scheduled council meeting.
- Purchase request. THIS WILL IMPACT FUND BALANCE AND SHALL WAIT UNTIL COUNCIL APPROVAL IS OBTAINED.
- Purchase **required** as delay would cause a business interruption. THIS WILL IMPACT FUND BALANCE AND IS DEEMED EMERGENCY BY MAYOR. Council to ratify at the next regular scheduled council meeting.
- Other: Impacts Fund Balance

AMENDMENT AMOUNT \$ 3,000.00

FROM DEPARTMENT PRFDC *Feb*

TO DEPARTMENT

FROM ACCOUNT # 180-40-8035

TO ACCOUNT# \_\_\_\_\_

FROM DESC: Other:Marketing/Advertising

TO DESC: \_\_\_\_\_

**EXPLANATION:**

Need to add funds to PRFDC budget for Marketing/Advertising to cover cost of reimbursing Mayor Bianco for \$3,000 she paid for an article that was published in Arlington Today promoting economic development in the City of Dalworthington Gardens. Council approved to reimburse Mayor Bianco in the 2/17/2022 meeting.

- From Department Approval: \_\_\_\_\_
- To Department Approval: \_\_\_\_\_
- City Administrator Approval: *[Signature]*
- DPS Director Approval: \_\_\_\_\_
- MAYOR APPROVAL, if required: \_\_\_\_\_

*Attach copy of minutes ratifying approval.*

PACKET: 00211-BA

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
-----							
180 40.8035	2/18/2022	Mayor-Arl Today art	3,000.00	6,000.00	6,000.00-	3,000.00	3,000.00
		Other: Marketing/Advertising					
		PACKET NOTES:					
		Council approved at the 2/17/22 meeting to reimburse the					
		mayor for the Arlington Today article promoting the city.					
		TOTAL NO. ADJUSTMENTS--EXPENSE:			1	3,000.00	
		TOTAL IN PACKET--				<u>3,000.00</u>	

\*\*\* NO WARNINGS \*\*\*

\*\*\* NO ERRORS \*\*\*

\*\*\* END OF REPORT \*\*\*



# DALWORTHINGTON GARDENS

2600 Roosevelt Drive DWG, Texas 76016

## BUDGET AMENDMENT FORM

Date: 02/17/2022

Incode Budget# 227

**Check all appropriate boxes.**

- Transfer between departments or funds. Requires department head approval and City Administrator or DPS Director, whichever is applicable and requires council approval.
- Less than \$5,000 and delay **would** cause a business interruption. NO IMPACT TO FUND BALANCE. Council to ratify at the next regular scheduled council meeting.
- Purchase request. THIS WILL IMPACT FUND BALANCE AND SHALL WAIT UNTIL COUNCIL APPROVAL IS OBTAINED.
- Purchase **required** as delay would cause a business interruption. THIS WILL IMPACT FUND BALANCE AND IS DEEMED EMERGENCY BY MAYOR. Council to ratify at the next regular scheduled council meeting.
- Other: \_\_\_\_\_

AMENDMENT AMOUNT \$ 296.00 **ALL**

FROM DEPARTMENT Police

TO DEPARTMENT Fire

FROM ACCOUNT # 110-50-6215

TO ACCOUNT# 110-55-6215

FROM DESC: Mat/Supplies:Office Supplies

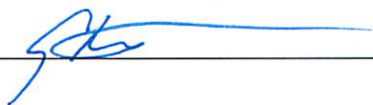
TO DESC: Mat/Supplies:Office Supplies

**EXPLANATION:**

Need to move funds from DPS budget to Fire budget to cover the cost of shared office supplies @ DPS building.

Costs should be split 80% DPS and 20% Fire. Did not account for this allocation when Budget was created.

Move 20% of DPS \$1,480 budget for Office Supplies to Fire department.

- From Department Approval: \_\_\_\_\_
- To Department Approval: \_\_\_\_\_
- City Administrator Approval: \_\_\_\_\_
- DPS Director Approval:  \_\_\_\_\_
- MAYOR APPROVAL, if required: \_\_\_\_\_

*Attach copy of minutes ratifying approval.*

PACKET: 00212-BA

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
-----							
Budget Adj. # 000227							
110 50.6215	2/17/2022	Ofc Supplies Reclas Mat/Supplies:Office Supplies	296.00-	1,480.00	0.00	1,184.00	805.94
110 55.6215	2/17/2022	Ofc Supplies Reclas Mat/supplies:Office Supplies	296.00	0.00	0.00	296.00	201.46
PACKET NOTES: Correct budget allocation for office supplies to be 80/20 DPS/FF. Budget reflects 100% to DPS							
TOTAL IN PACKET--						<u>0.00</u>	

\*\*\* NO WARNINGS \*\*\*

\*\*\* NO ERRORS \*\*\*

\*\*\* END OF REPORT \*\*\*

FUNDS : 110-General Government

PERIOD TO USE: Oct-2021 THRU Sep-2022

DEPT : 50 Police Dept

ACCOUNTS: 50.6215 THRU 50.6215

POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/JE # NOTE =====AMOUNT===== BALANCE=====

50.6215 Mat/Supplies:Office Supplies BEGINNING BALANCE 0.00

10/13/21 10/21 A30954 CHK: 062905 03566 (1) 5 POCKET MESH WALL F 000132 8779-10/13/21 28.89 28.89
10/18/21 10/21 A30956 CHK: 062905 03566 (1) EPSON T252 ULTRA INK 000132 8779-10/18/2021 36.19 65.08
10/19/21 10/27 A31003 CHK: 062881 03568 (1)EPSON T252 BLK INK & 0218 204846588001 65.75 130.83
10/19/21 10/27 A31004 CHK: 062881 03568 (1) 4PK EPSON T822 BLK I 0218 205270142001 74.49 205.32
10/29/21 11/01 A31060 CHK: 062988 03575 REFUND FOR EPSON T252 UL 000132 8779-10/29/2021 36.19CR 169.13
OCTOBER ACTIVITY DB: 205.32 CR: 36.19CR 169.13

12/21/21 1/07 A31665 CHK: 063061 03618 (1) 512GB MICRO SD MEMOR 000132 8779-12/21/2021 97.30 266.43
12/21/21 1/07 A31666 CHK: 063061 03618 (1)MEMORY CARD READER-CA 000132 8779-12/21/21 17.68 284.11
12/27/21 1/07 A31650 CHK: 063144 03618 CREDIT CANCELED MEMORY C 000132 8779-12/21/21 17.68CR 266.43
DECEMBER ACTIVITY DB: 114.98 CR: 17.68CR 97.30

1/03/22 1/25 A31820 CHK: 063144 03642 CLOROX WIPES & COPY PAPE 000132 4739-01/03/22 95.93 362.36
1/11/22 1/20 A31805 CHK: 063115 03632 (1)SURGE PROTECTOR;FOLDE 0218 219755844001 20.13 382.49
1/19/22 1/25 A31840 CHK: 063144 03642 (1) THERMAL LAMINATING P 000132 8779-01/19/22 23.98 406.47
1/20/22 1/31 A31929 CHK: 063144 03645 (4)CERTIFICATE COVERS;(1 000132 0056-01/20/2022 29.68 436.15
JANUARY ACTIVITY DB: 169.72 CR: 0.00 169.72

2/01/22 2/17 B29486 04189 Reclasp DPS Office Supplies JE# 007846 000155 28.89CR 407.26
2/01/22 2/17 B29486 04189 Reclasp DPS Office Supplies JE# 007846 000155 23.11 430.37
2/01/22 2/17 B29486 04189 Reclasp DPS Office Supplies JE# 007846 000155 65.75CR 364.62
2/01/22 2/17 B29486 04189 Reclasp DPS Office Supplies JE# 007846 000155 52.60 417.22
2/01/22 2/17 B29486 04189 Reclasp DPS Office Supplies JE# 007846 000155 74.49CR 342.73
2/01/22 2/17 B29486 04189 Reclasp DPS Office Supplies JE# 007846 000155 59.59 402.32
2/01/22 2/17 B29486 04189 Reclasp DPS Office Supplies JE# 007846 000155 97.30CR 305.02
2/01/22 2/17 B29486 04189 Reclasp DPS Office Supplies JE# 007846 000155 77.84 382.86
2/01/22 2/17 B29486 04189 Reclasp DPS Office Supplies JE# 007846 000155 23.98CR 358.88
2/01/22 2/17 B29486 04189 Reclasp DPS Office Supplies JE# 007846 000155 19.18 378.06
FEBRUARY ACTIVITY DB: 232.32 CR: 290.41CR 58.09CR

ACCOUNT TOTAL DB: 722.34 CR: 344.28CR

000 ERRORS IN THIS REPORT!

\*\* REPORT TOTALS \*\* --- DEBITS --- --- CREDITS ---
BEGINNING BALANCES: 0.00 0.00
REPORTED ACTIVITY: 722.34 344.28CR
ENDING BALANCES: 722.34 344.28CR
TOTAL FUND ENDING BALANCE: 378.06

FUND 115-Court Security Fund

FUNDS : 110-General Government

PERIOD TO USE: Oct-2021 THRU Sep-2022

DEPT : 55 Fire Department

ACCOUNTS: 55.6215 THRU 55.6215

POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/JE # NOTE =====AMOUNT===== BALANCE=====

55.6215 Mat/supplies:Office Supplies B E G I N N I N G B A L A N C E 0.00

Table with columns for date, transaction, reference, description, vendor, amount, and balance. Includes entries for Clorox wipes, surge protector, and certificate covers, along with monthly activity summaries for January and February.

Summary section: 000 ERRORS IN THIS REPORT! \*\* REPORT TOTALS \*\* --- DEBITS --- --- CREDITS --- BEGINNING BALANCES: 0.00 0.00 REPORTED ACTIVITY: 94.54 0.00 ENDING BALANCES: 94.54 0.00 TOTAL FUND ENDING BALANCE: 94.54



# DALWORTHINGTON GARDENS

2600 Roosevelt Drive DWG, Texas 76016

## BUDGET AMENDMENT FORM

Date: 02/17/2022

Incode Budget# 228

**Check all appropriate boxes.**

- Transfer between departments or funds. Requires department head approval and City Administrator or DPS Director, whichever is applicable and requires council approval.
- Less than \$5,000 and delay **would** cause a business interruption. NO IMPACT TO FUND BALANCE. Council to ratify at the next regular scheduled council meeting.
- Purchase request. THIS WILL IMPACT FUND BALANCE AND SHALL WAIT UNTIL COUNCIL APPROVAL IS OBTAINED.
- Purchase **required** as delay would cause a business interruption. THIS WILL IMPACT FUND BALANCE AND IS DEEMED EMERGENCY BY MAYOR. Council to ratify at the next regular scheduled council meeting.
- Other: \_\_\_\_\_

AMENDMENT AMOUNT \$ 319.40

FROM DEPARTMENT Police

TO DEPARTMENT Fire

FROM ACCOUNT # 110-50-6216


TO ACCOUNT# 110-55-6216

FROM DESC: Mat/Supplies:Facility Supplies

TO DESC: Mat/Supplies:Facility Supplies

EXPLANATION:

Need to move funds from DPS budget to Fire budget to cover the cost of shared facility supplies @ DPS building.  
Costs should be split 80% DPS and 20% Fire. Did not account for this allocation when Budget was created.  
Move 20% of DPS \$1,597 budget for Facility Supplies to Fire department.

- From Department Approval: \_\_\_\_\_
- To Department Approval: \_\_\_\_\_
- City Administrator Approval: \_\_\_\_\_
- DPS Director Approval:  \_\_\_\_\_
- MAYOR APPROVAL, if required: \_\_\_\_\_

*Attach copy of minutes ratifying approval.*

PACKET: 00213-BA

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
-----							
110 50.6216	2/17/2022	Ofc Facility Supp r	319.40-	1,597.00	0.00	1,277.60	934.70
		Mat/Supplies:Facility Supplies					
110 55.6216	2/17/2022	Ofc Facility Supp r	319.40	0.00	0.00	319.40	233.64
		Mat/Supplies:Facility Supplies					
PACKET NOTES:							
Correct budget allocation for office supplies to be 80/20							
DPS/FF. Budget reflects 100% to DPS.							
						0.00	
TOTAL IN PACKET--							

\*\*\* NO WARNINGS \*\*\*

\*\*\* NO ERRORS \*\*\*

\*\*\* END OF REPORT \*\*\*



FUNDS : 110-General Government  
DEPT : 50 Police Dept

PERIOD TO USE: Oct-2021 THRU Sep-2022  
ACCOUNTS: 50.7305 THRU 50.7305

POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/JE # NOTE =====AMOUNT===== =====BALANCE=====

50.7305 Contractual:Copy Machine  
B E G I N N I N G B A L A N C E 0.00

10/13/21 10/21 A30962 CHK: 062866 03566 CANON: OCT 2021 & COPIES 000523 27525332 550.00 550.00  
===== OCTOBER ACTIVITY DB: 550.00 CR: 0.00 550.00

11/11/21 11/23 A31274 CHK: 062940 03591 CANON: NOV 2021 & COPIES 000523 27673663 569.84 1,119.84  
===== NOVEMBER ACTIVITY DB: 569.84 CR: 0.00 569.84

12/12/21 12/23 A31544 CHK: 063028 03612 CANON: DEC 2021 & COPIES 000523 27816504 574.29 1,694.13  
===== DECEMBER ACTIVITY DB: 574.29 CR: 0.00 574.29

1/13/22 1/25 A31848 CHK: 063099 03642 CANON: JAN 2022 & COPIES 000523 27966346 580.76 2,274.89  
===== JANUARY ACTIVITY DB: 580.76 CR: 0.00 580.76

2/01/22 2/17 B29480 OCT 2021 04190 Reclass DPS Copier Fees JE# 007847 000152 550.00CR 1,724.89

2/01/22 2/17 B29480 OCT 2021 04190 Reclass DPS Copier Fees JE# 007847 000152 440.00 2,164.89

2/01/22 2/17 B29480 NOV 2021 04190 Reclass DPS Copier Fees JE# 007847 000152 569.84CR 1,595.05

2/01/22 2/17 B29480 NOV 2021 04190 Reclass DPS Copier Fees JE# 007847 000152 455.87 2,050.92

2/01/22 2/17 B29480 DEC 2021 04190 Reclass DPS Copier Fees JE# 007847 000152 574.29CR 1,476.63

2/01/22 2/17 B29480 DEC 2021 04190 Reclass DPS Copier Fees JE# 007847 000152 459.43 1,936.06

2/01/22 2/17 B29480 JAN 2022 04190 Reclass DPS Copier Fees JE# 007847 000152 580.76CR 1,355.30

2/01/22 2/17 B29480 JAN 2022 04190 Reclass DPS Copier Fees JE# 007847 000152 464.61 1,819.91

===== FEBRUARY ACTIVITY DB: 1,819.91 CR: 2,274.89CR 454.98CR

===== ACCOUNT TOTAL DB: 4,094.80 CR: 2,274.89CR

\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\* 000 ERRORS IN THIS REPORT! \*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*\*

\*\* REPORT TOTALS \*\* --- DEBITS --- --- CREDITS ---  
BEGINNING BALANCES: 0.00 0.00  
REPORTED ACTIVITY: 4,094.80 2,274.89CR  
ENDING BALANCES: 4,094.80 2,274.89CR  
TOTAL FUND ENDING BALANCE: 1,819.91

FUNDS : 110-General Government

PERIOD TO USE: Oct-2021 THRU Sep-2022

DEPT : 55 Fire Department

ACCOUNTS: 55.6216 THRU 55.6216

POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/JE # NOTE =====AMOUNT===== BALANCE=====

55.6216 Mat/Supplies:Facility Supplies B E G I N N I N G B A L A N C E 0.00

Table with columns for date, transaction, reference, description, vendor, amount, and balance. Includes entries for coffee, toilet paper, and trash bags with activity adjustments.

\*-----\*-----\*-----\*-----\*-----\*-----\* 000 ERRORS IN THIS REPORT! \*-----\*-----\*-----\*-----\*-----\*

Summary table with columns: \*\* REPORT TOTALS \*\*, --- DEBITS ---, --- CREDITS ---. Rows include BEGINNING BALANCES, REPORTED ACTIVITY, ENDING BALANCES, and TOTAL FUND ENDING BALANCE.



# DALWORTHINGTON GARDENS

2600 Roosevelt Drive DWG, Texas 76016

## BUDGET AMENDMENT FORM

Date: 02/17/2022

Incode Budget# 229

**Check all appropriate boxes.**

- Transfer between departments or funds. Requires department head approval and City Administrator or DPS Director, whichever is applicable and requires council approval.
- Less than \$5,000 and delay **would** cause a business interruption. NO IMPACT TO FUND BALANCE. Council to ratify at the next regular scheduled council meeting.
- Purchase request. THIS WILL IMPACT FUND BALANCE AND SHALL WAIT UNTIL COUNCIL APPROVAL IS OBTAINED.
- Purchase **required** as delay would cause a business interruption. THIS WILL IMPACT FUND BALANCE AND IS DEEMED EMERGENCY BY MAYOR. Council to ratify at the next regular scheduled council meeting.
- Other: \_\_\_\_\_

AMENDMENT AMOUNT \$ 1,474.60

FROM DEPARTMENT Police

TO DEPARTMENT Fire

FROM ACCOUNT # 110-50-7305

TO ACCOUNT# 110-55-7305

FROM DESC: Contractual:Copy Machine

TO DESC: Contractual:Copy Machine

**EXPLANATION:**

Need to move funds from DPS budget to Fire budget to cover the cost of monthly copy machine lease and usage.

Costs should be split 80% DPS and 20% Fire. Did not account for this allocation when Budget was created.

Move 20% of DPS \$7,373 budget for copy machine to Fire department.

From Department Approval: \_\_\_\_\_

To Department Approval: \_\_\_\_\_

City Administrator Approval: \_\_\_\_\_

DPS Director Approval: 

MAYOR APPROVAL, if required: \_\_\_\_\_

*Attach copy of minutes ratifying approval.*

PACKET: 00214-BA

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
-----							
Budget Adj. # 000229							
110 50.7305	2/17/2022	Copy Machine recl	1,474.60-	7,372.80	0.00	5,898.20	3,614.63
Contractual:Copy Machine							
110 55.7305	2/17/2022	Copy Machine recl	1,474.60	0.00	0.00	1,474.60	903.70
Contractual:Copy Machine							
PACKET NOTES:							
Correct budget allocation for copy machine expenses to be							
80/20 DPS/FF. Budget reflects 100% to DPS.							
TOTAL IN PACKET--						<u>0.00</u>	

\*\*\* NO WARNINGS \*\*\*

\*\*\* NO ERRORS \*\*\*

\*\*\* END OF REPORT \*\*\*

FUNDS : 110-General Government

PERIOD TO USE: Oct-2021 THRU Sep-2022

DEPT : 50 Police Dept

ACCOUNTS: 50.6216 THRU 50.6216

POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/JE # NOTE =====AMOUNT===== =====BALANCE=====

50.6216 Mat/Supplies:Facility Supplies  
B E G I N N I N G B A L A N C E 0.00

11/05/21	11/16	A31141	CHK: 062988	03585	PAPER TOWELS, BROOMS,WIP	000132	4739-11/05/2021	231.72	231.72
11/16/21	12/08	A31400	CHK: 062988	03604	100 CT COFFEE - DPS BUIL	000132	5992-11/16/2021	19.98	251.70
11/22/21	12/08	A31401	CHK: 062988	03604	(1) TOILET PAPER-DPS BUI	000132	5992-11/22/2021	21.98	273.68
			=====		NOVEMBER ACTIVITY DB:		273.68 CR:	0.00	273.68
12/01/21	12/16	A31444	CHK: 063061	03608	(1)TOILET PAPER & (1)PAP	000132	5992-11/24/2021	59.15	332.83
12/02/21	12/16	A31445	CHK: 063061	03608	(1)TRASH BAGS & (1)CUTLE	000132	5992-12/02/2021	20.12	352.95
12/02/21	12/16	A31460	CHK: 062994	03608	(2)TRASH CANS;BINDERS;CA	0218	213784370001	5.37	358.32
			=====		DECEMBER ACTIVITY DB:		84.64 CR:	0.00	84.64
1/03/22	1/25	A31820	CHK: 063144	03642	CLOROX WIPES & COPY PAPE	000132	4739-01/03/22	11.58	369.90
1/14/22	1/25	A31822	CHK: 063144	03642	(1) DRUM LINERS-DPS BLDG	000132	5992-01/14/22	19.34	389.24
			=====		JANUARY ACTIVITY DB:		30.92 CR:	0.00	30.92
2/01/22	2/17	B29483		04188	Reclass DPS Facility Supplies	JE# 007845	000153	231.72CR	157.52
2/01/22	2/17	B29483		04188	Reclass DPS Facility Supplies	JE# 007845	000153	185.38	342.90
			=====		FEBRUARY ACTIVITY DB:		185.38 CR:	231.72CR	46.34CR
			=====		ACCOUNT TOTAL DB:		574.62 CR:	231.72CR	

\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\* 000 ERRORS IN THIS REPORT! \*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*\*

** REPORT TOTALS **	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	0.00
REPORTED ACTIVITY:	574.62	231.72CR
ENDING BALANCES:	574.62	231.72CR
TOTAL FUND ENDING BALANCE:	342.90	

FUNDS : 110-General Government

PERIOD TO USE: Oct-2021 THRU Sep-2022

DEPT : 55 Fire Department

ACCOUNTS: 55.7305 THRU 55.7305

POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/JE # NOTE =====AMOUNT===== BALANCE=====

55.7305 Contractual:Copy Machine  
B E G I N N I N G B A L A N C E 0.00

2/01/22	2/17	B29480	OCT 2021	04190	Reclass DPS Copier Fees	JE# 007847	000152	110.00	110.00
2/01/22	2/17	B29480	NOV 2021	04190	Reclass DPS Copier Fees	JE# 007847	000152	113.97	223.97
2/01/22	2/17	B29480	DEC 2021	04190	Reclass DPS Copier Fees	JE# 007847	000152	114.86	338.83
2/01/22	2/17	B29480	JAN 2022	04190	Reclass DPS Copier Fees	JE# 007847	000152	116.15	454.98
				=====	FEBRUARY ACTIVITY DB:	454.98	CR:	0.00	454.98
				=====	ACCOUNT TOTAL DB:	454.98	CR:	0.00	

\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\* 000 ERRORS IN THIS REPORT! \*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*

** REPORT TOTALS **	---	DEBITS	---	CREDITS	---
BEGINNING BALANCES:		0.00		0.00	
REPORTED ACTIVITY:		454.98		0.00	
ENDING BALANCES:		454.98		0.00	
TOTAL FUND ENDING BALANCE:		454.98			