

**City Council  
Staff Agenda Report**

**Agenda Item: 9g.**

<b>Agenda Subject:</b> Discussion and possible action on approving a scope of work for Broadacres Lane.		
<b>Meeting Date:</b>  September 21, 2023	<b>Financial Considerations:</b>  <b>Budgeted:</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Strategic Vision Pillar:</b>  <input type="checkbox"/> Financial Stability <input checked="" type="checkbox"/> Appearance of City <input type="checkbox"/> Operations Excellence <input checked="" type="checkbox"/> Infrastructure Improvements/Upgrade <input type="checkbox"/> Building Positive Image <input type="checkbox"/> Economic Development <input type="checkbox"/> Educational Excellence

**Background Information:** Topographic has provided the final plan for Broadacres Lane. Staff is seeking feedback from council on process forward for the project.

In conjunction with item 9h. on the agenda where council met with a resident about a sewer line repair, staff would like to perform camera work on the city sewer main before moving forward. The resident’s contractor made comments about the condition of the main, and staff would like to ensure the main is in good condition. There is already money in the budget to perform such work, and staff would like to obtain quotes and move forward as soon as possible.

Staff is also looking for direction on whether to make changes to the plans, and how to again involve citizens before beginning work.

During the previous California Lane project, a special meeting was held where residents could come see how their property would specifically be affected before beginning work. The engineer was involved to assist with questions.

The project cost has not changed from what was previously provided. Topographic will provide the bid book and specs as part of their project costs when the city is ready to bid.

**Recommended Action/Motion:** Provide direction on performing camera work on Broadacres sewer main, direction on citizen involvement, and direction on path forward for project.

**Attachments: Plans  
Projected Costs**



**Project Name:** City of Dalworthington Gardens  
**Prepared By:** Kylon Wilson, PE  
**Street Name** Broadacres Ln  
**From:** Harder Dr  
**To:** Cul-De-Sac

**Topographic No.:**  
**Date:** 2/8/2023  
**TX Reg. Engineering Firm:** #18409

Item No.	Est. Quant.	Unit	Description	Unit Price	Total
<b>Paving</b>					
1	1	LS	Mobilization	\$5,000.00	\$5,000.00
2	1	LS	Site Prep	\$10,000.00	\$10,000.00
3	0	CY	Unclassified Street Excavation	\$20.00	\$0.00
4	0	SY	6" Lime Stabilization (42lb/SY)	\$10.00	\$0.00
5	0	SY	6" HMAc (2" TY-D/4" TY-B)	\$49.00	\$0.00
6	0	LF	Concrete Curb & Gutter	\$26.50	\$0.00
7	1,615	SY	Top Soil (3")	\$2.00	\$3,230.00
8	1,615	SY	Sodding	\$5.00	\$8,075.00
<b>Sub-Total (Paving)</b>					<b>\$26,305.00</b>
<b>Drainage</b>					
9	1	LS	Unclassified Channel Excavation	\$5,000.00	\$5,000.00
10	1	LS	Drainage Improvements/Sidewalk	\$150,000.00	\$150,000.00
11	1	EA	Headwall	\$5,000.00	\$5,000.00
12	270	LF	Install 24" RCP	\$125.00	\$33,750.00
13	1	EA	Area Inlet	\$7,500.00	\$7,500.00
14	1,265	LF	Ditch Grading	\$9.00	\$11,385.00
15	2400	SF	Pavement Repair	\$25.00	\$60,000.00
<b>Sub-Total (Drainage)</b>					<b>\$272,635.00</b>
<b>Water</b>					
16	0	LF	Remove Existing Water Line (AC)	\$20.00	\$0.00
17	0	LF	8" PVC Water Line	\$55.00	\$0.00
18	0	EA	Remove/Replace Fire Hydrant Assembly	\$11,650.00	\$0.00
19	0	EA	8" Gate Valve	\$2,963.00	\$0.00
20	0	EA	Reconnect Existing Water Service	\$1,900.00	\$0.00
21	0	EA	Water Meter Box	\$250.00	\$0.00
22	0	EA	Connect to Existing Water Main	\$2,500.00	\$0.00
<b>Sub-Total (Water)</b>					<b>\$0.00</b>
<b>Sewer</b>					
23	0	EA	Remove existing MH	\$1,800.00	\$0.00
24	0	LF	Remove Existing Sewer Line	\$0.00	\$0.00
25	0	LF	Install 8" PVC Sewer Line	\$65.00	\$0.00
26	0	EA	Install New 4' MH	\$5,900.00	\$0.00
27	0	EA	4" Sewer Service	\$2,445.00	\$0.00
28	0	EA	Connect to Existing SS	\$3,410.00	\$0.00
29	0	LF	Trench Safety	\$2.50	\$0.00
<b>Sub-Total (Sewer)</b>					<b>\$0.00</b>

Notes:

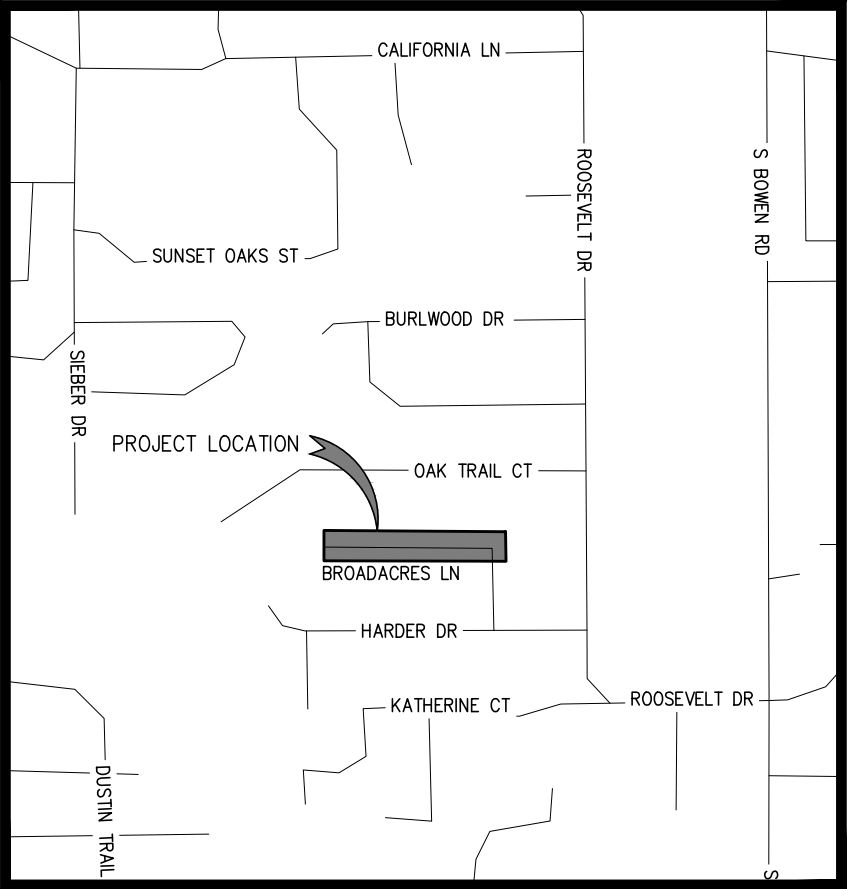
<b>Sub-Total</b>	<b>\$298,940.00</b>
<b>Contingency (10%)</b>	<b>\$29,894.00</b>
<b>Design Services (13.5%)</b>	<b>\$44,393.00</b>
<b>TOTAL</b>	<b>\$373,227.00</b>

The quantities and prices shown hereon are an indication of the Engineer's opinion of probable construction costs associated with the referenced project and are NOT a guarantee of individual or total construction costs.

# CIVIL CONSTRUCTION PLANS

## FOR

# BROADACRES LN. REHAB



VICINITY MAP  
NOT TO SCALE

DRAWING SHEET INDEX	
SHEET NUMBER	SHEET TITLE
C1.0	COVER SHEET
C2.1	DEMOLITION AND PAVING PLAN
C3.1	GRADING PLAN
C3.2	GRADING PLAN
C4.1	DRAINAGE AREA MAP
C5.1	STORM PLAN
C6.1	EROSION CONTROL PLAN
C7.1	CONSTRUCTION DETAILS

# IN DALWORTHINGTON GARDENS, TEXAS

# TARRANT

PERMIT SET  
August 2023

ENGINEER/SURVEYOR:  
TOPOGRAPHIC, INC.  
481 WINSKOTT RD, STE. 200  
BENBROOK, TEXAS 76126  
CONTACT: KYLON WILSON, P.E.  
PHONE: 817-744-7512

OWNER:  
GARY PARKER  
PUBLIC WORKS DIRECTOR  
CITY OF DALWORTHINGTON  
GARDENS  
2600 ROOSEVELT DRIVE  
GPARKER@CITYOFDWG.NET



COVER SHEET

CITY OF DALWORTHINGTON GARDENS

BROADACRES LN. REHAB

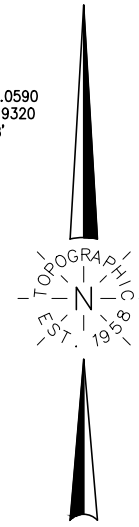
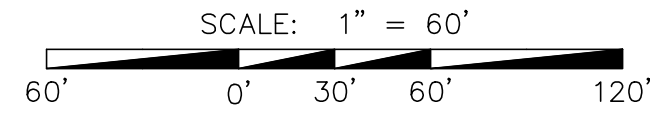
PRELIMINARY, THIS DRAWING SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS FINAL CONSTRUCTION DRAWINGS.

PLANS PREPARED UNDER THE DIRECT SUPERVISION OF KYLON M. WILSON, P.E. TEXAS REGISTRATION NO. 77520

08/17/23

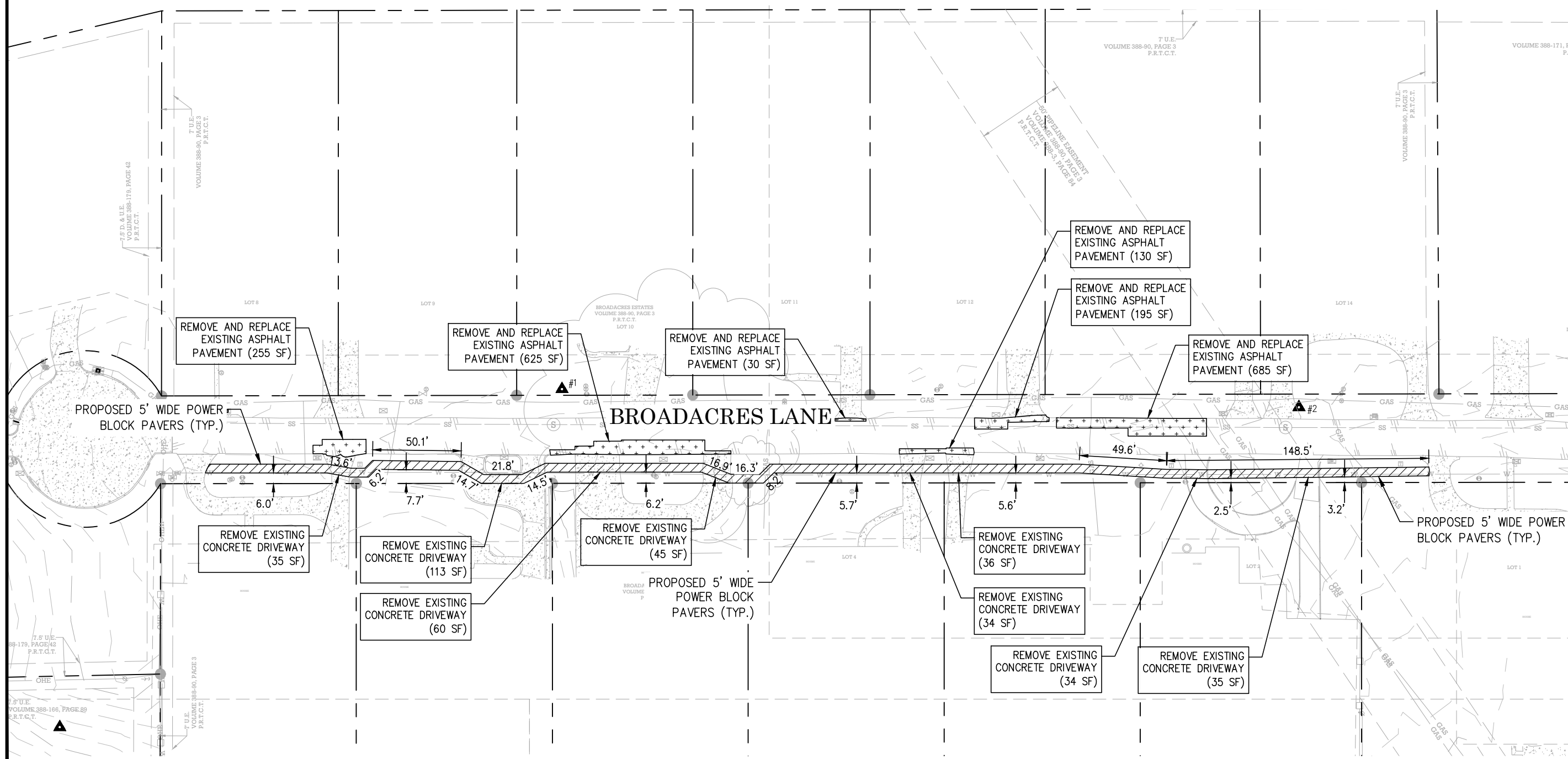
DATE:	08/18/2023
DRAWN BY:	PAC
REVIEWED BY:	KMW
SCALE:	NTS
SHEET:	C1.0
REVISION:	

BENCHMARK INFORMATION:  
 ▲ #1 "60D NAIL"  
 N: 6936096.3380  
 E: 2381902.6950  
 ELEV: 585.46'  
 ▲ #2 "60D NAIL"  
 N: 6936086.0590  
 E: 2382319.9320  
 ELEV: 590.28'



**LEGEND**

- |       |   |     |                   |
|-------|---|-----|-------------------|
| ---   | SUBJECT PROPERTY LINE                                       | ○   | WOOD FENCE        |
| - - - | ADJOINER LINE   | ○   | CHAIN LINK FENCE  |
| - - - | EASEMENT  | ○   | BURIED CABLE      |
| ---   | OVERHEAD ELECTRIC   | --- | BURIED WATER      |
| ---   | ASPHALT PAVEMENT  | --- | BURIED GAS        |
| ---   | EDGE OF GRAVEL  | --- | BURIED ELECTRIC   |
| x     | BARBED WIRE FENCE   | --- | BURIED SEWER LINE |
| ⊗     | UTILITY POLE  | ⊗   | FIRE HYDRANT      |
| ⊗     | GUY WIRE  | ⊗   | WATER METER       |
| ⊗     | TELEPHONE VAULT   | ⊗   | WATER VALVE       |
| ⊗     | FIBER OPTIC VAULT   | ⊗   | WATER VAULT       |
| ⊗     | TELEPHONE PEDESTAL  | ⊗   | GAS METER         |
| ⊗     |   | ⊗   | GAS VALVE         |
| ▨     | PROPOSED POWER BLOCK PAVERS<br>(SEE SHEET C7.1 FOR DETAILS) |     |                   |
| +     | PROPOSED ASPHALT REPAIR                                     |     |                   |



**DEMOLITION AND PAVING PLAN**

**CITY OF DALWORTHINGTON GARDENS**

**BROADACRES LN. REHAB**

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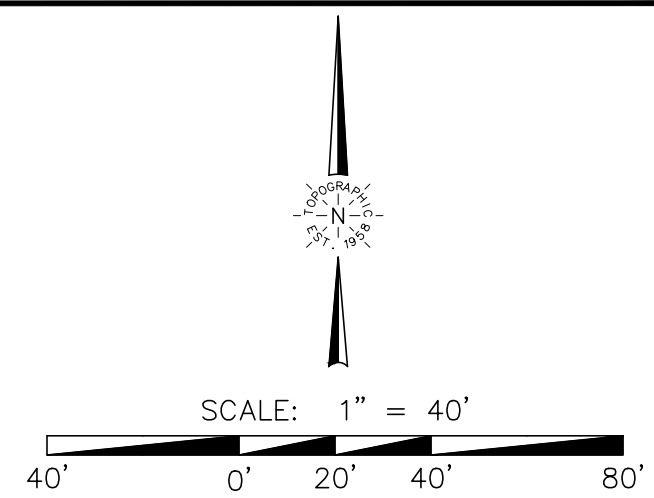
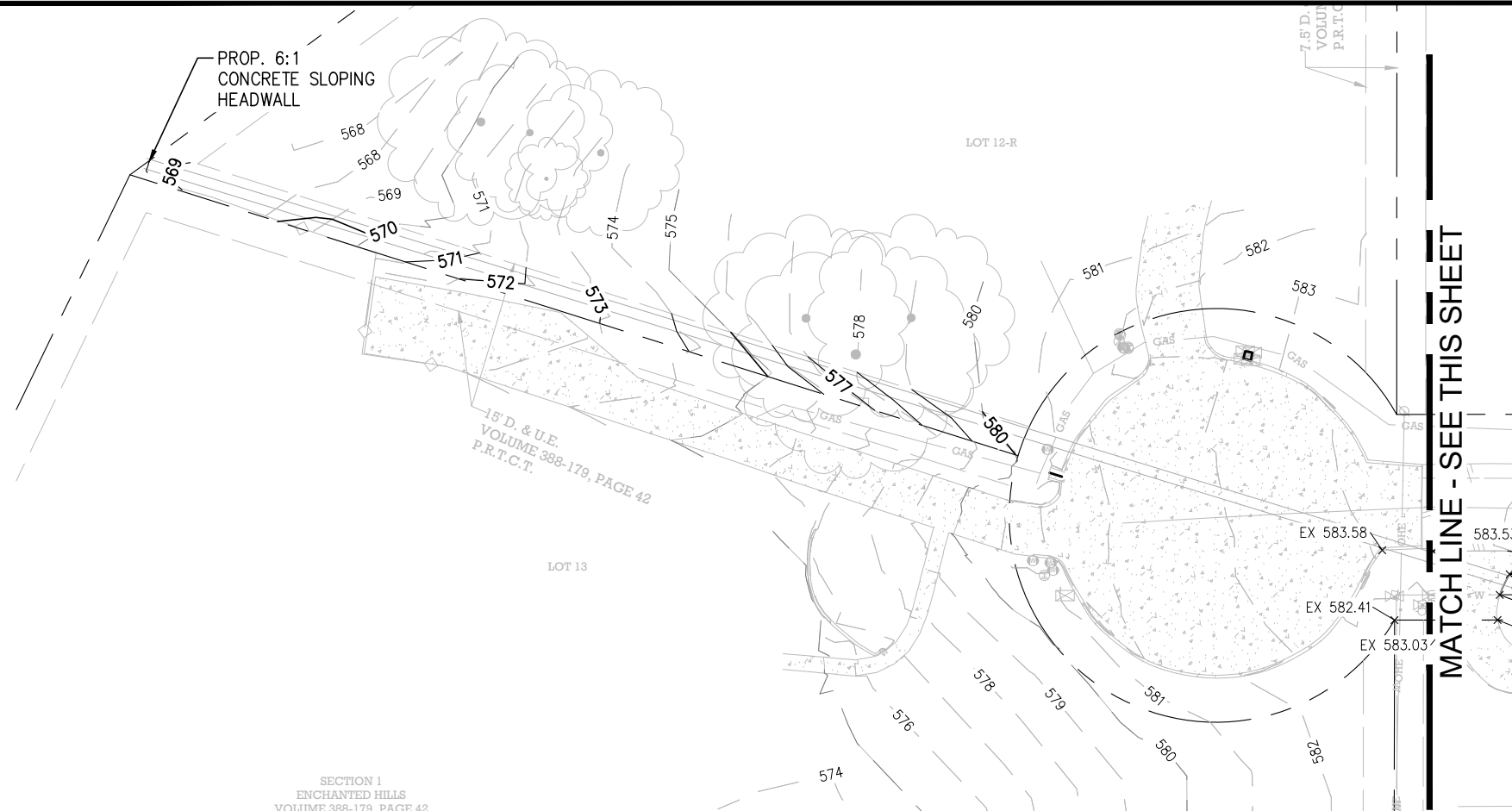
PLANS PREPARED UNDER THE DIRECT SUPERVISION OF KYLON M. WILSON, P.E. TEXAS REGISTRATION NO. 77520

08/17/23

DATE:	08/18/2023
DRAWN BY:	PAC
REVIEWED BY:	KMW
SCALE:	1" = 60'
SHEET:	C2.1
REVISION:	

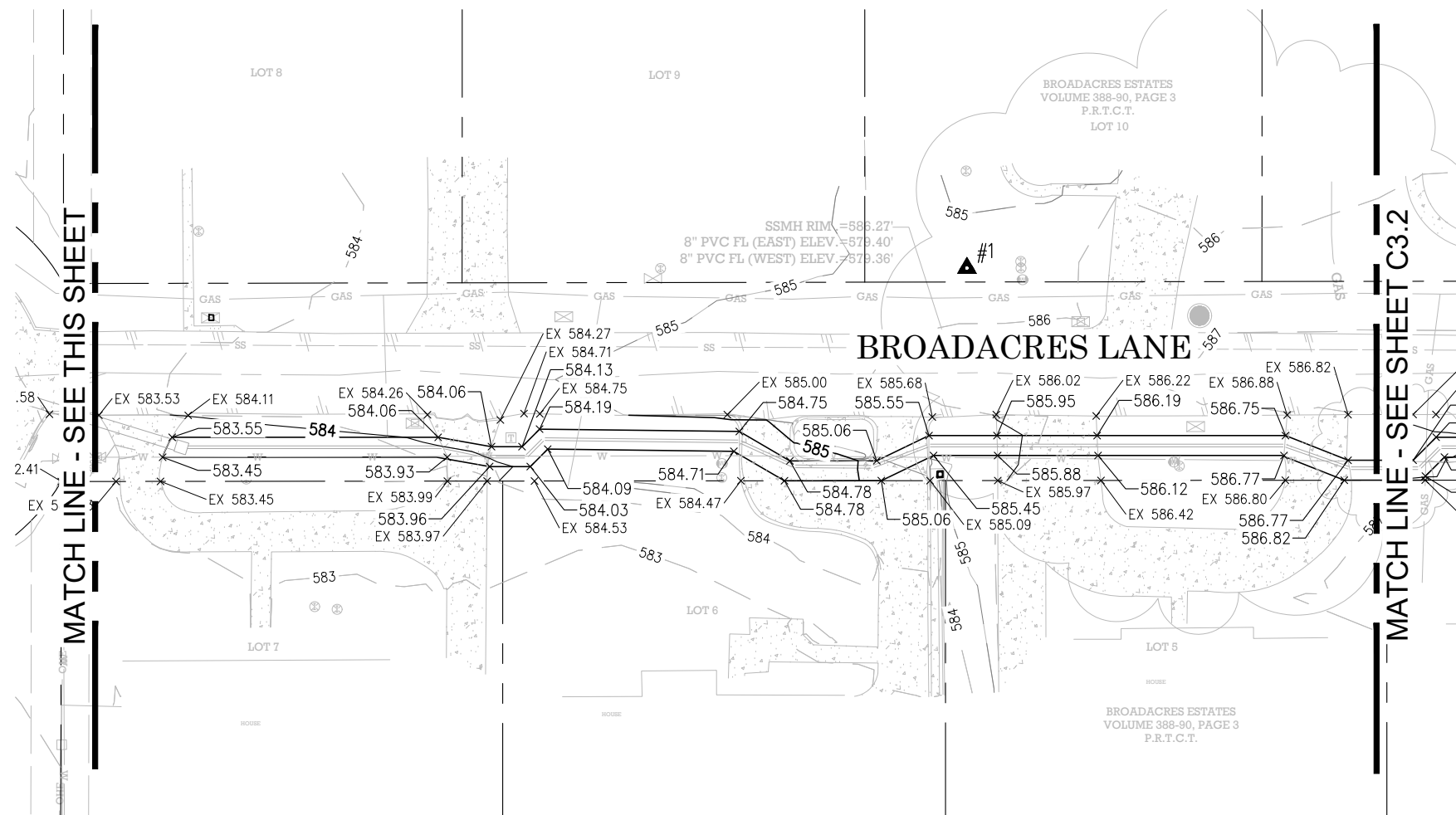
09.21.2023 Council Pa

**TOPOGRAPHIC**  
 LOYALTY INNOVATION LEGACY  
 481 WINSCOTT RD, STE. 200 • BENBROOK, TEXAS 76126  
 TELEPHONE: (817) 744-7512 • FAX: (817) 744-7554  
 TEXAS FIRM REGISTRATION NO. 18409  
 TEXAS FIRM REGISTRATION NO. 10042504  
 WWW.TOPOGRAPHIC.COM



**LEGEND**

---	SUBJECT PROPERTY LINE	○	WOOD FENCE	
---	ADJOINER LINE	○	CHAIN LINK FENCE	
---	EASEMENT	---	BURIED CABLE	
---	OVERHEAD ELECTRIC	---	BURIED WATER	
---	ASPHALT PAVEMENT	---	BURIED GAS	
---	EDGE OF GRAVEL	---	BURIED ELECTRIC	
---	BARBED WIRE FENCE	---	BURIED SEWER LINE	
x	UTILITY POLE	○	FIRE HYDRANT	
○	GUY WIRE	○	WATER METER	
○	TELEPHONE VAULT	○	WATER VALVE	
○	FIBER OPTIC VAULT	○	WATER VAULT	
○	TELEPHONE PEDESTAL	○	GAS METER	
→	DRAINAGE ARROW	○	GAS VALVE	
x	FINISHED FLOOR ELEVATION	---	946	EXISTING CONTOUR
x	TW 930.0	---	946	PROPOSED CONTOUR
x	BW 929.5	x	932.8	PROPOSED SPOT ELEVATION
		x	EX 932.8	EXISTING SPOT ELEVATION
		x	TC 930.0	PROPOSED TOP OF CURB AND GUTTER ELEVATION
		x	G 929.5	



**BENCHMARK INFORMATION:**

▲ #1	"60D NAIL"	▲ #2	"60D NAIL"
N:	6936096.3380	N:	6936086.0590
E:	2381902.6950	E:	2382319.9320
ELEV:	585.46'	ELEV:	590.28'

09.21.2023 Council Pa

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**GRADING PLAN**

**CITY OF DALWORTHINGTON GARDENS**

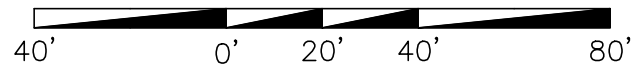
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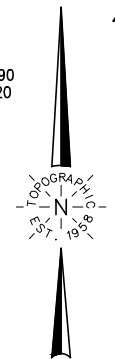
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DATE:	08/18/2023
DRAWN BY:	PAC
REVIEWED BY:	KMW
SCALE:	1" = 40'
SHEET:	C3.1
REVISION:	

SCALE: 1" = 40'

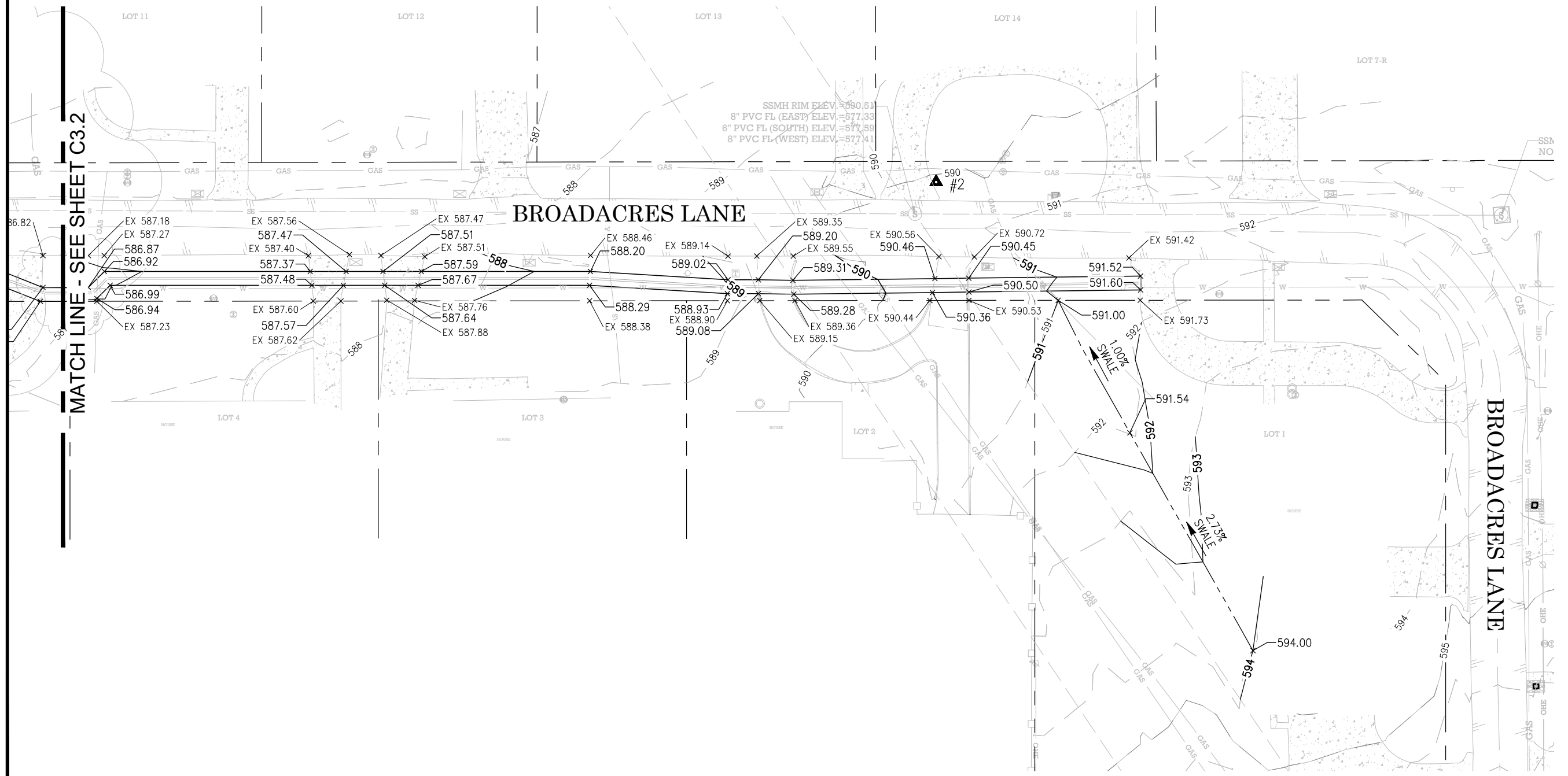


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**LEGEND**

---	SUBJECT PROPERTY LINE	○	WOOD FENCE
---	ADJOINER LINE	○	CHAIN LINK FENCE
---	EASEMENT	○	BURIED CABLE
---	OVERHEAD ELECTRIC	○	BURIED WATER
---	ASPHALT PAVEMENT	○	BURIED GAS
---	EDGE OF GRAVEL	○	BURIED ELECTRIC
---	BARBED WIRE FENCE	○	BURIED SEWER LINE
---	UTILITY POLE	○	FIRE HYDRANT
---	GUY WIRE	○	WATER METER
---	TELEPHONE VAULT	○	WATER VALVE
---	FIBER OPTIC VAULT	○	WATER VAULT
---	TELEPHONE PEDESTAL	○	GAS METER
---	DRAINAGE ARROW	○	GAS VALVE
---	FINISHED FLOOR ELEVATION	○	
---	PROPOSED TOP WALL ELEVATION	○	
---	BOTTOM WALL ELEVATION	○	
---		○	EXISTING CONTOUR
---		○	PROPOSED CONTOUR
x	932.8	x	PROPOSED SPOT ELEVATION
x	EX 932.8	x	EXISTING SPOT ELEVATION
x	TC 930.0	x	PROPOSED TOP OF CURB AND GUTTER ELEVATION
x	G 929.5		



MATCH LINE - SEE SHEET C3.2

**GRADING PLAN**

**CITY OF DALWORTHINGTON GARDENS**

**BROADACRES LN. REHAB**

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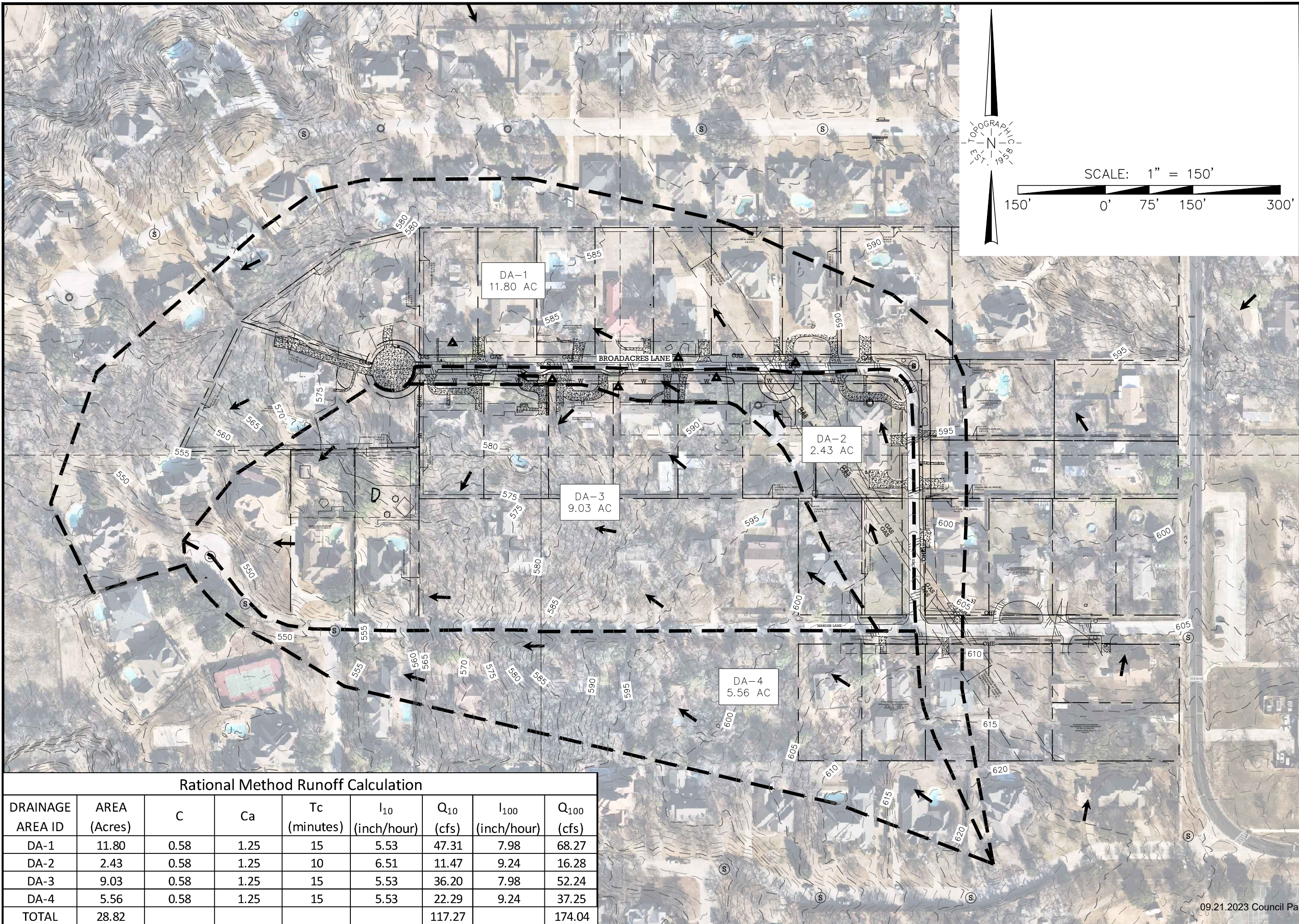
PLANS PREPARED UNDER THE DIRECT SUPERVISION OF KYLON M. WILSON, P.E. TEXAS REGISTRATION NO. 77520

08/17/23

DATE: 08/18/2023	DRAWN BY: PAC	REVIEWED BY: KMW	SCALE: 1" = 40'	SHEET: C3.2	REVISION:

09.21.2023 Council Packet

**TOPOGRAPHIC**  
 LOYALTY INNOVATION LEGACY  
 481 WINSKOTT RD, STE. 200 • BENBROOK, TEXAS 76126  
 TELEPHONE: (817) 744-7512 • FAX: (817) 744-7554  
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**DRAINAGE AREA MAP**

**CITY OF DALWORTHINGTON GARDENS**

**BROADACRES LN. REHAB**

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PLANS PREPARED UNDER THE DIRECT SUPERVISION OF KYLON M. WILSON, P.E. TEXAS REGISTRATION NO. 77520

08/17/23

Rational Method Runoff Calculation								
DRAINAGE AREA ID	AREA (Acres)	C	Ca	Tc (minutes)	I <sub>10</sub> (inch/hour)	Q <sub>10</sub> (cfs)	I <sub>100</sub> (inch/hour)	Q <sub>100</sub> (cfs)
DA-1	11.80	0.58	1.25	15	5.53	47.31	7.98	68.27
DA-2	2.43	0.58	1.25	10	6.51	11.47	9.24	16.28
DA-3	9.03	0.58	1.25	15	5.53	36.20	7.98	52.24
DA-4	5.56	0.58	1.25	15	5.53	22.29	9.24	37.25
<b>TOTAL</b>	<b>28.82</b>					<b>117.27</b>		<b>174.04</b>

09.21.2023 Council Pa

DATE: 08/18/2023	DRAWN BY: PAC	REVIEWED BY: KMW	SCALE: 1" = 150'	SHEET: C4.1	REVISION:

SCALE: 1" = 40'



LEGEND

- SUBJECT PROPERTY LINE
- ADJOINER LINE
- EASEMENT
- OVERHEAD ELECTRIC
- ASPHALT PAVEMENT
- EDGE OF GRAVEL
- BARBED WIRE FENCE
- UTILITY POLE
- GUY WIRE
- TELEPHONE VAULT
- FIBER OPTIC VAULT
- TELEPHONE PEDESTAL
- PROPOSED STORM SEWER
- WOOD FENCE
- CHAIN LINK FENCE
- BURIED CABLE
- BURIED WATER
- BURIED GAS
- BURIED ELECTRIC
- BURIED SEWER LINE
- FIRE HYDRANT
- WATER METER
- WATER VALVE
- WATER VAULT
- GAS METER
- GAS VALVE



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TEXAS FIRM REGISTRATION NO. 18409  
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SD-1 STA 0+00.00  
INSTALL:  
1-6:1 CONCRETE SLOPING  
HEADWALL  
FL 24"=567.88 (E)

SD-1 STA 1+00.00  
INSTALL:  
1-VPI  
FL 24"=568.38 (E)

SD-1 STA 4+40.20  
INSTALL:  
1-8" 45° BEND  
FL 8"=582.92 (E)

SD-1 STA 4+34.00  
INSTALL:  
1-8" 45° BEND  
FL 8"=582.87 (NE)

SD-1 STA 4+24.44  
INSTALL:  
1-8" 11.25° BEND  
FL 8"=582.78 (E)

SD-1 STA 4+89.32  
INSTALL:  
1-8" 22.5° BEND  
FL 8"=583.34 (SE)

SD-1 STA 5+04.42  
INSTALL:  
1-8" 22.5° BEND  
FL 8"=583.55 (E)

SD-1 STA 3+47.24  
INSTALL:  
1-3'X3' JUNCTION BOX  
FL 8"=582.16 (E)

SD-1 STA 4+12.85  
INSTALL:  
1-8" 11.25° BEND  
FL 8"=582.79 (E)

SD-1 STA 5+24.06  
INSTALL:  
1-8" 22.5° BEND  
FL 8"=583.81 (E)

SD-1 STA 5+39.23  
INSTALL:  
1-8" 22.5° BEND  
FL 8"=584.07 (E)

\* CONTECH ULTRA FLO® GALVANIZED ALUMINUMIZED STEEL TYPE 2  
SEE DETAILS SHEET C7.1  
ALL 8" STORM DRAIN SHALL BE PERFORATED STORM PIPE

SECTION 1  
ENCHANTED HILLS  
VOLUME 388-179, PAGE 42  
P.R.T.C.T.

MATCH LINE - SEE THIS SHEET

MATCH LINE - SEE THIS SHEET

STORM PLAN

CITY OF DALWORTHINGTON GARDENS

BROADACRES LN. REHAB

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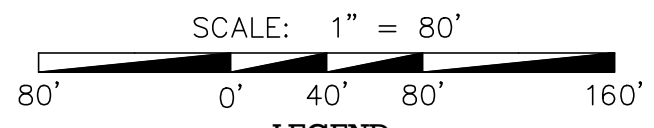
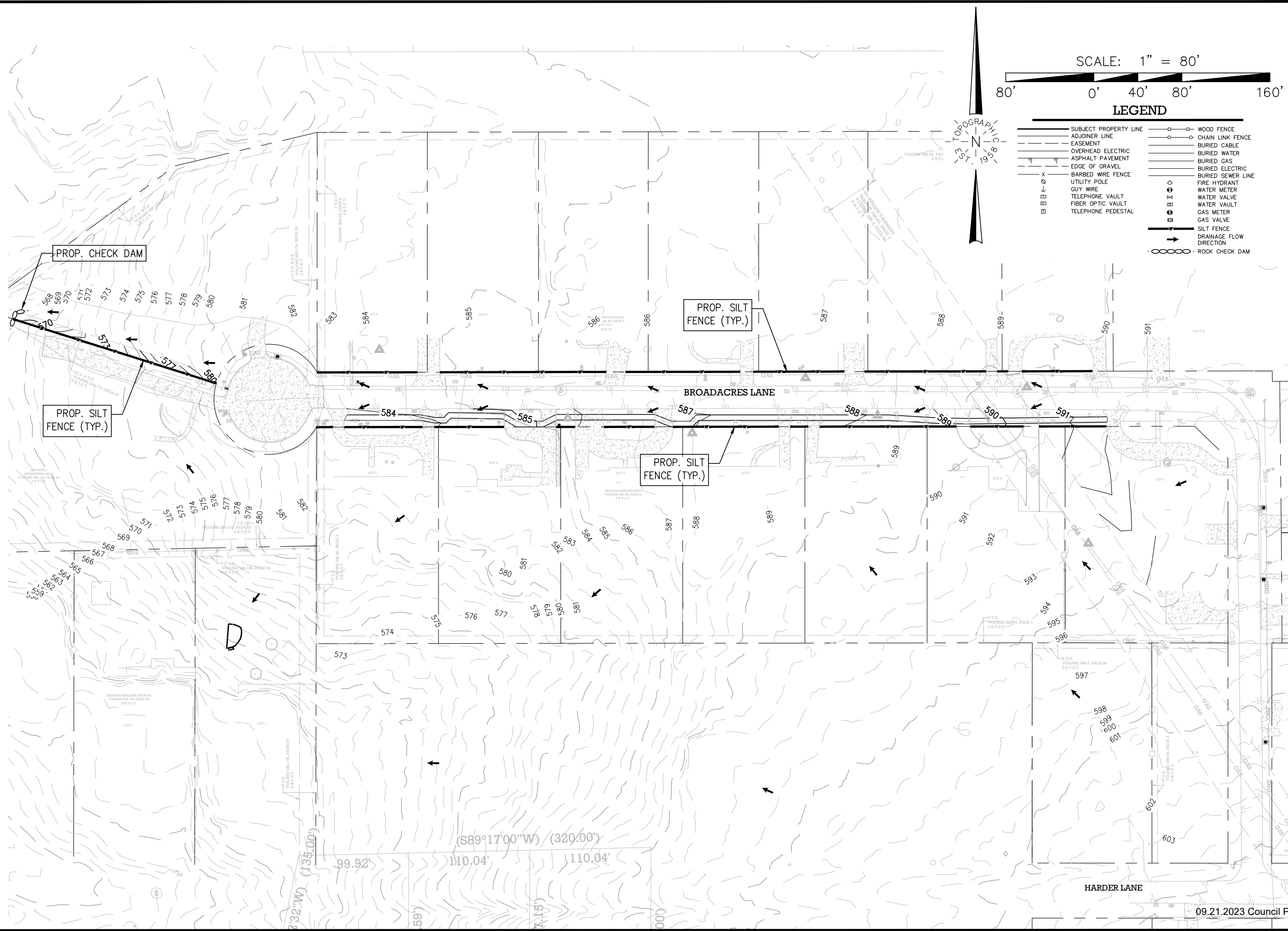
PLANS PREPARED UNDER THE DIRECT SUPERVISION OF KYLON M. WILSON, P.E. TEXAS REGISTRATION NO. 77520

08/17/23

DATE: 08/18/2023	DRAWN BY: PAC	REVIEWED BY: KMW	SCALE: 1" = 40'	SHEET: C5.1	REVISION:

09.21.2023 Council Pa





**LEGEND**

—	SUBJECT PROPERTY LINE	—○—○—	WOOD FENCE
- - -	ADJOINER LINE	—○—	CHAIN LINK FENCE
- - -	EASEMENT	—○—○—	BURIED CABLE
—	OVERHEAD ELECTRIC	—○—	BURIED WATER
—	ASPHALT PAVEMENT	—○—	BURIED GAS
—	EDGE OF GRAVEL	—○—	BURIED ELECTRIC
—	BARBED WIRE FENCE	—○—	BURIED SEWER LINE
—	UTILITY POLE	—○—	FIRE HYDRANT
—	GUY WIRE	—○—	WATER METER
—	TELEPHONE VAULT	—○—	WATER VALVE
—	FIBER OPTIC VAULT	—○—	WATER VAULT
—	TELEPHONE PEDESTAL	—○—	GAS METER
		—○—	GAS VALVE
		—○—	SILT FENCE
		—○—	DRAINAGE FLOW DIRECTION
		—○—	ROCK CHECK DAM

**EROSION CONTROL PLAN**

**CITY OF DALWORTHINGTON GARDENS**

**BROADACRES LN. REHAB**

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08/17/23

DATE:	08/18/2023
DRAWN BY:	PAC
REVIEWED BY:	KMW
SCALE:	1" = 80'
SHEET:	C6.1
REVISION:	



**City Council  
Staff Agenda Report**

**Agenda Item: 9h.**

**Agenda Subject:** Discussion and possible action regarding the City’s policy and procedure for repair of sewer infrastructure.

<p><b>Meeting Date:</b>  September 21, 2023</p>	<p><b>Financial Considerations:</b>  <b>Budgeted:</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>	<p><b>Strategic Vision Pillar:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Financial Stability</li> <li><input checked="" type="checkbox"/> Appearance of City</li> <li><input type="checkbox"/> Operations Excellence</li> <li><input checked="" type="checkbox"/> Infrastructure Improvements/Upgrade</li> <li><input type="checkbox"/> Building Positive Image</li> <li><input type="checkbox"/> Economic Development</li> <li><input type="checkbox"/> Educational Excellence</li> </ul>
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**Background Information:** Staff was approached by a resident about the policy and procedure for certain plumbing permits and the responsibility placed on residents for sewer infrastructure repair.

The City’s current policy is that the property owner is to maintain the sewer service from the sewer main to and on his property, including the connection to the sewer main. The cost of the manhole and sewer service shall be paid by the customer. The policy also includes the customer being responsible for street patching when the private line is in the street, but city staff, under the current public works director, have now taken on that task to provide better customer service.

Staff is presenting information provided by the resident for policies from other cities where the city is responsible for more of the sewer lateral repair than DWG provides. City staff has not reviewed the information in totality since it was just received, but still wanted to get the item on the agenda so the resident may present information on the subject.

**Recommended Action/Motion:** Provide direction to staff regarding the City’s policy and procedure for repair of sewer infrastructure.

**Attachments: Information from Resident Suzanne Hudson  
Images showing repair location in ROW  
City Ordinance on Sewer Repair**

## Information Provided by Resident Suzanne Hudson

Hello Lola ☐

Thank you for taking the time to come to Broadacres and discuss the issues I raised about our current sewer repair responsibility policy. As we discussed, I reviewed the policies of several nearby municipalities and none of them place the responsibility of excavating and repairing sewer lateral structures in the public right of way or utility easement on private citizens. I believe the current DWG policy is unwise, outdated and places the public at risk. Once you have reviewed the policies of our neighboring municipalities, I would like to discuss the appropriate manner to present this for consideration by the Council.

Here is a summary of pertinent sewer repair policies from several municipalities. I will include links to the official municipality policy when possible.

Pantego:

Pantego does not permit private plumbers to excavate sewer services in the public right-of-way. The Town of Pantego website states “If there is a structural defect on the sewer lateral line somewhere in the right-of-way, the responsibility of excavating and repairing the sewer line falls on the Public works Department. This does not change to fact that the lateral is owned by the resident.”

See <http://www.townofPantego.com/public> works/sewer

Arlington:

The City of Arlington has a “Sewer Responsibility Brochure” which discusses several sewer issues. Regarding right-of-way repairs, it states “If your private sewer service lateral has a structural failure in the public right-of-way or the utility easement, Arlington water Utilities will coordinate a repair at no cost to the homeowner.”

See <http://www.arlingtontx.gov/water> then click Suffering from Sewer Problems ☐ Brochure

I have printed this and can provide a copy

Mansfield:

While Mansfield does not have a written policy available to the public, I called and spoke with the water/utility department. They told me that Mansfield does all excavation and repairs of sewer lateral structure defects from the clean out to the street and all excavations and repairs under the public street. For confirmation, they said you should speak with the Utility Administration Superintendent, David Moulton at 817-728-3616.

Carrollton

For a broader comparison, I reviewed the City of Carrollton sewer policy. Their policy contained the same general wording as Pantego and Arlington. Specifically, the Carrollton policy states that, if a defect on the sewer lateral is in the right-of-way, the City of Carrollton excavates and repairs the defect at no cost to the resident.

See <http://www.cityofcarrollton.com/sewer> stoppage policy

Haltom City

I did find one city that acknowledged that the city changed the sewer repair policy. Haltom City currently has a sewer repair policy very similar to the one quoted for Arlington and Pantego. The policy acknowledges that, prior to this policy, the city required private citizens to excavate and repair sewer laterals under the road, however the

cost of the excavation and public safety issues caused Haltom City to change the policy to align with the current policies of municipalities such as Arlington and Pantego.

See <http://www.Haltom>

[citytx.com/services/public](http://citytx.com/services/public) works/sanitary sewer policy

Our city should have a sewer repair policy in line with the policies of Arlington, Mansfield and Pantego and I appreciate your time and attention to this issue. I look forward to hearing from you.





(Ordinance 2021-02 adopted 2/23/21)

**§ 13.04.082. Water and sewer rates.**

- (a) Water rates. The rates charged for water service furnished to customers within the corporate limits of the city shall be as provided in the fee schedule adopted by the city council and available from the city secretary.
- (b) Sewer rates. The rates charged for sewer service furnished to customers within the corporate limits of the city shall be as provided in the fee schedule adopted by the city council and available from the city secretary.
- (c) Contractors.
  - (1) All water usage necessary for the normal construction of water, sewer, street, and other public works projects shall be measured by meters furnished by the water utility and billed to the contractor's account based on the city's prevailing rates. Upon payment of the deposit, the contractor shall obtain a meter from the water utility and shall be responsible for the meter, valve, fittings, and hydrant. Any damages that may occur to the meter shall be repaired by the city at the contractor's expense. The contractor's deposit for the portable meter and deposits as outlined in the fee schedule adopted by the city council and available from the city secretary, less repair costs, if applicable, shall be refunded provided that the account has been paid in full.
  - (2) A meter may be moved to various locations, but the contractor shall report its location to the water utility at the time of any relocation. The contractor shall assure that the meter is read on or about the 15th day of each month by notifying the water utility of its location, bringing it to the water utility to be read, or taking a photo of the reading and sending to the water utility. Failure to comply with this provision shall result in a penalty charge to the contractor's account in an amount equal to the monthly billing for 100,000 gallons of water.

(Ordinance 2021-02 adopted 2/23/21)

**§ 13.04.083. New accounts; taps.**

- (a) To open a new water account, water customers shall be required to make a deposit with the city that conforms to the established policy of the water utility as outlined in the fee schedule adopted by the city council and available from the city secretary.
- (b) Bills may be paid by cash, check, money order, or credit card. The water utility reserves the right to refuse payment by personal check if through experience or other information there is reason to believe the check will not be honored at the payer's bank.
- (c) A charge shall be made by the water utility for each new tapping of or connection to any water main or sanitary sewer line of the city, said charge to be determined by the size of the connection in accordance with the schedule therefor provided in the fee schedule adopted by the city council and available from the city secretary.

- (d) In addition to the charges set forth in subsection (c) above, customer shall be responsible for paying any additional costs such as street patching as set forth in the fee schedule adopted by the city council and available from the city secretary. If third-party services are used, the customer is responsible for coordinating, hiring, and paying for said services in accordance with the city fee schedule. City shall supervise and inspect work prior to applicant receiving water services.
- (e) For work not addressed in the fee schedule adopted by the city council and available from the city secretary, the water utility shall charge the actual costs incurred by the water utility, including all labor, materials, and equipment necessary to make the tap, run the service line, set the meter and box, and any other work reasonably necessary thereto.
- (f) All street cuts require council approval. For major thoroughfares, no cut shall be made if boring is possible in the judgment of the city.
- (g) On sewer services 5" and larger in size, a manhole approved by the director shall be installed at the city sewer main over the sewer service unless a wye has been installed at the time the main was laid.
- (h) It shall be the responsibility of the property owner to maintain the sewer service from the sewer main to and on his property, including the connection to the sewer main. The cost of the manhole and sewer service shall be paid by the customer.

(Ordinance 2021-02 adopted 2/23/21)

**§ 13.04.084. Service outside corporate limits.**

- (a) Water rates. The rate charged by the city for water outside the corporate limits of the city shall be determined by the city council.
- (b) Sewer rates. The rates charged by the city for sewer service outside the corporate limits of the city shall be determined by the city council.

(Ordinance 2021-02 adopted 2/23/21)

**§ 13.04.085. through § 13.04.120. (Reserved)**



**City Council  
Staff Agenda Report**

**Agenda Item: 9i.**

<b>Agenda Subject:</b> Discussion and possible action regarding changes to the City Purchase Policy.		
<b>Meeting Date:</b>  September 21, 2023	<b>Financial Considerations:</b>  <b>Budgeted:</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<b>Strategic Vision Pillar:</b>  <input checked="" type="checkbox"/> Financial Stability <input type="checkbox"/> Appearance of City <input checked="" type="checkbox"/> Operations Excellence <input type="checkbox"/> Infrastructure Improvements/Upgrade <input type="checkbox"/> Building Positive Image <input type="checkbox"/> Economic Development <input type="checkbox"/> Educational Excellence

**Background Information:** Staff will be bringing back the Purchase Policy with suggested edits at the next council meeting. Staff is looking for any feedback from council on the process so we can add any council changes to the list for discussion.

**Recommended Action/Motion:** No action needed unless council wants to suggest changes.

**Attachments:** Purchase Policy

**RESOLUTION NO. 2021-02**

**A RESOLUTION OF THE DALWORTHINGTON GARDENS CITY COUNCIL  
APPROVING AMENDMENTS TO THE PURCHASING POLICY MANUAL**

**WHEREAS**, the Dalworthington Gardens City Council (Council) adopted a Purchasing Policy Manual on May 18, 2017; and


**WHEREAS**, the Council desires to made additional revisions to said policy.

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

**Section 1.** The amendments to the Purchasing Policy Manual are hereby adopted and the final Policy is attached hereto as Exhibit A.

**PASSED AND APPROVED** on this February 23, 2021.

**CITY OF DALWORTHINGTON GARDENS:**

  
\_\_\_\_\_  
Laurie Bianco, Mayor

**ATTEST:**

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



PURCHASING POLICY MANUAL

ADOPTED MAY 18, 2017

REVISED JANUARY 21, 2021



# CITY OF DALWORTHINGTON GARDENS

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# CITY OF DALWORTHINGTON GARDENS

## FORWARD

This manual has been prepared to inform and instruct each department, division, and their staff members, of the many methods of procurement and duties and responsibilities of all those involved in the purchasing process.

The goals of the Purchasing Policy Manual include the following:

- purchasing quality goods and services;
- obtain the best possible price for goods and services;
- encourage and promote interlocal cooperation among area agencies;
- accept delivery of goods and services when and where needed;
- assure a continuing supply of needed goods and services;
- guard against misappropriation of any assets procured.

Additionally, we are committed to ensuring that:

- responsible bidders are given a fair opportunity to compete for the City's business;
- public funds are safeguarded;
- the best value is received for the public's dollar.

This is done partially by the statutory requirements for competitive bids and proposals, and partially by the City's own purchasing procedures.

In its simplest expression, every employee should ask himself or herself whether the following criteria are met before a purchase is made:

1. Does the purchase provide the best value for the public's dollar?
2. Is the purchase needed?
3. Is the procurement method legal, and does it meet the guidelines in this manual?

If these questions are answered in the affirmative, then the purchase should be made.

If any of these litmus tests are not answered in the affirmative, then the purchase should not be made.

This manual cannot address every situation; and, when an unusual situation occurs or a difficult legal problem arises, the *final* authority for City purchasing procedures is the law itself.



## GLOSSARY OF TERMS

The following definitions are intended to assist you in understanding the language used throughout this manual. When using this manual, if you find a word or words that you may not clearly understand and that is not defined in this section, please do not hesitate to contact the City Administrator or his/her designee for clarification and/or interpretation.

**Award** - Approval by the City Council, or the City Administrator or his/her designee, under whose authority a purchase order is issued.

**Bid advertisement** - A public notice put in a newspaper of general circulation, containing information about an Invitation for Bid or a Request for Proposal.

**Bid list** - A list of vendors, who have indicated in writing, an interest in submitting bids for particular categories of goods and services. This list is a compilation of recommended vendors from the department and a database of vendors maintained by Purchasing.

**Bonds:**

**Bid bond** - A bond required of a contractor, which ensures that the contractor will enter the contract for which he has submitted a formal written bid and/or proposal.

**Payment bond** - A bond required that ensures that all suppliers and subcontractors of the contractor will be paid for work and/or material supplied during the contract.

**Performance bond** - A bond required that guarantees vendor performance during the execution of the contract.

**Capital equipment** – Property with a useful life in excess of two years or more, and a purchase cost of at least \$5,000 for each item or group of items (i.e.: desks, chairs, etc.).

**City Council** - The elected officials of the City of Dalworthington Gardens, Texas are given the authority to exercise such powers and jurisdiction of all City business as conferred by the State Constitution and Laws.

**Competitive bidding** - The process wherein a vendor openly competes with other vendors, through a formal or informal process, for the City's business.

**Component purchases** – Purchases of component parts individually, that in normal purchasing practices would be purchased in one purchase.

**Contract** - An agreement between the City and a Supplier to furnish supplies and/or services over a designated period, during which purchases are made of the commodity specified.



## CITY OF DALWORTHINGTON GARDENS

Contractor - The successful vendor(s) awarded a contract by the City of Dalworthington Gardens.

Delivery date – The date by which goods or services are needed.

Emergency – Purchases that are made to meet a critical, unforeseen need of the City, where the City's ability to serve the public would be impaired if the purchase is not made immediately. Emergency purchases are exempt from standard purchasing procedures and must qualify for exemption as outlined in LGC 252.022.

Encumbrance - The process wherein the City reserves funds for the purchase of supplies, goods, services, and equipment in one budgetary-accounting period, and pays for the purchase in another budgetary-accounting period.

Expedite – When the purchasing process is accelerated through normal procedures to prevent work stoppage or loss of government's money.

FOB destination point – Free on Board (FOB); the vendor pays freight charges to the destination; title to goods passes to buyer at his receiving dock; freight claims must be filed and handled by the seller.

FOB shipping point – Free on Board (FOB); shipment becomes 'collect' from seller's shipping dock; freight charges may be prepaid and added to the invoice; City pays freight charges; title to goods passes to buyer at the shipping dock of seller; freight claims must be filed and handled by buyer.

Goods - A generic term that includes all types of property to be purchased by the City; equipment, supplies, materials, component and repair parts.

Invitation to Bid – This is a formal written document that requests from bidders a firm price and delivery details for specified merchandise listed on a purchase requisition. An Invitation to Bid is always required when the anticipated level of expenditure will be greater than \$50,000. It may be used any time the City Council or the City Administrator feels it is justified.

Lowest responsible bidder – This is the vendor who offers the lowest bid that meets all the specifications, requirements, terms and conditions of the Invitation to Bid. It is expressly understood that the lowest responsible bid includes any related costs to the City, using a total cost concept. The term "responsible" refers to the financial and practical ability of the bidder to perform the contract. The term is also used to refer to the experience or safety record of the vendor.

Preferred Purchase Method - The preferred purchase method is to have the vendor invoice the City for purchases. If this is not practical, purchases may be made with the City Procurement Card.

Purchase - An act that includes the acquisition of goods or services, to include the act of leasing personal or real property. Separate, sequential, and component purchases shall be treated as a single purchase.

Purchasing - The act, function, and responsibility for the acquisition of goods and services.

Purchase Request Form – a document requesting and requiring approval to purchase goods and/or services that are not contractual or recurring in nature on behalf of the City. Purchases less than \$500 are exempt from this requirement.



## CITY OF DALWORTHINGTON GARDENS

Request for Proposal – A formal written document requesting that potential vendors make an offer for services to the City. The offer allows for negotiations after the proposals have been received, but before a contract is awarded. This process is normally used for the acquisition of insurance coverage, and for high technology items.

Separate purchases – Purchases made separately, of items that in normal purchasing practices would be purchased in one purchase.

Sequential purchases – Purchases made over a period of time, of items that in normal purchasing practices would be purchased in one purchase.

Services – A generic term, to include all work or labor performed for the City on an independent contractor basis, including maintenance, construction, manual, clerical or professional services.

Sole source – Purchases of goods or services that are available from only one supplier. There may be just one vendor because of patents or copyrights, or simply because the vendor is the only one which supplies the good or service. These purchases are exempt from the standard bidding requirement and must qualify as outlined in LGC 252.022.

Specifications – Statements containing a detailed description of the terms of the contract, as well as specific details for the goods and/or services. The details or specifications should be descriptive, but not restrictive.

State contract purchase – An item available through the State of Texas General Services Commission Cooperative Purchasing Program, or another similar cooperative purchasing program. The State has publicly advertised and received qualified bids for specific items. These appear on a listing periodically published by the State. The City of Dalworthington Gardens can elect to participate in the cooperative purchasing program for governmental subdivisions and other state agencies.

Surplus – Item(s) no longer needed by a department, regardless of its value or condition.

Vendor – A generic term applied to individuals and companies alike, who provide goods and services to the City.

Vendor Formal Purchase order - A formal, binding, legal agreement provided by the vendor and issued by the City. A purchase order is requested by a departmental purchase requisition that details the merchandise or services required. When accepted by a vendor without qualifications within a specified time, the agreement becomes a contract. A Vendor Purchase Order grants the vendor the authority to deliver the goods or services and invoice for the same. It is the City's commitment to accept the goods or services and pay for them at the agreed price.





# CITY OF DALWORTHINGTON GARDENS

## DUTIES, ROLES & RESPONSIBILITIES

The City of Dalworthington Gardens is a small municipality with limited staff resources. While we do not have a formal Purchasing Division, we do have employees assigned to critical Purchasing tasks and activities. Additionally, every employee is responsible for ensuring that the public dollar is spent in accordance with the policies and procedures outlined in this manual and to seek advice from their manager if they are in doubt about a policy or procedure before making a purchase.

### STAFF DUTIES, ROLES & RESPONSIBILITIES

Individual Employees – All employees are required to choose the best value to the City when making purchasing choices, to use good judgment and to comply with all policies and procedures contained within this manual.

City Administrator and/or DPS Director or his/her designee – The individual designated to handle purchasing procedures not handled by the Purchase Requestor, and to coordinate city wide purchasing activities.

For each of the purchasing procedures identified and explained in the remainder of this manual, further duties, roles and responsibilities are defined and identified for each of the staff members identified above.

POLICY  
STATEMENTS

**I. GENERAL STATEMENT OF POLICY**

It is the policy of The City of Dalworthington Gardens that all purchasing shall be conducted strictly based on economic and business merit to best promote the interest of the citizens of Dalworthington Gardens. Dalworthington Gardens encourages free and unrestricted competition on all bid requests and purchases, ensuring the taxpayers the best possible return on each dollar. All contracts and purchases shall be handled to obtain the best value for the City, with bids or quotations solicited whenever practical. These Purchasing Policies have been established to assist each employee, their manager and city administration to procure necessary goods and services at the best possible price within all Federal, State and Municipal purchasing laws. The Texas State Legislature has passed and made Chapter 252 a part of the Local Government Code and it shall be the policy of the City of Dalworthington Gardens to fully comply in all aspects with the rules, regulations, and procedures contained therein, as well as all other State purchasing laws.

**II. ARCHITECT AND ENGINEERING PROCUREMENT POLICY**

The City of Dalworthington Gardens shall follow the applicable purchasing laws and procedures in Chapter 2254 of Texas Government Code for all Engineering and Architectural Services.

**III. CONTRACTUAL EXPENDITURES**

Any expenditure encumbered due to contractual agreement with a vendor will not require a Purchase Request Form. Recurring contractual expenditures will be documented on a one-time Contractual Expenditure Form detailing contract payment terms. The form is to be approved by the City Administrator and/or DPS Director after the contract/agreement is approved by the City Council (if required) and retained by the Finance Department

**IV. ROUTINE RECURRING EXPENSES**

The City of Dalworthington Gardens has routine operating expenses which are crucial and must be paid in order to provide services to the citizens. Routine expenses that are not covered by a contract, such as TMRS, utilities, janitorial services, routine vehicle maintenance, quarterly building maintenance, annual maintenance fees to include software maintenance, annual subscriptions, refunds, and other government agencies must be documented on a one-time Routine Recurring Expense Form detailing the type of expense and requires approval of the City Administrator and/or DPS Director. The form is to be retained by the Finance Department.

**V. BEST VALUE OPTION POLICY**

The City of Dalworthington Gardens shall use the “best value” option whenever allowable by State purchasing laws and requirements.

**VI. FUNDS AVAILABILITY POLICY**

Before any purchase may be made, an individual employee must verify that funds are available to make the required purchase by coordinating the purchase through his or her manager. Funds can be moved between accounts within the same department by using a Budget Adjustment Form.

If funds are not available, funds may be transferred between departments within the same fund. A Budget Amendment Form is required and must be signed by the City Administrator or DPS Director and be approved by Council. A copy of the form shall be given to the Finance Director.

If a purchase is less than \$5,000 and the delay in purchasing would cause a business interruption, the purchase may be made as long as there is no impact to fund balance. The budget amendment shall be ratified at the next regular council meeting. Business interruption shall be defined as causing a break in the continuity or uniformity of processes or considered to be a potential life safety issue.

If a purchase needs to be made, but there would be an impact to the fund balance, purchase shall wait until council approval is obtained, unless deemed emergency by the Mayor.

Unbudgeted purchases out of the following restricted funds may be authorized by the City Administrator or DPS Director if less than \$5,000 and funds are available.

- 115-Court Security
- 118-Court Automation
- 208-Seizure Fund
- 207-Vol Fire Donation Fund

## PURCHASING PROCEDURES

### VII. PURCHASES LESS THAN \$500.00

#### A. GENERAL INFORMATION

1. For non-recurring type purchases less than \$500, the City Administrator and/or DPS Director or his/her respective designees are responsible for ensuring costs are budgeted. The preferred purchase method is to have the vendor invoice the City for purchases. If this is not practical, purchases may be made with the City Procurement Card.

### VIII. PURCHASES GREATER THAN \$500, BUT LESS THAN \$5,000.00

#### A. GENERAL INFORMATION

1. Purchase Request Form or Vendor's Formal Purchase Order is required for purchases greater than \$500, but less than \$5,000.00 that are not contractual or recurring in nature. City Administrator and/or DPS Director or his/her respective designees are responsible for ensuring costs are budgeted. The preferred purchase method is to have the vendor invoice the City for purchases. If this is not practical, purchases may be made with the City Procurement Card.

#### B. WORK FLOW SEQUENCE FOR PURCHASES GREATER THAN \$500, BUT LESS THAN \$5,000.00

1. Purchase Requestor determines if sufficient funds are budgeted for the purchase in the appropriate account.
2. If funds are not available, see Section VI. Funds Availability Policy.

3. If funds are available, the Purchase Requestor and his/her manager will use the Preferred Purchase Method or the City Procurement Card, whichever method is practical.
4. The Purchase Requestor keeps original approved Purchase Request Form (attached) for his/her records and submits a copy to Accounts Payable for pending payment documentation.
5. Once goods and or services are received or completed, Purchase Requestor submits the original approved Purchase Request Form, with certification signature that the goods/services were received and attaches any supporting documentation to Accounts Payable for payment processing.

**IX. PURCHASES \$5,000.00 OR MORE, BUT LESS THAN \$50,000.00**

**A. GENERAL INFORMATION**

1. Purchase Request Form or Vendor's Formal Purchase Order is required for purchases \$5,000 or more, but less than \$50,000.00 that are not contractual or recurring in nature.
2. Any purchase over \$5,000 must be brought to City Council for approval.

**B. WORK FLOW SEQUENCE FOR PURCHASES \$5,000.00 OR MORE, BUT LESS THAN \$50,000.00**

1. Purchase Requestor and his/her manager determine if sufficient funds are budgeted for the purchase in the appropriate account.
2. Purchases over \$5,000 must be approved by City Council, unless the expenditure is an emergency deemed by the Mayor.
3. If funds are available, the Purchase Requestor obtains at least three written quotes from three different vendors. If the commodity or service being purchased is available through a Historically Underutilized Business (HUB) in Tarrant County, at least two of the quotes must be from a HUB in Tarrant County. A current list of HUB's in Tarrant County is available from the Texas Building and Procurement Commission's HUB Directory Website (<http://www2.cpa.state.tx.us/cmbl/hubonly.html>).
4. The Purchase Requestor keeps original approved Purchase Request Form for his/her records and submits a copy to Accounts Payable for pending payment documentation. If a procurement card is used, the procurement card guidelines are followed (see cardholder agreement).
5. Once goods and or services are received or completed, Purchase Requestor submits the original approved Purchase Request Form, with certification signature that the goods/services were received and attaches any supporting documentation to Accounts Payable for payment processing.

**X. PURCHASES \$50,000.00 OR MORE**

**A. GENERAL INFORMATION**

1. Purchase Request Form and Formal Purchase Orders are required for purchases of \$50,000 or more if not contractual or recurring in nature.

2. A purchase of \$50,000 or more must follow statutorily created competitive bidding and procurement requirements and must receive Council approval prior to the expenditure of funds; or be subject to an exemption to the competitive bidding requirements - including but not limited to State contract purchases.
3. The Mayor and City Council or his/her designee shall process all purchases of \$50,000.00 or more.
4. In the event of an emergency, the Mayor may expend funds in the amount of \$50,000 or more without Council approval, if the Mayor and staff agree in writing that the expenditure is an emergency affecting the safety and public welfare and that failure to expend the funds immediately would result in loss of life or property. The action shall be ratified by the City Council at the next Regular or Special Called Council Meeting.

**B. WORK FLOW SEQUENCE FOR PURCHASES \$50,000.00 OR MORE**

1. The City of Dalworthington Gardens shall follow all applicable State and Federal Laws in purchasing goods and services \$50,000 or more.