



CITY OF DALWORTHINGTON GARDENS

**NOTICE OF A MEETING
CITY COUNCIL**

March 20, 2025

EXECUTIVE SESSION AT 6:00 P.M.

WORK SESSION IMMEDIATELY FOLLOWING EXECUTIVE SESSION

REGULAR SESSION AT 7:00 P.M.

CITY HALL COUNCIL CHAMBERS, 2600 ROOSEVELT DRIVE, DALWORTHINGTON GARDENS, TEXAS

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

1. CALL TO ORDER

2. EXECUTIVE SESSION

Any action may be deferred until the 7:00 p.m. Regular Session

- a. Recess into Executive Session
 - i. Pursuant to Texas Government Code, Section 551.0171, Attorney Consultation and 551.074, Personnel Matters, regarding the City Administrator, City Secretary, Finance Director, Public Works Director.
- b. Reconvene into Regular Session for discussion and possible action on:
 - i. Personnel Matters, regarding the City Administrator, City Secretary, Finance Director, Public Works Director.

3. WORK SESSION

- a. Receive information on a possible development at 4130 S. Bowen Road near Grounds and Gold.
- b. Work Session on listed agenda items, if time permits.

REGULAR SESSION – 7:00 P.M.

1. CALL TO ORDER

2. INVOCATION, AND PLEDGES OF ALLEGIANCE

3. PRESENTATIONS AND PROCLAMATIONS

- a. Presentation – Just Serve City
- b. Proclamation - Child Abuse Prevention Month
- c. Proclamation for the Trinity Kids Send A Kid to Camp Week Scholarship Drive

4. ITEMS OF COMMUNITY INTEREST

DWG's Farmers Market 10-2 p.m. at ACA

- a. Pictures with the Easter Bunny – Sunday April 6th 3-5 p.m.
- b. Plant Swap and Earth Day Event – Saturday April 26th 10-12 p.m.

5. CITIZEN COMMENTS

Citizens who wish to speak to the City Council will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the City staff and City Council members are prevented from discussing the subject and may respond only with statements of factual information or existing policy.

6. MAYOR AND COUNCIL COMMENTS

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutory recognition for purposes of this subdivision;
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

7. DEPARTMENTAL REPORTS

Informational reports only; no action to be taken.

- a. DPS / City Administrator Report
- b. Finance Report

8. CONSENT AGENDA

All consent items are considered to be routine and will be enacted by one motion and vote.

- a. Approval of Ordinance No. 2025-03 canceling the May 3, 2025 general election and declaring unopposed candidates elected.
- b. Approval of \$15,000.00 to Robert Half staffing agency for conversion of contract position to a permanent Staff Accountant position.
- c. Approval on purchase of a new 2025 Chevrolet Tahoe for DPS and equipment not to exceed \$90,000.00
- d. Approval of Resolution 2025-06 approving changes to the City Fee Schedule.

9. REGULAR AGENDA

- a. Discussion and possible action to appoint a park board member to fill a vacancy.
- b. Discussion and possible action on the progress on developing a list of Park Maintenance activities by the Park Board
- c. Discussion and possible action to set a mid-year budget review date for FY 2024-2025.
- d. Discussion of the FY 2025-2026 Budget Calendar.
- e. Discussion and possible action regarding amendments to the FY 2024-2025 budget.
- f. Discussion and possible action for Resolution 2025-05 to adopt the investment policy with amended language to Section 4. Delegation of Authority pertaining to investment officers.

- g. Discussion regarding the fee structure for City of Dalworthington Gardens water customers utilizing Pantego’s sewer system.
- h. Discussion and possible action on garbage, bundled trash, and brush pick-up.
- i. Discussion and possible action on purchasing a new 2025 Chevrolet Tahoe for DPS.
- j. Discussion and possible action on an application for preliminary plat submitted by Aldriedge Building Corp for Lot 19, Block A, 1.01 acres of land located in The Joseph Pierce Survey, Abstract No. 1253 an addition to the City of Dalworthington Gardens, Tarrant County, Texas, and locally known as 3815 Kelly Perkins Road.
 - i. Conduct a public hearing
 - ii. Discussion and possible action
- k. Discussion and possible action on an application for a final plat submitted by Aldriedge building Corp for Lot 19, Block A, 1.001 acres of land located in the Joseph Pierce Survey, Abstract No. 1253 an addition to the City of Dalworthington Gardens, Tarrant County, Texas, and locally known as 3815 Kelly Perkins Road.
 - i. Conduct a public hearing
 - ii. Discussion and possible action
- l. Discussion and possible action on an ordinance for commercial properties requiring cross lot access when our existing ordinance regarding driveway separations cannot be met.
 - i. Conduct a public hearing
 - ii. Discussion and possible action

10. TABLED ITEMS

11. FUTURE AGENDA ITEMS

In compliance with the Texas Open Meetings Act, Council Members may request that matters of public concern be placed on a future agenda. Council Members may not discuss non-agenda items among themselves. In compliance with the Texas Open Meetings Act, city staff members may respond to questions from Council members only with statements of factual information or existing city policy.

12. ADJOURN

The City Council reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development Negotiations).

Pursuant to Texas Government Code, Section 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members will be physically present at the location noted above on this agenda.

CERTIFICATION

This is to certify that a copy of the **March 20, 2025** City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City’s website, www.cityofdwtg.net, in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: _____ TIME OF POSTING: _____ TAKEN DOWN: _____

Sandra Ma, City Secretary

Child Abuse Prevention Month Proclamation

WHEREAS, children are our future and our greatest resource; and

WHEREAS, every child deserves a nurturing family and safe environment to grow into a healthy, productive member of the community; and

WHEREAS, child abuse is one of our nation's most serious public health problems and threatens the safety of our community; and

WHEREAS, in Tarrant County, 4, 719 children were confirmed as victims of child abuse or neglect in 2024; and

WHEREAS, Alliance For Children provided trauma-informed services to 3,025 children in 2024;

WHEREAS, finding solutions to prevent child abuse is a community responsibility and depends on the involvement of all citizens; and

WHEREAS, effective child abuse prevention, investigation and treatment programs succeed because of partnerships among public and private agencies, schools, religious organizations, medical services, and the business community.

NOW, THEREFORE, BE IT RESOLVED, that I, Laurie Bianco, Mayor of the City of Dalworthington Gardens, Texas do hereby proclaim the month of April 2025 as Child Abuse Prevention Month in the City of Dalworthington Gardens Texas and urge all citizens to work together to help reduce child abuse and neglect significantly in the years to come.

Laura Bianco, Mayor

ATTEST:

Sandra Ma, City Secretary

DALWORTHINGTON GARDENS COUNCIL PROCLAMATION

A Resolution

- WHEREAS,** Trinity Kids, Inc. creates positive memories in the lives of abused, neglected and abandoned children of North Central Texas by providing FREE activities that are designed to provide fun, safe and positive memories; and
- WHEREAS,** Every summer, children ages 6 - 12 attend FREE Trinity Kids, Inc. week-long overnight Royal Family KIDS Camps that are specifically designed for kids that have survived abuse, neglect and abandonment; and
- WHEREAS,** For the past 25 years, over 1800 children of North Central Texas have attended a Trinity Kids' Royal Family KIDS Camp; and
- WHEREAS,** Trinity Kids, Inc. is a 100% volunteer organization whose volunteers model non-violent, positive ways of life as an alternative; and
- WHEREAS,** Trinity Kids, Inc. partners with the Texas Department of Family and Protective Services and Foster Care agencies in the cities of Tarrant and Dallas counties; and
- WHEREAS,** Trinity Kids, Inc. will again be providing two weeks of Royal Family Kids Camps in 2025,

NOW, THEREFORE, I, Laurie Bianco, Mayor of the City of Dalworthington Gardens, Texas, do hereby proclaim that April 21-25, 2025, is

ROYAL FAMILY KIDS CAMP SEND A KID TO CAMP DAY

IN TESTIMONY WHEREOF, I have set my hand and caused the Seal of the City of Dalworthington Gardens, Texas, to be affixed this 20th day of March, 2025.

Laurie Bianco, Mayor

ATTEST:

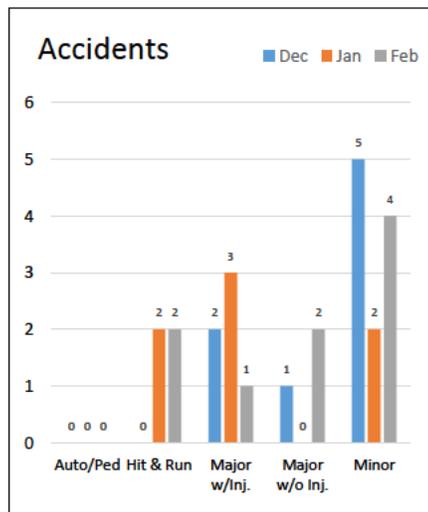
Sandra Ma, City Secretary



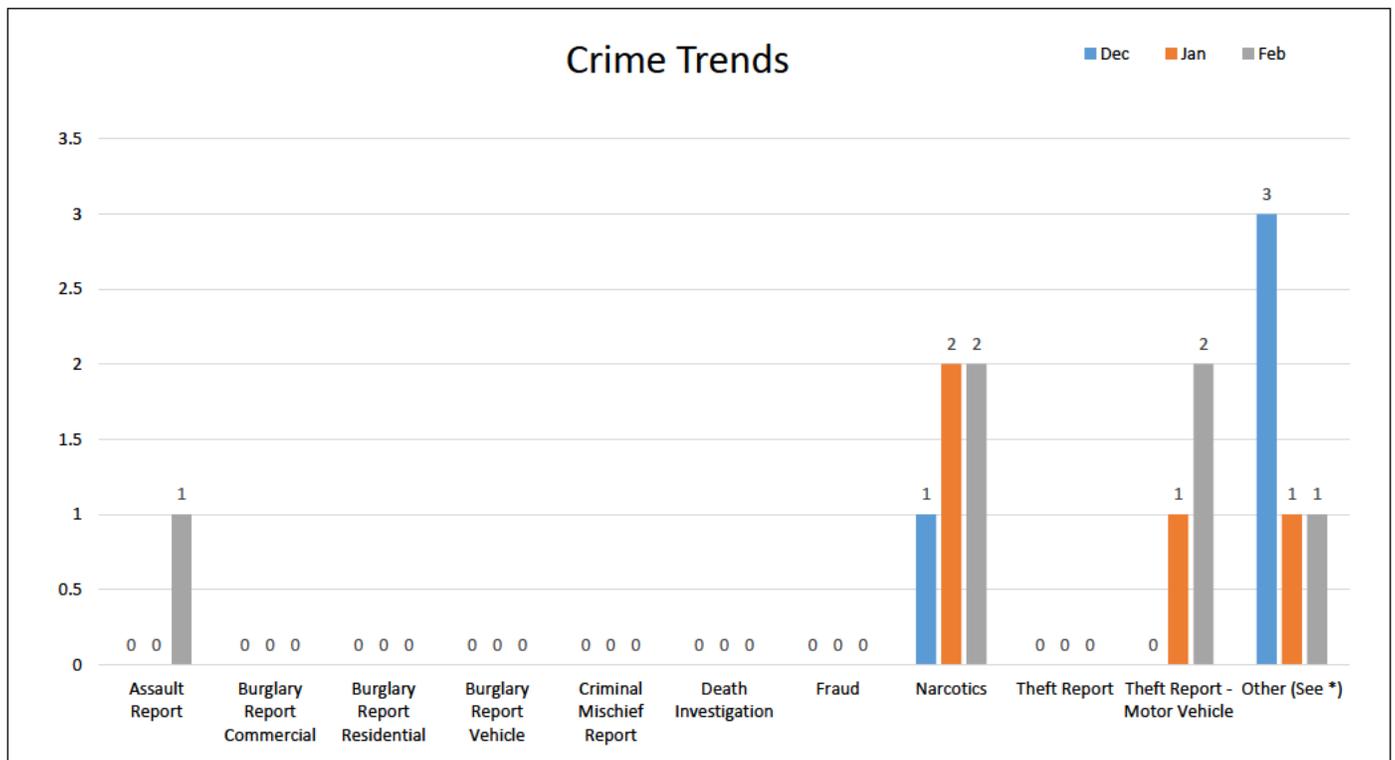
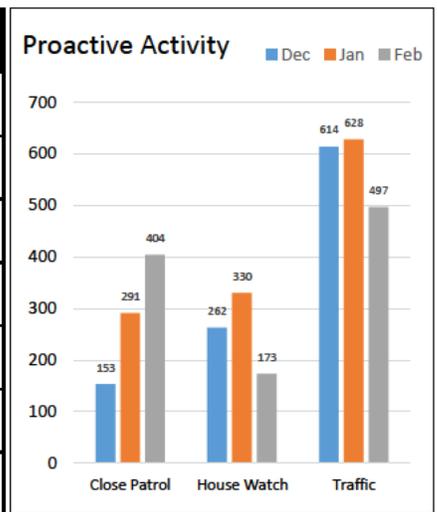
MONTHLY PUBLIC SAFETY REPORT

February 2025

Department News	
Residential Contacts	341 contacts



Activity	Dec	Jan	Feb	2025 YTD
DPS Activity	1662	1953	1613	4352
Police CFS	587	650	503	1374
EMS CFS	16	12	9	28
Fire CFS	7	9	7	21
Arrests	23	33	20	61
House Watches, Close Patrols, & Community Contacts	415	621	577	1502
Traffic Enforcement	614	628	497	1366



* Other offenses excluding traffic, warrants and "report only."

Feburary 2025:

List of things done and upcoming projects

Things done:

Park

- Park mowed/Weedeated/Trash pulled, and Maintained
- Tree Limbs trimmed back for mowing and disposed of.
- Replaced broken steering wheel on playground equipment.

Sewer

- Completed multiple line locates for Permits.
- Jetted out the Sewer Line on 3300 Sunset Oaks. There was a large blockage of grease that was backing up multiple homes on this street. This caused a Sanitary Sewer Overflow. Reported to TCEQ

Streets

- Fixed Various Street Signs

Water

- Well Stations/Pump Stations Mowed/Weedeated/Maintained/Trimmed brush, and trees
- Meter Reading completed
- Water Cutoff List completed
- Daily Residuals tested each day
- Weekly Mono/Free Ammonia test weekly
- Monthly Dead-End Flushing Completed
- Bac-T samples done and passed
- Test Equipment Calibrated
- Replaced multiple broken meters.
- Completed multiple Line Locates for Permits
- Fixed multiple water leaks in meter boxes.
- Lead and Copper continued:
 - Took a lead and copper sample from each of DWG water entry points. Kaylynn, and Ground Storage tank. They have been sent in, and waiting on results.

- Results have come in, and we used the results to fill out TCEQ Form 20755. This form has been mailed off to TCEQ.
 - 4 more WQP Samples were taken, and sent in for testing. Waiting on results.
 - All results are in, and used the results to fill out TCEQ Form 20884. This form has been mailed off to TCEQ.
- The ScadaMetrics module that reads the Flow Meter for the Ft. Worth water meter failed, parts are on order.
 - Parts came in, and have been installed. Back to full operational.

Animal Control

- Took one dog to NTHC.

Building Maintenance

- City Haul and DPS mowed and weedeated.
- City Haul trash pulled every other day.
- Water pipe in front of DPS broke and caused big leak in DPS front lawn. Turned off water and repaired the leak.

Stormwater

- Deana Hetherington with TCEQ, came out of a focus inspection January 30th, 2025 on the Pollution Prevention & Housekeeping for Municipal Operations section of our MS4 Permit.
 - The City had several violations that need to be addressed
 - Update owned inventory list.
 - List of training records for 2022 through 2024
 - Example of City contracts with required stormwater pollution prevention and good housekeeping language.
 - Updated potential pollutants list
 - Documentation of stormwater inspections conducted for City owned facilities including stormwater structural controls during 2022 through 2024
 - During the investigation, it was discovered that the annual reports for permit year 4 (2022) and year 5 (2023) were not prepared or submitted to TCEQ or added to the DWG website.
 - All violations have been addressed and turned into TCEQ. Waiting on response.
- Permit Year 6 due in March, has been submitted.
- New 5 Year permit for 2025- 2029 has been submitted. Waiting on approval.
- There was a Sanitary Sewer Overflow on 3300 Sunset Oaks due to sewer line back up.

- TCEQ has been notified
- Monthly SSO Report will be sent off before March 20th deadline.

Upcoming Projects:

Water Quality Parameters (WQP) Entry Point Sampling

- **Q2- April 1 - June 30, 2025** collect 1 fully flushed WQP sample at each entry point (i.e. PBCU001, PBCU003)
- **Q3- July 1 – Sept 30, 2025** collect 1 fully flushed WQP sample at each entry point (i.e. PBCU001, PBCU003)

Water Quality Parameters (WQP) Distribution System Sampling

- **Q2-April 1 – June 30, 2025** collect 2 fully flushed WQP sample(s) from the distribution system
- **Q3-July 1 – Sept 30, 2025** collect 2 fully flushed WQP sample(s) from the distribution system

Lead and Copper Tap Water Sampling

- **Jan 1 – June 30, 2025** collect 20 lead and copper tap samples
- **July 1 – Dec 31, 2025** collect 20 lead and copper tap samples
- Form 20683 is the chain of custody you will get from your laboratory and how you will report data to your laboratory
- The system currently has 20 TCEQ-approved sampling sites on file. Please complete the sample site selection form 20467a if you need to get more sample sites approved and added to the system's Monitoring Plan.
- **Please note that you are required to sample from any locations that caused the exceedance during both six-month monitoring periods mentioned above (LCR002 and LCR019 exceeded the AL for lead (0.015 mg/L)).**

Lead and Copper Entry Point Sampling

- Form 20683 is the chain of custody you will get from your laboratory and how you will report data to your laboratory.
- Entry point lead and copper samples are fully flushed samples thus do not complete the water last used date/time on form 20683.
- This sample is required to complete the **SOWT** (see below and attached)
- Must complete one **SOWT** per each active entry point
 - Waiting on the results to come in to fill out this form.
 - Results are in, and form has been mailed off.
- **Corrosion Control Study (CCST)** is due by **September 30, 2025**. Form 20495 (attached) is required along with all data collected during the 2 consecutive 6-month monitoring periods following the exceedance.
 - Cannot complete at this time, till current and future testing is complete, and results come back.
 - Results are in, and mailed off.

- Bridges – Waiting on Middle Bridge install date from Prime Landscaping.
 - Bridge is being painted, installation should be the first week of April, pending weather.
- Prime Landscaping sent over quotes for the guardrails for the South, and Middle bridge.
 - Quote approved. Installation should be the first week of April, pending weather.

**City Council
Staff Agenda Report**

Agenda Item: 8a

Agenda Subject: Approval of Ordinance No. 2025-03 canceling the May 3, 2025 general election and declaring unopposed candidates elected.

<p>Meeting Date:</p> <p>March 20, 2025</p>	<p>Financial Considerations:</p> <p>Budgeted:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>	<p>Strategic Vision Pillar:</p> <p><input type="checkbox"/> Financial Stability</p> <p><input type="checkbox"/> Appearance of City</p> <p><input checked="" type="checkbox"/> Operations Excellence</p> <p><input type="checkbox"/> Infrastructure Improvements/Upgrade</p> <p><input type="checkbox"/> Building Positive Image</p> <p><input type="checkbox"/> Economic Development</p> <p><input type="checkbox"/> Educational Excellence</p>
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Background Information: On January 16, 2025, the City Council ordered a General Election to be held on May 3, 2025, for the purpose of electing the Alderman Place 3, Alderman Place 4, and Alderman Place 5. The filing period for those wishing to be placed on the ballot began January 15, 2025, and ended February 14, 2025, at 5:00 p.m.

Pursuant to Sections 2.052 and 2.053 of the Election Code, the authority responsible for having the ballot prepared (city secretary) shall certify in writing that candidates are unopposed for the election and deliver said certification to the governing body as soon as possible after the filing deadline. Furthermore, upon receipt of the certification, the governing body must then declare each unopposed candidate elected to their respective office. The unopposed candidates will not take their seats until the election is canvassed in May 2025.

Recommended Action/Motion: Approve Ordinance No. 2025-03 canceling the May 3, 2025 general election and declaring unopposed candidates elected.

Attachments: Ordinance No. 2025-03
 Certification of Unopposed Candidates
 Order of Cancellation

ORDINANCE NO. 2025-03

AN ORDINANCE OF THE CITY OF DALWORTHINGTON GARDENS, TEXAS, CANCELING THE MAY 3, 2025 GENERAL ELECTION FOR THE OFFICES OF ALDERMAN PLACE 3, ALDERMAN PLACE 4, AND ALDERMAN PLACE 5; AND DECLARING UNOPPOSED CANDIDATES ELECTED

WHEREAS, the City of Dalworthington Gardens, Texas (“City”) is a Type A General Law Municipality located in Tarrant County, created in accordance with the provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the general election to be held on May 3, 2025 for the purpose of electing members to the offices of Alderman Place 3, Alderman Place 4, and Alderman Place 5 was called at the January 16, 2025 Council Meeting; and

WHEREAS, the deadlines have passed to file for a place on the ballot and for declaration of write-in candidacy; and

WHEREAS, candidates for offices of Alderman Place 3, Alderman Place 4, and Alderman Place 5 are unopposed; and

WHEREAS, in accordance with the Election Code, Subchapter C, the City Council is authorized to declare the unopposed candidates elected to office and cancel the election.

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

Section 1. The candidates listed in the attached Certification of Unopposed Candidates, attached hereto as Exhibit “A”, are unopposed and shall be issued certificates of election following the time the election would have been canvassed.

Section 2. The May 3, 2025 general election is canceled, and the city secretary is directed to post the Order of Cancellation, attached hereto as Exhibit “B”, on Election Day at each polling place that would have been used in the election.

PRESENTED AND PASSED on this 20th day of March, 2025.

CITY OF DALWORTHINGTON GARDENS

Laurie Bianco, Mayor

ATTEST:

Sandra Ma, City Secretary

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER
POLITICAL SUBDIVISIONS (NOT COUNTY) CERTIFICACIÓN DE
CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)**

To: Presiding Officer of Governing Body
Al: *Presidente de la entidad gobernante*

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 3, 2025.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el 3 de Mayo del 2025

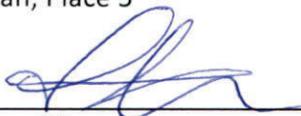
List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) *Cargo(s)*

Candidate(s) *Candidato(s)*

Alderman, Place 3
Alderman, Place 4
Alderman, Place 5

Cathy Stein
Ed Motley
Paul Sweitzer



Signature (*Firma*)

SANDRA MA

Printed name (*Nombre en letra de molde*)

CITY SECRETARY

Title (*Puesto*)

3/14/2025

Date of signing (*Fecha de firma*)



ORDER OF GENERAL ELECTION CANCELLATION
EJEMPLO DE ORDEN DE CANCELACIÓN DE ELECCIONES GENERALES
LỆNH HỦY BỎ CUỘC TỔNG TUYỂN CỬ

The City of Dalworthington Gardens hereby cancels the general election scheduled to be held on May 3, 2025 in accordance with Section 2.053(a) of the Texas Election Code. The following candidates have been certified as unopposed and are hereby elected as follows:

El City of Dalworthington Gardens por la presente cancela la elección que, de lo contrario, se hubiera celebrado el 3 de Mayo, 2025 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:

Thành Phố Dalworthington Gardens theo đây hủy bỏ cuộc tổng tuyển cử dự kiến diễn ra ngày 3 tháng Năm, 2025 chiếu theo quy định của Mục 2.053(a), Bộ Luật Bầu Cử Texas. Các ứng cử viên sau đây được xác nhận là không có đối thủ tranh cử và theo đây được đắc cử như sau:

Candidate/ Candidato/ Ứng Viên

Cathy Stein *Alderman Place 3/ Concejal Posición 3/
 Ủy Viên Hội Đồng Thành Phố Vị Trí 3*

Edward Motley *Alderman Place 4/ Concejal Posición
 4/Ủy Viên Hội Đồng Thành Phố Vị Trí 4*

Paul Sweitzer *Alderman Place 5/ Concejal Posición
 5/Ủy Viên Hội Đồng Thành Phố Vị Trí 5*

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.

Các ứng cử viên, được tuyên bố là “đã được bầu” tại cuộc họp thông báo hủy bỏ bầu cử, phải đợi đến sau ngày bầu cử chính thức và không sớm hơn thời gian tiếp xúc cử tri theo quy định để tuyên thệ và nhận nhiệm vụ. Các bản sao của thông báo này cần phải và sẽ được đăng vào Ngày Bầu cử tại mỗi địa điểm bỏ phiếu đã được sử dụng nếu cuộc bầu cử không bị hủy bỏ.

Laurie Bianco
 Mayor/ Alcaldesa/ Thị Trưởng

Sandra Ma
 City Secretary

Date of adoption: _____

City Council

Staff Agenda Report

Agenda Item: 8b.

Agenda Subject: Approval of \$15,000 to Robert Half Staffing Agency for conversion of contract position to a permanent Staff Accountant position.

Meeting Date: March 20, 2025	Financial Considerations: Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Strategic Vision Pillar: <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
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Background Information:

Robert Half Staffing Agency was used to staff a temporary position. On February 24, 2025 the position of Staff Accountant became a permanent position. The conversion fee for this is \$15,000.00

Recommended Action/Motion:

Approve \$15,000 to Robert Half for conversion of contract position to permanent staff accountant position.

Attachments:

Invoice

Labor Invoice – DUE UPON RECEIPT

Personal & Confidential
 Accounts Payable
 CITY OF DALWORTHINGTON GARDENS
 2600 Roosevelt Dr.
 Dalworthington Gardens TX 76016

Please Remit To:
 Robert Half
 P.O. BOX 743295
 Los Angeles CA 90074-3295

Pay Online: <https://www.roberthalf.com/pay>

Duplicate

Line	Employee Name	Wk End Dt	"Report-To" Supervisor	Qty	UOM	Bill Rate	Amount
1	Gordan-Dwyer,Pamela A	02/24/2025	Day,Kay	1.00	UNT CONV	\$ 26,250.00	\$ 26,250.00
			Temp Position at Customer: A02 Accountant II				
2	Gordan-Dwyer,Pamela A	02/24/2025	Day,Kay	1.00	UNT CDISC	\$- 11,250.00	\$ - 11,250.00
			Temp Position at Customer: A02 Accountant II				
Subtotal for Week-Ended: 02/24/2025							<u>\$ 15,000.00</u>

Invoice Subtotal: \$ 15,000.00

TOTAL AMOUNT DUE:	\$ 15,000.00
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110-40-7415 7500.00
 120-40-7415 7500.00

We provide more timely and accurate information to the business community by sharing our accounts receivable information with National Credit Reporting Agencies.

Any questions regarding this invoice, please call or email:
 (800) 356-1994 / inquiries.srm@roberthalf.com

For skilled accounting and finance professionals please call:
 (800) 803-8367

Please detach and return this remittance stub with your payment.

Thank you for choosing Robert Half!

Robert Half
 P.O. BOX 743295
 Los Angeles CA 90074-3295

Customer Number	Invoice Number	Total Amount
04070-001872000	64700000	\$ 15,000.00

0407000187200064700000015000002



March 3, 2025

Personal & Confidential

KAY DAY
CITY OF DALWORTHINGTON GARDENS
2600 ROOSEVELT DR.
DALWORTHINGTON GARDENS, TX 76016

Job Order Number: 04030-0013175711

Dear Kay,

Thank you for selecting Robert Half to meet your talent solutions needs. Pamela GordanDwyer will begin working for City of Dalworthington Gardens as a Staff Accountant on 02-24-2025. We are confident that Pamela will be a valuable addition to your company.

Our agreed upon conversion fee is \$15,000.00. The conversion fee is owed and will be invoiced immediately. Applicable sales and service taxes will be added to the above amount. Because this is a conversion, no guarantee applies. In addition to the placement fee referenced above, all of the other terms of the previously received General Conditions of Assignment and Terms of Payment represent the terms of our final agreement and are incorporated herein by this reference. However, if Robert Half and City of Dalworthington Gardens have a signed agreement, in addition to the placement fee referenced above, the terms of the signed agreement will govern the placement and are incorporated herein by this reference.

Congratulations on your new hire! We look forward to working with you in the future. Please do not hesitate to contact us if you have any questions or if we can be of additional service.

Sincerely,

Robert Half
1751 River Run
Ste 305
Fort Worth, TX 76107-6667
(800) 803-8367

**City Council
Staff Agenda Report**

Agenda Item: 8c.

Agenda Subject: Approval on purchase of a new 2025 Chevrolet Tahoe for DPS and equipment not to exceed \$90,000.00		
Meeting Date: March 20, 2025	Financial Considerations: Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Strategic Vision Pillar: <input type="checkbox"/> Financial Stability <input type="checkbox"/> Appearance of City <input checked="" 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:

The City Council allocated funds in the 24-25 FY budget to purchase two new Chevrolet Tahoes. This unit will remain unmarked and be used by the Director of Public Safety in accordance with the DPS rotation schedule.

Justification for Request:

DPS is requesting to purchase a new 2025 Chevrolet Tahoe to be utilized by DPS and approval auction of one old Tahoe that will be removed from service due to mileage, engine hours, or ongoing maintenance issues.

NOTE: At the time this report was generated, we were still waiting for an itemized equipment list and quote.

Recommended Action/Motion: Motion to approve the purchases of a new 2025 Chevrolet Tahoe for DPS and equipment not to exceed \$90,000.00 and approve the auction of one Tahoe.

Attachments:

Caldwell Chevrolet Quote

CALDWELL COUNTRY CHEVROLET

800 HWY. 21 E. CALDWELL, TEXAS 77836

Customer: City of Dalworthington Gardens - Police Department
Contact: William Fike
Phone/email: 817.275.1234/wfike@cityofdvg.net
Contract: BuyBoard 724-23
Product Description: Chevrolet Tahoe PPV (Police Package)

Sales Rep: Jake Schobinger QT# JS31025-2
Phone: 979.429.8847
Date: Monday, March 10, 2025
email: jake@usaautomotivepartners.com

A. Bid Series: 20

A. Base Price: \$ **39,550.00**

B. Published Options

Code	Options	Bid Price	Code	Options	Bid Price
2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial			PQA	1FL Safety Package	INCL
9C1	Police Package Vehicle	INCL	D07	Floor Mounted Center Console	INCL
GBA	Black	INCL	B30	Carpet Flooring	INCL
L84	Engine, 5.3L EcoTec3 V8 Gas	INCL	URW	Audio system, 17.7" LCD Display	INCL
MHU	Transmission, 10 Speed Auto	INCL	K34	Cruise Control	INCL
C6C	GVWR, 7400 LBS	INCL	RC1	Front Skid Plate	INCL
GU5	Rear Axle, 3.23 Ratio	INCL	AMF	Remote Keyless Entry Package	INCL
PXT	Wheels, 20" X 9" Black Steel	INCL	BCV	Auto Door Lock Disable	INCL
XCS	Tires, 275/55R20 Firehawk Pursuit	INCL	DRZ	Rear Camera Mirror	INCL
A50	Front Bucket Seats	INCL	Z56	Heavy Duty Suspension Package	INCL
H1T	Jet Black, Cloth Seat Trim	INCL	VZ2	Speedometer Calibration	INCL
Total of B. Published Options:					\$ 19,100.00

C. Unpublished Options [Itemize each below, not to exceed 25%]

Disclaimer	Order Summary	Bid Price
PRICES AND AVAILABILITY CAN CHANGE AT ANY TIME WITHOUT FURTHER NOTICE DUE TO SUPPLY CHAIN CHALLENGES. REVERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. FINAL PRICE IS NOT CONFIRMED UNTIL VEHICLE ORDER IS ACCEPTED BY THE MANUFACTURER. ACKNOWLEDGE BY EMAIL RECEIPT THAT THE PURCHASE ORDER WAS RECEIVED BY USA AUTOMOTIVE PARTNERS, LLC. (CALDWELL COUNTRY CHEVROLET, ROCKDALE COUNTRY FORD dba CALDWELL COUNTRY FORD, CAMERON COUNTRY CDJR)	2025MY Factory Order Delivery ETA: Q2/Q3 2025 Approx.	
Total of C. Unpublished Options:		

D. Upfitter: _____	
E. Floor Plan Interest (for in-stock and/or equipped vehicles): _____	\$ -
<i>*Floor Plan Interest will not be applied if the Chassis is paid for upon arrival at the Upfitter. \$800/Month</i>	
F. Lot Insurance (for in-stock and/or equipped vehicles): _____	\$ -
<i>*Lot Insurance will not be applied if the Chassis is paid for upon arrival to the Upfitter. \$800/Month</i>	
G. Contract Price Adjustment: <u>100k Mile Extended Warranty</u>	\$ 4,950.00
H. Additional Delivery Charge: <input type="text"/> miles	\$ -
I. Subtotal: _____	\$ 63,600.00
J. Quantity: <u>1</u> x <u>K</u> =	\$ 63,600.00
K. Trade in: _____	
L. BuyBoard Fee Per Purchase Order	\$ 400.00
M. TOTAL PURCHASE PRICE WITH BUYBOARD FEE (PRICES AND AVAILABILITY ARE SUBJECT TO CHANGE WITHOUT NOTICE)	\$ 64,000.00

**City Council
Staff Agenda Report**

Agenda Item: 8d.

Agenda Subject: Approval of Resolution No. 2025-06 approving changes to the City Fee Schedule.		
Meeting Date: March 20, 2025	Financial Considerations: Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Strategic Vision Pillar: <input checked="" type="checkbox"/> Financial Stability <input type="checkbox"/> Appearance of City <input 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 is providing a change to the City Fee Schedule to correct inconsistencies with the city using a third party for many permits.

Synopsis of Changes

Article A4.000 Water and Sewer Service (e)(11)

Pressure Test \$105.00

Recommended Action/Motion: Motion to approve Resolution No. 2025-06 approving changes to the City Fee Schedule.

Attachments:

**Redlined Fee Schedule A4.000 Water and Sewer Service
Clean Fee Schedule**

- 9. Fire pump - additional. \$250.00.
- 10. Resubmittal fee for fire permit plans that have been resubmitted more than two times: \$85.00.
- 11. Operational business permits. Operational permit fees of \$55.00 are required annually for any business with operations set forth in IFC 105.6. sections 105.6.1 through 105.6.48.
- 12. Third Party Inspection and Review Fees. These fees are in addition to any applicable permit fees otherwise listed in the City Fee Schedule, and are charged when a third-party fire code official conducts inspections and reviews in the absence of the City fire code official. Where uncertainty exists, the City may request an estimate from the third party prior to payment from the applicant. A deposit may be required to cover associated fees. All fees are due prior receiving a passing inspection.
 - i. Commercial fire plan review: \$110.00 per hour
 - ii. Commercial fire inspection: \$125.00 per hour
 - iii. Residential fire plan review: \$189.00 per residential structure
 - iv. Residential fire inspection: \$70.00 per inspection
- 13. Annual Commercial Fire Inspection delinquent penalty. \$25.00.

ARTICLE A4.000 WATER AND SEWER SERVICE

- (a) Sewer connection fee: \$130.00.
- (b) Tap and access fees:
 - (1) Tap fees:
 - (A) Meter charge: Labor cost of \$50.00 per hour plus actual cost of meter.
 - (B) City tap fees: Actual cost of third-party invoice cost plus \$25.00 administrative fee.
 - (C) The following sized meters are used in the city: 3/4", 5/8", 1", 1-1/2", and 2".
 - (2) Street cut requires city council approval.
 - (3) Access fees: Fort Worth system access fees for water shall be as set and assessed by the City of Fort Worth pursuant to the wholesale water contracts between Fort Worth and Dalworthington Gardens. This is an additional cost to the city's tap fees.

- (c) Water service rates:
 - (1) The following rates per month shall be the rates charged for water service furnished to the customer within the corporate limits of the city:

- (A) Residential and commercial rates:

Gallons of Water	Residential Rate	Commercial Rate
Minimum Charge	\$22.70	\$50.10
Volume Rate (per 1,000 gallons)	\$5.85	\$5.85

- (B) Bulk rates: To purchasers of water from the city in bulk quantities per contract \$9.75 per 1,000 gallons, and a \$350.00 minimum charge regardless of usage.

- (2) The schedule in subsection (1) of this section is based upon the amount of water used, as measured by a single meter, in increments of one thousand (1,000) gallons.

- (d) Sewer service rates:
 - (1) The following rates per month, based upon water consumption, shall be the rates charged for sewer service furnished to the customers within the corporate limits of the city:

Gallons of Water	Residential Rate	Commercial Rate
Minimum Charge	\$21.10	\$50.20
Volume Rate (per 1,000 gallons)	\$4.65	\$4.65

For residential only, a maximum of 15,000 gallons will be billed.

- (e) Water and sewer fees - miscellaneous:
- (1) Meter upgrades: Cost of meter.
 - (2) Portable meter equipment deposit: \$1,500.00 refundable deposit to the account, less any equipment damage costs.
 - (3) Portable meter water bill deposit: \$500.00 refundable deposit to the account.
 - (4) New meter box: \$100.00.
 - (5) New meter box cover: \$20.00.
 - (6) Water account deposit (refundable): \$125.00.
 - (7) Connection and reconnection: \$20.00.
 - (8) Disconnect for nonpayment: \$40.00.
 - (9) After-hours callout fee: \$50.00 for first hour, then real time staff billable hours thereafter.
 - (10) Meter re-read at customer request (if first reading correct): \$25.00.
 - (11) Pressure test: ~~\$45.00~~ \$105.00
 - (12) Negotiated payment plans: \$20.00 per arrangement. Cannot extend beyond twelve months from the payment plan date.
 - (13) Payment extensions: \$20.00 per extension. Cannot extend beyond next month's due date.
 - (14) Backflow permit: \$35.00.
 - (15) Delinquent penalty: an additional amount equal to 10% of the bill, inclusive of water, sewer, household hazardous waste and solid waste collection charges, before delinquency.

ARTICLE A5.000 DEVELOPMENT RELATED FEES

- (a) Abandonment of right-of-way: \$250.00.
- (b) Development/infrastructure permit and/or inspection: An initial \$1,000.00 deposit will be collected in addition to any permit fees. A \$38 administrative fee will be charged for each submittal and/or review. Once final invoice is received, any overage will be collected from the applicant, and any overpayment will be refunded back to the applicant. Permit will not be submitted for additional reviews or released for construction until all applicable fees have been paid.
- (c) Demolition permit: \$50.00.
- (d) Plats: All plats require an initial \$3,000 deposit to be collected in addition to any other required permits or fees. A \$38 administrative fee will be charged for each submittal and/or review. Once final invoice is received, any overage will be collected from the applicant, and any overpayment will be refunded back to the applicant. Permit will not be submitted for additional reviews or released for construction until all applicable fees have been paid.
 - (1) Refund on withdrawal of plat, prior to engineering review: 75% of fee.
- (e) Zoning:
 - (1) Change of zoning classification: \$1,500.00 plus \$50.00/acre if not SF zoned.
 - (2) Appeal, variance, or special exception: \$500.00.
 - (3) Refund on withdrawal:
 - (A) Prior to advertising hearing: 75% of fee.
 - (B) After advertising hearing: 25% of fee.
 - (4) Zoning verification letter: \$50.00.

**CITY OF DALWORTHINGTON GARDENS
CITY FEE SCHEDULE**

Revised

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ARTICLE A1.000 GENERAL PROVISIONS

Sec. A1.001 Adoption of Fee Schedule

The city council may review the fee schedule at any time and may, by resolution, increase or decrease said fees within the schedule, or add or eliminate fees within the schedule, upon a determination that said change is warranted, and shall adopt the official fee schedule by resolution. An updated fee schedule shall be publicly available and maintained at all times by the city secretary.

Sec. A1.002 Payment Required

All persons, firms or corporations applying for licenses, permits or other city services that by their nature require the applicant to pay a fee incident to such application shall pay the fees as prescribed in the official fee schedule of the city.

Sec. A1.003 Collection and use of fees

It shall be unlawful for any person, firm or corporation to conduct any activity or commence any use for which payment of a fee is required until such fee has been paid. A violation of this section shall be punishable by a fine not to exceed five hundred dollars (\$500.00) for each offense.

ARTICLE A2.000 ADMINISTRATIVE SERVICES

Sec. A2.001 Public records/public information

- (a) Paper copy - 8-1/2 x 11, per page: \$0.10.
- (b) Paper copy - 8-1/2 x 14, per page: \$0.50.
- (c) Paper copy - 11 x 17, per page: \$0.50.
- (d) Specialty paper copy (e.g.: Mylar, blueprint, blueline, map, photographic): Actual cost.
- (e) DVD*: \$3.00.
- (f) CD-R or CD-RW: \$1.00.
- (g) Other electronic media: Actual cost.
- (h) Labor charge (over 50 pages): \$15.00/hour.
 - (1) A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in:
 - (A) Two or more separate buildings that are not physically connected with each other;
 - (B) A remote storage facility; or
 - (C) Two buildings connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.
- (i) Programming labor: \$28.50/hour.
- (j) Remote document retrieval: Actual cost.
- (k) Computer resource charge: \$2.50/hour.
- (l) Overhead (over 50 pages): 20% of labor cost.
- (m) Miscellaneous supplies (such as labels, boxes, and other supplies used to produce the requested information): Actual cost.
- (n) Postage and shipping charge: Actual cost.

Sec. A2.002 Public safety costs and fees

- (a) Accident report:
 - (1) \$6.00 for regular copy.

- (2) \$8.00 for certified copy.
- (b) Fingerprinting: \$10.00 for the first two (2) cards and \$10.00 for each additional card
- (c) Personnel costs (incurred in hazardous materials or utility break cases):
 - (1) Police, fire or EMT: \$50.00/hour.
 - (2) Hazardous materials technician: \$70.00/hour.
 - (3) Incident commander/safety officer: \$75.00/hour.
 - (4) Fire marshal/fire inspector: \$50.00/hour.
 - (5) Public works inspector: \$45.00/hour.
- (d) Equipment costs (incurred in hazardous materials or utility break cases):
 - (1) Patrol unit: \$75.00/hour.
 - (2) Police motorcycle: \$50.00/hour.
- (e) Records copies: As in section A2.001.

Sec. A2.003 Other administrative costs

- (a) Returned checks: \$30.00.
- (b) Newsletter advertising:
 - (1) Business card - 12 months: \$350.00.
 - (2) Business card - 6 months: \$200.00.
 - (3) Business card - 1 month: \$75.00.

ARTICLE A3.000 CONSTRUCTION SERVICES

Sec. A3.001 Contractor registration and licensing

- (a) Contractor registration: Registration is required pursuant to Section 3.10.002 of the Dalworthington Gardens Code of Ordinances but no registration fee is required.

Sec. A3.002 Building permits and inspections

- (a) New residential construction.

Square Footage (S.F.)	Fee
0–1,500 S.F.	\$942.00
1,501–10,000 S.F.	\$942.00 for the first 1,500 S.F. plus \$0.45 for each additional S.F. to and including 10,000 S.F.
Over 10,000 S.F.	\$4,767.00 for the first 10,000 S.F. plus \$0.20 for each additional S.F. over 10,000 S.F.

- (b) Alteration/addition for residential construction.

Trade Permits	Fee
Building, mechanical, electrical, plumbing, fuel gas and similar	\$120.00 per trade
Shut off valve installation not accompanied by other work	\$25 per valve
Other projects not listed above	\$200.00 per trade

- (c) Commercial and multifamily construction permit fees.

Valuation	Fee
\$1.00 to \$10,000.99	\$100.00

\$10,001.00 to \$25,000.99	\$125.00 for the first \$10,000.00 plus \$7.00 additional \$1,000.00
\$25,001.00 to \$50,000.99	\$191.00 for the first \$25,000.00 plus \$6.00 additional \$1,000.00
\$50,001.00 to \$100,000.99	\$314.00 for the first \$50,000.00 plus \$5.00 additional \$1,000.00
\$100,001.00 to \$500,000.99	\$485.00 for the first \$100,000.00 plus \$4.00 additional \$1,000.00
\$500,001.00 to \$1,000,000.99	\$1,580.00 for the first \$500,000.00 plus \$3.00 additional \$1,000.00
\$1,000,001.00 and up	\$2,736.00 for the first \$1,000,000.00 plus \$2.00 additional \$1,000.00

(d) Commercial and multifamily construction inspections.

Valuation	Fee
\$1.00 to \$10,000.99	\$100.00
\$10,001.00 to \$25,000.99	\$135.00 for the first \$10,000.00 plus \$11.00 additional \$1,000.00
\$25,001.00 to \$50,000.99	\$294.00 for the first \$25,000.00 plus \$8.00 additional \$1,000.00
\$50,001.00 to \$100,000.99	\$483.00 for the first \$50,000.00 plus \$6.00 additional \$1,000.00
\$100,001.00 to \$500,000.99	\$746.00 for the first \$100,000.00 plus \$5.00 additional \$1,000.00
\$500,001.00 to \$1,000,000.99	\$2,426.00 for the first \$500,000.00 plus \$4.00 additional \$1,000.00
\$1,000,001.00 and up	\$4,207.00 for the first \$1,000,000.00 plus \$3.00 additional \$1,000.00

(e) Engineering Review: If engineering review is required for a permit, an initial \$1,000.00 deposit will be collected in addition to permit fees. An additional \$38 administrative fee will be charged for each submittal. Once final engineering invoice is received and final administrative fees calculated, any overage will be collected from the applicant, and any overpayment will be refunded back to the applicant. Permit will not be submitted for additional reviews or released for construction until all applicable fees have been paid.

(f) Reinspection: \$100.00.

(g) Generator Addition: \$341.00

(h) Any required permit not otherwise specified: \$200.00.

(i) Commercial only:

(1) Canopy or Tent: Based on value as set forth in subsection (c) and (d) above.

(j) Residential only:

(1) Auxiliary/Accessory Building (Garage, carport, patio cover, accessory structure, storage building, etc., accessory use only):

a. with mechanical, electrical, and/or plumbing: \$860.00

b. without mechanical, electrical, and/or plumbing: \$420.00

(k) Swimming pool or outdoor spa: \$510.00

(l) Solar Panels \$335.00

(m) Third Party Inspection and Review Fees. These fees are in addition to any applicable permit fees otherwise listed in the City Fee Schedule, and are charged when a third party building official conducts inspections and certain reviews in the absence of the City building official. Where uncertainty exists, the City may request an estimate from the third party prior to payment from the applicant. A deposit may be required to cover associated fees. All fees are due prior receiving a passing inspection.

i. Commercial inspection: \$161.00 per inspection

ii. Residential inspection: \$146.00 per inspection

iii. Food service plan review: \$146.00 per hour

Sec. A3.003 Sign permits and inspections

(a) Advertising (billboards): \$500.00.

(b) Temporary advertising signs (unless specifically exempted from permit requirements): Based on value as set

forth in section A3.002(c)

- (c) All other signs: Based on value as set forth in section A3.002(c).
- (d) Real estate signs smaller than 20 square feet shall not require a permit.
- (e) Change in copy or in sign face shall constitute a new sign for fee purposes.

Sec. A3.004 Certificate of occupancy

- (a) New construction: \$100.00.
- (b) Change of occupancy: \$100.00.
- (c) Temporary, for cleaning and showing premises without other use: \$100.00.

Sec. A3.005 Fire permits and inspections

Both permit fees and inspections fees are applicable for each project.

1. Single-family residential fire plan review services.
 - (A) Fire code plan review services: \$210.00.
 - (B) Fire code inspection services: \$480.00.
2. Fire code plan review services - commercial and multifamily construction (each fire alarm system and fire sprinkler system). Fee is for each system. Fire alarm system and fire sprinkler system assessed separately.
 - (A) Less than \$6,250.00: \$240.00.
 - (B) \$6,250.00–\$250,000.00: \$360.00.
 - (C) \$251,000.00–\$500,000.00: \$510.00.
 - (D) \$501,000.00–\$1,000,000.00: \$660.00.
 - (E) \$1,001,000.00–\$3,000,000.00: \$960.00.
 - (F) \$3,001,000.00–\$6,000,000.00: \$1,440.00.
 - (G) \$6,000,000.00 and up: \$1,440.00 plus \$0.46 for each additional \$1,000.00.
3. Fire code inspection services - commercial and multifamily construction (each fire alarm system and fire sprinkler system).
 - (A) Less than \$6,250.00: \$360.00.
 - (B) \$6,250.00–\$250,000.00: \$510.00.
 - (C) \$251,000.00–\$500,000.00: \$630.00.
 - (D) \$501,000.00–\$1,000,000.00: \$810.00.
 - (E) \$1,001,000.00–\$3,000,000.00: \$1,140.00.
 - (F) \$3,001,000.00–\$6,000,000.00: \$1,710.00.
 - (G) \$6,000,000.00 and up: \$1,710.00 plus \$0.46 for each additional \$1,000.00. Valuation is based on construction valuation for project.
4. Fire underground.
 - (A) Fire code plan review (1 hour minimum): \$120.00 per hour.
 - (B) Fire code plan inspection (1 hour minimum): \$120.00 per hour.
5. Fire extinguisher suppression system.
 - (A) Per permit, one inspection: \$420.00.
 - (B) Each reinspection: \$120.00.
6. Fire certificate of occupancy inspections. Minimum one hour per inspection: \$180.00 per hour.
7. Annual commercial fire safety inspections and reinspections. \$130.00.
8. Underground/aboveground fuel storage tanks.
 - (A) Fire code plan review: \$420.00.
 - (B) Fire code inspection: \$540.00.

- 9. Fire pump - additional. \$250.00.
- 10. Resubmittal fee for fire permit plans that have been resubmitted more than two times: \$85.00.
- 11. Operational business permits. Operational permit fees of \$55.00 are required annually for any business with operations set forth in IFC 105.6. sections 105.6.1 through 105.6.48.
- 12. Third Party Inspection and Review Fees. These fees are in addition to any applicable permit fees otherwise listed in the City Fee Schedule, and are charged when a third-party fire code official conducts inspections and reviews in the absence of the City fire code official. Where uncertainty exists, the City may request an estimate from the third party prior to payment from the applicant. A deposit may be required to cover associated fees. All fees are due prior receiving a passing inspection.
 - i. Commercial fire plan review: \$110.00 per hour
 - ii. Commercial fire inspection: \$125.00 per hour
 - iii. Residential fire plan review: \$189.00 per residential structure
 - iv. Residential fire inspection: \$70.00 per inspection
- 13. Annual Commercial Fire Inspection delinquent penalty. \$25.00.

ARTICLE A4.000 WATER AND SEWER SERVICE

- (a) Sewer connection fee: \$130.00.
- (b) Tap and access fees:
 - (1) Tap fees:
 - (A) Meter charge: Labor cost of \$50.00 per hour plus actual cost of meter.
 - (B) City tap fees: Actual cost of third-party invoice cost plus \$25.00 administrative fee.
 - (C) The following sized meters are used in the city: 3/4", 5/8", 1", 1-1/2", and 2".
 - (2) Street cut requires city council approval.
 - (3) Access fees: Fort Worth system access fees for water shall be as set and assessed by the City of Fort Worth pursuant to the wholesale water contracts between Fort Worth and Dalworthington Gardens. This is an additional cost to the city's tap fees.

- (c) Water service rates:
 - (1) The following rates per month shall be the rates charged for water service furnished to the customer within the corporate limits of the city:

- (A) Residential and commercial rates:

Gallons of Water	Residential Rate	Commercial Rate
Minimum Charge	\$22.70	\$50.10
Volume Rate (per 1,000 gallons)	\$5.85	\$5.85

- (B) Bulk rates: To purchasers of water from the city in bulk quantities per contract \$9.75 per 1,000 gallons, and a \$350.00 minimum charge regardless of usage.

- (2) The schedule in subsection (1) of this section is based upon the amount of water used, as measured by a single meter, in increments of one thousand (1,000) gallons.

- (d) Sewer service rates:
 - (1) The following rates per month, based upon water consumption, shall be the rates charged for sewer service furnished to the customers within the corporate limits of the city:

Gallons of Water	Residential Rate	Commercial Rate
Minimum Charge	\$21.10	\$50.20
Volume Rate (per 1,000 gallons)	\$4.65	\$4.65

For residential only, a maximum of 15,000 gallons will be billed.

- (e) Water and sewer fees - miscellaneous:
- (1) Meter upgrades: Cost of meter.
 - (2) Portable meter equipment deposit: \$1,500.00 refundable deposit to the account, less any equipment damage costs.
 - (3) Portable meter water bill deposit: \$500.00 refundable deposit to the account.
 - (4) New meter box: \$100.00.
 - (5) New meter box cover: \$20.00.
 - (6) Water account deposit (refundable): \$125.00.
 - (7) Connection and reconnection: \$20.00.
 - (8) Disconnect for nonpayment: \$40.00.
 - (9) After-hours callout fee: \$50.00 for first hour, then real time staff billable hours thereafter.
 - (10) Meter re-read at customer request (if first reading correct): \$25.00.
 - (11) Pressure test: \$105.00
 - (12) Negotiated payment plans: \$20.00 per arrangement. Cannot extend beyond twelve months from payment plan date.
 - (13) Payment extensions: \$20.00 per extension. Cannot extend beyond next month's due date.
 - (14) Backflow permit: \$35.00.
 - (15) Delinquent penalty: an additional amount equal to 10% of the bill, inclusive of water, sewer, household hazardous waste and solid waste collection charges, before delinquency.

ARTICLE A5.000 DEVELOPMENT RELATED FEES

- (a) Abandonment of right-of-way: \$250.00.
- (b) Development/infrastructure permit and/or inspection: An initial \$1,000.00 deposit will be collected in addition to any permit fees. A \$38 administrative fee will be charged for each submittal and/or review. Once final invoice is received, any overage will be collected from the applicant, and any overpayment will be refunded back to the applicant. Permit will not be submitted for additional reviews or released for construction until all applicable fees have been paid.
- (c) Demolition permit: \$50.00.
- (d) Plats: All plats require an initial \$3,000 deposit to be collected in addition to any other required permits or fees. A \$38 administrative fee will be charged for each submittal and/or review. Once final invoice is received, any overage will be collected from the applicant, and any overpayment will be refunded back to the applicant. Permit will not be submitted for additional reviews or released for construction until all applicable fees have been paid.
 - (1) Refund on withdrawal of plat, prior to engineering review: 75% of fee.
- (e) Zoning:
 - (1) Change of zoning classification: \$1,500.00 plus \$50.00/acre if not SF zoned.
 - (2) Appeal, variance, or special exception: \$500.00.
 - (3) Refund on withdrawal:
 - (A) Prior to advertising hearing: 75% of fee.
 - (B) After advertising hearing: 25% of fee.
 - (4) Zoning verification letter: \$50.00.

- (f) Grading and excavating permit:
 - (1) Less than one acre: \$125.00.
 - (2) One to five acres: \$200.00.
 - (3) Over five acres: \$250.00.
- (g) Street opening permit: \$50.00 per 100 feet of street opening or portion thereof.

ARTICLE A6.000 ANIMAL CONTROL SERVICES

- (a) Dogs and cats (per day) (3-day hold): Actual cost in accordance with the fee assessed by the third-party city uses for said service.
- (b) Reclaimed animals: \$100.00 per incident plus applicable fees (vaccines, etc. charged by third party).
- (c) Euthanization/disposal fee: Actual cost in accordance with fee assessed by the third-party city uses for said service.
- (d) Animal head shipment/rabies testing: Actual cost in accordance with fee assessed by third party city uses for said service.
- (e) Confined animal facility operations permit: The greater of either \$500.00 or the actual cost incurred by the city for engineering services by the city engineer in reviewing any application for the permit or renewal of the permit.
- (f) Any appeal to the board of adjustments of any matter pursuant to section 2.03.032(e) of this code: \$500.00.
- (g) Issuance of confined animal permit and inspection annually: \$100.00.

ARTICLE A7.000 SOLID WASTE COLLECTION, RECYCLING, AND HOUSEHOLD HAZARDOUS WASTE

- (a) Solid waste and recycling:
 - (1) Residential rates with recycling: \$19.56 per month
 - (2) Additional recycling cart: \$4.18 per month
 - (3) Commercial curbside pickup: \$25.97 per month
 - (4) Commercial hand-collect recycling cart: \$7.39 per month
- (b) Household hazardous waste collection fee: \$0.94 per month

ARTICLE A8.000 HEALTH PERMITS

- (a) Food service and retail food establishment engaged in food preparation (annual fee): \$250.00.
- (b) Retail food establishment not engaged in food preparation (annual fee): \$150.00.
- (c) Temporary food establishment (per permit): \$50.00.
- (d) Public swimming pool or spa (annual fee): \$150.00.
- (e) Mobile food unit or mobile food establishment engaged in food preparation: Tarrant County is permitting authority as of 09/01/2023. No city permit required.

ARTICLE A9.000 MISCELLANEOUS FEES

- (a) Pull charge (per vehicle, per pull): \$45.00.
- (b) Door-to-door sales registration under article 4.03: \$2,000.00.
- (c) Alarm fees:
 - (1) Non-city home security alarm permit: \$10.00 annually.
 - (2) Alarm notification service fee:
 - (A) Per false alarm notification under 5 in a 12-month period: No charge.
 - (B) Per false alarm notification 5 to 8 in a 12-month period: \$60.00.
 - (C) Per false alarm notification over 8 in a 12-month period: \$90.00.
- (d) Alcoholic beverage fees: A fee is hereby levied of one-half of the state fee for each permit and license issued by

the state alcoholic beverage commission for premises located within the city, pursuant to the authority of section 11.38 and section 61.36 of the Texas Alcoholic Beverage Code.

- (e) Municipal setting designation fees: A fee of \$500.00 is hereby levied for each application for a municipal setting designation for a specific location or specific business operation pursuant to regulations or requirements of the state commission on environmental quality.
- (f) Collection fee: A fee in the amount of thirty percent (30%) on each item for which such fee is permitted to be assessed by Texas Code of Criminal Procedure section 103.0031, such collection fee to be calculated as provided in such section, and subject to the limitations stated in such section and in any other applicable law, state or federal.
- (g) Private water well permit application fee: \$1,500.00.
- (h) Short-term rental fees:
 - a. Application for permit: \$200.00
 - b. Permit renewal: \$200.00
 - c. Short-term rental inspection fee: \$130.00

ARTICLE A10.000 FIRE AND RESCUE FEES

- (a) Mitigation rates based on per hour: The mitigation rates below are average “billing levels,” and are typical for the incident responses listed, however, when a claim is submitted, it will be itemized and based on the actual services provided
- (b) Motor vehicle incidents:
 - (1) Level 1 - \$435.00. Provide hazardous materials assessment and scene stabilization. This will be the most common “billing level.” This occurs almost every time the fire department responds to an accident/incident.
 - (2) Level 2 - \$495.00. Includes level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.
 - (3) Level 3 - car fire - \$605.00. Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.
- (c) Add-on services:
 - (1) Extrication - \$1,305.00. Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.
 - (2) Creating a landing zone - \$400.00. Includes air care (multi-engine company response, mutual aid, helicopter). We will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).
 - (3) Itemized response. The city has the option to bill each incident as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.
 - (4) Additional time on-scene.
 - (A) Engine billed at \$400.00 per hour.
 - (B) Truck billed at \$500.00 per hour.
 - (C) Miscellaneous equipment billed at \$300.00.
- (d) Hazmat:
 - (1) Basic response: level 1 - \$700.00. Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

- (2) Intermediate response: level 2 - \$2,500.00. Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, level A or B suit donning, breathing air and detection equipment. Set-up and removal of decon center.
- (3) Advanced response: level 3 - \$5,900.00. Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - each additional hour at \$300.00 per hazmat team.
- (4) Additional time on-scene (for all levels of service).
- (A) Engine billed at \$400.00 per hour.
 - (8) Truck billed at \$500.00 per hour.
 - (C) Miscellaneous equipment billed at \$300.00.
- (e) False alarm billing rates:
- (1) The first three (3) false alarms within twelve (12) months in a calendar year are free of charge.
 - (2) The fourth (4) false alarm and beyond in a twelve (12) month calendar year is billed at \$100.00 but will not exceed \$500.00.
- (f) Fire investigation:
- (1) Fire investigation team - \$275.00 per hour. Includes:
 - (A) Scene safety.
 - (B) Investigation.
 - (C) Source identification.
 - (D) K-9/arson dog unit.
 - (E) Identification equipment.
 - (F) Mobile detection unit.
 - (G) Fire report.
 - (2) The claim begins when the fire investigator responds to the incident and is billed for logged time only.
- (g) Fires:
- (1) Assignment - \$400.00 per hour, per engine I \$500.00 per hour, per truck. Includes:
 - (A) Scene safety.
 - (8) Investigation.
 - (C) Fire I hazard control.
 - (2) This will be the most common “billing level.” This occurs almost every time the fire department responds to an incident.
 - (3) Optional: A fire department has the option to bill each fire as an independent event with custom mitigation rates. Itemized, per person, at various pay levels and for itemized products use.
- (h) Illegal fires:
- (1) Assignment - \$400.00 per hour, per engine; \$500.00 per hour, per truck.
 - (2) When a fire is started by any person or persons that requires a fire department response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire department response at a cost not to exceed the actual expenses incurred by the fire department to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will

include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

(i) Water incidents:

(1) Basic response: level 1. Claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). This will be the most common “billing level.” This occurs almost every time the fire department responds to a water incident. Billed at \$400.00 plus \$50.00 per hour, per rescue person.

(2) Intermediate response: level 2. Includes level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident. Billed at \$800.00 plus \$50.00 per hour, per rescue person.

(3) Advanced response: level 3. Includes level 1 and level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Billed at \$2,000.00 plus \$50.00 per hour per rescue person, plus \$100.00 per hour per hazmat team member.

(4) Itemized response: level 4. The city has the option to bill each incident as an independent event with custom mitigation rates for each incident using itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized, per trained rescue person, plus rescue products used.

(j) Back country or special rescue:

(1) Itemized response. Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used. Minimum billed \$400.00 for the first response vehicle plus \$50.00 per rescue person. Additional rates of \$400.00 per hour per response vehicle and \$50.00 per hour per rescue person.

(k) Chief response: This includes the set-up of command, and providing direction of the incident. This could include operations, safety, and administration of the incident. Billed at \$250.00 per hour.

(l) Miscellaneous/additional time on-scene: Engine billed at \$400.00 per hour. Truck billed at \$500.00 per hour. Miscellaneous equipment billed at \$300.00.

(m) Mitigation rate notes:

(1) The mitigation rates above are average “billing levels,” and are typical for the incident responses listed, however, when a claim is submitted, it will be itemized and based on the actual services provided.

(2) These average mitigation rates were determined by itemizing costs for a typical run (from the time a fire apparatus leaves the station until it returns to the station) and are based on the actual costs, using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance) and labor rates (an average department’s “actual personnel expense” and not just a firefighter’s basic wage). The actual personnel expense includes costs such as wages, retirement, benefits, workers comp, insurance, etc.

(n) Late fees: If the invoice is not paid within 90 days, a late charge of 10% of the invoice, as well as 1.5% per month, as well as the actual cost of the collections, will be assessed to the responsible party.

(o) The Director of Public Safety shall have the authority to accept a negotiated amount for services rendered.

ARTICLE A11.000 PARKS AND RECREATION FEES

Sec. A11.001 Park usage fees

(a) Park pavilion rental.

(1) Resident: \$15.00 per 2 hour block.

(2) Nonresident: \$30.00 per 2 hour block.

- (b) Baseball field rental.
 - (1) Resident: \$15.00 per 2 hour block.
 - (2) Nonresident: \$30.00 per 2 hour block.
- (c) Practice fields rental.
 - (1) Resident: \$15.00 per 2 hour block.
 - (2) Nonresident: \$30.00 per 2 hour block.
- (d) No individual or group may reserve any park facility more frequently than twice per calendar week.
- (e) Deck rental.
 - (1) Resident: \$15.00 per 2 hour block.
 - (2) Nonresident: \$30.00 per 2 hour block.

**City Council
Staff Agenda Report**

Agenda Item: 9a.

Agenda Subject: Discussion and possible action to appoint a park board member to fill a vacancy.		
Meeting Date: March 20, 2025	Financial Considerations: Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Strategic Vision Pillar: <input 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:

Regina McBride expressed information to the Park Board that she was stepping down. Ms. McBride term expires June 2025

Park Board has recommended Jill Howard to fill the vacancy.

Recommended Action/Motion:

Recommend approval to appoint Jill Howard to the Park Board.

Attachments:

- Application
- Recommendation
- Resolution 2025-04



RECEIVED
MAR 12 2025
C. Neuse

APPLICATION FOR BOARDS/COMMISSIONS

NAME: Jill Howard DATE: 3-11-25

HOME ADDRESS: [redacted] Lane

MAILING ADDRESS: [redacted] DWG, TX 76016

TELEPHONE: (Residence) [redacted] (Employment) retired

E-MAIL ADDRESS [redacted]

PREFERRED METHOD OF COMMUNICATION: Phone Email:

OCCUPATION: (If retired, indicate former occupation or profession.)
administrative assistant (retired) UTA

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES: staff Advisory Council at UTA, Friends of DWG Garden Club Facebook page, DWG Historical Society, former Girl Scout Co-leader

PLEASE NUMBER IN ORDER OF PREFERENCE THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

- ZONING BOARD OF ADJUSTMENT
- HISTORICAL COMMITTEE
- PARKS BOARD
- PLANNING & ZONING COMMISSION

BOARDS/COMMISSIONS YOU HAVE PREVIOUSLY SERVED:

Board/Commission	Dates Served

RETURN COMPLETED FORM TO:

SANDRA MA
2600 ROOSEVELT DRIVE
DALWORTHINGTON GARDENS, TX 76016
sandra@cityofdwwg.net
Phone: 817-385-6454

FOR OFFICE USE ONLY	
APPT. TO	_____
DATE	_____
OPEN GOVT:	_____
TERMED	_____
DESTROY:	_____

From: [Pam Miller](#)
To: [Greg Petty](#); [Sandra Ma](#); [Laurie Bianco](#)
Subject: [EXTERNAL] Agenda Item for March Council Mtg.
Date: Saturday, March 8, 2025 9:06:55 PM

Chief, Sandra and Mayor,

The Park Board would like to add an agenda item to schedule of the March Council Meeting to consider adding Jill Howard as a Park Board Member.

Thank you and have a great weekend.

Pam Miller

RESOLUTION NO. 2025-04

**A RESOLUTION OF THE CITY OF DALWORTHINGTON GARDENS, TEXAS,
APPOINTING A MEMBER TO THE PARK BOARD**

WHEREAS, in accordance with standard procedure, board appointments are typically made at the first regular meeting following the uniform election date in June; and

WHEREAS, following the June appointments, a vacancy remained on the Park Board; and

WHEREAS, the City has received an application from Jill Howard to fill said vacancy.

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

I. That the following person is appointed to the following board.

- Park Board: Jill Howard for a term to expire June 30, 2025.

PASSED & APPROVED this 20th day of March, 2025.

CITY OF DALWORTHINGTON GARDENS

Lauri Bianco, Mayor

ATTEST:

Sandra Ma, City Secretary

**City Council
Staff Agenda Report**

Agenda Item: 9b.

Agenda Subject: Discussion and possible action on the progress on developing a list of Park Maintenance activities by the Park Board.

<p>Meeting Date: March 20, 2025</p>	<p>Financial Considerations: Engineering Review</p> <p>Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>	<p>Strategic Vision Pillar:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Financial Stability <input checked="" 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
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Background Information:

Council asked the Park Board to recommend guidelines for the maintenance of the Park.

Park Board has come up with a map and schedule

Recommended Action/Motion:

Attachments:

Park Board Map and Schedule

Approximate area of wildscape to be mowed after the first hard freeze.

Approximate path to be maintained in the wildscape.



Approximate wildflower area

Approximate daffodil area

Approximate areas where blue-eyed grass blooms are heaviest.

JANUARY - FEBRUARY	NEED MAP	DONE
* Tree trimming - consult with Park Board.		
* Inspect bridge, deck and bleachers for any repairs.		
* STOP mowing in wildflower area in late February.	YES	
MARCH - APRIL	NEED MAP	DONE
* After danger of freeze turn on water to drinking fountains and sprinkler systems.		
* Kill and remove any poison ivy you find.		
* Remove invasive species: Water iris, alligator weed. Please check with Park Board		
* Inspect bridge, deck and bleachers and perform any repairs needed.		
* Increase garbage & pet waste stations pickups as park usage increases.		
* Inspection of playground equipment and perform any needed repairs.		
* Clean and kill weeds in gravel and mulch area of playground.		
* Treat fire ants and wasps: Especially sidewalks, crepe myrtles, benches, bleachers/stands		
and playground area.		
* Treat the weeds in the sidewalk cracks and between bricks at historical plaza.		
* APRIL- reseed Bermuda on soccer field and baseball outfield as needed,		
(when rain is in the forecast) to aid in germination.		
* LATE APRIL- Blue eye grass is in bloom on the field area along the east side of the drainage	YES	
from California corner toward ball field. Skip one mowing in this area for 10- 14 days to		
allow those flowers to bloom.		
* Staff to maintain ball field.		

MAY - JUNE	NEED MAP	DONE
* Mow path on North side of lake.	YES	
* Mow daffodil areas along trail after foliage matures- (usually Mid to Late May) .	YES	
* Mow edges of wildflower area on outside of trail loop to maintain neat appearance.	YES	
* Kill and remove poison ivy when seen.		
* Remove invasive species: Water iris, alligator weed. Please see Park Board.		
* Increase garbage and pet waste station pickups as park usage increases.		
* Inspect bridge, deck and bleachers and perform any needed repairs.		
* Inspection of playground equipment and perform any needed repairs. (Use checklist)		
* Clean and kill weeds in gravel and mulch area of the playground.		
* Treat fire ants and wasps: Especially by sidewalks, crepe myrtles, benches bleachers/ stands and playground.		
* Treat the weeds in sidewalk cracks and between bricks at historical plaza.		
* Staff maintain ball field.		
JULY - AUGUST	NEED MAP	DONE
* Mow wildflower area to remove matured foliage and weeds after blooming is finished.	YES	
* Kill and remove poison ivy you see.		
* Remove invasive species: Water iris and alligator weed. Please see Park Board		
* Treat weeds in sidewalk cracks and between bricks at historical plaza.		
* Inspect bridge, deck and bleachers and perform any needed repairs.		
* Inspection of playground equipment and perform any needed repairs.		
* Clean and kill weeds in gravel and mulch area of playground.		
* Treat for ants and wasps: Especially around sidewalks, crepe myrtles, benches, bleachers/stands, and playground.		
* Staff maintain ball field		

SEPTEMBER - OCTOBER	NEED MAP	DONE
* Remove invasive species: Water iris and alligator weed.		
* Inspect bridge, deck and bleachers for repairs.		
* Increase pickup of garbage & pet waste stations due to increase park usage.		
* Inspect playground equipment for needed repairs.		
* Treat & clean out weeds in sidewalk cracks and between bricks at historical plaza.		
* Treat fire ants and wasps: Especially sidewalks, crepe myrtles, benches, bleacher/stands, and playground area.		
* Clean and kill weeds in gravel and mulch areas of playground.		
* Staff maintain ball field.		
NOVEMBER - DECEMBER	NEED MAP	DONE
* Monitor weather reports for 1st freeze in December and turn off water to fountains and water sprinkler systems.		
* Mow wildscape including area north of lake after the 1st hard freeze.	YES	
** Hire a professional to do annual refurbishing of the ball field.		

**City Council
Staff Agenda Report**

Agenda Item: 9c.

Agenda Subject: Discussion and possible action to set a mid-year budget review date for FY 2024-2025.		
Meeting Date: March 20, 2025	Financial Considerations: Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Strategic Vision Pillar: <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:

Yearly meeting to review current budget for FY 2024-2025.

Recommended Action/Motion:

Set date for mid-year budget review for FY 2024-2025

Attachments:

**City Council
Staff Agenda Report**

Agenda Item: 9d.

Agenda Subject: Discussion of the FY 25/26 Budget Calendar		
Meeting Date: March 20, 2025	Financial Considerations: Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Strategic Vision Pillar: <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 has included preliminary calendar information provided by TML regarding the 2025 Property Tax calendar dates as it relates to the Voter-Approval Rate. In preparation for the FY 25/26 Budget Calendar, to be presented in the April council meeting, this information is being provided for planning purposes to assist in scheduling dates for staff and council work sessions.

Recommended Action/Motion:

No action is needed

Attachments:

- 2025 Tax Rate Does Not Exceed Voter Approval Rate
- 2025 Tax Rate Exceeds Voter Approval Rate.

2025 Tax Year

Deadlines When the Tax Rate Does Not Exceed the Voter-Approval Rate

These are absolute deadlines and assume the city waits until the last minute for each step. In most cases the city would be well advised to act in advance of these dates.

Friday, July 25: Tax Rolls Due

The chief appraiser must deliver the certified appraisal roll or certified estimate of taxable value to the assessor. TEX. TAX CODE § 26.01(a).

Note – Estimated Tax Values: A chief appraiser may submit a certified estimate of taxable value in lieu of a certified appraisal roll if the appraisal review board for the appraisal district does not approve the appraisal records for the district by July 20. TEX. TAX CODE § 26.01(a-1). If the assessor receives a certified estimate of taxable values, the officer or employee designated by the city council must calculate the no-new-revenue tax rate and voter-approval tax rate using the estimate. *Id.* § 26.04(c-2).

Thursday, August 7: Submit Tax Rates to City Council

The designated officer or employee must submit the no-new-revenue and voter-approval tax rates to the city council by this date, or as soon thereafter as practicable. TEX. TAX CODE § 26.04(e). The designated officer or employee must post the calculated no-new-revenue tax rate and voter-approval tax rates, along with certain debt information, on the home page of the city's website in the form prescribed by the comptroller. *Id.*

Note – Comptroller Tax Rate Calculation Forms: The designated officer or employee shall use the tax rate calculation forms prescribed by the comptroller in calculating the no-new-revenue and voter-approval tax rates. TEX. TAX CODE § 26.04(d-1). These rates may not be submitted to the city council, and the city council may not adopt a tax rate, until the designated officer or employee certifies on the tax rate calculation forms that he or she has accurately calculated the tax rates and used values from the city's certified appraisal roll in performing the calculations. *Id.* § (d-2). As soon as practicable after the designated officer or employee calculates the no-new-revenue tax rate and the voter-approval tax rate for the city, the designated officer or employee shall submit the tax rate calculation forms used in calculating the rates to the county assessor-collector for each county in which all or part of the city is located. *Id.* § 26.04(d-3).

2025 Tax Year

Note – De Minimis Rate Calculation: A city with a population of less than 30,000 has an additional option with regard to a tax rate: the “de minimis” rate. Put simply, this is a rate that will impose an amount of taxes equal to \$500,000 more than the previous year, while taking the debt rate into account. TEX. TAX CODE § 26.012(8-a). While there is no requirement that the designated officer or employee calculate the de minimis rate, the city will need to know this rate to use it. Cities are encouraged to communicate with their designated officer or employee in advance of this date to confirm the calculation of the de minimis rate.

Friday, August 29: Deadline to File Proposed Budget

This is the last day for the city’s budget officer to file a proposed budget with the municipal clerk if the city plans to wait until September 29 to adopt the tax rate. TEX. LOC. GOV’T CODE § 102.005 (*before the 30th day before the date the tax rate is adopted* – thus, if a city plans to adopt its tax rate before September 29, the proposed budget must be filed sooner).

Note – Budget Cover Page: The proposed budget must contain a special cover page if the budget will raise more revenue from property taxes than the previous year. TEX. LOC. GOV’T CODE § 102.005(b). The city secretary must post the proposed budget on the city’s website if the city maintains one. TEX. LOC. GOV’T CODE § 102.005(c); TEX. TAX CODE § 26.18(5). Additionally, the proposed budget must include a line item comparing expenditures in the proposed budget and actual expenditures for the same purpose in the preceding year for: (1) notices required to be published in the newspaper; and (2) directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action. TEX. LOC. GOV’T CODE § 140.0045.

Thursday, September 18: Deadline to Publish Notice of Budget Hearing in the Newspaper

This is the last day to publish notice of the budget hearing. TEX. LOC. GOV’T CODE § 102.0065(c) (not later than 10th day before the budget hearing). Note that the notice may not be published earlier than the 30th day before the hearing, making August 29 the earliest date possible for publication for a September 28 budget hearing.

Note – Required Notice Language: The budget hearing notice must contain specific information about property tax increases. TEX. LOC. GOV’T CODE § 102.0065(d).

Monday, September 22: Proposed Tax Rate Approval

The city council should hold a record vote approving a proposed tax rate. Although there is not a statutorily defined procedure for the city council to follow in determining the proposed tax rate, this date effectively serves as the deadline, as the required notices of the tax rate hearing include the proposed tax rate (see note below).

Monday, September 22: Internet and Television Notice of Tax Rate Hearing

2025 Tax Year

If the proposed tax rate will exceed the no-new-revenue rate, continuous notice of the tax rate public hearing begins on the internet and television. TEX. TAX CODE § 26.065. The notice must be posted continuously for at least seven days immediately before the public hearing on the proposed tax rate increase and at least seven days immediately before the date of the vote proposing the increase in the tax rate. *Id.*

Note – Specific Content Requirements: For content of the Internet and television notice, see Sections 26.06(b-1), (b-2), and (b-3) of the Tax Code.

Note – Record Vote Required: The required notice of the tax rate hearing requires the names of all members of the governing body, showing how each voted on the proposed tax rate and indicating the absences, if any, during the vote on the proposed tax rate. TEX. TAX CODE §§ 26.06(b-1), (b-2), (b-3), and 26.061(b).

Note – Special Notice Provisions: The tax rate notice requirements for a city change when the de minimis rate exceeds the voter approval rate. *Id.* § 26.063(d). Note that, in the unlikely event that a city with a population of less than 30,000 has a de minimis rate that does not exceed its voter-approval rate, these modified notice provisions are not available to the city.

Note – Low Tax Levy Cities: A city that has a “low tax levy” under Section 26.052 of the Tax Code (i.e. a city that levies \$500,000 or less in total property taxes and has a tax rate of \$.50 or less per \$100 of valuation) may choose to provide notice of its tax rate under that section instead of Sections 26.04(e) and 26.06. A “low tax levy” city that chooses to provide notice under Section 26.052 is not required to hold a public hearing on the tax rate; however, the city is required to provide mailed or published notice of the tax rate no later than seven days before the date the city adopts the tax rate. *Id.* § 26.052(c). If the city chooses to publish notice of the tax rate in the newspaper, the city must also provide public notice of its proposed tax rate by posting notice of the proposed tax rate, along with the information in Section 26.052(e) of the Tax Code, prominently on the home page of the city’s website. TEX. TAX CODE § 26.052(f).

Monday, September 22: Notice of Tax Rate Hearing

This is the last day to publish notice of the tax rate hearing, if a hearing is required because the proposed tax rate will exceed the no-new revenue rate (the public hearing may not be held before the fifth day after the date the notice of the public hearing is given). TEX. TAX CODE § 26.06(a).

2025 Tax Year

Note – Notice Requirements: The notice may be delivered by mail to each property owner or may be published in a newspaper. TEX. TAX CODE § 26.06(c). If the notice is published in the newspaper, the city must also post the notice prominently on the home page of the city’s website from the date the notice is first published until the public hearing is concluded. *Id.* The notice must be in the form prescribed by Sections 26.06 or 26.063 of the Tax Code and must include the table described in Section 26.062 of the Tax Code.

Wednesday, September 24: Notice of Meeting to Adopt Tax Rate

Last day to publish notice of the meeting to adopt the tax rate if no hearing is required because the proposed tax rate will not exceed the no-new-revenue rate. *Id.*

Note – Notice Requirements: The notice may be delivered by mail to each property owner or may be published in a newspaper. TEX. TAX CODE § 26.06(c). If the notice is published in the newspaper, the city must also post the notice prominently on the home page of the city’s website from the date the notice is first published until the public hearing is concluded. *Id.* The notice must be in the form prescribed by Section 26.061 of the Tax Code and must include the table described in Section 26.062 of the Tax Code.

Sunday, September 28: Budget Hearing

This is the last day for the city to conduct a hearing on the budget. TEX. LOC. GOV’T CODE § 102.006(b) (budget hearing shall be before the date of the tax levy). Note that the hearing must be held after the 15th day after the proposed budget is filed with the clerk.

Note – Action Required: The city must take some action on the budget at the conclusion of the hearing. TEX. LOC. GOV’T CODE § 102.007. This action could be the adoption of the budget or a vote to postpone the final budget vote. It is generally accepted that the city need not adopt the budget on the same day as the hearing. Additionally, because the hearing must be held before the date of the tax levy, regardless of whether the city adopts the budget at the end of the hearing, the city may not adopt the tax rate on the same day the city holds the budget hearing.

Monday, September 29: Tax Rate Hearing, if Required

This is the last day the city may hold the hearing to adopt the tax rate if a hearing is required. If a public hearing is required, the hearing must be held on a weekday that is not a public holiday. TEX. TAX CODE § 26.06(a).

Note – When a Hearing is Required: A public hearing is required only if the proposed tax rate exceeds the lower of the no-new-revenue rate or the voter-approval rate, i.e., if the proposed tax rate would raise more revenue from property taxes than the prior year. TEX. TAX CODE. § 26.05(d).

2025 Tax Year

Note – Earliest Possible Dates for Hearing: City council may not hold its public hearing or public meeting to adopt a tax rate until the fifth day after the date the chief appraiser of each appraisal district in which the city participates has delivered its tax estimate notice under Section 26.04(e-2) of the Tax Code and made various types of tax rate information and the tax rate calculation forms available to the public via the property tax database under Section 26.17(f) of the Tax Code. TEX. TAX CODE. § 26.05(d-1).

Note – Tax Rate Adoption at Hearing: The city council may vote on the proposed tax rate at the public hearing. If the city council does not vote on the proposed tax rate at the public hearing, the city council shall announce, at the public hearing, the date, time, and place of the meeting at which council will vote on the proposed tax rate, and that meeting may not be held later than the seventh day after the date of the public hearing. TEX. TAX CODE § 26.06(e). This provision does not authorize a city to adopt a tax rate later than September 29.

Monday, September 29: Budget Adoption

The city should adopt the budget no later than this date. TEX. LOC. GOV'T CODE § 102.009 (because the city may only levy taxes in accordance with the budget, and because the levy cannot take place later than September 29 (see note below), this is the effective deadline for budget adoption in cities with a property tax). A vote to adopt the budget must be a record vote. *Id.* §102.007(a).

Note – Separate Ratification Vote Requirement: The city council must take a separate ratification vote to adopt any budget that will raise total property tax revenue. TEX. LOC. GOV'T CODE § 102.007(c).

Note – Specific Content: The adopted budget must contain a special cover page that includes: (a) a specific statement on whether the budget raises more, less, or the same amount of property tax revenue compared to the previous year's budget; (b) the record vote of each member of the city council by name voting on the adoption of the budget; (c) the city property tax rates for the preceding and current fiscal years, including the adopted rate, no-new-revenue tax rate, no-new-revenue maintenance and operations tax rate, voter-approval tax rate, and debt rate; and (d) the total amount of city debt obligations secured by property taxes. TEX. LOC. GOV'T CODE § 102.007(d).

The adopted budget, including the cover page, must be posted on the city's website if the city has one. *Id.* § 102.008(a)(2). The city council shall include as an appendix to the city's budget for a fiscal year the tax rate calculation forms used by the designated officer or employee to calculate the city's no-new-revenue tax rate and the voter-approval tax rate for the tax year in which the fiscal year begins. TEX. TAX CODE § 26.04(e-5).

2025 Tax Year

Monday, September 29: Tax Rate Adoption

This is the last day the city may adopt a tax rate.

Note – 60th Day Alternative: A city may adopt a tax rate by this deadline or by the 60th day after receipt of the appraisal roll, whichever is later. TEX. TAX CODE § 26.05(a). Please note that if the city uses the 60-day rule, almost every date in this memo would need to be recalculated.

Note – Separate Votes for M&O and Debt Components: City council must separately approve the maintenance and operations component and the debt service component of the tax rate. TEX. TAX CODE § 26.05(a).

Note – Earliest Date for Meeting to Adopt Tax Rate: If a hearing is required and the city does not adopt the tax rate at the conclusion of the tax rate hearing, the meeting to adopt the tax rate may not be held later than the seventh day after the date of the public hearing. TEX. TAX CODE § 26.06(e).

Note – Tax Rate Adoption Motion: The motion to adopt a tax rate that exceeds the no-new-revenue rate must be made precisely as follows: “I move that the property tax rate be increased by the adoption of a tax rate of (specify tax rate), which is effectively a (insert percentage by which the proposed tax rate exceeds the no-new-revenue tax rate) percent increase in the tax rate.” If the tax rate will exceed the no-new-revenue tax rate, the vote on the ordinance setting the tax rate must be a record vote and must be approved by at least 60 percent of the members of the city council. TEX. TAX CODE § 26.05(b). Section 26.05 of the Tax Code contains several other precise requirements regarding notice in the tax rate ordinance itself that must be complied with if the city adopts a rate exceeding the no-new-revenue tax rate.

Note – Failure to Adopt Tax Rate: The tax rate of a city that fails to adopt a tax rate before the statutory deadlines is limited to the lower of the previous year’s tax rate or the no-new-revenue tax rate. TEX. TAX CODE § 26.05(c). Additionally, that rate must be ratified by city council earlier than the fifth date after expiration of the statutory deadline. If the city council does not ratify the tax rate by that date, the city may not impose property taxes. *Id.*

2025 Tax Year

Deadlines When the Tax Rate Exceeds the Voter-Approval Rate *

These are absolute deadlines and assume the city waits until the last minute for each step. In most cases the city would be well advised to act in advance of these dates.

Saturday, July 19: Deadline to File Proposed Budget

This is the last day for the city's budget officer to file a proposed budget with the municipal clerk if the city plans to wait until August 18 to adopt the tax rate. TEX. LOC. GOV'T CODE § 102.005 (*before the 30th day before the date the tax rate is adopted* – thus, if a city plans to adopt its tax rate before August 18, the proposed budget must be filed sooner).

Note – Budget Cover Page: The proposed budget must contain a special cover page if the budget will raise more revenue from property taxes than the previous year. TEX. LOC. GOV'T CODE § 102.005(b). The city secretary must post the proposed budget on the city's website if the city maintains one. TEX. LOC. GOV'T CODE § 102.005(c); TEX. TAX CODE § 26.18(5). Additionally, the proposed budget must include a line item comparing expenditures in the proposed budget and actual expenditures for the same purpose in the preceding year for: (1) notices required to be published in the newspaper; and (2) directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action. TEX. LOC. GOV'T CODE § 140.0045.

Friday, July 25: Tax Rolls Due

The chief appraiser must deliver the certified appraisal roll or certified estimate of taxable value to the assessor. TEX. TAX CODE § 26.01(a).

Note – Estimated Tax Values: A chief appraiser may submit a certified estimate of taxable value in lieu of a certified appraisal roll if the appraisal review board for the appraisal district does not approve the appraisal records for the district by July 20. TEX. TAX CODE § 26.01(a-1). If the assessor receives a certified estimate of taxable values, the officer or employee designated by the city council must calculate the no-new-revenue tax rate and voter-approval tax rate using the estimate. *Id.* § 26.04(c-2).

Thursday, August 7: Submit Tax Rates to City Council

* If a city with a population of 30,000 or more chooses to adopt a tax rate that exceeds the voter approval rate, it is required to call an election for its residents to decide whether to approve the newly adopted rate at the November election date. This year that date is November 4, 2025. The dates in this calendar represent the last possible days cities can take the statutorily mandated steps required to adopt a budget and a tax rate in time to order the required election.

2025 Tax Year

The designated officer or employee must submit the no-new-revenue and voter-approval tax rates to the city council by this date, or as soon thereafter as practicable. TEX. TAX CODE § 26.04(e). The designated officer or employee must post the calculated no-new-revenue tax rate and voter-approval tax rates, along with certain debt information, on the home page of the city's website in the form prescribed by the comptroller. *Id.*

Note – Comptroller Tax Rate Calculation Forms: The designated officer or employee shall use the tax rate calculation forms prescribed by the comptroller in calculating the no-new-revenue and voter-approval tax rates. TEX. TAX CODE § 26.04(d-1). These rates may not be submitted to the city council, and the city council may not adopt a tax rate, until the designated officer or employee certifies on the tax rate calculation forms that the person has accurately calculated the tax rates and used values from the city's certified appraisal roll in performing the calculations. *Id.* § 26.04(d-2). As soon as practicable after the designated officer or employee calculates the no-new-revenue tax rate and the voter-approval tax rate for the city, the designated officer or employee shall submit the tax rate calculation forms used in calculating the rates to the county assessor-collector for each county in which all or part of the city is located. *Id.* § 26.04(d-3).

Note – De Minimis Rate Calculation: A city with a population of less than 30,000 has an additional option: the “de minimis” rate. Put simply, this is a rate that will impose an amount of taxes equal to \$500,000 more than the previous year, while taking the debt rate into account. TEX. TAX CODE § 26.012(8-a). While there is no requirement that the designated officer or employee calculate the de minimis rate, the city will need to know this rate to use it. Cities are encouraged to communicate with their designated officer or employee to confirm the calculation of the de minimis rate.

Thursday, August 7: Deadline to Publish Notice of Budget Hearing in the Newspaper

This is the last day to publish notice of the budget hearing. TEX. LOC. GOV'T CODE § 102.0065(c) (not later than 10th day before the budget hearing). Note that the notice may not be published earlier than the 30th day before the hearing, making July 18th the earliest date possible for publication for an August 17th budget hearing.

Note – Required Notice Language: The budget hearing notice must contain specific information about property tax increases. TEX. LOC. GOV'T CODE §102.0065(d).

Monday, August 11: Proposed Tax Rate Approval

City council should hold a record vote approving a proposed tax rate. Although there is not a statutorily defined procedure for the city council to follow in determining the proposed tax rate, this date effectively serves as the deadline, as the required notices of the tax rate hearing include the proposed tax rate (see note below).

2025 Tax Year

Monday, August 11: Internet and Television Notice of Tax Rate Hearing

Continuous internet and television notice of tax rate public hearing begins. TAX CODE § 26.065. The notice must be posted continuously for at least seven days immediately before the public hearing on the proposed tax rate increase and at least seven days immediately before the date of the vote proposing the increase in the tax rate. *Id.*

Note – Specific Content Requirements: For content of the Internet and television notice, see Sections 26.06(b-1), (b-2), and (b-3) of the Tax Code.

Note – Record Vote Required: The required notice of the tax rate hearing requires the names of all members of the governing body, showing how each voted on the proposed tax rate, and indicating the absences, if any, during the vote on the proposed tax rate. TEX. TAX CODE §§ 26.06 (b-1), (b-2), (b-3), and 26.061(b).

Note – Special Notice Provisions: The tax rate notice requirements for a city change when the de minimis rate exceeds the voter approval rate. TEX. TAX CODE § 26.063. Note that, in the unlikely event that a city with a population of less than 30,000 has a de minimis rate that does not exceed its voter-approval rate, these modified notice provisions are not available to the city.

Note – Low Tax Levy Cities: A city that has a “low tax levy” under Section 26.052 of the Tax Code (a city that levies \$500,000 or less in total property taxes and has a tax rate of \$.50 or less per \$100 of valuation) may choose to provide notice of its tax rate under that section instead of Sections 26.04(e) and 26.06. A “low tax levy” city that chooses to provide notice under Section 26.052 is not required to hold a public hearing on the tax rate; however, the city is required to provide mailed or published notice of the tax rate no later than seven days before the date the city adopts the tax rate. TEX. TAX CODE § 26.052(c). If the city chooses to publish notice of the tax rate in the newspaper, the city must also provide public notice of its proposed tax rate by posting notice of the proposed tax rate, along with the information in Tax Code § 26.052(e), prominently on the home page of the city’s website. TEX. TAX CODE § 26.052(f).

Wednesday, August 13: Notice of Tax Rate Hearing or Meeting to Adopt Tax Rate

This is the last day to publish notice of the tax rate hearing. TEX. TAX CODE § 26.06(a) (the public hearing may not be held before the fifth day after the date the notice of the public hearing is given).

2025 Tax Year

Note – Notice Options: The notice may be delivered by mail to each property owner or may be published in a newspaper. TEX. TAX CODE § 26.06(c). If the notice is published in the newspaper, the city must also post the notice prominently on the home page of the city’s website from the date the notice is first published until the public hearing is concluded. *Id.* The notice must be in the form prescribed by Tax Code Section 26.06 or 26.061 and must include the table described in Tax Code Section 26.062.

Note – Election-Related Notice: A city under 30,000 population for which the de minimis rate exceeds the voter-approval rate that adopts a rate triggering an automatic election or the right to petition for an election must modify the notice in accordance with Tax Code Section 26.063.

Sunday, August 17: Budget Hearing

This is the last day for the city to conduct a hearing on the proposed budget. TEX. LOC. GOV’T CODE § 102.006(b) (hearing shall be before the date of the tax levy). Note that the hearing must be held after the 15th day after the proposed budget is filed with the clerk. *Id.*

Note – Action Required: The city must take some sort of action on the budget at the conclusion of the hearing. TEX. LOC. GOV’T CODE § 102.007. This action could be the adoption of the budget or a vote to postpone the final budget vote. It is generally accepted that the city need not adopt the budget at the end of the hearing. Additionally, because the hearing must be held before the date of the tax levy, regardless of whether the city adopts the budget at the end of the hearing, the city may not adopt the tax rate on the same day the city holds the budget hearing.

Monday, August 18: Budget Adoption

The city should adopt the budget no later than this date. TEX. LOC. GOV’T CODE § 102.009. A city may only levy taxes in accordance with budget, and because the levy cannot take place later than August 18th (see below), this is the effective deadline for property taxing cities. A vote to adopt the budget must be a record vote. TEX. LOC. GOV’T CODE § 102.007(a).

Note – Separate Ratification Vote Requirement: The city council must take a separate ratification vote to adopt any budget that will raise total property tax revenue. TEX. LOC. GOV’T CODE § 102.007(c).

2025 Tax Year

Note – Specific Content Requirements: The budget must contain a special cover page that includes: (a) a specific statement on whether the budget raises more, less, or the same amount of property tax revenue compared to the previous year’s budget; (b) the record vote of each member of the city council by name voting on the adoption of the budget; (c) the city property tax rates for the preceding and current fiscal years, including the adopted rate, no-new-revenue tax rate, no-new-revenue maintenance and operations tax rate, voter-approval tax rate, and debt rate; and (d) the total amount of city debt obligations secured by property taxes. TEX. LOC. GOV’T CODE § 102.007(d).

The adopted budget, including the cover page, must be posted on the city’s website if the city has one. TEX. LOC. GOV’T CODE § 102.008(a)(2). The city council shall include as an appendix to the city’s budget for a fiscal year the tax rate calculation forms used by the designated officer or employee to calculate the city’s no-new-revenue tax rate and the voter-approval tax rate for the tax year in which the fiscal year begins. TEX. TAX CODE § 26.04(e-5).

Note – Budget Adoption Deadline in Certain Circumstances: A city with a population of less than 30,000 adopting a tax rate that exceeds the voter-approval tax rate but is lower than the de minimis tax rate may **adopt its budget** as late as August 25 (see below). Under this scenario, the deadline for the budget hearing would be August 24 and the deadline for notice of the budget hearing would be August 14.

Monday, August 18: Tax Rate Adoption

The city must hold tax rate hearing and adopt a tax rate exceeding: (1) the city’s voter-approval tax rate; or (2) in certain cities with a population of less than 30,000, the greater of the city’s voter-approval tax rate or de minimis tax rate no later than this date. TEX. TAX CODE § 26.05(a) (city council must adopt a tax rate that exceeds the voter-approval tax rate not later than the 71st day before the November uniform election date; however, the city council must order the automatic election by no later than the 78th day before the November election date under Election Code Section 3.005(c), effectively making the deadline to adopt the tax rate the 78th day before the November uniform election date).

Note – Tax Rate Hearing: The hearing must be held on a weekday that is not a public holiday. TEX. TAX CODE § 26.06(a). The city council may vote on the proposed tax rate at the public hearing. TEX. TAX CODE § 26.06(d). If the city council does not vote on the proposed tax rate at the public hearing, the city council shall announce at the public hearing the date, time, and place of the meeting at which it will vote on the proposed tax rate, and that meeting may not be held later than the seventh day after the date of the public hearing. TEX. TAX CODE § 26.06(e).

2025 Tax Year

Note – Earliest Date for Meeting to Adopt Tax Rate: If a hearing is required and the city does not adopt the tax rate at the conclusion of the tax rate hearing, the meeting to adopt the tax rate may not be held later than the seventh day after the date of the public hearing. TEX. TAX CODE § 26.06(e).

Note – Tax Rate Adoption Motion: The motion to adopt a tax rate that exceeds the no-new-revenue rate must be made precisely as follows: “I move that the property tax rate be increased by the adoption of a tax rate of (specify tax rate), which is effectively a (insert percentage by which the proposed tax rate exceeds the no-new-revenue tax rate) percent increase in the tax rate.” If the tax rate will exceed the no-new-revenue tax rate, the vote on the ordinance setting the tax rate must be a record vote and must be approved by at least 60 percent of the members of the city council. TEX. TAX CODE § 26.05(b). Tax Code Section 26.05 contains several other precise requirements regarding notice in the tax rate ordinance itself that must be complied with if the city adopts a rate exceeding the no-new-revenue tax rate.

Note – Earliest Possible Date for Hearing: The city council may not hold its public hearing or public meeting to adopt a tax rate until the fifth day after the date the chief appraiser of each appraisal district in which the city participates has delivered its tax estimate notice under Tax Code Sec. 26.04(e-2) and made various types of tax rate information and the tax rate calculation forms available on to the public via the property tax database under Tax Code Sec. 26.17(f). TEX. TAX CODE. § 26.05(d-1).

Note – Failure to Adopt Tax Rate: A city that fails to adopt a tax rate before the statutory deadlines may not adopt a rate that exceeds the voter-approval tax rate. TEX. TAX CODE § 26.05(a). If the city does not then adopt a rate before the deadline to adopt a rate that does not exceed the voter-approval rate, which is September 29, the city is limited to is limited to the lower of the previous year’s tax rate or the no-new-revenue tax rate. TEX. TAX CODE § 26.05(c). Additionally, that rate must be ratified by city council earlier than the fifth date after expiration of the statutory deadline. If the city council does not ratify the tax rate by that date, the city may not impose property taxes.

Monday, August 18: Order Tax Rate Approval Election

If the city adopts a rate exceeding the voter-approval tax rate or, in the case of certain cities with a population of less than 30,000, the greater of the voter-approval tax rate or the minimis tax rate, the city must **order the automatic election** to approve the tax rate no later than the 78th day before the November uniform election date. TEX. ELEC. CODE § 3.005(c).

2025 Tax Year

Note – Proposition Wording: At the election, the ballots shall be prepared to permit voting for or against the proposition: “Approving the ad valorem tax rate of \$_____ per \$100 valuation in (name of city) for the current year, a rate that is \$_____ higher per \$100 valuation than the voter-approval tax rate of (name of city), for the purpose of (description of purpose of increase). Last year, the ad valorem tax rate in (name of city) was \$_____ per \$100 valuation.” The ballot proposition must include the adopted tax rate, the difference between the adopted tax rate and the voter-approval tax rate, and the city’s tax rate for the preceding tax year in the appropriate places. TEX. TAX CODE § 26.07(c).

Monday, August 25: Tax Rate Adoption Deadline in Certain Circumstances

A city with a population of less than 30,000 adopting a tax rate that exceeds the voter-approval tax rate but is lower than the de minimis tax rate must **adopt its tax rate** no later than this day. TEX. TAX CODE § 26.05(a). A city council must adopt a tax rate that exceeds the voter-approval tax rate not later than the 71st day before the November uniform election date. TEX. TAX CODE § 26.07(c).

Note – Separate Votes for M&O and Debt Components: City council must separately approve the maintenance and operations component and the debt service component of the tax rate. TEX. TAX CODE § 26.05(a).

Note – Tax Rate Adoption Motion: The city council must separately approve the maintenance and operations component and the debt service component of the tax rate. TEX. TAX CODE § 26.05(a). The motion to adopt a tax rate that exceeds the no-new-revenue rate must be made precisely as follows: “I move that the property tax rate be increased by the adoption of a tax rate of (specify tax rate), which is effectively a (insert percentage by which the proposed tax rate exceeds the no-new-revenue tax rate) percent increase in the tax rate.” If the tax rate will exceed the no-new-revenue tax rate, the vote on the ordinance setting the tax rate must be a record vote and must be approved by at least 60 percent of the members of the city council. TEX. TAX CODE § 26.05(b). Tax Code Section 26.05 contains several other precise requirements regarding notice in the tax rate ordinance itself that must be complied with if the city adopts a rate exceeding the no-new-revenue tax rate.

Note – Effect on Budget Adoption Deadline: If a city takes advantage of this provision, the later deadline for the tax rate adoption will push the deadline for budget adoption to August 25 (see above). Under this scenario, the deadline for the budget hearing would be August 24 and the deadline for notice of the budget hearing would be August 14.

**City Council
Staff Agenda Report**

Agenda Item: 9e.

Agenda Subject: Approve Ordinance 2025-04 amending the FY 2024-2025 BUDGET		
Meeting Date: March 20, 2025	Financial Considerations: Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Strategic Vision Pillar: <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 is recommending various fund budget amendments for the FY 2024-2025 budget.

Recommended Action/Motion:

Approve Ordinance 2025-04 amending the FY 2024-2025 BUDGET

Attachments:

Ordinance 2025-04 approving budget amendments to the FY 2024-2025 Budget

ORDINANCE NO. 2025-04

AN ORDINANCE AMENDING THE BUDGET FOR THE CITY OF DALWORTHINGTON GARDENS, TEXAS, FOR THE FISCAL YEAR OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025

WHEREAS, an annual operating budget for the fiscal year October 1, 2024 through September 30, 2025. was approved and adopted by the City Council of the City of Dalworthington Gardens, Texas, on September 19, 2024, 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, 2024 through September 30, 2025.

PASSED AND APPROVED on this March 20, 2025.

CITY OF DALWORTHINGTON GARDENS

Laurie Bianco, Mayor

ATTEST:

Sandra Ma, City Secretary

**CITY OF DALWORTHINGTON GARDENS
FY 24/25 BUDGET AMENDMENTS**

FUND	DESCRIPTION	ACCOUNT NUMBER	FY 24/25 BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET	JUSTIFICATION
REVENUE						
110	Taxes: Franchise Electric	4050	194,200.00	(6,605.00)	187,595.00	Oncor kwh less than budgeted - rate same as last year
110	Taxes: Franchise Electric	4060	41,500.00	1,081.00	42,581.00	Atmos Gross sales higher than budget
110	Other Rev: Grants	4886	-	18,000.00	18,000.00	Texas A&M Forest Service Grant 90% of \$20,000
110	Other Rev: Lease Proceeds	4955	-	13,414.00	13,414.00	Record Lease of New DPS Canon Copier
110	Transfer In	4900	-	45,000.00	45,000.00	Estimated Interest on the 112-GF Capital Reserve Fund being transferred to GF due to the transfer of operating surplus (190 days)
TOTAL REVENUE			235,700.00	70,890.00	306,590.00	
EXPENSES						
ADMIN						
110	G Harsley Consulting	7095	1,200.00	12,000.00		Consulting service contract \$1000/mo for Building Official duties
110	C Alhoff Consulting	7095		1,811.25	15,011.25	Consulting hourly services for financial assistance
110	Robert Half Contract Labor	7415	-	19,292.39	19,292.39	Various contract to hire service including conversion fee for Staff Accountant
PSO						
110	Arlington Air Time	7310	11,289.60	(4,233.60)	7,056.00	Dept 50/55 Allocation error in budget
110	Other Radio T1-Line	8072	8,739.37	997.19	9,736.56	Increase not reflected in budget
110	Capital Lease for DPS Copier	9400	-	10,731.00	20,131.00	Record New DPS Canon Copier Lease required by GASB 87 (80%)
FIRE						
110	Arlington Air Time	7310	2,822.40	4,233.60	7,056.00	Dept 50/55 Allocation error in budget
110	Other Radio T1-Line	8072	8,739.37	997.19	9,736.56	Increase not reflected in budget
110	Capital Lease for DPS Copier	9400	-	2,683.00	12,083.00	Record New DPS Canon Copier Lease required by GASB 87 (20%)
PUBLIC WORKS						
110	Consultants SWMP	7031	-	3,300.00	3,300.00	Engaged K Sugg to prepare the 5 yr SWMP Permit Report
OTHER FINANCING SOURCES						
110	Transfer Out	9700	55,000.00	1,000,000.00	1,055,000.00	Transfer surplus of operating reserve to the 112 GF Capital Reserve Fund
TOTAL EXPENSES			87,790.74	1,051,812.02	1,158,402.76	

BUDGET RECAP			
DESCRIPTION	FY 24/25 BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET
110-General Fund Revenues	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET
Revenue	3,944,657.38	25,890.00	3,970,547.38
Other Financing Sources	76,000.00	45,000.00	121,000.00
Total Revenues	4,020,657.38	70,890.00	4,091,547.38
110-General Fund Expenditures	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET
Court	217,002.98	-	217,002.98
Admin	471,030.45	33,103.64	504,134.09
PSO	2,193,766.87	7,494.59	2,201,261.46
Fire	774,372.73	7,913.79	782,286.52
Public Works	358,735.13	3,300.00	362,035.13
Other Financing Uses-Transfer to DPS Complex	9,000.00	-	9,000.00
Other Financing Uses-Transfer to GF Capital Reserve	25,000.00	1,000,000.00	1,025,000.00
Other Financing Uses-Transfer to CCPD	10,000.00	-	10,000.00
Other Financing Uses-Transfer to Gas Reserve	11,000.00	-	11,000.00
Total Expenditures	4,069,908.16	1,051,812.02	5,121,720.18
110-General Fund	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET
Revenue over Expenditures-Amended	(49,250.78)	(980,922.02)	(1,030,172.80)

**CITY OF DALWORTHINGTON GARDENS
FY 24/25 BUDGET AMENDMENTS**

FUND	DESCRIPTION	ACCOUNT NUMBER	CURRENT FY 24/25 BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET	JUSTIFICATION
REVENUE						
112	Transfer In	4900	81,286.00	1,000,000.00	1,081,286.00	Transfer surplus of operating reserve from 110 - Fund
TOTAL REVENUE			81,286.00	1,000,000.00	1,081,286.00	
112	Transfer Out	9700	-	45,000.00		Estimated Interest on the 112-GF Capital Reserve Fund being transferred to GF due to the transfer of operating surplus (190 days)
112	Transfer Out	9700	-	1,179,994.42	1,224,994.42	Transfer to 142-DPS Complex fund
TOTAL EXPENSES			-	1,224,994.42	1,224,994.42	

BUDGET RECAP				
DESCRIPTION	FY 24/25 BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET	
112-GF Capital Revenues	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET	
Revenue	9,051.03	-	9,051.03	
Other Financing Sources	81,286.00	1,000,000.00	1,081,286.00	
Total Revenues	90,337.03	1,000,000.00	1,090,337.03	
112-GF Capital Expenditures	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET	
Other Financing Uses-Transfer to DPS Complex	-	1,179,994.42	1,179,994.42	
Other Financing Uses-Transfer to GF Operating	-	45,000.00	45,000.00	
Total Expenditures	-	1,224,994.42	1,224,994.42	
112-GF Capital Reserve	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET	
Revenue over Expenditures-Amended	90,337.03	(224,994.42)	(134,657.39)	

FUND	DESCRIPTION	ACCOUNT NUMBER	CURRENT FY 24/25 BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET	JUSTIFICATION
REVENUE						
140	Transfer In	4900		22,790.50	22,790.50	Transfer from 141 Fund for the 49th CDBG final costs
TOTAL REVENUE			-	22,790.50	22,790.50	
TOTAL EXPENSES			-	-	-	

BUDGET RECAP				
DESCRIPTION	FY 24/25 BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET	
140-CDBG Fund Revenues	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET	
Revenue	-	-	-	
Other Financing Sources	-	22,790.50	22,790.50	
Total Revenues	-	22,790.50	22,790.50	
140-CDBG Fund Expenditures	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET	
Total Expenditures	-	-	-	
140-CDBG Fund	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET	
Revenue over Expenditures-Amended	-	22,790.50	22,790.50	

**CITY OF DALWORTHINGTON GARDENS
FY 24/25 BUDGET AMENDMENTS**

FUND	DESCRIPTION	ACCOUNT NUMBER	CURRENT FY 24/25 BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET	JUSTIFICATION
	REVENUE					
141			-		-	
	TOTAL REVENUE		-	-	-	
141	Transfer Out	9700	-	22,790.50	22,790.50	Transfer to 140 Fund for the 49th CDBG final costs
	TOTAL EXPENSES		-	22,790.50	22,790.50	

BUDGET RECAP			
DESCRIPTION	FY 24/25 BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET
141-CIP Fund Streets Revenue	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET
Revenue	-	-	-
Other Financing Sources	-	-	-
Total Revenues	-	-	-
141-CIP Fund Streets Expenditures	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET
Expenditures	519,016.35		519,016.35
Other Financing Uses	-	22,790.50	22,790.50
Total Expenditures	-	22,790.50	22,790.50
141-CIP Fund Streets	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET
Revenue over Expenditures-Amended	-	(22,790.50)	(22,790.50)

FUND	DESCRIPTION	ACCOUNT NUMBER	CURRENT FY 24/25 BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET	JUSTIFICATION
	REVENUE					
142	Transfer In	4900	-	1,179,994.42	1,179,994.42	Transfer from 112-GF Capital Reserve fund
	TOTAL REVENUE		-	1,179,994.42	1,179,994.42	
	TOTAL EXPENSES		-	-	-	

BUDGET RECAP			
DESCRIPTION	FY 24/25 BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET
142-CIP DPS Capital Fund Revenue	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET
Revenue	4,000.00	-	4,000.00
Other Financing Sources	9,000.00	1,179,994.42	1,188,994.42
Total Revenues	13,000.00	1,179,994.42	1,192,994.42
142-CIP DPS Capital Fund Expenditures	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET
Expenditures	932,108.35	-	932,108.35
Total Expenditures	932,108.35	-	932,108.35
142-CIP DPS Capital Fund	CURRENT FY 24/25 BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET
Revenue over Expenditures-Amended	(919,108.35)	1,179,994.42	260,886.07

**CITY OF DALWORTHINGTON GARDENS
FY 24/25 BUDGET AMENDMENTS**

FUND	DESCRIPTION	ACCOUNT NUMBER	CURRENT FY 24/25 BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET	JUSTIFICATION
	REVENUE					
	TOTAL REVENUE		-	-	-	
143	Middle bridge on Roosevelt	9360	-	29,480.00		Installation pending Mid April
143	South bridge on Roosevelt	9360	-	16,690.00		final installtion of south bridge
143	Guardrails-South Bridge	9360	-	9,510.00	55,680.00	
	TOTAL EXPENSES		-	55,680.00	55,680.00	

BUDGET RECAP				
DESCRIPTION	FY 24/25 BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET	
143-Street Sales Tax Fund Revenues				
Revenues	140,017.17		140,017.17	
Total Revenues	140,017.17	-	140,017.17	
143-Street Sales Tax Fund Expenditures				
Expenditures	50,000.00	55,680.00	105,680.00	
Total Expenditures	50,000.00	55,680.00	105,680.00	
143-street Sales Tax Fund				
Revenue over Expenditures-Amended	90,017.17	(55,680.00)	34,337.17	

FUND	DESCRIPTION	ACCOUNT NUMBER	CURRENT FY 24/25 BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET	JUSTIFICATION
	REVENUE					
120			-		-	
	TOTAL REVENUE		-	-	-	
120	C Alhoff Consulting	7095		1,811.25		Consulting hourly services for financial assistance
120	K Sugg Consulting	7095	-	375.00	2,186.25	K Sugg consulting for 2024 TWDB Water Loss Audit
120	Robert Half Contract Labor	7415	-	19,292.39	19,292.39	Various contract to hire service including conversion fee for Staff Accountant
120	WQP Testing	7655	3,780.00	6,920.00	10,700.00	TCEQ Required testing by LCRA for 2025
	TOTAL EXPENSES		3,780.00	28,398.64	32,178.64	

BUDGET RECAP				
DESCRIPTION	FY 24/25 BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET	
120-Enterprise Fund Revenues				
Revenues	2,621,180.96		2,621,180.96	
Other Financing Sources	-		-	
Total Revenues	2,621,180.96	-	2,621,180.96	
120-Enterprise Fund Expenditures				
Expenditures	2,567,161.15	28,398.64	2,595,559.79	
Other Financing Uses	66,000.00		66,000.00	
Total Expenditures	2,633,161.15	28,398.64	2,661,559.79	
120-Enterprise Fund				
Revenue over Expenditures-Amended	(11,980.19)	(28,398.64)	(40,378.83)	

City Council

Staff Agenda Report

Agenda Item: 9f.

Agenda Subject: Discussion and possible action for Resolution 2025-05 to adopt the investment policy with amended language to Section 4. Delegation of Authority pertaining to investment officers.		
Meeting Date: March 20, 2025	Financial Considerations: Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Strategic Vision Pillar: <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:

Section 4. "Delegation of Authority" designates the City Administrator and Finance Director as Investment Officers of the City. Our new staff accountant is scheduled to take the required training on March 24th & 25th and will obtain the required certification. The city's current policy does not include this position as an investment officer. In order for this position to manage banking and investment transactions, this designation is required.

Recommended Action/Motion:

Staff recommends to adopt Resolution 2025-05 with amended language to the Delegation of Authority section to add the Staff Accountant as an investment officer of the city.

Attachments:

Resolution 2025-05
Investment Policy Approved 12/19/24



CITY OF DALWORTHINGTON GARDENS

INVESTMENT POLICY

1. Policy Statement

It is the policy of the City of Dalworthington Gardens (City) that the investment of public funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow demands of the City and conforming to all applicable state and City statutes governing the investment of public funds. The receipt of a market rate of return will be secondary to the requirements for safety and liquidity.

It is the intent of the City to be in complete compliance with local law, the Public Funds Investment Act and the Public Funds Collateral Act. Specific investment parameters for the investment of public funds in Texas are stipulated in the Public Funds Investment Act (“PFIA”), Chapter 2256, Texas Government Code. The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for deposits of all public funds. The Interlocal Cooperation Act, Chapter 791, Texas Government Code, authorizes local governments in Texas to participate in a Texas investment pool established thereunder.

2. Scope

This investment policy applies to all financial assets and funds held by the City. These funds are accounted for in the City's Annual Financial Report.

- A. General Fund
- B. Special Revenue Funds
- C. Debt Service Funds
- D. Capital Project Funds
- E. Proprietary (Enterprise) Funds
- F. All Other Funds

Any new operating or bond funds created by the City will be managed under the provisions of this Policy unless specifically exempted by the City Council and this Policy.

3. Objectives and Strategy

It is the policy of the City that all funds shall be managed and invested with four primary objectives, listed in order of their priority: *safety, liquidity, diversification and yield*. These objectives encompass the following:

Safety [PFIA 2256.005(b)(2)]: Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity [PFIA 2256.005(b)(2)]: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. Because all possible cash demands cannot be anticipated, a portion of the portfolio will be invested in shares of money market funds or local government investment pools that offer same-day liquidity.

Diversification [PFIA 2256.005(b)(3)]: Diversification is required in the portfolio's composition. Diversification of the portfolio will include diversification by maturity and market sector and will include the use of a number of broker/dealers or banks for diversification and market coverage.

Yield [PFIA 2256.005(b)(3)]: The City's investment portfolio shall be designed with the objective of attaining a reasonable market yield throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

4. Delegation of Authority [PFIA 2256.005(f)]

Authority to manage the City's investment program are derived from a Resolution of the City Council, wherein, the City Administrator and Finance Director are designated as the Investment Officers of the City and are responsible for all investment management decisions and activities. The investment authority granted to the investing officer(s) is effective until rescinded by the Council or termination of employment. No person may engage in an investment transaction or the management of City funds except as provided under the terms of this Investment Policy as approved by the City Council.

Procedures will be developed for the operation of the investment program which is consistent with this Investment Policy. Procedures will include safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements.

5. Prudence Person Standard [PFIA 2256.006]

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. This standard states that:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived".

Limitation of Personal Liability - Investment officers and those delegated investment authorities, when acting in accordance with written procedures and this Policy and in accord with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change are reported in a timely manner and that appropriate action is taken to control adverse developments.

6. Investment Training IPFIA 2256.008(1)(2)

The City shall provide periodic training in investments for the designated investment officer(s) in order to insure the quality and capability of investment management in compliance with the Public Funds Investment Act.

The investment officer shall:

- 1) within 12 months from the date the officer takes office or assumes the officer's duties, shall attend an initial training session of at least 10 hours of instruction relating to investment responsibilities in accordance with the Public Funds Investment Act; and
- 2) attend at least 8 hours of additional investment training not less than once within a 2-year period that begins on the first day of the City's fiscal year and consists of the 2 consecutive fiscal years after that date.

The investment training session shall be provided by an independent source approved by the Council. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institution of higher education or any other sponsor, other than a business organization with whom the City may engage in an investment transaction.

7. Ethics and Conflicts of Interest IPFIA 2256.005(i)

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Council any material interests in or with financial institutions with which they conduct business. They shall further disclose any material personal financial/investment positions that could be related to the performance of the City's investment portfolio.

The Investment Officer(s) of the City who have a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity (Close relationship or kinship) or consanguinity (Blood relationship) to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

8. Authorized Financial Dealers and Institutions [LOC GOV'T 105.017] & [PFIA 2256.025]

The City shall designate one banking institution through a competitive process as its central banking services provider at least once every (5) five years. This institution will be used for normal banking services including disbursements, collections and safekeeping of securities.

The City will maintain a list of financial institutions and/or broker/dealers which are authorized to provide investment services. This list will be reviewed at least annually and updated as needed by the investment officers, acting as the Council's investment committee. Time and demand deposits shall be made in qualified public depositories under a written agreement with the City.

All financial institutions, broker/dealers and pools who desire to provide investment services will be required to review the Investment Policy and to supply the City with the appropriate credentials, as determined by the Investment Officer, to qualify as an approved service provider. The firm will be required to return a signed copy of the Certification Form certifying that the Policy has been received and reviewed and only those securities approved by the Policy will be sold to the City. [PFIA 2256.005(k-l)]

9. Investments [PFIA 2256.005 (b)(4)(A)]

Acceptable investments under this Policy shall be limited to the instruments listed below and as further described by the Public Funds Investment Act.

Authorized:

- A. Obligations of the United States Government, its agencies and instrumentalities, not to exceed five years to stated maturity, but excluding all mortgage backed securities. [PFIA 2256.009(1)]
- B. Direct obligations of the State of Texas or its agencies and instrumentalities. [PFIA 2256.009(2)]

- C. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the FDIC or by the explicit full faith and credit of the United States. *[PFIA 2256.009(4)]*
- D. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated not less than A or its equivalent. *[PFIA 2256.009(5)]*
- E. Certificates of Deposit which are fully FDIC insured or collateralized from a depository institution doing business in the State of Texas and under the terms of a written depository agreement with that bank, not to exceed five years to stated maturity. Collateral should equal 102% of principal and interest excluding FDIC insurance coverage. *[PFIA 2256.010]*
- F. No-load Money Market Mutual Funds that are 1) registered with and regulated by the Securities and Exchange Commission, 2) must provide a prospectus and other information required by federal law, 3) has a dollar-weighted average stated maturity of 90 days or fewer, 4) include in their investment objectives to maintain a stable net asset value of \$1.00 per share, and 5) investing entity may not own more than 10% of the fund's total assets. *[PFIA 2256.014(a)]*
- G. Texas Local Government Investment Pools defined to meet the requirements of the Public Funds Investment Act. An investment pool that is created to function as a money market mutual fund must mark its portfolio to market daily, and to the extent reasonably possible, stabilize at a constant \$1 net asset value. A Public Funds Investment Pool must be continuously rated no lower than AAA or AAAM or an equivalent rating by at least one nationally recognized rating service. *[PFIA 2256.019]*

Council approval by resolution is required for participation in any local government pool. An investigation of the pool/fund is necessary prior to investing and on a continual basis. If local government investment pools and/or money market mutual funds are utilized, each must provide confirmations on deposits/withdrawals, full monthly reporting and a prospectus (information statement) fully describing the pool/fund with information as listed in Chapter 2256.016(b-c) of the Public Funds Investment Act.

Delivery versus Payment - All security transactions entered into by the City, shall be conducted on a delivery versus payment (DVP) basis.

Not Authorized [PFIA 2256.009(b)(1-4)]:

The City is specifically prohibited from investing in:

- A. An obligation whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- B. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security and bears no interest.
- C. Collateralized mortgage obligations that have a stated final maturity of greater than 10 years.
- D. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment until this Policy has been amended and the amended version adopted by the City Council.

10. Maximum Maturities & Diversification [PFIA 2256.005(b)(4)(B-C)]

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than (2) two years from the date of purchase. At no time will more than 20% of the portfolio extend beyond (1) one year. This will be accomplished by purchasing high quality, short-term and intermediate securities in a laddered structure or utilizing constant dollar investment pools. The composite portfolio will have a dollar weighted average maturity (WAM) of no more than 365 days. This dollar-weighted average maturity will be calculated using the stated final maturity dates of each security. The portfolio shall be diversified to protect against market and credit risk in any one sector. Diversification requirements can be fully met through use of an authorized investment pool.

SECURITY TYPE	MAXIMUM ALLOWABLE PERCENTAGE OF PORTFOLIO
U.S. Treasury Obligations	100%
U.S. Government Agencies and Instrumentalities	50%
Fully insured or collateralized CD's	30%
Money Market Funds	100%
Local Government Investment Pools	100%
Maximum percent of pool ownership	20%

11. Safekeeping and Collateralization

The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio or held as collateral to secure demand or time deposits. Securities owned by the City shall be held in the City's name as evidenced by safekeeping receipts of the institution holding the securities.

Collateral for deposits will be held by the depository bank or a third-party custodian designated by the City and pledged to the City as evidenced by safekeeping receipts of the institution with which the collateral is deposited. Original safekeeping receipts shall be obtained. Collateral may be held by the depository bank's trust department, a Federal Reserve Bank or branch of a Federal Reserve Bank, a Federal Home Loan Bank, or a third-party bank approved by the City.

12. Collateral Policy *[PECA 2257.02]*

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all City funds on deposit with a depository bank, other than investments. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on deposits or investments less an amount insured by the FDIC. At its discretion the City may require a higher level of collateralization for certain investment securities. Securities pledged as collateral shall be held by the depository bank or an independent third-party with which the City has a current custodial agreement. The Investment Officer(s) are responsible for entering into collateralization agreements with third-party custodian in compliance with this Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. Collateral shall be reviewed at least annually to assure that the market value of the pledged securities is adequate.

Collateral Defined *[PFIA 2256.009]*

The City shall accept only the following types of collateral:

- FDIC and FSLIC insurance coverage.
- Letter of Credit issued by a federal home loan bank.
- Obligations, the principal and interest of which are unconditionally guaranteed or insured by the State of Texas.

- Direct obligations of the United States or other obligations of the United States, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the United States.
- Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States with a remaining maturity often (IO) years or less
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized rating firm not less than A or its equivalent

All collateral shall be **subject to inspection and audit** by the City's independent auditors.

13. Reporting [PFIA 2256.023]

The Investment Officer shall provide to the City Council investment reports no less than quarterly which provide a clear picture of the status of the current investment portfolio and conform to requirements of the Public Funds Investment Act. The management report should summarize investment strategies employed in the most recent quarter.

Schedules in the report should include detail and summary information including the following:

- A listing of individual securities held at the end of the reporting period.
- Unrealized gains or losses resulting from appreciation or depreciation by listing The beginning and ending book and market value of securities for the period.
- Additions and changes to the market value during the period.
- Average weighted yield to maturity of portfolio as compared to applicable benchmark.
- Listing of investments by maturity date.
- Fully accrued interest for the reporting period.
- The percentage of the total portfolio that each type of investment represents.
- Statement of compliance of the City's investment portfolio with state law and the investment strategy and policy approved by the Council.

The report will be prepared jointly by all involved in the investment activity and be signed by all Investment Officer(s) as in compliance with the PFIA and this Policy. Prices used for the calculation of market values shall be obtained from an independent source.

14. Investment Policy Adoption [PFIA 2256.005(e)]

The City's Investment Policy shall be adopted by resolution annually by the City Council. The City's investment policy shall be subject to revisions consistent with changing laws, regulations, and needs of the City. The Council shall adopt a resolution stating that it has

reviewed the policy and investment strategies annually, approving any changes or modifications.

ADOPTED BY COUNCIL DECEMBER 19, 2024

Mayor Laurie Bianco

Date

BROKER/DEALER CERTIFICATION FORM
As required by Texas Government Code 2256.005(k)

City of Dalworthington Gardens (the "City")

_____ (the "Firm")

I, as a registered principal or authorized representative for the Firm hereby certify that I and the broker covering this account have received and reviewed the Investment Policy of the City.

We acknowledge that this firm has implemented reasonable internal procedures and controls in an effort to preclude investment transactions conducted between this Firm and the City that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.

Signature _____

Name: _____

Title: _____

Firm Name: _____

Date: _____

LIST OF FINANCIAL INSTITUTIONS AND/OR BROKER/DEALERS

Banks:

Susser Bank

CDARS-Certificate of Deposit Account Registry Service

Texas Public Funds Investment Pools:

LOGIC (Local Government Investment Cooperative)

TexSTAR

Broker/Dealers:

N/A

City Council

Staff Agenda Report

Agenda Item: 9g.

Agenda Subject: Discussion regarding the fee structure for City of Dalworthington Gardens water customers utilizing Pantego’s sewer system.

Meeting Date: March 20, 2025	Financial Considerations: Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Strategic Vision Pillar: <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
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Background Information:

Attachments:

**City Council
Staff Agenda Report**

Agenda Item: 9h.

Agenda Subject: Discussion and possible action day regarding garbage, bundled trash, and brush pick-up.		
Meeting Date: March 20, 2025	Financial Considerations: Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Strategic Vision Pillar: <input type="checkbox"/> Financial Stability <input checked="" 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:

Code of Ordinance 13.03.006 (4) -Placememnt of containers for residential customer says - All containers shall be placed at the hereinabove prescribed locations not later than 7:00 a.m. on the day of scheduled collection.

Attachments:

- 13.03.006 Placement of containers for residential customers
- 13.03.007 Bundled trash and brush

§ 13.03.006. Placement of containers for residential customers.

It shall be the duty of each customer of residential premises in the city to place garbage and trash containers at locations as follows:

- (1) Premises on alleys. If the premises from which garbage and trash are to be collected are adjacent to a dedicated public alley, the customer shall place all containers adjacent to the alley at a location on the premises and easily accessible to the collector from outside said premises.
- (2) Other premises. In the event there is no alley adjacent to the premises, the customer shall place all containers for collection at curbside on the street on which said premises are addressed.
- (3) Designation of collection point. In the event it is not practical to place containers for collection at locations hereinabove provided, the city shall designate the point most easily accessible for collection in such instances.
- (4) Time of placement. All containers shall be placed at the hereinabove prescribed locations not later than 7:00 a.m. on the day of scheduled collection.
- (5) Screening requirements. All containers shall be stored at locations outside of view of a public street or alley when the containers are not placed for collection.

(Ordinance 2021-02 adopted 2/23/21; Ordinance 2022-24 adopted 9/15/22)

§ 13.03.007. Bundled trash and brush.

Trash shall be bundled in the manner required by the collector with which the city is contracted and shall be placed for collection as provided in section 13.03.006 hereof. Brush shall be cut and bundled in the manner required by the collector with which the city is contracted and made publicly available on the city's website. No bundle, container, or other item shall weigh more than the weight outlined in the requirements prescribed by the collector.

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

**City Council
Staff Agenda Report**

Agenda Item: 9i

Agenda Subject: Discussion and possible action on purchasing a new 2025 Chevrolet Tahoe for DPS		
Meeting Date: March 20, 2025	Financial Considerations: Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Strategic Vision Pillar: <input type="checkbox"/> Financial Stability <input type="checkbox"/> Appearance of City <input checked="" 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

Prior Council Action:

The City Council allocated funds in the 24-25 FY budget to purchase two new Chevrolet Tahoe’s. This unit will be marked and replaced with an outdated unit.

Justification for Request:

DPS is requesting to purchase a new 2025 Chevrolet Tahoe to be utilized by DPS and approval auction of one old Tahoe that will be removed from service due to mileage, engine hours, or ongoing maintenance issues.

NOTE: When this report was generated, we were still waiting for an itemized equipment list and quote.

Recommended Action/Motion: Motion to approve the purchases of a new 2025 Chevrolet Tahoe for DPS and equipment not to exceed \$90,000 and approve the auction of one Tahoe

Attachments:

Caldwell Chevrolet Quote

CALDWELL COUNTRY CHEVROLET

800 HWY. 21 E. CALDWELL, TEXAS 77836

Customer: City of Dalworthington Gardens - Police Department
 Contact: William Fike
 Phone/email: 817.275.1234/wfike@cityofdvg.net
 Contract: BuyBoard 724-23
 Product Description: Chevrolet Tahoe PPV (Police Package)

Sales Rep: Jake Schobinger QT# JS31025-1
 Phone: 979.429.8847
 Date: Monday, March 10, 2025
 email: jake@usaautomotivepartners.com

A. Bid Series: 20 A. Base Price: \$ **39,550.00**

B. Published Options

Code	Options	Bid Price	Code	Options	Bid Price
2025 Chevrolet Tahoe CC10706 2WD PPV			AMF	Remote Keyless Entry Package	INCL
9C1	Police Package Vehicle	INCL	RC1	Skid Plates	INCL
GBA	Black	INCL	VK3	Front License Plate Bracket	INCL
L84	Engine, 5.3L EcoTec3 V8 Gas	INCL	KX4	Alternator, 250 Amps	INCL
MHU	Transmission, 10 Speed Auto	INCL	J55	Heavy Duty Braking System	INCL
C6C	GVWR, 7400 LBS	INCL		Police Rated Suspension	INCL
GU5	Rear Axel, 3.23 Ratio	INCL		Deep Tinted Glass	INCL
PXT	Wheels, 20" X 9" Black Steel	INCL		Black Rubber Vinyl Flooring	INCL
XCS	Tires, 275/55R20 Firehawk Pursuit	INCL		Cruise Control	INCL
AZ3	Seats, 40/20/40 Split Bench	INCL		Power Windows/Power Locks	INCL
5T5	Black Cloth / Vinyl Rear Seats	INCL		HD Rear Vision Camera	INCL
Total of B. Published Options:					\$ 12,950.00

C. Unpublished Options [Itemize each below, not to exceed 25%]

Disclaimer	Order Summary	Bid Price
PRICES AND AVAILABILITY CAN CHANGE AT ANY TIME WITHOUT FURTHER NOTICE DUE TO SUPPLY CHAIN CHALLENGES. REVERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. FINAL PRICE IS NOT CONFIRMED UNTIL VEHICLE ORDER IS ACCEPTED BY THE MANUFACTURER. ACKNOWLEDGE BY EMAIL RECEIPT THAT THE PURCHASE ORDER WAS RECEIVED BY USA AUTOMOTIVE PARTNERS, LLC. (CALDWELL COUNTRY CHEVROLET, ROCKDALE COUNTRY FORD dba CALDWELL COUNTRY FORD, CAMERON COUNTRY CDJR)	2025MY Factory Order Delivery ETA: Q2/Q3 2025 Approx.	
Total of C. Unpublished Options:		

D. Upfitter: _____	\$ -
E. Floor Plan Interest (for in-stock and/or equipped vehicles): _____ <i>*Floor Plan Interest will not be applied if the Chassis is paid for upon arrival at the Upfitter. \$800/Month</i>	\$ -
F. Lot Insurance (for in-stock and/or equipped vehicles): _____ <i>*Lot Insurance will not be applied if the Chassis is paid for upon arrival to the Upfitter. \$800/Month</i>	\$ -
G. Contract Price Adjustment: <u>100k Mile Extended Warranty</u>	\$ 4,950.00
H. Additional Delivery Charge: <input style="width: 50px;" type="text"/> miles	\$ -
I. Subtotal: _____	\$ 57,450.00
J. Quantity: <u>1</u> x K = _____	\$ 57,450.00
K. Trade in: _____	\$ -
L. BuyBoard Fee Per Purchase Order	\$ 400.00
M. TOTAL PURCHASE PRICE WITH BUYBOARD FEE (PRICES AND AVAILABILITY ARE SUBJECT TO CHANGE WITHOUT NOTICE)	\$ 57,850.00

**City Council
Staff Agenda Report**

Agenda Item: 9j

Agenda Subject: Discussion and possible action on an application for preliminary plat submitted by Aldriedge Building Corp for Lot 19, Block A, 1.01 acres of land located in The Joseph Pierce Survey, Abstract No. 1253 an addition to the City of Dalworthington Gardens, Tarrant County, Texas, and locally known as 3815 Kelly Perkins Road.

<p>Meeting Date:</p> <p>March 20, 2025</p>	<p>Financial Considerations:</p> <p>Budgeted:</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No <input checked="" type="checkbox"/>N/A</p>	<p>Strategic Vision Pillar:</p> <p><input type="checkbox"/> Financial Stability</p> <p><input checked="" type="checkbox"/> Appearance of City</p> <p><input checked="" type="checkbox"/> Operations Excellence</p> <p><input type="checkbox"/> Infrastructure Improvements/Upgrade</p> <p><input type="checkbox"/> Building Positive Image</p> <p><input type="checkbox"/> Economic Development</p> <p><input type="checkbox"/> Educational Excellence</p>
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P&Z meeting March 6, 2025 this item was continued to the following month April 3, 2025 at 6:00 p.m.

Background Information:

Application for a Preliminary Plat was received from Aldriedge Building Corp – Randy Aldriedge on 1/17/2025. Per city ordinance 10.02.004 Platting Required. No building permit shall be issued for the construction of improvement on any property not platted.

Plat application was forwarded to the City engineer for review.

The city has notified all property owners within 200 feet and included information on how to provide public comments at both the planning and zoning meeting, as well as publishing the meeting in the Commercial Recorder. At the February 6, 2025 this topic was continued to March 6, 2025 at 6:00 p.m.

Local Government Code, Chapter 212, states plats that satisfy all applicable regulations must be approved. The proposed plat after review from the engineer does not satisfy all requirement of city ordinance. As such, staff does not recommend approval of this preliminary plat.

Recommended Action/Motion: Motion to continue this topic to next month’s council meeting. April 17, 2025 at 7:00 p.m.

Attachments:

- Engineer Review #3 with comments
- Application with revised Plat submitted 3/3/2025
- Original plat submitted 1/17/2025
- Engineer Review #1 with comments
- Engineer Review #2 with comments
- Commercial Recorder – Publication



March 3, 2025

Sandra Ma
City Secretary
City of Dalworthington Gardens
2600 Roosevelt Drive
Dalworthington Gardens, TX 76016

RE: Third Preliminary Plat Submittal Review
3815 Kelly Perkins
KHA No. 068302514

Dear Sandra:

We have completed our review of the third submittal of the Preliminary Plat for the above referenced project.

The property lies within the corporate boundary of the City of Dalworthington Gardens. The proposed land use complies with the current zoning requirements and is allowed by the Future Land Use Map.

We offer the following comments which are based on the requirements outlined in the City of Dalworthington Gardens Code of Ordinances:

- 1) Show and label all existing utilities on and adjacent to the property and label the line sizes.
- 2) Provide a preliminary water and sewer exhibit that shows how water and sewer service will be provided to the lot.
- 3) Any major proposed changes in topography shall be shown by labeled contour lines.
- 4) Provide a preliminary drainage plan to show how the property will drain.

Modifications to the documents may result in additional comments not noted in this letter.

Please remember that the adequacy of the design work reflected in the plans reviewed and the responsibility to adhere to all applicable ordinances and codes remains with the design engineer.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Brandon Bell, P.E.



PLAT Application

CITY OF DALWORTHINGTON GARDENS

2600 Roosevelt
TEL. 817-274-7368 FAX 817-265-4401
www.cityofdwa.net

-3815 Kelly Perkins-

Replat Amending Plat Preliminary Plat Final Plat

Applicant's Name: ALDRIDGE BUILDING CORP

Address: 1305 SYLVAN CT. ARLINGTON, TX 76012

Applicant Contact Number: (817) 975-2676

Applicant Email: RANDY@RTAHOMEBUILDERS.COM

Surveyor: TEXTERRA SURVEYING

Address: P.O. Box 202165, Arlington, TX 76006

I have purchased or have access to the City of Dalworthington Gardens Subdivision Ordinance which specifies requirements for plat submissions.

Yes No

The attached submission complies with all applicable requirements of the City Subdivision Ordinance.

Yes No

Signature

01/06/2025

Date

For Office Use Only

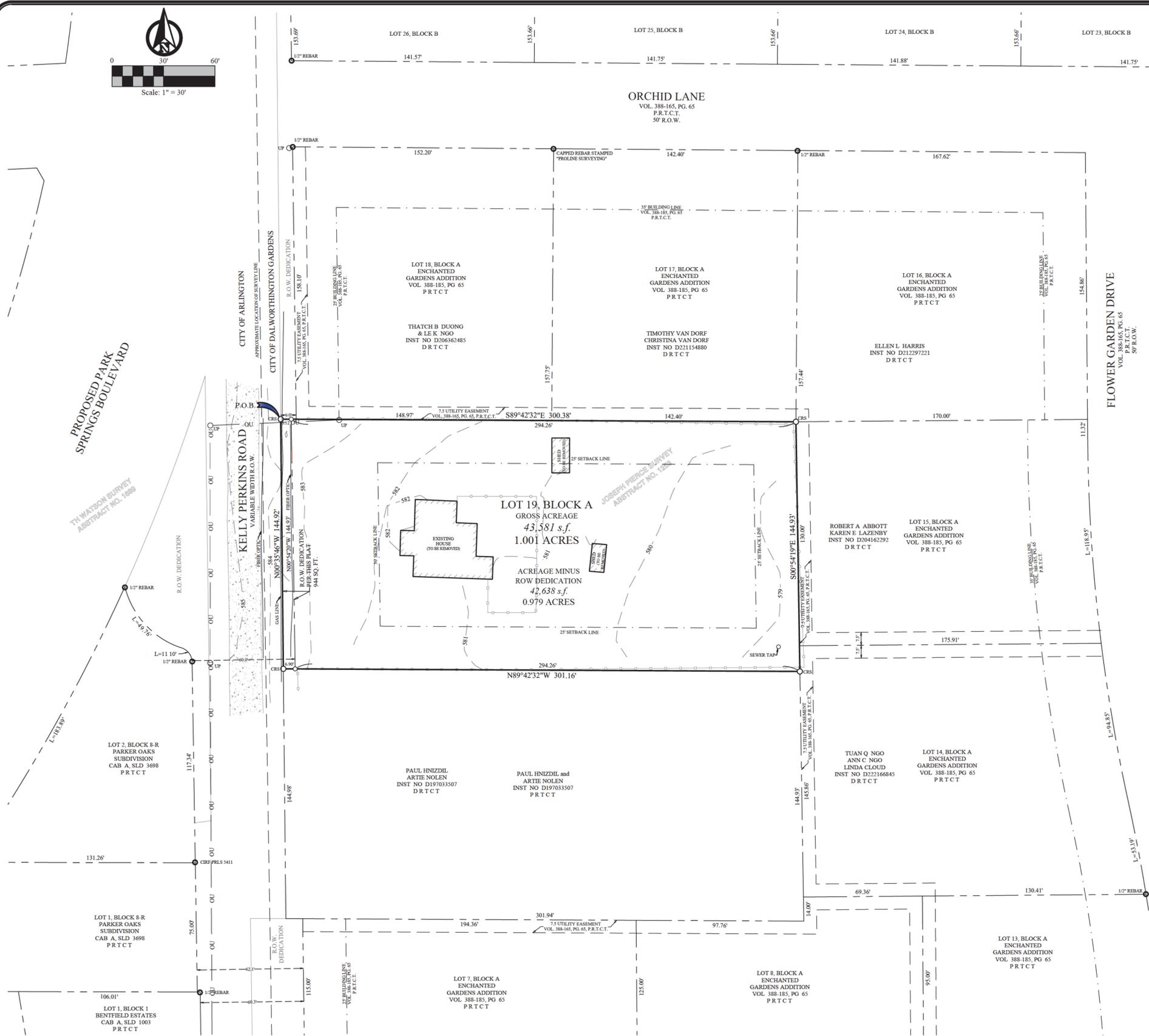
Fee: 6076 Date Paid: 1/17/25 Receipt # CK 265699.

P & Z Scheduled 2/16/25 Public Hearing Published: 1/21/25

Council Scheduled: 2/12/25 Public Hearing Published: 1/21/25

Pro-Rata Paid: \$ _____ Date: _____

plat transaction code 155



OWNER'S CERTIFICATE - DEDICATION FOR INDIVIDUALS

STATE OF TEXAS }
COUNTY OF TARRANT }

WHEREAS, we, **Richard Bliss and Wendy Bliss**, are all of the owners of a tract of land situated in the Joseph Pierce Survey, Abstract No. 1253, County of Tarrant, according to the deed recorded in Instrument Number D225030574, DRCT and more particularly described as follows:

BEGINNING 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the northwest property corner of the said Bliss tract, being a point on the east right-of-way line of Kelly Perkins Road, being a variable width public right-of-way, from said POINT OF BEGINNING the southwest lot corner of Lot 18, Block A, of **ENCHANTED GARDENS ADDITION**, an addition in the City of Dalworthington Gardens, Tarrant County, Texas according to the plat thereof recorded in Volume 388-185, Page 65, Plat Records, Tarrant County, Texas, bears SOUTH 89° 42' 32" EAST, a distance of 9.00 feet;

THENCE SOUTH 89° 42' 32" EAST, departing the said right-of-way line, with the north property line of the said Bliss tract, at a distance of 9.00 feet passing the said southwest lot corner of Lot 18, continuing with the south lot line of Lot 18 and with the south lot line of Lot 17, of the said **ENCHANTED GARDENS ADDITION**, a total distance of 300.38 feet to a 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the northeast property corner of the Bliss tract, being the southeast lot corner of said Lot 17, same being the northwest lot corner of Lot 15 of said **ENCHANTED GARDENS ADDITION**;

THENCE SOUTH 00° 54' 19" EAST, with the east property of the Bliss tract and with the west lot line of said Lot 15, at a distance of 130.00 feet passing the southwest lot corner of said Lot 15, being the northwest lot corner of Lot 14 of said **ENCHANTED GARDENS ADDITION**, continuing with the west lot line of said Lot 14, a total distance of 144.93 feet to a 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the southeast property corner of the Stevens tract, being the northeast property corner of the tract being described in the deed to Paul Hnzidl and Artie Nolen, recorded in Instrument Number D197033507, P.R.T.C.T.;

THENCE NORTH 89° 42' 32" WEST, departing the said lot line, with the south property line of the Bliss tract, same being the north property line of the said Hnzidl tract, a distance of 301.16 feet to a 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the southwest property corner of the Bliss tract, being the northwest property corner of the Hnzidl tract, and being a point on the aforementioned east right-of-way line of Kelly Perkins Road;

THENCE NORTH 00° 35' 46" WEST, with the west property line of the Bliss tract and with the said right-of-way line, a distance of 144.92 feet to the **POINT OF BEGINNING** and enclosing 1.001 acres (43,581 square feet).

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:
THAT we, **Richard Bliss and Windy Bliss**, being all the owners, do hereby adopt this plat designating the hereinabove-described property as the BLISS ADDITION, Addition to the City of Dalworthington Gardens, Texas and we do hereby dedicate to the public's use the streets, (alleys, parks) and easements shown thereon.

WITNESS my hands this ____ day of _____, 2025.

Richard Bliss
Windy Bliss

STATE OF TEXAS }
COUNTY OF TARRANT }

This instrument was acknowledged before me on the ____ day of _____, 2025, by _____

Notary Public, State of Texas
Notary name (printed)
My commission expires: _____

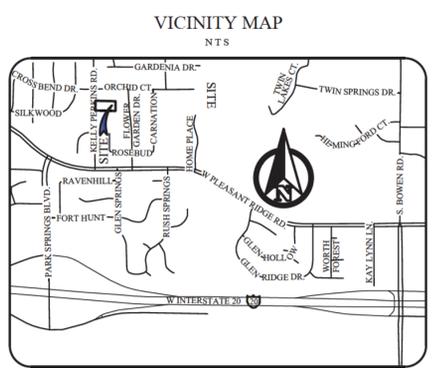
DEED RESTRICTION CERTIFICATION STATEMENT

I hereby certify that the area of this plat does not include any lots of a prior subdivision limited by deed restriction to residential use for not more than two residential units per lot

Owner
SWORN TO AND SUBSCRIBED before me this ____ day of _____, 2025
Notary Public, State of Texas
Notary name (printed)
My commission expires: _____

BENCHMARKS

CITY OF ARLINGTON NETWORK CONTROL DATA	
AR 09	AR 37
Position: NAD83 (2007) Standard Deviation	Position: NAD83 (2007) Standard Deviation
State: TEXAS	State: TEXAS
Zone: NORTH CENTRAL	Zone: NORTH CENTRAL
Code: 4202	Code: 4202
Grid Data	Grid Data
Coordinates	Coordinates
(U.S. Survey Feet)	(U.S. Survey Feet)
State: TEXAS	State: TEXAS
Zone: NORTH CENTRAL	Zone: NORTH CENTRAL
Code: 4202	Code: 4202
N: 6933734.47	N: 6933177.72
E: 2376020.03	E: 2383683.90
Elevation (Feet) NAVD88	Elevation (Feet) NAVD88
Calculated using Geoid 09 : 575.16'	Calculated using Geoid 09 : 619.74'



FLOOD ZONE CLASSIFICATION
This property lies within ZONE X of the Flood Insurance Rate Map for Tarrant County, Texas and Incorporated Areas, map no. 48439C0345K, dated September 25, 2009, via scaled map location and graphic plotting and/or the National Flood Hazard Layer (NFHL) Web Map Service (WMS) at <http://hazards.fema.gov>.

LEGEND OF ABBREVIATIONS
U.S.SyFt. United States Survey Feet
TxCS,'83,NCZ Texas Coordinate System of 1983, North Central Zone
NAVD'88 North American Vertical Datum of 1988
P.R.T.C.T. Plat Records of Tarrant County, Texas
D.R.T.C.T. Deed Records of Tarrant County, Texas
VOL/Pg/INST# Volume/Page/Instrument Number
POB/POC Point of Beginning/Point of Commencing
ESMT/BL Easement/Building Line

MONUMENTS / DATUMS / BEARING BASIS
Monuments are found if not marked MNS or CRS.
CRS 1/2" rebar stamped "TEXTERRA SURVEYING" set
MNS Mag nail & washer stamped "TEXTERRA SURVEYING" set
TBM Site benchmark (see vicinity map for general location)
Vertex or common point (not a monument)
Coordinate values, if shown, are U.S.SyFt/TxCS,'83,NCZ
Elevations, if shown, are NAVD'88
Bearings are based on grid north (TxCS,'83,NCZ)

- NOTES:**
- The purpose of this plat is to create a one lot plat of the tract being described in the deed to *Martha Linda Stevens and James Virgile Stevens*, recorded in Volume 6313, Page 842, Deed Records, Tarrant County, Texas.
 - This property may be subject to charges related to impact fees, and the applicant should contact the City regarding any applicable fees due.
 - This Survey is issued without the benefit of a current title report and is subject to revision upon receipt thereof. Surveyor has done no additional research for possible easements, restrictions or covenants which may affect this property.
 - Selling a portion of a tract, platted lot, or platted addition by metes and bounds without an approved subdivision or re-subdivision by the local city could be a violation of City Ordinance and State Law.
 - Visibility triangles shall be provided at the intersections of all public or private streets in accordance with City ordinances. All landscaping (nothing over 2 feet in height as measured from the top of the curb) within the visibility triangles shall comply with the Visibility Triangle Ordinance (Section 10.02.227).
 - Maximum building coverage of the lot shall be 25%.
 - Maximum impervious coverage of the lot shall be 40%.

SURVEYOR'S CERTIFICATE

THIS is to certify that I, Jose B Najarro III, a Registered Professional Licensed Surveyor of the State of Texas, have platted the above subdivision from an actual survey on the ground; and that all lot corners, angle points, and points of curve shall be properly marked on the ground, and that this plat correctly represents that survey made by me or under my direction and supervision

Jose B Najarro III
Texas Registration No. 6736

CITY APPROVAL STATEMENT
APPROVED: City (Secretary), City of Dalworthington Gardens
_____, 2025
By: _____
(City Secretary)

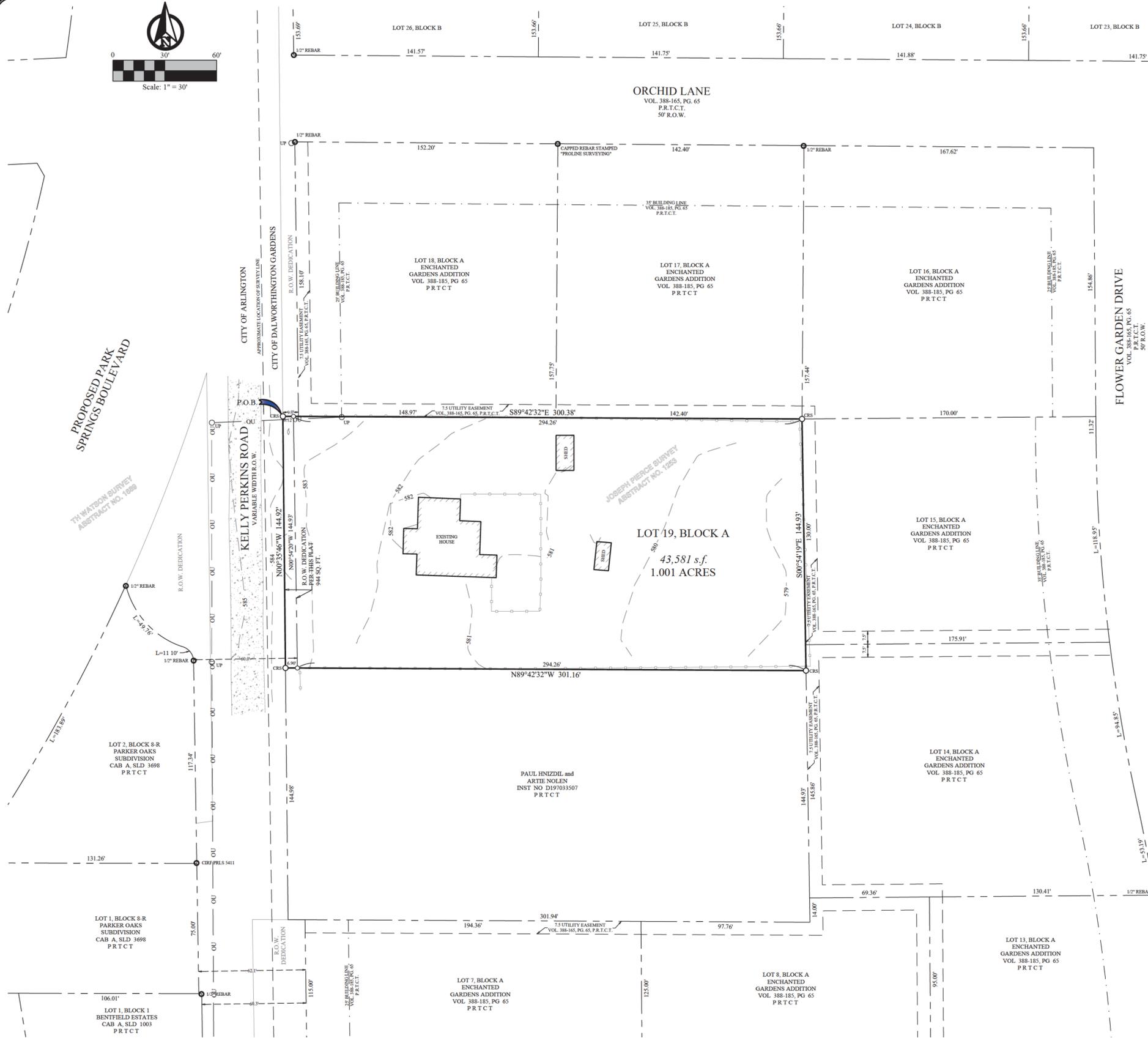
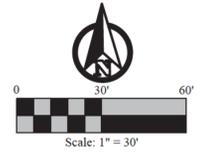
PRELIMINARY PLAT
BLISS ADDITION
LOT 19, BLOCK A
BEING 1.001 ACRES OF LAND LOCATED IN
THE JOSEPH PIERCE SURVEY, ABSTRACT NO. 1253
AN ADDITION TO THE CITY OF DALWORTHINGTON GARDENS,
TARRANT COUNTY, TEXAS

DATE: March, 2025
Scale: 1" = 30'

OWNER:
RICHARD BLISS &
WENDY BLISS
3815 KELLY PERKINS RD
DALWORTHINGTON, TX

SURVEYOR:
TEXTERRA SURVEYING
P O BOX 202165
ARLINGTON, TEXAS 76006
PHONE: (817) 235-7326

TEXTERRA SURVEYING
P.O. BOX 202165
ARLINGTON, TX 76006
Telephone (817) 235-7326
TBPELS Firm # 10194685
www.texterrasurveying.com



OWNERS CERTIFICATE:

STATE OF TEXAS §
COUNTY OF TARRANT §

WHEREAS, *Martha Linda Stevens and James Virgle Stevens*, are the owners of that certain tract of land situated in the Joseph Pierce Survey, Abstract No. 1253, City of Dalworthington Gardens, Tarrant County, Texas; said tract being described in the deed to *Martha Linda Stevens and James Virgle Stevens*, recorded in Volume 6313, Page 842, Deed Records, Tarrant County, Texas (D.R.T.C.T.); the subject tract is more particularly described as follows:

BEGINNING 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the northwest property corner of the said Stevens tract, being a point on the east right-of-way line of Kelly Perkins Road, being a variable width public right-of-way, from said POINT OF BEGINNING the southwest lot corner of Lot 18, Block A, of ENCHANTED GARDENS ADDITION, an addition in the City of Dalworthington Gardens, Tarrant County, Texas according to the plat thereof recorded in Volume 388-185, Page 65, Plat Records, Tarrant County, Texas, bears SOUTH 89° 42' 32" EAST, a distance of 9.00 feet;

THENCE SOUTH 89° 42' 32" EAST, departing the said right-of-way line, with the north property line of the said Stevens tract, at a distance of 9.00 feet passing the said southwest lot corner of Lot 18, continuing with the south lot line of Lot 18 and with the south lot line of Lot 17, of the said ENCHANTED GARDENS ADDITION, a total distance of 300.38 feet to a 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the northeast property corner of the Stevens tract, being the southeast lot corner of said Lot 17, same being the northwest lot corner of Lot 15 of said ENCHANTED GARDENS ADDITION;

THENCE SOUTH 00° 54' 19" EAST, with the east property of the Stevens tract and with the west lot line of said Lot 15, at a distance of 130.00 feet passing the southwest lot corner of said Lot 15, being the northwest lot corner of Lot 14 of said ENCHANTED GARDENS ADDITION, continuing with the west lot line of said Lot 14, a total distance of 144.93 feet to a 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the southeast property corner of the Stevens tract, being the northeast property corner of the tract being described in the deed to *Paul Hnizdil and Artie Nolen*, recorded in Instrument Number D197033507, P.R.T.C.T.;

THENCE NORTH 89° 42' 32" WEST, departing the said lot line, with the south property line of the Stevens tract, same being the north property line of the said *Hnizdil* tract, a distance of 301.16 feet to a 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the southwest property corner of the Stevens tract, being the northwest property corner of the *Hnizdil*, tract, and being a point on the aforementioned east right-of-way line of Kelly Perkins Road;

THENCE NORTH 00° 35' 46" WEST, with the west property line of the Stevens tract and with the said right-of-way line, a distance of 144.92 feet to the **POINT OF BEGINNING** and enclosing 1.001 acres (43,581 square feet).

DEDICATION STATEMENT:

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS:
THAT, *Martha Linda Stevens*, does hereby adopt this plat designating the herein above described property as Lot 19, Block A, BLISS ADDITION, an addition in the City of Dalworthington Gardens, Tarrant County, Texas, and does hereby dedicate to the public's use, the right of way's and easements shown hereon.

IN WITNESS THEREFORE, I have hereunto set my hand this _____ day of _____, 2025.

MARTHA LINDA STEVENS

STATE OF TEXAS §
COUNTY OF TARRANT §
Before me, the undersigned, a Notary Public in and for said County and State, on this day personally appeared MARTHA LINDA STEVENS, the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purpose and in the capacity therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2025.

Notary Public in and for the State of Texas

DEDICATION STATEMENT:

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS:
THAT, *James Virgle Stevens*, does hereby adopt this plat designating the herein above described property as Lot 19, Block A, BLISS ADDITION, an addition in the City of Dalworthington Gardens, Tarrant County, Texas, and does hereby dedicate to the public's use, the right of way's and easements shown hereon.

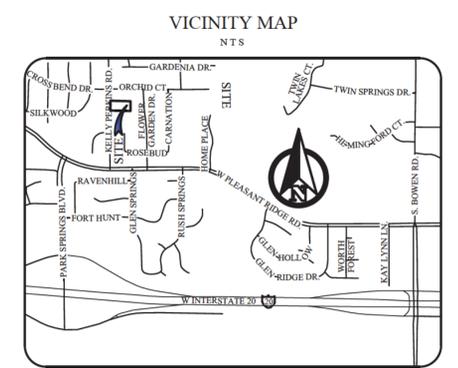
IN WITNESS THEREFORE, I have hereunto set my hand this _____ day of _____, 2025.

JAMES VIRGLE STEVENS

STATE OF TEXAS §
COUNTY OF TARRANT §
Before me, the undersigned, a Notary Public in and for said County and State, on this day personally appeared JAMES VIRGLE STEVENS, the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purpose and in the capacity therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2025.

Notary Public in and for the State of Texas



FLOOD ZONE CLASSIFICATION
This property lies within ZONE X of the Flood Insurance Rate Map for Tarrant County, Texas and Incorporated Areas, map no. 48439C0345K, dated September 25, 2009, via scaled map location and graphic plotting and/or the National Flood Hazard Layer (NFHL) Web Map Service (WMS) at <http://hazards.fema.gov>.

LEGEND OF ABBREVIATIONS
US.SyFt. United States Survey Feet
TxCS,'83,NCZ Texas Coordinate System of 1983, North Central Zone
NAVD'88 North American Vertical Datum of 1988
P.R.T.C.T. Plat Records of Tarrant County, Texas
O.P.R.T.C.T. Official Public Records of Tarrant County, Texas
D.R.T.C.T. Deed Records of Tarrant County, Texas
VOL/Pg/INST# Volume/Page/Instrument Number
POB/POC Point of Beginning/Point of Commencing
ESMT/BL Easement/Building Line

MONUMENTS / DATUMS / BEARING BASIS
Monuments are found if not marked MNS or CRS.
CRS ○ 1/2" rebar stamped "TEXTERRA SURVEYING" set
MNS ○ Mag nail & washer stamped "TEXTERRA SURVEYING" set
TBM ○ Site benchmark (see vicinity map for general location)
○ Vertex or common point (not a monument)
Coordinate values, if shown, are US.SyFt./TxCS,'83,NCZ
Elevations, if shown, are NAVD'88
Bearings are based on grid north (TxCS,'83,NCZ)

- NOTES:**
1. The purpose of this plat is to create a one lot plat of the tract being described in the deed to *Martha Linda Stevens and James Virgle Stevens*, recorded in Volume 6313, Page 842, Deed Records, Tarrant County, Texas.
 2. This property may be subject to charges related to impact fees, and the applicant should contact the City regarding any applicable fees due.
 3. This plat does not alter or remove deed restrictions or covenants, if any, on this property.
 4. This Survey is issued without the benefit of a current title report and is subject to revision upon receipt thereof. Surveyor has done no additional research for possible easements, restrictions or covenants which may affect this property.
 5. Selling a portion of a tract, platted lot, or platted addition by metes and bounds without an approved subdivision or re-subdivision by the local city could be a violation of City Ordinance and State Law.
 6. Visibility triangles shall be provided at the intersections of all public or private streets in accordance with City ordinances. All landscaping (nothing over 2 feet in height as measured from the top of the curb) within the visibility triangles shall comply with the Visibility Triangle Ordinance.

STATE OF TEXAS §
COUNTY OF TARRANT §

THIS is to certify that Jose B. Najarro III, a Registered Professional Land Surveyor for the State of Texas, have performed, for this plat, an actual survey on the ground, and that this plat correctly represents that survey made by me or under my direction or supervision.

PRELIMINARY: THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

Jose B. Najarro III
Registered Professional Land Surveyor No. 6736
texterrasurveying@gmail.com
DATE: TBD

PRELIMINARY AND FINAL PLAT
BLISS ADDITION
LOT 19, BLOCK A
BEING 1.001 ACRES OF LAND LOCATED IN
THE JOSEPH PIERCE SURVEY, ABSTRACT NO. 1253
AN ADDITION TO THE CITY OF DALWORTHINGTON GARDENS,
TARRANT COUNTY, TEXAS

DATE: January, 2025
Scale: 1" = 30'

TEXTERRA SURVEYING
P.O. BOX 202165
ARLINGTON, TX 76006
Telephone (817) 235-7326
TBPELS Firm # 10194685
www.texterrasurveying.com

OWNER:
MARTHA LINDA STEVENS and JAMES VIRGLE STEVENS
3815 KELLY PERKINS RD
DALWORTHINGTON, TX

SURVEYOR:
TEXTERRA SURVEYING
P.O. BOX 202165
ARLINGTON, TEXAS 76006
PHONE: (817) 235-7326

Approved by the Director of Planning and Development Services on _____ (Date)

Director of Planning and Development Services

THIS PLAT IS RECORDED IN INSTRUMENT NUMBER _____, DATED _____



January 27, 2025

Sandra Ma
City Secretary
City of Dalworthington Gardens
2600 Roosevelt Drive
Dalworthington Gardens, TX 76016

RE: First Preliminary & Final Plat Submittal Review
3815 Kelly Perkins
KHA No. 068302514

Dear Sandra:

We have completed our review of the first submittal of the Preliminary and Final Plat for the above referenced project.

The property lies within the corporate boundary of the City of Dalworthington Gardens. The proposed land use complies with the current zoning requirements and is allowed by the Future Land Use Map.

We offer the following comments which are based on the requirements outlined in the City of Dalworthington Gardens Code of Ordinances:

- 1) Provide the names of all adjacent property owners and match descriptions with the Appraisal District records.
- 2) Show and label all building setbacks per section 14.02.171 or the Code of Ordinances.
- 3) Show and label all existing utilities on and adjacent to the property and label the line sizes.
- 4) Note benchmarks used.
- 5) Any major proposed changes in topography shall be shown by labeled contour lines.
- 6) Provide a preliminary water and sewer exhibit that shows how water and sewer service will be provided to the lot.
- 7) Label the lot acreage minus the ROW dedication.
- 8) Provide a preliminary drainage plan to show how the property will drain.
- 9) Label the right of way width for all roadways.
- 10) Include the certifications and statements listed in section 10.02.123/2 and verify that they match the ordinance exactly. These certifications and statements can be found as attachments to Chapter 10 of the online Code of Ordinances.

Modifications to the documents may result in additional comments not noted in this letter.

Please remember that the adequacy of the design work reflected in the plans reviewed remains with the design engineer and that the responsibility to adhere to all applicable ordinances and codes remains as well.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Brandon Bell, P.E.

Brandon Bell, P.E.



February 5, 2025

Sandra Ma
City Secretary
City of Dalworthington Gardens
2600 Roosevelt Drive
Dalworthington Gardens, TX 76016

RE: Second Preliminary & Final Plat Submittal Review
3815 Kelly Perkins
KHA No. 068302514

Dear Sandra:

We have completed our review of the second submittal of the Preliminary and Final Plat for the above referenced project.

The property lies within the corporate boundary of the City of Dalworthington Gardens. The proposed land use complies with the current zoning requirements and is allowed by the Future Land Use Map.

We offer the following comments which are based on the requirements outlined in the City of Dalworthington Gardens Code of Ordinances:

- 1) In order to properly address all requirements of both preliminary and final plat, split the document into two separate submittals.

Preliminary Plat

- 1) Revise the name of the plat to be only "Preliminary Plat".
- 2) Add a note stating that the maximum building coverage of the lot shall be 25%.
- 3) Add a note stating that the maximum impervious coverage of the lot shall be 40%.
- 4) Accessory buildings such as shed cannot be within the building setbacks. Label all existing structures as either to remain or to be removed.
- 5) Show and label all existing utilities on and adjacent to the property and label the line sizes.
- 6) Provide a preliminary water and sewer exhibit that shows how water and sewer service will be provided to the lot.
- 8) Any major proposed changes in topography shall be shown by labeled contour lines.
- 9) Provide a preliminary drainage plan to show how the property will drain.
- 10) Renumber notes so that number 4 is not skipped.
- 11) Revise the "Owner's Certificate" so that it matches the template provided as an attachment to Chapter 10 of the online Code of Ordinances.
- 12) Revise the "Surveyor's Certificate" so that it matches the template provided as an attachment to Chapter 10 of the online Code of Ordinances.
- 13) Revise the "City Approval Statement" so that it matches the template provided as an attachment to Chapter 10 of the online Code of Ordinances. The preliminary plat shall use "City Secretary"

instead of “Council” and “Mayor”.

- 14) In note 7, add a reference to section 10.02.227 of the subdivision ordinance.
- 15) Remove note 3 and add the deed restriction certification statement provided as an attachment to Chapter 10 of the online Code of Ordinances.

Final Plat

- 1) Revise the name of the plat to be only “Final Plat”.
- 2) Remove the preliminary statement above the title block.
- 3) Add a note stating that the maximum building coverage of the lot shall be 25%.
- 4) Add a note stating that the maximum impervious coverage of the lot shall be 40%.
- 5) Remove topography and all existing fences, pavement linework, structures, utilities, etc.
- 8) Renumber notes so that number 4 is not skipped.
- 9) Revise the “Owner’s Certificate” so that it matches the template provided as an attachment to Chapter 10 of the online Code of Ordinances.
- 10) Revise the “Surveyor’s Certificate” so that it matches the template provided as an attachment to Chapter 10 of the online Code of Ordinances.
- 11) Revise the “City Approval Statement” so that it matches the template provided as an attachment to Chapter 10 of the online Code of Ordinances. The final plat shall use “Council” and “Mayor” instead of “City Secretary”.
- 12) In note 7, add a reference to section 10.02.227 of the subdivision ordinance.
- 13) Remove note 3 and add the deed restriction certification statement provided as an attachment to Chapter 10 of the online Code of Ordinances.

Modifications to the documents may result in additional comments not noted in this letter.

Please remember that the adequacy of the design work reflected in the plans reviewed remains with the design engineer and that the responsibility to adhere to all applicable ordinances and codes remains as well.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Brandon Bell, P.E.

COMMERCIAL RECORDER PROOF

EMAIL ADDRESS: recorder@flash.net

Deadline for submitting legal notices is 11:00 (am) the business day before

PUBLIC NOTICE

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Public Hearing Notices
Notice is hereby given that the City of Dalworthington Gardens Planning and Zoning Commission will hold a public hearing on February 6, 2025 at 6:00 p.m. and the Dalworthington Gardens City Council will hold a public hearing on February 20, 2025 at 7:00 p.m., both to be held in the City Hall Council Chambers, 2600 Roosevelt Drive, Dalworthington Gardens, Texas to consider the following:
* Application of Aldriedge Building Corp for a preliminary and final plat in accordance with Subdivision Regulation Ordinance Section 10.02.091 and 10.02.121 for Lot 19, Block A, 1.001 acres of land located in The Joseph Pierce Survey, Abstract No. 1253 an addition to the City of Dalworthington Gardens, Tarrant County, Texas, and locally known as 3815 Kelly Perkins Road.

1-21

**City Council
Staff Agenda Report**

Agenda Item: 9k

Agenda Subject: Discussion and possible action on an application for a final plat submitted by Aldriedge building Corp for Lot 19, Block A, 1.001 acres of land located in the Joseph Pierce Survey, Abstract No. 1253 an addition to the City of Dalworthington Gardens, Tarrant County, Texas, and locally known as 3815 Kelly Perkins Road.

<p>Meeting Date:</p> <p>March 20, 2025</p>	<p>Financial Considerations:</p> <p>Budgeted:</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No <input checked="" type="checkbox"/>N/A</p>	<p>Strategic Vision Pillar:</p> <p><input type="checkbox"/> Financial Stability</p> <p><input checked="" type="checkbox"/> Appearance of City</p> <p><input checked="" type="checkbox"/> Operations Excellence</p> <p><input type="checkbox"/> Infrastructure Improvements/Upgrade</p> <p><input type="checkbox"/> Building Positive Image</p> <p><input type="checkbox"/> Economic Development</p> <p><input type="checkbox"/> Educational Excellence</p>
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P&Z meeting March 6, 2025 this item was continued to the following month April 3, 2025 at 6:00 p.m.

Background Information:

Application for Final Plat was received from Aldriedge Building Corp – Randy Aldriedge on 1/17/2025. Per city ordinance 10.02.004 Platting Required. No building permit shall be issued for the construction of improvement on any property not platted.

Plat application was forwarded to the City engineer for review.

The city has notified all property owners within 200 feet and included information on how to provide public comments at both the planning and zoning meeting tonight and City Council Meeting as well as publishing the meeting in the Commercial Recorder. At the February 6, 2025 planning and zoning meeting this topic was continued to March 6, 2025 at 6:00 p.m.

Local Government Code, Chapter 212, states plats that satisfy all applicable regulations must be approved. The proposed plat satisfies all requirement of city ordinance. As such, staff recommends approval of this plat.

Recommended Action/Motion: Motion to continue this topic to next month’s council meeting. April 17, 2025 at 7:00 p.m.

Attachments:

- Application with revised final plat
- Original plat submitted 1/17/2025
- Engineer Review #1 with comments
- Engineer Review #2 with comments
- Commercial Recorder – Publication



March 3, 2025

Sandra Ma
City Secretary
City of Dalworthington Gardens
2600 Roosevelt Drive
Dalworthington Gardens, TX 76016

RE: Third Final Plat Submittal Review
3815 Kelly Perkins
KHA No. 068302514

Dear Sandra:

We have completed our review of the third submittal of the Final Plat for the above referenced project.

The property lies within the corporate boundary of the City of Dalworthington Gardens. The proposed land use complies with the current zoning requirements and is allowed by the Future Land Use Map.

We offer the following comments which are based on the requirements outlined in the City of Dalworthington Gardens Code of Ordinances:

- 1) A preliminary plat must be approved prior to Final Plat approval.

Modifications to the documents may result in additional comments not noted in this letter.

Please remember that the adequacy of the design work reflected in the plans reviewed and the responsibility to adhere to all applicable ordinances and codes remains with the design engineer.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Brandon Bell, P.E." in a cursive style.

Brandon Bell, P.E.



PLAT Application

CITY OF DALWORTHINGTON GARDENS

2600 Roosevelt
TEL. 817-274-7368 FAX 817-265-4401
www.cityofdwa.net

-3815 Kelly Perkins-

Replat Amending Plat Preliminary Plat Final Plat

Applicant's Name: ALDRIDGE BUILDING CORP

Address: 1305 SYLVAN CT. ARLINGTON, TX 76012

Applicant Contact Number: (817) 975-2676

Applicant Email: RANDY@RTAHOMEBUILDERS.COM

Surveyor: TEXTERRA SURVEYING

Address: P.O. Box 202165, Arlington, TX 76006

I have purchased or have access to the City of Dalworthington Gardens Subdivision Ordinance which specifies requirements for plat submissions.

Yes No

The attached submission complies with all applicable requirements of the City Subdivision Ordinance.

Yes No

Signature 

01/06/2025
Date

For Office Use Only

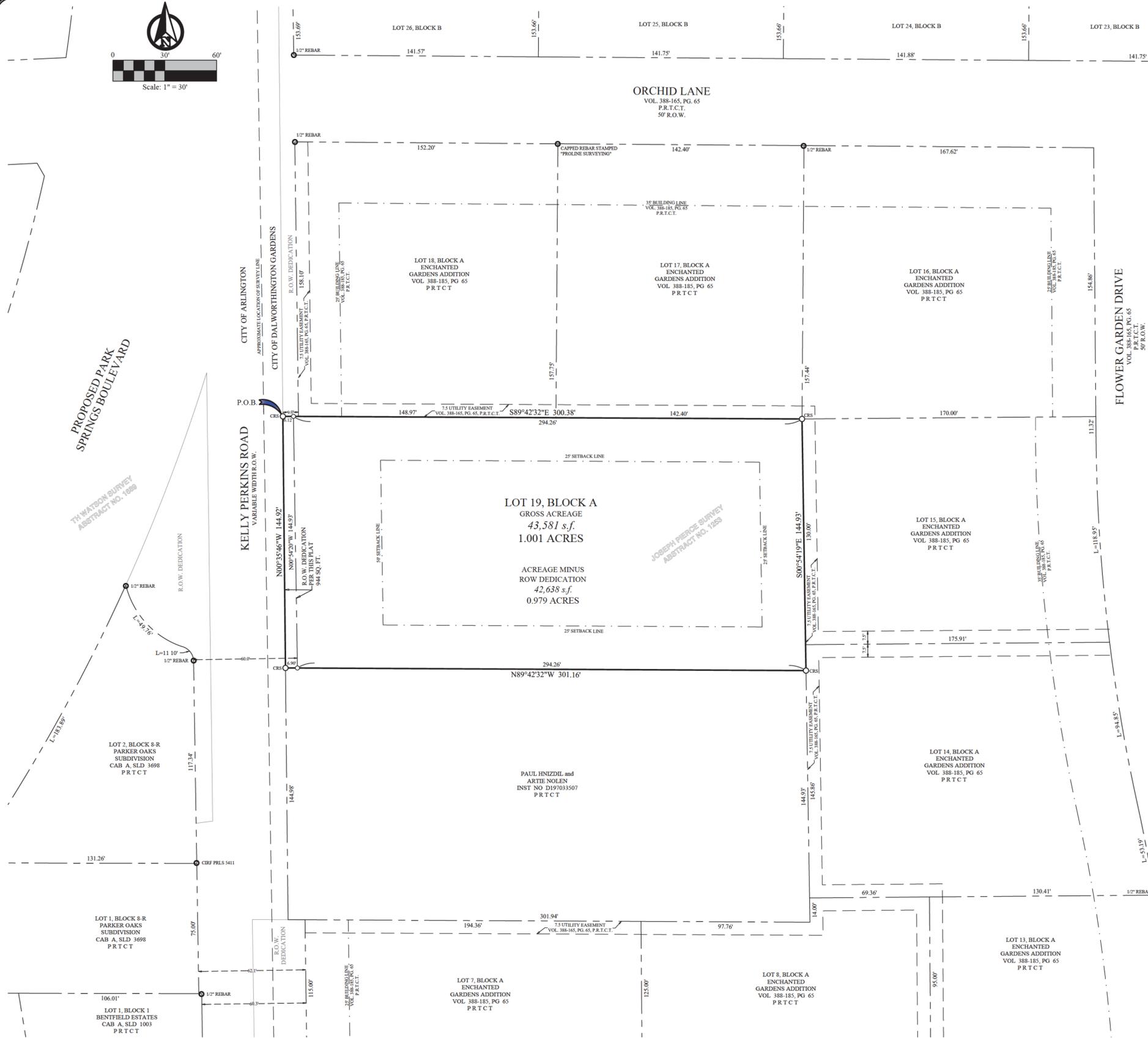
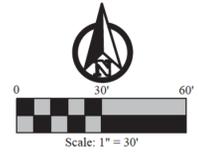
Fee: 6076 Date Paid: 1/17/25 Receipt # CK 265699

P & Z Scheduled 2/16/25 Public Hearing Published: 1/21/25

Council Scheduled: 2/12/25 Public Hearing Published: 1/21/25

Pro-Rata Paid: \$ _____ Date: _____

plat transaction code 155



OWNER'S CERTIFICATE - DEDICATION FOR INDIVIDUALS

STATE OF TEXAS }
 COUNTY OF TARRANT }

WHEREAS, we, **Richard Bliss and Wendy Bliss**, are all of the owners of a tract of land situated in the Joseph Pierce Survey, Abstract No. 1253, County of Tarrant, according to the deed recorded in Instrument Number D225030574, DRCT and more particularly described as follows:

BEGINNING 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the northwest property corner of the said Bliss tract, being a point on the east right-of-way line of Kelly Perkins Road, being a variable width public right-of-way, from said POINT OF BEGINNING the southwest lot corner of Lot 18, Block A, of **ENCHANTED GARDENS ADDITION**, an addition in the City of Dalworthington Gardens, Tarrant County, Texas according to the plat thereof recorded in Volume 388-185, Page 65, Plat Records, Tarrant County, Texas, bears SOUTH 89° 42' 32" EAST, a distance of 9.00 feet;

THENCE SOUTH 89° 42' 32" EAST, departing the said right-of-way line, with the north property line of the said Bliss tract, at a distance of 9.00 feet passing the said southwest lot corner of Lot 18, continuing with the south lot line of Lot 18 and with the south lot line of Lot 17, of the said **ENCHANTED GARDENS ADDITION**, a total distance of 300.38 feet to a 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the northeast property corner of the Bliss tract, being the southeast lot corner of said Lot 17, same being the northwest lot corner of Lot 15 of said **ENCHANTED GARDENS ADDITION**;

THENCE SOUTH 00° 54' 19" EAST, with the east property of the Bliss tract and with the west lot line of said Lot 15, at a distance of 130.00 feet passing the southwest lot corner of said Lot 15, being the northwest lot corner of Lot 14 of said **ENCHANTED GARDENS ADDITION**, continuing with the west lot line of said Lot 14, a total distance of 144.93 feet to a 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the southeast property corner of the Stevens tract, being the northeast property corner of the tract being described in the deed to Paul Hnizdil and Artie Nolen, recorded in Instrument Number D197033507, P.R.T.C.T.;

THENCE NORTH 89° 42' 32" WEST, departing the said lot line, with the south property line of the Bliss tract, same being the north property line of the said Hnizdil tract, a distance of 301.16 feet to a 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the southwest property corner of the Bliss tract, being the northwest property corner of the Hnizdil tract, and being a point on the aforementioned east right-of-way line of Kelly Perkins Road;

THENCE NORTH 00° 35' 46" WEST, with the west property line of the Bliss tract and with the said right-of-way line, a distance of 144.92 feet to the **POINT OF BEGINNING** and enclosing 1.001 acres (43,581 square feet).

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT we, **Richard Bliss and Wendy Bliss**, being all the owners, do hereby adopt this plat designating the hereinabove-described property as the **BLISS ADDITION**, Addition to the City of Dalworthington Gardens, Texas and we do hereby dedicate to the public's use the streets, (alleys, parks) and easements shown thereon.

WITNESS my hands this ____ day of _____, 2025.

Richard Bliss

 Notary Public, State of Texas

Windy Bliss

 Notary name (printed)

My commission expires: _____

STATE OF TEXAS }
 COUNTY OF TARRANT }

This instrument was acknowledged before me on the ____ day of _____, 2025, by _____

Notary Public, State of Texas
 Notary name (printed)
 My commission expires: _____

DEED RESTRICTION CERTIFICATION STATEMENT

I hereby certify that the area of this plat does not include any lots of a prior subdivision limited by deed restriction to residential use for not more than two residential units per lot

Owner

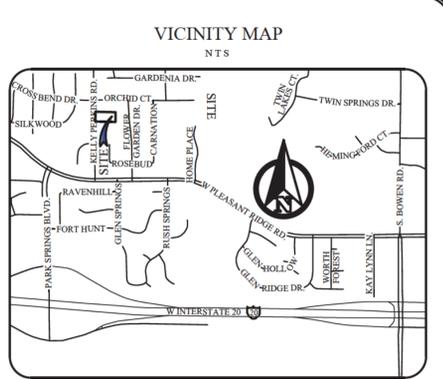
SWORN TO AND SUBSCRIBED before me this ____ day of _____, 2025

Notary Public, State of Texas
 Notary name (printed)
 My commission expires: _____

BENCHMARKS

CITY OF ARLINGTON NETWORK CONTROL DATA

AR 09 Position: NAD83 (2007) Standard Deviation State: TEXAS Zone: NORTH CENTRAL Code: 4202 Grid Data Coordinates (U.S. Survey Feet) State: TEXAS Zone: NORTH CENTRAL Code: 4202 N: 6933734.47 E: 2376020.03 Elevation (Feet) NAVD88 Calculated using Geoid 09 : 575.16'	AR 37 Position: NAD83 (2007) Standard Deviation State: TEXAS Zone: NORTH CENTRAL Code: 4202 Grid Data Coordinates (U.S. Survey Feet) State: TEXAS Zone: NORTH CENTRAL Code: 4202 N: 6931177.72 E: 2383683.90 Elevation (Feet) NAVD88 Calculated using Geoid 09 : 619.74'
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FLOOD ZONE CLASSIFICATION

This property lies within ZONE X of the Flood Insurance Rate Map for Tarrant County, Texas and Incorporated Areas, map no. 48439C0345K, dated September 25, 2009, via scaled map location and graphic plotting and/or the National Flood Hazard Layer (NFHL) Web Map Service (WMS) at <http://hazards.fema.gov>.

LEGEND OF ABBREVIATIONS

US.SyFt. United States Survey Feet
 TxCS,'83,NCZ Texas Coordinate System of 1983, North Central Zone
 NAVD88 North American Vertical Datum of 1988
 P.R.T.C.T. Plat Records of Tarrant County, Texas
 D.R.T.C.T. Deed Records of Tarrant County, Texas
 VOL/Pg/INST# Volume/Page/Instrument Number
 POB/POC Point of Beginning/Point of Commencing
 ESMT/BL Easement/Building Line

MONUMENTS / DATUMS / BEARING BASIS

Monuments are found if not marked MNS or CRS.
 CRS 1/2" rebar stamped "TEXTERRA SURVEYING" set
 MNS Mag nail & washer stamped "TEXTERRA SURVEYING" set
 TBM Site benchmark (see vicinity map for general location)
 O Vertex or common point (not a monument)
 Coordinate values, if shown, are US.SyFt/TxCS,'83,NCZ
 Elevations, if shown, are NAVD88
 Bearings are based on grid north (TxCS,'83,NCZ)

- NOTES:**
- The purpose of this plat is to create a one lot plat of the tract being described in the deed to *Martha Linda Stevens and James Virgie Stevens*, recorded in Volume 6313, Page 842, Deed Records, Tarrant County, Texas.
 - This property may be subject to charges related to impact fees, and the applicant should contact the City regarding any applicable fees due.
 - This Survey is issued without the benefit of a current title report and is subject to revision upon receipt thereof. Surveyor has done no additional research for possible easements, restrictions or covenants which may affect this property.
 - Selling a portion of a tract, platted lot, or platted addition by metes and bounds without an approved subdivision or re-subdivision by the local city could be a violation of City Ordinance and State Law.
 - Visibility triangles shall be provided at the intersections of all public or private streets in accordance with City ordinances. All landscaping (nothing over 2 feet in height as measured from the top of the curb) within the visibility triangles shall comply with the Visibility Triangle Ordinance (Section 10.02.227).
 - Maximum building coverage of the lot shall be 25%.
 - Maximum impervious coverage of the lot shall be 40%.

SURVEYOR'S CERTIFICATE

THIS is to certify that I, Jose B. Najarro III, a Registered Professional Licensed Surveyor of the State of Texas, have platted the above subdivision from an actual survey on the ground; and that all lot corners, angle points, and points of curve shall be properly marked on the ground, and that this plat correctly represents that survey made by me or under my direction and supervision

Jose B. Najarro III
 Texas Registration No. 6736

CITY APPROVAL STATEMENT

APPROVED: City (Council), City of Dalworthington Gardens
 _____, 2025.

By: _____
 (Mayor)

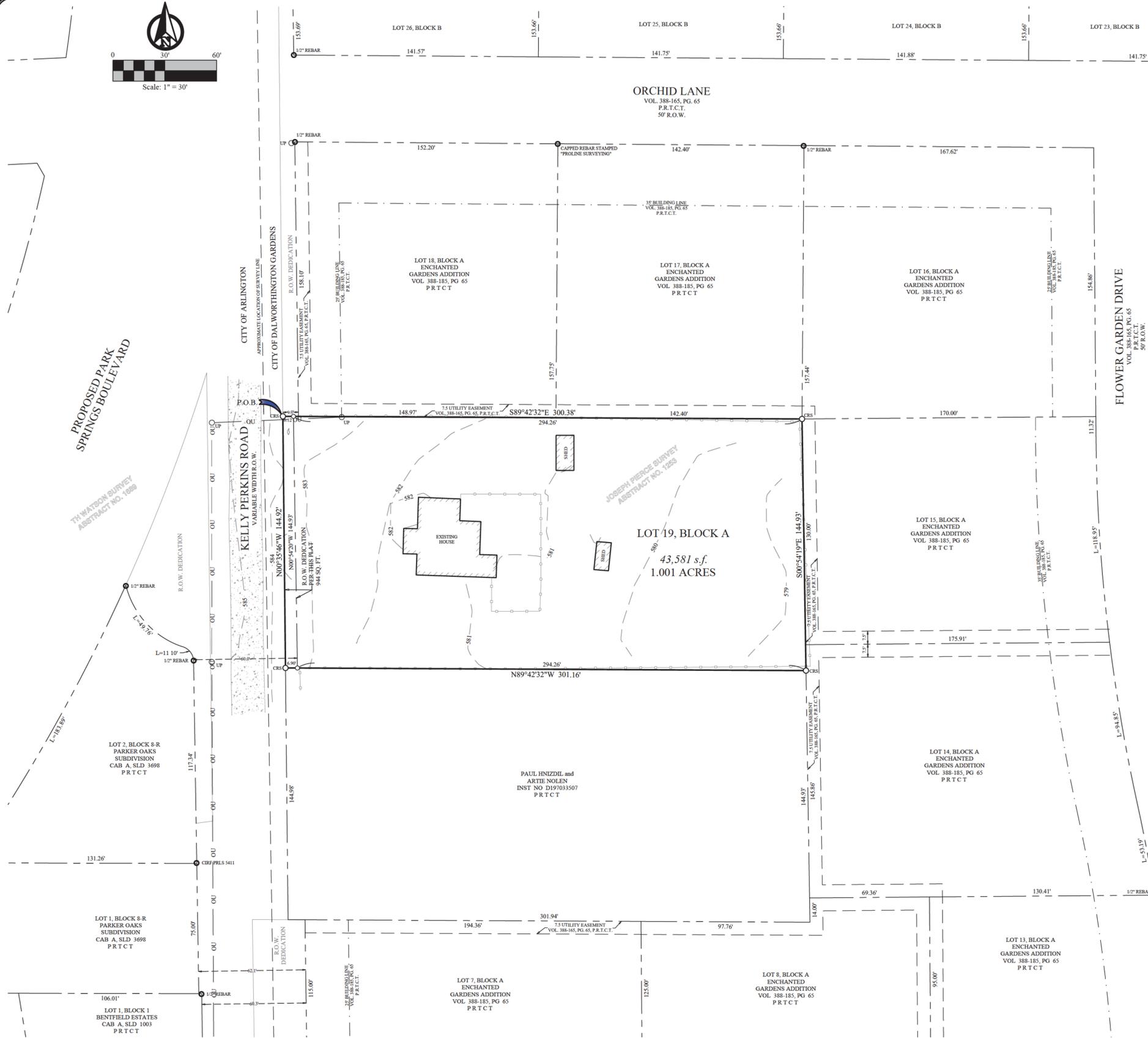
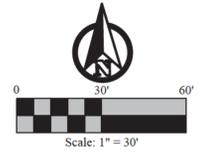
TEXTERRA SURVEYING
 P.O. BOX 202165
 ARLINGTON, TX 76006
 Telephone (817) 235-7326
 TBPELS Firm # 10194685
 www.texterrasurveying.com

OWNER:
 RICHARD BLISS &
 WENDY BLISS
 3815 KELLY PERKINS RD
 DAL WORTHINGTON, TX

SURVEYOR:
 TEXTERRA SURVEYING
 P O BOX 202165
 ARLINGTON, TEXAS 76006
 PHONE: (817) 235-7326

FINAL PLAT
BLISS ADDITION
LOT 19, BLOCK A
 BEING 1.001 ACRES OF LAND LOCATED IN
 THE JOSEPH PIERCE SURVEY, ABSTRACT NO. 1253
 AN ADDITION TO THE CITY OF DAL WORTHINGTON GARDENS,
 TARRANT COUNTY, TEXAS

DATE: March, 2025
 Scale: 1" = 30'



OWNERS CERTIFICATE:

STATE OF TEXAS §
COUNTY OF TARRANT §

WHEREAS, *Martha Linda Stevens and James Virgle Stevens*, are the owners of that certain tract of land situated in the Joseph Pierce Survey, Abstract No. 1253, City of Dalworthington Gardens, Tarrant County, Texas; said tract being described in the deed to *Martha Linda Stevens and James Virgle Stevens*, recorded in Volume 6313, Page 842, Deed Records, Tarrant County, Texas (D.R.T.C.T.); the subject tract is more particularly described as follows:

BEGINNING 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the northwest property corner of the said Stevens tract, being a point on the east right-of-way line of Kelly Perkins Road, being a variable width public right-of-way, from said POINT OF BEGINNING the southwest lot corner of Lot 18, Block A, of ENCHANTED GARDENS ADDITION, an addition in the City of Dalworthington Gardens, Tarrant County, Texas according to the plat thereof recorded in Volume 388-185, Page 65, Plat Records, Tarrant County, Texas, bears SOUTH 89° 42' 32" EAST, a distance of 9.00 feet;

THENCE SOUTH 89° 42' 32" EAST, departing the said right-of-way line, with the north property line of the said Stevens tract, at a distance of 9.00 feet passing the said southwest lot corner of Lot 18, continuing with the south lot line of Lot 18 and with the south lot line of Lot 17, of the said ENCHANTED GARDENS ADDITION, a total distance of 300.38 feet to a 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the northeast property corner of the Stevens tract, being the southeast lot corner of said Lot 17, same being the northwest lot corner of Lot 15 of said ENCHANTED GARDENS ADDITION;

THENCE SOUTH 00° 54' 19" EAST, with the east property of the Stevens tract and with the west lot line of said Lot 15, at a distance of 130.00 feet passing the southwest lot corner of said Lot 15, being the northwest lot corner of Lot 14 of said ENCHANTED GARDENS ADDITION, continuing with the west lot line of said Lot 14, a total distance of 144.93 feet to a 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the southeast property corner of the Stevens tract, being the northeast property corner of the tract being described in the deed to *Paul Hnizdil and Artie Nolen*, recorded in Instrument Number D197033507, P.R.T.C.T.;

THENCE NORTH 89° 42' 32" WEST, departing the said lot line, with the south property line of the Stevens tract, same being the north property line of the said *Hnizdil* tract, a distance of 301.16 feet to a 1/2 inch capped rebar stamped "TEXTERRA SURVEYING" set at the southwest property corner of the Stevens tract, being the northwest property corner of the *Hnizdil*, tract, and being a point on the aforementioned east right-of-way line of Kelly Perkins Road;

THENCE NORTH 00° 35' 46" WEST, with the west property line of the Stevens tract and with the said right-of-way line, a distance of 144.92 feet to the POINT OF BEGINNING and enclosing 1.001 acres (43,581 square feet).

DEDICATION STATEMENT:

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS:
THAT, *Martha Linda Stevens*, does hereby adopt this plat designating the herein above described property as Lot 19, Block A, BLISS ADDITION, an addition in the City of Dalworthington Gardens, Tarrant County, Texas, and does hereby dedicate to the public's use, the right of way's and easements shown hereon.

IN WITNESS THEREFORE, I have hereunto set my hand this _____ day of _____, 2025.

MARTHA LINDA STEVENS

STATE OF TEXAS §
COUNTY OF TARRANT §

Before me, the undersigned, a Notary Public in and for said County and State, on this day personally appeared MARTHA LINDA STEVENS, the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purpose and in the capacity therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2025.

Notary Public in and for the State of Texas

DEDICATION STATEMENT:

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS:
THAT, *James Virgle Stevens*, does hereby adopt this plat designating the herein above described property as Lot 19, Block A, BLISS ADDITION, an addition in the City of Dalworthington Gardens, Tarrant County, Texas, and does hereby dedicate to the public's use, the right of way's and easements shown hereon.

IN WITNESS THEREFORE, I have hereunto set my hand this _____ day of _____, 2025.

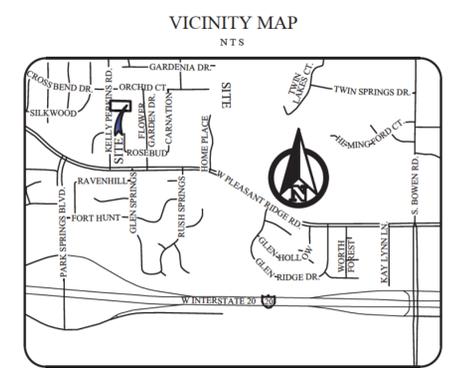
JAMES VIRGLE STEVENS

STATE OF TEXAS §
COUNTY OF TARRANT §

Before me, the undersigned, a Notary Public in and for said County and State, on this day personally appeared JAMES VIRGLE STEVENS, the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purpose and in the capacity therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2025.

Notary Public in and for the State of Texas



FLOOD ZONE CLASSIFICATION
This property lies within ZONE X of the Flood Insurance Rate Map for Tarrant County, Texas and Incorporated Areas, map no. 48439C0345K, dated September 25, 2009, via scaled map location and graphic plotting and/or the National Flood Hazard Layer (NFHL) Web Map Service (WMS) at <http://hazards.fema.gov>.

LEGEND OF ABBREVIATIONS
US.SyFt. United States Survey Feet
TxCS,'83,NCZ Texas Coordinate System of 1983, North Central Zone
NAVD'88 North American Vertical Datum of 1988
P.R.T.C.T. Plat Records of Tarrant County, Texas
O.P.R.T.C.T. Official Public Records of Tarrant County, Texas
D.R.T.C.T. Deed Records of Tarrant County, Texas
VOL/Pg/INST# Volume/Page/Instrument Number
POB/POC Point of Beginning/Point of Commencing
ESMT/BL Easement/Building Line

MONUMENTS / DATUMS / BEARING BASIS
Monuments are found if not marked MNS or CRS.
CRS ○ 1/2" rebar stamped "TEXTERRA SURVEYING" set
MNS ○ Mag nail & washer stamped "TEXTERRA SURVEYING" set
TBM ○ Site benchmark (see vicinity map for general location)
○ Vertex or common point (not a monument)
Coordinate values, if shown, are US.SyFt./TxCS,'83,NCZ
Elevations, if shown, are NAVD'88
Bearings are based on grid north (TxCS,'83,NCZ)

- NOTES:**
1. The purpose of this plat is to create a one lot plat of the tract being described in the deed to *Martha Linda Stevens and James Virgle Stevens*, recorded in Volume 6313, Page 842, Deed Records, Tarrant County, Texas.
 2. This property may be subject to charges related to impact fees, and the applicant should contact the City regarding any applicable fees due.
 3. This plat does not alter or remove deed restrictions or covenants, if any, on this property.
 4. This Survey is issued without the benefit of a current title report and is subject to revision upon receipt thereof. Surveyor has done no additional research for possible easements, restrictions or covenants which may affect this property.
 5. Selling a portion of a tract, platted lot, or platted addition by metes and bounds without an approved subdivision or re-subdivision by the local city could be a violation of City Ordinance and State Law.
 6. Visibility triangles shall be provided at the intersections of all public or private streets in accordance with City ordinances. All landscaping (nothing over 2 feet in height as measured from the top of the curb) within the visibility triangles shall comply with the Visibility Triangle Ordinance.

STATE OF TEXAS §
COUNTY OF TARRANT §

THIS is to certify that Jose B. Najarro III, a Registered Professional Land Surveyor for the State of Texas, have performed, for this plat, an actual survey on the ground, and that this plat correctly represents that survey made by me or under my direction or supervision.

PRELIMINARY: THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

Jose B. Najarro III
Registered Professional Land Surveyor No. 6736
texterrasurveying@gmail.com
DATE: TBD

**PRELIMINARY AND FINAL PLAT
BLISS ADDITION
LOT 19, BLOCK A**
BEING 1.001 ACRES OF LAND LOCATED IN
THE JOSEPH PIERCE SURVEY, ABSTRACT NO. 1253
AN ADDITION TO THE CITY OF DALWORTHINGTON GARDENS,
TARRANT COUNTY, TEXAS

DATE: January, 2025
Scale: 1" = 30'

OWNER:
MARTHA LINDA STEVENS and JAMES VIRGLE STEVENS
3815 KELLY PERKINS RD
DALWORTHINGTON, TX

SURVEYOR:
TEXTERRA SURVEYING
P O BOX 202165
ARLINGTON, TEXAS 76006
PHONE: (817) 235-7326

TEXTERRA SURVEYING
P.O. BOX 202165
ARLINGTON, TX 76006
Telephone (817) 235-7326
TBPELS Firm # 10194685
www.texterrasurveying.com

Approved by the Director of Planning and Development Services on _____ (Date)

Director of Planning and Development Services

THIS PLAT IS RECORDED IN INSTRUMENT NUMBER _____, DATED _____

**City Council
Staff Agenda Report**

Agenda Item: 9I.

Agenda Subject: Discussion and possible action on an ordinance for commercial properties requiring cross lot access when our existing ordinance regarding driveways separations cannot be met.

<p>Meeting Date: March 20, 2025</p>	<p>Financial Considerations: Budgeted: <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No <input type="checkbox"/>N/A</p>	<p>Strategic Vision Pillar:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Financial Stability <input checked="" 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
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P&Z meet on March 6, 2025 and recommended an ordinance change. They would like staff and attorney to come up with a purposed language utilizing Kennedale and Pantego’s ordinance and to add a statement to not cause a hardship to the property owner by discretion of the city

Background Information:

During the discussion of the concept plan along Bowen Road at the November regular city council meeting, driveway separation and safety along the Bowen Road corridor was discussed. The city attorney said that neither the city’s current ordinance regarding driveway separation nor the planned development process was sufficient to require cross lot access to ensure that driveway spacing on adjacent commercial lots meets the ordinance. She said a cross lot access ordinance would need to be added to ensure driveway separations could be enforced on certain lot configurations.

At the January 16, 2025 council meeting, Council directed Planning and Zoning Commission to investigate and make recommendations on adding an ordinance for commercial properties requiring cross lot access when our existing ordinance regarding driveway separations cannot be met.

However, any submissions submitted prior to an ordinance change will not be effected.

The following study information is provided for your reference to help investigate this.

Chapter 8 of the comprehensive plan begins with the following. “Implementation Strategies” Implementation measure will be critical to the success of the Dalworthington Gardens Comprehensive Plan. There are many methods and tools that may be used to implement a plan. Some of these include, but may not be limited to, the following:

- Planned Development Site Plan Procedures;
- Urban Design Standards;
- Ordinance Revisions;
- Official Maps; and
- The Planning Program.

Our comprehensive plan is a guideline, but does not have the power of ordinance. If the comprehensive plan with regards to cross lot access is going to be enforced, this would need to be codified. (See pages 23-27 of the comprehensive plan where the concept of increasing commercial driveway spacing with increased speed limits to ensure safe commercial development can be found.)

Materials to follow this AIS include:

- Pages 23-27 DWG Comprehensive Plan
- DWG Ordinance 10.02.235 Driveway and parking area standards
- City of Burleson Joint and cross access Ordinance
- City of Crowley Transportation and connectivity Ordinance
- City of Kennedale Access Management Ordinance
- Town of Pantego Park Row corridor district Ordinance

Staff noticed that * Minimum distance from drive to intersection on Arterial for commercial is listed as 1880 feet. This is likely a typo. Do you want to suggest a correction?



Focal Points and Entry Statements

Focal points and entry statements are design elements that are used to draw attention to significant areas of the City. These elements, which are intended to make a statement about the community, may incorporate a combination of landscaping, decorative pavers, banners or signage, street furniture, and statuary in order to create interest in a particular location, and establish a community theme throughout the City.



Focal points are used in locations where characteristics unique to Dalworthington Gardens are evident. An example of such an area would be where the amount of traffic and visibility is high. Focal points should be used to establish a City theme by using such elements as uniform signage and the City logo. Entry statements are special treatments applied where significant amounts of traffic enter the City. They are intended to communicate that one has entered the City.

Commercial Driveways-Distance Between Driveways

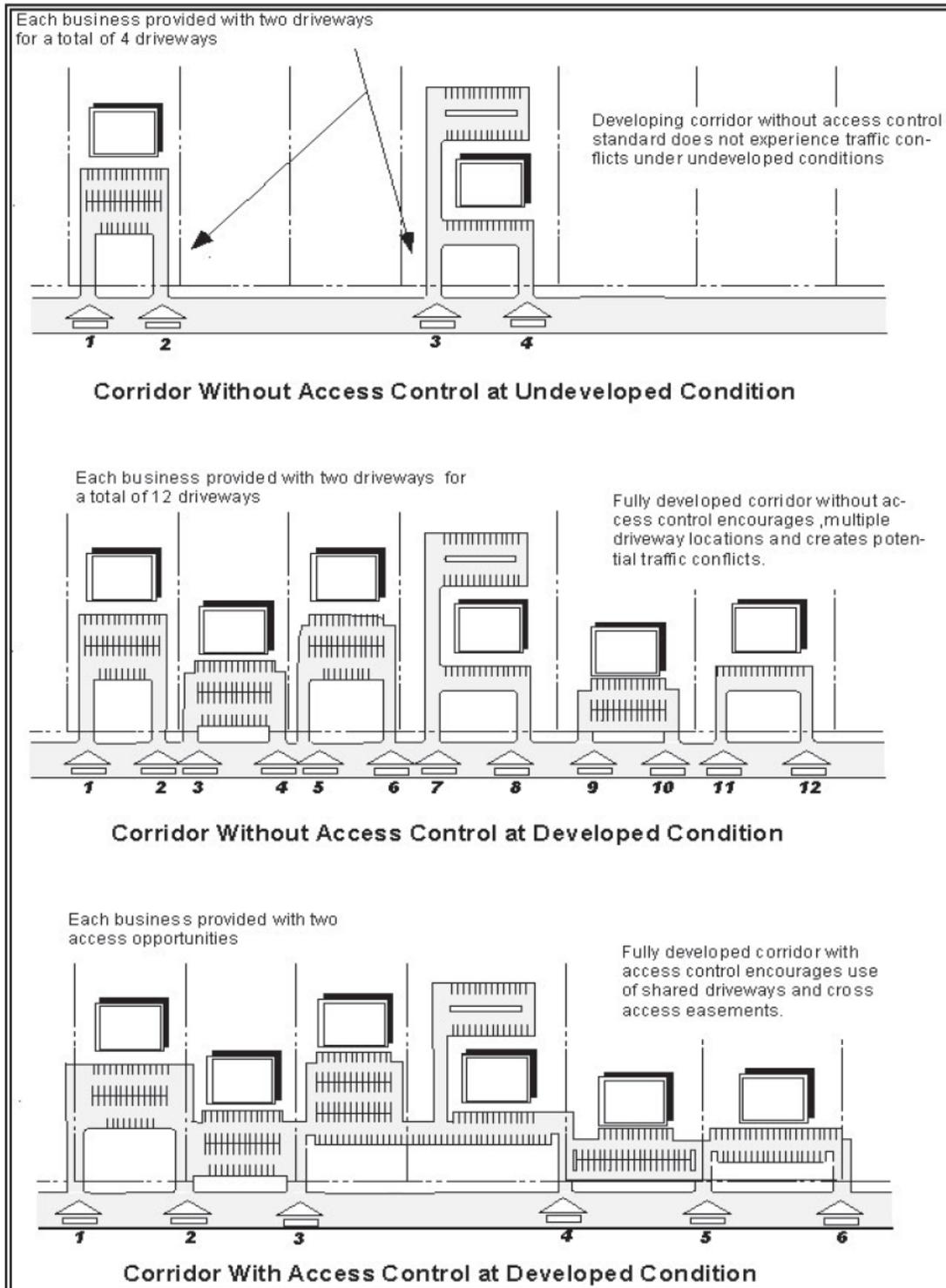
The number and location of commercial driveways shall be controlled such that the distance between driveways is increased, relative to design speed of the roadway so that the number of opportunities for traffic conflicts may be reduced. Adequate distances between driveways will help to ensure the safety of motorists and pedestrians by reducing areas of potential conflict between vehicles attempting to enter or exit corridor properties.

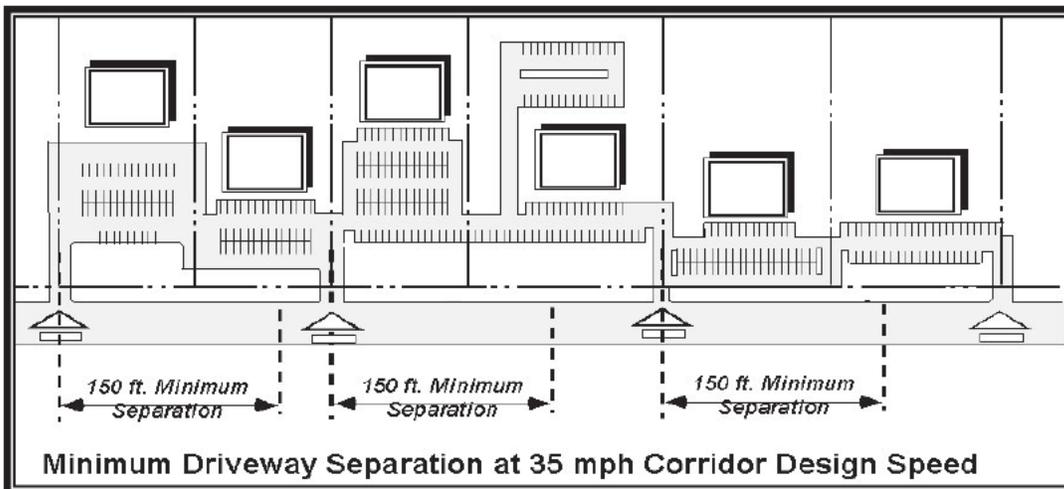
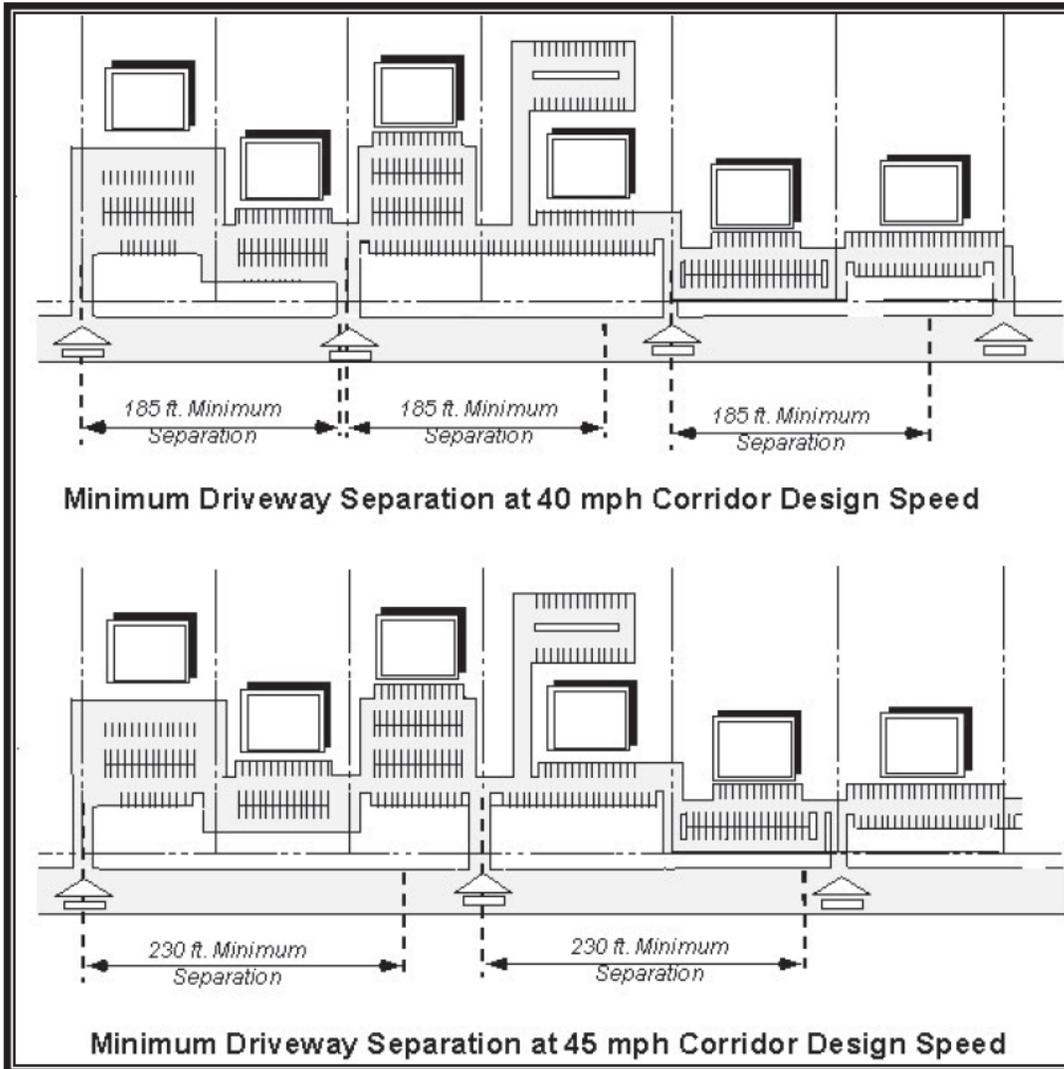
Conventional thinking of commercial development, in times past, sought to provide numerous opportunities (at least 2 driveway cuts) for circulation on and off of each individual commercial site. Whereas this certainly provided access, there is no documentation that indicates a direct relationship with business profits and the number of driveways that are provided on a site. What has been documented is that the increased opportunity for traffic conflicts presented by increasing the number of intersections along a roadway significantly increased the vehicle collisions on the arterial. Increased distances between driveways do not necessarily inhibit access to commercial businesses. However, increased design speeds require increased separation distances, which certainly will be a challenge to commercial development.

Minimum Driveway Separation	
Design Speed Limit (mph)	Minimum Spacing (Feet)
25	105
30	125
35	150
40	185
45	230



Increasing the separation between driveways will, without a doubt, cause some properties to have a difficult time providing a driveway curb cut on their property. This is not unusual. Shared access between commercial properties and cross-access easements that provided access across property has been utilized to provide adequate access for commercial properties.



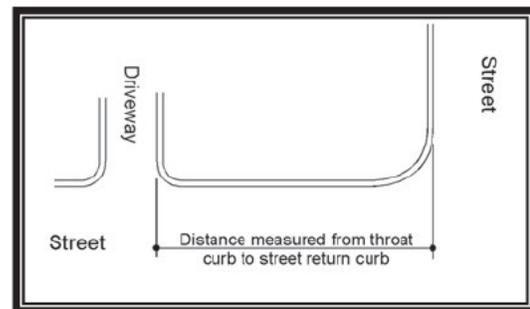


Shared Access and Cross Lot Access Easements

Shared driveways and cross-lot access easements are design methods that can provide adequate access while reducing the number of access driveways. These design methods are required for commercial development unless otherwise approved by the City. Shared driveways and easements will require the dedication of a joint-use, private access easement on each affected property. Shared easements must encompass the entire width of the planned driveway plus an additional width of one foot on both sides of the drive.

Distance from Intersection

The minimum and maximum distances to intersections from access driveways along an arterial roadway will be between 100 feet and 250 feet. The City Engineer, in consultation with the City Transportation Planner, will evaluate each driveway to determine a specific combination of dimensions within this range based upon the anticipated traffic flow and safety characteristics of the driveway and public street. The distance will be measured from the nearest edge of the driveway return to the intersecting street curb return.



Service Drives

In conjunction with cross access easements and shared driveways, short service drives parallel to the thoroughfare will be implemented whenever possible. This is particularly important along corridors with narrow lots where individual driveways could result in numerous closely spaced driveways. In largely undeveloped areas, an individual temporary driveway would serve each site until adjacent lots were developed. At that time, a service road would be constructed to serve multiple lots, and the temporary drives would be closed and consolidated into one or two access points. At the time of development, easements would be reserved for use when the future permanent drive is developed.

Parking Lot Design

Parking lots shall be designed with attention being given to parking lot edges and interior spaces. Parking lots, with their large expanses of asphalt and concrete and clutter of parked cars can be unsightly. Parking lots and drive lanes will comprise a significant amount of corridor area. Design of these improvements must provide an aesthetic appearance and still insure safe and efficient traffic circulation.

Curbs

Curbs must be provided on all driving and parking surfaces. Parking lots and driving areas generally have poor edge treatment. Often, the paving simply stops at grassed areas without the use of curbing. Therefore, a raised curb will be required for all parking and driving surfaces.

§ 10.02.235. Driveway and parking area standards.

All private driveways, private accessways, and parking areas shall comply with the following applicable design and construction standards:

(1) Design standards.

(A) Driveways shall be designed and built in compliance with the minimum standards contained in table 10.02.235-1.

TABLE 10.02.235-1			
Requirements	Street Class	Residential (SF) Drive	Apartment, MF, Commercial Drive
Throat width	Local	10-28 feet	24-36 feet
	Collector	10-28 feet	24-36 feet
	Arterial	12-28 feet	30-36 feet
Curb radius	Local	5-10 feet	10-20 feet
	Collector	10-15 feet	15-20 feet
	Arterial	15 feet	20-30 feet
Minimum centerline spacing along roadway	Local	15 feet	100 feet
	Collector	15 feet	150 feet
	Arterial	100 feet	250 feet (note 1)
Driveway angle (note 2)		70-90 degrees	90 degrees
Minimum distance from drive to intersection (note 3)	Local	30 feet	75 feet
	Collector	50 feet	100 feet
	Arterial	100 feet	1880 feet
Maximum approach grade (note 4)	Local & collector	+9%	+6%
	Arterial	+6%	+3%
Minimum approach length (note 5)	Local & collector	6 feet	9 feet
	Arterial	9 feet	17 feet

Notes to table 10.02.235-1:

1. Driveways on arterials served by deceleration lanes may be spaced at 200-foot minimum intervals.
2. Driveway angle is measured as the intersection of the centerline of driveway with the future street curbline, and extending a minimum of twenty feet (20') from the future curbline.
3. The minimum distance from drive to intersection is the distance measured from intersection of extended property lines to the centerline of the driveway.
4. The maximum approach grade is the percent of slope measured along the centerline of the driveway from the flow line of the future curbline.
5. The minimum approach grade is the minimum distance over which the maximum grade must be maintained measured from the flow line of the present or future curb, as determined by the city engineer.

(B) The requirements for throat width and curb radius may be varied by the board of development review, on the recommendation of the city engineer, upon a showing by substantial evidence that traffic volumes, truck usage, shared drives and other factors

warrant the variance.

(2) Construction standards.

- (A) All access drives and parking spaces in SF and MF districts shall have an all-weather surface consisting of a minimum of six inches (6") of limestone base course or equivalent (four inches of base over lime or cement treated subgrade) constructed in accordance with division 4, Standard Specifications for Public Works Construction, North Central Texas, as amended.
- (B) All nonresidential access drives, off-street parking areas, and loading berths, together with aisles and maneuvering areas for vehicles, shall be connected to a public street, and shall have a paved surface of not less than five inches (5") of steel reinforced Portland cement concrete over a subgrade compacted to ninety-five percent (95%) of Standard Proctor, or four inches (4") of hot mix asphaltic concrete over either six inches (6") of limestone base course, or six inches (6") of lime or cement treated subgrade, all in accordance with division 4 and 5, Standard Specifications for Public Works Construction, North Central Texas, as amended.
- (C) The minimum dimensions for parking spaces and maneuvering aisles shall be as shown in table 10.02.235-2. See section 14.02.479 for landscaping and island criteria.

TABLE 10.02.235-2. MINIMUM PARKING AREA REQUIREMENTS FOR TYPICAL PARKING ANGLES

Note: All parking stalls for angle parking are 18' long. All dimensions are expressed in feet.

Parking Angle (degrees)	Stall Width	Lane Depth	Aisle Width	Sum Aisle +2	Sum Overlapping Lane	Curb Length for "N" Cars
0	a - 10	10.0	12.0	32.0	c	N x 21
	b - 9	9.0	12.0	31.0	c	N x 21
30	10	17.7	12.0	47.4	38.7	2.82 + (N x 20)
	9	16.8	12.4	46.0	38.2	3.82 + (N x 18)
45	10	19.2	15.4	53.8	46.8	7.07 + (N x 11.11)
	9	18.5	15.4	52.6	46.2	7.77 + (N x 12.24)
60	10	20.0	20.2	60.8	55.8	7.44 + (N x 11.56)
	9	19.9	20.2	60.0	55.4	7.40 + (N x 10.40)
60 28	10	20.4	20.0	60.8	55.8	6.70 + (N x 11.18)
2/1 angle	9	19.9	20.4	60.2	55.4	6.90 + (N x 10.02)
90	10	18.0	26.0	62.0	c	N x 10
Right angle	9	18.0	26.0	62.0	c	N x 9

§ 10.02.235

§ 10.02.235

- a: Minimum stall width for SF and ME accessory parking.
- b: Minimum stall width for parking space provided for other than dwelling units.
- c: Parking lanes do not overlap for parallel or right angle parking.

(2005 Code, sec. 16.1.59)

§ 5-58. Access management. (Ord. No. B-792-10(A0410), § 1, 4-19-2010)

(a) **Joint and cross access.**

Adjacent commercial or office properties and major traffic generators i.e. shopping plazas, office parks, shall provide a cross access drive and pedestrian access way to allow circulation between sites. This requirement shall also apply to a building site that abuts an existing developed property unless the decision-making body finds that this would be impractical. Property owners shall:

- (1) Record an easement in the public records of Tarrant County or Johnson County that allows cross access to and from the adjacent properties;
- (2) Agree that any pre-existing driveways provided for access in the interim shall be closed and eliminated after construction of the joint use driveway; and
- (3) Record a joint maintenance agreement in the public records of the City of Burleson defining maintenance responsibilities of property owners that share the joint use driveway and cross access system.

(b) **Requirements for unified access and circulation.**

In the interest of promoting unified access and circulation systems, development sites under the same ownership or consolidated for the purposes of development and comprised of more than one building site shall be considered unified parcels. This shall also apply to phased development plans. Accordingly, the following requirements shall apply:

- (1) The number of connections permitted shall be the minimum number necessary to provide reasonable access to the overall site and not the maximum available for that frontage.
 - (2) All easements and agreements required under the above shall be provided.
 - (3) Access to outparcels shall be internalized using the shared circulation system and designed to avoid excessive movement across parking aisles or queuing across surrounding parking and driving aisles.
- (c) Where abutting properties are in different ownership and not part of an overall development plan, cooperation between the various owners in development of a unified access and circulation system is encouraged. Abutting properties shall not be required to provide unified access and circulation until they are developed or are redeveloped.
- (d) When a residential development is proposed that would abut an arterial or major collector roadway, it shall be designed to provide lots abutting the roadway with access from an interior local road or frontage road. Direct driveway access to individual one- and two-family dwellings from arterial and major collector roadways shall be prohibited. All other reasonable access alternatives shall be investigated and judged unacceptable by the city engineer before direct residential driveway access on an arterial or major collector is permitted.

(e) **Redevelopment requirements.**

Properties with access connections that do not meet the requirements above shall be brought into compliance to the extent possible when modifications to the roadway are made or when a change in use results in one or more of the following conditions:

- (1) When a modification to an existing connection is required.
 - (2) When commercial site plan review and approval is required.
 - (3) When a site generates an increase of 20 percent or greater in peak hour trips or 100 vehicles per hour in the peak hour, whichever is less, as determined by one of the following methods:
 1. An estimation based on the ITE Trip Generation Manual (latest edition) for typical land uses;
 2. Traffic counts made at similar traffic generators located in the City of Burleson; or
 3. Actual traffic monitoring conducted during the peak hour of the adjacent roadway traffic for the property.
- (f) If the principal activity on a parcel with access connections that do not meet the regulations of the above is discontinued for a period of one year or more, then the parcel must comply with all applicable access requirements of the above to the extent possible.

106.86 - TRANSPORTATION AND CONNECTIVITY

- A. PURPOSE. The purpose of this section is to:
- (1) support the creation of a highly connected transportation system within the city in order to provide choices for drivers, bicyclists, and pedestrians;
 - (2) increase effectiveness of local service delivery;
 - (3) promote walking and bicycling; connect neighborhoods to each other and to local destinations such as employment, schools, parks, and shopping centers;
 - (4) to avoid the creation of large, isolated tracts without routes for pedestrian and bicycle connections and through traffic;
 - (5) reduce vehicle miles of travel and travel times; reduce emergency response times; mitigate the traffic impacts of new development; and
 - (6) free up arterial capacity to better serve regional long-distance travel needs.
- B. TRAFFIC IMPACTS. The Administrator or designee may require a Traffic Impact Analysis (TIA) or other type of engineering study from the developer in accordance with Chapter 98 prior to any approval for plats, zoning change, or site plans pertaining to the potential traffic impact of the proposed development on the city's street system.
- C. DRIVEWAYS, FIRE LANES AND ACCESS EASEMENTS
- (1) Standard Requirements: All driveway approaches, curbs, gutters, pavements and appurtenances necessary to provide access to properties shall be provided by the developer and shall be designed, constructed and maintained in accordance with standards in the city's adopted Design Criteria Manual and development specific ordinances in the Planned Developments (PDs), in Mixed Use (MU) and Downtown (DT) Districts (as applicable to the subject property).
 - (2) Fire Lanes: Fire lanes are to be designed in accordance with the city's adopted Fire Code and Design Criteria Manual. Fire lane easements shall be shown on the Site Plan and shall be maintained to the city's standards by the property owner. For safety and emergency accessibility reasons during construction, developments other than single-family detached or two-family residential subdivisions shall not be allowed to proceed with vertical structural construction above the foundation prior to completion and city inspection of all fire lanes and fire hydrants on the site.
 - (3) Access Easements: All non-residential development along highway frontage and arterial roadways shall provide cross access easements to adjoining properties unless grade issues prevent cross access connectivity.
 - (4)

Visibility at Intersections: On all lots or parcels of land on which a front setback is required, no obstruction that will obscure the view of motor vehicle drivers shall be placed within the triangular area formed by the adjoining driveway or street property lines between two and one-half (2½) and eight feet above grade as specified in this section, except that trees may be permitted within said triangular area provided that those trees are placed in the street planter strip and the limbs are pruned to at least six feet above the grade level of the adjacent street.

- a. TxDOT street and driveway intersections shall meet TxDOT sight visibility standards.
- b. All other streets and driveway intersections shall meet the standards in Figure 106.86-1

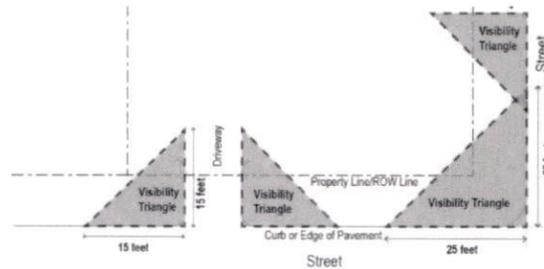


Figure 106.86-1 Visibility Triangles at Driveways and Intersections

D. PEDESTRIAN AND BICYCLE ACCESS

- (1) Purpose: The purpose of this section is to reduce the number and length of automobile trips and related air pollution by encouraging walking and bicycling by integrating sidewalks and bicycle routes in new development and redevelopment, and by providing for shorter and more direct routes between many destinations.
- (2) Parking and Circulation Plan Required:
 - a. In conjunction with a site plan, all development, except for single-family, duplex, and townhouse residential uses within previously platted subdivisions, shall prepare a parking and circulation plan. The plan shall meet the requirements of the Chapter 98: Subdivision Regulations, and contain the following information:
 1. Internal circulation and connectivity to existing street network;
 2. Emergency and service vehicle access;
 3. Parking layout;
 4. Loading operations;
 5. Turning radii based on uses;
 6. Traffic calming measures where future "cut-through" traffic is likely;
 7. Pedestrian, bicycle, and transit facilities; and
 8. Other similar issues identified by the Director.

b.

The Administrator may waive the requirement for a circulation plan on a case-by-case basis if a development is expected to have no impact upon circulation or proposes no change in existing circulation patterns. This standard shall not be construed to exempt development that includes additional parking, driveways, or substantial modifications to the existing pedestrian network.

- c. A circulation plan shall be submitted with the respective site plan or subdivision application, as appropriate.
- d. The Administrator may grant a waiver for projects smaller than 2 acres.

(3) Pedestrian and Bicycle Circulation Standards

- a. Sidewalks shall be required along any street upon which a lot abuts, regardless of whether such lot faces, abuts on the side, or backs up to such street, or is separated from such street by an alley. Unless designated in an adopted city plan, sidewalks shall not be required along freeways and freeway frontage, or along any street abutting residential lots in zoning categories AG and other residential districts requiring lots larger than 1 acre.
- b. Sidewalks shall be constructed by the owner along all collector and arterial thoroughfares, and along all perimeter streets abutting the subdivision, regardless of whether such collector, arterial, or perimeter thoroughfare abuts a lot, alley, or other space. Sidewalks shall be constructed along all collector and arterial thoroughfares and perimeter streets prior to the issuance of a certificate of acceptance for the subdivision by the city.
- c. Sidewalks shall be constructed in accordance with the city's adopted Design Criteria Manual.
- d. The minimum width of sidewalks shall be five feet wide.
- e. To increase pedestrian safety and walkability, all sidewalks shall be located at least 6-feet from the back of curb.
- f. Meandering sidewalks may be approved by the Administrator to preserve trees and create a more informal streetscape.
- g. On-Site Pedestrian Walkways
 - 1. All development shall provide an on-site system of pedestrian walkways with a minimum width of five feet designed to provide direct access and connections to and between the following:
 - i. The primary entrance or entrances to each building, including pad site buildings;
 - ii. Any sidewalks, walkways, or multi-use paths on adjacent properties that extend to the boundaries shared with the development. Interconnected walkways should be designed with similar and/or complementary details, colors, finishes, etc.;
 - iii. Any parking areas intended to serve the development;

- iv. Any sidewalk system along the perimeter streets adjacent to the development;
 - v. Any public transit station areas, transit stops, park and ride facilities, or other transit facilities on-site or along an adjacent street;
 - vi. Any adjacent residential neighborhoods (planned or existing) if sidewalk stubs are planned or existing; and
 - vii. Any adjacent or on-site public park, trail system, open space, greenway, or other public or civic use or amenity.
2. On-Site Pedestrian Walkway Design: required on-site pedestrian walkways shall:
- i. Be a minimum of five feet in width;
 - ii. Be distinguishable from areas used by vehicles changing paving material, patterns, and/or paving color, but not including the painting of the paving material; decorative bollards; or raised median walkways with landscaped buffers;
 - iii. Have adequate lighting for security and safety;
 - iv. Be conveniently and centrally located on the subject property;
 - v. Be ADA accessible; and
 - vi. Not include barriers that limit pedestrian access between the subject property and adjacent properties.
3. Pedestrian Access through Parking Areas
- i. All parking lots that contain more than 40 parking spaces shall include pedestrian walkways through the parking lot to the principal building entrance or a sidewalk providing access to the principal building entrance. At a minimum, walkways shall be provided for every three driving aisles or at a distance of not more than 150-foot intervals, whichever is less.
 - ii. Parking lots with 100 spaces or more shall be divided into two or more separate equal areas and divided by landscaped areas or walkways at least 10 feet in width, or by a building or group of buildings.
 - iii. Pedestrian Access through Parking Garages: Pedestrian walkways shall be provided through parking garages from the parking area to the abutting public right-of-way and/or to the primary entrance of the building served. Pedestrian walkways shall not use vehicle entrance or exit driveways from the parking area to a public right-of-way.
4. Crosswalks
- i. Crosswalks shall be identified in consultation with the City Engineer to meet the specific need and functionality of pedestrian movement at a particular location.
 - ii.

The type and size of the crosswalk shall be determined based on federal and state guidelines described in the Manual on Uniform Traffic Control Devices (MUTCD).

5. Use Restrictions and Maintenance of Pedestrian Connections

- i. Restrictions on Use: Sidewalks, walkways, and trails are intended to provide pedestrian access. Vehicle parking, garbage containers, merchandise storage or display, utility boxes and poles, signs, trees, and other obstructions shall not encroach into the required minimum clear width of any required sidewalk, trail, walkway, or other pedestrian way. Pedestrian amenities including bollards and trash receptacles for pedestrians are exempt from this requirement.
- ii. Maintenance: Sidewalks, trails, and walkways required by this title shall be maintained in usable condition throughout the year.

Section 12.6 Access Management

- A. Purpose. Poor design and placement of parking lots and driveways can impede traffic flow and can also inhibit connectivity among sites and may reduce pedestrian safety. To enhance connectivity and increase safety, therefore, parking lots and driveways shall be planned to reduce the number of curb cuts and shall be designed to support pedestrian safety, connections, and comfort.
- B. General Requirements.
1. Design. Primary driveways should be designed as streets. This includes designing pedestrian sidewalks and appropriate traffic control measures, as well as providing streetscape improvements and lighting to improve way-finding.
 2. Connections. Parking lots and driveways shall provide pedestrian connections to storefronts. Dedicated walkways through parking lots and sidewalks shall be included in the design of access roadways.
 3. Traffic Calming. Traffic calming techniques shall be employed in parking and driveway areas to support pedestrian circulation concepts.
 4. Sizing and Construction Standards. Drive approach size and construction standards shall be governed by the City of Kennedale Public Works Design Manual.
- C. Driveways.
1. Location. Access drives shall be located to interfere as little as possible with the use of adjacent properties and the flow of traffic on adjacent streets, to avoid undue interference with pedestrian access, and to provide the required site distance and the most favorable driveway grade.
 2. Separation. Access drives on corner lots shall be located as far from the street intersection as practicable.
 3. Shared Driveways. When it is determined that reducing the number of access points may have a beneficial impact on traffic operations and safety while preserving the property owner's right to reasonable access, a shared commercial driveway, frontage road, or rear service drive connecting two (2) or more properties or uses may be required. In particular, near existing traffic signals or near locations having potential for future signalization, parkways and boulevards or other streets with high traffic volumes, and along segments with a relatively high number of accidents or limited sight distance.
 4. Easements. Shared commercial driveways and service roads shall be within an access easement recorded with Tarrant County. A draft of the access easement shall be provided to the city for review prior to filing.
 5. Kennedale Parkway and I-20 Frontage Road. Placement and dimensions of curb cuts along Kennedale Pkwy and I-20 Frontage Roads shall be determined by the Texas Department of Transportation (TxDOT). To the extent authorized by TxDOT, cross access or shared access easement shall be required. No new certificate of occupancy or building permit will be issued until cross or shared access is in place.

D. Employment Center District. The following requirements apply to Type A and B frontage streets as established in the Employment Center District.

1. Type A Frontage Streets.

- a. Curb cuts on Type A streets shall be not be allowed if the property has access to a Type B street. If permitted, curb cuts shall be limited to one (1) per 400 feet (as measured between curb cuts).
- b. Cross access or shared access easements shall be required. No new certificate of occupancy or building permit will be issued until cross or shared access is in place.

2. Type B Frontage Streets.

- a. Curb cuts on Type B streets shall be limited to one (1) per 250 feet (as measured between curb cuts).
- b. Cross access or shared access easements shall be required. No new certificate of occupancy or building permit will be issued until cross or shared access is in place.

DIVISION 3
Park Row Corridor District (PRC)

§ 14.08.205. Purpose.

The park row corridor district is established to provide guidelines and regulations to ensure that the site design, physical function and appearance of the properties in this district reinforce the vision, goals and objectives of the town's comprehensive plan and redevelopment strategies as they relate to redevelopment village 1, the Park Row Drive corridor. It is the intent of the town, in partnership with corridor property owners, to promote and require these designs as much as practical and in proportion with the amount of redevelopment being requested.

(Ordinance 17-804 adopted 5/8/17)

§ 14.08.210. Application of standards.

These guidelines and regulations shall apply to all properties located within the park row corridor district as identified on the official zoning map of the town. The guidelines and regulations shall be applied as follows:

- (1) Any new development or redevelopment of property which occurs within the PRC district that is not part of a planned development district (PD) (section 14.08.005) shall conform to all of the standards in section 14.08.225, design standards, as requirements, as applicable. Some or all of these standards may be determined by the approving body to be technically infeasible.
- (2) Any new development or redevelopment which occurs within this district that is part of a planned development district (PD) (section 14.08.005) shall follow all of the standards in section 14.08.225, design guidelines, as guidelines, as applicable.
- (3) In instances of conflict between the regulations in this section and another section in this zoning code, the regulations and standards of this section shall prevail.

(Ordinance 17-804 adopted 5/8/17)

§ 14.08.215. Development review.

- (a) The review of any development or substantial redevelopment project within the PRC district shall occur as outlined below. For the purposes of this section, "substantial redevelopment" shall mean a 25% or greater enlargement or decrease in the gross floor area or building size for the subject parcel(s).

- (1) Any new development or substantial redevelopment which occurs within this district that is not part of a planned development district (section 14.08.005) shall be reviewed and approved by the zoning administrator to assure that the design standards of section 14.08.225, design guidelines, are met.
- (2) Any new development or substantial redevelopment which occurs within this district that is part of a planned development district shall be reviewed for general compliance of all design standards of section 14.08.225, design guidelines, during the approval process specified by section 14.08.005, planned development district. As part of a

planned development district, the regulations and standards in this section, with the exception of permitted uses, shall serve as guidelines and not requirements.

- (b) The zoning administrator may request the assistance of the planning and zoning commission, if necessary, for additional review and input.

(Ordinance 17-804 adopted 5/8/17)

§ 14.08.220. Permitted and conditional uses.

Permitted, specific and conditional uses are as established in table 14.06.010, residential district uses and table 14.07.010, nonresidential district uses.

(Ordinance 17-804 adopted 5/8/17)

§ 14.08.225. Design standards.

The following design standards shall be clearly identified on drawings, renderings, or a combination of both, submitted to the zoning administrator for review and approval as per the requirements of sections 14.08.210–14.08.215. Plans and elevations shall be drawn at a scale, and noted as necessary, to adequately depict the proposed development or redevelopment project.

- (1) Building development standards. The design guideline standards of section 14.10.020 will be utilized in the review and approval of new and redeveloped buildings and structures in the PRC district. The following standards shall also be considered:

(A) Facades.

- (i) No blank, uninterrupted facades shall be permitted where visible from a public right-of-way. The use of windows, doors and/or other architectural features shall be required at regular intervals to break up a blank wall. The use of false windows as an architectural feature may be permitted upon review by the zoning administrator.
- (ii) Planting areas and landscaped beds may be permitted in place of architectural features (e.g. 20 lineal feet of landscaping for every 100 feet of building length) if the height of the landscape material is at least half the height of the building or structure upon review and approval of the zoning administrator.
- (iii) Building facades shall include a repeating pattern including no less than three of the following elements: color change, texture change, material change or the inclusion of architectural features no less than 36 inches in width such as offsets, bays, marquees, etc. At least one of these elements shall repeat horizontally.
- (iv) All sides of a building or structure that are visible from any public right-of-way or residentially zoned property shall be finished with the same materials utilized on the front facade to provide a finished faced towards all locations visible to the public.

- (B) Rooflines. Rooflines visible from the public right-of-way shall have a change in height for at least every 50 lineal feet in building length unless it is a building that exceeds a length of 200 lineal feet in which the roofline shall change in height for at least every

75 feet for facades. Modifications in the roofline do not need to be uniformly spaced but shall be proportional to the massing of the building.

- (C) Building orientation. The primary building facade shall be oriented towards Park Row Drive.
 - (D) Accessory structures. Accessory structures shall be constructed of the same materials and colors as the principal building.
- (2) Site development standards.
- (A) Site development standards.

Minimum Lot Size (in ft.)	Minimum Yard Depth (in feet)			Maximum Height (in feet)	Maximum Impervious Lot Coverage
	Front	Side	Rear		
None	10	0 ⁵	10	45	90%

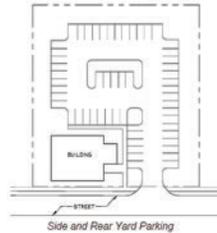
⁵Minimum side yard shall be zero feet unless abutting a residential district, then the minimum side yard depth shall be 20 feet with a screening wall of 8 feet in height.

- (B) Utilities. All on site utilities shall be located underground.
- (C) Driveways.
 - (i) A maximum of one driveway opening shall be permitted for each property on each abutting street for every 250 linear feet of frontage.
 - (ii) For corner lots, the locations of the driveways shall be setback a minimum of 50 feet from the face of curb of the intersecting street or as otherwise approved by the zoning administrator.
 - (iii) Shared or joint access driveways are recommended. If the driveway opening is not shared between parcels, the minimum setback from a property line shall be 20 feet.

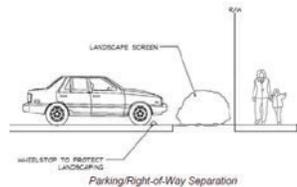


- (D) Cross easements. As parties develop or redevelop efforts shall be made to provide for cross easement access to adjoining parties and the consolidation of curb cuts upon development or redevelopment to the fullest extent possible.
- (E) Off-street parking. Off-street parking shall comply with article 14.10, division 4, off-street parking and loading requirements and the following regulations:

- (i) Off-street parking shall be located to the rear or side of the property to the fullest extent possible.



- (ii) As properties develop or redevelop, efforts shall be made to provide for the sharing of off-street parking between parcels to the fullest extent possible.
- (iii) Any parking located between the building facade and the right-of-way shall be separated from the sidewalk by a landscaped buffer strip or screen (e.g. row of hedges, knee wall, grass strip with plantings, etc.) as much as practical providing adequate space for parking and overhanging areas of vehicles and taking into account the type of hedges or plantings so as to not overhang the sidewalk.



- (F) Pedestrian access. Developed and redeveloped parcels shall provide for safe and convenient pedestrian access to the building from the public sidewalk.
- (G) Outdoor storage. Outdoor storage and service structures (dumpsters, mechanical equipment, etc.) shall be regulated as established in article 14.10, division 7, supplemental regulations.
- (H) Signage. Commercial signage shall be limited to advertising on-premises businesses and shall comply with article 14.10, division 8, sign regulations.
- (I) Landscaping and screening. Landscaping and screening shall comply with article 14.10, division 2, landscape requirements and article 14.10, division 3, fence and screening Standards and with the following requirements:
 - (i) New and redeveloped buildings should include landscaping in the form of street trees, shrubbery along the public rights-of-way and at the front facade of the building. All street trees should be at least 3-1/2 inch caliper and should be spaced a minimum of 25–30 feet apart.
 - (ii) Tree species should be hardy city types and be approved by the zoning

administrator.

- (J) Sidewalks and street lighting. Properties fronting directly on Park Row Drive should include a ten foot width sidewalk with lighting standards that match the established park row project style and spacing requirements. Side streets frontages should include minimum five foot width sidewalks with pedestrian lighting at an appropriate scale to light area (matching the Park Row Drive style as closely as possible). Pedestrian scale lighting should be included in the landscape easement/setback areas to provide for a safe transition from the public sidewalk to the building or parking lot.

(Ordinance 17-804 adopted 5/8/17)

§ 14.08.230. Modifications to design standards.

Modifications to the design standards of this article shall be requested by the applicant, in writing, to the planning and zoning commission for review and approval. No modification to the design guideline(s) as they relate to the subject property for which the modification(s) were requested shall be construed to apply to this zoning code as a whole nor shall they be construed to apply to other properties.

(Ordinance 17-804 adopted 5/8/17)

COMMERCIAL RECORDER PROOF

EMAIL ADDRESS: recorder@flash.net

Deadline for submitting legal notices is 11:00 (am) the business day before

PUBLIC NOTICE

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Public Hearing Notices

Notice is hereby given that the City of Dalworthington Gardens Planning and Zoning Commission will hold a public hearing on March 6, 2025 at 6:00 p.m. and the Dalworthington Gardens City Council will hold a public hearing on March 20, 2025 at 7:00 p.m., both to be held in the City Hall Council Chambers, 2600 Roosevelt Drive, Dalworthington Gardens, Texas to consider the following:

* An amendment to the City of Dalworthington Gardens Code of Ordinances, Chapter 14 Zoning making changes for commercial properties requiring cross lot access when driveway separations cannot be met.

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