



To: Mayor and Members of City Council
From: Robert D. Brown, Jr., Interim City Manager
Date: July 21, 2023
Subject: Weekly Update



DEVELOPMENT SERVICES

Economic Development

- The DCEDC will have its regular, monthly meeting on July 24, at 6 p.m. in the Duncanville City Hall briefing room.
- Staff began processing grants approved by Council:
 - Moore Supply Co was approved for a multi-year grant in the amount of \$434,405 for the expansion and retention of their business operations, to enhance ad valorem and sales tax revenue, and the creation of employment opportunities.
 - ALW Entertainment was approved for a Hotel Occupancy Tax grant in the amount of \$25,000 for the promotion of the Duncanville tourism and hotel industry via the promotion of their Duncanville Football Classic.
- Star Transit is officially operating in Duncanville. The City and the Duncanville Chamber of Commerce celebrated with the Star Transit team by hosting a ribbon-cutting event at the Senior Center on July 17.
- Staff met with the project representative for Project Dutch.
- The Economic Development team met with the project representatives for Project Snowman (a new project).
- Met with the project representatives for Project Poor Richard (new project).
- Staff are continuing to work with Project House.
- Economic Development team is continuing to work on Project Ranch.



Zoning Changes

- Items tracking for the August 14 City Council meeting:
 - Plat Request at 111 W. Danieldale Rd.
 - Re-plat request at 807 Sherill Blvd.

Neighborhood Services

- Neighborhood Services Officers conducted 142 inspections, including re-inspections.

Building and Inspections

- 1,912 single-family rental properties have been registered; three new properties have been registered since the last update. Twenty-one inspections were completed this week; eleven passed, nine failed, and two were canceled. The primary reasons for the failed inspections were the absence of GFCI protection and missing carbon monoxide and smoke detectors. 153 Certificates of Occupancy have been issued since the inception of the Single-Family Rental Registration Program.
- Neighborhood Services Officer Ernest Lanas patrolled all areas on Saturday, July 15, and pulled 43 signs from rights-of-way, 7 of which were garage sales.
- This week, 33 permits were issued.

Certificates of Occupancy Applications Issued

- Scooter Coffee, new construction: 750 Camp Wisdom Rd.
- Medical Clinic or Ambulatory Surgical Center, change of maximum occupancy/new occupancy: 777 E. Wheatland Rd., Suite #106
- KVC Play, change of ownership: 215 W. Camp Wisdom Rd., Suites #12 and #22

Health Inspections

A total of 19 health inspections were conducted.

PARKS AND RECREATION

Parks:

- Staff have begun collecting keepsakes from Kidsville playground to distribute to the public.
- The Duncanville planter bed was replanted on Wheatland Rd.
- Staff sprayed playgrounds and Park fitness equipment for weeds.

Bond Projects:

- Kidsville construction has finally started. With the perimeter fence intact, Parks staff have completed the removal of wood that will be dispersed to the community as keepsakes. Demolition of the individual structures of Kidsville will be complete by next week, and the groundwork for the new playground will begin.



Fieldhouse:

Upcoming Events –

- BOSS Summer Camp, five courts and available rooms – Monday through Friday, 6:30 a.m. to 6:00 p.m.
- US Sports Nike Youth Basketball Camp – Monday through Thursday, 9:00 a.m. to 3:00 p.m. (three courts), Friday 9:00 a.m. to 3:00 p.m. (two courts)
- Phenom Women's Basketball Camp, six courts – Friday, 8:00 a.m. to 6:00 p.m.; Saturday, 8:00 a.m. to 6:00 p.m.; Sunday, 8:00 a.m. to 4:00 p.m.
- Engrafted Word Sunday Worship Service, the Center: Sunday, 10:30 a.m. to 12:30 p.m.
- Masters Adult Pro-Am Basketball League, three courts – Sunday, 4:00 p.m. to 9:00 p.m.

Senior Center:

- On Tuesday, July 11, eighteen members went to dinner at Southern Recipes Grill in Arlington. Everyone enjoyed the tasty home-style cooking. It was a memorable evening for member, Mr. Luther Stevenson who celebrated his 85th birthday.
- On Wednesday, July 12, the Goldenaires performed for members. They are committed to performing once a month at the senior center. In honor of Independence Day, they sang several patriotic-themed songs, including, "America the Beautiful" and "Our Country Tis' of Thee." They also sang happy birthday to July birthday members.
- On Thursday, July 13, fifteen members went on an excursion to Chuy's in Arlington to have dinner. Chuy's offers excellent Tex-Mex food; members enjoyed time spent socializing with peers.
- Friday, July 14, staff hosted bingo for members; approximately twenty were in attendance.
- Also, on Friday, July 14, staff, and United Healthcare coordinated an ice cream social to celebrate National Ice Cream Day. After lunch, members enjoyed vanilla ice cream with toppings. Everyone enjoyed this sweet treat on a hot summer day.

Upcoming Events –

- Sing Along with Greg Price– Friday, July 21 | 10:00 a.m.
- Bingo with Healing Hands Healthcare – Tuesday, July 25 | 10:30 a.m.
- Painting with a Twist – Wednesday, July 26 | 1:00 p.m.
- Trip: Ham Orchard – Thursday, July 27 | 9:00 a.m.
- Coffee with the Mayor – Thursday, July 27 | 12:00 p.m.
- Bingo with United Healthcare – Friday, July 28 | 10:30 a.m.



Ice Cream Social at the D.L. Hopkins Jr. Senior Center

Recreation Center:

- Upcoming Events:
 - **Movies in the park: Jumanji – Saturday, July 22 | 8:30 PM**

Join us on Saturday, July 22, at the Poe-Hobden Amphitheater at Armstrong Park for Movies at the Park featuring Jumanji: The Next Level! Admission is **FREE**. The movie will begin at sundown (approximately 8:30 p.m.). Don't forget to bring your blanket or lawn chair. We hope to see you there! For more information, please call (972) 780-5070.



FISCAL SERVICES

- **Municipal Court** – Week of July 13 – July 19:
 - Dockets: 12
 - Cases processed: 608
- **Utility Billing:** – Week of July 12 – July 19:
3 water disconnections for past-due balances were processed, and 8 new accounts were activated this week. The Utility Customer Service Field Crew replaced one water meter lid and four water meter changeouts this week.
- **Accounting & Reporting** – Week of July 17 – July 21:
 - EFTS Payments: 49 invoices processed; 43 payments remitted
 - Check Payments: 3 invoices processed; 37 payments remitted

FIRE DEPARTMENT

- The Fire Department responded to 153 calls for service in the past seven days, which included:
 - 100 EMS calls
 - 1 cooking fire
 - 8 motor vehicle accidents
 - 7 requests or assistance
- The Fire Department has four vacancies; Personal History statements have been reviewed; seven candidates remain. Staff are reviewing dates to schedule interviews.

POLICE DEPARTMENT

PERSONNEL

- Recruits Nathan Crosby and Alfredo Gomez are attending the Regional Police Academy.
- Officer Paul Becerra is in Field Training.
- Recruits Rocio Vasquez and Ashely Garcia are in the Dallas Sherriff's Office Police Academy.
- The Police Department currently has eight openings for sworn personnel.

COMMUNITY CORNER

- Detective Moon, Detective Welling, and Officer Rawlins conducted VIN inspections on eight vehicles.
- Officer Arias attended the Texas Crime Prevention conference hosted by Rockwall Police Department.
- The Duncanville SWAT team conducted active shooter training at Village Tech Highschool. The training included police agencies from surrounding areas, focused on

multi-police agency responses to critical incidents, and included approximately 25 role players, and some city employees.



Role players participating in SWAT team training

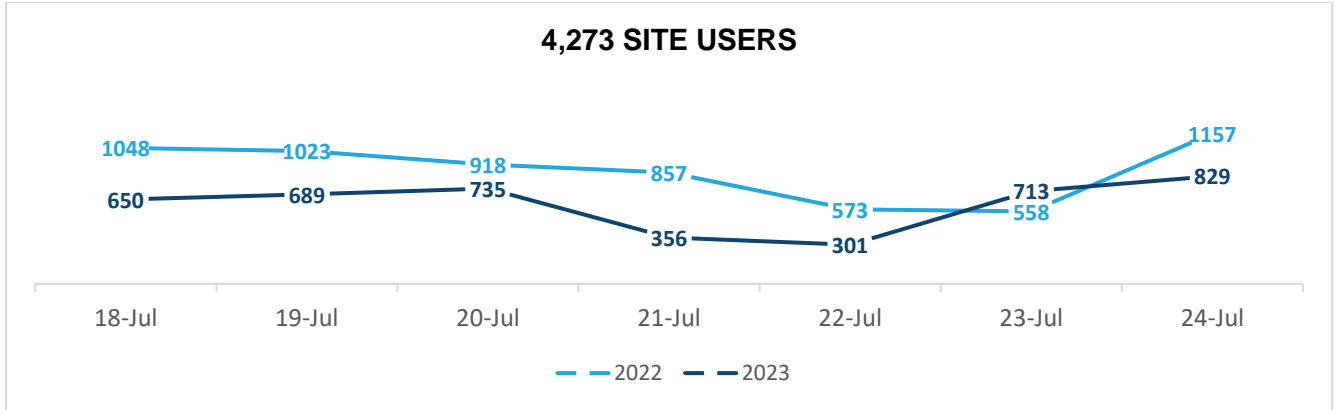


Duncanville SWAT team training at Village Tech School

Communications & Marketing / Customer Advocacy

Wednesday, July 19, 2023

DuncanvilleTX.gov July 12, 2023 – July 18, 2023



Top 10 Pages by Page Title

1. Home	1,878	-
2. Pay Bills Online.....	1,411	-
3. Patron Computer FAQ.....	894	-
4. Career Opportunities	397	↑
5. Utility Billing	340	-
6. Public Library.....	327	↑
7. Duncanville Police Respond to.....	285	↓
8. Police Department	339	↑
9. Permit & Inspection	308	↑
10. Recreation Center	289	↑

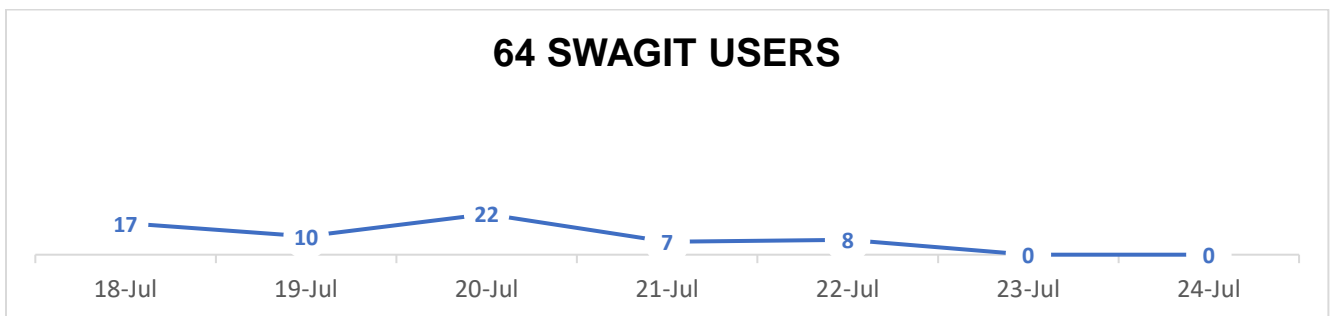
Users by language

English.....	5,282
Spanish.....	68
Other.....	16

Device category

Mobile.....	54.6%
Desktop.....	43.9%
Tablet.....	1.5%

Meeting Stream (Swagit) July 12, 2023 – July 18, 2023



Sessions

64

Last report: 145

Avg. Session Duration

00:02:59

Last report: 00:02:01

Users by Language

English: 64

Spanish: 0

Email Newsletter Past 30 Days

Contacts

2,595

Total Last report: 2,601

25 Spanish Last report: 25

Sends

12,675

Last report: 12,688

Opens

4,682 35% open rate

Last report: 3,816

Clicks

497 5% click rate

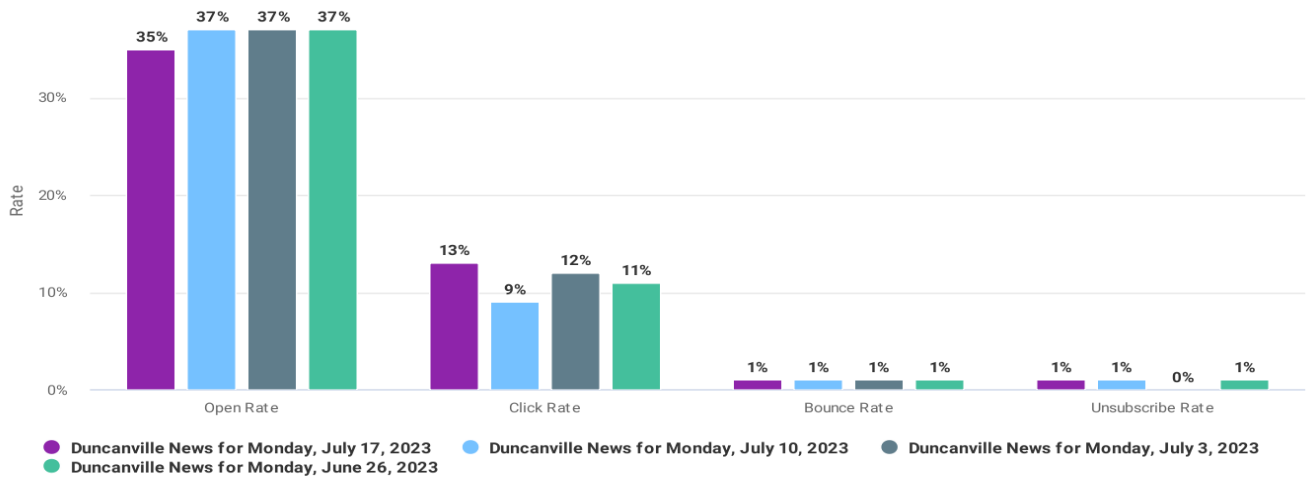
Last report: 481

Most engaged: 734 (28%) | Somewhat engaged: 637 (25%) | Least engaged: 1,150 (44%) | Everyone else: 74 (3%)

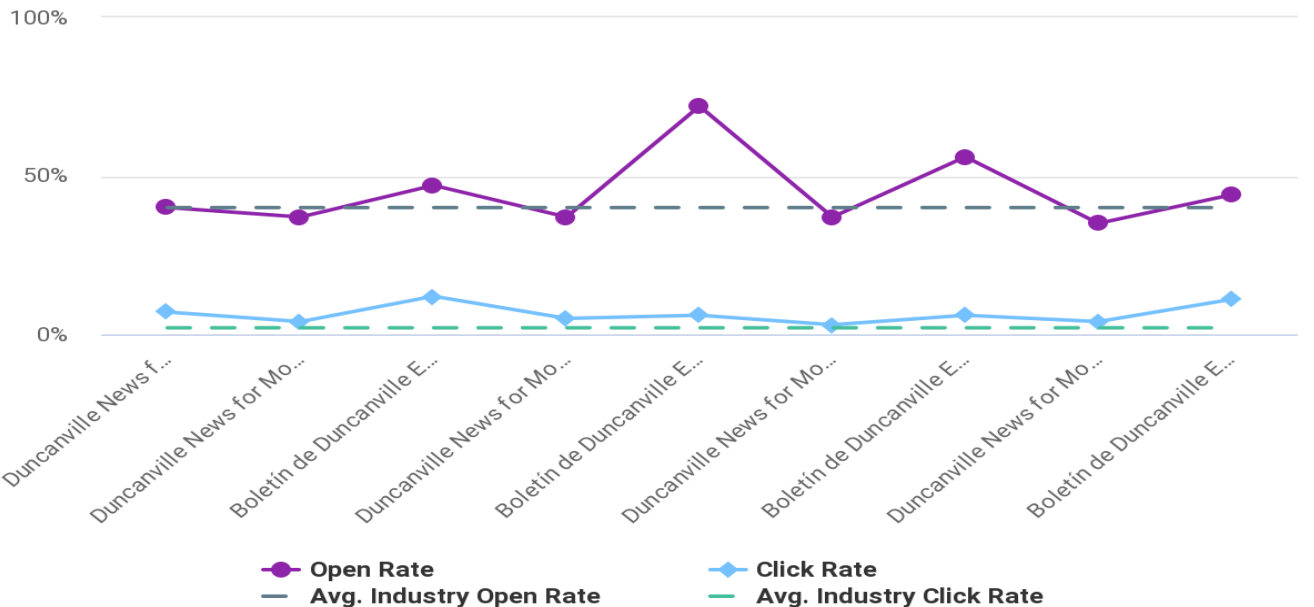
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Campaign Comparison Report



Campaign Summaries

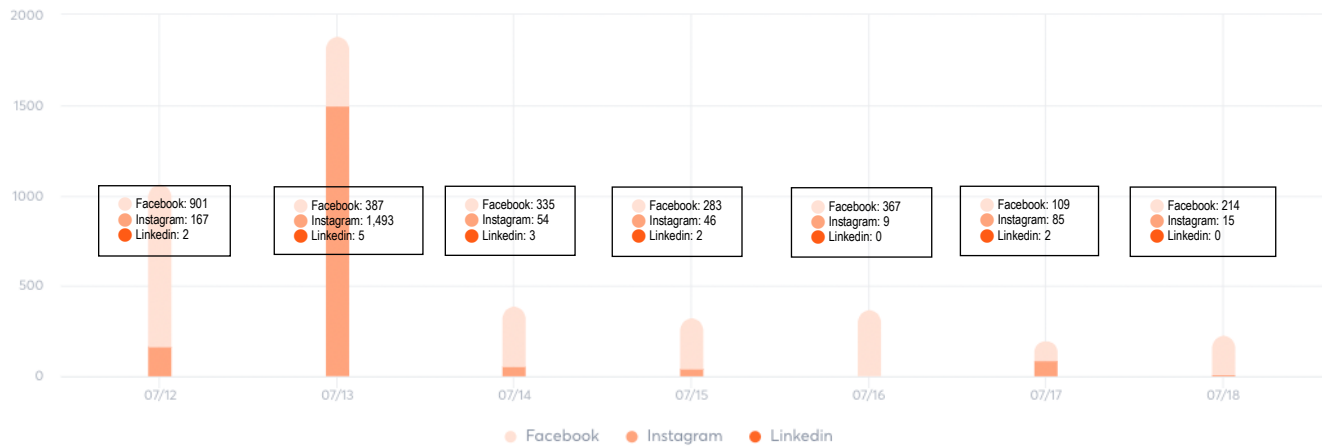


City of Duncanville Aggregated Social Media Report July 12, 2023 – July 18, 2023

Audience 34,270 Last week: 33,975	Engagement 4,525 Last week: 3,844	Impressions 161,720 Last week: 158,515	Published Items 96 Last week: 75
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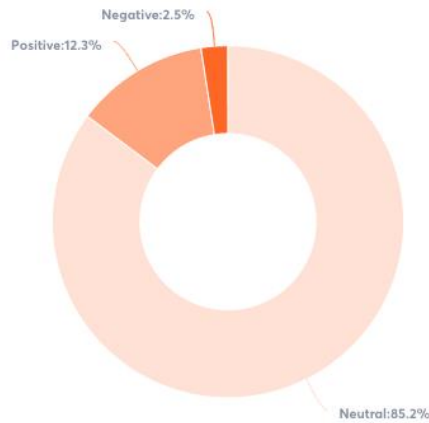
Engagement

Number of audience interactions with City of Duncanville social profiles during the selected period.



	New followers	Total followers	Engagement	Impressions	Publishing	Replies	Review items
City of Duncanville	5	4,907	480	16,298	13	12	24
City of Duncanville	190	1,364	1,780	49,498	13	9	78
City of Duncanville	6	342	14	397	10	0	0
Duncanville Arts Commission	0	18	0	64	0	0	0
Duncanville Police Dept	6	13,239	37	3,675	1	0	0
Duncanville Police Dept	0	1,621	3	465	1	0	0
Duncanville Fire Dept	1	2,956	17	1,667	1	0	0
Duncanville Economic Dev	3	452	67	1,993	11	0	0
Duncanville Economic Dev	1	136	8	222	7	0	4
Duncanville Economic Dev	0	26	1	34	3	0	0
Duncanville Public Library	3	1,641	31	2,190	11	0	1
Duncanville Public Library	1	680	16	594	10	4	2
Duncanville Public Library	0	9	0	5	1	0	0
Duncanville Parks & Recreation	18	3,270	1,317	28,681	7	18	29
Duncanville Parks & Recreation	37	438	62	3,534	5	0	14
Keep Duncanville Beautiful	4	768	4	154	2	0	0
Duncanville Fieldhouse	2	1,595	688	52,118	0	0	0
Duncanville Fieldhouse	8	780	0	131	0	0	0
Duncanville Fieldhouse	0	28	0	0	0	0	0

Social Sentiment



Total interactions: 4,525

Last week: 3,844

Number of audience's interactions with your social profiles during the selected period.

Total reviewed items: 152

Last week: 99

Number of times "Review" or "Delete" actions have been performed on items received during the selected period.

Total number of replies: 43

Last week: 7

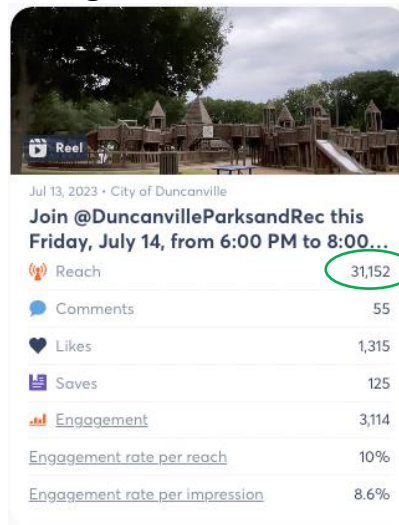
Number of replies to inbox's items during the selected period.

Top Content

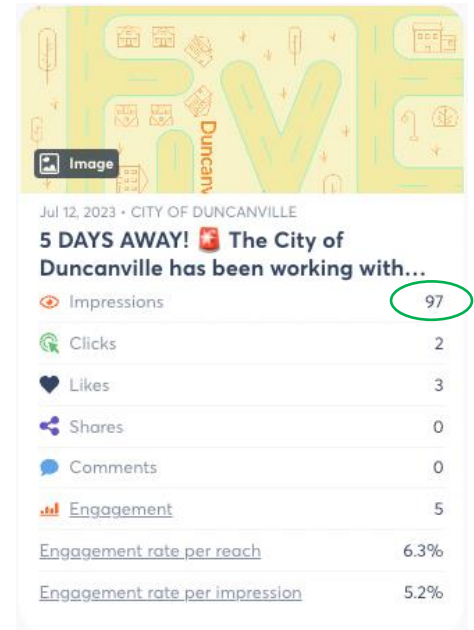
Facebook (reach)



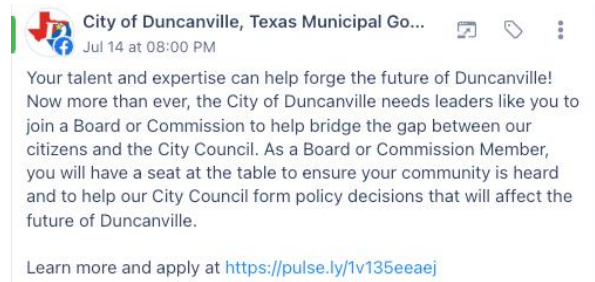
Instagram (reach)



LinkedIn (impressions)



Other Channels

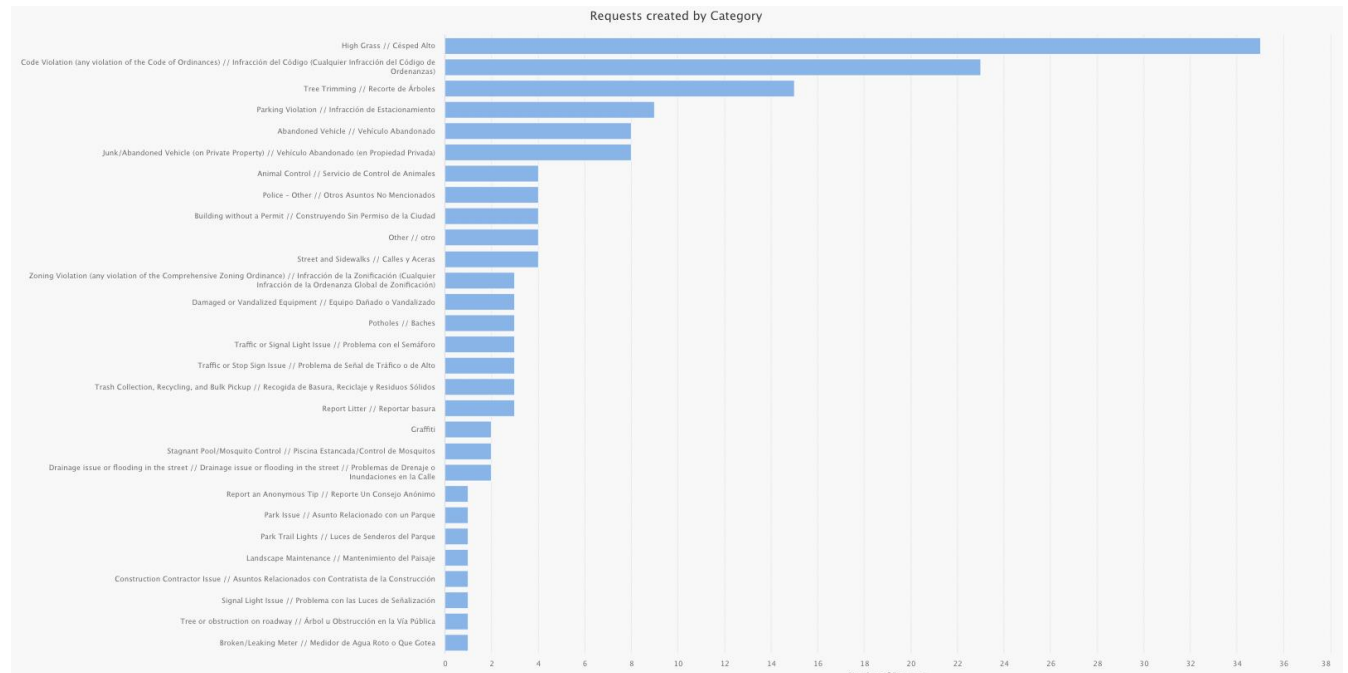




Members	New members	Claimed households	Agency posts
12,649	111	7,841	16

OurDuncanville

Number of constituents **114** Last report: 113



City Non-Emergency Alert Subscribers: **26** Last report: 26

HUMAN RESOURCES

- The Human Resources Department is currently recruiting for the following positions:
 - a. IT Intern (unpaid)
 - b. Economic Development Intern
 - c. Crew Leader – Irrigation
 - d. Meter Technician I
 - e. Permit Technician
 - f. Financial Services Managing Director
 - g. Engineering Manager
 - h. Engineer in Training
 - i. Managing Director of Operations
 - j. Spray Technician

- k. Irrigation Technician
 - l. Parks Seasonal Grounds Maintenance (Beautification)
 - m. Street Maintenance (I & II)
 - n. Utilities Maintenance (I & II)
 - o. School Crossing Guard
 - p. Seasonal Maintenance Worker Parks
 - q. Seasonal Maintenance Worker Weekends Only
 - r. Recreation Attendant PT
 - s. Fieldhouse Attendant PT
 - t. Fieldhouse Attendant Front Desk PT
- This week, the City received 12 new employment applications across 22 job openings.
 - The Police and Fire Departments are actively processing candidates to fill vacancies within their Civil Service entry-level positions.
 - The City onboarded TWO employees this pay period.
 - The Interim Director of Finances starts, Monday, July 24.
 - The new City Secretary will be starting on August 1.
 - The Human Resources Department is preparing for the 2023-24 Open Enrollment period for benefits selection and enrollments for active and retired employees.
 - Human Resources is preparing for in-house training for all supervisory personnel. The training will cover various topics to support existing HR policies and practices.
 - The Human Resources Department is partnering with Public Works (Streets Division) to develop recruitment and retention strategies.



July Employee Spotlight
Sofine Lewis, Executive Liaison

I transitioned to Dallas, TX, in March of 2022. Upon my arrival to Texas, I was working remotely for D.C. Government; the time would come to decide whether to return to D.C. to a career I had invested in for a decade or to put my stake in Texas – obviously, I chose the latter. I am so glad that I did!

I have worked for the City of Duncanville for almost two months now. I provide support to the Interim City Manager, Robert Brown, Jr., and Interim Assistant Manager, David Kees. I am committed to providing a level of professionalism and customer support that represents our collective commitment to provide high-quality service to both internal and external customers. My favorite thing so far is that the transparency, leadership, and integrity displayed during my interview process have been consistent throughout the city's leadership.

One of the recent accomplishments that I am proud of in my work would be the transition of being able to prepare the Interim City Manager's Weekly Update. I am working closely with David Kees to ensure that the information provided is accurate and represents what's taking place in the 'City of Champions!' I look forward to continuing to provide excellence and innovation to the weekly update.

Something you may not know about me is that I'm passionate about the possibility of bringing a Tesla Supercharger station to Duncanville. I have researched what it would take to do so and begun discussions about the positive impact that it could have on the City of Champions. I look forward to providing any support I can to the Development team to ensure that Duncanville becomes a part of a quickly growing EV economy.

A fun fact about me is that I journal prayers for the City of Duncanville every weekday morning. Some days include leadership, economic prosperity, citizens, and other days include a coworker who may not be feeling well.

PUBLIC WORKS

Street Division

- Repaired potholes on Alexander Ave., Gable Ave., and Cockrell Hill Rd.
- Performed an asphalt level-up on the westbound lane of Car St.
- Staff repaired utility cuts on Rita Lane and Bow Creek Dr.
- Removed fallen trees totaling six-cubit yards from right-of-way at W. Redbird Ln., Willowbrook Dr. and Gaynor Ave.
- Installed drive approach tie-in on Georgeland Dr.
- Staff assisted with traffic control devices for Duncan Switch



Repairing Utility cut at Rita Lane

Utilities Division

- Water usage was 44.086 million gallons during this reporting period, July 10 – July 16, up from 43.541 million gallons the previous week. The daily peak water demand of 6.452 million gallons occurred on Thursday, July 13. There were 0.00 inches of precipitation during this period.
- An estimated water loss of 59,000 gallons occurred.
- Seventeen fire hydrants were flushed this week.
- Four fire hydrants were repaired, and four were replaced.

Sanitation Division

- The Sanitation Division received thirteen calls regarding the solid waste pick-up schedule and missed pick-ups (four trash, five bulk, three brush, and one call center).
- Republic Services continues its early start (6:00 a.m.) for residential trash and bulk collection. This schedule change went into effect on July 6 due to excessive heat and will continue until further notice.
- Republic Services is approximately three weeks behind schedule with brush/bulk collection. City staff met with Republic Services representatives on Tuesday, July 11, to discuss an action plan for their backlog. Republic has pledged to devote additional resources and trucks to ensure all outstanding bulk and brush (excluding prohibited items) are collected. They are actively working to get back on schedule.
- Twenty recycle bins were distributed this week.

CIP Construction:

- **E. Danieldale Rd. Reconstruction and Utility Improvements Project (Main St. to US-67)**

Grading, forming, and rebar for sidewalks continue; sidewalks are 90% complete. Road striping has begun, the overpass has been striped and bike lanes have been installed. The landscape subcontractor continues to lay out and install the irrigation system. One Eastbound and one Westbound Lane is open to traffic. Medians are still closed for continued landscaping work. Work continues tying in the ADA ramps.

The following table provides the projected and actual milestone schedule of the Danieldale Road Reconstruction and Utility Improvements project:

Phase	Milestone	Projected Completion	Actual Completion
1	Construct Storm and Sanitary Sewer mainlines under Eastbound Lanes (EBL)	July 2021	July 2021
2	All Utilities Under Westbound Lanes (WBL)	November 2021	March 2022
	WBL Paving	June 2022	June 2022
3	Construct Duncanville Water Main Under EBL	November 2022	February 2023
	Construct Dallas Water Utilities Water Main Under EBL	February 2023	February 2023
	Pave EBL (machine paving Phase 1) complete	April 3, 2023	April 5, 2023
	Pave EBL (hand pours) Turn lanes and median.	April 12, 2023	
	Driveway and approaches.	May 2023	May 2023
	Sidewalk Grading	May 2023	
	Sidewalk Concrete Placement	May 2023	
	Substantial Completion	July 2023	To be determined.
Plantings and Landscaping	July 2023	To be determined.	

LIBRARY

- Upcoming Events – SUMMER READING CLUB June 3 – July 31



SUMMER READING CLUB 2023

June 3 - July 31

Summer Reading Kickoff
June 3 @ 2 - 4 pm



ALL TOGETHER NOW

Read this summer and win a free book!

Get a **Summer Reading Club Log** at the library or on the website and track the time you spend reading/listening from June 3-July 31. Logs can only be redeemed in July. Limit one per participant. Parent or adult caregiver must be present to redeem log.

MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS
<p>LEGO Maniacs 10:00 am - Noon Library Program Room</p> <p>Board Games 2:00 - 4:00 pm Library Program Room</p> <p>LEGO Maniacs 5:30 - 7:30 pm Library Program Room</p>	 <p>Kids in Kinder, 1st, & 2nd grades build vocabulary and comprehension skills while reading together with a volunteer</p> <p>2:00 pm Library Program Room</p> <p>Family Movie & Popcorn Night Limited to 45 6:00 pm Library Program Room</p> <p>June 6: DC League of Super-Pets June 13: Vivo June 20: Minions: The Rise of Gru June 27: Turning Red July 11: Lyle, Lyle, Crocodile July 18: The Super Mario Bros. Movie</p>	<p>Artcycle Club with VET VET is a Dallas artist who creates art out of recycled materials. For 1st - 6th graders only Limited to 40 No camps or daycare groups</p> <p>2:00 pm Library Program Room</p> <p>June 7: Community Tree Drawing June 14: Paper Puffed-Up Village June 21: Our Town Painting June 28: Pin Pal Journals July 5: Superhero Bank July 12: Around the Globe Scratch Art July 19: Friendship Trading Cards July 26: Travel Postcards</p> <p>Anime & Snacks For teens 13+</p> <p>3:30 - 5:30 pm Library Program Room</p> <p>June 7: Fireworks June 14: On-Gaku: Our Sound June 21: Weathering With You June 28: Case of Hans & Alice July 5: Ride Your Wave July 12: A Letter to Momo July 19: Napping Princess</p>	<p>Preschool Story Time For ages 3-6 years and a caregiver 10:15 am Library Program Room</p> <p>Preschool Craft For ages 3-6 years and a caregiver 10:45 am Library Program Room</p> <p>Nursery Rhyme Time For ages 0-3 years and a caregiver 11:15 am Library Program Room</p>  <p>KEVA Planks Kids build with wooden planks 3:30 - 5:30 pm Library Program Room</p>  <p>Kids & teens who complete the 20-hour reading log will be entered in the grand prize drawing for a free Kindle Fire! (courtesy of the Friends of the Library)</p>



Duncanville Public Library • www.duncanvilletx.gov • 201 James Collins Blvd, Duncanville, TX 75116