



**Duncanville City Council
Regular Meeting Agenda**
City Council Briefing Room and City Council Chamber
Duncanville City Hall, 203 E. Wheatland Road
Duncanville, TX 75166
(972) 780-5017

Tuesday, March 3, 2026
6:00 PM - Work Session/Briefing
7:00 PM - Regular Session
or immediately following the 6:00 PM Work Session/Briefing

The Duncanville City Hall is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability as defined under the ADA, please call 972-780-5017 or email city.secretary@duncanvilletx.gov at least three (3) business days prior to the scheduled meeting to request accommodation.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purposes of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.

Pursuant to Texas Government Code 551.127, one or more members of the governing body may appear via videoconference call. The presiding officer and a quorum of the City Council must be physically present at the above stated location.

The City of Duncanville reserves the right to reconvene, recess or align the Regular Session or called Executive Session or order of business at any time prior to adjournment at the direction and agreement of Mayor and Council.

This is an open meeting conducted in-person and will be broadcast by website and social media channels.

To view the live meeting or previous meetings click on the link below.

<https://duncanvilletx.new.swagit.com/views/454/>

To speak during public comments, please complete a comment card and give it to the receptionist before the regular session.

To submit a comment via email the following information is required:

- Submit a comment by 4:00 PM on Tuesday, March 3, 2026.
- Email city.secretary@duncanvilletx.gov
- Email title: Public Comment – Tuesday, March 3, 2026.
- First Name, Last Name, and Address

WORK SESSION / BRIEFING

1. DISCUSS AGENDA ITEMS

2. CITY COUNCIL CALENDAR

- A. March 2026 and April 2026 Calendars

3. BRIEFINGS / PRESENTATIONS

- A. Briefing on Human Resources Information/Payroll System
- B. Briefing on Grand Prairie Fire Department specialized response operations available to Duncanville Fire Department through Statewide Mutual Aid.

EXECUTIVE SESSION

- A. City Council shall convene into closed executive session pursuant to Section 551.074, of the Texas Government Code, Personnel, to deliberate the duties of the City Manager under the Home Rule Charter and, pursuant to Section 551.071 of the Texas Government Code, to seek legal advice from the City Attorney on the same topic.

REGULAR SESSION - CONVENE INTO THE COUNCIL CHAMBERS (7:00 P.M. OR IMMEDIATELY FOLLOWING THE 6:00 PM WORK SESSION/BRIEFING)

CALL TO ORDER

INVOCATION - Pastor Diego Mota with Duncanville First Baptist Church

PLEDGES - PLEDGE OF ALLEGIANCE; TEXAS PLEDGE OF ALLEGIANCE

4. REPORTS

- A. Mayor's Report
- B. Councilmembers' Report
- C. City Manager's Report

5. PROCLAMATIONS AND PRESENTATIONS

- A. Proclamation for Women's History Month 2026.

6. CITIZENS' INPUT

In-person citizen comments will be heard during the Regular Session. In keeping with the City Council's Rules of Procedure adopted on June 4, 2024, electronic mail comments will no longer be read aloud. Paper copies will be provided to the City Council at the dais. The comments will be made a part of the public record in the minutes. "Pursuant to Section 551.007 of the Texas Gov't Code, any member of the public has the opportunity to address the City Council concerning any matter of public business or any posted agenda item; however, the Act prohibits the City Council from deliberating any issues not on the public agenda and such non-agenda issues may be referred to City staff for research and any future action; all persons addressing are subject to council adopted rules and limitations permitted by law" At this time, two-minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the City Secretary prior to the beginning of the Citizens' Input portion of the Council meeting. In accordance with the Texas Open Meetings Act, the City Council cannot discuss issues raised or make any decisions at this time. Issues may be referred to City Staff for research and possible future action.

7. CONSENT AGENDA

The following may be acted upon in one motion. A City Councilmember may request items be removed from the Consent Agenda for individual consideration.

- A. Consider the minutes for the February 17, 2026, City Council Meeting.
- B. Consider a Resolution canceling the May 2, 2026, General Election.
- C. Consider a resolution for an appointment to fill a vacancy on the Boards and Commissions for the Keep Duncanville Beautiful Board.
- D. Consider a resolution to approve a HOT Fund Award to Hilton Garden Inn
- E. Consider a Resolution awarding a bid and authorizing a cooperative purchasing agreement with Rush Truck Centers of Texas, L.P., to purchase

two dump trucks through BuyBoard Contract 723-23 in the expenditure amount of \$205,879.16.

- F. Consider a resolution authorizing the City Manager to execute the Ash Grove Cement Plant Access Agreement to utilize their facilities for the purposes of ropes related fire rescue training.
- G. Consider a Resolution to issue a Notice of Intent to Issue Certificate of Obligation (CO) Bonds
- H. Consider a Resolution authorizing the application to the North Central Texas Council of Governments and FY26 Homeland Security Grant–State Homeland Security Program (SHSP) for a thermal imaging equipment that will be used for and in support of the Police Department’s Special Operations Unit, to provide funding to purchase thermal imaging equipment, with a total grant value of approximately \$30,000.00.

8. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Take any necessary action as a result of the Executive Session.
- B. Consider a resolution to adopt the new Community Pillars, Core Values and Mission Statement
- C. Consider and Ordinance Merging the Sign Control Board into the Zoning Board of Adjustment (ZBA)
- D. Conduct a public hearing to consider a Chapter 380 Agreement with Pegaso California Construction Corporation as part of the acquisition and redevelopment of the Railroad Flats Property, owned by the Duncanville Community and Economic Development Corporation (DCEDC).
- E. Consider a resolution establishing the Charles F. Ladd Nature Preserve Advisory Committee, defining their scope of work, and appointing members to the committee.
- F. Consider a resolution approving funding awards for the 2nd quarter of Fiscal Year 2025-2026 City of Duncanville Arts Grant Program as recommended by the Duncanville Arts Commission.
- G. Consider a resolution adopting the Arts Funding Policy and Grant Guidelines Revision
- H. Consider an ordinance repealing and replacing Section 16A-39, “Murals,” of Ordinance No. 1909, § 1, 10-5-04, to remove restrictions on branded content and business identification in murals
- I. Consider a resolution approving a mural at Xela Bistro, 1117 S. Main Street, Duncanville, TX 75137.

9. STAFF AND BOARD REPORTS

ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located outside the entrance to the City of Duncanville City Hall, next to the entryway doors, a place convenient and readily accessible to the general public, as well as to the City's website www.duncanvilletx.gov and said Notice was posted **by** the following date and time: **Tuesday, February 24, 2026 , by 5:30 P.M.** and remained posted for at least two hours after said meeting was convened.

Chiquita Taylor
City Secretary

"Guns prohibited on these premises by state law unless licensed under Chapter 411, Tex. Gov. Code. Section 46.035 Texas Penal Code."

"Las armas de fuego están prohibidas en estas instalaciones por la ley estatal a menos que estén autorizadas bajo el Capítulo 411 del Código de Gobierno de Texas. Sección 46.035 del Código Penal de Texas."

Council Calendar

MARCH 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 City Council Meeting 6 PM (Briefing Room & Council Chambers)	4	5 Audit Committee Meeting 2:00 PM I Briefing Room Library Advisory Board Meeting 6:30 PM	6	7
8 Daylight Savings Begins	9 Park Board Meeting 6:30 PM Planning & Zoning Meeting 7:00 PM	10	11	12 Community Engagement Advisory Board Meeting 6:30 PM Briefing Room	13	14
15	16 Keep Duncanville Beautiful 7:00 PM	17 City Council Meeting 6 PM (Briefing Room & Council Chambers)	18	19 Coffee with the Mayor 12:00-1:00 PM Senior Center	20	21
22	23 DCEDC Meeting 6:00 PM	24 Arts Commission Meeting 6:30 PM Briefing Room	25	26	27	28
29	30	31 Bond Workshop (TBD)				

Council Calendar

APRIL 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Library Advisory Board 6:30 PM Library Lobby Meeting Rooms	3	4
5	6	7 City Council Meeting 6 PM (Briefing Room & Council Chambers)	8	9 Community Engagement Advisory Board 6:30 PM Briefing Room	10	11
12	13 Park Board Meeting 6:30 PM Planning & Zoning Meeting 6:30 PM	14 Community Engagement Meeting Advisory Board 6:30 PM	15	16	17	18
19	20 Keep Duncanville Beautiful 7:00 PM Briefing Room DCEDC Meeting 6:00 PM	21 City Council Meeting 6 PM (Briefing Room & Council)	22	23 Coffee with the Mayor 12:00 PM Senior Center	24	25
26	27	28 Arts Commission Meeting 6:30 PM Briefing Room	29	30		



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Briefing on Human Resources Information/Payroll System

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

STAFF RESPONSIBLE:

Ashley Jacobs

BACKGROUND/HISTORY:

Current HR software does not allow for full system integration. This briefing will review current HRIS/Payroll challenges and provide options for updated software.

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

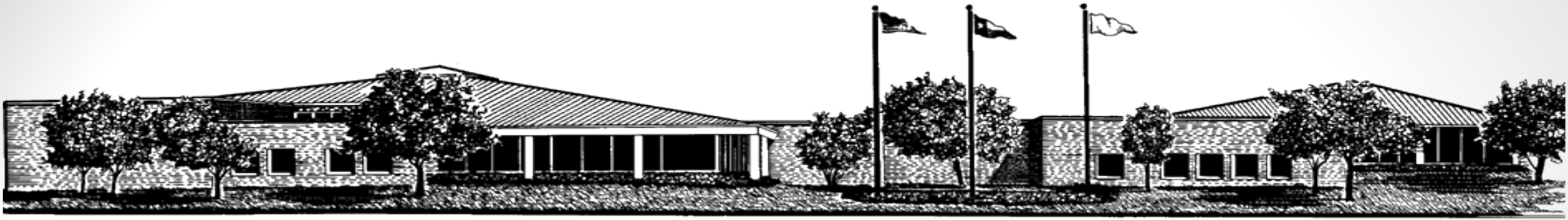
N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

HRIS Council Presentation 3.3.26



HUMAN RESOURCES INFORMATION/ PAYROLL SYSTEM

MARCH 3, 2026

ASHLEY JACOBS, DIRECTOR OF HUMAN RESOURCES

We are building a vibrant, inclusive community, driven by a commitment to democratic principles and service above self

ENTERPRISE ERP/TYLER MUNIS

What Enterprise ERP is costing us:

- 1

Manual Workarounds
Staff hours lost to duplicate data entry and spreadsheet tracking; discovering past errors
- 2

Compliance Risk Exposure
Manual processes create audit vulnerabilities and reporting gaps; utilizing Financial software to perform Human Resources functions is risky
- 3

Delayed Reporting
Unable to provide real-time data for decision-making; IRS reporting, TWC Reporting, Attorney General reporting, Child Support garnishments, etc.
- 4

Employee Experience
Outdated self-service impacts staff satisfaction and retention; Managers and employees are unable to see approvals in real-time.

CURRENT REALITY: ADMINISTRATIVE BURDEN

HIDDEN COSTS

Every workaround, every manual process, every delayed report has a cost in staff time, risk exposure, and operational efficiency due to difficulty segregating duties.

CHALLENGE

HR INFORMATION SYSTEM

What a new HRIS can offer us:

1

Eliminate Manual Workarounds

Single database for HR management—onboarding, offboarding, time tracking, and payroll. Data entered once flows through employee life cycle.

2

Built-In Compliance

Automated tax filing, W2 creation, ACA tracking, COBRA notifications, FML tracking, and audit-ready reporting. Reduces liability exposure.

3

Real-Time Reporting

Instant access to labor costs, overtime trends, workforce analytics, and dedicated TPA to process federal reporting and wages.

4

Modern Employee Experience

Mobile app for self-service for employees and managers. Reduces HR administrative burden with talent management, onboarding, tracking.

FUTURE FOCUS: HR STRATEGY

RISK MITIGATION

HR should be focused on strengthening and retaining the City’s workforce, developing and building organizational capacity, and proactively managing risk

SOLUTION

BUDGET IMPLICATIONS

Potential cost savings:

ENTERPRISE ERP HR MODULES / EXECUTIME

\$18,500

ESTIMATED

TIME KEEPING SOFTWARE (PD / REC CENTER)

\$4,400

ESTIMATED

BENEFIT CONNECTOR / 1095 / W2

\$15,250

ESTIMATED

STAFFING
ALTERNATIVE

Without automation, maintaining these processes would likely require an additional FTE at an estimated annual cost of \$80,000.

INVESTMENT

NEXT STEPS

Early March

- Provide briefing to Council on HRIS/Payroll software
- Post RFP to collect bids and proposals
- Conduct Pre-Bid Meeting

Mid – Late March

- Deadline for vendors to submit bid proposals to City
- Meet internally to discuss bid submissions, score bids, and award vendor

Mid April – Early May

- Present Resolution to Council
- City Manager contract approval and signature

Thank you
Any questions?



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Briefing on Grand Prairie Fire Department specialized response operations available to Duncanville Fire Department through Statewide Mutual Aid.

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

Emphasize: Government Accountability, Customer Service, Efficiency and Process

STAFF RESPONSIBLE:

Chris Connealy

BACKGROUND/HISTORY:

In Texas, most fire departments are designed and staffed to address the day-to-day risks within their local communities, such as structure fires, medical emergencies, vehicle accidents, and basic rescue operations. These departments are equipped and trained based on a local risk assessment, which prioritizes the most likely and frequent incidents in their jurisdiction.

However, specialized emergency responses—including hazardous materials incidents, swift water rescue, high-angle or rope rescue, confined space rescue, structural collapse, and technical rescue operations—require advanced training, specialized certifications, and highly specific equipment that go beyond the capabilities of many local departments. Due to the cost, training requirements, and infrequent occurrence of these incidents, it is neither practical nor feasible for every fire department to maintain full-time specialized response capabilities.

As a result, Texas relies on regional teams, mutual aid agreements, and specialized response units to manage these high-risk, low-frequency events. These teams are specifically trained and equipped to safely and effectively mitigate complex incidents that exceed the operational scope of standard fire department resources.

As a mutual-aid partner and as a member of the Ellis/Dallas Unified Command Team (EDUCT), the Grand Prairie Fire Department continues to be committed to supporting the Duncanville Fire Department with special operation capabilities upon request from our department. Their specialized operations consist of the following:

- **Rope Rescue-Technician Level**: High-angle rescue operations, advanced rigging, and complex rope system management.
- **Confined Space Rescue - Technician Level**: Entry capable, atmospheric monitoring/management, lockout-tagout integration, and technical victim extrication.
- **Structural Collapse Rescue-Technician Level**: Interior operations, complex shoring systems, heavy lifting, breaching/breaking, and technical search functions.
- **Water Rescue Operations - Technician Level**: Fully equipped Public Safety Dive Team operations providing surface and subsurface search, recovery, and victim/evidence operations. This includes in-water rescues, boat operations, and high-risk extrication of floodwater victims.
- **Light Vehicle Rescue -Technician Level**: Standard vehicle extrication, stabilization.
- **Heavy and Complex Vehicle Rescue - Technician Level**: Large-vehicle stabilization, heavy lifting operations, complex entrapment resolution, and advanced extrication involving commercial vehicles and multi-vehicle entanglements.
- **Hazardous Materials/ Railway Incidents - Technician Level**: Including Railcar mitigation, leak control, product stabilization, and decontamination systems.

POLICY EXPLANATION:

Grand Prairie Fire Department specialized response operations are guided by and conducted in accordance with Texas Administrative Code 418, Statewide Mutual Aid.

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

FD Briefing Presentation - 03032026, Duncanville Special Operations Support Letter
2025



GRAND PRAIRIE FIRE DEPARTMENT SPECIALIZED OPERATIONS ASSISTANCE

MARCH 3, 2026



We are building a vibrant, inclusive community, driven by a commitment
to democratic principles and service above self



CITY COUNCIL BRIEFING:

- The Grand Prairie Fire Department is offering specialized fire operations assistance made available through statewide mutual aid to the Duncanville Fire Department.
- Due to the cost, training requirements, and infrequent occurrence of these incidents, it is neither practical nor feasible for every fire department to maintain full-time specialized response capabilities.

CITY COUNCIL BRIEFING:



December 29, 2025

Dear Chief Connealy,

On behalf of the Grand Prairie Fire Department, I would like to formally express our continued commitment to supporting the municipalities within the North Central Texas Council of Governments, specifically the City of Duncanville, as a valued member of the Dallas County Unified Cities (EDUCT).

The Grand Prairie Fire Department is ready to provide Special Operations capabilities that include:

- **Rope Rescue – Technician Level:** High-angle rescue operations, advanced rigging, and complex rope system management.
- **Confined Space Rescue – Technician Level:** Entry capable, atmospheric monitoring/management, lockout-tagout integration, and technical victim extrication.
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- **Hazardous Materials / Railway Incidents – Technician Level:** Including Railcar mitigation, leak control, product stabilization, and decontamination systems.

These services are intended to enhance regional preparedness and ensure the safety of all communities within our mutual aid framework. Our response operations will be guided by and conducted in accordance with Texas Administrative Code 418, Statewide Mutual Aid.

Grand Prairie Fire Department
1525 Arkansas
Grand Prairie, TX 75052
972-237-8300



We value our partnership with the City of Duncanville and remain committed to providing timely, skilled, and professional Special Operations support whenever called upon. Please do not hesitate to contact me for further coordination or information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert Fite'.

Robert Fite
Fire Chief
Grand Prairie Fire Department
rfite@gptx.org
(972) 237-8300

Grand Prairie Fire Department
1525 Arkansas
Grand Prairie, TX 75052
972-237-8300



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Fire Chief
Grand Prairie Fire Department
rfite@gptx.org
(972) 237-8300

**Grand Prairie Fire Department
1525 Arkansas
Grand Prairie, TX 75052
972-237-8300**



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

City Council shall convene into closed executive session pursuant to Section 551.074, of the Texas Government Code, Personnel, to deliberate the duties of the City Manager under the Home Rule Charter and, pursuant to Section 551.071 of the Texas Government Code, to seek legal advice from the City Attorney on the same topic.

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

Emphasize: Government Accountability, Customer Service, Efficiency and Process

STAFF RESPONSIBLE:

Robert Hager, City Attorney

BACKGROUND/HISTORY:

City Council shall convene into closed executive session pursuant to Section 551.074, of the Texas Government Code, Personnel, to deliberate the duties of the City Manager under the Home Rule Charter and, pursuant to Section 551.071 of the Texas Government Code, to seek legal advice from the City Attorney on the same topic.

POLICY EXPLANATION:

City Council shall convene into closed executive session pursuant to Section 551.074, of the Texas Government Code, Personnel, to deliberate the duties of the City Manager under the Home Rule Charter and, pursuant to Section 551.071 of the Texas Government Code, to seek legal advice from the City Attorney on the same topic.

FUNDING SOURCE:

N/A

ACTION ALTERNATIVES:

ATTACHMENTS:

None



Proclamation

- WHEREAS,** March is Women's History Month, which commemorates and encourages the study, observance and celebration of the vital role of women in American history; and
- WHEREAS,** Women's History Month has been observed annually during the month of March in the United States since 1987; and
- WHEREAS,** throughout our history, women have influenced every facet of American life and culture; and
- WHEREAS,** women have been pioneers in the fields of science, medicine, engineering, education, finance, arts, journalism, business, government and more; and
- WHEREAS,** during the month of March, we celebrate the contributions women have made to our country, states, regions and cities, and recognize the outstanding achievements women have made over the course of American history; and
- WHEREAS,** the theme for 2026 is, "Leading the Change: Women Shaping a Sustainable Future" highlighting women who are driving, rebuilding, and reimagining systems for long-term sustainability across environmental, economic, educational, and social justice sectors.

NOW, THEREFORE, I, Greg Contreras, Mayor of the City of Duncanville, Texas do hereby proclaim March as

WOMEN'S HISTORY MONTH

in the City of Duncanville and urge all citizens to join me in celebrating the collective strength and influence of women and encourage everyone to participate in events honoring the history and contributions of women.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Duncanville, Texas to be affixed this 3rd day of March, 2026.

Mayor, The City of Duncanville

**Duncanville City Council Meeting Minutes
Tuesday, February 17, 2026**

CALL TO ORDER

A regular meeting of the Duncanville City Council was called to order on Tuesday, February 17, 2026, at 6:00 p.m. in the Council Briefing Room at City Hall with a quorum to wit:

Council Present: Mayor Greg Contreras
Mayor Pro-Tem DeMonica Gooden Councilmember
Joe Veracruz Councilmember
Don McBurnett Councilmember
Karen Cherry-Brown (virtual)
Councilmember Kyle Pennebaker
Council Arriving At: Councilmember Jeremy Koontz arrived at 6:01 p.m.
Council Absent:

WORK SESSION / BRIEFING

1. DISCUSS AGENDA ITEMS

Mayor Contreras read the item into the record, and Interim City Manager Richard Abernethy reviewed each item.

2. CITY COUNCIL CALENDAR

Reviewed by City Secretary Chiquita Taylor.

3. BRIEFINGS / PRESENTATIONS

Mayor Contreras recessed the Briefing Session at 6:54 p.m. for the City Council to convene into Executive Session.

A. Briefing on Zoning Ordinance Changes

Presented by Assistant City Manager - Community Mark Rauscher, Assistant Director of Planning and Zoning Dr. LaSheyla Jones, and City Planner Desiree Powell.

B. Briefing on On Duty Health

Presented by Assistant Police Chief Ron Wilcots.

EXECUTIVE SESSION

The Executive Session was opened at 6:58 p.m.
Mayor Contreras recessed the Executive Session at 7:28 p.m. to convene the Regular Session.

The Executive Session reconvened at 9:00 p.m.
Mayor Contreras closed the Executive Session at 10:59 p.m.

- A. City Council shall convene into closed session pursuant to Section 551.072, 551.087 to deliberate the purchase, exchange, lease of real properties, being located east of Santa Fe Trail, north of Daniieldale Road, west of Cockrell Hill Road, and south of Camp Wisdom Road, and to seek legal advice from City Attorney regarding such real property.
- B. City Council shall convene into closed executive session pursuant to Section 551.074, of the Texas Government Code, Personnel, to deliberate the duties of the City Manager under the Home Rule Charter and, pursuant to Section 551.071 of the Texas Government Code, to seek legal advice from the City Attorney on the same topic.

REGULAR SESSION - CONVENE INTO THE COUNCIL CHAMBERS (7:00 P.M. OR IMMEDIATELY FOLLOWING THE 6:00 PM WORK SESSION/BRIEFING)

The City Council convened into Regular Session in the Council Chambers at 7:35 p.m. with Mayor Contreras presiding.

Pastor David Cartwright with First Christian Church of Duncanville delivered the Invocation.

Mayor Contreras led the Pledge of Allegiance and Texas Pledge.

4. REPORTS

- A. Mayor's Report - Mayor Contreras thanked the citizens for their trust in the council and for having an uncontested election this year. He commended Councilmember Cherry-Brown on her service to the city council.
- B. Councilmembers' Report -Councilmember McBurnett also thanked the citizens for their trust in the council and for having an uncontested election. He reviewed events happening in the city and made an appeal for applications to Boards and Commissions.
- C. City Manager's Report - Mr. Abernethy reminded the council of the beginning of the budget process. He announced that Assistant Chief Tijerina has accepted the position of Police Chief in Red Oak. His going-away celebration is this Friday, February 20th, to wish him well in his new position.

5. PROCLAMATIONS AND PRESENTATIONS

- A. Receive a presentation on the Quarterly Investment Report as of December 31, 2025.

Presented by Director of Fiscal Services/CFO Richard Jackson and Hilltop Securities.

6. CITIZENS' INPUT

No public comments.

7. CONSENT AGENDA

The following may be acted upon in one motion. A City Councilmember may request items be removed from the Consent Agenda for individual consideration.

- A. Consider the minutes for the February 3, 2026, City Council Meeting.
- B. Consider a Resolution authorizing the execution of the TEMAT (Texas Emergency Management Assistance Teams) Memorandum of Understanding (MOU) for local jurisdictional participation in State emergency deployment teams.
- C. Consider a Resolution authorizing the City Manager to enter into an Interlocal Agreement with the City of Midlothian to utilize the Midlothian Fire Training Center once City Attorneys from both cities have reviewed and finalized the agreement.
- D. Consider a Resolution awarding a bid and authorizing a cooperative purchasing agreement with Houston Freightliner, Inc., to purchase a Vac-Con combination vacuum, jet rodder, and hydro-excavation truck through Houston-Galveston Area Council (H-GAC) Contract HT-06-20 in the expenditure amount of \$598,805.75.

Councilmember Don McBurnett made a motion to approve the consent agenda, Mayor Pro-Tem DeMonica Gooden seconded the motion. The vote was cast 7 for, 0 against.

8. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Take any necessary action as a result of the Executive Session.

No action taken.

- B. Consider a Resolution awarding a bid and authorizing an Energy Savings Performance Contract by and between the City of Duncanville and Performance Services of Texas, Inc. ("PSI") for implementation of an Advanced Metering Infrastructure System and installation of smart water meters through The Interlocal Purchasing System (TIPS) Contract 220104, in accordance with Texas Local Government Code Chapter 302, for a total amount not to exceed \$11,900,000.00, subject to the City of Duncanville acquiring funding through issuance of a lawful source.

Presented by Director of Public Works Matt Bryant. Mayor Contreras asked to expand on the certificate of obligation portion of the project. Mr. Abernethy explained the origin of the funds and the options for paying them back. Richard Jackson added information about the debt service and the benefits.

Councilmember Don McBurnett made a motion to approve the item, subject to the

issuance of the Certificates of Obligation, Mayor Pro-Tem DeMonica Gooden seconded the motion. The vote was cast 7 for, 0 against.

- C. Conduct a public hearing to consider a Chapter 380 Agreement with Pegaso California Construction Corporation as part of the acquisition and redevelopment of the Railroad Flats Property, owned by the Duncanville Community and Economic Development Corporation (DCEDC).

Councilmember Don McBurnett made a motion to table the item to the March 3rd meeting, Councilmember Jeremy Koontz seconded the motion. The vote was cast 7 for, 0 against.

9. STAFF AND BOARD REPORTS

- A. Police Department Annual

Report Presented by Police Chief Matt Stogner.

- B. Receive Police Department 2025 Racial Profiling Report

Presented by Ron Wilcots.

- C. Receive the Quarterly Financial Report as of December 31, 2025.

Presented by Budget Administrator Jennifer Otey.

Mayor Contreras recessed the Regular Session at 8:56 p.m. to reconvene into Executive Session.

The Regular Session was reconvened at 10:59 p.m.

ADJOURNMENT

The meeting was adjourned at 11:00 p.m.

APPROVED:

CITY SECRETARY



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Consider a Resolution canceling the May 2, 2026, General Election.

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

Emphasize: Government Accountability, Customer Service, Efficiency and Process

STAFF RESPONSIBLE:

Chiquita Taylor, City Secretary

BACKGROUND/HISTORY:

At the February 3, 2026, City Council meeting, by Resolution 2026-591, the City Council called for a joint general election to be held on Saturday, May 2, 2026, for Mayor and Councilmembers for District 2 and District 4. The time for filing as a candidate for the May 2, 2026, Joint Election has passed and there were not any contested races for Mayor and Councilmembers for District 2 and District 4. The following candidates have been certified as unopposed and are declared elected.

- Greg Contreras - Mayor
- Don McBurnett - Councilmember District 2
- Jarred D. Davis - Councilmember District 4

POLICY EXPLANATION:

Subchapter C, Election of Unopposed Candidate of the Election Code provides that a municipality may cancel an election for council members if each candidate whose name is to appear on the ballot is unopposed and no proposition or special election has been called to appear.

FUNDING SOURCE:**ORG and Object Number**

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

Certification of Unopposed Candidates, Duncanville.RESO. Ordering Cancellation of Joint Election on 5.2.2026, Spanish.Duncanville.RESO. Ordering Cancellation of Joint Election 2026.006, Vietnamese - Duncanville.RESO. Ordering Cancellation of Joint Election on 5.2.2026

**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 2, 2026.

*Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente
certifico que las siguientes candidatos son candidatos únicos para elección para un cargo en
la elección que se llevará a cabo el _____.*

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

Office(s) Cargo(s)

Candidate(s) Candidato(s)

Mayor
Councilmember District 2
Councilmember District 4

Greg Contreras
Don McBurnett
Jarred D. Davis


Signature (Firma)

Chiquita Taylor

Printed name (Nombre en letra de molde)

City Secretary

Title (Puesto)

02/19/2026

Date of signing (Fecha de firma)



See reverse side for instructions
(Instrucciones en el reverso)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF DUNCANVILLE, TEXAS, ORDERING CANCELLATION OF THE JOINT ELECTION ON MAY 2, 2026, AND DECLARING THE ELECTION OF UNOPPOSED CANDIDATES FOR MAYOR AND COUNCILMEMBER FROM DISTRICT 4 OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS FOR A TWO YEAR TERM; PROVIDING FOR THE ISSUANCE OF THE CERTIFICATES OF ELECTIONS; PROVIDING FOR THE POSTING OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, by Resolution No. 2026-591, the City Council called for a Joint Election to be held on May 2, 2026, to elect Mayor and Councilmembers from District 2 and District 4; and,

WHEREAS, the time for filing as a candidate for the May 2, 2026, Joint Election has passed and there were not any contested races for Mayor and Councilmembers from District 2 and District 4; and,

WHEREAS, Subchapter C, Election of Unopposed Candidate of the Election Code provides that a municipality may cancel an election for council members if each candidate whose name is to appear on the ballot is unopposed and no proposition or special election has been called to appear; and,

WHEREAS, as required by law, the City Secretary has delivered a written certification to the City Council certifying that the candidates for election for Mayor and Councilmembers from District 2 and 4 are unopposed; and, been delivered to the City Council; and,

WHEREAS, that in accordance with the Texas Election Code, City Council desires to cancel such election and declare the unopposed candidates elected to office.

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

SECTION 1. That the general election called for May 2, 2026, to elect Mayor and Councilmembers for District 2 and District 4 is cancelled.

SECTION 2. That the following unopposed candidates have been certified as unopposed and are declared elected:

NAME OF CANDIDATE	OFFICE SOUGHT	TERM
Greg Contreras	Mayor	Full - 2 -year
Don McBurnett	Councilmember District 2	Full - 2 -year
Jarred D. Davis	Councilmember District 4	Full - 2 -year

SECTION 3. That a copy of this Resolution will be posted on Election Day at each polling place that would have been used in the election, as required by the Election Code.

SECTION 4. That a certification of election will be issued to each candidate in the same manner and at the same time as provided for a candidate elected at the election, as required by the Texas Election Code; and, thereafter, said candidates being qualified, take the oaths of offices in accordance with law.

SECTION 5. That this resolution and order shall be effective from and after the date of its enactment as provided by law.

APPROVED AND ADOPTED by the City Council of the City of Duncanville, Texas the 3rd day of March 2026.

APPROVED:

GREG CONTRERAS, MAYOR

ATTEST:

CHIQUITA TAYLOR, CITY SECRETARY

APPROVED AS TO FORM:

ROBERT E. HAGER, CITY ATTORNEY
(2/16/2026: 4913-9706-2800, v.1)

RESOLUCIÓN NO. _____

UNA RESOLUCIÓN DE LA CIUDAD DE DUNCANVILLE, ORDENANDO LA CANCELACIÓN DE ELECCIONES CONJUNTAS DEL 2 DE MAYO DE 2026, Y DECLARANDO UNA ELECCIÓN SIN OPOSICIÓN DE LOS CANDIDATOS POR ALCALDE Y MIEMBROS DEL CONCEJO DEL DISTRITO 2 Y 4 DEL CONCEJO DE LA CIUDAD DE DUNCANVILLE, TEXAS POR UN PERIODO DE 2 AÑOS; PROPORCIONANDO LA EMISIÓN DE LOS CERTIFICADOS DE LAS ELECCIONES; PROPORCIONANDO LA PUBLICACIÓN DE ESTA RESOLUCIÓN; PROPORCIONANDO LA CLÁUSULA DE RESERVA, Y PROPORCIONANDO UNA FECHA DE ENTRADA EN VIGOR.

CONSIDERANDO QUE, por medio de la Resolución No. 2026-05, el Concejo de la Ciudad ordenó las Elecciones Conjuntas y que se llevaran a cabo el 2 de mayo de 2026, para elegir un alcalde y miembros del concejo de los Distritos 2 y 4; y

CONSIDERANDO QUE, la fecha para presentarse como candidato para las Elecciones Conjuntas del 2 de mayo de 2026 ha pasado; y

CONSIDERANDO QUE, el plazo para presentarse como candidato para las Elecciones Conjuntas del 2 de mayo de 2026 ha pasado y no hubo ninguna contienda para alcalde ni para los miembros del concejo del Distrito 2 y 4; y

CONSIDERANDO QUE, en el Capítulo 2, Subcapítulo C, Elección de Candidatos sin oposición, establece que un municipio puede cancelar una elección para miembros del concejo si cada candidato cuyo nombre debe aparecer en la boleta no tiene oposición y no se ha convocado ninguna propuesta o elección especial para aparecer en la misma; y

CONSIDERANDO QUE, la secretaria de la ciudad, como lo exige la ley, ha entregado una certificación por escrito al Concejo de la Ciudad certificando que los candidatos a la elección para alcalde y miembros del concejo del Distrito 2 y 4 no tienen oposición; y ha sido entregada al Concejo de la Ciudad; y

CONSIDERANDO QUE, de acuerdo con el Código Electoral de Texas, el Concejo de la Ciudad desea cancelar dicha elección y declarar candidatos electos a los candidatos sin oposición.

AHORA, POR LO TANTO, SEA RESUELTO Y ORDENADO POR EL CONCEJO DE LA CIUDAD DE DUNCANVILLE, TEXAS QUE:

SECCIÓN 1. Que las Elecciones Conjuntas convocadas para el 2 de mayo de 2026 para elegir un alcalde y miembros del concejo para los Distritos 2 y 4 ha sido cancelada.

SECCIÓN 2. Que los siguientes candidatos sin oposición han sido certificados sin

oposición y son declarados elegidos:

NOMBRE DEL CANDIDATO	CARGO SOLICITADO	PERIODO
Greg Contreras	Alcalde	2 años completos
Don McBurnett	Miembro del Concejo 2	2 años completos
Jarred D. Davis	Miembro del Concejo 4	2 años completos

SECCIÓN 3. Que una copia de esta Resolución será publicada en el día de elecciones en cada lugar de votación y en donde habría sido usada en las elecciones, como lo requiere el Código de Elecciones.

SECCIÓN 4. Que se emitirá un certificado de elección a cada candidato de la misma manera y al mismo tiempo que se establece como candidato electo en la selección, según lo requiere el Código Electoral de Texas y posteriormente, dichos candidatos calificados prestarán los juramentos de sus cargos de acuerdo con la ley.

SECCIÓN 5. Que esta resolución y orden serán efectivas a partir de la fecha de su promulgación según lo dispuesto por la ley.

APROBADO Y ADOPTADO por el Concejo de la Ciudad de Duncanville, Texas el día ____ de _____ de 2026.

APROBADO:

GREG CONTRERAS, ALCALDE

ATESTIGUADO POR:

CHIQUITA TAYLOR,
SECRETARIA DE LA CIUDAD

APROBADO EN SU REDACCIÓN:

ROBERT E. HAGER, ABOGADO DE LA CIUDAD
(2/16/2026: 4913-9706-2800, v.1)

NGHỊ QUYẾT SỐ _____

NGHỊ QUYẾT CỦA HỘI ĐỒNG THÀNH PHỐ DUNCANVILLE, TEXAS VỀ VIỆC RA LỆNH HỦY CUỘC BẦU CỬ CHUNG VÀO NGÀY 2 THÁNG 5 NĂM 2026 VÀ TUYÊN BỐ TRÚNG CỬ ĐỐI VỚI CÁC ỨNG CỬ VIÊN KHÔNG CÓ ĐỐI THỦ CHO CÁC CHỨC DANH THỊ TRƯỞNG VÀ ỦY VIÊN HỘI ĐỒNG TỪ QUẬN 4 CỦA HỘI ĐỒNG THÀNH PHỐ DUNCANVILLE, TEXAS VỚI NHIỆM KỲ HAI NĂM; QUY ĐỊNH VỀ VIỆC CẤP GIẤY CHỨNG NHẬN TRÚNG CỬ; QUY ĐỊNH VỀ VIỆC NIÊM YẾT NGHỊ QUYẾT NÀY; VÀ QUY ĐỊNH VỀ NGÀY CÓ HIỆU LỰC.

XÉT RẰNG, theo Nghị quyết số 2026-05, Hội đồng Thành phố đã quyết định tổ chức Cuộc bầu cử chung vào ngày 2 tháng 5 năm 2026 để bầu Thị trưởng và Ủy viên Hội đồng từ Quận 4; và,

XÉT RẰNG, thời hạn nộp hồ sơ ứng cử cho Cuộc Bầu cử Chung ngày 2 tháng 5 năm 2026 đã kết thúc và không có bất kỳ cuộc tranh cử đối kháng nào đối với chức vụ Thị trưởng và các Ủy viên Hội đồng từ Quận 4; và

XÉT RẰNG, Tiểu chương C, Bầu cử ứng cử viên không có đối thủ của Bộ luật Bầu cử quy định rằng một thành phố có thể hủy tổ chức cuộc bầu cử ủy viên hội đồng nếu mỗi ứng cử viên có tên trên lá phiếu đều không có đối thủ và không có bất kỳ đề xuất nào hoặc cuộc bầu cử đặc biệt nào được đưa ra để bỏ phiếu; và

XÉT RẰNG, Theo yêu cầu của pháp luật, Thư ký Thành phố đã gửi đến Hội đồng Thành phố văn bản chứng nhận bằng văn bản, xác nhận rằng các ứng cử viên tranh cử chức vụ Thị trưởng, Ủy viên Hội đồng Quận 4 đều không có đối thủ; và văn bản này đã được chuyển giao cho Hội đồng Thành phố; và

XÉT RẰNG, phù hợp với Bộ luật Bầu cử Texas, Hội đồng Thành phố mong muốn hủy cuộc bầu cử nói trên và tuyên bố các ứng cử viên không có đối thủ được trúng cử vào các chức vụ đó.

NAY, VÌ VẬY, HỘI ĐỒNG THÀNH PHỐ DUNCANVILLE, TEXAS QUYẾT NGHỊ VÀ RA LỆNH NHƯ SAU:

MỤC 1 . Hủy cuộc tổng tuyển cử đã được ấn định vào ngày 2 tháng 5 năm 2026 để bầu Thị trưởng và Ủy viên Hội đồng cho Quận 4.

MỤC 2 . Theo đó, các ứng cử viên không có đối thủ sau đây đã được chứng nhận và được tuyên bố trúng cử:

TÊN ỨNG CỬ VIÊN	CHỨC VỤ ỨNG CỬ	NHIỆM KỲ
Greg Contreras	Thị trưởng	Trọn nhiệm kỳ - 2 năm
Don McBurnett	Ủy viên Hội đồng Quận 2	Trọn nhiệm kỳ - 2 năm
Jarred D. Davis	Ủy viên Hội đồng Quận 4	Trọn nhiệm kỳ - 2 năm

MỤC 3 . Một bản sao của Nghị quyết này sẽ được niêm yết vào Ngày Bầu cử tại mỗi điểm bỏ phiếu để ra được sử dụng cho cuộc bầu cử theo đúng yêu cầu của Bộ luật Bầu cử.

MỤC 4 . Giấy chứng nhận trúng cử sẽ được cấp cho mỗi ứng cử viên theo cùng cách thức và vào cùng thời điểm như đối với một ứng cử viên trúng cử thông qua bầu cử, theo quy định của Bộ luật Bầu cử Texas; và sau đó các ứng cử viên này, khi đủ điều kiện, sẽ tuyên thệ nhậm chức theo quy định của pháp luật.

MỤC 5 . Nghị quyết và mệnh lệnh này có hiệu lực kể từ và sau ngày được ban hành theo quy định của pháp luật.

ĐƯỢC PHÊ DUYỆT VÀ THÔNG QUA bởi Hội đồng Thành phố Duncanville, Texas vào ngày ____ tháng ____ năm 2026.

PHÊ DUYỆT:

GREG CONTRERAS, THỊ TRƯỞNG

CHỨNG THỰC:

CHIQUITA TAYLOR, THƯ KÝ THÀNH PHỐ

PHÊ DUYỆT VỀ HÌNH THỨC:

ROBERT E. HAGER, LUẬT SƯ THÀNH PHỐ
(16/2/2026: 4913-9706-2800, v.1)



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Consider a resolution for an appointment to fill a vacancy on the Boards and Commissions for the Keep Duncanville Beautiful Board.

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

Emphasize: Government Accountability, Customer Service, Efficiency and Process Improvement

STAFF RESPONSIBLE:

Chiquita Taylor, City Secretary

BACKGROUND/HISTORY:

Each year, the board and commission members whose terms are ending in August of that year are given the opportunity to request reappointment to their current board or commission. In addition, the City advertises the need for new board and commission applicants through various media including the City’s website, the Champion monthly newsletter, announcements during City Council meetings, and as a utility billing insert. In addition, the City communicated the need for additional board and commission members to the citizens on the City’s LED sign at the corner of Main and Wheatland, posters in the City Hall lobby, as well as other forms of social media. These communication tools were successful resources for recruiting new applicants to fill the vacancies.

The City Council held Special Meetings to interview each of the new applicants and the applicants requesting a new board. Once appointments have been made by City Council, the new terms for each will begin immediately.

POLICY EXPLANATION:

City Council will need to formally appoint citizens to the Zoning Board of Adjustment, City Planning & Zoning and Commission, Community Engagement Board, Duncanville

Community Economic Development Corporation Board (DCEDC), Duncanville Neighborhood Vitality Commission, Keep Duncanville Beautiful Board, Library Advisory Board, Park & Recreation Advisory Board, and TIF (Tax Increment Financing Reinvestment Zone Number One) to fill the vacancies created by terms expiring in August 2025 as well as resignations over the past year.

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

Board and Commission RES, Exhibit A - Board Appointments 03-03-26

RESOLUTION NO. 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING THE APPOINTMENT OF THE BOARD AND COMMISSIONS WHICH ARE SET FORTH IN EXHIBIT A, WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE; AND MEMBERS SHALL SERVE UPON SUCCESSFUL QUALIFICATION AND AFTER TAKING THE OATH; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Duncanville, Texas has different Board and Commissions including Zoning Board of Adjustment, City Planning & Zoning Commission, Duncanville Community and Economic Development Corporation Board (DCEDC), Duncanville Neighborhood Vitality Commission, Keep Duncanville Beautiful Board, Library Advisory Board, Multicultural Commission, Park & Recreation Advisory Board, Sign Control Board, And Tax Increment Financing Reinvestment Zone Number One (TIF#1); and

WHEREAS, each year the Board and Commission members are given the opportunity to request reappointment to their current board or commission; and

WHEREAS, appointments to vacancies on the City's various Board and Commissions are made each year by the end of the month of August and to fill any vacancies due to resignation; and

WHEREAS, the City Council of the City of Duncanville, Texas, finds it to be in the public interest to make appointments to fill said vacancies.

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

SECTION 1. The City Council hereby approves the appointment of the board and commission, which are set forth in Exhibit A, which is attached hereto and incorporated herein by reference, and elected members shall serve upon successful qualification and taking the oath.

SECTION 2. This Resolution shall take effect immediately upon passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 3rd day of March 2026.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney

City Council B&C (03-03-2026)

Keep Duncanville Beautiful
Appointments for 1-Year Unexpired Term 2026-2027
1. Joyce Mac Cormick



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Consider a resolution to approve a HOT Fund Award for Hilton Garden Inn

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

Advance: Marketing Strategy of the City and Community Engagement Plan

Emphasize: Government Accountability, Customer Service, Efficiency and Process

Re-Imagine: High Quality of Life

STAFF RESPONSIBLE:

Richard Abernethy Angel

Deal

BACKGROUND/HISTORY:

The original HOT Fund review was facilitated under a previous administration for FY 2024. Invoices have been received outside the approval timeline. To honor the previous agreement, funds will be disbursed in FY2026. Considering our new oversight and compliance process, we want to ensure this agreement is documented and we receive the required supporting documentation timely.

POLICY EXPLANATION:

HOT Fund awards require the following:

- Application w/supporting documents
- Resolution affirming Council approval
- An executed funding agreement between the applicant and the City of Duncanville
- Funds must be paid from the Fiscal Year they are awarded/Invoices are paid in the Fiscal Year services are received

FUNDING SOURCE:
ORG and Object Number
N/A

Available Budget	Purchase Amount	After Encumber
\$134,756	\$17,000	\$117,756

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

Funding Recommendation Hilton Garden Inn HOT Fund Grant (FY2026), DCEDC
4.22.2024 Meeting Minutes, Hilton 4.2024.Application, Resolution No. - 2025-XXX - FY
26 HOT Funds Budget 2024 Award Hilton Garden Inn, Hilton Garden Inn Duncanville
Funding Agreement FY2026



Funding Recommendation: Hilton Garden Inn HOT Fund Grant (FY2026)

TO: City Council / City Manager

FROM: Angel Deal, Project Manager City Administration

SUBJECT: Recommendation to Approve \$17,000 Marketing and Advertising Grant for Hilton Garden Inn (FY2026) to Remediate Prior Fiscal Oversight

Recommendation It is recommended that the City Council approve a Hotel Occupancy Tax (HOT) grant in the amount of \$17,000 to the Hilton Garden Inn (HGI) for marketing and advertising expenses to be funded from the FY2026 budget. This action is required to formalize a prior commitment, ensure auditable recordkeeping, and establish fiscal accountability that was absent during the original FY2024 request process.

Background and Administrative Oversight In early 2024, the Duncanville Community and Economic Development Corporation (DCEDC) was responsible for reviewing and approving HOT fund grants. During this period, the Hilton Garden Inn requested funding for marketing and promotional materials.

While the DCEDC Board met on April 22, 2024, to discuss Hilton Garden Inn funding, the official record is incomplete and disputed:

- **Discrepancies in Minutes:** The recorded minutes for April 22, 2024, reflect an approval for a \$10,000 grant for transportation, but do not explicitly detail the \$17,000 marketing approval. However, internal communications, specifically an email from the former City Events Planner ("Angela"), indicate that the marketing request was approved.
- **Lack of Validated Records:** The minutes from the April 22 meeting were not signed, and the minutes from the previous meeting (March 25) are not available.
- **Staff Turnover:** Since the original agreement, the Internal Economic Development department has experienced turnover three times. Consequently, there is no current staff member available who can validate the original request or the verbal approvals made at that time.

Justification for FY2026 Funding Although the original request occurred in FY2024, the administrative process in place at that time failed to ensure fiscal transparency and auditable recordkeeping. The oversight of these funds has since transitioned to City

Administration. To correct the historical record and honor the City's commitment to a local hotel partner, we request that this funding be allocated from the FY2026 budget.

Moving this expenditure to FY2026 allows the City to:

1. **Ensure Fiscal Transparency:** By authorizing a new agreement effective October 1, 2025, the City ensures this expenditure is tracked within a compliant fiscal framework.
2. **Establish Accountability:** The new Funding Agreement clearly outlines reporting requirements, including the submission of receipts for promotional marketing materials, and subjects the grantee to potential audits.
3. **Validate Statutory Compliance:** The funding will be strictly tied to activities that directly enhance and promote tourism and the convention/hotel industry as required by Chapter 351 of the Texas Tax Code.

Financial Impact The total financial impact is **\$17,000** to be paid from the Hotel Occupancy Tax Fund for Fiscal Year 2026.

Conclusion While this request addresses a legacy issue predating the current administration's oversight, approval is necessary to rectify the administrative gaps of FY2024. This recommendation ensures the Hilton Garden Inn receives the support previously promised while adhering to the City's current standards for financial integrity.

**THE DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
MINUTES
REGULAR MEETING
APRIL 22, 2024**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Monday, April 22, 2024, at 6:00 PM in the City Council Briefing Room.

Board Members in Attendance:

Kenneth Govan	President
Gregory Zylka	Board Member
Marlon Goff	Board Member
Tonya Savage	Board Member

Board Members Not in Attendance:

Charles Reed	Vice President
Donella Payne	Board Member

Staff Present: David Kees	Assistant to the City Manager
Jeremiah Brewer	Economic Development Coordinator
Cynthia D. Williams	Economic Development Executive Assistant

CALL TO ORDER

The meeting was called to order by President Govan at 6:01 PM.

INVOCATION

The Invocation was given by President Govan.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the U.S. and Texas Flags were recited.

ITEM NO. 1 CITIZEN'S PUBLIC FORUM

President Govan read the item into record. Economic Development Coordinator Brewer, read the citizen's name and address into record.

Ms. Patricia Ebert
115 South Greenstone

Duncanville, TX

She stated that the minutes from February 26, 2024, were accepted at the DCEDC meeting on March 25, 2024. There were two omissions from the February 26, 2024, minutes, which she found out about when she received a copy after submitting an open records request. Two items were left out of the minutes: First, it was noted that the \$4,000 sponsorship for the Fire Truck Pull was not included in the minutes; second, the special meeting to discuss 200 W. Center St. on February 29, 2024, at 8 a.m. was not included in the minutes.

She also firmly believes that, rather than using a staff person, an independent delivery business should handle the meal delivery for the DCEDC meetings.

ITEM NO. 2 RECEIVE DIRECTOR'S REPORTS

President Govan read the Item into record. There were no Director's Reports.

ITEM NO. 3 BRIEFINGS AND PRESENTATIONS

President Govan read the item into record. Ms. Angela Owens, Duncanville City Events Planner gave a presentation on the Hilton Garden Inn Duncanville. Ms. Keri Cook, Director of Sales, Hilton Garden Inn Duncanville was also present.

ITEM NO. 4 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE SPECIAL MEETING HELD ON FEBRUARY 29, 2024

President Govan read the item into record. Board Member Savage made the motion to approve the February 29, 2024, DCEDC minutes. Seconded by Board Member Zylka. Approved unanimously.

ITEM NO. 5 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE REGULAR MEETING HELD ON MARCH 25, 2024

President Govan read the item into record. Board Member Savage made the motion to approve. Seconded by Board Member Zylka. Approved unanimously.

ITEM NO. 6 RECEIVE AND DISCUSS THE FOLLOWING REPORTS:

- a. DCEDC MONTHLY BUDGET REPORT FOR MARCH 2024***
- b. CITY SALES AND USE TAX COMPARISON SUMMARY FOR MARCH 2024***
- c. DUNCANVILLE FIELDHOUSE SPORTS FACILITY FINANCIAL STATUS REPORT FOR MARCH 2024***
- d. MAIN STATION DUNCANVILLE, LTD'S MONTHLY FINANCIALS FOR MARCH 2024***

President Govan read the Items into record. Board member Savage made the motion to receive reports 6 A – D. Seconded by Board Member Zylka. Approved unanimously.

ITEM NO. 7 CONDUCT A PUBLIC HEARING ON THE FOLLOWING ITEMS:

- a. ITEM 8 OF THE APRIL 22, 2024, DCEDC AGENDA – “HILTON GARDEN INN DUNCANVILLE”***
- b. ITEM 9 OF THE APRIL 22, 2024, DCEDC AGENDA – “ONE SOURCE PLUMBING”***
- c. ITEM 10 OF THE APRIL 22, 2024, DCEDC AGENDA – “SHARON’S LOVING HOME HEALTH CARE”***
- d. ITEM 11 OF THE APRIL 22, 2024, DCEDC AGENDA – “ADVANCE ALLIANCE, INC. DBA ADVANCE HEALTH CARE”***
- e. ITEM 12 OF THE APRIL 22, 2024, DCEDC AGENDA – “SUNFLOWER DENTAL”***

President Govan read the Item into record. Board Member Savage made the motion to open the Public Hearing for Item 7a. Seconded by Board Member Goff. Approved unanimously. Board Member Savage made a motion to close the Public Hearing for Item 7a. Seconded by Board Member Zylka. Approved unanimously.

President Govan read the Item into record. Board Member Savage made the motion to open the Public Hearing for Item 7b. Seconded by Board Member Zylka. Approved unanimously. Board Member Savage made a motion to close the Public Hearing for Item 7b. Seconded by Board Member Goff. Approved unanimously.

President Govan read the Item into record. Board Member Savage made the motion to open the Public Hearing for Item 7c. Seconded by Board Member Zylka. Approved unanimously. Board Member Savage made a motion to close the Public Hearing for Item 7c. Seconded by Board Member Zylka. Approved unanimously.

President Govan read the Item into record. Board Member Savage made the motion to open the Public Hearing for Item 7d. Seconded by Board Member Zylka. Approved unanimously. Board Member Savage made a motion to close the Public Hearing for Item 7d. Seconded by Board Member Zylka. Approved unanimously.

President Govan read the Item into record. Board Member Savage made the motion to open the Public Hearing for Item 7e. Seconded by Board Member Zylka. Approved unanimously. Board Member Savage made a motion to close the Public Hearing for Item 7e. Seconded by Board Member Zylka. Approved unanimously.

ITEM NO. 8 DISCUSS AND CONSIDER POSSIBLE ACTION REGARDING AN APPLICATION FOR HOT FUNDING FOR HILTON ARDEN INN DUNCANVILLE LOCATED AT 800 N. MAIN STREET, DUNCANVILLE, TEXAS 75116

President Govan read the Item into record. Board Member Savage made the motion to table until Executive Session. Seconded by Board Member Goff. Approved unanimously.

ITEM NO. 9 DISCUSS AND CONSIDER POSSIBLE ACTION REGARDING AN APPLICATION FOR INCENTIVE AND GRANT ASSISTANCE BY ONE SOURCE PLUMBING LOCATED AT 518 HWY 67, DUNCANVILLE, TEXAS 75137

President Govan read the Item into record. Board Member Savage made the motion to table until Executive Session. Seconded by Board Member Zylka. Approved unanimously.

ITEM NO. 10 DISCUSS AND CONSIDER POSSIBLE ACTION REGARDING AN APPLICATION FOR INCENTIVE AND GRANT ASSISTANCE BY SHARON'S LOVING HOME HEALTH CARE LOCATED AT 436 N. MAIN STREET, DUNCANVILLE, TEXAS 75116

President Govan read the Item into record. Board Member Savage made the motion to table until Executive Session. Seconded by Board Member Goff. Approved unanimously.

ITEM NO. 11 DISCUSS AND CONSIDER POSSIBLE ACTION REGARDING AN APPLICATION FOR INCENTIVE AND GRANT ASSISTANCE BY ADVANCE ALLIANCE, INC. DBA ADVANCE HEALTH CARE LOCATED AT 111 W. DANIELDALE RD., DUNCANVILLE, TEXAS 75137

President Govan read the Item into record. Board Member Savage made the motion to table until Executive Session. Seconded by Board Member Zylka. Approved unanimously.

ITEM NO. 12 DISCUSS AND CONSIDER POSSIBLE ACTION REGARDING AN APPLICATION FOR INCENTIVE AND GRANT ASSISTANCE BY SUNFLOWER DENTAL LOCATED AT 202 W. CENTER STREET, SUITE E, F, G, DUNCANVILLE, TEXAS 75116

President Govan read the Item into record. Board Member Savage made the motion to table until Executive Session. Seconded by Board Member Zylka. Approved unanimously.

ITEM NO. 13 EXECUTIVE SESSION

President Govan read the Item into record.

In accordance with the Texas Government Code, the DCEDC shall convene into closed executive session pursuant to the following section: Section 551.071 – Consultations with City Attorney, or special counsel, regarding pending or contemplated litigation:

- NO ITEMS

In accordance with the Texas Government Code, the DCEDC shall convene into closed executive session pursuant to the following section: Section 551.087 (2) – Deliberation Regarding Economic Development Negotiations, to deliberate the offer of a financial or other incentive to a business prospect:

- HILTON GARDEN INN DUNCANVILLE
- ONE SOURCE PLUMBING
- SHARON’S LOVING HOME HEALTH CARE
- ADVANCE ALLIANCE, INC. DBA ADVANCE HEALTH CARE
- SUNFLOWER DENTAL
- ICSC LAS VEGAS 2024
- DCEDC MEETING DINNERS
- DCEDC MAY 2024 MEETING (MEMORIAL DAY)

ITEM NO. 14 RECONVENE INTO OPEN SESSION

President Govan read the Item into record. Board Member Goff made a motion to reconvene into open session. Seconded by Board Member Zylka. The DCEDC reconvened into open session at 8:10 p.m.

ITEM NO. 15 TAKE ANY NECESSARY OR APPROPRIATE ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION

President Govan read the item into record. Board Member Zylka made a motion to approve a grant under HOT tax funds for Hilton Garden Inn located in Duncanville in an amount to exceed \$17,000 for promotional and marketing materials in the 2024 calendar year. Seconded by Board Member Savage. Approved unanimously.

President Govan read the item into record. Board Member Savage made a motion to approve an incentive and grant assistance application by One Source Plumbing, LLC located at 518 Hwy 67, Duncanville, Texas 75137 for a signage, paving, and landscaping reimbursement grant in an amount not to exceed \$280,000. Seconded by Board Member Zylka. Approved unanimously.

Board Member Goff made a motion to **approve** Item No. 10 regarding Sharon’s Loving Home Health Care for the Signage grant in the amount of \$6,473.35. Seconded by Board Member Savage. Approved unanimously.

President Govan read the item into record. Board Member Savage made a motion to table Item No. 11 regarding the application for incentive and grant assistance by Advance Alliance Inc. dba Advance Health Care located at 111 W. Daniieldale Rd. Duncanville, TX 75137 until staff can conduct additional follow up with the applicant. Seconded by Board Member Goff. Approved unanimously.

President Govan read the item into record. Board Member Goff made a motion to table Item No. 12 regarding the application for incentive and grant assistance by Sunflower Dental located at 202 W. Center St. Suite E, F, G, Duncanville, TX 75116 to allow staff additional time to obtain information from the developer. Seconded by Board Member Savage. Approved unanimously.

ADJOURNMENT

President Govan read the item into record. Motion to adjourn by Board Member Savage.
Seconded by Board Member Zylka. Approved unanimously.

The DCEDC April 22, 2024, Regular Meeting adjourned at 8:16 PM.

APPROVED:

**KENNETH GOVAN
PRESIDENT, DCEDC**

ATTEST:



**COYE DUBE
ECONOMIC DEVELOPMENT EXECUTIVE ASSISTANT**



HOTEL OCCUPANCY TAX USE GUIDELINES UNDER TEXAS STATE LAW FUNDING APPLICATION FORM

State Law: As authorized by state law, the City of Duncanville collects a Hotel Occupancy Tax (HOT Funds) from hotels, bed & breakfasts, and other lodging facilities. Under state law, the revenue from the HOT Funds may be used only to directly promote tourism and the hotel and convention industry.

Chapter 351 of the Tax Code states that the use of HOT Funds is limited to:

- a) **Convention Centers and Visitor Information Centers:** the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing operation and maintenance of convention center facilities or visitor information centers, or both.
- b) **Registration of Convention Delegates:** the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants.
- c) **Advertising, Solicitations and Promotions that Directly Promote Tourism and the Hotel and Convention Industry:** advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality.
- d) **Promotions of the Arts that Directly Promote Tourism and the Hotel and Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.
- e) **Historical Restoration and Preservation Activities that Directly Promote Tourism and the Hotel and Convention Industry:** historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.
- f) **Sporting Event Expenses that Substantially Increase Economic Activity at Hotels:** expenses including promotional expenses, directly related to a sporting event in, which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city.
- g) **Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations:**
 - 1. the commercial center of the city;
 - 2. a convention center in the city;
 - 3. other hotels in or near the city; or

4. tourist attractions in or near the city.

The law specifically prohibits the use of the local hotel tax to cover the costs for general city transit costs to transport the general public.

- h) **Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.**

City of Duncanville: The City of Duncanville accepts applications from groups and businesses whose program fits into one or more of the above categories. **In order to ensure funding consideration for your event, requests for funds should be submitted on this official application by July 31st.** The application will be reviewed by the City of Duncanville staff to ensure the funding requests meets state guidelines. Once the application has been reviewed and is determined it meets minimum state qualifications for funding, the applicant will be invited to provide a presentation on their funding request to City Staff. The request will then be analyzed to determine the event's total economic impact to the community. Staff will notify the applicant when their request and staff's recommendation will be presented to the City Council for consideration. The applicant is required to attend the City Council meeting in order for the request to be considered. The applicant may be asked to provide the City Council a presentation regarding their request as well.

Eligibility and Priority for Hotel Tax Funds: *Priority will be given to those events and entities based on their ability to generate overnight visitors to Duncanville.* The amount that you are requesting should consider the gross amount of hotel night revenue that you are predicting that will be created or sustained by your event. If an event will not generate any meaningful hotel night activity, it is not eligible for receipt of hotel occupancy tax funds. HOT Funds awarded will be based on the number of hotel rooms rented and the economic impact to the city. Events can prove this potential to generate overnight visitors by:

- a) **historic information on the number of room nights used during previous years of the same events;**
- b) **current information on the size of a room block that has been reserved at area hotels to accommodate anticipated overnight guests attending the funded event;**
- c) **historical information on the number of guests at hotel or other lodging facilities that attended the funded event (through surveys, guest directories, or other sources); and/or**
- d) **examples of the planned marketing of the programs and activities that will likely generate overnight visitors to local lodging properties from this event.**

Use of Revenues from Event: A portion of the revenues from any event and/or project receiving any type of funding assistance from the HOT Funds should be channeled back into the future costs of operating that same event or the continued operation of the project. No other outside event(s), project, charity, etc., sponsored by the host organization may profit from the City of Duncanville funding of a particular event.

Supplemental Information Required with Application: Along with the application, please submit the following:

- _____ Proposed Marketing Plan for Funded Event
- _____ Schedule of Activities or Events Relating to the Funded Project
- _____ Past Marketing Materials used to promote the event

Please Submit to: Clay Mansell
 Economic Development Administrator

Mail To:
P.O. Box 380280
Duncanville, TX 75138-0280

Drop Off:
Economic Development
203 E. Wheatland Rd.
Duncanville, TX 75116

For questions, please call 972.780.5090.
Or email, eco@duncanvilletx.gov



Hotel Occupancy Funding Application

Date: 2/1/2024

Organization Information

Name of Organization: Hilton Garden Inn Duncanville

Address: 800 N. Main Street

City, State, Zip: Duncanville, TX 75116

Contact Name: Keri Cook Contact Phone Number: 214-271-8264

Web Site Address for Event or Sponsoring Entity: www.dallasduncanville.hgi.com

Non-Profit or For-Profit Status: For Profit Tax ID #: 833656301

Entity's Creation Date: 2005

Purpose of your organization: Hotel and Conference Center

Drawing Events / Conferences, Company Transient Travel to Hotel

Event Information

Name of Event or Project: VIP / Marketing Amenities for Events / Corporate Travelers

Date of Event or Project: NA

Primary Location of Event or Project: Hilton Garden Inn Duncanville

Amount Requested: \$ 17,000

How will the funds be used? Promotional Items for hotel to use as VIP Amenities and

Marketing materials to promote the hotel to corporations, associations, and groups

which will bring additional business (tax and spend dollars) to the hotel, conference center and the City of Duncanville

Primary Purpose of Funded Activity/Facility:

Promotion and Marketing of the Hotel and City of Duncanville
to those residing outside of immediate area.

Percentage of Hotel Tax Support of Related Costs

15 Percentage of Total **Event Costs** Covered by Hotel Occupancy Tax

_____ Percentage of Total **Facility Costs** Covered by Hotel Occupancy Tax for the Funded Event

_____ Percentage of **Staff Costs** Covered by Hotel Occupancy Tax for the Funded Event

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s)
compared to other activities _____%

Which Category or Categories Apply to Funding Request, and Amount Requested Under Each Category:

- ☐ **a) Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$_____

In detail, describe how the funds will be used and include appropriate documentation.

- ☐ **b) Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$_____

In detail, describe how the funds will be used and include appropriate documentation.

- ☐ **c) Advertising, Solicitations, Promotional programs to attract tourists and convention delegates** or registrants to the municipality or its vicinity. Amount requested under this category: \$ 17,000 _____

In detail, describe how the funds will be used and include appropriate documentation.

PLEASE SEE ATTACHED FOR FULL LIST.

- ☐ **d) Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms: \$ _____

In detail, describe how the funds will be used and include appropriate documentation.

- ☐ **e) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.** Amount requested under this category: \$ _____

In detail, describe how the funds will be used and include appropriate documentation.

- ☐ **f) Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity.** Amount requested under this category: \$ _____

How many individuals are expected to participate in the sporting related event? _____

How many of the participants at the sporting related event are expected to be from another city or county? _____

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

In detail, describe how the funds will be used and include appropriate documentation.

- ☐ **g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3) other hotels in or near the city; and 4) tourist attractions in or near the city. Amount requested under this category: \$ _____**

What sites or attractions will tourists be taken to by this transportation? _____

Will members of the general public (non-tourists) be riding on this transportation? _____

What percentage of the ridership will be local citizens? _____

In detail, describe how the funds will be used and include appropriate documentation.

- ☐ **h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality. Amount requested under this category: \$ _____**

What tourist attractions will be the subject of the signs?

In detail, describe how the funds will be used and include appropriate documentation.

Questions for All Funding Request Categories:

1. How many years have you held this Event or Project: NA
2. Expected Attendance: NA
3. How many people attending the Event or Project will use Duncanville hotels? NA
Number of rooms rented for your event: NA
4. Did you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels? _____

5. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Documentation must be included from each Duncanville hotel that supported the number of rooms used for all years.

6. How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)? _____

7. Please list other organization, government entities, and grants that have offered financial support to your project: _____

8. Will the event charge admission? Do you anticipate a net profit from the event? If there is a net profit, what is the anticipated amount and how will it be used?

9. Please list all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:
- | | |
|-------------------------|----------|
| Newspaper: | \$ _____ |
| Radio: | \$ _____ |
| TV: | \$ _____ |
| Other Paid Advertising: | \$ _____ |
- Number of Press Releases/Media Alerts sent to the Media: _____
Number of Direct Mailings to out-of-town recipients: _____

Other Promotions: _____
10. Will you include a link to the City/CVB or other source on your promotional handouts and in your website for booking hotel nights during this event? Yes _____
11. Will you negotiate a special rate or hotel/event package to attract overnight stays?

12. What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

WE ARE USING THESE MATERIALS TO PROMOTE THE HOTELL,CONFERENCE CENTER, AND DUNCANVILLE.le.

13. What geographic areas does your advertising and promotion reach? NATIONWIDE

14. How many individuals will your proposed marketing reach that are in another city or county?
100,000+

15. If the funding requested is related to a permanent facility (e.g. museum, visitor center):

Expected Attendance Monthly/Annually: _____

Percentage of those in attendance that are staying at area hotels/lodging facilities: _____%

Please Submit to: Clay Mansell
 Economic Development Administrator

Mail To:
P.O. Box 380280
Duncanville, TX 75138-0280

Drop Off:
Economic Development
203 E. Wheatland Rd.
Duncanville, TX 75116

For questions, please call 972.780.5090.
Or email, eco@duncanvilletx.gov

This will be used for the following marketing efforts:

1. Promotion of Meeting Space - We are actively identifying companies in the DFW area that have series meetings (consistently repeatable corporate meetings that also bring sleeping rooms from their out of town guests) including trainings, conferences, quarterly meetings, sales meetings, etc. We will use the promotional items when meeting with the planners, contacts and leadership teams of these events to keep our hotel / city in mind.
2. VIP Amenities for New Conferences and Meetings - We have managed to attract several large conferences that are looking to keep their event here for years to come (or until they outgrow us), these items will be used as gifts for the VIP guests of these conferences.
3. Promotion of Group Block Rooms - We are hiring a new sales team member whose soul focus will be to identify and book group business. These items will be used for their efforts when meeting with and attracting these groups.
4. Promotion of Transient Corporate Travel - We are working with local companies that we have corporate travel contracts with. While we have these contracts in place, so do other hotels in the area. It is up to our team to work to get these travelers to continue to choose our hotel. I am working with the local offices of these companies to provide "snack breaks" and other opportunities to promote our hotel and attract their travelers.
5. Trade Shows - We have signed up for some trade shows that promote the hotel and conference center. These items will be used at these trade shows.

RESOLUTION NO. 2025-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING A HOTEL OCCUPANCY TAX GRANT FOR THE 2026 FISCAL YEAR BUDGET IN AN AMOUNT NOT TO EXCEED \$17,000 TO HILTON GARDEN INN AND CONVENTION CENTER TO ENHANCE AND PROMOTE TOURISM AND THE HOTEL INDUSTRY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS the City is authorized by Chapter 351 of the Texas Property Tax Code to levy a hotel occupancy tax to be used to directly enhance and promote tourism and the convention and hotel industry; and

WHEREAS the City has, by ordinance, imposed a local hotel occupancy tax; and

WHEREAS, the Duncanville City Council, after consideration of the application of Hilton Garden Inn and Convention Center finds that expenditures will directly enhance and promote tourism and the hotel industry in the city and its vicinity and further finds that the expenditures are for one of the statutorily authorized categories.

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

SECTION 1. The City Council of the City of Duncanville, Texas hereby approves Resolution 2025-XXX authorizing a Hotel Occupancy Tax Grant in an amount not to exceed forty thousand dollars and zero cents (\$17,000.00) to The Hilton Garden Inn and Convention Center tourism through a nationally recognized event(s).

SECTION 2. The City Council of the City of Duncanville hereby authorizes the City Manager to execute the necessary documents to conform to this resolution as appropriate.

SECTION 3. This resolution shall take effect immediately upon its passage and approval

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the day of **2026**.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



Duncanville City of Champions

STATE OF TEXAS

COUNTY OF DALLAS

HOTEL OCCUPANCY TAX FUNDING AGREEMENT BETWEEN THE CITY OF DUNCANVILLE OF DUNCANVILLE, TEXAS, AND THE HILTON GARDEN INN (TABC) FOR EXPENDITURE OF HOTEL OCCUPANCY TAX FUNDS

This Hotel Tax Funding Agreement is made and entered into by and between the City of Duncanville of Duncanville, Texas and The Hilton Garden Inn .

WHEREAS, the Hilton Garden Inn has requested a Hotel Occupancy Tax grant for marketing and advertising materials and branded items.

WHEREAS, the City of Duncanville of Duncanville has considered the request from The Hilton Garden Inn directly enhances and promotes tourism in the City of Duncanville; by way of overnight guests and explicit print or other media promoting the City of Duncanville of Duncanville , not merely hosting a popular event.

WHEREAS, the goal of this AGREEMENT is to attract future visitors to the city of Duncanville of Duncanville, thus directly enhancing and promoting tourism as outlined in Chapter 351 of the State of Texas Tax Code; and

NOW, THEREFORE, it is mutually agreed upon by and between the CITY OF DUNCANVILLE and The Hilton Garden Inn as follows:

GENERAL PROVISIONS

Section 1. Purpose The Purpose of this Agreement is for The Hilton Garden Inn to utilize Hotel Occupancy Funds only those activities associated with: []

Section 2. Obligation of The Hilton Garden Inn shall use all the awarded funds provided by the City of Duncanville in accordance with Chapter 351 of the Texas Tax Code and funding application solely for

Section 3. Reporting Requirements of The Hilton Garden Inn shall deliver the following:

- a. Post Event documentation for event to include receipts of all promotional marketing materials

Section 4. Authorization of Payment. Subject to The Hilton Garden Inn satisfactory performance and compliance with the terms of this AGREEMENT, the CITY OF DUNCANVILLE agrees to pay The Hilton Garden Inn seventeen thousand dollars and zero cents \$17,000 from Hotel Occupancy Tax Funds. Payment will be made after the event has ended - and within thirty (30) days of receiving the required reports.

Section 5. Appeal Process. If The Hilton Garden Inn wishes to appeal the decision of the CITY OF DUNCANVILLE, The Hilton Garden Inn must present their appeal in writing within ten (10) business days of funding denial to the City Manager of Duncanville.

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

Section 7. Term. The AGREEMENT shall become effective as of October 1, 2025, and the AGREEMENT shall terminate on September 30, 2026, or once the terms have been met, whichever occurs first. Either party does hereby reserve the right to terminate this agreement without cause upon ten (10) days with written notice. Termination and notice shall constitute final payment without further obligation of both parties past the date of termination.

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

Section 9. Indemnification. The Hilton Garden Inn agrees to defend, indemnify, and hold harmless the CITY OF DUNCANVILLE, City of Duncanville Council, its officers, agents, and employees, against any and all claims, lawsuits, judgments, cause of action, costs and expenses for personal in my (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by The Hilton Garden Inn breach of any of the terms or provisions of this AGREEMENT, or by any negligent act or omission of The Hilton Garden Inn , its officers, agents, servants, employees, contractors, or subcontractors, in the performance of this AGREEMENT; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence of the CITY OF DUNCANVILLE, its officers, agents, employees or separate contractors, and in the event of joint and concurrent negligence of both The Hilton Garden Inn and the CITY OF DUNCANVILLE under

Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. Both parties expressly agree that this AGREEMENT does not assign any responsibility for civil liability to the CITY OF DUNCANVILLE that may arise by virtue of this AGREEMENT.

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

Section 11. Notice. All notices required or permitted under this AGREEMENT shall be in writing delivered electronically or in person to the CITY OF DUNCANVILLE at:

City Administration
Attn.: Angel Deal
203 E. Wheatland Rd.
Duncanville, TX 75116
[angel.deal@duncanvilletx](mailto:angel.deal@duncanvilletx.gov)
[.gov](mailto:angel.deal@duncanvilletx.gov)

To The Hilton Garden Inn at:

Keri Cook
800 North Main St
Duncanville, TX 75116
[Keri.Cook@Hilton.co](mailto:Keri.Cook@Hilton.com)
m

MISCELLANEOUS

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

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

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

Section 15. Non-Waiver. A party's failure or delay to exercise right or remedy does not constitute a waiver of the right or remedy. An exercise of a right or remedy under this AGREEMENT does not preclude the exercise of another right or remedy. Rights and remedies under this AGREEMENT are cumulative and are not exclusive of other rights or remedies provided by law.

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

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

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

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

IN WITNESS WHEREOF, the CITY OF DUNCANVILLE and The Hilton Garden Inn Duncanville make and execute this AGREEMENT to be effective this [] day of []

HILTON GARDEN INN

Keri Cook, Director of Sales

CITY OF DUNCANVILLE

Richard Abernethy, Interim City Manager

CITY OF DUNCANVILLE

Chiquita Taylor, City Secretary



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Consider a Resolution awarding a bid and authorizing a cooperative purchasing agreement with Rush Truck Centers of Texas, L.P., to purchase two dump trucks through BuyBoard Contract 723-23 in the expenditure amount of \$205,879.16.

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

Develop: Infrastructure Improvement Strategy

- **Ensure the viability and adaptability of the city’s infrastructure, facilities, and transportation network through thoughtful financial and long-term planning.**

STAFF RESPONSIBLE:

Matt Bryant

BACKGROUND/HISTORY:

The Equipment Services Division of the Public Works Department is responsible for managing the acquisition, maintenance, replacement, and disposal of fleet vehicles and motorized equipment used by various city departments. This includes a range of vehicles and equipment, such as police sedans, light and heavy-duty trucks, trailers, tractors, dump trucks, and other miscellaneous motorized equipment.

City-owned vehicles are listed in a Fleet Rotation Schedule for budgeting purposes. This schedule is reviewed annually to identify vehicles that have reached the end of their useful life and require replacement. The evaluation considers several factors, including age, mileage or hours driven, and maintenance requirements.

Two Ford F-750 trucks, a 2001 and a 2006 model, currently used by the Street Maintenance Division, are scheduled for replacement. These vehicles are used to

transport a wide variety of materials, including asphalt, concrete, lumber, and equipment, as needed for street repairs and other street maintenance activities.

Once the new dump trucks are delivered, the 2001 and 2006 models will be auctioned off, with the proceeds returned to the Fleet Rotation Fund.

POLICY EXPLANATION:

Two Ford F-750 trucks are available for purchase from Rush Truck Centers of Texas, L.P., through BuyBoard. These trucks will be upfitted to meet the city's needs as dump trucks.

State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies any state law requiring the local government to seek competitive bids for the item. The Texas Local Government Code Chapters 271 and 791 allow government agencies to participate voluntarily in these cooperative arrangements.

FUNDING SOURCE:

ORG and Object Number

016-700885 (Fleet Replacement Non-Org/Motor Vehicles)

Available Budget	Purchase Amount	After Encumber
\$648,662.22	\$205,879.10	\$442,783.12

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

Attachment 1 - Rush Truck Centers of Texas, L.P. Renewal Letter, Resolution No. -
Dump Trucks Purchase with Exhibit, Exhibit A

October 10, 2025

Sent via email to: krusec@rushenterprises.com

Colton Kruse
Rush Truck Centers of Texas, L.P.
555 IH 35 South, Suite 500
New Braunfels, TX 78130

Re: Medium and Heavy-Duty Trucks, Parts, and Maintenance Repair Services
BuyBoard Contract 723-23

The Local Government Purchasing Cooperative (BuyBoard) awarded your company a contract under Medium and Heavy-Duty Trucks, Parts, and Maintenance Repair Services, Contract 723-23, for which the current term is set to expire November 30, 2025. At this time, the BuyBoard is renewing your contract through November 30, 2026. This will be the final renewal of this contract.

All discounts, terms, and conditions of your contract will remain the same. If you agree to this renewal, there is nothing you need to do. However, if you do not agree to this renewal, you must notify me via email at contractadmin@buyboard.com prior to the start of the renewal term.

If you have questions or comments concerning this renewal, please contact me as soon as possible at contractadmin@buyboard.com. We appreciate your interest in The Local Government Purchasing Cooperative.

Sincerely,

Jim Tulberg

Jim Tulberg
Contract Administrator

final renewal v.02.13.2020

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AWARDED A BID AND AUTHORIZING A COOPERATIVE PURCHASING AGREEMENT WITH RUSH TRUCK CENTERS OF TEXAS, L.P., TO PURCHASE TWO DUMP TRUCKS THROUGH THE LOCAL GOVERNMENT PURCHASING COOPERATIVE (BUYBOARD) CONTRACT 723-23 IN THE EXPENDITURE AMOUNT OF \$205,879.16, ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT A, AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS RELATED TO SAID EXPENDITURE; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is necessary to procure fleet equipment for citywide operations;
and

WHEREAS, the City of Duncanville has entered into an Interlocal Cooperative Purchasing Agreement with The Local Government Purchasing Cooperative (BuyBoard);
and

WHEREAS, BuyBoard has taken sealed bids for Medium and Heavy-Duty Trucks, Parts, and Maintenance Repair Services, and a contract was awarded to Rush Truck Centers of Texas, L.P.; and

WHEREAS, the City Council of the City of Duncanville, Texas, desires to award a bid and authorize a cooperative purchasing agreement with Rush Truck Centers of Texas, L.P., to purchase two dump trucks through BuyBoard Contract 723-23 in the expenditure amount of \$205,879.16, attached hereto and incorporated herein as Exhibit A.

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

SECTION 1. The City Council of the City of Duncanville, Texas, hereby awards a bid and authorizes a cooperative purchasing agreement with Rush Truck Centers of Texas, L.P., to purchase two dump trucks through BuyBoard Contract 723-23 in the expenditure amount of \$205,879.16, attached hereto and incorporated herein as Exhibit A, and authorizes the City Manager to execute the necessary documents related to said expenditure.

SECTION 2. This Resolution shall become effective immediately upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 3rd day of March, 2026.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney

TEXAS LOCAL GOVERNMENT PURCHASING COOPERATIVE BUYBOARD

Vendor **RUSH TRUCK CENTER** Date Prepared **12/30/2025**
 Contact for Vendor: **Mike Foley** Phone **214 215 3536**
 End User: **City of Duncanville**
 End User Contact: **Matt Bryant** Phone/Fax
 Product description **2026 Ford F-750/ 6-8 yd dumps**

A: Base Price in Bid/Proposal Number: **723-23** Series: **F-750** \$ **51,151.00**

B: Published Options(Items Below)

	DESCRIPTION	AMOUNT	OPT #	DESCRIPTION	AMOUNT
Ford	F7A	\$ 6,995.00	RTC-0051	OEM Safety inspection	\$ 1,560.00
Ford	Listed Ford Options	\$ 5,907.70	RTC-1059	Lot Insurance	\$ 1,069.25
			RTC-1060	Floorplan Interest	\$ 1,223.05
			RTC-1150	Rugby 6-8 yd dump	\$ 27,898.00
			RTC-1151	PTO prep pkg	\$ 3,395.00

Subtotal Column 1: \$ 12,902.70

Subtotal Column 2: \$ 35,145.30

Published Options added to Base Price(Subtotal of "Col 1" & "Col 2") \$ 48,048.00

C: Subtotal of A + B \$ 99,199.00

D: Non Published Options

4 corner AMBER strobes					
Pull Tarp manual tarp					
Material feed tailgate					
Subtotal Column 1:			Subtotal Column 2:		

Unpublished Options added to Base price (Subtotal "Col 1 + Col 2") \$ 3,540.58

E: Contract Price Adjustment (If any, explain here)

--	--	--	--	--	--

F: Total of C + D +/- E \$ 102,739.58

G: Quantity ordered Units: 2.00 x F \$ 205,479.16

H: BUYBOARD Administrative Fee \$ 400.00

I: Non-Equipment Charges & Credits (I.e.: Ext. Warranty, Trade-In, Delivery, etc.)

J: TOTAL PURCHASE PRICE INCLUDING (G+H+I) \$ 205,879.16

Prepared for: Mr. Matt Bryant, Director/Public works, City of Duncanville
330 Shady Trail Dr.
Duncanville, TX 75137

2027 F-750 Gas Regular Cab Base (F7A)

Price Level: 715

Client Proposal

Prepared by:
MIKE FOLEY
Office: 214-215-3536
Email: foleym@rushenterprises.com
Quote ID: 12242025-1
Date: 12/30/2025



Rush Medium Duty Truck Center, Dallas | 4000 Irving Blvd., Dallas, Texas, 752475816
Office: 214-631-2050

Prepared for: Mr. Matt Bryant

Director/Public works, City of Duncanville

Prepared by: MIKE FOLEY

12/30/2025

Rush Medium Duty Truck Center, Dallas | 4000 Irving Blvd. Dallas Texas | 752475816



2027 F-750 Gas Regular Cab Base (F7A)

Price Level: 715 | Quote ID: 12242025-1

**Mr. Matt Bryant, Director/Public works, City of
Duncanville**
330 Shady Trail Dr.
Duncanville, TX 75137

Re: Quote ID 12242025-1 12/30/2025

Dear Mr. Bryant,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

MIKE FOLEY

Municipal Sales Dir.

214-215-3536

foleym@rushenterprises.com

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Mr. Matt Bryant

Director/Public works, City of Duncanville

Prepared by: MIKE FOLEY

12/30/2025

Rush Medium Duty Truck Center, Dallas | 4000 Irving Blvd. Dallas Texas | 752475816



2027 F-750 Gas Regular Cab Base (F7A)

Price Level: 715 | Quote ID: 12242025-1

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Prepared for: Mr. Matt Bryant

Director/Public works, City of Duncanville

Prepared by: MIKE FOLEY

12/30/2025

Rush Medium Duty Truck Center, Dallas | 4000 Irving Blvd. Dallas Texas | 752475816



2027 F-750 Gas Regular Cab Base (F7A)

Price Level: 715 | Quote ID: 12242025-1

Warranty

Standard Warranty

Basic Warranty

Basic warranty	24 months/unlimited
----------------	---------------------

Powertrain Warranty

Powertrain warranty	60 months/100,000 miles
---------------------	-------------------------

Corrosion Perforation

Corrosion perforation warranty	36 months/unlimited
--------------------------------	---------------------

Roadside Assistance Warranty

Roadside warranty	24 months/unlimited
-------------------	---------------------

Frame Rail Warranty

Frame Rail Warranty	60 months/unlimited
---------------------	---------------------

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Prepared for: Mr. Matt Bryant

Director/Public works, City of Duncanville

Prepared by: MIKE FOLEY

12/30/2025

Rush Medium Duty Truck Center, Dallas | 4000 Irving Blvd. Dallas Texas | 752475816

**2027 F-750 Gas Regular Cab Base (F7A)**

Price Level: 715 | Quote ID: 12242025-1

As Configured Vehicle

Code	Description
Base Vehicle	
F7A	Base Vehicle Price (F7A)
Engines	
99N	7.3L 2V DEVCT NA PFI V8 Gas - 335 HP @ 3750 rpm Torque: 468 ft.lbs. @ 3750 rpm. 468 lb.-ft. torque @ 3750 RPM.
425	50-State Emissions
Transmissions	
44P	Ford TorqShift HD 6-Speed Automatic - Double Overdrive, LESS PTO Provision and Tow/Haul
41B	Transmission Power Take-Off Provision w/LiveDrive Capability and Tow/Haul
Front Wheels & Tires	
643	Wheels, Front 22.5" x 8.25" White Powder Coated Steel, 10-Hole (285.75MM BC) hub piloted, flanged nut, metric mount, 8.25 DC rims; with steel hubs.
T2A	Tires, Front Two 11R22.5H Goodyear Fuel Max RSA (497 rev/mile)
Rear Wheels & Tires	
663	Wheels, Rear 22.5" x 8.25" White Powder Coated Steel, 10-Hole (285.75MM BC) hub piloted, flanged nut, metric mount, 8.25 DC rims; with steel hubs.
R2A	Tires, Rear Four 11R22.5H Goodyear Fuel Max RSA (497 rev/mile)
Brakes	
67H	Hydraulic Brake System - Bosch HydroMax w/Traction Control

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Prepared for: Mr. Matt Bryant
 Director/Public works, City of Duncanville
 Prepared by: MIKE FOLEY
 12/30/2025



Rush Medium Duty Truck Center, Dallas | 4000 Irving Blvd. Dallas Texas | 752475816

2027 F-750 Gas Regular Cab Base (F7A)

Price Level: 715 | Quote ID: 12242025-1

As Configured Vehicle (cont'd)

Code	Description
	<i>Full power with automatic adjustment, 4-channel ABS antilock brake system. Includes 12" x 3" (Bosch) DSSA type rear axle mounted parking brake, Orscheln lever control, right of driver and hand operated park brake lever.</i>
18A	Electronic Stability Control DELETE <i>Deletes the standard ESC feature.</i>
Front Axle and Suspension	
43P	12,000 lb. Cap. Non-Driving - Dana E-1202I - I-Beam Type
61D	Taper-Leaf Springs, Parabolic - 12,000 lb. Cap <i>2-leaf, 62" x 3.15". Also includes, standard duty, dual, double acting shock absorbers.</i>
60A	Lube, Front Axle, EmGard 50W, Synthetic Oil
Rear Axle and Suspension	
475	21,000 lb. Single Reduction - Open - Dana / Spicer 21060S <i>NOTE: When specifying an axle ratio, check performance guidelines for startability and gradeability.</i>
68P	Multi-Leaf Springs - 21,000 lb. Cap <i>For 19,000 lb. and 21,000 lb. rear axles. Includes 4,500 lb auxiliary rubber spring.</i>
607	Lube, Rear Axle, EmGard 75W-90, Synthetic Oil
X6D	6.50 Axle Ratio
Wheelbase	
158WB	158" Wheelbase/84" CA/49" AF/246" OAL
Frame	
538	Single Channel - Straight 'C' 16.98 SM, 120,000 PSI <i>2,037,600 RBM. Heat treated alloy steel; 10.250" x 3.610" x 0.375" (260.4mm x 91.66mm x 9.5mm).</i>
18D	Special Rating GVWR - Limited to 25,999 lb. GVWR Only available to GAWR combinations that EXCEED 26,000 lbs.
Exhaust	

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Prepared for: Mr. Matt Bryant

Director/Public works, City of Duncanville

Prepared by: MIKE FOLEY

12/30/2025

Rush Medium Duty Truck Center, Dallas | 4000 Irving Blvd. Dallas Texas | 752475816

**2027 F-750 Gas Regular Cab Base (F7A)**

Price Level: 715 | Quote ID: 12242025-1

As Configured Vehicle (cont'd)

Code	Description
91H	Single, Horizontal Muffler - Frame Mounted Right Side Back of Cab w/Catalytic Converter <i>Downward facing, outlet tip.</i>
Fuel Tanks	
65A	Fuel Tank - LH 50 Gallon - Steel
Electrical / Alternator / Battery	
STDALT	Extra Heavy Duty Alternator - 12-Volt, 210 Amp Mitsubishi <i>Extra heavy duty 12 Volt.</i>
55M	Jump Start Stud - Remote Mounted
63B	Battery - Two 900 CCA, 1800 Total, Includes Steel Battery Box <i>12Volt, Motorcraft.</i>
59C	Body Builder Wiring - At End of Frame, Combined - (ILO Standard - Back of Cab Combined) <i>Includes sealed connectors for 2 ground circuits, with combined left/stop, combined right/stop, stop lamps, back up lamps. Also includes 2 additional pass through wires to cab.</i>
17M	Back-Up Alarm - Electric, 102 dBA
16V	Voltmeter <i>Available in message center.</i>
61A	Embedded Modem Delete <i>This will be a forced option on all orders and builds from start of production until reintroduction of embedded modem.</i>
Seats	
88L	30/70 Air Ride Driver (Integral Air Pump) & Fixed 2-Passenger Bench - Vinyl
Cab Interior	
600A	Preferred Equipment Package 600A <i>Includes:</i> - Bumper, Front - Black, Full Width - Wheel Seals, Front - Oil lubricated, SKF ScotSeal PlusXL Seals - Wheel Seals, Rear - Oil lubricated, SKF ScotSeal PlusXL Seals - Extra Heavy Duty Alternator - 12-Volt, 210 Amp Mitsubishi - Extra heavy duty 12 Volt. - Painted Grille - Plastic - Lights - Roof Marker/Clearance - Amber Lenses, 5 Lights

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Prepared for: Mr. Matt Bryant
 Director/Public works, City of Duncanville
 Prepared by: MIKE FOLEY
 12/30/2025



Rush Medium Duty Truck Center, Dallas | 4000 Irving Blvd. Dallas Texas | 752475816

2027 F-750 Gas Regular Cab Base (F7A)

Price Level: 715 | Quote ID: 12242025-1

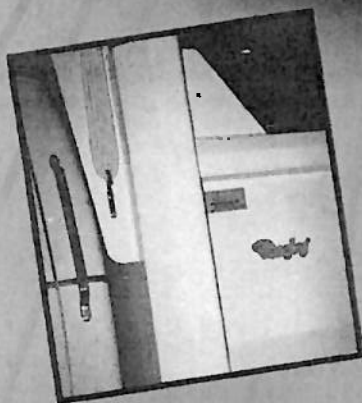
As Configured Vehicle (cont'd)

Code	Description
	- Tow Hooks, Front (2) - Frame-Mounted, Painted Black - Floor Covering - Black Vinyl - Intelligent Oil Life Monitor - Steering Column - Tilt / Telescoping - Steering Wheel - Black PVC w/Integral Cruise Control Switches, includes Audio Controls
61M	Rear View Camera w/Mirror Display <i>Rear view mirror video with full length display included in kit. To be installed by Upfitter.</i>
90P	Power Equipment Group - (Included in (90A) Appearance Group) <i>Includes power front side windows, power door locks and door trim panel.</i> <i>Includes:</i> - Remote Keyless Entry
59F	Four Body Builder Switches - Mounted in Center Instrument Panel <i>With connector access located in engine compartment. Amperages vary by switch: 10, 15, 25, 25.</i>
588	Radio: AM/FM Stereo w/2 Speakers, USB input, Clock Display and Bluetooth
Cab Exterior	
54R	Mirrors, Dual - Heated & Motorized Rectangular, XL2020 - 102" Width <i>Integral spot mirror, sail type, solid black finish.</i>
Miscellaneous	
PAINT	Paint Type - Environmentally Friendly, "3 - Wet System"
Exterior Color	
YZ_01	Oxford White
Interior Color	
E_01	Gray
Upfit Options	
1548555	4 corner amber strobes
269924	10' 6/8 yd dump body with manual tarp

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Rugby®

TITAN SERIES



Rugby® customers have come to expect the high quality and durability in which our bodies are built, and *Rugby®* looks forward to the challenges of producing bodies that meet the needs and high demands of our customers.

As a result, we now present our **TITAN SERIES Dump Body Line**. Featuring a dirt-shedding top rail, 10 degree sloped tailgate, and radius front corner posts, the **TITAN SERIES** Bodies have a sleek yet strong new look.

When choosing a Dump Body - look to *Rugby®* for top quality and economical pricing.



515 1st St. NE Industrial Park • RUGBY, NORTH DAKOTA 58368

701-776-5722 • FAX: 701-776-6235

Website: <http://www.rugbymfg.com>

Email: sales@rugbymfg.com



Rugby's TITAN SERIES

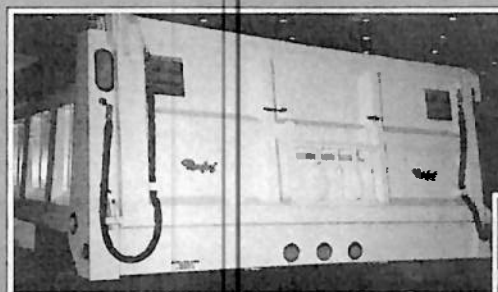
Features & Specifications for 5-7 & 6-8 Yard Bodies

- 10 gauge steel (50 grade) on side construction.
- 8 gauge steel floor with radius corners.
- 10 foot 6-8 yard body standard all 8 gauge.
- Sides equipped with brackets for sideboard extensions.
- Fully boxed dirt-shedding top rail.
- 45 degree sloped rub rail.
- Three vertical boxed braces per side.
- Radius front corner posts with recessed clearance lights on lower post.
- Tapered Full height rear corner posts 5 inches deep.
- Front has fully boxed top rail with v-bend reinforced front panel.
- 7" structural channel long sills and 4" I beam cross sills on 12" centers.
- Recessed shock resistant rubber mounted, FMVSS 108 clearance lights, also three cluster lights provided in lower apron.
- New oval-shaped stop/turn/tail lights in upper rear corner posts with side clearance lights on lower post.
- 2 part epoxy primer.
- All appearance corners have radius bends.
- Sloped 1/2 cab shield.
- Optional 3/4 cab shield.
- Optional all 8 gauge on 5/7 yard dump body.
- Optional LED Lights available.

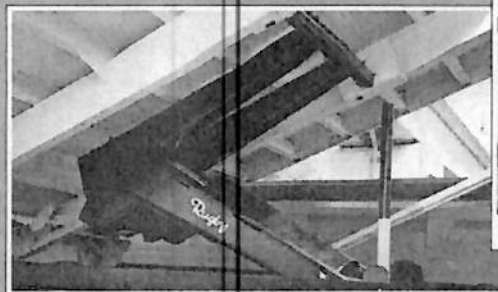
Tailgate Features & Specifications

- Sloped 10 degree inward and recessed flush with rear face of corner posts.
- Four-way tailgate with adjustable rod on trip lever.
- Fully boxed frame, reinforced with two tapered verticle braces and one tapered horizontal brace.
- Angle iron reinforced decking at rear, ensures longer lasting gate seal.
- Heavy duty 1.25" lower pins on tailgate, upper pivot arms are of .75" plate.
- Grease fittings on upper pivot arms.
- Equipped with spreader chains and banjo eye chain holders in corner posts.
- Optional coal chute door.
- Optional spreader apron.
- Optional air tailgate.

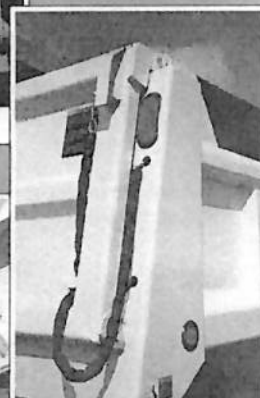
NOTE: See side chart for side height and tailgate height on all Titan Series Dump Bodies.



Optional Coal Chute Door Installed



Dump Body Package Includes LR Series Hoist



Stop/Turn/Tail Lights

Rugby Dump Body Specification

Body Length	10'	10'	10'	12'
Body Capacity	4-5 Cu. Yds.	5-7 Cu. Yds.	6-8 Cu. Yds.	6-8 Cu. Yds.
Side Height	20"	24"	30"	24"
Tailgate Height	26"	34"	40"	34"
Body Weight	1875#	2160#	2260#	2500#

Hoist Specifications SF-26 SF-423 SF-28 SF-2255

NTEA Class	50	50	60	60
Cyl. Bore & Stroke	6x20	6x23	6x28	2/5x23
Chromed Cyl. Shaft	2-1/2"	2-1/2"	2-1/2"	2
Operating Pressure	3200	3200	3200	3200
Hoist Weight	970#	1060#	1040#	1170#
Hoist Tonnage 10' Body	12.5T	17T	-----	22T
Hoist Tonnage 12' Body	-----	-----	15T	18T

Caution: The Combined Weights of Truck Chassis, Hoist, Body & Cargo Must Not Exceed The Gross Vehicle Weight Rating (GVWR) Of The Truck!



Rugby

515 1st St. NE Industrial Park
RUGBY, ND 58368
701-776-5722 • FAX: 701-776-6235

Website: <http://www.rugbymfg.com>

Email: sales@rugbymfg.com

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COMMITMENT TO QUALITY

Today's marketplace demands quality products and competitive pricing. We work hard at Rugby Manufacturing Co. to comply with your needs. Our reputation for over 34 years has been one of quality production and we won't change. You deserve and demand what we are committed to, the best.

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STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Consider a resolution authorizing the City Manager to execute the Ash Grove Cement Plant Access Agreement to utilize their facilities for the purposes of ropes related fire rescue training.

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

Emphasize: Government Accountability, Customer Service, Efficiency and Process

STAFF RESPONSIBLE:

Chris Connealy

BACKGROUND/HISTORY:

It is critical for fire departments to train on rope operations to ensure personnel can safely and efficiently handle technical rescue scenarios at heights, in confined spaces, or on steep terrain. These courses, aligned with NFPA 1006 and 1670 standards, provide the foundational knowledge and advanced skills necessary for high-angle rescue, mechanical advantage systems, and patient packaging, which are crucial for saving lives in complex emergencies.

Duncanville Fire Department personnel are scheduled to participate in a Ropes I and II firefighting rescue training course being held at Ash Grove Cement Plant located in Midlothian, Texas.

POLICY EXPLANATION:

The Ash Grove Cement Plant requires all agencies using their facilities for fire rescue training to execute an Access Agreement.

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

Ash Grove Cement Company Access Agreement, Resolution - Ash Grove Cement Plant Access Agreement

ACCESS AGREEMENT

This Access Agreement ("Agreement"), effective April 17, 2023, is entered into by **ASH GROVE CEMENT COMPANY** ("Owner") and [redacted] ("Company") of [Address]. Owner agrees to grant to Company access to Owner's property located at: [Address] (the "Property") for the limited purpose of conducting the following: Ropes related firefighter rescue training (the "Activities"). In consideration of the mutual covenants set forth herein, Owner and Company agree as follows:

1. **ACCESS:** Owner grants to Company non-exclusive access to the Property for the limited purpose of performing the Activities described above. Company warrants and represents that no illegal activity will be conducted on the Property and that it shall only conduct its operations in the specific areas designed by Owner. Further, Company represents that it is aware of and will strictly adhere to all applicable safety laws, regulations, and policies related to the Property. Company, its employees, agents, contractors, and subcontractors, shall perform the Activities in accordance with good standard industry practices; and in a manner that does not interfere with the operations of others (Owner or third parties) on the Property. Owner makes no representation as to any conditions at the Property and Company shall rely solely on Company's own examination and investigation of the surface and subsurface condition of the Property and all local and general conditions that may affect Company's performance of the Activities on the Property. In the event that Company breaches any portion of this Access Agreement, conducts its operations upon the Property in an unsafe manner, or engages in activities upon the Property beyond those activities permitted under this Agreement, Owner may revoke this Agreement by providing Company with one (1) hour notice of termination and such revocation shall become final at the end of the one (1) hour notice period.

2. **RELEASE:** Company agrees to release Owner, its affiliated companies, their employees, officers, insurers, successors, agents, and assigns (collectively referenced as "**Releasees**") from and against any and all damages, losses (including losses from theft and/or vandalism), claims, liabilities, or expenses arising out of or related to Company's access to the Property, except to the extent such claims, liabilities or expense are caused by Owner's gross negligence or unlawful acts.

3. **ACCESS FEE:** Company shall pay Owner the sum of **Zero and no/100 (\$0.00) Dollars per Day** for the right to access the Property as specified in this Agreement. This Agreement shall commence on INSERT START DATE AND TIME automatically terminate at INSERT TERMINATION DATE AND TIME, unless the parties mutually agree to extend the Agreement in writing

4. **INSURANCE:** Company and each of its subcontractors that enter onto the Property shall maintain worker's compensation, employer's liability, automobile liability, general liability, excess or umbrella coverage, and property damage insurance. Umbrella or excess coverage may be used to satisfy the minimum required limits. The minimum required limits are as follows: Workers Compensation Coverage A-Statutory Limits; Workers Compensation Coverage B-\$1,000,000 per occurrence; Auto Liability-\$1,000,000 Combined Single Limit; General Liability-\$1,000,000 per occurrence and having minimum aggregate limits of \$2,000,000 or greater. Excess or Umbrella-\$1,000,000. All coverage shall be provided on an "occurrence" basis and not on a "claims made" basis. All such insurance shall be written by insurers properly licensed to do business in the state where the Property is located and acceptable to Owner. All policies, except for worker's compensation policies, shall name Owner as an additional insured on a primary basis. Owner's coverage shall be deemed secondary and noncontributory. All policies shall indemnify, defend, and protect Owner from all claims, expenses and liabilities in any way connected with any act or omission of Company or Company's employees, agents, contractors and subcontractors and any other person performing work directly or indirectly on behalf of Company. All insurance shall expressly provide that all rights of subrogation against Owner are waived and that no amendment or cancellation of any policy shall be effective until 30 days prior written notice to Owner. Before accessing the Property and at any time Owner so requests, Company shall furnish certificates of insurance evidencing the required insurance.

5. **INDEMNITY:** To the fullest extent permitted by law, Company shall defend, indemnify and hold Owner, its officers, employees, agents, insurers, sureties, parent, and affiliated corporations, harmless from any and all losses, damages, expenses (including but not limited to reasonable attorneys' fees), claims, suits, liabilities, fines, penalties, and remedial or clean-up costs arising out of or in any way related to: (i) Company's access to the Property; (ii) any breach of this Agreement; or (iii) any act or omission by Company or Company's employees, agents, contractors and subcontractors and any other person performing work directly or indirectly on behalf of Company. Company's

indemnity and defense obligations shall apply to any claim against Owner by any employee of Company and Company shall not assert as a defense in any suit by Owner to enforce Company's obligations under this provision any immunity or other defense provided under any worker's compensation or other laws.

6. **MANDATORY BINDING ARBITRATION:** All claims or controversies arising out of or related to this Agreement, including any claims involving Company's sureties and insurers, shall be submitted to and resolved by binding arbitration by a single arbitrator in the State and County where the Property is located. The American Arbitration Association ("AAA") shall conduct the arbitration unless the parties mutually agree to use an alternative arbitration service. Judgment upon any award made by the arbitrator may be entered in any court having jurisdiction thereof, if necessary. No judgment shall be deemed final until all rights to appeal have been exhausted, waived or expired.

7. **ASSIGNMENT: SUBCONTRACTORS: AMENDMENTS:** This Agreement may not be assigned in whole or in part by Company without the prior written consent of Owner, nor shall activities be performed under this Agreement by a contractor or subcontractor of Company without the prior written consent of Owner. No amendment to this Agreement shall be valid unless made in writing and signed by authorized representatives of both parties.

8. **CONFIDENTIALITY:** All information that Company acquires from Owner during the course of performing the acts described above as the Limited Purpose shall be deemed Company's proprietary and confidential information.

9. **ACCESS HOURS:** Company shall only access the Property during Owner's standard operating hours and only when the Owner's representative is present on the Property.

10. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement between the parties. No representation, inducement or statement has been made by any party hereto which is not embodied in the Agreement. Any modification of this Agreement must be in writing and signed by both parties.

11. **COUNTERPARTS:** This Agreement may be executed simultaneously in two counterparts, each of which shall be deemed an original, but both of which together shall constitute one and the same instrument, provided that all such counterparts, in the aggregate, shall contain the signatures of all parties hereto. Facsimile and other copies shall have the same force and effect as the original.

12. **CODE OF CONDUCT:** In connection with the performance of this Agreement, Company shall, and shall cause its suppliers and subcontractors to, abide by the CRH Supplier Code of Conduct which can be viewed at <http://www.crh.com/our-group/our-people/corporate-governance/codes-of-conduct> (the "Code"). By signing this contract Company acknowledges familiarity with such Code. Any violation of such Code by Company or its suppliers, subcontractors or agents shall constitute a material breach of this Agreement.

13. **Drafter:** Neither party hereof shall be considered to be the drafter of this Agreement, or any of its provisions, for the purpose of any statute case law or rule of interpretation or construction that would or might cause any provision to be construed against the drafter.

IN WITNESS WHEREOF, the parties hereto have executed this Access Agreement effective as of the day and year noted above.

Company:

[Company Name]

By: _____
Name:
Its:

Owner:

[_____]

By: _____
Name:
Its:

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE THE ASH GROVE CEMENT PLANT ACCESS AGREEMENT TO UTILIZE THEIR FACILITIES FOR THE PURPOSES OF ROPES FIRE RESCUE TRAINING; ATTACHED HERETO AS EXHIBIT "A"; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is critical for fire departments to train on ropes operations to ensure personnel can safely and efficiently handle technical rescue scenarios at heights, in confined spaces, or on steep terrain. These courses, aligned with NFPA 1006 and 1670 standards, provide the foundational knowledge and advanced skills necessary for high-angle rescue, mechanical advantage systems, and patient packaging, which are crucial for saving lives in complex emergencies; and

WHEREAS, Ropes I and Ropes II training classes are being held at the Ash Grove Cement Plant in Midlothian, TX.

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

SECTION 1: The City Council of the City of Duncanville does hereby authorize the City Manager, or his designee, to execute the Ash Grove Cement Plant Access Agreement to utilize their facilities for the purposes of ropes related fire rescue training which is attached hereto as Exhibit "A".

SECTION 2: This Resolution shall become effective immediately upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on this the 3rd day of February 2026.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Consider a Resolution to issue a Notice of Intent to Issue Certificate of Obligation (CO) Bonds

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

Develop Infrastructure Improvement Strategy

STAFF RESPONSIBLE:

Richard Jackson

BACKGROUND/HISTORY:

A Resolution was introduced and approved by City Council during the 2/17/2026 meeting that was regarding the installation and implementation of Advanced Metering Infrastructure (AMI) for both residential and commercial customers. This Resolution is requesting approval to list a Notice of Intent to issue Certificates of Obligation bonds for this project. The total issuance will be in an amount not to exceed \$12,000,000 for the purpose of improving meter accuracy, increasing water revenue, reducing operational costs, and enhancing overall efficiency.

POLICY EXPLANATION:

The City of Duncanville can issue a notice of its intent to issue debt to improve the water and sewer system through the installation and implementation of automated meters. A resolution documents the City's intent to pay for contractual obligations with the proceeds of debt not to exceed \$12 million.

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

Purchase Amount

After Encumber

N/A

N/A

N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

Resolution_Notice of Intent for CO Issuance 2026, Resolution_Notice of Intent for CO Issuance 2026_Exhibit A

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING PUBLICATION OF NOTICE
OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION**

WHEREAS, the City Council of the City of Duncanville, Texas (the "City"), has determined that certificates of obligation (the "Certificates") should be issued under and pursuant to the provisions of Texas Local Government Code, Subchapter C of Chapter 271, as amended, and in one or more series for the purpose of paying contractual obligations to be incurred for (i) improving and extending the City's waterworks and sewer system, to-wit: the acquisition and installation of water meters in replacement of existing water meters and (ii) professional services rendered in connection therewith; and

WHEREAS, prior to the issuance of such Certificates, the City Council is required to publish notice of its intention to issue the same in a newspaper of general circulation in the City and on the City's website, said notice stating (i) the time and place the City Council tentatively proposes to pass the ordinance authorizing the issuance of the Certificates, (ii) the maximum amount proposed to be issued, (iii) the purposes for which the Certificates are to be issued and (iv) the manner in which the City Council proposes to pay the Certificates; now, therefore,

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

SECTION 1. The City Secretary is hereby authorized and directed to cause notice to be published of the City Council's intention to issue certificates of obligation, in one or more series, in the principal amount not to exceed \$12,000,000 for the purpose of paying contractual obligations to be incurred for (i) improving and extending the City's waterworks and sewer system, to-wit: the acquisition and installation of water meters in replacement of existing water meters and (ii) professional services rendered in connection therewith; such certificates to be payable from ad valorem taxes and a limited pledge of the City's waterworks and sewer system. The notice hereby approved and authorized to be published shall read substantially in the form and content of Exhibit A hereto attached and incorporated herein by reference as a part of this resolution for all purposes.

SECTION 2: The City Secretary shall cause the aforesaid notice to be (i) published in a newspaper of general circulation in the City, once a week for two consecutive weeks, the date of the first publication to be at least forty-six (46) days prior to the date stated therein for the passage of the ordinance authorizing the issuance of the certificates of obligation and (ii) posted continuously on the City's website for at least forty-five (45) days before the date stated therein for the passage of the ordinance authorizing the issuance of the certificates of obligation. By consideration of this Resolution and the publication of the aforesaid notice, the City expresses its intention, but not an obligation, to issue the certificates of obligation.

SECTION 3: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Texas Government Code, Chapter 551, as amended.

PASSED AND ADOPTED, this the 3rd day of March, 2026.

Mayor, City of Duncanville, Texas

ATTEST:

City Secretary, City of Duncanville, Texas

(City Seal)

EXHIBIT A

NOTICE OF INTENTION TO ISSUE CITY OF DUNCANVILLE, TEXAS CERTIFICATES OF OBLIGATION

TAKE NOTICE that the City Council of the City of Duncanville, Texas, shall convene on May 5, 2026 at 7:00 p.m., at Duncanville City Hall, 203 E. Wheatland Road, Duncanville, Texas 75116. During such meeting, the City Council will consider the passage of one or more ordinances authorizing the issuance of certificates of obligation, in one or more series, in an amount not to exceed TWELVE MILLION DOLLARS (\$12,000,000) for the purpose of paying contractual obligations to be incurred for (i) improving and extending the City's waterworks and sewer system, to-wit: the acquisition and installation of water meters in replacement of existing water meters and (ii) professional services rendered in connection therewith; such certificates to be payable from ad valorem taxes and a limited pledge of the City's waterworks and sewer system. In accordance with Texas Local Government Code Section 271.049, (i) the current principal amount of all of the City's outstanding public securities secured by and payable from ad valorem taxes is \$15,555,000; (ii) the current combined principal and interest required to pay all of the City's outstanding public securities secured by and payable from ad valorem taxes on time and in full is \$19,558,888; (iii) the estimated combined principal and interest required to pay the certificates of obligation to be authorized on time and in full is \$17,520,000; (iv) the maximum interest rate for the certificates may not exceed the maximum legal interest rate; and (v) the maximum maturity date of the certificates to be authorized is August 15, 2043. The certificates are to be issued, and this notice is given, under and pursuant to the provisions of Texas Local Government Code, Subchapter C of Chapter 271, as amended.

Chiquita Taylor
City Secretary, City of Duncanville, Texas



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Consider a Resolution authorizing the application to the North Central Texas Council of Governments and FY26 Homeland Security Grant–State Homeland Security Program (SHSP) for a thermal imaging equipment that will be used for and in support of the Police Department’s Special Operations Unit, to provide funding to purchase thermal imaging equipment, with a total grant value of approximately \$30,000.00.

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

Emphasize: Government Accountability, Customer Service, Efficiency and Process

STAFF RESPONSIBLE:

Chief Stogner, Police Chief

BACKGROUND/HISTORY:

This grant is administered by the Texas Officer of the Governor, Public Safety Office and supports state and local efforts to prevent terrorism and target violence, and helps jurisdictions prepare for high-risk threats and hazards that affect the security and safety of Texas residents. It is aligned with federal homeland security goals and the state’s preparedness priorities

POLICY EXPLANATION:

Funds will be budgeted for the Fiscal Year 2026 if grant is received. The Police Department grant request is for \$30,000.00 to purchase thermal imaging equipment that will be used by and in support of the Department’s Special Operations Unit. The State Homeland Security Program (SHSP) Grant Program does not require any cash match; however, the Police Department will assume maintenance costs of the units if applicable.

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

SHSP Grant Resolution

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AUTHORIZING THE APPLICATION TO THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS AND FY26 HOMELAND SECURITY GRANT-STATE HOMELAND SECURITY PROGRAM (SHSP) FOR THERMAL IMAGING EQUIPMENT THAT WILL BE USED FOR AND IN SUPPORT OF THE POLICE DEPARTMENT'S SPECIAL OPERATIONS UNIT, TO PROVIDE FUNDING FOR THE POLICE DEPARTMENT, TO PURCHASE THERMAL IMAGING EQUIPMENT WITH A TOTAL VALUE OF \$30,000.00; AND AUTHORIZING THE CITY MANAGER AS THE AUTHORIZED OFFICIAL TO EXECUTE ALL DOCUMENTS IN REGARD TO THE REQUESTED FUNDS, WHICH INCLUDES THE AUTHORIZATION TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT.

WHEREAS, the City Council for the City of Duncanville finds it in the best interest of the citizens of the City of Duncanville that the FY26 State Homeland Security Program (SHSP) be operated for the Fiscal Year 2026; and

WHEREAS, the City Council finds that this grant does not require matching funds on behalf of the applicant; the City would be requesting grant funds for the complete purchase of the Thermal Imaging Equipment; and

WHEREAS, the City Council for the City of Duncanville agrees that in the event of loss or misuse of the State Homeland Security Grant Division funds, the City Council assures that the funds will be returned to the Office of the Governor, Homeland Security Grants Division in full; and

WHEREAS, the City Council for the City of Duncanville wishes to designate the City Manager as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

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

Section 1. That the City Council for the City of Duncanville authorizes the City Manager or his designee to submit an application to the Office of the Governor, State Homeland Security Program (SHSP), to provide Thermal Imaging Equipment that will be used for and in support of the Police Department's Special Operations Unit, through the grant for the Fiscal Year 2026 in the amount of \$30,000.00.

Section 2. That the City Council for the City of Duncanville assures the awarded funds will be returned to the Office of the Governor, State Homeland Security Grants Division (SHSP), in full in the event of loss or misuse of the SHSP funds from such grant.

Section 3. That the City Council for the City of Duncanville authorizes the City Manager, as the authorized official, to execute all documents in regard to the request and grant funds, which includes the authorization to apply for reject, alter or terminate the grant.

Section 4. That the City Council for the City of Duncanville agrees and directs the City of Duncanville will comply with other rules set by the State Homeland Security Grants Division of the Office of the Governor of Texas, applicable to said grant.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 3rd day of March, 2026.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING: City Council - February 17, 2026

TITLE:

Consider a Resolution to Adopt New Community Pillars, Core Values and Mission Statement

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

Advance: Marketing Strategy of the City and Community Engagement Plan

Emphasize: Government Accountability, Customer Service, Efficiency and Process

Promote: Innovative Ideas for Development and Re-development

Reimagine: High Quality of Life

STAFF RESPONSIBLE:

Angel Deal

BACKGROUND/HISTORY:

As a follow up from the June 3, City Council and City Administration Offsite Meeting, On December 12, 2025, Project Manager presented "The Champions Commitment," a proposal to modernize the City of Duncanville's strategic framework. The presentation outlined the necessity of evolving from the City's legacy pillars—which were marketing-led and focused on internal modernization—toward a new model centered on community outcomes and data-driven accountability.

Rationale for Change The administration identified that the previous pillars operated within departmental silos and no longer reflected the City Council's "comprehensive, integrated approach". To effectively implement the new Comprehensive Plan, the city requires a shift from a "service provider" model to one of proactive leadership, moving from simply managing *how* the city operates to defining *why* it serves.

The Recommended Framework The proposal recommends adopting a new "North Star" to guide budget prioritization and capital projects:

New Mission: Shifts focus on "integrity" and "measurable outcomes" rather than just service delivery

POLICY EXPLANATION:

The new pillars are outlined below:

Cultivate Community Trust

Foster transparency, two-way communication, and meaningful public participation. Educate and engage residents in planning and decision-making to strengthen civic pride, trust, and accountability.

- **Plan with Purpose**

Integrate the Comprehensive Plan into daily operations and long-term strategies. Align land use, zoning, budgeting, and development decisions with community values and City Council direction.

- **Invest in People and Places**

Support walkable, connected, and inclusive neighborhoods. Advance infrastructure investments that enhance quality of life, promote equity, and support long-term sustainability across all areas of Duncanville.

- **Empower Economic Opportunity**

Encourage strategic reinvestment in key corridors and commercial areas. Support small businesses, attract complementary industries, and guide development that reflects Duncanville's unique character.

- **Elevate Local Culture and Identity**

Celebrate Duncanville's diversity, history, and talent through arts, storytelling, and place-based initiatives. Activate community spaces and foster a sense of belonging in every neighborhood.

- **Govern for the Future**

Leverage performance metrics, sound fiscal management, and continuous improvement to deliver high-quality services. Build a responsive and resilient organization focused on long-term outcomes.

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

Resolution 2026-XXX THE CHAMPIONS COMMITMENT, Champions Commitment
Executive Summary 12_12_25, The Champions Commitment , Community Pillars
Comparison (provided January 6)

,



Strategic Realignment Proposal: The Champions Commitment

DATE: December 12, 2025

PROJECT MANAGER: Angel Deal

SUBJECT: Strategic Realignment Proposal: The Champions Commitment

1. The Necessity of Strategic Evolution

Strategic frameworks in municipal governance are dynamic instruments that must adapt as a city matures. Initially, a municipality focuses on internal capacity—the "how" of governance. However, as Duncanville evolves, our guiding principles must pivot toward outward-facing community outcomes—the "why" of our service. This evolution ensures that the city remains a responsive, resilient organization capable of meeting the complexities of modern urban planning while maintaining public accountability.

The proposed realignment marks a departure from the legacy pillars established during a previous planning cycle. While those pillars successfully provided a foundational narrative for internal modernization and growth, they were largely marketing-led and functioned within departmental silos. Today, the Council's "comprehensive, integrated approach" demands a framework that moves beyond internal communications toward a data-driven, inclusive model aligned with the new Comprehensive Plan.

Feature	Legacy Focus	Modern Realignment
Primary Driver	Internal modernization; positioning for growth.	Comprehensive, inclusive community outcomes.
Core Narrative	Marketing-led; internal communications.	Data-driven decision-making; transparency.
Operational Scope	Departmental silos; foundational narrative.	Cross-departmental collaboration; integration.
Strategic Goal	Capacity building and initial growth.	Accountability; measurable progress; resilience.

This shift is a fundamental realignment of our organizational DNA. It ensures that every city action is not merely a task completed, but a strategic step toward the vision established in the Comprehensive Plan.

2. Foundational Identity: Mission and Core Values

A city's mission and values function as its "North Star," providing a shared moral and operational code. In Duncanville, this identity is rooted in building a vibrant community through **democratic principles** and the ethos of **service above self**. These foundational elements ensure that every municipal action is anchored in a shared commitment to the residents we serve.

The Proposed Mission Statement

"To lead with integrity, foster inclusive civic engagement, and deliver measurable outcomes that strengthen community trust, elevate quality of life, and secure Duncanville's future as a City of Champions."

This mission statement moves beyond a traditional service-delivery model by emphasizing "integrity" and "measurable outcomes" as the primary metrics of success. It transforms the City's role from a mere provider of utilities and infrastructure into a proactive leader of community trust and long-term security.

The Five Core Values

- **Transparency:** We commit to open communication and accessible decision-making. Pragmatically, this value reduces the friction of governance by building the public trust necessary for complex project execution.
- **Equity:** By ensuring fair access and representation across our diverse community, we ensure that Duncanville's growth is sustainable and that no neighborhood is left behind.
- **Excellence:** This value demands the highest standards in operations, ensuring that city services are not just functional, but are benchmarks for municipal performance.
- **Stewardship:** Grounded in the wise management of public resources, this value ensures Duncanville remains fiscally resilient for future generations.
- **Community:** By treating residents as active partners, we shift the municipal dynamic toward collaborative problem-solving and shared civic pride.

These values are the operational manifestations of our commitment to Duncanville's character, setting the ethical boundaries for our strategic pillars.

3. The New Strategic Pillars for Community Outcome

Strategic pillars act as the bridge between abstract values and concrete municipal operations, directing resources toward the specific needs of our community.

The Six Proposed Community Pillars

1. **Cultivate Community Trust:** This pillar focuses on two-way communication and public participation. It moves accountability from a reporting exercise to an active engagement where residents are educated and involved in the decision-making process.
2. **Plan with Purpose:** This directive embeds the Comprehensive Plan into the daily rhythm of the city. It ensures that zoning, land use, and budgeting are never isolated decisions but are always aligned with Council direction and community values.
3. **Invest in People and Places:** Moving beyond simple maintenance, this pillar prioritizes walkable, connected neighborhoods. It treats infrastructure as a tool for equity, advancing quality of life across all sectors of Duncanville.
4. **Empower Economic Opportunity:** We aim to guide development that reflects Duncanville's unique character. By supporting small businesses and attracting complementary industries, we ensure strategic reinvestment in our vital commercial corridors.
5. **Elevate Local Culture and Identity:** This pillar utilizes **storytelling** and **place-based programs** to celebrate our history and diversity. It transforms community spaces into engines of belonging, which is essential for "securing Duncanville's future."
6. **Govern for the Future:** Success here is defined by **sound fiscal policy** and performance metrics. We must build a resilient organization that uses continuous improvement to drive service excellence and long-term outcomes.

Impact on Stakeholders

- **Residents:** Shift from passive recipients to active partners in shaping the city's character.
- **Departments:** Break down **departmental silos** in favor of cross-functional collaboration on capital projects.
- **Community:** Gain visibility into how public funds are tied to measurable, data-driven outcomes.

4. Operationalizing the Realignment: Opportunities and Implementation

Strategy is only as effective as its execution. The Council has identified specific "Opportunities for Realignment" that represent a methodological shift: moving away from reactive management toward a culture where every capital project is prioritized based on measurable community outcomes.

Catalysts for Change

- **The Arts Fund & Cultural District:** Tangible outputs of our commitment to local culture, providing a platform for regional talent and storytelling.
- **The Conservation Fund:** A pragmatic application of stewardship, protecting our natural assets for long-term sustainability.
- **Infrastructure Modernization:** A shift toward proactive, data-driven maintenance and expansion of city assets.

Measurement and Accountability Maintaining public trust requires rigorous fiscal stewardship. By adopting performance metrics and data-driven decision-making, we ensure that the "Champions Commitment" is backed by empirical progress, not just visionary rhetoric.

Council's Recent Focus Areas

1. **Comprehensive Plan Launch:** Establishing the primary roadmap for integrated city operations.
2. **Capital Project Prioritization:** Allocating resources based on high-impact, measurable community outcomes.
3. **New Public Programs:** Proactively investing in the community through initiatives like the Arts Fund and infrastructure modernization.
4. **Engagement Strategies:** Implementing participation models built on trust and shared values.

5. Roadmap to Adoption and Next Steps

To ensure long-term institutional stability, this strategy must be formalized through legislative action. This process provides the administration with the clarity required to execute the Council's vision.

The Path Forward Leadership faces three primary choices: maintain the status quo, adopt the new framework, or seek further refinement. Choosing to adopt the "Champions

Commitment" triggers a specific set of legislative mechanisms to update our governing standards.

Public Engagement and Launch The official launch is the moment a policy document becomes a public promise. It signals to the citizens of Duncanville that the city is committed to a new standard of responsive and transparent governance.

Next Steps Checklist (Adoption Path)

- ☐ **Adopt New Pillars, Values, and Mission:** Formally accept the modernized framework as the City's governing North Star.
- ☐ **Resolution:** Execute the formal legislative Resolution through City Council.
- ☐ **Official Launch:** Initiate the public communication strategy to inform residents of the new strategic direction.

Note: *Should the Council require further development of these pillars, a subsequent work session will be scheduled to refine the mission and values before formal adoption.*

Choosing to adopt these pillars over the status quo is a choice for resilience. It secures Duncanville's future by transforming our organization into a data-driven entity dedicated to the success of every citizen.

Community Pillars Comparison

Current Community Pillars	Proposed Community Pillars	Additional Description (just new wording of the previous column)
Advance: Marketing Strategy of the City and Community Engagement Plan	Cultivate Community Trust Foster transparency, two-way communication, and active public participation. Educate and involve residents in planning and decision-making to strengthen civic pride and accountability	Strengthen transparency, communication, and participation. Promote public education about City planning, governance, and services. Build lasting civic pride through consistent outreach and cultural inclusion.
Develop: Infrastructure Improvement Strategy	Plan with Purpose Embed the Comprehensive Plan in daily operations and long-term strategies. Align land use, zoning, budgeting, and development policies with community values and Council direction.	Integrate the Comprehensive Plan into daily operations, budget, and decision making. Align land use, zoning, and development policies with community priorities. Ensure continuity and accountability across boards, staff, and elected leadership.
Emphasize: Government Accountability, Customer Service, Efficiency and Process	Invest in People and Places Support walkable, connected, and inclusive neighborhoods. Advance infrastructure that promotes quality of life, equity, and long-term sustainability across all parts of Duncanville.	Support safe, walkable, and connected neighborhoods. Prioritize infrastructure improvements that enhance quality of life and equity. Preserve and enhance parks, housing, and public spaces to serve current and future generations.
Promote: Innovative Ideas for Development and Re-development	Empower Economic Opportunity Promote strategic reinvestment in corridors and commercial areas. Support small businesses, attract complementary industries, and guide development that reflects Duncanville's unique character.	Promote strategic development and redevelopment in key corridors. Encourage small business growth and job creation that reflects community needs.

Community Pillars Comparison

		Leverage Duncanville's character, location, and cultural assets to attract investment
Re-Imagine: High Quality of Life	Elevate Local Culture and Identity Celebrate the diversity, history, and talent of Duncanville through arts, storytelling, and place-based programs. Activate community spaces and foster belonging in every neighborhood.	Celebrate arts, heritage, and local stories through inclusive placemaking. Develop signature destinations like the Armstrong Park Arts & Cultural District. Support initiatives that reflect Duncanville's diversity and unify its neighborhoods.
	Govern for the Future Use performance metrics, sound fiscal policy, and continuous improvement practices to drive service excellence. Build a responsive, resilient organization focused on long-term outcomes.	Use data and metrics to guide continuous improvement. Ensure fiscal responsibility while adapting to change. Maintain a resilient organization committed to long-term sustainability



THE CHAMPIONS COMMITMENT

DECEMBER 12, 2025

ANGEL DEAL, PROJECT MANAGER

We are building a vibrant, inclusive community, driven by a commitment to democratic principles and service above self



Evolution of Strategic Pillars

- ❑ The City's current strategic pillars were established under a previous City Council during an earlier planning cycle.
- ❑ At the time, they provided a foundational narrative to guide City initiatives, marketing efforts, and internal communications.
- ❑ These pillars were effective in positioning Duncanville for growth and internal modernization during that period.
- ❑ However, they no longer fully reflect the comprehensive, integrated approach embraced by the current Council.
- ❑ The new Comprehensive Plan reinforces a broader, more inclusive framework that requires updated strategic alignment.
- ❑ Revisiting and refining the City's pillars will ensure consistency with current priorities, cross-departmental collaboration, and community engagement.



Opportunity for Realignment

This City Council has ushered in a new era of leadership grounded in transparency, measurable progress, and inclusive community outcomes. The City's operations are increasingly guided by data-driven decision-making, implementation accountability, and deepened citizen engagement. This approach is evident in Council's recent focus areas, including:

- ❑ The launch and execution of the Comprehensive Plan
- ❑ Capital project prioritization tied to measurable community outcomes
- ❑ Creation of new public programs (e.g., Arts Fund, cultural district, conservation fund, infrastructure modernization)
- ❑ Broader community engagement strategies built on trust, participation, and shared values



Proposed Community Pillars



☐ **Cultivate Community Trust**

Foster transparency, two-way communication, and active public participation. Educate and involve residents in planning and decision-making to strengthen civic pride and accountability.

☐ **Plan with Purpose**

Embed the Comprehensive Plan in daily operations and long-term strategies. Align land use, zoning, budgeting, and development policies with community values and Council direction.

☐ **Invest in People and Places**

Support walkable, connected, and inclusive neighborhoods. Advance infrastructure that promotes quality of life, equity, and long-term sustainability across all parts of Duncanville.

☐ **Empower Economic Opportunity**

Promote strategic reinvestment in corridors and commercial areas. Support small businesses, attract complementary industries, and guide development that reflects Duncanville's unique character.

☐ **Elevate Local Culture and Identity**

Celebrate the diversity, history, and talent of Duncanville through arts, storytelling, and place-based programs. Activate community spaces and foster belonging in every neighborhood.

☐ **Govern for the Future**

Use performance metrics, sound fiscal policy, and continuous improvement practices to drive service excellence. Build a responsive, resilient organization focused on long-term outcomes.

Proposed Council Core Values

☐ **Transparency**

We commit to open communication, accessible decision-making, and building public trust through honesty and clarity.

☐ **Equity**

We serve all residents fairly and inclusively, ensuring access to opportunity, voice, and representation across our diverse community.

☐ **Excellence**

We pursue the highest standards in city services, planning, and operations to enhance the quality of life for all.

☐ **Stewardship**

We manage public resources wisely and plan for the long term to ensure a resilient and sustainable future.

☐ **Community**

We celebrate the people, culture, and character that define Duncanville, and we engage residents as active partners in shaping our city.

Proposed Council Mission Statement

To lead with integrity, foster inclusive civic engagement, and deliver measurable outcomes that strengthen community trust, elevate quality of life, and secure Duncanville's future as a City of Champions.

Next Steps

- ☐ ***No change, keep existing pillars, core values and mission statement***
- ☐ ***Adopt the new pillars, core values and mission statement***
 - ☐ *Resolution*
 - ☐ *Service Charter (other charter updates as needed)*
 - ☐ *Public Communication and Official Launch*
- ☐ ***A Subsequent work session to develop new pillars, core values and mission statement***





Thank you
Questions?

RESOLUTION NO. 2025-[XX]

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, ADOPTING "THE CHAMPIONS COMMITMENT" STRATEGIC REALIGNMENT; ESTABLISHING A NEW MISSION STATEMENT, CORE VALUES, AND COMMUNITY PILLARS TO GUIDE MUNICIPAL OPERATIONS AND CIVIC ENGAGEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Duncanville is evolving, and its strategic frameworks must adapt to meet the complexities of modern urban planning while maintaining public accountability; and

WHEREAS, the previous strategic pillars, while effective for internal modernization during earlier planning cycles, were largely marketing-led and functioned within departmental silos; and

WHEREAS the City Council desires a comprehensive, integrated approach that moves beyond internal communications toward a data-driven, inclusive model aligned with the new Comprehensive Plan; and

WHEREAS the proposed "Champions Commitment" realignment transforms the City's role from a mere provider of services to a proactive leader of community trust, emphasizing integrity and measurable outcomes; and

WHEREAS city leadership has identified the necessity to establish a new "North Star" comprising a shared moral and operational code to guide future decision-making and capital project prioritization;

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

SECTION 1. ADOPTION OF STRATEGIC FRAMEWORK. The City Council hereby formally adopts the "Champions Commitment" as the City's governing strategic framework. This framework shall serve as the primary guide for the City's operational priorities, budget alignment, and community engagement strategies.

SECTION 2. MISSION STATEMENT. The City Council adopts the following Mission Statement to define the City's purpose and primary metrics of success:

"To lead with integrity, foster inclusive civic engagement, and deliver measurable outcomes that strengthen community trust, elevate quality of life, and secure Duncanville's future as a City of Champions."

Resolution No. 2026-XXX

SECTION 3. CORE VALUES. The City Council adopts the following five Core Values to set the ethical boundaries for strategic action:

- **Transparency:** Committing to open communication, accessible decision-making, and building public trust through honesty and clarity.
- **Equity:** Serving all residents fairly and inclusively to ensure access to opportunity and representation across the diverse community.
- **Excellence:** Pursuing the highest standards in city services, planning, and operations to enhance the quality of life for all.
- **Stewardship:** Managing public resources wisely to ensure a resilient and sustainable future for generations to come.
- **Community:** Celebrating the character of Duncanville and engaging residents as active partners in collaborative problem-solving.

SECTION 4. COMMUNITY PILLARS. The City Council adopts the following six Community Pillars to direct resources and bridge abstract values with concrete municipal operations:

1. **Cultivate Community Trust:** Foster transparency, two-way communication, and active public participation to strengthen civic pride and accountability.
2. **Plan with Purpose:** Embed the Comprehensive Plan into daily operations, ensuring zoning, land use, and budgeting align with Council direction.
3. **Invest in People and Places:** Support walkable, connected neighborhoods and advance infrastructure that promotes quality of life and equity.
4. **Empower Economic Opportunity:** Promote strategic reinvestment in commercial corridors, support small businesses, and attract industries that reflect Duncanville's unique character.
5. **Elevate Local Culture and Identity:** Celebrate diversity and history through arts and storytelling, activating community spaces to foster belonging.
6. **Govern for the Future:** Utilize performance metrics, sound fiscal policy, and continuous improvement to build a resilient organization focused on long-term outcomes.

SECTION 5. IMPLEMENTATION. The City Manager is hereby directed to execute the "Champions Commitment Implementation Plan," which includes:

- Updating all internal and external materials, including the city website, staff report templates, and program guides to reflect the new framework.
- Initiating a public communication strategy to inform residents of the new strategic direction.
- Ensuring cross-departmental integration of these pillars into capital project prioritization and daily operations.

SECTION 6. SECTION 6. That this resolution shall take effect immediately upon its passage.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Consider and Ordinance Merging the Sign Control Board into the Zoning Board of Adjustment (ZBA)

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

STAFF RESPONSIBLE:

Mark Rauscher

BACKGROUND/HISTORY:

The role of the Sign Control Board is being merged into the Zoning Board of Adjustment. This will enhance efficiency and help ensure regular quorums. To complete this change, City Council is being asked to repeal and replace Chapter 16A (Sign Guidelines Article III Sign Control Board) of the City of Duncanville Code of Ordinance.

POLICY EXPLANATION:

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

N/A

ACTION ALTERNATIVES:

1. Approve.

2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

Duncanville.Ordinance Repeal and Replace Chapter 16A Sign Guidelines Article III
Sign Control Board

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 16A-“SIGN GUIDELINES”, ARTICLE III, “SIGN CONTROL BOARD”, SECTION 16A-6, “SIGN CONTROL BOARD”, BY REPEALING IT IN ITS ENTIRETY AND REPLACING IT WITH A NEW SECTION 16A-6.- “SIGN CONTROL BOARD” OF SAID CHAPTER TO CONVERT THE BOARD OF ADJUSTMENT (BOA) TO ACT AS SIGN CONTROL BOARD PROVIDING A STANDARD OF REVIEW; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY CLAUSE OF A FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to amend the Code of Ordinances by repealing Chapter 16A-“Sign Guidelines”, Article III, “Sign Control Board”, Section 16A-6, “Sign Control Board” in its entirety, and replacing said section with a new Section 16A-6, “Sign Control Board” to convert the Board of Adjustment (BOA) to act as Sign Control Board providing a standard of review; and

WHEREAS, the City Council of the City of Duncanville, Texas finds that it is necessary to amend the Sign Guidelines and Sign Control Board to maintain consistency with state law.

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

SECTION 1. The City Council of the City of Duncanville, Texas hereby amends the Code of Ordinances by repealing in its entirety, Chapter 16A- “Sign Guidelines”, Article III, “Sign Control Board”, Section 16A-6, “ Sign Control Board”, and replacing with a new Section 16A-6 of said Chapter and Article which shall hereinafter read as follows:

"CHAPTER 16A-SIGN GUIDELINES

.....

ARTICLE III. SIGN CONTROL BOARD

.....

Sec 16A-6. Sign control board.

¹ |Duncanville Repeal/Replace Ordinance for:
Chapter 16A-Sign Guidelines
Article III.-Sign Control Board
Section 16A-6. Sign Control Board

(a) *Creation.*

There is hereby established a sign control board consisting of five (5) members of the Board of Adjustment which shall sit and review sign-related matters as provided in this article.

(b) *Compensation.*

Members shall serve without compensation.

(c) *Quorum.*

Quorum shall be three (3) members. In the event of the absence of the chairman and vice-chairman, the remaining quorum shall elect for that meeting a member to preside as acting chairperson and assume such duties.

(d) *Voting.*

All motions shall be decided by a simple majority of entire board. A tie vote shall constitute failure of the motion.

(e) *Meetings.*

All meetings shall be open to the public. The board shall establish the dates, time and place of meetings.

(f) *Records.*

All meetings shall be open to the public. The board shall establish the dates, time and place of meetings and adopted rules of procedure.

(g) *Standard of Review, Powers and Duties.*

The sign control board shall have the following powers and perform the following duties:

(1) *Appeals*

- (a) The City Council authorizes the sign control board to sit as a board of appeals in public hearings with regard to this chapter. In considering requests for a reasonable exception, and/or variance from this chapter, the sign control board shall have the

2 |Duncanville Repeal/Replace Ordinance for:
Chapter 16A-Sign Guidelines
Article III.-Sign Control Board
Section 16A-6. Sign Control Board

following powers and authority to consider such exception to accommodate the signage which will accommodate the sign and location to be compatible with the overall purpose of this Chapter, and be compatible with the surrounding right-of-way visibility and to avoid visual clutter.

The Board of Appeals shall consider the following topics to achieve its goal and determination:

1. The degree of variance,
2. Reason(s) for variance,
3. Location of variance,
4. Duration of variance,
5. Effect of the variance on public safety,
6. Protection of neighborhood property,
7. Degree of hardship or injustice involved,
8. Proximity of existing nonconforming signs to the location of the requested variance, as well as the height and area of such signs, and
9. The effect of the variance on the general plan for signage within the city.

(b) The sign control board shall:

1. Grant the exception requested with or without reasonable conditions.
2. Grant exception of lesser nature than request with or without conditions.

(c) All actions considering a request to appeal a building official's decision regarding signage is final.

(2) Advisory

- (a) The sign control board may conduct continuing studies of sign ordinances in neighboring municipalities as well as other cities where such study will assist in upgrading the function of signage within the city and make recommendations to the city council where appropriate to amend or alter signage reamendments.
- (b) The sign control board may conduct a review of all nonconforming signs and variances granted and determine their desirability and effects upon the neighborhood and city and make recommendations to the city council where appropriate.

3 |Duncanville Repeal/Replace Ordinance for:
Chapter 16A-Sign Guidelines
Article III.-Sign Control Board
Section 16A-6. Sign Control Board

- (c) The sign control board may evaluate the benefits and disadvantages of new signing techniques and/or products.
- (d) The sign control board may deliberate the planning of signage in new or existing development upon request of the developer.
- (e) The sign control board shall conduct studies and prepare opinions or general plans as requested by the city council.
- (f) The sign control board shall perform assigned duties specified elsewhere in this chapter.
- (g) The sign control board may, from time to time, recommend to the city council any changes or amendments to this chapter.
- (h) In any case in which a permitted sign has been erected and is found by the building official to be unacceptable with regard to its construction or appearance, the building official may refer the matter to the sign control board, which shall determine whether the sign may remain as erected, or must be removed.

.....”

SECTION 2. That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision hereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

SECTION 3. That all ordinances of the City of Duncanville, Texas in conflict with the provisions of this ordinance be and the same are hereby repealed and all other ordinances of the City of Duncanville, Texas not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 4. That an offense committed before the effective date of this ordinance is governed by the prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

SECTION 5. That any person, firm or corporation violating any of the provisions or terms of this Ordinance or the Duncanville Sign Ordinance shall be subject to the same penalty as provided for in the Code of Ordinances of the City of Duncanville, as heretofore amended, and upon conviction shall be punished by a fine not to exceed the sum of five hundred dollars (\$500.00)

4 |Duncanville Repeal/Replace Ordinance for:
 Chapter 16A-Sign Guidelines
 Article III.-Sign Control Board
 Section 16A-6. Sign Control Board

for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

SECTION 6. That this Ordinance shall take effect immediately from and after its passage and the publication of the caption as the law and the Charter in such cases provide.

DULY ORDAINED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the ____ day of _____ 2026.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney
(2/02/2026:4919-0501- 4400,v.1)



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Conduct a public hearing to consider a Chapter 380 Agreement with Pegaso California Construction Corporation as part of the acquisition and redevelopment of the Railroad Flats Property, owned by the Duncanville Community and Economic Development Corporation (DCEDC).

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

Livable Neighborhoods

STAFF RESPONSIBLE:

Marlon Goff

BACKGROUND/HISTORY:

This item was originally placed on the November 18, 2025 City Council meeting and was tabled to January 20, 2026. It was subsequently tabled to the February 17, 2026 City Council meeting to allow time for a briefing and discussion at the Joint Meeting of the City Council and Duncanville Community and Economic Development Corporation (DCEDC) on January 26, 2026. The joint meeting was postponed and rescheduled for February 23, 2026. As a result, the item was tabled by the City Council until March 3, 2026 to allow that briefing to occur.

The development site is currently owned by the DCEDC and has remained undeveloped for many years. The property is located within the downtown district and has been identified as a strategic redevelopment opportunity to support downtown revitalization efforts, increase walkability, and bring additional residents and activity to support local businesses.

The buyer, Pegaso California Construction Corp, has recently purchased additional property within Duncanville and is working with City staff on entitlements for a separate townhome development. Their continued investment demonstrates a long-term

commitment to the community and aligns with the City's efforts to encourage high-quality infill and redevelopment.

At its meeting on October 27, 2025, the DCEDC approved a Purchase and Sale Agreement (PSA) for \$445,000 with the buyer for the purpose of constructing owner-occupied townhomes on the Railroad Flats Property. The project introduces a new housing option in the downtown district and supports the community's goals to diversify housing, attract reinvestment, and strengthen the economic activity surrounding Main Street and nearby businesses.

The proposed Chapter 380 Agreement provides an economic development incentive of up to \$70,000, reimbursed as a on-time payment based on future property-tax revenue generated by the development of this vacant tract of land. The incentive is also proposed to offset a small portion of the additional development site costs. Under Chapter 380 of the Texas Local Government Code, municipalities can provide incentives in the form of property or sales tax rebates to offset the cost of infrastructure to attract development and capital investment. Negotiated on a case-by-case basis, the agreements are typically tied to performance benchmarks including capital investment, certificates of occupancy and job creation.

POLICY EXPLANATION:

The proposed rebate as an economic development incentive in the Chapter 380 Agreement, is to be funded as part of the DCEDC Annual Budget for economic development incentives.

FUNDING SOURCE:

ORG and Object Number

Available Budget

N/A

Purchase Amount

N/A

After Encumber

N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

Chapter380_Agreement_Center St Townhomes, Resolution_Chapter380 Agreement

STATE OF TEXAS §

Economic Development

§

COUNTY OF DALLAS §

CHAPTER 380 ECONOMIC DEVELOPMENT INCENTIVE AGREEMENT

This Chapter 380 Economic Development Incentive Agreement ("Agreement") is made and entered into as of the ____ day of March, 2026, by and among the City of Duncanville, Texas, a Texas home-rule municipality (the "City"), the Duncanville Community and Economic Development Corporation, a Texas non-profit corporation (the "DCEDC") acting by and through Patrick Harvey, its duly authorized DCEDC President, and Pegaso California Construction Corp (the "Applicant").

RECITALS

WHEREAS, the City has established economic development policies and guidelines pursuant to Section 380 of the Texas Local Government Code ("Chapter 380") for the purpose of promoting local economic development and stimulating business and commercial activity; and

WHEREAS, the DCEDC was established pursuant to Texas Local Government Code Chapters 501 through 505 (the "Development Corporation Act") to promote economic development in the City; and

WHEREAS, the Applicant has requested economic development assistance from the City and the DCEDC for the construction of owner-occupied townhomes on property located in downtown, Duncanville, Texas, hereinafter known as the "Project"; and

WHEREAS, the incentive funds shall be provided to the Applicant as a one-time grant in the amount of Seventy Thousand Dollars (\$70,000.00), payable upon the Applicant's receipt of a Certificate of Occupancy for the completed Project; and

WHEREAS, payment of the incentive grant funds is conditional upon the Applicant completing the Project in compliance with all City of Duncanville codes, ordinances, and applicable regulations, and satisfying all Covenants of Applicant as set forth herein; and

WHEREAS, the Applicant meets all program requirements, as further provided herein, in order to be considered for incentive grant assistance; and

WHEREAS, the City and the DCEDC have determined that providing economic development incentives to the Applicant will serve the public purpose of promoting economic development, expanding the downtown housing supply, and increasing ad valorem tax revenue within the City; and

WHEREAS, the DCEDC shall fund the one-time incentive grant from its sales tax receipts as provided herein; and

WHEREAS, the City and the DCEDC have determined that making an economic development grant in accordance with this Agreement will further the objectives of Chapter 380 and the Development Corporation Act and will benefit the City and its residents by stimulating local economic development, introducing new owner-occupied housing stock in the downtown area, and encouraging economic vitality in the City.

NOW, THEREFORE, in consideration of the mutual benefits and promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

ARTICLE I. AUTHORIZATION

1.01. The City Council of the City of Duncanville finds and determines that this Agreement is authorized and governed by Section 380 of the Texas Local Government Code ("Chapter 380"). The DCEDC's participation in this Agreement is authorized by the Development Corporation Act.

ARTICLE II. TERM

2.01. This Agreement shall be effective as of the date of execution by all parties. Unless sooner terminated as provided herein, this Agreement shall expire upon the DCEDC's payment of the Grant Funds following the Applicant's satisfaction of all conditions precedent, or upon the fifth (5th) anniversary of the date of this Agreement if the Applicant has not yet obtained a Certificate of Occupancy for the Project, whichever is earlier.

ARTICLE III. GRANT

3.01. Economic Development Incentive Grant. As an economic development incentive grant to assist the Applicant in developing the Project located in downtown, Duncanville, Texas, the City and the DCEDC agree to provide a one-time incentive grant in the amount of Seventy Thousand Dollars (\$70,000.00) (the "Grant Funds"), subject to the terms and conditions set forth in this Agreement. The Grant Funds will be paid as a single lump sum payment following the Applicant's receipt of a Certificate of Occupancy for the completed Project and satisfaction of all Covenants

of Applicant, as set forth in Schedule A below. Payment of Grant Funds will be made from DCEDC sales tax receipts, provided that all Covenants of Applicant are timely met. Nothing contained herein shall constitute a contract for goods or services under the law.

3.02. So long as the Covenants of Applicant outlined under Article IV herein have been met, the Grant Funds shall be paid pursuant to the following "**Schedule A**":

Covenant of Applicant	DCEDC's Time of Performance	DCEDC's Performance Requirements
Applicant must obtain a Certificate of Occupancy for the completed townhome development in downtown, Duncanville, Texas, and meet all Covenants of Applicant.	DCEDC must pay Applicant within thirty (30) days following submission of proof of the Certificate of Occupancy and satisfaction of all Covenants of Applicant.	One-time payment of Seventy Thousand Dollars (\$70,000.00) (the "Grant Funds"), funded from DCEDC sales tax receipts, as a one-time economic development incentive grant upon satisfaction of all conditions herein.

ARTICLE IV. COVENANTS OF APPLICANT

4.01. As conditions precedent to the DCEDC's payment of the Grant Funds, the Applicant agrees to perform or cause to be performed the following ("Covenants of Applicant"):

- (a) Complete the construction of the townhome development in downtown, Duncanville, Texas in compliance with all applicable City of Duncanville codes and ordinances; and
- (b) Obtain a Certificate of Occupancy from the City of Duncanville for the completed Project; and
- (c) Provide a written grant reimbursement request form to the DCEDC along with a copy of the Certificate of Occupancy and any other documentation reasonably required by the DCEDC to verify satisfaction of the conditions set forth herein; and
- (d) Remain current on all taxes, fees, and charges owed to the DCEDC, the City of Duncanville, and the State of Texas; and

(e) During the term of this Agreement, the Applicant agrees not to knowingly employ any undocumented workers or undocumented contractors and/or subcontractors at the Project, and if convicted of a violation under 8 U.S.C. Section 1324a(f) as a result of work related to the Project, the Applicant shall repay the amount of the Grant Funds received within 130 business days after the date the Applicant is convicted, and upon such date this Agreement shall automatically terminate.

ARTICLE V. GENERAL PROVISIONS

5.01. Termination and Default. This Agreement terminates upon any one of the following:

- (a) By mutual written agreement of both parties; and
- (b) By DCEDC, if the Applicant files any false documentation concerning the application for or receipt of the Grant Funds; and
- (c) By DCEDC and the Applicant, respectively, if the other party defaults or breaches any of the terms or conditions of this Agreement and such default or breach is not cured within thirty (30) days after written notice thereof by the non-breaching party; and
- (d) By DCEDC, if the Applicant suffers an Event of Bankruptcy or Insolvency; and
- (e) By DCEDC and the Applicant, respectively, if any subsequent federal or state legislation or any decision of a court of competent jurisdiction declares or renders this Agreement invalid or illegal; and
- (f) By DCEDC, if insufficient funding is available to provide the grant contemplated herein due to non-collection of applicable sales taxes. In such event, the DCEDC shall give the Applicant not less than fifteen (15) days' notice of its intent to terminate; and
- (g) Upon the fifth (5th) anniversary of this Agreement if the Applicant has not obtained a Certificate of Occupancy for the Project.

"Event of Bankruptcy or Insolvency" shall mean the dissolution or termination of the Applicant's existence, insolvency, employment of a receiver for any part of the Project and such appointment is not terminated within ninety (90) days after such appointment is initially made, any general assignment for the benefit of creditors or the commencement of any proceedings under any bankruptcy or insolvency laws by or against the Applicant and such proceedings are not dismissed within ninety (90) days after the filing thereof.

5.02. Mutual Assistance. The Applicant and the DCEDC shall do all things necessary or appropriate to carry out the terms and provisions of this Agreement and to aid and assist each other in carrying out the terms and provisions hereof.

5.03. Representations and Warranties. The Applicant represents and warrants to the DCEDC that it is a duly organized company under the laws of the State of California and is duly qualified to transact business in the State of Texas and can execute the terms of this Agreement.

5.04. Employee Hiring, Materials, and Supplies Purchased. Although not a condition of this Agreement, the DCEDC requests that the Applicant, when feasible, satisfy its needs for all additional employees from Duncanville residents and/or purchase materials and supplies from Duncanville merchants and businesses.

5.05. Section or Other Headings. Section or other headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

5.06. Verification and Compliance. The Applicant agrees to allow the DCEDC, by and through its lawful representative, to review all Applicant business records, documents, and agreements or other instruments, to the extent the same are related to proof of Certificate of Occupancy and satisfaction of the Covenants of Applicant submitted pursuant to Section 4.01(c), and subject to appropriate confidentiality, in furtherance of:

- (a) Ensuring the Applicant's compliance with the Covenants of Applicant set forth in this Agreement; and
- (b) Verifying satisfaction of the conditions precedent to payment of Grant Funds.

5.07. Indemnification. IN PERFORMING ITS OBLIGATIONS UNDER THIS AGREEMENT, THE APPLICANT IS ACTING INDEPENDENTLY, AND THE DCEDC ASSUMES NO RESPONSIBILITIES OR LIABILITIES TO THIRD PARTIES IN CONNECTION WITH THE APPLICANT'S BUSINESS OR PROPERTY. THE DCEDC SHALL NOT BE LIABLE TO THE APPLICANT, ITS AGENTS, EMPLOYEES OR CONTRACTORS, FOR ANY DAMAGE TO PERSONS OR PROPERTY ARISING FROM THIS AGREEMENT. IN THIS RESPECT, THE APPLICANT AGREES TO INDEMNIFY AND HOLD THE DCEDC HARMLESS AGAINST ANY AND ALL CLAIMS, LIABILITY, DEMANDS, DAMAGES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING FROM THE CONDUCT OR MANAGEMENT OF THE APPLICANT, OR FROM ANY BREACH ON THE PART OF THE APPLICANT OF ANY CONDITIONS OF THIS AGREEMENT OR FROM ANY ACT OF NEGLIGENCE OF THE APPLICANT, ITS AGENTS, CONTRACTORS, OR EMPLOYEES.

5.08. Attorneys' Fees. In the event any legal action or process is commenced to enforce or interpret provisions of this Agreement, the prevailing party in any such legal action shall be entitled to recover its necessary and reasonable attorneys' fees and expenses incurred by reason of such action.

5.09. Entire Agreement. This Agreement contains the entire agreement between the parties with respect to the transaction contemplated herein.

5.10. Amendment. This Agreement may only be amended, altered, or revoked by a written instrument signed by the Applicant, DCEDC, and the City.

5.11. Successors and Assigns. This Agreement shall be binding on and inure to the benefit of the parties, their respective successors and assigns. **The Applicant may not assign all or any part of its rights and obligations hereunder without prior written approval of the DCEDC.** DCEDC and the City acknowledge and agree that the rights of Applicant set forth in this Agreement are personal to Applicant, are not intended to be granted to any owner or occupant of the Project, and do not run with the land.

5.12. Notice. Any notice and/or statement required and permitted to be delivered shall be deemed delivered by depositing same in the United States mail, certified with return receipt requested, postage prepaid, addressed to the appropriate party at the following addresses, or at such other addresses provided by the parties in writing:

Buyer: Pegaso California Construction Corp
Attn: [Authorized Representative]

City: City of Duncanville
City Manager
203 E Wheatland Rd
Duncanville, TX 75116

DCEDC: Duncanville Community and Economic Development Corporation
Economic Development Department
203 E Wheatland Rd
Duncanville, TX 75116

5.13. Interpretation. Regardless of the actual drafter of this Agreement, this Agreement shall, in the event of any dispute over its meaning or application, be interpreted fairly and reasonably, and neither more strongly for or against any party.

5.14. Applicable Law. This Agreement is made, and shall be construed and interpreted under the laws of the State of Texas and venue shall lie in Dallas County, Texas.

5.15. Severability. In the event that any provision of this Agreement is illegal, invalid, or unenforceable under present or future laws, then the remainder of this Agreement shall not be affected thereby, and it is also the intention of the parties that in lieu of each clause or provision found to be illegal, invalid, or unenforceable, a provision shall be added to this Agreement which is legal, valid and enforceable and is as similar in terms as possible to the provision found to be illegal, invalid, or unenforceable.

5.16. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be considered an original, but all of which shall constitute one instrument.

5.17. No Joint Venture. Nothing contained in this Agreement is intended by the parties to create a partnership or joint venture between the parties.

5.18. Boycott Israel, Boycott Energy Companies, and Prohibition of Discrimination Against Firearm Entities and Firearm Trade Associations.

(a) Applicant verifies that it does not Boycott Israel and agrees that during the term of the Agreement will not Boycott Israel as that term is defined in Texas Government Code Section 808.001, as amended.

(b) Applicant verifies that it does not Boycott Energy Companies and agrees that during the term of this Agreement will not Boycott Energy Companies as that term is defined in Texas Government Code Section 809.001, as amended.

(c) Applicant verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association as those terms are defined in Texas Government Code Section 2274.001, as amended; and will not discriminate during the term of this Agreement against a firearm entity or firearm trade association.

(d) This section does not apply if Applicant is a sole proprietor, a non-profit entity, or a governmental entity; and only applies if: (i) Applicant has ten (10) or more full-time

employees and (ii) this Agreement has a value of \$100,000.00 or more to be paid under the terms of this Agreement.

5.19. Approval by the City of Duncanville, Texas. This Agreement was approved by the City Council at its meeting on March 3, 2026.

PEGASO CALIFORNIA CONSTRUCTION CORP

By:

Name:

Title:

DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION

By: Patrick Harvey

Title: DCEDC Board President

CITY OF DUNCANVILLE

By: Richard Abernethy

Title: Interim City Manager

STATE OF TEXAS §

§

COUNTY OF DALLAS §

BEFORE ME, the undersigned authority in and for Dallas County, Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they are duly authorized to execute the foregoing instrument on behalf of Pegaso California Construction Corp for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 2026.

Notary Public in and for the State of Texas

Type or Print Notary's Name

My Commission Expires: _____

STATE OF TEXAS §

§

COUNTY OF DALLAS §

BEFORE ME, the undersigned authority in and for Dallas County, Texas, on this day personally appeared Patrick Harvey, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that they are the Board President of the Duncanville Community and Economic Development Corporation, and that they are authorized by said Corporation to execute the foregoing instrument as the act of such Duncanville Community and Economic Development Corporation for the purposes and consideration therein expressed, and in the capacity therein stated.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE,
TEXAS,
AUTHORIZING A CHAPTER 380 ECONOMIC DEVELOPMENT INCENTIVE
AGREEMENT
RELATED TO THE TOWNHOME DEVELOPMENT AT 200 W CENTER STREET,
AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT WITH
PEGASO
CALIFORNIA CONSTRUCTION CORP, AND PROVIDING FOR AN EFFECTIVE
DATE.**

WHEREAS, the property is bounded by W Center Street, N Merrill Avenue, E Cherry Street and N Hastings Street Duncanville, Texas (the "Property") has been identified by the City and the Duncanville Community and Economic Development Corporation ("DCEDC") as a strategic redevelopment opportunity that supports the goals of the downtown district, including increased walkability, support for local businesses, and the introduction of new housing options; and

WHEREAS, the Applicant proposes to construct owner-occupied townhomes representing a new housing product type that advances the City's goal of diversifying and strengthening residential options in the downtown area; and

WHEREAS, pursuant to Chapter 380 of the Texas Local Government Code ("Chapter 380"), the City is authorized to establish and provide programs for making grants of public money to promote local economic development and stimulate business and commercial activity in the City; and

WHEREAS, the DCEDC was established pursuant to Texas Local Government Code Chapters 501 through 505 (the "Development Corporation Act") to promote economic development in the City; and

WHEREAS, the City Council has determined that entering into a Chapter 380 Economic Development Incentive Agreement (the "Agreement") with the Applicant will serve the public purpose of promoting economic development, increasing ad valorem tax revenue, and advancing the goals of the City's downtown revitalization strategy; and

WHEREAS, the Agreement provides for a one-time economic development incentive grant in the amount of Seventy Thousand Dollars (\$70,000.00), payable solely upon the Applicant's receipt of a Certificate of Occupancy for the completed townhome development, funded from DCEDC annual budget; and

WHEREAS, no current general City funds are being committed, and the incentive is performance-based, payable only after the project is constructed and a Certificate of Occupancy is issued; and

WHEREAS, the City Council has held the required public hearing and determined that the Agreement meets the requirements of Chapter 380 and the Development Corporation Act.

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

SECTION 1. The City Council hereby approves and authorizes the Chapter 380 Economic Development Incentive Agreement between the City of Duncanville, the DCEDC, and Pegaso California Construction Corp for the development of owner-occupied townhomes in downtown, Duncanville, Texas, providing for a one-time grant payment of Seventy Thousand Dollars (\$70,000.00) upon issuance of a Certificate of Occupancy for the completed development, funded from DCEDC sales tax receipts.

SECTION 2. The City Manager, or designee, is hereby authorized to execute the Chapter 380 Economic Development Incentive Agreement and all documents necessary to effectuate this incentive in coordination with the DCEDC, subject to final legal review and approval as to form by the City Attorney.

SECTION 3. This Resolution shall become effective immediately upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on this the 3rd day of March, 2026.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Consider a resolution establishing the Charles F. Ladd Nature Preserve Advisory Committee, defining their scope of work, and appointing members to the committee.

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

Integrated Natural and Built Environments

STAFF RESPONSIBLE:

Bart Stevenson

BACKGROUND/HISTORY:

The Charles F. Ladd Nature Preserve is an environmentally significant property in Duncanville, Texas, dedicated to preserving one of the few remaining natural habitats within the city’s limits. Named in honor of Charles F. Ladd, a longtime Duncanville resident and advocate for environmental stewardship, the preserve reflects the community’s commitment to conserving open space, protecting local ecosystems, and providing residents with opportunities to connect with nature.

The land that comprises the nature preserve was recognized early on as a valuable ecological and recreational resource due to its varied terrain, native vegetation, and potential for low-impact public access. Over the years, Duncanville residents and city leaders identified the site as an ideal location for nature-based recreation, environmental education, and wildlife conservation. These priorities led to its formal designation as a City of Duncanville nature preserve rather than as a space for traditional park development or more intensive use.

As part of the city’s ongoing park and open space initiatives, developing the approved master plan for the Charles F. Ladd Nature Preserve became a key step in establishing a long-term vision for the property. The master plan serves as a strategic guide that balances environmental conservation with community access. Its purpose is

to:

- Identify and protect sensitive ecological areas, habitats, and native species;
- Plan low-impact trails, observation points, and interpretive signage for education and recreation;
- Integrate stormwater management and erosion control strategies to sustain the land's natural integrity; and
- Outline maintenance, funding, and partnership opportunities over time.

Establishing a Charles F. Ladd Nature Preserve Advisory Committee is an important part of ensuring the success and sustainability of the preserve's development and management, as well as assist with any other native and natural areas the Council deems worthy of protection. The committee would serve several key functions:

1. Expert Guidance: Bringing together individuals with backgrounds in ecology, urban planning, landscape architecture, and environmental education to provide informed recommendations to the City Council.
2. Community Engagement: Acting as a liaison between the city and its residents, ensuring that public input is integrated into decisions about preservation and access.
3. Stewardship and Advocacy: Promoting awareness, volunteerism, and partnerships with local schools, universities, and environmental organizations.
4. Funding and Resource Support: Assisting in identifying and pursuing grants, sponsorships, and collaborative opportunities to enhance the preserve without placing undue strain on city budgets.
5. Long-Term Vision: Helping to ensure that the master plan remains relevant over time by reviewing progress and adapting strategies as environmental conditions and community needs evolve.

As a reminder, the process for the completion of the Charles F. Ladd Nature Preserve Master Plan utilized a steering committee. Those members included:

Jeremy Koontz
Joe Veracruz
Don McBurnett
James Jones
Sam Kieschnick
Robbie Robbins
Reece Edwards

Due to their previous involvement, the Council may want to consider these members for the new advisory committee. Other options include a representative from the Ladd family, Planning and Zoning Commission, Keep Duncanville Beautiful, and the Park Board. In addition to the previous committee, the following names have been provided to staff by the Council for consideration: Elizabeth Podany, Michelle McClelland, and Izaiah Salazar.

POLICY EXPLANATION:

The City Council is authorized to create any committee it deems necessary to assist the Council and staff in the vision and direction of the organization.

FUNDING SOURCE:**ORG and Object Number**

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

N/A

ACTION ALTERNATIVES:

1. Approve the creation of the Charles F. Ladd Nature Preserve Advisory Committee and name the new members.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

Duncanville. RESO. Authorizing Establishment of Charles F. Ladd Nature Preserve Advisory Committee (1)_rev MJR 02 24 2026

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, ESTABLISHING THE “CHARLES F. LADD NATURE PRESERVE ADVISORY COMMITTEE”; PROVIDING FOR MEMBERS; PROVIDING FOR TERMS; PROVIDING FOR POWERS AND DUTIES; PROVIDING QUALIFICATIONS FOR SAID BOARD, APPOINTING BOARD MEMBERS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has determined that a Charles F. Ladd Nature Preserve Advisory Committee should be established to provide input and recommendations for the development of said nature preserve; and

WHEREAS, the City Council actively encourages its citizenry, subject-matter experts, and associated nature preserve organizations to actively participate and guide the development of the nature preserve.

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

SECTION 1: The Charles F. Ladd Nature Preserve Advisory Committee is hereby established for the purpose of providing assistance in the development of the nature preserve and provide input and recommendations to the City Council.

SECTION 2: The Committee shall consist of seven members with the qualifications set forth in Section 4, appointed by and to serve at the pleasure of the City Council to serve staggered terms of two (2) years. Those initially appointed to the even numbered members shall be for an initial two (2) year term(s); and those initially appointed to the odd numbered members shall service at an initial one (1) year term; thereafter, all members shall be appointed in each successive terms for a two (2) year term(s).

SECTION 3: The Board shall meet as needed and elect a chairperson and vice chairperson annually from its members to conduct the meetings.

SECTION 4: The Committee shall be authorized to provide guidance and recommendations to the City Council in matters related to the Charles F. Ladd Nature Preserve (Preserve), act as a liaison between the City Council and residents, and promote

1 | City of Duncanville Resolution

awareness, volunteerism and partnerships, identify and pursue grants, sponsorships, and collaborative opportunities to enhance for the Preserve.

SECTION 5: The City Council hereby names the following persons and designations to the Charles F. Ladd Nature Preserve Advisory Committee:

1. _____, Texas Parks and Wildlife Representative
2. _____, Texas Master Naturalist
3. _____, Duncanville Nature Conservancy Member
4. _____, Planning and Zoning Commission
5. _____, Citizen and Keep Duncanville Beautiful Board
6. _____, Resident
7. _____, Resident

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on this the 3rd day of March 2026.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney
(2/11/2026: 4917-4204-7631, v.2)



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Consider a resolution approving funding awards for the 2nd quarter of Fiscal Year 2025-2026 City of Duncanville Arts Grant Program as recommended by the Duncanville Arts Commission.

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

STAFF RESPONSIBLE:

Alex Hamby, Communications and Marketing Administrator

BACKGROUND/HISTORY:

The City Council adopted the FY 2024–2025 Arts Funding Policy and Grant Guidelines on June 3, 2025 (Resolution No. 2025-488), establishing three grant types: Annual Arts Program Grants, Single Project Support Grants, and Public Art Grants. Funding is supported by the City’s Hotel Occupancy Tax (HOT) revenue and is intended to support public-facing arts programs that enhance quality of life, tourism, and community identity.

The application window for the second quarter grant cycle of Fiscal Year 2025-2026 was December 2 to December 31, 2025, and was promoted and made available online.

A total of 13 applications were received. The Duncanville Arts Commission evaluated each during their January 12, 2026, Special Meeting and has made recommendations to the City Council based on the criteria outlined in the adopted policy and guidelines. Applicants presented their events and projects during the February 3, 2026, City Council Regular Meeting.

POLICY EXPLANATION:

The City of Duncanville established the Duncanville Arts Fund to promote, create, and support art that enhances tourism and benefits the hotel and convention industry. Funded by 15% of annual Hotel Occupancy Tax (HOT) revenue, the program supports

a wide range of eligible art forms, including music, dance, theater, visual arts, design, and media arts.

The Duncanville Arts Commission administers the fund, reviews applications, and makes funding recommendations to the City Council, which retains final approval authority. All expenditures must comply with the Texas Tax Code and Attorney General's opinions on HOT fund use, and they must directly promote tourism. Quarterly reports to Council track the fund's use and impact, and an annual review ensures alignment with legal requirements and community goals.

FUNDING SOURCE:

ORG and Object Number

11011000-700450

Available Budget	Purchase Amount	After Encumber
\$74,000	\$37,100	\$36,900

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

Reso. No. FY 2025-2026 Q2 Arts Grant Funding Awards, 2026-01-12 - Arts Commission Special Meeting - Minutes, 2026-03-03 - Q2 Grant Recommendations, Arts-Grant-Application_6428462344819557447_withoutAudit, 2026 Podcast Budget, Application, Arts-Grant-Application_6430515283392895787_withoutAudit, Duncanville Recital, PROOF OF CONCEPT, Arts-Grant-Application_6426720654814960219_withoutAudit, Poet Laureate Budget_3698, Arts-Grant-Application_6428552640218225953_withoutAudit, Duncanville Expansion - Sheet1 (6), He That Finds a Wife ... Find Me Application, He That Finds a Wife - Budget, Arts-Grant-Application_6430101612025074042_withoutAudit, Lettering Workshop Budget, Arts-Grant-Application_6429353584674904185_withoutAudit, City of Duncanville Artist Portfolio, Duncanville Project Budget, City of Desoto Letter of Reference, Arts-Grant-Application_6422370612527532609_withoutAudit, Pieces of Us - Art Grant Proposal. EWilliams 2026, Spring Main Street Shopping & Music Experience, Shop on Main, SupaFly Application, Budget Spring 2026, Arts-Grant-Application_6426715307621841198_withoutAudit, The City In Motion Grant Budget Outline, 2026 IVida Impact Lab Grant Proposal_3662, GRANT APPLICATION-LIETTER OF SUPPORT

RESOLUTION NO. [] A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING FUNDING FOR ARTS GRANTS AS RECOMMENDED BY THE DUNCANVILLE ARTS COMMISSION; PROVIDING THE COUNCIL WITH THE OPTION TO AMEND INDIVIDUAL GRANT AMOUNTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on January 12, 2026, the City of Duncanville’s Arts Commission completed review of applications submitted during the City’s December 2025 Arts Grant application period; and

WHEREAS, the Arts Commission has evaluated each application and provided funding recommendations to the City Council for its consideration; and

WHEREAS, the City Council desires to approve funding for arts grant applicants (Exhibit A) and expressly reserves the right to modify, increase, or decrease any individual award amount at its sole discretion prior to final approval.

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

SECTION 1. The City Council hereby approves the funding awards as set forth above, with the understanding that it may revise any award amount at its discretion before final approval.

SECTION 2. This Resolution shall become effective immediately upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 17th day of February 2026.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

EXHIBIT A

Recommended Arts Grant Funding Awards

The following funding recommendations for the City of Duncanville's Fiscal Year 2025–2026 Second Quarter Arts Grant cycle were developed by the Duncanville Arts Commission following review and evaluation of all eligible applications submitted during the December 2025 grant period. The listed award amounts reflect the Commission's recommended allocations for each project or program and are presented to the City Council for consideration, with the understanding that the Council may amend individual amounts at its discretion prior to final approval.

- City of Duncanville Arts Commission Podcast – Arts Commission - \$0
The Communications and Marketing department will support this effort by providing equipment and other assistance as needed to produce a professional podcast promoting the arts and community.
- Derby Hat Bar Party – Lin and Jen's Hat's On! - \$1,500
- DSO Principal Cellist Christopher Adkins in 'Once Upon a Time' - Martin Izaiah Salazar - \$3,000
- Duncanville Poet Laureate – Duncanville Arts Commission - \$3,500
- Empowerment Through Ballet – Brown Girls Do, Inc./Brown Girls Do Ballet - \$5,000
- He That Finds A Wife...FIND ME! – Candice Y. Johnson - \$8,000
- Lettering Art and Design Workshops - Agustin Chavez "Dummyfresh" - \$2,100
- Maya Angelou Literary Festival – Alexandria Gurley - \$3,000
- Pieces of Us: A Duncanville Community Mosaic – Esther Williams - \$3,000
- Spring Main Street Shopping & Music Experience – Jones Inck - \$3,000 contingent on selection of a date that does not conflict with BloomFest (scheduled for May 9, 2026)
- SupaFly – Bria Maiden - \$2,000
- The City in Motion – The Journey Dance Center - \$3,000
- VIDA IMPACT LA – Vicente Delgado, Jr. - \$3,000



SPECIAL MEETING MINUTES
Monday, January 12, 2026

A special meeting of the Duncanville Arts Commission was held on Monday, January 12, 2026, in the Briefing Room at City Hall (203 East Wheatland Road, Duncanville, Texas 75116) with a quorum to wit: Chair Angela Thorpe-Harris, Vice Chair Mac Browning, Mary Ann Taylor, Linda Lydia, Patricia Coleman, and Julio Avila, Luke Durmon.

Alex Hamby, Communications and Marketing Administrator, served as staff liaison.

Devon Handley, Event Coordinator, served as staff co-liaison. (left early)

Councilmember Jeremy Koontz. (left at 7:21 PM)

1. Call to Order

The meeting was called to order at 6:03 PM.

2. Receive Public Comments, limit 2-minutes per individual speaker.

I had attended Duncanville Writes at the Duncanville Library since Oct. 2025.

This group had enriched my writing skills:

Sincere critiques

Enjoyed hearing other writers stories.

Mary Ann Taylor, coordinator taught us a lot.

Thank you.

Sincerely,

Lee Lee Lee

3430 S Edelweiss Dr. Grand Prairie. Tx. 75052

Dear Arts Commission (Public comment),

I would like to have a place available for Duncanville artist and craft persons to display and sell their creations. This should be set up at no cost but when item sold, a 10 to 15% commission could be paid to location. This allows the artists/crafter to have an ability to show/sell items without major cost (starving artist types included). There could be a revolving period as 60 days or specific time period that changes out the items and creators. The idea is to have numerous creators showing at same time and limits to their items can be also allocated, ie less than 10, to allow more people to display. I would limit to only Duncanville residents as I think we have many such here and we should not be limited because of non residents. We can always revisit these ideas as needed if implemented.

Sincerely,
Linda Stern
415 Shorewood Dr.
Duncanville 75116

Where Have all the Poets Gone
In days of old and Knights were bold
Poets seemed to be everywhere
Some were great and memorable
Every profession had their of poets
There was even a lawyer who wrote one you all know it
Don't believe me later
The problem is poems don't sell well
When was the last time you saw a book of poems on the best seller list
Poets seem to have been reduced
So what happened
I believe they followed the money
You can still hear them even now
Lyrics of songs You may think this is something new
Nope remember that Lawyer his name was Francis Scott Key
Not familiar? The title was "In Defense of Fort Mchenry"
You don't know it
They changed the title and added a tune from an English drinking song
Still confused? We call It "The Star Spangled Banner"

Ron Sonnier
1314 Elsmere Dr Duncanville 75116

3. Final Project Reports

Grant recipients are required to submit a Final Project Report within 45 days of project completion. The report must include documentation of project outcomes, financial details, attendance and public engagement, and tourism or hotel impact, if applicable. Failure to submit a complete and timely report will result in ineligibility for the next four (4) grant cycles.

A. Rhythm of Heartbeat Dance Experience

Reviewed and discussed. No action was taken on this item.

B. Musical Performance

Reviewed and discussed. No action was taken on this item.

C. SupaFly

Reviewed and discussed. No action was taken on this item.

D. 2025 Winter Showcase

Reviewed and discussed. No action was taken on this item

4. The Arts Commission to Consider Grant Applications

A. City of Duncanville Arts Commission Podcast.

Mac Browning made a motion to recommend that City Council approve the grant request in the amount of \$3,000. Linda Lydia seconded the motion. All present voted in favor. Amy Jackson was absent. The motion passed.

B. Derby Hat Bar Party

Mary Ann Taylor made a motion to recommend City Council approve the grant request in the amount of \$1,500.00. Patricia Coleman seconded the motion. Mary Ann Taylor, Patricia Coleman, Luke Durmon, Julio Avila, Mac Browning, and Angela Thorpe-Harris voted in favor. Linda Lydia opposed. Amy Jackson was absent. The motion passed.

C. DSO Principal Cellist Christopher Adkins in 'Once Upon a Time'

Mac Browning made a motion to recommend that City Council approve the grant request in the amount of \$3,000. Mary Ann Taylor seconded the motion. All present voted in favor. Amy Jackson was absent. The motion passed.

D. Duncanville Poet Laureate

Linda Lydia made a motion to recommend that City Council approve the grant request in the amount of \$3,500. Julio Avila seconded the motion. All present voted in favor. Amy Jackson was absent. The motion passed.

E. Empowerment Through Ballet

Julio Avila made a motion to recommend that City Council approve the grant request in the amount of \$5,000. Mac Browning seconded the motion. All present voted in favor. Amy Jackson was absent. The motion passed.

F. He That Finds A Wife...FIND ME!

Julio Avila made a motion to recommend that City Council approve the grant request in the amount of \$8,000. Lyndia Lydia seconded the motion. All present voted in favor. Amy Jackson was absent. The motion passed.

G. Lettering Art and Design Workshops

Julio Avila made a motion to recommend that City Council approve the grant request in the amount of \$2,100. Lindia Lydia seconded the motion. All present voted in favor. Amy Jackson was absent. The motion passed.

H. Maya Angelou Literary Festival

Lyndia Lydia made a motion to recommend that City Council approve the grant request in the amount of \$3,000. Mary Ann Taylor seconded the motion. All present voted in favor. Amy Jackson was absent. The motion passed.

I. Pieces of Us: A Duncanville Community Mosaic

Mac Browning made a motion to recommend that City Council approve the grant request in the amount of \$3,000. Julio Avila seconded the motion. All present voted in favor. Amy Jackson was absent. The motion passed.

J. Spring Main Street Shopping & Music Experience

Mac Browning made a motion to recommend City Council approve the grant request in the amount of \$3,000.00 contingent on selection of a new date that does not conflict with BloomFest. Mary Ann Taylor seconded the motion. All present voted in favor. Amy Jackson was absent. The motion passed.

K. SupaFly

Julio Avila made a motion to recommend that City Council approve the grant request in the amount of \$2,000. Luke Durmon seconded the motion. All present voted in favor. Amy Jackson was absent. The motion passed.

L. The City in Motion

Julio Avila made a motion to recommend that City Council approve the grant request in the amount of \$3,000. Patricia Coleman seconded the motion. All present voted in favor. Amy Jackson was absent. The motion passed.

M. VIDA IMPACT LAB

Mary Ann Taylor made a motion to recommend that City Council approve the grant request in the amount of \$3,000. Luke Durmon seconded the motion. All present voted in favor. Amy Jackson was absent. The motion passed.

5. Adjournment

The meeting was adjourned at 8:34 PM.

Angela Thorpe-Harris, Chair

Alex Hamby, Staff Liaison



ARTS COMMISSION GRANT RECOMMENDATIONS

MARCH 3, 2026

ALEX HAMBY, COMMUNICATIONS AND MARKETING ADMINISTRATOR

We are building a vibrant, inclusive community, driven by a commitment
to democratic principles and service above self

ART GRANTS TIMELINES



Applications Accepted December 2 – 31



The Arts Commission Reviewed and Voted on Recommendations During their January 12 Special Meeting



13 Applications Received and Reviewed



Applicants Presented on February 2, 2026

CITY OF DUNCANVILLE ARTS COMMISSION PODCAST

- Arts Commission
- Single Project Support Grant
- Goal is to initiate a Duncanville Arts Commission Podcast series to promote the arts and tourism within the City. Besides guest artists, musicians and poets, other creative choices could include Duncanville ISD personnel, grant recipients and City officials.
- Requested: \$3,000
- Commission Recommend: \$3,000
- Revised Recommendation: \$0

DERBY HAT BAR PARTY

- Lin & Jen's Hats On!
- Single Project Support Grant
- Community event that is centered around the Kentucky Derby. Guests are invited to make their own Derby hats and watch the Derby on TV. Hat contest with awards.
- Requested: \$8,500
- Recommend: \$1,500

DSO CELLIST CHRISTOPHER ADKINS IN 'ONCE UPON A TIME'

- Martin Salazar
- Single Project Support Grant
- Dallas Symphony Principal Cellist Christopher Adkins and his Accompanist will perform a 120 min concert at the Poe-Hobden Amphitheater in Armstrong Park on May 16th. The Theme of the show is Once Upon a Time, showcasing pieces from Bach and melodies inspired by children's stories like: Hansel and Gretel and Cinderella.
- Requested: \$3,000
- Recommend: \$3,000

DUNCANVILLE POET LAUREATE

- Arts Commission
- Single Project Support Grant
- With Duncanville as a creative and artistic hub, a positive way to draw attention to its progress is creation of a poet laureate position. This is not a job with specific duties but a way to honor a poet and an opportunity to highlight the spoken arts throughout the community.
- Requested: \$3,500
- Recommend: \$3,500

EMPOWERMENT THROUGH BALLET

- Brown Girls Do Inc/Brown Girls Do Ballet
- Annual Arts Program Grant (non-profits only)
- Brown Girls Do Ballet® is expanding its "Empowerment Through Ballet" community class program to Duncanville, Texas, to serve at-risk youth ages 4–12 with free ballet training. This initiative uses dance as a tool to foster physical fitness, emotional resilience, and positive mentorship in underserved communities. Through accessible, high-quality instruction and community support, the program helps young participants build confidence, discipline, and a sense of belonging.
- Requested: \$5,000
- Recommend: \$5,000

HE THAT FINDS A WIFE...FIND ME!

- Candice Rigdon Johnson
- Single Project Support Grant
- *He That Finds a Wife...FIND ME!* is a witty, emotionally charged comedy-drama about a woman who refuses to wait for love and takes control of her own destiny. When an unforeseen connection disrupts her carefully planned path, she's forced to reckon with the difference between the man she chose and the love she truly needs.
- Requested: \$10,000
- Recommend: \$8,000

LETTERING ART AND DESIGN WORKSHOPS

- Agustin “Dummyfresh” Chavez
- Single Project Support Grant
- I’m a Lettering/Mural Artist and we host Lettering workshops where we teach the art of lettering, how to start and how to practice. Classes include supplies, paper, and instruction by 3 lettering designers. Classes usually last 4-5 hours. Workshops include digital lettering/design computer based and or paper and markers based. We would like to do 1-2 workshops per month hosting about 20-25 people inside my new retail store at Wheatland plaza.
- Requested: \$25,200
- Recommend: \$2,100

MAYA ANGELOU LITERARY FESTIVAL

- Alexandria Gurley
- Single Project Support Grant
- The inaugural Maya Angelou Literary Festival is a celebration of the work and life of one of America's most prolific orators in the city of Duncanville. This event will consist of a writing workshop, essay contest, dance tribute performance, and end with a poetry slam competition.
- Requested: \$3,000
- Recommend: \$3,000

PIECES OF US: A DUNCANVILLE MOSAIC

- Esther Williams
- Single Project Support Grant
- Pieces of Us is a community-driven mosaic mural project that invites residents of Duncanville of all ages to contribute hand-placed mosaic tiles during a series of guided workshops. If awarded, the project will take place during Spring Break in March, providing an accessible and timely opportunity for families, students, and community members to participate.
- Requested: \$3,000
- Recommend: \$3,000

SPRING MAIN STREET SHOPPING & MUSIC EXPERIENCE

- Jones Inck
- Single Project Support Grant
- We would like to create a two day experience where small business shopping meets local live music. A family-friendly atmosphere that invites residents and visitors to explore Main Street.
- Requested: \$3,500
- Recommend: \$3,000

SUPAFLY

- Bria Maiden
- Single Project Support Grant
- SupaFly will offer free community dance classes from February–April 2026, providing youth with accessible hip hop instruction in a supportive and creative environment. The program focuses on confidence, self-expression, and community connection while giving students a positive space to grow through movement.
- Requested: \$10,000
- Recommend: \$2,000

THE CITY IN MOTION

- The Journey Dance Center
- Single Project Support Grant
- "The City in Motion"—a multi-week community outreach program designed to eliminate barriers to entry for dance. This project will provide free workshops in public Duncanville spaces, culminating in a collaborative community performance. Our goal is to reach children who have never had the opportunity to step into a formal studio and invite them into the Journey family.
- Requested: \$10,000
- Recommend: \$3,000

VIDA IMPACT LAB

- Nueva Vida/New Life Assembly, Inc.
- Annual Arts Program Grants (nonprofits only)
- Vida Impact Lab is a community-centered leadership, innovation, creative, and economic development hub designed to equip, connect, and activate leaders to drive measurable impact across cities and communities. It exists to support and align with city-led efforts by discovering, developing, and commissioning local artists, content creators, entrepreneurs, leaders, and civic contributors who strengthen the cultural and economic fabric of our community.
- Requested: \$20,000
- Recommend: \$3,000

BUDGET

- Requested: \$107,700
 - Available Budget: \$74,000
 - Arts Commission Recommends: \$40,100
 - Revised Recommendation: \$37,100
 - After Encumber: \$33,900
-
- FY2025-2026 Grant Cycles Remaining: 2

Monday, December 29, 2025



Arts Grant Application

Have you read and understood the Arts Funding Policy and Grant Guidelines?

Yes

By checking "Yes," you confirm that you have reviewed the current Arts Funding Policy and Grant Guidelines in full and understand the eligibility criteria, reporting requirements, and obligations associated with this grant application.

Section 1: General Information

Applicant Name (Individual or Organization)

Duncanville Arts Commission

Project Lead (if different)

Mary Ann Taylor

Mailing Address

203 E Wheatland Rd
Duncanville, TX, 75137

Phone Number

(972) 780-5000

Email

arts@duncanvilletx.gov

How do you prefer to be contacted?

Call

Website or Social Media (if applicable)

City of Duncanville Website, Facebook, Instagram

Are you a first-time applicant?

No

Section 2: Eligibility

Check all that apply:

Duncanville Arts Commission

Do you live or operate a business/studio within Duncanville, TX city limits?

Yes

Section 3: Grant Type

Select the grant category for which you are applying (select one):

Single Project Support Grant

Section 4: Project Information

Project/Event Title	City of Duncanville Arts Commission Podcast
Brief Project Summary (2-3 sentences)	
Goal is to initiate a Duncanville Arts Commission Podcast series to promote the arts and tourism within the City. Besides guest artists, musicians and poets, other creative choices could include Duncanville ISD personnel, grant recipients and City officials.	
Project Start Date	Sunday, February 1, 2026
Project End Date	Wednesday, September 30, 2026
Do you have a confirmed location for this event or project?	Yes
Location(s)	
Various City properties such as City Hall, Library, annex and various other locations as suggested.	
Is this project open to the public?	Yes

Section 5: Narrative

Please answer the following questions in no more than 250 words each.

Describe the purpose and artistic vision of the proposed project.

Goal is to broadcast weekly podcast interviewing and showcasing, promoting artistic residents and arts related activities in the City of Duncanville. The commission is working on ensuring continuity, scheduling, reliability and volunteerism.

How will the project serve the Duncanville community and promote public access?

Creating a podcast will give the City access to a huge potential of listenership locally and internationally. The podcast is another low-cost and unique opportunity to continue to brand and give a voice to the City and what it has to offer in terms of artistic programs and events. Podcasting creates community through a social media presence.

How will your project promote tourism or economic development within Duncanville?

Goal is to elevate Duncanville's identity as a wonderful location or destination to attend, support or collaborate an artistic event and/or program.

List the individuals and organizations involved in planning or executing the project.

Duncanville Arts Commission, City Hall employees Mr. Francisco Ramos and Mr. Alex Hamby and Duncanville Arts Foundation.

Briefly describe your marketing plan.

Create a strategic list of interviewees and record a minimum of 4 episodes at a time. This would allow for a short turnaround. Gives us a month to evaluate and prepare for the next session. As the team becomes more experienced, this front loading could increase.

Episodes would be short 15-20 minute interviews discussing interviewee's background and relevance to Duncanville.

Content would be scheduled for release once a week at the same appointed time.

Emphasis will also be given to current or recent Arts Grant Recipient programs.

How will you evaluate the success and impact of your project?

Review the total number of downloads and listens.
Look at listener retention rates.
Audience reviews and ratings. Direct feedback from listeners.
Guest leads and/or recommendations from listeners.
Community Engagement
Always a possibility of ad revenue or sponsorships.

Section 6: Budget

Total Project Budget3,000

Amount requested from the
Duncanville Arts Commission/City
Council3,000

Please attach a detailed budget

2026 Podcast Budget.docx

Section 7: Required Documents

Document Checklist

- Completed application form. *required
- Narrative responses (Section 5) *required
- Detailed project budget (Section 6) *required
- Proof of Duncanville residency or business operation.
*required

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature



Name

Angela Thorpe-Harris

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.

2026 Podcast Budget
(February – September)

Editing Stipend – 4 sessions monthly for 8 @\$250 monthly = \$2,000

Marketing / Promotion – hard & soft copy - \$1,000

Green Room Guest Refreshments (water, crackers, tea, coffee) \$200

Miscellaneous - \$800



Arts Grant Application

Have you read and understood the Arts Funding Policy and Grant Guidelines? *

☒ Yes

☐ No

By checking "Yes," you confirm that you have reviewed the current Arts Funding Policy and Grant Guidelines in full and understand the eligibility criteria, reporting requirements, and obligations associated with this grant application.

Section 1: General Information

Applicant Name (Individual or Organization) *

Lin & Jen's Hats On!

Project Lead (if different)

Jennifer Lott Hagler

Mailing Address *

627 Mercury Ave.

Street Address

Street Address Line 2

Duncanville Tx

City

State / Province

75137

Postal / Zip Code

Phone Number *

214 794 0034

Please enter a valid phone number.

Email *

Jennifer e Lottcompanies.com

example@example.com

How do you prefer to be contacted?

Please Select

Email

Website or Social Media (if applicable)

www.HatsOnBar.com
Instagram : HatsOnHatBar
Facebook : Lin & Jen's Hats on

Are you a first-time applicant? *

☒ Yes

☐ No

Section 2: Eligibility

Check all that apply: *

☐ Individual Artist

☐ 501(c)(3) Nonprofit

☒ Business Entity

☐ City Department

☐ Duncanville Arts Commission

Do you live or operate a business/studio within Duncanville, TX city limits? *

☒ Yes

☐ No

Section 3: Grant Type

Select the grant category for which you are applying (select one): *

☐ Annual Arts Program Grants (nonprofits only)

☐ Public Art Grant

Section 4: Project Information

Project/Event Title *

DERBY HAT BAR PARTY

Brief Project Summary (2-3 sentences) *

Community event that is centered around the Kentucky Derby. Guests are invited to make their own Derby hats & watch the Derby on TV. Hat contest w/ awards.

Project Start Date *

5 2 2026

Month Day Year

Project End Date *

5 2 2026

Month Day Year

Do you have a confirmed location for this event or project? *

☒ Yes

☐ No (if not, please provide an explanation in the field below)

Location(s)

204 N. Main Street
Duncanville, TX 75116

Is this project open to the public? *

☒ Yes

☐ No

Admission Fee (if any)

Section 5: Narrative

Please answer the following questions in no more than 250 words each.

Describe the purpose and artistic vision of the proposed project. *

Community, family - friendly, creative, and interactive Derby Hat Bar party at our hat bar. We will set up TVs; everybody is encouraged to make a Derby Hat; Food trucks; Vendors.

How will the project serve the Duncanville community and promote public access? *

This is fun for All ages. Our hat bar is located in the center of the D'ville Arts District which will drive traffic (people) to Main Street. We will block off parking lot. for safety.

How will your project promote tourism or economic development within Duncanville? *

This should bring visitors to Downtown D'ville from surrounding municipalities who want to watch the Derby, shop and eat, and make a custom hat. This will generate revenue via sales tax.

List the individuals and organizations involved in planning or executing the project. *

Lin & Jen's Hats On!
Linda Wood
Jennifer Lott Hagler

Briefly describe your marketing plan. *

Social media, flyers, City/Chamber →
ads on LED signs, contact Leadership
Southwest, Ad in Southwest Now.

How will you evaluate the success and impact of your project? *

people in attendance
hats crafted
Sales \$ generated via vendors and food trucks.

Section 6: Budget

Total Project Budget *

\$8550

Amount requested from the Duncanville Arts Commission/City Council *

\$8550

Matching Funds (cash/in-kind)

Discussion Needed

Section 7: Required Documents

Document Checklist *

- ☒ Completed application form. *required
- ☒ Narrative responses (Section 5) *required
- ☒ Detailed project budget (Section 6) *required
- ☒ Proof of Duncanville residency or business operation. *required
- ☒ City of Duncanville Vendor Packet (below) *required
- ☐ IRS 501(c)(3) determination letter (if applicable)
- ☐ Property owner support letter (*required for Public Art Grant)
- ☐ Portfolio or artistic samples (*required for individual artists)

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Name *

Jennifer	Lott Hagler
----------	-------------

First Name

Last Name

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.

Property Owner Name

Daiton	Lott
--------	------

First Name

Last Name

Property Address

204 N. Main

Street Address

--

Street Address Line 2

Duncanville	Tx
-------------	----

City

State / Province

75116

Postal / Zip Code

Continue

Derby Hat Bar Party – Top-Line Budget

Lin & Jen's Hats On! – Saturday, May 2, 2026

Category	Estimated Cost
Hat Bar Supplies (hats + décor + setup)	\$2,200
Outdoor TVs + Audio + Tech	\$500
Restrooms	\$800
Tables + Chairs + Linens	\$300
Signage + Easels	\$300
Marketing + QR	\$350
Contests + Prizes	\$300 (will ask for donations)
Decor + Experience Enhancements	\$1,200
Entertainment – Band	\$600 (will try to get DISD band)
Police Officer / Security	\$450
Trash, Sanitation, First Aid, Safety	\$250
Shade/Tent + Weather Prep	\$300
Electrical & Power Needs	\$100
Photography / Social Media	\$250
Permits (if required)	\$150
Miscellaneous	\$500

Estimated Total: ≈ \$8,550

Wednesday, December 31, 2025



Arts Grant Application

Have you read and understood the Arts Funding Policy and Grant Guidelines?

Yes

By checking "Yes," you confirm that you have reviewed the current Arts Funding Policy and Grant Guidelines in full and understand the eligibility criteria, reporting requirements, and obligations associated with this grant application.

Section 1: General Information

Applicant Name (Individual or Organization)	Martin Izaiah Salazar
Mailing Address	1114 Lady Lane Duncanville, Texas, 75116
Phone Number	(214) 931-9219
Email	isalazar@aquaunited.com
How do you prefer to be contacted?	Email
Are you a first-time applicant?	Yes

Section 2: Eligibility

Check all that apply:	Individual Artist
Do you live or operate a business/studio within Duncanville, TX city limits?	Yes

Section 3: Grant Type

Select the grant category for which you are applying (select one):	Single Project Support Grant
--	------------------------------

Section 4: Project Information

Project/Event Title	DSO Principal Cellist Christopher Adkins in: 'Once Upon a Time'
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Brief Project Summary (2-3 sentences)

Dallas Symphony Principal Cellist Christopher Adkins and his Accompanist will perform a 120 min concert at the Poe-Hobden Amphitheater in Armstrong Park on May 16th. The Theme of the show is Once Upon a Time, showcasing pieces from Bach and melodies inspired by children's stories like: Hansel and Gretel and Cinderella.

Project Start Date

Saturday, May 16, 2026

Project End Date

Saturday, May 16, 2026

Do you have a confirmed location for this event or project?

Yes

Location(s)

Poe-Hobden Amphitheater in Armstrong Park - Already Booked for May 16th with the Rec Dept.

Is this project open to the public?

Yes

Section 5: Narrative

Please answer the following questions in no more than 250 words each.

Describe the purpose and artistic vision of the proposed project.

This project is about making classical music feel welcoming, imaginative, and accessible to the community. Once Upon a Time turns the Poe-Hobden Amphitheater into an open-air storybook, where music helps tell familiar tales many people grew up with. The concert blends works by Bach with melodies inspired by classic children's stories, creating a program that feels both elevated and easy to connect with. Led by Dallas Symphony Principal Cellist Christopher Adkins, the performance is designed to spark curiosity and emotion rather than feel formal or intimidating. By tying the music to storytelling, the concert invites audiences of all ages—especially first-time classical listeners—to engage with the experience in a relaxed, enjoyable way.

A key purpose of this project is bringing high-quality cultural programming to an underserved area. Hosting a world-class classical concert in Armstrong Park helps make this level of artistry accessible to the Duncanville community, without the need to travel to traditional concert halls. It offers residents an opportunity to experience live classical music up close in a familiar public space.

Overall, Once Upon a Time aims to celebrate imagination, community, and shared experience—proving that meaningful, high-level art can be both approachable and available to everyone.

How will the project serve the Duncanville community and promote public access?

This project will serve Duncanville by making high-quality classical music publicly accessible in a familiar, welcoming setting. By hosting the concert at the Poe-Hobden Amphitheater in Armstrong Park, the performance removes common barriers such as ticket cost, formal venues, and limited exposure to the arts. Residents can experience world-class musicianship close to home, in an outdoor space that encourages families, first-time listeners, and longtime arts supporters to attend together.

The event promotes public access by bringing elevated cultural programming directly into an underserved area, rather than asking audiences to travel to downtown arts institutions. Presenting Dallas Symphony Principal Cellist Christopher Adkins in a community park reinforces the idea that exceptional art belongs to everyone, not just traditional concert halls.

The storytelling theme, Once Upon a Time, further expands access by making the music relatable and engaging for all ages. Connecting classical pieces to familiar stories helps demystify the art form and invites broader participation, especially from young people and those who may not typically attend classical performances.

In addition to cultural enrichment, the concert encourages community gathering, shared experience, and pride in Duncanville's public spaces. By offering a high-caliber, inclusive arts experience, this project strengthens cultural equity and supports the city's goal of making the arts visible, approachable, and available to the entire community.

How will your project promote tourism or economic development within Duncanville?

This project will promote tourism and economic development by positioning Duncanville as a city that values and invests in high-quality cultural experiences. Hosting a performance by Dallas Symphony Principal Cellist Christopher Adkins in a public outdoor venue elevates the city's cultural profile and attracts visitors from surrounding communities who may not otherwise travel to Duncanville for an arts event.

The concert encourages increased foot traffic to Armstrong Park and nearby businesses, including local restaurants, cafés, and shops, as audiences often dine or gather before and after the performance. By activating a public space with a marquee cultural event, the project supports local commerce and highlights Duncanville as a destination for family-friendly, arts-centered programming.

In the long term, showcasing professional-level performances in accessible community spaces helps build Duncanville's reputation as a vibrant, culturally engaged city. This kind of visibility can encourage repeat visitation, future arts partnerships, and additional events that continue to drive economic activity.

List the individuals and organizations involved in planning or executing the project.

Christopher Adkins, Principal Cellist

Gabriel Sanchez, Pianist

Izaiah Salazar, Event Producer

Chris Arreola, Videography and Photography

Briefly describe your marketing plan.

The marketing plan will focus on broad, community-centered outreach to ensure strong public awareness and attendance. Printed flyers and posters will be distributed throughout Duncanville at libraries, community centers, parks, cafés, and other high-traffic public spaces. Direct, in-person outreach will include visiting local schools, nursing homes, and churches to share information and invite students, families, and seniors to attend.

Digital promotion will support this grassroots effort through targeted social media advertisements and organic posts across platforms such as Instagram and Facebook, highlighting the storytelling theme and the unique opportunity to experience a world-class musician in a public park.

The project will also rely on partnerships with local businesses. By networking with restaurants, shops, and service providers, we will secure sponsorship support and place promotional materials inside their storefronts. These collaborations help extend the reach of the campaign while strengthening local buy-in, ensuring the event feels like a shared community celebration rather than a single standalone performance.

How will you evaluate the success and impact of your project?

The success and impact of this project will be evaluated through both quantitative and qualitative measures. Attendance will be a primary indicator, including overall turnout and audience diversity, with special attention to first-time attendees and families. Strong participation will demonstrate increased public access to cultural programming in Duncanville.

Audience feedback will also play a key role. Informal surveys, comment cards, and social media engagement will help capture audience response, including enjoyment of the program, understanding of the theme, and interest in attending future arts events. This feedback will provide insight into how effectively the concert made classical music feel approachable and relevant.

Community impact will be assessed by observing engagement with the venue and surrounding area, such as increased activity in Armstrong Park and nearby businesses before and after the performance.

Collaboration with city staff and partners will help identify any noticeable economic or tourism-related benefits.

Finally, success will be measured by long-term outcomes, including interest from local organizations, schools, or arts partners in future programming. If the project sparks continued demand for accessible, high-quality cultural events in Duncanville, it will demonstrate meaningful and lasting impact beyond a single performance.

Section 6: Budget

Total Project Budget 4,552

Amount requested from the
Duncanville Arts Commission/City
Council 3000

Please attach a detailed budget



Duncanville Recital.pdf

Section 7: Required Documents

Document Checklist

Completed application form. *required

Narrative responses (Section 5) *required

Detailed project budget (Section 6) *required

Proof of Duncanville residency or business operation.
*required

City of Duncanville Vendor Packet (below) *required

Portfolio or artistic samples (*required for individual
artists)

Upload required documents



DRIVER LICENSE.pdf



VENDOR PACKET.pdf



PROOF OF CONCEPT.pdf

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature

Name

MARTIN SALAZAR

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public

art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.

DUNCANVILLE ADKINS CONCERT BREAKDOWN**Show Name:** Principal Cellist Christopher Adkins in: 'Once Upon a Time'**Show Date:** Saturday May 16th, 2026**Show** 120min /**Runtime/Start** 6:00PM**Venue:** Poe-Hobden Amphitheater in Armstrong Park**Talent:** Christopher Adkins, Cellist

TBD Acompanist, Pianist

Producer: Izaiah Salazar**Address:** 1114 Lady Ln. Duncanville, TX**Email:** isalazar@aquaunited.com

DESCRIPTION	AMOUNT
Venue Deposit and Fees	\$ 600.00
Special Events Permit	\$ 100.00
Health Dept Temporary Permit	\$ 52.00
Talent	\$ 1,000.00
Video/Photo	\$ 200.00
Sound	\$ 1,500.00
Concessions	\$ 300.00
Inventory	\$ 300.00
Marketing	\$ 500.00
Total	\$ 4,552.00

PORTFOLIO EQUIVILENT

THE APPLICANT HAS EXPERIECE PRODUCING FILMS AND WORKSHOPS FOR ACTORS

WORKSHOPS: <https://www.facebook.com/share/p/1BeQLkrF7d/>
<https://www.facebook.com/share/p/17uuyHjzZW/>

CHRISTOPHER ADKINS CAN BE SEEN AT THE DALLAS SYMPHONY PERFORMING ALMOST ALL SHOWS AT THE DSO

<https://www.dallassymphony.org/people/christopher-adkins/>

YOU CAN SEE A VERSION OF CHRIS'S PERFORMANCE HERE

<https://www.youtube.com/live/8INlJOJ3txg?si=DylfulTmR-eWLF4C>

Saturday, December 27, 2025



Arts Grant Application

Have you read and understood the Arts Funding Policy and Grant Guidelines?

Yes

By checking "Yes," you confirm that you have reviewed the current Arts Funding Policy and Grant Guidelines in full and understand the eligibility criteria, reporting requirements, and obligations associated with this grant application.

Section 1: General Information

Applicant Name (Individual or Organization)

Duncanville Arts Commission

Project Lead (if different)

Mary Ann Taylor

Mailing Address

203 E Wheatland Rd., High Ridge Drive
Duncanville, TX, 75137

Phone Number

(972) 780-5000

Email

arts@duncanvilletx.gov

How do you prefer to be contacted?

Call

Website or Social Media (if applicable)

City of Duncanville - Arts Commission

Are you a first-time applicant?

No

Section 2: Eligibility

Check all that apply:

Duncanville Arts Commission

Do you live or operate a business/studio within Duncanville, TX city limits?

Yes

Section 3: Grant Type

Select the grant category for which you are applying (select one):

Single Project Support Grant

Section 4: Project Information

Project/Event Title

Duncanville Poet Laureate

Brief Project Summary (2-3 sentences)

With Duncanville as a creative and artistic hub, a positive way to draw attention to its progress is creation of a poet laureate position. This is not a job with specific duties but a way to honor a poet and an opportunity to highlight the spoken arts throughout the community.

Project Start Date

Sunday, February 1, 2026

Project End Date

Wednesday, September 30, 2026

Do you have a confirmed location for this event or project?

No (if not, please provide an explanation in the field below)

Is this project open to the public?

Yes

Section 5: Narrative

Please answer the following questions in no more than 250 words each.

Describe the purpose and artistic vision of the proposed project.

Texas has had poets laureate since 1932. These individuals have come from all over the state. The appointment currently lasts one year. Cities can also appoint a poet laureate; San Antonio was the first in Texas to do so, in 2012. Dallas now has its second laureate, Mag Gabbert, whose term expires in March 2026

The Poet Laureate acts as an ambassador of the literary arts and the City of Duncanville by creating and reading poems and presenting their poems at public meetings and events to engage diverse voices, activate the community and broaden perspectives in shaping and furthering the literary arts and culture through creative expression.”

How will the project serve the Duncanville community and promote public access?

For Duncanville, the role of a poet laureate would first recognize the achievements of a local poet. Because performance poetry is not always written, consideration would be given to other criteria. Highlighting the literary arts is central to the concept, so activities throughout the year would reflect that motivation. The poet might be asked to prepare and read an original work for a particular City meeting or event. The work for another occasion might not be original, however, as might be appropriate, for example the Juneteenth celebration.

How will your project promote tourism or economic development within Duncanville?

This is literary arts / creative writing that will draw family, friends and others to Duncanville to support, hear and visit with the poet laureate. While visiting Duncanville, visitors will be encouraged to shop, eat and stay in the city. Duncanville will be one of the few cities that will be able to advertise the fact that we have a local poet laureate.

List the individuals and organizations involved in planning or executing the project.

Duncanville Arts Commission

Briefly describe your marketing plan.

Reception, appointment and/or application selection process to start the program. Plan on advertising and promoting through social media and other media outlets. Encourage the City of Duncanville and residents to incorporate the Poet Laureate in as many city events as possible.

How will you evaluate the success and impact of your project?

Surveys and public feedback.

Section 6: Budget

Total Project Budget3,500

Amount requested from the Duncanville Arts Commission/City Council3,500

Please attach a detailed budget

 Poet Laureate Budget_3698.docx

Section 7: Required Documents

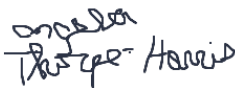
Document Checklist

- Completed application form. *required
- Narrative responses (Section 5) *required
- Detailed project budget (Section 6) *required
- Proof of Duncanville residency or business operation. *required

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature



Name

Angela Thorpe-Harris

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.

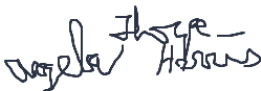
Property Owner Name

Angela Thorpe-Harris

Property Address

1302, High Ridge Drive
Duncanville, TX, 75137-3637

Property Owner Signature



Poet Laureate Budget

Stipend \$1,500

Reception / Selection Process \$1,000

Marketing \$1,000

Monday, December 29, 2025



Arts Grant Application

Have you read and understood the Arts Funding Policy and Grant Guidelines?

Yes

By checking "Yes," you confirm that you have reviewed the current Arts Funding Policy and Grant Guidelines in full and understand the eligibility criteria, reporting requirements, and obligations associated with this grant application.

Section 1: General Information

Applicant Name (Individual or Organization)

Brown Girls Do Inc/Brown Girls Do Ballet

Mailing Address

1714 Green Tree Lane,
Duncanville, TX, 75137

Phone Number

(469) 493-6841

Email

info@browngirlsdoballet.com

How do you prefer to be contacted?

Email

Website or Social Media (if applicable)

www.browngirlsdoballet.com
<https://www.instagram.com/browngirlsdoballet>
<https://www.facebook.com/BrownGirlsDoBallet>
<https://www.linkedin.com/company/brown-girls-do-ballet/>
<https://www.tiktok.com/@browngirlsdo>

Are you a first-time applicant?

No

Section 2: Eligibility

Check all that apply:

501(c)(3) Nonprofit

Do you live or operate a business/studio within Duncanville, TX city limits?

Yes

Section 3: Grant Type

Select the grant category for which you are applying (select one):

Annual Arts Program Grants (nonprofits only)

Section 4: Project Information

Project/Event Title

Empowerment Through Ballet

Brief Project Summary (2-3 sentences)

Brown Girls Do Ballet® is expanding its "Empowerment Through Ballet" community class program to Duncanville, Texas, to serve at-risk youth ages 4–12 with free ballet training. This initiative uses dance as a tool to foster physical fitness, emotional resilience, and positive mentorship in underserved communities. Through accessible, high-quality instruction and community support, the program helps young participants build confidence, discipline, and a sense of belonging.

Project Start Date

Saturday, March 7, 2026

Project End Date

Saturday, May 2, 2026

Do you have a confirmed location for this event or project?

Yes

Location(s)

The Journey Dance Center
219 S Cedar Ridge Dr, Duncanville, TX 75116

Is this project open to the public?

Yes

Admission Fee (if any)

0

Section 5: Narrative

Please answer the following questions in no more than 250 words each.

Describe the purpose and artistic vision of the proposed project.

The purpose of the proposed project is to expand Brown Girls Do Ballet®’s free community class program, Empowerment Through Ballet, in Duncanville, Texas, building on the successful launch of the program in fall 2025. The initial implementation demonstrated both strong community interest and the program’s effectiveness as a gateway to sustained ballet training for youth who may not otherwise have access to arts education.

During the fall 2025 pilot, seven participating dancers transitioned from the free community classes into full-time ballet instruction. Brown Girls Do Ballet® is currently covering each dancer’s tuition for a full year, ensuring consistency, stability, and continued artistic development without financial burden on their families. This outcome reflects the program’s ability to move beyond short-term exposure and create meaningful, long-term pathways within the arts. Based on this proven success, Brown Girls Do Ballet® seeks funding to increase the number of free community classes offered in Duncanville in 2026, allowing the program to serve additional students while strengthening its impact.

The artistic vision centers on inclusivity, representation, and access. Empowerment Through Ballet challenges traditional barriers within classical ballet by creating welcoming, culturally affirming spaces where young dancers can see themselves reflected in their instructors and peers. While rooted in foundational ballet technique, the program also prioritizes creativity, self-expression, discipline, and joy, reinforcing the belief that the arts belong to everyone, regardless of background or income.

How will the project serve the Duncanville community and promote public access?

The Empowerment Through Ballet project will serve the Duncanville community by offering free, weekly ballet classes to local youth ages 4–12, removing common barriers to arts participation such as cost, limited access, and lack of representation. Classes will be held at The Journey Dance Center, a trusted and

centrally located community partner, ensuring a safe, welcoming, and accessible environment for participating families. Brown Girls Do Ballet® will also collaborate with local schools and community-based organizations to identify and recruit students who would most benefit from the program.

By bringing high-quality ballet instruction directly into Duncanville, the project expands public access to the arts while fostering confidence, discipline, and creative expression among young participants. The program is intentionally designed to create culturally affirming spaces where students can see themselves reflected in their peers and instructors, helping to challenge long-standing perceptions of who belongs in classical ballet.

In addition to weekly instruction, the project emphasizes community engagement and visibility. The program will conclude with a free public showcase that highlights students' growth and achievements while inviting families, neighbors, and community members to celebrate the dancers' progress together. This culminating event serves not only as a performance opportunity for participants but also as a point of connection, pride, and shared investment in Duncanville's youth and arts ecosystem.

How will your project promote tourism or economic development within Duncanville?

By partnering with The Journey Dance Center and offering free public ballet programming, this project will help position Duncanville as a community that actively supports accessible arts and cultural engagement. The culminating public showcase is designed to draw families, educators, and arts supporters from Duncanville and neighboring cities, increasing foot traffic to nearby businesses, restaurants, and service providers.

The project also generates economic opportunity through paid roles for professional teaching artists, youth assistants, and local event vendors. As Brown Girls Do Ballet® expands its presence in Duncanville, we anticipate additional pop-up classes, performances, and collaborative events that further activate community spaces and attract regional audiences. Over time, these efforts will contribute to Duncanville's reputation as a destination for inclusive, family-centered arts programming that invests in both creative talent and the local economy.

List the individuals and organizations involved in planning or executing the project.

TaKiyah Wallace-McMillian (Executive Director-Brown Girls Do Inc)
Myatta Metzger (Owner-The Journey Dance Center)
Shirilyn Strong (Project Manager-Brown Girls Do Inc)

Briefly describe your marketing plan.

Our marketing plan includes a multi-channel approach to reach families in Duncanville and the surrounding areas. We will promote the program through social media campaigns, targeted email outreach, and digital flyers shared by The Journey Dance Center, local schools, and community partners. Printed materials will also be distributed at libraries, churches, and neighborhood events.

We'll feature participant stories and behind-the-scenes content on our social platforms to generate interest and build momentum. Press releases will be sent to local media outlets, and the culminating showcase will be promoted as a free community event to encourage broader attendance and visibility.

How will you evaluate the success and impact of your project?

We will evaluate the success of the project using both quantitative and qualitative measures. Attendance will be tracked at each class to monitor consistency and engagement, while pre- and post-program surveys will be administered to participants and families to assess changes in confidence, physical activity levels, and overall satisfaction.

Instructors will document progress in dance skills, and we will collect testimonials from students, parents, and community partners. The culminating showcase will serve as a public measure of achievement and community engagement. Long-term impact will be evaluated by tracking continued participation in local dance programming, use of provided resources, and referrals to our partner studio, The Journey Dance Center, for ongoing arts education.

Section 6: Budget

Total Project Budget	10,200
Amount requested from the Duncanville Arts Commission/City Council	5,000
Matching Funds (cash/in-kind)	5,000

Please attach a detailed budget

 Duncanville Expansion - Sheet1.pdf

Section 7: Required Documents

Document Checklist

- Completed application form. *required
- Narrative responses (Section 5) *required
- Detailed project budget (Section 6) *required
- Proof of Duncanville residency or business operation. *required
- City of Duncanville Vendor Packet (below) *required
- IRS 501(c)(3) determination letter (if applicable)

Upload required documents

 DeterminationLetter.pdf

 2023-10-12 - Vendor Packet - FILLABLE.pdf

 proofofresidency_6815.pdf

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature



Name

TaKiyah Wallace-McMillian

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.

Expense Item	Cost
Administrative coordination (part-time/project-based)	2000
Artistic salaries (instructors from The Journey Dance Cen	3000
Facility rental (class space at The Journey Dance Center)	2000
Marketing & outreach materials	700
Program supplies (leotards, tights, ballet shoes, snacks)	1500
Culminating showcase (low-cost, in-studio event)	1000
Total Project Budget	10200

Tuesday, December 30, 2025



Arts Grant Application

Have you read and understood the Arts Funding Policy and Grant Guidelines?

Yes

By checking "Yes," you confirm that you have reviewed the current Arts Funding Policy and Grant Guidelines in full and understand the eligibility criteria, reporting requirements, and obligations associated with this grant application.

Section 1: General Information

Applicant Name (Individual or Organization)

Candice Rigdon Johnson

Mailing Address

246 Larry Drive
Duncanville, TX, 75137

Phone Number

(469) 508-6695

Email

ordered.steps@yahoo.com

How do you prefer to be contacted?

Email

Website or Social Media (if applicable)

Candice Ordered Steps Johnson (Facebook)

Are you a first-time applicant?

No

Section 2: Eligibility

Check all that apply:

Individual Artist

Do you live or operate a business/studio within Duncanville, TX city limits?

Yes

Section 3: Grant Type

Select the grant category for which you are applying (select one):

Single Project Support Grant

Section 4: Project Information

Project/Event Title

He That Finds A Wife...FIND ME!

Brief Project Summary (2-3 sentences)

He That Finds a Wife...FIND ME! is a witty, emotionally charged comedy-drama about a woman who refuses to wait for love and takes control of her own destiny. When an unforeseen connection disrupts her carefully planned path, she's forced to reckon with the difference between the man she chose and the love she truly needs.

Project Start Date Saturday, May 30, 2026

Project End Date Saturday, May 30, 2026

Do you have a confirmed location for this event or project? No (if not, please provide an explanation in the field below)

Is this project open to the public? Yes

Admission Fee (if any) 15.00

Section 5: Narrative

Please answer the following questions in no more than 250 words each.

Describe the purpose and artistic vision of the proposed project.

The purpose of He That Finds a Wife...FIND ME! is to explore modern relationships through humor, honesty, and emotional nuance, centering a woman who actively chooses her future rather than waiting for it to be defined by others. The play examines themes of agency, timing, emotional maturity, and the often-unspoken difference between attraction and alignment — subjects that resonate deeply with contemporary audiences navigating love, partnership, and personal growth.

This project builds on the proven success of my recent stage production, Fixin' His Plate, which was met with enthusiastic audience response and strong attendance, drawing approximately 325 attendees. Audience engagement, word-of-mouth support, and critical praise for the writing affirmed both the demand for and the impact of locally produced, culturally resonant theatrical work.

Artistically, the vision for He That Finds a Wife...FIND ME! is a character-driven comedy-drama that balances sharp dialogue with heartfelt moments, allowing laughter and reflection to coexist. The story unfolds in familiar, everyday settings, grounding the narrative in realism while elevating it through wit and emotional truth. The production is designed to be accessible, engaging, and conversation-sparking, encouraging audiences to reflect on their own assumptions about choice, love, and readiness without moralizing or prescribing answers.

Ultimately, He That Finds a Wife...FIND ME! aims to create a shared cultural experience that entertains while inviting thoughtful discussion, continuing my commitment to developing original theatrical work that reflects the complexity, humor, and heart of our community.

How will the project serve the Duncanville community and promote public access?

Building on the strong response to Fixin' His Plate, this project is designed to bring residents together for a shared artistic experience that encourages connection, conversation, and community pride through storytelling.

Public access will be promoted by presenting the production within Duncanville at an easily accessible venue and offering affordable ticket pricing to ensure broad participation. The project will prioritize the involvement of local actors, creatives, and production support, further strengthening community investment and showcasing local talent. Outreach efforts will include promotion through community networks, social media, and word-of-mouth engagement, which proved highly effective in reaching audiences for the previous production.

In addition to live performances, the project will create opportunities for post-show discussion and informal audience engagement, fostering dialogue around the play's themes and reinforcing theater as a space for shared reflection. By centering local voices and inviting wide public participation, He That Finds a Wife...FIND ME! will contribute meaningfully to Duncanville's cultural landscape while expanding access to live performance for residents who may not regularly attend the arts.

How will your project promote tourism or economic development within Duncanville?

He That Finds a Wife...FIND ME! will contribute to economic activity within Duncanville by attracting audiences to a local live theater event, encouraging increased foot traffic and spending in the surrounding area. Live performances naturally support nearby restaurants, retail businesses, and service providers as attendees often dine, shop, and gather before and after the show, creating a positive ripple effect within the local economy.

The project will also elevate Duncanville’s visibility as a destination for original, community-driven arts programming. Building on the demonstrated success of Fixin’ His Plate, which drew audiences beyond typical venue capacity through word-of-mouth and regional interest, this production is positioned to attract attendees from neighboring communities, expanding Duncanville’s cultural reach and reinforcing its reputation as a hub for engaging local entertainment.

Additionally, the use of local venues, local artists, and local vendors keeps project spending within the community, directly supporting local talent and businesses. By presenting high-quality, accessible theatrical work rooted in the city, He That Finds a Wife...FIND ME! supports both cultural tourism and sustainable economic development through the arts.

List the individuals and organizations involved in planning or executing the project.

Candice & Cedrick Johnson

Briefly describe your marketing plan.

The marketing plan for He That Finds a Wife...FIND ME! will focus on targeted community outreach and proven grassroots promotion. Primary efforts will include social media marketing across Facebook and Instagram, leveraging existing audience engagement and word-of-mouth momentum established through previous productions. Digital content such as rehearsal photos, short video clips, and cast features will be used to build anticipation and encourage sharing.

Additional outreach will include distribution of digital and printed flyers within Duncanville at community centers, local businesses, and event hubs, as well as direct promotion through community networks and partnerships. This combination of digital visibility and local, on-the-ground engagement reflects the successful strategy used for Fixin’ His Plate and is designed to maximize attendance while remaining cost-effective.

How will you evaluate the success and impact of your project?

The success and impact of He That Finds a Wife...FIND ME! will be evaluated through a combination of attendance data, audience engagement, and community feedback. Quantitative measures will include ticket sales, audience turnout, and repeat attendance, providing clear indicators of public interest and accessibility within the Duncanville community.

Qualitative evaluation will be gathered through informal post-show discussions, audience responses during performances, and direct feedback shared through conversations and social media engagement. These responses offer insight into how effectively the project resonates emotionally and culturally with audiences. Additional indicators of success include participation from local artists and collaborators, as well as the project’s ability to generate continued interest in future programming.

Together, these measures will help assess both the immediate impact of the production and its broader contribution to community connection, cultural engagement, and access to live theater in Duncanville.

Section 6: Budget

Total Project Budget	\$15,000
Amount requested from the Duncanville Arts Commission/City Council	\$10,000
Matching Funds (cash/in-kind)	\$5,000

Please attach a detailed budget

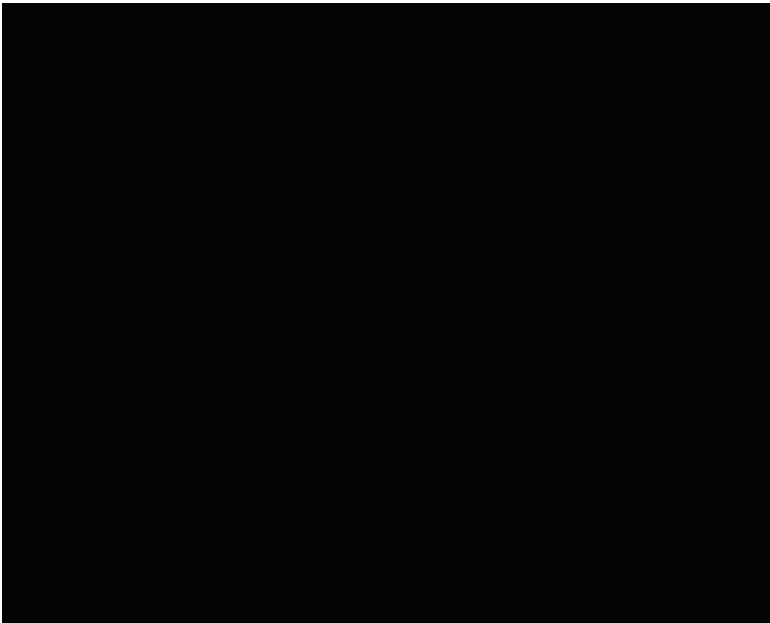
 He That Finds a Wife - Budget.pdf

Section 7: Required Documents

Document Checklist

- Completed application form. *required
- Narrative responses (Section 5) *required
- Detailed project budget (Section 6) *required
- Proof of Duncanville residency or business operation.
*required
- City of Duncanville Vendor Packet (below) *required

Upload required documents



 JOHNSON VENDOR PACKET.pdf

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature



Name

Candice Rigdon Johnson

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the

"He That Finds a Wife...FIND ME!"

A play by Candice Y. Johnson

BUDGET

TOTAL: \$15,000

FACILITY: \$2,000

ACTORS: \$6,000

SOUND: \$500-800

DANCERS: \$750

MUSICIANS: \$1,500

SET/STAGE: \$1,500

CATERING/CAST MEALS: \$500

PROPS: \$750

MARKETING: \$1,200

Wednesday, December 31, 2025



Arts Grant Application

Have you read and understood the Arts Funding Policy and Grant Guidelines?

Yes

By checking "Yes," you confirm that you have reviewed the current Arts Funding Policy and Grant Guidelines in full and understand the eligibility criteria, reporting requirements, and obligations associated with this grant application.

Section 1: General Information

Applicant Name (Individual or Organization)

Agustin Chavez "Dummyfresh"

Mailing Address

430A E. Wheatland Rd.
Duncanville, Texas, 75137

Phone Number

(214) 271-5831

Email

dummyfresh@hotmail.com

How do you prefer to be contacted?

Call

Website or Social Media (if applicable)

www.Dummyfresh.com
Instagram.com/dummyfresh
www.Paletero.com

Are you a first-time applicant?

Yes

Section 2: Eligibility

Check all that apply:

Individual Artist

Business Entity

Do you live or operate a business/studio within Duncanville, TX city limits?

Yes

Section 3: Grant Type

Select the grant category for which you are applying (select one):

Single Project Support Grant

Section 4: Project Information

Project/Event Title

Lettering Art and Design Workshops

Brief Project Summary (2-3 sentences)

Im a Lettering/Mural Artist. and we host Lettering workshops where we teach the art of lettering. how to start and how to practice. classes include supplies, paper, and instruction by 3 lettering designers. classes usually last 4-5 hours. Workshops include digital lettering/design computer based and or Paper and markers based.

we would like to do 1-2 workshops per month. hosting about 20-25 people inside my new retail store at Wheatland plaza.

Project Start Date

Saturday, February 7, 2026

Project End Date

Friday, December 4, 2026

Do you have a confirmed location for this event or project?

Yes

Location(s)

Dummyfresh Hat Store
430A E. Wheatland Rd.

Is this project open to the public?

Yes

Admission Fee (if any)

25

Section 5: Narrative

Please answer the following questions in no more than 250 words each.

Describe the purpose and artistic vision of the proposed project.

The purpose of this project is to establish a recurring lettering workshop series that teaches the fundamentals and creative process of hand-lettering and digital lettering design. This initiative is designed to inspire new artists, strengthen existing skill sets, and build a long-term platform where lettering, design, and community connection can thrive.

How will the project serve the Duncanville community and promote public access?

The retail Space will serve as a Gallery showcasing Local Art for public viewing and as a creative studio.

How will your project promote tourism or economic development within Duncanville?

In Past workshops we promote the workshops to all artists, and designers, we have people drive in from surrounding cities.

List the individuals and organizations involved in planning or executing the project.

Thewritehanded.com is out collective. that hosts the workshops. we also do pop up lettering were we do custom lettering on cards as keepsakes for all kinds of event.

Briefly describe your marketing plan.

The marketing plan will include Facebook ads, Flyers at local Art Supply Stores, to target all levels of art. Posting flyers on all our social media platforms.

How will you evaluate the success and impact of your project?

the success is measured right when they walk in the door. taking our workshop is one step closer to being more creative as a designer, or lettering artist. we offer help even after workshops are over. we want to be mentors for the upcoming generations. when I started lettering. I had to take workshops out of the state.

and they cost over 200\$. having something local would help a lot of DFW and texas artists.

Section 6: Budget

Total Project Budget25,200

Amount requested from the
Duncanville Arts Commission/City
Council25200

Please attach a detailed budget

 Lettering Workshop Budget.pdf

Section 7: Required Documents

Document Checklist

- Completed application form. *required
- Narrative responses (Section 5) *required
- Detailed project budget (Section 6) *required
- Proof of Duncanville residency or business operation.
*required
- City of Duncanville Vendor Packet (below) *required
- Portfolio or artistic samples (*required for individual
artists)

Upload required documents

 DummyfreshCreative_Portfolio_120623.pdf

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature



Name

Agustin Chavez

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.

LETTERING WORKSHOP BUDGET PROPOSAL

Annual Plan: 12 Workshops (1 per month)

Location: Wheatland Plaza • 20–25 participants • 4–5 hours each

Cost Breakdown Per Workshop

Expense Category	Cost
Instructor Fees (3 designers)	\$1,200
Space Rental Fee	\$500
Materials (supplies for 20–25 students)	\$400
TOTAL PER WORKSHOP	\$2,100

Annual Cost Projection (12 Workshops)

Category	Amount
Instructor Fees (12 × \$1,200)	\$14,400
Space Rental (12 × \$500)	\$6,000
Materials (12 × \$400)	\$4,800
TOTAL ANNUAL INVESTMENT	\$25,200

Summary & Purpose

The purpose of this workshop series is to:

- Teach foundational and advanced lettering techniques (paper & digital)
- Support emerging artists and build a local creative community
- Provide accessible creative education with professional instructors
- Create recurring attendance, brand recognition, and long-term growth

Total Annual Cost: \$25,200

Tuesday, December 30, 2025



Arts Grant Application

Have you read and understood the Arts Funding Policy and Grant Guidelines?

Yes

By checking "Yes," you confirm that you have reviewed the current Arts Funding Policy and Grant Guidelines in full and understand the eligibility criteria, reporting requirements, and obligations associated with this grant application.

Section 1: General Information

Applicant Name (Individual or Organization)

Alexandria Gurley

Mailing Address

1532 Sax Leigh Drive
Dallas, Texas, 75241

Phone Number

(469) 245-3896

Email

bookalexthagreat@gmail.com

How do you prefer to be contacted?

Email

Website or Social Media (if applicable)

Website: www.alexthagreat.com

Instagram: [@followthagreat](https://www.instagram.com/followthagreat)

Facebook: www.facebook.com/alexthagreatfans

Are you a first-time applicant?

Yes

Section 2: Eligibility

Check all that apply:

Individual Artist

Do you live or operate a business/studio within Duncanville, TX city limits?

Yes

Section 3: Grant Type

Select the grant category for which you are applying (select one):

Single Project Support Grant

Section 4: Project Information

Project/Event Title

Maya Angelou Literary Festival

Brief Project Summary (2-3 sentences)

The inaugural Maya Angelou Literary Festival is a celebration of the work and life of one of America’s most prolific orators in the city of Duncanville. This event will consist of a writing workshop, essay contest, dance tribute performance, and end with a poetry slam competition.

Project Start Date

Saturday, April 4, 2026

Project End Date

Saturday, April 4, 2026

Do you have a confirmed location for this event or project?

No (if not, please provide an explanation in the field below)

Is this project open to the public?

Yes

Admission Fee (if any)

0

Section 5: Narrative

Please answer the following questions in no more than 250 words each.

Describe the purpose and artistic vision of the proposed project.

This event’s purpose is multilayered: to reinvest in the economic development of the Duncanville community, to encourage and promote the arts in Duncanville, to enhance the literacy capital in the city, and to promote the interdisciplinary art of cultural icon Maya Angelou. This half day event will be interactive, inclusive, and innovative in that it is the first of its kind in the entire state of Texas.

Schedule of Events

2:00pm Still I Rise Writing Workshop

3:00pm I Know Why the Caged Bird Sings Essay Contest

3:30pm Phenomenal Woman Dance Performance

4:00pm Maya Angelou Tribute Poetry Slam

*Note on Location: I am working on confirming venue location, however in the meantime I wanted to ensure my application was in before the proper deadline. I have a few venues that I will reach out to so that I am confident I will be able to secure for the event. They are listed here in order of preference, and I will need to confirm availability: Duncanville Public Library, Duncanville Community Theater and the Duncanville Recreation Center.

How will the project serve the Duncanville community and promote public access?

This project will serve the Duncanville community in a number of ways. First, by very nature of it being held in Duncanville, the residents will be able to engage. The essay contest will be open to Duncanville high school students in 9th-12th grades so not only will this be a chance for them to engage on community programming with the arts, but they will have the opportunity to also enhance their writing skills and compete for a cash prize. I will be reaching out to promote this to Duncanville High School, PACE High School, and Village Tech School respectively. The writing workshop and all other events will be free and open to the public to attend. I see a collaboration with the Duncanville Public Library as extension of the Duncanville Writers Group.

How will your project promote tourism or economic development within Duncanville?

This festival will promote tourism due to its attracting talent and people from outside of Duncanville to attend and to participate in the events. People traveling from outside of the DFW area will need a place to stay and will be prompted to stay in Duncanville thereby adding to the economic growth of the city. Additionally, the festival will have local vendors on site as well as buy from local food vendors for the event.

List the individuals and organizations involved in planning or executing the project.

I will be organizing and planning the event and will be hosting the poetry slam as well as facilitating the writing workshop. I have tentative plans for a dancer to perform to the recitation of Maya Angelou’s Phenomenal Woman poem. For this I will reach out to a local artist named Myatta Flanagan who is the Executive Director of the Journey Dance Center in Duncanville. There will be 10 poets competing in the poetry slam who will be identified upon a call for entries. There will also be a call for visual art to be put on display as a reflection of Angelou’s work entitled “Alone”. I will be creating a team of 4-5 volunteers to help execute these events on the day of.

Briefly describe your marketing plan.

Marketing for this event will include several different approaches. I will be creating an Eventbrite page to gather RSVP’s and establish communication with emails to registrants. I will be running paid ads on social media through Facebook and Instagram. I will also be using these platforms to make posts about the event from 5 weeks leading up to the day. I am using my personal Facebook as well as my artist page and my Instagram for myself as well. I will be doing canvassing with physical flyers with a street team to local businesses in the surrounding area as well as promoting at the Duncanville Switch Market for Feb and March. I will be sending email blasts to my mailing lists for my brand Right 2 Write Poetry Slam Festival as well as Random Xpressions Open Mic. Lastly, I will be calling on some old-fashioned word of mouth as a technique for promotion. The world gets smaller when you think of the artist world and literary community so having artists themselves be promoters. There is an organization in our neighboring state of Arkansas called the Celebrate Maya Project that I also plan to reach out to and hopefully collaborate with in some way, cross marketing, and invite attendees to join us.

How will you evaluate the success and impact of your project?

The festival’s success will be based on attendance and engagement. I have a goal for total attendance of 120 people, and I count success as reaching 70% of that goal. To track tourism to the city, I am aiming for at least 15% of attendance to come from people outside of the Duncanville zip codes (75116, 75137, and 75138). Impact comes from the responses and feedback from attendees on how they enjoyed the event and how they deem it worthy of coming back to Duncanville. And of course, if even just one person learns more of the impact and legacy of Maya Angelou then I count it as a job well done.

Section 6: Budget

Total Project Budget	3500
Amount requested from the Duncanville Arts Commission/City Council	3000
Matching Funds (cash/in-kind)	500

Please attach a detailed budget

 Duncanville Project Budget.docx

Section 7: Required Documents

Document Checklist

- Completed application form. *required
- Narrative responses (Section 5) *required
- Detailed project budget (Section 6) *required
- Proof of Duncanville residency or business operation.

*required

City of Duncanville Vendor Packet (below) *required

Portfolio or artistic samples (*required for individual artists)

Upload required documents



Completed Duncanvill Vendor Packet.pdf



City of Desoto Letter of Reference.pdf



Addendum on Duncanville Residenc... .docx



City of Duncanville Artist Portfolio.doc

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature



Name

Alexandria Gurley

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.

ALEX THA GREAT

www.alexthagreat.com

bookalexthagreat@gmail.com

ARTIST STATEMENT

As an artist, I have built vulnerability, honesty, humility, and growth into my practice. I perform poetry and share stories of family, social justice, and African American culture through an innovative combination of poetry, prose, and authentic storytelling. My identity of mother, daughter, sister, friend, black, woman, heterosexual, poor working class, Christian, college educated, and survivor informs my history and predates my future. My academic background fused with real-world experience and my travels have informed my necessary coalition with people of all races and my understanding of the struggle of other marginalized peoples. My poems touch on a wide variety of content including race, religion, love, heartbreak, politics, prejudice, peace, self-identity, and self-esteem. Through my writing workshops, I challenge participants to reflect on their own identities and dig deeper into themselves to unlock their own personal narratives and experiences in creative verse. I study work from both older writers such as Maya Angelou, Sonia Sanchez, Ntozake Shange, and Langston Hughes, as well as contemporary writers like Aja Monet, Zora Howard, Danez Smif, and Dominique Christina to inform my work. I believe that at a foundational level a great writer reads other people's work and practices their craft. They study their craft and grow to be better.

SELECTED HIGHLIGHTS & AWARDS

- 2025 **CHAMPION:** Denton Black Film Festival Poetry Slam
- 2024 **CHAMPION:** Tex-Lou Poetry Jamboree Haiku Battle
- 2024 **CHAMPION:** Chicharra Poetry Slam Festival Haiku Battle
- 2023 **Semi-Finalist:** Atmosphere Press Playa Flamingo Writing Residency
- 2023 **Finalist:** Dallas Poet Laureate
- 2023 2nd Place: Killeen Word Fest Slam
- 2023 **WINNER:** Independence Day Poetry Slam
- 2023 4th Place: Women of the World Poetry Slam Finalist
- 2023 3RD Place: Denton Black Film Festival Poetry Slam
- 2022 **WINNER:** Pitt Art of Diversity Showcase- Writing Award
- 2022 2ND Place: The Grand Slam Juneteenth Commemoration
- 2022 Best of Button Video Award
- 2021 **WINNER:** Pitt Art of Diversity Showcase-Performance Art Award
- 2020 **WINNER:** Delta Sigma Theta Arlington Alumnae Chapter Spoken Word Event
- 2019 2nd Place: Tarrant County College Poetry Slam
- 2018 2nd Place: National Civil Rights Museum Drop the Mic Poetry Slam

EDUCATION

Claremont Graduate University, Claremont, CA, 2011

Master of Arts in Cultural Studies

Certificate in Women & Gender Studies

Certificate in Africana Studies

University of California Irvine, Irvine, CA, 2008

Bachelor of Arts in African American Studies

ARTIST GRANTS & RESIDENCIES

- 2025 City of Desoto, Desoto Artist Lab- Artist in Residence, Desoto, TX (\$3,000)
- 2024-2025 City of Dallas, **Community Artist Program Roster**, Dallas, TX (\$3,000)
- 2023-2024 City of Dallas, **Community Artist Program Roster**, Dallas, TX (\$3,000)
- 2023 City of Dallas, **Culture of Value Funding Program Recipient**, Dallas, TX (\$1,700)

2022-2023 City of Dallas, **Community Artist Program Roster**, Dallas, TX (\$4,000)
Winter 2023 Arts Mission Oak Cliff, **Artist in Residence**, Dallas, TX (\$1,000)

EDITORIAL EXPERIENCE

2020-2024 Resume Writer, Talent Inc.
2021 Reader, The Cookout Literary Journal
2011 Writing Coach, College Summit
2011-2012 Essay Editor, AG College Application Personal Statement Services

TEACHING EXPERIENCE

2011-2013 **Teaching Artist**, Big Thought

2020-2022 **Founder/Core Facilitator**, Right 2 Write Poetry Workshops

2022-2023 **City of Dallas Community Artist Program**: Dallas Youth Poets, Pleasant Grove Recreation Center, Paul Laurence Dunbar Lancaster Kiest Branch Library, Ridgewood Belcher Recreation Center, Exall Park Recreation Center, Urban Arts Collective

2020-2023 **Independent Contractor**: Marywood University, BART Charter Public School, San Diego State University, Everett Community College, Cornell University, University of Arkansas Fayetteville, Howard Community College, Occidental College, Wells College, Marietta College, Lane Community College

2021-2024 **Workshop Facilitator**: Rite of Joy Conference, Exit 36 Poetry Slam Festival

POETRY PERFORMANCE/PUBLIC SPEAKING EXPERIENCE (*selected*)

March 2025, Missouri State University, WHM Keynote
June 2024, Lakeland College, Juneteenth Keynote "Juneteenth: A Celebration Beyond a Day"
March 2023, Minneapolis College, Women's History Month Keynote "The Woman Warrior In You"
Oct 2022, TedX Desoto, Talk "Communal Mothers Formerly Known as Single"
June 2022, Fossil Group, Juneteenth Celebration Performance
May 2022, Texas Instruments, Interfaith Council Meeting
Feb 2022, Clemson University, Black History Month Keynote "The Persistence in Our Melanin"
March 2021, Lasell U., Keynote "Ants Rats and Cats and Dogs: Minimizing Stress and Maximizing Self-Care"
Feb 2021, Southern Illinois University, BHM Keynote "What Happened to the Black Family Unit?"
Jan 2021, Univ. of TN, MLK Speech "Follow the Leader: Recognizing Our Ancestors, Forging Our Paths"
Sept 2020, St. Phillips College, HBCU Week Event Performance
March 2019, Texas A & M University Commerce, WHM Event Performance
Feb 2018, Schreiner University, Black History Month Event Performance

PUBLICATIONS

Books:

Weeping in Public Spaces (2022)
Everything My Daddy Taught Me (2019)
Black Souls Dance On Beat (2015)

Anthologies:

"10 Things I Wanna Say To A Black Woman's Hair", "For Big Mama", G.R.I.T.S.: An Anthology on Southern Queer Womyn's Voices & Their Allies. Eds. Poet On Watch & Amber N. Williams. Austin: FreeVerse Publishing, September 2013.

Journals:

"There is a Noun I Can't Pronounce", *The Cookout Literary Journal*, Spring 2022. Online.
"Black Barbie Doll" and "When Black Privilege and White Privilege Collide", *riverrun*, Spring 2016. Online.

Gurley, Alexandria E. 2

“Rollercoaster of Love”, “My Father”, “The Core of My Beliefs”, “The Day We Met”, *The Legendary*, May 2014. Online.
“Bio Poem #1”, *Linden Avenue Literary Journal*, October 2013. Online.
“Letter to the Future”, *The Voices Project*, June 2013. Online.

Media:

2023 *Dominoes as a Way of Life*, **Write About Now**
2023 *Parenting and Poems*, **Button Poetry**
2023 *Communal Mothers...Formerly Known as Single*, **TedX Talks**
2022 *My Love is Famous*, **Write About Now**
2022 *An Ode to my Loudmouth*, **Write About Now**
2022 *When Black Privilege and White Privilege Collide*, **Button Poetry**
2021 *On Childhood Fears That May Never Go Away*, **Button Poetry**
2021 *Black Joy is a Love Language*, **TedX Talks**
2020 *Black Women Don't Know How To Do Nothing...But Make It*, **Write About Now**
2020 *The Baby Mama Poem*, **Write About Now**
2020 *My Feminism*, **Write About Now**
2020 *Ode to Congresswoman Maxine Waters*, **Write About Now**

COMMUNITY OUTREACH SERVICES

Pop Up Poetry Day, Dallas, TX (2022-Present)
Black Genius Poetry Brunch, Dallas, TX
Justice for Trayvon Martin Rally, Dallas, TX
Valentines Day Drive for the Homeless, Dallas, TX (2019-2021) Raised \$600
Art Feeds Us Festival, Los Angeles, CA

Video File Links

I Had/Have/Am A Mother

<https://www.youtube.com/watch?v=N2lppKiAi8Q&t=13s>

Black Joy

<https://www.youtube.com/watch?v=kueAn1E9Fl8&t=96s>

Black Women Don't Know How To Do Nothing...But Make It

<https://www.youtube.com/watch?v=8NuhbBrU2tQ&t=47s>

The Struggle

<https://www.youtube.com/watch?v=eJNybI2ke2Q&t=73s>

On Childhood Fears That May Never Go Away

<https://www.youtube.com/watch?v=sT4qYDaYKZ4&t=27s>

The Reclamation

<https://www.youtube.com/watch?v=iibbPRoHnL8&t=52s>

List of References

Avery-Jai Andrews, Executive Director
Arts Mission Oak Cliff
410 S Windomere Avenue
Dallas, TX 75208
artsmissionoc.org
(214) 796-9083
avery-jai@artsmissionoc.org

Rolanda Brigham, Arts Culture & Heritage Manger
City of Desoto
211 East Pleasant Run Road
Desoto, TX 75115
www.desototexas.gov
(972) 230-7330
rbrigham@desototexas.gov

Duncanville Single Project Grant
Proposed Budget for Maya Angelou Literary Festival

Income:

Requested Funds from City of Duncanville Arts Commission: \$3,000

Private Donations: \$250

Registration Fees: \$250

Total Income: \$3,500

Expenses:

Poetry Slam First Place Prize: \$500

Poetry Slam Second Place Prize: \$250

Poetry Slam Third Place Prize: \$100

Workshop Facilitator Fee: \$150

Artist Stipend: \$500

Dancer Fee: \$150

Essay Contest First Place Prize: \$150

Essay Contest Second Place Prize : \$50

Venue Rental Fees : \$800

Festival Swag : \$200

Marketing Fees : \$400

Snacks : \$250

Total Expenses : \$3,500



972.230.9300

| 211 E. Pleasant Run Road, DeSoto, TX 75115-3939 |

desototexas.gov

December 24, 2025

To Whom It May Concern,

I am pleased to write this letter of reference in strong support of Alexandria Gurley, also known professionally as Alex Tha Great, for consideration by the Duncanville Arts Commission grant program.

Alex Gurley served as a spoken word artist with the DeSoto Artist Lab Residency program, where she demonstrated exceptional artistic talent, professionalism, and community engagement. During her residency, she facilitated Haiku workshops as well as multiple poetry workshops that were thoughtfully designed, inclusive, and impactful for participants of varying ages and experience levels.

Alex's ability to connect with the community through language and performance was evident in every aspect of her work. Her workshops encouraged creativity, self-expression, and confidence, while also honoring the cultural and artistic mission of the City of DeSoto. She consistently delivered high-quality programming and represented the city with integrity, enthusiasm, and excellence.

In addition to her strong artistic voice, Alex is a reliable collaborator and an effective educator. She was well-prepared, responsive to participant needs, and committed to ensuring that each workshop was both meaningful and accessible. Her contributions significantly enhanced the DeSoto Artist Lab Residency program and left a lasting positive impression on both participants and organizers.

I am confident that Alexandria Gurley will be an asset to any initiative supported by the Duncanville Arts Commission. She has proven her ability to use the arts as a tool for community enrichment and cultural development, and I wholeheartedly recommend her for this grant opportunity.

Please feel free to contact me should you require any additional information.

Sincerely,

A handwritten signature in black ink that reads "Rolanda Brigham". The signature is fluid and cursive, with a long horizontal stroke at the end.

Rolanda Brigham
Arts, Culture and Heritage Manager
City of DeSoto
Rbrigham@desototexas.gov
972-230-7330

— So much to love —
Arts, Culture & Heritage Department

Monday, December 22, 2025



Arts Grant Application

Have you read and understood the Arts Funding Policy and Grant Guidelines?

Yes

By checking "Yes," you confirm that you have reviewed the current Arts Funding Policy and Grant Guidelines in full and understand the eligibility criteria, reporting requirements, and obligations associated with this grant application.

Section 1: General Information

Applicant Name (Individual or Organization)

Esther Williams

Mailing Address

2005 Bentwood Drive
Glenn Heights, TX, 75154

Phone Number

(301) 814-3501

Email

Esther2.Williams@gmail.com

How do you prefer to be contacted?

Email

Are you a first-time applicant?

Yes

Section 2: Eligibility

Check all that apply:

Individual Artist

Do you live or operate a business/studio within Duncanville, TX city limits?

No

Section 3: Grant Type

Select the grant category for which you are applying (select one):

Single Project Support Grant

Section 4: Project Information

Project/Event Title

Pieces of Us: A Duncanville Community Mosaic

Brief Project Summary (2-3 sentences)

Pieces of Us is a community-driven mosaic mural project that invites residents of Duncanville of all ages

to contribute hand-placed mosaic tiles during a series of guided workshops. If awarded, the project will take place during Spring Break in March, providing an accessible and timely opportunity for families, students, and community members to participate.

Participants will create individual mosaic pieces on 4" x 4" canvas panels, each representing a personal expression of Duncanville's shared identity, values, and stories. Approximately 200 individual panels will be assembled into a unified mosaic mural measuring roughly 20–25 square feet. The completed artwork will be permanently installed inside a public building, serving as an inclusive, highly visible, and lasting symbol of community connection, creativity, and civic pride.

Project Start Date

Sunday, March 1, 2026

Project End Date

Saturday, March 28, 2026

Do you have a confirmed location for this event or project?

No (if not, please provide an explanation in the field below)

Is this project open to the public?

Yes

Admission Fee (if any)

\$0

Section 5: Narrative

Please answer the following questions in no more than 250 words each.

Describe the purpose and artistic vision of the proposed project.

Pieces of Us: A Duncanville Community Mosaic is a participatory public art project designed to bring residents together through creativity, learning, and shared expression. The purpose of the project is to strengthen community connection and civic pride by inviting residents of all ages to contribute to a single, collaborative artwork.

Artistically, the vision centers on harmony and unity. Each participant will create a mosaic tile on a 4" x 4" canvas panel, representing their individual voice, while the final assembled mural will symbolize how many unique pieces come together to form a balanced and cohesive whole. Through color, pattern, and design, the finished work will visually reflect Duncanville's shared values, history, and sense of belonging.

How will the project serve the Duncanville community and promote public access?

This project serves the Duncanville community by offering a free, inclusive, hands-on art experience that is accessible to residents of all ages and skill levels. Community workshops will be held during Spring Break, making participation convenient for families, students, and working residents.

Participants will not only create art but also learn about Duncanville's history, culture, and basic art principles. To promote accessibility, instructional materials will include a QR code linking to a short video that allows participants to complete their tiles at home if needed and return them for installation.

The completed mosaic will be permanently installed inside a public building in Duncanville, ensuring year-round public access and visibility for residents and visitors.

How will your project promote tourism or economic development within Duncanville?

The completed mosaic mural will serve as a permanent public art feature that enhances the visual and cultural appeal of a Duncanville public building. Public art contributes to placemaking by creating welcoming spaces that encourage visitation, community pride, and repeat engagement.

The project's community-driven process and final installation can be highlighted through City communications, social media, and cultural programming, positioning the mural as a point of interest for visitors attending events, programs, or activities in Duncanville. By investing in visible, locally created

public art, the project supports Duncanville’s broader efforts to promote cultural vibrancy, quality of life, and economic vitality.

List the individuals and organizations involved in planning or executing the project.

- Project Artist (Applicant) – project design, facilitation, instruction, and installation
- Assistant Artist – workshop support and installation assistance, possibly inviting participation from Duncanville ISD Teachers or students
- Duncanville Arts Commission – project funding and oversight
- City of Duncanville (Public Building Partner) – installation location and coordination

Briefly describe your marketing plan.

Marketing for the project will focus on community awareness, participation, and recognition of City support. Promotion will include digital flyers, social media posts, and website content shared through City and Arts Commission channels. All marketing materials will include required City and/or Commission logos.

During the project, photos and short videos from workshops will be shared to highlight community involvement and progress. Upon completion, the final installation will be promoted as a permanent public art feature, with signage acknowledging funding support. The project may also be featured in City newsletters, press releases, or cultural programming announcements to extend visibility beyond the workshop period.

How will you evaluate the success and impact of your project?

Project success will be evaluated through both participation and outcomes. Key measures will include the number of community members engaged, diversity of participants, completion of mosaic panels, and successful installation of the final artwork.

Qualitative feedback will be gathered through informal participant comments and observations during workshops, including engagement levels and learning outcomes. The lasting impact of the project will be reflected in the permanent public installation, ongoing visibility, and continued community interaction with the artwork. Success will also be measured by the project’s ability to foster connection, pride, and a sense of shared ownership within the Duncanville community.

Section 6: Budget

Total Project Budget	3,000
Amount requested from the Duncanville Arts Commission/City Council	3,000
Matching Funds (cash/in-kind)	1200

Please attach a detailed budget

 Pieces of Us - Art Grant Proposal. E... .docx

Section 7: Required Documents

Document Checklist

- Completed application form. *required
- Narrative responses (Section 5) *required

Detailed project budget (Section 6) *required

Proof of Duncanville residency or business operation.
*required

City of Duncanville Vendor Packet (below) *required

Upload required documents

 EWilliams Vendor.pdf

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature

Esther Williams

Name

Esther Williams

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.



**Pieces of Us: A Duncanville Community Mosaic
Project Budget**

A. Grant Funds Requested (Up to \$3,000)

Category	Description	Quantity / Details	Cost
Artist Fee (Project Lead)	Design, curriculum development, workshop facilitation (4 workshops), and installation oversight (See table below for detailed breakdown)	22 hours @ \$50/hr	\$1,100
Materials & Supplies	4" x 4" canvas panels, paint, brushes, mosaic materials, adhesives, grout, sealant, safety supplies	220 panels + supplies	\$800
Printing & Physical Marketing Materials	Instructional handouts, signage, acknowledgment materials with City/Arts Commission logos	Lump sum	\$200
Mounting & Installation Materials	Backing panels, mounting hardware, adhesives, finishing materials	Lump sum	\$500
Student Intern Stipends	Three student interns @ \$100 each	3 interns	\$300
Total Grant Funds Requested			\$3,000

B. Matching Funds (In-Kind & Cash Contributions)

Category	Description	Contribution Type	Value
Donated Artist Time	Additional planning, curriculum refinement, extended workshop support, documentation, and post-install coordination	In-Kind	\$800
Donated Marketing & Graphic Design	Design of digital flyers, social media graphics, instructional visuals, and promotional materials	In-Kind	\$200
Additional Intern Support	Meals, transportation, or supplemental materials for interns	Cash	\$200
Total Matching Funds			\$1,200



Total Project Value

Funding Source	Amount
Grant Funds Requested	\$3,000
Matching Funds	\$1,200
Total Project Value	\$4,200

Artist Fee Breakdown – Project Lead (Applicant)

Activity	Description	Hours	Rate	Cost
Project Design & Concept Development	Visual concept, layout planning, color palette, and overall artistic direction	6 hrs	\$50/hr	\$300
Curriculum Development & Instructional Materials	Workshop curriculum; educational content on Duncanville history, art elements, color theory, mosaic techniques; creation of QR-code instructional video	6 hrs	\$50/hr	\$300
Community Workshops (4 sessions)	Four workshops @ 2 hours each; on-site instruction, facilitation, participant guidance, and material oversight	8 hrs	\$50/hr	\$400
Final Assembly & Installation Oversight	Tile sorting, layout coordination, supervision of interns, and final installation and finishing	2 hrs	\$50/hr	\$100
Total Artist Fee		22 hrs		\$1,100



Wednesday, December 31, 2025



Arts Grant Application

Have you read and understood the Arts Funding Policy and Grant Guidelines?

Yes

By checking "Yes," you confirm that you have reviewed the current Arts Funding Policy and Grant Guidelines in full and understand the eligibility criteria, reporting requirements, and obligations associated with this grant application.

Section 1: General Information

Applicant Name (Individual or Organization)	Jones Inck
Mailing Address	206 N Main St Duncanville, TX, 75116
Phone Number	(972) 209-3021
Email	hello@jonesinck.com
How do you prefer to be contacted?	Email

Website or Social Media (if applicable)

Jonesinck.com

Are you a first-time applicant?

Yes

Section 2: Eligibility

Check all that apply:

Business Entity

Do you live or operate a business/studio within Duncanville, TX city limits?

Yes

Section 3: Grant Type

Select the grant category for which you are applying (select one):

Single Project Support Grant

Section 4: Project Information

Project/Event Title	Spring Main Street Shopping & Music Experience
---------------------	--

Brief Project Summary (2-3 sentences)

We would like to create a two day experience where small business shopping meets local live music. A family-friendly atmosphere that invites residents and visitors to explore Main Street.

Project Start Date

Friday, May 8, 2026

Project End Date

Saturday, May 9, 2026

Do you have a confirmed location for this event or project?

Yes

Is this project open to the public?

Yes

Section 5: Narrative

Please answer the following questions in no more than 250 words each.

Describe the purpose and artistic vision of the proposed project.

We are proposing a Spring Shopping & Music Experience designed to activate the downtown district, increase foot traffic, and highlight the city’s growing creative culture as Spring arrives and people are getting back out as the weather gets nicer and people can walk around, shop and dine.

How will the project serve the Duncanville community and promote public access?

This project will connect the residents and visitors to small businesses creating an inviting family-friendly atmosphere that encourages residents and visitors to explore Main Street in Duncanville.

How will your project promote tourism or economic development within Duncanville?

This project will centralize the participating small businesses therefore creating an easy access for residents and visitors to explore Main Street shopping and entertainment experience.

List the individuals and organizations involved in planning or executing the project.

Jones Inck and Corbett Mitchell Media & Consulting.

Briefly describe your marketing plan.

We will create printed and digital marketing materials to distribute within the Best Southwest along with social media platforms. We will also market through our local and neighboring chambers of commerce.

How will you evaluate the success and impact of your project?

We will create an event on Facebook and Eventbrite to monitor the success and impact of this project.

Section 6: Budget

Total Project Budget

\$9,335

Amount requested from the Duncanville Arts Commission/City Council

\$3500

Please attach a detailed budget



Jones Inck – Spring Main Street Shopping & Music Experience

We are Jones Inck, a locally owned small business located on Main Street in Duncanville, we are proposing a Spring Shopping & Music Experience designed to activate the downtown district, increase foot traffic, and highlight the city's growing creative culture as spring arrives and people are getting back out as the weather gets nicer and people can walk around, shop and dine. We want to connect with other businesses and will combine small business shopping with live performances from local DFW musical artists, creating an inviting, family friendly atmosphere that encourages residents and visitors to explore Main Street in May.

Funding from the Duncanville Arts Commission will directly support the performing artist portion of the event. By investing in live music, the Commission helps elevate the overall experience, drawing in new audiences who may not otherwise visit the area.

Musical performances serve as a natural anchor, attracting walk-in traffic, encouraging longer stays, and creating a vibrant environment that benefits surrounding businesses.

This event aligns with the Commission's mission to promote arts engagement, support local talent, and strengthen Duncanville's cultural identity. Additionally, it contributes to economic vitality by encouraging tourism, increasing visibility for Main Street businesses, and showcasing Duncanville as a destination for arts-centered community experiences. With the Commission's support, Jones Inck aims to create a signature spring event that celebrates creativity, commerce, and community pride.

Michaela Jones, Owner
Jones Inck
<https://www.jonesinck.com/>

Budget

Entire Event Estimated Costs \$9335
Refreshments for 2 days: \$980
Signage: \$1255
Advertising: \$1500
Misc Fees and Costs (decorations, set up, etc): \$1200

Arts Commission would help in supporting the following:

Artist Performance Fees
Estimated Cost: \$2,500-\$3,500
Justification:
• Compensation for 3 to 5 local musical artists or small ensembles for 2 days
• Includes performance time, rehearsal preparation, and equipment needs
• Supports local creatives and aligns with the Commission's mission to uplift the arts community

2. Sound & Technical Support
Estimated Cost: \$300-\$600
Justification:
• Covers sound equipment rental (speakers, microphones, mixers)
• Ensures performances are professional, audible, and engaging for attendees
• May include a sound technician to manage setup and live mixing

3. Stage or Performance Area Setup
Estimated Cost: \$150-\$300



Spring is a great time to get everyone out on Main Street as the city becomes vibrant again after the cold months. We have so many great shops on Main Street. We want to try to do something at least 2 times a year that highlights our businesses and our artists in the Southwest Dallas area.



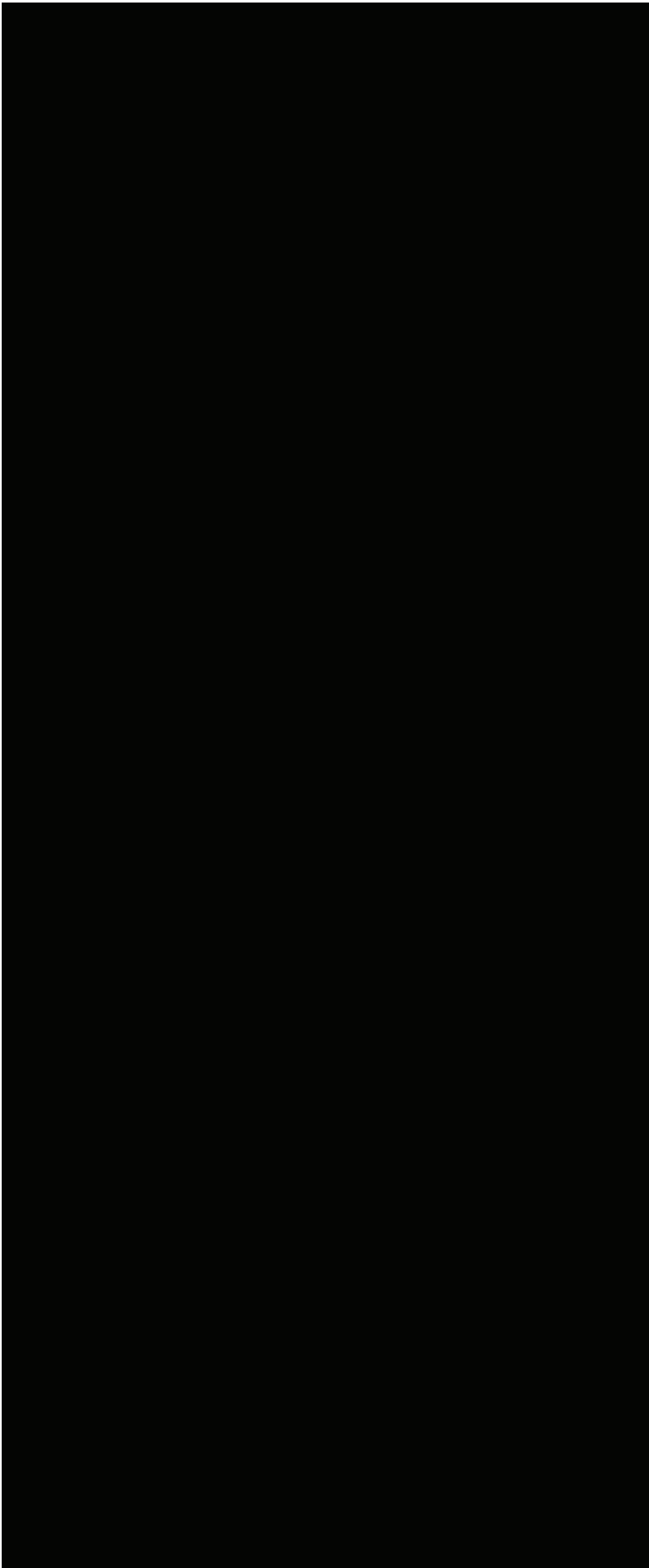
6

Section 7: Required Documents

Document Checklist

- Completed application form. *required
- Narrative responses (Section 5) *required
- Detailed project budget (Section 6) *required
- Proof of Duncanville residency or business operation. *required
- City of Duncanville Vendor Packet (below) *required

Upload required documents



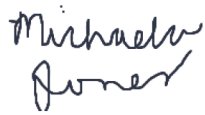


JonesInckLLC Tax permit.pdf

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature



Name

Michaela Jones

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.

SPRING 2026

Shop On Main



Jones Inck – Spring Main Street Shopping & Music Experience

We are Jones Inck, a locally owned small business located on Main Street in Duncanville, we are proposing a Spring Shopping & Music Experience designed to activate the downtown district, increase foot traffic, and highlight the city's growing creative culture as spring arrives and people are getting back out as the weather gets nicer and people can walk around, shop and dine. We want to connect with other businesses and will combine small business shopping with live performances from local DFW musical artists, creating an inviting, family friendly atmosphere that encourages residents and visitors to explore Main Street in May.

Funding from the Duncanville Arts Commission will directly support the performing artist portion of the event. By investing in live music, the Commission helps elevate the overall experience, drawing in new audiences who may not otherwise visit the area.

Musical performances serve as a natural anchor, attracting walk-in traffic, encouraging longer stays, and creating a vibrant environment that benefits surrounding businesses.

This event aligns with the Commission's mission to promote arts engagement, support local talent, and strengthen Duncanville's cultural identity.

Additionally, it contributes to economic vitality by encouraging tourism, increasing visibility for Main Street businesses, and showcasing Duncanville as a destination for arts-centered community experiences. With the Commission's support, Jones Inck aims to create a signature spring event that celebrates creativity, commerce, and community pride.

Michaela Jones, Owner
Jones Inck
<https://www.jonesinck.com/>

Budget

Entire Event Estimated Costs \$9335

Refreshments for 2 days: \$980

Signage: \$1255

Advertising: \$1500

Misc Fees and Costs (decorations, set up, etc): \$1200

Arts Commission would help in supporting the following:

Artist Performance Fees

Estimated Cost: \$2,500–\$3,500

Justification:

- Compensation for 3 to 5 local musical artists or small ensembles for 2 days
- Includes performance time, rehearsal preparation, and equipment needs
- Supports local creatives and aligns with the Commission's mission to uplift the arts community

2. Sound & Technical Support

Estimated Cost: \$300–\$600

Justification:

- Covers sound equipment rental (speakers, microphones, mixers)
- Ensures performances are professional, audible, and engaging for attendees
- May include a sound technician to manage setup and live mixing

3. Stage or Performance Area Setup

Estimated Cost: \$150–\$300



Spring is a great time to get everyone out on Main Street as the city becomes vibrant again after the cold months. We have so many great shops on Main Street. We want to try to do something at least 2 times a year that highlights our businesses and our artists in the Southwest Dallas area.



Tuesday, December 16, 2025



Arts Grant Application

Have you read and understood the Arts Funding Policy and Grant Guidelines?

Yes

By checking "Yes," you confirm that you have reviewed the current Arts Funding Policy and Grant Guidelines in full and understand the eligibility criteria, reporting requirements, and obligations associated with this grant application.

Section 1: General Information

Applicant Name (Individual or Organization)

Bria Maiden

Mailing Address

1519 S. Greenstone Lane
Duncanville, TX, 75137

Phone Number

(214) 263-0522

Email

briamadeit@gmail.com

How do you prefer to be contacted?

Email

Website or Social Media (if applicable)

www.supaflystudio.com
Instagram = @supafly.studio

Are you a first-time applicant?

No

Section 2: Eligibility

Check all that apply:

Individual Artist

Business Entity

Do you live or operate a business/studio within Duncanville, TX city limits?

Yes

Section 3: Grant Type

Select the grant category for which you are applying (select one):

Single Project Support Grant

Section 4: Project Information

Project/Event Title	SUPAFLY
Brief Project Summary (2-3 sentences)	
SupaFly will offer free community dance classes from February–April 2026, providing youth with accessible hip hop instruction in a supportive and creative environment. The program focuses on confidence, self-expression, and community connection while giving students a positive space to grow through movement.	
Project Start Date	Monday, February 2, 2026
Project End Date	Saturday, April 25, 2026
Do you have a confirmed location for this event or project?	Yes

Location(s)
202 W. Center St. Duncanville, TX (Old Rail Station)
Is this project open to the public?
Yes

Admission Fee (if any)	0
------------------------	---

Section 5: Narrative

Please answer the following questions in no more than 250 words each.

Describe the purpose and artistic vision of the proposed project.

The purpose of the proposed SupaFly project is to provide free, high-quality hip hop dance classes that remove financial barriers and expand access to the arts for youth during Spring 2026 (February–April). Rooted in community care and cultural expression, the project creates a consistent and welcoming space where young people can build confidence, discipline, and a sense of belonging through movement. By offering these classes at no cost, SupaFly aims to reach students who may not otherwise have access to formal dance training or creative outlets.

How will the project serve the Duncanville community and promote public access?

Building on the success of the Fall 2025 season, SupaFly saw strong student participation and a well-attended end-of-season showcase that drew families from across the DFW area, demonstrating clear community interest and support for the program.

The Spring 2026 program will promote public access by keeping classes free, welcoming new and returning students, and offering a public showcase that allows the broader Duncanville community to experience and celebrate youth creativity. By expanding visibility and maintaining open access, SupaFly strengthens community connection and ensures the arts remain inclusive and available to all.

How will your project promote tourism or economic development within Duncanville?

The SupaFly project will promote tourism and economic development in Duncanville by hosting public classes and end-of-season showcases that attract families and visitors from surrounding cities within the DFW area. These events encourage attendees to spend time in Duncanville before and after classes and performances, supporting local restaurants, shops, and small businesses.

Additionally, the program elevates Duncanville’s reputation as a city that invests in youth, arts, and culture. By consistently offering visible, high-quality community arts programming, SupaFly helps position Duncanville as a creative destination, increasing foot traffic, community pride, and long-term interest in local cultural events.

List the individuals and organizations involved in planning or executing the project.

Bria Maiden

Briefly describe your marketing plan.

Our marketing plan will use a combination of social media, flyers, word of mouth, and in-person outreach to reach the Duncanville community. We will promote the program through Instagram, Facebook, and TikTok by sharing class highlights and event information, while distributing flyers at local schools, community centers, and businesses. Word of mouth will be encouraged through current students and families, and we will also visit local schools to request teaching trial classes during free periods to build interest and introduce students directly to the SupaFly program.

How will you evaluate the success and impact of your project?

We will evaluate the success and impact of the project through a combination of attendance tracking, sign-ins and sign-ups, participant surveys, and community engagement. Surveys collected from students and parents will help measure satisfaction, growth, and overall experience, while class attendance and registration numbers will show participation levels. Additionally, turnout at the end-of-season showcase will be used to assess community interest, public engagement, and the overall reach of the program.

Section 6: Budget

Total Project Budget\$12,000

Amount requested from the Duncanville Arts Commission/City Council\$10,000

Matching Funds (cash/in-kind)0

Please attach a detailed budget

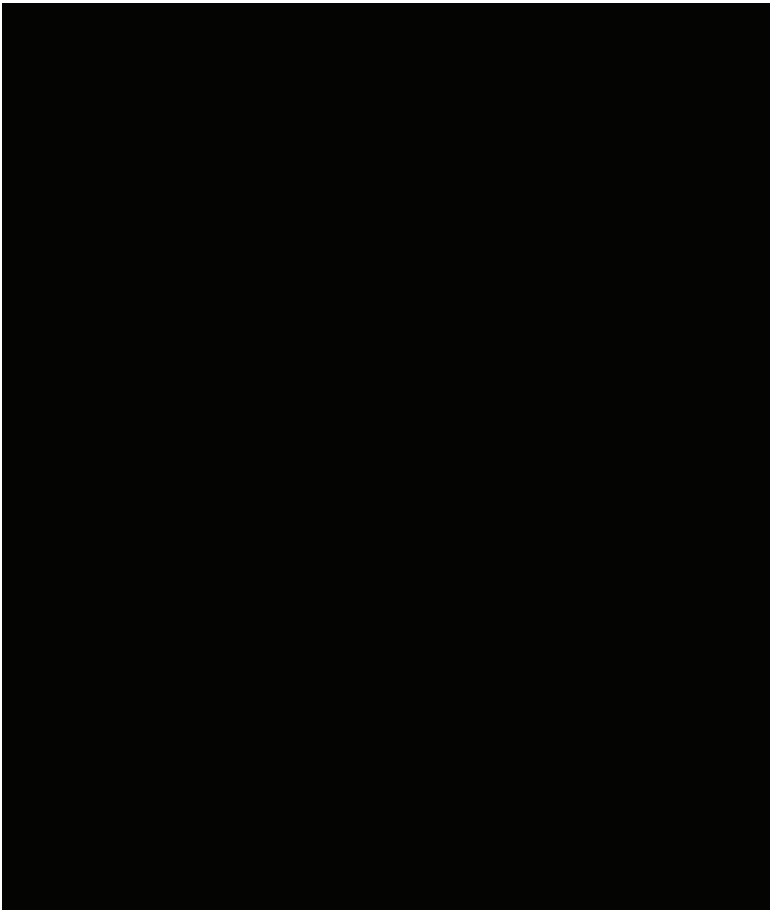
 Budget Spring 2026.docx

Section 7: Required Documents

Document Checklist

- Completed application form. *required
- Narrative responses (Section 5) *required
- Detailed project budget (Section 6) *required
- Proof of Duncanville residency or business operation. *required
- City of Duncanville Vendor Packet (below) *required
- Portfolio or artistic samples (*required for individual artists)

Upload required documents



 Fall 2025 Recap of Program_6900.docx

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature

Bria Maiden

Name

Bria Maiden

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.

Item	Cost	Notes
Rolling Mirrors	\$3,000	Portable dance mirrors for classrooms
Guest Instructors (3 x \$150 each)	\$450	Three guest instructors for special sessions
Space Rental	\$900	Rental fees for dance space (Feb–April)
End-of-Season Showcase	\$1,000	Venue, production, and marketing costs
Costumes	\$1,200	Dance costumes for participants
Photographer	\$500	Professional photos at showcase
Videographer	\$500	Video coverage for promotional use
Prizes	\$100	Awards for participants
Water and Snacks	\$250	Refreshments for classes and events
Marketing Materials	\$800	Flyers, social media ads, boosted posts
Additional Equipment	\$1,000	Sound system upgrade, lighting, or props
Participant Support	\$1,000	Transportation assistance or scholarships
Contingency Fund	\$300	For unexpected expenses
Total	\$12,000	

Saturday, December 27, 2025



Arts Grant Application

Have you read and understood the Arts Funding Policy and Grant Guidelines?

Yes

By checking "Yes," you confirm that you have reviewed the current Arts Funding Policy and Grant Guidelines in full and understand the eligibility criteria, reporting requirements, and obligations associated with this grant application.

Section 1: General Information

Applicant Name (Individual or Organization)

The Journey Dance Center

Project Lead (if different)

Myatta Metzger-Flanagan

Mailing Address

219 Cedar Ridge Dr
Duncanville, TX, 75116

Phone Number

(214) 870-0211

Email

journeydancecenter@gmail.com

How do you prefer to be contacted?

Email

Website or Social Media (if applicable)

www.thejourneydancecenter.com [@JDCDallas](https://www.facebook.com/JDCDallas)

Are you a first-time applicant?

No

Section 2: Eligibility

Check all that apply:

Business Entity

Do you live or operate a business/studio within Duncanville, TX city limits?

Yes

Section 3: Grant Type

Select the grant category for which you are applying (select one):

Single Project Support Grant

Section 4: Project Information

Project/Event Title	The City in Motion
Brief Project Summary (2-3 sentences)	
"The City in Motion"—a multi-week community outreach program designed to eliminate barriers to entry for dance. This project will provide free workshops in public Duncanville spaces, culminating in a collaborative community performance. Our goal is to reach children who have never had the opportunity to step into a formal studio and invite them into the Journey family.	
Project Start Date	Monday, April 27, 2026
Project End Date	Monday, July 27, 2026
Do you have a confirmed location for this event or project?	No (if not, please provide an explanation in the field below)
Is this project open to the public?	Yes

Section 5: Narrative

Please answer the following questions in no more than 250 words each.

Describe the purpose and artistic vision of the proposed project.

- "Dance in the Parks" Series: Four Saturdays of free, open-air dance workshops held at Armstrong Park. These workshops cover various styles (Hip-Hop, Ballet, and Jazz) and are open to all Duncanville residents ages 4–18.
- * The "Journey" Scholarship Fund: A core component of this grant is providing "Starter Kits" and tuition assistance for 15 under-resourced Duncanville students to begin full-time training at The Journey Dance Center.
- Public Art Collaboration: We will partner with a local Duncanville visual artist or photographer to create a "Dance Wall" (a temporary photo installation or mural) possible at the Recreation Center, showcasing Duncanville youth in motion.

How will the project serve the Duncanville community and promote public access?

Our goal is to engage at least 100-200 unique Duncanville youth through our "Dance in the Parks" workshop series. We will implement a digital and physical "Check-In" station at every park event to collect zip code data and participant ages. This ensures we are specifically reaching Duncanville residents and measuring the geographical spread of our impact.

How will your project promote tourism or economic development within Duncanville?

By strategic advertising, via social media, flyers and website promotions a portion of the project includes marketing Duncanville as a destination for the arts and sports specifically targeting potential visitors within the DFW Metroplex. With this event we aim to market heavily in Duncanville along with neighboring cities.

List the individuals and organizations involved in planning or executing the project.

The Journey Dance Center Staff

Briefly describe your marketing plan.

Regional Digital Advertising: Targeted social media campaigns (Instagram/Facebook) and Google Search ads aimed at the DFW Metroplex and neighboring North Texas counties.

Tourism Partnerships: Collaborating with the Duncanville Chamber of Commerce and local hotel partners to place digital and physical collateral (brochures/QR codes) in lobbies and visitor centers.

Public Relations: Distributing press releases to regional news outlets and local travel influencers to

highlight the project as a "destination event."

How will you evaluate the success and impact of your project?

We will implement a digital and physical "Check-In" station at every park event to collect zip code data and participant ages. This ensures we are specifically reaching Duncanville residents and measuring the geographical spread of our impact.

We will also measure engagement via a dedicated QR code on the installation that leads to a "Community Feedback" landing page. Success will be measured by the number of scans and the sentiment of the feedback received from the public from the Dance Wall installation.

For the Journey Scholarship, By utilizing a unique "Grant Participant" registration code for our studio, we can track how many families from the free park series transition into regular tuition-paying members, ensuring the arts continue to thrive in Duncanville long after the grant period ends.

Section 6: Budget

Total Project Budget 15000

Amount requested from the Duncanville Arts Commission/City Council 10000

Matching Funds (cash/in-kind) 3000

Please attach a detailed budget

 The City In Motion Grant Budget Outline.pdf

Section 7: Required Documents

Document Checklist

- Completed application form. *required
- Narrative responses (Section 5) *required
- Detailed project budget (Section 6) *required
- Proof of Duncanville residency or business operation. *required
- City of Duncanville Vendor Packet (below) *required

Upload required documents

 Vendor Packet JDC.pdf

 Lease v.5 - The Journey Dance Centerpdf

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature**Name**

Myatta Metzger

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.

The City in Motion: Journey's Community Dance Project

Budget Outline

Item	Description	Cost
Instructor and Staff Fees	Hiring professional instructors and staff for expanded multi-week park workshops and regional masterclasses.	\$4,000
Marketing & Outreach	Regional digital ad campaign (Meta/Google) targeting DFW tourism, flyers and regional banners.	\$2,500
Outreach Gear	125 "Journey Starter Packs" (T-shirt, water bottle, drawstring bag) for participants and out-of-town visitors.	\$3,250
Production/Permits	Rental fees for multiple park location days, professional sound/stage equipment, and safety/security permits.	\$2,625
Scholarship Fund	Covering tuition/entry fees for 37 local and low-income recipients to ensure equitable community access.	\$2,625
TOTAL		\$15,000

Budget Justification

The proposed budget of \$15,000 is designed to maximize community impact while strictly adhering to the city's dual goals of economic vitality and cultural placemaking.

- **Personnel & Programming (\$4,000):** By increasing our instructor pool to a variety of different dance techniques, we can offer a wider variety of specialized workshops. These "Masterclass" style sessions are designed to serve as a regional draw, attracting enthusiasts from across the DFW Metroplex to Duncanville.
- **Regional Marketing & Tourism (\$2,500):** To satisfy the objective, 60% of this allocation is dedicated to digital advertising targeting audiences outside a 50-mile radius. This ensures that the project functions as a tourism driver, not just a local event, thereby supporting the city's Hotel Occupancy Tax (HOT) fund requirements.
- **Participant Resources & Outreach (\$3,250):** The "Journey Starter Packs" serve a dual purpose: they lower the barrier to entry for new participants and act as "walking billboards" for Duncanville. High-quality, branded gear increases the visibility of the city both during and after the program.
- **Production, Safety, and Scale (\$2,625):** The increase in production funding allows us to utilize multiple city parks and improve the professional quality of our outdoor setups (sound and flooring). This ensures a high-quality "destination experience" that encourages visitors to stay longer and visit nearby local businesses.

- **Equity and Access (\$2,625):** In alignment with the city's commitment to being a "vibrant and inclusive" community, the expanded Scholarship Fund ensures that financial constraints do not prevent Duncanville residents from participating in high-quality arts education programming.

Matching-in-Kind Contribution: The Journey Dance Center will also be looking into community partners and local small businesses to partner with us for this project. Our goal is to achieve \$3000 in contribution outlined below:

Volunteer Staffing: 10-20 Community Volunteers 150 hours @ \$17/hr. \$2,720

Donated Supplies: Local Business Sponsors Water, snacks, and workshop materials \$800.00-\$1,250.



(214) 333-2900

nvdallas.com



Project Title:
“VIDA IMPACT LAB”

Project Location
NV Multimedia Center
610 N. Cedar Ridge Dr. Duncanville, TX 75116 (Building 2)

CONTENT INCLUDED:

- Program Overview
- Civic, Economic, and Public Impact
 - Budget Proposal Overview

Prepared by:

Vicente Delgado Jr.
vjdelgado@nvdallas.com
(214) 533-5924 – Mobile
611 Winston Dr. DeSoto, TX 75115

**Legal representative of Nueva Vida/New Life Assembly, Inc.
a 501(C)(3) Domestic Nonprofit organization (Applicant)*

Presented to:

City of Duncanville, Texas
City Mayor and/or Council
Arts Commission

Presentation Purpose:

ARTS Program Grant Application

Total Pages:

7 (including cover)

PROJECT NARRATIVE



I. PROJECT DESCRIPTION

VIDA Impact Lab is a community-centered arts initiative housed at the NV Multimedia Center in Duncanville, Texas. The project is designed to expand equitable access to artistic experiences while supporting local artists, fostering cultural expression, and strengthening community connection.

Through a curated series of interactive workshops and participatory arts activities, VIDA Impact Lab will engage residents of all ages—including youth, families, and seniors—in meaningful, hands-on creative experiences. Programming will be culturally responsive and accessible, with an emphasis on participation rather than passive observation.

The NV Multimedia Center provides an established, accessible community setting that supports creative collaboration, learning, and public engagement. VIDA Impact Lab leverages this space to serve as a hub where artists and community members connect, create, and contribute to Duncanville's cultural vitality.

II. PROJECT GOALS

Goal 1: Expand Access to the Arts

Provide quality arts programming that is accessible and welcoming to Duncanville residents, reducing financial and social barriers to participation.

Goal 2: Support Local Artists and Creatives

Engage and fairly compensate/incentivize local and regional artists to lead workshops, performances, and collaborative arts experiences.

Goal 3: Strengthen Community Connection

Use the arts as a tool to foster social connection, cultural appreciation, and shared community experiences.

Goal 4: Build Sustainable Community Partnerships

Collaborate with our city, local organizations, artists, and volunteers to expand program reach and long-term impact.

III. MEASURABLE OUTCOMES

VIDA Impact Lab will achieve the following outcomes during the grant period:

1. Community Participation

- Serve 250–400 Duncanville residents through arts programming hosted at the NV Multimedia Center.
- Engage participants across multiple age groups, including youth, families, and seniors.

2. Artist Engagement

- Contract and compensate/incentivize 6–10 local or regional artists.
- Consider providing paid opportunities for performers, teaching artists, and facilitators.

3. Program Delivery

- Deliver 6–8 arts-based events or workshops, including but not limited to: performances, hands-on workshops, and collaborative arts sessions.
- Ensure programming emphasizes participatory and educational engagement.

4. Community Awareness

- Increase awareness of arts opportunities through targeted marketing and outreach efforts, resulting in consistent attendance and repeat participation.

IV. EVALUATION METRICS & METHODS

Program success will be measured using a combination of quantitative and qualitative evaluation tools:

1. Attendance Tracking

- Sign-in sheets or digital attendance logs at each event

2. Participant Feedback

- Brief post-event surveys measuring:
 - Satisfaction with programming
 - Accessibility and inclusiveness
 - Perceived community value
 - Interest in future participation

3. Artist & Partner Feedback

- Short evaluations completed by participating artists and partners assessing:
 - Program coordination
 - Audience engagement
 - Collaborative effectiveness

4. Program Documentation

- Photography and/or videography documenting activities
- Marketing and outreach engagement metrics (digital reach, attendance trends)

5. Final Program Report

A final report will be submitted to the City of Duncanville detailing:

- Total participants served
- Number of artists engaged
- Program activities delivered
- Community impact highlights
- Lessons learned and future recommendations

V. COMMUNITY IMPACT STATEMENT

VIDA Impact Lab at the NV Multimedia Center will enhance Duncanville's cultural landscape by increasing access to the arts, supporting local creatives, and fostering meaningful community engagement. By emphasizing participation, inclusion, and collaboration, the project will contribute to a stronger, more connected, and culturally vibrant community.

VI. PROJECT OVERSIGHT/TEAM MEMBERS

INDIVIDUAL	AREA
Vicente Delgado Jr.	Administration & Partnerships
Brenda Delgado	Finance & Facility
Nelson Altamirano	Studio (Photography, Video, Production)
Angelica Romero	Talent Acquisition, Marketing & Community Engagement
Victor Hernandez	IT & Local FM LP-Radio



CIVIC, ECONOMIC, AND PUBLIC IMPACT

Civic & Community Engagement Contribution

VIDA Impact Lab contributes to the City of Duncanville's civic engagement goals by creating accessible arts programming that brings residents together in shared public experiences. By hosting arts activities at the NV Multimedia Center, the project provides a consistent, welcoming space where residents can gather, interact, and participate in cultural life.

The program encourages civic pride, community ownership, and neighborhood connection by engaging residents not only as audience members, but as active participants in creative expression. Volunteer involvement, local partnerships, and artist collaboration further reinforce civic participation and community stewardship.

Economic Impact & Creative Economy Support

VIDA Impact Lab supports Duncanville's local economy by investing directly in the creative sector. Grant funds will be used to fairly compensate local and regional artists, facilitators, designers, and service providers, generating earned income and professional opportunities within the creative economy.

Additionally, program activities are expected to stimulate ancillary economic activity as attendees frequent nearby restaurants, small businesses, and service providers before or after events. By positioning the NV Multimedia Center as a hub for arts and culture, VIDA Impact Lab contributes to the vibrancy and economic vitality of the surrounding area.

Tourism & Destination Development

VIDA Impact Lab enhances Duncanville's tourism approach by offering arts and cultural programming that attracts visitors beyond immediate neighborhoods. Curated events, workshops, and performances create destination-based experiences that can draw regional audiences, artists, and collaborators to the city.

Through consistent programming and targeted marketing, VIDA Impact Lab positions the NV Multimedia Center as a recognizable cultural destination, contributing to Duncanville's identity as a city that values creativity, cultural engagement, and community-centered experiences.

Public Accessibility & Inclusion

VIDA Impact Lab is designed to be accessible to the public while maintaining responsible facility management. Programming will be open to community members with clear communication regarding event schedules, participation guidelines, and capacity limits.

Efforts will be made to ensure:

- Affordable or no-cost access when possible
- Clear signage and communication
- Inclusive programming for multiple age groups and backgrounds

The NV Multimedia Center's layout allows for controlled access to program areas while maintaining accessibility for participants.



Safety & Security Considerations

Public access to VIDA Impact Lab programming will be balanced with appropriate safety and security measures. Events will be structured to ensure a safe, welcoming environment for participants, artists, volunteers, and staff.

Safety measures include:

- Designated event areas within the facility
- Project Team member(s) & Volunteer presence during all public activities
- Clear entry and exit procedures

These measures allow the NV Multimedia Center to remain secure while serving as a public-facing arts and community engagement space.

Strengthened Community Impact Statement

VIDA Impact Lab at the NV Multimedia Center advances Duncanville's civic, economic, and cultural goals by activating a community space that supports the arts, engages residents, stimulates local economic activity, and contributes to the city's cultural tourism landscape. By balancing public accessibility with responsible facility management, the project provides a safe, inclusive, and vibrant environment that enhances quality of life and community pride.

BUDGET PROPOSAL OVERVIEW

Proposed Program Budget & Justification: \$20,000

Grant funds will be used exclusively to support a community-focused arts program that expands access to artistic experiences for Duncanville residents. All requested expenses are directly tied to program delivery, artist engagement, community participation, and evaluation. No funds will be allocated toward capital improvements, religious activities, political advocacy, legal services, or banquet-style events.

I. Budget Categories & Justifications

1. Talent Acquisition – \$7,000

Funds will support the engagement of local and regional artists who will lead performances, workshops, and participatory arts activities.

Allowable Uses may Include:

- Artist honorariums and stipends
- Teaching artist and workshop facilitator fees

Justification:

Compensating/incentivizing artists at fair and competitive rates ensures high-quality programming, supports the local creative economy, and promotes professional artistic standards within the Duncanville community.

2. Community Engagement & Program Materials – \$4,500

Funds will be used to provide hands-on, participatory experiences for residents of all ages.

Allowable Uses may Include:

- Consumable art supplies and materials
- Workshop materials for community participants
- Interactive program resources for youth, families, and seniors

Justification:

These expenses directly support community participation and ensure that programming is accessible, inclusive, and engaging for a diverse audience.

3. Marketing & Outreach – \$3,000

Funds will support outreach efforts to ensure broad community awareness and participation.

Allowable Uses may Include:

- Graphic design services for promotional materials
- Printing of flyers, posters, and signage
- Digital marketing and social media promotion
- Photography and videography for program documentation and reporting

Justification:

Strategic marketing is essential to reaching a wide audience, increasing attendance, and documenting program impact for public accountability.

4. Community Partnerships & Collaborations – \$2,000

Funds will support collaborative efforts with local arts organizations, creatives, and community partners.

Allowable Uses may Include:

- Partnership coordination and planning costs
- Shared program expenses with collaborating organizations
- Artist or partner planning sessions

Justification:

Collaborations strengthen the local arts ecosystem, leverage shared resources, and increase the program's reach and sustainability.

5. Volunteer Coordination & Incentives – \$1,500

Funds will support the recruitment, training, and appreciation of program volunteers.

Allowable Uses may Include:

- Volunteer appreciation items (e.g., shirts, badges, small thank-you items)
- Meals or light refreshments for volunteers during program hours (non-banquet)
- Training and orientation materials

Justification:

Volunteers play a critical role in program delivery. Providing modest incentives and support promotes engagement, accountability, and positive volunteer experiences.

6. Program Administration & Evaluation – \$2,000

Funds will support essential program coordination and evaluation activities.

Allowable Uses may Include:

- Program scheduling and logistics coordination
- Artist and partner coordination
- Attendance tracking, surveys, and outcome reporting
- Grant compliance and final reporting preparation

Justification:

Administrative support ensures effective program implementation, fiscal responsibility, and accurate measurement of community impact.

Budget Category:	Amount Allocated:
Talent Acquisition	\$7,000.00
Community Engagement & Materials	\$4,500.00
Marketing & Outreach	\$3,000.00
Partnerships & Collaborations	\$2,000.00
Volunteer Coordination & Incentives	\$1,500.00
Program Administration & Evaluation	\$2,000.00
Total Requested:	\$20,000.00

Compliance & Eligibility Statement

All requested funds will be used solely for eligible arts programming expenses and comply fully with City of Duncanville Arts Grant Program guidelines. No funds will be used for capital improvements, religious instruction or worship, political activity, legal services, or banquet-style events.



 (214) 333-2900

 nvdallas.com

Date: Tuesday, December 30, 2026

To: City of Duncanville, Texas
Arts Commission

From: Nuev Vida/New Life Assemblt, Inc.
NV MULTIMEDIA CENTER -VIDA IMPACT LAB
610 N. Cedar Ridge Dr. Duncanville, TX 75116

RE: LETTER OF SUPPORT - ARTS PROGRAM GRANT APPLICATION

Dear City and Arts Commission Leaders,

This letter is to verify that our organization is aware and is authorizing MR. VICENTE J. DELGADO JR. To apply for the city's Art Program Grant program. The proposed project is called "VIDA IMPACT LAB" and will be held at our NV Multimedia Center, located at 610 N. Cedar Ridge Dr., Duncanville, TX 75116 (Building 2). We are thrilled to see this proposal/application considered and, ultimately, to see how our organization can continue to contribute and collaborate with the city, its residents, and visitors.

If you have any questions and/or concerns, please feel free to reach out to us via E-mail at mmc@nvdalla.com or by phone at (214) 333-2900.

Thank you,



JUAN A. VELAZQUEZ
Board President
2100 N. Hampton Rd. DeSoto, TX 75115



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Consider a resolution adopting the Arts Funding Policy and Grant Guidelines Revision

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

STAFF RESPONSIBLE:

Alex Hamby, Communications and Marketing Administrator

BACKGROUND/HISTORY:

On June 3, 2025, the City Council adopted Resolution No. 2025-488, approving the Fiscal Year 2024-2025 and Fiscal Year 2025-2026 Arts Funding Policy and Grant Guidelines as recommended by the Duncanville Arts Commission. This action formally established the City’s Arts Grant Program, funded primarily through an allocation of up to 15% of the City’s Hotel Occupancy Tax (HOT) revenues, to support arts initiatives that promote tourism, public engagement, and community identity within Duncanville. Following the first year of implementation and the inaugural arts grant cycles, staff and the Arts Commission identified opportunities to clarify eligibility criteria and better reflect best practices for project timing, diversified funding, public art (including compliance with the City’s mural ordinance), and grantee accountability. The attached revised Arts Funding Policy and Grant Guidelines (Revision 1) incorporate these adjustments while preserving the existing grant categories—Annual Arts Program Grants, Single Project Support Grants, and Public Art Grants—and are presented for City Council consideration and adoption.

POLICY EXPLANATION:

The Arts Funding Policy and Grant Guidelines establish how the City uses Arts Fund dollars, chiefly Hotel Occupancy Tax revenues, to award competitive grants that support public-facing arts programs, events, and public art projects that promote tourism, community identity, and economic vitality in Duncanville, while ensuring all funded

activities comply with Texas Tax Codes, City ordinances, and adopted eligibility, application, review, reporting, and accountability requirements.

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

Arts Funding Policy and Grant Guidelines - DRAFT, 2026-03-03 - Policy Revisions,
Resolution 2026-0XX Arts Funding Policy



DUNCANVILLE ARTS COMMISSION

Arts Funding Policy & Grant Guidelines

REVISION I

[Resolution No. 2026-XXX - Adopted March 3, 2026.]

Contact Information

Duncanville Arts Commission
203 E. Wheatland Rd.
Duncanville, Texas 75116

(972) 780-5000
arts@duncanvilletx.gov



Duncanville Arts Commission

203 E. Wheatland Rd.
Duncanville, Texas 75116
(972) 780-5000
arts@duncanvilletx.gov

Dear Community Partners and Arts Supporters,

The Duncanville Arts Commission is pleased to present the *Arts Funding Policy & Grant Guidelines*. This document reflects our city's continued commitment to fostering a thriving, inclusive, and economically vibrant arts ecosystem.

The Duncanville Arts Commission serves as an advisory board to the City Council, championing initiatives that engage residents and visitors through artistic expression, public art, and cultural events. These efforts support placemaking, strengthen our local economy, and reinforce Duncanville's identity as the City of Champions.

The funding guidelines outlined herein are supported by the City's Hotel Occupancy Tax (HOT) revenue, as well as other public and private sources, and are designed to support:

- Nonprofit arts organizations through Annual Arts Program Grants;
- Artists, individuals, and organizations through Single Project Support Grants;
- Permanent installations of public visual art through Public Art Grants.

All applicants must reside or operate within Duncanville and propose projects that are accessible to the public and aligned with the city's cultural and economic goals.

All interested applicants are encouraged to attend one of our quarterly information sessions and review this policy in detail before applying. The Arts Commission remains committed to transparency, accountability, and equitable funding opportunities for all members of our creative community.

Thank you for your partnership and continued support of the arts in Duncanville.

Duncanville Arts Commission
arts@duncanvilletx.gov

Mission of the Duncanville Arts Commission

The Duncanville Arts Commission serves as an advisory body to the City Council and City management in matters involving the arts. The Commission promotes public and private collaboration to foster a thriving cultural landscape. Its responsibilities include:

1. **Enriching Community Life:** Promoting a vibrant and inclusive arts environment that enhances the quality of life for residents and visitors to the City of Champions.
 2. **Advising on Expenditures:** Recommending the use of public funds to support, promote, and sustain the arts in Duncanville.
 3. **Evaluating Funding Proposals:** Reviewing grant applications and project proposals to ensure alignment with city goals and funding requirements.
 4. **Assessing Arts Impact:** Submitting an annual "State of the Arts" report to City Council summarizing the year's activities, progress, and recommendations.
-

Funding Sources, Authorization, and Obligation

Primary Funding Source: Hotel Occupancy Tax (HOT)

The Duncanville Arts Fund is primarily supported by an allocation of up to 15% of the City's annual Hotel Occupancy Tax (HOT) revenue, as authorized by City Council. These funds are designated to support arts initiatives that enhance tourism and promote Duncanville's hotel and convention industry.

Authorized Uses of HOT Funds

Per Texas Tax Code §351.101 and Attorney General Opinions GA-0124, KP-0131, and KP-0350, HOT funds must directly promote tourism and the hotel/convention industry. Eligible uses include support for:

- Music (instrumental/vocal)
- Dance
- Drama
- Folk art
- Creative writing
- Architecture and design
- Visual arts (painting, sculpture, photography, crafts)
- Media arts (film, radio, television, sound recording)
- Other performing, visual, and literary arts

All funded activities must demonstrate a direct connection to tourism.

Supplementary Funding Sources

The Arts Fund may also receive supplemental support from:

- Corporate sponsorships
- Public/private grants
- Individual and corporate donations
- Partnerships with nonprofit and cultural organizations

Non-HOT Funding Uses

Projects funded through non-HOT sources must align with the Commission's mission and comply with:

- State procurement laws
- City of Duncanville financial policies and procedures

Grant Categories and Definitions

Applicants may only apply for **one grant** per fiscal year.

1. Annual Arts Program Grants

Purpose: To support nonprofit organizations presenting a full season of arts programming.

- **Eligibility:** 501(c)(3) nonprofit arts organizations **only**
- **Funding Limit:** Up to \$20,000
- **Eligible Uses:** Operations, production, artist fees, venue rental
- **Requirement:** Must occur within the Duncanville, Texas **city limits** and serve a public purpose
- **Acknowledgment:** City and/or Commission logo must appear in all marketing

2. Single Project Support Grants

Purpose: To support a single public-facing arts project or event.

- **Eligibility:** Individuals, nonprofits, businesses, city departments, and the Duncanville Arts Commission
- **Funding Limit:**
 - Up to \$2,500 (city departments)
 - Up to \$3,000 (first-time applicants)
 - Up to \$10,000 (returning applicants)
- **Disbursement:** Non-reimbursable
- **Requirement:** Must occur within the Duncanville, Texas **city limits** and serve a public purpose
- **Acknowledgment:** City and/or Commission logo must appear in all marketing

3. Public Art Grants

Purpose: To support the creation and installation of permanent, publicly accessible visual art (ex. murals, sculptures, functional art, mosaic or tile installations, interactive installations, landmarks, historical markers, etc.).

- **Eligibility:** Individual artists, teams, nonprofits, or the Arts Commission
- **Ineligible Uses:** Landscaping, performing/literary arts unless visually expressed
- **Requirement:** Must occur in Duncanville and serve a public purpose
- **Acknowledgment:** City and/or Commission logo must appear in all marketing

Options:

- **Call for Artists:** Issued by the Commission for a specific site/theme; finalists may receive a compensation amount as determined by the Commission for posted projects; unanimous (9-0) vote required for selection.
- **Artist-Initiated Proposal:** Artist submits complete proposal with property owner support.

Mural Projects and Sec. 16A-39 Compliance

- Murals are defined by Sec. 16A-39 of the Duncanville Code of Ordinances as paintings, designs, or artistic works applied to an exterior wall or to a fence for aesthetic purposes.
- Any Public Art Grant proposal that includes a mural must comply with all requirements of Sec. 16A-39, including but not limited to permitting, design and placement review, construction standards, content limitations, and ongoing maintenance obligations.
- Applicants proposing mural projects are strongly encouraged to review Sec. 16A-39 in full prior to submitting an Arts Grant application and to consult with City staff to confirm location, eligibility, and compliance.
- For mural projects, the property owner remains responsible for the maintenance, repair, and, if necessary, removal of the mural in accordance with Sec. 16A-39, regardless of the source or amount of Arts Grant funding awarded.
- The Arts Commission may recommend funding for a mural project only if the proposal is consistent with Sec. 16A-39 and all other applicable City codes and policies.

Eligibility and Restrictions

General Eligibility

- Applicants must be 18 years of age or older
- Applicants may reside outside Duncanville, but their proposed event or project must take place within the Duncanville, Texas city limits or have a direct and demonstrable connection to the city (e.g., public art installation, community programming, venue partnership)
- Must be in good standing with IRS, State of Texas, and City of Duncanville
- Applications must be complete and demonstrate capacity to execute the project
- A specific project or event date must be included in the application to be considered for funding
- Demonstrating multiple funding sources is recommended

Ineligibility and Funding Restrictions

Not Eligible:

- Full-time City employees
- Applicants submitting multiple proposals per cycle
- Artists funded within the current fiscal year
- Applicants who contact elected officials or Commission members regarding an application during the grant cycle
- Applicants who have received a prior grant but have not yet completed the funded project or have failed to submit the required final report are ineligible for new funding until all obligations are fulfilled.
- Applications submitted without a budget may be considered incomplete and ineligible for review

Prohibited Uses:

- | | |
|--|---|
| • Capital improvements or land purchases | • Fundraisers, receptions, or parties |
| • Political or religious programming | • Deficit or litigation support |
| • Academic class credit projects | • School-funded workshops |
| • Retroactive funding | • Programs lacking public access |
| • Private, non-public events* | • Commercial enterprises or retail activities |

* A private, non-public event that limits access to a specific group of individuals and is not open to the general public and requires invitation, membership, registration, or tickets that are not advertised or available to the broader community.

Best Practices: Timing of Application and Project

When to Apply

Applicants should apply during the grant cycle that precedes the start of their project by at least 60–90 days. This ensures:

- The project is not already underway (retroactive funding is prohibited).
- There is adequate time for:
 - Staff eligibility review
 - Arts Commission evaluation
 - City Council approval
 - Processing of grant paperwork and vendor setup
 - Grant payment

When to Hold the Event or Begin the Project

- Projects and events must not begin until after City Council approval for that grant cycle. If you begin your project before approval, you will not be eligible for funding.
- In general, projects should be completed within the same fiscal year (October 1 – September 30).
- If your event happens on a specific annual date (such as Juneteenth, Christmas, or a fall festival), you are strongly encouraged to apply at least one full cycle in advance to ensure funding can be approved in time.
- Cycle 4 projects (the final cycle of the year) are awarded after the fiscal year ends. These projects are allowed to take place in the next fiscal year and will not affect your eligibility to apply for other grants in that new fiscal year.

Commissioner & Staff Participation

- Arts Commission members may apply but must recuse themselves from discussions and decisions related to applications they are affiliated with
- Contract/temporary City employees may apply with **written** disclosure

Application Procedures & Grant Cycle Schedule

How to Apply

1. Review Guidelines

1. Applicants planning a public art project that includes a mural must review Sec. 16A-39 (Murals) of the Duncanville Code of Ordinances to ensure their proposed design, location, and materials comply with all City requirements.

2. Preliminary Submission (Optional): Staff may review for completeness

3. Final Submission: Must include application, budget, proof of eligibility, and vendor packet

1. For projects that include a mural, applicants are required to submit, or have already submitted, a mural sign permit application to the City at the same time as the Arts Grant application so that permitting and grant review can proceed on parallel timelines.

4. Staff Review: Confirm eligibility and compliance

5. Commission Review: Presented at Regular or Special Meeting

6. Council Approval: Required for all grant awards

- ### 7. Diversified Funding Plan: Applicants are strongly encouraged to pursue additional funding sources. This grant program is designed to *supplement* existing project funding, not to serve as the sole source of financial support.
- a. Arts grant funds are limited and allocated to be distributed equitably across four grant cycles per fiscal year. Applicants are encouraged to plan and apply accordingly.
 - b. Award decisions are based on two key factors:
 - i. The availability of funds at the time of review
 - ii. The merit, clarity, and public value of the proposed event or project
 - c. Funding amounts may be less than the amount requested, and approval of a grant does not guarantee full funding or that future funding will be provided. Applicants should not rely solely on Arts Commission funds and are encouraged to secure additional sources of support to successfully carry out their projects.

FY 2025–2026 Quarterly Schedule

Q1: Sep 2025–Nov 2025

- Aug: Marketing and Info Session
- Sept 1–30: Application Period
- Sep 30: **Application Deadline**
- Oct TBD: Commission Review
- Nov 4: Council Approval
- Nov: Grant Disbursements

Q3: Mar 2026–May 2026

- Feb: Marketing
- Mar 2–31: Application Period
- Mar 31: **Application Deadline**
- Apr TBD: Commission Review
- May 5: Council Briefing
- **May 19: Council Consideration**
- May: Grant Disbursements

Q2: Dec 2025–Feb 2026

- Nov: Marketing
- Dec 2–31: Application Period
- Dec 31: **Application Deadline**
- Jan 12: Commission Review
- Feb 3: Council Briefing
- **Feb 17: Council Consideration**
- Feb: Grant Disbursements

Q4: Jun 2026–Aug 2026

- May: Marketing
- Jun 1–30: Application Period
- Jun 30: **Application Deadline**
- Jul TBD: Commission Review
- Aug 4: Council Briefing
- **Aug 18: Council Consideration**
- Aug: Grant Disbursements

TBD: Applications will be reviewed during an Arts Commission Special Meeting, date to be decided by the Commission.

Review Process, Scoring & Appeals

Evaluation Criteria

- **Funding availability**
Grant amounts are subject to budget limitations and may be adjusted based on demand and available funds.
- **Artistic merit and creativity**
The proposal demonstrates originality, artistic quality, and cultural value.
- **Community engagement and tourism benefit**
The event or project shows potential to involve the public and enhance Duncanville's appeal as a cultural destination.
- **Accessibility and inclusivity**
Efforts are made to ensure the event or project is welcoming and accessible to diverse audiences, including individuals with disabilities.
- **Application completeness and clarity**
The submission includes all required documentation and clearly explains the who, what, when, where, why, and how of the proposal.
- **Project feasibility and readiness**
A detailed budget and clear execution plan are included, demonstrating that the applicant has thoughtfully planned and can carry out the event or project as proposed.
- **Connection to Duncanville**
The project must take place in Duncanville and serve a public purpose that reflects or uplifts the local community.
- **Prior engagement with City or Commission programs**
Preference may be given to applicants who have a record of positive participation or demonstrated accountability in past Commission-supported projects.

Funding Recommendations

- May be adjusted based on available resources
- Modified budgets may be required if awarded less than requested
- Recommendations are submitted to Council for final approval

Funding Disbursement

- Funds are typically available within two weeks of Council approval
- Timelines may vary based on administrative processes

Appeals Process

- Applicants who wish to challenge a funding decision must submit a written appeal by email within 10 calendar days from the date on their funding notification, clearly stating the specific decision or concern they are appealing.
- Appeals must cite specific concerns, no new project content

- Appeals will be presented to Council by staff
- Applicants are encouraged to attend the appeal meeting

Reporting & Oversight

Grantee Responsibilities

- Grant recipients are required to submit a final report **within 45 days of completing their project or event**, based on the completion date provided in the original application. This report helps demonstrate how funds were used, the impact of the project, and supports future funding efforts. Failure to submit a timely report may affect future eligibility
- Include documentation of:
 - Project outcomes
 - Financial details
 - Attendance and public engagement
 - Tourism or hotel impact (if applicable)
- Failure to report will result in ineligibility for four (4) grant cycles

Oversight & Administration

- The Arts Commission oversees program delivery and reports to City Council
- Annual and as-needed reports will summarize:
 - Use of funds
 - Economic and tourism impact
 - Grantee outcomes
 - Policy effectiveness

Policy Review & Amendments

- This policy will be reviewed annually for alignment with:
 - State law
 - Fiscal and procurement policies
 - Evolving community and cultural needs
- City Council reserves the right to amend this policy at any time

Award Acceptance & Declination

All grant applicants will be notified of award decisions by email following the City Council's review.

- **Acceptance of Award**

Grant recipients must reply to the notification email to formally accept the award. By doing so, the recipient agrees to fulfill all obligations outlined in the Arts Grant Policy, including appropriate use of funds, public acknowledgment requirements, and submission of final reports and documentation. Acceptance constitutes a binding agreement to carry out the proposed project as described.

- **Declination of Award**

Applicants who do not respond to the award notification email within **5 business days** will be considered to have declined the award, and the funds may be reallocated. Applicants may also formally decline the award by replying via email with written notice of their decision.

Unused Funds and Future Eligibility

If a funded event or project does not occur, the applicant must notify the Duncanville Arts Commission and City of Duncanville in writing. Any grant funds that have been disbursed must be returned or repaid in full to the City of Duncanville within 30 days of notification.

Once the cancellation has been properly communicated and the funds have been returned, the applicant will be eligible to apply for future arts grants. Failure to return funds or provide notice may result in disqualification from future funding opportunities.

Non-Performance and Future Ineligibility

If a funded project or event does not occur as described in the grant application, and the applicant fails to:

- Provide a final report,
- Return or repay any disbursed funds, and
- Notify the Duncanville Arts Commission in writing,

the applicant will be ineligible for future arts grants from the City of Duncanville.

To remain eligible, applicants must fulfill all grant obligations, including timely communication, accurate reporting, and financial reconciliation, regardless of whether the funded project takes place. Failure to meet these responsibilities constitutes a breach of grant terms.

Version History

Arts Commission Adoption: April 22, 2025

City Council Adoption: June 3, 2025

City Council Revision 1 Adoption: March 3, 2026



REVISIONS TO THE ARTS FUNDING POLICY AND GRANT GUIDELINES

MARCH 3, 2026

ALEX HAMBY, COMMUNICATIONS AND MARKETING ADMINISTRATOR, AND
ARTS COMMISSION STAFF LIAISON

We are building a vibrant, inclusive community, driven by a commitment
to democratic principles and service above self

WHY THESE REVISIONS ARE NEEDED

- Policy originally adopted June 3, 2025
- First (3) grant cycles since implementation revealed areas needing clarification
- Applicant questions and review process highlighted gaps in both the policy and guidance
- **Goals:** improve clarity, strengthen compliance, enhance accountability

ELIGIBILITY AND COMPLIANCE IMPROVEMENTS

Expanded Geographic Eligibility

- Applicants may now reside outside Duncanville if project occurs within city limits and benefits the community

Mural Project Compliance (NEW)

- All murals must comply with Section 16A-39 of City Code
- Mural permit application required alongside grant application
- Property owners responsible for maintenance and compliance

Project Timing Best Practices (NEW)

- Apply 60-90 days before project start
- Projects cannot begin before Council approval

FISCAL ACCOUNTABILITY AND FUNDING EXPECTATIONS

Diversified Funding Requirements

- Arts grants supplement, *not replace*, other funding sources
- Multiple funding sources strongly encouraged
- Award amounts may be less than requested

Enhanced Application Standards

- Specific event/project date required
- Budget required (incomplete without)
- Prior grantees must complete projects and submit reports before reapplying

AWARD ACCEPTANCE AND NON-COMPLIANCE

Award Acceptance Process (NEW)

- Recipients must formally accept award via email
- Non-response within 5 business days = declination
- Allows reallocation of declined funds

Unused Funds and Non-Performance (NEW)

- Canceled projects: notify City in writing, return funds within 30 days
- Proper process maintains future eligibility
- Failure to report, return funds, or notify = permanent ineligibility

WHAT STAYS THE SAME

Core Program Elements Unchanged

- Three grant categories (Annual, Single Project, Public Art)
- Funding limits and eligibility criteria
- Quarterly grant cycle schedule
- Evaluation criteria and review process
- HOT funding authorization and Texas Tax Code compliance

These revisions strengthen program integrity while maintaining the Arts Commission's mission to support Duncanville's creative community.

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE,
TEXAS, ADOPTING REVISION 1 OF THE ARTS FUNDING POLICY AND
GRANT GUIDELINES AS RECOMMENDED BY THE DUNCANVILLE ARTS
COMMISSION; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Duncanville, Texas, supports the advancement of arts and culture as a vital part of community identity, economic development, and quality of life; and

WHEREAS, the Duncanville Arts Commission, in its role as an advisory body to the City Council, has reviewed and recommended amendments to the City's Arts Funding Policy and Grant Guidelines to enhance program clarity, expand eligibility criteria, and strengthen accountability measures; and

WHEREAS, the proposed policy amendments address the following improvements:

1. Expanded General Eligibility provisions to clarify residency and operational requirements for all applicant types;
2. Addition of specific project/event date requirements and recommendation of documentation of multiple funding sources;
3. Enhanced ineligibility criteria and funding restrictions, including clarification regarding applicants with outstanding grant obligations;
4. Addition of specific guidelines for timing of applications and project execution to prevent retroactive funding;
5. Clarification of Commissioner and Staff participation procedures, including temporary employee disclosure;
6. Updated grant award acceptance and declination procedures with specific business day deadlines;
7. Implementation of unused funds recovery procedures and non-performance sanctions;
8. Addition of specific reporting timelines (45 days post-completion) and consequences for non-compliance;
9. Enhanced application procedures including diversified funding plan recommendations and funding limitation transparency;
10. Expansion of Public Art Grant definitions to include historical markers as eligible project types; and

WHEREAS, these policy amendments are supported by the City's Hotel Occupancy Tax (HOT) revenue, as well as other public and private sources, and are designed to maintain equitable, transparent, and accountable distribution of arts funding;

WHEREAS, the amended guidelines continue to establish three primary grant categories, the Annual Arts Program Grants, Single Project Support Grants, and Public Art

Grants, designed to support nonprofit arts organizations, individual artists, and community-based creative initiatives that align with Duncanville's public purpose and promote tourism, placemaking, and civic engagement; and

WHEREAS, the Duncanville City Council has reviewed the recommended amendments and finds them to be in the best interest of the City and its residents;

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

SECTION 1. The City Council hereby adopts the Amendments to the Arts Funding Policy and Grant Guidelines for Fiscal Year 2025-2026, as recommended by the Duncanville Arts Commission and as set forth in the attached Exhibit A, which amendments are incorporated herein by reference.

SECTION 2. The City Manager, or their designee, is authorized to take any and all necessary administrative actions to implement and administer the provisions of the amended policy.

SECTION 3. This resolution shall become effective immediately upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on the 17th day of February 2026.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Consider an ordinance repealing and replacing Section 16A-39, "Murals," of Ordinance No. 1909, § 1, 10-5-04, to remove restrictions on branded content and business identification in murals

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

STAFF RESPONSIBLE:

Alex Hamby, Communications and Marketing Administrator

BACKGROUND/HISTORY:

The City Council originally adopted Sec. 16A-39, "Murals," of Ord. No. 1909, § 1, on October 5, 2004. This ordinance established the framework for regulating murals within the city, including construction standards, maintenance requirements, and content restrictions.

On September 16, 2025, the City Council adopted Ordinance No. 2025-2553, which repealed and replaced Section 16A-39 to transfer review responsibility from the Keep Duncanville Beautiful Board to the Duncanville Arts Commission and to clarify that City Council retains final approval authority over all mural applications.

The current ordinance includes subsections (d)(2) and (e) that restrict mural content. Specifically:

Subsection (e) states: "Murals may contain subject matter consistent with the theme of a business but may not contain branded products, brand names, business names, or logos."

Since the adoption of the 2025 amendments, staff have received feedback regarding

the limitations imposed by these content restrictions. Many businesses view murals as an opportunity to enhance their brand identity, contribute to the visual character of commercial corridors, and promote economic vitality.

POLICY EXPLANATION:

The proposed amendment repeals and replaces Sec. 16A-39 to accomplish the following:

- Removes content restrictions that prohibit branded products, brand names, business names, and logos from murals, allowing businesses greater flexibility in expressing their identity through public art.
- Maintains all other provisions of the current ordinance, including:
 - Review and recommendation by the Duncanville Arts Commission
 - Final approval authority by City Council
 - Permit issuance by the Building Official
 - Construction standards requiring permanent materials and surfaces
 - Maintenance and upkeep requirements
 - Enforcement provisions for dilapidated or deteriorated murals
- Preserves the City's oversight role by continuing to require Arts Commission review and City Council approval, ensuring that murals remain aesthetically appropriate and compatible with the community character.

Rationale for Change:

1. Economic Development: Allowing businesses to incorporate their branding into murals can enhance commercial districts and support local business investment in aesthetic improvements.
2. Artistic Freedom: Removing content restrictions enables artists and property owners to create more diverse and meaningful public art that reflects the authentic character of local businesses.
3. Administrative Efficiency: The existing review process through the Arts Commission and City Council provides sufficient oversight without the need for specific content prohibitions.
4. Competitive Positioning: This change positions Duncanville competitively for businesses seeking opportunities for creative expression.

The City Council will continue to review and approve each mural application on a case-by-case basis, maintaining quality standards while providing businesses and artists greater creative latitude.

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget
N/A

Purchase Amount
N/A

After Encumber
N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

Duncanville.Ordinance Amending Chapter 16A, Art.VIII, Sec. 16A-39-Murals, 2026-03-03 - Sec. 16A-39. Murals

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, TO AMEND CHAPTER 16A, “SIGN GUIDELINES”, ARTICLE VIII. “RULES FOR SPECIFIC SIGN TYPES”, SECTION 16A-39, "MURALS", SUBSECTION (E), AS AMENDED BY ORDINANCE NO. 2025-2553; REMOVING CONTENT RESTRICTIONS ON BRANDED PRODUCTS, BRAND NAMES, BUSINESS NAMES, AND LOGO CHANGES; MAINTAINING REVIEW AND RECOMMENDATION BY THE DUNCANVILLE ARTS COMMISSION AND FINAL APPROVAL BY THE CITY COUNCIL; PROVIDING FOR MAINTENANCE REQUIREMENTS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Duncanville, Texas, previously adopted 16A-39, "Murals," of Ordinance No. 1909, § 1, on October 5, 2004; and

WHEREAS, the City Council amended Section 16A-39 through Ordinance No. 2025-2553, adopted September 16, 2025, to designate the Duncanville Arts Commission as the reviewing body for mural applications and to establish City Council final approval authority; and

WHEREAS, the City Council has received input regarding the content restrictions contained in subsection (e) of the current ordinance; and

WHEREAS, the City Council finds that removing restrictions on branded products, brand names, business names, and logos will promote economic development, support local businesses, and enhance artistic expression while maintaining appropriate oversight through the Arts Commission review and City Council approval process; and

WHEREAS, the City Council determines it to be in the best interest of the City to maintain all other mural standards, including construction requirements, maintenance provisions, and the established approval process;

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

SECTION 1. Chapter 16A, “Sign Guidelines”, Article VIII, “Rules for Specific Sign Types”, Section 16A-39, "Murals," Subsection (e) is hereby amended by removing the word “business names” from the list of restricted subject matter in regard to the theme of a business, and to add the word “offsite” to “branded products, business, or logos” to on-site business names to hereinafter read as follows:

“CHAPTER 16A-SIGN GUIDELINES

Article I

.

Article VIII. Rules For Specific Sign Types

Sec. 16A-23. Banners.

.

.

Sec. 16A-39. Murals.

(a)

.

(e) Murals may contain subject matter consistent with the theme of a business but may not contain any off-site branded products, brand names, business names, or logos.

(f) **Other regulations and requirements.**

(1) **Maintenance responsibility and standards.** At all times during and after application, murals shall be considered the property of the owner and/or occupant of the structure to which applied and said owner and/or occupant shall be responsible for maintenance and upkeep of the mural.

(2) All murals shall be kept in a proper state of repair and preservation. It is a violation of this section to own, keep, or maintain any mural in a dilapidated or deteriorated condition or to permit or allow a mural to be kept in such condition.

(3) If the City determines a mural to be in dilapidated or deteriorated condition, the mural shall be restored or removed by the owner and/or occupant of the structure to which it is applied.

(4) The City may cause the removal of any mural that is not maintained in accordance with the provisions of this section. A mural which is kept, maintained, or allowed to remain in a dilapidated or deteriorated condition is hereby declared to be a

nuisance. Upon the failure of the owner and/or occupant of the premises on which the mural is located to repair or remove the mural following ten days' notice thereof, the city may cause the removal of the mural. The owner and/or occupant shall pay all expenses incurred by the city incident to such removal. In the event of the failure of the owner and/or occupant to remit to the city the expenses incurred in the abatement of the nuisance, a lien may be placed on and against the property on which the mural is removed. Such lien shall bear interest at the rate of ten percent per annum and shall be a first and prior lien, second only to liens for taxes and paving assessments.

(Ord. No. 1909, § 1, 10-5-04, amended)

.....”

SECTION 2. That all provisions of the Ordinances of the City of Duncanville, Texas, in conflict with the provisions of this Ordinance be and the same are hereby, repealed, and that all other provisions of the Ordinances of the City of Duncanville not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 3. That should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal, or invalid.

SECTION 4. An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Ordinances of the City of Duncanville, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

SECTION 5. This ordinance shall take effect immediately from and after its passage and publication as required by law.

- Section Intentionally Left Blank -

DULY ORDAINED AND ADOPTED by the City Council of the City of Duncanville,
Texas, on the _____ day of _____, 2026.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney
(02/24/2026: 4936-2572-9425, v.1)

Sec. 16A-39. - Murals.

(a) For the purposes of this section, in addition to the definitions provided by section 16A-5 of this chapter, the following definitions shall apply:

Alter. To change in any way or to any extent the appearance, size, shape, colors, subject, designs, figures, elements, or pictures of a mural.

Dilapidated or deteriorated condition.

- (1) Where any part of a mural is chipped, flaked, faded, broken, damaged, defective, missing, torn, bent, dented, cracked, splintered, twisted, inoperable, leaning, or at angles other than those at which erected; or
- (2) Where the message or wording is faded or can no longer be clearly read; or
- (3) Where any part of the mural is not in compliance with the requirements of the building, electrical, property maintenance, or other codes or ordinances adopted by the city.

Mural. A painting, design, or artistic work applied to an exterior wall or to a fence for aesthetic purposes.

Restore. To return a mural to its exact original appearance and quality from a dilapidated or deteriorated condition.

- (b) No person shall apply, install, erect, or restore a mural, as defined herein, without first obtaining a valid sign permit issued in accordance with this chapter. A permit shall not be issued until the mural has been reviewed and recommended by the **Duncanville Arts Commission**, approved by the **City Council**, and forwarded to the **Building Official** for permit issuance.
- (c) The maximum height, area, number, and duration requirements applicable to other types of signs shall not apply to murals. The **Duncanville Arts Commission** shall review the design, location, and placement of a proposed mural and forward its recommendation to the **City Council** for final approval. Following Council approval, the **Building Official** shall issue the permit.

(d) Standards of construction and content.

- (1) Murals shall be composed of permanent materials and applied only to permanent surfaces. Murals shall not be applied to any fabric or temporary surface, and all materials used must be resistant to the short-term effects of exposure to the elements.

- (2) Removal of a mural must be accomplished by physical removal from the wall or fence of the paint or other material of which the mural is composed, and/or by covering the mural with paint or other material. In both cases, either by physical removal or covering, it must be rendered completely invisible and must maintain the structural and architectural integrity of the structure upon which the mural was applied.

~~(e) Murals may contain subject matter consistent with the theme of a business but may not contain branded products, brand names, business names, or logos.~~

(f) Other regulations and requirements.

- (1) **Maintenance responsibility and standards.** At all times during and after application, murals shall be considered the property of the owner and/or occupant of the structure to which applied and said owner and/or occupant shall be responsible for maintenance and upkeep of the mural.
- (2) All murals shall be kept in a proper state of repair and preservation. It is a violation of this section to own, keep, or maintain any mural in a dilapidated or deteriorated condition or to permit or allow a mural to be kept in such condition.
- (3) If the City determines a mural to be in dilapidated or deteriorated condition, the mural shall be restored or removed by the owner and/or occupant of the structure to which it is applied.
- (4) The City may cause the removal of any mural that is not maintained in accordance with the provisions of this section. A mural which is kept, maintained, or allowed to remain in a dilapidated or deteriorated condition is hereby declared to be a nuisance. Upon the failure of the owner and/or occupant of the premises on which the mural is located to repair or remove the mural following ten days' notice thereof, the city may cause the removal of the mural. The owner and/or occupant shall pay all expenses incurred by the city incident to such removal. In the event of the failure of the owner and/or occupant to remit to the city the expenses incurred in the abatement of the nuisance, a lien may be placed on and against the property on which the mural is removed. Such lien shall bear interest at the rate of ten percent per annum and shall be a first and prior lien, second only to liens for taxes and paving assessments.

(Ord. No. 1909, § 1, 10-5-04, amended)



STAFF REPORT

MEETING: City Council - March 3, 2026

TITLE:

Consider a resolution approving a mural at Xela Bistro, 1117 S. Main Street, Duncanville, TX 75137.

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

STAFF RESPONSIBLE:

Alex Hamby, Communications and Marketing Administrator

BACKGROUND/HISTORY:

The City of Duncanville updated its mural regulations in 2025 through Ordinance No. 2553, repealing and replacing Sec. 16A-39 to establish a structured process requiring review and recommendation by the Duncanville Arts Commission, final approval by the City Council, and permit issuance by the Building Official. This ordinance also set standards for mural materials, prohibited commercial branding, and placed long-term maintenance responsibility on the property owner or occupant, with enforcement tools including restoration or removal orders and the ability to lien property when necessary.

In September 2025, the City Council applied this process when it approved a release permit for an Arts Grant awardee mural at 1944 S. Main St., using a resolution format that referenced Sec. 16A-39, acknowledged Arts Commission review, and authorized the Building Official to issue the permit once all conditions were met. This prior action established a model for linking Arts Grant-supported mural projects with the City’s mural permitting requirements and for explicitly recognizing the artist as an Arts Grant awardee within the permitting resolution.

For the current project, Xela Bistro, located at 1117 S. Main St., submitted an Arts Grant Application proposing an exterior art mural designed with local artists to create a community-centered public artwork that is fully visible from the street and open to the

public at no cost. The application describes the mural as a cultural landmark intended to promote Duncanville's creative identity, increase foot traffic, and support economic development by drawing visitors to the Main Street corridor.

The Arts Grant Application includes a total project budget of 3,000 requested from the Duncanville Arts Commission by Xela Bistro for artist fees, materials, equipment, marketing, and administrative coordination. The property owner, You De Xue, provided written authorization for the public art installation at 1117 S. Main St., affirming that the mural is part of the City's Arts Grant program and that public access for viewing will be provided as described.

To implement the physical installation, the applicant also initiated a permit request for a mural at 1117 S. Main St., classified as a "BLD – Sign Not Illuminated" project with the description "art Mural on the side of building," which is currently in review status and has not yet been issued or finalized. Adoption of the Resolution above will provide the City Council's required final approval under Sec. 16A-39, allowing the Building Official to complete the permit process once all administrative requirements are satisfied.

POLICY EXPLANATION:

Sec. 16A-39, Murals, establishes that all murals in Duncanville must follow a three-step approval process: Arts Commission review and recommendation, City Council approval, and permit issuance by the Building Official. This framework ensures that murals are evaluated for artistic quality, community benefit, and compliance with construction and content standards while maintaining clear accountability for long-term maintenance and enforcement.

Under this policy, murals are treated differently from typical commercial signage: they are exempt from standard height, area, number, and duration limits but must be composed of permanent materials applied to permanent surfaces, may not include brand names, logos, or branded products, and must be kept free from dilapidated or deteriorated conditions. These requirements are intended to encourage high-quality public art that enhances the built environment and community identity without functioning as advertising, while giving the City tools to address neglect or damage through restoration or removal and, if necessary, property liens.

The Arts Grant program operates in parallel with this regulatory framework by providing financial support to eligible projects, such as the Xela Bistro mural, that advance public art, tourism, and economic development goals within Duncanville. When a mural project receives Arts Grant funding, the City may expressly recognize the applicant as an Arts Grant awardee in the permitting resolution, emphasizing the public benefit of the project and aligning grant oversight with mural permitting requirements.

In the case of the Xela Bistro mural, the applicant is both a permit applicant and an Arts Grant awardee, meaning the project must satisfy both the programmatic conditions of the grant (budget, scope, public access, promotion) and the legal requirements of Sec. 16A-39 (materials, content limits, maintenance, and procedural approvals). The

Resolution integrates these elements by acknowledging the Arts Commission's grant recommendation, confirming the applicant's grant-supported status, and authorizing the Building Official to issue the mural permit once all statutory and grant-related conditions have been met, thereby ensuring consistency, transparency, and compliance across City policy.

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

RESO. NO. Xela Bistro Mural Permit, Xela Bistro Mural 1117 S Main

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING ISSUANCE OF A PERMIT FOR A MURAL TO BE INSTALLED AT XELA BISTRO. 1117 S. MAIN ST., DUNCANVILLE, TEXAS 75137; IDENTIFYING THE PERMIT APPLICANT AS AN ARTS GRANT AWARDEE; ACKNOWLEDGING THE ARTS COMMISSION’S PRIOR RECOMMENDATION; AUTHORIZING THE BUILDING OFFICIAL TO ISSUE THE PERMIT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Duncanville, Texas, has repealed and replaced Section 16A-39, Murals, to provide that mural applications shall be reviewed and recommended by the Duncanville Arts Commission, approved by the City Council, and then permitted by the Building Official; and

WHEREAS, Frances Villagran, on behalf of Xela Bistro, located at 1117 S. Main St., Duncanville, Texas 75137, has submitted a sign permit application for an art mural on the side of the building, classified as a “BLD – Sign Not Illuminated” mural project currently under review by the City’s Building Inspections division; and

WHEREAS, Xela Bistro, through applicant Frances Villagran, also submitted an Arts Grant Application to the Duncanville Arts Commission seeking funding support for an exterior community-centered art mural project at 1117 S. Main St., describing a public-facing mural designed in collaboration with a local artist to beautify the neighborhood, foster cultural expression, and support the economic vitality of Duncanville; and

WHEREAS, the Arts Grant Application identifies the project as an “Art Mural” at Xela Bistro, to be open to the public at no cost, with the mural serving as a visible cultural landmark, a tourism and economic development asset, and a photo-friendly destination that promotes Duncanville and nearby businesses; and

WHEREAS, the Duncanville Arts Commission has reviewed the Xela Bistro mural project as part of the City’s arts grant program and recommended funding support for the mural, thereby recognizing the applicant as an Arts Grant awardee for the mural project at 1117 S. Main St.; and

WHEREAS, Section 16A-39, Murals, requires that no person shall apply, install, erect, or restore a mural without first obtaining a valid permit and provides that such permit shall not be issued until the mural has been reviewed and recommended by the Duncanville Arts Commission, approved by the City Council, and forwarded to the Building Official for permit issuance; and

WHEREAS, the City Council finds that the proposed mural at 1117 S. Main St. is consistent with Sec. 16A-39 and that issuance of a release permit is in the public interest, given the project's stated goals of enhancing public art, promoting tourism, and supporting economic development in downtown Duncanville;

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

SECTION 1. The City Council hereby approves release of a permit for the mural to be installed at 1117 S. Main St., Duncanville, Texas 75137, to be coordinated by permit applicant and Arts Grant awardee Frances Villagran on behalf of Xela Bistro, and acknowledges that the Duncanville Arts Commission has reviewed the project and recommended funding and support pursuant to Sec. 16A-39 and the City's Arts Grant program.

SECTION 2. Before any release permit is issued, the applicant shall submit, or shall have submitted, a complete mural permit application to the Building Official in accordance with Sec. 16A-39, including all required materials, property owner authorizations, and consents, together with any documentation necessary to confirm compliance with the conditions of the Arts Grant award. Upon confirmation that the application is complete and that all approvals and conditions required by Sec. 16A-39 have been satisfied, including City Council's final approval reflected in this Resolution, the Building Official is authorized and directed to issue the release permit.

SECTION 3. The mural shall comply with all standards of construction, content, and maintenance responsibilities in Sec. 16A-39, including, without limitation: that murals be composed of permanent materials applied only to permanent surfaces; that the property owner and/or occupant is responsible for maintenance and upkeep; and that murals not be maintained in a dilapidated or deteriorated condition. Enforcement, restoration or removal, notice, and lien provisions shall be administered as provided by Sec. 16A-39.

SECTION 4. The City Manager or designee is authorized to execute incidental documents and take all actions necessary to implement this Resolution, including confirming the record of the Arts Commission's recommendation and forwarding the permit for issuance consistent with Sec. 16A-39.

SECTION 5. This Resolution is effective immediately upon passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Duncanville, Texas, on this the _____ day of _____ 2026.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



PERMIT DETAILED REPORT (SIGN-2026-00043) FOR CITY OF DUNCANVILLE

Permit Type	BLD - Sign (Not Illuminated)	Project:		App Date:	01/26/2026
Work Class:	Mural	District:	(Blank)	Issue Date:	NOT ISSUED
Status:	In Review	Square Feet:	0.00	Exp Date:	NOT AVAILABLE
Description:	art Mural on the side of building	Valuation:	\$0.00	Final Date:	NOT FINALED

Address: 1117 S Main St S Duncanville, TX 75137	Main
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Applicant

Frances Villagran

1117 S. Main Street
Duncanville, TX 75137

Home:

Business:

Mobile: (214) 336-4614



