



**Duncanville Community Engagement Advisory  
Board Regular Meeting Agenda**

City Hall, Briefing Room  
203 E. Wheatland Road  
Duncanville, TX 75166

**Thursday, March 12, 2026  
6:30 PM**

1. Call to Order
2. Receive Public Comments, limit 2-minutes per individual speaker.

To submit a comment via email and for your comments to be read, the following information is required:

Submit a comment by 4:00 PM Thursday, March 12, 2026  
Email [francisco.ramos@duncanvilletx.gov](mailto:francisco.ramos@duncanvilletx.gov)  
Email title: Public Comment – Thursday, March 12, 2026  
First and Last Name; and address.

3. Items for Individual Consideration
  - A. Consider the February 12, 2026, Regular Meeting Minutes
4. Briefings and Discussions
  - A. New Resident Outreach
  - B. Last minute change notifications, software update
  - C. Outreach to Hispanic Coalition
  - D. Town Hall - Arts Commission Visit
  - E. Coordination with other boards regarding the 5/9 Bloomfest
5. Items on Hold
  - A. Coordination with Dallas County Ms. Minerva Rodriguez (after FIFA)
6. Items for Upcoming Agendas
  - A. Board members to discuss and suggest items for future agendas.
7. 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](http://www.duncanvilletx.gov) and said Notice was posted **by** the following date and time: **Friday, March 6, 2026** , **by 5:00 P.M.** and remained posted for at least two hours after said meeting was convened.

**Francisco Ramos**  
**Communications and Marketing Specialist**



# STAFF REPORT

**MEETING:** Community Engagement Advisory Board - March 12, 2026

**TITLE:**

Consider the February 12, 2026, Regular Meeting Minutes

**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:**

Francisco Ramos

**BACKGROUND/HISTORY:**

**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:**





## Community Engagement Advisory Board Regular Meeting Minutes

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A meeting of the Duncanville Community Engagement Advisory Board was held on Thursday, February 12, 2026, in the Briefing Room at City Hall (203 E. Wheatland Rd., Duncanville, TX 75116, with a quorum to wit:

- Thomas “Toby” Lackey, Chair
- Melonie Graves Davis, Vice-Chair
- Ruben Medina
- Lynn McGinley
- Morgan Michelle Moore (virtual)
- Amy Ruiz

**The following member(s) were absent:**

- Ron Thompson

**Staff liaison**

- Francisco Ramos, Communications and Marketing Specialist

### 1. Call to Order

The meeting was called to order 6:32 PM.

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

Marlon Goff introduced himself as the Interim Economic Development director and as a Duncanville resident thanked the board for their service.

### 3. Items for Individual Consideration

A. Consider the minutes for the January 8, 2026, Regular Meeting

Melonie Graves Davis made a motion to approve the minutes, and Lynn McGinley seconded the motion. All present voted in favor. Ron Thompson was absent. None opposed. The motion passed.

### 4. Discussion Items

A. New Resident Outreach



The Board discussed the development of a New Resident Packet, including proposed content and distribution methods. Members agreed that the first step is to better understand the Utility Billing process for new residents connecting utilities. The Board expressed interest in beginning a prototype of the Resident Packet, starting with a digital version before transitioning to a printed format.

#### B. Business of the Month Program

The Board discussed the existing Champions at Work video series and explored ways to support the Economic Development team. Members suggested creating a sign or plaque to be placed at highlighted businesses, directing customers to the video feature to encourage community engagement and increase visibility of the content being produced.

#### C. Dallas County incentives – Ms. Minerva Rodriguez

The Board expressed interest in learning more about potential Dallas County incentives anticipated following the FIFA World Cup, as those incentives are expected to be rolled out after the event. Members requested additional information once it becomes available.

#### D. Outreach and fact-finding with the DCEDC Board

This item was not discussed.

#### E. Last minute change notification systems in other towns

Mr. Toby Lackey reported on cost-effective citywide notification platforms, including NotifyMe and Everbridge, for future consideration. No action was taken.

#### F. Outreach to Hispanic Coalition of Duncanville

This item was not discussed.

#### G. Town Hall Proposal – beginning with Arts Commission partnership

This item was not discussed.

#### H. New Website Status Update

No action was taken.

#### I. Post-Storm Communication and Marketing Evaluation

Feedback was received regarding post-storm communication efforts. Discussion included the importance of providing timely updates on current road conditions, facility closures, and what services or facilities remain open during weather-related events. No formal action was taken.

## 5. Adjournment

The meeting was adjourned at 8:00 PM



