



**Duncanville City Council  
Regular Meeting Agenda**  
City Council Briefing Room and City Council Chamber  
Duncanville City Hall, 203 E. Wheatland Road  
Duncanville, TX 75116  
(972) 780-5017

**Tuesday, July 7, 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](mailto: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, July 7, 2026.
- Email [city.secretary@duncanvilletx.gov](mailto:city.secretary@duncanvilletx.gov)
- Email title: Public Comment – Tuesday, July 7, 2026.
- First Name, Last Name, and Address

## **WORK SESSION / BRIEFING**

### **1. DISCUSS AGENDA ITEMS**

### **2. CITY COUNCIL CALENDAR**

- A. 2026 July & August Calendars

### **3. BRIEFINGS / PRESENTATIONS**

- A. Briefing on Duncanville Police Department Animal Ordinance
- B. Briefing on Drainage Master Plan Update

- C. Briefing on Danieldale Road Diet

**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.
- B. City Council shall convene into closed session pursuant to Section 551.071, 551.072, 551.087 to discuss and consider Fieldhouse Operations, deliberate the purchase, exchange, or lease of real properties, being located east of north Main Street, north of Danieldale Road, west of Cockrell Hill Road, and south of W Redbird LN, and to seek legal advice from City Attorney regarding such real property.

**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 - Chaplain Moises Ruiz

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 Park and Recreation Month 2026
- B. Recognition of Keep Duncanville Beautiful Summer 2026 Curb Appeal Residential Properties and the Business Beautification Award Recipient

**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 June 16, 2026, City Council Meeting.
- B. Consider an Ordinance amending chapter 12, “miscellaneous offenses and provisions,” of the code of ordinances regulating parking on unimproved surfaces; providing purpose and intent; providing definitions; establishing applicability, parking standards, special event override procedures, exemptions, enforcement, and penalties; providing for severability; and providing an effective date.
- C. Consider a Resolution for continuation of an agreement between the City of Duncanville and HUB International for an additional one-year term with three (3) optional renewals beginning October 1, 2026, to provide health and welfare benefit broker consulting services to the Human Resources Department, with an annualized estimate of \$52,100, and a 15% contingency of \$7,815, not to exceed a total contractual amount of \$239,660.
- D. Consider a Resolution authorizing an MOU to be entered into between the City of Duncanville and Duncanville Independent School District (DISD) for an internship program entitled Duncanville Future Leaders Program maintained and led by the Human Resources Department, with an annualized estimate of \$0.

## **8. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Take any necessary action as a result of the Executive Session.
- B. Conduct a public hearing and consider an ordinance for a text amendment to Chapter 12C, Boarding Houses and Group Homes, to revise the allowed zoning districts for each land use and to revise and update land use definitions in Article 7 of the Zoning Ordinance, the current procedure for approval/consideration of each land use, and amend the Zoning Ordinance to separate each land use as individual uses listed as ‘Group Homes’ and ‘Boarding House’ in Article 3 and Article 3, Section 3.04 Additional Regulations for ‘Group Home’ and ‘Boarding House’.
- C. Consider a Resolution to revoke Specific Use Permit (SUP) No. 2232 for the Property located at 711 Camp Wisdom Road.
- D. Consider a Resolution Approving an Agreement with Perdue Brandon Fielder Collins & Mott, LLP for Municipal Court Collection Services
- E. Consider a resolution authorizing a mural permit and selection of a mural design for the Duncanville Fieldhouse, 1700 S. Main Street, Duncanville, TX 75137.

## **9. STAFF AND BOARD REPORTS**

- A. Board and Commissions Interview Process Options

- B. Report on City Facility Naming and Recognition Options
- C. Report on Police Facility and City Hall Remodel/Ancillary Project

**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: **Tuesday, June 30, 2026, by 5:00 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 JULY 2026

**RED, WHITE & GOALS**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4 Independence Day Celebration 4:00 PM-10:00PM
				Zoning Board of Adjustment Briefing Room 6:30 PM	World Soccer Watch Party 1:00 PM- 8:00 PM 100 James Collins Blvd.	Lions Club 22 <sup>nd</sup> Annual Independence Day Parade Burlson School Property- Diane and Johnson Ave 9:00 AM
5	6	7 City Council Meeting 6:00 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 103 E Wheatland Planning & Zoning Meeting Briefing Room 6:00 PM	14	15	16 TIF Board Meeting Briefing Room 6:00PM	17	18 Duncan Switch 9:00 AM-3:00 PM 100 James Collins Blvd
19	20 Keep Duncanville Beautiful Briefing Room 7:00 PM	21 City Council Meeting 6:00 PM (Briefing Room & Council Chambers)	22	23 Coffee with the Mayor 12:00 PM Senior Center	24	25 2026 Ready for Greatness DFW Back to School Sandra Meadows Memorial Arena 9:00AM- 2:00 PM
26	27 DCEDC Meeting Council Chambers 6:00 PM	28 Budget Workshop 3:00 PM Briefing Room Arts Commission Meeting 6:30 PM Briefing Room	29	30	31	

# Council Calendar August 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	Strategic Planning FY 2026-27 3:00 PM Briefing Room  City Council Meeting 6 PM (Briefing Room)	5	ZBA Meeting 7:00PM Council Briefing Room  Library Advisory Board 6:30 PM Library Meeting Rooms	7	Nehemiah Back-to School Give Away 10:00 AM – 1:00 PM 515 Hill City Drive
9	Park Board Meeting 6:30 PM Senior Center  Planning & Zoning Meeting 7:00 PM Council Chambers	11	12	Community Engagement Advisory Board Meeting 6:30 PM Briefing Room	14	Duncan Switch 9:00 AM–3:00 PM 100 James Collins Blvd
16	Keep Duncanville Beautiful 7:00PM Briefing Room	City Council Meeting 6 PM (Briefing Room & Council Chambers)	19	Women's History Fireside Chat Senior Center 11:00-1:00 PM	21	22
23	DCEDC Meeting 6:00 PM Briefing Room	Arts & Commissions 6:30 PM Briefing Room	26	Coffee with the Mayor 12:00- 1:00 PM Senior Center	28	29
30	31					



# STAFF REPORT

**MEETING:** City Council - July 7, 2026

**TITLE:**

Briefing on Duncanville Police Department Animal Ordinance

**Vision Statement:**

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

**Pillar:**

**Cultivate Community Trust:**

- Foster transparency, two-way communication, and active public participation.

**STAFF RESPONSIBLE:**

**Robert Byrd**

**BACKGROUND/HISTORY:**

The Duncanville Police Department was requested to provide a briefing to the Duncanville City Council regarding potential options for addressing concerns related to the City's animal ordinance, with a specific focus on cat nuisance issues.

**POLICY EXPLANATION:**

At this time, the Duncanville Police Department does not recommend any changes to the current policy or ordinance.

**FUNDING SOURCE:**

**ORG and Object Number**

N/A

**Available Budget**

N/A

**Purchase Amount**

N/A

**After Encumber**

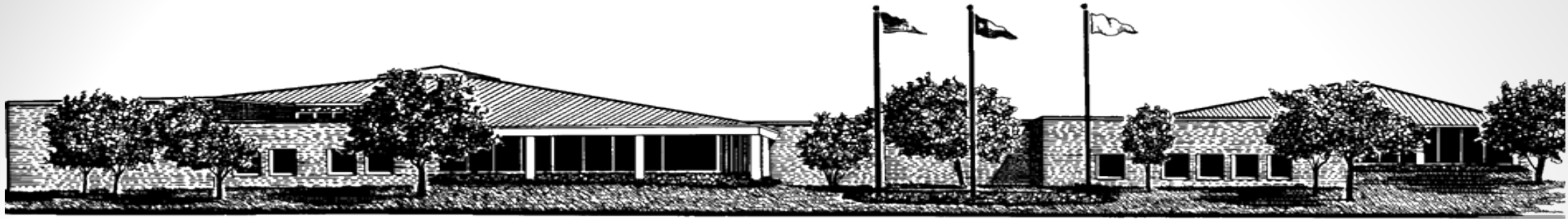
N/A

**ACTION ALTERNATIVES:**

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

**ATTACHMENTS:**

Animal Ordinance (Cats)



# DUNCANVILLE POLICE DEPARTMENT ANIMAL CONTROL

JULY 7, 2026

ROBERT BYRD, ASSISTANT CHIEF OF POLICE



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

# ANIMAL CONTROL STATS

- Animal Control impounded 296 cats in 2025
- 55 of those cats were serviced out for TNR/RTF (Trap-Neuter-Release/Return To Field) program in 2025
- From January 1 – April 30, 2026, Animal Control has impounded 75 cats

# CITY ORDINANCE

- **Sec. 4-12. - Running at large.**

- (a) It shall be unlawful for an owner or person who possesses, keeps or harbors any dog or other animal **other than a cat**, to fail to keep such dog or animal from running at large, as defined herein, within the limits of the city.

# CITY ORDINANCES

- **Sec. 4-17. - Animal nuisance.**

- It shall be unlawful and an offense for any person controlling to permit, either willfully or through failure to exercise due care or control, any dog or animal to defecate upon any private property other than the premises of the owner, handler or controller of such animal. It shall also be unlawful and an offense for any person to fail to promptly remove and dispose of, in a sanitary manner, feces left by a dog **or cat** or other animal being handled or controlled by that person upon any property other than the premises of the owner, handler or controller of such animal.

# CITY ORDINANCE

- **Sec. 4-22. - Limitation of number of cats and dogs.**
  - (a) Limitation on cats:
    - (2) It shall be unlawful for any person to keep within the city, in any residential district, more than **four adult cats** on a residential lot of 10,000 square feet or less, provided however, such person may keep an additional adult cat for each additional 5,000 square feet of lot area. Each residence owner or occupant shall be permitted to keep one litter only.

# CITY ORDINANCES

- **Sec. 4-23. - Impoundment.**

(a) The following animals may be impounded:

(1) Cats and dogs not exhibiting evidence of vaccination.

(3) Any animal that creates a nuisance as defined in section 4-17.

(4) Any animal running at large.

(b) If any animal is found upon the premises of any person, that person shall have the right to confine such animal in a humane manner until the local health authority can impound such animal. When so notified, it shall be the duty of the local health authority to have such animal impounded as herein provided.

# ORDINANCES FROM NEARBY CITIES

- The Cities of Cedar Hill, DeSoto and Midlothian all have ordinances that are similar to Duncanville regarding cats and animal control. Specifically:
  - All cities limit households to *four* cats per residence.
  - All cities allow a person who finds a cat on their property to confine the cat until the local animal control authority impounds the cat.
  - None of the cities, including Lancaster, require cats to be on leashes.



# ORDINANCES FROM NEARBY CITIES

- City of Cedar Hill, Sec. 3-20 — **Certain Animals Prohibited in Public Places; Running at Large**
- (c) If a dog or cat is found on another person's property, that person may humanely confine the animal until it can be impounded by the local animal control authority.





# ORDINANCES FROM NEARBY CITIES

- City of DeSoto, Sec. 2.201 — **Running At-Large**
- (a) It is unlawful for any person who owns, keeps, possesses, or harbors any animal, other than a domestic cat, to allow the animal to run at large within the city limits.
- (c) If an animal is found on another person's property, the property owner or occupant may confine the animal until it is impounded by an animal control officer, provided the confinement is carried out within a reasonable period of time. Upon notification, the animal control officer shall promptly arrange for the animal to be impounded.

# ORDINANCES FROM NEARBY CITIES

- City of Lancaster, Sec. 4.01.001 – Definitions: **At-large** means an animal not securely confined on the owner’s property or not under direct physical control by a leash no longer than six (6) feet.
- Sec. 4.01.003 **Nuisances**
  - (a)(2) The animal to be at-large as defined by this chapter
  - (c) A person commits an offense if the person is the owner of an animal and the person fails to immediately remove and dispose of any excreta the animal produces, including on park property.



# ORDINANCES FROM NEARBY CITIES

- The City of Midlothian, Sec. 2.01.004 – **Running At-Large**
  - Authority to Impound: Animal Control Officers may impound animals, other than a cat, found running at large and may impound cats under conditions outlined in Article 2.02 or when the cat poses a nuisance or health hazard.
  - Sec. 2.02 – **Animals Subject to Impound:**
  - Cats and dogs without proof of current vaccination may be impounded.

# SERVICES PROVIDED

- Animal Control provides a city trapping program that allows citizens to borrow a trap for 7–10 days.
- Any cat caught on a person's property may be impounded by Animal Control, even if the trap is owned or provided by the citizen.
- TNR (Trap-Neuter-Release) programs are also used to help reduce feral cat populations, disease, marking, and fighting.

# FEES

- Cats that are impounded and claimed by an owner are subject to fees/fines.
- First impoundment: \$30, second impoundment \$60, third impoundment \$100, etc. + \$10/night boarding fee.
  - Lancaster: \$45/first impoundment, \$55/second, \$85/third, \$110/fourth
  - Midlothian: \$25/first impoundment, \$40/second, \$75/third, \$120/fourth
- Cats are also microchipped for \$25 at the owner's expense.
  - Lancaster: \$15/per microchip
  - Midlothian: \$20/per microchip

# RECOMMENDATION

- At this time, the Duncanville Police Department recommends no changes to the current animal ordinance.

**Thank you**  
**Any questions?**





# STAFF REPORT

**MEETING:** City Council - July 7, 2026

**TITLE:**

Briefing on Drainage Master Plan Update

**Vision Statement:**

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

**Pillar:**

**Cultivate Community Trust:**

- Foster transparency, two-way communication, and active public participation.

**STAFF RESPONSIBLE:**

**Shahad Mohammed**

**BACKGROUND/HISTORY:**

In April 2025, the City retained Freese and Nichols to develop a Drainage Master Plan (DMP) and conduct a Stream Condition Assessment (SCA). The DMP was developed to identify drainage needs, costs, and priorities related to existing and projected drainage issues within the public drainage system throughout the City. The SCA was conducted to assess the current condition of the City’s creek and stream system and develop conceptual alternatives to reduce erosion risks.

In April, staff, along with Freese and Nichols, discussed the findings of the DMP and SCA. Staff is now providing a recap of the intent of the master plan and its outcomes.

Additionally, in response to complaints received regarding erosion concerns on private property, staff will clarify the current situation, the City’s obligations and limitations related to private property, and potential options Council may consider if the City desires to provide assistance with these concerns.

**POLICY EXPLANATION:**

N/A

**FUNDING SOURCE:**

**ORG and Object Number**

N/A

**Available Budget**

N/A

**Purchase Amount**

N/A

**After Encumber**

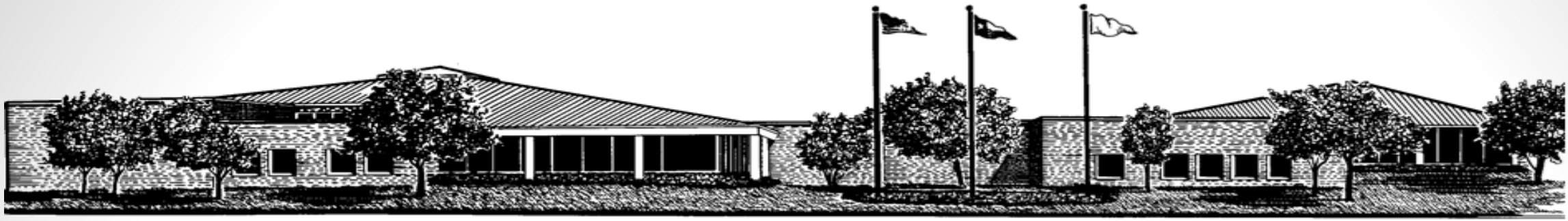
N/A

**ACTION ALTERNATIVES:**

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

**ATTACHMENTS:**

DMP-SCA Recap Presentation



# DRAINAGE MASTER PLAN/STREAM CONDITION ASSESSMENT RECAP

JULY 07, 2026

SHAHAD MOHAMMED, ASSISTANT DIRECTOR OF PUBLIC WORKS

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# PROJECT GOALS

- Drainage Master Plan
  - Identify Stormwater Capital Improvement needs
  - Develop planning-level cost estimates/identify potential funding opportunities
  - Review current Drainage Policy and Design Standards
- Stream Condition Assessment
  - Evaluate the current state of the City's Fluvial System
  - Review historical erosion sites/ Conduct field investigations
  - Develop project concepts to mitigate erosion risks/ Develop planning-level cost estimates

# Cost Estimates/Funding Opportunities

Rank	Project	Planning Level Cost	Federal/State Grants		Federal/State Loans	
			FMA <sup>1</sup>	FIF <sup>2</sup>	CWSRF <sup>3</sup>	DFund <sup>4</sup>
1	Sunset Village Storm Drain Improvements	\$2,100,000	75/25	n/a	100	100
2	Greenstone Lane Culvert Improvements	\$2,600,000	75/25	n/a	100	100
3	Green Hills Rd Culvert Improvements	\$2,300,000	75/25	n/a	100	100
4	Cedar Hill Bridge Improvements	\$2,100,000	n/a	n/a	100	100
5	Inland Port: Tenmile Creek Channel Improvements	\$6,800,000	75/25	50/50	100	100
6	Fairmeadows Storm Drain Improvements	\$8,800,000	75/25	n/a	100	100
7	Alexander Avenue Culvert Improvements	\$1,600,000	n/a	n/a	100	100
8	Inland Port: Beaver Creek Drive Culvert Improvements	\$9,700,000	75/25	50/50	100	100
1	Area 1 – 20" Sanitary Sewer Crossing on Mauk Branch	\$2,670,000	n/a	n/a	100	100
2	Area 2 – 18" Sanitary Sewer Crossing on Mauk Branch	\$1,050,000	n/a	n/a	100	100
3	Area 3 – Concrete SW Flume on Tenmile Creek	\$1,474,000	n/a	n/a	100	100
<b>Total:</b>		<b>\$41,190,000</b>				

<sup>1</sup>FMA: Flood Mitigation Assistance grant program (FEMA)

<sup>2</sup>FIF: Flood Infrastructure Fund grant program (TWDB)

<sup>3</sup>CWSRF: Clean Water State Revolving Fund loan program (EPA)

<sup>4</sup>DFund: Texas Water Development Fund (DFund) loan program (TWDB)



# Stormwater Utility Fee Benchmarks



Duncanville: \$5 flat fee per residence



Duncanville: \$5 per Equivalent Residential Unit (ERU)

\*Graphic shown is based on an example property of 30,000 sq ft

Cedar Hill does not have a fee

## Potential Next Steps:

- Feasibility assessment of Stormwater Utility expenses
- Stormwater Utility Fee assessment/update
- Implementation of updated Stormwater Utility Fee



# Drainage Design Standards Recommendations



## Current State of Standards

- No defined City standard details or specifications

## Establish Interim Standards

- Markups provided on peer community details
- Maintain consistency and clarity
- Widen applicability
- Identified potential gaps

## Plan for Long-Term Vision

- Identify all City desired detail/spec drainage items
- Plan and budget for developing standards
- Leverage NCTCOG
- Review, finalize, adopt, and publish

# NEXT STEPS

- Develop phased Capital Improvement Program to address critical drainage deficiencies.
- Pursue grant and funding opportunities.
- Feasibility Assessment of Stormwater Utility Expenses
- Stormwater Utility Fee Assessment/Update
- Establish City Drainage Design Standards and Specifications
  
- Benefits: Reduced flooding, improved safety, and protected infrastructure

# CREEK EROSION ON PRIVATE PROPERTY

## Current Situation

- Several creek corridors in Duncanville traverse privately owned property.
- In some locations, property ownership extends to the centerline of the creek.
- Natural creek erosion can occur over time due to stormwater flows, soil conditions, vegetation loss, and changing hydraulic conditions.
- The Drainage Master Plan identifies drainage and flood risk issues but does not establish a program for protecting private property from natural creek erosion.

## City's Authority and Responsibility

- Public funds generally cannot be used solely to improve or protect private property.
- Property owners are typically responsible for erosion protection measures on their own property.
- The City may become involved when erosion threatens:
  - Public infrastructure (streets, bridges, utilities, drainage facilities)
  - Public easements
  - Public safety concerns
  - City-owned property



# CITY ROLE AND POTENTIAL APPROACHES

## Potential Policy Options for Council Consideration

- **Option 1 – Existing Practice**

- Continue addressing erosion only when City assets or easements are impacted.

- **Option 2 – Cost Share Assistance Program**

- Establish a program where eligible property owners share costs with the City for approved stabilization projects.
- Commonly used by some municipalities on a limited annual budget basis.

- **Option 3 – Loan or Assistance Program**

- Create a financing mechanism to assist property owners with erosion mitigation projects.
- Property owners remain responsible for repayment and maintenance.

- **Option 4 – Special Assessment or Improvement District**

- Property owners within a defined drainage corridor collectively participate in funding improvements that benefit the area.



**Thank you**  
**Any questions?**





# STAFF REPORT

**MEETING:** City Council - July 7, 2026

**TITLE:**

Briefing on Danieldale Road Diet

**Vision Statement:**

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

**Pillar:**

**Plan with Purpose:**

- **Embed the Comprehensive Plan into daily operations, zoning, budgeting, and land use.**

**STAFF RESPONSIBLE:**

**Shahad Mohammed**

**BACKGROUND/HISTORY:**

The City Council has previously expressed interest in improving cyclist safety by adding a bike lane along Danieldale Road. In this briefing, staff will present two options to implement this vision: a dedicated bike lane corridor and a shared-use trail corridor. The benefits and considerations of each option will be discussed, and staff will gather input from Council members to inform next steps in this initiative.

**POLICY EXPLANATION:**

N/A

**FUNDING SOURCE:**

**ORG and Object Number**

N/A

**Available Budget**

N/A

**Purchase Amount**

N/A

**After Encumber**

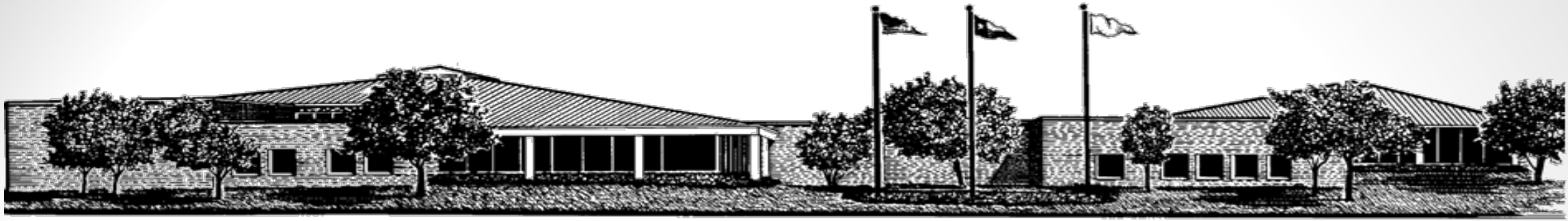
N/A

**ACTION ALTERNATIVES:**

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

**ATTACHMENTS:**

Danieldale Rd Diet Presentation



# DANIELDALE ROAD DIET OPTIONS

JULY 07, 2026

SHAHAD MOHAMMED, ASSISTANT DIRECTOR OF PUBLIC WORKS

BART STEVENSON, DIRECTOR, PARKS AND RECREATION

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

# DANIELDALE ROAD CORRIDOR VISION

## Danieldale Road Corridor Improvements

### Project Goals

- Improve pedestrian and bicycle safety
- Enhance connectivity between neighborhoods, parks, schools, and destinations
- Support Duncanville's walkability and mobility goals
- Reduce conflicts between vehicles, cyclists, and pedestrians
- Build upon the previously implemented road diet segment between Main Street and US-67
- Traffic calming and speeding reduction

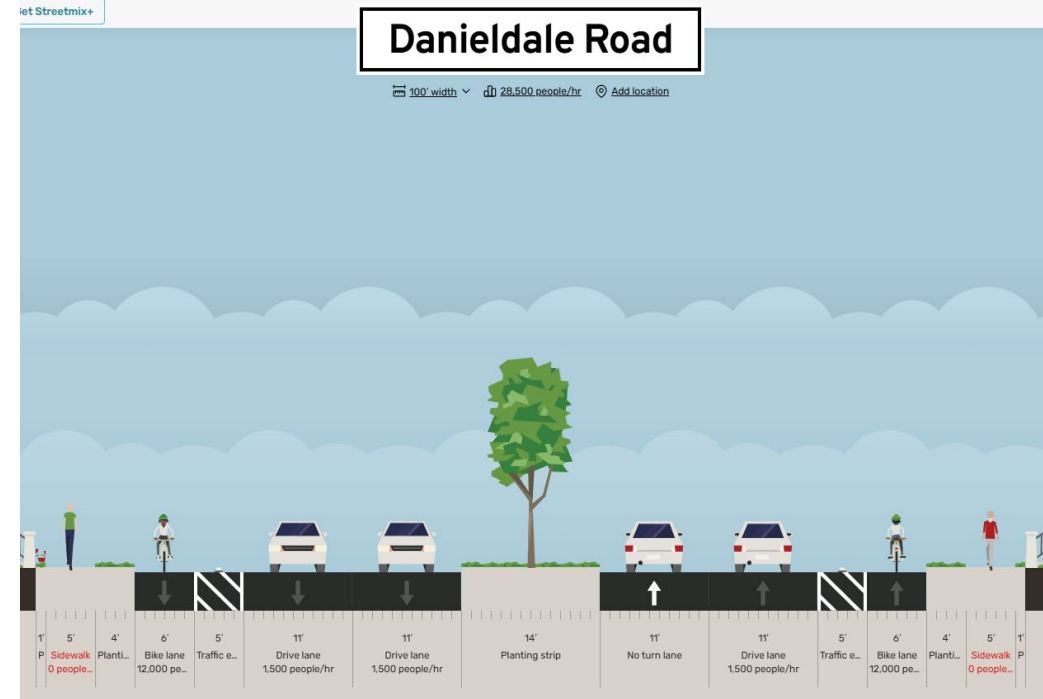
# CORRIDOR IMPROVEMENT ALTERNATIVES

## Option 1 – Bike Lane Corridor

- **Estimated Cost: \$3.8M – \$6.7M**

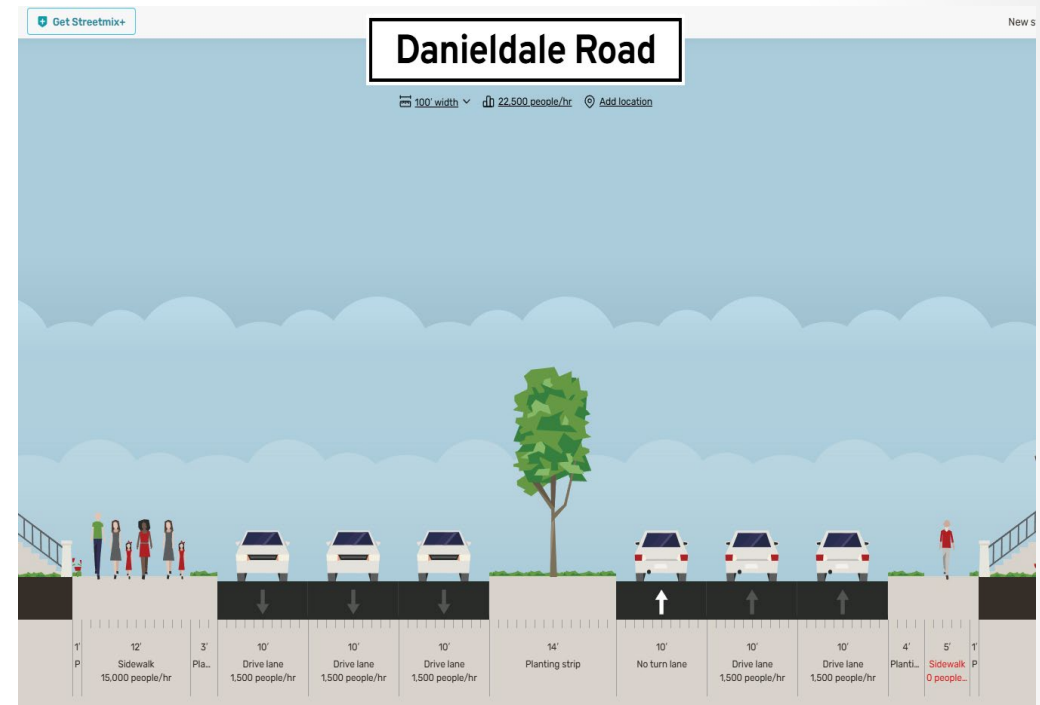
- With removing existing sidewalk and installing 5' sidewalks: \$6.7M
- Only bike lane delineation, no sidewalk improvements: \$3.8M
- 50% contingency assumed in the rough estimates provided

- ✓ Dedicated bike lanes
- ✓ Use delineators to separate path
- ✓ Sidewalk improvements
- ✓ Lower implementation cost
- ✓ Potential phased delivery



# CORRIDOR IMPROVEMENT ALTERNATIVES

- **Option 2 – Shared Use Trail Corridor**
- **Estimated Cost: \$12.7M**
  - 50% contingency assumed in the rough estimates provided
- ✓ Shared-use trail for cyclists and pedestrians
- ✓ Highest level of comfort and safety
- ✓ Enhanced community amenity
- ✓ Long-term corridor transformation



**Thank you**  
**Any questions?**





# STAFF REPORT

**MEETING:** City Council - July 7, 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.

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**Pillar:**

**STAFF RESPONSIBLE:**

**BACKGROUND/HISTORY:**

**POLICY EXPLANATION:**

**FUNDING SOURCE:**

**ACTION ALTERNATIVES:**

**ATTACHMENTS:**

None



# STAFF REPORT

**MEETING:** City Council - July 7, 2026

**TITLE:**

City Council shall convene into closed session pursuant to Section 551.071, 551.072, 551.087 to discuss and consider Fieldhouse Operations, deliberate the purchase, exchange, or lease of real properties, being located east of north Main Street, north of Daniieldale Road, west of Cockrell Hill Road, and south of W Redbird LN, and to seek legal advice from City Attorney regarding such real property.

**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:**

**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:**

None



## *Proclamation*

- WHEREAS,** parks and recreation programs are an integral part of communities throughout this country, including the City of Duncanville; and
- WHEREAS,** parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and
- WHEREAS,** parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being; and
- WHEREAS,** parks and recreation encourages physical activities by providing space for popular sports, hiking trails, and many other activities designed to promote active lifestyles; and
- WHEREAS,** parks and recreation is fundamental to the environmental well-being of our community; and
- WHEREAS,** our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and
- WHEREAS,** the U.S. House of Representatives has designated July as Parks and Recreation Month; and
- WHEREAS,** the City of Duncanville recognizes the benefits derived from parks and recreation resources

**NOW, THEREFORE,** I, Greg Contreras, Mayor of the City of Duncanville, Texas do hereby proclaim the month of July 2026 as Parks and Recreation Month.

### **PARKS AND RECREATION MONTH RECOGNITION IN DUNCANVILLE**

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the Seal of the City of Duncanville, Texas, to be affixed this 7th day of July 2026.

---

*Mayor, The City of Duncanville*



## *Proclamation*

**WHEREAS,** the City of Duncanville is committed to improving the physical quality of community life; and

**WHEREAS,** the Keep Duncanville Beautiful Board was established to promote this commitment; and

**WHEREAS,** the mission of the Keep Duncanville Beautiful Board is to empower Duncanville citizens and businesses to take responsibility for enhancing their community environment; and

**WHEREAS,** each quarter the Keep Duncanville Beautiful Board recognizes one commercial property within the City for significant improvements to the exterior portion of the property, landscape improvements, and/or long-term maintenance of the property that exemplifies high quality standards; and

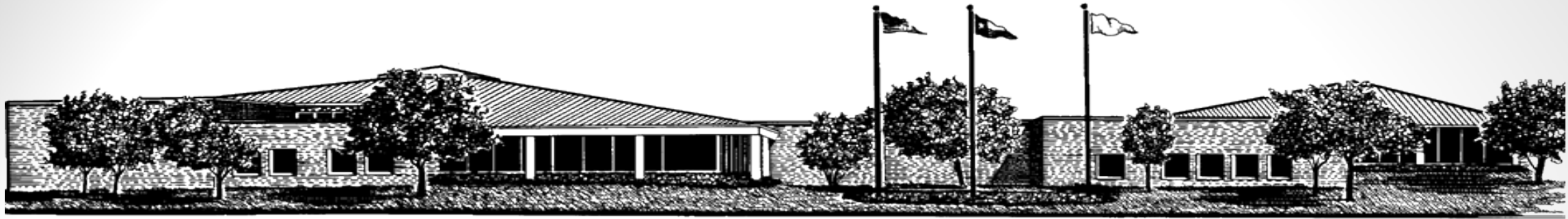
**WHEREAS,** MC Salon located at 214 E Center St., Duncanville, TX, 75116 has been selected as the Business Beautification Award recipient for Summer 2026.

**NOW, THEREFORE,** I, Greg Contreras, Mayor of the City of Duncanville, Texas, do hereby urge all residents to join me in congratulating MC Salon located at 214 E Center St. and commending this business for contributing to the beautification of our City.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the Seal of the City of Duncanville, Texas, to be affixed this 7th day of July 2026.

---

*Mayor, The City of Duncanville*



# KEEP DUNCANVILLE BEAUTIFUL SUMMER 2026 BEAUTIFICATION WINNERS

JULY 7, 2026

TYLER AGEE

ASSISTANT DIRECTOR OF PARKS AND RECREATION

KDB STAFF LIAISON

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



**District 1**  
**James Meaux**  
**1207 Green Leaf Lane**



**District 2**  
**John Harris**  
**207 W. Vineyard**



**District 3**  
**James Moffat**  
**215 Cliffwood Dr.**

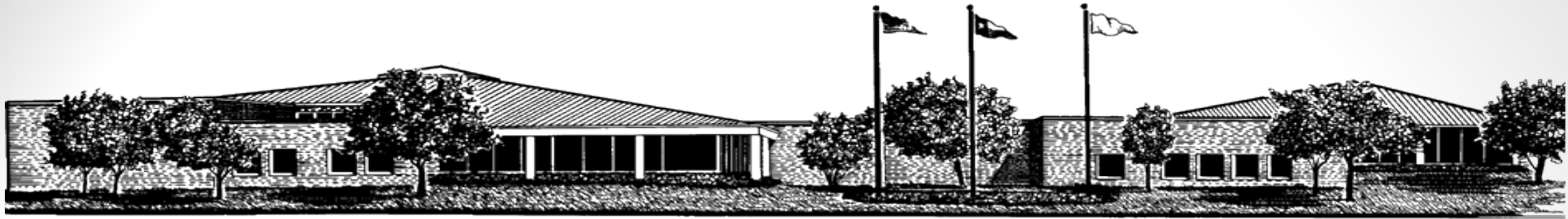


**District 4**  
**Alicia Young**  
**1503 Halsey Dr.**



**District 5**  
**Esiquio Cornejo**  
**318 Woodhaven**





# KEEP DUNCANVILLE BEAUTIFUL SUMMER 2026 BUSINESS BEAUTIFICATION AWARD

JULY 7, 2026

TYLER AGEE

ASSISTANT DIRECTOR OF PARKS AND RECREATION

KDB STAFF LIAISON

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



**Summer 2026  
Business Beautification Award  
MC Salon  
214 E Center St., Duncanville, TX 75116**

**Duncanville City Council Meeting Minutes  
Tuesday, June 16, 2026**

**CALL TO ORDER**

A regular meeting of the Duncanville City Council was called to order on Tuesday, June 16, 2026, at 5:00 PM in the Council Briefing Room at City Hall with a quorum to wit:

Council Present: Mayor Greg Contreras  
Councilmember DeMonica Gooden  
Councilmember Joe Veracruz  
Councilmember Don McBurnett  
Councilmember Jeremy Koontz  
Mayor Pro Tem Kyle Pennebaker  
Councilmember Jarred Davis

Council Arriving At:  
Council Absent:

**WORK SESSION / BRIEFING**

**1. DISCUSS AGENDA ITEMS**

**2. CITY COUNCIL CALENDAR**

A. June and July Calendars

**3. BRIEFINGS / PRESENTATIONS**

A. Briefing on Duncanville Better Block Traffic Calming Initiative

Presented by Assistant Public Works Director Shahad Mohammad, Economic Development Director Marlon Goff, and Executive Director of Better Block Krista Nightengale.

B. Briefing to Discuss Duncanville ISD/City of Duncanville Internship Program

Presented by Human Resources Director Ashley Jacobs.

C. Briefing to Update on Fieldhouse Facility Management Services RFP 26-0009

Presented by Assistant City Manager - Community Mark Rauscher.

D. Briefing to Discuss revoking Specific Use Permit (SUP) No.2232 for the Property located at 711 Camp Wisdom

Presented by Assistant City Manager-Community Mark Rauscher.

Mayor Contreras closed the briefing session at 6:51 PM.

### **EXECUTIVE SESSION**

Mayor Contreras recessed the Briefing Session at 5:05 p.m. for City Council to convene into 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.

Mayor Contreras recessed the Executive Session at 6:21 PM to reconvene the Briefing Session.

The Briefing Session reconvened at 6:24 PM.

- B. City Council shall convene into closed session pursuant to Section 551.072, 551.087 to deliberate the purchase, exchange, or lease of real properties, being located east of north Main Street, north of Daniieldale Road, west of Cockrell Hill Road, and south of W Redbird LN, and to seek legal advice from City Attorney regarding such real property.

The Executive Session reconvened the Executive Session at 9:43 PM, and Mayor Contreras read the item into the record.

The Council closed the Executive Session at 10:00 PM.

### **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 7:00 PM with Mayor Contreras presiding.

Pastor Jakob Barrientos of Trinity Church Fairmeadows delivered the Invocation.

Mayor Contreras led the Pledge of Allegiance and Texas Pledge.

#### **4. REPORTS**

##### **A. Mayor's Report**

Mayor Contreras asked for prayers for the families of the three people involved in an accident on Wheatland Road last week. He thanked the Police and Fire Department for their work on this accident and asked for a moment of silence in honor of the families.

He reported on the Juneteenth celebration this past weekend in Lancaster and the honoring of Mr. and Mrs. Juneteenth, Julie and James Talley, and the US Mayor's Conference he attended in Long Beach, CA.

**B. Councilmembers' Report**

Councilmember McBurnett reported on the Duncanville Dealmakers at the Collab space on Fridays, as well as other events happening in the city. Councilmember Davis reported on the Olden Museum visit last week, the North Central Texas Council of Governments meeting, and wished everyone a happy Juneteenth. Councilmember Gooden congratulated Duncanville ISD student Peyton Smith on being selected to the USA 17 World Championship Volleyball team.

**C. City Manager's Report**

Mr. Abernethy reported on the closing of the Splash Pad for repairs, the bush and bulk pickup, and the Cedar Ridge road project. He also introduced Lisa Miranda and Jennifer Otey as the new Assistant Directors of Finance. He reported on the award received from the Texas Association of Municipal Information Officers for underserved audiences and the outreach campaign for 2026, along with thanking Alex Hamby and Francisco Ramos for their work.

**5. PROCLAMATIONS AND PRESENTATIONS**

**A. Proclamation for Juneteenth Recognition Day 2026**

Read by Councilmember Gooden and presented to Assistant Parks and Recreation Director Tyler Agee.

**B. Best Southwest Scholarship Presentation**

Read by Mayor Contreras and presented to Duncanville High School student Angie Vega.

**6. CITIZENS' INPUT**

Joseph Shirazi 8200 Wilshire Blvd. #400  
(representing 711 E. Camp Wisdom)

Gale Sliger 1405 S. Main St.  
Renaming Library for David Green

Julie Steger 214 Meadowcreek  
Renaming Library for David Green

Amy Jackson 934 Cambridge  
Renaming Library for David Green

Michael Miner 2 Ascot Dr.  
Naming of the Library

Linda Higgins 326 Merribrook Trail  
Naming of Library for David Green

Ron Thompson 202 W. Center St. (email)  
Ellafair 2026

## **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 May 19, 2026, and June 2, 2026, regular City Council Meetings, and the May 26, 2026, Special Called Meeting.
- B. Consider the appointment of Michael Hoffmeyer to the Duncanville Community and Economic Development Corporation (DCEDC) for a two-year term ending August 30, 2028.
- C. Consider a resolution authorizing the use of Hotel Occupancy Revenue for the Two-Day Fourth of July Signature Events.

RES 2026-641

Councilmember Don McBurnett made a motion to approve the consent agenda, Councilmember 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 for an economic development incentive agreement between the Duncanville Community and Economic Development Corporation (DCEDC) and Red Bird Bowling Lanes, Inc in an amount up to \$30,000 for infrastructure and pavement grants at 1114 S. Main Street, Duncanville, Texas 75137.

Presented by Economic Development Coordinator Marcela Perez.  
Councilmember Don McBurnett made a motion to approve the item, Mayor Pro Tem Kyle Pennebaker seconded the motion. The vote was cast 7 for, 0 against.  
RES 2026-642

- C. Consider a Resolution for an economic development incentive agreement between the Duncanville Community and Economic Development Corporation (DCEDC) and A2Z Trading LLC DBA JZ Embroidery in the amount up to \$30,000 for infrastructure, landscaping, pavement, signage, and paint grants at 910 S. Cedar Ridge Drive, Duncanville, Texas 75137.

Presented by Marcela Perez.

Councilmember Jeremy Koontz made a motion to approve the item, Councilmember Don McBurnett seconded the motion. The vote was cast 7 for, 0 against.

RES 2026-643

- D. Consider a Resolution for an economic development incentive agreement between the Duncanville Community and Economic Development Corporation (DCEDC) and Lin and Jen's Hats On! LLC in the amount up to \$2,500 for a signage grant at 204 N. Main Street, Suite 101, Duncanville, Texas 75116.

Presented by Marcela Perez.

Councilmember Don McBurnett made a motion to approve the item, Councilmember Jeremy Koontz seconded the motion. The vote was cast 6 for, 1 against (Mayor Pro Tem Kyle Pennebaker).

RES 2026-644

- E. Consider a Resolution for an economic development incentive agreement between the Duncanville Community and Economic Development Corporation (DCEDC) and People Folks LLC in the amount up to \$22,742 for infrastructure and signage grants at 202 W. Center Street, Suite 103, Duncanville, Texas 75116.

Presented by Marcela Perez.

Councilmember Don McBurnett made a motion to approve the item, Councilmember Jeremy Koontz seconded the motion. The vote was cast 7 for, 0 against.

RES 2026-645

- F. Consider a resolution authorizing the City Manager to submit a nomination packet to the Texas Economic Development and Tourism Office designating eligible census tracts within the City of Duncanville for consideration under the Federal Opportunity Zone 2.0 program.

Presented by Economic Development Director Marlon Goff.  
Councilmember Don McBurnett made a motion to approve the item, Councilmember DeMonica Gooden seconded the motion. The vote was cast 7 for, 0 against.

RES 2026-646

**9. STAFF AND BOARD REPORTS**

A. BloomFest Music & Arts Festival Recap

Presented by Special Events Planner Devon Handley. She gave the date for next year's event, scheduled for April 24, 2027, from 4-10:00 PM.

B. Red, White, & Goals: 4th of July Celebration in Duncanville

Presented by Devon Handley.

C. Economic Development Semi-Annual Report

Presented by Marlon Goff.

D. Planning & Zoning Semi-Annual Report

Presented by Assistant Planning Director LaSheyla Jones, Health Inspector Kiki Smith, and Devon Handley.

Mayor Contreras recessed the regular session at 9:38 PM to reconvene into Executive Session.

The regular session reconvened at 10:01 PM.

**ADJOURNMENT**

The meeting was adjourned at 10:01 p.m.

APPROVED:

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CITY SECRETARY



# STAFF REPORT

**MEETING: City Council - July 7, 2026**

**TITLE:**

Consider an Ordinance amending chapter 12, “miscellaneous offenses and provisions,” of the code of ordinances regulating parking on unimproved surfaces; providing purpose and intent; providing definitions; establishing applicability, parking standards, special event override procedures, exemptions, enforcement, and penalties; providing for severability; and providing an effective date.

**Vision Statement:**

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

**Pillar:**

**Invest in People and Places:**

- **Support walkable, connected neighborhoods and advance equitable infrastructure.**

**STAFF RESPONSIBLE:**

**Shahad Mohammed  
Victor Pizarro**

**BACKGROUND/HISTORY:**

The City has identified concerns relating to vehicles being parked or stored on unimproved surfaces throughout the city's residential, commercial, and industrial areas. Parking on dirt, grass, gravel, and other unimproved surfaces may contribute to neighborhood blight, drainage and erosion issues, property damage, and inconsistent property maintenance.

In 2025, staff presented ordinance concepts to the City Council regarding parking on unimproved surfaces and the need for clearer, more enforceable standards. The proposed ordinance was developed to establish uniform parking requirements while allowing limited temporary exceptions for construction activity, emergencies, maintenance work, and city-approved special events.

In developing the proposed ordinance, staff reviewed existing City parking, zoning, nuisance, and development regulations, as well as operational and enforcement concerns observed within the city. The ordinance is intended to provide objective compliance standards and clearer enforcement procedures while maintaining reasonable flexibility for temporary and special event-related parking situations.

**POLICY EXPLANATION:**

The proposed ordinance amends Chapter 12 of the Duncanville Code of Ordinances to regulate the parking and storage of vehicles on unimproved surfaces within the city. The ordinance is intended to protect neighborhood appearance, reduce drainage and erosion concerns, preserve property maintenance standards, and establish consistent enforcement standards relating to vehicle parking areas.

The ordinance establishes standards relating to:

- Parking restrictions on unimproved surfaces;
- Parking requirements for residential, commercial, and industrial properties;
- Temporary overflow parking procedures for special events;
- Temporary exemptions for construction, maintenance, and emergency activities;
- Enforcement procedures and notice requirements; and
- Penalties and nuisance abatement authority.

The ordinance also establishes a formal process for temporary overflow parking approvals associated with special events, including application requirements, operational conditions, drainage protections, and revocation procedures.

Enforcement of the ordinance would primarily occur through visual inspections and complaint-driven enforcement activities conducted by the City’s Code Enforcement Division.

Approval of the ordinance would amend Chapter 12 of the Duncanville Code of Ordinances to establish regulations governing parking on unimproved surfaces within the City of Duncanville.

**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 Repealing and Replacing Chapter 12, Article XIV

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 12 “MISCELLANEOUS OFFENSES AND PROVISIONS”, ARTICLE XIV “PARKING ON PROPERTIES USED FOR RESIDENTIAL PURPOSES” BY REPEALING IT IN ITS ENTIRETY AND REPLACING IT WITH A NEW ARTICLE XIV “PARKING ON UNIMPROVED SURFACES”; AND, PROVIDING FOR PARKING STANDARDS, SPECIAL EVENTS; PROVIDING FOR DEFENSES; PROVIDING FOR ENFORCEMENTS; AND, 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 AND NO/100 DOLLARS (\$500.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council finds that parking vehicles on unimproved surfaces can contribute to neighborhood blight, reduce property values, create drainage and erosion issues, and negatively impact public health, safety, and welfare; and

**WHEREAS**, the City Council desires to establish clear and reasonable regulations regarding parking on unimproved surfaces to protect community standards while allowing temporary, controlled exceptions for construction, maintenance, emergency, and special events; and

**WHEREAS**, the City Council finds that these regulations are consistent with existing zoning, development, and nuisance standards and will provide enforceable standards for City staff and residents.

**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 to the Code of Ordinances by repealing in its entirety, Chapter 12 “Miscellaneous Offenses and Provisions”, Article XIV “Parking on Properties Used for Residential Purposes”, and replacing with a new Article XIV “Parking on Unimproved Surfaces” of said Chapter which shall hereinafter read as follows:

**“CHAPTER 12  
MISCELLANEOUS OFFENSES AND PROVISIONS**

...

**ARTICLE XIV  
PARKING ON UNIMPROVED SURFACES**

...

**Sec. 12-130. Purpose and Intent.**

The purpose of this Article is to maintain community standards, protect property values, reduce drainage and erosion issues, and prevent neighborhood blight by regulating the parking and storage of vehicles on unimproved surfaces within the City of Duncanville, in a manner that is reasonable, enforceable, and consistent with existing zoning and development standards.

**Sec. 12-131. Definitions.**

(a) *Improved Surface.* A hard-surfaced area constructed for vehicle parking in accordance with City standards, including concrete, asphalt, or approved pavers.

(b) *Unimproved Surface.* Any surface not meeting the City’s improved surface standards, including, but not limited to, dirt, grass, or gravel, unless expressly approved through site plan approval, engineering review, or written authorization by the City.

(c) *Vehicle.* Any motor vehicle, trailer, boat, or recreational vehicle, bus, motor coach, commercial motor vehicle, or any combination thereof as defined by state law.

**Sec. 12-132. Applicability.**

(a) This Article applies to all zoning districts, including, but not limited to, residential, or non-residential zoned in divisions, commercial, industrial, retail and mixed-use districts.

(b) The provisions of this Article are cumulative of, and in addition to, other applicable City parking, zoning, and nuisance regulations.

**Sec. 12-133. Parking Standards.**

(a) *General Prohibition.* Except as expressly permitted by this Article, it shall be unlawful for any vehicle to be parked, stored, or left standing on any unimproved surface.

(b) *Non-Residential Properties.*

(1) All customer, employee, and fleet vehicles parking on commercial and industrial properties shall be located on improved surfaces constructed and maintained in accordance with the Code of Ordinances.

(2) Temporary overflow parking associated with a special event shall be permitted only upon prior written approval by the City in accordance with this article. Approval shall be discretionary and may be conditioned as necessary to protect public health, safety, drainage, and adjacent properties under such special event license or permit.

(c) *Residential Properties.*

(1) Vehicles on residential properties shall be parked only on a driveway, garage, or other approved improved surface. It shall be unlawful to park on unimproved surfaces on residential properties

(2) Temporary parking on an unimproved surface may be permitted for construction, delivery, or emergency purposes for a period not to exceed seventy-two (72) consecutive hours.

(d) *Vacant or Unoccupied Properties.* No parking or storage of vehicles is permitted on unimproved surfaces located on vacant lots or unoccupied properties.

**Sec. 12-134. Temporary Overflow Parking for Special Events.**

(a) *Written Approval Required.*

(1) Temporary overflow parking on unimproved surfaces for special events shall require prior written approval from the City Manager or the City Manager's designee.

(2) Verbal approvals, informal communications, or past approvals shall not constitute authorization.

(b) *Application Requirements.* An application for overflow parking approval shall be submitted in the form prescribed by the City and may require:

(1) Event description, date(s), and anticipated attendance;

(2) Location and size of the proposed overflow parking area;

(3) Duration of use, including setup and teardown;

(4) Traffic circulation and ingress/egress plan; and

(5) Any other information reasonably necessary to evaluate potential impacts.

(c) *Conditions of Approval.* The City may impose reasonable conditions under this section including, but not limited to:

(1) Time limitations, including specific hours and dates of use;

(2) Temporary surface protection, such as mats or other approved materials;

(3) Drainage and erosion control measures;

- (4) Restoration requirements, including reseeded or repair of damaged areas;
- (5) Traffic control measures or signage;
- (6) Limitations on vehicle type or number; and
- (7) Immediate cessation of use if adverse conditions arise.

(d) *Duration and Scope.* Approval for overflow parking shall be valid only for the specific event and time period identified in the written approval and shall not establish precedent for future events.

(e) *Revocation of Approval.* The City may revoke approval at any time if conditions of approval are violated or if continued use poses a threat to public safety, property, or infrastructure.

(f) *Noncompliance.* Parking on unimproved surface outside the scope or conditions of an approved overflow parking authorization shall constitute a violation of this Article.

#### **Sec. 12-135. Defenses.**

The following shall constitute a defense to a violation of this article:

- (1) Temporary parking related to permitted construction or maintenance work, provided that vehicles are removed within seventy-two (72) hours after completion;
- (2) Emergency response vehicles while responding to or engaged in a call for service; and
- (3) City-approved special events with an approved overflow parking plan issued in writing and in compliance with Section 12-134 of this Article.

#### **Sec. 12-136. Enforcement and Penalties.**

(a) *Enforcement Authority.* This Article shall be enforced by the City's Code Enforcement Division through visual inspection, observation, or in response to a complaint.

(b) *Notice of Violation.* Property owners and/or occupants shall be issued a written notice of violation and provided a period of not less than ten (10) days to bring the property into compliance.

(c) *Penalties.*

- (1) A first offense may be punished by a fine not to exceed the amount authorized by the Duncanville Code of Ordinances.

(2) A repeat offense may be punished by a fine not to exceed the amount authorized by the Duncanville Code of Ordinances, with each day of continued violation constituting a separate offense.

(d) *Abatement.* Repeated and willful violations shall be deemed a public nuisance and may be addressed through nuisance abatement procedures in accordance with the Duncanville Code of Ordinances and State law.”

**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.

**DULY PASSED** 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  
(6/29/2026: 4913-1276-4087, v.1)



# STAFF REPORT

**MEETING: City Council - July 7, 2026**

**TITLE:**

Consider a Resolution for continuation of an agreement between the City of Duncanville and HUB International for an additional one-year term with three (3) optional renewals beginning October 1, 2026, to provide health and welfare benefit broker consulting services to the Human Resources Department, with an annualized estimate of \$52,100, and a 15% contingency of \$7,815, not to exceed a total contractual amount of \$239,660.

**Vision Statement:**

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

**Pillar:**

**Govern for the Future:**

- **Use performance metrics and sound fiscal policy to build a resilient organization.**

**STAFF RESPONSIBLE:**

**Ashley Jacobs**

**BACKGROUND/HISTORY:**

The City of Duncanville currently contracts with HUB International for employee benefit broker and consulting services related to the City's medical, dental, vision, life, and supplemental insurance programs. Through this partnership, HUB International provides strategic guidance on benefit plan design, market analysis, vendor negotiations, compliance support, and employee benefit administration services. Continuing these services allows the City of Duncanville to maintain access to industry expertise, ensure ongoing compliance with applicable federal regulations, support cost-containment strategies, and enhance the overall employee benefits experience for City of Duncanville employees.

**POLICY EXPLANATION:**

The City of Duncanville currently contracts with HUB International to provide employee benefits broker and consulting services for the City's employee insurance, fringe benefits, and wellness programs. These services support benefit plan management, regulatory compliance, vendor negotiations, and employee benefit administration. The recommended agreement would provide for continuation of the initial contract term through the proposed optional renewal period of four years, as authorized by the agreement. Funding for these services would be absorbed within the Human Resources Department budget.

**FUNDING SOURCE:**

**ORG and Object Number**  
01011300-700450

<b>Available Budget</b>	<b>Purchase Amount</b>	<b>After Encumber</b>
\$117,126	\$52,100	\$65,026

**ACTION ALTERNATIVES:**

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

**ATTACHMENTS:**

HUB COI, Equalis Coop Resolution 2022-088, HUB INTERNATIONAL RESOLUTION, Evaluation - Broker Services.2025

# CERTIFICATE OF INTERESTED PARTIES

FORM **1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
 CERTIFICATION OF FILING**

Certificate Number:  
 2025-1396087

Date Filed:  
 12/04/2025

Date Acknowledged:

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
 HUB International Texas, Inc.  
 Dallas, TX United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
 City of Duncanville

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
 #3210048  
 Benefit Consulting Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is Brent Weegar, and my date of birth is 9/14/1981.

My address is 10000 N. Central Expy., #1200, Dallas, TX 75231 USA  
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Dallas County, State of Texas, on the 15 day of December, 2025.  
(month) (year)

*Brent Weegar*  
 \_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)

RESOLUTION NO. 2022-088

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AUTHORIZING A COOPERATIVE PURCHASING AGREEMENT WITH EQUALIS GROUP; AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS; AND, PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS,** Local Government Code Section 271.102 provides for voluntary participation in cooperative purchasing programs with another local government or a local purchasing cooperative; and,

**WHEREAS,** it is recommended that the City enter a cooperative purchasing agreement with Equalis Group so that we may purchase goods and services using contracts that the Cooperative has approved through its purchasing program which comply with state procurement statutes; and

**WHEREAS,** the agreements will be used when volume and type are compatible.

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

**SECTION 1.** The City Council hereby approves the terms and conditions of a joint purchasing agreement by and between the City of Duncanville and Equalis Group as provided in the attached Exhibit A which is incorporated herein; and authorizes the City Manager to execute the same for purposes recited herein.

**SECTION 2.** The City Manager is hereby authorized to execute the necessary documents to conform this resolution as appropriate after approval as to form by the City Attorney.

**SECTION 3.** This Resolution shall be effective upon its passage.

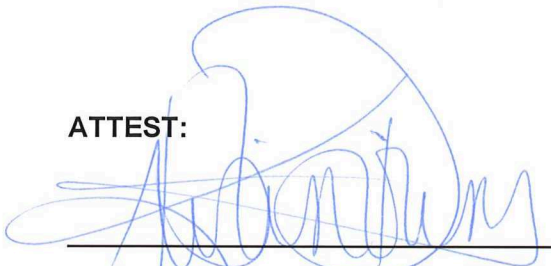
**DULY RESOLVED AND ADOPTED** by the City Council of the City of Duncanville, Texas, on the 20th day of September, 2022.

**APPROVED:**



Barry L. Gordon, Mayor

**ATTEST:**



Kristin Downs, City Secretary

**APPROVED AS TO FORM:**



Robert E. Hager, City Attorney





## MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Master Intergovernmental Cooperative Purchasing Agreement (the "**Agreement**") is entered into by and between those certain government agencies that execute a Management Services Agreement ("**Lead Agencies**") with Equalis Group LLC ("**Equalis Group**") to be appended and made a part hereof and such other public agencies, non-profit organizations, and businesses (each a "**Purchasing Group Member**") who register to participate in the cooperative purchasing programs administered by Equalis Group and its affiliates and subsidiaries (collectively, "**Equalis Group Purchasing Program**") by either registering on an Equalis Group Purchasing Program website (such as [www.equalisgroup.org](http://www.equalisgroup.org)) or by executing a copy of this Agreement.

### RECITALS

**WHEREAS**, after a competitive solicitation and selection process conducted by Lead Agencies, Lead Agencies enter into master agreements ("**Master Agreements**") with awarded suppliers to provide a variety of goods, products, and services ("**Products**") to the applicable Lead Agency and Purchasing Group Members;

**WHEREAS**, Master Agreements are made available to Purchasing Group Members by Lead Agencies through the Equalis Group Purchasing Program and provide that Purchasing Group Members may voluntarily purchase Products on the same terms, conditions, and pricing as the Lead Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

**WHEREAS**, in addition to Master Agreements, the Equalis Group Purchasing Program may from time to time offer Purchasing Group Members the opportunity to acquire Products through other group purchasing agreements.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein and of the mutual benefits to result, the parties hereto agree as follows:

1. Each party will facilitate the cooperative procurement of Products.
2. The procurement of Products by Purchasing Group Member party to this Agreement shall be conducted in accordance with and subject to the relevant federal, state, and local statutes, ordinances, rules, and regulations that govern Purchasing Group Member's procurement practices.
3. The cooperative use of Master Agreements and other group purchasing agreements shall be conducted in accordance with the terms and conditions of such agreements, except as modification of those terms and conditions is otherwise allowed or required by applicable federal, state, or local law.
4. The Lead Agencies will make available, upon reasonable request and subject to convenience, information about Master Agreements which may assist in facilitating and improving the procurement of Products by the Purchasing Group Member.
5. Purchasing Group Member agrees that Equalis Group Purchasing Program may provide access to group purchasing organization ("**GPO**") agreements directly or indirectly by enrolling Purchasing Group Member in another GPO's purchasing program; provided that the purchase of Products shall be at Purchasing Group Member's sole discretion.
6. Purchasing Group Member shall make timely payments to the distributor, manufacturer, or other vendor (each a "**Supplier**") for Products procured and received through any Master Agreement or GPO group purchasing agreement (each an "**Equalis Agreement**") in accordance with the terms and conditions of this Agreement and of the Equalis Agreement, as applicable.
7. Purchasing Group Member acknowledges and agrees that Equalis Group may receive fees ("**Administrative Fees**") from Suppliers, which are typically calculated as a percentage of the dollar value of purchases made by Purchasing Group Member under an Equalis Agreement. Equalis Group's standard Administrative Fees are two percent (2%) or less. Equalis Group shall provide Purchasing Group Member with access to a listing of Equalis Agreements that provide for the payment to Equalis of



Administrative Fee in excess of three percent (3%). Additionally, Equalis Group shall provide Purchasing Group Member with access to an annual report listing Purchasing Group Member's purchases of Products through Equalis Agreements and the associated Administrative Fees received by Equalis Group.

8. Purchasing Group Member agrees that Products purchased under Equalis Agreements are for Purchasing Group Member's own use in the conduct of its business, and in no event shall Purchasing Group Member sell, resell, lease, or otherwise transfer goods purchased through Equalis Agreements to an unrelated third party unless expressly permitted by the terms of the applicable Equalis Agreement.
9. Payment for Products and inspections and acceptance of Products ordered by Purchasing Group Member shall be the exclusive obligation of Purchasing Group Member. Disputes between Purchasing Group Member and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by Purchasing Group Member and the Supplier. The exercise of any rights or remedies by Purchasing Group Member shall be the exclusive obligation of Purchasing Group Member.
10. Purchasing Group Member shall not use this Agreement or the terms and conditions of any Equalis Agreement as a method for obtaining additional concessions or reduced prices for similar products or services.
11. Purchasing Group Member shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a party procuring Products under this Agreement. To the extent permitted by law, the party procuring Products shall hold any non-procuring party harmless from any liability that may arise from action or inaction of the party procuring Products. Without limiting the generality of the foregoing, Equalis Group Purchasing Program makes no representations or warranties regarding any Product or Equalis Agreement and shall have no liability for any act or omission by a Supplier or other party under an Equalis Agreement.
12. This Agreement shall remain in effect unless terminated by one party giving thirty (30) days' written notice to the other party. The provisions of **Sections 5, 6, 7, 8, and 9** hereof shall survive any such termination.
13. If any term or provision of this Agreement is held invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.
14. This Agreement and the rights and obligations hereunder may not be assignable by either party hereto without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned, or delayed, provided, however, that Purchasing Group Member and Equalis Group may assign their respective rights and obligations under this Agreement without the consent of the other party in the event either Purchasing Group Member or Equalis Group shall hereafter effect a corporate reorganization, consolidation, merger, merge into, sell to, or transfer all or substantially all of its properties or assets to another entity. Subject to the preceding sentence, this Agreement will be binding upon, inure to the benefit of, and be enforceable by the parties and their respective successors and assigns. Any instrument purporting to make an assignment in violation of this **Section 14** will be null and void.
15. This Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.
16. Equalis shall not be liable to Purchasing Group for any action, or failure to take action, of a Supplier in connection with the performance of Supplier's obligations under an Equalis Agreement.
17. Each party to this Agreement acknowledges it has read the Agreement and represents and warrants that it has the necessary legal authority and is legally authorized to execute and enter into this Agreement.
18. This Agreement shall take effect upon Purchasing Group Member (i) executing a copy of this Agreement, or (ii) registering on an Equalis Group Purchasing Program website.



The easiest way to complete this form is to visit: [www.equalisgroup.org/member-registration](http://www.equalisgroup.org/member-registration). You may also fill out this form electronically, print and sign it, then scan and email the fully completed document to [membership@equalisgroup.org](mailto:membership@equalisgroup.org).

Agency Information		
Agency Name:		
Agency Type:		
Agency Department:		
Street Address:		
City / St / Zip:		
Phone #:		
Federal Tax ID:		
Website URL:		

Primary Contact Information	
Name:	
Title:	
Phone #:	
Email:	
Which contract(s) are you interested in?:	

IN WITNESS WHEREOF, I hereby acknowledge, on behalf of \_\_\_\_\_, that I have read and agreed to the general terms and conditions set forth in the Equalis Group Master Intergovernmental Purchasing Agreement.

Authorized Signator	
Name:	
Title:	
Date:	

Page 4 of 4  
 Signed: \_\_\_\_\_

**RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING THE PROPOSAL FOR A CONTINUED AGREEMENT BETWEEN THE CITY OF DUNCANVILLE AND HUB INTERNATIONAL FOR AN ADDITIONAL ONE-YEAR TERM WITH THREE (3) OPTIONAL RENEWALS BEGINNING OCTOBER 1, 2026, TO PROVIDE HEALTH AND WELFARE BENEFIT BROKER SERVICES; AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS; AND, PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Duncanville desires to provide comprehensive and competitive employee health and welfare benefit programs for eligible employees and retirees; and

**WHEREAS**, HUB International has demonstrated the qualifications, expertise, and resources necessary to continue to provide health and welfare benefit broker and consulting services to the City of Duncanville; and

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

**SECTION 1:** The City of Duncanville hereby approves continuing with an additional four-year contract with HUB International for benefit broker consulting services.

**SECTION 2:** The City Council hereby authorizes the City Manager to execute the necessary contractual documents to confirm this Resolution as appropriate.

**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 7<sup>th</sup> day of July, 2026.

**APPROVED:**

---

Greg Contreras, Mayor

**ATTEST:**

---

Chiquita Taylor, City Secretary

**APPROVED AS TO FORM:**

---

Robert E. Hager, City Attorney

### Ranking Summary Worksheet for Professional Services

City of Duncanville, Texas  
Procurement Office



**INSTRUCTIONS FOR COMPLETION:**

- 1) Per City Policy, purchases between \$3,000 and \$50,000 require at least three (3) contractor responses
- 2) Contractor responses be in writing (i.e. Contractor Proposal; Contractor email, etc).
- 3) All awards should be made to the Contractor whose proposal is ranked the highest.
- 4) Awards based on the below factors, including but not limited to:
  - (a) on the basis of demonstrated competence and qualifications to perform the service,
  - (b) for a fair and reasonable price.
- 5) The evaluation shall be conducted upon qualifications and competence first, then the City may contact the highest ranked firm, and ask for pricing
  - (a) If the highest ranked firm pricing is not acceptable through negotiation, then the City will cease negotiations with the Contractor, notifying them formally
  - (b) The City may then move the next highest ranked Contractor and repeat the process detailed above.
- 6) Purchases in excess of \$25,000 shall be brought to the Procurement Office for evaluation assistance.
- 7) Purchases in excess of \$50,000 shall be brought to the Procurement Office for formal procurement.

Requestor #:	CONTRACTOR #1	CONTRACTOR #2	CONTRACTOR #3	CONTRACTOR #4	CONTRACTOR #5	CONTRACTOR #6	CONTRACTOR #7	CONTRACTOR #8	CONTRACTOR #9	CONTRACTOR #10	CONTRACTOR #11
<b>Contractor Name:</b>	Hub International	Brown and Brown Financial Services	Locton Dunning Benefits	McGriff Insurance Services	Colonial Life	Higgenbotham Financial Benefit Services	First Financial Administrators, Inc.	Covergame USA, Inc.	David K. Young Consulting, LLC	Arthur J. Gallagher	Alliant Employee Benefits
<b>Contractor City and State:</b>	Dallas, Texas	San Antonio, Texas	Dallas, Texas	Addon, Texas	Columbia, SC	Ft. Worth, Texas	Irving, Texas	East Lansing, MI	San Antonio, Texas	Rdling Meadows, IL	Irvine, CA
<b>HUB BUSINESS - YES OR NO</b>											
<b>Enter "X" for the awarded firm</b>	X										
EVALUATION FACTORS	EVALUATION SCORE	EVALUATION SCORE	EVALUATION SCORE	EVALUATION SCORE	EVALUATION SCORE	EVALUATION SCORE	EVALUATION SCORE	EVALUATION SCORE	EVALUATION SCORE	EVALUATION SCORE	EVALUATION SCORE
The Professional firm's Experience	30%	25%	15%	No Response	No Response	No Response	No Response	No Response	No Response	No Response	No Response
The quality of the Firm's personnel and support	20%	20%	15%	No Response	No Response	No Response	No Response	No Response	No Response	No Response	No Response
Timeline to complete deliverables	20%	20%	20%	No Response	No Response	No Response	No Response	No Response	No Response	No Response	No Response
Examples of similar projects	30%	20%	15%	No Response	No Response	No Response	No Response	No Response	No Response	No Response	No Response
<b>* DISCLOSURE NOTICE:</b> By signing below, I hereby certify that all responses recorded include all the firms that have been contacted for proposal submission and their replies are reflected accurately on this form.	<b>TOTAL = 100%</b>	0%	0%	No Response	No Response	No Response	No Response	No Response	No Response	No Response	No Response
<b>Sub-Response Provided (Yes or No)</b>											

All awards should be made the Highest Ranked Firm. Please write a short summary below of why the contractor chosen is the best choice for the City.  
We would like to award HUB International, as they have scored highest in Experience/Personnel/Deliverables/Similar Projects because of the following: HUB has greater experience with public sector clients, they offer personnel and support staff that we are familiar with since they are our current vendor, they have produced a timeline that exceed projected date of deliverables, and have been retained by the City of Duncanville for several years prior.

Brown and Brown does not list the same amount of municipal government clients, has not been retained by the City previously, so there is no relationship, and would not offer as many similar projects since they have not listed many municipal government clients.

\* Name of Person Completing this Form: \_\_\_\_\_  
Ashley Jacobs, Human Resources Director  
\_\_\_\_\_  
\_\_\_\_\_

\* Signature: \_\_\_\_\_  
\* Signature: \_\_\_\_\_  
\* Signature: \_\_\_\_\_

**NOTE:** THE COMPLETED & SIGNED EVALUATION FORM AND COPIES OF ALL PROPOSALS MUST BE ATTACHED TO THE PURCHASE REQUISITION.



# STAFF REPORT

**MEETING: City Council - July 7, 2026**

**TITLE:**

Consider a Resolution authorizing an MOU to be entered into between the City of Duncanville and Duncanville Independent School District (DISD) for an internship program entitled Duncanville Future Leaders Program maintained and led by the Human Resources Department, with an annualized estimate of \$0.

**Vision Statement:**

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

**Pillar:**

The Duncanville Future Leaders Program aligns with the City’s community pillar of **Govern for the Future** by investing in workforce development, leadership growth, and long-term organizational sustainability. Through partnership with Duncanville ISD, the program creates opportunities for students to gain hands-on experience in municipal government while developing professional skills and civic awareness.

The program also supports the pillar of **Cultivate Community Trust** by strengthening collaboration between the City, local schools, students, and families through meaningful community engagement and educational partnerships. By providing students with direct exposure to local government operations and public service, the initiative promotes transparency, community connection, and future civic involvement.

**STAFF RESPONSIBLE:**

**Ashley Jacobs**

**BACKGROUND/HISTORY:**

The City of Duncanville originally launched its internship initiative in 2024 through the Parks & Recreation Department in partnership with Duncanville ISD. The program was created to provide students with meaningful hands-on learning experiences while introducing them to careers in local government and public service.

Following the success and positive interest generated through the initial pilot program, the City is now relaunching and expanding the initiative into a citywide program

available to all departments interested in participating. The expanded program is designed to strengthen partnerships between the City of Duncanville and Duncanville ISD, support workforce development efforts, and provide students with real-world exposure to a variety of municipal career paths including administration, public safety, communications, planning, information technology, public works, library services, and more.

The relaunch of the program reflects the City’s continued commitment to investing in future leaders, creating educational opportunities for local students, and building a pipeline of talent for the future workforce.

**POLICY EXPLANATION:**

The Duncanville Future Leaders Program (DFLP) aligns with the City’s organizational mission, workforce development efforts, and employee development practices outlined within the City of Duncanville Employee Handbook and Manual of Policies. The program supports the City’s commitment to fostering growth, learning, public service, and community engagement by providing students with meaningful exposure to municipal government operations and career pathways.

Additionally, the program supports the City’s recruitment and development objectives by creating opportunities for students to gain hands-on experience, develop professional skills, and build an understanding of local government services. The initiative also reflects the City’s core values of Service Above Self, Accountability, and community partnership through collaboration with Duncanville ISD and participating City departments.

**FUNDING SOURCE:**

**ORG and Object Number**

N/A

**Available Budget**

N/A

**Purchase Amount**

N/A

**After Encumber**

N/A

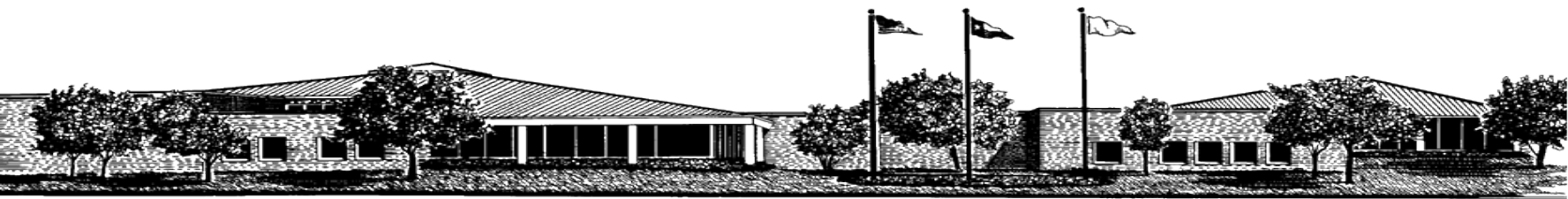
**ACTION ALTERNATIVES:**

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

**ATTACHMENTS:**

6.16 Council Presentation\_Duncanville Future Leaders Program, Duncanville ISD  
RESOLUTION





# DUNCANVILLE FUTURE LEADERS PROGRAM

DUNCANVILLE ISD AND CITY OF DUNCANVILLE PARTNERSHIP

HIGH SCHOOL INTERNSHIP PROGRAM

JULY 7, 2026

ASHLEY JACOBS, HUMAN RESOURCES AND CIVIL SERVICE DIRECTOR

# PROGRAM OVERVIEW AND IMPACT

## Duncanville Future Leaders Program:

- Partnership between the City of Duncanville and Duncanville ISD
- Provides students with real-world work experience with no budgetary impact to the school district or City
- Aligns students with City departments based on career interests
- Supports career exploration and workforce readiness
- Working to build Duncanville's next generation of leaders



# PROGRAM OVERVIEW AND IMPACT

## Why the DFLP Program matters:

### For the City:

- Strengthens community outreach and engagement
- Builds a future workforce pipeline
- Promotes awareness of public service careers

### For Students & ISD:

- Provides hands-on, real-world experience
- Enhances career readiness and skill development
- Exposes students to local government operations
- Students will earn high school credit toward graduation upon successful completion

# PROGRAM IMPLEMENTATION & STRUCTURE



- Program will run during the 2026–2027 school year
  - Fall Semester: August – December 2026
  - Spring Semester: January – May 2027
- Students will work onsite at the City during their scheduled CTE class block
- Interns will be placed in departments aligned with the CTE program and career interests
- Each intern will be assigned a City of Duncanville staff mentor
- City departments will provide supervision, expectations, and ongoing feedback to each student

# PROGRAM EVALUATION

The DFLP program will be evaluated during semester check-ins and end-of-semester reviews via student and mentor feedback, supervisor evaluations, and student surveys.

## Evaluations will focus On:

- Student growth and professionalism
- Department satisfactions
- Program improvement for future cycles



# PROGRAM PARTICIPATION

**City of Duncanville departments who have committed to program participation:**

- City Administration – Project Management
- City Secretary
- Human Resources
- Information Technology
- Library
- Parks and Recreation – Special Events
- Planning and Zoning
- Public Information/Marketing and Communications
- Public Works – Equipment Services



THANK YOU

Any questions? Discussion.



**RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING A THE MEMORANDUM OF UNDERSTADING BETWEEN THE CITY OF DUNCANVILLE AND DUNCANVILLE INDEPENDENT SCHOOL DISTRICT FOR AN INTERNSHIP PROGRAM BEGINNING AUGUST 1, 2026, TO PROVIDE STUDENTS WITH INTERNSHIP HOURS AND MUNICIPAL GOVERNMENT EXPERIENCE; AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS; AND, PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Duncanville desires to provide a comprehensive and educational internship program for eligible students of Duncanville Independent School District; and

**WHEREAS**, Duncanville Independent School District has demonstrated the expertise, and resources necessary to provide the city of Duncanville with qualified students; and

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

**SECTION 1:** The City of Duncanville hereby approves a memorandum of understanding with Duncanville Independent School District for an internship program.

**SECTION 2:** The City Council hereby authorizes the City Manager to execute the necessary contractual documents to confirm this Resolution as appropriate.

**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 7<sup>th</sup> day of July, 2026.

**APPROVED:**

\_\_\_\_\_  
Greg Contreras, Mayor

**ATTEST:**

\_\_\_\_\_  
Chiquita Taylor, City Secretary

**APPROVED AS TO FORM:**

---

Robert E. Hager, City Attorney



# STAFF REPORT

**MEETING: City Council - July 7, 2026**

**TITLE:**

Conduct a public hearing and consider an ordinance for a text amendment to Chapter 12C, Boarding Houses and Group Homes, to revise the allowed zoning districts for each land use and to revise and update land use definitions in Article 7 of the Zoning Ordinance, the current procedure for approval/consideration of each land use, and amend the Zoning Ordinance to separate each land use as individual uses listed as 'Group Homes' and 'Boarding House' in Article 3 and Article 3, Section 3.04 Additional Regulations for 'Group Home' and 'Boarding House'.

**Vision Statement:**

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

**Pillar:**

**Plan with Purpose:**

- **Embed the Comprehensive Plan into daily operations, zoning, budgeting, and land use.**

**STAFF RESPONSIBLE:**

**LaSheyla Jones**

**BACKGROUND/HISTORY:**

Increased request of group home and boarding house operations in the city which revealed that the enforcement and requirements were not concise across all city ordinances including the Code of Ordinances and the Zoning Ordinance.

**POLICY EXPLANATION:**

To clarify, strengthen, and expand support for effective enforcement of these ordinances and each land use along with revising contradicting language and allowable operations in certain zoning districts in the Code of Ordinances and the Zoning Ordinance.

**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 Replacing Appendix A. Art. 3 Sec.3.03 and Sec.3.04-[Boarding House and Group Homes], Duncanville.ZORD. Approving Chapt. 22-[Group-Boarding Homes], Group Home Boarding Home Presentation (1)

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE CODE OF ORDINANCES BY REPEALING AND REPLACING APPENDIX A, “ZONING ORDINANCE”, ARTICLE 3, “LAND USES”, SECTION 3.03, “PERMITTED USE CHART”, BY CHANGING LAND USE PROVISIONS FOR “BOARDING HOUSE AND GROUP HOME”, WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT “A”; AND, SECTION 3.04, “ADDITIONAL USE REGULATIONS”, BY REPEALING AND REPLACING SECTION 1, “BOARDING HOUSE STANDARDS”, WITH A NEW SECTION 1, “BOARDING HOUSE AND GROUP HOME STANDARDS”, AND RESERVING SECTION 2 FOR FUTURE USE; AND, PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF A FINE NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000) FOR EACH AND EVERY OFFENSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Planning and Zoning Commission of the City of Duncanville, Texas, and the governing body of the City, in compliance with the laws of the State of Texas and the ordinances of the City, have given requisite notice by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally and to all persons interested and situated in the affected area and in the vicinity thereof, and in the exercise of its legislative discretion have concluded that the Comprehensive Zoning Ordinance and Zoning Map of the City should be amended;

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

**SECTION 1.** That the Code of Ordinances be, and the same is, hereby amended by repealing and replacing Appendix A, “Zoning Ordinance”, Article 3, “Land Uses”, Section 3.03, “Permitted Use Chart”, by changing land use provisions for “Boarding House and Group Home”, which is attached hereto and incorporated herein as Exhibit “A”.

(See Exhibit A)

**SECTION 2.** That the Code of Ordinances be, and the same is, hereby amended by repealing and replacing Appendix A, “Zoning Ordinance”, Article 3, “Land Uses”, Section 3.04, “Additional Use Regulations”, by repealing and replacing Section 1, “Boarding House Standards”, with a new Section 1, “Boarding House and Group Home Standards”, and reserving Section 2, which shall read as follows:

**“APPENDIX A-ZONING ORDINANCE**

.....

### **Article III. - Land Uses**

#### **Section 3.03. ....**

#### **Section 3.04. – Additional use regulations.**

##### **A. Residential Uses**

##### **1. Boarding House and Group Home Standards**

(a) Application information. Specific use permit applications shall include, but not limited to, the following information:

- (1) Property owner information
- (2) Onsite responsible party
- (3) Offsite emergency contacts
- (4) Total number of residents
- (5) Age of residents
- (6) Disability of residents
- (7) Total number of employees/caregivers
- (8) License with the state
- (9) Total square feet of dwelling unit
- (10) Total square feet of dwelling unit
- (11) Number of bedrooms
- (12) Total square feet of living area
- (13) Total square feet of dining area
- (14) Total square feet of kitchen
- (15) Number of restrooms
- (16) Total linear feet of street frontage
- (17) Number of vehicles

(b) Living area.

- (1) Each bedroom in a dwelling unit occupied by one person shall contain 70 square feet of floor area, and that each bedroom occupied by more than one person shall contain at least 60 square feet of floor area for each occupant thereof.
- (2) Bedrooms shall be proportional to bathrooms and living areas in single family residential structures such that for every two rooms used in the structure as a bedroom there shall be at least:

(a) One full bathroom (containing a commode, a sink, and a shower or bathtub); and,

(b) One living area. As used in this section, the term “living area” means a room of at least 120 square feet in size, other than:

(a) An unfinished garage or basement; or,

(b) A room used as a bedroom, bathroom, or kitchen.

(c) Spacing.

No Boarding House and/or Group Home shall locate within one thousand six hundred (1,600) feet of another Boarding House and/or Group Home. The measurement is taken in a straight, direct line from one property line to another property line.

(d) Parking.

The amount of on-site parking shall not exceed the parking required by **Section 3.03. Permitted Use Chart** by more than three (3) spaces.

(e) Inspections.

All Boarding Houses and/or Group Homes shall require an interior and exterior inspection of the property prior to the issuance of a Certificate of Occupancy and annually thereafter by the Building Official and/or his or her designee, and Code Enforcement Officials.

(2). (Reserved)

.....”

**SECTION 3.** That all provisions of the ordinances of the City of Duncanville in conflict with the provisions of this ordinance be and the same are hereby repealed and all ordinances not so in conflict 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 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 unconstitutional, illegal or invalid, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

**SECTION 6.** That any person, firm or corporation violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished by a fine not to exceed the sum of two thousand dollars (\$2,000.00) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

**SECTION 7.** This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and Charter in such cases provide.

**DULY 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

**EXHIBIT “A”**

**“APPENDIX A-ZONING ORDINANCE**

**Article III. - Land Uses**

**Section 3.03. - Permitted use chart.**

Land Use	SF-43	SF-13	SF-10	SF-7	TF-7	MF-14	MF-21	NOR	LOR	GOR	C	I	DD			Add'l Regulations	Parking
													CMS	GMS	UL		
Residential Uses																	
Assisted Living Facility																	
Boarding House/Group Home	○	○	○	○	○	○	○	○	○	○	○	○	○		Sec. 3.04.A.1	1:1 bedroom	
Child Care Home (? 6 children)																	

.....

**Section 3.04 .....”**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 12C, “BOARDING AND GROUP HOMES”, ARTICLE 1, “IN GENERAL”, SECTIONS: 12C-2 “DEFINITIONS”; 12C-5 “APPLICATION REQUIRED”; 12C-7 “REASONABLE ACCOMODATION”; 12C-10 “SEPARATION REQUIREMENTS”; 12C-11 “PROCESS”; AND 12C-12, “INSPECTION”; AND, PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND (\$2,000.00) DOLLARS FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, The City of Duncanville, Texas is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, pursuant to Chapter 211 of the Local Government Code, the City has the authority to adopt a comprehensive Zoning Ordinance and map regulating the location and use of buildings, structures, and land for business, industry, residence and other purposes, and to amend said ordinance and said map for the purpose of promoting the public health, safety, morals and general welfare, all in accordance with a Comprehensive Plan; and,

**WHEREAS**, the City Council of the City of Duncanville deems it necessary to amend Chapter 12C of the Code of Ordinances to establish regulations for boarding homes and group homes to ensure compatibility with surrounding land uses, protect the health, safety and welfare of residents and the public, to provide reasonable opportunities for a range of housing types, including group living arrangements, and to ensure compliance with applicable federal and state laws, including the Fair Housing Act and reasonable accommodation requirements, that the hereinafter contained provisions of this Ordinance should be passed, promulgated and enforced; and

**WHEREAS**, the City’s Planning and Zoning Commission has recommended the regulations as herein contained after public hearing, as required by law; and

**WHEREAS**, the City Council has given published notice and held public hearings with respect to the adoption of this Ordinance, as required by law; and

**WHEREAS**, the Planning and Zoning Commission and City Council considered, among other things, the character of zoning districts created hereunder and their peculiar suitability for the particular uses allowed herein.

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

**SECTION 1.** That the Duncanville Code of Ordinances Chapter 12C, “Boarding and Group Homes”, Article 1, “In General”, Section 12C-2, “Definitions”, is hereby amended and shall hereinafter read as follows:

**“CHAPTER 12C- BOARDING AND GROUP HOMES**

**Article I.-[In General]**

**Sec. 12C-1.- Purpose.**

.....

**Sec. 12C-2.- Definitions.**

For purposes of this article, the following terms shall apply:

*Appeals board* .....

*Boarding home* .....

*Department* .....

*Director* means the director and/or assistant director designated by the city manager to enforce and administer this article and includes representatives, agents, or department employees.

.....

*Employee* .....

*Group home facility* means a boarding house or housing occupied by groups of unrelated individuals with disabilities, which may or may not be provided by organizations that also offer various services for individuals with disabilities living in the homes and are licensed by the state, in which a reasonable accommodation and certificate of occupancy has been issued prior to operating if such home has four or more persons occupying the dwelling unit.

*Licensee* .....

.....”

**SECTION 2.** That the Duncanville Code of Ordinances Chapter 12C, “Boarding and Group Homes”, Article 1, “In General”, Section 12C-5 “Application Required”, is hereby amended and shall hereinafter read as follows:

**“CHAPTER 12C- BOARDING AND GROUP HOMES**

**Article I.-[In General]**

**Sec. 12C-1.- Purpose.**

.....

**Sec. 12C-3.- [Unlawful to operate in a neighbored zone.]**

.....

**Sec. 12C-5.- Application required.**

(a) A group home and/or boarding house, as defined herein, requires a Specific Use Permit (SUP) in a single-family residential district in accordance with Appendix A of the Code of Ordinances and is in compliance with the regulations set forth in this chapter.

(b) .....

.....

.....

(e) The following information, including but not limited to, must be submitted as part of a formal Specific Use Permit (SUP) application to the Planning and Zoning Department:

- (1) Property owner information.
- (2) Onsite responsible party.
- (3) Offsite emergency contacts.
- (4) Total number of residents.
- (5) Age of residents.
- (6) Disability of residents.
- (7) Total number of employees/caregivers.
- (8) License with the state.
- (9) Total square feet of dwelling unit.

- (10) Total square feet of sleeping area.
- (11) Number of bedrooms.
- (12) Total square feet of living area.
- (13) Total square feet of dining area.
- (14) Total square feet of kitchen.
- (15) Number of restrooms.
- (16) Total linear feet of street frontage.
- (17) Number of vehicles.

(f) Additional information may be requested by the director, assistant director, and/or the Building Official to ensure compliance.

.....”

**SECTION 3.** That the Duncanville Code of Ordinances Chapter 12C, “Boarding and Group Homes”, Article 1, “In General”, Section 12C-7 “Reasonable Accommodation”, is hereby amended and shall hereinafter read as follows:

**“CHAPTER 12C- BOARDING AND GROUP HOMES**

**Article I.-[In General]**

**Sec. 12C-1.- Purpose.**

.....

**Sec. 12C-5.- Application required.**

.....

**Sec. 12C-7.- Reasonable accommodation.**

- (a) If more than four unrelated persons are to occupy the single-family dwelling as a group home facility, a reasonable accommodation application must be submitted to the Planning and Zoning Department.
- (b) .....
- (c) The City Council shall establish by resolution which shall be remitted on or before the application is filed.
- (d) The request must state the reason for the accommodation and that a Zoning Special Use Permit has been granted.

(e) The director and/or assistant director reviews the application to determine whether the application for a reasonable accommodation should be granted.

(f) . . . . .

. . . . .

(h) The matter set out in the request for reasonable accommodation may be granted unless:

(1) . . . . .

. . . . .

. . . . .”

**SECTION 4.** That the Duncanville Code of Ordinances Chapter 12C, “Boarding and Group Homes”, Article 1, “In General”, Section 12C-10 “Separation Requirements”, is hereby amended and shall hereinafter read as follows:

**“CHAPTER 12C- BOARDING AND GROUP HOMES**

**Article I.-[In General]**

**Sec. 12C-1.- Purpose.**

. . . . .

**Sec. 12C-7.- Reasonable accommodation.**

. . . . .

**Sec. 12C-10.- Separation requirements.**

No group home and/or boarding house shall be located within 1,600 feet of another group home and/or boarding house as defined by this chapter. The measurement is taken in a straight, direct line from one property to another.

. . . . .”

**SECTION 5.** That the Duncanville Code of Ordinances Chapter 12C, “Boarding and Group Homes”, Article 1, “In General”, Section 12C-11, “Process” is hereby amended and shall hereinafter read as follows:

**“CHAPTER 12C- BOARDING AND GROUP HOMES**

**Article I.-[In General]**

**Sec. 12C-1.- Purpose.**

.....

.....

**Sec. 12C-10.- Separation requirements.**

.....

**Sec. 12C-11.- Process.**

- (a) A reasonable accommodations application must be submitted and approved by the Planning and Zoning Department prior to approving any certificate of occupancy.
- (b) Denial of any reasonable accommodations application may be appealed to the Zoning Board of Adjustment. The Zoning Board of Adjustment’s decisions will be the final determination regarding the reasonable accommodation application.
- (c) An interior and exterior inspection of the property is conducted prior to approving any certificate of occupancy by the Building Official and the Fire Marshal and/or his or her designee.
- (d) Additional inspections may be conducted as appropriate.

.....”

**SECTION 6.** That the Duncanville Code of Ordinances Chapter 12C, “Boarding and Group Homes”, Article 1, “In General”, Section 12C-12, “Inspection” is hereby amended and shall hereinafter read as follows:

**“CHAPTER 12C- BOARDING AND GROUP HOMES**

**Article I.-[In General]**

**Sec. 12C-1.- Purpose.**

.....

**Sec. 12C-10.- Separation requirements.**

.....

**Sec. 12C-12.- Inspection.**

(a) All facilities authorized unless exempt under this chapter shall require an interior and exterior inspection of the property prior to issuance of a certificate of occupancy and annually thereafter by the Building Official and/or his or her designee, and code enforcement officials.

(b).....

.....”

**SECTION 7.** That all provisions of the ordinances of the City of Duncanville in conflict with the provisions of this ordinance be and the same are hereby repealed and all ordinances not so in conflict shall remain in full force and effect.

**SECTION 8.** 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 9.** 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 unconstitutional, illegal or invalid, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

**SECTION 10.** That any person, firm or corporation violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished by a fine not to exceed the sum of two thousand dollars (\$2,000.00) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

**SECTION 11.** It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, the unconstitutionality shall not affect any of the remaining phrase, clauses, sentences, paragraphs, and sections of this ordinance, since they would have been enacted by the city council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 12.** That this Ordinance shall take effect immediately from and after its

passage and the publication of the caption of said Ordinance, as the law in such cases provides.

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

**APPROVED:**

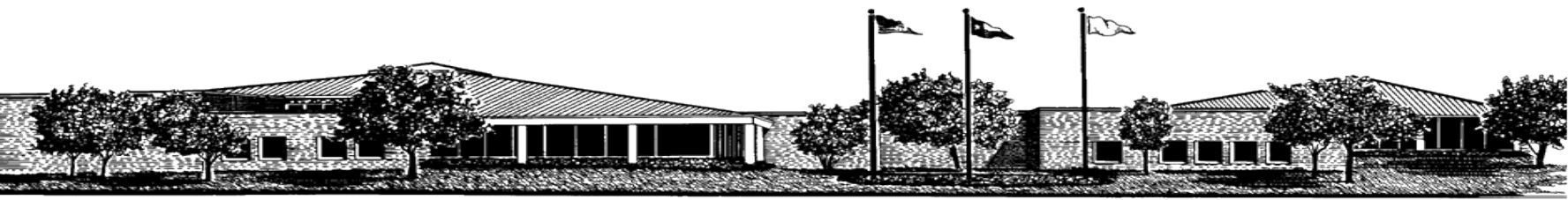
\_\_\_\_\_  
Greg Contreras, Mayor

**ATTEST:**

\_\_\_\_\_  
Chiquita Taylor, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Robert E. Hager, City Attorney



# PROPOSED ZONING ORDINANCE AND CODE OF ORDINANCE CHANGES – BOARDING HOUSE AND GROUP HOME

July 7, 2026

Dr. LaSheyla Jones, Assistant Director – Planning & Zoning

# PURPOSE OF CHANGES

Staff has reviewed the existing Zoning Ordinance and Code of Ordinances and drafted provisions to clarify, strengthen, and expand support for effective enforcement of the land uses Group Homes and Boarding Homes.

- Revise and update land use definitions, allowable zoning districts for each use, concise language in Zoning Ordinance and Code of Ordinances, update land use chart

# ZONING ORDINANCE/LAND USE UPDATES

- **Boarding House/Group Homes**

- Current language and proposed changes:

- Articles I Section 12C-2: Definitions

- Boarding home. means an establishment that furnishes, in one or more buildings, lodging to three or more persons with or without disabilities or elderly persons who are unrelated to the owner of the establishment by blood or marriage, and provides community meals, light housework, meal preparation, transportation, grocery shopping, money management, laundry services, or assistance with self-medication
  - \*Use will be updated in the Zoning Ordinance, Article 7 Definitions to be consistent.
- Director. means the ~~director~~ *director and/or assistant director* of the department designated by the city manager to enforce and administer this article and includes representatives, agents, or department employees designated by the ~~director~~ *director and/or assistant director*
- *Group home facility*. means housing occupied by groups of unrelated individuals with disabilities, which may or may not be provided by organizations that also offer various services for individuals with disabilities living in the homes and are licensed by the state, in which a reasonable accommodation and certificate of occupancy has been issued prior to operating if such home has four or more persons occupying the dwelling unit.

\*Add definition to Zoning Ordinance and add land use to Land Use Chart

# ZONING ORDINANCE/LAND USE UPDATES

- **Boarding House/Group Homes**

- Current language and proposed changes:

- **Section 12C-5 – Application required [Revisions]**

(a) A group home *and/or boarding house*, as defined herein, ~~is permitted~~ *requires a Specific Use Permit (SUP)* in a single-family residential district if it complies with the regulations set forth in this chapter.

(b) A person commits an offense if he owns or operates a group home facility in the city without an approved application issued under this Chapter.

(c) It is a defense to prosecution under this article if a person operates a group home facility while an application under [section 12C-4](#) is pending.

(d) It is a defense to prosecution under this section if a person operates a facility listed in this section.

(e) The ~~application~~ *following information* including but not limited must be submitted *as part of a formal Specific Use Permit (SUP) application to the director to the Planning and Zoning department*

# ZONING ORDINANCE/LAND USE UPDATES

- **Changes to Section 12C-7 – Reasonable Accommodation**

- If more than four unrelated persons are to occupy the single-family dwelling as a group home facility, a reasonable accommodation *application* must be ~~requested~~ *submitted to the Planning and Zoning department*.
- A request for reasonable accommodation may be made by any person with a disability, the person's representative, a developer, or a provider of housing for individuals with disabilities.

~~• There is no fee~~ *The fee is \$500* for a reasonable accommodation *application*.

- The request must state the reason for the accommodation from the ~~zoning~~ *Zoning Ordinance and/or* ~~or~~ development regulations and the basis for the request.
- The ~~director~~ *director and/or assistant director* reviews the application to determine whether the ~~request~~ *application* for a reasonable accommodation should be granted.
- Prior to final determination being made, the city attorney reviews all pertinent information and provides the ~~director~~ *director and/or assistant director* legal counsel regarding all ~~requests~~ *applications* for a reasonable accommodation.

- **Changes to Section 12C-10 – Separation requirements,**

- No group home *and/or boarding house* shall ~~be located~~ *locate* within 1,600 feet of another group home *and/or boarding house* as defined by this chapter. The measurement is taken in a straight, direct line from one property to another.

# ZONING ORDINANCE/LAND USE UPDATES

- **Changes to Section 12C-11 – Process.**

(a) An administrative reasonable accommodations application must be submitted and approved by the ~~director~~ *Planning and Zoning department* prior to approving any certificate of occupancy.

(b) Denial of any reasonable accommodations application may be appealed to the ~~zoning board of adjustment~~ *Zoning Board of Adjustment*.

(c) An interior and exterior inspection of the property is conducted prior to approving any certificate of occupancy by the Building Official and/or his or her designee and Code Enforcement officials.

(d) Additional inspections *may be* conducted as appropriate.

# ZONING ORDINANCE/LAND USE UPDATES

- **Changes to Section 12C-12 – Inspection.**

(a) All facilities authorized unless exempt under this chapter shall require an interior and exterior inspection of the property prior to issuance of a certificate of occupancy and annually thereafter by the ~~building official~~ *Building Official and/or his or her designee* and code enforcement officials.

(b) All facilities authorized under this chapter shall be annually inspected to ensure compliance with the requirements established herein.

(c) The city council shall, by resolution, establish an appropriate fee for the inspection established in this section.

# ZONING ORDINANCE/LAND USE UPDATES

- Update language in Article 3 - Land Use Chart and Section 3.04 Additional Regulations in Zoning Ordinance
- Update and add 'Group Home' use to Land Use Chart (Article 3) and Definitions (Article 7) in Zoning Ordinance
- Update and create 'Boarding House' and 'Group Home' uses as separate land uses on the land use chart (Article 3)
  - *Each use will exist on its own within the land use chart and have its own definition and standards to deter confusion and continued interchangeable use based on operation type*

# ZONING ORDINANCE/LAND USE UPDATES

## Section 3.04 – Additional Regulations

- A. Residential Uses
  - 1. *Boarding House and Group Home Standards*
    - a. Application Information
    - *Specific Use Permit applications shall include, but not limited to, the following information:*

## Section 3.04 – Additional Regulations **(Revised language)**

- A. Residential Uses
  - (1) *Property owner information.*
  - (2) *Onsite responsible party.*
  - (3) *Offsite emergency contacts.*
  - (4) *Total number of residents.*
  - (5) *Age of residents.*
  - (6) *Disability of residents.*
  - (7) *Total number of employees/caregivers.*
  - (8) *License with the state.*
  - (9) *Total square feet of dwelling unit.*
  - (10) *Total square feet of sleeping area.*
  - (11) *Number of bedrooms.*
  - (12) *Total square feet of living area.*

# ZONING ORDINANCE/LAND USE UPDATES

## Section 3.04 – Additional Regulations *(Revised language)*

- A. Residential Uses
  - (1) *Property owner information.*
  - (2) *Onsite responsible party.*
  - (3) *Offsite emergency contacts.*
  - (4) *Total number of residents.*
  - (5) *Age of residents.*
  - (6) *Disability of residents.*
  - (7) *Total number of employees/caregivers.*
  - (8) *License with the state.*
  - (9) *Total square feet of dwelling unit.*
  - (10) *Total square feet of sleeping area.*
  - (11) *Number of bedrooms.*
  - (12) *Total square feet of living area.*
  - (13) *Total square feet of dining area.*
  - (14) *Total square feet of kitchen.*
  - (15) *Number of restrooms.*
  - (16) *Total linear feet of street frontage.*
  - (17) *Number of vehicles*

# ZONING ORDINANCE/LAND USE UPDATES

## Section 3.04 – Additional Regulations

- A. Residential Uses
  - *c. Spacing - No Boarding House and/or Group Home shall locate within one thousand six hundred (1,600) feet of another Boarding House and/or Group Home. The measurement is taken in a straight, direct line from one property to another.*
  - e. Inspections - All Boarding Houses *and/or Group Home* shall require an interior and exterior inspection of the property prior to the issuance of a Certificate of Occupancy and annually thereafter by the *Building Official and/or his or her designee-Building Inspector* and Code Enforcement Officials.

# ZONING ORDINANCE/LAND USE UPDATES



## Article 3 Land Use Chart Updated

Land Use	SF-43	SF-13	SF-10	SF-7	TF-7	MF-14	MF-21	NOR	LOR	GOR	C	I	DD	Add'l Regulations	Parking	
Residential Uses													C M S	G M S	U L	
<b>Boarding House</b>	○	○	○	○	○									<b>Sec. 3.04.A.1</b>	<b>1:1 bedroom</b>	
<b>Group Home</b>	○	○	○	○	○									<b>Sec. 3.04.A.1</b>	<b>1:1 bedroom</b>	

○ *\*Indicates use requires a Specific Use Permit (SUP)*

# STAFF RECOMMENDATION

P&Z recommended the following conditions:

- Separating each use as its own on the Land Use Chart
- Increasing current distance from 1,600 feet to 5,000 feet

Staff has revised and included the proposed changes to the Land Use Chart for each use; however, the increased distance is not in staff's purview to determine or recommend based on proposed increase

Staff consulted with city attorneys for clarification on the increased distance and if this was allowable as to not potentially violate any state or federal laws related to housing

# OPTIONS FOR CONSIDERATION

1. **Approve** – Approval of the request as submitted.
2. **Approve with Conditions** – Approval of the request with conditions or adjustments that are needed to ensure compliance and compatibility.
3. **Deny** – Denial of the request as submitted.



# STAFF REPORT

**MEETING:** City Council - July 7, 2026

**TITLE:**

Consider a Resolution to revoke Specific Use Permit (SUP) No. 2232 for the Property located at 711 Camp Wisdom Road.

**Vision Statement:**

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

**Pillar:**

**Plan with Purpose:**

- Embed the Comprehensive Plan into daily operations, zoning, budgeting, and land use.

**STAFF RESPONSIBLE:**

**BACKGROUND/HISTORY:**

The Capital O hotel property, formerly operating as the Rodeway Inn, has a documented history of frequent police, fire, and EMS service calls, code compliance violations, and permitting violations. The purpose of this agenda item is to obtain City Council approval of a resolution to move forward with a city-initiated zoning process to revoke Specific Use Permit (SUP) No. 2232. SUP No. 2232 was approved by the City Council on November 4, 2014, authorizing the operation of a hotel/motel at the subject property.

**POLICY EXPLANATION:**

**FUNDING SOURCE:**

**ORG and Object Number**

N/A

**Available Budget**  
N/A

**Purchase Amount**  
N/A

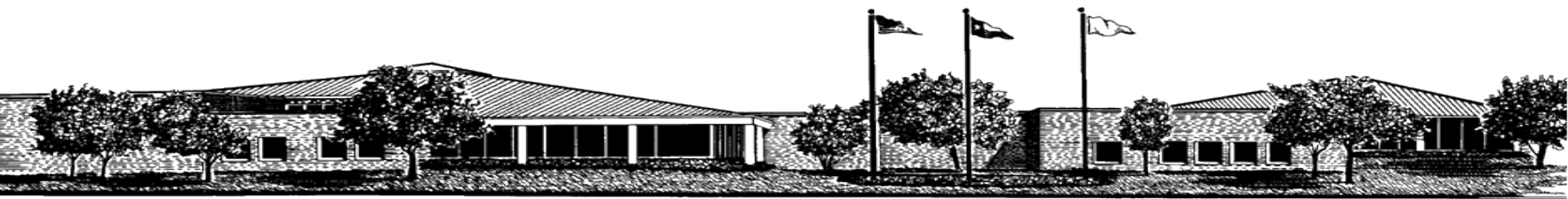
**After Encumber**  
N/A

**ACTION ALTERNATIVES:**

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

**ATTACHMENTS:**

Revocation of sup for 711 E Camp Wisdom, Duncanville - Resolution - 711 East Camp Wisdom Revoke SUP\_

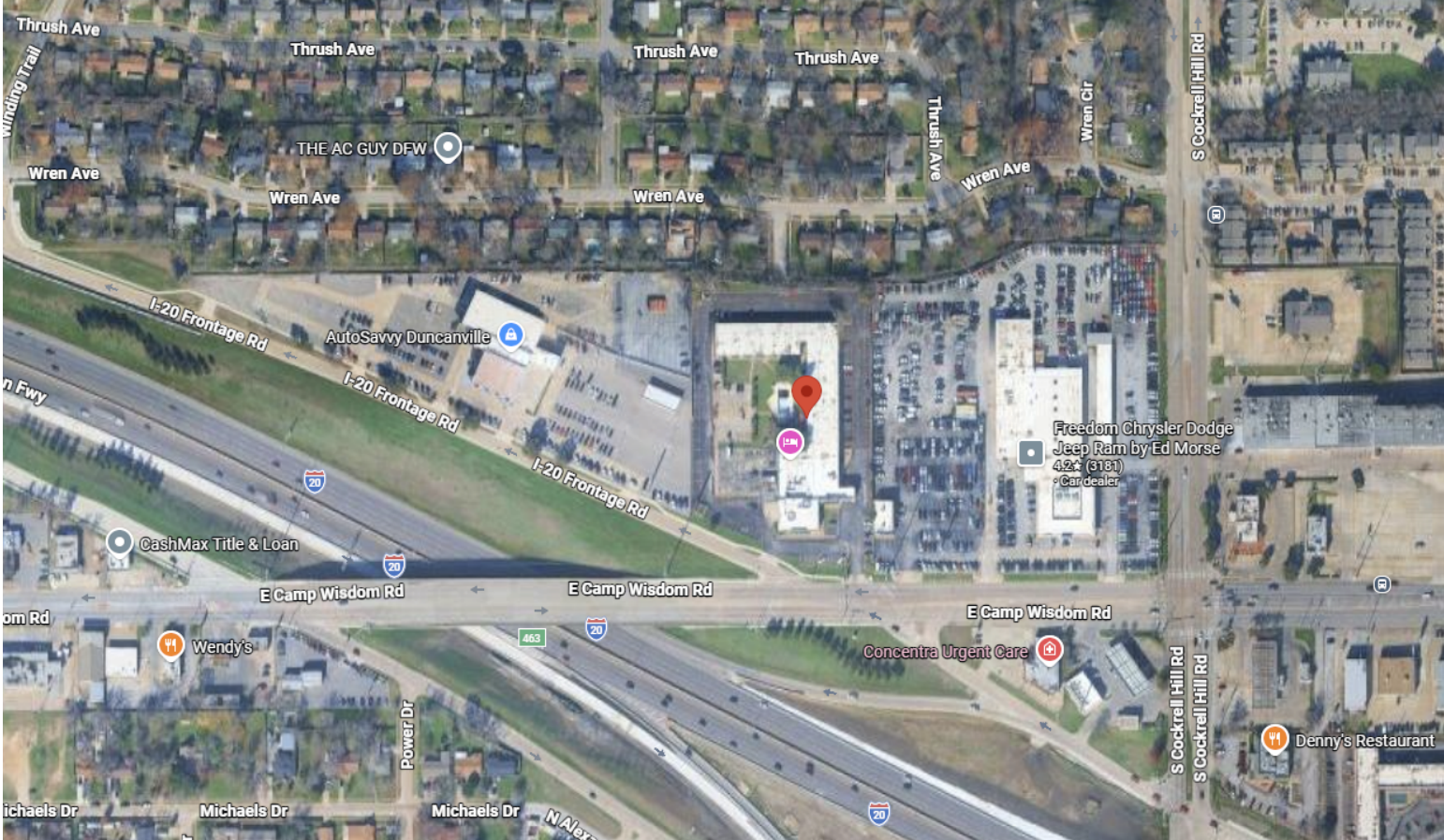


# REVOCAION OF SUP FOR 711 E. CAMP WISDOM (RODEWAY INN)

MARK RAUSCHER, ASSISTANT CITY MANAGER

JUNE 16, 2026

# 711 E. CAMP WISDOM



# VIOLATIONS AND 911 CALLS FOR SERVICE

- Operating an illegal U-Haul Rental Business directly in violation of the city ordinance & permitted land use chart.
  - This type of business only permitted by right in Industrial Zoning (I) and by SUP in Commercial (C) Zoning.
- Hotel/motel use was approved by City Council under SUP Ordinance #2232 on 11/4/2014.

# VIOLATIONS AND 911 CALLS FOR SERVICE

- Exterior Grounds and Premises
  - Item 8: Failure to maintain exterior property and premises free from rubbish and garbage.
  - Item 4: Failure to properly maintain exterior grounds and vegetative growth.
- Exterior of Structures
  - Items 1, 12, and 12 (a): Failure to maintain exterior surfaces, doors, windows, and frames in good condition.
- At this time these items have been brought into compliance; however, these issues are a regular occurrence.

# VIOLATIONS AND 911 CALLS FOR SERVICE

- There were **2,273** calls for service (PD and FD) between 1/01/2020 – 4/30/2025
- There were an additional **313** calls for service (PD and FD) between 5/1/2025 – 5/1/2026
- Criminal activity spills over into adjacent properties such as the adjacent car dealerships.

# PROCESS FOR REVOKING SUP

- Authorization from City Council to begin the SUP revocation process (includes briefing and resolution)
- City staff initiates a zoning case to revoke the SUP
- The case would go before both P&Z as well as City Council like a regular zoning case
- Property owner could appeal to ZBA

**THANK YOU!**  
**ANY QUESTIONS?**

RESOLUTION NO. \_\_\_\_\_

**CONSIDER A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, TO AUTHORIZE THE CITY MANAGER, OR DESIGNEE, TO BRING FORTH A CASE BEFORE THE PLANNING AND ZONING COMMISSION TO REZONE AND REVOKE THE SPECIAL USE PERMIT “SUP” FOR A HOTEL, ON LOT 1, BLOCK 3, CENTRAL BUSINESS AREA, 1<sup>ST</sup> SECTION, MORE COMMONLY KNOWN AS 711 EAST CAMP WISDOM ROAD, IN THE CITY OF DUNCANVILLE, DALLAS COUNTY, TEXAS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, there is in the City of Duncanville a commercial property located at 711 East Camp Wisdom Road, Duncanville, Dallas County Texas; and

**WHEREAS**, on November 4, 2014, the City Council of the City of Duncanville previously approved Ordinance No. 2232 that amended the then-existing “GR” General Retail district, to allow for a Special Use Permit “SUP” for a Hotel, on Lot1, Block 3, Central Business Area, 1<sup>st</sup> Section, more commonly known as 711 East Camp Wisdom Road, City of Duncanville, Dallas County, Texas (the “Property”).

**WHEREAS**, Ordinance No. 2232 authorized the Property to be used only in the manner and for the purposes provided for by the Comprehensive Zoning Ordinance of the City of Duncanville with special conditions.

**WHEREAS**, since the passage of Ordinance 2232, Duncanville Code Enforcement Officers and Chief Building Official have conducted inspections into the conditions of the Property; finding said Property as not being used in the manner and for the purposes provided by the Comprehensive Zoning Ordinances of the City of Duncanville and in violation of special conditions outlined in Ordinance 2232.

**WHEREAS**, the City Council for the City of Duncanville wishes to designate the City Manager, or his designee, as the authorized official to execute all necessary documents; and

**WHEREAS**, the City Council of the City of Duncanville finds that the passage of this Resolution is in the best interest of the citizens of Duncanville.

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

**SECTION 1.** That the City Council for the City of Duncanville hereby authorizes the City Manager, or his designee, to initiate a case with the Planning and Zoning Commission to revoke the SUP for the Property.

**SECTION 2.** That should any sentence, paragraph, subdivision, clause, phrase or section of this resolution be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this resolution 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 resolutions of the City of Duncanville, Texas in conflict with the provisions of this resolution be and the same are hereby repealed and all other resolutions of the City of Duncanville, Texas not in conflict with the provisions of this resolution shall remain in full force and effect.

**SECTION 4.** 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 7<sup>th</sup> day of July 2026.

**APPROVED:**

---

Greg Contreras, Mayor

**ATTEST:**

---

Chiquita Taylor, City Secretary

**APPROVED AS TO FORM:**

---

Robert E. Hager, City Attorney



# STAFF REPORT

**MEETING:** City Council - July 7, 2026

**TITLE:**

Consider a Resolution Approving an Agreement with Perdue Brandon Fielder Collins & Mott, LLP for Municipal Court Collection Services

**Vision Statement:**

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

**Pillar:**

Financial and Organizational Stewardship

**STAFF RESPONSIBLE:**

**Richard Jackson**

**BACKGROUND/HISTORY:**

Article 103.0031 of the Texas Code of Criminal Procedure authorizes municipalities to contract with private firms to collect unpaid Municipal Court fines, fees, court costs, forfeited bonds, and restitution. The City had an agreement with MVBA, LLC for these services. Because of the length of time the City had been conducting business with this vendor, a formal Request for Proposals was issued for collection services. After evaluation of the submitted proposals, Perdue Brandon Fielder Collins & Mott, LLP was determined to be the lowest qualified and most advantageous bidder for the City.

The proposed agreement with Perdue Brandon Fielder Collins & Mott, LLP provides for the collection of delinquent Municipal Court accounts that are more than 60 days past due. Article 103.031 of the Texas Code of Criminal Procedure authorizes the City to apply an additional 30% collection fee to cases referred to a third-party collection service.

**POLICY EXPLANATION:**

Requesting City Council consideration and approval of an agreement with Perdue Brandon Fielder Collins & Mott, LLP for Municipal Court collection services and authorization for the City Manager to

execute the agreement. Additionally, approval is requested for the statutory 30% collection fee applicable to cases handled through this agreement.

There is no direct cost to the City's General Fund. The authorized 30% collection fee is added to delinquent accounts in accordance with state law, and the cost is paid by the individual owing the fines and fees.

**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 - Approval of Agreement with Perdue Brandon for Court Collections, Contract\_Court Collection Services - City of Duncanville 2026, Perdue Brandon Presentation\_7.7.26

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS APPROVING AN AGREEMENT WITH PERDUE BRANDON FIELDER COLLINS & MOTT, LLP FOR THE COLLECTION OF DELINQUENT ACCOUNTS RECEIVABLE FOR MUNICIPAL COURT PURSUANT TO SECTION 103.0031 OF THE TEXAS CODE OF CRIMINAL PROCEDURE; AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; AND APPROVING AN ADDITIONAL THIRTY PERCENT (30%) COLLECTION FEE FOR CASES WHICH ARE COLLECTED UPON PURSUANT TO THIS AGREEMENT; AND PROVIDING AND EFFECTIVE DATE.**

**WHEREAS**, Article 103.0031 of the Texas Code of Criminal Procedure authorizes a municipality to enter an agreement for the purpose of collecting unpaid fines, fees, court costs, forfeited bonds, and restitution ordered paid by the Municipal Court; and

**WHEREAS**, pursuant to Article 103.031 of the Texas Code of Criminal Procedure the City may charge an additional fee of 30% for fines, fees, court costs, forfeited bonds, and restitution orders that are greater than 60 days past due to the municipal court if the unpaid charges have been referred to a collections service;

**WHEREAS**, after reviewing bids received in response to a duly advertised Request for Proposals, it has been determined that the bid submitted by Perdue Brandon Fielder Collins & Mott, LLP, is the one which is the lowest qualified and most advantageous to the City; and

**WHEREAS**, the City Council of the City of Duncanville desires to enter into an agreement with Perdue Brandon Fielder Collins & Mott, LLP, for Municipal Court collection services.

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

**SECTION 1:** The City Council approves the agreement with Perdue Brandon Fielder Collins & Mott, LLP, attached hereto as Exhibit A, for collections services pursuant to Article 103.0031 of the Texas Code of Criminal Procedure, and authorizes the City Manager to execute the agreement on behalf of the City.

**SECTION 2:** The City Council hereby approves the collection of an additional fee of 30% pursuant to Article 103.031 of the Texas Code of Criminal Procedure for cases which are collected upon pursuant to this Agreement.

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

**SECTION 4:** This Resolution should become effective immediately upon its passage.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Duncanville, Texas, on this the 7th day of July 2026.

**APPROVED:**

\_\_\_\_\_  
Greg Contreras, Mayor

**ATTEST:**

\_\_\_\_\_  
Chiquita Taylor, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Robert E. Hager, City Attorney

**CONTRACT FOR COURT FINES AND FEES COLLECTION SERVICES**

**STATE OF TEXAS** §

**COUNTY OF DALLAS** §

**SECTION I. PARTIES TO THE CONTRACT**

THIS CONTRACT, hereinafter called "Contract", is made and entered into by and between the **City of Duncanville**, acting herein by and through its governing body, hereinafter called "City" and **Perdue, Brandon, Fielder, Collins & Mott, L.L.P.**, hereinafter called "Perdue Brandon" or "the Firm".

THIS CONTRACT supersedes all prior oral and written agreements between the parties and can only be amended if done so in writing and signed by all parties. Furthermore, this Contract cannot be transferred or assigned by either party without the written consent of all parties.

**City** agrees to employ and does hereby employ Perdue Brandon to enforce the collection of delinquent court fines, fees, and court costs pursuant to the terms and conditions described in this Contract.

**NOW, THEREFORE**, in consideration of the covenants, conditions and agreements hereinafter set forth, the adequacy of which is hereby acknowledged, **City** and Perdue Brandon agree as follows:

**SECTION II (CLIENT’S) COLLECTION OBLIGATIONS**

A. **City** agrees to refer all delinquent accounts, as defined below, to Perdue Brandon for collection once per month. **City** shall refer all delinquent accounts by electronic or magnetic medium, if available, or in any other way that is most favorable to **City**. All delinquent accounts should be in a specified format that will allow Perdue Brandon to process the account data.

B. An account is considered delinquent when not paid within sixty (60) days of the scheduled appearance date (if the defendant failed to appear), or from any granted extension, or from the

date of conviction or judgment, or other court specified due date, provided however that no case on which a jury trial has been requested, no case within a deferral period for court ordered deferred disposition, and no case awaiting successful completion of a driving safety course shall be considered delinquent until such case results in a final conviction.

C. **City** will provide Perdue Brandon with copies of, or access to, the information and documentation necessary to collect the fines, fees, and court costs that are subject to this Contract.

### **SECTION III. PERDUE BRANDON'S COLLECTION OBLIGATIONS**

A. Perdue Brandon agrees to refer handle payments and correspondence as requested by the Court that has assessed or levied the fines, fees, and court costs being collected pursuant to this Contract.

B. Perdue Brandon agrees to use its best efforts to collect the delinquent accounts received from **City** and to comply with all provisions of state and federal law and regulations promulgated pursuant thereto in the rendition of collection services contemplated by this Contract.

C. If requested by **City**, Perdue Brandon agrees to provide legal advice to **City** on its delinquent accounts.

### **SECTION IV. COLLECTION FEE**

**City** agrees to pay Perdue Brandon as follows:

A thirty percent (30%) add-on fee of the collected fines, fees, and court costs referred to Perdue Brandon.

The thirty percent (30%) collection fee shall be added to the amount owed by a defendant that is more than sixty (60) days past due pursuant to Article 103.001, Texas Code of Criminal Procedure.

**SECTION V. EXCEPTIONS TO THE COLLECTION FEE**

Pursuant to Article 103.0031(b), Texas Code of Criminal Procedure, Perdue Brandon cannot collect from a defendant the percentages referred to in Section IV. COLLECTION FEE if the defendant has been determined by the court of original jurisdiction to be indigent, or has insufficient resources or income, or is otherwise unable to pay all or part of the underlying fine or costs. The collection fee does not apply to a case that has been dismissed by a court of competent jurisdiction or to any amount that has been satisfied through time-served credit or community service.

The collection fee shall, however, be applied to any balance remaining after a partial credit for time served or community service if the balance is more than sixty (60) days past due.

**SECTION VI. METHOD OF PAYMENT**

Absent an agreement otherwise, City shall calculate and receive the amount of any collection fee due to Perdue Brandon. Said fee shall be paid to Perdue Brandon by check on a monthly basis. All compensation shall become the property of Perdue Brandon at the time of payment.

**SECTION VII. COMMENCEMENT AND TERMINATION OF CONTRACT**

This Contract shall commence on the \_\_\_\_ day of \_\_\_\_\_, 2026, and will be for an initial two (2) year term, with the option to renew annually for up to three (3) one-year terms. After the initial periods, this contract shall automatically renew and continue in full force and effect thereafter from month to month on the same terms and conditions unless either party delivers written notice to the other party of its intent to terminate this contract at least 30 days prior to each renewal date of this contract. The first renewal date is two years from the commencement date in this Contract and is the

same date each year thereafter. Upon termination, Perdue shall have an additional six (6) months to complete work on all delinquent accounts referred from the City prior to the notice of termination and will be entitled to compensation on such accounts if collected.

### **SECTION VIII. NOTICES**

For purposes of sending notice under the terms of this Contract, all notices from **City** shall be sent to Perdue Brandon by certified United States mail, or delivered by hand or courier, and addressed as follows:

Perdue, Brandon, Fielder, Collins & Mott, LLP  
Attn: J. Douglas Burnside  
1919 S. Shiloh Rd., Suite 640, LB 40  
Garland, TX 75042

All notices from Perdue Brandon shall be sent to **City** by certified United States mail, or delivered by hand or courier, and addressed as follows:

City of Duncanville  
Attn: City Manager  
203 E. Wheatland Road  
Duncanville, TX 75116

### **SECTION IX. VENUE AND CONTROLLING LAW**

This Contract is made and is to be interpreted under the laws of the State of Texas. Venue for any disputes involving this Contract shall be in the appropriate courts in the county in which the client is based.

### **SECTION X. ACCEPTANCE OF EMPLOYMENT**

In consideration of the terms and compensation herein stated, Perdue Brandon hereby accepts said employment and undertakes performance of said Contract as set forth above.

## **SECTION XI. SEVERABILITY**

Every provision of this Contract is intended to be severable. If any term or provision hereof is hereafter deemed by a court of competent jurisdiction to be illegal, invalid, void or unenforceable, for any reason or to any extent whatsoever, such illegality, invalidity, or unenforceability shall not affect the validity of the remainder of this Contract, it being intended that such remaining provisions shall be construed in a manner most closely approximating the intention of the parties with respect to the illegal, invalid, void or unenforceable provision or part thereof,

This Contract is executed on behalf of **City** by the presiding officer of its governing body who is authorized to execute this instrument by Ordinance heretofore passed and recorded in its minutes. This Contract may be executed in any number of counterparts, and each counterpart shall be deemed an original for all purposes. Signed facsimiles or electronically signed Contracts executed on behalf of **City** by the presiding officer of its governing body authorized to execute this instrument shall be binding and enforceable.

## **SECTION XII. CONFIDENTIALITY**

The Parties to this Contract agree that each shall treat as confidential all information provided by a party to the others regarding such party's business and operations including proprietary technology and systems.

## **SECTION XIII. MANDATORY PROVISIONS**

Pursuant to Chapters 2252, 2271, and 2274 of the Texas Government Code, the Firm verifies that it does not and will not for the term of this contract boycott Israel or energy companies; that it does not have a policy which discriminates against a firearm entity or firearm trade association nor will it create such a policy for the term of this contract; and that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization.

The State Bar of Texas investigates and prosecutes professional misconduct committed by Texas attorneys. If you have a complaint against or dispute with this firm involving professional misconduct, the State Bar's Office of Chief Disciplinary Counsel will provide you with information about how to file a complaint.

WITNESS the signature of all parties hereto this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF DUNCANVILLE**

By: \_\_\_\_\_

**PERDUE, BRANDON, FIELDER, COLLINS & MOTT, L.L.P.**

By: \_\_\_\_\_



PERDUE BRANDON  
FIELDER COLLINS & MOTT LLP

ATTORNEYS AT LAW

# CITY OF DUNCANVILLE

## MUNICIPAL COURT COLLECTION SERVICES



When Experience, Reputation and Performance Matter

1919 South Shiloh Road,  
Suite 640, LB 40  
Garland, TX 75042

# MEET OUR TEAM



**J. Douglas Burnside**  
Managing Partner  
DFW Offices



**Tony Fidelie**  
Managing Partner  
Fines and Fees



**Erin M. Hutto**  
Managing Partner  
Plano



**Elena Fernandez**  
Partner

# MEET OUR TEAM



**Melissa Pace**  
Director of Client Services  
Level II Certified Clerk



**Pshyara Thompson**  
Director of Client Services



**Cynthia Hale**  
Account Executive  
Master Court Clerk



**Juanita Valdez**  
Director of  
Operations



**Chyann Olivas**  
Collections  
Manager

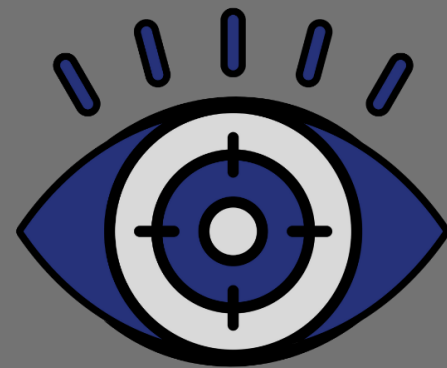


**Martin Kipp**  
Associate  
Attorney

# MISSION VISION & CORE VALUES

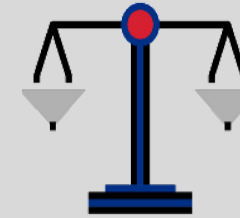
## Vision

To ensure every community has the resources to prosper.



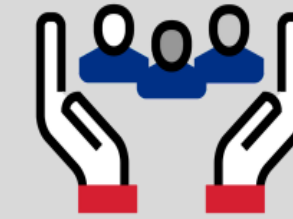
## Mission

Anchored in trust, our law firm pursues excellence with a relentless dedication to reliability, respect and results, creating partnerships that fuel success.



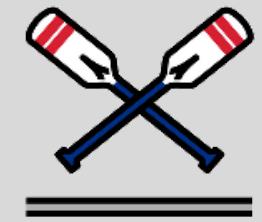
### Integrity

Be honest and ethical



### People First

Engage with people in a respectful way, showing compassion and integrity



### Above The Line

Exercise **O**wnership, **A**ccountability, and **R**esponsibility



### Excellence

Commit to methods and practices that achieve success



### Tenacity

Thrive through determination, grit and resilience

# ABOUT OUR FIRM



56-year history of collecting government receivables owed to Texas clients



Extensive resources & online access



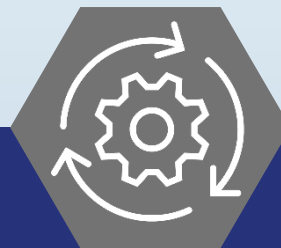
Customized collection program and reporting



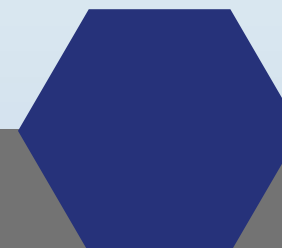
Experience and expertise that achieves results, Serving DFW metroplex for 40+ years



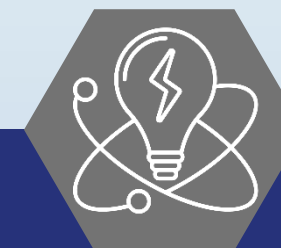
15 offices with 425+ staff and more than 60 attorneys



Automated processes and procedures



Quick responses by staff that includes Certified Court Clerks



An innovative approach to technology with an eye on the future

# COMMITMENTS TO THE CITY

Compliance with collection activity requirements

- Automated Assistant & GIS Mapping

Specialized Campaigns: Fall & Spring Case Resolution, Public & Media Outreach – Assist with Case Resolution (Warrant Round-Up) and amnesty programs

Court Staff Training: Technology, Software, Collection Practices & Legislative Changes – Up to \$5,500 annually for staff training, media, or software maintenance

Communicating/Reporting our Achievements

- Quarterly performance reports

# A *CUSTOMIZED* COLLECTION PROGRAM

A Program Developed With The Objective Of Treating All With Fairness, Dignity And Respect While Creating And Maintaining Public Confidence

## Menu of Services Available

- Dynamic Contact Campaigns
- Continuous Contact Research – address/phone/email
- Flexible Payment Processing Methods
- Web-Based Access To Cases

## Customized Contact Campaigns

- Phone Calls, Letters, Email and Text Messaging
- Court Approves Content
- Reports To Meet Court’s Requirements
- Consistent process whether new or secondary

## Experienced Team Providing Services

- Attorneys
- Contact Specialists
- Research Specialists
- IT Specialists

## Secure Data Transfer

- PCI And SOC 2 Compliant, SOC 1 In Process
- All Transfers Over SFTP Site
- Specialized Software System – *Court Trakker*®
- Data Security Plan

# DATA & CYBER-SECURITY

Network Protected and Monitored

Data Security Policy and Management

Incident Response Team



# IMPLEMENTATION PLAN

## WITHIN 30 DAYS OF CONTRACT EXECUTION

### Scope of Services Analysis

Implementation teams work with Client to identify responsibilities, define project needs, & define system & process requirements including:

- Develop a Data Integration Plan (Control and Exchange)
- Develop a Finance Plan (Payables and Receivables)
- Develop a Comprehensive Test Plan (Implementation Timeline)
- Develop an Operations Plan (Payment/Collections, Processes & Procedures)

## FINAL APPROVAL

Once testing is complete, the Client & Perdue Brandon will sign off on the implementation plan/scope of services analysis; then the collection process begins

01

02

03

04

05

## INITIAL MEETING

IMMEDIATELY UPON EXECUTION OF CONTRACT

Perdue Brandon Project Manager(s) Meet with the Client to:

- Determine contract needs
- Identify Client implementation team
- Define implementation goals
- Schedule the kickoff meeting

## WEEKLY UPDATE MEETINGS

Schedule weekly meetings to report on development timelines & review goals & deliverables

## POST IMPLEMENTATION FOLLOW-UP

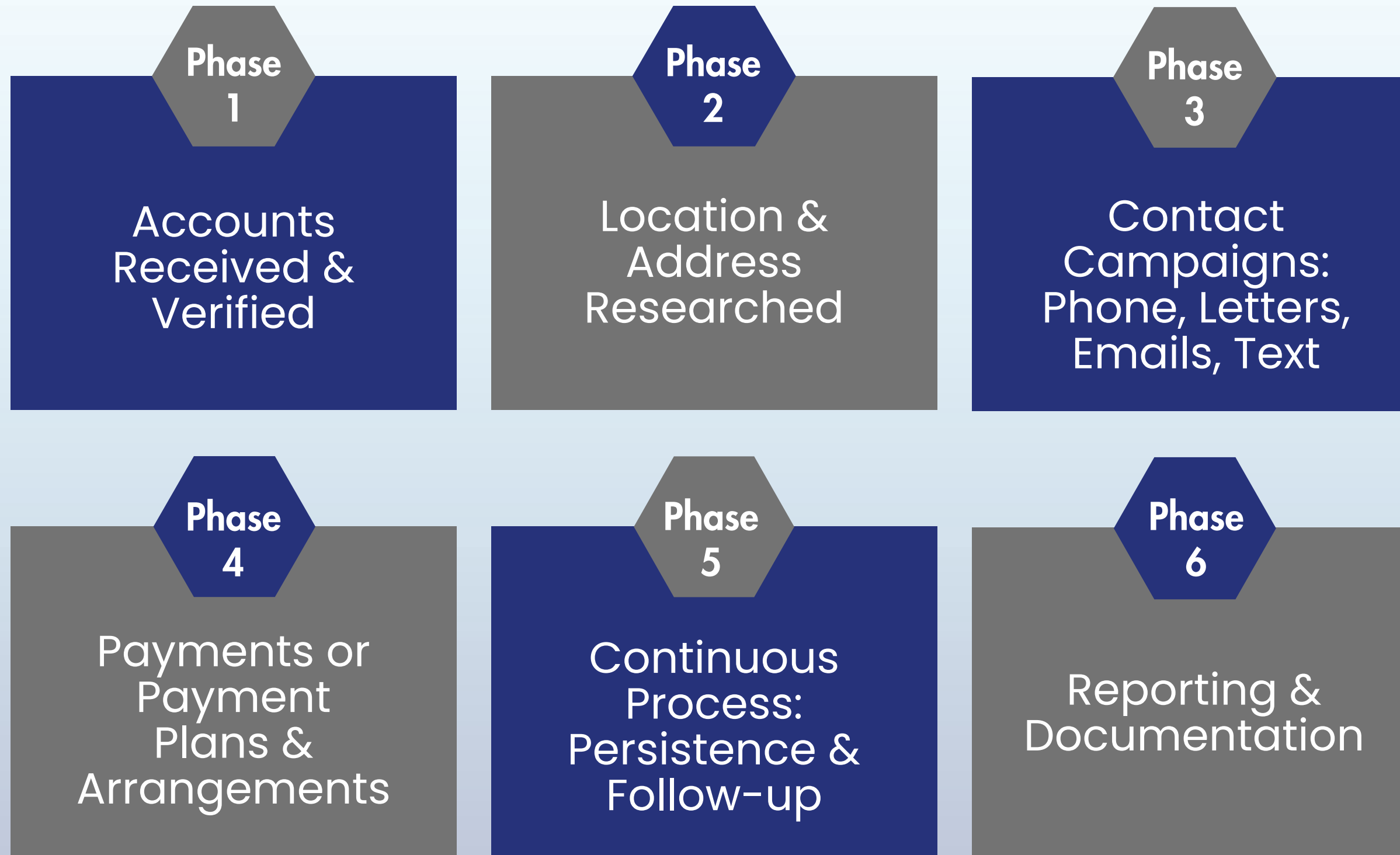
Conduct weekly meetings with Client's staff for at least one month to ensure successful implementation, resolution, accuracy & that any issues are resolved

90 Days To Go Live

Implementation/Onboarding Team –

Doug Burnside, Melissa Pace, Cynthia Hale, Pshyara Thompson, Juanita Valdez

# COLLECTION PROCESS





# CHALLENGING CASES

**Deceased Defendant Packets And Notice Of Incarcerated Defendant**

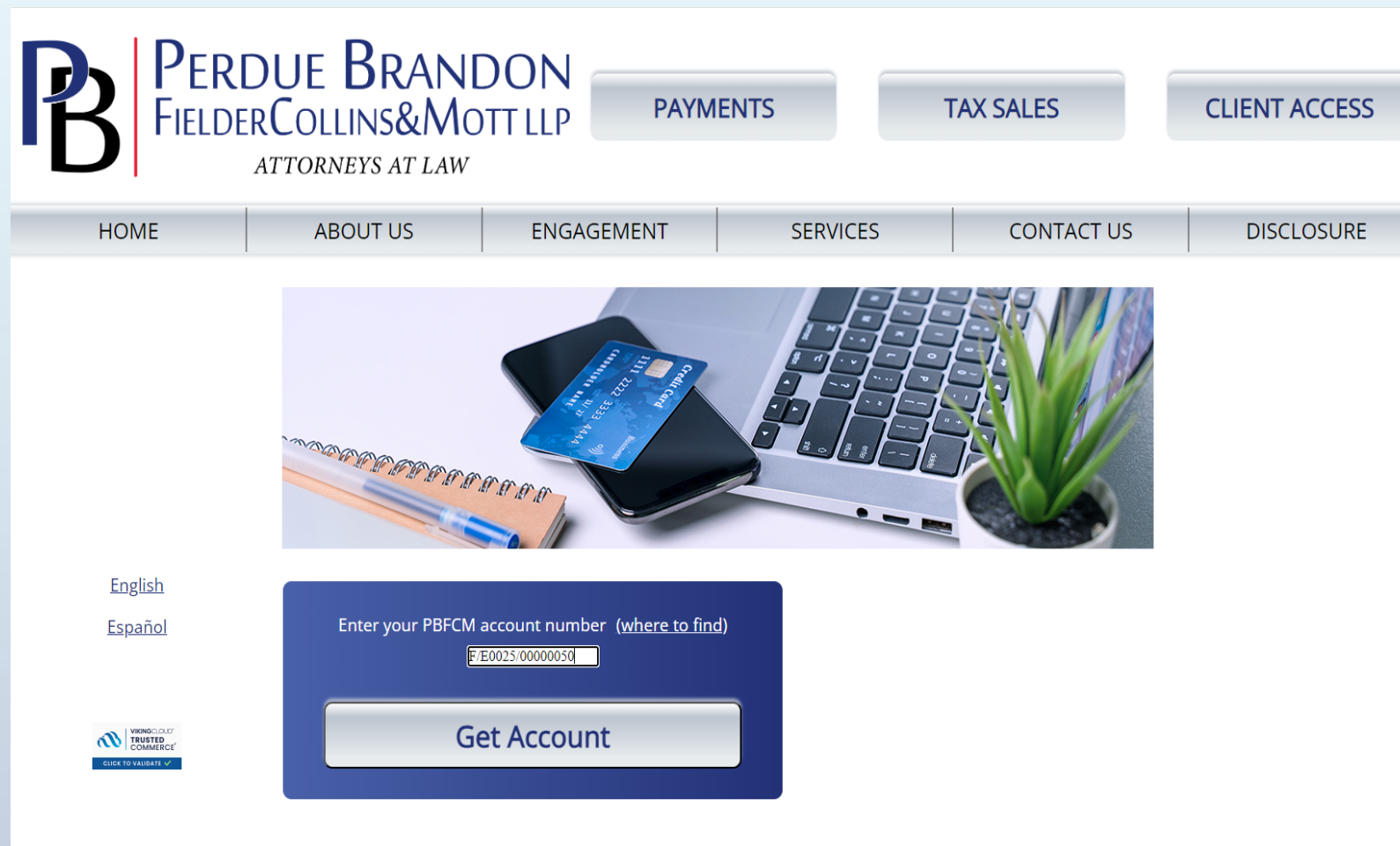
**Continuous Account Research**

**Continue To Work Cases Until Paid Or City Notifies To Stop**

**Work With Defendant To Identify Resolution Options**



# Online Payment/Case Information



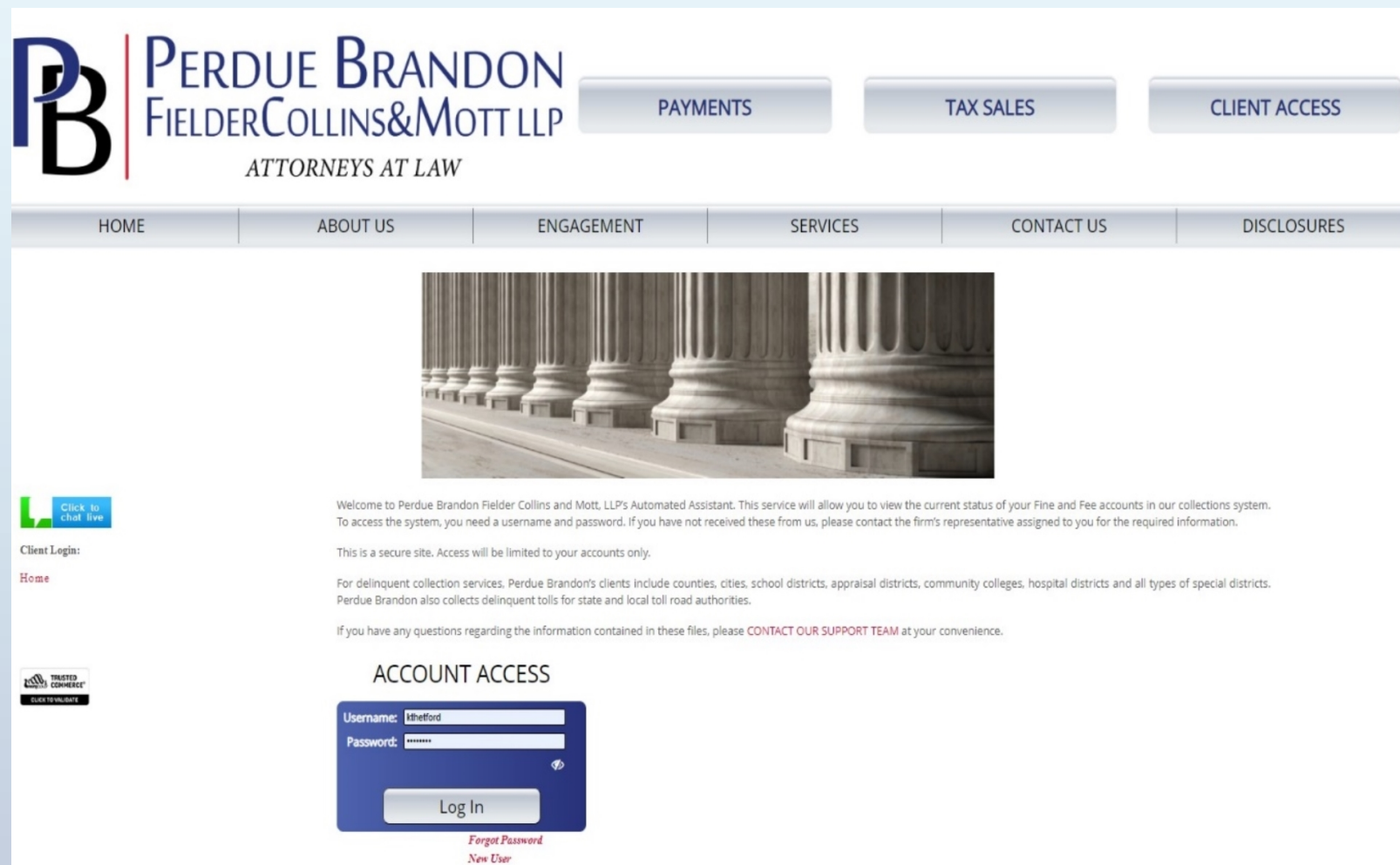
**User – Friendly**

**Secure Access**

**Displays Total Due**

**Displays Account Information**

**Choose Payment Method**



**User – Friendly**

**Accessible By Authorized Staff**

**Specialized Platform For Online Account Access**

**Generate Reports And Review Collection Activity**

**GIS Mapping Technology**

# GIS MAPPING TECHNOLOGY

Pin Point Map shows selected cases and addresses



Pin Point Map shows defendant details

Multi-destination Map creates pin-points w/the best route layout to different locations

# COMMUNICATION/REPORTING



**Regular  
Communication  
With City & Staff**

**In-Person  
Presentation  
As Desired By  
The City**



**Consultation  
With City As  
Needed**

**Various  
Customized  
Reports**



# SUPERIOR RESULTS

- Processed billions of dollars in delinquent turnover
- Overall collection rate above industry average
- Resolving delinquent cases brings revenue to meet the needs of your community
- Decades of success in our personal approach to collections remains consistent

## Our Overall Collection Numbers for Six of Our Current Clients

CLIENT	CONTRACT DATES	NUMBER OF ACCOUNTS ASSIGNED	AMOUNT OF ACCOUNTS ASSIGNED	AMOUNT DISMISSED/CLOSED	AMOUNT OF PAYMENTS RECEIVED	PERCENT LIQUIDATED
Lubbock, TX	2009 – present	358,359	\$98,979,835	\$57,019,206	\$19,875,257	77.69%
City of Pearland, TX	2015 – present	41,425	\$24,290,401	\$5,116,780	\$11,208,555	67.21%
City of Tulsa, OK	2017 – present	77,039	\$21,511,658	\$7,603,665	\$4,988,124	58.53%
City of Wichita Falls, TX	2015 – present	55,369	\$19,877,768	\$5,918,159	\$5,759,023	58.74%
Brazoria County, TX	2004 – present	154,898	\$45,420,589	\$13,233,740	\$21,156,468	75.72%

# THANK YOU



[www.pbfcm.com](http://www.pbfcm.com)



# STAFF REPORT

**MEETING: City Council - July 7, 2026**

**TITLE:**

Consider a resolution authorizing a mural permit and selection of a mural design for the Duncanville Fieldhouse, 1700 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:**

**Healthy, Active, and Creative Communities**

**STAFF RESPONSIBLE:**

**Craig Brasfield**

**BACKGROUND/HISTORY:**

Duncanville Fieldhouse is a premier venue for a wide range of indoor sports, entertainment, and community events in the City of Duncanville. It provides high-quality customer service and flexible spaces suitable for public and private activities and partners with local fitness entrepreneurs and youth program providers to offer fitness programming and summer camp opportunities.

In 2025, the City of Duncanville updated its mural regulations through Ordinance No. 2553, repealing and replacing Sec. 16A-39 to establish a formal review and approval process. The ordinance requires review and recommendation by the Duncanville Arts Commission, final approval by the City Council, and issuance of a permit by the Building Official. The ordinance also sets standards for mural materials, prohibits commercial branding, assigns long-term maintenance responsibility to the property owner or occupant, and provides enforcement mechanisms, including restoration or removal orders and the ability to place a lien on property when necessary.

On June 23, 2026, five mural renderings for the Duncanville Fieldhouse were presented to the Duncanville Arts Commission for consideration. The Arts Commission voted 8 in

favor, 0 against, with one vacancy, to recommend that the Duncanville City Council approve a mural permit for the Duncanville Fieldhouse located at 1700 S. Main St., Duncanville, TX 75137. The Commission then voted 7 in favor, 0 against, with 1 abstention and 1 vacancy, to recommend selecting mural option 1A, subject to the condition that the cross near the center of the mural rendering be removed.

**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 Duncanville Fieldhouse 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.

**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 draft, FIELDHOUSE MURAL PRESENTATION

## RESOLUTION [   ]

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING THE ISSUANCE OF A PERMIT FOR A MURAL TO BE INSTALLED AT DUNCANVILLE FIELDHOUSE, 1700 S. MAIN ST., DUNCANVILLE, TEXAS 75137; APPROVING A MURAL DESIGN FROM THE SUBMITTED RENDERINGS, SUBJECT TO ANY CONDITIONS APPROVED BY THE CITY COUNCIL; ACKNOWLEDGING THE ARTS COMMISSION'S PRIOR RECOMMENDATIONS; AUTHORIZING THE BUILDING OFFICIAL TO ISSUE THE PERMIT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Duncanville, Texas, 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**, General Manager Craig Brasfield, on behalf of Duncanville Fieldhouse, located at 1700 S. Main St., Duncanville, Texas 75137, requested a mural permit for artwork to be installed on the building; and

**WHEREAS**, on June 23, 2026, the Duncanville Arts Commission reviewed five proposed mural renderings for Duncanville Fieldhouse and voted 8 in favor, 0 opposed, with one vacancy, to recommend that the City Council approve issuance of a mural permit for the property; and

**WHEREAS**, the Duncanville Arts Commission subsequently voted 7 in favor, 0 opposed, with 1 abstention and 1 vacancy, to recommend mural design 1A, subject to removal of the cross element located near the center of the rendering; 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 Duncanville Fieldhouse, 1700 S. Main St., Duncanville, Texas 75137, is consistent with Section 16A-39 and that issuance of the mural permit, together with approval of a mural design selected by the City Council from the submitted renderings and subject to any conditions imposed by the City Council, is in the public interest.

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

**SECTION 1.** The City Council hereby approves issuance of a mural permit for the mural to be installed at 1700 S. Main St., Duncanville, Texas 75137, on behalf of Duncanville Fieldhouse, and acknowledges that the Duncanville Arts Commission reviewed the project and recommended approval pursuant to Section 16A-39.

**SECTION 2.** The City Council hereby approves the mural design selected by the City Council from the submitted renderings, together with any modifications, conditions, or caveats approved by the City Council as part of its action.

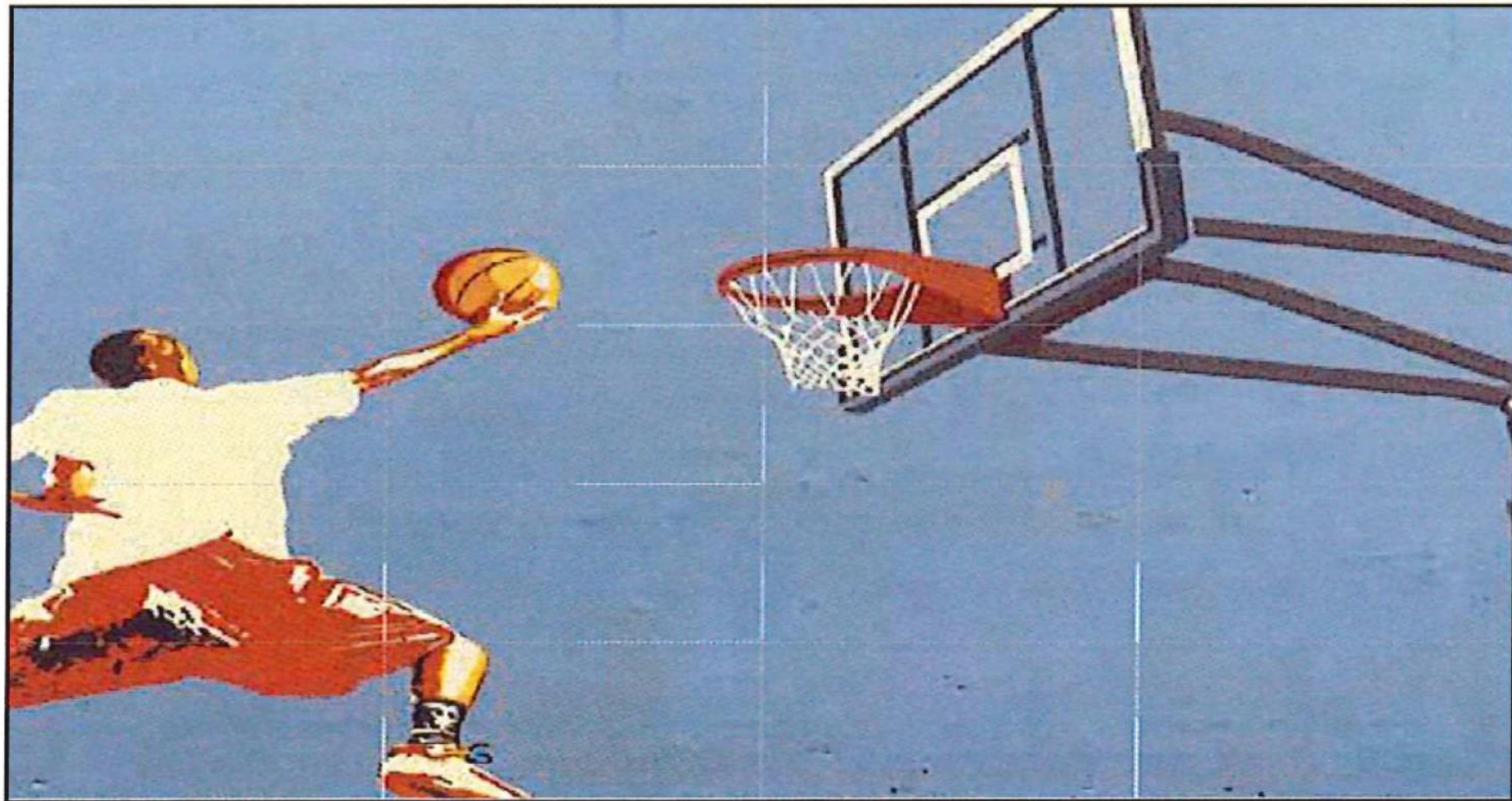
**SECTION 3.** The mural shall comply with all standards of construction, content, and maintenance responsibilities set forth in Section 16A-39, including, without limitation, requirements that murals be composed of permanent materials applied only to permanent surfaces, that the property owner and/or 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 Section 16A-39.

**SECTION 4.** The Building Official is authorized to issue the mural permit following City Council approval, and the City Manager or designee is authorized to execute incidental documents and take all actions necessary to implement this Resolution consistent with Section 16A-39.

**SECTION 5.** This Resolution shall take effect immediately upon its passage.

A





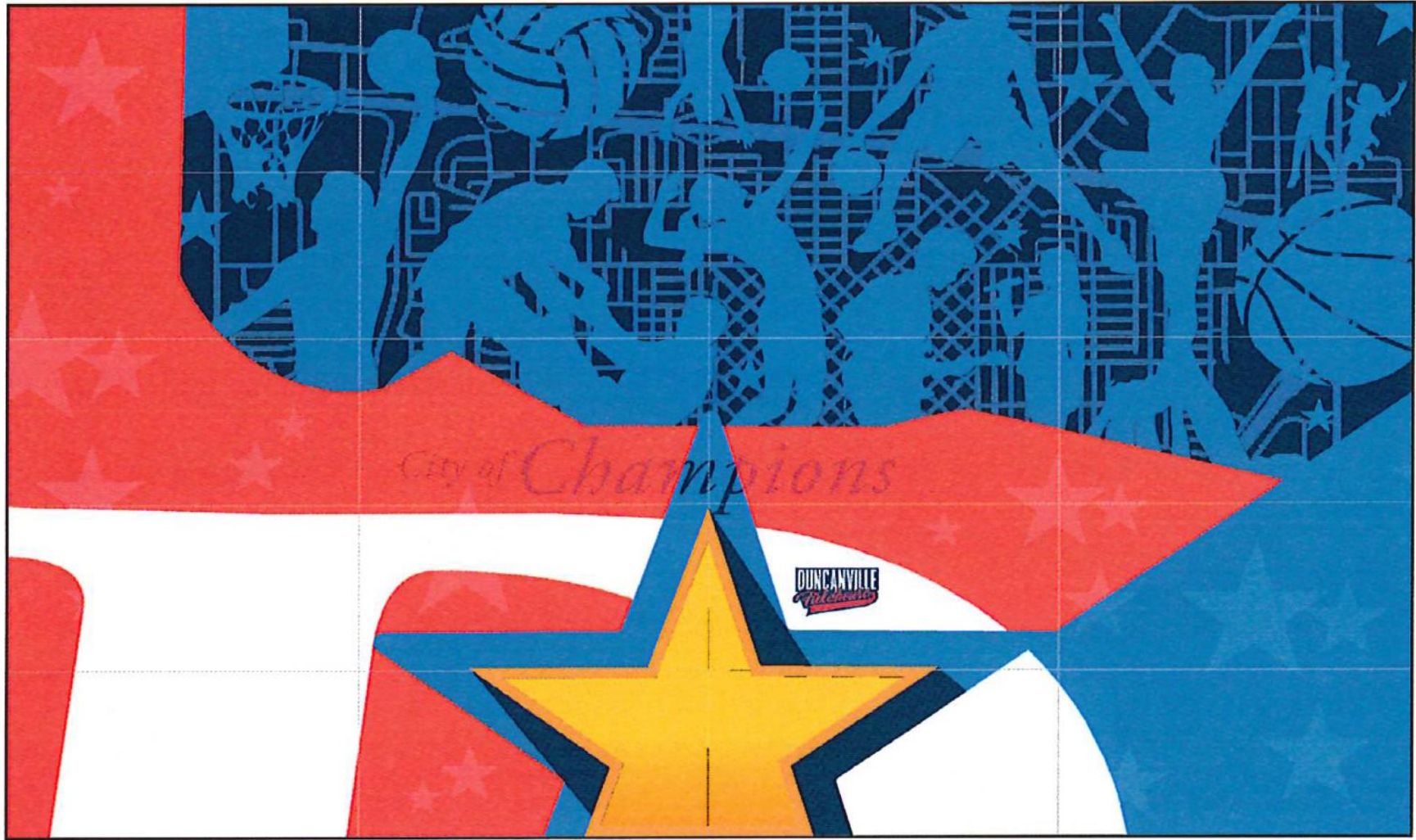
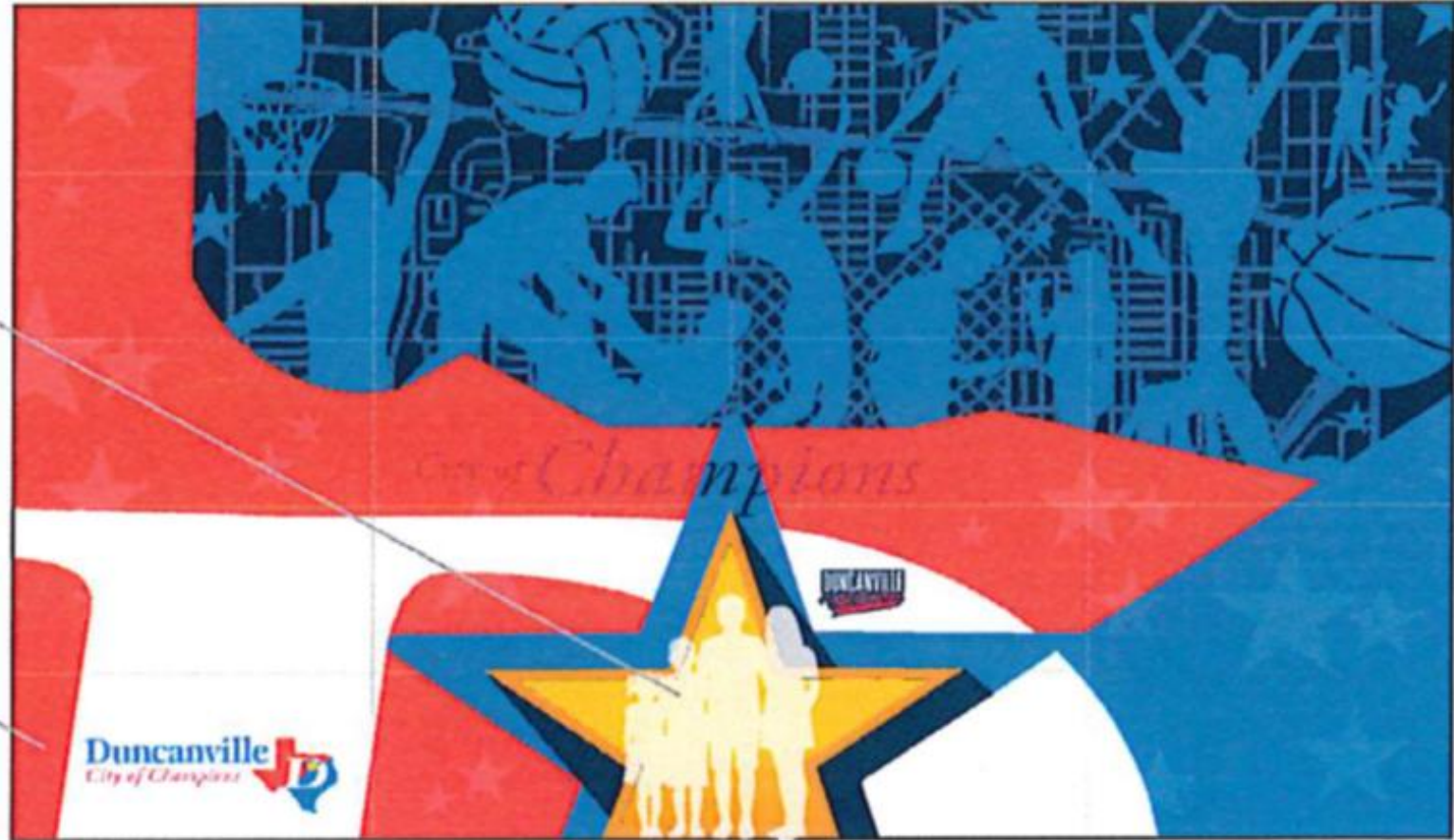


PHOTO  
OPP

CITY OF  
DUNCANVILLE  
LOGO

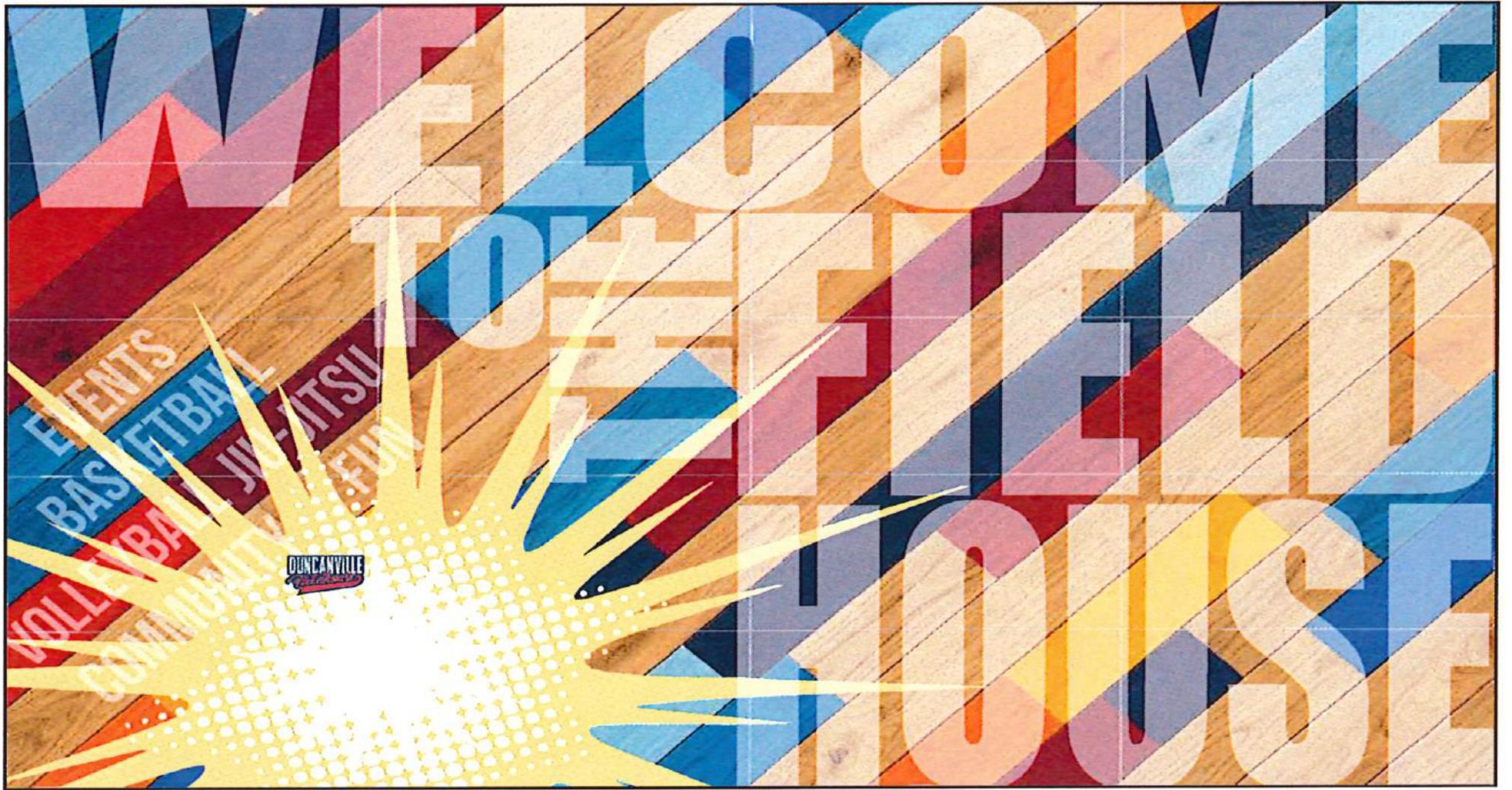


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CITY OF  
DUNCANVILLE  
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# STAFF REPORT

**MEETING:** City Council - July 7, 2026

**TITLE:**

Board and Commissions Interview Process Options

**Vision Statement:**

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

**Pillar:**

**Cultivate Community Trust:**

- **Foster transparency, two-way communication, and active public participation.**

**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.

**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 2026 as well as resignations over the past year.

**FUNDING SOURCE:**

**ORG and Object Number**  
N/A

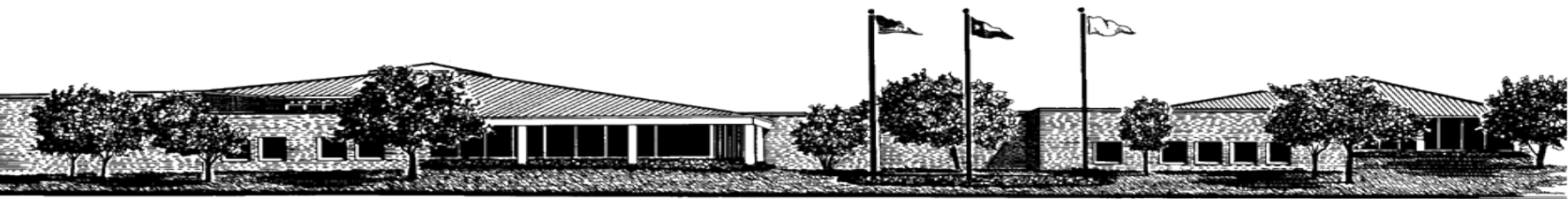
<b>Available Budget</b>	<b>Purchase Amount</b>	<b>After Encumber</b>
N/A	N/A	N/A

**ACTION ALTERNATIVES:**

- 1. Other actions as directed by Council.

**ATTACHMENTS:**

Board and Commissions Interview Options



# BOARD AND COMMISSIONS UPDATE AND INTERVIEW OPTIONS

JULY 7, 2026

CHIQUITA TAYLOR, CITY SECRETARY

# CURRENT STATUS:

- Since the online application went live – April 2024
  - Views – 6,275
  - Responses – 138
  - Conversion Rate – 2%
- Since March 1, 2026
  - Views – 1,623
  - Responses – 31
  - Conversion Rate – 2%

# INTERVIEW OPTIONS

## OPTION 1 – NO CHANGE

- All council members interview all applicants

## OPTION 2 – SUB COMMITTEES

- Interviews conducted by a panel consisting of 2-3 councilmembers, board liaison, and select staff

## OPTION 3 – COUNCILMEMBER NOMINATIONS

- Each councilmember nominates an applicant to each board

# CURRENT STATUS - 2026

- Applications received – 29
  - Ad hoc Committees - 12
    - Ladd Preserve Steering Committee – 5
    - Arts and Cultural District – 4
    - Comprehensive Plan Implementation Committee – 3
  - Vacancies – 4
    - Planning and Zoning – 1
    - Parks and Recreation – 1
    - Arts Commission – 1
    - Community Engagement – 1

# AD HOC COMMITTEE UPDATE

- Comprehensive Plan Implementation Committee
  - Four appointments and 3 additional applicants
- Ladd Preserve Steering Committee
  - Five applicants
- Arts and Cultural District Steering Committee
  - Three applicants – one also chose the Comprehensive Plan Implementation Committee

# NEXT STEPS

- Select an Option
- Board and Commissions Town Hall
  - mid to late August

Questions?





# STAFF REPORT

**MEETING: City Council - 06 Aug 2024**

**TITLE:**

Council to consider adopting an ordinance amending the Code of Ordinances by amending Chapter 1 'General Provisions', Division 3. 'Park and facility naming', by repealing section 1-12. 'Other municipal buildings or lands' in its entirety and replacing it with new section 1-12, 'Other municipal buildings or facilities'

**Vision Statement:**

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

**STAFF RESPONSIBLE:**

**David Kees, Assistant to the City Manager**

**BACKGROUND/HISTORY:**

The purpose of the ordinance is to establish guidelines for naming city-owned facilities. A process for naming parks has already been established, and the City Attorney reserved subsection 1-12 for creating a process to name city-owned buildings and other facilities. Currently, there is no set process on how to name a city-owned building or facility that is not a park.

**POLICY EXPLANATION:**

Council received a briefing on the ordinance at the July 16 regular meeting. This final ordinance is being brought to Council for adoption.

**FUNDING SOURCE:**

**ORG and Object Number**

N/A

**Available Budget**

N/A

**Purchase Amount**

N/A

**After Encumber**

N/A

**ACTION ALTERNATIVES:**

1. Do not adopt the ordinance.
2. Other actions as directed by Council.

**ATTACHMENTS:**

[Ordinance No. - 2525 - Buildings and Facilities Naming Ordinance.](#)

**ORDINANCE NO. 2525**

**AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 1 ‘GENERAL PROVISIONS’, DIVISION 3. ‘PARK AND FACILITY NAMING’, BY REPEALING SECTION 1-12. ‘OTHER MUNICIPAL BUILDINGS OR LANDS’ IN ITS ENTIRETY AND REPLACING IT WITH NEW SECTION 1-12. ‘OTHER MUNICIPAL BUILDINGS OR FACILITIES’; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE, PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00); AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council desires to amend the naming of park and facilities in the City of Duncanville by amending Section 1-12 in the Code of Ordinances; and,

**WHEREAS**, the City Council finds that it would be in the best interest of the citizens of the City of Duncanville to amend said sections in the Code of Ordinances.

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

**SECTION 1.** That the Code of Ordinances of the City of Duncanville, Texas, be and the same is hereby amended by amending Chapter 1 ‘General Provisions’, Division 3. ‘Park and facility naming’, by repealing Section 1-12. ‘Other municipal building or lands’ in its entirety and replacing it with new section 1-12. ‘Other municipal buildings or facilities’ to read as follows:

**“CHAPTER 1 – GENERAL PROVISIONS**

**DIVISION 1. GENERAL CODE CONSTRUCTION**

.....

**DIVISION 3. PARK AND FACILITY NAMING**

**Sec. 1-11. – Parks and park facilities**

.....

**Sec. 1-12. – Other municipal building or facilities**

**(a) PURPOSE:**

The purpose of this section is to establish criteria, guidelines and procedures for the naming and renaming of certain city owned real property, facilities, and

amenities, other than parks and park facilities, which are collectively referred to in this section as "city facilities":

**(b) SCOPE:**

This section shall only apply to the naming or renaming of certain city facilities as defined or identified under this section.

As used in this section, "city facilities" is defined as the city's physical plant, including any buildings, cultural arts and recreational facilities, and other infrastructure, that are solely owned by the city.

This section shall not apply to the naming or renaming of the following city facilities:

1. Any street, the naming of which shall be governed by the city council.
2. Any monuments, historical markers, statues, plaques or other similar objects located on city property.
3. Any building the city leases to a tenant who places that tenant's name or information on such building consistent with lease terms.

**(c) NAMING OR RENAMING PROCEDURES:**

It is the policy of the city that the naming or renaming of any city facility shall be accomplished by the city council. Accordingly, an ordinance or resolution naming or renaming any city facility described in this section shall only be adopted consistent with an ordinance or resolution of the city council.

**(d) NAMING OR RENAMING CRITERIA:**

The criteria set forth in this section may be considered by the city council in determining whether to name or rename a city facility.

1. The following accomplishments, achievements and circumstances may be considered when evaluating any proposal to name or rename a city facility after any individual or group of individuals:
  - A. Extraordinary civic contribution to the community, state or nation.
  - B. Loss of life in the line of duty while serving as a city employee.
  - C. Loss of life and/or performing a heroic act while serving in any branch of the United States armed forces.
  - D. Widespread recognition as a national or historical figure, or

E. Contributions of significant cost of acquisition and/or development of a specific city facility.

The naming of a city facility for a deceased person will generally not be considered until at least one year after the date of death.

2. The following accomplishments, achievements and circumstances may be considered when evaluating any proposal to name or rename a city facility after any organization, including any nonprofit or for profit entity:
  - A. Extraordinary civic contribution to the community.
  - B. Contributions of significant cost of acquisition and/or development of a specific city facility.
3. Any city facility may be appropriately named or renamed after an event (or series of events) with cultural or historical significance, provided such event has a meaningful and direct nexus to the city.
4. Any city facility may be appropriately named after adjacent or nearby streets, landmarks, neighborhoods or other similarly identifiable geographic areas.
5. With regard to naming or renaming a city facility after any individual:
  - A. That individual should not be a current incumbent elected or appointed official in local, state or federal government.
  - B. That individual should not have been convicted of a felony.
  - C. The city shall obtain, or shall make a reasonable attempt to obtain, consent from such individual or, if such individual is deceased or cannot be contacted, from members of the individual's family.
6. City facilities should not be given any name that may:
  - A. Cause confusion due to duplication of, or similarity to, an existing named city facility or location within the city.
  - B. Include or may be associated with the name of:
    - i. Any individual, group of individuals, or organization commonly associated with tobacco, alcohol, obscenity, or any sexually oriented business or activity;
    - ii. Any religious or political organization, unless the name relates to a historic or civic contribution of such organization; or

iii. Any religious leader, unless such leader is being honored or recognized solely for the leader's civic contribution.

C. Have an inappropriate acronym, short form, or modification.

D. Is discriminatory, derogatory or offensive.

E. Relates to or may create a controversial event or situation.

F. Recognizes a single individual for a contribution similar or identical to a contribution made by others within a particular group associated with that individual.

**(e) REVISION, ADDITION, REVOCATION OR REMOVAL OF NAMES:**

1. The naming or renaming of such city facility shall not be deemed as permanent nor exclusive, nor shall it constitute a property interest owned by any person or organization.

2. Names may be revised or added to any city facility pursuant to the criteria, guidelines and procedures of this section.

3. The ordinance approving the naming or renaming of a city facility may include a sunset provision under which the name will be removed from the city facility at the end of a specified period of time or upon a particular date. In the event the ordinance fails to include such a sunset provision, the naming or renaming of such city facility shall endure until modified.

4. When a city facility is removed, replaced or destroyed, the name of the city facility shall cease to endure unless renamed pursuant to this section.

5. Upon circumstances arising after naming that would cast a negative image upon the city, the name of any city facility may be immediately revoked at the sole discretion of the mayor.

**(f) SPONSORSHIP NAMING:**

1. The City Council may enter into a sponsorship naming agreement with an individual, group of individuals or organization under which a city facility specifically used to promote cultural arts or recreation is named or renamed in exchange for cash or other significant contributions to the city. Any such agreement must be in writing, and the naming or renaming of any city facility pursuant to such agreement must comply with the naming criteria of this section. The written agreement must be specifically referenced in the joint resolution approving such naming or renaming. The sponsorship naming agreement must:

A. Describe the consideration given in exchange for naming rights;

B. If deemed necessary, provide for an endowment fund or other financial resources sufficient to pay the city facility's ongoing maintenance costs;

C. State that the city reserves the right to immediately and unilaterally remove the city facility name should the city learn or otherwise determine that the individual, group of individuals or organization (including any owner, officer or director of such organization) has engaged in conduct or activities deemed contrary to community standards of justice, honesty or good morals, or has breached the sponsorship naming agreement;

D. Specify the circumstances under which the agreement may be terminated;

E. Specify the exact length of time the city facility name will be used. A sponsorship naming right should not endure in perpetuity and is subject to renaming except as limited in the sponsorship naming agreement; and

F. Be reviewed and approved by the city attorney's office prior to execution by the mayor. A sponsorship naming agreement signed by the mayor is subject to and contingent upon adoption of a joint resolution and ordinance pursuant to this section to name the city facility.

2. The donation of land, facilities, or funds for the acquisition, renovation or maintenance of any real property, facilities, amenities, or any other resources directly or indirectly related to any city facility shall not constitute an obligation by the city to name such city facility, or any portion thereof, after any individual, group of individuals, or organization, except as set forth in a sponsorship naming agreement executed and approved pursuant to this section.”

**SECTION 2.** That all provisions of the ordinances of the City of Duncanville in conflict with the provisions of this Ordinance be, and the same are hereby, repealed, and 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 so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

**SECTION 4.** That an offense committed before the effective date of this Ordinance is governed by 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 this Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and charter in such cases provide.

**DULY ORDAINED AND ADOPTED** by the City Council of the City of Duncanville, Texas, on the 6th day of August, 2024.

**APPROVED:**

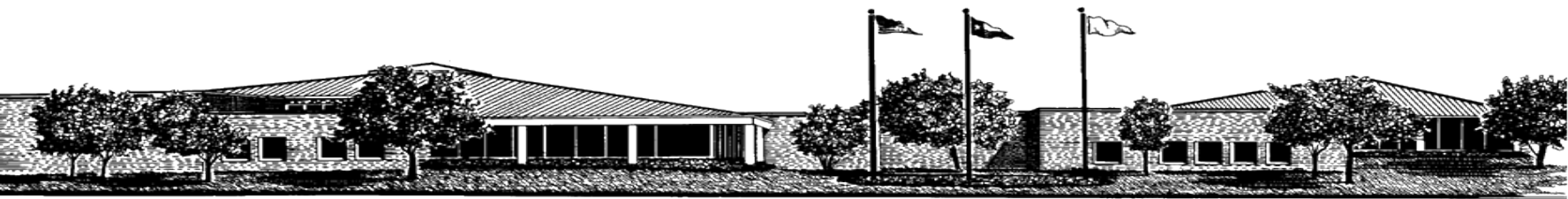
\_\_\_\_\_  
Greg Contreras, Mayor

**ATTEST:**

\_\_\_\_\_  
Chiquita Taylor, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Robert E. Hager, City Attorney



# CITY FACILITY NAMING AND RECOGNITION OPTIONS

RICHARD ABERNETHY, INTERIM CITY MANAGER

JULY 7, 2026

# BACKGROUND

- August 16, 2016 – City Council adopted an ordinance for parks and parks facility naming procedures; other City facilities were not included.
- June 6, 2024 - Library Board reviewed a proposal to rename the library in honor of Anne and Mayor David Green.
- June 18, 2024 – City Council received a briefing on a renaming the Duncanville Library as the **Anne and Mayor David Green Family Library**.
- August 6, 2024 – City Council considered a broader naming ordinance for non-park City facilities and tabled the item.
- June 2026 – Staff received a request to revisit and consider a City naming policy and process.

# SURVEY OF COMPARISON CITIES

City	Naming Policy	Ordinance or Resolution
Duncanville	No	N/A
Cedar Hill	No	N/A
DeSoto	Yes	Resolution
Grand Prairie	Yes	Ordinance
Farmer's Branch	No	N/A
Haltom City	No	N/A
Lancaster	Yes	Ordinance
North Richland Hills	Yes	Ordinance
The Colony	No	N/A
Rowlett	Yes	Ordinance
University Park	No	N/A
Waxahachie	No	N/A

# FACILITY NAMING POLICIES: COMMON ELEMENTS

- **Purpose**
  - Establishes criteria and procedures for naming or renaming public facilities.
  - Provides a consistent and transparent process for evaluating requests.
- **Typical Naming Criteria**
  - Significant contributions to the community.
  - Long-term public service or civic leadership.
  - Historical, cultural, or community significance.
  - Major financial or philanthropic contributions.
  - Positive impact on residents and the community.
- **Common Restrictions**
  - Avoid duplicative or confusing names.
  - Posthumous Naming Requirements
  - Conduct background searches and determine naming appropriateness.
  - Avoid discriminatory, political, or commercial names.
  - Well defined-connection between the name and facility.
  - Requests typically require supporting documentation and public input.

# PROCESSED USED BY OTHER CITIES

- **Application Requirements**

- Formal nomination application.
- Biographical information on nominee.
- Written rationale for the request.
- Supporting signatures or petitions (varies by city).

- **Review Process**

- Request submitted.
- Staff review for compliance with policy.
- Advisory board/committee recommendation.
- Public input and/or public hearing.
- City Council consideration and final action by resolution.

- **Council Authority**

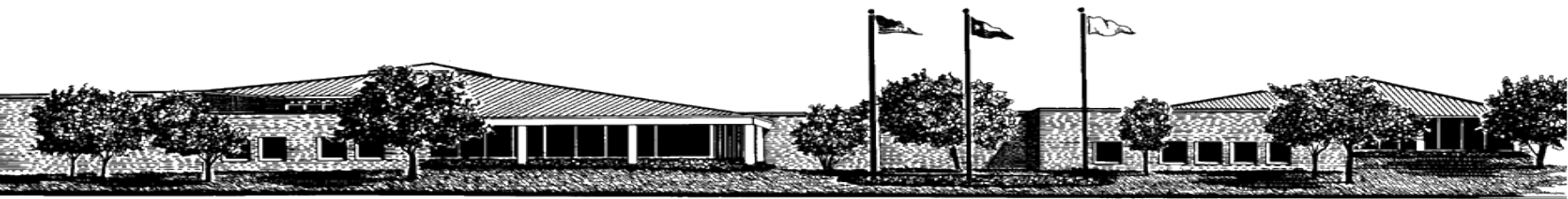
- Final naming authority remains with City Council.
- Council may approve, deny, or refer requests for additional review.

# PUBLIC INPUT EXAMPLES

- Resident and Customer Surveys
- Focus Groups
- Public Hearings
- Townhall Meetings

# POTENTIAL OPTIONS

- **Option 1 – No Formal Policy**
  - Continue evaluating requests on a case-by-case basis.
- **Option 2 – Adopt a Naming Policy**
  - Establish Eligibility Criteria and naming standards
  - Create a standard nomination and review process.
  - Require public input and City Council approval.
  - Council may consider elements of the naming ordinance previously presented in August 2024.
- **Option 3 – Recognition**
  - Maintain existing facility names.
  - Create honorary recognition opportunities (plaque, displays, walls of recognition) for notable individuals.



# THANK YOU ANY QUESTIONS?

RICHARD B. ABERNETHY  
INTERIM CITY MANAGER



# STAFF REPORT

**MEETING:** City Council - July 7, 2026

**TITLE:**

Report on Police Facility and City Hall Remodel/Ancillary Project

**Vision Statement:**

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

**Pillar:**

**Invest in People and Places:**

- **Support walkable, connected neighborhoods and advance equitable infrastructure.**

**STAFF RESPONSIBLE:**

**Richard Abernethy**

**BACKGROUND/HISTORY:**

In January 2025, City Council established the Bond Committee to evaluate potential capital projects and funding options. Following several months of review, the Committee recommended a \$20 million bond program that included a new Police and Courts Facility and Service Center. In August 2025, City Council deferred the bond election and directed staff to complete a comprehensive Police and Courts Spatial Needs Assessment. Since that time, staff and the City's consultant have completed Phase 1 of the assessment, provided multiple briefings to City Council and the former Bond Committee, evaluated project costs and tax impacts, and advanced planning efforts, including ancillary City Hall renovation costs needed to support future Police and Courts relocations.

**POLICY EXPLANATION:**

This report was requested to provide an update on the City Hall Remodel/Ancillary Project. Although this project is still in progress and costs are not finalized, staff will provide the most up-to-date information available.

**FUNDING SOURCE:**

**ORG and Object Number**

N/A

**Available Budget**

N/A

**Purchase Amount**

N/A

**After Encumber**

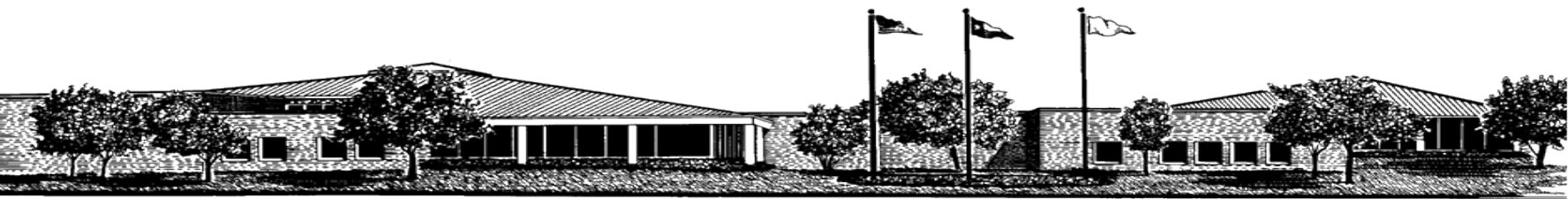
N/A

**ACTION ALTERNATIVES:**

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

**ATTACHMENTS:**

City Hall-Remodel- Ancillary Costs 7-7-2026 (1)



# UPDATE ON POLICE FACILITY AND CITY HALL REMODEL/ANCILLARY COSTS

RICHARD ABERNETHY, INTERIM CITY MANAGER  
JULY 7, 2026

# PURPOSE

- Provide a recap of the process.
- Purpose of the City Hall Remodel/Ancillary Costs.
- General Funding Option Strategies.
- Next Steps.

# BACKGROUND

- **January 2025** – City Council established the 2025 Bond Committee.
- **January – June 2025** – Bond Committee conducted project evaluation and financial review.
- **July 17, 2026** - Recommended \$20M Bond Program (\$8M Service Center; \$12M Police and Courts Facility).
- **August 12, 2025** – City Council deferred bond election and directed staff to complete a Police and Courts Spatial Needs Assessment.
- **October/November 2025** – Kimley-Horn/ADG selected; Needs Assessment initiated.
- **January 2026** – City Council received a briefing on the Spatial Needs Assessment and Opinion of Probable Construction Cost.
- **February 2026** – City Council received a tax impact briefing; bond election delayed until November 2026.
- **March 12, 2026** – Staff provided former Bond Committee members with an update on the Spatial Needs Assessment and project status.
- **March 30, 2026** – City Council held a bond workshop to evaluate cost options, review comparable cities, and advance ancillary costs for City Hall renovations to accommodate future Police and Courts relocations.
- **May 19, 2026** – Phase 1 of Police and Courts Spatial Needs Assessment completed; next steps presented to City Council.

# CITY HALL REMODEL/ANCILLARY COSTS OVERVIEW

- **Purpose**

- Address Municipal Court Needs.
  - Ensure adequate space and essential security infrastructure.
- Repurpose existing Police Department to meet City Department needs and maximize space.
- Modernize restrooms.
- Modernize technology.
- Update interiors.

- **Planning Options**

- Most planning options addressed during design phase of the project.

- **Estimated Cost**

- Kimley-Horn-ADG is working to finalize the Opinion of Construction Cost. Anticipate an estimate by July 7<sup>th</sup>.

# FUNDING STRATEGIES

- **General Obligation Bonds**

- Requires Voter Approval.
- Could be considered as part of a broader capital improvement program.

- **One-Time Funds**

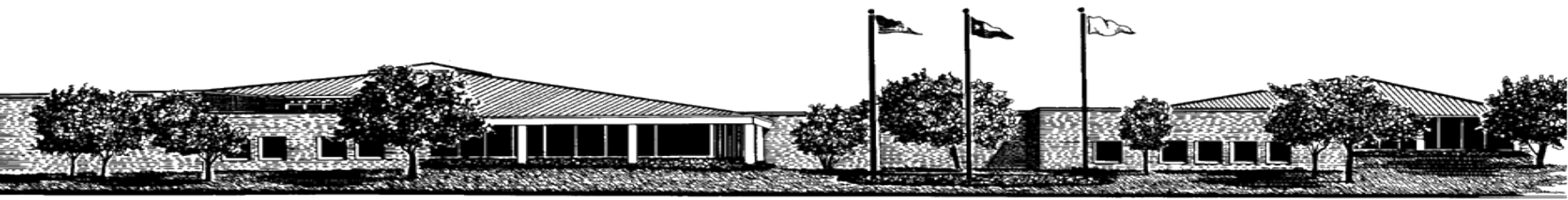
- Utilize available one-time fund balance.
- Would not fully fund the project.

- **Grant Opportunities**

- Pursue grants for eligible improvements.
- Grant funding for the Police Facility could help offset overall project costs, allowing other resources to be directed toward City Hall improvements.

# NEXT STEPS

- **July 21, 2026** – Present Community Information and Educational Engagement efforts.
- **August 4, 2026** – Present Final City Hall Remodel/Ancillary OPCC.
- **August 17, 2026** – Deadline to Call November Bond election.



# THANK YOU ANY QUESTIONS?

RICHARD B. ABERNETHY  
INTERIM CITY MANAGER