Duncanville Arts Commission
Regular Meeting Agenda
City Hall, Briefing Room
203 E. Wheatland Road
Duncanville, TX 75116
Tuesday, July 28, 2026
6:30 PM

City of Duncanville Arts Commission meetings are available to all persons regardless of disability. 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) 780-5000 or email city.secretary@duncanvilletx.gov at least three (3) business days prior to the scheduled meeting to request an accommodation.

Persons may participate by live broadcast via Swagit. To view the live meeting or previous meetings, click on the following link:
https://duncanvilletx.new.swagit.com/views/454/

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

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

   Submit a comment by 4:00 PM on Tuesday, July 28, 2026
   Email alex.hamby@duncanvilletx.gov
   Email title: Arts Commission Public Comment – July 28, 2026
   First and Last Name; and address.

3. The Arts Commission to consider the following Minutes:

   A. The Duncanville Arts Commission to consider the minutes for the May 26, 2026, Regular Meeting and the June 23, 2026, Regular Meeting.

4. Commissioners Reports (limit to 2 minutes each)
5. Discussion, Direction, and Possible Action Items

   A. Introduction of Logen Cure, Duncanville's First Poet Laureate

   B. Acceptance of Donations of Works of Art for the City's Permanent Collection

   C. Receive the Xela Bistro grant report.

   D. Boards and Commissions Expo

   E. Fiscal Year 2026 Accomplishments and Fiscal Year 2027 Goals

6. Items for Individual Consideration

   A. Art & Business Networking Mixer (Arts Commission and Duncanville Community and Economic Development Corporation)

      - Receive updates
      - Determine a theme

   B. KidsVenture Outdoor Mural

   C. Mind Yo Business

   D. The Brilliance of Difference

7. Adjournment

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located outside the entrance to the City of Duncanville City Hall, next to the entryway doors, a place convenient and readily accessible to the general public, as well as to the City's website, www.duncanvilletx.gov and said Notice was posted by the following date and time: Tuesday, July 21, 2026, by 5:00 PM and remained posted for at least two hours after said meeting was convened.

Alex Hamby
Communications and Marketing Administrator

Duncanville ARTS Commission

REGULAR MEETING MINUTES

Tuesday, May 26, 2026

A meeting of the Duncanville Arts Commission was held on Tuesday, May 26, 2026, at the City Hall Annex (103 East Wheatland Road, Duncanville, Texas 75116) with a quorum to wit: Chair Angela Thorpe-Harris, Vice Chair Mac Browning, Luke Durmon, Patricia Coleman, and Mary Ann Taylor. Linda Lydia, Amy Jackson, and Julio Avila were absent.

Ron Thompson, Duncanville Arts Foundation Founding Executive Director, was in attendance.

Council Liaison, Mayor Pro Tem DeMonica Gooden, was absent.

Alex Hamby, Marketing and Communications Administrator and staff liaison, was also present.

1. Call to Order

The meeting was called to order at 6:33 PM.

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

No comments were received

3. Commissioners Reports (limit to 2 minutes each)

Reports were shared by Mac Browning, Mary Ann Taylor, Patricia Coleman, and Angela Thorpe-Harris. Luke Durmon had no report.

Vice Chair Mac Browning shared the following poem:

Compelled

Mist covered mountains,
Long have you lain there.
Call to my heartbeat,
Pull me within.

Mist on the mountains,
Long have I loved you.
None have compelled me
As what you have done.

Mist for the mountains,
Long has it covered,
Hidden your beauty,
But called me the same.

Mist covered mountains,
Long have I loved you,
You have compelled me,
Called me by name.

Mary Ann Taylor shared her positive experiences doing the D'ville Voices podcast. She also recommended reading "The Odyssey" ahead of its theatrical release.

Patricia Coleman recounted the successful fundraising by the Charlton Methodist Auxiliary Board in support of the hospital. She added that Girlfriends Ministry will be providing lunch to children during the summer school break.

Luke Durmon did not have a report.

Chair Angela Thorpe-Harris reported on a visit she took to Austin and Seguin, Texas. In Seguin, she had an opportunity to see the Seguin Squirrel Trail, which was developed by the Seguin Commission on the Arts. Each fiberglass squirrel is sponsored by a local business, painted by an artist, and strategically placed throughout the city. She also attended the Memphis Soul concert at the Poe-Hobden Amphitheater in Armstrong Park. She stated the concert was well attended.

4. The Arts Commission to Consider the Following Meeting Minutes:

A. Consider the May 12, 2026, Special Meeting Minutes

Mac Browning made a motion to accept the minutes as presented. Patricia Coleman seconded. All present voted in favor. None opposed. 3 members were absent. 1 vacancy.

5. Event Discussions

A. The Commission to discuss the upcoming June Arts & Business Mixer.

The Olden Year Museum mixer was discussed. Plans were agreed to by consensus. No action was taken.

B. Future Arts & Business Mixers discussion.

Future mixers were discussed by those present.

6. Items for Individual Consideration

A. The Arts Commission will consider the Duncanville Poet Laureate Policy and Application.

Mary Ann Taylor made a motion to adopt the Duncanville Poet Laureate Policy as presented. Patricia Coleman seconded. All present voted in favor. None opposed. 3 members were absent. 1 vacancy.

B. The Arts Commission to consider an invitation from the Duncanville Public Library to participate in the Summer Reading Club Kickoff.

The item was discussed and members considered who would represent the Arts Commission. It was decided that Patricia Coleman would be present at the event.

7. Non-Action Items

A. The Commission to receive the Ellafair post-event report.

The Commission received a post-event report from Ron Thompson, Executive Director of the Duncanville Arts Foundation. No action was taken.

B. Podcast Analytics and Discussion

Members of the Commission requested flyers and business cards to promote the podcast after a discussion about the podcast's analytics and audience reach. No action was taken.

C. BloomFest Debrief

Angela Thorpe-Harris led a discussion about the Commission's BloomFest participation.

D. Temporary Art Activation Permit (TAAP) presented by Ron Thompson

Ron Thompson briefed the Commissioners on the proposed Temporary Art Activation Permit, its history and status within the City. No action was taken on this item.

8. Adjournment

Meeting adjourned at 8:06 PM.

Angela Thorpe - Harris, Arts Commission Chair	Alex Hamby, Staff Liaison

REGULAR MEETING MINUTES
Tuesday, June 23, 2026

A meeting of the Duncanville Arts Commission was held on Tuesday, May 26, 2026, at the City Hall Annex (103 East Wheatland Road, Duncanville, Texas 75116) with a quorum to wit: Chair Angela Thorpe-Harris, Vice Chair Mac Browning, Mary Ann Taylor, Patricia Coleman, Julio Avila, Amy Jackson, Luke Durmon, and Linda Lydia.

Ron Thompson, Duncanville Arts Foundation Founding Executive Director, and Chef Gabrielle McBay were in attendance.

Council Liaison, Mayor Pro Tem DeMonica Gooden, attended via Microsoft Teams.

Alex Hamby, Marketing and Communications Administrator and staff liaison, was also present.

1. **Call to Order**

   The meeting was called to order at 6:30 PM.

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

   No comments were received.

3. **Commissioners Reports (limit to 2 minutes each)**

   Vice Chair Mac Browning read the following poem:

   Beautiful

   Beautiful Is creating –
   A beauty unto itself?

   Is it as valued
   As a portrait painted,
   Or staircase carved
   And curved around?

   Is it cherished
   As much as a

Sumptuous
Symphonic piece,
In lilting voices
Of choir's charm?

Can this act -
Creation's offspring,
Begetting from
An empty page
Or block of wood,
Also be as Stunning?

I hope so.
That would make
This world
All the more
Beautiful!!

He added that he participated in the recent Arts & Business Mixer, which he enjoyed. He attended an Art Foundation presentation

Amy Jackson shared her experience at the Arts & Business Mixer at the Olden Year Museum and noted the new faces she saw attending. She attended the Community of Duncanville event presented by the Community Engagement Advisory Board on June 15, 2026, that featured a discussion on the proposed Isabella Restaurant and Jespersen Hotel businesses. She also provided Duncanville Community Theatre updates ,including about the upcoming preview night.

Patricia Coleman attended a private soccer event that featured behind-the-scenes information about FIFA in Dallas shared by the production team.

Luke Durmon had no report.

Julio Avila updated the Commission about goings on at his Grand Prairie comedy club. He praised the Arts & Business Mixer, especially the attendance. He has also attended several World Cup meetings.

Mary Ann Taylor, who performed during the Arts & Business Mixer, recounted her preparation and music selection for the evening. She shared that Thanks-Giving Square was hosting a North Texas Kindness Week starting November 7. Duncanville ISD has been invited to participate. She has been put in charge of putting together community performers for the event.

Linda Lydia followed with praise for the Mixer. She noted the diversity of those in attendance. She met several people that evening who had never visited the Olden Year Museum and were excited for the opportunity. She has been traveling a lot lately and had recently visited Corpus Christi. She has been recognized by legislators in South Texas for the work she does with Pink Diamonds Survivors of Cancer, Inc. and other non-profits.

Angele Thorpe-Harris thanked the group for their assistance and participation with the Mixer.

Councilmember DeMonica Gooden praised Ellafair and the work that went into putting it together. She shared that she'd heard positive comments about the Mixer as well. She then asked for information regarding the D'ville Voices podcast. She recommended ongoing training about Hotel Occupancy Taxes. Councilmember Gooden also shared information about upcoming Boards and Commissions interviews that City Council will be conducting.

4. **Items for Individual Consideration**

a. Fieldhouse Mural Recommendation Request

Amy Jackson made a motion recommending the Duncanville City Council approve a mural permit for a new mural to be installed at the Duncanville Fieldhouse (1700 S. Main St., Duncanville, TX 75137). Mac Browning seconded the motion. All present voted in favor. None opposed. One vacancy. The motion passed.

After reviewing multiple options for the Fieldhouse mural, the following (pictured) was selected with a request that a cross positioned at the center of the original design be removed. Amy Jackson made the motion. Linda Lydia seconded. Chair Angela Thorpe-Harris, Vice Chair Mac Browning, Mary Ann Taylor, Patricia Coleman, Amy Jackson, Luke Durmon, and Linda Lydia voted in favor. Julio Avila abstained. None opposed. One vacancy. The motion passed.

b. **The Arts Commission to consider application(s) for the Duncanville Poet Laureate and make a recommendation to City Council, selecting an applicant to fill this role from July 4, 2026, to July 3, 2027.**

   After reviewing three (3) submissions for the Poet Laureate position, Mary Ann Taylor made a motion to select Logen Cure as the city's first Poet Laureate. Linda Lydia seconded the motion. Chair Angela Thorpe-Harris, Mary Ann Taylor, Patricia Coleman, Julio Avila, Amy Jackson, Luke Durmon, and Linda Lydia voted in favor. Vice Chair Mac Browning abstained. None opposed. One vacancy. The motion passed.

5. **Presentations and Discussions**

a. **Old Rail Station and Junction with Tim Maiden**

   Duncanville Arts Foundation Founding Director Ron Thompson and Gabrielle McBay made a presentation to the Arts Commission about the Old Rail Station. At the end of the presentation, the Commission was invited to consider hosting an Arts & Business Mixer at the location.

b. **Receive the *Master's Voice Christmas Concert* Report**

   The Commission received the Master's Voice Christmas Concert post-event report submitted as part of the requirements for Art Grant recipients.

c. **Receive the In *The Words Of A Sistah: Stories and Verse* report.**

   The Commission received the *In The Words of a Sistah: Stories and Verse* post-event report submitted as part of the requirements for Art Grant recipients.

d. **City-Commissioned Original Art**

   Members of the Commission discussed the topic of City-commissioned art. They inquired about policies and budget.

e. **Review of Olden Year Museum Business Mixer**

   Chair Angela Thorpe-Harris thanked everyone for their efforts to make the event happen. She shared that she was awaiting results from the survey, which was created with the assistance of Community Engagement Advisory Board Chair Toby Lackey.

f. **Social Media Strategy**

   It was requested that more content be pushed out to the Arts Commission's social media channels. Staff liaison Alex Hamby promised to put more effort into building up the Commission's presence online.

g. **Art Gifting Policy**

The Commission discussed the need for an Art Gifting Policy. Staff liaison Alex Hamby took on the task of researching what policies might exist within the City and bringing that back at the next meeting.

h. September/October Business Mixer

The commission selected Thursday, September 24, 2026, as the date of their next Arts & Business Mixer, which is tentatively set to take place at the Old Rail Station. Chair Angela Thorpe-Harris and Patricia Coleman will take the lead on coordinating the event. Marketing pieces will be created once a theme has been established.

6. Adjournment

Meeting adjourned at 8:09 PM.

Angela Thorpe - Harris, Arts Commission Chair	Alex Hamby, Staff Liaison

Donations Policy

I. Authority

The Fort Worth City Council is responsible for legislation, policy formulation, and setting the overall direction of government. This includes the approval of financial policies which establish and direct the operations of the City of Fort Worth (“City”). The City Manager is responsible for carrying out the policy directives of the City Council and managing the day-to-day operations of the executive departments, including the Financial Management Services Department (“FMS”). This policy shall be administered on behalf of the City Manager by the Chief Financial Officer/Director of FMS (“CFO”).

II. Purpose

This policy is intended to provide guidelines for accepting gifts and donations in a responsible, transparent, and accountable manner that is consistent with the City’s strategic goals. Donations of every type are offered to the City of Fort Worth (“City”) for general or specific purposes. Uniform criteria and procedures guide the review and acceptance of such donations, confirm that the City has relevant and adequate resources to administer such donations, and ensure that the City appropriately acknowledges the generosity of the donor.

III. Scope

This policy shall apply to all funds under the budgetary and fiscal control of the City Manager and the Mayor and City Council.

IV. Glossary

Definitions (to be incorporated into the glossary)

Beneficiary Department Head: shall mean the Director of the City department, or his/her designee, for which a donation is designated or intended. The CFO shall act as the Beneficiary Department Head if no department is designated or intended.

Donation or Gift: shall mean a monetary (cash) contribution, endowment, personal property, real property, financial securities, equipment, in-kind goods or services, or any other asset that the City has accepted and for which the donor has not received any goods, services, or any other form of tangible compensation in return. For purposes of this policy, “donation” or “gift” shall be synonymous.

Donor: shall mean a person or other legal entity that proposes or provides a donation or gift to the City.

Endowment: shall mean donations that are restricted to the extent that only earnings and not principal may be used for a particular purpose, City department, or location.

Restricted Donation: shall mean donations or gifts designated in writing by the donor for a specific or particular City department, location, or purpose. It shall also mean donations or gifts received for specific programs or activities established by the City. The receiving department shall have the responsibility to ensure the restrictions placed upon the donation are fulfilled.

Unrestricted Donation: shall mean a donation to the City without any limitations being placed upon its use. Unrestricted donations shall be recorded in the General Fund.

See definitions related to this policy provided in the Glossary for Financial Management Policy Statements.

V. Policy

A. Specific Objectives

1. To establish and guide relationships with donors who share the City's commitment to provide a high quality civic environment;
2. To enrich our community by responsibly and efficiently managing donations; and
3. To generate revenue to fund new and existing facilities, projects, programs, and activities for the benefit of the residents of the City.

B. General Principles

1. This Policy is intended to guide the manner in which City staff accepts donations or gifts on behalf of the City.

2. Donations do not become the property of the City until accepted by the City consistent with this Policy.

3. Only City officials authorized by this Council Policy may accept donations.

4. The City has no obligation to accept any donation proposed by a donor.

5. All donations will be evaluated by the City prior to acceptance to determine whether the donation is in the City's best interest and is consistent with the applicable City laws, policies, ordinances, and resolutions.

6. The City does not provide legal, accounting, tax or other such advice to donors. Each donor is ultimately responsible for ensuring the donor's proposed donation meets and furthers the donor's charitable, financial, and estate planning goals. As such, each donor is encouraged to meet with a professional advisor before making any donation to the City.

7. The City must determine whether an expenditure of City funds, either a direct outlay

of City funds or the use of City staff and/or materials, is associated or required with the acceptance of the donation prior to acceptance.

8. The donation must be used for official City business.

9. A donor may restrict a donation for a particular City department, location, or purpose, but not designate the City official who may use the donation.

10. The Beneficiary Department Head is responsible for acknowledging receipt of and thanking, on behalf of the City, all donors.

11. The City shall comply with all applicable laws and regulations of the Internal Revenue Service regarding the acceptance of donations.

12. Donations or gifts received or accepted by the Mayor, City Council Members, or appointed officials from representatives of foreign or domestic governments, business leaders, Sister Cities and their affiliates, or other parties intending to express appreciation or foster diplomatic exchange and goodwill and/or symbolize a significant event or relationship with the City shall be exempt from this policy.

C. Policy

Types of donations

Donations or gifts may be received in the form of cash, financial securities, or real or personal property. Donations may be Restricted or Unrestricted.

The procedure for accepting donations or gifts shall be as follows:

- Cash donations shall be accepted as follows:
  - Amounts equal to or less than $5,000.00 may be received by each Department Director and shall be deposited by the participating department into the Special Donations Fund;
  - Amounts equal to or less than $100,000.00 may be received by each Assistant City Manager and shall be deposited by the participating department into the Special Donations Fund;
  - Amounts greater than $100,000.00 must be accepted by the Mayor and City Council through an agenda item considered at a regularly scheduled City Council meeting.

- Any and all non-cash donations resulting in a capital asset as outlined within the City's Capital Asset Policy shall be accepted through an agenda item adopted by the Mayor and Council at a regularly scheduled City Council meeting.

- Donations of non-cash items not meeting the capitalization thresholds within the City's Capital Asset Policy shall be accepted under the same terms and thresholds identified above for cash donations.

- Any donations requiring the City to sign an agreement for acceptance should be reviewed by the participating department head and the City Attorney's Office prior to execution.

- Donations from Trust and Perpetuity Funds: Donations from trust and perpetuity funds shall be administered by the receiving department pursuant to the terms of the donation placed upon the trust by the donor.

- Donations of Publicly Traded Equity and Debt Securities: Once accepted and received by the City, the Department of Financial Management Services will immediately liquidate the donation of a publicly traded equity or debt security. Sale proceeds will then be made available to the receiving department.

- Donations of Cash and Real Goods: Donations of cash and real goods may be accepted upon
completion of the following processes:

1. The Beneficiary Department Head shall evaluate whether the donation:
   a. Is in the City's best interest and is consistent with applicable City laws, policies, and resolutions;
   b. Has any special restrictions and if so, if those restrictions are acceptable to the City;
   c. Obligates the City to make an immediate or initial City expenditure which has not been included in the approved budget for the appropriate fiscal year; and
   d. Creates a new, one-time or an on-going general maintenance obligation of the City.

2. The City will maintain one Governmental Special Donations Fund to record governmental fund related donations activities. Proprietary fund related donations activities shall be recorded in the primary operating fund of the Department.

3. The Governmental Special Donations Fund will be treated as a special revenue project fund. The Department shall be responsible for requesting appropriation through the annual budgeting process or through an M&C for new donations received.

4. Restricted Donations that are not expended at the conclusion of the project and/or activity shall be transferred to the General Fund for the general use of the City.

5. Restricted donations that do not meet the requirements of a Special Revenue Fund shall be reported in the beneficiary Department's primary fund or the General Fund

6. Unrestricted Donations do not meet the requirements of a Special Revenue Fund and therefore should not be reported in the Donations Fund, which is a Special

Revenue Fund. Unrestricted Donations shall be reported in the beneficiary Department's primary fund or the General Fund.

7. Any donations remaining unencumbered and unspent three (3) years after acceptance will be removed from the donation fund and deposited to the department's operating fund (General Fund or respective annual operating fund)

- Donations of real property: Donations of real property may be accepted upon completion of the following process:

  1. The receiving department shall work with the Property Management Department to determine the approximate value of the donation and to ensure that the donation is in the City's best interest. Acceptance shall be consistent with applicable City laws, policies, ordinances, and resolutions.

  2. When seeking City Council approval for a donation of real property, the associated agenda item shall report:

     a. The appraised value of the donation;
     b. Any expenditures or maintenance obligations for the City associated with the short-term and long-term ownership of the donation;
     c. Potential liabilities associated with the donation, such as hazardous conditions or environmental concerns;
     d. Whether the donation has any special restrictions, and if so, if those restrictions are acceptable to the City; and
     e. Any recommendations for conditions of acceptance.

- Any and all Restricted Donations received by the City shall be accompanied by a document indicating the nature and purpose of the restriction.

VI. **<u>Exclusions</u>**

This policy is not intended to govern donations made to the City under the following programs:

a. Water / Garbage Fee Assistance and Plumbing Repair Programs
b. Developer Contributions of Infrastructure under a Community Facilities Agreement, Development Agreement, Platting Process, or Annexation
c. City Ethics Policy with respect to food and meals

Receipts for these programs will be administered by the documents governing their existence.

Capital Assets Policy

I. **Authority**

The Fort Worth City Council is responsible for legislation, policy formulation, and setting the overall direction of government. This includes the approval of financial policies which establish and direct the operations of the City of Fort Worth ("City"). The City Manager is responsible for carrying out the policy directives of the City Council and managing the day-to-day operations of the executive departments, including the Financial Management Services Department ("FMS"). This policy shall be administered on behalf of the City Manager by the Chief Financial Officer/Director of FMS ("CFO").

II. **Purpose**

This policy defines and provides the guiding principles with respect to the financial management of capital asset for the City of Fort Worth ("the City"). The objectives of this policy are to ensure consistent capital asset practices in accordance with Generally Accepted Accounting Principles (GAAP) and applicable regulatory agencies and to safeguard against loss, unauthorized use, or misappropriation of assets. Controls are created to establish, maintain, and enforce a sound system of operational procedures in accordance with industry best practices and internal control objectives. These controls address the decentralized nature of the processes associated with capital assets while also providing standards and minimally acceptable practices for these activities.

III. **Applicability and Scope**

All employees of the City, including uniformed employees in positions who are responsible for performing fiscal operations described herein, shall apply the principles of this policy. This may include, but not be limited to, staff who purchase, receive, monitor or dispose of capital assets. Further, this policy shall cover all funds and capital assets under the control of the Mayor and City Council.

IV. **Glossary**

See definitions related to this policy provided in the Glossary for Financial Management Policy Statements.

V. **General Information**

The Governmental Accounting Standards Board (GASB) provides the following authoritative definition of capital assets for state and local governments:

The term capital assets include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Capital assets should be recorded at original cost or, if the cost is not readily determined, at estimated original cost. Cost shall include applicable ancillary costs necessary to place the asset in its intended location and condition for use. All costs should be documented, including methods and sources used to establish any estimated costs.

The City acquires capital assets in one of the following ways:

1. Purchased assets – The recording of purchased assets should be made on the basis of actual costs, excluding some ancillary costs*, based on vendor invoice or other supporting documentation. *See Section VII-A for further explanation.
2. Constructed assets – Direct costs (including labor) associated with the construction project should be included in determining the asset valuation. For Community Facilities Agreements, City of Fort Worth inspection costs are no longer capitalized as part of the project effective 06-01-2019 associated with fund 30114 (CFA Developer).
3. Donated assets – Capital assets acquired by donation should be valued based on the acquisition value at the time of receipt and capitalized in accordance with the threshold value for each asset category. Please refer to the City of Fort Worth's Donations Policy for guidance on acceptance of donations.

VI. Responsibility / Authority

City-wide Department responsibilities:

A. Serve as custodians of capital assets including land, land improvements, vehicles, machinery and equipment (including rolling stock), that are assigned to their departments.

B. Ensure full departmental compliance with the established capital asset policy in order to maintain adequate records of the City's capital assets.

C. Each department head must appoint a Capital Assets Coordinator that has knowledge and experience in capital purchasing and management of project expenditures. Department Capital Assets Coordinator responsibilities include but are not limited to:

- Attend the required AM100 training provided by the City of Fort Worth.
- Perform a monthly review of the department's purchased, donated, and constructed assets added into PeopleSoft Asset Management (PSAM) and communicate with the Capital Assets Team regarding any discrepancies.
- Identify capital asset transfers, impairments, and disposals, and provide the Capital Assets Team documentation within 30 days of the occurrence.
- Identify all constructed assets in use, and provide the Capital Assets Team documentation within six months or before the current fiscal year ends, whichever comes first for capitalization (Refer to Section XIV).
- Review and update the department's non-financial asset information in the PSAM system.
- Coordinate the department's review of the current capital asset register and complete the Annual Physical Inventory for Capital Assets.

FMS responsibilities:

A. The Capital Asset Team, Financial Services Manager, and Assistant Finance Director over Accounting shall ensure that all capital assets belonging to the City are properly identified and recorded in the PeopleSoft General Ledger module and that the PSAM module is reconciled, at least monthly, to general ledger balances.

B. The Capital Asset Team is responsible for maintaining a current listing of Capital Assets Coordinators from all City departments.

C. The Capital Asset Team must oversee the review of all transactions related to capital assets at least monthly and update the PSAM system, as required, upon validation of the transactions or corrections.

D. The Capital Asset Team, Financial Services Manager, and Assistant Finance Director over Accounting are responsible for ensuring that journal entries and monthly depreciation expense are properly recorded in the general ledger and financial changes noted by the Capital Assets Coordinators are recorded in the PSAM system.

E. FMS is responsible to provide department representatives with the necessary support in capital asset management to effectively fulfill their duties and responsibilities under this policy.

VII. Asset Classification

The City categorizes capital assets into the following:

A. Land

Land includes all land parcels purchased or otherwise acquired by the City for building sites, streets, right of way, permanent easement, recreation, future use, etc. This does not include land held for resale, which is accounted for as inventory.

Land is frequently associated with some other asset (e.g., land under a building or road). Land should always be treated and accounted for separately. The cost of the land should include not only the acquisition price, but also the cost of initially preparing land for its intended purpose, provided these preparations have an indefinite useful life, like the land itself. The recorded cost of land includes (1) the contract purchase price; (2) the costs of closing the transaction and obtaining title, including commissions, options, legal fees, title search, insurance, and past due or current taxes; And (3) the cost of preparing the land for its particular use such as clearing and grading. If the land is purchased for the purpose of constructing a building, all costs incurred up to the excavation for the new building should be considered land costs. Removal of an old building, clearing, grading and filling are considered land costs because they are necessary to get the land in condition for its intended purpose. Any proceeds obtained in the process of getting the land ready for its intended use, such as salvage receipts on the demolition of the old building or the sale of cleared timber, are treated as reductions in the price of the land. Capitalization of land costs may include, but are not limited to, the following:

- Original contract price
- Brokers' commissions
- Legal fees for examining and recording title

- Cost of title guarantee insurance policies
- Cost of excavation, grading or filling of land and razing of an old building
- Payment of noncurrent taxes accrued on the land at date of purchase, if payable by purchaser

*Excluded costs may include payroll charges, advertising, process services, appraisal fees, and surveys, as they typically are not able to be accurately and timely associated with the land purchase at closing.

Improvements other than buildings (land improvements) are used for permanent (i.e., non-moveable) improvements, other than buildings, that add value to the land, but do not have an indefinite useful life. Examples include, fences, retaining walls and parking lots.

B. Buildings

All permanent structures are included in the classification of buildings. The costs of an improvement (or betterment) are normally added to the cost of the related structure, rather than being treated as a separate asset. The same is true of restoration costs following a capital asset impairment. Capitalization of costs related to buildings include, but are not limited to, the following:

- Original contract price of the asset acquired or cost of design and construction
- Expenses incurred in remodeling, reconditioning, or altering a purchased building to make it available for the purpose for which it was acquired.
- Expenses incurred for the preparation of plans, specifications, blueprints, etc.
- Cost of building permits
- Payment of noncurrent taxes accrued on the building at date of purchase, if payable by purchaser
- Architects' and engineers' fees for design and supervision
- Costs of temporary facilities used during the construction period

C. Infrastructure

Infrastructure assets are long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems.

D. Machinery and equipment

This classification includes construction and maintenance equipment, office equipment and furnishings, etc. above the capitalization threshold. Capitalization of equipment costs may include, but are not limited to, the following:

- Original contract or invoice cost
- Freight, acquisition fees, import duties, handling and storage costs
- Specific in-transit insurance charges
- Installation charges

E. Vehicles

A motor vehicle is a self-propelled road vehicle that is used for the transportation of passengers, or passengers and property. The capitalization amount includes the total purchase price less any applicable discounts and any ancillary payments required to place the asset in its intended state of operation.

F. Intangible Assets

Intangible assets are those that lack physical substance, are non-financial in nature and have an initial useful life extending beyond a single reporting period. Intangible assets must be identifiable, meaning they are either capable of being separated by means of sale, transfer, license or rent, or that they arise from contractual or other legal rights.

Intangible assets acquired or developed by the City could include customized software, internally generated software, works of art and historical treasures. Other examples of intangible assets the City may own include water rights, timber rights, patents and trademarks.

G. Construction Work in Progress (CWIP)

Construction work in progress represents capitalized costs related to a capital asset that is not yet substantially ready to be placed in service. For construction work in progress assets, no depreciation is recorded until the asset is placed in service. When the asset is placed in service, the asset is reclassified to the correct category and depreciation begins.

VIII. Capitalization

A. Capitalization Thresholds

1. Land must be capitalized regardless of the value or cost.

2. Buildings must be capitalized regardless of the cost.

3. Infrastructure must be capitalized when the useful life is 3 years or greater and the cost is $100,000 or more.

4. Betterments and Improvements qualifying as a capital asset is defined as a single item with a useful life of 2 years or greater with an acquisition cost of:
   a. Building Improvements at $100,000 or more
   b. Infrastructure Improvements at $100,000 or more
   c. Machinery and Equipment Improvements at $25,000 or more

5. Machinery and Equipment qualifying as a capital asset is defined as a single item with an acquisition cost of $25,000 or more and has a useful life of 2 years or greater. This includes items designed for off road.

6. Vehicles must be capitalized when the useful life is 4 years or greater, the cost is $5,000 or greater and it meets both of the following criteria:

   a. Self-propelled

   b. Primary use is on public streets and the unit is street legal

7. Intangible assets must be capitalized when the useful life is 3 years or greater and the cost is $100,000 or more with the exception of works of art and historical treasures, which are capitalized regardless of life or cost.

8. Bulk machinery and equipment per lease contract will be capitalized if the total amount is over $500,000 for the life of the lease.

B. Contributed or Donated Assets

Contributed or donated assets must be recorded at acquisition value. Refer to the Donations Policy for capitalization thresholds per category. Acquisition value is the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date, or the amount at which a liability could be liquidated with the counterparty at the acquisition date. With regard to donated land, an appraisal must be no older than five (5) years in order to be used to determine a value for the land. If an appraisal is greater than five (5) years old or an appraisal does not exist, then appropriate effort must be made to determine a reasonable per acre value of the land in question. Work with Accounting to establish the appropriate value.

IX. Betterments, Improvements and Repair and Maintenance

A. Betterments

A betterment materially renovates or enhances a previously capitalized asset without introduction of a completely new unit. Alterations that change the physical structure of assets (e.g., cutting new entry and exit openings or closing old ones; erecting new walls, windows and partitions or removing old ones) but neither materially add value to the asset nor prolong its useful expected life should be charged to maintenance expense. Examples of betterments include:

- Enhancement of an old shingle roof through the addition of modern, fireproof tiles
- "Major catch-up" repair to or rehabilitation of an existing neglected asset that extends the useful life or substantially increases the value of the asset.

A betterment that meets the capitalization threshold in Section VIII should be capitalized.

B. Improvements

Improvements include additions of new components to previously capitalized assets that either increase the assets' value, extend the useful life, increase the normal rate of output, lower the operating cost, or increase the efficiency of the existing asset. Replacements of components of existing capitalized assets with improved or superior units, such that the value of the assets is increased, are also classified as improvements.

Examples include:

- Installation of an air condition system where there previously was none
- Installation of a crane on a truck that did not previously have one
- Removal of a major part or component of equipment and the substitution of a new part or component that increases either the value or useful life
- Addition of a new wing on a building
- An improvement that meets the capitalization threshold in Section VIII should be capitalized.

C. Repair and Maintenance

Maintenance and repairs can be distinguished from betterments and improvements in that maintenance and repairs are not intended to alter or change the asset or to increase the useful life of the asset, but rather to sustain the asset in its present condition. A cost will qualify as maintenance if any of the following are true:

- Recurs on an ongoing basis (scheduled maintenance) and keeps the asset in a useable condition.
- Does not add substantially to the value of the asset (i.e., it does not meet the requirements in Section VIII to be capitalized).
- Simply restores a capital asset to its former condition, addressing normal wear and tear associated with the use of an asset.
- Facilitates asset utilization for its original useful life

Examples include:

- Painting and similar activities
- Engine overhaul in a vehicle
- Resurfacing a roof with similar materials
- Remodeling and rearrangement costs

Expenditures attributable to repair and maintenance after the asset has been placed in service will not be capitalized and will instead be charged to maintenance expense.

X. Depreciation

Depreciation is defined as a reduction in the value of an asset with the passage of time, due in particular to wear and tear. Depreciation will be calculated and recorded monthly for the City's depreciable assets in accordance with GAAP. FMS is responsible to record depreciation on a monthly basis.

The City uses the straight-line method of depreciation and a full month of depreciation is taken in the original month of acquisition or capitalization. To calculate depreciation expense using the straight-line method:

$$\text{Annual Depreciation} = \frac{\text{Cost} - \text{Salvage Value}}{\text{Asset Useful life (in years)}}$$

Salvage value is an estimate of the amount that will be realized at the end of useful life of a depreciable asset. The City may assume that salvage value will be insignificant and therefore, will not use it in the depreciation calculation.

Asset must be depreciated according to the useful life guidelines established by the City. These guidelines are summarized below:

- Buildings: 20 - 50 years
- Infrastructure: 20 - 60 years
- Machinery and Equipment: 2 - 20 years
- Vehicles; 4 –15 years
- Runways and Taxiways: 20 - 30 years
- Water and Sewer Equipment: 5 - 30 years
- Water and Sewer Infrastructure: 25 - 70 years

The following capital assets are not depreciated:

- Land
- Intangible assets with indefinite useful lives
- Construction Work in Progress

XI. Retirement

All capital assets that are sold, exchanged, traded in, donated, stolen, damaged beyond repair or in any way removed from service and disposed of during the current fiscal period should be recorded as retirements in the PSAM system.

Departments are responsible for coordinating with the Fleet and Auto Pound departments if the asset will be auctioned off through a current City contractor auctioneer. The department will complete the Auction Master Template form which is approved by the Director or an Assistant Director. This form will be forwarded to the Purchasing department coordinator for FID validation and confirmation of wire transfers. Upon confirmation, all relevant information will be sent to the Capital Asset Team for proper accounting treatment.

When retiring an asset, the Department that had custody of the asset must complete and submit a Capital Asset-PMD-Fleet Status Change Request Form to the Capital Assets Team. This electronic form will be routed for proper approval and signatures. This form is located in the Forms Portal under Financial Management Services.

XII. Surplus (Salvage Sales)

Departments are responsible for maintaining a listing of all non-capital assets. Upon determination that, a non-capital asset is either no longer needed or found to be unserviceable, the department will determine the appropriate method of disposal.

Methods of disposal:

- Internal City posting
- Auction

The approved Auction Master Template will then be sent to the Purchasing department coordinator as referenced in the Retirement section.

XIII. Impairment

A capital asset generally should be considered impaired if both (a) the decline in service utility of the capital asset is large in magnitude and (b) the event or change in circumstance is outside the normal life cycle of the capital asset. The Department Capital Assets Coordinator is responsible for determining whether an asset is possibly impaired. The Capital Asset team in FMS is available to assist in the determination.

In order to determine impairment, one or more of the following conditions must apply:

- Evidence of physical damage (building damaged by fire or flood, restoration efforts are needed to restore service utility)
- Enactment or approval of laws or regulations or other changes in environmental factors
- Technological development resulting in a change of the expected duration of use of a Capital Asset
- A change in the manner or expected duration of use of a Capital Asset
- Construction stoppage (stoppage of construction of a building due to lack of funding)

If the asset is not impaired, Department Capital Assets Coordinator should re-evaluate the remaining useful life and salvage value (if any). All impairment should be analyzed and estimated by the Department Capital Assets Coordinator, and submit to the FMS Department Assistant Director or Director for final review and approval.

XIV. Transfers

When an asset is exchanged between departments, the Capital Asset Team will transfer the asset in the PSAM system. The Capital Asset Transfer Form shall be used to identify an asset transfer between City departments. The transfer must be approved by both the transferor and transferee departments before an asset is transferred.

XV. Placed In Service Assets

When a capital improvement project is substantially completed and an asset is used for its intended purpose, the Capital Assets Coordinator will provide the Capital Asset In-Service form to the Capital Asset Team once the asset is in use. For the Water department only; the Capital Assets Coordinator will provide the Capital Asset In-Service form to the Capital Assets Team within six months or before the current fiscal year ends, whichever comes first. The Capital Asset Team will transfer the cost of the asset from Construction Work in Progress (CWIP) to the appropriate asset category in the PSAM system. When the capital improvement project is closed, the Capital Assets Coordinator will provide the Capital Asset Completion form to the Capital Asset Team, and the Capital Asset Team will transfer any remaining costs to the previously created asset.

XVI. **Physical Inventory**

Each department must perform an Annual Asset Physical Inventory. The Capital Assets Coordinator is responsible for verifying the accuracy of the assets recorded in PSAM based on their physical observation of the department's assets. Exclude lands, buildings, and infrastructures.

XVII. **Acquisition of Capital Assets**

Capital assets shall be acquired by the City of Fort Worth, following all required federal, state, and local purchasing requirements. Assets acquired by the City shall be budgeted and purchased only in capital project funds. No assets are to be acquired from operating funds.

For additional information or questions concerning this policy, please contact the FMS Capital Asset team at (817) 392-2460.

STAFF REPORT

MEETING: - July 28, 2026

TITLE:
Receive the Xela Bistro grant report.

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:

BACKGROUND/HISTORY:

POLICY EXPLANATION:

FUNDING SOURCE:

ACTION ALTERNATIVES:

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

ATTACHMENTS:
Xela Mural FInal Report

castro.abel03@gmail.com
Wednesday, June 17, 2026

I am pleased to report that the Xela Bistro mural project was successfully completed on March 3, 2026, and has had a meaningful impact on both our business and the Duncanville community.

The grant funds helped create a large-scale interactive public art installation designed to encourage visitors to stop, explore, take photographs, and experience Downtown Duncanville. The mural has quickly become one of the most recognizable features of our business and has helped create a welcoming, vibrant atmosphere for both residents and visitors.

To better understand the impact of the project, we implemented a voluntary guest tracking system that allows visitors to share where they are traveling from. Since the mural's completion, we have documented guests from throughout the Dallas-Fort Worth Metroplex, communities across Texas, numerous states throughout the country, and several international locations.

Our records include visitors from cities across Texas and states such as Alaska, Idaho, Oklahoma, Washington, Nebraska, and Indiana, as well as international guests from Italy, France, England, Mexico, New Zealand, and Chile. This tracking effort has demonstrated that the mural has helped attract new visitors to Xela Bistro and, in turn, introduced many of them to Downtown Duncanville.

Beyond its artistic value, the project has contributed to increased customer traffic, strengthened community engagement, and generated additional economic activity for our business and the surrounding area. The mural has become a permanent public art feature that reflects the creativity and spirit of our city while encouraging visitors to explore and support local businesses.

We are sincerely grateful to the City of Duncanville and the Arts Commission for investing in projects that strengthen community identity, support small businesses, and promote tourism. The support provided through this grant has created a lasting community asset that continues to benefit residents and visitors alike.

Attached are a photograph of the completed mural and a sample of the visitor tracking system we implemented to help measure the project's community and tourism impact.

Please let me know if any additional information or documentation would be helpful.

Thank you again for your support and for making projects like this possible.

Sincerely,

Abel Castro
Co-Owner
Xela Bistro

Timestamp	Zip code or Postal Code	City	🌎 Country
4/3/2026 11:46:00	76106	Fort Worth	USA
4/3/2026 13:22:07	60411	Chicago Heights	United States
4/4/2026 13:11:56	75154	Glenn Heights	United States
4/9/2026 11:42:47	99502	Anchorage	United States
4/9/2026 11:43:34	78586	San Benito	United States
4/9/2026 12:44:38	75137	Duncanville	United States
4/9/2026 12:51:03	75241	Dallas	United States
4/10/2026 12:51:51	75116	Duncanville	United States
4/11/2026 11:00:45	83687	Nampa	United States
4/11/2026 12:59:02	78258	San Antonio	United States
4/11/2026 13:16:39	75137	Duncanville	
4/11/2026 14:15:03	00171	Rome	Italiy
4/11/2026 14:15:37	00171	Rome	Italy
4/11/2026 14:16:36	76008	Aledo	United States
4/12/2026 12:18:12	75104	Cedar Hill	USA
4/12/2026 12:18:22	75104	Cedar Hill	USA
4/12/2026 13:00:57	75491	Whitewright	United States
4/13/2026 12:17:55	76028	Burleson	Usa
4/15/2026 12:42:30	76236	Dallas	USA
4/15/2026 14:07:35	75236	Dallas	USA
4/16/2026 10:16:18	75165	Waxahachie	USA
4/16/2026 15:44:49	75116	Duncanville	United States
4/16/2026 15:45:44	75032	Rockwall	US
4/16/2026 15:46:00	78376	Realitos	USA
4/16/2026 15:47:17	74017	Claremore, OK	United States
4/16/2026 15:52:27	78376	Realitos	Us
4/17/2026 11:18:57	46975	Rochester	United States
4/17/2026 13:58:22	75137	Duncanville	US
4/18/2026 11:52:09		Oaxaca	Mexico
4/19/2026 11:11:30	22192	Woodbridge	Usa
4/19/2026 11:27:04	75227	Dallas	United States
4/19/2026 13:51:12	75116	Duncanville	Usa
4/19/2026 14:12:08	75216	Dallas	United States
4/19/2026 17:20:20	76179	Saginaw	
4/20/2026 11:36:30	75104	Cedar Hill	United States

Timestamp	Zip code or Postal Code	City	🌎 Country
4/22/2026 11:26:23	75115	Desoto	Usa
4/24/2026 10:34:07	77019	Houston	United States
4/24/2026 11:30:34	NR26 8RF	Norfolk	United Kingdom
4/24/2026 11:30:50	TN8 6SZ	Kent	England
4/24/2026 15:21:49	78124	Marion	United States
4/24/2026 15:40:44	751373119	Duncanville	United States
4/25/2026 12:37:46	75116	Duncanville	United States
4/25/2026 12:58:37	75211	Dallas	United States
4/25/2026 13:06:58	75051	Grand prairie	United States
4/25/2026 14:27:56	76063	Mansfield	United States
4/26/2026 11:49:19	14000	Caen	France
4/26/2026 13:14:42	75115	DeSoto	United States
4/27/2026 12:24:42	75052	Grand Prairie	United States
4/27/2026 12:50:29	75104	Cedar hill	Us
4/30/2026 15:50:19	75137	Duncanville	USA
5/2/2026 10:37:18	75116	Duncanville	United States
5/2/2026 14:01:37	75234		
5/2/2026 15:38:37	75010	Carrollton	USA
5/3/2026 10:18:05	75115	DeSoto	USA
5/3/2026 10:24:43	75115	Desoto	USA
5/3/2026 10:25:22	75115	DeSoto	Estados Unidos
5/3/2026 12:00:52	78750	Austin, TX	USA
5/3/2026 12:03:07	78641	Leander	United States of Americ
5/3/2026 12:11:06	46236	Indianapolis	United States
5/3/2026 12:40:45	75069	Fairview	
5/3/2026 12:48:04		Auckland	New Zealand
5/3/2026 15:03:19	76065	Midlothian	USA
5/4/2026 14:20:00	76063	Mansfield	United States
5/8/2026 12:05:24	68104	Omaha	USA
5/9/2026 14:22:32	77584	Pearland, TX	US
5/10/2026 10:34:29	75137	Duncanville	USA
5/10/2026 12:12:19	75115	Desoto	USA
5/11/2026 10:37:50	79407	Lubbock	United states
5/11/2026 11:05:50	78666	San Marcos	USA
5/16/2026 14:10:09	75104	Cedar hill	Usa
5/17/2026 11:40:30	75104	Cedar hill	Usa
5/17/2026 12:41:23	75402	Greenville	USA
5/17/2026 12:42:06	75236	Dallas	United States
5/17/2026 14:44:19	75115	dallas	texas
5/17/2026 14:44:48	75218	Dallas	United States
5/17/2026 14:45:07	85236	Dallas	Usa
5/18/2026 11:54:08	76001	Arlington	United States
5/21/2026 12:24:43	77062	Houston	Usa

Timestamp	Zip code or Postal Code	City	🌎 Country
5/21/2026 12:24:43	77062	Houston	Usa
5/22/2026 12:41:52	75104	Cedar Hill	USA
5/27/2026 13:14:42	76085	Weatherford	United States
5/28/2026 11:05:42	79925	Santiago	Chile
5/28/2026 12:38:06	75115	Desoto	United States
5/29/2026 11:04:56	75115	DeSoto	United States
5/29/2026 14:17:07	98030	Seattle	United States
5/30/2026 11:43:47	77095	Houston	United States
5/30/2026 12:06:54	75104	Cedar Hill	United States
5/31/2026 12:18:46	75249	Dallas	USA
5/31/2026 12:23:10	74133	Tulsa	United States
5/31/2026 12:23:30	74145	Tulsa	United States
5/31/2026 12:23:35	74133	Tulsa	United States
5/31/2026 13:00:51	75104	Cedar Hill	USA
6/3/2026 13:48:02	75205	Dallas	United States
6/4/2026 13:43:07	78566	Los Fresnos, Tx	United States
6/4/2026 13:43:10	78583	Rio Hondo	United States
6/4/2026 14:04:38	76105	Fortworth	America
6/4/2026 14:06:47	76085	Weatherford	Unites States
6/5/2026 12:48:58	75137	Duncanville	USA
6/6/2026 10:42:48	76209	Denton	United States
6/6/2026 10:50:07	76082	Springtown	United States
6/6/2026 12:06:12	75236	Dallas	USA
6/6/2026 12:37:05	75115	desoto	United States
6/6/2026 13:20:44	77536		
6/7/2026 11:02:39	43082	Westerville	United States
6/7/2026 11:06:37	43035	columbus	UnitedStates
6/8/2026 10:49:05	78526	Brownsville	United States
6/10/2026 11:28:05	75104	cedar hill	United States
6/13/2026 11:09:58	75771	Lindale	USA
6/13/2026 13:00:44	75094	Murphy	United States
6/13/2026 13:05:29	75243	Dallas	Eritrea
6/15/2026 11:38:33	75236	Dallas	USA

STAFF REPORT

MEETING: - July 28, 2026

TITLE:
Boards and Commissions Expo

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:
The City Secretary's Office, in partnership with the Community Engagement Advisory Board, invites members of the Arts Commission to participate in the upcoming Boards and Commissions Expo on Wednesday, August 12, from 6:30 PM to 8:00 PM at the D.L. Hopkins Jr. Senior Center.

This meet-and-greet-style event will give residents an opportunity to connect with City boards and commissions, learn more about their impact, and better understand the role each plays in serving the Duncanville community. Light refreshments will be provided.

The Arts Commission will have a designated table at the event. We invite at least two members to represent the Commission, engage with attendees, and share insights about its work and contributions to the arts in Duncanville. Residents interested in serving will have the opportunity to scan a QR code and submit an application onsite.

Additional details will be shared as the event approaches. In the meantime, please RSVP. We look forward to showcasing the important role the arts play in our community and connecting with residents in a meaningful way.

POLICY EXPLANATION:

FUNDING SOURCE:

ACTION ALTERNATIVES:

ATTACHMENTS:
None

STAFF REPORT

MEETING: - July 28, 2026

TITLE:
Art & Business Networking Mixer (Arts Commission and Duncanville Community and Economic Development Corporation)

- Receive updates
- Determine a theme

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
Resilient Economic Development & Community Development

STAFF RESPONSIBLE:

BACKGROUND/HISTORY:
Networking mixer promoting at a minimum 9 Duncanville businesses and anticipate participation of approximately 20-30 Duncanville artists showcasing their work. There will be a variety of visual, musical, dancing and culinary artist.

POLICY EXPLANATION:

FUNDING SOURCE:
ORG and Object Number
11011000-700450

Available Budget	Purchase Amount	After Encumber
$39,900	$4,000	$35,900

ACTION ALTERNATIVES:

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

ATTACHMENTS:

Arts & Business Networking Mixer_Redacted, Duncanville Arts Commission Arts

Wednesday, June 24, 2026

Duncanville ARTS Commission

Arts Grant Application

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

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

Section 1: General Information

Applicant Name (Individual or Organization)	Duncanville Arts Commission
Project Lead (if different)	Angela Thorpe-Harris / Patricia Coleman
Mailing Address	Duncanville City Hall, 203 E. Wheatland Rd. Duncanville, TX, 75116
Phone Number	(972) 345-9734
Email	athorpe@sbcglobal.net
How do you prefer to be contacted?	Text
Are you a first-time applicant?	No

Section 2: Eligibility

Check all that apply:	Duncanville Arts Commission
Do you live or operate a business/studio within Duncanville, TX city limits?	Yes

Section 3: Grant Type

Select the grant category for which you are applying (select one):	Single Project Support Grant

Section 4: Project Information

Project/Event Title	Arts & Business Networking Mixer

Brief Project Summary (2-3 sentences)

Networking mixer promoting at a minimum 9 Duncanville businesses and anticipate participation of approximately 20-30 Duncanville artists showcasing their work. There will be a variety of visual, musical, dancing and culinary artist.

Project Start Date Thursday, September 24, 2026

Project End Date Thursday, September 24, 2026

Do you have a confirmed location for this event or project? Yes

Location(s)

Old Rail Station
202 W. Center Street
Duncanville, TX

Is this project open to the public? Yes

Section 5: Narrative

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

Describe the purpose and artistic vision of the proposed project.

We are anticipating the participation of 20-30 local artist who will have an opportunity to display 2-3 pieces of their artwork to the public. There will be paintings, sculptures, etc. Envision an art walk throughout the property.

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

This is an opportunity for the eight businesses that are currently operating at this location to introduce and market themselves to the public. Awareness of the wonderful new businesses housed in this location and it is a nice variety. There is everything from a dental office; dog grooming to a dance studio.

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

This event provides marketing benefits for the local businesses and entrepreneurs who are considering utilizing the location to launch a business. The event will also increase visibility and opportunities for artist and consumers to utilize available space for possible events at various Duncanville locations.

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

Duncanville Arts Commission
City of Duncanville staff
Duncanville Arts Foundation
Old Rail Station - Mr. Tim Maiden / Gabrielle McBay

Briefly describe your marketing plan.

Advertisement via Flyers, Posters, FaceBook, Instagram, D'Ville Voices Podcast, Email, Text messaging, City Calendar, etc. Will encourage all the artists, businesses and organizations to market to all their friends, family and various contacts.

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

Attendance, attendee feedback and a survey will be the primary source of assessment.

Section 6: Budget

Total Project Budget $4,000

Amount requested from the Duncanville Arts Commission/City Council $4,000

Please attach a detailed budget Duncanville Arts Commission Arts.docx

Section 7: Required Documents

Document Checklist

Completed application form. *required

Narrative responses (Section 5) *required

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature

Name Angela Thorpe-Harris

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.

Property Owner Name Angela Thorpe-Harris

Property Address [redacted]

Duncanville Arts Commission Arts & Business Networking

Budget

Expenses:

Catering	$3,000
Marketing	$500
Miscellaneous	$500
Total Expenses	$4,000

Duncanville
City of Champions

STAFF REPORT

MEETING: - July 28, 2026

TITLE:
KidsVenture Outdoor Mural

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:

BACKGROUND/HISTORY:
KidsVenture Indoor Action Park serves as a vital, vibrant hangout for young families in Duncanville, offering a safe, engaging, and inclusive space where local parents and children can connect and build community. To further elevate this welcoming atmosphere, we are commissioning a vibrant outdoor mural on our property. Designed to serve as a beautiful visual gateway, this public artwork will celebrate the spirit of our neighborhood and warmly welcome visitors and residents alike to the City of Duncanville. By transforming our exterior into a colorful landmark, this project will enhance local civic pride, support community beautification efforts, and create an inspiring first impression for everyone entering our city.

POLICY EXPLANATION:

FUNDING SOURCE:
ORG and Object Number
11011000-700450

Available Budget	Purchase Amount	After Encumber
$39,900	$120,000	-$80,100

ACTION ALTERNATIVES:

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

ATTACHMENTS:

KidsVenture Outdoor Mural

Tuesday, June 30, 2026

Duncanville ARTS Commission

Arts Grant Application

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

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

Section 1: General Information

Applicant Name (Individual or Organization)	KidsVenture Indoor Park
Project Lead (if different)	KidsVenture Indoor Park
Mailing Address	615 S Cockrell Hill Rd Duncanville, TX, 75137
Phone Number	(817) 851-8623
Email	kidsventurepg@gmail.com
How do you prefer to be contacted?	Text

Website or Social Media (if applicable)

www.kidsventurepg.com

https://www.facebook.com/people/KidsVenture-Indoor-Action-Park/61591251910729/

Are you a first-time applicant? Yes

Section 2: Eligibility

Check all that apply:	Business Entity
Do you live or operate a business/studio within Duncanville, TX city limits?	Yes

Section 3: Grant Type

Select the grant category for which you are applying (select one):	Single Project Support Grant

Section 4: Project Information

Project/Event Title KidsVenture Outdoor Mural

Brief Project Summary (2-3 sentences)

KidsVenture Indoor Action Park serves as a vital, vibrant hangout for young families in Duncanville, offering a safe, engaging, and inclusive space where local parents and children can connect and build community. To further elevate this welcoming atmosphere, we are commissioning a vibrant outdoor mural on our property. Designed to serve as a beautiful visual gateway, this public artwork will celebrate the spirit of our neighborhood and warmly welcome visitors and residents alike to the City of Duncanville. By transforming our exterior into a colorful landmark, this project will enhance local civic pride, support community beautification efforts, and create an inspiring first impression for everyone entering our city.

Project Start Date Friday, February 27, 2026

Project End Date Monday, August 31, 2026

Do you have a confirmed location for this event or project? Yes

Location(s)

615 S Cockrelll Hill Rd Duncanville TX 75137

Is this project open to the public? Yes

Admission Fee (if any) 20

Section 5: Narrative

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

Describe the purpose and artistic vision of the proposed project.

Wwe are commissioning a vibrant outdoor mural on our property facing the Wheatland/S Cockrellhill. Designed to serve as a beautiful visual gateway, this public artwork will celebrate the spirit of our neighborhood and warmly welcome visitors and residents alike to the City of Duncanville.

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

By transforming our exterior into a colorful landmark, this project will enhance local civic pride, support community beautification efforts, and create an inspiring first impression for everyone entering our city.

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

KidsVenture serves as a vital hangout spot for young families in Duncanville regardless of rain or shine. We also offers an indoor cafe serving locally sourced pastry, cold drinks and coffee.

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

Andrew Zheng - President/Director
Omar Ali - Store Operator
KidsVenture Indoor Action Park - the operating entity

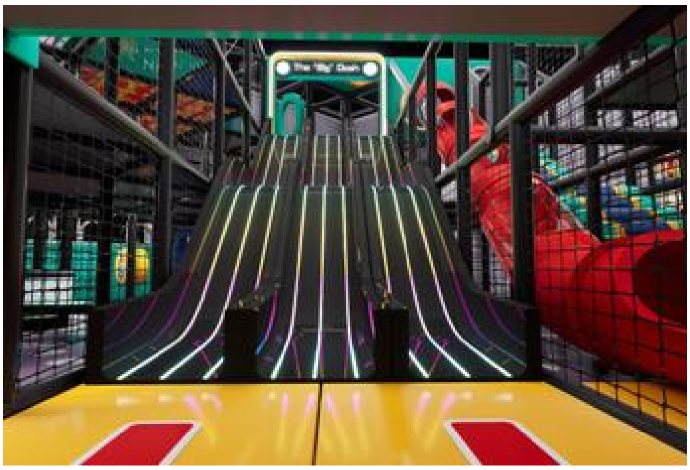
Briefly describe your marketing plan.

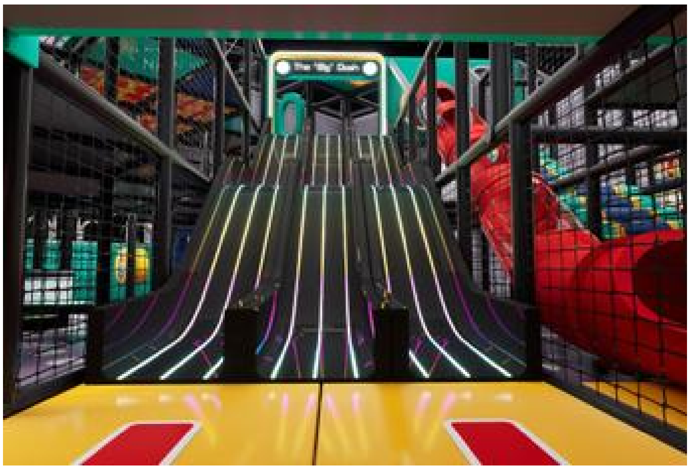
We will actively promote the project and engage the community through targeted social media campaigns and word-of-mouth advocacy, all while delivering a family-oriented, fun environment.

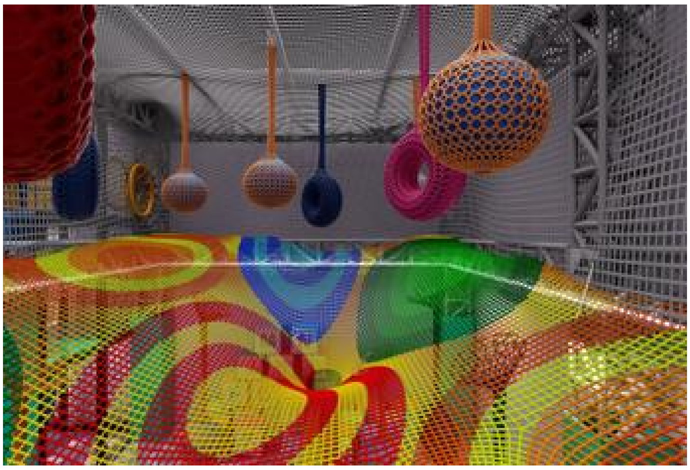
How will you evaluate the success and impact of your project?

Our goal for this project is to create a lasting, positive impact for Duncanville families by offering a welcoming, family-friendly hangout space.

Applicants are encouraged to submit a 30-second video introducing their project. This video will be shown to the Arts Commission during their review process and to the City Council before they make their final decision. Please consider uploading your video here are sending it to arts@duncanvilletx.gov.







Section 6: Budget

Total Project Budget 878,500

Amount requested from the Duncanville Arts Commission/City Council 120,000

Matching Funds (cash/in-kind) 100,000

Please attach a detailed budget KidsVenture Budget.pdf

Section 7: Required Documents

Document Checklist

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

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature

Name Andrew Zheng

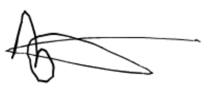
Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.

Property Owner Name Andrew Zheng

Property Address 615 S Cockrell Hill Rd
Duncanville, TX, 75137

Property Owner Signature



STAFF REPORT

MEETING: - July 28, 2026

TITLE:
Mind Yo Business

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:
Alex Hamby, Communications and Marketing Administrator

BACKGROUND/HISTORY:
Mind Yo Business is a contemporary stage production that uses humor and heartfelt storytelling to explore the dynamics of a close-knit family who gather weekly for dinner. As they grapple with topics like infertility, relationships, and personal expectations, the play examines how family involvement—though often well-meaning—can complicate deeply personal journeys. The production invites audiences to reflect on boundaries, empathy, and self-reflection, offering a relatable and culturally resonant narrative.

POLICY EXPLANATION:

FUNDING SOURCE:
ORG and Object Number
11011000-700450

Available Budget	Purchase Amount	After Encumber
$39,900	$3,000	$36,000

ACTION ALTERNATIVES:

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

ATTACHMENTS:

Mind Yo Business_Redacted, Mind_Yo_Business_Project_Budget

Tuesday, June 30, 2026

Duncanville ARTS Commission

Arts Grant Application

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

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

Section 1: General Information

Applicant Name (Individual or Organization) Cheryl Clark

Mailing Address [redacted]

Phone Number [redacted]

Email [redacted]

How do you prefer to be contacted? Email

Website or Social Media (if applicable)

www.cheworksit.com

Are you a first-time applicant? Yes

Section 2: Eligibility

Check all that apply: Individual Artist | Business Entity

Do you live or operate a business/studio within Duncanville, TX city limits? No

Section 3: Grant Type

Select the grant category for which you are applying (select one): Single Project Support Grant

Section 4: Project Information

Project/Event Title Mind Yo Business

Brief Project Summary (2-3 sentences)

Mind Yo Business is a contemporary stage production that uses humor and heartfelt storytelling to explore the dynamics of a close-knit family who gather weekly for dinner. As they grapple with topics like infertility, relationships, and personal expectations, the play examines how family involvement—though often well-meaning—can complicate deeply personal journeys. The production invites audiences to reflect on boundaries, empathy, and self-reflection, offering a relatable and culturally resonant narrative.

Project Start Date Saturday, October 3, 2026

Project End Date Saturday, October 3, 2026

Do you have a confirmed location for this event or project? Yes

Location(s)

Duncanville High School

Is this project open to the public? Yes

Admission Fee (if any) 35.00

Section 5: Narrative

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

Describe the purpose and artistic vision of the proposed project.

The purpose of Mind Yo Business is to use live theater to foster meaningful conversations about infertility, family relationships, personal boundaries, and the lasting impact of family secrets. The production highlights the challenges many individuals face behind closed doors while encouraging greater empathy and understanding within families and communities.

Artistically, the project combines humor, authentic dialogue, and emotionally driven storytelling to create a relatable portrayal of a contemporary family navigating life's complexities. By balancing comedy with real-world issues, Mind Yo Business invites audiences to laugh, reflect, and engage in conversations that promote healing, self-awareness, and stronger family connections.

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

Mind Yo Business will serve the Duncanville community by expanding access to live theatrical arts and creating opportunities for residents to engage with locally produced entertainment. The project will provide performance opportunities for local actors, creatives, and production team members while contributing to the city's cultural and artistic landscape.

Public access will be promoted through performances that are open and accessible to community members, encouraging participation from diverse audiences. The production is designed to bring people together through shared experiences, foster community engagement, and demonstrate the power of the performing arts as a tool for connection, creativity, and dialogue.

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

Mind Yo Business will contribute to Duncanville's cultural and economic vitality by attracting audiences to a locally produced theatrical event. Audience members attending performances may also support nearby restaurants, retail establishments, and other local businesses, generating additional economic activity within the community.

The project will further support economic development by providing paid and volunteer opportunities for local artists, performers, and creative professionals. By showcasing locally produced arts programming, the production helps strengthen Duncanville's reputation as a destination for community-centered cultural experiences.

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

CHEWorksIt LLC – Project management, production oversight, marketing, community outreach, and event coordination.

Cheryl Joyner-Clark – Playwright, Producer and Project Director responsible for creative development, production planning, casting, and overall project execution.

Cast Members – Perform the scripted roles and participate in rehearsals and public performances.

Production Team – Supports staging, sound, lighting, props, costumes, and backstage operations.

Community Volunteers – Assist with event support, audience engagement, and production-day operations.

Briefly describe your marketing plan.

The marketing plan for Mind Yo Business will include a combination of social media promotion, digital advertising, community outreach, and word-of-mouth engagement. Promotional efforts will utilize CHEWorksIt Media & Production's online platforms, including Facebook, Instagram, TikTok, and YouTube, along with printed materials, community partnerships, and local outreach to increase awareness and encourage attendance. Marketing activities will begin prior to the production and continue through the performance period to maximize audience engagement.

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

The success of Mind Yo Business will be evaluated through audience attendance, ticket sales, and community participation. Following each performance, audience members will be invited to participate in brief post-show interviews and complete a short survey to share their experiences, discuss the production's themes, and provide feedback on its impact. Additional evaluation will include audience testimonials, social media engagement, and overall community response to measure the project's reach and inform future productions.

Section 6: Budget

Total Project Budget	8,560.00
Amount requested from the Duncanville Arts Commission/City Council	3,000
Please attach a detailed budget	Mind_Yo_Business_Project_Budget.pdf

Section 7: Required Documents

Document Checklist

- Completed application form. *required
- Narrative responses (Section 5) *required
- Detailed project budget (Section 6) *required

City of Duncanville Vendor Packet (below) *required

Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature

Name Cheryl Clark

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.

PROJECT BUDGET

Total Project Budget	$8,560

Expense	Amount
Venue Rental (10 hrs @ $140/hr)	**$1,400**
Parking Lot Use	**$110**
Custodial Services	**$500**
Security (3 hrs @ $50/hr)	**$150**
Police Officer (3 hrs @ $70/hr)	**$210**
Maintenance/Grounds (3 hrs @ $50/hr)	**$150**
Production Support (10 hrs @ $70/hr)	**$700**
Furniture Rental	**$240**
Lead Cast Stipends (5 × $250)	**$1,250**
Supporting Cast Stipends (6 × $150)	**$900**
Stage Manager	**$500**
Marketing & Advertising	**$1,200**
Programs & Printing	**$350**
Props & Set Materials	**$800**
TOTAL PROJECT BUDGET	**$8,560**

GRANT REQUEST

Expense	Grant Funds Requested
Venue Rental	$1,400
Lead Cast Stipends	$1,250
Programs & Printing	$350
TOTAL GRANT REQUEST	**$3,000**

FUNDING STATEMENT

The total project budget for *Mind Yo Business* is $8,560. The requested grant amount of $3,000 will support venue rental, lead cast stipends, and programs and printing. The remaining project costs will be supported through CheWorksIt Media & Production, earned revenue, and other project resources.

STAFF REPORT

MEETING: - July 28, 2026

TITLE:
The Brilliance of Difference

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:
Alex Hamby, Communications and Marketing Administrator

BACKGROUND/HISTORY:
The introduction of reverse painting and plexiglass art that is totally new to the art world will draw people to Duncanville. In art the door is always open for something new.

POLICY EXPLANATION:

FUNDING SOURCE:
ORG and Object Number
11011

Available Budget	Purchase Amount	After Encumber
$39,900	$3,000	$36,900

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

ATTACHMENTS:
Ju-K_Art_in_Duncanville_Detail_Budget_, The Brilliance of Difference_Redacted

$1700 - Plexiglass
$500 - Montana Spary Paints
$200 - Acrylic Paints
$100 - Brushes, etc.
$300 - Canvas
$100 - Butane Tanks
$100 - Resin

Tuesday, June 16, 2026

Duncanville ARTS Commission

Arts Grant Application

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

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

Section 1: General Information

Applicant Name (Individual or Organization) Jesus Cancel

Mailing Address [redacted]

Phone Number [redacted]

Email [redacted]

How do you prefer to be contacted? Text

Are you a first-time applicant? Yes

Section 2: Eligibility

Check all that apply: Individual Artist

Do you live or operate a business/studio within Duncanville, TX city limits? No

Section 3: Grant Type

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

Section 4: Project Information

Project/Event Title The Brilliance of Difference

Brief Project Summary (2-3 sentences)

The introduction of reverse painting and plexiglass art that is totally new to the art world will draw people to Duncanville. In art the door is always open for something new.

Project Start Date Tuesday, June 30, 2026

Project End Date Sunday, August 30, 2026

Do you have a confirmed location for this event or project? Yes

Location(s)

The Old Rail Station

Is this project open to the public? Yes

Section 5: Narrative

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

Describe the purpose and artistic vision of the proposed project.

The purpose is to open the minds of art lovers to something new, different, unique and vibrant in a medium that's unfamiliar to art enthusiasts. The wonders of plexiglass are yet to be revealed!

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

Duncanville needs to be noticed. We always hear of other cities and events that we visit. Outstanding, unusual art will draw buyers, collectors, curators, art lovers and many of interest with just minimal media coverage. Magnificent art from angles unknown is a story on it's own but just imagine if Duncanville introduced this art!

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

Ft. Worth has a three day event every year, Dallas as well and Frisco is coming up but they don't have one artist that when you look at their art, you immediately identify the art with the artist. Like Picaso, a Rembranbt, Basquiat or Matisse or Ju-K by my cuts, style, medium and boldness within the realm of wall sculptured art. My art identifies me and my art comes out of Duncanville, just for the record.

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

Ron Thompson
The Duncanville Arts Commission
Tim Maiden
The Old Rail Station/ The Junction

Briefly describe your marketing plan.

Instagram
Facebook
TikTok
The Dallas Morning News
Flyers/ Word of Mouth

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

A combination of attendance/sales and being SMART
Specific- clearly define what needs to be achieved
Measurable - tracking data
Achievable - realistic reachable resources
Relevant - aligned objectives/long term vision
Time-bound - governed by deadlines and milestones

Applicants are encouraged to submit a 30-second video introducing their project. This video will be shown to the Arts Commission during their review process and to the City Council before they make their final decision. Please consider uploading your video here are sending it to arts@duncanvilletx.gov.

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Section 6: Budget

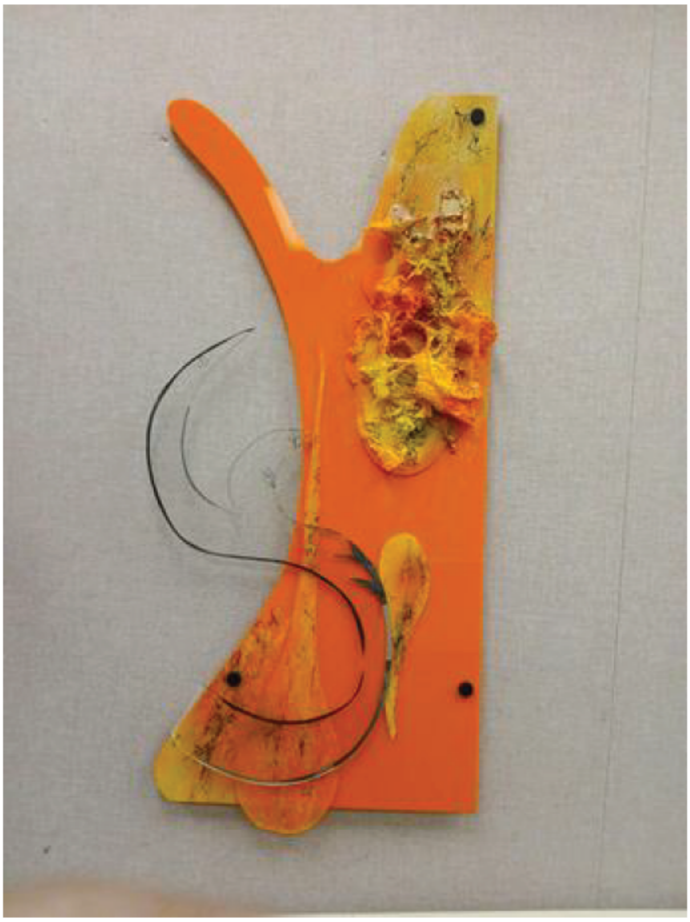
Total Project Budget	$3000
Amount requested from the Duncanville Arts Commission/City Council	$3000
Matching Funds (cash/in-kind)	$200
Please attach a detailed budget	PDF Ju-K_Art_in_Duncanville_Detail_Budge... .pdf

Section 7: Required Documents

Document Checklist

- Completed application form. *required
- Narrative responses (Section 5) *required
- Detailed project budget (Section 6) *required
- Proof of Duncanville residency or business operation. *required
- City of Duncanville Vendor Packet (below) *required
- IRS 501(c)(3) determination letter (if applicable)
- Property owner support letter (*required for Public Art Grant)
- Portfolio or artistic samples (*required for individual artists)

Upload required documents



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Section 8: Acknowledgements

By signing below, I affirm that all information provided is accurate and complete.

Signature

Name Jesus Cancel

Property Owner Authorization (Required for Public Art Installations on Private Property)

I, the undersigned property owner or authorized representative, grant permission for the proposed public art installation to be placed at the property listed below. I understand that this project is part of the Duncanville Arts Commission grant program and agree to allow public access for viewing and participation as described in the applicant's proposal.

Property Owner Name Tim Maiden

Property Address 202 W. Center St
Duncanville , Texas , 75116

Property Owner Signature