



**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

AMENDED

Tuesday, August 4, 2026
6:00 PM - Work Session/Briefing
7:00 PM - Regular Session

or immediately following the 6:00 PM Work Session/Briefing

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

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

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

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

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

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

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

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

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

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

WORK SESSION / BRIEFING

1. DISCUSS AGENDA ITEMS

2. CITY COUNCIL CALENDAR

- A. August, September & October 2026 Calendars

3. BRIEFINGS / PRESENTATIONS

- A. Briefing on the Library Community Needs Assessment Final Report Executive Summary

- B. Briefing on City Hall Ancillary Project and discuss next steps on the Police Building Bond Project

EXECUTIVE SESSION

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

CALL TO ORDER

INVOCATION - Pastor Steve Boyer with Trinity Church

PLEDGES - PLEDGE OF ALLEGIANCE; TEXAS PLEDGE OF ALLEGIANCE

4. REPORTS

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

5. PROCLAMATIONS AND PRESENTATIONS

- A. Briefing to Discuss Teen Council

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 July 9, 2026, Special Called Meeting and the July 21, 2026, City Council Meeting.
- B. Consider a resolution authorizing approval of an expenditure of \$236,820 for the Duncanville Community and Economic Development Corporation (DCEDC) to enter into a contract with the Better Block Foundation (501C3) for the design, installation and programming of the "Duncanville Better Block" demonstration project at South Main Street and East Wheatland Road.
- C. Consider an Ordinance amending the One Time Project Fund of the FY 2025-26 Budget

8. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Take any necessary action as a result of the Executive Session.
- 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. **ZONE-2026-00013:** Consider a public hearing and request from Monte Anderson (owner) to amend the current Planned Development 1817 (PD-1817) to add the land use ‘tattoo shop’ as a permitted use on real property located at 100 S. Main Street, **legally described as Lot 1, Block A, Main Station on 1.31 acres in the City of Duncanville, Dallas County, Texas.**
- D. **ZONE-2026-00016:** Consider a public hearing and request from Daniel Lozano (applicant/owner) for a Zoning Change from Local Office/Retail (LOR) to Multi-Family Residential District 21 (MF-21) to develop residential structures on real property located at 1435 Candlelight Avenue, **legally described as Block L, Lot 1, Candlelight Estates 3rd Installment on 1.2 acres, City of Duncanville, Dallas County, Texas.**

9. STAFF AND BOARD REPORTS

- A. Report on Red, White, & Goals: 4th of July in Duncanville Recap
- B. Preview report on Festival de las Americas
- C. Receive a report and discuss City Board and Commission updates
- D. Receive a report, hold a discussion and provide staff direction on the Duncanville Fieldhouse Facilities Management RFP No. 26-0009.

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: **Thursday, July 30, 2026, by 5:30 P.M.** and remained posted for at least two hours after said meeting was convened.

Chiquita Taylor
City Secretary

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

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

Council Calendar August 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 City Council Meeting 6 PM (Briefing Room & Council Chambers)	5 Civil Service Commission Meeting 103 E. Wheatland Rd. 5:00 PM	6 Budget Retreat Briefing Room 9:00 AM Library Advisory Board 6:30 PM Library Meeting Rooms	7 Legislative Breakfast Methodist Charlton 7:15 AM - 9:00 AM	8
9 Follow-up FY27 Budget Briefing Room Park Board Meeting 6:30 PM Senior Center Planning & Zoning Meeting 7:00 PM Council Chambers	10	11	12 Boards and Commissions Expo 6:30 PM-8:00 PM Senior Center	13 Community Engagement Advisory Board Meeting 6:30 PM Briefing Room	14 Legislative Breakfast Methodist Charlton 7:15 AM - 9:00 AM (Duncanville)	15 Duncan Switch 9:00 AM-3:00 PM 100 James Collins Blvd
16	17 Keep Duncanville Beautiful 7:00PM Briefing Room	18 City Council Meeting 6 PM (Briefing Room & Council Chambers)	19	20	21 Legislative Breakfast Methodist Charlton 7:15 AM - 9:00 AM	22
23	24 DCEDC Meeting 6:00 PM Briefing Room	25 Arts & Commissions 6:30 PM Briefing Room	26	27 Coffee with the Mayor 12:00- 1:00 PM Senior Center	28 Legislative Breakfast Methodist Charlton 7:15 AM - 9:00 AM	29
30	31					

Council Calendar SEPTEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 City Council Meeting 6 PM (Briefing Room & Council Chambers)	2	3	4	5
6	7 Closed for the Labor Day Holiday	8	9	10 Community Engagement Advisory Board 6:30 PM Briefing Room	11	12 Fiesta de las Americas 4:00 PM-10:00 PM Armstrong Park
13	14 Planning & Zoning Meeting Briefing Room 6:00 PM Park Board Meeting 6:30 PM 103 E Wheatland	15 City Council Meeting 6 PM (Briefing Room & Council Chambers)	16	17	18	19 Best SW Hispanic Heritage Festival 5PM-10PM Duncan Switch 9:00 AM-3:00 PM 100 James Collins Blvd
20	21 Keep Duncanville Beautiful 7:00 PM Briefing Room	22	23	24 Coffee with the Mayor 12:00 PM Senior Center	25	26
27	28 DCEDC Meeting Council Chambers 6:00 PM	29 Arts Commission Meeting 6:30 PM Briefing Room	30			

Council Calendar OCTOBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
		Strategic Planning FY2026-27 Briefing Rm Special Meeting Briefing Room 5:00 PM National Night Out		Community Engagement Advisory Board 6:30 PM Briefing Room		
11	12	13	14	15	16	17
	Planning & Zoning Meeting Briefing Room 6:00 PM			TIF Board Meeting Briefing Room 6:00PM		Duncan Switch 9:00 AM-3:00 PM 100 James Collins Blvd
18	19	20	21	22	23	24
	Keep Duncanville Beautiful Briefing Room 7:00 PM	City Council Meeting 6:00 PM (Briefing Room & Council Chambers)		Coffee with the Mayor 12:00 PM Senior Center	Boo Bash 26' Fieldhouse 1700 S. Main 6:00 PM	
25	26	27	28	29	30	31
	DCEDC Meeting Council Chambers 6:00 PM	Arts Commission Meeting 6:30 PM Briefing Room				

Duncanville Public Library

Community Needs Assessment

A stylized map of the state of Texas is positioned on the right side of the slide. The map is divided into two main color regions: a light pink region on the left and a light blue region on the right. A yellow five-pointed star with a blue outline is located in the upper right portion of the map, overlapping the pink and blue areas.

Executive Briefing for City Council & Library Board
JULY 2026

Trusted • Relevant • Growing

Executive Summary

- Community strongly values the library and its staff.
- Library is building from a position of strength—not deficiency.
- Assessment identifies strategic opportunities for greater community



COUNCIL FOCUS



**Community
Impact**



**Fiscal
Stewardship**



**Strategic
Investment**



**Measurable
Results**

Community Voice

- Residents want expanded adult, teen, and senior programming.
- Greater access to technology, makerspaces, and digital resources.
- Improved study rooms, flexible gathering spaces, and outreach.

COUNCIL FOCUS



**Community
Impact**



**Fiscal
Stewardship**



**Strategic
Investment**



**Measurable
Results**

Performance Highlights

- 51% increase in programs (FY24–FY25).
- 22% increase in program attendance.
- Highest facility visits in five years.
- Collections and services increasingly data-driven.

COUNCIL FOCUS



**Community
Impact**



**Fiscal
Stewardship**



**Strategic
Investment**



**Measurable
Results**

Strategic Priorities

- Expand programming for all ages.
- Strengthen outreach and marketing.
- Modernize technology and digital access.
- Improve library spaces.
- Refresh collections.
- Develop sustainable partnerships.

COUNCIL FOCUS



**Community
Impact**



**Fiscal
Stewardship**



**Strategic
Investment**



**Measurable
Results**

Implementation Roadmap

- **Near Term:** Marketing, collections, visibility.
- **Mid Term:** Programs, technology, operational improvements.
- **Long Term:** Facility modernization and capital investments.

COUNCIL FOCUS



Community Impact



Fiscal Stewardship



Strategic Investment



Measurable Results

Council Considerations

- Support strategic investments with measurable outcomes.
- Preserve core library services while expanding community impact.
- Position the library as a catalyst for education, workforce development, and quality of life.

COUNCIL FOCUS



**Community
Impact**



**Fiscal
Stewardship**



**Strategic
Investment**



**Measurable
Results**

Recommendation

- Accept the Community Needs Assessment as the framework for future planning.
- Use findings to guide budgets, strategic planning, capital improvements, and performance measurement.



COUNCIL FOCUS



**Community
Impact**



**Fiscal
Stewardship**



**Strategic
Investment**



**Measurable
Results**

Duncanville Public Library

Community Needs Assessment

A stylized map of the state of Texas is positioned on the right side of the slide. The map is divided into two main colors: light red for the western and northern portions, and light blue for the southern and eastern portions. A large, yellow five-pointed star with a blue outline is located in the eastern part of the map, overlapping the blue area.

**Executive Briefing for City Council & Library
Board**
JULY 2026

Trusted • Relevant • Growing

Executive Summary

- Community strongly values the library and its staff.
- Library is building from a position of strength—not deficiency.
- Assessment identifies strategic opportunities for greater community



COUNCIL FOCUS



**Community
Impact**



**Fiscal
Stewardship**



**Strategic
Investment**



**Measurable
Results**

Community Voice

- Residents want expanded adult, teen, and senior programming.
- Greater access to technology, makerspaces, and digital resources.
- Improved study rooms, flexible gathering spaces, and outreach.

COUNCIL FOCUS



**Community
Impact**



**Fiscal
Stewardship**



**Strategic
Investment**



**Measurable
Results**

Performance Highlights

- 51% increase in programs (FY24–FY25).
- 22% increase in program attendance.
- Highest facility visits in five years.
- Collections and services increasingly data-driven.

COUNCIL FOCUS



**Community
Impact**



**Fiscal
Stewardship**



**Strategic
Investment**



**Measurable
Results**

Strategic Priorities

- Expand programming for all ages.
- Strengthen outreach and marketing.
- Modernize technology and digital access.
- Improve library spaces.
- Refresh collections.
- Develop sustainable partnerships.

COUNCIL FOCUS



**Community
Impact**



**Fiscal
Stewardship**



**Strategic
Investment**



**Measurable
Results**

Implementation Roadmap

- **Near Term:** Marketing, collections, visibility.
- **Mid Term:** Programs, technology, operational improvements.
- **Long Term:** Facility modernization and capital investments.

COUNCIL FOCUS



Community Impact



Fiscal Stewardship



Strategic Investment



Measurable Results

Council Considerations

- Support strategic investments with measurable outcomes.
- Preserve core library services while expanding community impact.
- Position the library as a catalyst for education, workforce development, and quality of life.

COUNCIL FOCUS



**Community
Impact**



**Fiscal
Stewardship**



**Strategic
Investment**



**Measurable
Results**

Recommendation

- Accept the Community Needs Assessment as the framework for future planning.
- Use findings to guide budgets, strategic planning, capital improvements, and performance measurement.



COUNCIL FOCUS



**Community
Impact**



**Fiscal
Stewardship**



**Strategic
Investment**



**Measurable
Results**

Duncanville Public Library Community Needs Assessment



Executive Summary for City Council and Library Board

The Duncanville Public Library (DPL) Community Needs Assessment confirms that the library is a highly valued community asset with strong public trust and significant opportunities for growth. Residents consistently described the library as welcoming, safe, clean, and staffed by knowledgeable employees who provide exceptional customer service. Rather than identifying major deficiencies, the assessment demonstrates that the library has established a solid operational foundation and is well positioned to expand its impact throughout the community.

Overall Assessment

The library has experienced measurable progress over the past year. **Programming has expanded significantly, outreach efforts have increased, collections have been refreshed through an extensive weeding and rebuilding initiative, and staff are using data to guide decision-making.** Program offerings increased by more than 50 percent, while attendance grew by over 20 percent, demonstrating strong community interest in library services. At the same time, library visits have reached their highest level in five years, confirming that the physical library remains an important community destination.

Key Community Findings

The assessment found that residents continue to value traditional library services, particularly books and reading materials, while also expecting the library to serve as a center for lifelong learning, technology access, workforce development, creativity, and community engagement.

Community members expressed strong interest in:

- Expanded adult and senior programming
- More teen activities and leadership opportunities

- Additional cultural and educational events
- Makerspace experiences
- Technology training and digital literacy
- Improved study and meeting spaces
- Enhanced digital collections
- Stronger partnerships with community organizations

The assessment also identified opportunities to better engage populations that are currently underrepresented among library users, including younger adults, renters, Hispanic residents, Black residents, and some older adults. ***Future growth will depend less on population increases and more on expanding the library's relevance and visibility to these audiences.***

Strategic Priorities

The report recommends six strategic priorities that will guide future planning and investment:

1. Expand programming for all ages while maintaining strong children's services.
2. Strengthen outreach and marketing to increase awareness among non-users.
3. Modernize technology services and expand digital access.
4. Improve library spaces to better support programs, study, collaboration, and community use.
5. Continue rebuilding and aligning collections with community demand.
6. Develop reliable community partnerships that support education, workforce development, literacy, and civic engagement.

Implementation Approach

The assessment recommends a phased implementation strategy.

NEAR-TERM PRIORITIES

- Launch a comprehensive marketing and outreach plan.
- Expand promotion of programs and digital resources.
- Continue collection improvements and merchandising.
- Increase visibility through community events and partnerships.

MID-TERM PRIORITIES

- Expand adult and teen programming.
- Implement room reservation and technology improvements.
- Improve operational efficiency and staff workflows.
- Continue collection modernization and space optimization.

LONG-TERM PRIORITIES

- Complete facility improvements identified in the Space Redesign.
- Increase flexible meeting and study space.
- Expand makerspace capacity and technology infrastructure.
- Continue long-term capital improvements that enhance customer experience.

Board and Council Considerations

The assessment confirms that **Duncanville Public Library** is not operating from a position of deficiency, but from one of strength. The library enjoys broad public support, a dedicated staff, increasing community engagement, and a clear vision for future growth.

Continued investment in programming, technology, facilities, collections, marketing, and partnerships will allow the library to:

- Increase community engagement across all demographics.
- Support educational achievement and workforce readiness.
- Reduce barriers to technology and digital access.
- Strengthen neighborhood connections.
- Improve quality of life for residents of all ages.
- Position the library as a central civic asset supporting Duncanville's long-term community goals.

Recommendation



The Community Needs Assessment provides a clear roadmap for the future of Duncanville Public Library. The findings support continued strategic investment in library services while recognizing the exceptional progress already achieved. Adoption of the recommended priorities will enable the library to build upon its current momentum, broaden its community impact, and remain an essential destination for learning, innovation, and civic engagement for years to come.



Duncanville Public Library

Community Needs Assessment Report



CONTENTS

3	Executive Summary
6	Purpose, Process, and Methodology
8	Community Context
10	Community Engagement Findings
13	Patron Segmentation and Demographics
16	Library Use and Service Trends
18	Needs and Opportunities by Service Area
22	Strategic Priorities
24	Implementation Considerations
26	Measures of Success
27	Conclusion
28	Appendix



Executive Summary

The Duncanville Public Library (DPL) is a highly regarded and trusted community resource. In various interactions with both the community and staff, the library is consistently described as welcoming, helpful, and essential to daily life in Duncanville. Residents appreciate the library not only for its books and reading materials but also as a venue for learning, technology access, community engagement, cultural expression, creativity, and practical support.

The assessment reveals that the library is actively evolving. Programming has significantly expanded, Storytimes have been revitalized, outreach efforts have increased, materials have been updated, and staff are proactively adjusting services based on data and feedback from patrons. This momentum is important. The library is not starting from a deficit; it is establishing a strong foundation for services and enhancing its visibility within the community.

At the same time, the library, like many others across the country, is being asked to meet a broader set of expectations than in the past. Community members expressed interest in more adult programs, clubs, cultural events, teen services, senior programming, early literacy opportunities, makerspace experiences, digital materials, technology instruction, meeting and study rooms, and partnerships that connect residents to resources. Many of these opportunities align with current strengths, but they require more intentional planning, stronger marketing, facility improvements, and a stable partnership ecosystem.

The most important strategic question is not whether DPL is valued, as the assessment confirms that it is. Instead, the key question is how the library can expand its relevance and use to better reflect the entire city. Survey respondents and active patrons tend to be older, long-term residents, and individuals who already use the library. Younger adults, renters, lower-income households, Hispanic residents, Black residents, and some older adults with lower mobility or digital confidence may require more targeted outreach and tailored service design.



The report highlights six key areas of need:

1. Expand programming for all age groups.
2. Strengthen outreach and marketing efforts to engage non-users.
3. Modernize access to technology and digital services.
4. Enhance spaces for study and community gatherings.
5. Align collections and digital resources with the demands of the community.
6. Build reliable partnerships focused on shared community priorities.



The needs identified are interconnected. For example, expanding adult programming will require improved marketing, better scheduling, adequate space for programs, and partnerships that offer specialized expertise. Similarly, enhancing digital access will involve updating equipment, creating a more user-friendly website, training confident staff, and improving the promotion of technology assistance.

The central finding is that Duncanville Public Library is well-positioned to increase its impact. However, future success will depend on balancing two goals: **preserving the core services that residents already value while also expanding access, relevance, and visibility for those who are not yet deeply engaged with the library.**

KEY FINDINGS AT A GLANCE

FINDING	EVIDENCE	IMPLICATION
Strong public trust	Survey and focus group participants consistently praised staff, cleanliness, safety, and the library's welcoming environment.	The library can build change from a position of credibility and goodwill.
Programs are a major growth area	Programs increased from 435 in FY24 to 656 in FY25, and attendance increased from 6,064 to 7,395.	Program expansion will be planned, marketed, and evaluated intentionally.
Traditional services remain central	Borrowing materials were the most common survey response for how residents use the library.	Collections will remain a core investment even as programming and technology grow.
Technology demand is changing	Public/staff computers are new, but Chromebooks are outdated, and patrons request 3D printing, webcam-capable computers, and more hotspots.	Technology planning will address both infrastructure and digital literacy services.
Space limits future growth	Staff identified program space, study rooms, storage, staff space, maintenance, and flexible furniture as constraints.	Facility improvements will prioritize flexibility, comfort, access, and program capacity.
Outreach is not yet systematic	Marketing relies on social media, in-house materials, the City LED sign, email, and the City calendar, but there is no formal marketing or engagement plan.	Reaching nonusers will require targeted messages, annual goals, and partner-supported outreach.
Collection refresh is moving from weeding to rebuilding and merchandising	The library has completed substantial weeding, created a new selection profile, and identified priority replacement areas, including medical and health, adult nonfiction, mysteries, adult fiction, Westerns, Junior Nonfiction, Easy Fiction, Adult Fantasy, and children's and teen formats.	The next phase will focus on targeted replacement ordering, simple and sustainable merchandising, post-weed inventory, and using cleared shelving areas to open public spaces in alignment with the Space Redesign.

Purpose, Process, and Methodology

The DPL **Community Needs Assessment** was designed to help the library and City understand how **current services align with community needs** and where the library should focus future attention. The process was guided by three questions:

1. How well do services, programs, collections, technology, and spaces align with residents' needs and interests?
2. Where are these opportunities to strengthen the library's role in learning, connection, access to technology, and civic life?
3. What strategies can help ensure the library remains responsive, relevant, and sustainable over time?

The assessment utilized various forms of input since no single data source can completely represent community needs. Survey responses highlight the priorities of engaged patrons and community members. Focus groups offer qualitative insights from staff, Board members, and representatives from the Friends group. Library service statistics illustrate usage patterns over time. Patron segmentation and community demographics help identify current library users and reveal potential gaps in service. Additionally, leadership information requests provide context regarding operations, partnerships, facilities, and technology.

The process included a project website, a public survey, focus group conversations, review of Library service data, review of patron and household segmentation, and analysis of community demographics and City planning context. The project website received 1,066 visits and 1,623 views from 657 individuals from January to early May 2026. The public survey was open from February through May 2026 and received 166 responses.

Survey interpretation should be grounded in the respondent profile. The survey is a valuable source of community input, but respondents appear to overrepresent older, longer-term, more highly educated, and more highly engaged residents. Hispanic and Black residents appear underrepresented compared with the community as a whole. This does not invalidate the findings; rather, it clarifies where the library should take additional care before assuming that survey priorities represent all residents equally.

ASSESSMENT INPUTS

INPUT	WHAT IT CONTRIBUTED
Public survey	Resident and patron priorities, satisfaction ratings, desired services, communication preferences, and respondent demographics.
Project website analytics	Reach and engagement with the assessment process, including views, visits, contributors, and top pages.
Staff focus group	Frontline perspective on strengths, barriers, facility constraints, technology issues, and patron needs.
Library Board and Friends focus group	Governance and supporter perspectives on staff service, programming, the facility, community role, and public perception.
Service statistics	Five-year trends in visits, circulation, computer use, Wi-Fi, website visits, program offerings, and program attendance.
Patron segmentation	Comparison of active patron households to community households by demographic/lifestyle cohort.
Leadership information requests	Operational context for programs, partnerships, marketing, facilities, staffing, collections, and technology.

Community Context



Duncanville is a diverse Dallas County community of approximately 39,000 residents. Current Census estimates show a 2025 population of 38,915, a decline of about 4.4% from the 2020 base. This relatively stable or slightly declining population context matters for library planning. Future growth may come less from geographic expansion and more from deeper engagement with current residents, stronger visibility, redevelopment-related opportunities, and better alignment of services with household needs.

The city does not have a single racial or ethnic majority. Hispanic or Latino residents comprise the largest portion of the population, followed by Black residents and White non-Hispanic residents. Additionally, there is a significant share of foreign-born residents and households where a language other than English is spoken at home. These characteristics highlight the importance of culturally responsive programming, bilingual or multilingual outreach when possible, and collections and communications that represent the entire community.

Duncanville is a family-oriented community where more than a quarter of the residents are under the age of 18, and the average household size is just under three people. Additionally, a significant portion of the population consists of adults aged 65 and older. As a result, the library must cater to a diverse range of users, including families with children, teenagers, working adults, caregivers, older adults, and residents seeking support in technology, literacy, workforce development, or social connections.

The City's planning framework highlights the importance of existing civic assets. Duncanville 2040, which was adopted by the City Council in October 2025, emphasizes the need for redevelopment and encourages investment in the community. The library is centrally located, benefiting from its close proximity to Armstrong Park, the Recreation Center, the Poe-Hobden Amphitheater, the splash pad, and other public facilities. This prime location offers a significant opportunity for park-based outreach, outdoor programs, cross-departmental collaborations, and family-oriented civic events.

SELECTED COMMUNITY INDICATORS

INDICATOR	DUNCANVILLE
2025 population estimate	38,915
Population change, 2020 base to 2025 estimate	-4.4%
Residents under age 18	27.8%
Residents age 65 and older	16.5%
Hispanic or Latino residents	44.3%
Black residents	29.5%
White, not Hispanic or Latino residents	22.1%
Foreign-born residents	16.3%
Language other than English spoken at home	37.1%
Households	13,215
Average household size	2.98
Owner-occupied housing rate	66.0%
Median household income	\$76,457
Poverty rate	10.6%
Bachelor's degree or higher, age 25+	25.2%

Source: U.S. Census Bureau QuickFacts, Duncanville city, Texas, 2020-2025 estimates and 2020-2024 ACS data

Community Engagement Findings

The engagement process has revealed that the community values the library and wants it to expand its role. The most notable feedback was not a call for the library to abandon traditional services. Instead, respondents and stakeholders expressed a desire for the library to continue offering books, staff assistance, access to technology, and a welcoming environment. They also want the library to introduce more opportunities for programs, learning, creativity, digital access, and community gatherings.

The project website successfully raised awareness about the needs assessment. Website traffic increased significantly following a social media post from the library, highlighting an important insight: when the library actively promotes an opportunity through digital channels, residents engage and respond. This emphasizes the value of a strategic, ongoing marketing approach, rather than relying on one-time posts or passive promotion.

The share-your-ideas tool on the website received a limited number of comments, but the feedback was still valuable. The comments primarily focused on art in the library and access to digital books through Hoopla. These observations align with the broader themes identified in the survey regarding cultural expression, digital resources, and the library’s role as an inviting space.



WEBSITE ENGAGEMENT SUMMARY

INDICATOR	DUNCANVILLE
Views	1,623
Visits	1,066
Visitors	657
Contributions	225
Contributors	181
Highest traffic spike	March 11, 2026, with 165 views after a Library social media post

SURVEY FINDINGS

The public survey garnered 166 responses, and the feedback revealed a high level of satisfaction with the library's core services. Respondents particularly praised the assistance provided by staff, as well as the cleanliness, maintenance, safety, operational hours, and the overall physical environment of the library. Staff assistance received excellent ratings, with about 80% of respondents giving it a score of 4 or 5, and 62% indicating they were "Very Satisfied." Cleanliness and maintenance also earned strong ratings, with 81% of respondents rating these aspects a 4 or 5.

Library usage primarily revolves around borrowed materials. A total of 108 respondents indicated that borrowing materials was their most common use of the library. Digital borrowing was also significant, with 66 respondents selecting this option. Other frequent uses include youth and family programs, reading, studying, or working in the library, adult programs, computer use, and Wi-Fi access. This diverse range of activities demonstrates the library's dual role as both a resource for accessing materials and a vital community space.

Areas that received comparatively lower satisfaction ratings include the library's website, digital materials, programs, classes, events, meeting and study rooms, and makerspace equipment. These results do not indicate widespread dissatisfaction; instead, they highlight where residents believe there is the most potential for improvement. A key theme of the assessment is the noticeable gap between satisfaction with core services and the lower ratings for digital, programmatic, and space-related services.

When asked about the areas in which the library should increase its focus in the future, respondents emphasized the importance of programs, activities, and community connection. **The highest priority identified was the development of active clubs, such as book clubs and crafting groups, with nearly 69% of respondents recommending increased focus in this area. Other high-priority areas include events for adults, cultural programs, family programs, makerspace activities, digital materials, and opportunities for volunteerism and civic engagement.**

SURVEY THEMES

- The library is highly valued as a welcoming and useful community resource.
- Books and materials remain central to how residents understand and use the library.
- Expanded programming is a major opportunity, especially for adults, families, teens, and seniors.
- Digital access and technology should be treated as core services, not supplemental services.
- Residents see a role for the library in education, adult learning, digital equity, workforce development, teen development, and community gathering.
- Outreach must remain multi-channel, with emphasis on social media, the website, email newsletters, in-library signage, and printed materials.

FOCUS GROUP FINDINGS

The staff focus group characterized the library as welcoming, friendly, resourceful, vibrant, diverse, creative, supportive, and transformative. They highlighted the team's strengths, including adaptability, communication, empathy, and the ability to connect patrons with both internal and external resources. Additionally, staff noted that strong relationships with patrons and increasing program attendance are significant strengths of the library.

Library staff recognized that children's programming is a strong area, with increasing attendance at these events. However, they noted that programming for adults and teens is less developed and not as consistently attended. Staff identified opportunities to enhance these areas through improved scheduling, more engaging program development, and better marketing and partnerships. They suggested focusing on workforce development, homeschooling families, senior outreach, Spanish language learning, outdoor programming, and special events.

The Board and Friends focus group highlighted the positive public perception of the library. Participants described the library as welcoming, helpful, fun, productive, convenient, considerate, vibrant, resourceful, creative, supportive, transformative, and community-oriented. They expressed appreciation for recent improvements, with one participant noting they were "very impressed with the turnaround." The quality of staff service was again recognized as a key strength, and the library was characterized as clean, comfortable, well-lit, beautifully landscaped, and "the heart of the city."

Across both focus groups, the most consistent opportunities were adult and teen programming, stronger marketing, facility functionality, technology reliability, and partnerships. Overwhelmingly, participants described a library with visible progress and strong staff, but with physical, operational, and communications barriers that limit how much further the library can grow without additional planning and investment.

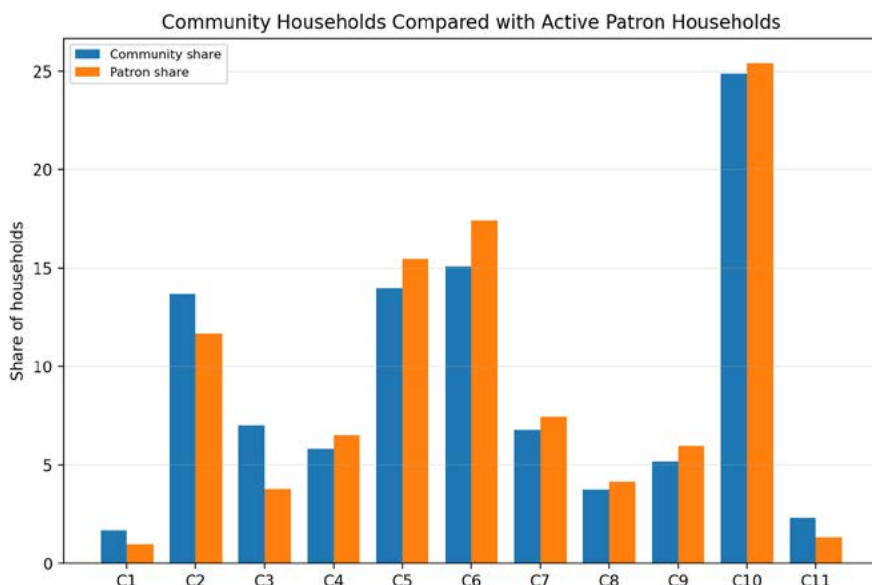
Patron Segmentation and Demographics

Patron segmentation offers a different perspective compared to the survey results. While the survey reflects the views of engaged respondents, segmentation reveals how active patron households compare to the broader community. Together, these two sources indicate that the library effectively engages many established and family-oriented households. However, additional efforts are needed to reach younger adults, renters, lower-income households, certain communities of color, and some older adults who may not regularly use the library.

The segmentation dataset comprises 13,285 community households and 1,992 active patron households, indicating a market penetration of approximately 15%. The largest community cohort is Cohort 10, Small Town Couples, which also accounts for the highest number of patron households. Cohorts 6, 5, 2, and 10 together represent substantial pools of both current patrons and potential households. This suggests that the library's greatest growth opportunity lies not only with the least engaged cohorts but also within these larger cohorts, where even modest improvements in engagement could lead to significant increases in usage.

The patron base closely resembles the community's largest segments, but it does not fully capture the city's diversity or address the complete range of household needs. Active users tend to be middle-aged, family-oriented, and from more established households. Groups with a low likelihood of patronage include Young & Active Families, Diverse Young Achievers, Striving Singles, and Retired Seniors. These groups require different approaches.

Younger adults and renters may respond better to mobile-first marketing, practical services, social programs, gaming or pop culture events, access to technology, and career support. In contrast, retired seniors may benefit more from trusted partnerships, large-print materials, basic technology assistance, phone-friendly communications, and outreach through organizations that serve seniors.



Source: LibraryIQ patron household and community household segmentation for Duncanville Public Library.

LARGEST POTENTIAL HOUSEHOLD POOLS

COHORT	DESCRIPTION	COMMUNITY HOUSEHOLDS	PATRON HOUSEHOLDS	POTENTIAL HOUSEHOLDS	PATRON LIKELIHOOD
Cohort 10	Small Town Couples	3,304	506	2,798	Moderate
Cohort 6	Mainstream Families	2,004	347	1,657	High
Cohort 2	Diverse Young Achievers	1,817	232	1,585	Very Low
Cohort 5	Middle-Aged Accumulators	1,854	308	1,546	Moderate
Cohort 3	Striving Singles	931	75	856	Very Low
Cohort 7	First Generation Families	900	148	752	Moderate

AUDIENCE IMPLICATIONS

FINDING	EVIDENCE	IMPLICATION
Families with children	Strong representation among users and a large community presence.	Continue early literacy, family programs, children's series, homework support, and school partnerships.
Younger adults and renters	Lower active patron likelihood in several younger and lower-income cohorts.	Use social media, mobile-friendly web content, career support, gaming/creative programs, practical workshops, and community-based outreach.
Hispanic and Black residents	Survey responses underrepresent these groups relative to city demographics.	Expand culturally responsive programming, bilingual materials where possible, trusted partner outreach, and neighborhood-based marketing.
Working adults	Interest in adult programs and different hours appears throughout the engagement.	Offer evening and weekend programs, career and business support, book/craft clubs, and practical learning opportunities.
Older adults	Some cohorts are engaged, while Retired Seniors show low patron likelihood.	Use senior center outreach, large print, technology help, fraud/scam education, wellness programs, and homebound-friendly service models.

The data indicates that DPL should continue providing targeted and responsive services to the community. Families with children are a prominent group among current users and play a significant role in the wider community. The library should build on this strength by offering early literacy programs, family events, children's series collections, homework support, and strong partnerships with schools and organizations that work with youth.

The library has a valuable opportunity to enhance engagement among younger adults and renters, especially those in lower-income brackets who are less likely to actively use library services. To effectively reach these residents, a combination of strategies will be necessary. This may include promoting the library on social media, providing mobile-friendly website content, offering career and workforce support, hosting gaming and creative programs, organizing practical workshops, and conducting outreach in community settings outside the library.

The assessment highlights the importance of enhancing engagement with Hispanic and Black residents, who were underrepresented in survey responses compared to Duncanville's overall demographics. While this does not imply that these residents are not utilizing the library, it suggests a need for more targeted outreach and tailored service design. Potential opportunities include culturally responsive programming, bilingual materials and communications, when possible, partnerships with trusted community organizations, and marketing efforts aimed at reaching residents in neighborhoods, schools, churches, local businesses, and community events.

Working adults are a key audience for our services. The engagement findings indicate a strong interest in adult programs, clubs, practical learning opportunities, and flexible scheduling. To better meet the needs of this group, the library should consider offering more programs in the evenings and on weekends. This could include career and small business support, book and craft clubs, technology instruction, and programs that help adults develop skills, connect socially, and explore personal interests outside of regular work hours.

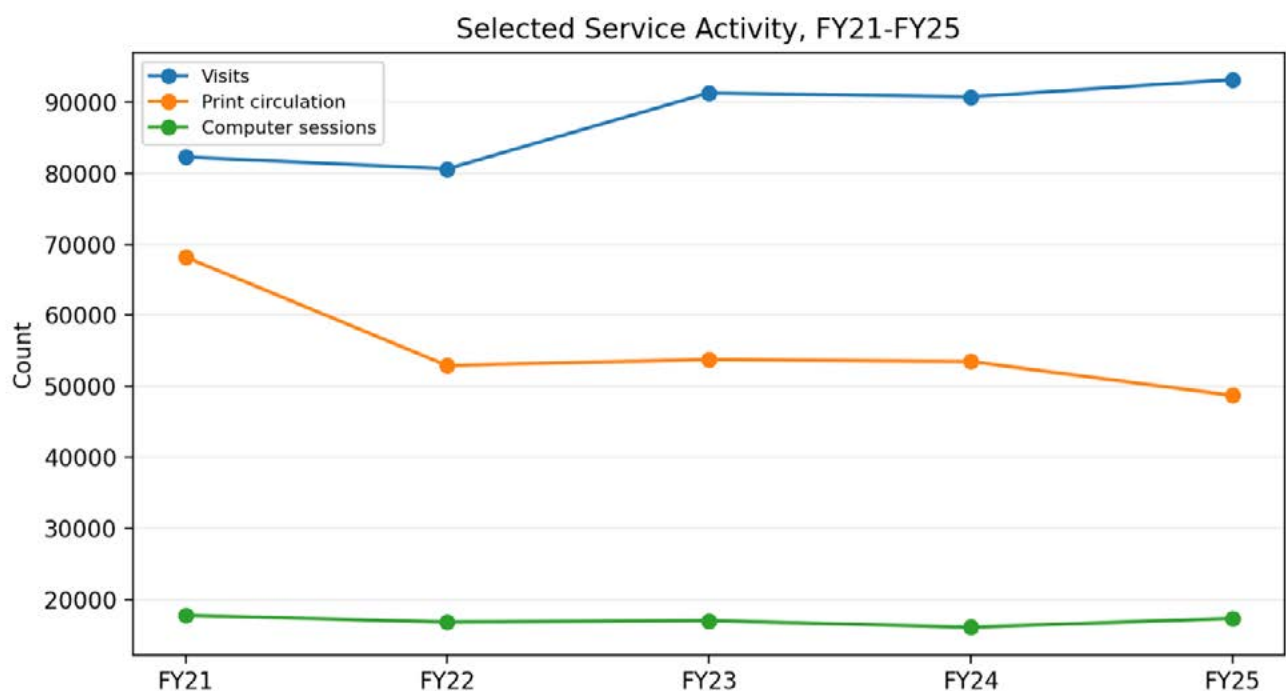
Older adults require a balanced approach to services. Some older adult groups are active users of library resources, while retired seniors tend to engage less with library offerings. To better serve this audience, the library can enhance its outreach efforts to senior centers and older adult communities. This can be achieved by providing more large print and accessible materials, offering one-on-one technology assistance, educating about fraud and scam prevention, hosting wellness programs, creating opportunities for social connections, and developing service models that cater to homebound residents who may face mobility or transportation challenges.

Library Use and Service Trends

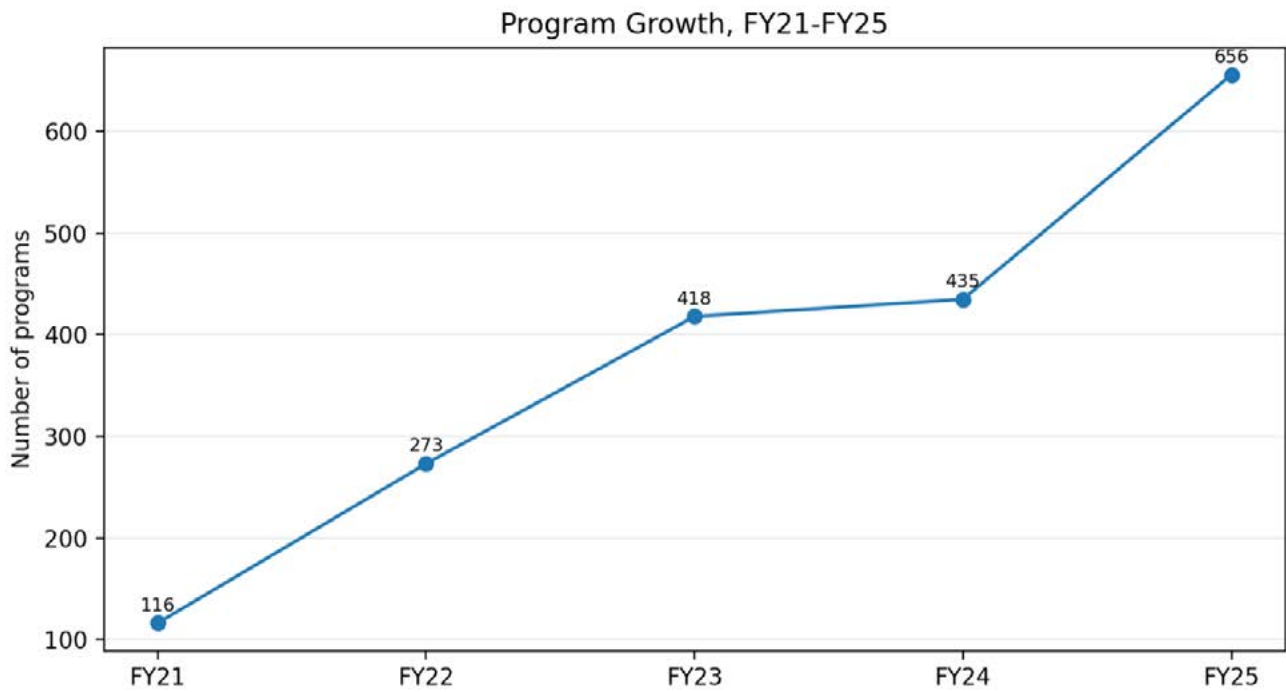
DPL's data indicates stable to growing in-person engagement, significant growth in major programming, and challenges regarding collection and digital access strategies. Visits increased by 13.5%, from 80,606 in FY22 to 93,160 in FY25, marking the highest number recorded in the last five years. Public computer sessions and Wi-Fi sessions remained relatively stable during this period. These indicators suggest that access to the building and technology continues to be important, even as residents increasingly utilize digital resources and online services.

During the review period, print circulation decreased, while electronic circulation remained relatively stable and below the anticipated levels given interest in digital materials. This does not imply that there is no demand for digital resources. Instead, it may reflect budget constraints, long wait times, challenges in discovery, platform preferences, or insufficient promotion. The library should continue to assess digital holds, cost per use, and marketing strategies for digital materials.

Programming has demonstrated significant growth. The number of programs increased from 435 in FY24 to 656 in FY25, marking a 51% rise. Total attendance also grew, from 6,064 to 7,395, reflecting a 22% increase. This trend aligns with survey findings that indicate strong demand for programs and clubs. The next step is to transition from merely increasing the number of programs to developing a more refined program strategy. This strategy will focus on identifying which audiences are being served, which times are most effective, which partners are dependable, and which programs encourage repeat engagement.



Source: Duncanville Public Library service statistics, FY21-FY25



Source: Duncanville Public Library program statistics, FY21-FY25.

WHAT THE DATA SUGGESTS

- The library building remains relevant. In-person visits are strong, and respondents continue to value the library as a physical place for reading, gathering, studying, and in-person assistance.
- Programming is expanding faster than other service areas. This is a major opportunity, but it also increases pressure on rooms, staff time, marketing, and partnership coordination.
- Print circulation decline will be addressed through continued collection refresh, displays, data-driven purchasing, and alignment with community interests.
- Digital usage will be seen as a growth opportunity. The stagnant electronic circulation does not match the expressed interest in digital materials, which may indicate issues with discoverability, long wait times, or insufficient marketing.
- Technology use remains consistent enough to justify ongoing investment in computers, Wi-Fi, wireless printing, hotspots, and one-on-one technology help.

Needs and Opportunities by Service Area



COLLECTIONS AND READING

Print and digital collections remain central to Duncanville Public Library's value. Survey respondents most frequently identified the wide selection of books and materials for all ages as one of the library's most valuable community contributions. Borrowing materials remains the most common way respondents use the library, and digital borrowing is also significant.

The library completed substantial weeding of the print collection in 2026, withdrawing 33,060 items. Leadership noted that collection use is somewhat constrained by budget, while space and hours appear to support use. This combination confirms the need for careful, data-driven collection management.

The collection strategy will prioritize the acquisition of fresh, high-demand titles, including popular adult fiction and nonfiction, complete children's series, teen materials, large-print books, and Spanish-language and bilingual resources where there is demand. Additionally, effective digital holds management and eye-catching displays are essential.

The library will also link its collections to various programs. For instance, gardening programs will promote the seed library and related gardening materials; workforce programs will highlight career resources; cultural programs will feature diverse authors; and technology programs will showcase digital collections and resources.

The library's recent collection work creates an important transition point. With substantial weeding completed, the next phase will shift from broad collection reduction to targeted rebuilding, stronger merchandising, and better use of space.

The new selection profile will guide purchasing decisions and help ensure that new materials reflect community demand, current collection gaps, and strategic priorities. Immediate priorities include confirming complete series runs, reviewing gaps created by weeding, checking shared regional availability before purchasing replacements, adding new materials to high-use collections, especially children's and teen formats, and reviewing Dead on Arrival titles for patterns that can inform future selection. Targeted replacement ordering should focus on areas where updated materials will have the greatest impact, including medical and health materials, adult nonfiction, cozy mysteries, popular adult fiction series, Westerns, Junior Nonfiction, Easy Fiction, and Adult Fantasy.

Merchandising, space planning, and marketing will reinforce the value of the refreshed collection. Displays will change monthly, remain easy for staff to maintain,

and feature new materials for adult, children, and teen audiences. More front-facing displays in the stacks and program-related displays will improve browsing and connect materials directly to Library events and learning opportunities. As emptied ranges are removed and collections are consolidated, the library will use the cleared space to improve comfort, visibility, and flexibility for patrons, with simple interim signage explaining the refresh where shelving has been emptied but not yet removed.



PROGRAMMING AND LIFELONG LEARNING

Programming is both a current success and a future need. Leadership reports that programming has grown substantially, that staff continues to review data and iterate, and that program staff adapt, when possible, to accommodate patrons who fall outside specific target audiences. Revamped year-round Storytimes, Halloween, the Spring Break drive-in movie, and summer reading growth all demonstrate creativity and responsiveness.

Children's and family programming are currently the strongest areas of focus. There is an opportunity to create a more comprehensive range of programs that cater to all ages. Staff, stakeholders, and survey respondents have identified several needs, including adult programs, opportunities for teens, senior programming, makerspace experiences, clubs, cultural events, homework help, early literacy initiatives, adult learning opportunities, college preparation, technology instruction, and community engagement activities.

The library will identify specific program areas, define target audiences, evaluate attendance and repeat participation, and establish reliable partnerships for specialized topics. These topics may include Spanish language learning, English for Speakers of Other Languages (ESOL), workforce development, gardening, arts and culture, and support for seniors.



TECHNOLOGY AND DIGITAL ACCESS

The library offers a variety of services, including public computers, wireless printing, hotspots, one-on-one technology assistance, and a small makerspace equipped with a button maker, sewing machine, and Cricut. Both public and staff computers are new, and the internet bandwidth is strong. These resources are essential in a community where residents recognize the need for internet access, devices, digital resources, and technology instruction, all of which the library can help provide.

Several technology gaps still exist. Chromebooks over 10 years old are no longer receiving updates. Staff have identified the need for a room reservation system, faster barcode scanners, and updated laptops. Patrons frequently request access

to a 3D printer, computers with webcam capabilities for meetings, and additional hotspots. Additionally, there are plans to establish a computer lab and a laptop kiosk when the budget permits, as highlighted in the Space Redesign.

The library should view technology as essential infrastructure, a valuable service, and a means to build trust with the community. Infrastructure improvements will involve updating portable devices, ensuring reliable tools for room and computer reservations, establishing straightforward workflows for printing and scanning, and providing makerspace equipment that aligns with demonstrated demand.

For service enhancements, the library will promote Tech Tutors, offer one-on-one appointment sessions, conduct digital literacy classes, and provide staff training. This will ensure that employees feel confident in assisting patrons with common technology needs.



FACILITIES AND SPACE

The facility is both an asset and a constraint. Survey respondents and focus group participants described the library as clean, comfortable, well-lit, landscaped, and welcoming. The central location and proximity to Armstrong Park and other City services are important advantages. At the same time, the facility emerged as one of the largest barriers to future growth.

Staff identified several limitations concerning the program space, including the need for individual and private study rooms, as well as issues with underused or inefficient areas. Additional concerns included inadequate storage, leaks, humidity, and heat in the Program Room and youth services office. There were also ventilation issues in the makerspace, challenges with cleaning, furniture that is difficult to move, and inadequate public/staff separation. Moreover, there is a need for custodial support on Saturdays.

Board and Friends participants highlighted opportunities to improve the entrance, layout, air quality, and overall appeal of the facility.

Facility improvements outlined in the Council-reviewed space redesign focus on function, flexibility, and comfort. Priorities include more individual and small-group study rooms, more flexible program space, improved storage, better makerspace ventilation and usability, clearer wayfinding, an improved entrance, flexible furniture, more comfortable seating, and maintenance investments that protect the building and improve user experience. The library is creating more welcoming spaces where people can comfortably gather, read, study, work, and spend time independently or with others. These improvements will support several other strategic goals, including programming, tutoring, remote work, technology help, quiet study, and community connection.



OUTREACH, MARKETING, AND PARTNERSHIPS

Outreach and marketing are essential to the library's next phase. Currently, the library promotes its services through various channels, including Facebook, Instagram, the city LED sign, in-house flyers, a printed calendar, an email newsletter, and the city community calendar. The library will continue to work with the City Marketing team to develop a comprehensive marketing plan to continue to raise visibility and increase engagement.

Movies in the Park have been especially effective because some residents found the library while visiting Armstrong Park. This highlights a broader opportunity: outreach is most successful when the library engages with people in locations where they already congregate. The library will continue its outreach at city events while also expanding into schools, apartment communities, senior centers, community organization meetings, parks, recreation programs, and partner events.

Partnerships are vital but require more structure. Recent partners include Workforce Solutions Greater Dallas, the Texas Wildlife Association, the Lions Club, a Texas Master Gardener, the Arts Commission, Friends of the Library, and Village Tech. Leadership has observed that some volunteer-led partnerships are short-term or inconsistent, which can result in program changes and frustration among patrons. To address this, a more structured partnership strategy should focus on reliable partners, establish clear expectations, define shared outcomes, and align with the library's most requested services.



STAFFING AND OPERATIONS

Leadership has observed that the current staffing model is functioning effectively overall, with a balanced workload. They also noted that operations are continuously being refined. A planned operations level assessment of staff time will identify opportunities to adjust workflows, processes, and tasks to enhance efficiency and potentially reallocate staff capacity.

When implementing any new service recommendations, staff capacity is taken into account. Expanding programming, increasing outreach efforts, adding technology support, enhancing partnerships, and integrating room reservation systems all create additional operational demands. The library will prioritize improvements in a way that maintains staff morale and service quality. To ensure sustainable growth, it will be essential to focus on process improvements, clarify roles, utilize effective scheduling tools, and maintain reliable partnerships.

Strategic Priorities

The following strategic priorities translate the assessment findings into practical areas for action. These priorities provide a framework for decision-making, budget discussions, work planning, and future planning efforts.

1. Expand programming for all ages while preserving children's programming strengths

Children's and family programs are a strong foundation and should continue to be protected. The next opportunity is to expand adult, teen, senior, cultural, and makerspace programs with greater consistency and clearer audience targeting.

- Maintain year-round Storytimes and early literacy programming.
- Develop a regular adult program calendar with evening and weekend options.
- Build teen programming around creativity, leadership, college/career readiness, gaming, and volunteerism.
- Expand senior programming through partnerships and daytime scheduling.
- Evaluate programs by audience, attendance, repeat participation, cost, staff time, and strategic value.

2. Strengthen outreach and marketing to reach nonusers

The library needs a new marketing and engagement strategy to reach residents who do not already use the library or respond to Library surveys.

- Will work with City Marketing to create an annual marketing and outreach plan with target audiences and success measures.
- Use bilingual or multilingual outreach where feasible, especially for high-priority programs and core services.
- Develop neighborhood and apartment outreach strategies.
- Use Armstrong Park and city events as recurring visibility platforms.
- Build campaigns for nonusers around practical benefits: free technology, programs, books, digital media, meeting space, and family activities.

3. Modernize technology access and digital services

Technology is a core library service because residents depend on the library for access, skill development, equipment, and digital resources.

- Replace or retire unsupported Chromebooks.
- Implement room reservation and updated PC reservation workflows.
- Add laptop access, webcam-capable computers, and additional hotspots as funding allows.
- Develop a phased makerspace plan based on demand, budget, staffing, and training needs.
- Promote Tech Tutors, office hours, and digital literacy classes through targeted messages.

4. Improve spaces for study, programs, staff work, and community gathering

Facility improvements in the space redesign prioritize eliminating barriers that impact service delivery and patron experience.

- Increase individual and small group study space.
- Improve program room comfort, flexibility, and storage.
- Address humidity, ventilation, leaks, cleaning, and maintenance concerns.
- Improve entrance experience, signage, and wayfinding.
- Evaluate staff space and public/staff separation for safety and workflow.

5. Align collections and digital resources with community demand

Collections remain central. Ongoing weeding, purchasing, merchandising, and digital investment will be guided by local demand, collection condition, equity of access, and the library's broader goal of opening public spaces.

- Continue to use the new selection profile to guide purchasing and replacements based on community needs, gaps, and use.
- Ensure complete series runs and check regional availability before buying.
- Prioritize replacements in key high-demand areas (e.g., health, adult nonfiction, popular fiction, children's and teen formats).
- Monitor key metrics (turnover, holds, wait times, DOA, cost per use) to adjust selection.
- Refresh high-demand and diverse formats, including digital.
- Update displays monthly, increase front-facing and program-related displays.
- Remove empty shelving and consolidate collections to improve space and usability.
- Complete post-weed inventory and maintain the collection regularly with guidance from LibraryIQ platform reports.

6. Build reliable partnerships around shared community priorities

Establishing and nurturing reliable partnerships is essential for delivering specialized programs and reaching residents beyond the confines of the building.

- Identify priority partner categories such as schools, workforce, senior services, arts/culture, language learning, technology, gardening, health/wellness, and civic groups.
- Establish clear partner expectations regarding scheduling, promotion, staffing, and follow-through by utilizing Memoranda of Understanding (MoUs).
- Prioritize partners that can commit to recurring or seasonal programs.
- Monitor the outcomes of partners along with the total number of partnerships.
- Use partnerships to extend outreach to communities underrepresented among survey respondents and active patrons.

Implementation Considerations

The needs identified in this report vary in complexity. Some can be addressed through staff planning, communications, partnerships, or minor operational changes. Others require budget, capital investment, technology procurement, or coordination with City departments. A phased approach will allow the library to build momentum while avoiding overextension.

Implementation will begin with actions that improve visibility, clarify services, and make better use of existing assets. This includes formalizing a marketing calendar, improving program descriptions, promoting Tech Tutors, refreshing displays, and using Armstrong Park signage identifying priority partners. These actions can increase impact without requiring major capital investment.

The implementation of collection improvements will be prioritized as a near-term opportunity for the library, as several actions are already in progress that can quickly enhance the patron experience.

In the short term, we plan to introduce monthly displays, provide interim signage for cleared shelving ranges, create catalog list links, highlight e-resources, and begin ordering replacements for the highest-priority areas.

In the mid-term, we will focus on removing empty shelving, consolidating collections, increasing front-facing display capacity, conducting a post-weed inventory, and performing a follow-up weed after the summer reading program.

For the long term, our goal is to establish a regular collection review cycle to prevent the library from becoming overstocked or filled with outdated materials.

The next phase will focus on service and infrastructure improvements that require planning or modest investment, including room reservation tools, updated portable devices, makerspace scheduling and training, expanded adult and teen programs, better study room procedures, and staff workflow assessment. Larger facility improvements have been prioritized in the Space Redesign.

During implementation, we will prioritize staff capacity. We will evaluate careful and thoughtful growth not just by the number of programs or services introduced, but also by assessing whether new initiatives are sustainable, well-attended, equitable, and aligned with the identified needs of the community.

SUGGESTED SEQUENCING

PHASE	FOCUS	EXAMPLES
Near term	Visibility, service clarity, and quick improvements	Marketing plan, outreach calendar, increased website/program promotion, Tech Tutors promotion, monthly collection displays, interim signage on cleared ranges, catalog list links, e-resource spotlights, partner inventory, and initial replacement ordering for priority collections.
Mid term	Service expansion and operational systems	Adult/teen program calendar, room reservation system, updated laptops, digital literacy schedule, partnership agreements, staff time assessment, removal of emptied shelving, collection consolidation, front-facing display improvements, post-weed inventory, and follow-up weed after summer reading.
Longer term	Facility and technology capacity	Study rooms, program room upgrades, storage, makerspace ventilation/equipment, entrance improvements, broader technology plan, capital maintenance, and an ongoing collection maintenance routine supported by repeatable LibraryIQ lists.

Measures of Success

The library will monitor a targeted set of measures that directly address the needs identified in this assessment. These measures will be straightforward enough to maintain consistently while being significant enough to inform decision-making. The aim is not to track every possible indicator, but to focus on those that demonstrate whether the library is expanding its reach, enhancing engagement, and improving access.

The measures will encompass both outputs and outcomes. Outputs reflect activities, such as program attendance, the number of outreach events, or website visits. Outcomes, on the other hand, indicate changes, such as increased participation from target audiences, shorter wait times for digital assistance, higher rates of repeat program attendance, and improved satisfaction with study rooms and technology support.

AREA	SUGGESTED MEASURES
Access and reach	Active cardholders, household penetration, new cards by month, outreach contacts, program first-time attendees.
Programs	Program attendance by age group, repeat participation, attendance per program, cost/staff time per program, waitlists, cancellations, partner-led programs.
Collections	Print circulation, turnover, holds, digital circulation, digital hold waits, Dead on Arrival patterns, percentage of priority replacement ordering completed, inventory completion, series gap closure, display-driven circulation, large print use, Spanish/bilingual material use, e-resource use
Technology	Computer sessions, Wi-Fi sessions, hotspot use, technology help appointments, digital literacy program attendance, makerspace use.
Spaces	Meeting/study room use, program room use, patron satisfaction with quiet study and meeting spaces.
Marketing	Website visits, newsletter open/click rates, social media reach, event registrations by channel, responses to campaigns, partner cross-promotions.
Partnerships	Number of active partners, recurring partner programs, partner attendance, partner reliability, and shared outcomes.

Conclusion

DPL is entering its next phase from a position of strength. It is trusted, appreciated, and increasingly active within the community. The staff is an asset; children's programming is expanding, outreach efforts are growing, and residents continue to see the library as an essential source of books, technology, learning, and a public space.

This assessment confirms that the library's role is expanding. Residents want the library to continue being a place for reading and accessing materials, but they also desire more opportunities for connection, creativity, adult learning, teen development, senior engagement, access to technology, cultural expression, and practical support. While these opportunities are attainable, they require careful planning, effective marketing, reliable technology, improved spaces, and partnerships that enhance the library's capacity.

To move forward, we will build on what is already working while also making an effort to engage residents who are less involved today. By expanding our programs, modernizing technology, improving our facilities, aligning collections with community needs, strengthening outreach efforts, and developing reliable partnerships, DPL will continue to be a welcoming civic anchor and an essential resource for learning, connection, creativity, and opportunity.



APPENDIX

Appendix A: Community Engagement Summary

Appendix B: Patron and Consumer Segmentation

Appendix C: Service Statistics

Appendix D: Collections Recommendations



Appendix A: Community Engagement Summary

The Duncanville Public Library launched a public-driven community needs assessment process. The project aims to create an assessment ensuring a successful and sustainable library into the future. The project team gathered and analyzed background data, and sought input from community leaders, patrons, staff, and other key stakeholders.

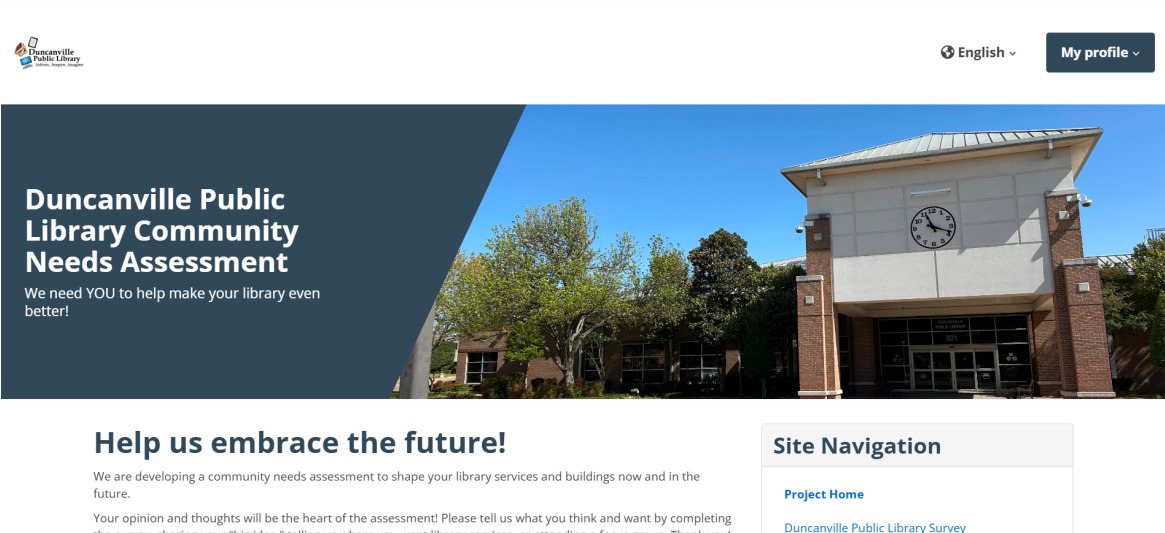
Engagement Goals

The project team set out with three guiding questions. First, how well do Duncanville Public Library’s services, programs, collections, and spaces align with the needs and interests of the community? Second, where are there opportunities to strengthen the Library’s role as a resource for learning, connection, technology access, and civic life? And finally, what strategies can help ensure the Library remains responsive, relevant, and sustainable into the future? The team also wanted to ensure that the input of a broad cross-section of the service population is reflected in the final assessment. This was done through a community survey, review of library usage and service data, demographic and community analysis, and conversations with Library and City leadership.

Engagement Activities

Project Website

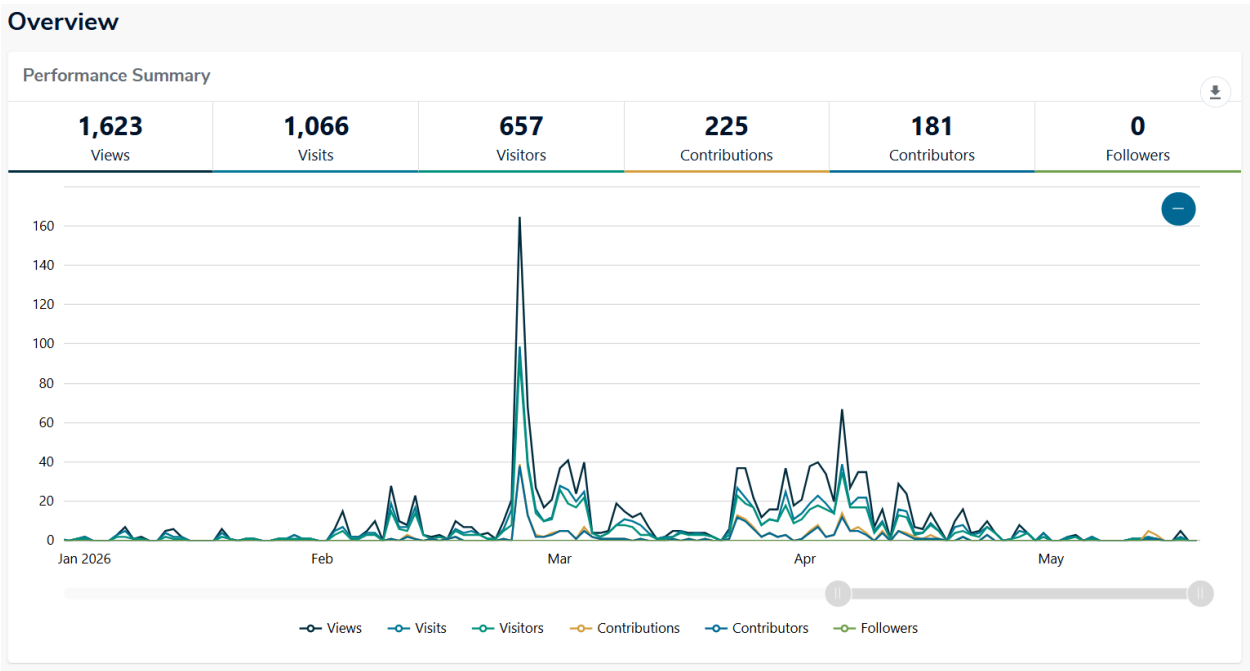
A community engagement website was built to host the public survey, a “share your ideas” bulletin board, information about the project, and the opportunity to sign up for focus groups. The website saw significant engagement, with an overview below.



Website Performance

The website received 1,066 visits and 1,623 views from 657 individuals from January to early May 2026. The highest spike on the chart below, showing website traffic over time, is from March 11,

2026 with 165 views. This followed a social media post from the Library pushing the survey and project website to prospective site visitors.



Website Top Pages

Top Activities ?

	Page Name	Contributions	Contributors
I	Duncanville Public Library Survey	166	154
I	Duncanville Public Library Community Need...	54	45
💡	Ideas for Duncanville Public Library	3	3
I	Focus Groups	2	2

Website Share Your Ideas Tool

The “share your ideas” bulletin board received input from three site visitors. Feedback was focused on art in the Library and receiving digital books through Hoopla.



Online Survey

Overview and Participation

As part of the Duncanville Public Library Community Needs Assessment, LibraryIQ surveyed patrons and community members from February through May 2026, receiving 166 responses. Overall, the results demonstrate strong community appreciation for the Library as a welcoming, useful, and important public resource, with particularly high ratings for staff assistance, cleanliness, safety, hours, and the physical library environment. At the same time, respondents identified clear opportunities to expand programming, strengthen digital and technology resources, support lifelong learning, and increase awareness of what the Library offers.

Duncanville is a diverse Dallas County community of about 39,000 residents, with a median age of approximately 36. The city has no single racial or ethnic majority: about 44% of residents identify as Hispanic or Latino, 30% as Black alone, and 22% as White alone, not Hispanic or Latino. The community includes a substantial share of families, with more than one-quarter of residents under age 18, while adults 65 and older make up about 17% of the population. Duncanville's median household income is approximately \$76,500, and about one-quarter of adults age 25 and older hold a bachelor's degree or higher.

Compared with the city overall, survey responses appear to overrepresent older, longer-term, and more highly educated residents, as well as White respondents. About 45% of survey takers were 46 or older, including 26% who were 56 or older, while only 4% were ages 18–25. Nearly two-thirds had lived in their neighborhood for more than 10 years, and more than 60% reported completing a bachelor's degree or a graduate or professional degree, compared with about 25% citywide. Racially and ethnically, 38% of survey respondents identified as White or Caucasian, 28% as Latinx/e/a/o or Hispanic, and 21% as Black or African American, suggesting that Hispanic and Black residents were underrepresented relative to their share of the Duncanville population. These differences should be kept in mind when interpreting survey findings, as the responses provide valuable community input but may reflect the perspectives of more established and highly engaged library users more strongly than those of the full service population.

Library Use and Engagement

Survey responses indicate that most respondents have used the Library in person during the past year. Among those who answered the question, more than 90% reported visiting the Library in person at least occasionally, with about half visiting once or twice a month or more often. Online use was less frequent but still meaningful, with more than two-thirds of respondents reporting at least some use of the Library website or online resources during the past year.

Borrowing materials remains the most common way respondents use the Library, selected by 108 respondents. Digital borrowing was also a significant use, selected by 66 respondents, followed by youth and family programs, reading in the Library, studying or working, adult programs, computer use, and Wi-Fi access. Most respondents prefer to browse the collection in person, though a meaningful share use digital tools either to reserve materials or search the catalog before visiting.

Satisfaction with Library Services and Spaces

Satisfaction with core library services is generally strong. Staff assistance received one of the highest ratings, with about 80% of respondents who rated it selecting a 4 or 5, and 62% rating it “Very Satisfied.” Cleanliness and maintenance also performed especially well, with 81% rating it a 4 or 5. Safety and security, hours of operation, technology, and physical materials also received generally positive ratings.

Areas with comparatively lower satisfaction, though still mixed to positive overall, included the Library website, digital materials, programs/classes/events, meeting and study rooms, and makerspace equipment. These results suggest that while the Library’s foundational services are well-regarded, respondents see room for growth in digital access, program variety, technology-enabled spaces, and hands-on learning opportunities.

Priorities for Future Library Focus

When asked where the Library should increase focus in the future, respondents placed the strongest emphasis on programs, activities, and community connection. The highest-priority area was active clubs such as book and crafting groups, with nearly 69% of respondents who answered recommending increased focus. Other high-priority areas included adult events such as concerts, lectures, plays, and exhibits; cultural programs and events for children, teens, and families; makerspace programming; digital materials; and opportunities for volunteerism and civic or community engagement.

Respondents also expressed interest in expanded support for teens, homework help, early literacy, adult learning, college preparation, and technology instruction. Taken together, these findings point to demand for a Library that continues to provide strong traditional services while also serving as a hub for learning, creativity, social connection, and practical support across age groups.

Services That Would Increase Library Use

Respondents identified several services and improvements that would encourage greater Library use. The most common responses included more variety in physical materials, more programs for children ages 0–5, makerspace training and programs, different hours of operation, more family programs, more adult programs, expanded digital items, additional meeting or

study space, and more programs for seniors. Shorter waits for digital holds and more tutoring or homework support also appeared as recurring themes.

These responses suggest that increased use would be driven by a mix of collection depth, program expansion, access improvements, and space enhancements. They also reinforce the importance of serving multiple audiences, including families with young children, adults, seniors, teens, and residents seeking digital or technology-related support.

Most Valued Community Resources

Respondents most frequently identified the Library's wide selection of books and materials for all ages as one of its most valuable contributions to the community. Other highly valued resources included access to computers, printing, copying, and other technology; a free place to gather for nonprofit, educational, and governmental groups; the Library as an essential community service; learning and educational resources for adults; free entertainment; free high-speed internet; and digital resources available regardless of time or place.

This mix of responses shows that the Library is valued both for its traditional role as a source of reading materials and for its broader role as a civic, educational, technological, and social resource.

Community Concerns the Library Can Help Address

Respondents identified several community concerns where the Library can play a meaningful role. The most frequently selected concerns were access to the internet and internet-enabled devices, early childhood and school-age education, availability of community spaces for working and gathering, adult learning opportunities, access to digital resources, and spaces and programs for after-school teen development. Workforce development and support for an aging population were also frequently selected.

These findings suggest that the Library is seen as well-positioned to support educational readiness, digital equity, lifelong learning, workforce development, and safe community gathering spaces. They also point to opportunities for partnerships with schools, workforce agencies, senior service providers, community organizations, and local nonprofits.

Communication and Outreach Preferences

Respondents' communication preferences indicate the need for a multi-channel outreach strategy. Social media was the most frequently selected communication method, followed closely by the Library website and email newsletters. In-library signs, flyers, bookmarks, printed newsletters, and brochures were also important, particularly for patrons who already visit the building. Local news sources and radio were selected less often but may still be useful for reaching residents who are not currently engaged with the Library.

Overall, the results suggest that the Library should continue using both digital and physical communication channels, with particular emphasis on social media, the website, email newsletters, and visible in-building promotion.

Summary of Key Survey Findings

The Library is highly valued as a community resource: Respondents consistently described the Library as important, helpful, welcoming, and close to home, with strong appreciation for staff, cleanliness, safety, and access to books and materials.

Traditional library services remain central: Borrowing materials is still the primary way respondents use the Library, and the wide selection of books and materials was the most frequently selected community value.

There is strong demand for expanded programming: Respondents expressed interest in more clubs, cultural events, adult programs, family programs, early childhood programs, senior programs, and teen opportunities.

Digital access and technology are important growth areas: Digital materials, internet access, computer and printer access, technology instruction, and makerspace programming all emerged as future priorities.

The Library can help address major community needs: Respondents see a role for the Library in supporting education, digital equity, adult learning, workforce development, teen development, and community gathering.

Outreach should remain multi-channel: Social media, the Library website, email newsletters, in-library signage, and printed materials all play important roles in helping residents learn about Library services and opportunities.

Future investment should balance core services with expanded community impact: The Library's strongest opportunity is to maintain its well-regarded core services while expanding programs, technology, digital resources, meeting spaces, and partnerships that respond to evolving community needs.

Focus Groups

Library Staff Focus Group

The staff focus group included eight Duncanville Public Library staff members and was structured as a condensed SWOT discussion. Participants described the Library as welcoming, friendly, resourceful, vibrant, diverse, creative, supportive, and transformative. A major theme throughout the discussion was the strength of the staff team. Participants emphasized the team's adaptability, communication, empathy, and ability to respond effectively to patron needs. Staff described themselves as attentive "connectors" who help patrons find resources both inside and outside the Library, even when the Library itself cannot directly provide the service.

Staff identified strong patron relationships and growing program attendance as important strengths. Youth and children's programming were described as especially successful, with staff noting that more people are beginning to come to the Library for programs. At the same time, staff identified adult and teen programming as less developed and less consistently attended. Participants saw opportunities to strengthen these areas through improved marketing, better scheduling, more vibrant program development, and partnerships that could support

workforce development, homeschool families, senior outreach, Spanish language learning, outdoor programming, and special events.

The most significant challenges raised by staff related to the building, space, and technology. Participants noted limitations in programming space, a need for more individual and private study rooms, underused or inefficient areas of the building, insufficient storage, building leaks, outdated Chromebooks, printing/faxing/scanning challenges, and furniture that is difficult to move. Staff also raised safety and operational concerns, including the need for better separation between public and staff areas, custodial support on Saturdays, and more functional staff space. Overall, the group was optimistic and engaged, but clearly identified the facility as the largest barrier to future growth.

Library Board and Friends Focus Group

The Library Board and Friends focus group included three Board members, one Friends member, and two Library staff members. Participants described Duncanville Public Library as welcoming, helpful, fun, productive, convenient, considerate, vibrant, resourceful, creative, supportive, transformative, and community-oriented. The tone of the discussion was generally positive, and participants expressed appreciation for recent improvements at the Library. One participant noted being “very impressed with the turnaround” and described a noticeable positive change in recent months.

A central strength identified by this group was the quality of staff service. Participants described staff as attentive, patient, and responsive, with specific examples of staff listening carefully to patrons, providing clear assistance, and making people feel supported rather than rushed. The Library was also described as clean, comfortable, well-lit, nicely landscaped, and “the heart of the city.” Participants saw the Library as an important public space and recognized its role in supporting lifelong learning, hands-on activities, access to computers, and community connection.

The group also identified opportunities for improvement. Promotion of Library programs, especially adult programs, was a recurring concern. Participants felt that children’s programming was strong and improving, but that adult programming needed to be expanded, offered at more varied times, and better promoted to working adults. Facility-related comments included the need for a more appealing entrance, interior rearrangement, attention to odor or air quality concerns, and consideration of bird-friendly windows. Technology was also discussed, with participants recognizing the value of public computer access while noting that technology does not always work reliably.

Combined Takeaways

Across both focus groups, participants expressed strong appreciation for Duncanville Public Library and especially for the staff. Staff were consistently described as welcoming, helpful, attentive, adaptable, and deeply connected to patrons. Both groups emphasized that the Library has made noticeable progress and is valued as an important community resource.

The strongest shared opportunity is to expand and better promote programming for adults and teens while continuing to build on the Library’s successful children’s and family programs. Both groups noted that children’s programming is a current strength, while adult and teen offerings

need more attention, stronger marketing, more varied scheduling, and potentially more partnerships.

Facility limitations emerged as a major theme, particularly from staff. Participants identified needs related to study rooms, program space, storage, staff workspace, building maintenance, furniture, the entrance, and overall layout. While Board and Friends participants viewed the facility positively in several respects, they also recognized opportunities to improve the building's appeal and functionality.

Technology is another area for improvement. Both groups noted the importance of technology access, but staff described several operational barriers, including outdated Chromebooks, unreliable or confusing printing/faxing/scanning processes, and technology that makes instruction more difficult. Improving the reliability, usability, and visibility of technology services would support both patrons and staff.

Finally, both groups pointed to the need for stronger outreach, marketing, and community partnerships. Opportunities include senior center outreach, homeschool support, workforce-related programming, Spanish language learning, outdoor programming, special events, and partnerships with local organizations. Together, the focus groups suggest that Duncanville Public Library is well-regarded and moving in a positive direction, with the greatest opportunities centered on facility improvements, program expansion, technology upgrades, and stronger community engagement.

Strategic Insights

Strategic Takeaways: A trusted, welcoming community resource; strong satisfaction with staff and core services; clear demand for expanded programs, technology, spaces, and outreach.

Opportunity Areas: Adult and teen programming; clubs and cultural events; makerspace and hands-on learning; digital collections; technology help; workforce support; senior, homeschool, and community partnerships.

Access Barriers: Limited awareness of services; inconsistent promotion; technology reliability; limited study and program space; scheduling challenges for working adults and families.

Community Needs: Safe gathering spaces; access to books, technology, internet, printing, and digital resources; learning support for children and teens; lifelong learning for adults and seniors; practical help with technology, workforce needs, and civic engagement.

Current Challenges: Facility layout and space constraints; need for more study and meeting areas; outdated equipment; technology and printing issues; lower visibility of adult and teen offerings; balancing core services with growing demand for expanded community impact..

Summary of Findings

The Duncanville Public Library community engagement process revealed a community that values the Library as an important, welcoming, and useful public resource. Across the community survey, website engagement, staff focus group, and Library Board/Friends focus group, residents and stakeholders consistently described the Library as friendly, helpful, convenient, and central to community life. Satisfaction with core services is strong, particularly around staff assistance, cleanliness, safety, hours, technology access, and physical materials. The Library's staff emerged as one of its greatest strengths, with patrons, Board members, Friends, and staff themselves emphasizing attentiveness, patience, adaptability, and the ability to connect people with needed resources.

Looking ahead, the community sees opportunities for the Library to expand its impact while continuing to protect and strengthen the services residents already value. Survey respondents expressed strong interest in more programs, clubs, cultural events, makerspace activities, digital materials, family programming, senior programming, adult learning, teen services, and opportunities for civic or community engagement. Focus group participants reinforced these priorities, noting that children's programming is a current strength while adult and teen programming would benefit from stronger promotion, more varied scheduling, and additional partnerships.

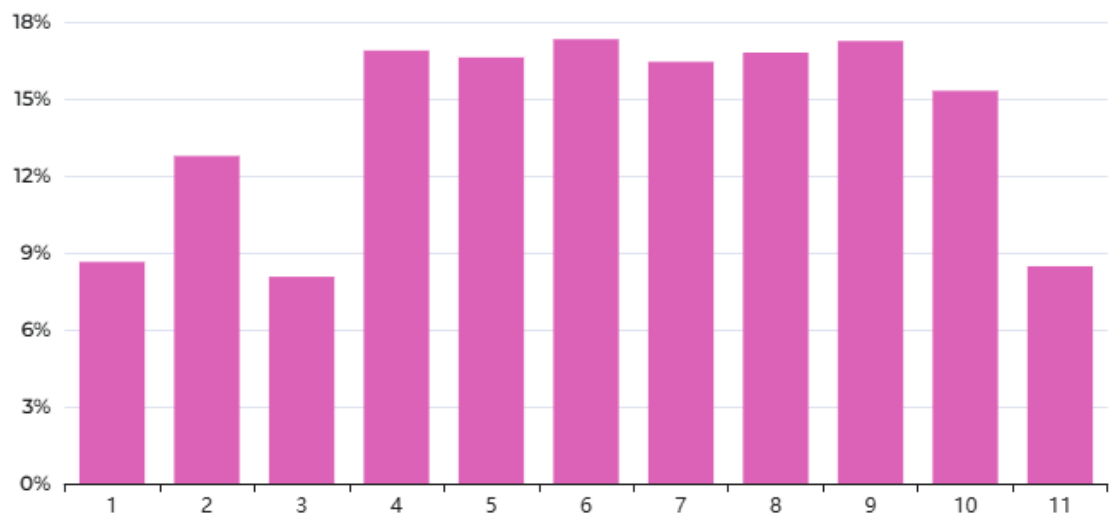
This process also highlighted several practical barriers that limit the Library's ability to meet emerging needs. Staff and stakeholders identified space constraints, limited study rooms, program room challenges, storage needs, outdated technology, printing and scanning issues, and building maintenance concerns as barriers to service growth. These challenges do not reflect a lack of community interest in the Library; rather, they suggest that the Library's current facility, technology, and outreach capacity must continue to evolve in order to support broader community use.

Together, these findings position Duncanville Public Library to move forward from a strong foundation. The Library is trusted, appreciated, and seen as an essential community asset. By building on its strengths in staff service, collections, safety, and public access while investing in programming, technology, spaces, outreach, and partnerships, the Library can continue to grow as a hub for learning, connection, creativity, and community support.

Appendix B: Patron and Consumer Segmentation

Understanding community demographics is essential for developing responsive library services that meet diverse resident needs. Eleven distinct demographic cohorts emerge across the Duncanville Public Library service area, each representing different economic circumstances, family structures, cultural backgrounds, and library service expectations.

Percent of Patron Households by IQ Cohort - Duncanville



Households in Service Area



Duncanville Public Library’s patron base is broadly similar to the community, but it tilts somewhat toward middle-aged, married, family-oriented, and more established households. The library is less successful reaching several younger, lower-income, renter, or fixed-income segments, especially Cohort 3: Striving Singles, Cohort 2: Diverse Young Achievers, Cohort 1: Young & Active Families, and Cohort 11: Retired Seniors. The attached cohort guide describes these cohorts by age, income, education, family status, and lifestyle, with Cohorts 2 and 3 generally younger/lower-income and Cohorts 4–9 generally more established or higher-engagement audiences.

Community vs. patron profile

Cohort	Description	Community share	Patron share	Patron penetration	Avg. circ/HH
Cohort 10	Small Town Couples	24.9%	25.4%	15.3%	28.1
Cohort 6	Mainstream Families	15.1%	17.4%	17.3%	35.1
Cohort 5	Middle-Aged Accumulators	14.0%	15.5%	16.6%	38.0
Cohort 2	Diverse Young Achievers	13.7%	11.6%	12.8%	29.6
Cohort 3	Striving Singles	7.0%	3.8%	8.1%	32.8
Cohort 7	First Generation Families	6.8%	7.4%	16.4%	37.6
Cohort 4	Adventurous & Upscale	5.8%	6.5%	16.9%	48.0
Cohort 9	Conservative Grandparents	5.2%	5.9%	17.3%	47.6
Cohort 8	Wealthy Empty Nesters	3.7%	4.2%	16.8%	39.3
Cohort 11	Retired Seniors	2.3%	1.3%	8.5%	11.8
Cohort 1	Young & Active Families	1.7%	1.0%	8.6%	15.2

Overall, Duncanville has 13,285 households in the data, with 1,992 patron households, or about 15% household penetration. The largest community group is Cohort 10: Small Town Couples, which is also the largest patron group. This means the library's current use is strongly shaped by older or near-retirement households interested in leisure reading, practical programs, newspapers/magazines, large print, hobbies, and community gathering opportunities.

Key patterns

The strongest engagement is coming from Mainstream Families, Middle-Aged Accumulators, Conservative Grandparents, Adventurous & Upscale households, Wealthy Empty Nesters, and First Generation Families. These cohorts are either slightly overrepresented among patrons or show above-average circulation. Cohorts 4 and 9 are especially high-use once engaged, with average circulation per household near 48 items, well above the librarywide average of 33 items.

The largest service opportunity is not necessarily the groups with the lowest use, but the groups with both large population size and room to grow. The biggest pools of non-patron households are Cohort 10 with 2,798 potential households, Cohort 6 with 1,657, Cohort 2 with 1,585, and

Cohort 5 with 1,546. Together, these four cohorts account for about two-thirds of the potential households in the data.

The most notable engagement gap is among Cohorts 2 and 3. Together, they make up about 20.7% of the community but only 15.4% of patron households and 13.6% of total circulation. Based on the cohort descriptions, these groups are more likely to include younger adults, renters, ethnically diverse households, service-industry workers, and families that may benefit from library services but may not see the physical library or traditional collections as immediately relevant.

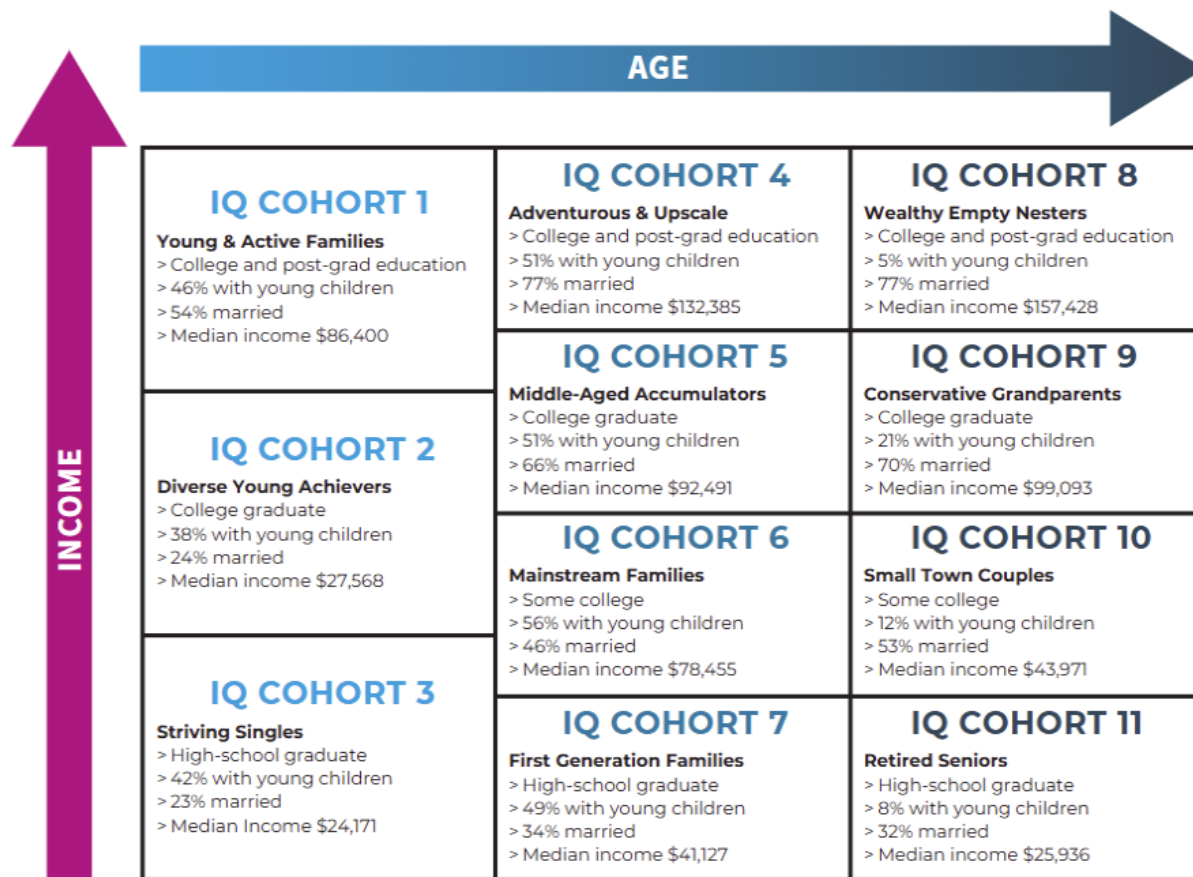
What this suggests for Duncanville

Duncanville Public Library appears to be serving its established household segments reasonably well, especially families, middle-aged adults, and older adults who already value books, lifelong learning, children's services, and community spaces. Continued investment in popular adult fiction, large print, downloadable audiobooks, strong children's collections, family programs, practical hobby programs, and comfortable gathering space will support the library's current core audience.

At the same time, the data suggests a need for more intentional outreach to underrepresented groups. For Cohort 2, the library may need more social, pop-culture, gaming, career-development, streaming/media, and mobile-first marketing strategies. For Cohort 3, outreach should emphasize practical value: job support, technology help, bilingual communication where appropriate, affordable family activities, hotspots or digital access, apartment/community outreach, and programs scheduled around nontraditional work hours. For Cohort 11, partnerships with senior centers, homebound-friendly services, large print, basic technology help, and trust-building outreach may help increase engagement.

In short, Duncanville's patron base is fairly representative in its largest segment, but the library's most engaged users skew toward older, higher income cohorts. The strategic opportunity is to maintain strong service for current patrons while expanding relevance and access for younger, lower-income, renter, and fixed-income households who are less likely to be active patrons today.

Cohort Profiles



The following cohort profiles detail the characteristics for each demographic segment:

Cohort 1: Young & Active Families

Characteristics

This Cohort includes young, active people excited about what life has to offer. They are busy and want to be with other people. They likely think of the library as a place to check out books or to take their children for storytime.

Members of this Cohort are accustomed to easy-to-use online services like meal ordering and personalized playlists. Offer services and programs that cater to their interests and they will want to share on social media - make them fun!

- Educated professionals living an active lifestyle
- Interest in technology and sports
- Urban and suburban residents
- Eco-friendly
- Established careers with college or post grad degree
- 62% homeowners
- 54% married

-
- 46% with children
 - 20% have eReaders
 - 48% recently shopped in bookstores
 - 18% recently shopped for books online

Cohort 2: Diverse Young Achievers

Characteristics

This Cohort might be a harder audience to reach, and not as interested in the physical collection. They enjoy social opportunities with those with similar interests like gaming, sports, and television. Ethnically diverse and still making life decisions, this group is interested in popular online culture.

- Majority younger to middle-aged singles and couples
- Renters in suburbs, second cities, and urban areas
- Tech savvy and enjoy streaming and mobile apps
- Enjoys sporting events and lively outings
- Socially active
- 29% homeowners
- 24% married
- 38% with children
- 10% have eReaders
- 28% recently shopped in a bookstore
- 12% recently shopped for books online

Cohort 3: Striving Singles

Characteristics

This Cohort includes ethnically diverse high school graduates who likely work in the service industry. They rely on public transportation and spend an average of 3 hours a day on their phone. The majority of Cohort is single and 43% have children under the age of 18. While they may not be avid readers, they are likely to listen to audiobooks or podcasts and enjoy being with other people. This economically challenged group could benefit from many library services.

- Majority younger to middle-aged
- Live in rural communities and second cities
- Subscribe to multiple streaming services
- Rely heavily on public transportation
- Majority live in rentals
- 18% homeowners
- 23% married

-
- 43% with children
 - 8% have eReaders
 - 20% recently shopped in a bookstore
 - 10% recently shopped for books online

Cohort 4: Adventurous & Upscale

Characteristics

This cohort consists of well- educated white collar professionals, many with young children, leading active lifestyles. Cohort 4 enjoys online shopping, being outdoors, and spending time with family and friends at concerts and art shows. They use and have integrated cutting edge technology into their lives but you won't find them scrolling social media. To engage them, make the library modern, easy-to-use, exciting to visit and filled with art, music, and brand new books.

- Majority middle-aged, married couples
- Suburban living
- Highly-educated professionals
- Like being active and outdoors
- Travel regularly
- 90% homeowners
- 77% married
- 51% with children
- 26% have eReaders
- 49% recently shopped in a bookstore
- 18% recently shopped for books online

Cohort 5: Middle-Aged Accumulators

Characteristics

This Cohort includes middle-aged parents, likely to be married with children under the age of 18. College educated and tech savvy, they enjoy an upscale income in small towns and suburbs. They are likely to be small business owners and enjoy watching NASCAR and participating in active sports like golf or skiing. They will show up at storytime likely in a shirt featuring their favorite team logo.

- Majority middle-aged
- Lifestyle centered around family
- Educated professionals
- White-collar careers
- Enjoys playing sports
- 78% homeowners
- 66% married
- 51% with children

-
- 21% have eReaders
 - 39% recently shopped in a bookstore
 - 15% recently shopped for books online

Cohort 6: Mainstream Families

Characteristics

This Cohort values outdoor activities and quality time with family. To effectively engage them, position the library as a vibrant, fun, and relevant space. Incorporate familiar cultural touchpoints—such as Candy Crush, TikTok trends, or viral online content—into book displays and digital marketing to reflect their digitally connected lifestyle. Being seen as current and on-trend is important to them.

While they have a strong desire to stay fashionable and purchase the latest products, financial constraints often lead them to shop at discount retailers. Additionally, many members of this group show a strong interest in extreme sports, whether through viewing, betting, or direct participation.

- Large Families
- Small-town living
- Likes being active and outdoors
- Enjoys extreme/action sports
- 15% have eReaders
- 33% recently shopped in a bookstore
- 14% recently shopped online for books

Cohort 7: First Generation Families

Characteristics

This Cohort includes many first-generation Americans who may be unfamiliar with traditional library services, yet are likely to benefit from them more than most. It's essential to engage them where they are by thoughtfully introducing relevant services and curated collections that meet their unique needs.

Ensure bilingual staff are prepared to offer culturally responsive programming—such as storytime—at outreach events. Collaborating with trusted community partners is key to understanding where community members gather and identifying opportunities for the library to provide meaningful support. Strategic partnerships can amplify the library's impact and foster deeper community connections.

- Majority middle-aged
- Bilingual
- Many live in multi-generational homes
- Very active on social media

-
- 8% have eReaders
 - 28% recently shopped in a bookstore
 - 12% recently shopped for books online

Cohort 8: Wealthy Empty Nesters

Characteristics

Although this Cohort may not initially appear to have a direct need for library services, their engagement can be invaluable. Known for their civic involvement and willingness to support causes they believe in, they are ideal candidates for leadership roles such as serving on the library board or contributing through the Friends of the Library. Their strong interest in nature, culture, and travel makes them naturally curious and open to lifelong learning opportunities. To appeal to their sense of community responsibility and passion for local engagement, focus on programming that fosters meaningful connections and highlights the library's role as a cultural and civic hub.

- Highly educated
- Highly skilled professionals in corporate roles
- Active community members
- Own multiple properties
- In or on the verge of retirement
- 95% homeowners
- 77% married
- 5% with children
- 26% have an eReader
- 47% recently shopped in a bookstore
- 18% recently shopped for books online

Cohort 9: Conservative Grandparents

Characteristics

This Cohort is approaching or entering retirement and gravitating toward a slower-paced lifestyle centered around personal interests rather than career obligations. They enjoy activities such as watching sports, dining out, and engaging in small-scale adventures. Many are also active within their communities and would likely support the library's efforts to expand and enrich its services.

They may bring grandchildren to youth programs, and may also be interested in cultural offerings like free concerts or classic film discussions. Engaging this group is not a significant challenge—success lies in offering experiences that align with their evolving interests and values.

- Empty nesters or approaching
- Avid TV watchers
- Actively manages investment portfolio
- At or near retirement
- 83% homeowners

-
- 70% married
 - 21% with children
 - 21% have eReader
 - 34% recently shopped in a bookstore
 - 15% recently shopped for books online

Cohort 10: Small Town Couples

Characteristics

This Cohort likely turns to the library for access to newspapers and magazines that reflect their values and lifestyle. Many are retired from stable blue-collar or middle- management careers and take pride in hands-on work, often preferring to handle home projects themselves rather than outsource them. They value productivity and meaningful use of their time.

To effectively engage this group, focus on creating functional community meeting spaces and offering practical, community-led programming that allows them to share their skills and experiences.

- At or near retirement
- Prefers an easy-going lifestyle
- Likes to be active and out of the house
- 83% homeowners
- 53% married
- 12% with children
- 13% have eReaders
- 23% recently shopped in a bookstore
- 9% recently shopped for books online

Cohort 11: Retired Seniors

Characteristics

This Cohort typically lives on a modest income or fixed retirement budget and spends much of their leisure time at home, often watching television. While they may not immediately engage with library programs or services, consistent outreach and relationship-building can yield meaningful connections over time. Partnering with local senior centers is an effective way to meet them where they are and introduce relevant offerings in a familiar, comfortable setting.

Persistence is key—ongoing partnerships and steady presence can help build trust and increase participation.

- Small-town living
- Sedentary lifestyle
- Least tech-savvy Cohort
- High-school education
- At or near retirement

- 56% homeowners
- 32% married
- 8% with children
- 11% have an eReader
- 15% recently shopped at a bookstore
- 8% recently shopped for books online

Appendix C: Service Statistics

Five-Year Service Activity

Metric	FY21	FY22	FY23	FY24	FY25
Visits	82,288	80,606	91,309	90,742	93,160
Print circulation	68,196	52,928	53,781	53,491	48,717
Electronic circulation	7,711	8,274	7,103	6,529	6,674
Computer sessions	17,787	16,823	17,025	16,100	17,338
Wi-Fi sessions	7,841	9,989	11,422	11,622	10,000*
Website visits	70,137	Not recorded	Not recorded	28,763	24,091

Source: Duncanville Public Library

* estimated number

Five-Year Program Activity

Metric	FY21	FY22	FY23	FY24	FY25
Programs	116	273	418	435	656
Total attendance	2,857	6,075	3,298	6,064	7,395
Adult/general attendance	2	1,405	232	696	2,813
Children's attendance	2,812	4,633	3,031	5,354	4,542
Teen attendance	43	37	35	14	40

Source: Duncanville Public Library

Appendix D: Collections Recommendations

Collection Action Plan

The following action plan was developed with the Director and reflects the agreed priorities across the four standard areas. Several items are already underway.

Selection

- The Director has completed the new selection profile.
- Confirm complete series runs where gaps were created by weeding. Check to see if these items are available through shared regional system.
- Add new materials to high relative use collections, especially children's and teen formats.
- Review DOA titles for patterns and adjust selection accordingly.

Merchandising

- Change displays monthly and keep them simple enough to keep up with.
- Feature new books for adult, children's, and teen audiences, with children's new books displayed on top of shelving and new DVDs and audio displayed alongside them.
- Add more front facing displays in the stacks.
- Display materials at programs.

Physical Appearance

- Remove shelving and consolidate collections to open public space, the central goal of the project.
- Plan a follow up weed after summer reading. CMT can assist with list creation and strategy.
- Complete an inventory following the weed.

Marketing

- Expand catalog list links and spotlight e-resources.
- Grow relationships through school partnerships.

Replacement and Selection Recommendations

During the project the selectors flagged areas where targeted replacement ordering will have the greatest effect. These notes are offered to guide the next round of selection.

- **Medical and health** (Dewey 610s). Refresh with current titles. The Mayo Clinic guides on heart disease and diabetes have already been queued for replacement. Core health information should always be current.
- **Adult nonfiction overall.** The collection will benefit from fresh ordering and new titles across the Dewey runs now that dated material has been removed.
- **Mysteries.** Patrons favor cozy mysteries. A significant Agatha Christie refresh is recommended, along with continued strength in the cozy subgenre.

-
- **Adult fiction.** Reader demand for popular authors remains strong. Maintain popular author and high demand series. Consider interfiling genres when shelving area is redone.
 - **Understocked collections.** Westerns, Junior Nonfiction, Easy Fiction, and Adult Fantasy now read as understocked after deep weeding. Prioritize these for replacement within the available budget and shelf plan.

Recommendations and Next Steps

1. **Reconfigure the cleared space.** With the weeding complete, the library can move forward on removing the emptied shelving and consolidating collections to create the additional public space that motivated the project.
2. **Add interim signage on cleared ranges.** Where shelving has been emptied but not yet removed, simple signage explaining the refresh helps patrons understand the change and frames it as an improvement.
3. **Complete a post-weed inventory.** An inventory will reconcile the catalog to the shelves and capture the new baseline for ongoing collection analysis.
4. **Begin replacement ordering.** Direct a portion of the budget toward the replacement priorities above, focusing on children's formats and the understocked collections.
5. **Establish an ongoing maintenance routine.** A regular, smaller weeding cadence, supported by repeatable LibraryIQ lists, will keep the collection healthy and prevent overstock from returning. A follow-up weed after summer reading is recommended.
6. **Brief all staff at the start of future projects.** For large projects, a short all-staff introduction led by the Director on the first morning helps the whole team understand the purpose and supports a smooth week.

Conclusion

This action plan positions the Library to move from a major collection refresh into a more sustainable cycle of selection, merchandising, space management, and promotion. By pairing targeted replacement ordering with regular displays, improved discovery, post-weed inventory, and ongoing maintenance, the Library can ensure that the collection remains current, browsable, and responsive to community needs.

These next steps also support the broader goals of the needs assessment. A refreshed and well-maintained collection will not only improve circulation and patron satisfaction, but also help open public space, strengthen program connections, support school partnerships, and make the Library more welcoming and easier to use.



STAFF REPORT

MEETING: City Council - August 4, 2026

TITLE:

Briefing on the City Hall 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:

1. Plan with Purpose
2. Invest in People and Places
3. Empower Economic Opportunity

STAFF RESPONSIBLE:

Angel Deal, City Administrations

Vicky De Los Santos, Municipal Courts

Ron Wilcots, Police Department

BACKGROUND/HISTORY:

This project originated after elected officials selected Master Plan D, which includes demolition of the City Hall Annex which would require relocation of 12 employees. The original Police + Municipal Court project required removing Courts from the new facility due to cost and space constraints. An additional scope was developed for an additional spatial analysis with operational adjacency and costs to remodel the existing police facility with prioritization for Municipal Court. This additional project seeks to:

1. Prioritize Municipal Court operations and security
2. Create suitable workspace for Fiscal Services and IT
3. Renovation and Construction for ADA compliance
4. Accommodate other departments for operational adjacency
5. Overall Project Costs Estimates

POLICY EXPLANATION:

Project Pivot Initiation — When a capital improvement project cannot be delivered within approved budget, scope, or space parameters, the PMO will initiate a project pivot to reassess feasibility and identify alternatives, which may include creation of a secondary project.

Secondary Project Requirements — Any secondary project must define a revised or additional scope of work, updated operational and space requirements, identified funding strategies (bond, grants, cash, phased delivery), and a schedule for completing additional analysis and cost development.

Contingency & Governance — Secondary projects are contingent upon completion of the original project and may not advance unless directed by the executive sponsor or elected officials. All new or secondary CIP projects require ongoing PMO-led project briefings to ensure alignment and understanding of scope development.

Report-Out Deliverables — Upon completion of revised scope, updated cost estimates, operational adjacencies, and funding strategy, the PMO will provide a report-out briefing to elected officials, and Fiscal Services will provide a corresponding funding briefing.

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:

Ancillary Project Briefing 08_04_2026 , Municipal Bond Election Education Calendar, Estimate - Duncanville Municipal Renovation



CITY HALL/ANCILLARY PROJECT

MUNICIPAL COURTS AND EXISTING POLICE FACILITY REMODEL

AUGUST 4, 2026

RODNEY MCMANUS , LEED AP, SVP

LARRY WILLIAMS ,P.E., KIMLEY HORN

ANGEL Z. DEAL, PROJECT MANAGER

OVERVIEW

- Milestone Status
- Ancillary Project Estimate and Operational Adjacency
- Furniture Fixtures, and Equipment Estimate Projections
- Relocation and Setup Estimate Projection Estimate
- Community Education & Engagement Plan
- Additional Considerations & Next Steps

MILESTONE STATUS

Complete

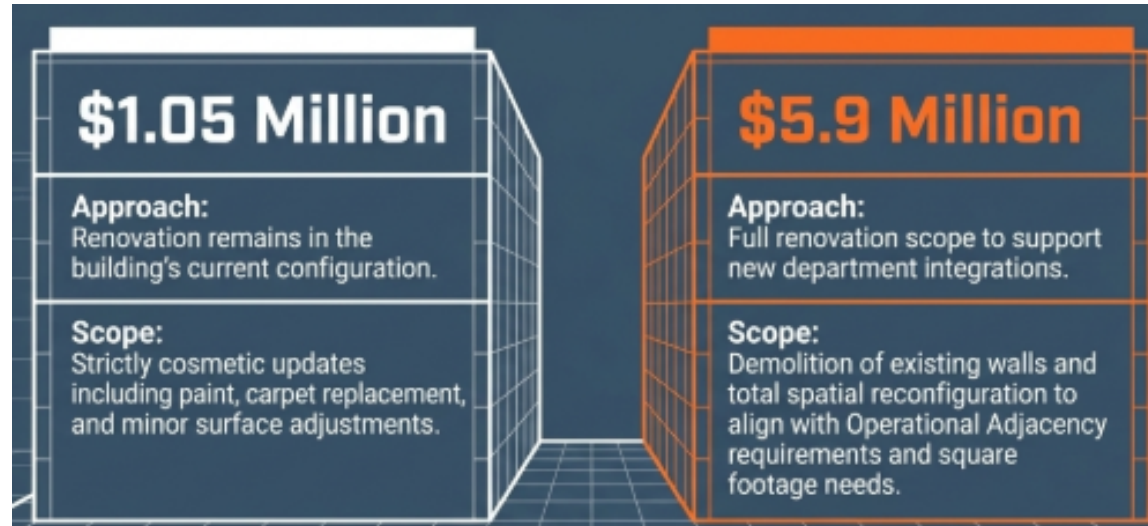
- **Executive Building Review** – Spatial needs analysis for IT, Finance, City Administration, Human Resources in the existing police building
- **Operational Adjacency Diagram** – Operational layout by department with size (SF)
- **Grant Identification and Research** – Virtual meeting with Finance department to discuss financial needs, and identify grant options

On Target

Budgeting/Facilities Implementation Plan - Preliminary budget estimate as part of the additional scope revision to original Police and Courts Spatial Need Analysis Project

COST ESTIMATE

CITY HALL EAST EXPANSION & EXISTING PD RENOVATION

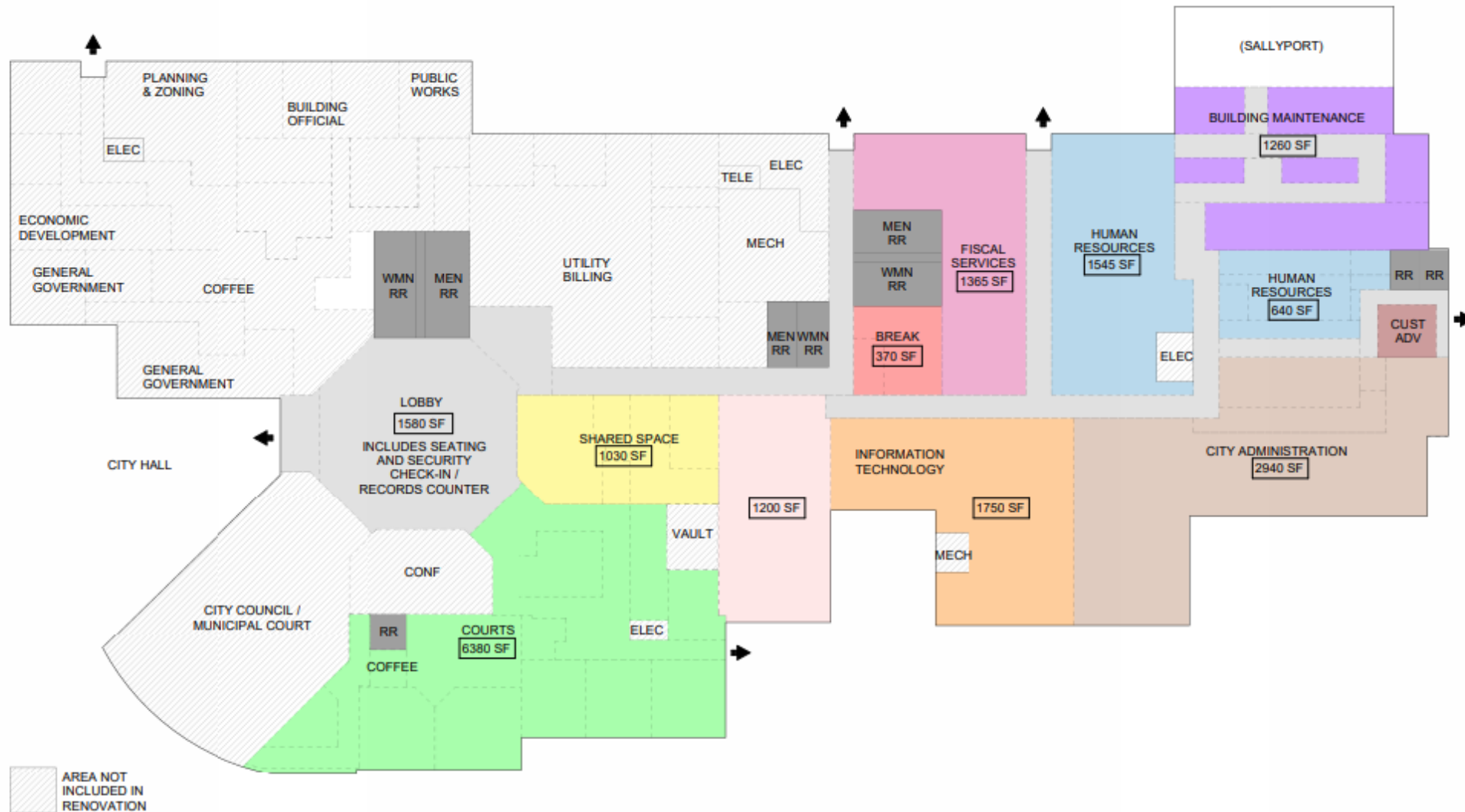


Includes

- ADA compliance upgrades to restrooms, service counters
- City Hall East remodel for municipal courts, ADA compliance, and security
- Alterations for operational efficiency
- 2 years of escalation/inflation

Not Included (out of scope)

- Design
- FF&E (*estimated additional \$2M*)
- Operations and Maintenance Costs, Service Contracts
- Employee relocation and relocation costs
- Change or movement to vault or mechanical and electrical rooms



TAX RATE IMPACT

Debt Scenario	Operations Rate *	Current Debt	New Debt	Total Est. Tax Rate
\$35 Million	\$0.5651	\$0.0351	\$0.041	\$0.6412
\$50 Million	\$0.5651	\$0.0351	\$0.0565	\$0.6567
\$64 Million	\$0.5651	\$0.0351	\$0.0754	\$0.6756

Based on Current Tax Rate

- ❑ **Operations Rate:** May vary depending on property values and a 3.5% growth cap
- ❑ **Debt Rate:** Recalculated annually to match exact debt service needs, assuming 3% property value growth

COMMUNITY EDUCATION AND ENGAGEMENT

- Town Hall and Bond Website Kickoff
- Town Halls by District
- Educational Videos on Social Media
- Facility Tours
- Financial Transparency Town Hall
- Open House
- Community Based Outreach & Neighborhood Pop-Ups
- Expert Panel Q&A
- Information Guides/Post Cards
- FAQ Voting Dates & Locations

ADDITIONAL CONSIDERATIONS & NEXT STEPS

- Last day to call a November bond election: **August 17**
- **Public education efforts:** Begin in mid-August with approval to move forward with a November bond election
- Identify cost-effective alternatives within the \$30M-\$35M cost range for both projects

Thank you
Questions?



ESTIMATE SUMMARY

	Duration in Days	180
	New Construction Square Footage	33,900

Total Project Cost (Division Breakdown)

Division 1 General Conditions			
Division 1	General Conditions	\$	252,392
	General Conditions		
Cost of Work			
Construction Contingency	2.54%	\$	149,878
	Contingency Allowance		
Site Development		\$	32,500
	New Ramp		
Shell		\$	133,870
	New Exterior Doors		
	New Overhead Doors at Sally Port		
Interior Finishes		\$	1,858,768
	Terrazzo		
	LVT		
	Carpet		
	Sealed Conrete		
	Tile		
	Interior Partitions		
	Drywall Ceilings		
	Acoustical Ceiling Tiles		
	Exposed Structural Steel		
	Doors & Hardware		
	Interior Glazing Allowance		
	Painting		
	Millwork		
Mechanical, Electrical, Plumbing, & Technology		\$	2,550,545
	Plumbing per SF		
	Mechanical per SF		
	Electrical per SF		
	Fire Suppression per SF		
	Communication Allowance		
	Security Allowance		
	Fire Alarm Allowance		
	Paging & Intercom Allowance		
	Audiovisual Allowance		
Specialties		\$	147,698
	Room Identification		
	Graphics Allowance		
	Toilet Accessories		
	Window Treatment Allowance		
	Visual Display Allowance		
	Locker Allowance		
	Fire Extinguishers & Cabs (1 Per 3,000 SF)		
	Appliances Allowance		
(Cost of Work Line Items) Subtotal		\$	5,125,651
Summary			
	Builder's Risk Insurance	0.150%	\$ 8,852
	General Liability Insurance	0.940%	\$ 55,467
	Performance & Payment Bond		\$ 188,192
	Preconstruction Services		\$ 10,000
	Design Development & Escalation	4.50%	\$ 230,654
	SDI	1.50%	\$ 76,885
	Fee	4.00%	\$ 205,026
Project Total		\$	5,900,727

SOFT COST EXCLUDED

POTENTIAL RANGE \$4,875,000 to 5,950,000

Duncanville, TX Municipal Renovation
Preliminary Estimate of Probable Development Costs
Created 7/2/2026



SITE DEVELOPMENT							\$	32,500
Pedestrian Access & City Sidewalks							\$	32,500
	Ramp	1	LS	\$	32,500.00	\$	32,500	
SHELL							\$	133,870
Exterior Wall Assemblies							\$	133,870
	Exterior Double Storefront Doors (Including Access Control)	8	EA	\$	8,250.00	\$	66,000	
	Exterior HM Door & Frame (Including Access Control)	8	EA	\$	6,180.00	\$	49,440	
	Overhead Doors	2	EA	\$	9,215.00	\$	18,430	
INTERIOR							\$	1,858,768
Flooring							\$	257,704
	Interior Demolition	33,900	SF	\$	2.35	\$	79,665	
Flooring							\$	283,723
	100% Flooring Demolition	4,068	SF	\$	2.35	\$	9,560	
	12% Porcelain Tile	4,068	SF	\$	16.25	\$	66,105	
	45% LVT	15,255	SF	\$	5.23	\$	79,784	
	20% Carpet	753	SY	\$	30.00	\$	22,590	
	5% Sealed Conrete	1,695	SF	\$	3.85	\$	6,526	
	18% Tile	6,102	SF	\$	16.25	\$	99,158	
Interior Partitions, Doors & Wall Finishes							\$	1,317,341
	Interior Partitions	2,250	LF	\$	105.00	\$	236,250	
	20% Drywall Ceilings	6,780	SF	\$	6.85	\$	46,443	
	65% Acoustical Ceiling Tiles	22,035	SF	\$	6.75	\$	148,736	
	15% Paint Exposed Structural Steel	5,085	SF	\$	4.85	\$	24,662	
	Doors & Hardware	85	EA	\$	3,850.00	\$	327,250	
	Interior Glazing Allowance	1	LS	\$	85,000.00	\$	85,000	
	Painting	1	LS	\$	224,000.00	\$	224,000	
	Millwork	1	LS	\$	225,000.00	\$	225,000	
MECHANICAL, ELECTRICAL, PLUMBING & TECHNOLOGY							\$	2,550,545
Mechanical, Electrical Plumbing & Fire Suppression							\$	2,028,915
	Plumbing per SF	33,900	SF	\$	16.00	\$	542,400	
	Mechanical per SF	33,900	SF	\$	16.00	\$	542,400	
	Electrical per SF	33,900	SF	\$	23.00	\$	779,700	
	Fire Suppression per SF	33,900	SF	\$	4.85	\$	164,415	
Technology Scope							\$	521,630
	Communication Allowance	33,900	SF	\$	3.85	\$	130,515	
	Security Allowance	33,900	SF	\$	2.15	\$	72,885	
	Fire Alarm Allowance	33,900	SF	\$	2.85	\$	96,615	
	Paging & Intercom Allowance	33,900	SF	\$	2.85	\$	96,615	
	Audiovisual Allowance	1	LS	\$	125,000.00	\$	125,000	
SPECIALTIES							\$	147,698
Signage							\$	23,925
	Room Identification	85	LS	\$	105.00	\$	8,925	
	Graphics Allowance	1	LS	\$	15,000.00	\$	15,000	
Toilet Accessories							\$	48,735
	Toilet Accesories & Partitions	1	LS	\$	48,735.00	\$	48,735	
Window Treatment							\$	16,500
	Window Treatment Allowance	1	LS	\$	16,500.00	\$	16,500	
Visual Display							\$	32,500
	Visual Display Allowance	1	LS	\$	32,500.00	\$	32,500	
Locker Allowance							\$	5,505
	Locker Allowance	15	EA	\$	367.00	\$	5,505	
Fire Extingers & Cabs							\$	5,533
	Fire Extinguishers & Cabs (1 Per 3,000 SF)	11	LS	\$	503.00	\$	5,533	
Appliances							\$	15,000
	Appliances Allowance	1	LS	\$	15,000.00	\$	15,000	



Municipal Bond Election Education Calendar

Campaign Start: July 27, 2026

Election Week: November 3, 2026

This calendar outlines the activities related to our educational engagement plan for the municipal bond election. All activities are informational and non-advocacy, designed to help residents understand the proposed projects, funding mechanisms, and ballot structure. **Please view as a tentative schedule and subject to modifications based on community needs and capacity.*

July 27 – August 9: Kick-off

Bond 101 Town Hall

- Plain-language overview of municipal bonds
- How bonds work and what they fund

Project Overview Session (Police Department Staff)

- Facility needs assessment
- Long-term operational plan

Release of Recorded Explainer Videos

- Bond basics
- Project scope and timeline

August 10 – August 23: Foundational Education

Financial Transparency Workshop (Fiscal Services)

- Cost breakdown
- Tax impact explanation
- Debt service overview

Police Facility Needs Tour

- On-site walkthrough of current facility constraints
- Safety and operational needs

Community Listening Session

- Resident questions and feedback

August 24 – September 7: Design & Operations Education

Open House

- Master plan elements

Public Safety Operations Briefing

- How modern facilities improve service delivery
- Response time and training enhancements

Release of Second Round Explainer Videos

- Space needs
- Operational improvements

September 8 – September 21: Community-Based Outreach

Neighborhood Pop-Ups

- Armstrong Park
- Library

- Supporting businesses
- Outdoor community events

Faith-Based & Civic Group Briefings

- Presentations to churches, nonprofits, HOAs, and civic groups
-

September 22 – October 5: Hybrid & Youth Education

Virtual Bond Information Session

- Live online presentation with Q&A

Student Civic Education Workshop

- Age-appropriate explanation of municipal funding

Family Open House Day

- Facility tours and interactive learning
-

October 6 – October 20: Expert & Deep-Dive Education

Independent Expert Panel Q&A

- Architects, engineers, and financial advisors
- Technical questions and clarifications

Second Round of Neighborhood Pop-Ups

- Additional community engagement opportunities

Optional Repeat: Project Overview Session

- Refresh for residents who missed earlier sessions
-

October 21 – October 31: Pre-Election Education

What's on the Ballot Session

- ***Neutral explanation*** of propositions and funding mechanisms

Voting Process Workshop

- Early voting rules

- Polling locations
 - Accessibility options
-

November 1 – November 3: Election Week

Final Community Q&A

- Last opportunity for residents to ask questions

Re-Share Explainer Videos & FAQs

- Website and social media distribution

Election Information Banner

- Dates, locations, and hours for voting



STAFF REPORT

MEETING: City Council - August 4, 2026

TITLE:

Briefing to Discuss Teen Council

Vision Statement:

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

Pillar:

The proposed Duncanville Teen Council supports the City Council's **Govern for the Future** Community Pillar by creating opportunities for Duncanville youth to develop leadership skills, gain a greater understanding of local government, and participate in civic and community engagement. Through direct interaction with City leaders and departments, the program seeks to develop future community leaders while strengthening connections between youth and their local government.

STAFF RESPONSIBLE:

Francisco Ramos

BACKGROUND/HISTORY:

The Community Engagement Advisory Board (CEAB) has identified youth engagement as an opportunity to strengthen community involvement and develop the next generation of civic leaders in Duncanville.

As part of this effort, the Board has developed a proposed framework for a Duncanville Teen Council, a leadership development and civic engagement program designed for high school students in grades 11 through 12.

The proposed Teen Council would provide participating students with opportunities to learn about local government, develop leadership and communication skills, engage with City leaders and departments, participate in community service, and collaborate on projects benefiting the Duncanville community.

The proposed program is structured as a seven-month program, generally running from September through April, with monthly meetings. The program's stated goals include developing future community leaders, providing students with a voice in local government, building civic responsibility and community awareness, strengthening leadership and teamwork skills, creating partnerships between youth and City leadership, and encouraging volunteerism.

POLICY EXPLANATION:

The proposed Duncanville Teen Council supports the City's commitment to fostering civic engagement, leadership development, and community involvement by providing high school students with meaningful opportunities to learn about municipal government and public service.

The program would provide students with opportunities to interact with elected officials, City leadership, and staff while gaining a better understanding of City operations, services, public safety, economic development, community planning, and the local decision-making process.

Through leadership development, civic education, community service, and collaborative projects, the Teen Council would help strengthen connections between Duncanville youth and their local government while encouraging participants to become informed, engaged, and service-minded members of the community.

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:

2026-08-04 - Duncanville Teen Council Presentation



DUNCANVILLE TEEN COUNCIL

COMMUNITY ENGAGEMENT ADVISORY BOARD
AUGUST 4, 2026

PROGRAM PURPOSE

The Duncanville Teen Council connects high school students with local government and civic engagement.

- Give students a meaningful voice in local government
- Build civic responsibility, leadership, and teamwork skills
- Create lasting partnerships between youth and city leadership
- Encourage volunteerism and community engagement

PROGRAM STRUCTURE

- **Who:** High school students, Grades 11–12 from Duncanville-area schools
- **Duration:** 7-month program (September – April), 3 hours monthly
- **Culmination:** Graduation ceremony at City Hall during a City Council meeting

PROGRAM BUDGET

- **Shirts** \$ 320.00
- **Leadership Books and Workbooks** \$ 200.00
- **Snacks** \$ 300.00

- **Estimated Total Budget: Approximately \$820.00**

MONTHLY MEETING STRUCTURE

- **Leadership Development Training (45 min):** Focused lessons using 7 Habits of Highly Effective Teens — communication, public speaking, teamwork, goal setting, and servant leadership
- **Civic Engagement & Government Session (45 min):** Guest speakers from city leadership covering how local government works, budgeting, public safety, and civic responsibility
- **Community Project Workshop (45 min):** Students collaborate on real projects: cleanups, awareness campaigns, youth town halls, and volunteer events.

PROGRAM OUTCOMES

- Stronger civic pipeline
- Youth-city relationships
- Community Impact
- School-city partnership
- Legacy & Recognition

NEXT STEPS:

- **Engage the two remaining charter schools** to explore participation and partnership opportunities.
- **Consider a resolution** formally establishing the Duncanville Teen Council.
- **Finalize the program framework**, including participation, curriculum, and implementation timeline.

Thank you!

Any questions?

Duncanville City Council Special Called Meeting Minutes

Thursday, July 9, 2026

CALL TO ORDER

A regular meeting of the Duncanville City Council was called to order on Thursday, July 9, 2026, at 6:00 PM in the Council Briefing Room at City Hall with a quorum, to wit:

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

Council Arriving At:

Council Absent: Mayor Greg Contreras
Councilmember Joe Veracruz

CALL TO ORDER

1. RECEIVE PUBLIC COMMENTS

No public comments

2. CONDUCT INTERVIEWS AND DISCUSS APPOINTMENTS FOR THE BOARD AND COMMISSION APPLICANTS FOR THE FOLLOWING COMMITTEES:

Interviews conducted.

3. DISCUSS APPOINTMENTS, DISMISSALS, DUTIES AND/OR ELIMINATION OF POSSIBLE BOARDS

EXECUTIVE SESSION

The Executive Session was called into session at 6:35 p.m., and Mayor Pro Tem Pennebaker read the item into the record.

The Council closed the Executive Session at 7:00 p.m.

- A. The City Council shall convene into Executive Session pursuant to the Texas Government Code Section 551.074 (Personnel) to discuss appointments, dismissals and/or duties to the Planning and Zoning Commission, Board of Adjustment, Duncanville Community and Economic Development Corporation Board, and TIF (Tax Increment Financing Reinvestment Zone Number One).

4. RECONVENE INTO OPEN SESSION

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

The council made nominations for various boards.

ADJOURNMENT

The meeting was adjourned at 7:56 p.m.

APPROVED:

CITY SECRETARY

DRAFT

**Duncanville City Council Meeting Minutes
Tuesday, July 21, 2026**

CALL TO ORDER

A regular meeting of the Duncanville City Council was called to order on Tuesday, July 21, 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
Mayor Pro Tem Kyle Pennebaker
Councilmember Jarred Davis
Council Arriving At: Councilmember Jeremy Koontz arrived at 5:02 PM
Council Absent:

WORK SESSION / BRIEFING

1. DISCUSS AGENDA ITEMS

Mayor Contreras read the item into the record, and Interim City Manager Abernethy reviewed each item. City Attorney Hager changed item 8B to a resolution for consideration.

2. CITY COUNCIL CALENDAR

City Secretary Chiquita Taylor reviewed the council calendars.

3. BRIEFINGS / PRESENTATIONS

A. Briefing on Trinity River Authority Wastewater Partnership

Presented by Director of Public Works Matt Bryant and Matt Jobert from Trinity River Authority.

EXECUTIVE SESSION

The Executive Session was called into session at 5:28 PM and Mayor Contreras read the item into record.

The Council closed the Executive Session at 6:59 PM.

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

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

The City Council convened into Regular Session in the Council Chambers at 7:05 PM with Mayor Contreras presiding.

Police Chaplain Moises Ruiz delivered the Invocation.

Mayor Contreras led the Pledge of Allegiance and Texas Pledge.

4. REPORTS

A. Mayor's Report

Mayor Contreras gave a warning about the extended heat in the area.

B. Councilmembers Report

No reports

C. City Manager's Report

Mr. Abernethy reported on the start of the Automated Meter Infrastructure Project. He also reported on Jackpot Bingo donating \$21,000 to the Duncanville Police Department for a utility task vehicle. The Duncanville Narcotics unit has been working hand in hand with the drug enforcement task force over the last several years, and they have been successful in dismantling an international fentanyl trafficking network. As a result, we are receiving the prestigious United States Interdiction Coordinator award. It will be presented to Sergeant Nathan Roach and Detective Gregory Seipert by the Executive Office of National Drug Control Policy. The award will be received at the White House on August 27, 2026.

5. PROCLAMATIONS AND PRESENTATIONS

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

Presented by Arts Commission Chairperson Angela Thorpe-Harris.

B. Letter of Recognition for Duncanville Police Chief Matt Stogner

Presented to Police Chief Matt Stogner by Mayor Contreras.

C. Presentation on the Olden Year Museum

Presented by Monte Anderson. Angela Thorpe-Harris reported on the museum tour and presented the survey results.

6. CITIZENS' INPUT

Mario Mejia 840 Katy St. Lancaster
Olden Year Museum

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 30, 2026, Strategic Planning Workshop and the July 7, 2026, Regular City Council Meeting.
- B. Consider a Resolution for appointments to fill vacancies on the Boards and Commissions.

RES 2026-652
- C. Consider a Resolution confirming the Interim City Manager's appointment of Ronald Wilcots as the Interim Police Chief.

RES 2026-653
- D. Consider a Resolution authorizing the Interim City Manager or Designee to execute Contract No. 26-0003-A with IsLeCo Investments, LLC; MJ Thornton, LLC dba DFWParty2Go; Sorrell's Enterprises, LLC for Parks and Fieldhouse Concession Services.

RES 2026-654

Councilmember Don McBurnett made a motion to approve the consent agenda, Councilmember Jarred Davis 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.

Councilmember Jarred Davis made a motion to authorize the city attorney to amend the interim city manager's contract to provide the 2025-2026 probation adjustment of three percent and merit increase of two percent to the base salary to a new annual salary of \$195,522.79 and retroactive pay of \$4,750.74 and authorize the mayor to sign the amended contract, Councilmember Don McBurnett seconded the motion. The vote was cast 7 for, 0 against.

- B. Consider an Ordinance authorizing the procurement of a new Spartan Quint fire apparatus from Metro Fire Apparatus Specialists, Inc., through the Sourcewell Cooperative Purchasing Agreement, Contract #082025-RVG-4; authorizing an appropriation in the amount of \$2,333,528.40 from the unappropriated balance of the One-Time Projects Fund, and authorizing the Interim City Manager to execute the necessary

documents.

Presented by Fire Chief Chris Conneally. Mayor Contreras asked Chief Conneally to outline the benefits of the new quint, and Councilmember McBurnett asked him to report on the time required to get it.

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

RES 2026-657

- C. Discussion and consideration of all matters incident and related to the issuance and sale of "City of Duncanville, Texas, Combination Tax and Surplus Revenues Certificates of Obligation, Taxable Series 2026A"; providing for the payment of said certificates of obligation by the levy of an ad valorem tax upon all taxable property within the city and a pledge of the surplus revenues of the City's Waterworks and Sewer System; specifying the terms and conditions of such certificates of obligation; resolving other matters incident and relating to the issuance, payment, security, sale, and delivery of said certificates of obligation, including the approval and execution of a Paying Agent/Registrar Agreement and an Escrow Agreement

Presented by Director of Fiscal Services/CFO Richard Jackson. Matt Bryand reviewed the Lead Service Line replacement requirements. Councilmember Davis requested a future briefing on the progress of the city in meeting the Environmental Protection Agency (EPA) obligations.

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

ORD 2593

- D. Consider a Resolution approving and authorizing the execution of a Principal Forgiveness Agreement between the Texas Water Development Board and the City of Duncanville, Texas.

Presented by Richard Jackson.

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

RES 2026-655

- E. Consider a Resolution to Establish An Ad Hoc Committee for the Purpose of Reviewing Third Party Requests for Proposals and Making Recommendations to City Council for the Duncanville Fieldhouse

Presented by Mr. Abernethy. Councilmember Gooden stated she would not be in support of the third-party operation of the Fieldhouse as it contradicts the 2024 resolution, in which the city contracted with Hunden Partners to analyze third-party operations and the feasibility report. Mayor Contreras requested that we conclude this issue. ICM Abernethy asked if council wanted to continue to evaluate the bids received. Mayor Contreras stated he would like to move forward with the evaluation of the bids. Councilmember Davis asked if we forgo the opportunity to evaluate the bids, we would be sending that back to staff for a decision on the bids presented. Councilmember Koontz suggested the need for discussion on the direction of the Fieldhouse. He believes more discussion needs to take place.

Councilmember Jeremy Koontz made a motion to approve the item, Councilmember DeMonica Gooden seconded the motion. The vote was cast 3 for, 4 against. (Contreras, Gooden, Koontz, and Pennebaker).

FAILED

9. STAFF AND BOARD REPORTS

- A. Police Department Bi-Annual Update

Presented by Assistant Police Chief Ron Wilcots.

- B. IT Fiber Project Update

Presented by Director of Information Technology Clayton Ganzer.

ADJOURNMENT

The meeting was adjourned at 8:25 PM.

APPROVED:

CITY SECRETARY



STAFF REPORT

MEETING: City Council - August 4, 2026

TITLE:

Consider a resolution authorizing approval of an expenditure of \$236,820 for the Duncanville Community and Economic Development Corporation (DCEDC) to enter into a contract with the Better Block Foundation (501C3) for the design, installation and programming of the "Duncanville Better Block" demonstration project at South Main Street and East Wheatland Road.

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 User
Marlon Goff

BACKGROUND/HISTORY:

The City of Duncanville continues to explore opportunities to enhance public safety, support economic development, and advance the goals identified in the Comprehensive Plan and Downtown Revitalization efforts. As part of these initiatives, staff has identified an opportunity to partner with **Better Block**, a nationally recognized nonprofit organization that specializes in temporary demonstration projects designed to test traffic-calming, placemaking, walkability, and economic development concepts before permanent investments are made.

The proposed project area is located near the intersection of South Main Street and East Wheatland Road, serving as a gateway connection to Downtown Duncanville and an area currently under consideration for future redevelopment and economic

activation. The initiative would evaluate the use of temporary roadway modifications, public space enhancements, and community-focused placemaking strategies to improve safety, reduce vehicle speeds, encourage pedestrian activity, and create a more vibrant destination for residents and visitors.

The project would also serve as a proof of concept for implementing traffic-calming and road diet strategies on corridors throughout Duncanville that experience speeding concerns while balancing mobility and accessibility needs. Through a collaborative effort between the Public Works and Economic Development Departments, the pilot would provide valuable data and community feedback to help inform future infrastructure and economic development investments.

Funding for the Better Block project will be assigned to the FY 2026-2027 DCEDC Budget for Community Development Infrastructure Projects.

If approved, staff intends to also present the concept to the Duncanville City Council with a formal implementation plan, project budget, and partnership agreement.

POLICY EXPLANATION:

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

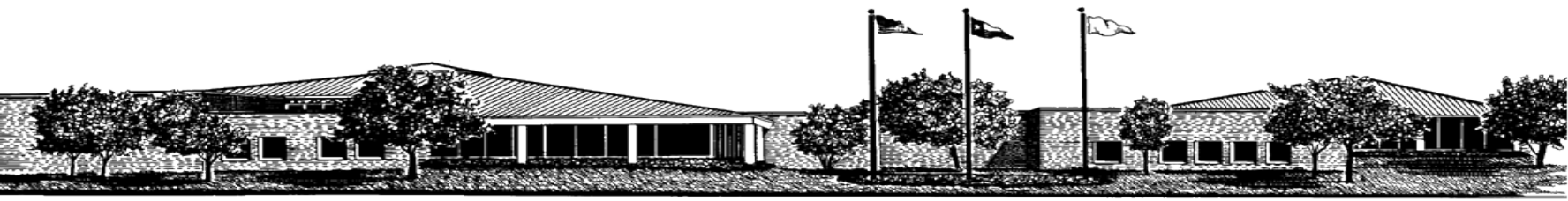
N/A

ACTION ALTERNATIVES:

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

ATTACHMENTS:

Duncanville Condensed Presentation, Resolution_ CP_Agreement_BetterBlock (3)



DUNCANVILLE BETTER BLOCK

- ❑ KRISTA NIGHTENGALE, EXECUTIVE DIRECTOR, BETTER BLOCK
- ❑ SHAHAD MOHAMMED, ASSIS. DIRECTOR, PUBLIC WORKS, TRANSPORTATION, & CAPITAL DEVELOPMENT
- ❑ MARLON GOFF, DIRECTOR, ECONOMIC DEVELOPMENT

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



100 E WHEATLAND RD

Concept Plan and Replat for 100 E. Wheatland Rd

NORTH
SCALE: 1"=30'
PRINT ON 11x17 SHEET

351 W. JEFFERSON
BOULEVARD, SUITE 401
DALLAS, TEXAS 75208
214.293.3498
THRASHERWORKS.COM



CONCEPTUAL SITE PLAN
100 E Wheatland Road
02 FEBRUARY 2026



Duncanville
City of Champions

City of Duncanville

S. MAIN STREET

N 00°36'28" W 204.58'

S 89°51'14" W 359.90'

S 00°36'28" E 231.05'

LOT #1	11,970 SF	LAND TO BLDG RATIO
BLDG #1	2,100 SF	5.8
LOT #2	10,789 SF	LAND TO BLDG RATIO
BLDG #2	2,440 SF	4.4
LOT #3	20,871 SF	LAND TO BLDG RATIO
BLDG #3	3,810 SF	5.3
LOT #4	10,982 SF	LAND TO BLDG RATIO
BLDG #4	3,290 SF	3.4
LOT #5	5,494 SF	LAND TO BLDG RATIO
BLDG #5	5,189 SF	1.9
LOT #6	7,122 SF	LAND TO BLDG RATIO
BLDG #6	3,360 SF	2.1
LOT #7	5,940 SF	LAND TO BLDG RATIO
BLDG #7	6,159 SF	1.9
LOT #8	5,440 SF	LAND TO BLDG RATIO
BLDG #8	5,219 SF	1.9
LOT #9	2,855 SF	5.8

- FENCED OUTDOOR AREA
- PEDESTRIAN MALL, PAVEMENT SURFACE
- 5' CONCRETE SIDEWALK
- PAVED PARKING LOT

Better Block Activation Zone



PIZZA
CENZOS
ATVU

BLDG #3
1-STORY

BLDG #4
2-STORY

BLDG #5
2-STORY

BLDG #6
2-STORY

Lot 3

No Sewer Access

Lot 2

Lot 1

Conceptual Replat for 100 E. Wheatland Rd

- Public Improvement District (PID)
- Mutual Lot Access & Parking Agreement

Duncanville Better Block

A FAMILY-ORIENTED CORRIDOR OF PLACES, CONNECTIONS, AND OPPORTUNITY

This Better Block demonstration links key destinations and creates safer streets, vibrant public spaces, and new opportunities for community life and economic growth.

FAMILY-ORIENTED ACTIVATION

A catalytic corner at South Main Street and East Wheatland Road creates a welcoming gathering demonstration for families, neighbors, and visitors.

ARMSTRONG PARK CONNECTION

Armstrong Park, along with wayfinding, draws people down the corridor connecting the Better Block site to downtown Duncanville.

TRAFFIC CALMING

Safer speeds, better crossings, and comfortable places to walk and bike connect people from the Better Block site through Armstrong Park and to downtown.

Traffic Calming Along Route

Potential Node

Armstrong
Park

Intersection Treatment

Better Block Site

Better Block Site: Main and Wheatland

A CORRIDOR DESIGNED FOR PEOPLE



Potential curb extensions at intersections



Potential reconfiguration of roads



Data gathering and analysis

BETTER BLOCK: DOWNTOWN IRVING, TX REIMAGINED

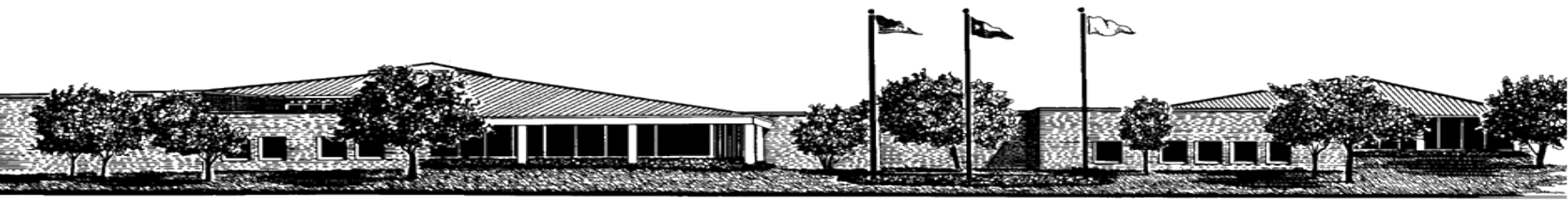


Project Budget

Budget Category	4-Month Planning & Demonstration	Up to 12-Month Installation/Activation	Total
Planning and Design	\$5,000	—	\$5,000
Community Engagement & Stakeholder Coordination	\$40,500	\$22,850	\$63,350
Demonstration Installation	\$9,000	\$5,000	\$14,000
Materials & City-Owned Assets	\$45,000	\$31,000	\$76,000
Programming & Economic Activation	—	\$12,000	\$12,000
Performance Measurement & Reporting	\$7,000	\$5,000	\$12,000
Communications & Public Awareness	\$15,000	—	\$15,000
Contingency	\$39,470	—	\$39,470
TOTAL PROJECT COST	\$160,970	\$75,850	\$236,820

Project Timeline

APPROVALS	PHASE 1: KICKOFF	PHASE 2: DESIGN	PHASE 3: PREP	PHASE 4: LAUNCH	PILOT & CLOSE
<i>Jun 19 – Aug 4</i>	<i>Aug 5 – 20</i>	<i>Aug 27 – Sep 25</i>	<i>Sep 25 – Nov 5</i>	<i>Nov 9 – 14</i>	<i>Nov 14 – May 14</i>
Briefing & Presentation	Survey live; core team recruiting	Survey closes (Aug 27)	Permit coordination begins	Better Block arrives onsite (Nov 9)	Ongoing monitoring & evaluation
July 27, 2026 DCEDC - Public Hearing	Site measurements taken	Design presentation (Sep 18)	Vendors & programming finalized (Oct 27–30)	Workshops 1–3 (Nov 11–13)	Potential teardown (May 14)
August 4, 2026 City Council	In-person workshop/kickoff (Aug 20)	Design, budget & core team set (Sep 25)	Print collateral ready (Nov 5)	Opening Day (Nov 14)	



QUESTIONS?

EMAIL: KRISTA@BETTERBLOCK.ORG

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

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AUTHORIZING AN EXPENDITURE OF \$236,820 FOR THE DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION (DCEDC) TO ENTER INTO A CONTRACT WITH THE BETTER BLOCK FOUNDATION FOR THE DESIGN, INSTALLATION AND PROGRAMMING OF THE “DUNCANVILLE BETTER BLOCK” DEMONSTRATION PROJECT AT SOUTH MAIN STREET AND EAST WHEATLAND ROAD.

WHEREAS, the Duncanville Community and Economic Development Corporation (“DCEDC”) was created pursuant to the Development Corporation Act to encourage business retention, attraction, expansion, and the creation of jobs, and to fund projects that promote economic development within the City of Duncanville; and

WHEREAS, The Better Block Foundation, a Texas nonprofit corporation (“Better Block”), has partnered with municipalities across the country to design and install temporary-to-permanent “better block” demonstration projects that test traffic calming, pedestrian safety, and public space activation strategies in advance of permanent capital investment; and

WHEREAS, the DCEDC has approved a Community Partner Agreement with Better Block for a demonstration project at the corner of South Main Street and East Wheatland Road, connecting to downtown Duncanville, with an opening scheduled for November 14, 2026, and a pilot period of up to twelve (12) months thereafter; and

WHEREAS, the total project budget is Two Hundred Thirty-Six Thousand, Eight Hundred Twenty and No/100 Dollars (\$236,820.00), covering planning and design, community engagement, demonstration installation, materials, programming, measurement and reporting, communications, and contingency; and

WHEREAS, the DCEDC has determined that the project will improve safety and walkability along the South Main Street corridor, activate underused property, generate data to inform permanent corridor improvements, and further the DCEDC’s economic development and placemaking objectives;

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

SECTION 1. The City Council hereby authorizes the expenditure of \$236,820 for the Duncanville Community and Economic Development Corporation to enter into a contract with The Better Block Foundation for the design, installation, and programming of the Duncanville Better Block demonstration project at South Main Street and East Wheatland Road Said Agreement is attached hereto as Exhibit “A” and incorporated herein for all purposes.

SECTION 2. If any section, subsection, clause, or phrase of this Resolution is declared invalid by a court of competent jurisdiction, such declaration shall not affect the validity of the remaining portions of this Resolution.

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

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

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney



STAFF REPORT

MEETING: City Council - August 4, 2026

TITLE:

Consider an Ordinance amending the One Time Project Fund of the FY 2025-26 Budget

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:

Richard Jackson

BACKGROUND/HISTORY:

The purpose of this ordinance is to revise the expenditures from the One Time Project Fund that was not projected in the FY2026 adopted budget. The amendment can be summarized below as follows:

001 - GENERAL FUND_	AMOUNT	DESCRIPTION
One-Time Projects (041)	\$2,333,528.40	City Council approved a resolution at the July 21, 2026, meeting to authorize the purchase of a Fire Truck Quint. This purchase is needed as the reserve Quint will soon be out of compliance with the City's policy for Fire vehicle asset life. The fund has adequate dollars for this purchase, which came as part of the budget amendment previously passed on May 5, 2026.
Total Expenditures	\$2,333,528.40	

POLICY EXPLANATION:

Budget Amendments must be approved by Council.

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:

Ordinance_2026 Budget Amendment - Fire Quint, 2026 Budget Amendment - Fire Quint, 26 08.04 One-Time Project Amendment

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE FY 2025-2026 BUDGET BY APPROPRIATING FUND BALANCE RESOURCES AND AMENDING EXPENDITURES; EXCEPT AS AMENDED HEREIN SHALL BE IN FULL FORCE AND EFFECT; AUTHORIZING THE CITY MANAGER TO MAKE ADJUSTMENTS; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council adopted the 2025-2026 Budget by Ordinance 2549 on September 16, 2025; and

WHEREAS, the Texas Local Government Code 102.010, "Changes in Budget for Municipal Purposes", allows a municipality to amend its budgets as deemed necessary for municipal purposes; and

WHEREAS, the One Time Project Fund has sufficient fund balance to cover the requested amendment and expenditure amount of \$2,333,528.40.

WHEREAS, the City Manager is submitting the amended budget of expenditures in the One-Time Project Fund for conducting the affairs of the City for the Fiscal Year 2025-2026.

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

SECTION 1: The budget and fund accounts adopted therein for the Fiscal Year 2025-2026 shall be, and are hereby, amended as set forth in Exhibit "A" which is attached hereto and incorporated herein by reference for all purposes.

SECTION 2: The balance of the budget, as amended, except as amended herein, shall be in full force and effect.

SECTION 3: A copy of the Budget Amendment will be provided to the City Secretary's Office as required by law.

DULY ORDAINED AND ADOPTED by the City Council of the City of Duncanville, Texas, on this the 4th day of August, 2026.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE FY 2025-2026 BUDGET BY APPROPRIATING FUND BALANCE RESOURCES AND AMENDING EXPENDITURES; EXCEPT AS AMENDED HEREIN SHALL BE IN FULL FORCE AND EFFECT; AUTHORIZING THE CITY MANAGER TO MAKE ADJUSTMENTS; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council adopted the 2025-2026 Budget by Ordinance 2549 on September 16, 2025; and

WHEREAS, the Texas Local Government Code 102.010, "Changes in Budget for Municipal Purposes", allows a municipality to amend its budgets as deemed necessary for municipal purposes; and

WHEREAS, the One Time Project Fund has sufficient fund balance to cover the requested amendment and expenditure amount of \$2,333,528.40.

WHEREAS, the City Manager is submitting the amended budget of expenditures in the One-Time Project Fund for conducting the affairs of the City for the Fiscal Year 2025-2026.

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

SECTION 1: The budget and fund accounts adopted therein for the Fiscal Year 2025-2026 shall be, and are hereby, amended as set forth in Exhibit "A" which is attached hereto and incorporated herein by reference for all purposes.

SECTION 2: The balance of the budget, as amended, except as amended herein, shall be in full force and effect.

SECTION 3: A copy of the Budget Amendment will be provided to the City Secretary's Office as required by law.

DULY ORDAINED AND ADOPTED by the City Council of the City of Duncanville, Texas, on this the 4th day of August, 2026.

APPROVED:

Greg Contreras, Mayor

ATTEST:

Chiquita Taylor, City Secretary

APPROVED AS TO FORM:

Robert E. Hager, City Attorney

041 - ONE-TIME PROJECTS SUMMARY

FY 2025-26 BUDGET AMENDMENTS - 08.04-26

REVENUES	ACTUALS YTD FY 25-26	BUDGET FY 25-26	AMENDMENT	REVISED BUDGET FY 25-26
58 - TRANSFER FROM FUNDS	4,130,367	4,130,367	-	4,130,367
59 - OTHER SOURCES	0	0		
TOTAL REVENUES	\$4,130,367	\$4,130,367	(\$0)	\$4,130,367
EXPENSES	ACTUALS YTD FY 25-26	BUDGET FY 25-26	AMENDMENT	REVISED BUDGET FY 25-26
41010001 - GEN GOVT ONE TIME PROJ	328,518	810,500		810,500
41040001 - PARKS ONE TIME PROJECTS	402,579	432,315		432,315
41050001 - POLICE ONE TIME PROJ	93,586	111,634		111,634
41060001 - PUBLIC WORKS ONE TIME PROJECTS	300,920	651,879		651,879
41070001 - FIRE ONE TIME PROJECTS	31,467	44,220	2,333,528	2,377,748
TOTAL EXPENDITURES	\$1,157,069	\$2,050,548	\$2,333,528	\$4,384,076
NET REVENUE OVER / (UNDER) EXPENDITURES	\$2,973,298	\$2,079,819	(\$2,333,528)	(\$253,709)
BEGINNING FUND BALANCE		\$1,754,710		\$1,754,710
ENDING FUND BALANCE PROJECTED		\$3,834,529		\$1,501,001



STAFF REPORT

MEETING: City Council - August 4, 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

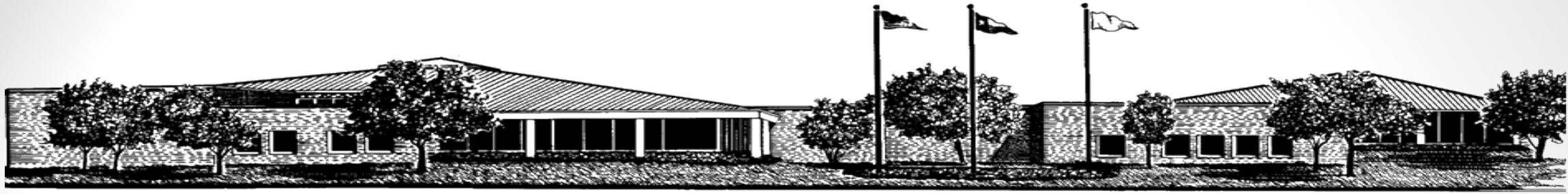
N/A

ACTION ALTERNATIVES:

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

ATTACHMENTS:

Parking on Unimproved Surfaces 08 04 2026, Redlined - Duncanville.Ordinance
Repealing and Replacing Chapter 12 Article XIV



PUBLIC WORKS DEPARTMENT CODE ENFORCEMENT – ORDINANCE CHANGES RELATED TO PARKING ON UNIMPROVED SURFACES

AUGUST 4, 2026

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

PARKING ON UNIMPROVED SURFACES

- **Purpose:**
 - To preserve community standards and property values, prevent drainage issues and neighborhood blight, and ensure parking remains orderly and visually appropriate.
- **Applies To:**
 - All Vehicles: cars, trailers, boats, RVs, etc.
 - All zoning districts: residential, commercial, industrial, mixed use
- **Key Standards:**
 - No parking or storage on unimproved surfaces
 - No vacant or unoccupied vehicular storage to exceed 60 days
 - No parking or storage on vacant and unoccupied lots that does not have an active Certificate of Occupancy relating to vehicular use.
 - Establish clear, easily visible enforcement criteria that protect neighborhood quality and drainage while avoiding ongoing audits or complex administrative oversight.
- **Applicable Areas:**

◦ MF-21 (Multi-Family Residential 21)	I (Industrial District)
◦ MF-14 (Multi-Family Residential 14)	PD (Planned Development District)
◦ TF-7 (Duplex-Residential District 7)	NOR (Neighborhood Office District)
◦ LOR (Local Office Retail District)	C (Commercial District)
◦ GOR (General Office Retail District)	

PARKING SURFACE



Thank You!
Any questions?

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) Corner lot shall mean a lot situated at the intersection of two streets, the interior angle of which intersection shall not exceed 135 degrees.

(b) Drive approach shall mean the area within the right-of-way between the paved portion of a street or alley and the property line that connects a driveway or parking area or space to the street or alley and is used for ingress and egress.

(c) Driveway shall mean an area between the drive approach and parking spaces used for vehicular ingress and egress.

(d) Front yard shall mean all areas between the front face(s) of the building and the front property line. See figures 1, 2, 3, and 4 of this article for single-family residence, duplex, or apartment.

~~Improved Surface. A hard surfaced area constructed for vehicle parking in accordance with City standards, including concrete, asphalt, or approved pavers.~~

(e) Improved surface shall mean a driveway, parking space, or area constructed on private property with concrete, brick pavers, or asphalt, and which is intended to be used for the parking or storing of vehicles. An improved surface shall mean a single, continuous slab of Portland cement concrete which meets city standards.

(f) Improved street shall mean a street with curbs and gutters.

(g) Parking space shall mean an area designed or used for the parking of motor vehicles not within the street or alley right-of-way, separate from drive approach, driveway or drive aisle.

(h) Rear yard shall mean all areas between the rear face(s) of the building and the rear property line. See figures 1, 2, 3, and 4 of this article for single family residence, duplex or apartment.

(i) Residential property shall mean any property occupied by single family, townhouse, duplex or multifamily dwellings.

(j) Side yard shall mean all areas between the side face(s) of the building and the side property line, and between the front face(s) of the building and the rear property line. See figures 1, 2, 3, and 4 of this article for single family residence, duplex or multifamily.

(k) Unimproved surface shall mean a driveway or area that does not meet the requirements included in the definition of improved surfaces.

(l) Unimproved street shall mean a public street with no curbs and gutters.

(m) Vehicle shall mean every device, motorized or nonmotorized, the licensing or registration of which is required by the laws of Texas or any other state or country, in, upon or by which any person or property is or may be transported or drawn upon a highway including but not limited to automobiles, trucks, trailers, recreational vehicle, boats, and similar equipment, except devices used exclusively upon stationary rails or tracks.

~~(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.~~

(1) Customer, employee, fleet, contractor, and visitor parking on commercial and industrial properties shall occur only upon approved improved parking surfaces constructed in accordance with City standards.

(2) Outdoor storage of inoperable vehicles, vehicles awaiting repair, customer vehicles, parts vehicles, or abandoned vehicles shall occur only on approved improved surfaces or in areas specifically approved for outdoor storage under applicable zoning regulations or approved site plans.

(3) Overflow parking upon unimproved surfaces shall require written approval under this Article.

(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.

(3) No vehicle shall be parked within a front yard or side yard upon an unimproved surface.

(4) Parking within rear yards shall be permitted only when located upon an approved parking surface, meeting all city requirements and development standards, or otherwise specifically authorized by this Article.

(5) Vehicles parked in the rear yards of lots with double frontage (figure 2) shall be screened from view from the street right-of-way behind a six-foot solid screening fence, as authorized by the applicable codes and ordinances of the city. Live screening/hedges, at least six feet tall, is permissible as solid screening.

(6) This section shall not apply to the parking or storing of vehicles in a side yard when located behind a solid screening fence of at least six feet tall authorized by applicable codes and ordinances of the city. If vehicles are located in the side yard of a corner lot, the vehicles shall be screened from view from both public streets and rights-of-way. Live screening/hedges, at least six feet tall, is permissible as solid screening.

(d) *Vacant or Unoccupied Properties.* No parking or storage of vehicles is permitted on unimproved surfaces located on vacant lots or unoccupied properties. See chapter 12,

article XXI, for the maximum number of vehicles permitted on a residential lot.

- (e) *Sidewalk and Public Right of Way* It shall be unlawful to leave, stand or park a vehicle on a public sidewalk or on any part of a sidewalk or parkway area including the extension of a public sidewalk across a driveway except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or traffic control device.
- (f) *Parking Adjacent to Unimproved Streets* Parallel parking on city rights-of-way adjacent to unimproved streets is permitted in a single row only, unless designated as a no-parking zone.
- (g) *Maintenance of Approved Gravel Surfaces* Gravel surfaces shall be of sufficient thickness and be continuously maintained such that no grass, weeds, vegetation or bare earth is visible, and in which the gravel contains a minimum depth of 4 inches and is confined by an approved border.
- (h) *Landscaping* Decorative rock, xeriscape materials, landscape gravel, mulch, or similar landscaping materials shall not constitute an approved parking surface and shall not be used for vehicle parking unless specifically approved by the City.
- (i) *Screening Vehicles* parked or stored within side or rear yards where permitted shall be screened from adjacent public rights-of-way by a solid fence or approved live screening at least six (6) feet in height where required by the zoning ordinance.

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 reseeding 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.
- (4) Temporary delivery vehicles while actively engaged in loading or unloading.

- (5) Vehicles temporarily parked on unimproved surfaces as authorized by written approval issued by the City pursuant to this Article.
- (7) Vehicles parked or stored in areas specifically approved for such use through a site plan, zoning approval, or other written authorization issued by the City.
- (8) Existing residential driveways or parking areas that were lawfully established prior to the effective date of January 18, 2000, may continue, subject to the requirements and limitations of this Article.
- (9) A use or parking practice that was not permitted under applicable City regulations at the time it was established shall not become lawful solely because it existed prior to the adoption of this ordinance.
- (10) Existing residential unimproved driveways or parking areas that were lawful under prior regulations may continue, provided they comply with the maintenance requirements and other applicable provisions of this Article. Parking or standing of vehicles on an unimproved surface is permitted only when serving an existing residence with an unimproved driveway that existed as of January 18, 2000.
- (11) Vehicles shall be placed on material (gravel with border or asphalt) that is large enough to accommodate the overall dimensions of any vehicle parked or stored thereon, not just under the wheels. Borders for gravel driveways shall be constructed of a durable material securely anchored or bordered by means approved by the building official.
- (12) Expansion, enlargement, or conversion of any existing parking area shall comply with the current requirements of this Article.

Sec. 12-136. Enforcement and Penalties.

(a) *Enforcement Authority.* The Code Enforcement Division, Building Official, or other authorized City personnel are authorized to administer and enforce this Article.

Enforcement may occur through:

- (1) routine inspection;
- (2) complaint investigation;
- (3) visual observation; or
- (4) any other lawful means. ~~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. Except where immediate action is authorized by law, the City shall issue written notice providing not less than ten (10) calendar days to correct the violation. Failure to correct the violation within the prescribed period shall constitute a separate offense for each day the violation continues.~~

(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.”

Sec. 12-137. Administrative Authority.

The Building Official may approve alternative paving materials that provide structural performance substantially equivalent to concrete, asphalt, or brick pavers and comply with adopted engineering standards.

The City Manager may promulgate administrative procedures and application forms necessary to implement this Article.

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

To: City Council

From: Dr. LaSheyla Jones, Assistant Director, Planning & Zoning

Meeting Date: August 4, 2026

Prepared Date: July 7, 2026

RE: PD Amendment/Zoning Request|
100 S. Main Street, Suite 104
ZONE-2026-00013

Applicant: Monte Anderson| Owner

REQUEST: The applicant is requesting a Planned Development (PD) amendment to add the land use 'tattoo and body piercing' as allowed by right use in this zoning district.

LOCATION: 100 S. Main St., Suite 104, Duncanville, TX 75116

EXISTING ZONING: Specific Use Permit 2384 (SUP-2384)/Planned Development 1817 (PD-1817)

PROPOSED ZONING: Planned Development 1817 (PD-1817)

**FUTURE LAND
USE DESIGNATION:** Downtown District

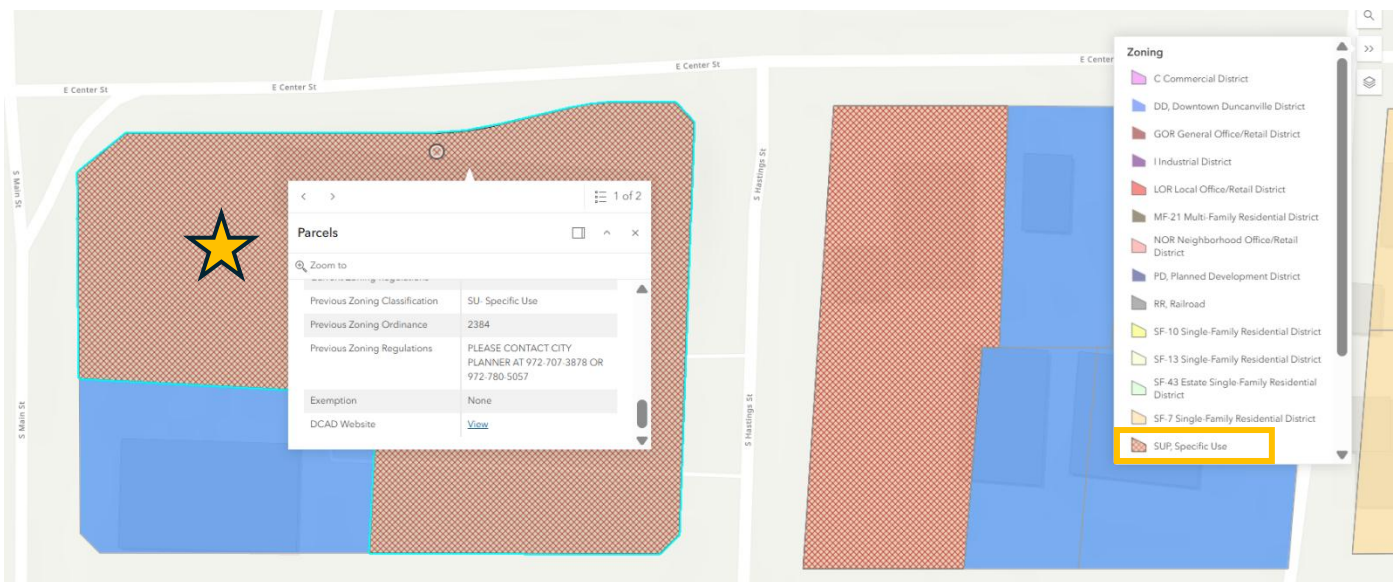
PROJECT SUMMARY:

The applicant is requesting approval of a Planned Development (PD) amendment to add the land use 'tattoo and body piercing' to the permitted by right uses. The primary purpose of this request is the addition of the stated use to the current PD.

CURRENT ZONING DISTRICT DESCRIPTION:

Specific Use Permit 2384 (SUP-2384) was created to allow a tattoo and body piercing use to operate at this property in suite 104. This zoning change was added onto the existing, Planned Development 1817 (PD-1817) which is the zoning for the entire property at 100 S. Main Street, also known as Main Station. The SUP was approved in May 2020 with a five (5) year expiration period that expired in May 2025.

Subject Property ★
Figure 1. Zoning Map

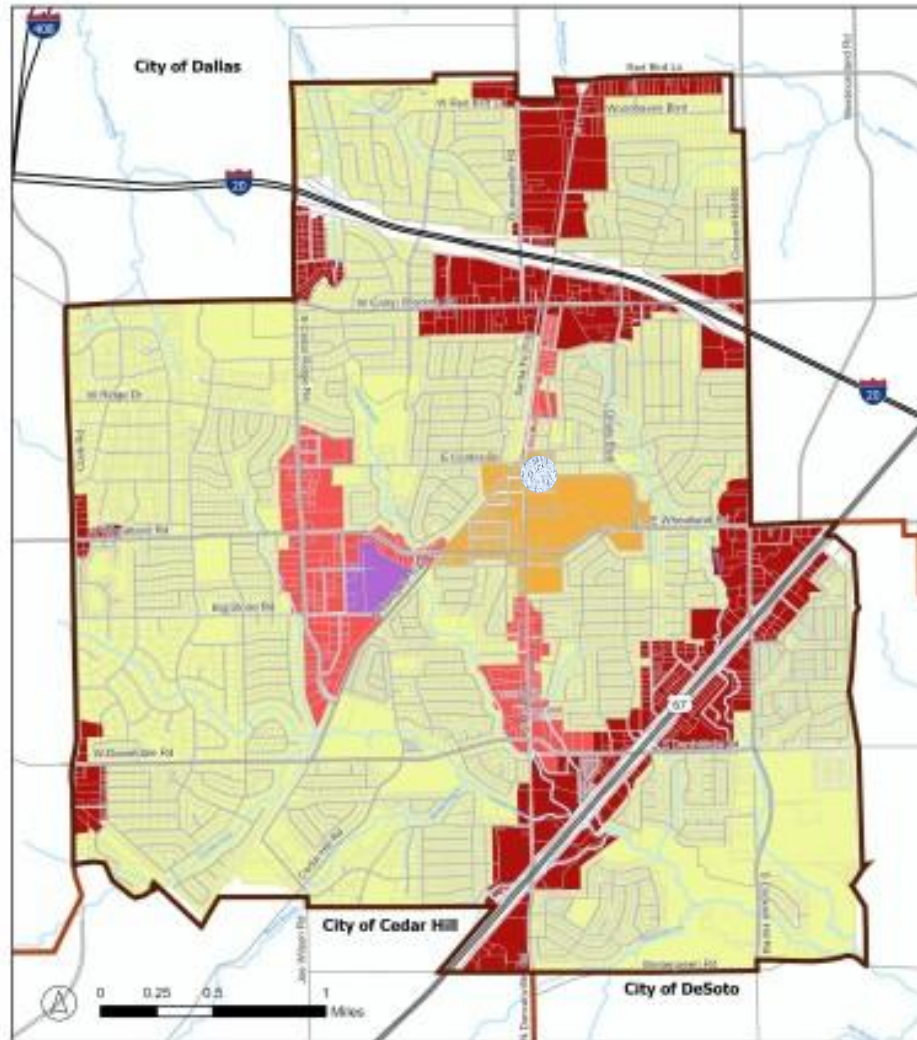


PROPOSED ZONING DISTRICT DESCRIPTION:

Planned Development 1817 (PD-1817) district was created to allow for mixed-uses including Local Retail-2 (changed to LOR as part of 2021 Zoning Ordinance update) uses, residential lofts, and a community theater/municipal use. This zoning district was adopted in November 2002 to be known as Main Station.

Future Land Use Map

TX Loc Govt Code § 213.005 (2024):
A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries.



Legend

-  City of Duncanville
-  Municipal Boundaries
-  Hydrography

Future Land Use

-  Traditional Neighborhood Residential
-  Gateway Corridor
-  Main Street
-  Downtown
-  Industrial

Subject Property 

Figure 2: Future Land Use Map

FUTURE LAND USE DESCRIPTION:

Downtown District Corridor land uses within this character area provide for a diversity of commercial, retail, office, civic, and residential uses to foster a vibrant downtown atmosphere in Duncanville. The Downtown District is anchored by an Arts and Culture District, consisting generally of Armstrong Park and surrounding areas. There should be a variety of medium- and higher-density residential offerings mixed with local businesses and community anchor institutions. Land uses in this area should focus on creating a thriving downtown district that prioritizes walkability and compact design. Future development should focus on infill and adaptive reuse of vacant and underutilized space as well as mixed-use commercial and residential opportunities. Intentional mixed-use development and revitalization strategies will contribute to a threefold impact of addressing blight and underutilized space, increasing the housing stock, and encouraging economic development

USE DEFINITIONS:

Article VII Section 7.02.E Retail and Service Uses

Tattoo or Piercing Studio: An establishment or facility in which tattooing and/or body piercing is performed as defined by Chapter 146 of the Texas Health and Safety Code. This does not include the tattooing of permanent makeup.

SURROUNDING ZONING AND DEVELOPMENT:

- **NORTH:** Downtown Duncanville – General Main Street (DD-GMS)
 - Retail/commercial, Original Town Duncanville
- **EAST:** Downtown Duncanville – Urban Living (DD-UL) & Specific Use Permit 772 (SUP-772)
 - Retail/commercial, Stafford Heights Addition
- **SOUTH:** Downtown Duncanville – Urban Living (DD-UL) & Specific Use Permit 2251 (SUP-2251)
 - Commercial, A M G Merrill Abstract 884, Page 075
- **WEST:** Downtown Duncanville – General Main Street (DD-GMS)
 - Commercial, Original Railroad Addition

PUBLIC INPUT:

Staff mailed 17 notices. At the time of preparation of this report staff has not received any responses supporting or in opposition to the proposed replat.

STAFF REVIEW:

Based on staff's findings, the proposed zoning change/PD amendment is in alignment with intention of the original PD, PD-1817. The proposed land use has already been operating at this property without incident since 2020, however, the amendment to the PD would allow the use to exist without an expiration date. Based on the current conditions of the SUP, staff believes that those same conditions with some adjustments be included as part of the proposed PD amendment for the 'tattoo and body piercing' use. The suggested adjusted conditions are as follows.

1. Property shall be developed in accordance with the floor plan, which is attached hereto as Exhibit B and is incorporated herein as special conditions.
2. Property shall meet all city, state, and federal regulations for building, fire codes and accessibility.
3. The existing public parking available in the Downtown Duncanville District shall satisfy the parking needs for the use.
4. There shall only be one (1) active tattoo and body piercing business in operation at this property. Use can be operated in any other suite within 100 S. Main Street, however, no more than one (1) tattoo and body piercing business can be in operation at one time.
5. Hours of operation shall be Monday through Sunday from 10:00 a.m. to 10:00 p.m.
6. Property owner and/or tenant shall obtain and maintain the required licenses for the use in accordance with state and local law.

STAFF RECOMMENDATION:

Staff recommends **approval** of the PD amendment to add the 'tattoo and body piercing with the listed conditions as presented.

The Planning and Zoning Commission recommended **denial** of the request at the June 8, 2026 meeting with a 5-1 vote.

Although the Planning and Zoning Commission recommended denial, staff support the amendment to the existing PD instead of creating another SUP as better Planning practice, as well as, allows for specific conditions to be put in place regarding this particular use. Additionally, the current tenant has not received any complaints, citations, or compliance issues that staff is aware of since he opened this business.

FIGURES:

Figure 1: Current Zoning Map



203 E Wheatland Rd.
Duncanville, TX 75116
(972) 780-5000

Figure 2: Future Land Use Map

ATTACHMENTS:

Attachment 1: Map of properties within 200 ft.

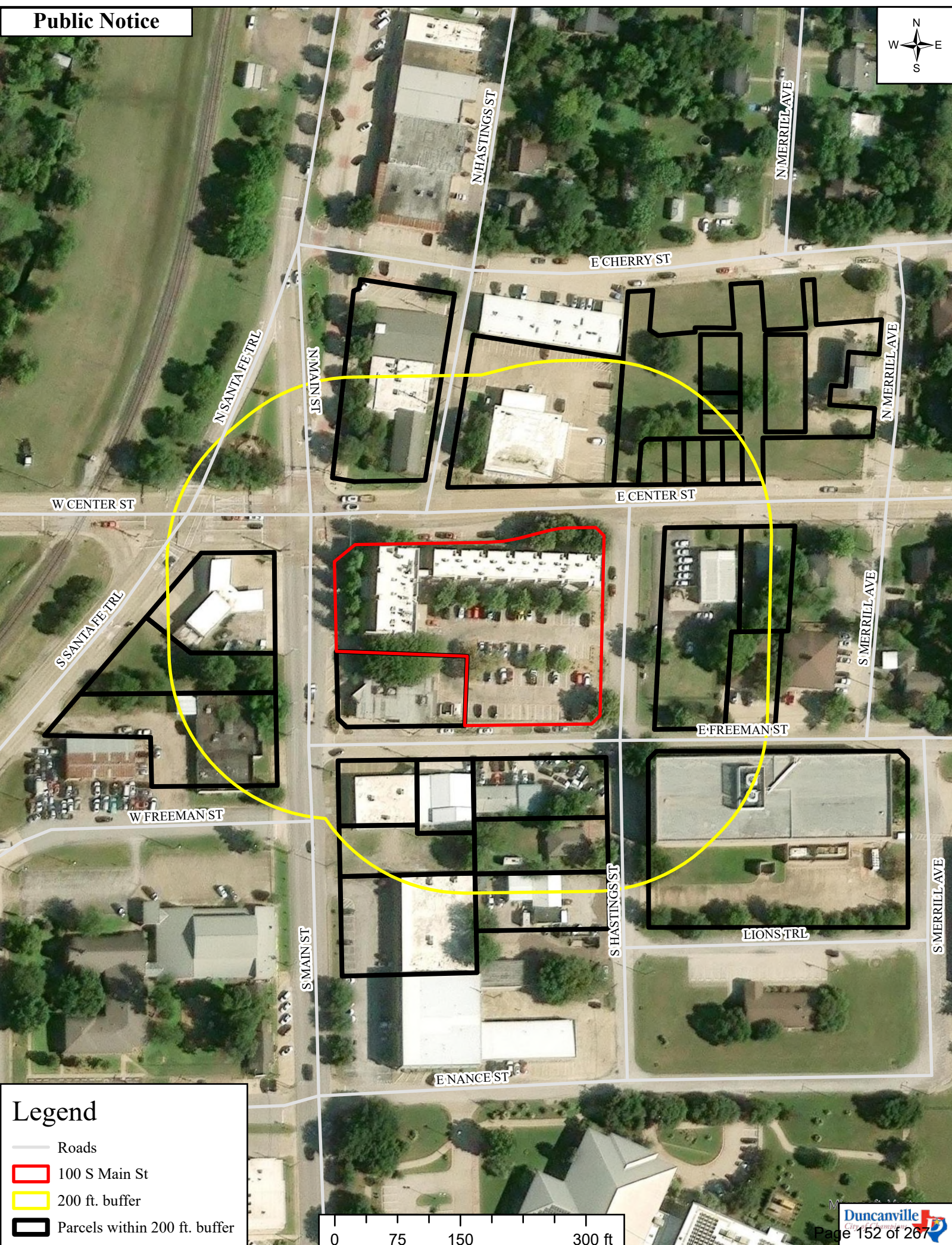
Attachment 2: List of properties within 200 ft.

Attachment 3: Site plan, building elevation, and landscape plan

Attachment 4: Current SUP-2384 Ordinance

Attachment 5: Existing PD-1817

Public Notice



Legend

- Roads
- 100 S Main St
- 200 ft. buffer
- Parcels within 200 ft. buffer

0 75 150 300 ft

Street Number	Street Name
103	S MAIN ST
113	S MAIN ST
1	N MERRILL RD
22	N MERRILL RD
210	E CENTER ST
206	E CENTER ST
210	S MAIN ST
200	S HASTINGS ST
20	N MERRILL RD
21	N MERRILL RD
200	S MAIN ST
204	S MAIN ST
211	E FREEMAN ST
106	E FREEMAN ST
102	N MAIN ST
24	N MERRILL RD
23	N MERRILL RD
110	E FREEMAN ST
209	S HASTINGS ST
103	S MAIN ST
205	E CENTER ST
18	N MERRILL RD
19	N MERRILL RD
106	S MAIN ST
207	S HASTINGS ST

City	Zip
DUNCANVILLE	751164703
DUNCANVILLE	751164703
DUNCANVILLE	75116
DUNCANVILLE	75116
DUNCANVILLE	751164851
DUNCANVILLE	751164851
DUNCANVILLE	751164763
DUNCANVILLE	751164842
DUNCANVILLE	75116
DUNCANVILLE	75116
DUNCANVILLE	751164706
DUNCANVILLE	751164706
DUNCANVILLE	751164855
DUNCANVILLE	751164809
DUNCANVILLE	751163647
DUNCANVILLE	75116
DUNCANVILLE	75116
DUNCANVILLE	751164809
DUNCANVILLE	751164838
DUNCANVILLE	751164703
DUNCANVILLE	751164837
DUNCANVILLE	75116
DUNCANVILLE	75116
DUNCANVILLE	751164704
DUNCANVILLE	751164838

Owner Address

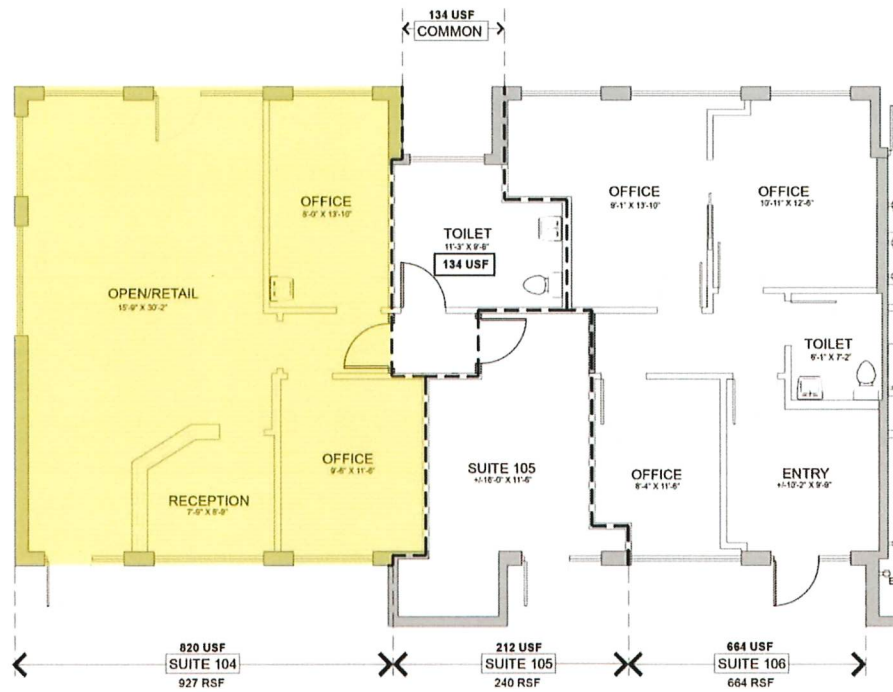
101 S MAIN ST
1207 REGENTS PARK CT
111 E DAVIS ST STE 101
PO BOX 380280
723 EISENHOWER DR
12405 POWERSCOURT DR
214 S MAIN ST STE 210
1010 PINES 9 E L 01
PO BOX 380280
PO BOX 380280
PO BOX 381146
1303 MEADOW RIDGE DR
PO BOX 140795
PO BOX 18737
544 E WHEATLAND RD
PO BOX 380280
PO BOX 380280
5940 SLEEPY HOLLOW LN
209 S HASTINGS ST
101 S MAIN ST
4225 VERSAILLES AVE
PO BOX 380280
PO BOX 380280
PO BOX 380280
2014 CEDAR VALLEY LN

Owner City
DUNCANVILLE
DESOTO
DUNCANVILLE
DUNCANVILLE
DUNCANVILLE
SAINT LOUIS
DUNCANVILLE
SAINT LOUIS
DUNCANVILLE
DUNCANVILLE
DUNCANVILLE
DUNCANVILLE
DALLAS
SUGAR LAND
DUNCANVILLE
DUNCANVILLE
DUNCANVILLE
MIDLOTHIAN
DUNCANVILLE
DUNCANVILLE
DALLAS
DUNCANVILLE
DUNCANVILLE
DUNCANVILLE
DALLAS

Owner State	Owner Zip
TEXAS	751164703
TEXAS	751152838
TEXAS	751163615
TEXAS	751380280
TEXAS	751372603
MISSOURI	631313673
TEXAS	751164768
MISSOURI	631010000
TEXAS	751380280
TEXAS	751380280
TEXAS	751381146
TEXAS	751373632
TEXAS	752140795
TEXAS	774968737
TEXAS	751164831
TEXAS	751380280
TEXAS	751380280
TEXAS	760654620
TEXAS	751164838
TEXAS	751164703
TEXAS	752053008
TEXAS	751380280
TEXAS	751380280
TEXAS	751380280
TEXAS	752322306

EXHIBIT "B"

FLOOR PLAN/SITE PLAN



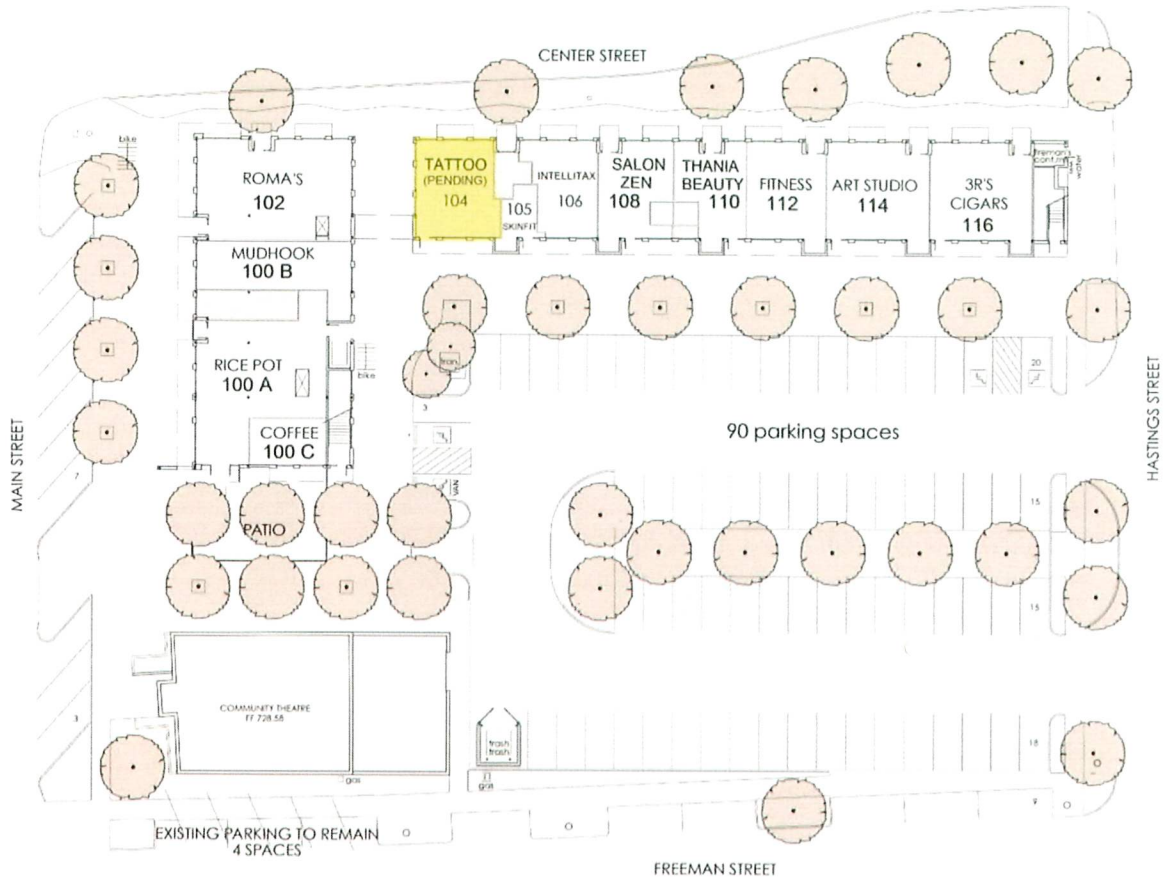
NORTH
SCALE: 1/8" = 1'-0"

PRINT ON 11 X 17 SHEET

MAIN STATION
Conceptual Space Plan
Suites 104, 105 & 106

111 E. DAVIS STREET
SUITE 101
DUNCANVILLE, TEXAS 75116
972-283-1111

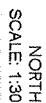


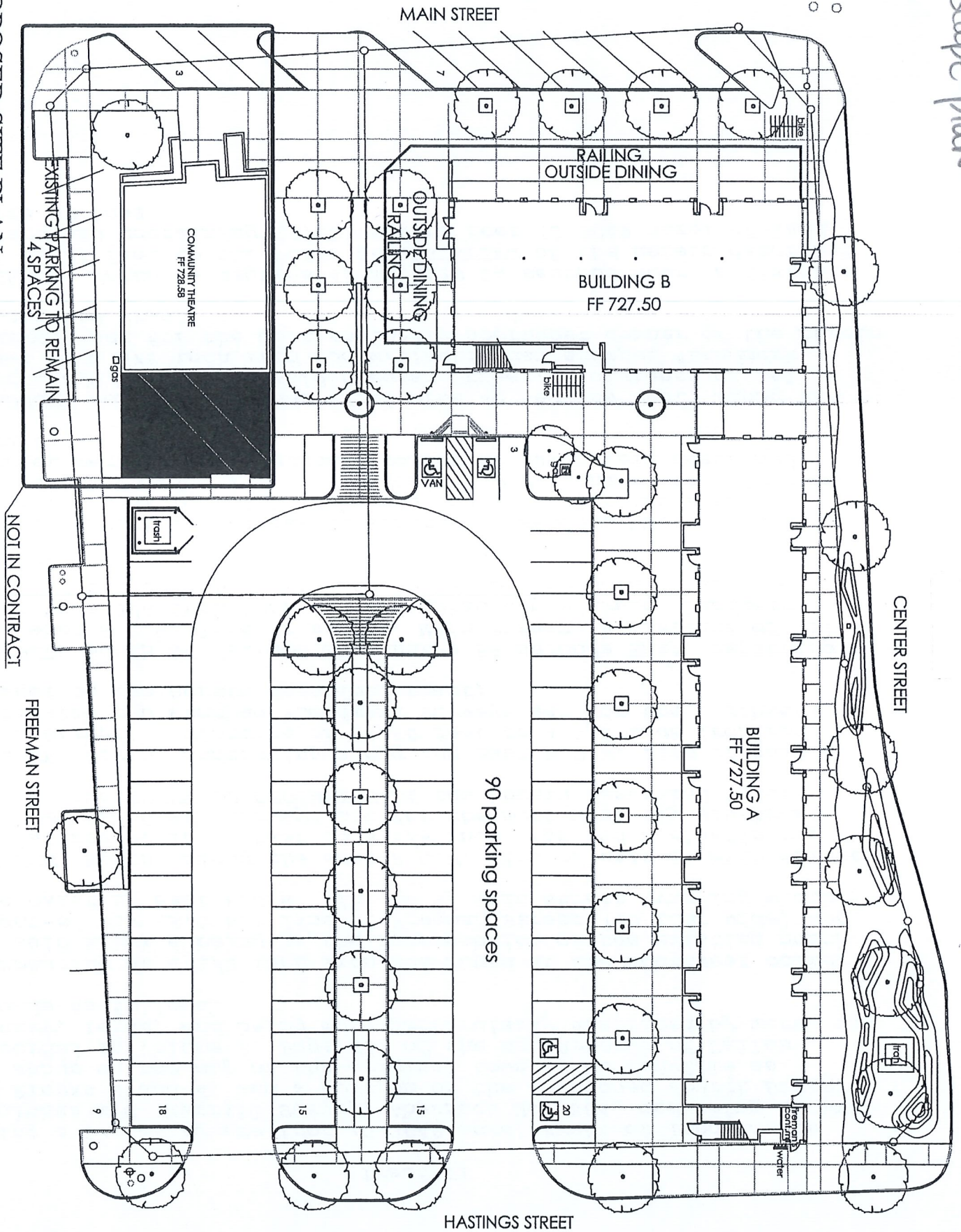


ARCHITECTURE | DESIGN | PLANNING
351 W Jefferson Blvd, Ste 601, Dallas, Tx 75208
(214) 293-3498 www.thrasherworks.com

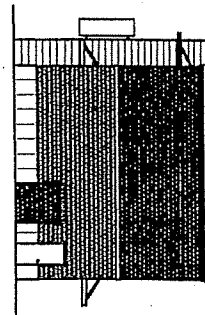
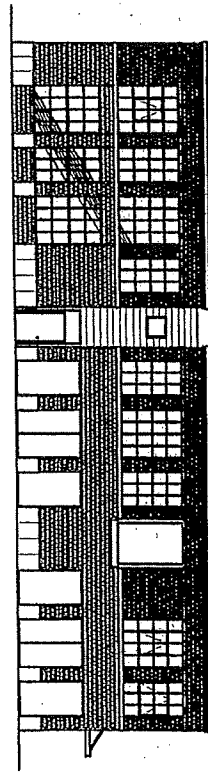
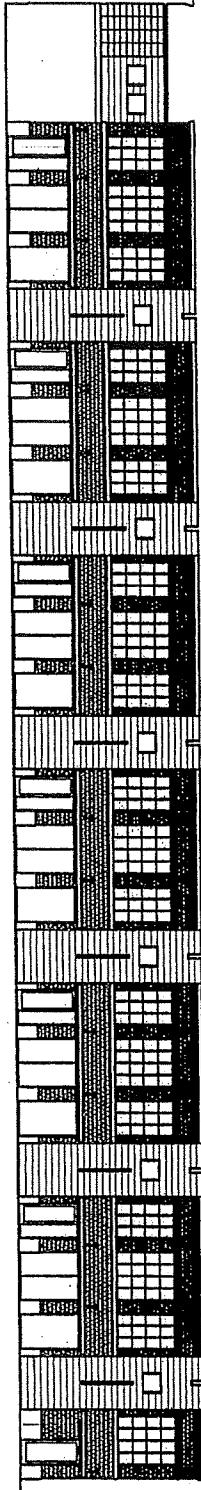
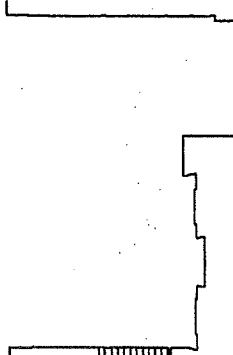
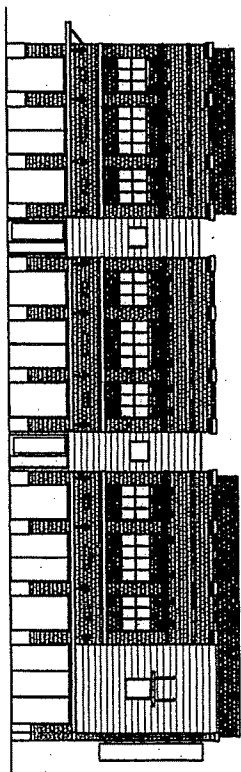
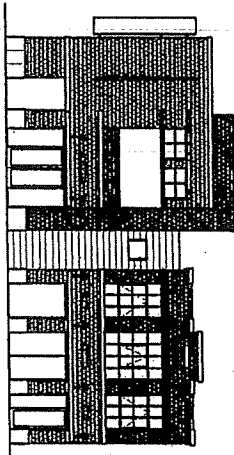
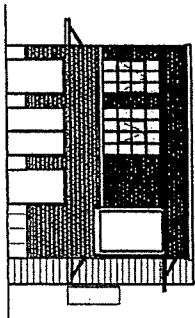
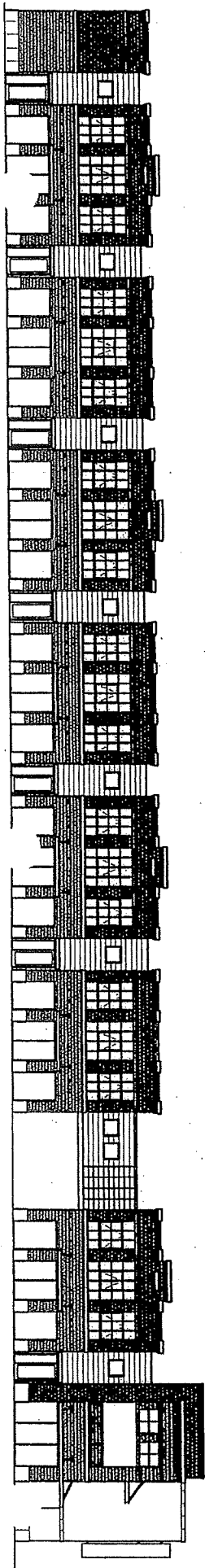
www.thrashnetworks.com

NORTH
SCALE: 1:30





PROPOSED SITE PLAN
SCALE: N.T.S.



ORDINANCE NO. 1817

AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP, AS HERETOFORE AMENDED, TO GRANT A CHANGE IN ZONING TO "PD" PLANNED DEVELOPMENT FOR MIXED USES, INCLUDING LOCAL RETAIL-2 USES, RESIDENTIAL LOFTS, AND A COMMUNITY THEATRE/MUNICIPAL USE FOR THE TRACTS AND LOTS DESCRIBED IN EXHIBIT "A" ATTACHED HERETO, IN THE CITY OF DUNCANVILLE, DALLAS COUNTY, TEXAS; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Planning and Zoning Commission of the City of Duncanville and the governing body of the City of Duncanville, in compliance with state laws with reference to amending the Comprehensive Zoning Ordinance and Map, have given the requisite notice by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally, the governing body of the City of Duncanville is of the opinion that said zoning ordinance should be amended as provided herein; Now, Therefore,

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

SECTION 1. That the Comprehensive Zoning Ordinance and Map of the City of Duncanville, Texas, as heretofore amended, be and the same are hereby amended to grant a change in zoning to Planned Development for the tracts and lots described in Exhibit "A" attached hereto, in the City of Duncanville, Dallas County, Texas.

SECTION 2. That the granting of this Planned Development District is subject to the following area regulations, general and special conditions:

1. The development of the property shall be in accordance with the terms of this ordinance and the approved Site Plan/Elevation Plan attached hereto as Exhibit "B" and made part hereof for all purposes.
2. The development of the property shall be in accordance with the approved Landscape Plan attached hereto as Exhibit "C" and made part hereof for all purposes.

3. The development and use of the second floor of any structure erected on the subject property shall be limited to single-family residential use for up to a maximum of fourteen (14) residential lofts with a minimum square footage of 366 square feet of living area (500 square feet of rental area which includes the common hallway). An allowance for up to 25% of the total area of the second floor of the buildings for "LR-2" uses in lieu of lofts may be permitted.
4. The first floor of structures erected on the above-described property shall be used only in the manner and for the purposes provided for in the LR-2 Local Retail-2 District as set forth in the Comprehensive Zoning Ordinance of the City of Duncanville, as heretofore amended, subject to:
 - a. The development and use of the property as a restaurant shall be limited to the first floor of Building "B," but not Building "A," as shown on the Site Plan/Elevation Plan (Exhibit "B").
 - b. The development and use of the structure at 106 S. Main Street shall be restricted to a Community Theatre and/or Municipal Use.
5. The development and use of the subject property shall conform to Appendix A, Article XIV-K – Exterior Wall Coverings.
6. The development and use of the subject property shall conform to Chapter 12, Article XVII – Tree Preservation.
7. The development and use of the subject property shall be in compliance with all applicable city and state regulations for inspections, permitting, licensing, building codes, and fire codes.
8. No structure shall exceed two stories in height.
9. Certificates of Occupancy shall be required for all units, both residential and nonresidential uses and upon any change in tenant, use or occupancy.
10. An elevator shall be provided for the project in buildings over one (1) story in height.
11. A minimum of ninety (90) parking spaces shall be provided, including at least four (4) handicap accessible spaces.
12. Exterior construction shall be brick, metal and glass storefront. All buildings shall have flat roofs with parapet wall. Building elevations shall be in accordance with Exhibit "B".
13. All setbacks and lot width and depth shall be in accordance with Exhibit "B".

14. In the event of any conflict or inconsistency between the provisions of this Ordinance and the provisions contained in any other provision of the City's Comprehensive Zoning Ordinance, subdivision regulations, or other ordinances, the provisions of this Ordinance shall control. In the event that this Ordinance does not include a zoning standard or regulation that is otherwise required for similar or comparable uses by the City's Comprehensive Zoning Ordinance, then the standard or regulation required by the Comprehensive Zoning Ordinance shall be applied to development on the subject property.

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 to the extent that such conflicting ordinance may apply to the subject property, and any provisions not so in conflict shall remain in 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 invalid, illegal or unconstitutional, 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 or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Duncanville, as heretofore amended, 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 PASSED by the City Council of the City of Duncanville, Texas, on the 19th day of November, 2002.

APPROVED:

Glenn A. Repp
MAYOR

ATTEST:

James Francis
CITY SECRETARY

APPROVED AS TO FORM:

CITY ATTORNEY

(51883)

EXHIBIT A

Tract I

Being a 57,024 square foot (1.3091 acre) tract of land in the Adolphus M.G. Merrill Survey, Abstract No. 884, and being a part of Blocks 3 and 4, and a portion of the abandoned Fourth Street as shown on the map of the original town of Duncanville as recorded in Volume 2, Page 237 of the Map Records of Dallas County, Texas, and being more particularly described by metes and bounds as follows:

Commencing at a 1/2 inch iron rod found at the southwest corner of said Block 4 being at the intersection of the existing north right-of-way (R.O.W.) line of Freeman Street (40 feet wide) and the existing east R.O.W. line of S. Main Street (varying width);

THENCE North, along the east R.O.W. line of said S. Main Street, a distance of 90.60 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set for the most westerly southwest corner and POINT OF BEGINNING of the herein described tract;

THENCE North, continuing along the east R.O.W. line of said S. Main Street, a distance of 107.20 feet to a cut "X" set in concrete marking the most westerly northwest corner of the herein described tract;

THENCE North 51 degrees 31 minutes 35 seconds East, a distance of 31.93 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set for the most northerly northwest corner of the herein described tract;

THENCE South 89 degrees 41 minutes 40 seconds East, a distance of 159.45 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set for the beginning of a curve to the left;

THENCE northeasterly, along the arc of said curve to the left having a radius of 155.00 feet, a central angle of 13 degrees 21 minutes 01 seconds, a chord bearing North 83 degrees 37 minutes 49 seconds East for a distance of 36.03 feet and an arc distance of 36.12 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set for a point of tangency;

THENCE North 76 degrees 57 minutes 19 seconds East, a distance of 40.23 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set for the beginning of a curve to the right;

THENCE, northeasterly, along the arc of said curve to the right having a radius of 80.00 feet, a central angle of 13 degrees 21 minutes 01 seconds, a chord bearing North 83 degrees 37 minutes 49 seconds East for a distance of 18.60 feet and an arc distance

of 18.64 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set for a point of tangency;

THENCE South 89 degrees 41 minutes 40 seconds East, a distance of 35.08 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set for the most northerly northeast corner of the herein described tract;

THENCE South 43 degrees 34 minutes 49 seconds East, a distance of 13.87 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set in the west R.O.W. line of Hastings Street (60 feet wide);

THENCE South 02 degrees 32 minutes 02 seconds West, along the west R.O.W. line of said Hastings Street, a distance of 214.77 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set for the most easterly southeast corner of the herein described tract;

THENCE South 46 degrees 31 minutes 37 seconds West, a distance of 14.40 feet to an "X" set in concrete in the north R.O.W. line of the aforementioned Freeman Street;

THENCE North 89 degrees 28 minutes 48 seconds West, along the north R.O.W. line of said Freeman Street, a distance of 151.45 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set for the most southerly southwest corner of the herein described tract;

THENCE North 03 degrees 21 minutes 04 seconds East, departing the north R.O.W. line of said Freeman Street, a distance of 82.98 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set for an interior corner of the herein described tract;

THENCE North 86 degrees 38 minutes 56 seconds West, a distance of 156.30 feet to the PLACE OF BEGINNING and containing 57,024 square feet (1.3091 acre) of land, more or less.

EXHIBIT A

Tract II

Being a 13,283 square foot (0.3049 acre) tract of land in the Adolphus M.G. Merrill Survey, Abstract No. 884, and being a part of Blocks 3 and 4, and a portion of the abandoned Fourth Street as shown on the map of the original town of Duncanville as recorded in Volume 2, Page 237 of the Map Records of Dallas County, Texas, and being more particularly described by metes and bounds as follows:

Commencing at a 1/2 inch iron rod found at the southwest corner of said Block 4 being at the intersection of the existing north right-of-way (R.O.W.) line of Freeman Street (40 feet wide) and the existing east R.O.W. line of S. Main Street (varying width);

THENCE North, along the east R.O.W. line of said S. Main Street, a distance of 10.00 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set for the most westerly southwest corner and POINT OF BEGINNING of the herein described tract;

THENCE North, continuing along the east R.O.W. line of said S. Main Street, a distance of 80.60 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set for the northwest corner of the herein described tract;

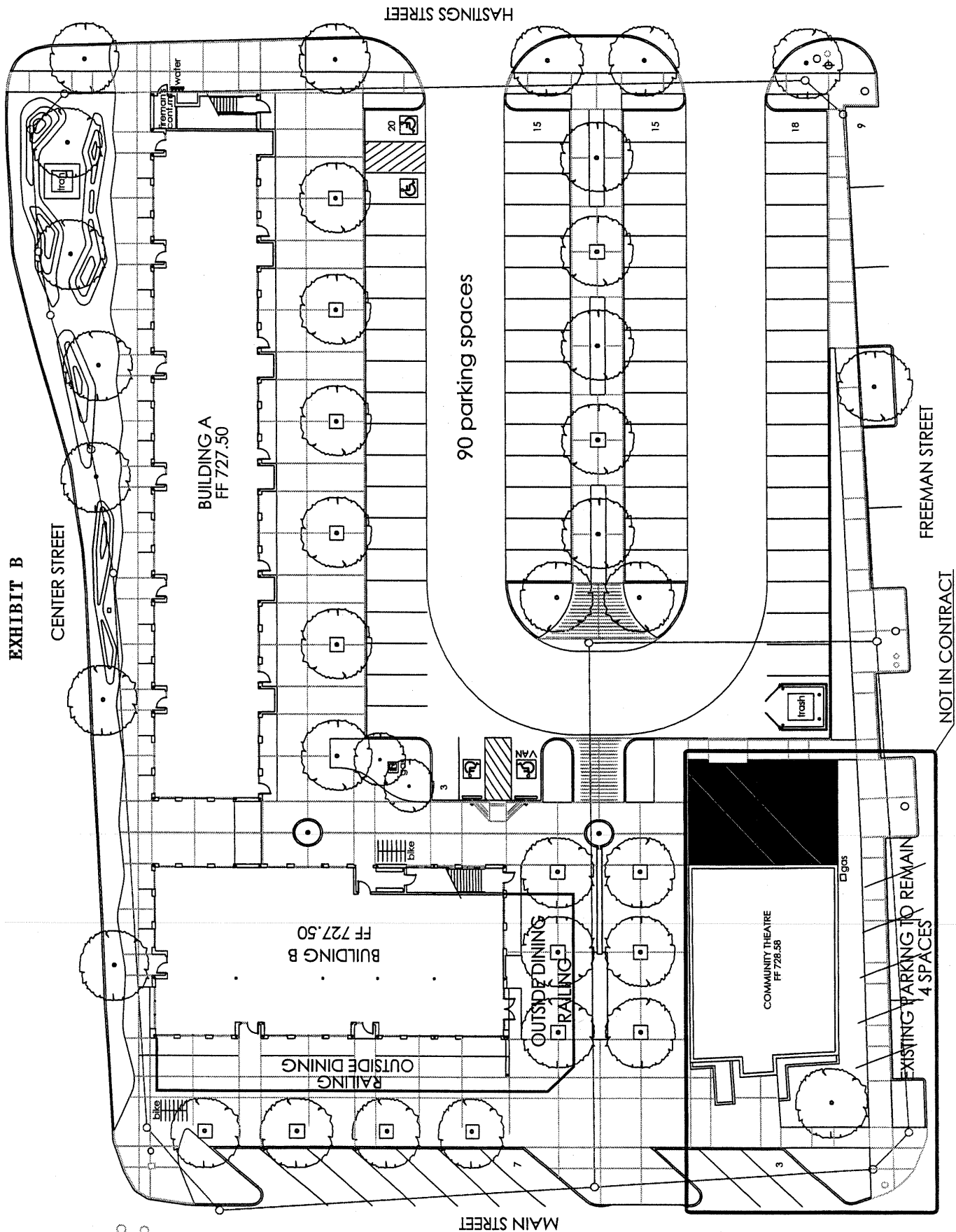
THENCE South 86 degrees 38 minutes 56 seconds East, departing the east R.O.W. line of said S. Main Street, a distance of 156.30 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set for the northeast corner of the herein described tract;

THENCE South 03 degrees 21 minutes 04 seconds West, a distance of 82.98 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set in the north R.O.W. line of said Freeman Street marking the southeast corner of the herein described tract;

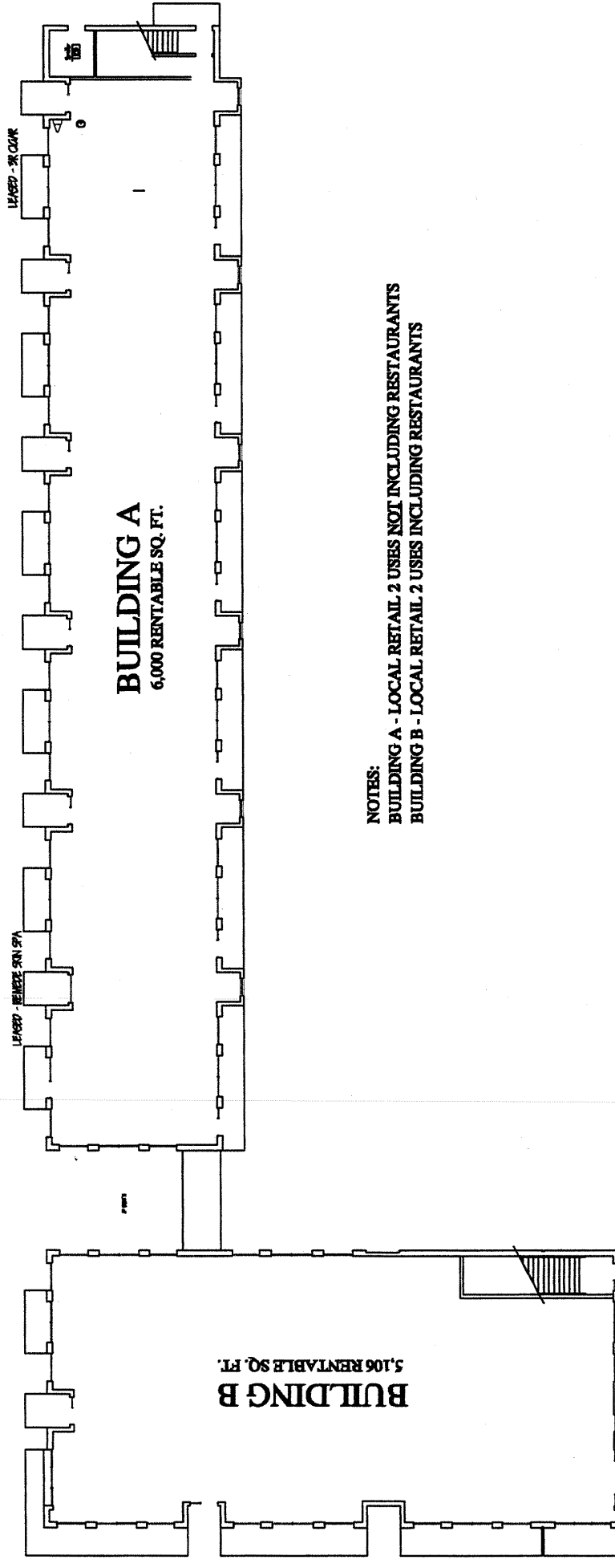
THENCE North 89 degrees 28 minutes 48 seconds West, along the north R.O.W. line of said Freeman Street, a distance of 141.19 feet to a 5/8 inch iron rod w/plastic cap stamped "Landmark Survey" set for the most southerly southwest corner of the herein described tract;

THENCE North 44 degrees 44 minutes 24 seconds West, a distance of 14.21 feet to the POINT OF BEGINNING of the herein described tract and containing 13,283 square feet (0.3049 acre) of land, more or less.

EXHIBIT B



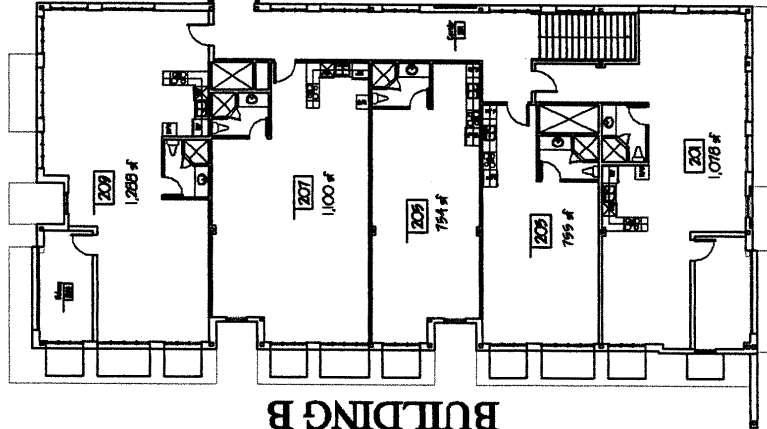
PROPOSED SITE PLAN
SCALE: N.T.S.



NOTES:
BUILDING A - LOCAL RETAIL 2 USES NOT INCLUDING RESTAURANTS
BUILDING B - LOCAL RETAIL 2 USES INCLUDING RESTAURANTS

1. MAXIMUM 14 RESIDENTIAL LOFTS

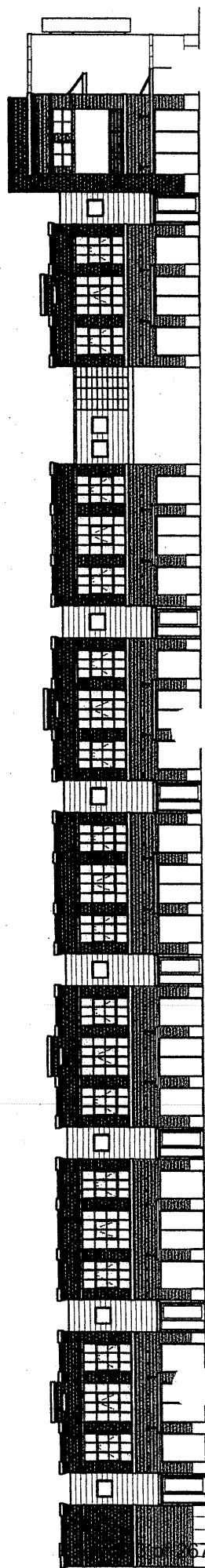
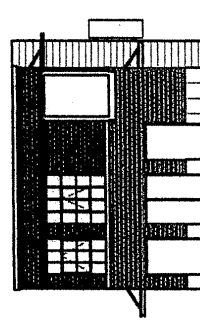
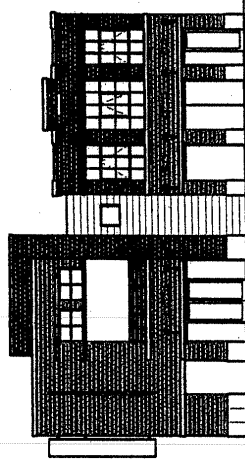
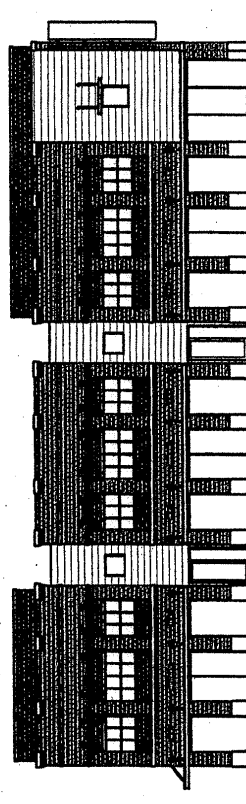
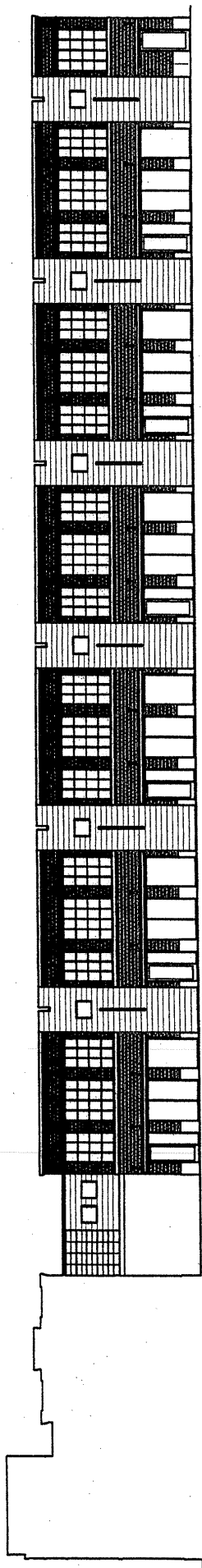
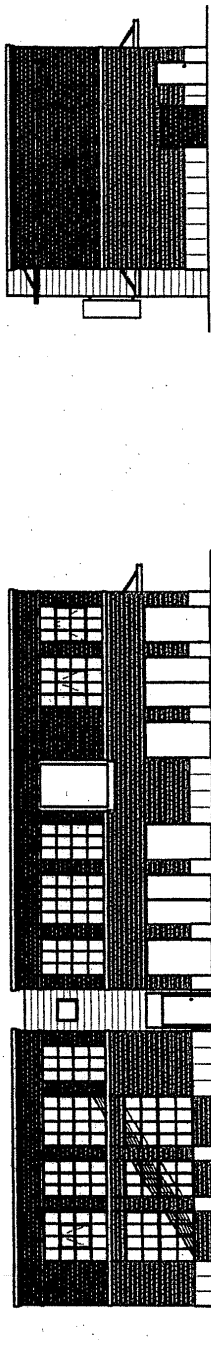
2. UP TO A MAXIMUM OF 25% OF TOTAL SECOND FLOOR MAY BE UTILIZED FOR LR-2 USES, LESS RESTAURANT USES, IN SUBSTITUTION OF RESIDENTIAL LOFTS



SCALE: N.T.S.

The information contained herein is furnished by the owner to the best of his knowledge, but is subject to verification by the purchaser and agent assumes no responsibility for correctness thereof. The sale offering is made subject to errors, change of price, prior to sale or withdrawal without notice. In accordance with law, this property is offered without respect to race, color, creed or national origin.

EXHIBIT B



ORDINANCE NO. 2384

AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP, AS HERETOFORE AMENDED, BY AMENDING THE EXISTING DOWNTOWN DUNCANVILLE DISTRICT "DD" TO INCLUDE A SPECIFIC USE PERMIT TO ALLOW A TATTOO AND BODY PIERCING ESTABLISHMENT ON A PORTION OF MAIN STATION, BLOCK A, LOT 1, APPROXIMATELY 1.3091 ACRES, MORE COMMONLY KNOWN AS 100 S MAIN STREET, DUNCANVILLE, DALLAS COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO AND INCORPORATED HEREIN; PROVIDING FOR THE APPROVAL OF THE FLOORPLAN/SITE PLAN, WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBITS "B"; PROVIDING FOR SPECIAL CONDITIONS; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and City Council of the City of Duncanville, in compliance with state laws with reference to amending the Comprehensive Zoning Ordinance, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally, the City Council is of the opinion and finds that the Comprehensive Zoning Ordinance and Map should be amended as provided herein.

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

SECTION 1. That the Comprehensive Zoning Ordinance and Map of the City of Duncanville, Texas, as heretofore amended, be, and the same are hereby amended Downtown Duncanville "DD" District zoning to include a Specific Use Permit "SUP" to allow a tattoo and body piercing establishment on a portion of Main Station, Block A, Lot 1, approximately 1.3091 acres, more commonly known as 100 S Main Street, in the City of Duncanville, Dallas County, Texas, and being more particularly described in Exhibit "A", and Exhibit "B", attached hereto and made a part hereof for all purposes (the "Property").

SECTION 2. That the above-described property shall be used and developed only in the manner and for the purposes provided for by the Comprehensive Zoning Ordinance of the City of Duncanville, as heretofore amended, and in conformance with the floorplan/site plan, Exhibit B, as special conditions and as amended herein, subject to the following additional special conditions:

1. Property shall be developed in accordance with the floor plan, which is attached hereto as Exhibit B and is incorporated herein as special conditions.
2. Property shall meet all city, state, and federal regulations for building and fire codes, and accessibility.
3. The existing public parking available in the Downtown Duncanville District shall satisfy the parking needs for the use.
4. Hours of operation shall be Monday through Sunday from 10:00 am to 10:00 pm.
5. The SUP shall expire on the fifth anniversary date or this ordinance unless extended by Council in accordance with law.
6. Property Owner or operator shall obtain and maintain the license for the use and artists in accordance with state and local law.

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 Comprehensive Zoning Ordinance as a whole.

SECTION 4. That all provisions of the Ordinance of the City of Duncanville in conflict with provisions of this Ordinance be, and 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 5. That the above described property shall be used only in the manner and for the purposes provided for in the Comprehensive Zoning Ordinance of the City of Duncanville, as amended herein by the granting of this special use permit.

SECTION 6. That any person, firm or corporation violating any of the provisions or terms of this Ordinance or of the Comprehensive Zoning Ordinance as amended hereby shall be deemed guilty of a misdemeanor, and subject to the same penalty as provided for in the Comprehensive Zoning Ordinance, and upon conviction shall be punished by 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 constitute a separate offense.

SECTION 7. 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 the City of Duncanville, Texas, on the 19th day of May 2020.

APPROVED:



Barry L. Gordon, Mayor

ATTEST:



Kristin Downs, City Secretary

APPROVED AS TO FORM:



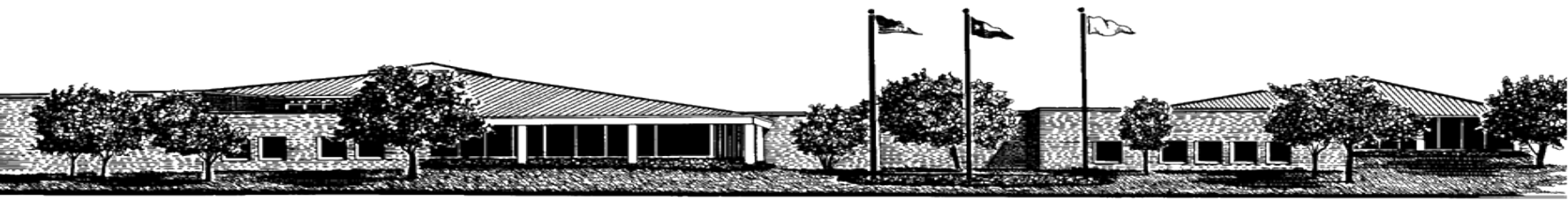
Robert E. Hager, City Attorney



EXHIBIT "A"

LEGAL DESCRIPTION

Being all of an approximately 1.3091-acre lot, tract, or parcel of land recorded as Block A, Lot 1, Main Station, Duncanville, Dallas County, Texas, approximately, as recorded in Main Station Addition, out of A.M.G. Merrell Survey, Abstract No 884, Volume 203 018, Page 00039, Dallas County Texas, more commonly known 100 South Main Street.



CITY OF DUNCANVILLE STAFF PRESENTATION TO CITY COUNCIL

AUGUST 4, 2026

DR. LASHEYLA JONES, ASSISTANT DIRECTOR – PLANNING & ZONING

City of Duncanville



Duncanville
City of Champions

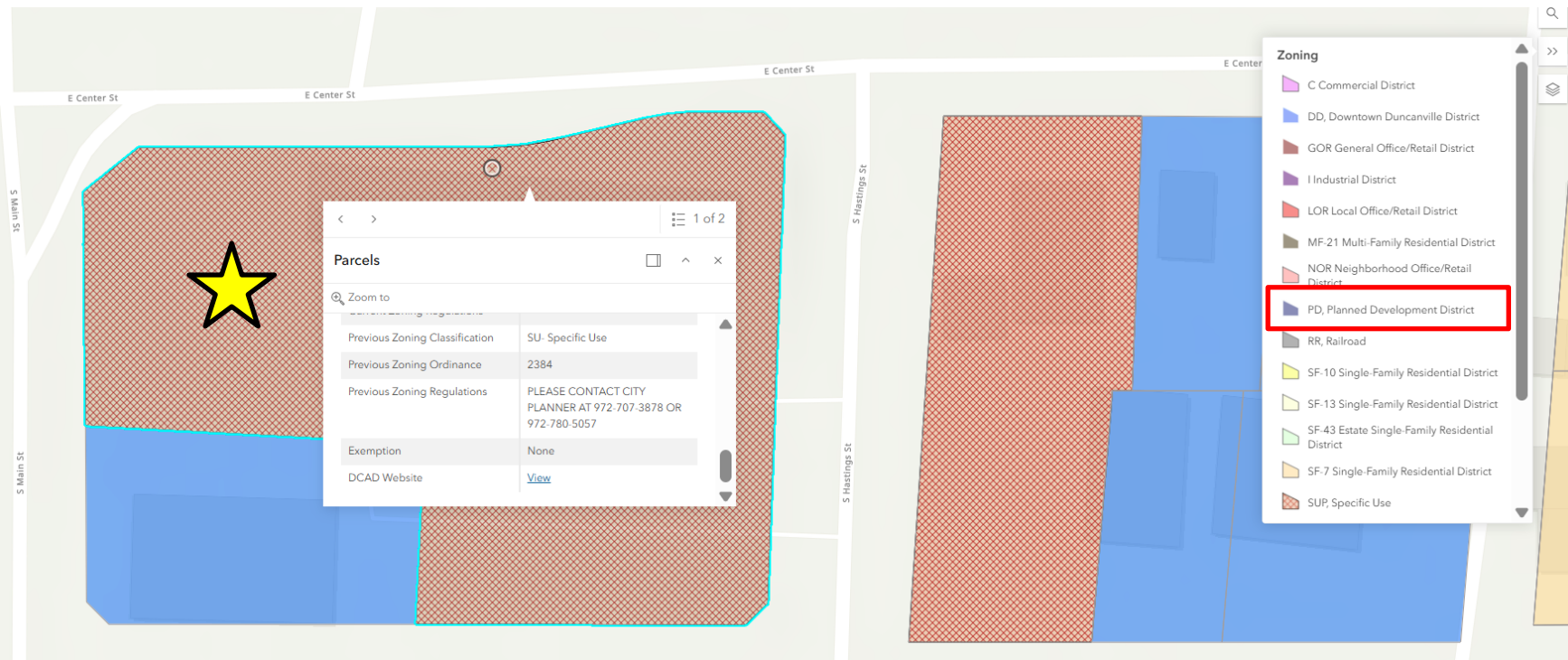
To lead with integrity, foster inclusive civic engagement, and deliver measurable outcomes that strengthen community trust, elevate quality of life, and secure Duncanville's future as a City of Champions.



ZONE-2026-00013: CONSIDER A PUBLIC HEARING AND REQUEST FROM MONTE ANDERSON (OWNER) TO AMEND THE CURRENT PLANNED DEVELOPMENT 1817 (PD-1817) TO ADD THE LAND USE 'TATTOO AND BODY PIERCING' AS A PERMITTED USE ON REAL PROPERTY LOCATED AT 100 S. MAIN STREET, SUITE 104, LEGALLY DESCRIBED AS LOT 1, BLOCK A, MAIN STATION ON 1.31 ACRES IN THE CITY OF DUNCANVILLE, DALLAS COUNTY, TEXAS.

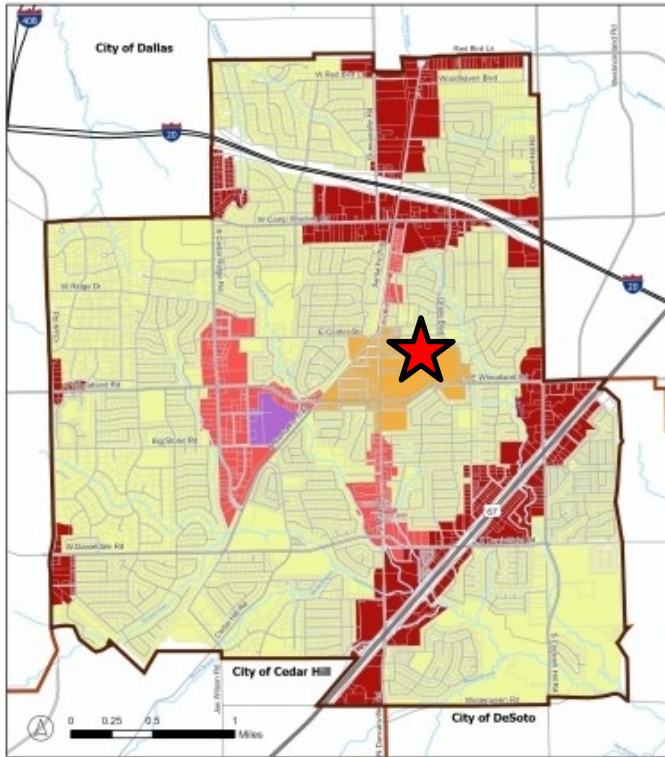
BACKGROUND

- **Purpose for the request**
 - Applicant is requesting a PD amendment to add the land use 'tattoo and body piercing' to the permitted uses stated in the PD
 - Current business' SUP (SUP-2384) expired May 2025
- **Current zoning:**
 - SUP-2384/Specific Use Permit 2384
 - PD-1817/Planned Development 1817



Subject Property ★

Current Zoning Map



Legend

- City of Duncanville
- Municipal Boundaries
- Hydrography

Future Land Use

- Traditional Neighborhood Residential
- Gateway Corridor
- Main Street
- Downtown ←
- Industrial

Future Land Use Map Designation

- Downtown District



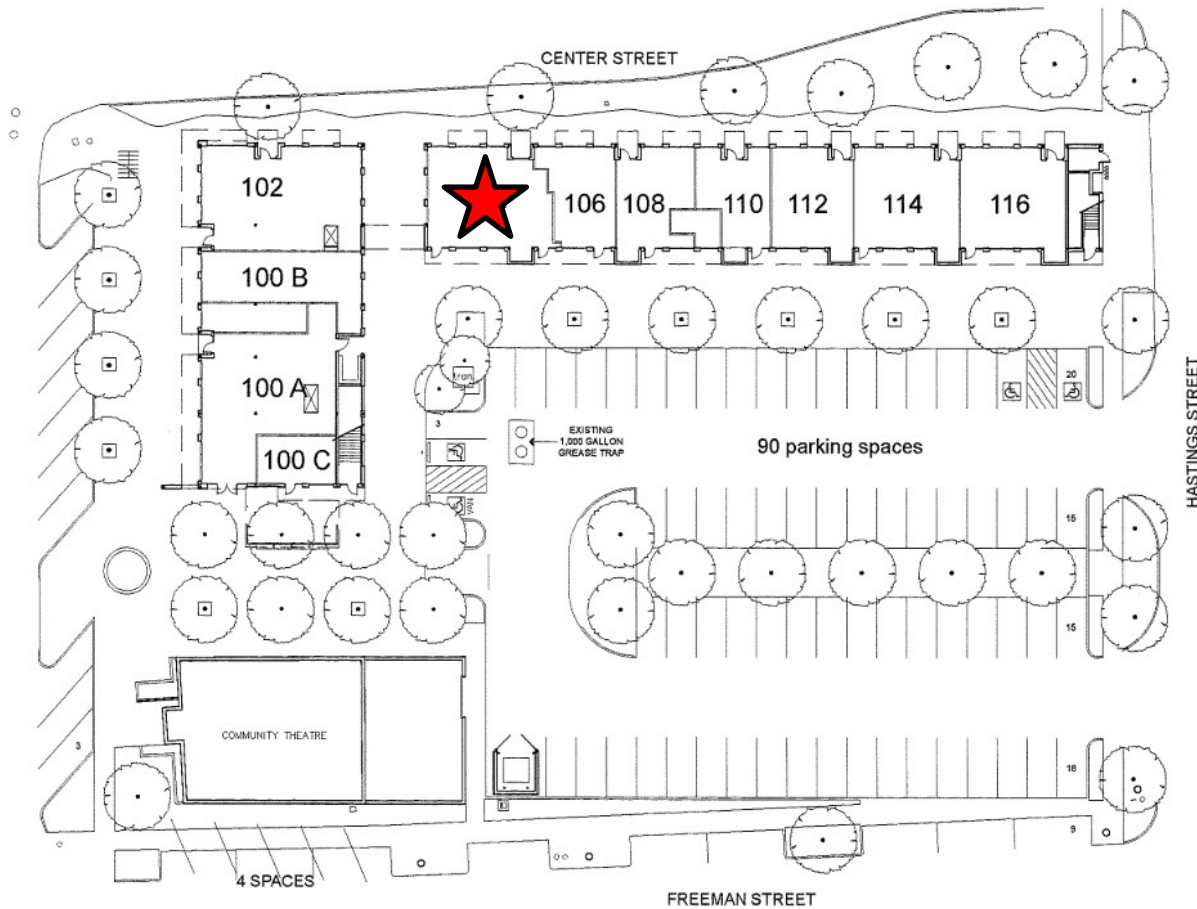
Property Owner Buffer Map

Subject Property 



Aerial View – 100 S. Main St. Suite 104

Subject Property 



Current Site Plan – Suite 101

Staff Analysis

- The business has been operating since 2020
 - Reasoning for the amendment was based on the SUP-2384 expiration in May 2025 (stated five year expiration in the approved SUP)
 - Staff recommended to amend existing PD (PD-1817) to allow this land use with the proposed conditions for cleaner zoning practice
 - No previous issues or incidences with the current business operation; tenant has been a good neighbor and is a value add to the City's small business ecosystem
- The land use amendment will allow the use to be permitted by right without an expiration date but will allow conditions to be added as related to the entire PD
- ***Original conditions proposed of land use 'tattoo and body piercing' to P&Z on 6/8/26:***
 1. Exhibit B and is incorporated herein as special conditions.
 2. Property shall meet all city, state, and federal regulations for building, fire codes and accessibility.
 3. The existing public parking available in the Downtown Duncanville District shall satisfy the parking needs for the use.
 4. Hours of operation shall be Monday through Sunday from 10:00 a.m. to 10:00 p.m.
 5. Property owner and/or tenant shall obtain and maintain the required licenses for the use in accordance with state and local law.
 6. Property shall be developed in accordance with the floor plan, which is attached hereto as

Staff Analysis

- Staff also recommended that applicant to speak regarding their business and how it has operated
 - The condition would not only apply to suite 104 but rather the entire property at 100 S. Main Street (Main Station) with the condition stated below (bullet #4)
- P&Z recommendations:
 - Preferred SUP instead of PD amendment
 - Better control of other tattoo shops to operate in this area and within this specific suite
- Staff revised recommendations:
 1. Property shall be developed in accordance with the floor plan, which is attached hereto as Exhibit B and is incorporated herein as special conditions.
 2. Property shall meet all city, state, and federal regulations for building, fire codes and accessibility.
 3. The existing public parking available in the Downtown Duncanville District shall satisfy the parking needs for the use.
 4. There shall only be one (1) active tattoo and body piercing business in operation at this property. Use can be operated in any other suite within 100 S. Main Street, however, no more than one (1) tattoo and body piercing business can be in operation at one time.
 5. Hours of operation shall be Monday through Sunday from 10:00 a.m. to 10:00 p.m.
 6. Property owner and/or tenant shall obtain and maintain the required licenses for the use in accordance with state and local law.

PUBLIC NOTICES

17 mailings were sent out

0 responded in support

0 responded in opposition

STAFF RECOMMENDATION

Staff recommends **APPROVAL** of the request with the conditions stated.

Planning & Zoning Commission recommended **DENIAL** of the PD amendment request at June 8, 2026 meeting with a 5-1 vote.

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 if the application does not demonstrate a public benefit, is inconsistent with the spirit and intent of the Comprehensive Plan, and/or raises concern related to public health, safety or general welfare.
4. **Table** – Continue the item to the next regularly scheduled meeting.

STAFF REPORT

To: City Council

From: Dr. LaSheyla Jones, Assistant Director,
Planning & Zoning

Prepared Date: July 14, 2026

Meeting Date: August 4, 2026

RE: Zoning Change Request| 1435 Candlelight Avenue
ZONE-2026-00016

Applicant: Daniel Lozano | Applicant/Owner

REQUEST: The applicant is requesting a Zoning Change from Local Office/Retail (LOR) to Multi-Family Residential District 21 (MF-21) to develop condominiums.

LOCATION: 1435 Candlelight Ave., Duncanville, TX

EXISTING ZONING: Local Office/Retail (LOR)

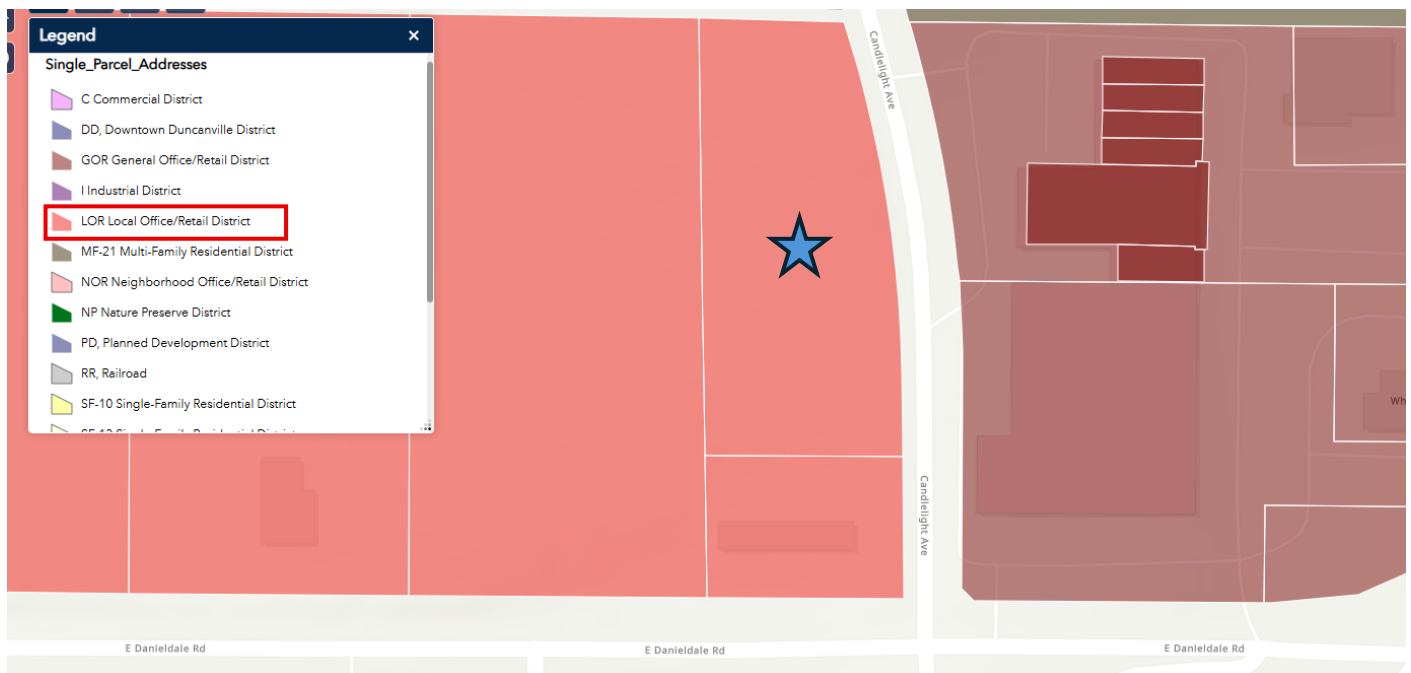
PROPOSED ZONING: Multi-Family Residential District 21 (MF-21)

**FUTURE LAND
USE DESIGNATION:** Gateway Corridor

PROJECT SUMMARY:

The applicant is requesting a Zoning Change from Local Office/Retail District (LOR) to Multi-Family Residential District 21 (MF-21) to develop 21 condominiums/townhomes.

The primary purpose of this request is to review the proposed zoning change.



Subject Property 
Figure 1. Zoning Map

CURRENT ZONING DISTRICT DESCRIPTION:

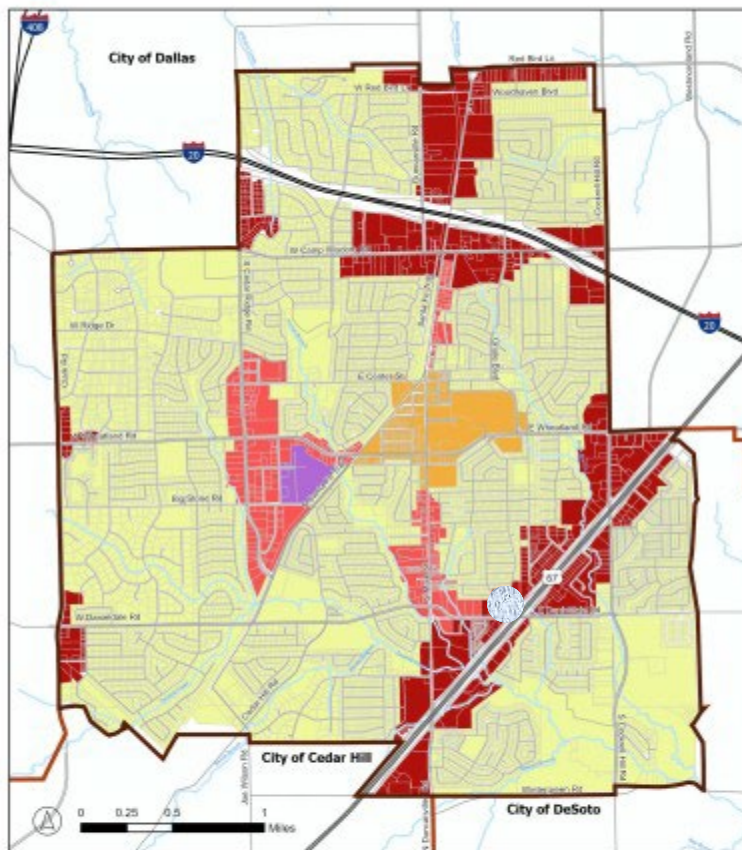
Local Office/Retail (LOR) district is established to provide for the development of community-serving retail, personal service, and office uses at a scale and intensity compatible with residential communities. Pad site development is also allowed in this zoning district. These areas shall utilize landscape and screening requirements. This district should be located along or at the intersections of major collectors or thoroughfares to accommodate higher traffic volumes.

PROPOSED ZONING DISTRICT DESCRIPTION:

Multi-Family Residential District (MF-21) district is intended to meet the needs for the highest density residential areas where such development is in concert with area aesthetics, is environmentally sound is compatible to the neighborhood, and promotes the character of the community.

Future Land Use Map

TX Loc Govt Code § 213.005 (2024):
A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries.



Legend

- | | |
|--|--|
|  City of Duncanville |  Traditional Neighborhood Residential |
|  Municipal Boundaries |  Gateway Corridor |
|  Hydrography |  Main Street |
| |  Downtown |
| |  Industrial |

Subject Property 

Figure 2. Future Land Use Map

FUTURE LAND USE DESCRIPTION:

Gateway Corridor character area intends to allow for a diversity of commercial, industrial, office, civic, and residential uses to foster vibrant districts along major gateways and transportation corridors in the City. Target areas for this character area include Highway 67, Highway 20, South Cedar Ridge Drive, East and West Wheatland Road, South and North Main Street, East and West Danieldale Road, and South Cockrell Hill Road. Development in this character area should seek to optimize underutilized land through strategic infill that cultivates a mix of commercial uses with nearby residential housing. This type of development needs to activate the City's existing commercial space and add a greater diversity of residential housing offerings to meet current and future housing needs. Ensuring pedestrian and multimodal connectivity to the downtown and other surrounding neighborhoods should be prioritized and encouraged.

USE DEFINITIONS:

Article VII Section 7.02.A Residential Uses

***Multiple-Family Dwelling:** A residential building designed for occupancy by three (3) or more families, with the number of families not to exceed the number of Dwelling Units. The residential building contains Dwelling Units that are designed to be occupied by families living independently of one another, exclusive of hotels or motels.*

SURROUNDING ZONING AND DEVELOPMENT:

- **NORTH:** Single Family Residential 7 (SF-7)
 - Residential, Candlelight Estates Third Installment
- **EAST:** General Office/Retail (GOR)
 - Commercial use, shopping center and fast food restaurant
- **SOUTH:** Local Office/Retail (LOR)
 - Commercial use, car wash
- **WEST:** Local Office/Retail (LOR)
 - Vacant

PUBLIC INPUT:

Staff mailed out 13 notices. At the time of preparation of this report staff has not received any responses in opposition or in support of the proposed zoning change.

STAFF REVIEW:

Based on the proposed zoning change from LOR to MF-21 staff finds that the current configuration is in alignment with the Duncanville 2040 Comprehensive Plan. Currently, the Comprehensive Plan calls for this area as Gateway Corridor (stated on page 45), which aims to cultivate a variety of uses (commercial, office, and residential) that are cohesive with one another. The proposed zoning change will add residential units to the area as infill development. Additionally, the proposed setback requirements are meeting the current minimum setback requirements for MF-21.

Staff finds that this transition to a higher density/higher intensity residential zoning district may be supportive of the surrounding area which consists of commercial businesses to the East and South and adjacent to an existing multi-family complex along Candlelight Avenue. Based on the size of the property and proposed configuration of units, staff finds that the proposed zoning change to MF-21 can be accommodated to meet the minimum development standards stated in Article 2, Section 2.03.G, Figure 2.03.7.

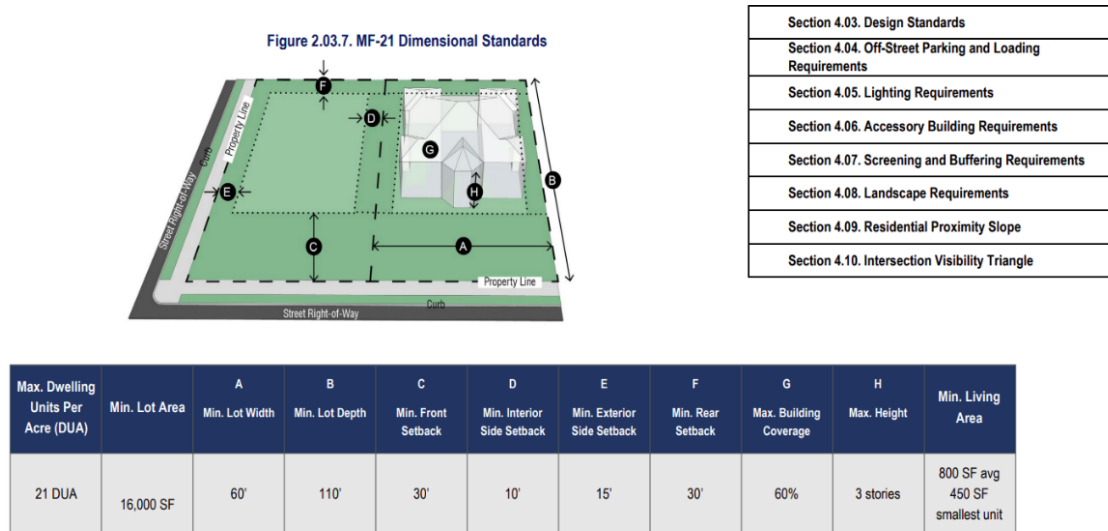


Figure 3. MF-21 Dimensional Standards

Priority Policy Area #2 – Livable Neighborhoods Goals

1. Provide a diversity of quality and affordable housing opportunities to support residents of all life stages.
2. Maintain and repair existing housing stock to support neighborhood and community vitality.
3. Promote changes in zoning that allow for compact building design and creative infill development to support gentle density and missing middle housing and reduce sprawl.
4. Preserve and enhance community character through proactive code enforcement and community design standards.
5. Ensure neighborhood street and road networks encourage multimodal transportation connectivity and enable residents to easily access community resources.

Priority Policy Area #3 – Resilient Economic & Community Development Goals

1. Encourage strategic infill development and redevelopment to maximize tax value per acre and reduce underutilized industrial and commercial sites.
2. Promote the attraction, retention and expansion of local businesses that provide employment opportunities to support high quality of life for residents.
3. Balance the impacts of growth and development on social diversity, community character, economic vitality, and environmental quality.

Below are key factors that staff consider when reviewing a zoning change.

ZONING CHANGE CONSIDERATIONS:

- 1. Whether the proposed zoning change implements the policies of the adopted Comprehensive Plan.**

The proposed zoning change implements the policies of the Comprehensive Plan regarding offering of new housing types.

- 2. Whether the uses allowed by the proposed change will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole.**

The proposed use (condominiums/townhomes) will be appropriate in the immediate area due to location to one of the major corridors and could be complimentary to the surrounding neighborhoods.

3. Whether the proposed change is in accordance with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers, and other utilities to the area.

Currently the proposed plans are in accordance with some of the necessary streets, water/sewer, and other utilities. Staff has communicated to the applicant that some of these utilities may need to be upgraded based on the use.

4. The amount of and development absorption (or redevelopment) rate of vacant or underutilized land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstance which may make a submittal part of such vacant land unavailable for development.

At this time staff cannot speak to the development absorption rate of similar developments in the vicinity. However, there is not another property of this size in the surrounding area vacant to be developed at this scale.

5. How other areas designated for similar development will be, or are unlikely to be, affected if the proposed amendment is approved, and whether such designation for other areas should be modified also; and any other factors which substantially affect the public health, safety, morals, or general welfare.

Staff believes this zoning change will substantially impact similar uses in the surrounding area. However, staff does recognize the potential impact the proposed zoning change and development may have on infrastructure and drainage in the area.

STAFF RECOMMENDATION:

Staff recommend **approval** of the proposed zoning change with the note that the applicant will need to address minor staff revisions and engineering comments at the time of permitting.

The Planning & Zoning Commission recommended **denial** of the item as presented with a vote of 5-1 during the July 13 meeting.



203 E Wheatland Rd.
Duncanville, TX 75116
(972) 780-5000

FIGURES:

Figure 1: Zoning Map

Figure 2: Future Land Use Map

Figure 3: MF-21 Dimensional
Standards

ATTACHMENTS:

Attachment 1: Map of properties
within 200 ft.

Attachment 2: List of properties
within 200 ft.

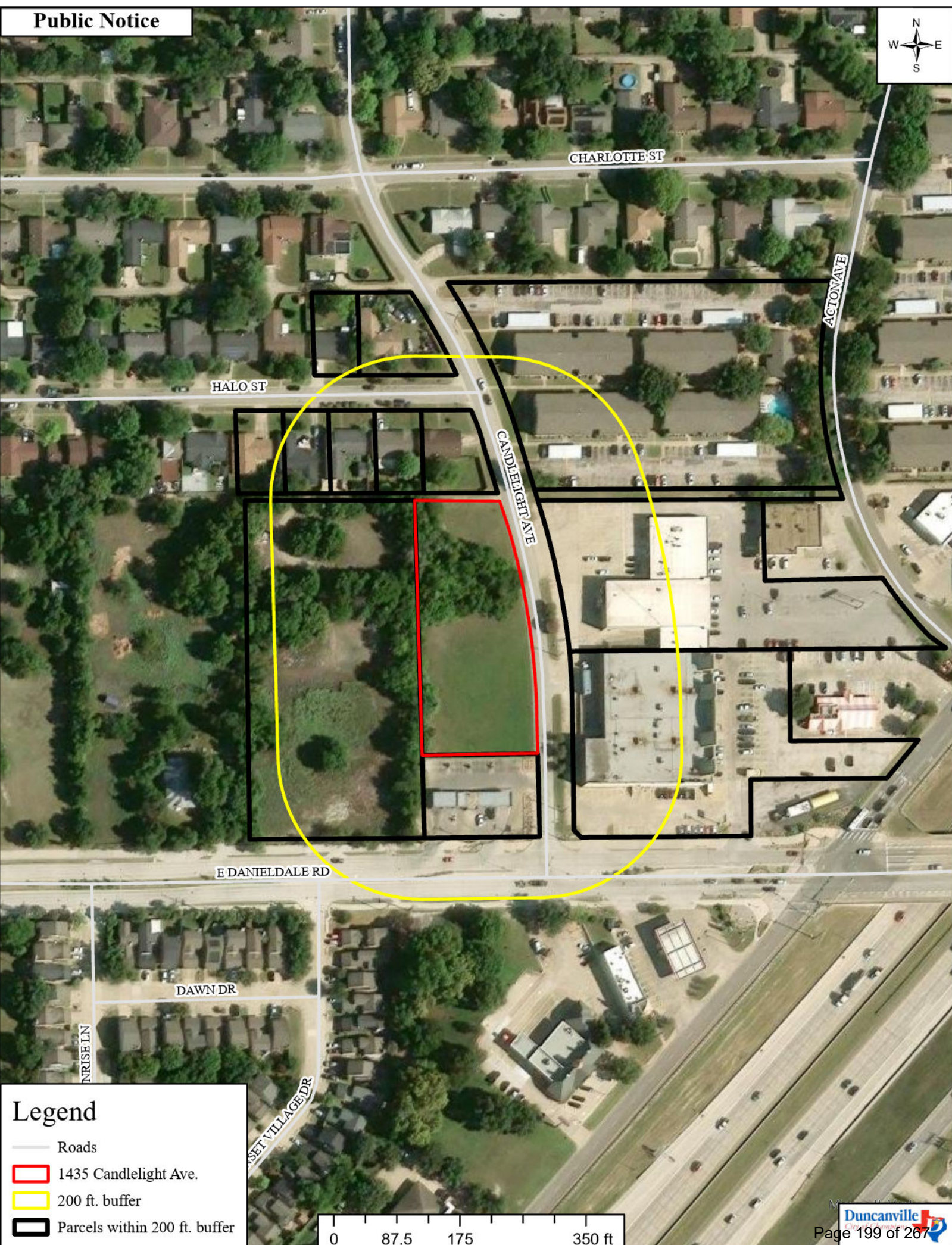
Attachment 3: Survey

Attachment 4: Zoning Change
Request

Attachment 5: Conceptual Site Plan

Attachment 6: Staff Revisions –
Conceptual Site Plan

Public Notice



Legend

- Roads
- 1435 Candlelight Ave.
- 200 ft. buffer
- Parcels within 200 ft. buffer

0 87.5 175 350 ft

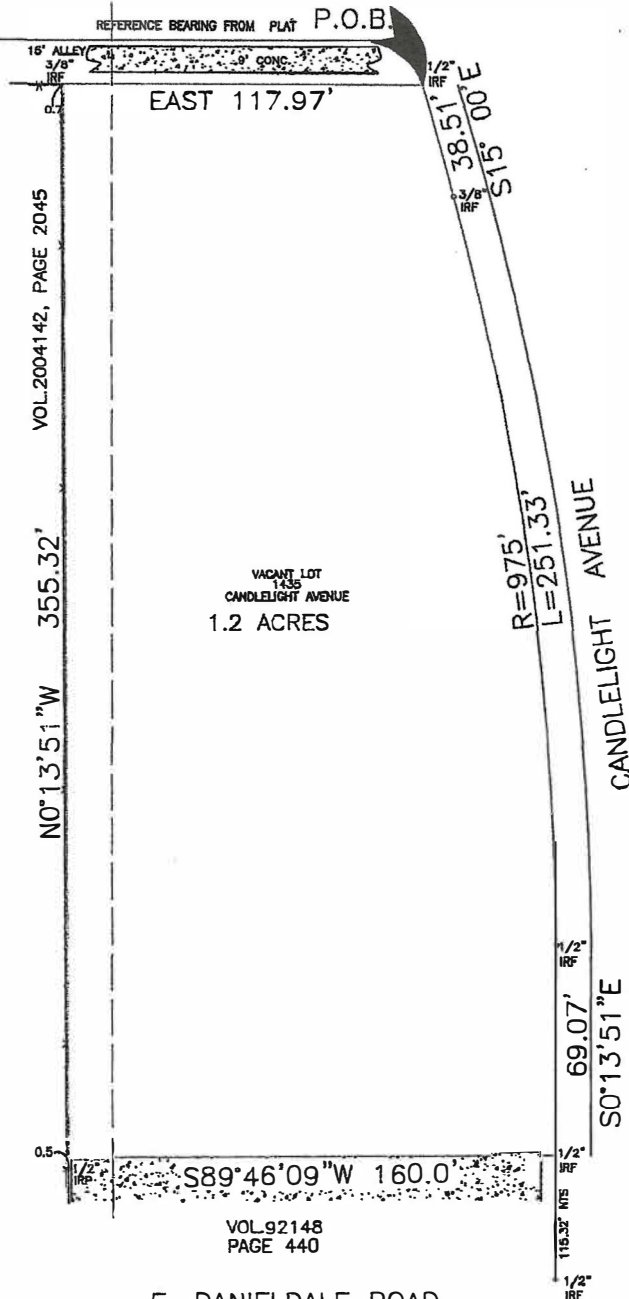
Street Number	Street Name	City	Zip	Owner Address	Owner City
347	HALO ST	DUNCANVILLE	751373328	347 HALO ST	DUNCANVILLE
366	HALO ST	DUNCANVILLE	751373329	366 HALO ST	DUNCANVILLE
343	HALO ST	DUNCANVILLE	751373328	343 HALO ST	DUNCANVILLE
358	HALO ST	DUNCANVILLE	751373329	358 HALO ST	DUNCANVILLE
1447	ACTON AVE	DUNCANVILLE	751373338	PO BOX 10783	BEVERLY HILLS
354	HALO ST	DUNCANVILLE	751373329	354 HALO ST	DUNCANVILLE
417	E DANIELDALE RD	DUNCANVILLE	751374007	1334 MEADOW GRN	DUNCANVILLE
435	E DANIELDALE RD	DUNCANVILLE	751374007	300 E JEFFERSON BLVD	DALLAS
362	HALO ST	DUNCANVILLE	751373329	362 HALO ST	DUNCANVILLE
419	E DANIELDALE RD	DUNCANVILLE	751374007	5082 MATILDA ST APT 221	DALLAS
1417	ACTON AVE	DUNCANVILLE	751373338	1417 ACTON AVE	DUNCANVILLE
370	HALO ST	DUNCANVILLE	751373329	370 HALO ST	DUNCANVILLE
1407	CANDLELIGHT AVE	DUNCANVILLE	751373342	1 WORLD TRADE CTR STE 47A	NEW YORK

Owner State	Owner Zip
TEXAS	751373328
TEXAS	751373329
TEXAS	751373328
TEXAS	751373329
CALIFORNIA	902133783
TEXAS	751373329
TEXAS	751372909
TEXAS	752032632
TEXAS	751373329
TEXAS	752064270
TEXAS	751370000
TEXAS	751373329
NEW YORK	100070089

SURVEY PLAT

COPYRIGHT © DATE 10/12/16

CANDLELIGHT ESTATES 3RD SECTION



BEING PART OF LOT 1, BLOCK 1 OF THE THIRD INSTALLMENT OF CANDLELIGHT ESTATES, AN ADDITION TO THE CITY OF DUNCANVILLE, DALLAS COUNTY, TEXAS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 72078, PAGE 2580 OF THE DEED RECORDS OF DALLAS COUNTY, TEXAS, AND BEING DESCRIBED MORE PARTICULARLY AS FOLLOWS:

BEGINNING AT A 1/2 INCH IRON ROD FOUND AT THE NORTHEAST CORNER OF SAID LOT 1 AT THE INTERSECTION OF THE SOUTHWESTERLY LINE OF CANDLELIGHT AVENUE WITH THE SOUTH LINE OF THE ALLEY ADJOINING SAID BLOCK;

THENCE SOUTH 15 DEGREES 00 MINUTES EAST, ALONG THE SOUTHWESTERLY LINE OF CANDLELIGHT AVENUE, A DISTANCE OF 38.51 FEET TO A 3/8 INCH IRON ROD FOUND AT THE BEGINNING OF A CURVE TO THE RIGHT;

THENCE SOUTHERLY, ALONG THE WESTERLY LINE OF CANDLELIGHT AVENUE, ALONG SAID CURVE TO THE RIGHT, HAVING A RADIUS OF 975.0 FEET AND A CENTRAL ANGLE OF 14 DEGREES 48 MINUTES 08 SECONDS, AN ARC DISTANCE OF 251.33 FEET TO A 1/2 INCH IRON ROD FOUND AT THE END OF SAID CURVE;

THENCE SOUTH 00 DEGREES 13 MINUTES 51 SECONDS EAST, ALONG THE WEST LINE OF CANDLELIGHT AVENUE A DISTANCE OF 69.07 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER, BEING 115.32 FEET NORTH 00 DEGREES 13 MINUTES 51 SECONDS WEST FROM ITS SOUTHWEST CORNER OF SAID LOT 1 ON THE NORTH LINE OF DANIELDALE ROAD;

THENCE SOUTH 89 DEGREES 48 MINUTES 08 SECONDS WEST, A DISTANCE OF 160.0 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER ON THE WEST LINE OF SAID LOT 1, BEING 114.68 FEET NORTH 00 DEGREES 13 MINUTES 51 SECONDS WEST FROM ITS SOUTHWEST CORNER ON THE NORTH LINE OF DANIELDALE DRIVE;

THENCE NORTH 00 DEGREES 13 MINUTES 51 SECONDS WEST, ALONG THE WEST LINE OF LOT 1, A DISTANCE OF 355.32 FEET TO A 3/8 INCH IRON ROD FOUND AT ITS NORTHWEST CORNER ON THE SOUTH LINE OF SAID ALLEY;

THENCE EAST, ALONG SAID ALLEY LINE, A DISTANCE OF 117.97 FEET TO THE PLACE OF BEGINNING AND CONTAINING 1.2 ACRES OF LAND, MORE OR LESS.

NOTE: THE FOLLOWING EASEMENT RECORDED IN VOL.2283, PG.513, D.R.D.C.T. CONTAIN INSUFFICIENT INFORMATION TO LOCATE ON OR OFF THIS PROPERTY.

NOTE: THE FOLLOWING EASEMENT RECORDED IN VOL. 4341, PG.311, D.R.D.C.T. DOES NOT TO THE BEST OF MY KNOWLEDGE AND BELIEF AFFECT THIS PROPERTY.

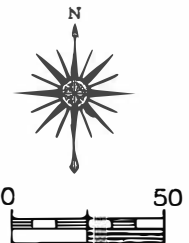
NOTE: THE FOLLOWING BLANKET EASEMENT RECORDED IN VOL.3558, PG.322, D.R.D.C.T. CONTAIN INSUFFICIENT INFORMATION TO LOCATE ON OR OFF THIS PROPERTY.

NOTE: PER THE NATIONAL FLOOD INSURANCE PROGRAM COMMUNITY PANEL NO.48113C0470 K, THIS PROPERTY IS IN ZONE X, AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN.

E. DANIELDALE ROAD

LEGEND		
	POWER POLE	X - FENCE
	WOOD DECK	B.L. BUILDING LINE
	CONCRETE	E.L. EASEMENT LINE
	GRAVEL	IRF IRON ROD FOUND
	BRICK	IRS IRON ROD SET
	ASPHALT	P.W.L. POWER LINE
	ROCK	P.B. POWER BOX
	COVERED AREA	U.E. UTILITY EASEMENT
	PROPERTY LINE	BLDG. BUILDINGS

ACCEPTED BY: _____



JIMMY W. POGUE, INC.
"Registered Professional Land Surveyors"

3510 Marvin D. Love Freeway (214) 371-0686 Voice
Dallas, Texas 75224 (214) 371-8800 Fax

Jimmilyn D. Woodard R.P.L.S. 5398

Website : www.jimmyw.pogue.com
Email: jstuart@jimmyw.pogue.com

Job Number: 102352 Date: 10/12/16 Drawn by: MT

G.F. Number: 16-276335-DE Title Company: CAPITAL

Certified to: RUBEN MARTINEZ

FIRM #101219-00

I, Jimmilyn D. Woodard, Registered Professional Land Surveyor of the State of Texas, do certify that this Survey Plat is a true and correct representation of the property shown herein as determined by a survey on the ground.

The plot herein is a representation of the property as determined by an on the ground survey, the lines and dimensions of said property being as indicated by the plot.

The size, location and type of above ground improvements are as shown. Corner monuments are as shown on survey. EXCEPT AS SHOWN ON SURVEY, THERE ARE NO ABOVE GROUND ENCROACHMENTS OR ABOVE GROUND PROJECTIONS.

This Survey was performed exclusively for the parties shown herein and is limited for a single use. This Survey cannot be used for any other purpose without the written permission of the Surveyor. This survey is an original work protected by United States Copyright Law and International Treaties. All rights reserved. No part may be reproduced.

Jimmilyn D. Woodard R.P.L.S. 5398
THIS PLAT VALID WITH REGISTERED SEAL ONLY



Pegaso California Construction Corp / Devellex USA

Attn: Daniel Lozano

June 11, 2026

City of Duncanville – Planning & Zoning Department 203 E. Wheatland Road Duncanville, TX
75116

**Re: Formal Resubmission – Zoning Change Request | Property: 1435 Candlelight Ave.,
Duncanville, TX | LOR → MF-21**

Dear Members of the Planning & Zoning Commission and City Staff,

On behalf of Pegaso California Construction Corp and Devellex USA, I respectfully resubmit our application for a zoning change at the above-referenced property. We appreciate the time and thorough review that the Planning Department has dedicated to Case No. ZONE-2026-00012, and we welcome the opportunity to address staff concerns while reaffirming the merits of this project for the City of Duncanville and its residents.

Project Overview

The subject property, located at 1435 Candlelight Ave., comprises approximately 1.87 acres and has remained commercially vacant for over a decade under its current Local Office/Retail (LOR) zoning designation. We are requesting a rezoning to Multi-Family Residential District 21 (MF-21) to enable the development of 21 fee-simple, owner-occupied condominium/townhomes. Ensuring the community remains owner-occupied and stable.

Units are projected to be priced between approximately \$285,000 and \$325,000, directly addressing the documented scarcity of workforce, starter, and downsizing housing options within Duncanville.

Revised Site Plan –

In response to feedback received from Planning, Public Works, and the Duncanville Fire Department during iterative review sessions, we have revised our site plan (Option B) to incorporate the following improvements:

- A 0.18-acre surface detention pond to address stormwater management requirements

- Fire Department-approved site access and circulation
- A 6-foot public sidewalk along the full Daniieldale frontage
- Façade design exceeding 80% masonry on all public right-of-way-facing elevations
- 57 parking spaces (2 per unit + 0.5 guest spaces per unit)
- A minimum 5,800 sq. ft. common green/open space area
- Front setback of 30 feet; side and rear setbacks of no less than 15 feet
- Lot coverage of 58% (48% building footprint + 10% paving)

Response to Staff Concerns

We respectfully acknowledge staff's recommendation of denial and take the stated concerns seriously. We wish to offer the following responses:

Regarding consistency with the Duncanville 2040 Comprehensive Plan, we contend that this proposal aligns with at least 8 of the 10 relevant plan goals, including the activation of underutilized corridors, the provision of diverse housing types, and the generation of significant ad-valorem tax revenue. The property's prolonged vacancy under its current LOR designation demonstrates that the Gateway Corridor's commercial potential at this specific parcel has not materialized in over ten years and is unlikely to do so.

To address concerns regarding dimensional standards and land use compatibility, we are prepared to accept an MF-21 zoning. This mechanism is already on the city's development plan so it will provide greater certainty and control over the final development outcome.

Fiscal & Community Impact

The proposed development is projected to increase the taxable value of this parcel from approximately \$415,000 to \$8,600,000 — a roughly 20-fold increase in ad-valorem tax revenue for the City. Additionally, 23 owner-occupied households on the Daniieldale corridor will generate consistent daily patronage for the surrounding retail and commercial uses to the east and south.

Conclusion

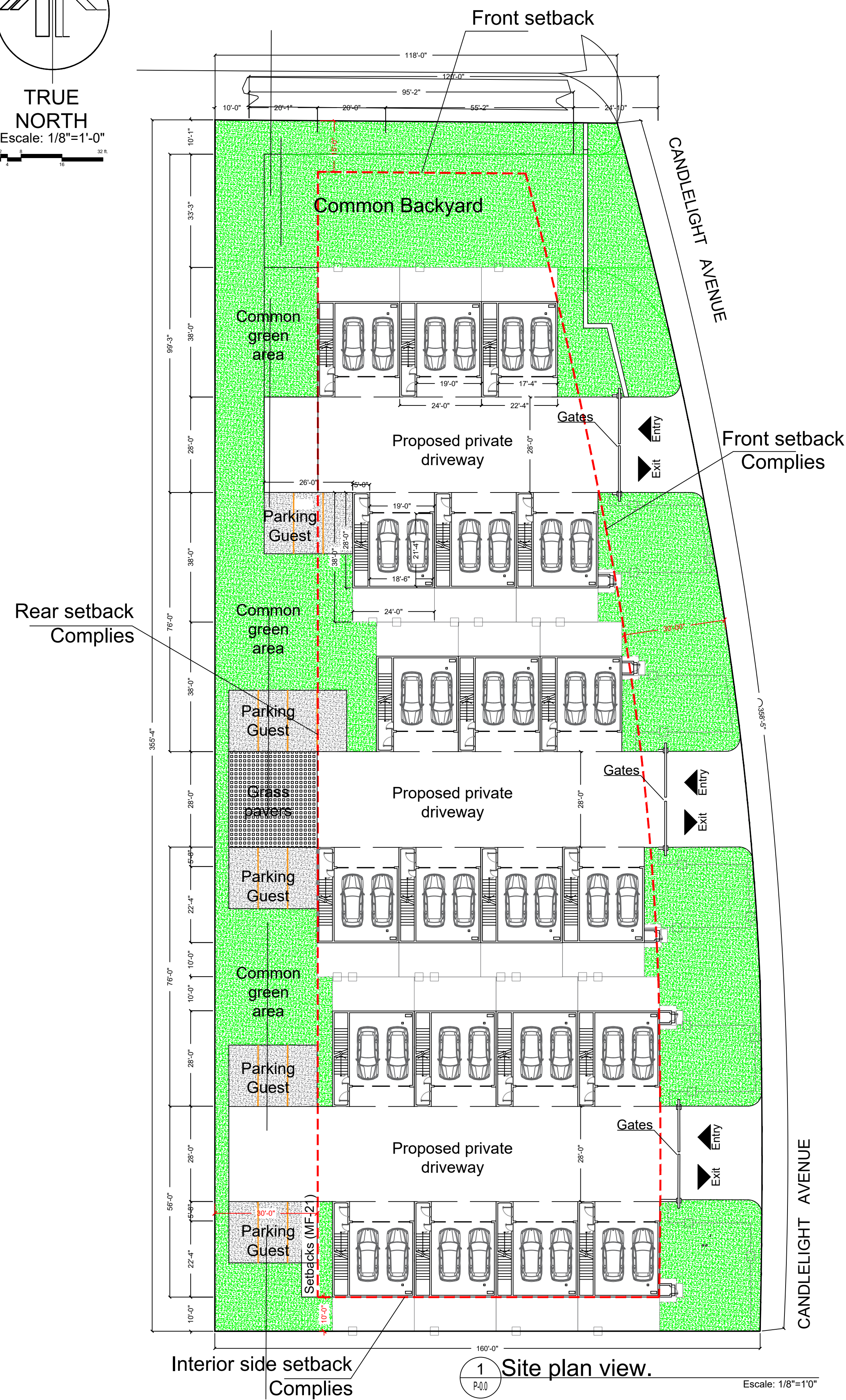
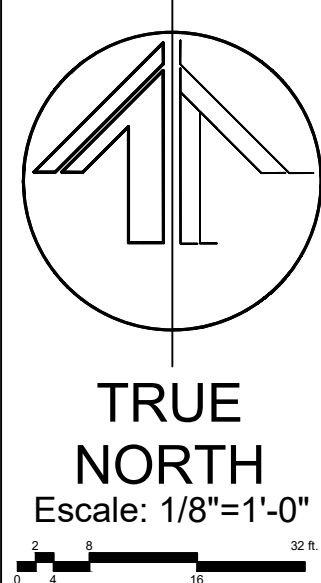
We remain committed to working collaboratively with City staff, the Planning & Zoning Commission, and the community to deliver a high-quality development that Duncanville can be proud of. We respectfully request that the Commission give favorable consideration to this resubmission, and we welcome any conditions or modifications that would facilitate approval.

Please do not hesitate to contact us with any questions or to schedule a pre-hearing meeting at your convenience.

Respectfully submitted,

Daniel Lozano

Pegaso California Construction Corp / Develex USA



UNIT BEDROOM COUNT AND AREA SUMMARY

UNIT	STUDIO	1BR	2BR	3BR+
UNIT A101			1513.66 SF	
UNIT A102			1513.66 SF	
UNIT A103			1513.66 SF	
UNIT A104			1513.66 SF	
UNIT A105			1513.66 SF	
UNIT A106			1513.66 SF	
UNIT A107			1513.66 SF	
UNIT A108			1513.66 SF	
UNIT B101			1513.66 SF	
UNIT B102			1513.66 SF	
UNIT B103			1513.66 SF	
UNIT B104			1513.66 SF	
UNIT B105			1513.66 SF	
UNIT B106			1513.66 SF	
UNIT B107			1513.66 SF	
UNIT B108			1513.66 SF	
UNIT C101			1513.66 SF	
UNIT C102			1513.66 SF	
UNIT C103			1513.66 SF	
UNIT C104			1513.66 SF	
UNIT C105			1389.84 SF	
			31663.04 SF	

SITE DATA TABLE

SITE DATA ITEM	REQUIRED / CODE REQUIREMENT	PROVIDED / PROPOSED
Size of lot	Min. lot area: 16,000 sf	1.21 acres /52,727.94 sf .
Dimensions of lot	Min. lot width: 60 ft; Min. lot depth: 110 ft	355'-4" width / 160'-0" depth
Existing zoning district	Local Office/Retail (LOR)	Existing: LOR
Proposed zoning district	Multi-Family Residential 21 (MF-21)	Proposed: MF-21
Proposed use - type of housing units	Multiple-Family Dwelling use under MF-21	Attached multi-family dwelling unit with attached garages
Number of units	Max. density: 21 dwelling units per acre	21 units proposed.
Size of each unit	Min. living area: 800 sf average; 450 sf smallest unit	Typical living area: 1,513.66 sf; smallest living area: 1,389.84 sf
Gross size of each unit	Not specifically listed; provide for clarity	Typical total unit area: 1,907.80 sf; smallest total unit area: 1,776.15 sf
Number of bedrooms / bathrooms for each unit	Required to be listed in site data table	2 bedrooms per unit / 3 bathrooms to be verified
Number of stories	Max. height: 3 stories	3 stories
Building height	Max. height: 3 stories	35'-6" above finished floor
Max. building coverage percentage	Max. building coverage: 60%	29.15%
Lot coverage required / provided	Max. building coverage: 60%	29.15% building coverage provided
Required parking / provided parking	2 spaces per unit for 1-2 BR units	21 two-car attached garages provided.
Guest / non-garage parking spaces	Guest 1 por cada 10 unidades	16 parking spaces provided.



510 E Church St, Lewisville, TX 75057, EE UU
 Info@develuxusa.com manjarrezrt@gmail.com
 Phone: +1 469-244-3217
 Pegaso California Cosntruction Corp ,
 managing partner Adrian Perez



NOT FOR CONSTRUCTION

KEY PLAN

REVISIONS

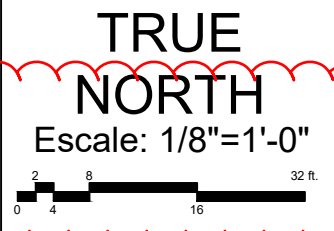
Candlelight
1435 Candlelight Duncanville,
TX. 75137.
Candlelight estates 3rd inst
block L Lot 1
Architectural Drawings

PROYECT NUMBER: Preliminary proyect.	Ivo: Candile
ISSUED:	

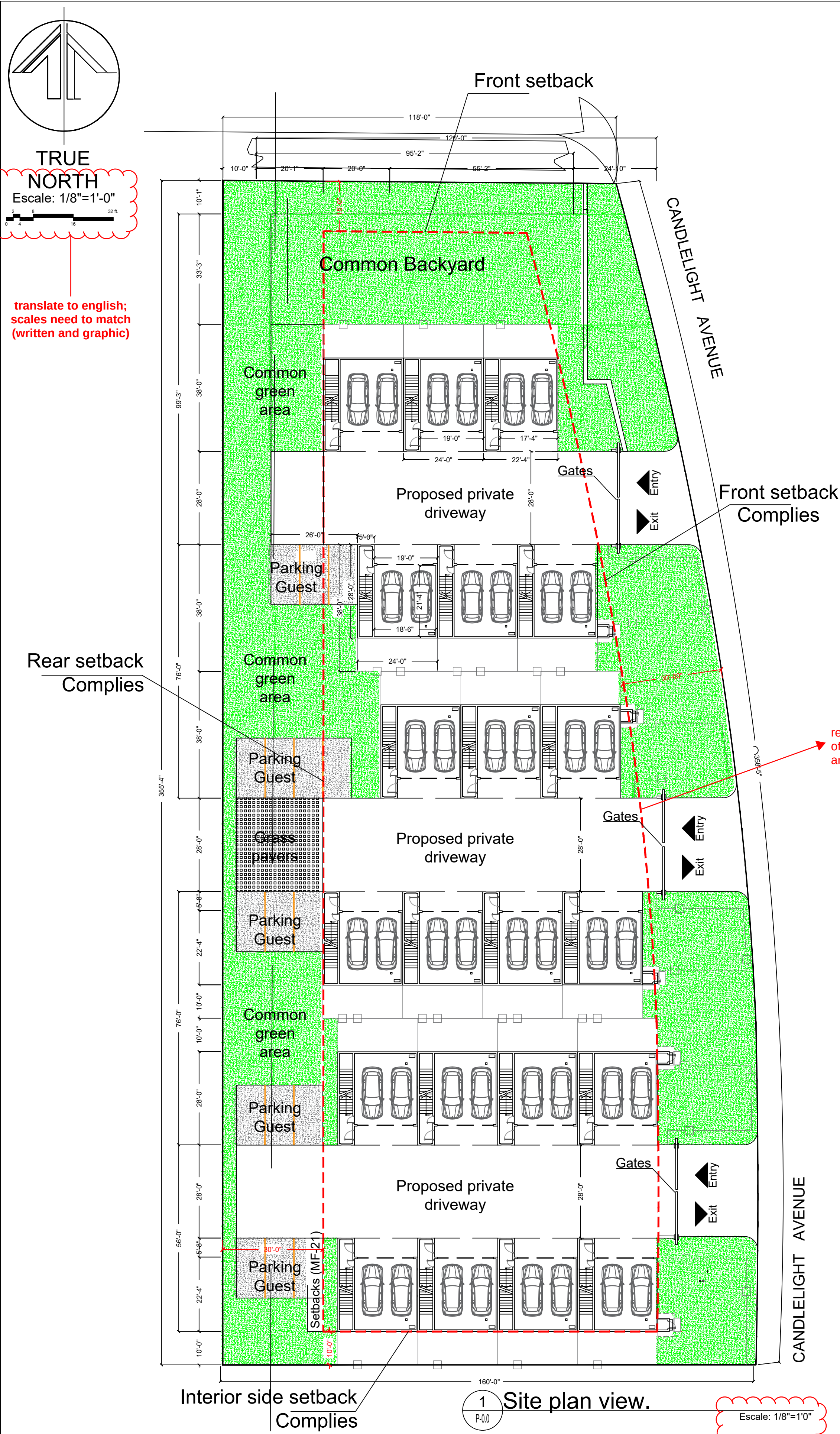
PRELIMINARY PROYECT
CASE NUMBER:

ZONE-2026-00016

P-0.0



translate to english
scales need to match
(written and graphic)

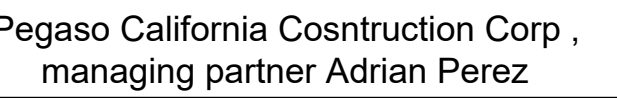


translate to english and match
written scale to graphic scale

UNIT	STUDIO	1BR	2BR	3BR+
UNIT A101			1513.66 SF	
UNIT A102			1513.66 SF	
UNIT A103			1513.66 SF	
UNIT A104			1513.66 SF	
UNIT A105			1513.66 SF	
UNIT A106			1513.66 SF	
UNIT A107			1513.66 SF	
UNIT A108			1513.66 SF	
UNIT B101			1513.66 SF	
UNIT B102			1513.66 SF	
UNIT B103			1513.66 SF	
UNIT B104			1513.66 SF	
UNIT B105			1513.66 SF	
UNIT B106			1513.66 SF	
UNIT B107			1513.66 SF	
UNIT B108			1513.66 SF	
UNIT C101			1513.66 SF	
UNIT C102			1513.66 SF	
UNIT C103			1513.66 SF	
UNIT C104			1513.66 SF	
UNIT C105			1389.84 SF	
			31663.04 SF	

SITE DATA TABLE

SITE DATA ITEM	REQUIRED / CODE REQUIREMENT	PROVIDED / PROPOSED
Size of lot	Min. lot area: 16,000 sf	1.21 acres /52,727.94 sf .
Dimensions of lot	Min. lot width: 60 ft; Min. lot depth: 110 ft	355'-4" width / 160'-0" depth
Existing zoning district	Local Office/Retail (LOR)	Existing: LOR
Proposed zoning district	Multi-Family Residential 21 (MF-21)	Proposed: MF-21
Proposed use - type of housing units	Multiple-Family Dwelling use under MF-21	Attached multi-family dwelling unit with attached garages
Number of units	Max. density: 21 dwelling units per acre	21 units proposed.
Size of each unit	Min. living area: 800 sf average; 450 sf smallest unit	Typical living area: 1,513.66 sf; smallest living area: 1,389.84 sf
Gross size of each unit	Not specifically listed; provide for clarity	Typical total unit area: 1,907.80 sf; smallest total unit area: 1,776.15 sf
Number of bedrooms / bathrooms for each unit	Required to be listed in site data table	2 bedrooms per unit / 3 bathrooms to be verified
Number of stories	Max. height: 3 stories	3 stories
Building height	Max. height: 3 stories	35'-6" above finished floor
Max. building coverage percentage	Max. building coverage: 60%	29.15%
Lot coverage required / provided	Max. building coverage: 60%	29.15% building coverage provided
Required parking / provided parking	2 spaces per unit for 1-2 BR units	21 two-car attached garages provided.
Guest / non-garage parking spaces	Guest 1 por cada 10 unidades translate to english	16 parking spaces provided.



**add contact info if
different than listed above**

Vecinity map } — revise spelling of 'vicinity'



NOT FOR CONSTRUCTION

KEY PLAN

REVISIONS

add first round of revisions
date here

Candlelight

1435 Candlelight Duncanville,
TX.75137.

Candlelight estates 3rd inst
block L Lot 1

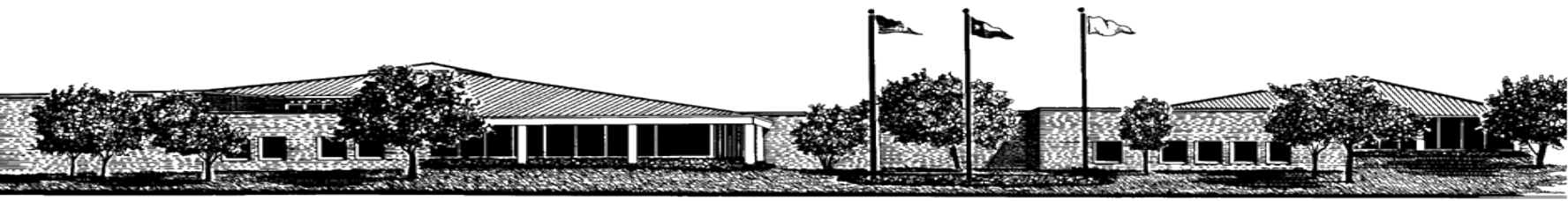
Architectural Drawings

PROYECT NUMBER: Preliminary proyect.	ivo: Cand
ISSUED:	

PRELIMINARY PROYECT
CASE NUMBER:

ZONE-2026-00016

P-0.0



CITY OF DUNCANVILLE STAFF PRESENTATION TO CITY COUNCIL

DR. LASHEYLA JONES, ASSISTANT DIRECTOR, PLANNING & ZONING
AUGUST 4, 2026

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



ZONE-2026-00016: CONSIDER A PUBLIC HEARING AND REQUEST FROM DANIEL LOZANO (APPLICANT/OWNER) FOR A ZONING CHANGE FROM LOCAL OFFICE/RETAIL (LOR) TO MULTI-FAMILY RESIDENTIAL DISTRICT 21 (MF-21) ON REAL PROPERTY LOCATED AT 1435 CANDLELIGHT AVENUE, LEGALLY DESCRIBED AS BLOCK L, LOT 1, CANDLELIGHT ESTATES 3RD INSTALLMENT ON 1.2 ACRES, CITY OF DUNCANVILLE, DALLAS COUNTY, TEXAS.

BACKGROUND

Purpose for the request:

- Applicant is requesting a zoning change from LOR to MF-21
- Proposed number of units: 21 condominiums/townhomes
- 3 stories
- Min. unit size – 1,513 sf/2-bedroom units

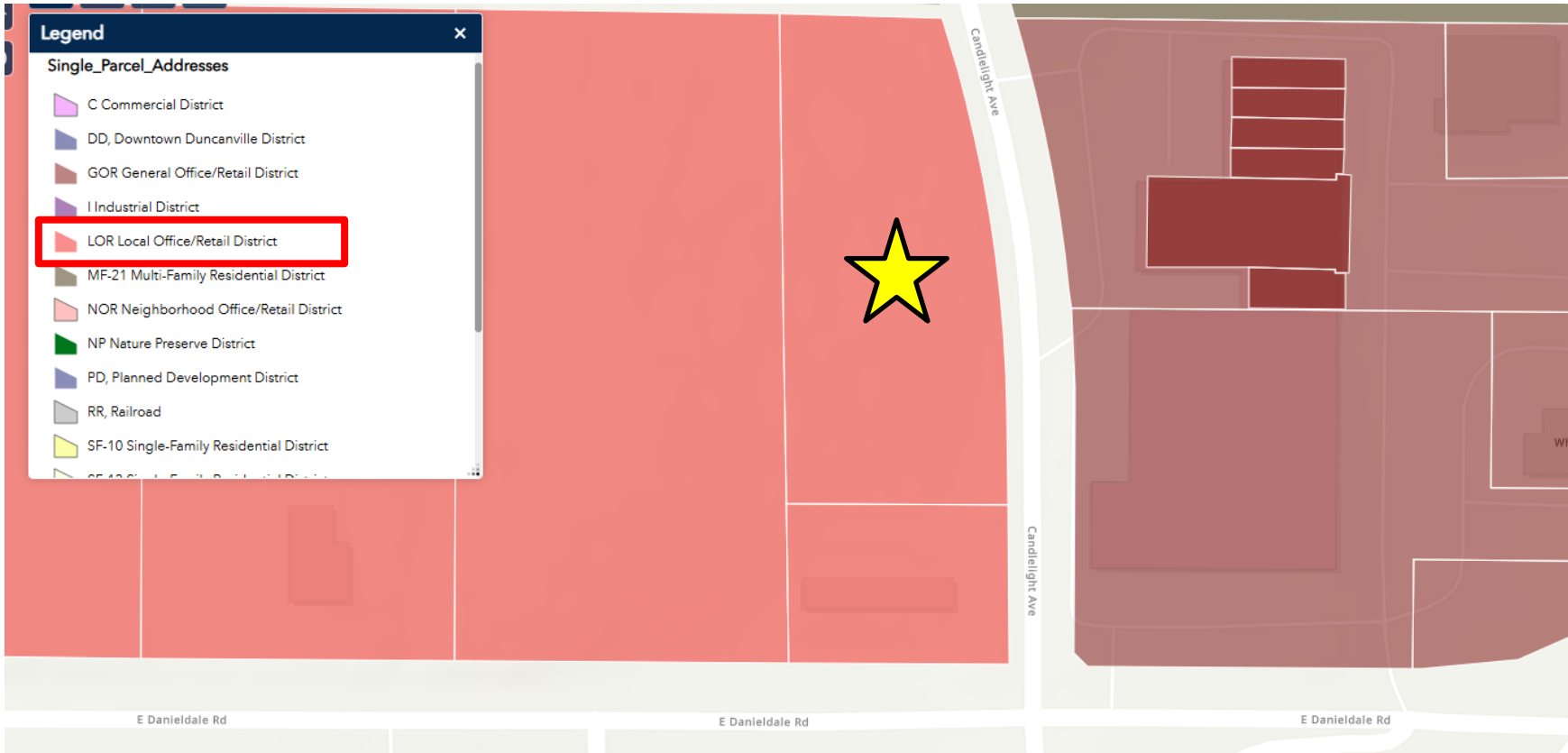
Current zoning:

- Local Office/Retail (LOR)

Proposed zoning:

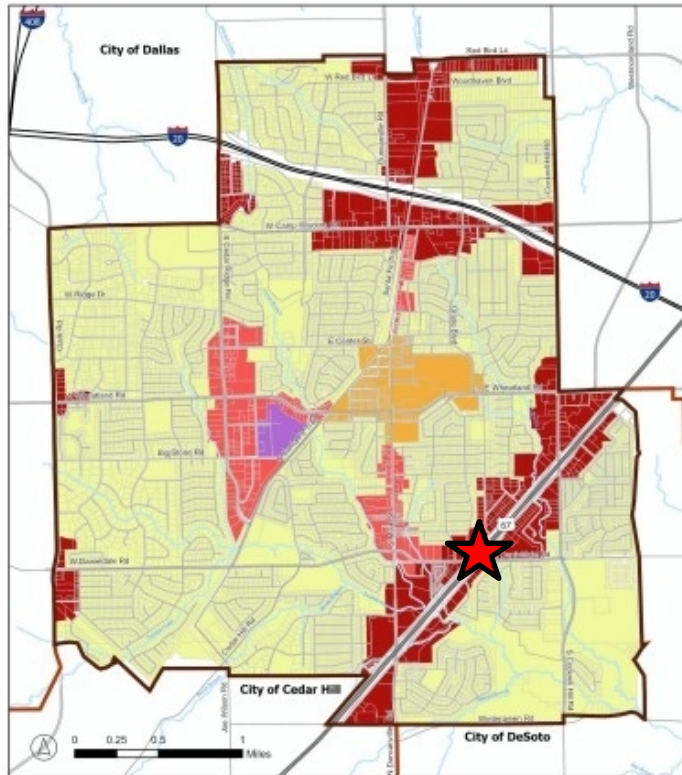
- Multi-Family Residential District 21 (MF-21)

❖ There was a previous zoning case earlier this year that contained 23 units (Denied at P&Z and Denied at Council). The applicant has revised the project to 21 units.



Subject Property 

Current Zoning Map



Legend

- City of Duncanville
- Municipal Boundaries
- ~ Hydrography

Future Land Use

- Traditional Neighborhood Residential
- Gateway Corridor ←
- Main Street
- Downtown
- Industrial

Current Zoning

- LOR/Local Office Retail

Future Land Use Map Designation

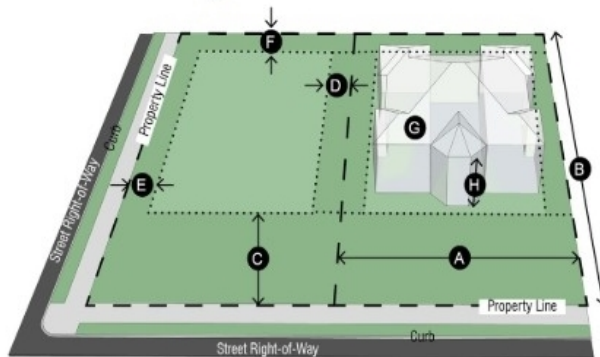
- Gateway Corridor

Staff Analysis

Staff findings:

- Proposed zoning change aligns with the intentions of Future Land Use Designation (Gateway Corridor)
 - Total lot size – 1.213 acres (52,835 sf)
- Requesting setbacks met the minimum requirements of proposed zoning district change → MF-21 minimum requirements
- Staff has informed applicant that proper drainage and other utility services may need to be expanded and/or upgraded at the time of permit pending engineering review.

Figure 2.03.7. MF-21 Dimensional Standards



Section 4.03. Design Standards

Section 4.04. Off-Street Parking and Loading Requirements

Section 4.05. Lighting Requirements

Section 4.06. Accessory Building Requirements

Section 4.07. Screening and Buffering Requirements

Section 4.08. Landscape Requirements

Section 4.09. Residential Proximity Slope

Section 4.10. Intersection Visibility Triangle

Max. Dwelling Units Per Acre (DUA)	Min. Lot Area	A Min. Lot Width	B Min. Lot Depth	C Min. Front Setback	D Min. Interior Side Setback	E Min. Exterior Side Setback	F Min. Rear Setback	G Max. Building Coverage	H Max. Height	Min. Living Area
21 DUA	16,000 SF	60'	110'	30'	10'	15'	30'	60%	3 stories	800 SF avg 450 SF smallest unit

MF-21 Dimensional Standards

Article 2. Zoning Districts

Section 2.03. Residential Zoning Districts]

1'

Current & Proposed Zoning Setback/Development Standards

SITE DATA TABLE

SITE DATA ITEM	REQUIRED / CODE REQUIREMENT	PROVIDED / PROPOSED
Size of lot	Min. lot area: 16,000 sf	1.21 acres / 52,727.94 sf .
Dimensions of lot	Min. lot width: 60 ft; Min. lot depth: 110 ft	355'-4" width / 160'-0" depth
Existing zoning district	Local Office/Retail (LOR)	Existing: LOR
Proposed zoning district	Multi-Family Residential 21 (MF-21)	Proposed: MF-21
Proposed use - type of housing units	Multiple-Family Dwelling use under MF-21	Attached multi-family dwelling units with attached garages
Number of units	Max. density: 21 dwelling units per acre	21 units proposed.
Size of each unit	Min. living area: 800 sf average; 450 sf smallest unit	Typical living area: 1,513.66 sf; smallest living area: 1,389.84 sf
Gross size of each unit	Not specifically listed; provide for clarity	Typical total unit area: 1,907.80 sf; smallest total unit area: 1,776.15 sf
Number of bedrooms / bathrooms for each unit	Required to be listed in site data table	2 bedrooms per unit / 3 bathrooms to be verified
Number of stories	Max. height: 3 stories	3 stories
Building height	Max. height: 3 stories	35'-6" above finished floor
Max. building coverage percentage	Max. building coverage: 60%	29.15%
Lot coverage required / provided	Max. building coverage: 60%	29.15% building coverage provided
Required parking / provided parking	2 spaces per unit for 1-2 BR units	21 two-car attached garages provided.
Guest / non-garage parking spaces	Guest 1 por cada 10 unidades	16 parking spaces provided.



UNIT BEDROOM COUNT AND AREA SUMMARY

UNIT	STUDIO	1BR	2BR	3BR+
UNIT A101			1513.66 SF	
UNIT A102			1513.66 SF	
UNIT A103			1513.66 SF	
UNIT A104			1513.66 SF	
UNIT A105			1513.66 SF	
UNIT A106			1513.66 SF	
UNIT A107			1513.66 SF	
UNIT A108			1513.66 SF	
UNIT B101			1513.66 SF	
UNIT B102			1513.66 SF	
UNIT B103			1513.66 SF	
UNIT B104			1513.66 SF	
UNIT B105			1513.66 SF	
UNIT B106			1513.66 SF	
UNIT B107			1513.66 SF	
UNIT B108			1513.66 SF	
UNIT C101			1513.66 SF	
UNIT C102			1513.66 SF	
UNIT C103			1513.66 SF	
UNIT C104			1513.66 SF	
UNIT C105			1389.84 SF	
			31663.04 SF	

SITE DATA TABLE

SITE DATA ITEM	REQUIRED / CODE REQUIREMENT	PROVIDED / PROPOSED
Size of lot	Min. lot area: 16,000 sf	1.21 acres / 52,727.94 sf
Dimensions of lot	Min. lot width: 60 ft; Min. lot depth: 110 ft	355'-4" width / 160'-0" depth
Existing zoning district	Local Office/Retail (LOR)	Existing: LOR
Proposed zoning district	Multi-Family Residential 21 (MF-21)	Proposed: MF-21
Proposed use - type of housing units	Multiple-Family Dwelling use under MF-21	Attached multi-family dwelling units with attached garages
Number of units	Max. density: 21 dwelling units per acre	21 units proposed.
Size of each unit	Min. living area: 800 sf average; 450 sf smallest unit	Typical living area: 1,513.66 sf; smallest living area: 1,389.84 sf
Gross size of each unit	Not specifically listed; provide for clarity	Typical total unit area: 1,907.80 sf; smallest total unit area: 1,776.15 sf
Number of bedrooms / bathrooms for each unit	Required to be listed in site data table	2 bedrooms per unit / 3 bathrooms to be verified
Number of stories	Max. height: 3 stories	3 stories
Building height	Max. height: 3 stories	35'-6" above finished floor
Max. building coverage percentage	Max. building coverage: 60%	29.15%
Lot coverage required / provided	Max. building coverage: 60%	29.15% building coverage provided
Required parking / provided parking	2 spaces per unit for 1-2 BR units	21 two-car attached garages provided.
Guest / non-garage parking spaces	Guest 1 por cada 10 unidades	16 parking spaces provided.



801 E. Davis St., Suite 100, Dallas, TX 75202, DE-LL
info@devellex.com
Pogoso California Construction Corp., managing partner Adrian Perez



NOT FOR CONSTRUCTION

KEY PLAN

REVISIONS

Candlelight
1435 Candlelight Duncanville,
TX 75137
Candlelight estates 3rd inst
block L Lot 1
Architectural Drawings

PROJECT NUMBER: Preliminary project.

REVISION:

PRELIMINARY PROJECT

CASE NUMBER:

ZONE-2026-00016

P-0.0

DATE: 10/10/2024 10:10 AM

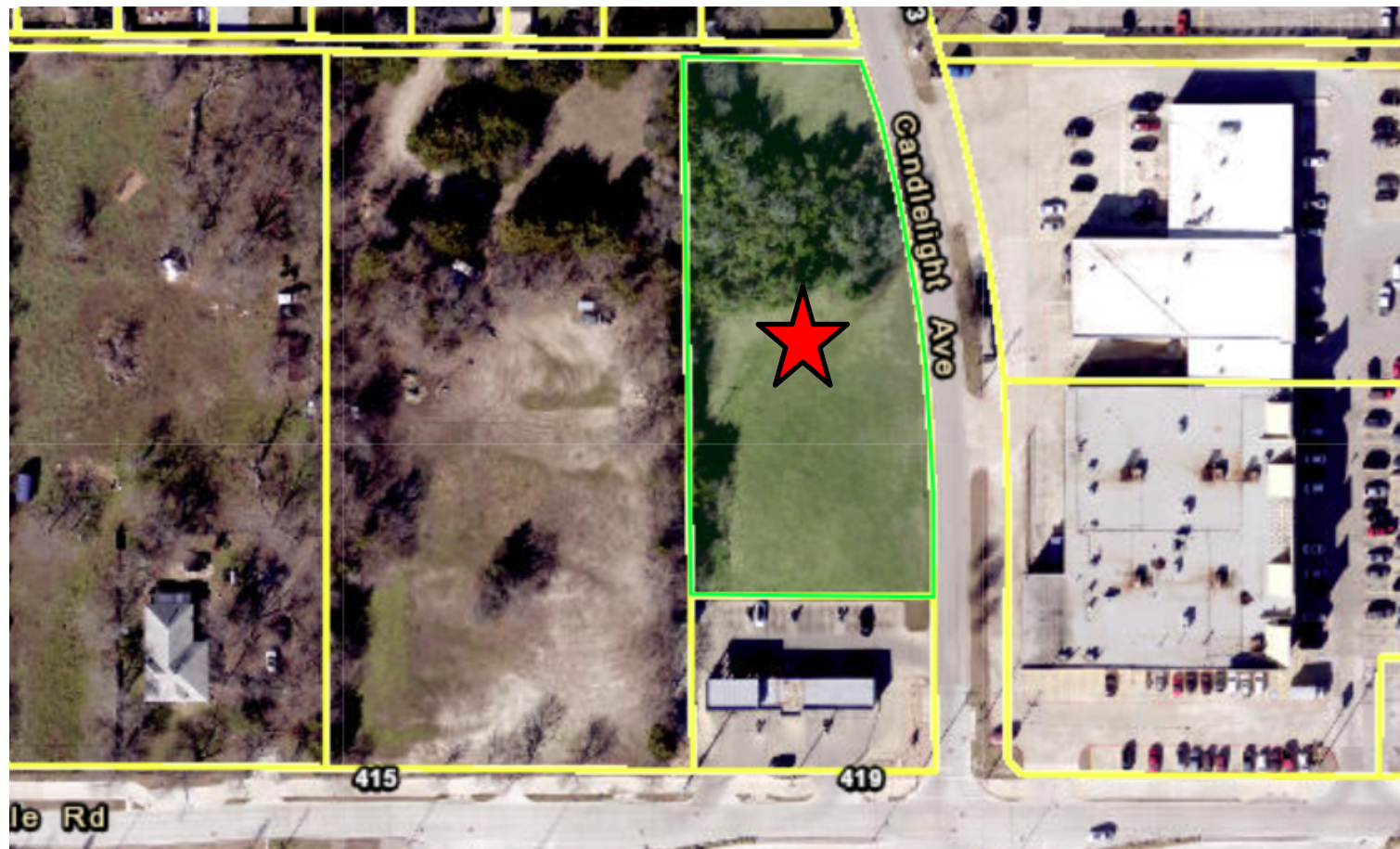
Proposed Concept Plan

City of Duncanville

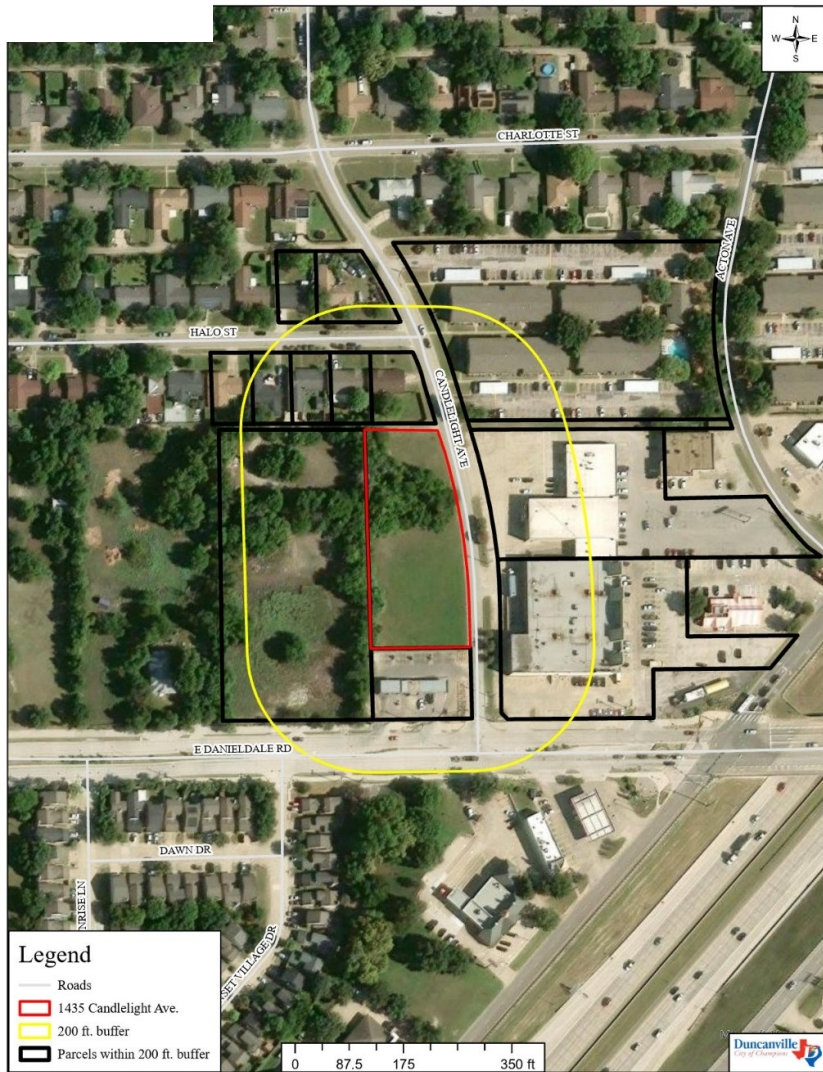


Zoning Change Considerations

1. Whether the proposed zoning change implements the policies of the adopted Comprehensive Plan.
2. Whether the uses allowed by the proposed change will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole.
3. Whether the proposed change is in accordance with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers, and other utilities to the area.
4. The amount of and development absorption (or redevelopment) rate of vacant or underutilized land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstance which may make a submittal part of such vacant land unavailable for development.
5. How other areas designated for similar development will be, or are unlikely to be, affected if the proposed amendment is approved, and whether such designation for other areas should be modified also; and any other factors which substantially affect the public health, safety, morals, or general welfare.



Aerial View – 1435 Candlelight Ave.



Property Owner Buffer Map

PUBLIC NOTICES

13 mailings were sent out

0 responded in support

0 responded in opposition

STAFF RECOMMENDATION

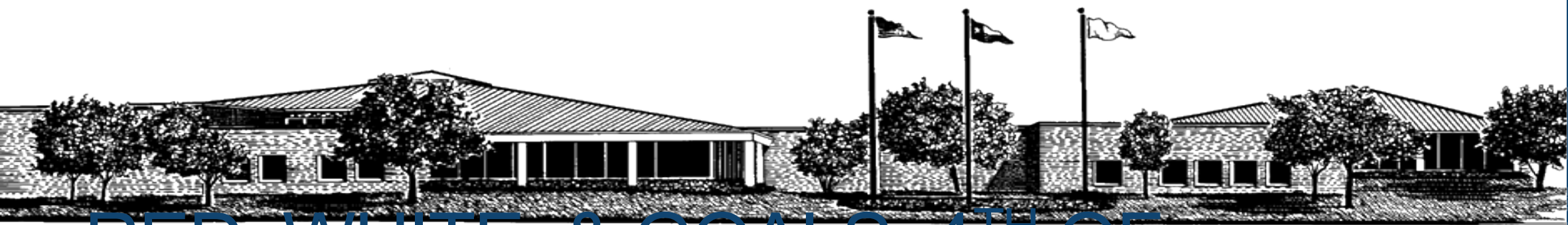
Staff recommends **APPROVAL** of the zoning change request contingent upon applicant addressing minor staff revisions and engineering comments at the time of permitting.

The Planning and Zoning Commission recommended DENIAL in a 5-1 vote at the July 13, 2026, meeting.

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 if the application does not demonstrate a public benefit, is inconsistent with the spirit and intent of the Comprehensive Plan, and/or raises concern related to public health, safety or general welfare.

THANK YOU!
ANY QUESTIONS?



RED, WHITE, & GOALS: 4TH OF JULY POST EVENT BRIEFING



AUGUST 4, 2026

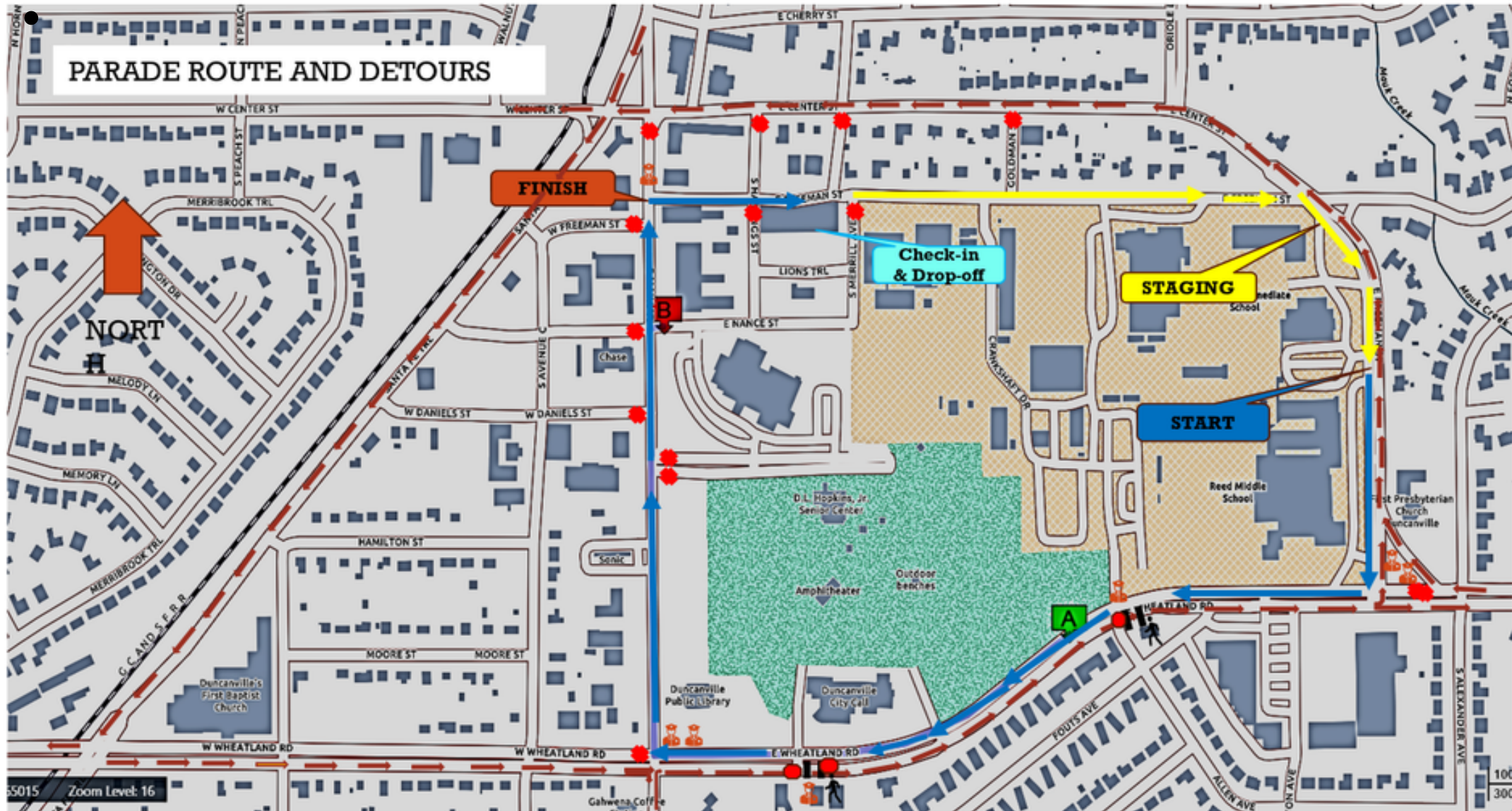
DEVON HANDLEY, SPECIAL EVENTS PLANNER

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

4TH OF JULY IN DUNCANVILLE

- 25,000 pre-registered
- Just over 19,000 wristbands picked up

PARADE ROUTE



PARADE REFRESHER

Street Closures

- **Freeman Street:** Closed at 7:00 AM
- **Remaining Streets:** Closed by 8:30 AM

Traffic Plan Notes

- 1 northbound lane on **Freeman Street** remained open for through traffic
- 1 eastbound lane on **Wheatland Road** remained open for through traffic

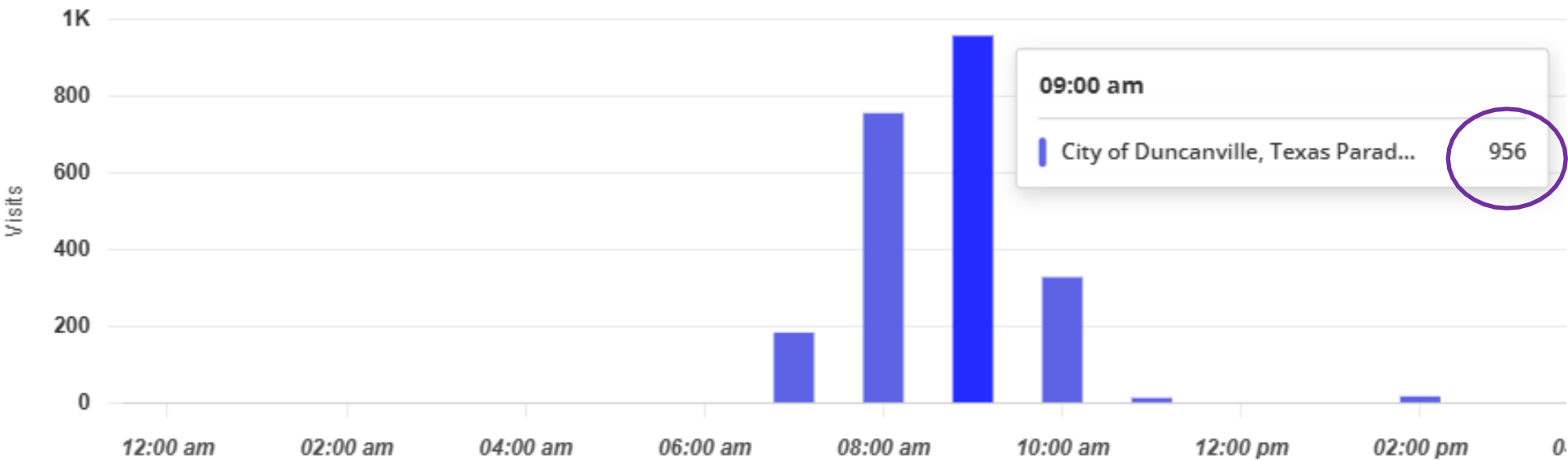
PARADE ATTENDANCE



Hourly Visits ?

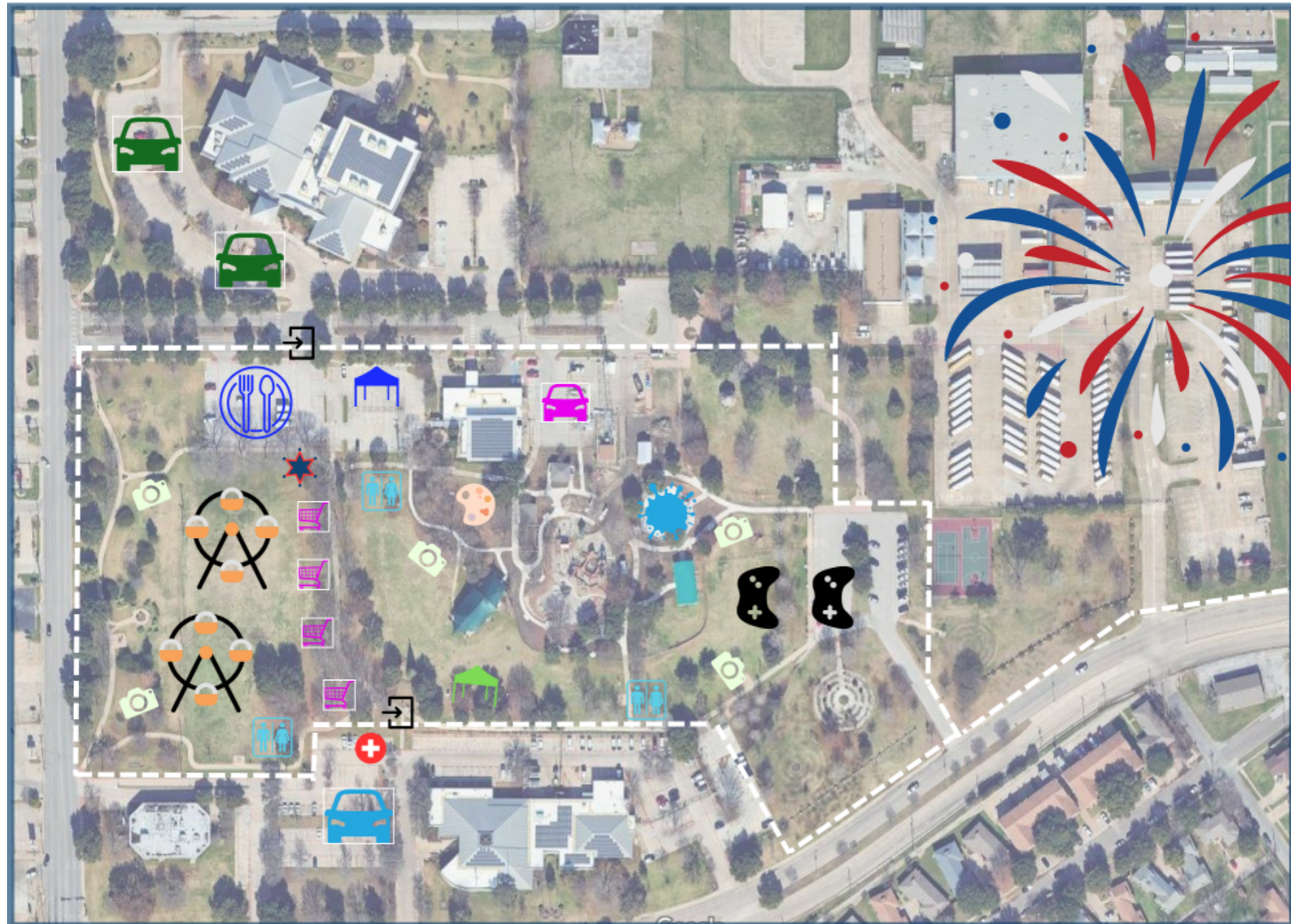
City of Duncanville, Texas Parade
E Freeman St, Duncanville, TX

Metric:
Visits ▾



EVENT MAP

-  HANDICAP PARKING
-  PUBLIC PARKING
-  FOOD VENDORS
- MARKET
- FIRST AID
-  FENCING
- FOOD COURT TENT
-  AMUSEMENT RIDES
-  PHOTO OP
- RESTROOMS
- LOST CHILDREN
-  ENTRANCE



EVENT ATTENDANCE

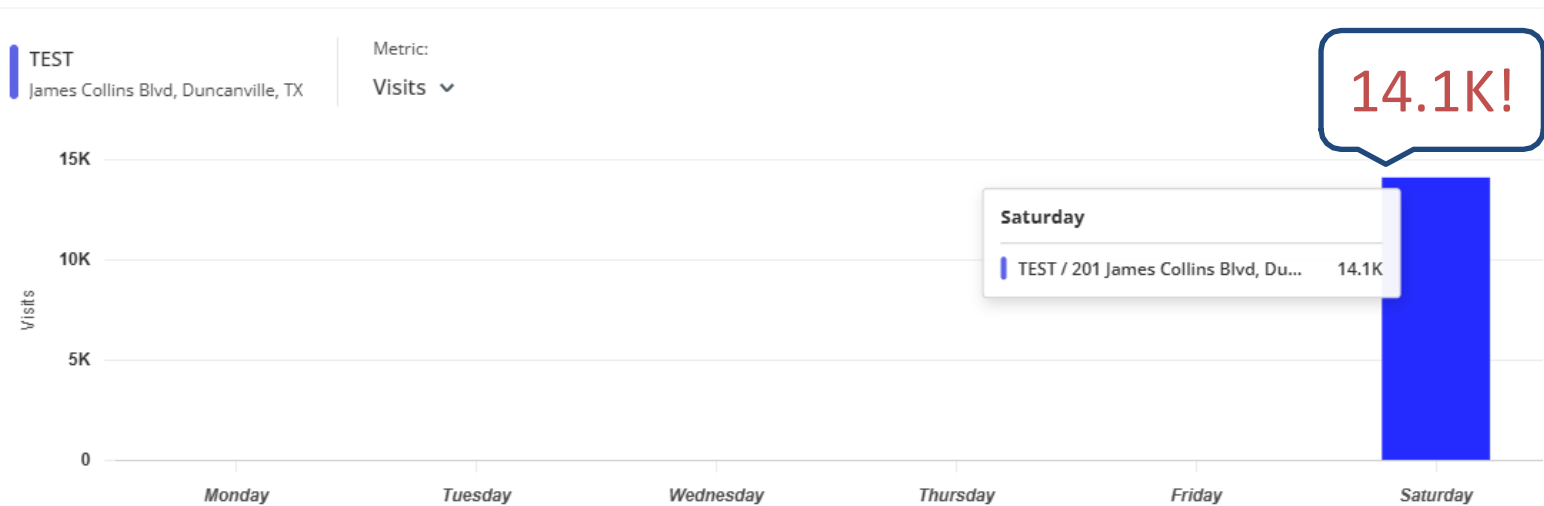
-CHAMPION FUTBOL WATCH PARTY



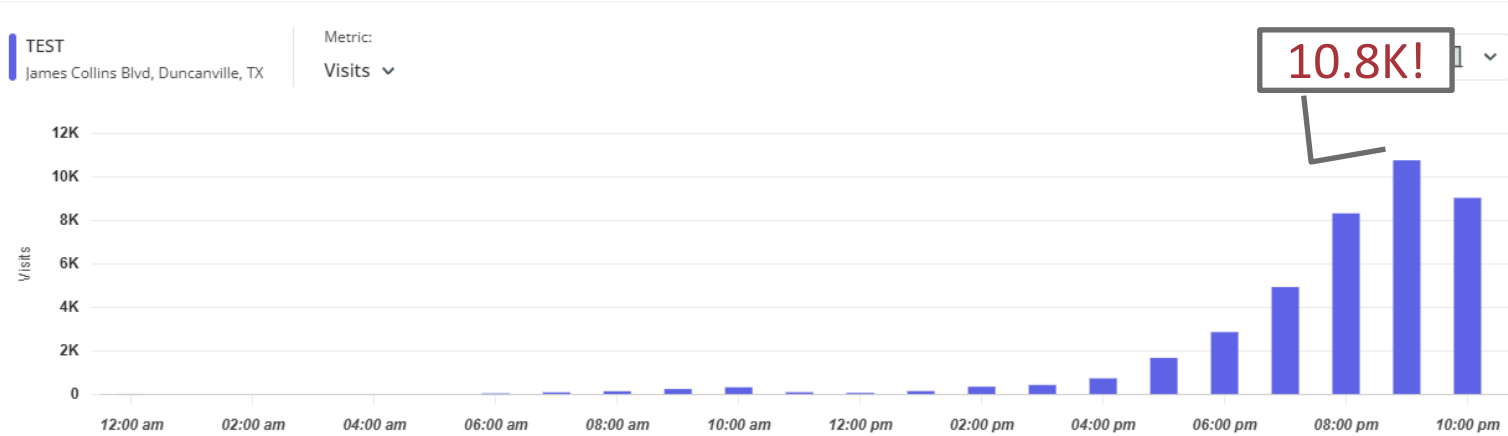
EVENT ATTENDANCE

-INDEPENDENCE CELEBRATION

Daily Visits ?

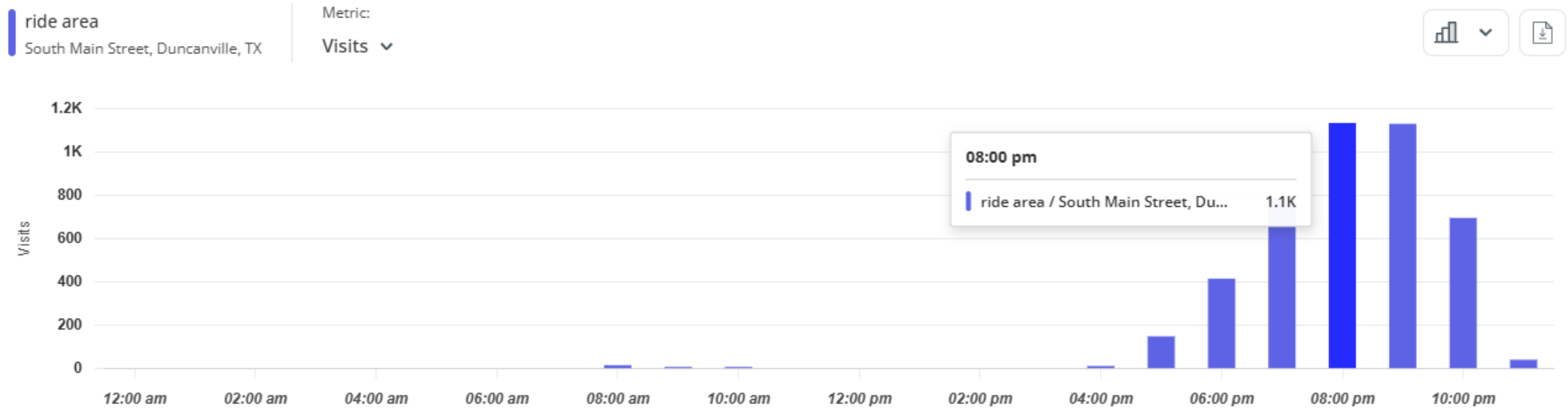


Hourly Visits ?



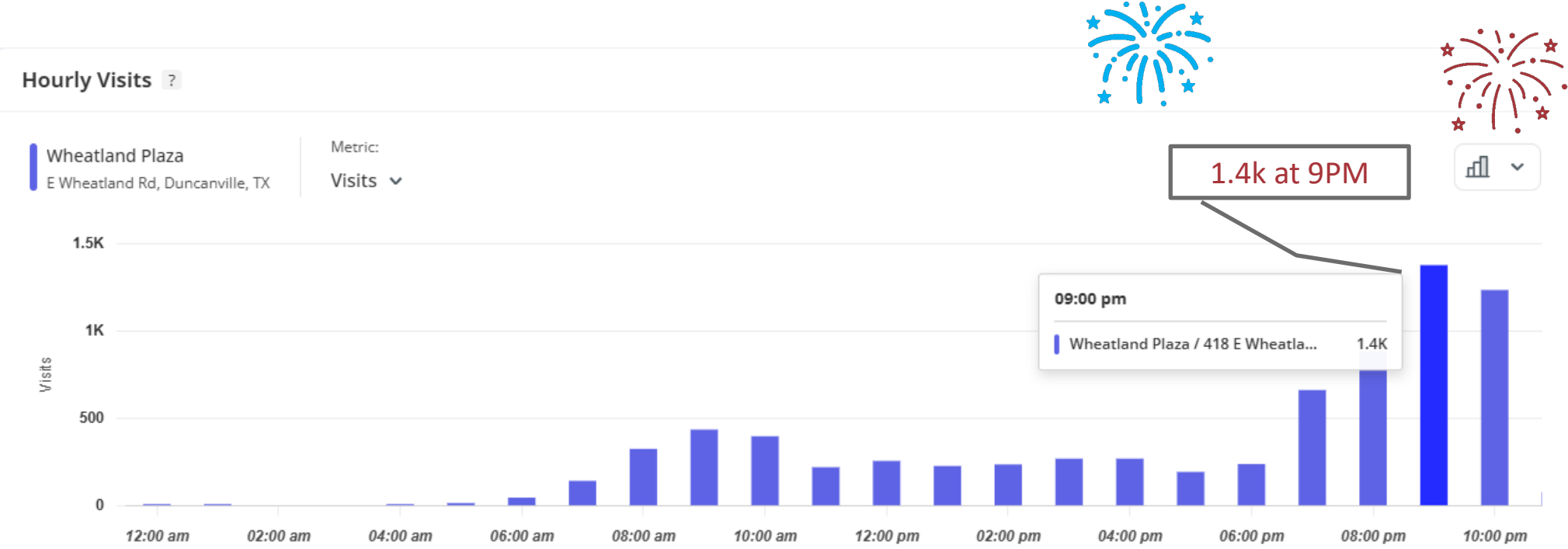
RIDE AREA

Hourly Visits ?



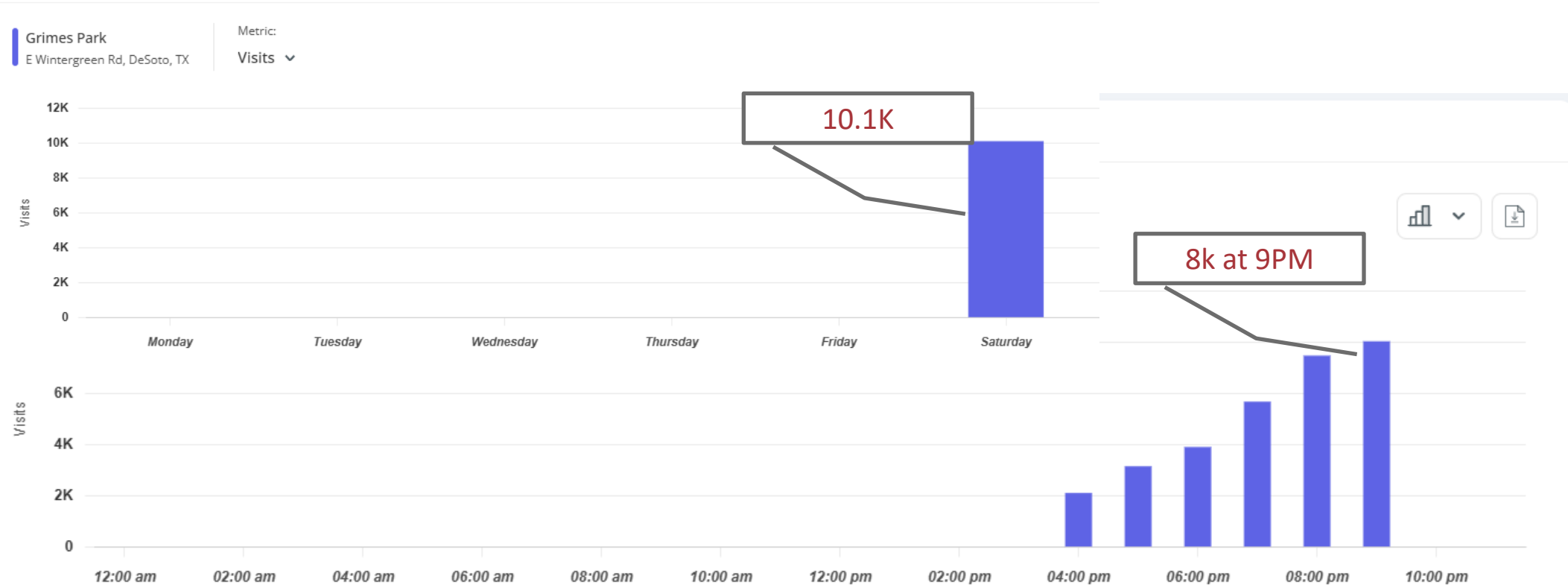
OVER 4,000 AMUSEMENT RIDE
CUSTOMERS PER RIDE
OPERATORS

WHEATLAND PLAZA



REGIONAL COMPETITION

Daily Visits ?



THE PERFORMERS

DEJA VU



SOL DE LA KUMBIA



ICE HOUSE



ACTIVITIES

- 5 AMUSEMENT RIDES
- 6 INFLATABLES
- MULTIPLE PHOTO OPS
- FOOD VENDORS
- MARKET VENDORS
- VIDEO GAME TRUCK
- NERF WAR AREA

FOOD AND VENDOR MARKET

- ❑ 19 Food Truck & Market Vendors
 - ❑ Total of 8 or **(42%)** of vendors are local Duncanville businesses
- ❑ 30 Market Vendors
 - ❑ Total of 7 or **(23%)** of market vendors are local Duncanville businesses
- ❑ 8 of the Food Vendors sold out of products!

○



EVENT INSIGHTS

POSITIVES

- ☐ Screen for Games
- ☐ Photo Ops
- ☐ Food/Market Locations
- ☐ Firework Show
- ☐ Splash Pad
- ☐ Merch Shop
- ☐ Cooling Tent

OPPORTUNITY FOR IMPROVEMENT

- ☐ More volunteers/staffing
- ☐ Temp agency for more staff
- ☐ Add kid wristbands
- ☐ Cut off rides at 9:20p
- ☐ Fireworks were low/bad location

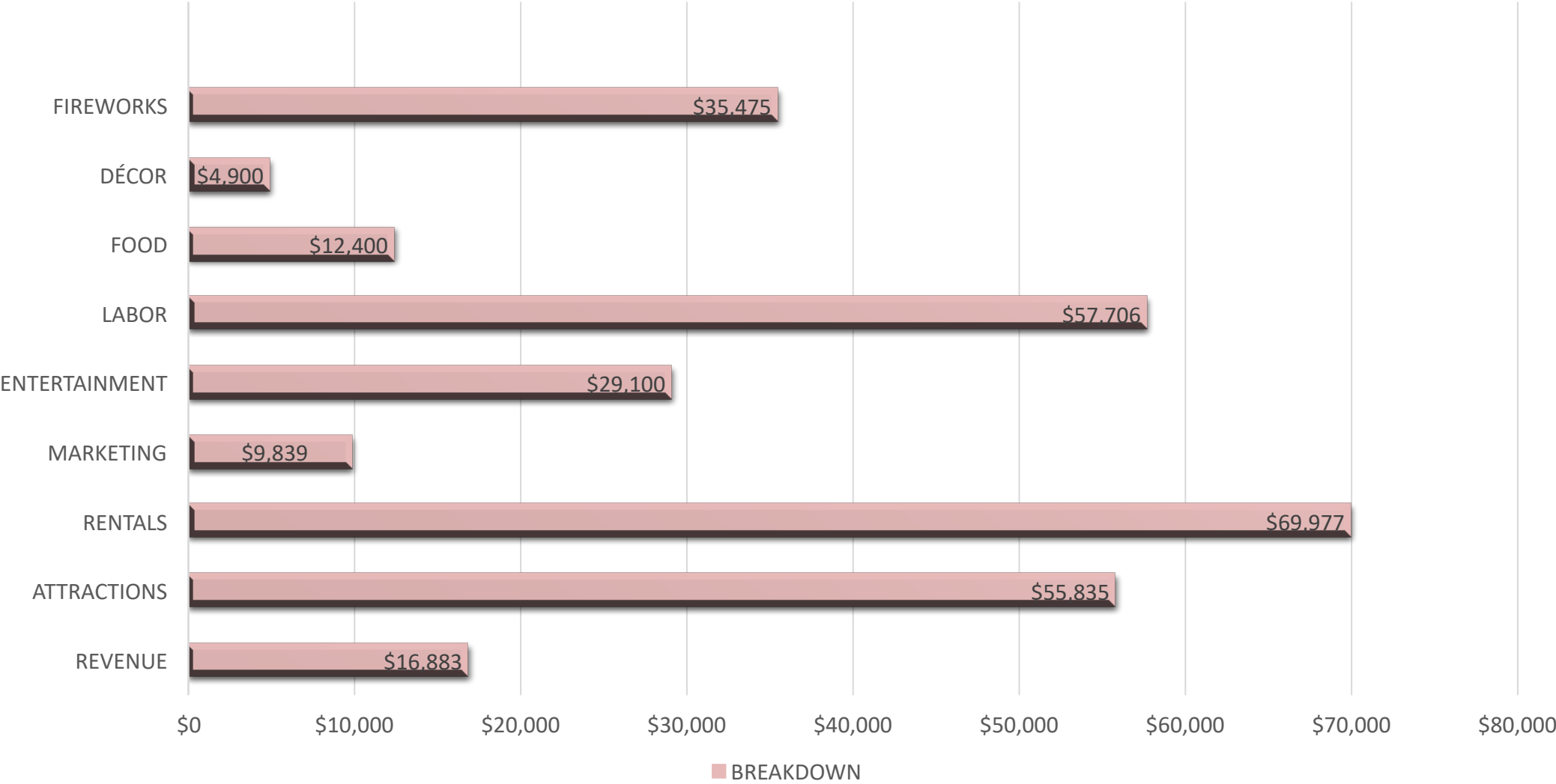
FINANCIAL SUMMARY & Event Costs:

Budgeted: \$265,000

Spent: \$275,232

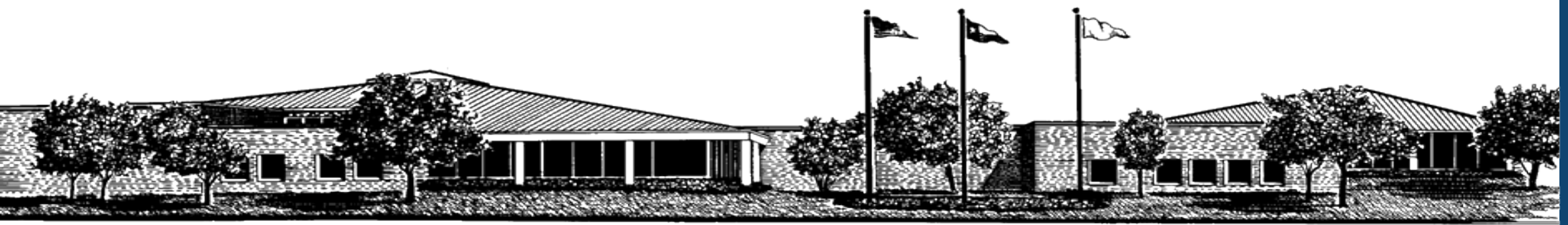
Revenue: \$16,883

Total to city: \$258,349



THANK YOU

Any questions? Discussion.



FESTIVAL DE LAS AMERICAS

AUGUST 4, 2026

DEVON HANDLEY, SPECIAL EVENTS PLANNER

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

HISPANIC HERITAGE FEST 2025

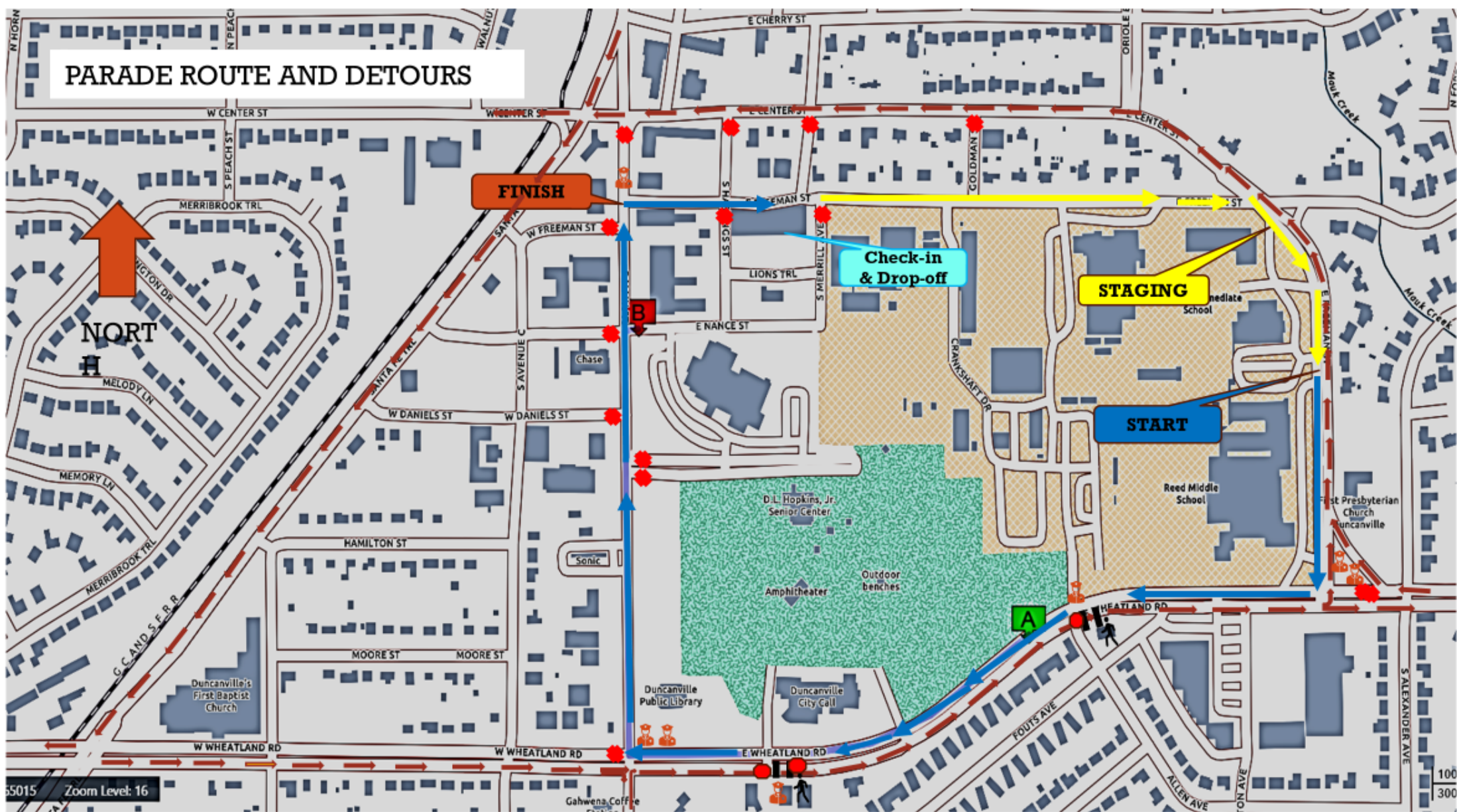
- Best Southwest Event
- Parade
- 8.2k in attendance
- 4.2k at 1-time

HISPANIC HERITAGE FEST

2026

- Best Southwest Event - September 19
- Hosted by Cedar Hill
- 5-10p
- Valley Ridge Park

PARADE ROUTE



PARADE SCHEDULE

Street Closures

- **Freeman Street:** Closed starting at 2:00PM
- **Remaining Streets:** Closed by 4:30 PM

Traffic Plan Notes

- (1) Northbound lane on **Freeman Street** will remain open for through traffic
- (1) Eastbound lane on **Wheatland Road** will remain open for through traffic

PARADE POTENTIAL CONFLICTS

Duncanville vs. DeSoto

- At 11am at the Cotton Bowl at Fair Park
- Duncanville ISD will not be able to participate in parade
- Risk of poor attendance at parade

BSW Hispanic Heritage

- A Duncanville parade would require Duncanville PD to participate in back-to-back events (9/12 & 9/19)
- Need for more city staff to be at 9/12 parade event (40+)

Staff recommends only holding a parade when Duncanville hosts the BSW Hispanic Heritage Event.

CITY COUNCIL ACCESS

Festival de las Americas Parade:

- Decorated & labeled golf carts for parade route
- Supply of candy to toss along the route

Festival de las Americas – Armstrong Park

- Dedicated City Council/VIP Parking
- VIP Access to Tent with cooler
- VIP Access includes catered food & beverage

PERFORMERS



EZ BAND



DARIEL AMANT



DUNCANVILLE ISD
SPANISH CLUB



BALLET FOLKLORICO
HUEHUECOYOTL

LOCAL BUSINESS ENGAGEMENT

- Vendor Market applications will be accepted through September 10
- Parade applications will be accepted through September 16
- Food Truck Vendor applications will be accepted through August 29
- Registration code for (DVILLE) Duncanville businesses
- A total of **12** local business are registered for the vendor market; **4** BSW cities outside of Duncanville

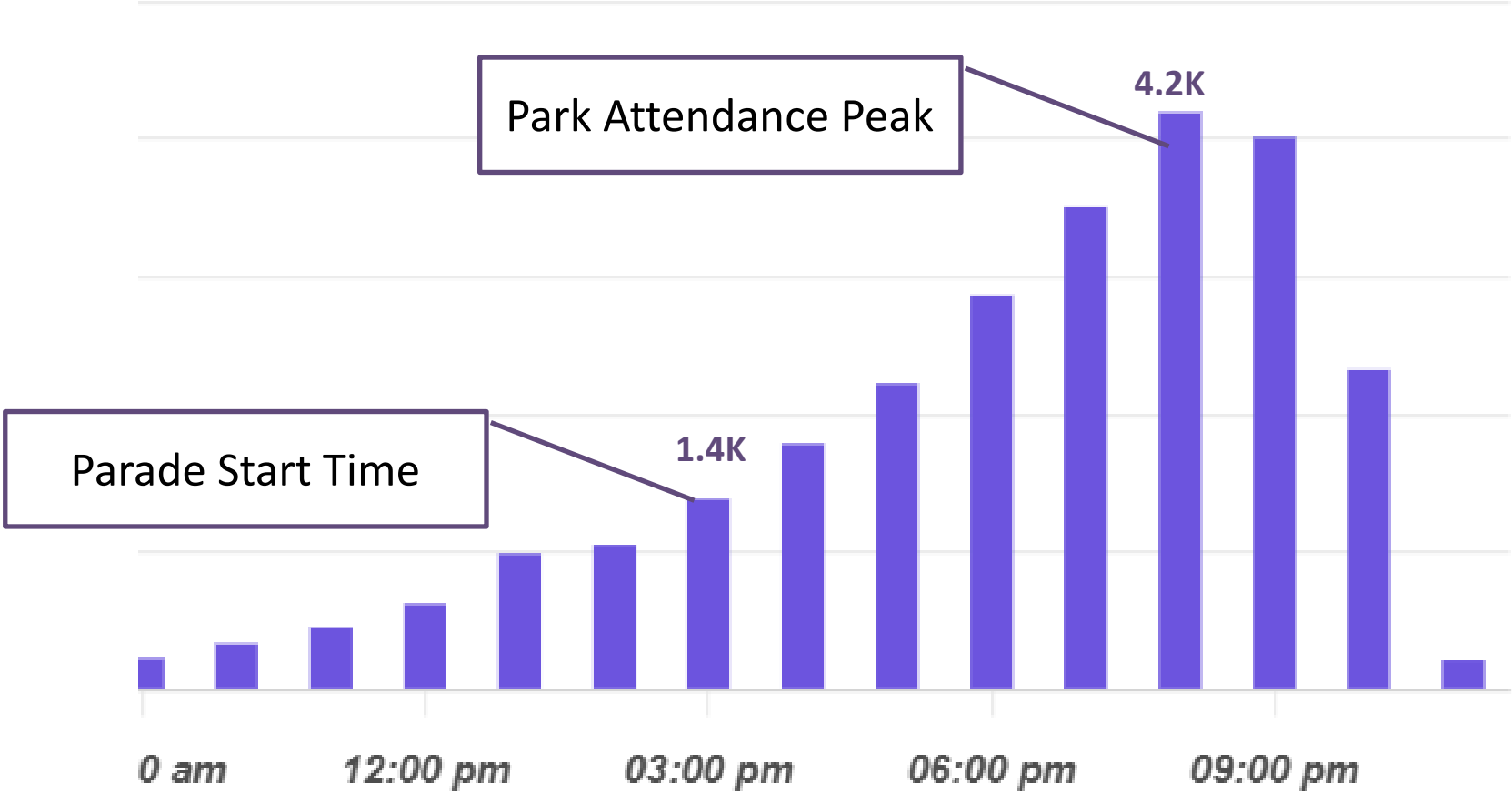
LOCAL PRESS & PROMOTION

- Local kiosks/TVs
- Posters given to local businesses
- Local news & magazines

EVENT ACTIVITIES

PHOTO OPS	VIDEO GAME TRUCK
SPLASH PAD	NERF WAR GAME AREA
MOBILE FOOD VENDORS	MARKETPLACE VENDORS
EMS/EMERGENCY STAFF	FACE PAINTER & MORE!

ARMSTRONG PARK-2025





2026 EVENT SURVEY



Survey data will be useful in the following areas:

- Additional metrics to help 2027 planning, budgeting & programming efforts
- Key indicators related to tourism, consumer behavior and economic impact
- Will provide feedback channel for vendors and attendees
- Survey will be published on September 12th and posted at Armstrong park & social media

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

THANK YOU

Any questions? Discussion.



STAFF REPORT

MEETING: City Council - August 4, 2026

TITLE:

Receive a report and discuss City Board and Commission updates

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:

Staff is hosting a Boards/Commission Expo on August 12th to recruit more members of the community to serve on boards and commissions. Staff also conducted survey with board chairs and staff liaisons to also develop questions for applicants that are focused on the specific boards duties and responsibilities. This report will update the City

Council on our efforts to date and ask for some direction to expedite filling vacant positions.

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

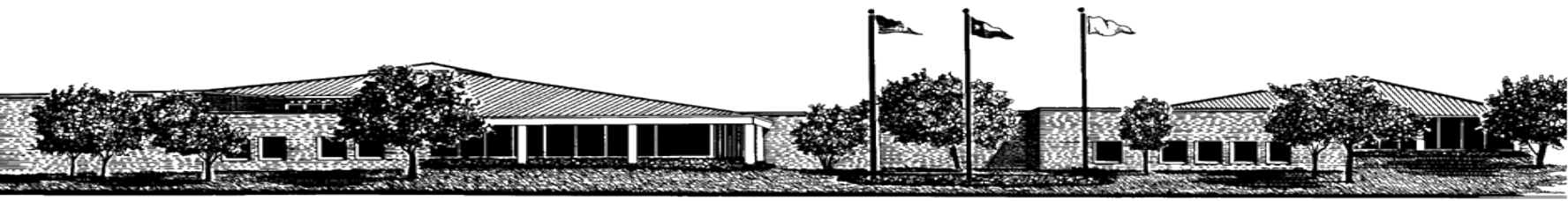
N/A

ACTION ALTERNATIVES:

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

ATTACHMENTS:

Board and Commission Update



BOARD AND COMMISSION UPDATE

CHIQUITA TAYLOR, CITY SECRETARY
AUGUST 4, 2026

SURVEY

- Survey was sent to board liaisons on July 20 to review current interview questions and provide board-specific questions.

AD HOC COMMITTEES

- Comprehensive Plan Steering Committee
 - Five applicants interviewed and one pending applicant
- Arts and Cultural District Steering Committee
 - Five applicants
- Ladd Preserve Committee
 - Five applicants

BOARD AND COMMISSION EXPO

- Scheduled for August 12, 2026, at the Senior Center from 6:30 – 8:00 PM

STAFF RECOMMENDATIONS

- Confirm a date and time to interview all remaining ad hoc committee applicants in August to move forward with committees meeting in September.
- Reappoint returning board and commission members in good standing who have reapplied to their current board.

Thank you
Any questions?



STAFF REPORT

MEETING: City Council - August 4, 2026

TITLE:

Receive a report, hold a discussion and provide staff direction on the Duncanville Fieldhouse Facilities Management RFP No. 26-0009.

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:

**Richard Abernethy
Mark Rauscher**

BACKGROUND/HISTORY:

The City of Duncanville issued Request for Proposals (RFP) No. 26-0009 for Facility Management Services at the Duncanville Fieldhouse on April 11, 2026. Proposals were initially due on May 13, 2026; however, the submittal deadline was extended to May 20, 2026, in response to additional information requests from prospective proposers. A total of five (5) proposals were received. Following the evaluation process and subsequent clarifications, two (2) proposers withdrew from consideration, leaving three (3) proposals for further review. Staff previously presented a resolution to establish an evaluation committee consisting of three City Council members and two staff members to review and evaluate the proposals and provide a recommendation to the City Council. The proposed resolution was not approved. Staff is providing an update on the status of the RFP process and is seeking City Council feedback and direction regarding next steps. At this time, staff recommends placing the project on hold until City priorities and available resources allow the project to move forward.

POLICY EXPLANATION:

A presentation updating the City Council on nexts steps will be presented.

FUNDING SOURCE:**ORG and Object Number**

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

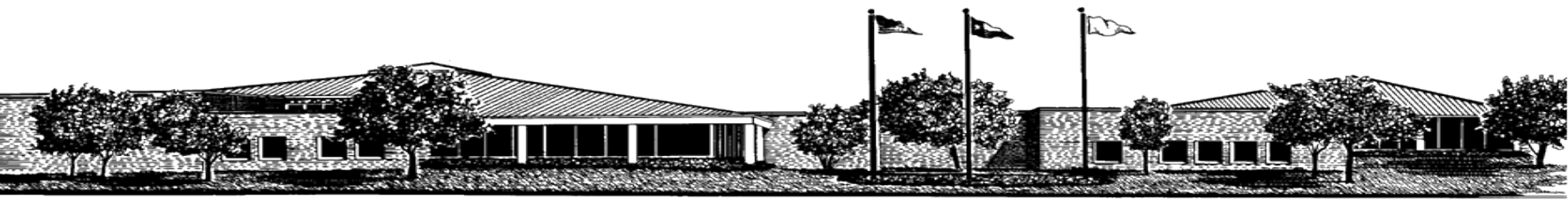
N/A

ACTION ALTERNATIVES:

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

ATTACHMENTS:

Fieldhouse RFP Status 8-4-2026



BRIEFING AND DISCUSSION ON FIELDHOUSE FACILITY MANAGEMENT SERVICES RFP 26-0009

AUGUST 4, 2026

RICHARD B. ABERNETHY, INTERIM CITY MANAGER

BACKGROUND

- **January 9, 2024** – City Council authorized an agreement between Global Sports Cares and the City of Duncanville for the management of the Duncanville Fieldhouse.
- **December 3, 2024** – City Council authorized a contract with Hunden Partners to conduct a feasibility analysis of the Duncanville Fieldhouse (Phase 1) and facilitate the issuance of a Request for Proposals (RFP) for third-party management (Phase 2) for total amount of \$140,000.
- **May 6, 2025** – Hunden Partners presented Phase 1 of the feasibility study to City Council and began Phase 2 of the project.
- **September–October 2025** – The RFP for third-party management consulting of the Duncanville Fieldhouse was issued. The City received four proposals (Hunden Partners fulfilled Phase 2).
- **January 6, 2026** – City Council rejected the proposals. Issue a new RFP for third-party facility management without a consulting component.
- **March 17, 2026** – City Council received a briefing on the draft RFP for third-party facility management.
- **March 2026** – City Council was provided a draft copy of the RFP to provided comments.
- **April 10, 2026** – A tour of the Duncanville Fieldhouse was provided to interested City Councilmembers.
- **April 2026** – The RFP was issued, and a pre-proposal meeting was held on April 29, 2026. Deadline was extended from May 13th to May 20th.
- **May 20, 2026** – The City received five proposals.
- **June 16, 2026** – City Council received a briefing on the status of the RFP.
- **June 2026** – Two proposers withdrew from the process following staff's final review and clarification of the proposals.
- **July 21, 2026** – Staff presented a resolution to establish a committee consisting of City Councilmembers and staff to review and score the proposals and make a recommendation to City Council. The resolution was not approved.

CHALLENGES AND NEXT STEPS

- Staff is prepared to evaluate and score the proposals and present a recommendation to City Council.
- The proposals expire on September 21, 2026, but extensions could potentially be requested if needed.
- There are several significant organizational priorities that need to be addressed.
- Staff believes this project can be revisited at a later date when adequate time and attention can be devoted to the procurement process.

RECOMMENDATION

- Reject the proposals received in response to RFP 26-0009.
- Place the project on hold and revisit the procurement process at a future date when organizational priorities allow.

THANK YOU

Any questions? Discussion.