



AGENDA
WATAUGA CITY COUNCIL
REGULAR MEETING
MONDAY, DECEMBER 8, 2025
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 PM

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **Regular City Council Meeting** of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

CALL TO ORDER (Council Members, City Staff, Members of the Public - when speaking during the meeting please speak directly into the microphones on the dais or podium)

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE United States and Texas Flags

ANNOUNCEMENTS

PRESENTATIONS

1. Presentation of Employee of the Month Award for the month of December

PUBLIC COMMENT This is an opportunity for citizens to address the Council on items not posted on the current meeting agenda. Only those who have submitted a proper "Request to Speak Form" Shall be permitted to speak. Citizens should provide their name and address for the record and will have no more than 3 minutes to speak. If representing an organization or group, the speaker should identify who they represent. Those wishing to speak are reminded 1). All comments are to be directed to the Council. 2) Be respectful of others. 3) No profanity permitted. 4) Violators will be removed from the premises. No discussion by the Council or Staff is allowed except to correct factual inaccuracies or request that the item be placed on a future agenda.

PUBLIC TESTIMONY FOR ACTION ITEMS This is an opportunity for citizens to address the Council on current agenda action items (excludes presentations and reports). Only those persons who have submitted a proper "Request to Speak Form" will be allowed to speak. Citizens will be required to state their name and address for the record. They have up to 3 minutes to speak, and their comments must be germane to the item. If speaking for an organization or group, the speaker should identify the group represented. Council members may ask questions or discuss the item with the citizens directly.

REPORTS

CONSENT AGENDA All of the items on the consent agenda are considered to be self-explanatory by the Council and will be enacted with one motion, one second, and one vote. There will be no separate discussion of these items. Any council member wishing to pull an item may do so.

1. Consider action on approval of the July 28, 2025, Regular City Council meeting minutes
Linda Proskey, City Secretary
2. Consider action on approval of July 30, 2025, Council Workshop meeting minutes.
Linda Proskey, City Secretary
3. Consider action on approval of August 4, 2025, Regular City Council meeting minutes
Linda Proskey, City Secretary
4. Consider action on approval of August 11, 2025, Regular City Council meeting minutes
Linda Proskey, City Secretary
5. Consider action on approval of the November 10, 2025, City Council Workshop
Linda Proskey, City Secretary
6. Consider action on approval of the Monthly Financial Report for the period ending October 31, 2025.
Jennifer Calvert, Finance Director
7. Consider action to approve an amendment to the Watauga Economic Development Corporation's budget for FY2025-2026.
8. Consider action on approval of the Mayor's appointment of Charlie Trotter to the Library Advisory Board, Place 5
Arthur Miner, Mayor
9. Consider action to approve a resolution to submit the grant application (#5639901) to equip Watauga Police Department vehicles with bullet resistant vehicle components.

Ben Davis, Grant & Recognition Program Manager

10. Consider action to approve an ordinance amending the number of positions in the Firefighter classification for the Watauga Fire Department

Juliet Rodriguez, Human Resources and Civil Service Director

Randy Barkley, Fire Chief

PUBLIC HEARINGS

ACTION ITEMS

1. Discuss and consider the approval of the nomination of a candidate to fill the vacated position on the Tarrant County Appraisal District Board.
2. Discuss and consider action to approve a resolution to cast the City of Watauga's ballot for the Tarrant Appraisal District Board of Directors.
Arthur Miner, Mayor
3. Consider action to award a contract between the City of Watauga and US Bronco Services, Inc. for the retrofit of the water meters to Automatic Meter Infrastructure (AMI) to provide for transparency, customer service, enhance accuracy of meter reads, and reduce water loss.
Jennifer Calvert, Finance Director

EXECUTIVE SESSION The City Council will recess its open meeting and reconvene in executive session to discuss the following items pursuant to the below referenced section(s) of the Texas Government Code:

RECONVENE The City Council will return to open session in the City Council Chamber for possible discussion and action as a result of the Executive Session.

ITEMS OF EXECUTIVE SESSION DELIBERATION

ITEMS FOR FUTURE AGENDAS

ADJOURNMENT

Meeting Notices and Reservation of Rights

The City Council may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code if the requisite information is otherwise posted; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code (as applicable) when determined necessary by the [City Council/Board/Commission/Committee] to address a subject matter on the agenda. Action, if any, will be taken in open session.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city council, boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the city council, boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that city council, body, board, commission or committee subject to the Texas Open Meetings Act.

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 514-3625.

I, Linda Proskey, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on December 2, 2025, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary





AGENDA MEMORANDUM

DATE: November 25, 2025
TO: Honorable City Council Members
FROM:
THROUGH:
SUBJECT: Presentation of Employee of the Month Award for the month of December

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Employee of the Month - Clint James

REVIEWED BY:

Juliet Rodriguez, Human Resources and Civil Service
Director

Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 11/25/2025

Approved - 11/25/2025
Final Approval -
12/1/2025

Approved as to form for inclusion on Agenda

CITY OF WATAUGA

**EMPLOYEE OF THE MONTH
A W A R D**

PRESENTED TO

Clint James

UTILITIES SUPERVISOR

DECEMBER
2025



*Thank you
for all you do!*



**MINUTES
WATAUGA CITY COUNCIL
REGULAR COUNCIL MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD,
MONDAY, JULY 28, 2025
6:30 PM**

CALL TO ORDER

Mayor Arthur Miner called the meeting to order at 6:30 p.m.

ROLL CALL

The meeting was convened with the following members present:

Arthur L. Miner
Cris Blackburn
Pat Shelbourne
Lovie Downey
Andrew Neal
Malissa Minucci
Mark Taylor
Jan Hill

Mayor
Mayor Pro Tem Place 2
Council Member Place 1
Council Member Place 3
Council Member Place 4
Council Member Place 5 (Absent w/notice)
Council Member Place 6
Council Member Place 7

and

Sandra Gibson
Linda Proskey
David Berman
Timothy Hamilton
Jennifer Calvert
Randy Barkley
James Lewis
Julie Rodriguez
Paul Hackleman
Lana Ewell

City Manager
City Secretary
City Attorney
Director of Parks and Community Services
Finance Director
Fire Chief
Police Chief
Director of Human Resources
Director of Public Work
Library Director

INVOCATION

Associate Pastor Matthew Hust of the First Baptist Church of Watauga and Police Chaplin gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Miner led the Pledge of Allegiance.

ANNOUNCEMENTS

Councilmember Blackburn mentioned that the Clear the Shelter event is underway and that there are many adoptable dogs and kittens in need of homes.

Councilmember Neal thanked the library for hosting ToshoCon and stated that he really enjoyed it. He also reminded everyone that the splash pad is open and a great place to beat the summer heat. Lastly, he mentioned the Clear the Shelter event taking place at the animal shelter.

Councilmember Taylor reminded residents that concrete can get extremely hot and dogs can burn their paws, so people should be cautious about the time of day they walk their pets.

PRESENTATIONS

1. Presentation by HUB International on the RFP Analysis for Medical, Dental, Vision, Life Insurance and Disability with purchase recommendations for the upcoming FY 25-26

Director of Human Resources Julie Rodriguez presented the item and introduced Heath Haygood from HUB International, who provided an overview of the RFP analysis and recommendations for the City's medical, dental, vision, life insurance, and long-term disability benefits. Haygood reported that the City's loss ratio over the past 12 months was approximately 82.8%, an improvement from prior years and within the target range of 80–85%. He reviewed the RFP responses and recommended renewing medical, dental, and vision coverage with Blue Cross Blue Shield, noting minor plan design adjustments, bundling discounts, and overall savings, including a 1.2% decrease in medical premiums. He also recommended renewing life and disability coverage with Mutual of Omaha, including enhancements to the basic life benefit. Councilmember Taylor asked several questions regarding loss ratio trends, premium contributions, benchmarking against surrounding cities, and plan network continuity. Staff explained current contribution tiers and employee HSA contributions and noted that additional benchmarking data could be provided. Taylor expressed concern about the level of comparative information provided for a same-day vote. Staff and Haygood clarified that plan networks remain unchanged, that most employee premiums will decrease, and that employee feedback since the previous special open enrollment has been largely positive.

PUBLIC COMMENT

There was no request for public comment

PUBLIC TESTIMONY FOR ACTION ITEMS

There was no request for public testimony

CONSENT AGENDA

1. **Consider action to approve the Revised NEFDA Interlocal Agreement (Pulled by Councilmember Taylor now action item #4)**
2. **Consider action to approve the Regular City Council Meeting minutes from July 14, 2025**
3. **Consider action to approve the May 12, 2025, City Council Workshop meeting minutes**
4. **Consider action to approve the declaration of the items listed on the July 2025 Surplus List as surplus personal property assets of the City, approved for sale or disposition.**
5. **Consider action to approve a 5-year service agreement with AA Wrecker for wrecker and towing services for emergency and non-emergency vehicle towing, as well as other services as needed.**
6. **Consider action to accept the Watauga Economic Development Corporation's Proposed Fiscal Year Budget for FY2025-2026; providing for all anticipated expenditures**
7. **Consider action to set the Watauga Economic Development Corporation's Proposed FY2025-2026 Budget Public Hearing for August 11, 2025, at 6:30 p.m. and the budget adoption Date for Monday, August 25, 2025**

Mayor Miner asked the council if they wish to pull any of the items.

Councilmember Taylor asked that Consent Item #1 be pulled from the consent agenda. Mayor Miner stated that this will now become Action Item #4

Mayor Miner asked for a Motion. Councilmember Neal made a motion to accept the consent agenda as amended. Councilmember Downey seconded the motion. Mayor Miner called for a vote.

Motion passed 6-0-0-1.

Ayes, Shelbourne, Blackburn, Downey, Neal, Taylor, Hill

Nays: None

Abstain: None

Absent: Minucci

ACTION ITEMS

- 1. Discuss and consider action to approve the purchase of Medical, Dental, and Vision Insurance for all eligible employees and to authorize the City Manager to execute a contract for employee health benefits FY 25-26 with Blue Cross Blue Shield of Texas.**

Juliet Rodriguez, Human Resources and Civil Service Director, presented the item and summarized the HUB RFP results and recommendations for employee benefits. She reported that Blue Cross Blue Shield, the current provider, offered a 1.2% decrease in medical premiums, while Cigna proposed an 11.1% increase, making Blue Cross Blue Shield the recommended provider for medical, dental, and vision coverage due to savings and bundling discounts. Enhancements include increased vision frame and contact allowances and an increase in the basic life benefit from \$100,000 to \$150,000 with Mutual of Omaha, which also offered a 7% decrease in long-term disability premiums with a three-year guarantee. Staff recommended retaining all four current medical plans, continuing HSA contributions of \$1,000 per employee and \$1,500 for employees with dependents, reducing premiums for three of the four plans, and sharing the PPO HSA plan increase with employees. Wellness initiatives, including the Watauga FIT program, annual physical incentives, health education, biennial health fairs, and open enrollment scheduled for August 18–29 with a kickoff on August 19, were highlighted. Rodriguez emphasized the time-sensitive nature of approval due to open enrollment deadlines and vendor coordination. Council discussed HSA participation, retiree and COBRA coverage, premium contributions, and tobacco surcharges. Councilmember Taylor promoted the HSA plan for younger, healthier employees, noting the long-term tax advantages, and Rodriguez confirmed that retirees pay 100% of premiums and COBRA participants receive temporary coverage. Additional benefits through First Financial Group of America, Mutual of Omaha, and Optum Bank—including supplemental insurance, EAP services, travel assistance, and HSA investing options—will continue. Rodriguez noted that a 2024 compensation study confirmed alignment with neighboring cities' benefits.

Mayor Miner asked for a motion. Councilmember Downey made a motion to approve the selection of Blue Cross Blue Shield for medical, dental, and vision coverage and to authorize the City Manager to execute a contract with Blue Cross Blue Shield. Mayor Pro Tem Blackburn seconded the motion.

With no further discussion Mayor Miner called for a vote.

Motion passed 6-0-0-1.

Ayes, Shelbourne, Blackburn, Downey, Neal, Taylor, Hill

Nays: None
Abstain: Minucci

2. Discuss and consider action on approval to purchase Life/AD&D Insurance and Disability insurance with Mutual of Omaha for all eligible employees.

Juliet Rodriguez, Human Resources and Civil Service Director, presented the item. Since she had covered the item previously, she asked if Council had any additional questions.

Hearing no further questions, Mayor Miner asked for a motion. Councilmember Hill made a motion to accept the item as presented. Councilmember Downey seconded the motion.

Mayor Miner called for a vote.

Motion passed 6-0-0-1.

Ayes, Shelbourne, Blackburn, Downey, Neal, Taylor, Hill

Nays: None

Abstain: None

Absent: Minucci

3. Consider action to approve AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS, AMENDING ARTICLE I (“IN GENERAL”) OF CHAPTER 40 (“TRAFFIC AND VEHICLES”) TO AMEND SECTION 40-4, AMENDING REQUIREMENTS FOR VISIBILITY TRIANGLES AT STREET AND DRIVEWAY INTERSECTIONS AND REVISING DIAGRAM; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED (\$500.00) DOLLARS FOR EACH OFFENSE; AND, PROVIDING AN EFFECTIVE DATE

Paul Hackleman, Director of Public Works, addressed the agenda item as a continuation from the February meeting regarding safety and traffic along the corridor. He explained that staff had added visibility triangles to address both Council and citizen concerns about sightlines at intersections. A visibility triangle is an area where obstructions, such as tree limbs or shrubs, are limited to ensure drivers can see oncoming traffic. Specific height and clearance requirements were reviewed: tree limbs over streets must be removed if lower than 14 feet, sidewalks require 8 feet of clearance, and shrubs must remain below 2.5 feet. The ordinance was clarified to define the visibility triangle measurement from the street centerline rather than the curb, with an added eight-foot dimension to account for vehicle width and sight distance. Visual diagrams were updated with detailed dimensions to assist code enforcement in identifying property corners and parkways. Hackleman noted that

existing trees in sight triangles that pose hazards would be cited, with potential fines up to \$500. The changes also codified exceptions for long-standing driveways (30-plus/minus years), clarified measurement points for tree limbs, and addressed minor numerical corrections. The updates additionally support proper enforcement of bold pavement markings, such as those in Hightower and North Park, by incorporating the added eight-foot dimension.

Mayor Miner asked for a Motion. Councilmember Shelbourne made a motion to accept the item as presented. Councilmember Downey seconded the motion.

Mayor Miner called for a vote.

Motion passed 6-0-0-1.

Ayes, Shelbourne, Blackburn, Downey, Neal, Taylor, Hill

Nays: None

Abstain: None

Absent: Minucci

4. Consider action to approve the Revised NEFDA Interlocal Agreement (Was Consent item #1)

Councilmember Taylor requested clarification on DFW Airport's participation in the Northeast Fire Department Association (NEFDA) program. Fire Chief Randy Barkley explained that DFW Airport, a long-time regional partner, recently joined the collaboration of 14 cities to provide additional manpower and specialized resources, including hazardous materials units, explosive ordnance teams, and K9 units. While these assets enhance NEFDA's overall response capabilities, they are not part of the capital replacement program, and the airport does not contribute to those costs. Their equipment may be used for specific incidents, such as large-scale commercial fires, but regular response duties remain with NEFDA units. Participation also allows for joint training and improved regional collaboration. Councilmember Taylor confirmed that this explanation addressed his questions regarding the capital replacement fund and the extent of DFW Airport's involvement.

Mayor Miner asked for a Motion. Councilmember Taylor made a motion to accept the item as presented. Councilmember Downey seconded the motion.

Mayor Miner called for a vote.

Motion passed 6-0-0-1.

Ayes, Shelbourne, Blackburn, Downey, Neal, Taylor, Hill

Nays: None

Abstain: None

Absent: Minucci,

ITEMS FOR FUTURE AGENDAS

Mayor Miner asked Sandra Gibson, City Manager, for an update on the program for the WEDC.

ADJOURNMENT

Mayor Miner adjourned the meeting at 7:31 p.m.

Approved: this _____ day of _____, 2025

Signed: this _____ day of _____, 2025

APPROVED:

ATTEST:

Arthur L. Miner, Mayor

Linda Proskey, City Secretary



AGENDA MEMORANDUM

DATE: November 7, 2025

TO: Honorable City Council Members

FROM: Linda Proskey, City Secretary

THROUGH: Linda Proskey, City Secretary

SUBJECT: Consider action on approval of July 30, 2025, Council Workshop meeting minutes.

BACKGROUND/INFORMATION:

Respectfully recommend the Council review and take action on the item presented.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 7.30.25 - Workshop Meeting Minuter - Draft

REVIEWED BY:

Linda Proskey, City Secretary

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 11/7/2025

Approved - 11/24/2025

Final Approval - 11/25/2025



**MINUTES
WATAUGA CITY COUNCIL
SPECIAL WORKSHOP MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD,
WEDNESDAY, JULY 30, 2025
5:30 PM**

CALL TO ORDER

Mayor Arthur Miner called the meeting to order at 5:30 p.m.

ROLL CALL

The meeting was convened with the following members present:

Arthur L. Miner
Cris Blackburn
Pat Shelbourne
Lovie Downey
Andrew Neal
Malissa Minucci
Mark Taylor
Jan Hill

Mayor
Mayor Pro Tem/Council Member Place 2
Council Member Place 1
Council Member Place 3
Council Member Place 4
Council Member Place 5
Council Member Place 6
Council Member Place 7

and

Sandra Gibson
Linda Proskey
David Berman
Kevin Mead
Jennifer Calvert
Timothy Hamilton
Lana Ewell
Paul Hackleman

City Manager
City Secretary
City Attorney
Assistant Chief of Police
Finance Director
Parks and Recreation Director
Director of Library Services
Director of Public Works

ANNOUNCEMENTS

Mayor Pro Tem Blackburn read a statement in remembrance of Kip Woodruff former board and commission member.

Councilmember Neal, Councilmember Minucci, Councilmember Taylor, Councilmember Hill, Mayor Miner and Councilmember Shelbourne all echoed the condolences for former board member Kip Woodruff.

Public Comments/Public Testimony

There were no requests to speak

PRESENTATIONS

1. Presentation on Facility Improvements and Possible Bond Election

City Manager Sandra Gibson explained that the City has been working with Brinker Sargeant, Hidell and Associates, and SAMCO to prepare information for a potential bond election. She introduced Bill Hidell of Hidell and Associates to review proposed library improvements.

Mr. Hidell reported that the Watauga Public Library continues to outperform state averages in programming and circulation, with attendance 180% above and circulation 220% above the Texas average. Despite offering over 800 annual programs, space constraints limit growth. A new two-story, 40,000-square-foot facility was proposed, expanding study rooms from six to eighteen and including dedicated program areas, improved staff spaces, and a drive-up book drop for efficiency. The estimated project cost has risen from \$17 million in 2019 to \$33.5 million in 2025 due to inflation and market conditions, incorporating photovoltaic and geothermal systems projected to cut energy use by 50%, though site feasibility remains uncertain.

Council discussion centered on location and logistics. Councilmember Taylor expressed concerns about service disruption and preferred a new site near Indian Springs for better parking. Mayor Pro Tem Blackburn questioned whether relocation could be more cost-effective and asked about staff input. Library Director Lana Ewell and other members favored the current site adjacent to the park, citing accessibility and community connection. Councilmembers Downey, Shelbourne, and others supported retaining the existing location, noting traffic flow and weekend activity alignment. Councilmember Neal asked about LEED certification and efficiency features; Mr. Hidell confirmed the building would meet current energy codes without formal LEED certification.

Following the library discussion, Denny Boles of Brinkley Sargent Wiginton Architects presented updated plans for the combined police and animal shelter facility. The design proposes a three-story, 24,000-square-foot structure integrating both departments to improve visibility and public engagement, with the shelter on the first floor and police functions above. The estimated cost increased from \$26.1 million to \$49 million, reflecting inflation and expanded features, including solar panels and specialized ventilation for the kennel area. The design includes secure parking, a covered sally port, interview rooms, and administrative

offices. Councilmembers raised concerns about noise, odor, and proximity to other facilities, as well as safety, parking, and water mitigation. Mr. Boles addressed these issues, confirming soundproofing, ventilation, and fire safety measures, and noted no jail facilities would be included.

RECESS

Mayor Miner called for a recess at 7:08 pm.

RECONVENED

Mayor Miner reconvened the meeting at 7:16 pm.

City Manager Gibson then introduced Andrew Friedman of SAMCO to outline the potential bond election. To be called mid-August 2025 for a November vote, the bond would fund both projects, with bidding expected in late 2026 or early 2027 and first payments due February 2027. The combined projects would result in an estimated tax rate increase of 22.5 cents per \$100 valuation—9 cents for the library and 13.5 cents for the police and animal shelter facility—spread over 30 years to minimize taxpayer impact. Council members discussed the need for public education and town hall meetings to ensure voter understanding. Mr. Friedman confirmed each project must appear as a separate ballot proposition and that early repayment options would be included.

Mayor Miner and the council emphasized the importance of transparency and readiness before proceeding. The council reached consensus to pursue a November 2025 bond election, allowing citizens to vote on each project individually.

ADJOURNMENT

Mayor Miner adjourned the meeting at 7:42 p.m.

Approved: this _____ day of _____, 2025

Signed: this _____ day of _____, 2025

APPROVED:

ATTEST:

Arthur L. Miner, Mayor

Linda Proskey, City Secretary



AGENDA MEMORANDUM

DATE: November 24, 2025
TO: Honorable City Council Members
FROM: Linda Proskey, City Secretary
THROUGH: Linda Proskey, City Secretary
SUBJECT: Consider action on approval of August 4, 2025, Regular City Council meeting minutes

BACKGROUND/INFORMATION:

City Council Regular Meeting minutes for Aug 4, 2025 - Budget

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. August 4. 2025 Regular Council Meeting

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved - 11/24/2025

Final Approval - 11/25/2025

Approved as to form for inclusion on Agenda



**MINUTES
WATAUGA CITY COUNCIL
REGULAR COUNCIL MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD,
MONDAY AUGUST 4, 2025
6:30 PM**

CALL TO ORDER

Mayor Arthur Miner called the meeting to order at 7:05 p.m.

ROLL CALL

The meeting was convened with the following members present:

Arthur L. Miner
Cris Blackburn
Pat Shelbourne
Lovie Downey
Andrew Neal
Malissa Minucci
Mark Taylor
Jan Hill

Mayor
Mayor Pro Tem Place 2
Council Member Place 1
Council Member Place 3
Council Member Place 4
Council Member Place 5
Council Member Place 6
Council Member Place 7

and

Sandra Gibson
Linda Proskey
David Berman
Timothy Hamilton
Deby Woodard
Randy Barkley
James Lewis
Julie Rodriguez
Paul Hackleman
Lana Ewell
Alan Thomas
Randy Richards

City Manager
City Secretary
City Attorney
Director of Parks and Community Services
Interim Finance Director
Fire Chief
Police Chief
Director of Human Resources
Director of Public Work
Library Director
Assistant Fire Chief
Assistant Director of Public Works

INVOCATION

Pastor Dennis Serratt of the First Baptist Church of Watauga gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Miner led the Pledge of Allegiance.

ANNOUNCEMENTS

Councilmember Blackburn mentioned the Clear the Shelters event coming up on August 16 in downtown Fort Worth and that it is one of the biggest mega adoption events in Texas and that you don't have to wait until the 16th you can go by the animal shelter today and adopt a pet.

Councilmember Neal reiterated the event Clear the Shelter and the need for people to adopt.

Mayor Miner congratulated Maribel Lopez in IT for becoming a certified public communicator.

PUBLIC COMMENT

There was no request for public comment

PUBLIC TESTIMONY FOR ACTION ITEMS

There was no request for public testimony

CONSENT AGENDA

There was no consent item

ACTION ITEMS

- 1. Consider action to approve a resolution accepting the Certified Tax Roll for Tax Year 2025 from the Tarrant Appraisal District as certified by the Chief Appraiser**

Jennifer Calvert, Finance Director, presented the item. She stated that the tax code requires the appraisal roll to be presented for the Council's acceptance and approval. She explained that the appraisal rolls are received from TAD around July 25th, and the district has until August 1st to present them. She requested the board's acceptance and approval of the tax roll by resolution

Mayor Miner asked for a motion. Councilmember Downey made a motion to approve the resolution accepting the certified tax roll for the tax year 2025. Councilmember Hill seconded the motion

With no further discussion Mayor Miner called for a vote.

Motion passed 7-0-0-0.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Taylor, Hill

Nays: None
Abstain: None

2. Discuss and consider action on setting a Public Hearing on the FY2025-2026 Proposed Budget for August 11, 2025 at 6:30 p.m.

Jennifer Calvert, Finance Director, presented the item. She stated that the fiscal budget for FY 2025–2026 was filed with the City Secretary on July 25th and that they would like Council to approve holding a public hearing on the proposed budget on August 11, 2025, at 6:30 p.m.

Mayor Miner asked for a Motion. Councilmember Shelbourne made a motion to approve as presented. Councilmember Hill seconded the motion.

Mayor Miner called for a vote.

Motion passed 7-0-0-0.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Taylor, Hill

Nays: None

Abstain: None

Absent: None

3. Discuss and consider action and take a record vote on the proposed tax rate of \$0.5702 per \$100 valuation for the FY2025-2026 Fiscal Year

Jennifer Calvert, Finance Director, presented the item. She explained that the purpose of this item was to take a record vote on the proposed tax rate. She emphasized that this action was not to adopt the rate. She requested that the proposed rate remain the same as the 2024 tax rate, which is \$0.5702 per \$100 valuation. She stated that whatever rate is proposed today may be lowered later but cannot be increased. She further reported that the no-new-revenue tax rate was calculated at \$0.575688, the voter-approval tax rate at \$0.556950, and the de minimis tax rate at \$0.570248. Therefore, the proposed tax rate of \$0.5702 is below all of those rates.

Mayor Miner asked for a Motion. Councilmember Downey made a motion to approve the proposed property tax rate of 0.5702 per 100 of assessed valuation. Councilmember Hill seconded the motion.

Mayor Miner called for a roll call vote.

Motion passed 7-0-0-0.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Taylor, Hill

Nays: None

Abstain: None

Absent: None

4. Discuss and consider action on setting the Public Hearing on the Proposed Tax Rate of \$0.5702 per \$100 valuation for August 25, 2025, at 6:30 p.m.

Jennifer Calvert, Finance Director, presented the item. She requested that the public hearing on the proposed tax rate be officially scheduled for August 25th at 6:30 p.m. She noted that the proposed tax rate of \$0.5702 per \$100 valuation is consistent with the rate recommended in the proposed budget for the fiscal year 2025–2026.

Mayor Miner asked for a Motion. Councilmember Hill made a motion to approve setting the public hearing on the proposed tax rate of 0.5072 per \$100 evaluation for August 25, 2025, at 6:30pm. Councilmember Neal seconded the motion.

Mayor Miner called for a vote.

Motion passed 7-0-0-0.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Taylor, Hill

Nays: None

Abstain: None

Absent: None

5. Discuss and consider action on setting the date of August 25, 2025 to adopt the proposed tax rate of \$0.5702 per 100 valuation for the 2025-2026 Fiscal Year

Jennifer Calvert, Finance Director, presented the item. She stated that following the public hearing on the tax rate, a vote on the tax rate is required, and she requested that the vote be scheduled for August 25th, 2025, at the 6:30 p.m. meeting.

Mayor Miner asked for a Motion. Councilmember Downey made a motion to accept the item as presented. Councilmember Minucci seconded the motion.

Mayor Miner called for a vote.

Motion passed 7-0-0-0.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Taylor, Hill

Nays: None

Abstain: None

Absent: None

ITEMS FOR FUTURE AGENDAS

Councilmember Blackburn would like to review the potential shift of May elections to November due to upcoming legislation.

Council members expressed gratitude for staff contributions to the budget process.

ADJOURNMENT

Mayor Miner adjourned the meeting at 7:26 p.m.

Approved: this _____ day of _____, 2025

Signed: this _____ day of _____, 2025

APPROVED:

ATTEST:

Arthur L. Miner, Mayor

Linda Proskey, City Secretary



AGENDA MEMORANDUM

DATE: November 24, 2025
TO: Honorable City Council Members
FROM: Linda Proskey, City Secretary
THROUGH: Linda Proskey, City Secretary
SUBJECT: Consider action on approval of August 11, 2025, Regular City Council meeting minutes

BACKGROUND/INFORMATION:

Consider action on approval of August 11, 2025, Regular City Council meeting minutes — CO, Bond Election, Budget

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. August 11, 2025 Regular Council Meeting

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 11/25/2025

Final Approval - 11/25/2025



**MINUTES
WATAUGA CITY COUNCIL
REGULAR COUNCIL MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD,
MONDAY, AUGUST 11, 2025
6:30 PM**

CALL TO ORDER

Mayor Arthur Miner called the meeting to order at 6:30 p.m.

ROLL CALL

The meeting was convened with the following members present:

Arthur L. Miner
Cris Blackburn
Pat Shelbourne
Lovie Downey
Andrew Neal
Malissa Minucci
Mark Taylor
Jan Hill

Mayor
Mayor Pro Tem Place 2
Council Member Place 1
Council Member Place 3
Council Member Place 4
Council Member Place 5
Council Member Place 6
Council Member Place 7

and

Sandra Gibson
Linda Proskey
David Berman
Timothy Hamilton
Deby Woodard
Randy Barkley
James Lewis
Julie Rodriguez
Paul Hackleman
Lana Ewell
Alan Thomas
Randy Richards

City Manager
City Secretary
City Attorney
Director of Parks and Community Services
Interim Finance Director
Fire Chief
Police Chief
Director of Human Resources
Director of Public Work
Library Director
Assistant Fire Chief
Assistant Director of Public Works

INVOCATION

Pastor Lynn Nichols of the Northside Nazarene Church gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Miner led the Pledge of Allegiance.

ANNOUNCEMENTS

Councilmember Blackburn Councilmember Blackburn announced that animal control agencies from across the state are participating in a mega-adoption event at the Amon Carter Jr. Exhibit Hall on Saturday and Sunday, from 10:00 a.m. to 5:00 p.m. On Saturday, adoptions will be available from 10:00 a.m. to 4:00 p.m., with fees of \$25 or less. She stated that this joint effort aims to find homes for thousands of animals. Admission is free, although parking fees apply, and early-access passes are available for approximately \$50, allowing entry prior to opening to view adoptable animals. She noted that several of the City's larger dogs will be participating in the event, and she will be volunteering both days assisting with walking and cleanup. She encouraged the public to consider adopting a pet, stating that local shelters are currently at a crisis level.

Councilmember Neal reported that there are several upcoming events and activities in the City. He noted that concerts will be held in the park in the coming weeks and encouraged residents to attend. He added that the library will also be offering meditation sessions. He also announced the mega-adoption event taking place at the Amon Carter Center in Fort Worth over the weekend and encouraged the public to consider attending and adopting a new pet.

Councilmember Hill announced that the library will soon host another of its interactive murder mystery events. She stated that participants are assigned a character, may dress up if they choose, and then move throughout the library interacting with others to determine the identity of the "murderer." She encouraged anyone interested to contact Dana or library staff for details of the upcoming event.

Mayor Miner commented that the past weekend was the annual tax-free weekend and expressed hope that residents were able to shop locally to contribute to local sales tax revenue. He also noted that Whataburger celebrated its 75th anniversary on Friday and reported that the local restaurant served between 1,500 and 1,600 hamburgers and cheeseburgers that day. He stated that the lines were extremely long during both of his visits and offered congratulations to the business on its anniversary.

PRESENTATIONS

- 1. Presentation of Employee of the Month Award for the month of August.**

Sandra Gibson, City Manager, presented the Employee of the Month Award to Barbara Goss.

PUBLIC COMMENT

Eric Crile, 11325 Gale Ridge Terrace, Haslet. Spoke about Tarrant County Appraisal District and residential values.

Sondee Jackson, 1637 Hillcrest Drive, Watauga. A visually impaired resident noted that transportation services for medical appointments and other needs are not available within Watauga. She highlighted challenges using paid services like Uber and Lyft due to her visual impairment and reported that not all city crosswalks have required ADA-compliant signals. She requested improved local transportation and accessibility options.

Mayor Miner commented Mayor Miner stated that, to his knowledge, no transportation providers are prohibited from operating within the city. Since 2019, the city has engaged with several regional charities to provide transportation, though some require significant funding. He encouraged residents to report any entities claiming they are not allowed in the city so the issue can be addressed. Mayor Miner also noted that the city will review the crosswalk accessibility concerns.

PUBLIC TESTIMONY FOR ACTION ITEMS

There was no request for public testimony

CONSENT AGENDA

- 1. Consider action on approval of the Watauga Public Library "Unattended or Disruptive Child Policy"**
- 2. Consider action on approval of the Monthly Financial Report for the period ending June 30, 2025**
- 3. Consider action on approval of the Quarterly Investment Report for the period ending June 30, 2025.**
- 4. Consider action on approval of the June 9, 2025 City Council Workshop Meeting**
- 5. Consider action on approval of the July 28, 2025, City Council Workshop**

Mayor Miner asked the council if they wish to pull any of the items, hearing none he asked for a Motion. Councilmember Neal made a motion to accept the consent agenda as presented. Councilmember Hill seconded the motion. Mayor Miner called for a vote.

Motion passed 7-0-0-0.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Taylor, Hill
Nays: None

Abstain: None

Absent: None

PUBLIC HEARING

1. Public Hearing on the FY2025-2026 Proposed Budget

Jennifer Calvert, Finance Director respectfully asked the Mayor to open the public hearing. Stating that nothing had changed from the last presentation.

Mayor Miner opened the public hearing at 6:51 pm.

There were no requests to speak

Mayor Miner closed the public hearing at 6:51 pm.

2. Public Hearing on the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2025-2026

Jennifer Calvert, Finance Director presented the item

Mayor Miner opened the public hearing at 6:52 pm.

There were no requests to speak

Mayor Miner closed the public hearing at 6:52 pm.

ACTION ITEMS

1. Consider action to approve the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2025-2026

Jennifer Calvert, Finance Director presented the item. She stated that nothing had changed since it was previously presented back in June.

Mayor Miner asked for a Motion. Mayor Pro Tem Blackburn made a motion to accept the item as presented. Councilmember Downey seconded the motion.

With no further discussion Mayor Miner called for a vote.

Motion passed 7-0-0-0.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Taylor, Hill

Nays: None

Abstain: None

2. Consider action on the FY2025-2026 Proposed Budget after the Public Hearing as required by Chapter 102.007(a) of the Local Government Code.

Jennifer Calvert, Finance Director, presented the item. She stated that nothing had changed but noted that she has the presentation available if the council would like to review it again or has questions on any specific points. She explained that, by law, the council is required to take some type of action, either table the item until the next meeting or vote to adopt it. The recommendation is to wait until the next meeting on August 25.

Mayor Miner asked for a Motion. Councilmember Neal made a motion to delay the adoption of the budget until August 25, 2025. Councilmember Downey seconded the motion.

Mayor Miner called for a vote.

Motion passed 7-0-0-0.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Taylor, Hill

Nays: None

Abstain: None

Absent: None

3. Consideration and approval of an ordinance authorizing the issuance of “City of Watauga, Texas Combination Tax and Limited Pledge Revenue Certificates of Obligation, Series 2025” providing for the payment of said certificates by the levy of an ad valorem tax upon all taxable property within the City and further securing said certificates by a lien on and pledge of the pledged revenues of the system; authorizing the execution of any necessary engagement agreement with the City's Financial Advisors and/or Bond Counsel; and providing an effective date.

Ryan Cunningham from Samco Capital Markets, the city's financial advisor, presented the bid results. He reported that Standard & Poor's affirmed the city's AA credit rating and upgraded the outlook from stable to positive, citing continued positive budgetary performance, with the outlook to be reviewed again in approximately two years. Six bids were received, with Robert W. Baird submitting the lowest bid at a true interest cost of 4.29%, reflecting the city's strong credit rating and a recent bond market rally; prior estimates had projected rates between 4.65% and 4.75%. The project fund will total \$10,340,000, allocated across utility, EDC, and general fund portions amortized over 20 years, as well as vehicle purchases amortized over seven years. Cunningham noted that these projects, structured through the certificates of obligation, will not result in a tax increase. He described the 4.29% interest rate as an excellent outcome for the city, particularly in a crowded bond market.

Mayor Miner asked for a Motion. Councilmember Downey made a motion to adopt an ordinance authorizing the city of Watauga, Texas combination tax and limited pledge revenue certificates of obligation series 2025. Mayor Pro Tem Blackburn seconded the motion.

Mayor Miner called for a vote.

Motion passed 7-0-0-0.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Taylor, Hill

Nays: None

Abstain: None

Absent: None

4. Consideration and action on approval of an ordinance calling for a bond election to be held in the City of Watauga, Texas; making provision for the conduct of a joint election; and resolving other matters incident and related to such election.

The council discussed an ordinance calling for a bond election in Watauga, Texas, including two propositions: Proposition A for \$49 million for public safety and the animal shelter, and Proposition B for \$32 million for the library, both to appear separately on the November ballot with cost and purpose information. Councilmembers noted that the projects were citizen-requested, essential for the community, and delaying them would increase costs. The police station has moisture issues and is underutilized, and the animal control facility is inadequate for city needs. The library provides strong services and attracts residents. The bond would be a 30-year issue, with a nine-year call option to mitigate tax impacts, and would not result in an immediate tax increase. Several council members emphasized the importance of putting the decision before the voters, encouraging attendance at town halls where staff will present building conditions, scope of work, and cost information. Concerns were raised about potential tax increases, the timing of future bond elections if propositions fail, and legislative limitations on city debt issuance. Councilmembers highlighted the need to address critical infrastructure, provide quality services, and allow citizens to decide the city's future while noting that waiting could further escalate project costs.

Mayor Miner asked for a Motion. Councilmember Downey made a motion to adopt an ordinance calling for a bond election. Councilmember Minucci seconded the motion.

Mayor Miner called for a vote.

Motion passed 7-0-0-0.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Taylor, Hill

Nays: None

Abstain: None

Absent: None

ITEMS FOR FUTURE AGENDAS

Councilmember Minucci asked for staff to investigate crosswalk signals that were raised by the citizen in public comment.

Mayor Miner asked that the City Secretary ensures council is signed in prior to the start of the meeting.

ADJOURNMENT

Mayor Miner adjourned the meeting at 7:43 p.m.

Approved: this _____ day of _____, 2025

Signed: this _____ day of _____, 2025

APPROVED:

ATTEST:

Arthur L. Miner, Mayor

Linda Proskey, City Secretary



AGENDA MEMORANDUM

DATE: November 12, 2025
TO: Honorable City Council Members
FROM: Linda Proskey, City Secretary
THROUGH: Linda Proskey, City Secretary
SUBJECT: Consider action on approval of the November 10, 2025, City Council Workshop

BACKGROUND/INFORMATION:

November 10, 2025, City Council Workshop minutes — AMI and Fee Schedule

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 11.10.25 - Workshop Meeting Minuter - Draft

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved - 11/24/2025

Final Approval - 11/25/2025

Approved as to form for inclusion on Agenda



**MINUTES
WATAUGA CITY COUNCIL
SPECIAL WORKSHOP MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD,
MONDAY NOVEMBER 10, 2025
5:30 PM**

CALL TO ORDER

Mayor Arthur Miner called the meeting to order at 5:30 p.m.

ROLL CALL

The meeting was convened with the following members present:

Arthur L. Miner
Cris Blackburn
Pat Shelbourne
Lovie Downey
Andrew Neal
Mark Taylor
Jan Hill

Mayor
Mayor Pro Tem/Council Member Place 2
Council Member Place 1
Council Member Place 3
Council Member Place 4
Council Member Place 6
Council Member Place 7

and

Sandra Gibson
Linda Proskey
David Berman
Jim Lewis
Randy Barkley
Jennifer Calvert
Timothy Hamilton
Lana Ewell
Paul Hackleman

City Manager
City Secretary
City Attorney
Chief of Police

Finance Director
Parks and Recreation Director
Director of Library Services
Director of Public Works

ANNOUNCEMENTS

Mayor Pro Tem Blackburn read a statement in remembrance of Kip Woodruff former board and commission member.

Councilmember Neal, Councilmember Minucci, Councilmember Taylor, Councilmember Hill, Mayor Miner and Councilmember Shelbourne all echoed the condolences for former board member Kip Woodruff.

Public Comments/Public Testimony

Sayada Syed (6705 Sapphire Circle, North Colleyville, TX 76034) thanks the council for nominating for the Tarrant Appraisal District Board of Directors. She also spoke about changes at TAD she would make, the current Chief Appraiser's performance and about new legislation.

PRESENTATIONS

1. Presentation on Chapter 12 Fee Schedule Proposed Changes

Finance Director Jennifer Calvert presented proposed updates to the Chapter 12 Fee Schedule. Key changes include adjustments to convenience fees, elimination of alcoholic beverage permit fees, updates to fire department and inspection fees, and the introduction of new boarding home fees.

Convenience fees would shift from a flat \$2.25 to a percentage-based rate of up to 5% to recover credit card processing costs. The charge will reflect what the credit card processing companies charge the city, up to a maximum of 5%. The city is only recouping a portion of its processing costs. Cash, check, and auto-debit payments will remain free, while in-person credit card payments will now incur a fee. The city is considering Tyler Payments as its main processor and is exploring options such as Apple Pay and Google Pay.

Due to SB 1008, the city can no longer charge the \$30 alcoholic beverage permit fee, though permits will still be required. Fire Department fees (Section 1214) will move to a flat rate of \$500 per vehicle, with additional hourly charges to cover personnel. Structure fire fees have also been updated. Fire Marshal fees (Section 1215) will increase Certificates of Occupancy to \$75, add after-hours inspection rates, and establish annual permits and late fees for certain operations.

New boarding home fees are being introduced for registration, inspection, and reinstatement, aligning with state legislation. Boarding homes remain prohibited in single-family zones but will be regulated where allowed.

2. Presentation on Automatic Meter Infrastructure (AMI) project

Jennifer Calvert, Finance Director, presented the Automatic Meter Infrastructure (AMI) Project, noting that a rate increase effective January 1, 2025, will fund the project with a \$3.5 million budget. Staff recommend retrofitting existing Badger meters with cellular endpoints,

estimated at \$1.9 million, rather than performing a full replacement. Retrofitting is considered an upgrade, not a replacement, and material costs for new registers and encoders are \$1.9 million. Installation is projected at \$300,000, with a timeline of approximately five months. Four RFP bids were received, with the lowest at \$308,000. A communication plan, including bill inserts, social media posts, and website updates, will inform the public, with work anticipated to begin around January 1.

The AMI system reduces manual labor, improves billing accuracy, reduces water loss, supports real-time analytics, and provides leak notifications. Alan Breese from Badger Meter demonstrated the customer portal and the EyeOnWater app, which allow residents to track daily and hourly water use, receive alerts, export data, and view weather impacts. The new system provides 15-minute read intervals, empowering customers to monitor usage, identify leaks, and compare consumption over time.

Meter replacement involves swapping registers without shutting off water. Current meters remain accurate, with warranties covering 2.5 million gallons. Cellular LTE-M endpoints eliminate the need for city-maintained infrastructure, and all data is encrypted and compliant with security standards. Analytics, AI leak detection, and updated meter boxes enhance system reliability, and outreach will assist residents in accessing the EyeOnWater app.

The project is expected to modernize the water system, improve efficiency, and save money.

Mayor Miner stated that the City Council regular meeting will begin at 6:50 p.m.

ADJOURNMENT

Mayor Miner adjourned the meeting at 6:36 p.m.

Approved: this _____ day of _____, 2025

Signed: this _____ day of _____, 2025

APPROVED:

ATTEST:

Arthur L. Miner, Mayor

Linda Proskey, City Secretary



AGENDA MEMORANDUM

DATE: November 21, 2025

TO: Honorable City Council Members

FROM: Jennifer Calvert, Finance Director

THROUGH: Sandra Gibson, City Manager

SUBJECT: Consider action on approval of the Monthly Financial Report for the period ending October 31, 2025.

BACKGROUND/INFORMATION:

Monthly Financial Report for the period ending October 31, 2025

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Council Report - October 31, 2025 to Council December 8, 2025

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda



Monthly Financial Report Fiscal 2025-2026

For the period ending October 31, 2025

Sales Tax

Sales tax receipts from the State Comptroller received in the month of November 2025 (reflecting September 2025 sales receipts) decreased in total by 0.3% compared to the same time last year. This amount includes prior period adjustments, future period adjustments and audit collections.

Sales Tax Receipts	Sep-25	Sep-24	% change
City 1%	\$ 334,368	\$ 335,485	-0.3%
City 1/4% effective 10/1/2021*	\$ 83,592	\$ 83,871	-0.3%
Street Maint 1/4%**	\$ -	\$ -	0.0%
CCD 1/2%	\$ 166,695	\$ 167,317	-0.4%
EDC 1/4%	\$ 83,592	\$ 83,871	-0.3%
Totals	\$ 668,247	\$ 670,545	-0.3%

*approved by voters May, 2021 for effective date of 10/1/2021

**abolished January, 2021

A comparison of September 2025 sales tax receipts for Watauga's and surrounding cities are shown below: These figures do not include Special District sales tax receipts.

SALES TAX RECEIPTS COMPARISONS September 2024 vs. September 2025 RECEIVED FROM COMPTROLLER - NOVEMBER FISCAL YEAR 2025-2026

Sales Tax Receipts for the Month:

City	September 2025 Sales	September 2024 Sales	\$ Change	% Change
N. Richland Hills	\$ 2,069,977.96	\$ 1,820,083.10	\$ 249,894.86	13.73%
Keller	\$ 1,551,778.93	\$ 1,375,424.24	\$ 176,354.69	12.82%
Southlake	\$ 3,564,475.30	\$ 3,190,523.97	\$ 373,951.33	11.72%
Fort Worth	\$ 22,843,833.34	\$ 20,679,041.96	\$ 2,164,791.38	10.47%
Euless	\$ 2,669,047.82	\$ 2,383,526.99	\$ 420,584.59	7.93%
Grapevine	\$ 5,726,759.16	\$ 5,306,174.57	\$ 420,584.59	7.93%
Haltom City	\$ 1,870,740.33	\$ 1,789,549.99	\$ 81,190.34	4.54%
Saginaw	\$ 764,136.40	\$ 731,558.96	\$ 32,577.44	4.45%
Colleyville	\$ 770,464.05	\$ 744,639.16	\$ 25,824.89	3.47%
Roanoke	\$ 1,718,854.81	\$ 1,694,446.66	\$ 24,408.15	1.44%
Hurst	\$ 1,579,604.58	\$ 1,570,722.08	\$ 8,882.50	0.57%
Watauga	\$ 501,551.47	\$ 503,227.86	\$ (1,676.39)	-0.33%
Bedford	\$ 1,421,553.14	\$ 1,436,465.86	\$ (14,912.72)	-1.04%
Richland Hills	\$ 537,583.43	\$ 671,905.45	\$ (134,322.02)	-19.99%

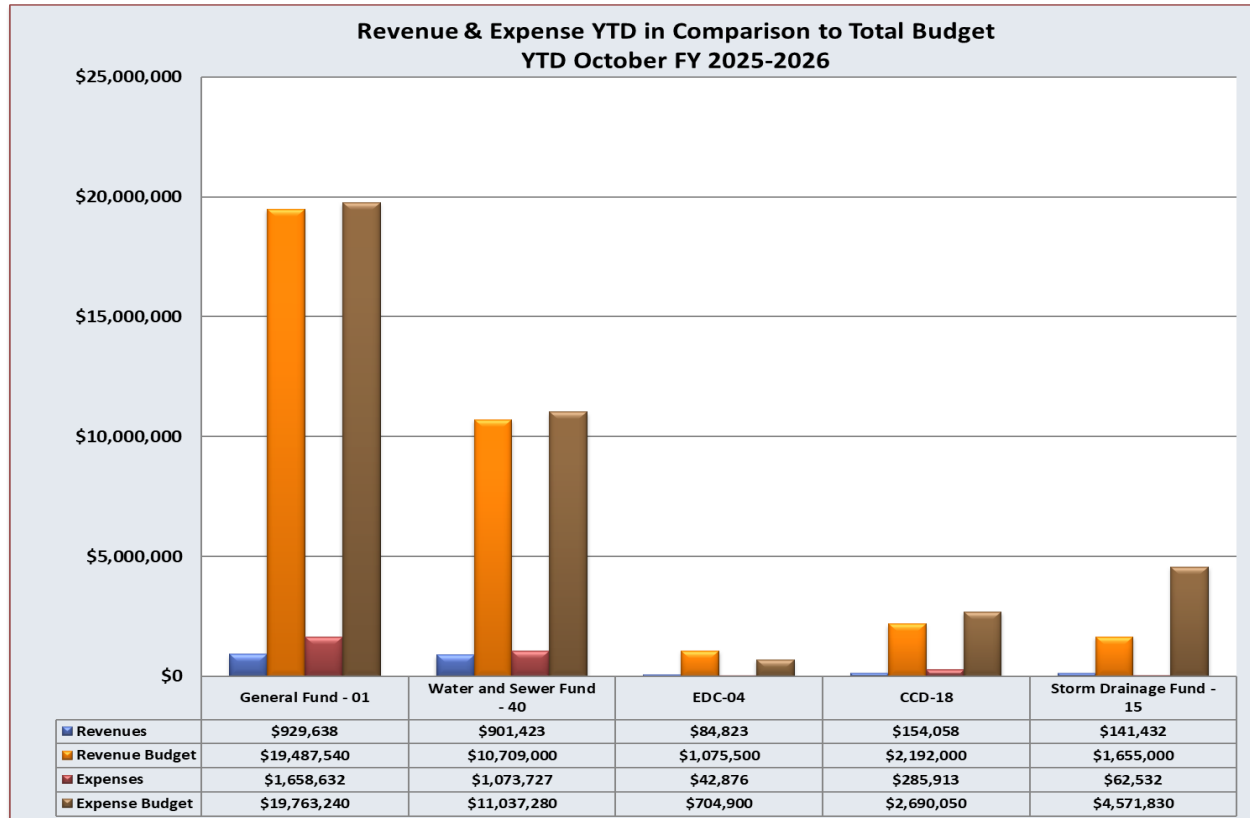
Source: State Comptroller

City Collections only - not Special Purpose Districts or Transit

The City will receive the distribution for October 2025 sales tax receipts on December 12, 2025. Sales tax revenues have been estimated for the October reporting period.

Financial Highlights

The City is 8.3% through the fiscal year 2025-2026. This report is preliminary and pre-audit. It will be modified as the year-end process of recording all revenues and expenditures for the year continues. Accrual estimates have been made to reflect revenues and expenditures that are anticipated, but not yet received or invoiced. Revenue and expenses are reflected in the chart below and details of each fund's revenues and expenditures are attached.



General Fund

Revenues – Annual revenues represent 4.5% of the budget collected, or \$929,638 which are slightly lower with YTD comparison to prior year

Property Tax – As of October 31, 2025, the City has received 0.8% of budgeted property taxes and receipts are in line with expectations at this time. The majority of property tax revenues are received in December and January.

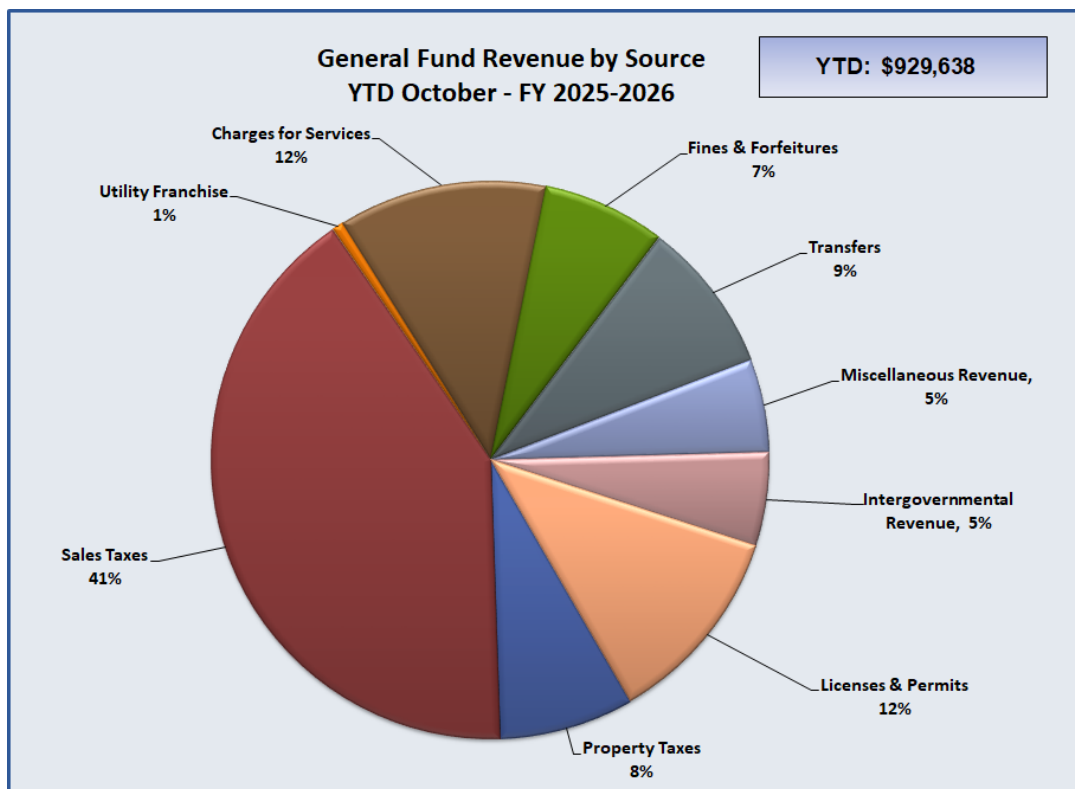
Utility Franchise Revenue - The majority of franchise receipts are received on a quarterly basis. The City has received \$6,411, or 0.8% in budgeted franchise fee revenues through October 2025. The City is anticipating receiving \$845,000 in franchise fee revenues in fiscal year 2025-2026. First quarter receipts are usually received in February.

Sales Tax - Sales tax receipts for the General Fund are in line with budget expectations and are estimated at 7.6% of the budget through October 2025. The October sales tax is estimated for this reporting period.

Licenses and Permits - License and permit fees are 11.4% of the budget collected with revenue received at \$108,447.

Charges for Services - Charges for Services revenues are 8% of the budget collected. Charges for services include recreation fees, ambulance services, garbage collection fees and animal adoption fees.

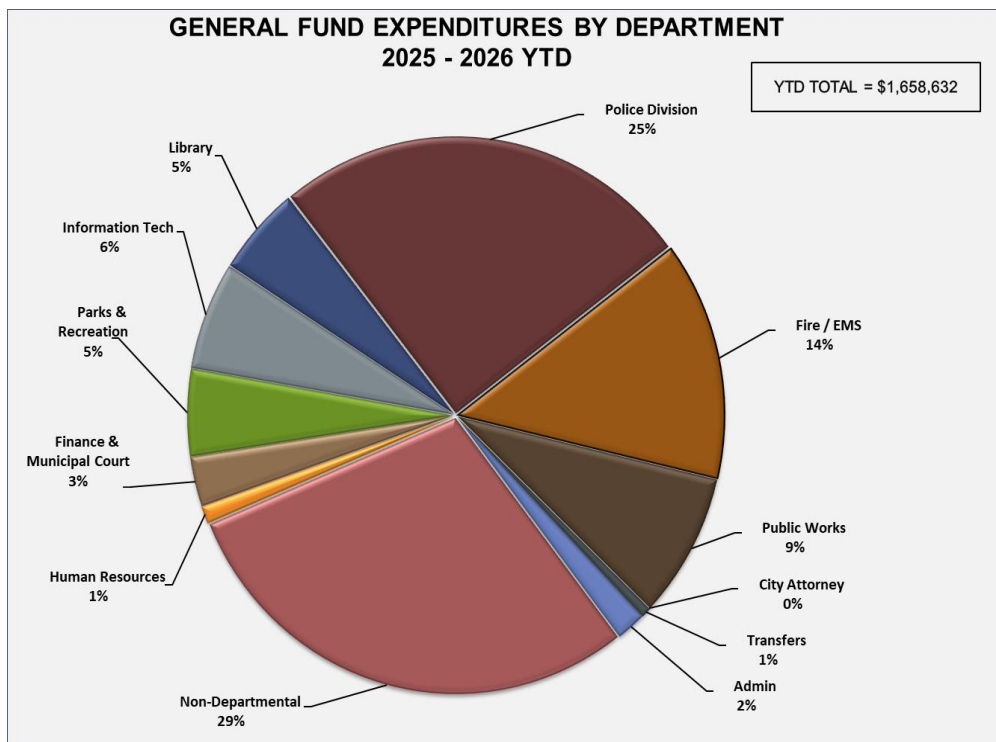
Fines and Forfeitures - Fines and Forfeitures are 10.7% of the budget, which is \$9.323, or 16.3% higher than last year's collections.



Miscellaneous Revenue - Miscellaneous revenues include interest earnings, rental of recreational facilities, bingo, and other revenue. These receipts total \$50,070, which is 5.9% of budgeted revenues.

Intergovernmental Revenue and Transfers - Intergovernmental Revenue include transfers from other funds for services the general fund provides and payments in lieu of taxes from the enterprise funds. Currently these revenues are on target with Intergovernmental at 9% of budget and Transfers at 8.6% of budget.

Expenses – General fund expenses are at 8.4% of budget expended and total \$1,658,632 for the year.

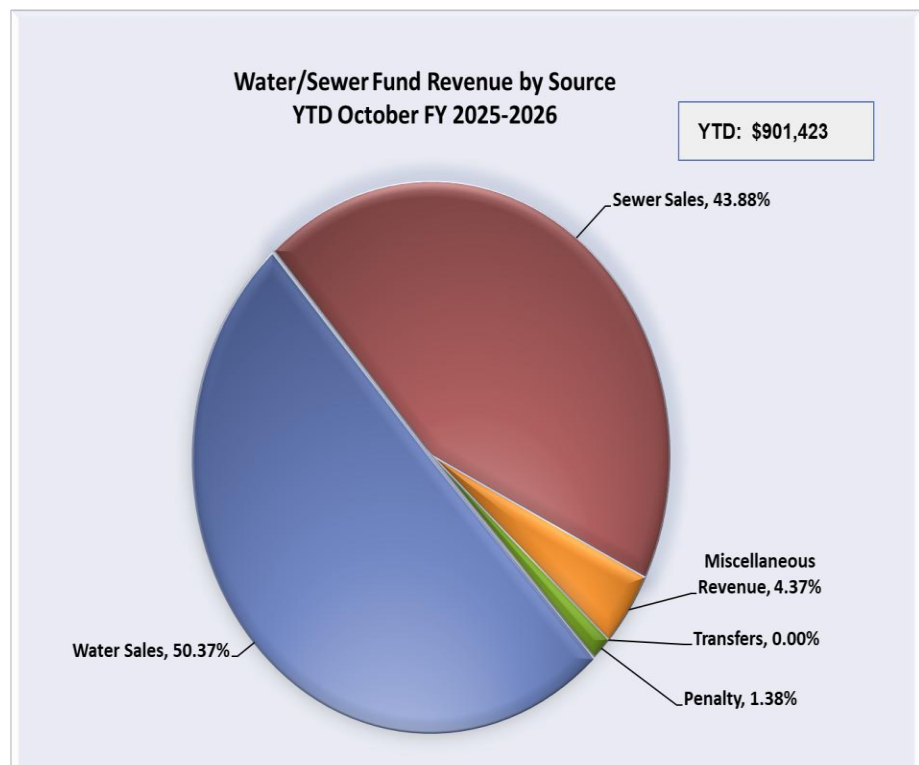


Water and Sewer Fund

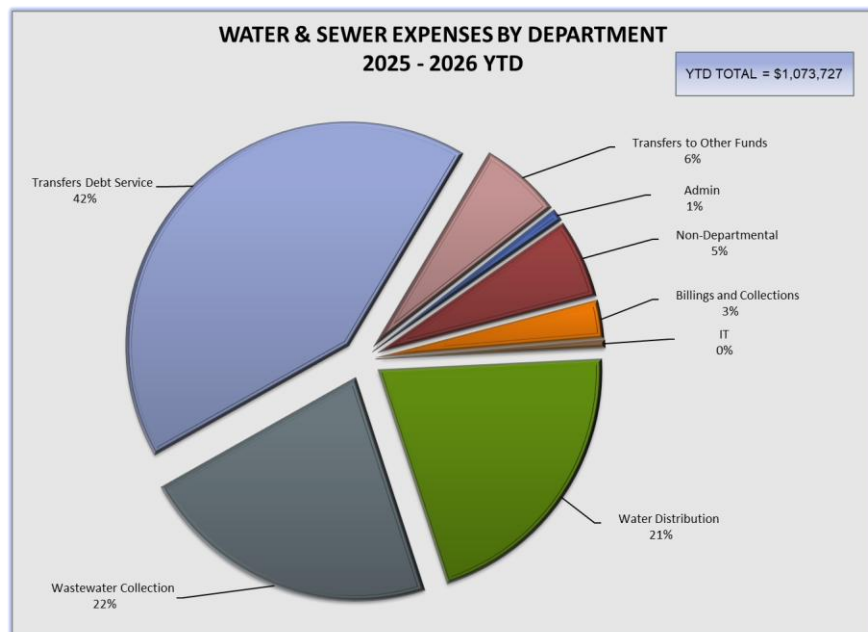
Water and sewer revenues are currently at 8.43% of budgeted revenues through October 2025. Water sales are 8.84% of budgeted revenues and Sewer revenues are at 8.6% of budget. Water consumption varies due to seasonal fluctuations.

Miscellaneous Sales and Penalties

Miscellaneous sales include penalty revenue, EPA revenue, service charges, returned check fees, and damaged/tampering fees. This category of revenue is 7.4% of budget collected.



Expenses – Year-to-date expenses in the Water/Sewer fund are 9.7% of budget. Transfers to other funds for debt service for payments due in February 2026 make up a significant portion of expenses.



Storm Drain Fund – Revenues are on target and represent 8.5% of budget collected. Expenses are at 1.4% of budget in this fund through October 2025. Capital projects budgeted in FY2025-2026 include Whitley Road and other storm drain improvements.

General Debt Service Fund - Revenues represent 1.3% of budget collected. Expenses are at 0% of budget in this fund through October 2025. A debt service payment is due on February 1, 2026.

Special Revenue Funds

- **Crime Control and Prevention District** revenues collected are 7% of budget and expenditures are at 10.6% of budget.
- **Economic Development Corporation Fund** has collected 7.59% of sales tax revenues and expenditures are at 6.1% of budget expended through October 2025.

Year-end Audit

The Finance staff has been preparing for year-end audit. This process includes review of financials, journal entries and preparation of various schedules and reports. The final report for Fiscal Year ending October 31, 2025, will be available and presented at the March Council meeting.

DEPARTMENTAL CONSOLIDATED REPORT

OCTOBER 2025

Budget Report**For Fiscal: FY2025-2026 Period Ending: 10/31/2025****Group Summary**

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Remaining
					Favorable (Unfavorable)	
010 - CITY SECRETARY OFFICE	277,000.00	277,000.00	13,780.00	13,780.00	263,220.00	95.03%
011 - HUMAN RESOURCES	432,580.00	432,580.00	17,138.48	17,138.48	415,441.52	96.04%
013 - DEVELOPMENT SERVICES DIVISION	380,960.00	380,960.00	18,935.69	18,935.69	362,024.31	95.03%
015 - CITY MANAGER	344,500.00	344,500.00	16,037.95	16,037.95	328,462.05	95.34%
020 - NON-DEPARTMENTAL	943,550.00	943,550.00	483,060.58	483,060.58	460,489.42	48.80%
021 - CITY ATTORNEY	75,000.00	75,000.00	-	-	75,000.00	100.00%
030 - MUNICIPAL COURT DIVISION	498,810.00	498,810.00	22,318.29	22,318.29	476,491.71	95.53%
040 - FINANCE	641,800.00	641,800.00	25,853.35	25,853.35	615,946.65	95.97%
050 - INFORMATION TECHNOLOGY	785,850.00	785,850.00	105,075.68	105,075.68	680,774.32	86.63%
060 - LIBRARY	1,333,000.00	1,333,000.00	87,127.85	87,127.85	1,245,872.15	93.46%
070 - RECREATION	822,720.00	822,720.00	42,961.22	42,961.22	779,758.78	94.78%
075 - PARKS DEPARTMENT	883,950.00	883,950.00	41,299.06	41,299.06	842,650.94	95.33%
080 - POLICE	5,544,530.00	5,544,530.00	421,556.34	421,556.34	5,122,973.66	92.40%
085 - FIRE/MIS	4,343,320.00	4,343,320.00	231,447.31	231,447.31	4,111,872.69	94.67%
090 - PUBLIC WORKS	762,740.00	762,740.00	43,364.45	43,364.45	719,375.55	94.31%
097 - FLEET MAINTENANCE	513,170.00	513,170.00	14,441.56	14,441.56	498,728.44	97.19%
098 - BUILDING MAINTENANCE	1,084,760.00	1,084,760.00	64,234.04	64,234.04	1,020,525.96	94.08%
999 - TRANSFERS	120,000.00	120,000.00	10,000.00	10,000.00	110,000.00	91.67%
Report Total:	19,788,240.00	19,788,240.00	1,658,631.85	1,658,631.85	18,129,608.15	91.62%

Fund Detail Report

OCTOBER 2025

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2026
For the period ending: October 31, 2025 (1st FY Qtr.)

GENERAL FUND - 01

REVENUE:	ORIGINAL BUDGET	10/31/2025 YTD ACTUAL	% USED	% REMAINING	10/31/2024 YTD ACTUAL	\$ CHG 25 vs 24	% CHG 25 vs 24
TAXES							
AD VALOREM	8,250,000	66,325	0.80%	99.20%	84,425	(18,099)	-21.44%
Delinquent	35,000	4,122	11.78%	88.22%	10,032	(5,910)	-58.91%
Penalty & Interest	36,500	2,111	5.78%	94.22%	3,085	(974)	-31.57%
SALES TAX	4,997,715	380,759	7.62%	92.38%	377,184	3,575	0.95%
UTILITY FRANCHISE	845,000	6,411	0.76%	99.24%	5,874	537	9.15%
LICENSES & PERMITS	948,000	108,447	11.44%	88.56%	156,014	(47,566)	-30.49%
INTERGOVERNMENTAL REVENUE	561,000	50,641	9.03%	90.97%	50,696	(55)	-0.11%
CHARGES FOR SERVICES	1,397,500	112,226	8.03%	91.97%	99,020	13,206	13.34%
FINES & FORFEITURES	621,425	66,434	10.69%	89.31%	57,111	9,323	16.32%
MISCELLANEOUS INCOME	845,150	50,070	5.92%	94.08%	48,424	1,646	3.40%
OPERATING TRANSFERS IN	950,250	82,090	8.64%	91.36%	79,481	2,609	3.28%
TOTAL REVENUE	\$19,487,540	\$929,638	4.77%	95.23%	\$971,346	(\$41,708)	-4.29%
ADMINISTRATION	621,500	29,818	4.80%	95.20%	20,599	9,219	44.76%
HUMAN RESOURCES	432,580	17,138	3.96%	96.04%	18,537	(1,398)	-7.54%
BUILDINGS - PW	1,059,760	64,234	6.06%	93.94%	63,344	890	1.40%
FINANCE	641,800	25,853	4.03%	95.97%	28,194	(2,341)	-8.30%
MUNICIPAL COURT - FIN	498,810	22,318	4.47%	95.53%	20,271	2,047	10.10%
DEVELOPMENTAL SERVICES - PW	380,960	18,936	4.97%	95.03%	15,661	3,275	20.91%
LIBRARY	1,333,000	87,128	6.54%	93.46%	64,772	22,355	34.51%
PARKS AND RECREATION	1,706,670	84,260	4.94%	95.06%	69,587	14,673	21.09%
POLICE	5,544,530	421,556	7.60%	92.40%	398,421	23,135	5.81%
FIRE/EMS	4,343,320	231,447	5.33%	94.67%	205,885	25,563	12.42%
PUBLIC WORKS - STREETS	762,740	43,364	5.69%	94.31%	44,911	(1,546)	-3.44%
FLEET MANAGEMENT - PW	513,170	14,442	2.81%	97.19%	15,906	(1,465)	-9.21%
NON-DEPARTMENTAL	943,550	483,061	51.20%	48.80%	408,658	74,403	18.21%
INFORMATION TECHNOLOGY	785,850	105,076	13.37%	86.63%	43,537	61,538	141.35%
ECONOMIC DEVELOPMENT	-	-	-	-	-	-	-
CITY ATTORNEY	75,000	-	0.00%	100.00%	-	-	-
TRANSFERS TO OTHER FUNDS	120,000	10,000	8.33%	91.67%	54,000	(44,000)	-81.48%
TOTAL EXPENDITURES	\$19,763,240	\$1,658,632	8.39%	91.61%	\$1,472,284	\$186,348	12.66%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$275,700)	(\$728,994)			(\$500,938)	(\$228,056)	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2026
For the period ending: October 31, 2025 (1st FY Qtr.)

DEBT SERVICE FUND - 03

REVENUE:	CURRENT BUDGET	10/31/2025 YTD ACTUAL	% USED	% REMAINING	10/31/2024 YTD ACTUAL	\$ CHG 25 vs 24	% CHG 25 vs 24
TAXES							
AD VALOREM	3,762,000	29,835	0.79%	99.21%	48,914	(\$19,079)	-39.01%
Delinquent	11,000	2,388	21.71%	78.29%	5,870	(\$3,483)	-59.32%
Penalty & Interest	11,000	1,211	11.01%	88.99%	1,753	(\$543)	-30.94%
INTEREST EARNINGS	50,000	4,002	8.00%	92.00%	4,710	(\$708)	-15.03%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-
OPERATING TRANSFERS IN	150,000	12,500	8.33%	91.67%	12,500	\$0	0.00%
TOTAL REVENUE	\$3,984,000	\$49,936	1.25%	98.75%	\$73,748	(\$23,812)	-32.29%
 Contractual & Sundry	 2,997,685	 -	 0.00%	 100.00%	 -	 \$0	 0.00%
TOTAL EXPENDITURES	\$2,997,685	\$0	0.00%	100.00%	-	\$0	0.00%
 EXCESS REVENUE OVER (UNDER) EXPENDITURES	 \$986,315	 \$49,936			 \$73,748	 (\$23,812)	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2026
For the period ending: October 31, 2025 (1st FY Qtr.)

WATER & SEWER - 40

	CURRENT BUDGET	10/31/2025 YTD ACTUAL	% USED	% REMAINING	10/31/2024 YTD ACTUAL	\$ CHG 25 vs 24	% CHG 25 vs 24
REVENUE:							
WATER SALES	5,400,000	454,064	8.41%	91.59%	477,897	(23,833)	-4.99%
SEWER SALES	4,600,000	395,547	8.60%	91.40%	361,766	33,780	9.34%
MISCELLANEOUS	316,000	23,434	7.42%	92.58%	27,836	(4,402)	-15.81%
PENALTY	195,000	12,451	6.39%	93.61%	19,490	(7,039)	-36.12%
INTEREST	130,000	11,428	8.79%	91.21%	10,053	1,374	13.67%
TRANSFERS	50,000	-	0.00%	0.00%	74,116	(74,116)	-100.00%
TAP FEES	-	4,500	-	-	5,250	(750)	-14.29%
SALE OF ASSETS	-	-	-	-	-	-	-
TOTAL REVENUE	\$10,691,000	\$901,423	8.43%	91.57%	\$976,409	(\$74,986)	-7.68%
ADMINISTRATIVE	188,600	9,269	4.91%	95.09%	8,292	977	11.79%
NON-DEPARTMENTAL	850,280	60,859	7.16%	92.84%	99,796	(38,937)	-39.02%
BILLING & COLLECTIONS	628,700	29,288	4.66%	95.34%	28,011	1,277	4.56%
MGT. INFO SYSTEMS	150,420	5,711	3.80%	96.20%	5,129	582	11.34%
WATER DISTRIBUTION	2,961,710	222,770	7.52%	92.48%	197,127	25,643	13.01%
WASTEWATER COLLECTION	3,380,020	234,751	6.95%	93.05%	181,287	53,465	29.49%
TRANSFERS	2,877,550	511,079	17.76%	82.24%	498,164	12,916	2.59%
TOTAL EXPENDITURES	11,037,280	1,073,727	9.73%	90.27%	1,017,806	\$55,921	5.49%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$346,280)	(\$172,304)			(\$41,397)	(\$130,907)	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2026
For the period ending: October 31, 2025 (1st FY Qtr.)

STORM DRAIN FUND - 15

	CURRENT BUDGET	10/31/2025 YTD ACTUAL	% USED	% REMAINING	10/31/2024 YTD ACTUAL	\$ CHG 25 vs 24	% CHG 25 vs 24
REVENUE:							
USERS FEE	1,490,000	125,640	8.43%	91.57%	124,911	729	0.58%
OTHER REVENUE	-	-	-	-	-	-	-
INTEREST INCOME	165,000	15,792	9.57%	90.43%	18,585	(2,793)	-15.03%
TOTAL REVENUE	\$1,655,000	\$141,432	8.55%	91.45%	\$143,496	(\$2,064)	-1.44%
PERSONNEL	631,710	26,012	4.12%	95.88%	\$27,515	(1,504)	-5.47%
SUPPLIES	38,900	2,669	6.86%	93.14%	\$1,797	872	48.54%
MAINTENANCE	59,500	318	0.54%	99.46%	\$355	(36)	-
CONTRACTUAL & SUNDRY	350,520	17,251	4.92%	95.08%	\$25,598	(8,347)	-32.61%
CAPITAL	3,296,200	-	0.00%	100.00%	\$0	0	-
TRANSFERS TO OTHER FUNDS	195,000	16,282	8.35%	91.65%	\$16,246	36	0.22%
TOTAL EXPENDITURES	\$4,571,830	\$62,532	1.37%	98.63%	\$71,511	(\$8,979)	-12.56%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$2,916,830)	\$78,900			\$71,985	\$6,915	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2026
For the period ending: October 31, 2025 (1st FY Qtr.)

CRIME CONTROL DISTRICT - 18

	ORIGINAL BUDGET	10/31/2025 YTD ACTUAL	% USED	% REMAINING	10/31/2024 YTD ACTUAL	\$ CHG 25 vs 24	% CHG 25 vs 24
REVENUE:							
SALES TAX	1,986,000	150,819	7.59%	92.41%	150,136	682	0.45%
INTEREST EARNING/OTHER TRANSFERS	206,000	3,239	1.57%	98.43%	6,014	(2,775)	-46.15%
	-	-	-	-	-	-	-
TOTAL REVENUE	\$2,192,000	\$154,058	7.03%	92.97%	\$156,151	(\$2,093)	-1.34%
PERSONNEL SERVICES	1,679,300	72,618	4.32%	95.68%	\$55,194	17,424	31.57%
SUPPLIES	190,600	12,611	6.62%	93.38%	\$8,147	4,463	54.78%
MAINTENANCE	322,000	79,966	24.83%	75.17%	\$83,083	(3,117)	-3.75%
CONTRACTUAL & SUNDRY TRANSFERS	295,350	92,703	31.39%	68.61%	\$51,728	40,975	79.21%
CAPITAL OUTLAY	38,000	3,016	7.94%	92.06%	\$2,815	201	7.14%
	164,800	25,000	0.00%	0.00%	\$29,910	(4,910)	100.00%
TOTAL EXPENDITURES	2,690,050	285,913	10.63%	89.37%	\$230,877	\$55,037	23.84%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$498,050)	(\$131,856)			(\$74,726)	(\$57,130)	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2026
For the period ending: October 31, 2025 (1st FY Qtr.)

WATAUGA ECONOMIC DEVELOPMENT CORP - 04

	CURRENT BUDGET	10/31/2025 YTD ACTUAL	% USED	% REMAINING	10/31/2024 YTD ACTUAL	\$ CHG 25 vs 24	% CHG 25 vs 24
REVENUE:							
SALES TAX	993,000	75,409	7.59%	92.41%	75,437	(27)	-0.04%
INTEREST EARNINGS	80,000	9,189	11.49%	88.51%	9,840	(651)	-6.62%
INTEREST/ESCROW	-	-	-	-	-	-	0.00%
CONTRIBUTIONS/OTHER	2,500	225	9.00%	91.00%	-	225	0.00%
TOTAL REVENUE	\$1,075,500	\$84,823	7.89%	92.11%	\$85,277	(\$454)	-0.53%
PERSONNEL SERVICES	-	-	-	-	-	-	0.00%
NON-DEPARTMENTAL	-	-	-	-	-	-	0.00%
SUPPLIES	1,000	23	2.33%	97.67%	-	23	0.00%
MAINTENANCE	-	-	0.00%	100.00%	-	-	0.00%
CONTRACTUAL & SUNDRY	212,700	1,920	0.90%	99.10%	5,312	(3,393)	-63.86%
TRANSFERS	491,200	40,933	8.33%	91.67%	46,803	(5,870)	-12.54%
CAPITAL OUTLAY	-	-	-	-	-	-	0.00%
TOTAL EXPENDITURES	\$704,900	\$42,876	6.08%	93.92%	\$52,116	(\$9,240)	-17.73%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$370,600	\$41,947			\$33,161	\$8,786	



AGENDA MEMORANDUM

DATE: November 6, 2025

TO: Watauga Economic Development Corporation Directors

FROM: Jennifer Calvert, Finance Director

THROUGH: Sandra Gibson, City Manager

SUBJECT: Consider action on the approval of a budget amendment for the FY2025-2026 WEDC Budget

BACKGROUND/INFORMATION:

The City of Watauga Economic Development Agreement between the EDC and The City of Watauga through chapters 501, 501, and 505 of the Local Government Code, the parties agreed:

1) Purpose; Allocation; Schedule of Payments

- i) WEDC shall allocate an amount of funds ("Funds") sufficient to cover the costs of constructing a food truck site to be located within the corporate boundaries of the City of Watauga as pre-approved by the WEDC and City of Watauga City Council in order to facilitate economic development activity, business recruitment, retention and expansion efforts for the future benefit of the WEDC and City of Watauga.
- ii) Said GRANTEE shall use Funds allocated for the purpose of paying the debt service requirements (each February and August) on the 2025 Certificates of Obligation issued by the City of Watauga, specific to the project food truck site. Said site is instrumental to the WEDC in the promotion and development of new and expanded business enterprises in the City of Watauga and shall benefit the WEDC in their goals of creating and expanding economic growth in the City of Watauga.
- iii) The exact amount of Funds to be allocated shall be determined by the City's Financial Advisor with a separate debt schedule set forth solely for the purpose of the Food Truck Site. The schedule for payment shall be based on a 20-year timeline beginning in February 2026 and ending in September 2045, with a minimum of two semi-annual payments due on or before February 15 and August 15, at the interest rate set at the bond issuance in August, 2025 by the City to pay for the Food Truck Site.



AGENDA MEMORANDUM

The board is asked to consider approving this amendment to provide for:

1) A transfer to the General Obligation Debt fund in the amount of \$309,050 for the debt service payments for the Food Truck Park; and increase debt service expenditures in the General Obligation Debt Fund by the same amount.

FINANCIAL IMPLICATIONS:

Increase in revenues and expenditures as described in Attachment A

RECOMMENDATION/ACTION DESIRED:

Consider action on the approval of a budget amendment for the FY2025-2026 WEDC Budget

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Attachment A Supplemental Revenues and Appropriations EDC amendments
2. Economic Development Grant Agreement
3. Watauga Debt Model, 2026 EDC.

REVIEWED BY:

Lorenza Zavala, Administrative Assistant

David Berman, City Attorney

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

ATTACHMENT A:

SUPPLEMENTAL REVENUES AND APPROPRIATIONS
FY 2025-2026

FUND: GENERAL OBLIGATION DEBT FUND

REVENUES	Account code	DESCRIPTION	Current Budget	Proposed Amendment	Amended Budget
Transfers	03-000-39050	Transfer from EDC Debt Reserve	150000	309,050.00	459,050.00
TOTALS				\$ 309,050.00	

FUND: ECONOMIC DEVELOPMENT CORPORATION

EXPENDITURES	Account code	DESCRIPTION	Current Budget	Proposed Amendment	Amended Budget
Transfers	04-999-77020	Transfer to General Obligation Debt Fund	\$ 150,000	\$ 309,050.00	\$ 459,050.00
TOTALS				\$ 309,050.00	

DETAILED BOND DEBT SERVICE

City of Watauga, Texas

\$10,225,000 Combination Tax and Limited Pledge Revenue Certificates of Obligation, Series 2025 Callable 2/1/2034 at Par EDC (20-Year Amortization)

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>	<i>Annual Debt Service</i>
02/01/2026	220,000	5.000%	45,361.81	265,361.81	
08/01/2026			43,687.50	43,687.50	
09/30/2026					309,049.31
02/01/2027	60,000	5.000%	43,687.50	103,687.50	
08/01/2027			42,187.50	42,187.50	
09/30/2027					145,875.00
02/01/2028	65,000	5.000%	42,187.50	107,187.50	
08/01/2028			40,562.50	40,562.50	
09/30/2028					147,750.00
02/01/2029	70,000	5.000%	40,562.50	110,562.50	
08/01/2029			38,812.50	38,812.50	
09/30/2029					149,375.00
02/01/2030	70,000	5.000%	38,812.50	108,812.50	
08/01/2030			37,062.50	37,062.50	
09/30/2030					145,875.00
02/01/2031	75,000	5.000%	37,062.50	112,062.50	
08/01/2031			35,187.50	35,187.50	
09/30/2031					147,250.00
02/01/2032	80,000	5.000%	35,187.50	115,187.50	
08/01/2032			33,187.50	33,187.50	
09/30/2032					148,375.00
02/01/2033	85,000	5.000%	33,187.50	118,187.50	
08/01/2033			31,062.50	31,062.50	
09/30/2033					149,250.00
02/01/2034	85,000	5.000%	31,062.50	116,062.50	
08/01/2034			28,937.50	28,937.50	
09/30/2034					145,000.00
02/01/2035	90,000	5.000%	28,937.50	118,937.50	
08/01/2035			26,687.50	26,687.50	
09/30/2035					145,625.00
02/01/2036	95,000	5.000%	26,687.50	121,687.50	
08/01/2036			24,312.50	24,312.50	
09/30/2036					146,000.00
02/01/2037	100,000	5.000%	24,312.50	124,312.50	
08/01/2037			21,812.50	21,812.50	
09/30/2037					146,125.00
02/01/2038	105,000	4.125%	21,812.50	126,812.50	
08/01/2038			19,646.88	19,646.88	
09/30/2038					146,459.38
02/01/2039	110,000	4.250%	19,646.88	129,646.88	
08/01/2039			17,309.38	17,309.38	
09/30/2039					146,956.26
02/01/2040	115,000	4.250%	17,309.38	132,309.38	
08/01/2040			14,865.63	14,865.63	
09/30/2040					147,175.01
02/01/2041	120,000	4.375%	14,865.63	134,865.63	
08/01/2041			12,240.63	12,240.63	
09/30/2041					147,106.26
02/01/2042	125,000	4.500%	12,240.63	137,240.63	
08/01/2042			9,428.13	9,428.13	
09/30/2042					146,668.76
02/01/2043	130,000	4.500%	9,428.13	139,428.13	
08/01/2043			6,503.13	6,503.13	
09/30/2043					145,931.26
02/01/2044	140,000	4.500%	6,503.13	146,503.13	
08/01/2044			3,353.13	3,353.13	
09/30/2044					149,856.26
02/01/2045	145,000	4.625%	3,353.13	148,353.13	
09/30/2045					148,353.13
	2,085,000		1,019,055.63	3,104,055.63	3,104,055.63

STATE OF TEXAS
COUNTY OF TARRANT

§
§

CITY OF WATAUGA ECONOMIC DEVELOPMENT GRANT AGREEMENT

Authority

This Agreement is made under the authority of the TEX. LOC. GOV. CODE chapters 501, 502 and 505, as amended (the "Code")

Parties

This Agreement is made and entered into by and between the City of Watauga Economic Development Corporation (the "WEDC") organized under the Code, and the City of Watauga (the "GRANTEE")

Effective Date

This Agreement shall be effective on the 61st day after the date the notice of the public hearing was first published, provided that no valid petition seeking an election on whether the project should be undertaken is filed with the municipality and provided that the WEDC and GRANTEE have duly executed the Agreement by signature of authorized representatives of both WEDC and Grantee ("Effective Date").

Preamble

WHEREAS, the WEDC held a public hearing on this proposed project on September 16, 2025 before spending money to undertake the project as required by Texas Local Government Code Section 505.159.

WHEREAS, the WEDC held a public meeting concerning the expenditure of the funds that are the subject of this agreement on September 16, 2025; and

WHEREAS, upon the recommendation of the WEDC, the City Council of Watauga, Texas on _____, approved the expenditure of said funds; and

WHEREAS, Texas Local Government Code Section 505.152 defines as an authorized "project" to include "...equipment... and improvements found by the board of directors to be... suitable for use for... public park purposes and events, including... parks and park facilities, open space improvements... and other related improvements that enhance any of the items described in this section."

WHEREAS, the WEDC Board of Directors find that this is an authorized project as provided by Texas Local Government Code Section 505.152.

NOW THEREFORE, in view of the above and foregoing, and in consideration of the mutual agreements herein contained, WEDC and Grantee hereby agree as follows:

Terms

In consideration for the mutual promises and covenants given and the mutual benefits received, which is hereby acknowledged by the Parties, the Parties agree as follows:

1) Purpose; Allocation; Schedule of Payments

- i) WEDC shall allocate an amount of funds (“Funds”) sufficient to cover the costs of constructing a food truck site to be located within the corporate boundaries of the City of Watauga as pre-approved by the WEDC and City of Watauga City Council in order to facilitate economic development activity, business recruitment, retention and expansion efforts for the future benefit of the WEDC and City of Watauga.
- ii) Said GRANTEE shall use Funds allocated for the purpose of paying the debt service requirements (each February and August) on the 2025 Certificates of Obligation issued by the City of Watauga, specific to the project food truck site. Said site is instrumental to the WEDC in the promotion and development of new and expanded business enterprises in the City of Watauga and shall benefit the WEDC in their goals of creating and expanding economic growth in the City of Watauga.
- iii) The exact amount of Funds to be allocated shall be determined by the City’s Financial Advisor with a separate debt schedule set forth solely for the purpose of the Food Truck Site. The schedule for payment shall be based on a 20-year timeline beginning in February, 2026 and ending in September 2045, with a minimum of two semi-annual payments due on or before February 15 and August 15, at the interest rate set at the bond issuance in August, 2025 by the City to pay for the Food Truck Site.

2) Default:

- i) Any party to this Agreement is in default if the party has failed to perform any obligation in this agreement, after notice of failure to perform and the passage of 90 days and that party has failed to cure the alleged failure to perform.
- ii) If a default occurs in the performance of any obligation of WEDC or Grantee, any payment or performance obligation may be enforced by: (1) mandamus; or (2) the appointment of a receiver in equity with the power to: (A) charge

VIP GRANT AGREEMENT

and collect any applicable rents, purchase price payments, and loan payments; and (B) apply any revenue from the project in accordance with any resolution, mortgage, or instrument supporting or related to this agreement.

- iii) The WEDC may terminate this Agreement if it is determined that GRANTEE is in default by using the funds provided for in this Agreement for any purpose other than those identified in Section 1(i) of this Agreement. Termination of this Agreement may be affected if any such default is not cured within ninety (90) days after written notice by WEDC to GRANTEE.
- iv) In the event of termination for default under this agreement, WEDC's sole remedy shall be termination of this agreement and reimbursement of the funds determined to be improperly used.

3) Miscellaneous

- i) Assignment. GRANTEE may not assign this Agreement.
- ii) No Right of Renewal. It is understood and agreed that the receipt of these funds by GRANTEE shall not imply any right of automatic renewal of this contract.
- iii) Notice. Any notice required under the provisions of this Agreement shall be in writing and delivered in person, by email, by fax or deposited in the United States Mail, registered or certified, return receipt requested. Any such notice must be addressed to WEDC or GRANTEE at the following addresses. Any notice shall be deemed received three days after the date of deposit in the United States Mail, unless proof is offered to the contrary. Unless otherwise provided in this Agreement, all notices shall be delivered to the following addresses:

WEDC: City of Watauga Economic Development Corporation
Attn: Chairman of the Board of Directors
7105 Whitley Road
Watauga, Texas 76148

GRANTEE: City of Watauga, Texas
Attn: City Manager
7105 Whitley Road
Watauga, Texas 76148

Either party may designate a different address or fax number by giving the other party written notice.

- iv) Binding Agreement. This Agreement has been duly executed and delivered by both parties and constitutes a legal, valid and binding obligation of the parties. Each person executing this Agreement on behalf of each party represents and warrants that they have full right and authority to enter into this Agreement.
- v) Amendment. This Agreement may not be amended except in a written instrument specifically referring to this Agreement, approved by the WEDC Board of Directors and the City Council of Grantee and signed by the parties hereto.
- vi) Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. The State of Texas shall have jurisdiction over this Agreement and the parties hereto, and venue of any legal action filed by either WEDC or GRANTEE shall be in Tarrant County, Texas.
- vii) Severability. In the event that one or more of the provisions contained in the Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein, but shall not affect the remaining provisions of this Agreement, which shall remain in full force and effect.
- viii) Execution. WEDC executes this Agreement by and through its President. GRANTEE executes this Agreement by and through its Mayor. The parties further agree that this Agreement may be executed in multiple counterparts, each of which shall be considered an original.

**WATAUGA ECONOMIC
DEVELOPMENT CORPORATION:**

_____, 2025
DATE

CHAIRMAN

ATTEST:

CORPORATION SECRETARY

CITY OF WATAUGA:

_____, 2025
DATE

MAYOR

ATTEST:

**LINDA PROSKEY
CITY SECRETARY**



AGENDA MEMORANDUM

DATE: November 24, 2025

TO: Honorable City Council Members

FROM: Arthur Miner, Mayor

THROUGH: Arthur Miner, Mayor

SUBJECT: Consider action on approval of the Mayor's appointment of Charlie Trotter to the Library Advisory Board, Place 5

BACKGROUND/INFORMATION:

Respectfully recommend the Council review and take action on the item presented.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Trotter, Charlie_May 6, 2025_Library

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved - 11/24/2025

Final Approval - 11/25/2025

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: November 24, 2025

TO: Honorable City Council Members

FROM: Ben Davis, Grant & Recognition Program Manager

THROUGH: Sandra Gibson, City Manager

SUBJECT: Consider action to approve a resolution to submit the grant application (#5639901) to equip Watauga Police Department vehicles with bullet resistant vehicle components.

BACKGROUND/INFORMATION:

Staff is requesting the consideration and approval of the grant application (#5639901) to equip Watauga Police Department vehicles with bullet-resistant components.

State funds for this project are authorized by H.B. 2217 Section 772.013 passed during the 89th Regular Session and appropriated under H.B. 500 Section 1.34 for Trusteed Programs within the Office of the Governor. All awards are subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law. The Public Safety Office (PSO) expects to make available \$5M for FY2026.

The Watauga Police Department is requesting \$80,184.00 in state funding, in order to purchase (Level III+) ballistic vehicle door panels for 24 Police vehicles.

The purchase is intended to augment Officers' ability to respond more quickly and safely to active shooter events, high-risk warrant arrests, and other incidents involving an active shooter.

FINANCIAL IMPLICATIONS:

The cost of the project will be fully covered by the grant if awarded, and no matching City funds will be required

RECOMMENDATION/ACTION DESIRED:

Staff recommends consideration and approval of the Resolution for submission of the grant application for the bullet resistant vehicle components project to the Office of the Governor

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Resolution-Bullet Resistant Components



AGENDA MEMORANDUM

2. Funding announcement
3. Quote for Silverado
4. Quote for Ford panels
5. Quote for Chevy panels
6. Angel Armor sales sheet

REVIEWED BY:

James Lewis, Chief of Police

David Berman, City Attorney

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved - 11/25/2025

Approved - 11/25/2025

Approved - 11/25/2025

Final Approval - 11/25/2025

Approved as to form for inclusion on Agenda

CITY OF WATAUGA, TEXAS
RESOLUTION NO. _____

**A RESOLUTION BY THE CITY COUNCIL OF WATAUGA,
TEXAS, FOR THE BULLET RESISTANT COMPONENTS FOR
LAW ENFORCEMENT VEHICLES GRANT PROJECT AND
SUBMITTAL OF THE GRANT APPLICATION TO THE OFFICE
OF THE GOVERNOR, STATE OF TEXAS; PROVIDING FOR
REPEAL; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, The City of Watauga finds it in the best interest of the citizens of Watauga, that the grant application for Bullet Resistant Components for Law Enforcement Vehicles be submitted for the fiscal year of 2025-2026; and

WHEREAS, The City of Watauga Strategic Plan Fiscal Year 2022- 2032; as approved by the City Council; authorizes strategic initiatives to strengthen future planning by continuing to seek grant opportunities for programs and projects on an annual basis; and

WHEREAS, The City of Watauga agrees that in the event of loss or misuse of the Office of the Governor funds, The City of Watauga assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, The City of Watauga designates Chief James Lewis, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

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

SECTION 1. That the City Council of Watauga, Texas approves the submission of the grant application for Bullet Resistant Components for Law Enforcement Vehicles (Grant number: 5639901) for the Fiscal Year 2025-2026; and

SECTION 2. This resolution shall be and is hereby cumulative of all other resolutions of the Watauga City Council and this resolution shall not operate to repeal or affect any such other resolutions except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this resolution, in which event such conflicting provisions, if any, in such other resolution or resolutions are hereby repealed.

SECTION 3. If any section, subsection, sentence, clause, or phrase of this resolution shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this resolution.

SECTION 4. This resolution shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga,

Texas, and upon application of the law and in accordance with Section 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas on this 8th day of December 2025.

APPROVED

Arthur L. Miner, Mayor

ATTEST:

Linda Proskey, Secretary

APPROVED AS TO FORM AND LEGALITY:

David Berman, City Attorney

Name:

Available

10/15/2025

Bullet-Resistant Components for Law Enforcement Vehicles, FY2026

Due Date

11/20/2025

Purpose:

The purpose of this announcement is to solicit applications from law enforcement agencies to equip motor vehicles used by peace officers with certain bullet-resistant components.

Available Funding:

State funds for these projects are authorized by H.B. 2217 Section 772.013 passed during the 89th Regular Session and appropriated under H.B. 500 Section 1.34 for Trusteed Programs within the Office of the Governor. All awards are subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law. The Public Safety Office (PSO) expects to make \$5M for FY2026.

Eligible Organizations:

Applications may be submitted by state agencies, units of local government and educational institutions that operate law enforcement agencies employing peace officers under Article 2A.001, Texas Code of Criminal Procedure; including municipalities, counties, independent school districts, universities, federally recognized Native American tribes, and community colleges.

All applications submitted by local law enforcement agencies/offices must be submitted by a unit of government affiliated with the agency, including an authorizing resolution from that unit of government. For example, police departments must apply under their municipal government, and community supervision and corrections departments, district attorneys, and judicial districts must apply through their affiliated county government (or one of the counties, in the case of agencies that serve more than one county).

Application Process:

Applicants must access the PSO's eGrants grant management website at <https://eGrants.gov.texas.gov> to register and apply for funding.

Key Dates:

Action	Date
Funding Announcement Release	10/15/2025
Online System Opening Date	10/15/2025
Final Date to Submit and Certify an Application	11/20/2025 at 5:00PM CST
Earliest Project Start Date	03/01/2026

Project Period:

Projects must begin on or after 03/01/2026 and may not exceed a 12-month project period.

Funding Levels

Minimum: None

Maximum: None

Match Requirement: None

Standards

Grantees must comply with standards applicable to this fund source cited in the Texas Grant Management Standards ([TxGMS](#)), [Federal Uniform Grant Guidance](#), and all statutes, requirements, and guidelines applicable to this funding.

Eligible Activities and Costs

Funds may only be used for obtaining and installing bullet-resistant windshields, side windows, rear windows, and door panels compliant with the National Institute of Justice (NIJ) Level IIIA or higher into motor vehicles used by peace officers.

Program-Specific Requirements

Grant funds may only be used to equip motor vehicles used by peace officers (as defined by Article 2A.001, Texas Code of Criminal Procedure) directly employed by a law enforcement agency operated by the applicant in discharging the officers' official duties.

Eligibility Requirements

1. Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the

second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the [Cybersecurity Training Certification for State and Local Governments](#). A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the Texas Department of Information Resources [Statewide Cybersecurity Awareness Training](#) page.

2. Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the Texas Code of Criminal Procedure, Chapter 66. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90% of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

3. Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

4. Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to OOG and is active until August 31, 2026 or the end of the grant period, whichever is later.

5. In accordance with Texas Government Code, Section 420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit DPS's [Sexual Assault Evidence Tracking Program](#) website for more information or to set up an account to begin participating. Additionally, per Section 420.042 "A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received." A law enforcement agency in possession of a significant number of Sexual Assault Evidence Kits (SAEK) where the 30-day window has passed may be considered noncompliant.

6. Eligible applicants must be registered in the federal System for Award Management (SAM) database and have an UEI (Unique Entity ID) number assigned to its agency (to get registered in the SAM database and request an UEI number, go to <https://sam.gov/>).

Failure to comply with program eligibility requirements may cause funds to be withheld and/or suspension or termination of grant funds.

Prohibitions

Grant funds may not be used to support the unallowable costs listed in the [Guide to Grants](#) or any of the following unallowable costs:

1. Any costs ancillary to the purchase of eligible bullet-resistant windshields, side and rear windows, and door panels, such as policy development, training costs, weapons (including weapon accessories) and staff; and
2. Any other prohibition imposed by federal, state or local law or regulation.

Selection Process

PSO will screen all applications to ensure that they meet the requirements included in the funding announcement.

Applications will then be reviewed by PSO staff members or a review group selected by the executive director. PSO will make all final funding decisions based on eligibility, reasonableness, availability of funding, and cost-effectiveness.

The Office of the Governor may not fund all applications or may only award part of the amount requested. In the event that funding requests exceed available funds, the Office of the Governor may revise projects to address a more limited focus.

Contact Information

For more information, contact the eGrants help desk at eGrants@gov.texas.gov or (512) 463-1919.

Total Funds

\$5 Million



ANGEL ARMOR®

760 SE FRONTAGE RD,
FORT COLLINS, CO 80524

ANGELARMOR.COM

JM - Jake Moomau

(785) 817-5779

Customer Quote

Quote #	QUO84993
Quote Date	10/22/2025
Expires:	11/21/2025

Bill To
Watauga Police Department 7101 Whitley Rd. Watauga, TX 76148 United States

Ship To
Watauga Police Department 7101 Whitley Rd. Watauga, TX 76148 United States

Shipping Co...

Part Number	Description	Qty	Unit Price	Amount
01-00744	Avail, Ballistic Door Panel, III+, Chevrolet Silverado 1500, Front, Passenger (2019+)	1	1,649.00	1,649.00
01-00745	Avail, Ballistic Door Panel, III+, Chevrolet Silverado 1500, Front, Driver (2019+)	1	1,649.00	1,649.00

Subtotal	3,298.00
Shipping Cost (UPS® Ground)	235.40
Tax Total	19.42
Total	\$3,552.82

Accounts Payable

Email: _____

Phone Number: _____

I authorize the purchase above and acknowledge that I have read and accepted the Angel Armor, LLC Terms and Conditions of Sale and the Angel Armor, LLC Product Sample Disclaimer located at angelarmor.com/terms-and-conditions/

Signature: _____ Date: _____



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FORT COLLINS, CO 80524

ANGELARMOR.COM

JM - Jake Moomau
(785) 817-5779

Customer Quote

Quote #	QUO84971
Quote Date	10/21/2025
Expires:	11/20/2025

Bill To
Watauga Police Department 7101 Whitley Rd. Watauga, TX 76148 United States

Ship To
Watauga Police Department 7101 Whitley Rd. Watauga, TX 76148 United States

Shipping Co...

Part Number	Description	Qty	Unit Price	Amount
01-00359	Avail, Ballistic Door Panel, III+, Ford Interceptor Utility (2020 & Newer), Front, Passenger	1	1,399.00	1,399.00
01-00358	Avail, Ballistic Door Panel, III+, Ford Interceptor Utility (2020 & Newer), Front, Driver	1	1,399.00	1,399.00

Subtotal	2,798.00
Shipping Cost (UPS® Ground)	264.58
Tax Total	21.83
Total	\$3,084.41

Accounts Payable
Email: _____
Phone Number: _____

I authorize the purchase above and acknowledge that I have read and accepted the Angel Armor, LLC Terms and Conditions of Sale and the Angel Armor, LLC Product Sample Disclaimer located at angelarmor.com/terms-and-conditions/

Signature: _____ Date: _____



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FORT COLLINS, CO 80524

ANGELARMOR.COM

JM - Jake Moomau
(785) 817-5779

Customer Quote

Quote #	QUO84971
Quote Date	10/21/2025
Expires:	11/20/2025

Bill To
Watauga Police Department 7101 Whitley Rd. Watauga, TX 76148 United States

Ship To
Watauga Police Department 7101 Whitley Rd. Watauga, TX 76148 United States

Shipping Co...

Part Number	Description	Qty	Unit Price	Amount
01-00359	Avail, Ballistic Door Panel, III+, Ford Interceptor Utility (2020 & Newer), Front, Passenger	1	1,399.00	1,399.00
01-00358	Avail, Ballistic Door Panel, III+, Ford Interceptor Utility (2020 & Newer), Front, Driver	1	1,399.00	1,399.00

Subtotal	2,798.00
Shipping Cost (UPS® Ground)	264.58
Tax Total	21.83
Total	\$3,084.41

Accounts Payable
Email: _____
Phone Number: _____

I authorize the purchase above and acknowledge that I have read and accepted the Angel Armor, LLC Terms and Conditions of Sale and the Angel Armor, LLC Product Sample Disclaimer located at angelarmor.com/terms-and-conditions/

Signature: _____ Date: _____



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FORT COLLINS, CO 80524

ANGELARMOR.COM

JM - Jake Moomau
(785) 817-5779

Customer Quote

Quote #	QUO84972
Quote Date	10/21/2025
Expires:	11/20/2025

Bill To
Watauga Police Department 7101 Whitley Rd. Watauga, TX 76148 United States

Ship To
Watauga Police Department 7101 Whitley Rd. Watauga, TX 76148 United States

Shipping Co...

Part Number	Description	Qty	Unit Price	Amount
01-00405	Avail, Ballistic Door Panel, III+, Chevrolet Tahoe (2021 & Newer), Front, Driver	1	1,549.00	1,549.00
01-00406	Avail, Ballistic Door Panel, III+, Chevrolet Tahoe (2021 & Newer), Front, Passenger	1	1,549.00	1,549.00

Subtotal	3,098.00
Shipping Cost (UPS® Ground)	264.58
Tax Total	21.83
Total	\$3,384.41

Accounts Payable
Email: _____
Phone Number: _____

I authorize the purchase above and acknowledge that I have read and accepted the Angel Armor, LLC Terms and Conditions of Sale and the Angel Armor, LLC Product Sample Disclaimer located at angelarmor.com/terms-and-conditions/

Signature: _____ Date: _____

AVAIL®

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BALLISTIC DOOR PANELS

REDUCE THE RISK IN HIGH RISK STOPS

NIJ LEVEL III+ M855/M193/MSC RIFLE PROTECTION



OPTIMIZED COVERAGE

- Seamless, single-panel technology
- Concealed design doesn't interfere with internal door components

POWERFUL PROTECTION

- Precisely engineered to defend against NIJ Level III rifle threats
- Revolutionary technology exceeds NIJ multi-round standards

ADVANCED INNOVATION

- Proprietary one-piece design is durable, weatherproof and provides optimized coverage area
- Retention strap ensures flawless door functionality

NIJ STANDARD 0108.01 (LEVEL III) RIFLE THREAT PROTECTION

- 7.62mm (308 Winchester) FMJ (M80) 150gr 2750 +/- 50 fps

SPECIAL THREAT PROTECTION

- 7,62 x 39mm PS BALL (MSC) @ 2380 +/- 50 fps (~725 mps)
- 5.56 x 45mm M193 @ 3200 +/- 30 FPS (-975 mps)
- 5.56 x 45mm M855 @3050 +/- 30 fps (-930 mps)

PRODUCT DETAILS*

- Panel Weight: Less than 45 lbs
- Thickness: 0.25 in
- Coverage Area: 4.25 ft²
- Areal Density: 10.2 lbs/ft²

**Panel weight differs per model*

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Angel Armor elevates protection to a higher level, dedicating advanced research, design and testing to the development of pioneering ballistic solutions. To meet your needs, we welcome requests to test against specific special threats.

Independently tested in accordance with NIJ standards. Full test details and reports available upon request.

sales@angelarmor.com

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Fort Collins, CO 80524

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AVAIL®

BALLISTIC DOOR PANELS

TURN YOUR DOORS INTO SHIELDS®

NIJ LEVEL IIIA

INNOVATIVE DESIGN

- Fastest installation in the industry
- Weights less than 10 pounds • 5 kg
- Semi-rigid, 1/4-inch • 0.64 cm thin panels
- Totally concealed, weatherproof design

POWERFUL PROTECTION

- Revolutionary ballistic technology exceeds NIJ standards
- Multi-round defense from the most prevalent threats

OPTIMIZED COVERAGE

- Available for the industry's top vehicles
- Transferable between compatible makes and models

BULKHEAD PROTECTION NOW AVAILABLE FOR FORD F-150

NIJ STANDARD 0108.01 (LEVEL IIIA) THREAT PROTECTION

- 9mm Luger 124gr FMJ 1400 +/- 50 fps • 426 +/- 15 m/s
- .44 MAG 240gr SWC GC 1400 +/- 50 fps • 426 +/- 15 m/s

PRODUCT DETAILS*

- Panel weight: Less than 10 lbs
- Thickness: 0.25 in
- Areal Density: 1.22 lbs/ft²

**Coverage area differs per model to allow maximum coverage area possible*

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+1 970 235 2961



Angel Armor elevates protection to a higher level, dedicating advanced research, design and testing to the development of pioneering ballistic solutions. To meet your needs, we welcome requests to test against specific special threats.

Independently tested in accordance with NIJ standards. Full test details and reports available upon request.

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RANGE OF VEHICLE MAKES AND MODELS.**



**SCAN HERE TO VIEW
THE FULL COMPATIBILITY LIST.**





AGENDA MEMORANDUM

DATE: November 24, 2025

TO: Honorable City Council Members

FROM: Juliet Rodriguez, Human Resources and Civil Service Director
Randy Barkley, Fire Chief

SUBJECT: Consider action to approve an ordinance amending the number of positions in the Firefighter classification for the Watauga Fire Department

BACKGROUND/INFORMATION:

On October 13, 2025, the City Council approved acceptance of the FY 2024 Staffing for Adequate Fire and Emergency Response (SAFER) Grant, which provides federal funding to support the addition of three Firefighter/Paramedic positions. As the next step in implementing this award, the City must formally amend the Firefighter classification table to reflect the three new positions supported through the SAFER program.

Updating the classification table ensures the City's authorized staffing aligns with the Personnel Enhancement Plan presented during the grant application and acceptance process. This amendment is also required for compliance with Chapter 143 Civil Service regulations. Following Council action, the updated classification structure will be placed on an upcoming Civil Service Commission agenda for review and certification, allowing recruitment and hiring to proceed.

The SAFER award advances the Fire Department's phased staffing plan by adding one firefighter per shift, improving reliability of 8-person staffing, reducing overtime dependency, and enhancing firefighter and community safety. While federal funding provides the fixed majority share of salary and benefits for three years, the City's anticipated cost share will be incorporated into the FY 25–26 budget through a separate budget amendment that will be brought to Council on a future agenda.

This classification amendment is an administrative but essential step to activate the SAFER-funded positions, maintain Civil Service compliance, and initiate the hiring process approved by Council in October 2025.

FINANCIAL IMPLICATIONS:

The FY 2024 SAFER Grant provides a fixed federal contribution toward three additional Firefighter positions. Based on the figures presented during the SAFER briefing, the



AGENDA MEMORANDUM

anticipated three-year project cost is **\$983,453.67**, with a federal share of **\$606,463.08**. The City's anticipated share totals **\$376,990.59**, allocated as follows:

- **Year 1:** \$81,954.48 City share (25%)
- **Year 2:** \$81,954.48 City share (25%)
- **Year 3:** \$213,081.63 City share (65%)

While the federal share remains fixed, the actual City cost may vary from the original SAFER application due to updated salary, TMRS, FICA, onboarding, and costs at the time of hire.

This agenda item does **not** amend the FY 25–26 budget. The Finance Department will prepare a separate budget amendment, to be presented on an upcoming Council agenda, to formally allocate the City's required share.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that City Council consider action to approve an ordinance amending the positions in the Firefighter Classification for the Watauga Fire Department.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Ordinance for 3 Firefighters to due to SAFER Grant - Draft

REVIEWED BY:

Juliet Rodriguez, Human Resources and Civil Service
Director

Approved - 11/25/2025

Randy Barkley, Fire Chief

Approved - 11/25/2025

David Berman, City Attorney

Approved - 11/25/2025

Sandra Gibson, City Manager

Approved - 11/25/2025

Linda Proskey, City Secretary

Final Approval -
11/25/2025

Approved as to form for inclusion on Agenda

CITY OF WATAUGA, TEXAS
ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NUMBER 2020-002 WHICH GOVERNS POSITION CLASSIFICATIONS AND MAXIMUM POSITIONS IN EACH CLASSIFICATION FOR THE CITY OF WATAUGA FIRE DEPARTMENT AS REQUIRED BY TEXAS LOCAL GOVERNMENT CODE SECTION 143.021; ADDING THREE (3) FIREFIGHTER/PARAMEDIC POSITIONS EFFECTIVE MARCH 19, 2026; PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Watauga, Texas has adopted Local Government Code Chapter 143, Municipal Civil Service for the City of Watauga Police Department and Fire Department; and

WHEREAS, Local Government Code Chapter 143, Municipal Civil Service, § 143.021 provides that the municipal governing body shall establish firefighter classifications, as well as the number of positions in each classification; and

WHEREAS, on Tuesday, November 25, 2025, the Watauga Civil Service Commission was notified SAFER Grant received by the Fire Department and intent to add three additional Firefighter/Paramedic positions; and

WHEREAS, the City Council finds the addition of (3) Firefighter positions will provide the citizens of Watauga with a higher level of service from the City of Watauga Fire Department; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Watauga, Texas that the following amendments be made to the total number of positions in the Firefighter/Paramedic rank, and classification in the Watauga Fire Department:

I.

The facts and recitations set forth in the preamble of this ordinance are hereby found to be true and correct and adopted herein for all purposes.

II.

Effective March 19, 2026, three (3) Firefighter positions within the classification “Firefighter” be added.

III.

Prior to the effective dates in this Ordinance, the following classifications and number of positions in each classification in the City of Watauga Fire Department existed:

CLASSIFICATION	NUMBER OF POSITIONS
FIREFIGHTER	18
DRIVER/ENGINEER	3
FIRE LIEUTENANT	3
BATTALION CHIEF/ FIRE MARSHAL	1
ASSISTANT FIRE CHIEF	1
FIRE CHIEF	1
TOTAL	27

IV.

As of the effective date outlined in this Ordinance, the following classifications and number of positions in each classification in the City of Watauga Fire Department shall exist, and no others:

CLASSIFICATION	NUMBER OF POSITIONS
FIREFIGHTER	21
DRIVER/ENGINEER	3
FIRE LIEUTENANT	3
BATTALION CHIEF/ FIRE MARSHAL	1
ASSISTANT FIRE CHIEF	1
FIRE CHIEF	1
TOTAL	30

V.

This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Watauga, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances, except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other ordinance(s) are hereby repealed.

VI.

If any section, sub-section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

VII.

This Ordinance does not demonstrate, nor is it any evidence of any intent to enter into a contractual obligation, unilateral or otherwise, with any civil service employee. This Ordinance is enacted to comply with Chapter 143, Texas Local Government Code, specifically § 143.021, and for no other purpose. The City Council expressly disavows any intent to create a contractual obligation by adoption of this Ordinance.

VIII.

This Ordinance shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Sections 3.11 and 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas on this the ____ day of ____, 2025.

APPROVED:

ARTHUR L, MINER, Mayor

ATTEST:

LINDA PROSKEY, City Secretary

APPROVED AS TO FORM AND LEGALITY:

DAVID BERMAN, City Attorney



AGENDA MEMORANDUM

DATE: November 21, 2025

TO: Honorable City Council Members

FROM: Arthur Miner, Mayor

THROUGH:

SUBJECT: Discuss and consider the nomination of a candidate to fill the vacated position on the Tarrant County Appraisal District Board.

BACKGROUND/INFORMATION:

On November 10, 2025, the Tarrant County Appraisal District (TAD) notified entities of the resignation of Board Member Alan Blaylock, effective immediately.

The Texas Property Tax Code Section 6.0301(f) states:

"If a vacancy occurs in an appointive position on the board of directors, each taxing unit that is entitled to vote under Section 6.03 may nominate by resolution adopted by its governing body a candidate to fill the vacancy. The taxing unit shall submit the name of its nominee to the chief appraiser within 45 days after notification from the board of directors of the existence of the vacancy, and the chief appraiser shall prepare and deliver to the board of directors within the next five days a list of the nominees. The board of directors shall appoint by majority vote of its members one of the nominees to fill the vacancy."

Nominations are due to TAD by December 26, 2025, at 11:59 pm.

FINANCIAL IMPLICATIONS:

none

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. TAD letter to entities
2. Resignation letter
3. Resolution to fill a vacancy on the TAD Board of Directors
4. Property Tax Code

REVIEWED BY:

David Berman, City Attorney



AGENDA MEMORANDUM

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Letter from TAD to Tarrant County Entities sent November 10, 2025

Dear Entity Representatives:

Today, the Tarrant Board of Directors received the resignation letter of Alan Blaylock, effective immediately.

"Due to recent changes in the demands on my time, I am no longer able to give this position the full attention it deserves. It has been a privilege to serve the taxpayers and taxing entities of Tarrant County in this capacity. I am grateful for the opportunity to contribute to the Board's efforts to ensure fairness, transparency, and integrity in the appraisal process."

Alan Blaylock

We thank Mr. Blaylock for serving the taxpayers of Tarrant County and for the time and dedication he gave to the board during his tenure.

Mr. Blaylock is an appointed member of the TAD Board of Directors whose term ends 12/31/27. According to Texas Property Tax Code, a vacancy at TAD by an appointed member falls under Section 6.0301(f):

(f) "If a vacancy occurs in an appointive position on the board of directors, each taxing unit that is entitled to vote under Section [6.03](#) may nominate by resolution adopted by its governing body a candidate to fill the vacancy. The taxing unit shall submit the name of its nominee to the chief appraiser within 45 days after notification from the board of directors of the existence of the vacancy, and the chief appraiser shall prepare and deliver to the board of directors within the next five days a list of the nominees. The board of directors shall appoint by majority vote of its members one of the nominees to fill the vacancy."

This email serves as your notification of vacancy and notice of eligibility to nominate one person to fill the vacancy.

If your governing body chooses to pass a nominating resolution to fill this vacancy, the deadline will fall on December 25th but as TAD is closed, Section 1.06 determines:

"If the last day for the performance of an act is a Saturday, Sunday, or legal state or national holiday, the act is timely if performed on the next regular business day."

Therefore TAD will accept nominations until December 26th at 11:59pm. The Chief Appraiser will prepare a list of nominees and the Board shall appoint by majority vote one of the nominees to fill the vacancy.

This process is separate from the already in process, regular board appointment in which two member's terms end on 12/31/25.

From Tarrant Appraisal District

From: Blaylock, Alan J <Alan.Blaylock@fortworthtexas.gov>

Sent: Monday, November 10, 2025 3:36 PM

To: Rick D. Barnes <RDBarnes@tarrantcountytexas.gov>

Subject: Resignation

EXTERNAL EMAIL ALERT! Think Before You Click!

To the Tarrant Appraisal District Chairman and Board of Directors:

Please accept this as my formal resignation from the Tarrant Appraisal District Board of Directors, effective immediately.

Due to recent changes in the demands on my time, I am no longer able to give this position the full attention it deserves. It has been a privilege to serve the taxpayers and taxing entities of Tarrant County in this capacity. I am grateful for the opportunity to contribute to the Board's efforts to ensure fairness, transparency, and integrity in the appraisal process.

Respectfully,

Alan J. Blaylock

District 10 Council Member

O 817.392.8810

E District10@fortworthtexas.gov

E Alan.Blaylock@fortworthtexas.gov



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Need to make a report to the City?

MyFW app: [App Store](#) or [Google Play](#)

Text "hello" to 817-835-6939

Chat at <http://fortworthtexas.gov/report/>

Call Center 817-392-1234, 1234@FortWorthTexas.gov or use the city's online reporting form at <http://fortworthtexas.gov/report/>

CITY OF WATAUGA, TEXAS
RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS NOMINATING A CANDIDATE FOR ELECTION TO THE TARRANT APPRAISAL BOARD TO FILL A VACANCY IN OFFICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Tarrant Appraisal District notified entities on November 10, 2025, of a vacancy on their Board of Directors; and

WHEREAS, the Texas Property Tax Code Section 6.0301(f) states “If a vacancy occurs in an appointive position on the board of directors, each taxing unit that is entitled to vote under Section 6.03 may nominate by resolution adopted by its governing body a candidate to fill the vacancy. The taxing unit shall submit the name of its nominee to the chief appraiser within 45 days after notification from the board of directors of the existence of the vacancy, and the chief appraiser shall prepare and deliver to the board of directors within the next five days a list of the nominees. The board of directors shall appoint by majority vote of its members one of the nominees to fill the vacancy;” and

WHEREAS, the City Council of the City of Watauga finds and determines that the nominee whose name is set forth below meets the criteria according to Section 6.03 of the Texas Property Tax Code, and should be nominated.

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

I.

The City Council of the City of Watauga hereby nominates the following person for election to the Board of Directors of the Tarrant Appraisal District to fill a vacancy in office for the remainder of the unexpired term, which ends on December 31, 2027:

(Name of Nominee)

II.

This Resolution shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Section 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND APPROVED by the City Council of the City of Watauga, Texas this the ___ day of _____, 2025.

APPROVED:

ARTHUR L, MINER, Mayor

ATTEST:

LINDA PROSKEY, City Secretary

APPROVED AS TO FORM AND LEGALITY:

DAVID BERMAN, City Attorney

Sec. 6.0301. BOARD OF DIRECTORS IN POPULOUS COUNTIES. (a) This section applies only to an appraisal district established in a county with a population of 75,000 or more.

(b) Sections 6.031, 6.034, and 6.10 do not apply to an appraisal district to which this section applies.

(c) The appraisal district is governed by a board of nine directors. Five directors are appointed by the taxing units that participate in the district in the manner prescribed by Section 6.03. Three directors are elected by majority vote at the general election for state and county officers by the voters of the county in which the district is established. The county assessor-collector serves as an ex officio director.

(d) To be eligible to serve on the board of directors, an individual other than the county assessor-collector must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes office. An individual who is otherwise eligible to serve on the board is not ineligible because of membership on the governing body of a taxing unit. An employee of a taxing unit that participates in the district is not eligible to serve on the board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district.

(e) Members of the board of directors appointed by the taxing units participating in the district serve staggered four-year terms beginning on January 1 of every other even-numbered year. Elected members of the board of directors serve staggered four-year terms beginning on January 1 of every other odd-numbered year.

(f) If a vacancy occurs in an appointive position on the board of directors, each taxing unit that is entitled to vote under Section 6.03 may nominate by resolution adopted by its governing body a candidate to fill the vacancy. The taxing unit shall submit the name of its nominee to the chief appraiser within 45 days after notification from the board of directors of the existence of the vacancy, and the chief appraiser shall prepare and deliver to the board of directors within the next five days a list of the nominees. The board of directors shall appoint by majority vote of its members one of the nominees to fill the vacancy.

(g) If a vacancy occurs in an elective position on the board of directors, the board of directors shall appoint by majority vote of its members a person to fill the vacancy. A person appointed to fill a vacancy in an elective position must have the qualifications required of a director elected at a general election.

Added by Acts 2023, 88th Leg., 2nd C.S., Ch. 1 (S.B. [2](#)), Sec. 5.03, eff.
July 1, 2024.



AGENDA MEMORANDUM

DATE: November 20, 2025

TO: Honorable City Council Members

FROM: Arthur Miner, Mayor

THROUGH: Arthur Miner, Mayor

SUBJECT: Discuss and consider action on a resolution to cast the City of Watauga's ballot for the Tarrant Appraisal District Board of Director positions.

BACKGROUND/INFORMATION:

The City of Watauga has 5 votes that the council can use to vote for members for the five openings on the Tarrant County Appraisal District Board of Directors. The candidates are:

Mr. Mike Alfred
Ms. Wendy Burgess
Mr. Eric Crile
Ms. Sayeda Syed

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Michael Alfred Biography
2. Wendy-Burgess-bio
3. Eric-Crile-bio
4. Sayeda-Syed-bio
5. final-ballot-2025
6. Watauga Resolution TAD Ballot

REVIEWED BY:

David Berman, City Attorney
Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

**Michael S.
Alfred**
Attorney

malfred@verislaw.net
214.402.7719



BACKGROUND:

Lived in Tarrant County since 2003, residing in Fort Worth and Arlington for over 10 years, and then living in Colleyville since 2016. Born in Borger, Texas and is a Fifth Generation Texan. Scholarship baseball player at Blinn Junior College in Brenham, Texas from 1990-91. Graduated from University of Texas at Austin in 1995.

PROFESSIONAL EXPERIENCE & QUALIFICATIONS:

Graduated cum laude from Southern Methodist University School of Law in 2000. Law clerk from 2000-2001 for the Honorable John H. McBryde, United States District Court, Northern District of Texas, Fort Worth Division.

From 2001 to 2004, was an associate attorney in Dallas office for Thompson & Knight, LLP. From 2004 to 2019, was an associate and then partner for Hallett & Perrin, PC, specializing in large, complex business cases. In January 2023, started his own law firm, VerisLaw, PLLC, which has offices in Colleyville and Austin, Texas.

Texas Super Lawyer Since 2020. In 2011, was a Texas Super Lawyers – Rising Star. Designated by Martindale-Hubbel as BV Distinguished and Peer Review Rated for having the highest ethical standards.

COMMUNITY INVOLVEMENT:

Tarrant Appraisal District Board Member – 2024-2025

Board Member for Tarrant County Bar Association, Construction Division 2025
Attends both Legacy Church of Christ in North Richland Hills and The Hills Church in Keller, Texas. Actively involved with youth sports in Colleyville since

2017. Was a candidate in the May 2024 election for Place 2 on the Board of Trustees for the Grapevine Colleyville Independent School District.

ACKNOWLEDGMENT OF DUTIES OF MEMBER OF TARRANT APPRAISAL DISTRICT (TAD) BOARD OF DIRECTORS (BOD)

According to Texas Property Tax Code Section 6.0302, an individual may not be appointed to an appointive position on the board of directors and may not file an application for a place on the ballot for an elective position on the board of directors of an appraisal district unless the individual has signed and submitted this acknowledgement to the Chief Appraiser.

I hereby acknowledge that I have read and understand the duties of a member of the board of directors of an appraisal district. I understand that the statutory responsibilities include:

- (1) establishing the appraisal district office;
- (2) hiring a chief appraiser;
- (3) adopting the appraisal district's annual operating budget after filing notice and holding a public hearing;
- (4) adopting a new budget if voting taxing units disapprove of the initial budget;
- (5) determining whether to remove members of the appraisal review board if the board of directors of the appraisal district is the appointing authority and potential grounds for removal arise;
- (6) notifying voting taxing units of any vacancy in an appointive position on the board and electing a replacement from submitted nominees;
- (7) appointing a person to fill a vacancy in an elective position on the board;
- (8) electing a chairman and a secretary of the board at the first meeting each year;
- (9) holding board meetings at least quarterly;
- (10) developing and implementing policies regarding reasonable access to the board;
- (11) preparing information describing the board's functions and complaint procedures and making that information available to the public and to participating taxing units;
- (12) notifying parties to a complaint filed with the board of the status of the complaint, unless otherwise provided;
- (13) in populous counties, appointing a taxpayer liaison officer and deputy taxpayer liaison officers;
- (14) annually evaluating the performance of the taxpayer liaison officer and any deputy taxpayer liaison officers, including reviewing the timeliness of complaint resolution;
- (15) referring matters investigated by a taxpayer liaison officer relating to the appraisal review board's conduct to the local administrative district judge with a recommendation;

- (16) developing a biennial written plan for the periodic reappraisal of all property in the appraisal district, filing notice and holding a public hearing on the plan, approving the plan, and distributing copies of the plan to participating taxing units and the comptroller;
- (17) making agreements with newly formed taxing units on an estimated budget allocation for that taxing unit;
- (18) having an annual financial audit prepared by an independent certified public accountant, delivering a copy of the audit to each voting taxing unit, and making the audit available for inspection at the appraisal district office;
- (19) designating the appraisal district depository biennially;
- (20) receiving resolutions from voting taxing units disapproving of board actions;
- (21) adhering to Local Government Code requirements for purchasing and entering into contracts;
- (22) providing advice and consent to the chief appraiser concerning the appointment of an agricultural appraisal advisory board and determining the number of members of that advisory board;
- (23) adhering to laws concerning the preservation, microfilming, destruction, or other disposition of records; and
- (24) adopting and implementing a policy for the temporary replacement of a member of an appraisal review board who violates ex-parte communication requirements.

“Furthermore, I recognize that the board does not appraise property or review the value of individual properties. I acknowledge that tax rates and tax burdens are determined by applicable taxing jurisdictions, not the appraisal district board of directors.”

[Redacted]

Board of Director Candidate/Nominee

[Redacted]

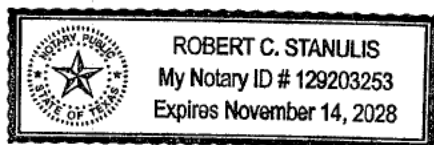
Printed Name of Board Candidate/Nominee

[Redacted]

Notary Signature

[Redacted]

Printed Name of Notary





Wendy Burgess – Executive Bio

Wendy is a transformational executive leader with over 25 years of progressive experience across public service, private enterprise, and information technology. She currently serves as a consultant for an Executive Services Company. In 2019, she was elected Tax Assessor-Collector for Tarrant County, Texas, overseeing \$6.5 billion in annual collections and leading a staff of 215 across eight offices. Wendy has built and sold successful businesses, including a multi-location auto repair enterprise and an IT and government services company generating \$15M in revenue. With extensive expertise in fiscal management, public trust leadership, and strategic innovation, Wendy combines operational excellence with visionary thinking. She completed her Master's in Organizational Leadership, focusing her thesis on Leveraging Data-Driven

Decision Making to Improve Performance and Accountability in Public Sector Organizations, particularly in Texas School Districts, Municipalities, and Counties. She is a Certified Property Tax Instructor.

Board Member

Term: 1/1/19 - 12/31/25 (1-year term, random term appointment between entity appointees)

Nominated for Board Member- September 2025

Term: 2026-2029 (4-year term)

Each taxing entity must determine its vote by resolution and submit it to the chief appraiser by December 15th.

Career Highlights

- 7-year member of Tarrant Appraisal District Board of Directors, 6 years as ex officio member as Tarrant Tax Assessor-Collector. In 2024, I was proudly nominated and elected to the Board by the taxing entities for a term that runs until December 31, 2025. I hope to serve the municipalities, school districts, hospital districts, special districts, and water districts as the subject matter expert in this field.
- Elected Tax Assessor-Collector, Tarrant County, TX – Oversaw \$6.5B in collections on behalf of 86 entities, led 215 staff, implemented technology reforms to benefit the entities, and managed \$19M budget. Holds the four highest professional designations possible for a Texas Tax Assessor-Collector. Certified Property Tax Instructor.
- Tax Assessor-Collector Association, Board Member and Treasurer – trusted SME leader, with budgetary oversight.
- Co-Owner & Managing Partner, Innovative Services & Solutions – Scaled IT firm to \$15 M+ revenue, held Top Secret Clearance, led all operations.
- City Council Member, Mansfield, TX – Two-term public servant, achieved AAA bond rating, and chaired strategic planning committees.
- Entrepreneur – Founded, built, and sold a successful auto repair business focused on customer service and community leadership.

Core Competencies

- Strategic Leadership & Vision
- Government Relations & Public Finance
- Organizational Transformation
- Civic Engagement & Legislative Affairs
- Revenue Optimization & Risk Oversight
- Technology Integration & Innovation
- Entrepreneurship & Business Operations
- Team Building & Talent Development

Education

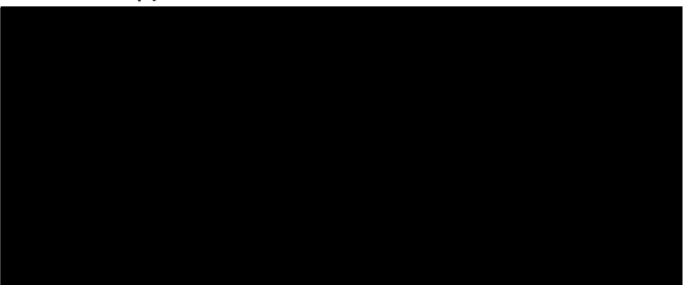
- Master of Organizational Leadership, 4.0 GPA
- Bachelor of Liberal Studies (B.L.S.), Summa Cum Laude
Triple Minor: Management, Business Administration, Project Management, University of Maine at Presque Isle

ACKNOWLEDGMENT OF DUTIES OF MEMBER OF APPRAISAL DISTRICT BOARD OF DIRECTORS

"I hereby acknowledge that I have read and understand the duties of a member of the board of directors of an appraisal district. I understand that the statutory responsibilities include:

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- "(7) appointing a person to fill a vacancy in an elective position on the board;
- "(8) electing a chairman and a secretary of the board at the first meeting each year;
- "(9) holding board meetings at least quarterly;
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- "(11) preparing information describing the board's functions and complaint procedures and making that information available to the public and to participating taxing units;
- "(12) notifying parties to a complaint filed with the board of the status of the complaint, unless otherwise provided;
- "(13) in populous counties, appointing a taxpayer liaison officer and deputy taxpayer liaison officers;
- "(14) annually evaluating the performance of the taxpayer liaison officer and any deputy taxpayer liaison officers, including reviewing the timeliness of complaint resolution;
- "(15) referring matters investigated by a taxpayer liaison officer relating to the appraisal review board's conduct to the local administrative district judge with a recommendation;
- "(16) developing a biennial written plan for the periodic reappraisal of all property in the appraisal district, filing notice and holding a public hearing on the plan, approving the plan, and distributing copies of the plan to participating taxing units and the comptroller;
- "(17) making agreements with newly formed taxing units on an estimated budget allocation for that taxing unit;
- "(18) having an annual financial audit prepared by an independent certified public accountant, delivering a copy of the audit to each voting taxing unit, and making the audit available for inspection at the appraisal district office;
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- "(20) receiving resolutions from voting taxing units disapproving of board actions;
- "(21) adhering to Local Government Code requirements for purchasing and entering into contracts;
- "(22) providing advice and consent to the chief appraiser concerning the appointment of an agricultural appraisal advisory board and determining the number of members of that advisory board;
- "(23) adhering to laws concerning the preservation, microfilming, destruction, or other disposition of records; and
- "(24) adopting and implementing a policy for the temporary replacement of a member of an appraisal review board who violates ex parte communication requirements.

"Furthermore, I recognize that the board does not appraise property or review the value of individual properties. I acknowledge that tax rates and tax burdens are determined by applicable taxing jurisdictions, not the appraisal district board of directors."



Eric Crile



Eric has been a resident of Texas for 18 years. Prior to his arrival in Texas, he was raised in a small rural town in southwestern Pennsylvania. After graduating college, he decided to expand his horizons and moved to South Florida where he resided for 6 years before making his way to the great State of Texas. During the past 18 years he has lived almost exclusively in Tarrant County. This is where he met his wife, Jennifer. They were married in the summer of 2021. They are proud residents of the rapidly expanding Fort Worth/Alliance corridor. He has a beautiful stepdaughter, Jillian, who is a sophomore at Eaton High School. Eric and Jennifer welcomed their first child together, Quintyn, in May 2024. They are excited about the journey that lies ahead.

Eric has served the citizens of Dallas for the past 18 years as a firefighter and paramedic for Dallas Fire Rescue. Prior to becoming a firefighter, he worked for the Miami-Dade State Attorney's Office-Child Support Division enforcing court orders for child support. He looks forward to showing up every day for work and tackling the ever-changing tasks that await him.

Service to the citizens of Fort Worth is also paramount to Eric. As a member of the Crime Control and Prevention District, Partners with a Shared Mission-Emerging Partners, an advisory board to Fort Worth's Crime Control and Prevention District, Eric gives back to his community in a meaningful way by evaluating effective crime reduction strategies with strategic partners and allocating limited funds to achieve crime reduction goals.

On the ultimate level of local service, Eric serves on his HOA board for The Parks at Willow Ridge. He was recently re-elected to the board after taking a year off to focus on the birth of his son. During his previous service, Eric was able to engage community partners and strengthen the bonds between his community and those partners to ensure he and his neighbors were part of a thriving neighborhood.

Realizing that a successful community is the result of a robust public school system, Eric is a strong proponent of public education. Drawing on his own background and being a product of public education, he is a firm believer that education is responsible for raising the leaders of tomorrow, and too that end it must have full funding.

In his free time, he is an avid movie watcher as well as a member of the DFW Curling Club. As opportunities present themselves, Eric loves to travel. Not long ago he was able to cross off a bucket list item and traveled to Pamplona Spain where he participated in the

annual running of the bulls. His advice, if you ever get a chance to visit the San Fermin festival, do it! What an experience!

Eric believes in hard work and realizes that is what it will take to accomplish success at the appraisal district. He wants Tarrant County to be the best at all it does. Eric wants to help create an appraisal district that works for the Taxpayers, the Tax Entities, and the district itself.

Eric is a problem solver. He has spent the last 18 years solving problems in rapid succession while realizing that rapid success is the product of a thought-out and researched plan which takes time to develop and correct data to formulate. Eric kindly asks for your support for the Tarrant Appraisal District Board of Directors.

Sayeda Bilquees Syed

Colleyville TX

Cell: (817) 913-0474
E-mail: syed4tad@gmail.com

Experience:

- **Tarrant County Appraisal Review Board (TARB)**, Member (January 2019 – March 2021). Served as a full board member, conduct protest hearing between Tarrant Appraisal District (TAD) and property owners including residential, commercial and business personal property and Mineral accounts.
- **Flood Control Engineer**, Trinity Watershed Management, City of Dallas.
- **Executive Engineer**, Progressive Manufacturing Department, Hino Motors Limited, Pakistan.
- **Program Engineer**, Army vehicle project for United Nations.
- **Lecturer, Visiting Faculty Member**, Mechanical and Manufacturing Engineering Department, N.E.D. UET.

Education:

- **ME, Mechanical Engineering** (Specialization in Manufacturing Engineering); (2005) N.E.D. University of Engineering & Technology.
- **BE, Mechanical Engineering** (2002) N.E.D. University of Engineering & Technology.

Residence:

- Colleyville, TX 2013 ~ Present
- Fort Worth, TX 2009 ~ 2013
- Bedford, TX 2007 ~ 2009

Professional Association:

- Member, American Society of Mechanical Engineers (ASME), West Texas Division, since 2012.
- Member, Society of American Engineers (SAE) International, Since 2012.

Colleyville Community Volunteer Experience:

- Planning & Zoning Commission / Capital Improvement Advisory Committee (Sept 2019 ~ Present).
- Metroport Teen Court Advisory Board (Nov 2017 ~ Present).
- Architectural Review Commission (Feb 2018 ~ Nov 2020, Commission dissolved by Colleyville City Council)
- Zoning Board of Adjustment / Sign Board of Appeals (Oct 2018 ~ Oct 2019).

Personal Information:

Born in Pakistan, migrated to United States in 2007 and proudly became US Citizen in 2011. My husband of 18 years, New York native Dr. Adnan Syed, who is a Clinical Pharmacist, he moved to Texas in 2005. Our two children, 11 years old Son Senan Syed and 9 years old daughter Safa Syed are enrolled in Grapevine Colleyville ISD.

ACKNOWLEDGMENT OF DUTIES OF MEMBER OF TARRANT APPRAISAL DISTRICT (TAD) BOARD OF DIRECTORS (BOD)

According to Texas Property Tax Code Section 6.0302, an individual may not be appointed to an appointive position on the board of directors and may not file an application for a place on the ballot for an elective position on the board of directors of an appraisal district unless the individual has signed and submitted this acknowledgement to the Chief Appraiser.

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- (6) notifying voting taxing units of any vacancy in an appointive position on the board and electing a replacement from submitted nominees;
- (7) appointing a person to fill a vacancy in an elective position on the board;
- (8) electing a chairman and a secretary of the board at the first meeting each year;
- (9) holding board meetings at least quarterly;
- (10) developing and implementing policies regarding reasonable access to the board;
- (11) preparing information describing the board's functions and complaint procedures and making that information available to the public and to participating taxing units;
- (12) notifying parties to a complaint filed with the board of the status of the complaint, unless otherwise provided;
- (13) in populous counties, appointing a taxpayer liaison officer and deputy taxpayer liaison officers;
- (14) annually evaluating the performance of the taxpayer liaison officer and any deputy taxpayer liaison officers, including reviewing the timeliness of complaint resolution;
- (15) referring matters investigated by a taxpayer liaison officer relating to the appraisal review board's conduct to the local administrative district judge with a recommendation;

- (16) developing a biennial written plan for the periodic reappraisal of all property in the appraisal district, filing notice and holding a public hearing on the plan, approving the plan, and distributing copies of the plan to participating taxing units and the comptroller;
- (17) making agreements with newly formed taxing units on an estimated budget allocation for that taxing unit;
- (18) having an annual financial audit prepared by an independent certified public accountant, delivering a copy of the audit to each voting taxing unit, and making the audit available for inspection at the appraisal district office;
- (19) designating the appraisal district depository biennially;
- (20) receiving resolutions from voting taxing units disapproving of board actions;
- (21) adhering to Local Government Code requirements for purchasing and entering into contracts;
- (22) providing advice and consent to the chief appraiser concerning the appointment of an agricultural appraisal advisory board and determining the number of members of that advisory board;
- (23) adhering to laws concerning the preservation, microfilming, destruction, or other disposition of records; and
- (24) adopting and implementing a policy for the temporary replacement of a member of an appraisal review board who violates ex-parte communication requirements.

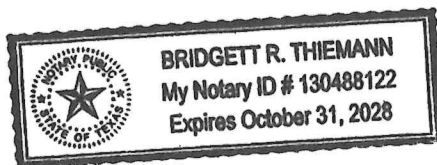
“Furthermore, I recognize that the board does not appraise property or review the value of individual properties. I acknowledge that tax rates and tax burdens are determined by applicable taxing jurisdictions, not the appraisal district board of directors.”

Bilqees

Board of Director Candidate/Nominee

Sayed Bilqees Syed

Printed Name of Board Candidate/Nominee



Bridgett Renee Thiemann

Notary Signature

Bridgett Renee Thiemann

Printed Name of Notary



OFFICIAL BALLOT

ELECTION OF MEMBERS TO THE BOARD OF DIRECTORS TARRANT APPRAISAL DISTRICT

The following are the candidates that were timely submitted by nominating resolutions for appointment to the two (2) voting positions on the Board, listed alphabetically by last name.

Please indicate your taxing unit's vote(s) by **entering the number of votes to the left of your candidate(s)** of choice.

VOTES FOR	Nominees
	Mr. Mike Alfred
	Ms. Wendy Burgess
	Mr. Eric Crile
	Ms. Sayeda Syed

The Tarrant Appraisal District has been informed that on October 6, 2025, the City of Burleson City Council rescinded its original resolution CSO#5926-09-2026 nominating Gary Losada.

IMPORTANT: This ballot must be returned to Joe Don Bobbitt, Chief Appraiser, Tarrant Appraisal District, **P. O. Box 185579, Fort Worth, Texas, 76181-0579**, by mail or by email to jwooddell@tad.org. Because the deadline occurs on a day that TAD is closed this year, statute permits receipt through 11:59pm on Monday, December 15th.

*Please **attach this ballot to the resolution** passed by your taxing unit authorizing this vote.*

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS,
AUTHORIZING THE MAYOR TO CAST THE CITY'S ALLOCATED VOTES FOR
MEMBERS OF THE BOARD OF DIRECTORS OF THE TARRANT APPRAISAL
DISTRICT; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS:

I.

That the Mayor of the City of Watauga, Texas is hereby authorized, on behalf of the City council
of the City of Watauga, to cast the City of Watauga's allocated 5 votes on the official ballot for
the appointment of members to the Tarrant Appraisal District Board of Directors.

II.

A substantial copy of the official ballot is attached hereto and incorporated herein for all intents
and purposes.

III.

Further, the City Secretary is hereby directed to forward a certified copy of this resolution to Mr.
Joe Don Bobbitt, Chief Appraiser, Tarrant Appraisal District, 2500 Handley Ederville Road, Fort
Worth, TX 76118 or by email at jwooddell@tad.org.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this ____
day of _____, 2025.

APPROVED:

ARTHUR L. MINER, Mayor

ATTEST:

LINDA PROSKY, City Secretary

APPROVED AS TO FORM AND LEGALITY:

DAVID BERMAN, City Attorney



AGENDA MEMORANDUM

DATE: November 20, 2025

TO: Honorable City Council Members

FROM: Jennifer Calvert, Director of Finance

THROUGH: Sandra Gibson, City Manager

SUBJECT: Consider action to award a contract between the City of Watauga and US Bronco Services, Inc. for the retrofit of the water meters to Automatic Meter Infrastructure (AMI) to provide for transparency, customer service, enhance accuracy of meter reads, and reduce water loss.

BACKGROUND/INFORMATION:

On September 15, 2025, City staff issued a Request for Proposals (RFP) to retrofit the City's water meters with new registers and encoders for Automatic Meter Infrastructure capabilities. The RFP closed on October 24, 2025, received bids from four interested parties.

Staff respectfully request the Council award a contract to US Bronco, which was the highest-scoring firm from the Supplier Scoring Summary attached. US Bronco anticipates completing the project in 150 days (5 months). The cost to install the registers and encoders is \$307,524.

FINANCIAL IMPLICATIONS:

The \$307,524 cost for the project will be funded by the 2024 Certificates of Obligation, as approved by Council.

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Watauga USBS contract
2. RFQ - Supplier Scoring Summary
3. 1295 ACKNOWLEDGED

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

AGREEMENT

CITY OF WATAUGA TARRANT COUNTY, TEXAS

RESIDENTIAL METER RETROFIT PROJECT

THIS AGREEMENT made this ____ day of _____, 20____, by and between the City of Watauga, hereinafter called the "Owner," and _____, hereinafter called the "Contractor."

WITNESSETH:

WHEREAS, Owner has heretofore solicited bids for all the work and improvements and for the doing of all things included within the hereinafter specified improvements; and

WHEREAS, Owner did on the ____ day of _____, 20____ find that Contractor was the lowest responsible bidder for the hereinafter specified construction work and did award Contractor a Contract for said construction work;

NOW, THEREFORE, for and in consideration of their mutual promises, covenants, undertakings and agreements, the parties hereto do hereby agree as follows:

ARTICLE I - WORK TO BE DONE BY CONTRACTOR

Contractor agrees, at his own cost and expense, to do all the work and furnish all the labor, equipment and other property necessary to do, construct, install, and complete all the work and improvements required for the Residential Meter Retrofit Project, all in full accordance with and in compliance with and as required by the hereinafter specified Contract Documents, including any and all Addenda for said work, and to do at his own cost and expense all other things required of the Contractor by said Contract Documents of said work.

ARTICLE II - CONTRACT DOCUMENTS

The Contract Documents herein named include all of the following component parts, all of which are as fully a part of this Contract as if herein set out verbatim or, if not attached, as if hereto attached:

1. Invitation to Bid
2. Instructions to Bidders
3. Proposal
4. Special Conditions of Contract
5. General Conditions of Contract
6. Agreement
7. Contract Specifications
8. Project Authorization Drawings
9. All Bonds, Insurance Certificates and Insurance Policies mentioned or referred to in the foregoing documents.
10. Any and all other documents or papers included or referred to in the foregoing documents
11. Any and all Addenda to the foregoing

ARTICLE III - CONTRACT AMOUNT

The Contractor agrees to receive and accept the unit prices stated in the Contractor's Proposal included in the Contract Documents and made a part of this Agreement as full compensation for furnishing equipment and for doing all the work contemplated and embraced in this Contract; also for all loss or damage arising out of the nature of the work aforesaid or from the action of the elements or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the Owner, and for all risks of every description connected with the work; also for well and faithfully completing the work, and the whole thereof, in the manner and according to and in compliance with the Contract Documents and the requirements of the City of Watauga under them; also for any and all other things required by the Contract Documents.

The quantities and totals on unit price items and the Total Contract Amount are approximate only, being inserted for the purpose of establishing the face amount of bonds to be provided by the Contractor. Payment of work covered by the unit price items will be made only on the basis of actual quantities of work complete in place as authorized and as measured as provided in the Contract Documents.

ARTICLE IV - CONFLICT BETWEEN COMPONENT PARTS OF CONTRACT

In the event that any provision in any of the following component parts of this Contract conflicts with any provision in any other of the following component parts, the provision in the component part first enumerated below will govern over any other component part which follows it numerically, except as may be otherwise specifically stated. Said component parts are the following:

1. Addendum Nos. 2, _____, _____, and _____.
2. General Conditions
3. Contract Specifications
4. Construction Drawings
5. Instructions to Bidders
6. Invitation to Bid
7. Contractor's Proposals
8. This Instrument

This Contract is intended to conform in all respects to applicable statutes of the state in which the work is to be constructed, and if any part or provision of this Contract conflicts therewith, the said statute shall govern.

ARTICLE V - STARTING AND COMPLETION

The Contractor shall, and agrees to, commence work at the site within 15 calendar days after the issuance by the Owner of a written Notice to Proceed, and to fully complete all work to the point of final acceptance by the Owner, and to complete doing all other things required of him by the Contract Documents on or before and not later than **150 consecutive calendar** days therefrom. Contractor shall, and agrees to, furnish and deliver to the Owner within fifteen (15) days after the date of award of this Contract, the Performance Bond, Payment Bond, and the insurance certificates and policies of insurance required of him by the provisions of the Conditions of the Contract, and to do, prior to starting work, all other things which are required of him by the Contract Documents as a prerequisite of starting work.

NOTE: The successful bidder shall be required to fully complete all work shown on the Base Bid Project within 150 consecutive calendar days from and including the date to start work established in a written order from the City of Watauga. The Contractor further agrees to pay as liquidated damages the sum of \$200.00 per day for each consecutive calendar day thereafter unless special conditions are present such as weather delays and supply chain issues, leading to a delay in suitable working conditions.

The City of Watauga reserves the right to extend this Residential Meter RETROFIT Project Contract in its entirety for up to two (2) additional periods. The Contract will be extended by means of a letter of invitation from the Owner to the Contractor provided the Owner and the Contractor are in agreement with the current established unit price and lump sum each construction items.

ARTICLE VI - PAYMENTS TO CONTRACTOR

The Owner agrees with said Contractor to employ, and does hereby employ, the said Contractor to provide all the work and do all other things hereinabove mentioned according to the terms and conditions hereinabove contained or referred to for the prices aforesaid, and hereby contracts to pay the same at the time, in the manner and upon the conditions set forth or referred to in the Contract Documents; and the said parties for themselves, their heirs, executors, administrators, successors and assigns do hereby agree to the full performance of the covenants herein contained.

ARTICLE VII - ATTACHMENTS

Attachment A: Contractor Proposal

IN WITNESS WHEREOF, the parties hereto have caused this Instrument to be executed in four original counterparts the day and year first above written.

(SEAL)

Contractor

ATTEST:

By _____

By _____

Title _____

Title _____

ATTEST:

CITY OF WATAUGA

By _____

By _____

Title _____

Title _____

IMPORTANT

NOTE: If the Contractor is a corporation, the legal name of the corporation shall be set forth above together with a signature of the officer or officers authorized to sign Contracts on behalf of the corporation; if Contractor is a partnership, the true name of the firm shall be set forth above together with the signatures of all the partners; and if Contractor is an individual, his signature shall be placed above. If signature is by an agent other than an officer of a corporation or a member of a partnership, a power-of-attorney must be attached hereto. Signature of Contractor shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgment.

- Attachment A -

Instructions: Vendors may submit pricing for each services category. To the greatest extent possible, include all standard project costs in the line items listed under "Meter Installation Services". If a cost is included in a services line and needs explanation, use the "Comments" field to the right. Do not add additional fields to this section. Outline any additional, optional or commonly requested services costs in the "Additional Services" section. Please add additional cells to this section if required.

AMI Installation Services

Breakdown				
Meter Retrofit (Register and MIU)	Units	Unit Cost	Total Service Costs	Comments
Mobilization	1 LS	\$ 2,500.00	\$ 2,500.00	
Warehousing (Monthly)	4	\$ 500.00	\$2,000	CITY YARD-ONE CONEX
5/8"x 3/4" Meter Exchange	0	\$ 65.00	\$0	IF NEEDED
5/8"x 3/4" Meter Retrofit (Register and MIU)	8,263	\$ 33.00	\$272,679	
1" Meter Exchange	121	\$ 33.00	\$3,993	RETROFIT (REGISTER & MIU)
1.5" Meter Exchange	6	\$ 75.00	\$450	RETROFIT (REGISTER & MIU)
2" Meter Exchange	114	\$ 75.00	\$8,550	RETROFIT (REGISTER & MIU)
3" Meter Exchange	0	\$ 150.00	\$0	RETROFIT (REGISTER & MIU)
4" Meter Exchange	0	\$ 150.00	\$0	RETROFIT (REGISTER & MIU)
6" Meter Exchange	1	\$ 150.00	\$150	RETROFIT (REGISTER & MIU)
8" Meter Exchange	1	\$ 150.00	\$150	RETROFIT (REGISTER & MIU)
10" Meter Exchange	0	\$ 250.00	\$0	RETROFIT (REGISTER & MIU)
16" Meter Exchange	0	\$ 250.00	\$0	RETROFIT (REGISTER & MIU)
Lid Drilling	8,526	\$ 2.00	\$17,052	PLASTIC LID
Field Labor Rate (Hourly)	1 HR	\$ 90.00	\$0	IF NEEDED/WITH TRUCK & TOOLS
Subtotal			\$ 307,524.00	

Additional Services	Units	Services Unit Cost	Total Services Cost	Comments
PLASMA CUT METAL LID	TBD	\$20/EA		
FIELD LABOR RATE (HOURLY) LABOR ONLY	TBD	\$60/HR		
CONFINED SPACE ENTRY (IF NEEDED)	TBD	\$250/EA		METER VAULTS
5/8" X 1" METER MIU ONLY	TBD	\$30/EA		
5/8" x 1" METER - DIG UP BOX - ADJUST	TBD	\$50/EA		IF NECESSARY
5/8" X 1" METER LID REPLACEMENT	TBD	\$15/EA		MATERIAL BY OTHERS
5/8" X 1" METER BOX & LID REPLACEMENT	TBD	\$58/EA		MATERIAL BY OTHERS
REMOTE BOX FOR METER VAULTS	TBD	\$400/EA		IF NEEDED
Subtotal			\$ -	

Supplier Scoring Summary

25-006 Addendum 2 - WATER METER CHANGE OUT PROJECT - Scoring Round

Supplier	Rank	Score	Scoring Round	OVERALL COST	BUSINESS EXPERIENCE	PROJECT APPROACH	REGULATORY ADHERENCE	CONFORMANCE TO SPECIFICATIONS
		100		30.00	30.00	10.00	10.00	20.00
US Bronco Services Inc.	1	99.67		30.00	30.00	9.67	10.00	20.00
TEXAS METER & DEVICE	2	90.00		25.67	25.00	9.33	10.00	20.00
Vanguard Utility Service, Inc.	3	81.67		18.33	25.00	10.00	10.00	18.33
Pedal Valves, Inc.	4	78.33		16.67	21.67	10.00	10.00	20.00
		87.42		22.67	25.42	9.75	10.00	19.58

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

US Bronco Services, Inc.
Fairfield, OH United States

Certificate Number:
2025-1391840

Date Filed:
11/20/2025

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

City of Watauga

Date Acknowledged:
11/21/2025

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

25-006
Water Meter Retrofit Project

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

5 Check only if there is NO Interested Party.



6 UNSWORN DECLARATION

My name is JOSEPH KULIFAY, and my date of birth is 09/11/1992.

My address is 200 Donald Drive, Fairfield, OH, 45014, USA.
(city) (state) (zip code) (country)

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

Executed in Butler County, State of Ohio, on the 20 day of November, 2025.
(month) (year)



Signature of authorized agent of contracting business entity
(Declarant)