



AGENDA
WATAUGA CITY COUNCIL
WORKSHOP MEETING
MONDAY, JANUARY 12, 2026
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
5:30 PM

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **City Council Workshop 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

ANNOUNCEMENTS

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.

PRESENTATIONS

1. City participation for Comprehensive Safety Action Plan
Paul Hackleman, Director of Public Works

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 January 6, 2026, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary





AGENDA MEMORANDUM

DATE: December 9, 2025
TO: Honorable City Council Members
FROM: Paul Hackleman, Director of Public Works
THROUGH: Sandra Gibson, City Manager
SUBJECT: City participation for Comprehensive Safety Action Plan

BACKGROUND/INFORMATION:

On March 11, 2024, the City Council accepted the award of a grant from the United States Department of Transportation in the amount of \$160,000, along with the requirement of the city for a 20% non-federal match to develop a Comprehensive Safety Action Plan (CSAP) for the SS4A Program. After a request for qualifications process was completed, on November 10, 2025, the City Council awarded a contract between the City of Watauga and Burgess & Niple, Inc. for the creation of a Comprehensive Safety Action Plan, to reduce and ultimately eliminate fatal and serious injuries on the city's roadways.

As part of the Scope of Services from the letter agreement:

"B&N will collaborate with City leaders and the task force to build consensus and establish data - driven goals, objectives, and performance measures that reflect Watauga's commitment to eliminating fatal and serious injury crashes. The team will assist in developing formal commitment documentation, such as a Council resolution, and support City staff with presentations to leadership and the public to reinforce transparency and accountability."

The B&N team will facilitate a discussion to define the City's goals, vision, objectives, and performance measures for reducing and ultimately eliminating fatal and serious roadway injuries.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Leadership commitment and agreement on performance measures, goals, visions, objectives.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. PP - Input for Comprehensive Safety Action Plan



AGENDA MEMORANDUM

2. Contract - Engineering - SS4A Grant - Burgess Niple

REVIEWED BY:

Paul Hackleman, Director of Public Works

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 12/30/2025

Approved - 12/30/2025

Final Approval - 12/31/2025

City of Watauga Comprehensive Safety Action Plan (CSAP) City Council Workshop Meeting

Safe Streets & Roads for All Grant

January 12, 2026

Agenda

- Introduction
- Purpose of Meeting
- SS4A Grant Overview
- Scope & Schedule
- Current Efforts
- Action Items & Requests
 - Leadership Commitment
 - Visions, Goals & Objectives
 - First to respond to survey
- Wrap up / Open Forum

Purpose of Today's Meeting

- Provide overview / recap of the SS4A Grant Program
- Provide an update on Watauga Comprehensive Safety Action Plan development process
- Establish a vision and goal for the City of Watauga related to traffic fatalities and serious injuries



SS4A Grant Overview

- Grant Awarded in Fall 2023
- City/FHWA Agreement signed in November 2024
- 24-month Period of Performance
- Closeout process with FHWA beginning **October 2026**

	Leadership commitment and goal setting		Equity
	Plan Development		Policy and process changes
	Safety analysis (proactive & reactive)		Strategy and project selections
	Engagement and collaboration		Progress and transparency

SS4A Grant Schedule

- Bi-Weekly progress calls
- Complete safety analysis by end of February
- Community Engagement Event – Watauga Fest (May 2026)
- Draft Report due mid-August 2026

Task	NOV			DEC		JANUARY				FEBRUARY		MARCH		APRIL		MAY			JUNE			JULY			AUGUST			SEPTEMBER			OCTOBER			NOVEMBER			DEC																				
	11/14	11/21	11/28	12/5	12/12	12/19	12/26	1/2	1/9	1/16	1/23	1/30	2/6	2/13	2/20	2/27	3/6	3/13	3/20	3/27	4/3	4/10	4/17	4/24	5/1	5/8	5/15	5/22	5/29	6/5	6/12	6/19	6/26	7/3	7/10	7/17	7/24	7/31	8/7	8/14	8/21	8/28	9/4	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11
Task 1: Project Management and Coordination																																																									
Task 2: Leadership Commitment and Goal Setting																																																									
Task 3: Safety Analysis																																																									
Task 4: Engagement and Collaboration																																																									
Task 5: Equity Considerations																																																									
Task 6: Policy and Process Changes																																																									
Task 7: Strategy and Project Development																																																									
Task 8: Progress and Transparency																																																									
Task 9: Comprehensive Safety Action Plan Development																																																									

The remaining effort during this period is intended to support the closeout procedures and compliance documentation.

★ Current week

SS4A Grant Scope

Task 1: Project Management and Coordination

Task 2: Leadership Commitment and Goal Setting

Task 3: Safety Analysis

Task 4: Engagement and Collaboration

Task 5: Equity Considerations

Task 6: Policy and Process Changes

Task 7: Strategy and Project Development

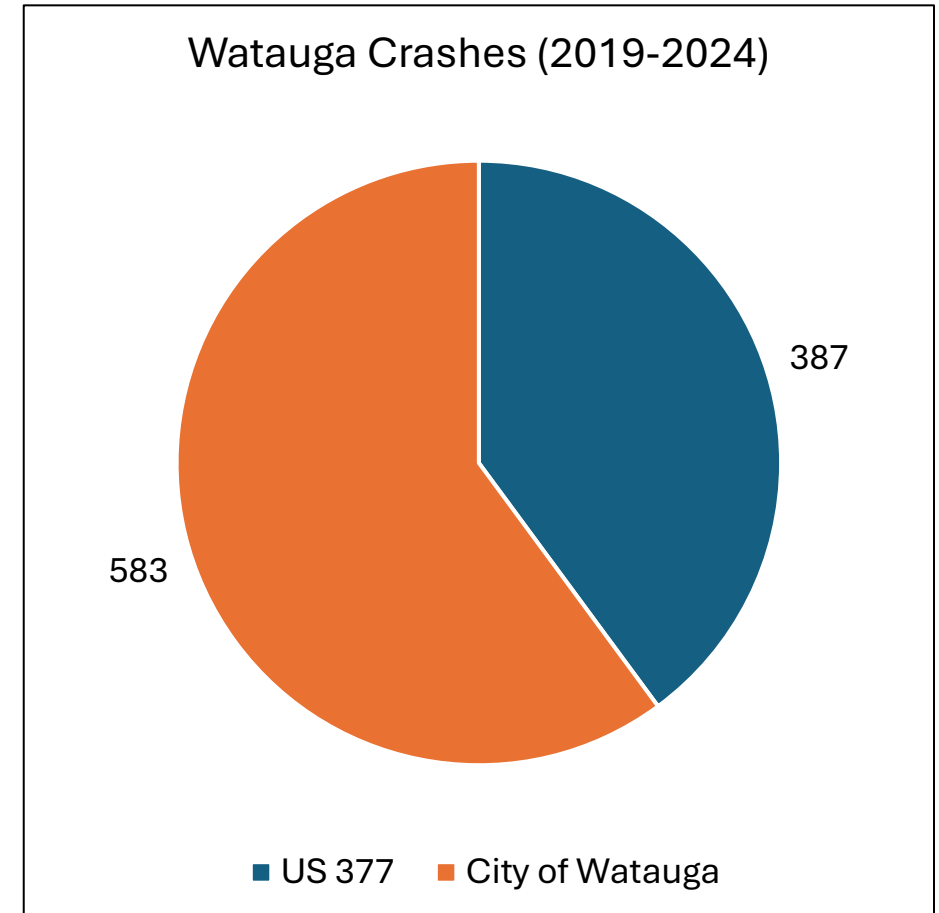
Task 8: Progress and Transparency

Task 9: Comprehensive Safety Action Plan Development

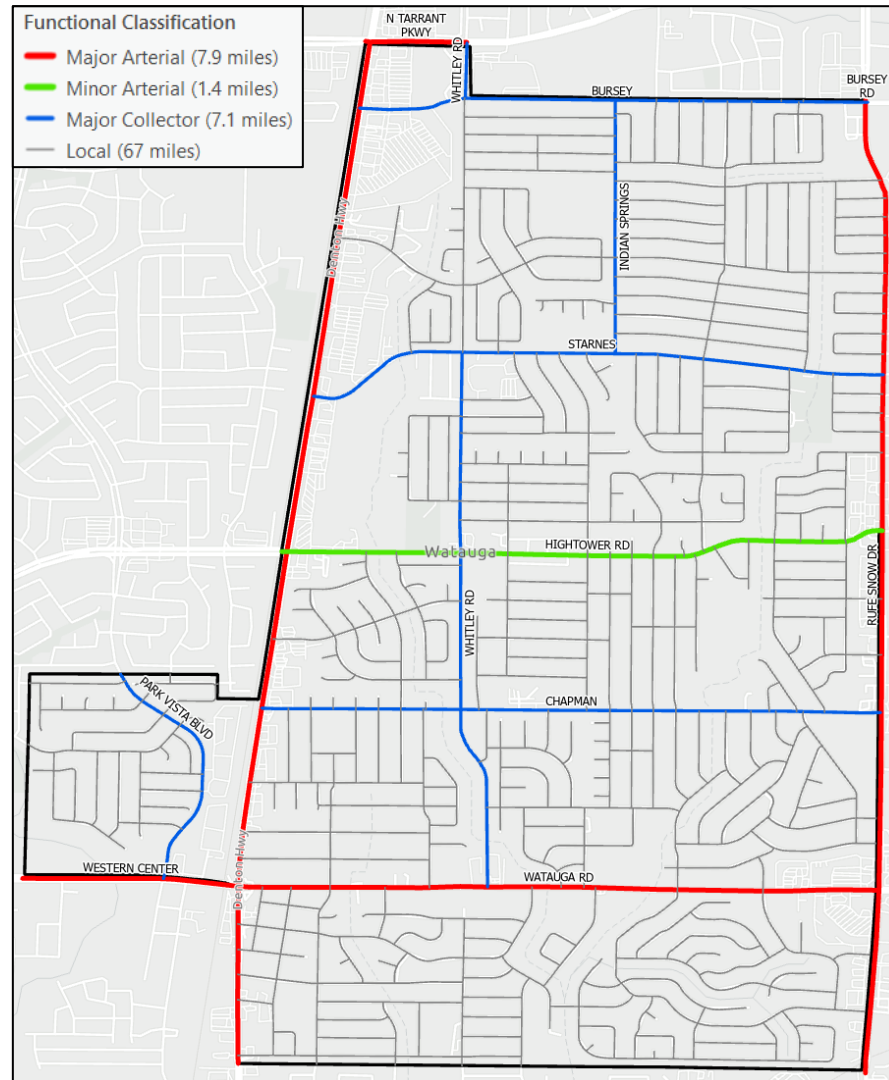
- Largest estimated LOE
 - Safety Analysis
 - Stakeholder Engagement
 - CSAP Development
- We want to hear from City Council members about how this plan can be useful to you personally

CSAP – Current Activities

- Input Datasets
 - TxDOT Roadway Inventory
 - TxDOT Intersection Inventory (beta layer)
 - TxDOT Crash Records Information System (CRIS)
 - Watauga ADA Transition Plan
- 970 total crashes over 6 years (2019-2024)
 - 40% of crashes occur on US 377 (Denton Hwy)
- Crash Analysis
 - Systemic Risk Analysis (proactive)
 - High Injury Network
 - Separate US 377 safety analysis



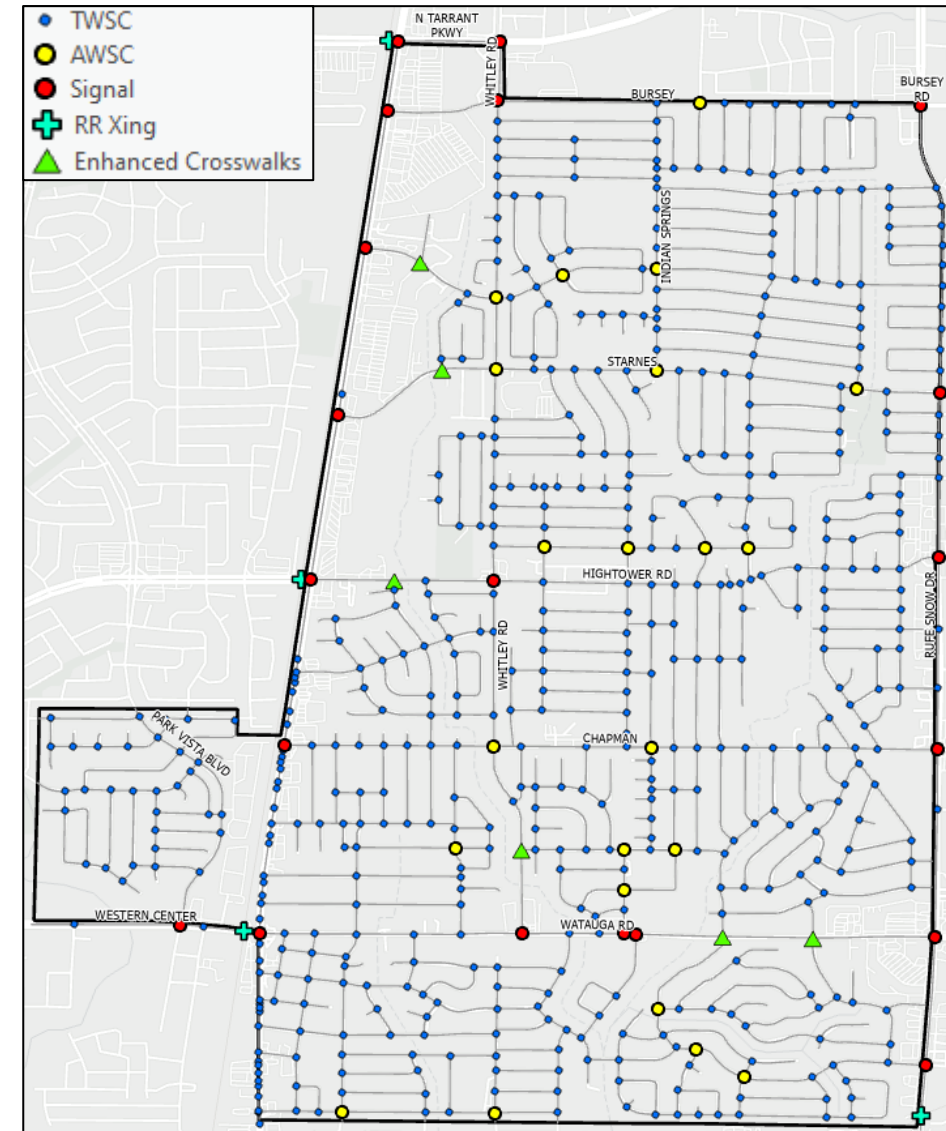
CSAP – Current Activities Roadway Network



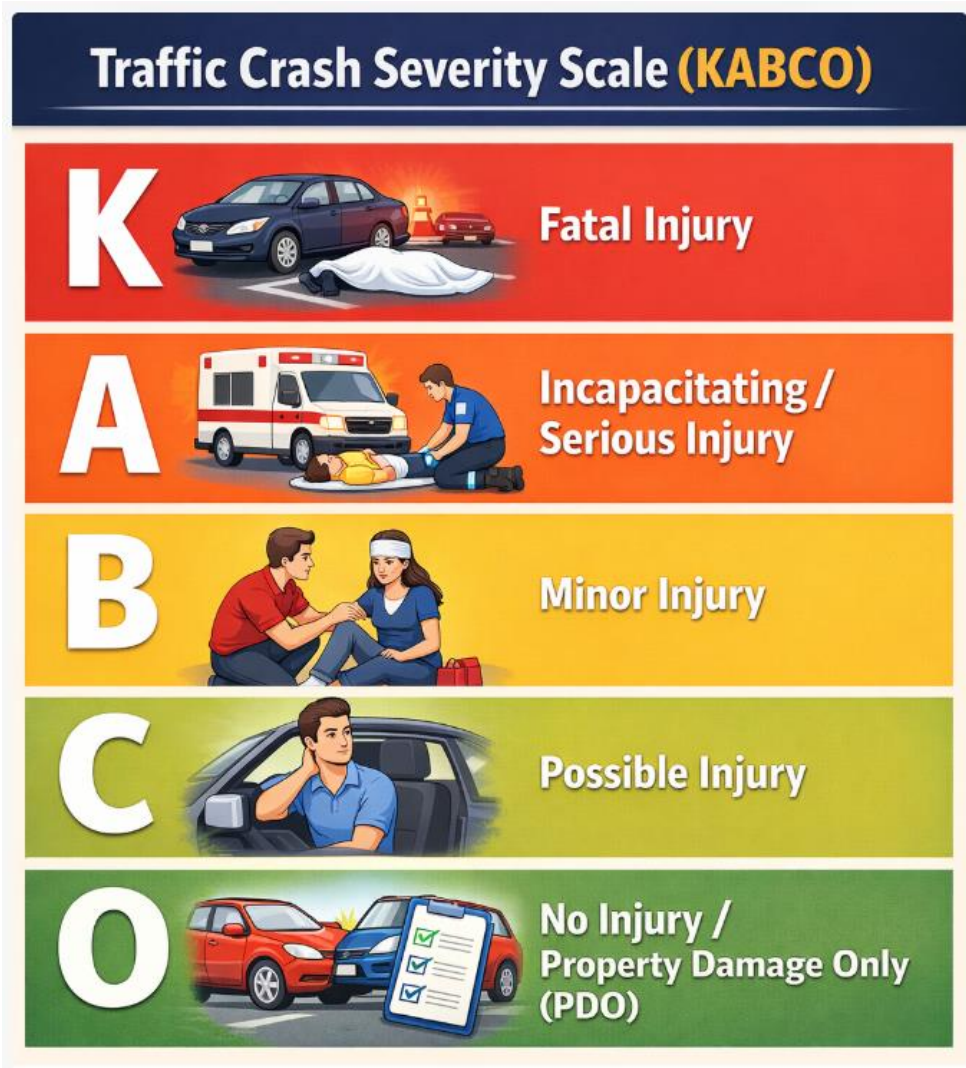
- 83.4 total centerline miles
 - 2.88 miles of US 377
 - 16.4 miles (20%) Arterials or Collectors
 - 67 miles (80%) are local / neighborhood streets
- >130 miles of sidewalk
 - ~78% of city miles has sidewalk on both sides of street

CSAP – Current Activities Intersection Network

- 560 Intersections
 - 518 Two-Way Stop Control
 - 22 All-Way Stop Control
 - 20 Traffic Signals
- 4 at-grade RR crossings
- 6 Enhanced Crosswalks
 - 5 RRFBs
 - 1 HAWK/PHB



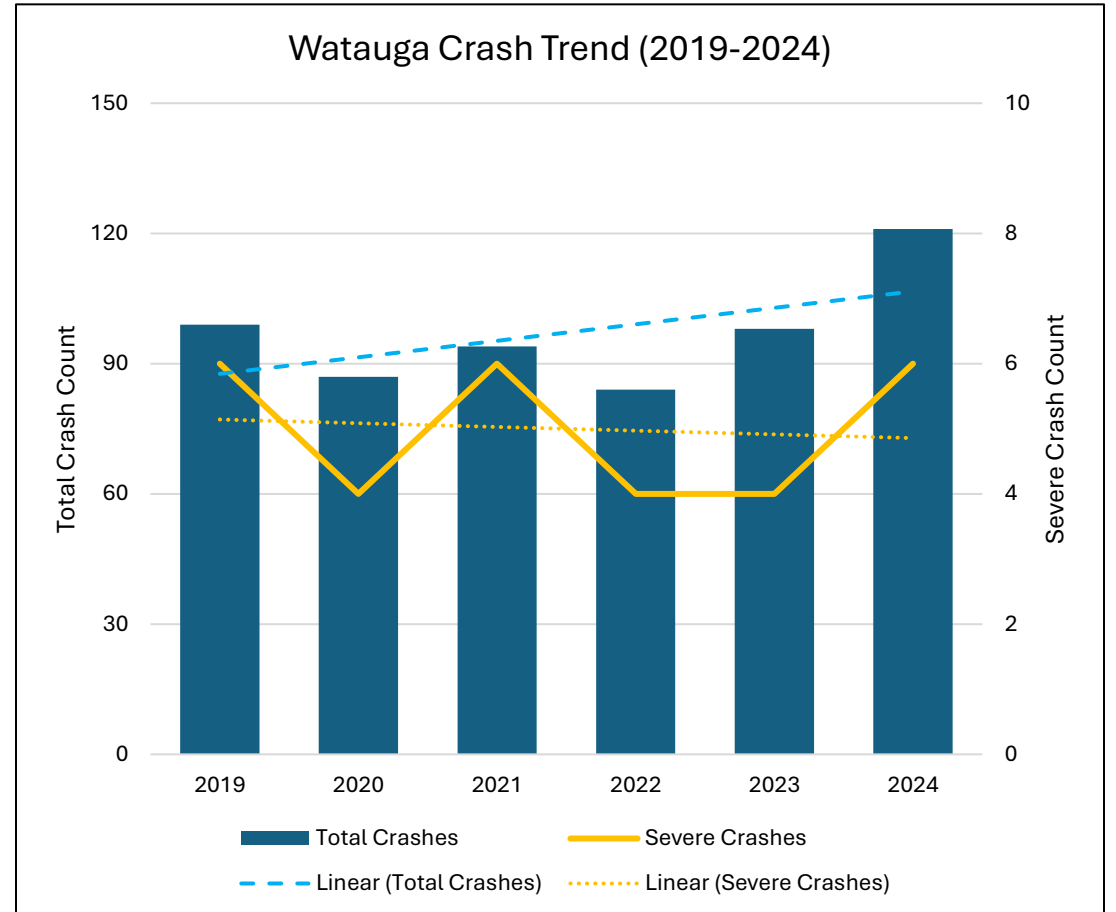
Crash History – KABCO



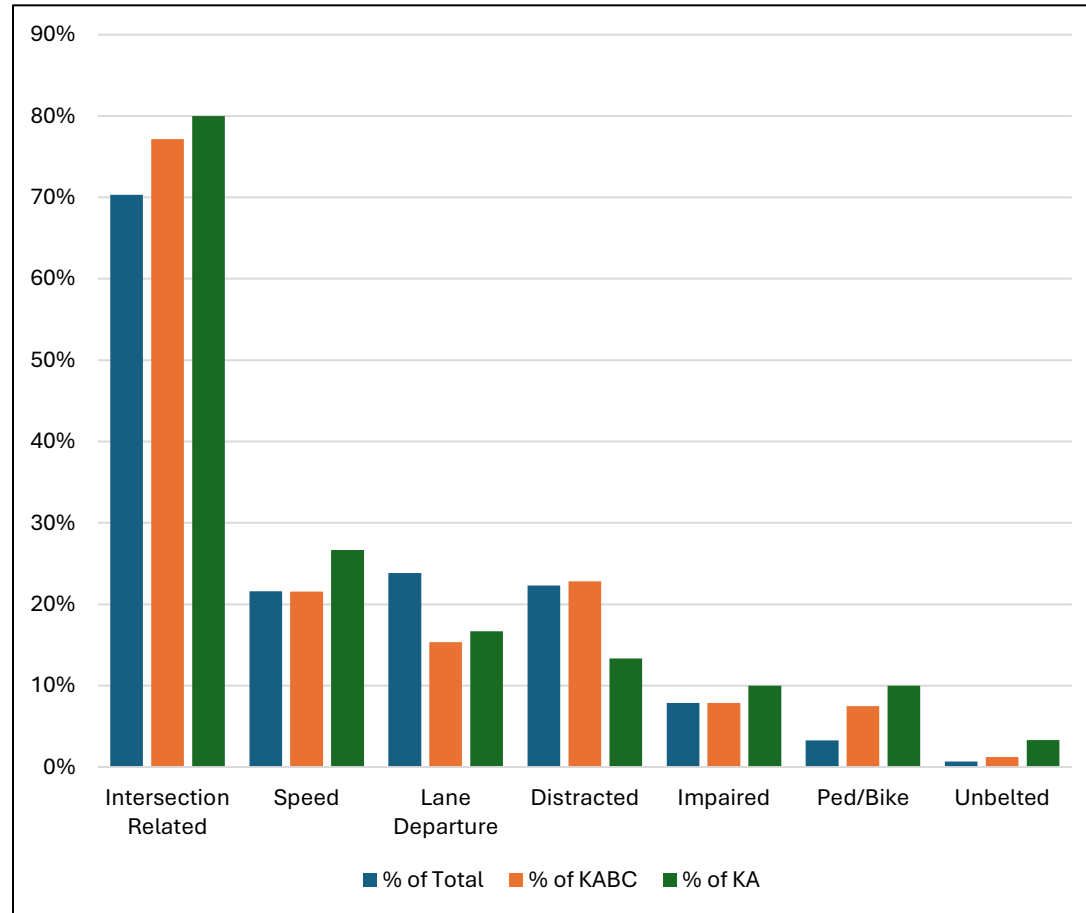
- 583 Total Crashes
 - 4 Fatal
 - 26 Serious Injury
 - 91 Minor Injury
 - 120 Possible Injury
 - 322 No Injury
 - 20 Unknown Severity
- 1.17 crashes per mile per year (crash density)

Crash History – Trend

- K+A crashes are **severe**
- Slightly upward total crash trend
- Slightly downward severe crash trend
- Overall, relatively flat overtime
 - ~97 crashes per year
 - ~5 severe crashes per year



Crash History – Emphasis Areas



- 7 Emphasis Areas
 - Consistent with Texas SHSP
- Top Four EAs
 - Intersection Related
 - Speed Related
 - Lane Departure
 - Distracted Driving
- **Council Question:**
 - Does there need to be a stronger focus on any particular EA?

Safe System Approach

1. Death and Serious Injuries Are Unacceptable
2. Humans Make Mistakes
3. Humans Are Vulnerable
4. Responsibility is Shared
5. Safety is Proactive
6. Redundancy is Critical



How Safe Can Watauga Be?

356 DAYS

in 2021 & 2023 had

ZERO

FATALITIES OR
SERIOUS INJURIES



There were **zero fatalities** or **serious injuries** for

186 CONSECUTIVE DAYS

Between December 27, 2022 – July 1, 2023)

ZERO is Attainable!

Definitions of Vision, Goal and Objective

Vision: Aspirational statement describing the desired future condition

Goal: Broad, long-term statements that set the overall direction and focus for achieving the vision

Objective: Specific, measurable, action steps taken to achieve the goal

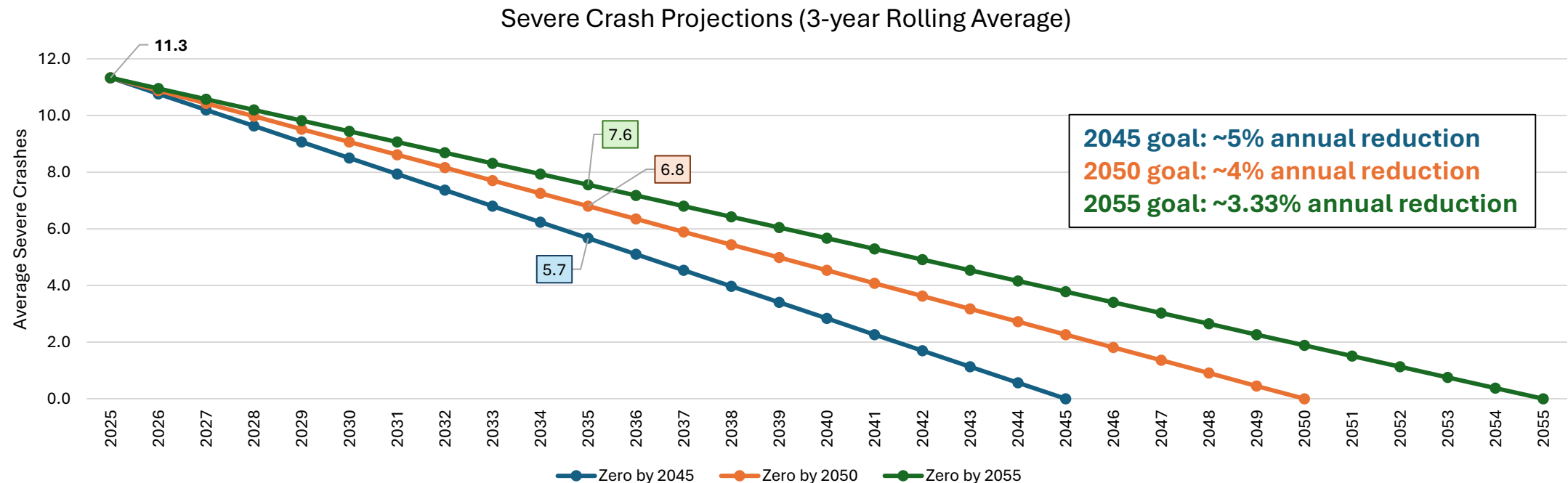
Vision Statements

1. A Great Place to Live, A Safe Place to Thrive
 2. Great Living Starts with Safety
 3. A Great Place to Live Safe
 4. Safe Streets for a Great Place to Live
 5. Other???
- **Council Question:**
 - What vision statement do you prefer?

Watauga Leadership Commitment

- Vision: [Insert Vision Statement]
- Goal: Zero by 2055?
- Objective: 35% Reduction by 2035?

Council Question:
What do you want to commit to?



Community Engagement Survey

- Developed Survey with 8 prompts
- Kept it relatively short to increase number of responses
- Developed interactive map for users to drop pins and add additional comments
- **Council Action:**
 - Provide input (if any) on survey questions
 - [Take the Survey!](#)

City of Watauga's Comprehensive Safety Action Plan

The City of Watauga is developing a Comprehensive Safety Action Plan (CSAP) as part of the Safe Streets & Roads for All (SS4A) grant program to improve safety and mobility for the traveling public. Your input will help us better understand how residents, workers, and visitors navigate through the city and what improvements matter most.

Share your travel habits and experiences using the survey and the interactive map provided below.

Have your voice heard!
Please take a moment to complete this survey about your transportation experiences in Watauga.

City of Watauga - Travel Survey

Travel Behavior
Which modes of transportation do you use to travel to/through Watauga? (Select all that apply)

- ☐ Driving
- ☐ Walking and/or running
- ☐ Biking
- ☐ E-Bike/Scooter
- ☐ Other (please describe)

What is your primary purpose for traveling in Watauga? (Select all that apply)

Help improve transportation in Watauga
Drop a pin on the map below to identify locations where travel feels unsafe or needs improvement.

Using the Map

1. Click "Add a Comment."
2. Choose the mode of transportation related to your experience.
3. Use the zoom controls in the upper-left corner or pinch to zoom to focus on the specific area of the map you'd like to comment on.
4. Select the area, roadway, or intersection where you would like to leave feedback.
5. Share your thoughts in the comment box provided.

Watauga Interactive Comment Map

Input Received, Sorted by Newest:

- Comment: "Why did the chicken cross the road?"
- Comment: "Test Comment"

Add a Comment

Next Steps

- Launch survey and encourage residents to provide input
- Finalize Safety Analyses
 - Systemic Risk Assessment
 - High Injury Network Identification
 - US 377 Corridor Study
- Countermeasure Identification
- Community Engagement Activity Planning
 - Watauga Fest

Q&A / Discussion

- Now is the time to ask any remaining questions.
- Thank you for your time!

BURGESS & NIPLE

9900 Hillwood Parkway, Suite 130 | Fort Worth, TX 76177 | 817.306.1444

City of Watauga, Texas
7105 Whitley Rd.
Watauga, TX 76148-2024

Re: Comprehensive Safety Action Plan

October 24, 2025

Dear Mrs. Gibson,

The City of Watauga, Texas received a \$160,000 Safe Streets And Roads For All ("SS4A") grant from the U.S. Department of Transportation to prepare a Comprehensive Safety Action Plan (CSAP). Burgess & Niple, Inc. (B&N) is pleased to submit this letter agreement to provide engineering services for the project. The following describes our understanding of the scope of services and anticipated schedule to provide these services and presents our proposed method and amount of compensation to provide the services.

SCOPE OF SERVICES

Task 1: Project Management and Coordination

B&N will manage all project activities to ensure timely, coordinated delivery of the CSAP. A kickoff meeting will be held to confirm objectives, schedule, and roles, and to establish a task force to guide plan development. Regular coordination meetings with City staff will maintain communication and alignment. Monthly progress reports and invoices will track progress and schedule status. B&N will apply its QA/QC procedures, including independent technical review of all deliverables.

Deliverables:

- Meeting agendas, summaries and ongoing documentation of project status

Task 2: Leadership Commitment and Goal Setting

B&N will collaborate with City leaders and the task force to build consensus and establish data-driven goals, objectives, and performance measures that reflect Watauga's commitment to eliminating fatal and serious injury crashes. The team will assist in developing formal commitment documentation, such as a Council resolution, and support City staff with presentations to leadership and the public to reinforce transparency and accountability.

Deliverables:

- Draft goals, visions, objectives and performance measures
- Final goals, visions, objectives and performance measures
- Leadership commitment statement for City adoption

Task 3: Safety Analysis

B&N will analyze historical and existing crash data to identify patterns, trends, and risk factors contributing to fatal, serious injury, and VRU crashes across Watauga. Using GIS and data from CRIS and local sources, the team will develop a High-Injury Network (HIN) and conduct a systemic safety analysis to identify both historical and potential risk locations. Results will be summarized to inform you of the prioritization of future safety improvements.



Deliverables:

- Safety Emphasis Areas and data inventory summary
- High Injury Network Assessment
- Systemic Risk Assessment

Tasks 4: Engagement and Collaboration

B&N will develop and implement an Engagement and Collaboration Plan to ensure meaningful input from stakeholders and the public throughout the Comprehensive Safety Action Plan process. The plan will balance active (e.g. pop-up events) and passive (e.g., online surveys, interactive maps) engagement to reach all community segments. A stakeholder database will be maintained to include City leadership, local agencies, advocacy groups, and representatives from underserved populations.

Two stakeholder meetings are proposed:

- **Meeting 1:** Listening session to identify safety concerns, document successes and challenges, and review crash data and community feedback to prioritize focus areas.
- **Meeting 2:** Working session to refine focus areas, evaluate safety strategies, and identify programs, policies, and projects for inclusion in the plan.

Public engagement will include online and in-person opportunities, with accessible materials and clear visuals to ensure inclusive participation and understanding.

Deliverables:

- Meeting 1 Summary and key takeaways
- Meeting 2 Summary and key takeaways
- Synthesized survey results

Task 5: Equity Considerations

As part of the engagement process, B&N will conduct an equity analysis to identify areas where severe crashes disproportionately affect vulnerable populations. This analysis will overlay crash data with demographic indicators—such as income, age, minority status, and disability—to help target engagement activities and prioritize projects that reduce inequities and improve safety outcomes for all residents.

Deliverables:

- Equity framework and considerations

Task 6: Policy and Process Changes

B&N will assess existing City, County, and regional policies, plans, and standards to identify opportunities to better integrate transportation safety into decision-making. Using the USDOT Safe System Approach, the review will consider human vulnerability, land use, mobility options, and behavioral factors. Based on findings, B&N will recommend policy and process changes that align with local and regional goals and advance the City's vision of zero fatalities.

Deliverables:

- Synthesized policies and procedures and recommended revisions

Task 7: Strategy and Project Development

B&N will identify and prioritize data-driven strategies and projects that align with the Safe System Approach and address Watauga's key safety issues. Using quantitative analysis, stakeholder input, and equity considerations, B&N will develop SMART strategies encompassing safe people, speeds, streets, vehicles, and post-crash care.

A prioritization framework will be applied to the top 20 high-crash locations and areawide strategies, incorporating factors such as crash severity, system hierarchy, feedback, and equity. A staged improvement plan will document recommended projects, timelines, and potential funding sources to guide future implementation.

Deliverables:

- List of safety countermeasures and strategies
- Prioritized site-specific improvements
- Staged improvement/implementation plan

Task 8: Progress and Transparency

B&N will develop a progress tracking framework to help the City monitor and communicate its advancement toward eliminating fatal and serious injury crashes. This framework will measure both implementation progress and safety outcomes, ensuring ongoing transparency and accountability.

A web-based dashboard or scorecard will be created to display key performance metrics—such as reductions in fatal and serious injury crashes, completion of safety strategies, and annual trend analysis. The dashboard will be publicly accessible, allowing residents and stakeholders to view progress toward established safety goals.

To keep the Comprehensive Safety Action Plan (CSAP) dynamic and relevant, B&N will work with the City to establish a biannual review and update schedule, ensuring that the plan and dashboard continue to reflect current data, performance trends, and implementation progress.

Deliverables:

- Progress tracking framework and performance metrics
- Public-facing web-based dashboard or scorecard
- Biannual review and update schedule

Task 9: Comprehensive Safety Action Plan

B&N will prepare the Comprehensive Safety Action Plan (CSAP) that documents the City's safety vision, findings, analyses, and implementation strategies to achieve zero fatalities and serious injuries. The plan will consolidate all previous task efforts into a cohesive document that meets the requirements of the U.S. Department of Transportation's Safe Streets and Roads for All (SS4A) program and aligns with regional and statewide goals. B&N will follow the U.S. Department of Transportation General Terms and Conditions under the fiscal year 2023 Safe Streets And Roads For All ("SS4A") grant program, as revised March 17, 2025.

The Draft Plan will summarize data-driven analyses, identified emphasis areas, and prioritized strategies and projects. It will include implementation guidance, timelines, funding considerations, and performance measures. The document will be visually engaging, accessible to both technical and general audiences, and reviewed by City staff, stakeholders, and FHWA/NCTCOG representatives.

**Agreement between City of Watauga, Texas and Burgess & Niple, Inc.
Comprehensive Safety Action Plan**

Following review, B&N will prepare the Final CSAP, incorporating comments to ensure clarity, accuracy, and readiness for public release. The final plan will include supporting visuals, maps, and documentation and will meet all grant and closeout requirements through coordination with FHWA and NCTCOG.

Deliverables:

- Draft Comprehensive Safety Action Plan
- Final Comprehensive Safety Action Plan
- Grant compliance and closeout support

SCHEDULE

The service period will end on November 20, 2026.

COMPENSATION FOR SERVICES

We propose providing these services for a total Maximum Sum amount of \$200,000.00 (Two Hundred Thousand Dollars and No Cents).

PROPOSAL VALIDITY

This proposal is valid provided we receive your authorization to proceed with 60 days from the date of this proposal.

TERMS AND CONDITIONS

Watauga Standard Terms and Conditions are given in Attachment A, which shall be incorporated into this proposal as if written herein and will become part of this Proposal when fully executed.

Agreement between City of Watauga, Texas and Burgess & Niple, Inc.
Comprehensive Safety Action Plan

If you agree with the above stated terms, please sign below and return an electronic copy which will serve as our notice-to-proceed.

Thank you for the opportunity to respond to your engineering needs. If you have any questions, please do not hesitate to contact us.

Very truly yours,
BURGESS & NIPLE, INC.



William D. Wendland
Vice President

October 24, 2025
Date

CITY OF WATAUGA, TEXAS



Sandra Gibson
City Manager

11/12/2025
Date