



EVERMAN CITY COUNCIL REGULAR MEETING

Tuesday, December 09, 2025 at 6:00 PM
213 North Race Street Everman, TX 76140

AGENDA

1. MEETING CALLED TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. CONSENT AGENDA

A. Minutes

Regular Meeting November 11, 2025

B. Financials

October 2025

5. PRESENTATIONS

6. CITIZEN'S COMMENTS

7. DISCUSSION ITEMS

A. Monthly Staff Reports

(1) Police Department

(2) Animal Services

(3) Fire Department

(4) Public Works

B. Review, Discussion, and City Council Consideration and Deliberation on Proposed Uses for 51st Year CDBG Grant Funds

C. Review, Discussion, and Potential Updates related to the City of Everman Travel and Training Policies

8. CONSIDERATION AND POSSIBLE ACTION

A. RESOLUTION NO. 2025-12-01 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, AUTHORIZING THE INSTALLATION OF A COMMEMORATIVE PLAQUE PROVIDED BY THE SIX FLAGS CHAPTER OF THE NATIONAL SOCIETY DAUGHTERS OF THE AMERICAN REVOLUTION (NSDAR); DIRECTING THAT THE PLAQUE BE INSTALLED ON THE NORTHERNMOST PAD AREA WITHIN EVERMAN MEMORIAL PARK; AUTHORIZING THE CITY MANAGER TO EXECUTE ANY NECESSARY DOCUMENTS; PROVIDING FOR AN EFFECTIVE DATE.

- B.** RESOLUTION NO. 2025-12-02 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, APPROVING AND ADOPTING THE JOB DESCRIPTION FOR THE POSITION OF KENNEL TECHNICIAN (PART-TIME); AND PROVIDING AN EFFECTIVE DATE.
- C.** RESOLUTION NO. 2025-12-03 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, APPROVING AN INTERLOCAL AGREEMENT WITH THE CITY OF FORT WORTH FOR DESIGN, CONSTRUCTION AND INSTALLATION OF VARIOUS PEDESTRIAN, BICYCLE, AND ROADWAY MULTIMODAL SAFETY IMPROVEMENTS WITHIN THE CITY OF EVERMAN; AND PROVIDING AN EFFECTIVE DATE.
- D.** ORDINANCE NO. 845 - JOINT ORDINANCE AND BOUNDARY AGREEMENT BETWEEN THE CITIES OF EVERMAN AND FORT WORTH

9. EXECUTIVE SESSION

10. CITY MANAGERS REPORT

11. MAYOR'S REPORT

12. ADJOURN

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Thursday December 4, 2025.

/s/ Mindi Parks
City Secretary

Citizens may watch city council meetings live on YouTube. A link to the City of Everman YouTube channel is provided on the city website at: www.evermantx.us/government/citycouncil/

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members, including the presiding officer, will be physically present at the location noted above on this Agenda.

Pursuant to Section 551.071, Chapter 551 of the Texas Government Code, Council reserves the right to convene into Executive Session(s) from time to time as deemed necessary during this meeting, to receive advice from its attorney on any posted agenda item, as permitted by Law. Additionally, Council may convene into Executive Session to discuss the following:

- A. Section 551.071 - Pending or Contemplated Litigation or to Seek Advice of the City Attorney.
- B. Section 551.072 - Purchase, Sale, Exchange, Lease, or Value of Real Property.
- C. Section 551.073 - Deliberation Regarding Prospective Gift.
- D. Section 551.074 - Personnel Matters.
- E. Section 551.087- Deliberation Regarding Economic Development Negotiations.
- F. Section 551.089 - Deliberations Regarding Security Devices or Security Audits.

Citizens wishing to submit written comments should e-mail the City Secretary at mparks@evermantx.net. Comments that are received at least one-hour prior to the start of the meeting will be provided to all council members.

According to the City of Everman Policy on Governance Process, individual citizen comments will be restricted to three (3) minutes unless otherwise determined by a majority vote of the Council. The mayor is responsible to enforce the time limit. Citizens may address City Council either during the Citizen Comments portion of the meeting or during deliberation of a listed agenda item. City Council is only permitted by Law to discuss items that are listed on the agenda. Citizens wishing to make comments should notify the City Secretary as soon as possible.

City Hall is wheelchair accessible. Parking spaces for disabled citizens are available. Requests for sign interpretative services must be made 48 hours prior to the meeting. To make arrangements, call 817.293.0525 or TDD 1.800.RELAY TX, 1.800.735.2989.



EVERMAN CITY COUNCIL REGULAR MEETING

Tuesday, November 11, 2025 at 6:00 PM

213 North Race Street Everman, TX 76140

MINUTES

1. MEETING CALLED TO ORDER

Mayor Richardson called meeting to order at 6:04pm.

2. INVOCATION

Paster Gee came and said invocation.

3. PLEDGE OF ALLEGIANCE

4. CONSENT AGENDA

A. Minutes

Regular Meeting October 14, 2025

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 5 Sellers.
Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

B. Financials

September 2025

Motion made by Place 5 Sellers, Seconded by Place 6 Davila.
Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

5. PRESENTATIONS

A. Proclamation - Honoring Pastor Michael Gee

Mayor Richardson read and presented the Proclamation for and to Pastor Michael Gee.

B. Proclamation - Honoring Burl Hollingsworth

Mayor Richardson read and presented the Proclamation to Burl Hollingsworth honoring him for his service on the CDC Board.

C. Swearing-In & Badge Pinning Ceremonies -

Maren Hoffa - Animal Services Officer

Dayquonn Ryans - Police Officer

Matthew Ingram - Firefighter

Christopher Fox - Firefighter

Al Brooks swore in Maren Hoffa at this time for Animal Services Officer and presented it to her as well. Ray Rentschler took this time to introduce her to the council.

Al Brooks also swore in Dayquonn Ryans for Police Officer and introduced him to the council as well. His mother also pinned him at this time.

Craig Spencer swore in Matthew Ingram and Christopher Fox for Firefighter and introduced them to the council as well and presenting them with their new helmet numbers with the completion of their probation. They both were also pinned at this time.

6. CITIZEN'S COMMENTS

We had no citizens comments.

7. DISCUSSION ITEMS

A. Review, Discussion, and Potential Updates related to the City of Everman Travel and Training Policies

Craig handed out the draft policy for the Travel and Training Policy for the council to review and see if they would like to have any changes done on this. This amendment would put us inline with the GSA Standard for the per diem rate. Also, this would make some changes to the rate if they do get meals provided so that the city can deduct that percentage off the per diem rate. This would also provide clarity on reimbursement request and for lodging if an employee would choose to get an Airbnb. Craig would like council to review these changing and come back next month for approval.

B. Monthly Staff Reports

(1) Police Department

(2) Code Enforcement

(3) Animal Services

(4) Fire Department

(5) Public Works

Police Department

Al Brooks presented the monthly report for October 1st-31st.

Officer's were dispatched to 1244 calls for service including 9Traffic crashes, 30 alarm calls, 9 assault, 20 assist other agency, 10 burglary investigations, 1 city ordinance violation, 4 criminal mischief, 3 criminal trespass, 2 deceased, 29 disturbance calls, 1 DWI, 4 fight calls, 5 calls involving mentally ill, 7 parking violations, 1 person with a gun, 2 prowler, 5 missing person/runaway, 7 shots fired, 18 suspicious persons/vehicles, 8 thefts, and 8 arrest. Traffic enforcement activities resulted in 258 calls cleared with citations and 85 cleared with warnings. Recent academy graduate Dayquonn Ryans is currently assigned to Field Training. Officer Jennifer Frias continues in Field Training but should be ending the FTO period in the near

future and will then begin her Patrol assignment. October 22, marked the 5th anniversary of the line of duty death of Sergeant Alex Arango.

Animal Control Services Monthly report presented by Ray Rentschler for October 2025. Total Intake for dogs is 45 with Edgecliff Village being one of those, Everman 13, Forest Hill 30, and Kennedale 1. Total Intake for cats is 31 with Edgecliff having 0, Everman 16, Forest Hill 15, and Kennedale 0. Total Positive Outcomes for dogs is 37 with Adoptions at MAS shelter with 2, Adoptions Mobile Adoption Center at 11, Return to owner shelter is 8, Return to owner field is 6, and transfer to rescue organizations is 10. Total Positive outcomes for cats was 24 with Adoptions at MAS shelter with 0, Adoptions Mobile Adoption Center at 3, Return to owner shelter is 0, Return to owner field is 0, and transfer to rescue organizations is 18, and TNR is 3. He also reported the total Field Calls for Service at 209, with Edgecliff Village at 5, Everman at 66, Forest Hill at 138, Kennedale at 0, and Outside Jurisdiction at 0. He also displayed the Live Release Tier Based chart for council to see as well.

Fire Department- Newton presented the monthly report for Calls for Service October 15 to November 9th at 109. Average response times for all calls, including county jurisdiction: NFPA Standard and overall goal Fire-80 seconds, EMS-60 seconds. Fire-Enroute time- 1:06, Total response time to on scene- 6:54. EMS- Enroute time- 1:20, Total response time to on scene- 3:53. The Incident by Response Type is as follows, Fire type incident- building, vehicle, grass etc.:10, 2 In-city structure fires. One commercial structure in the 200 blk of Shelby, cause currently under investigation. One residential outbuilding that spread to neighbor's guest house outbuilding, cause currently under investigation. Medical Emergency- 70, Motor Vehicle Accidents- 6, Hazardous Conditions (gas, fuel, or electrical-4, Entrapment/Rescue-1, and Other- 18. Also, offers have been given to 2 new Firefighters, expected start date the 20th and 22nd. ISO provided an update and should have preliminary "Unofficial Scoring" before end of year. Will not be official through state until March-April 2026.

Public Works October 2025 report given by Gilbert Ramirez. Parks and Streets did the routine maintenance to all facilities and parks. They also completed work orders that were not on JotForm for the Civic Center, City Hall, Police and Fire Stations, Animal Shelter, and the Daggs Building. The crew also worked the National Night Out Event and the Timberview Farm Halloween Festival. They also replaced pole, stop signs, and street name at: 813 West Enon/ Christopher Dr., 836 W Barron/ Christopher Dr., 208 Christopher Dr./ Linville Ln. The potholes were also filled on Townley/Dan Meyers. Water Department had daily routine Well Reports, worked the National Night Out Event, repaired the Shelby Chlorine Room, cut the trees at Shelby Well Lot, 100+ work orders, changed 3 curb stops, fix the 2 inch pipe at Pittman Park, and ran 9 sewers.

C. Staff Report - Briefing of the City Council on a new agreement between the Everman Community Development Corporation and Retail Strategies, LLC

Craig stated that this new agreement between the Everman Community Development Corporation and Retail Strategies, LLC is a Firm to recruit quality retail businesses to come to the City of Everman. Craig also reported that the kick off meeting has already happened and they are already hitting the ground running on getting a lot of research done. Craig explained that this is a Professional Firm that will work very closely with the city staff and the CDC to go out and recruit quality retail businesses' to come into our city. This is essentially a marketing firm that is going to come in and conduct a study, and find out from city staff, city council, and CDC with business owners and residents, what it is we have a desire to have here in our community, and they will go out and work to recruit those businesses to come here on our behalf. Craig stated that this is the single best investment the CDC and city has made for as far as recruitment. He also noted that this is the same firm that has helped Forest Hill with Dunkin Donuts and other projects. They will also help the existing business owners as well. Craig is very excited and thinks this will go to the next level but it will take a while. This process is about 18 months. CDC is paying for this contract at \$45,000 a year.

D. Review, Discussion, and City Council Consideration and Deliberation on Proposed Uses for 51st Year CDBG Grant Funds

Craig is having Gilbert make a list for different projects that could be done with these grant funds. The council is not sure what they would like to use this towards. The Walking Track is an eligible use of these funds as well. Craig is having Gilbert make a list for different projects that could be done with these grant funds for council. This will have to be voted on at the next meeting.

E. City of Everman and City of Fort Worth Joint Ordinance and Boundary Agreement

Craig shared his presentation on the screen for council to review. Craig stated that this project has been in the making for a very long time. Craig stated that all council should be aware that the city has been working on trying to annex Timberview Farmstead to becoming part of the City of Everman. One of the things that have come up is that the portion along Enon Avenue that Timberview is conjoined to is the City of Fort Worth. Talking to Fort Worth, they do not have any plans for this area and also talking to Commissioner Miles office, he has agreed to support us and if we get that portion of Enon, they would take care of the re-pavement of that section of the road and reconstructing that for us as it exist. This Boundary Agreement would make Enon Ave to Anglin Drive the City of Everman. This would allow us to annex Timberview Farmstead and get that road reconstructed and just finally open up the door for us to get this done. Craig stated that the staff recommendation would be to move forward with this project. Craig wanted to share this with the council and get their input on this. Council is all in agreeance to moving forward with this Ordinance and Boundary Agreement.

F. Discussion related to consideration of the adoption of a Historic Preservation Ordinance and establishing a Historic Preservation Commission

Craig stated that him and the Mayor have been working on this and just included the Mayor Pro-Tem on this. As all council is aware that Trammell street is where the history is behind Everman and Craig stated that the city has not done a good job on preserving this or even restore the history. Upon researching some options on the start of going down that road. There are some funding options out there through grants with the Texas Historical Commission. One of the first steps of working towards those grants is establishing a Historic Preservation Commission Ordinance and establishing a Historic Preservation Commission. The ordinance would outline the Commission and who they are and give them the authority to make decisions in these historic areas in the city. Once all this is put into place we then can go out for funding for these grants. All council agrees to move forward with this.

8. CONSIDERATION AND POSSIBLE ACTION

A. Actions Concerning Appointments to City Boards and Commissions

Motion made by Place 4; Mayor Pro-Tem Mackey to appoint Phoebe Dudley and Furaha Mwangi to the Mayor's Youth Advisory Council, Seconded by Place 6 Davila.

Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

B. Consideration of Permit Application #4970 for a Commercial Property Garage Sale located at 612 Shelby Rd; Suite A.

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 6 Davila.

Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

9. CITY MANAGERS REPORT

Craig updated council that this is the last meeting before the Everman Holiday Market and Christmas Tree Lighting that will be December 6th, Saturday. There is a huge day planned and it is starting at 10:30am in the morning. There will also be a Car Show at this event that we will be hosting for the first time. This will be a huge turn out this year with over 60 vendors now at this point that have signed up already. Santa will be there and the whole thing is all in one day with a lot of fun. Also, a reminder for the Christmas Spirit Challenge which is available online for the sign-ups for registration. Veteran's Day Breakfast was this morning and it was very good. They had the a very good turn out. TML Conference was also good and a very good success and they met a lot of good people and made some good connections and vendors as well. This week is the Economic Development Conference.

10. MAYOR'S REPORT

Mayor had nothing to report.

11. ADJOURN

Mayor adjourned the meeting at 7:35pm.

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Thursday November 6, 2025.

/s/ Mindi Parks
City Secretary

Citizens may watch city council meetings live on YouTube. A link to the City of Everman YouTube channel is provided on the city website at: www.evermantx.us/government/citycouncil/

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members, including the presiding officer, will be physically present at the location noted above on this Agenda.

Pursuant to Section 551.071, Chapter 551 of the Texas Government Code, Council reserves the right to convene into Executive Session(s) from time to time as deemed necessary during this meeting, to receive advice from its attorney on any posted agenda item, as permitted by Law. Additionally, Council may convene into Executive Session to discuss the following:

- A. Section 551.071 - Pending or Contemplated Litigation or to Seek Advice of the City Attorney.
- B. Section 551.072 - Purchase, Sale, Exchange, Lease, or Value of Real Property.
- C. Section 551.073 - Deliberation Regarding Prospective Gift.
- D. Section 551.074 - Personnel Matters.
- E. Section 551.087- Deliberation Regarding Economic Development Negotiations.
- F. Section 551.089 - Deliberations Regarding Security Devices or Security Audits.

Citizens wishing to submit written comments should e-mail the City Secretary at mparks@everman.tx.net. Comments that are received at least one-hour prior to the start of the meeting will be provided to all council members.

According to the City of Everman Policy on Governance Process, individual citizen comments will be restricted to three (3) minutes unless otherwise determined by a majority vote of the Council. The mayor is responsible to enforce the time limit. Citizens may address City Council either during the Citizen Comments portion of the meeting or during deliberation of a listed agenda item. City Council is only permitted by Law to discuss items that are listed on the agenda. Citizens wishing to make comments should notify the City Secretary as soon as possible.

City Hall is wheelchair accessible. Parking spaces for disabled citizens are available. Requests for sign interpretative services must be made 48 hours prior to the meeting. To make arrangements, call 817.293.0525 or TDD 1.800.RELAY TX, 1.800.735.2989.

CITY OF EVERMAN, TEXAS**RESOLUTION NO. 2025-12-01**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, AUTHORIZING THE INSTALLATION OF A COMMEMORATIVE PLAQUE PROVIDED BY THE SIX FLAGS CHAPTER OF THE NATIONAL SOCIETY DAUGHTERS OF THE AMERICAN REVOLUTION (NSDAR); DIRECTING THAT THE PLAQUE BE INSTALLED ON THE NORTHERNMOST PAD AREA WITHIN EVERMAN MEMORIAL PARK; AUTHORIZING THE CITY MANAGER TO EXECUTE ANY NECESSARY DOCUMENTS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Everman, Texas ("City") recognizes the importance of preserving and commemorating our nation's history and honoring those who contributed to the founding and independence of the United States of America; and

WHEREAS, the National Society Daughters of the American Revolution ("DAR") sponsors historical marker and plaque programs designed to educate and inspire future generations regarding America's Revolutionary heritage, including its America 250th Marker/Plaque Project; and

WHEREAS, the Six Flags Chapter of the National Society Daughters of the American Revolution has requested permission from the City of Everman to install a commemorative bronze plaque within Everman Memorial Park; and

WHEREAS, the City has reviewed the plaque proposal and finds that installation of such a marker will enhance the educational and historical value of Everman Memorial Park and will benefit Everman residents and visitors alike; and

WHEREAS, DAR installation requirements include written authorization from the property owner or custodian citing the authority to grant permission for placement of the plaque; and

WHEREAS, the City Council has determined that the most appropriate and dignified location for the plaque is on the large, northernmost pad area within Everman Memorial Park, as depicted in *Exhibit "A"* attached hereto and incorporated herein by reference.

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

SECTION 1. The findings set forth above are hereby adopted, approved, and incorporated as if fully set forth herein.

SECTION 2. The City Council hereby authorizes and approves the installation of the commemorative plaque provided by the Six Flags Chapter of the National Society Daughters of the American Revolution within Everman Memorial Park.

SECTION 3. The plaque shall be installed on the large, northernmost pad within Everman Memorial Park, as shown in *Exhibit "A"*, attached to and made a part of this Resolution.

SECTION 4. The City Manager is hereby authorized to execute any documentation required by the DAR for installation, approval, or acknowledgment of the plaque, and to coordinate installation with the appropriate City departments.

SECTION 5. This Resolution shall become effective immediately upon its passage.

PASSED AND APPROVED THIS 9th DAY OF DECEMBER 2025.

APPROVED:

Ray Richardson Mayor

ATTEST:

Mindy Parks, City Secretary

APPROVED AS TO FORM:

Victoria Thomas, City Attorney

Exhibit A

NSDAR Memorial
Plaque Placement



CITY OF EVERMAN, TEXAS

RESOLUTION NO. 2025-12-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, APPROVING AND ADOPTING THE JOB DESCRIPTION FOR THE POSITION OF KENNEL TECHNICIAN (PART-TIME); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Everman maintains job descriptions for all municipal positions to ensure clear expectations, responsibilities, and qualifications for City employees; and

WHEREAS, the City Council desires to establish and approve a formal job description for the position of **Kennel Technician – Part-Time** within the Animal Control Department to support the ongoing care, custody, and humane housing of animals in the City's care; and

WHEREAS, City administration has prepared a job description for said position, outlining the duties, qualifications, knowledge, and abilities required to fulfill the needs of the department and serve the residents of the City of Everman; and

WHEREAS, after review and consideration, the City Council finds that the proposed job description is in the best interest of the City and necessary for the efficient and effective operation of the Animal Services Division;

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

SECTION 1. The City Council hereby approves and adopts the **Kennel Technician – Part-Time** job description attached hereto as **Exhibit A** and incorporated herein for all purposes.

SECTION 2. The City Manager, or their designee, is authorized to make minor non-substantive amendments to the job description as needed to ensure compliance with applicable laws, regulations, and operational requirements.

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

PASSED AND APPROVED THIS 9th DAY OF DECEMBER 2025.

APPROVED:

Ray Richardson Mayor

ATTEST:

Mindy Parks, City Secretary

APPROVED AS TO FORM:

Victoria Thomas, City Attorney
4910-9330-3153, v. 1

EXHIBIT A

4910-9330-3153, v. 1



JOB DESCRIPTION

Effective Date: _____

Section 8, ItemB.

Title:	Kennel Technician-PT	FLSA Status:	Non-Exempt
Department:	Animal Control	Essential Status:	Non-Essential
Division:		Pay Scale	C
Reports to:	Animal Services Manager		

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Animal Services Manager
2. Directs: None
3. Other: Deals with the general public and other local officials.

GENERAL STATEMENT:

Kennel Technicians are responsible for the daily care of all animals at the City of Everman. This position conducts proper cleaning and disinfecting of all rooms to provide a healthy environment for the animals in our care.

EXAMPLES OF WORK:

- Clean and sanitize kennels, cages, and common areas according to established protocols.
- Feed and provide water to animals based on their individual needs and dietary requirements.
- Monitor the health and behavior of animals, and report any concerns to the supervisor.
- Exercise and socialize animals in designated areas as per the provided schedule.
- Administer medications, treatments, or special diets to animals as directed by the supervisor.
- Assist with grooming tasks such as bathing, brushing, and nail trimming.
- Maintain accurate records of animal intake, feeding, medications, and other pertinent information.
- Assist with intake and discharge procedures for animals, including handling paperwork and coordinating with owners or rescue groups.
- Assist with basic animal training and behavior modification exercises as needed.
- Provide support to staff during medical procedures or examinations.
- Ensure compliance with all safety protocols and regulations to maintain a secure environment for animals, staff, and visitors.
- Perform general maintenance tasks such as cleaning floors, washing laundry, and restocking supplies.
- Participate in staff meetings, training sessions, and continuing education opportunities as required.
- Perform other duties as assigned by the supervisor or management.



JOB DESCRIPTION

Effective Date: _____

Section 8, ItemB.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- High school diploma or equivalent.
- Previous experience working with animals in a professional setting preferred.
- Knowledge of animal care principles, including basic nutrition, hygiene, and behavior.
- Ability to handle animals safely and compassionately, including those that may be aggressive or fearful.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Physical stamina and ability to lift and carry objects weighing up to 50 pounds.
- Willingness to work flexible hours, including weekends, holidays, and evenings.

CERTIFICATIONS AND LICENSES REQUIRED:

- High School Diploma or equivalent
- Applicable valid Texas Driver's License
- Must be bondable

ENVIRONMENTAL FACTORS & CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is primarily performed in a kennel or animal care facility.
- Exposure to animal allergens, odors, and cleaning chemicals is common.
- May be required to work outdoors in various weather conditions.
- Regularly required to bend, kneel, crouch, and lift heavy objects.
- Must adhere to strict safety protocols to minimize the risk of injury.

SIGNATURE – REVIEW & COMMENTS:

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and may be adjusted or supplemented as needed to meet the evolving needs of the organization.

I have reviewed this job description and received a copy:

Signature of Employee

Date

CITY OF EVERMAN, TEXAS
RESOLUTION NO. 2025-12-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, APPROVING AN INTERLOCAL AGREEMENT WITH THE CITY OF FORT WORTH FOR DESIGN, CONSTRUCTION AND INSTALLATION OF VARIOUS PEDESTRIAN, BICYCLE, AND ROADWAY MULTIMODAL SAFETY IMPROVEMENTS WITHIN THE CITY OF EVERMAN; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code (the "Act"), authorizes political subdivisions to contract with each other to facilitate the governmental functions and services of said political subdivisions; and

WHEREAS, the City of Everman ("Everman") and City of Fort Worth ("Fort Worth") are local governments with the authority to enter into interlocal agreements pursuant to the Act; and

WHEREAS, Fort Worth has agreed to perform or cause to be performed the design, construction and installation of various pedestrian, bicycle, and roadway multimodal safety improvements within the City of Everman as a part of Fort Worth's Safe Streets Grant Program, with the City of Everman contributing transportation development credits valued at an amount up to \$450,000, as set forth in the Interlocal Agreement attached hereto as Exhibit "A;" and

WHEREAS, the City Council of the City of Everman finds that approval of the Interlocal Agreement with the City of Fort Worth serves the health, safety and general welfare of the citizens of Everman;

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

SECTION 1. The Interlocal Agreement with the City of Fort Worth for design, construction and installation of various pedestrian, bicycle and roadway multimodal safety improvements on streets identified therein within the City of Everman, in substantially the form of that attached hereto and incorporated herein by this reference as Exhibit "A," is hereby approved and the City Manager is hereby authorized to execute the Agreement and any other necessary and related documents on behalf of the City of Everman.

SECTION 2. This resolution shall be effective immediately upon its approval.

PASSED AND APPROVED this the ____ day of _____, 202__.

APPROVED:

Ray Richardson, Mayor

ATTEST:

Mindi Parks, City Secretary

APPROVED AS TO FORM:

Victoria Thomas, City Attorney

EXHIBIT A
[Interlocal Agreement]

4900-2591-7310, v. 1

INTERLOCAL AGREEMENT

This Interlocal Agreement (the “Agreement”) is entered into by and between the City of Fort Worth, Texas, hereafter referred to as “Fort Worth”, acting by and through its duly authorized assistant city manager, and the City of Everman, Texas, acting by and through its duly authorized city manager. Fort Worth and Everman may collectively be referred to herein as the “Parties” or individually as a “Party.”

WHEREAS, Everman is requesting Fort Worth’s assistance to design, construct, and install:

1. Various pedestrian, bicycle, and roadway multimodal safety improvements on the following facility limits:
 - a. Oak Grove Road from Forum Way to Everman Parkway
 - b. Everman Parkway from Oak Grove Road to Dan Meyer Road
 - c. Everman Parkway / Shelby Road from Dan Meyer Road to Forest Hill Drive
 - d. Everman Parkway / Shelby Rd from just west of Dollar General to Forest Hill Dr
 - e. Dan Meyer Road from Everman Parkway to Townley Drive
 - f. Townley Drive from Dan Meyer Road to Race Street
 - g. Race Street from Everman Parkway / Shelby Road from Townley Dr to Noble Dr (all collectively referred to herein as the “Project”); and

WHEREAS, pursuant to Chapter 791 of the Texas Government Code, the Texas Interlocal Cooperation Act, the Parties are authorized and agree to enter into this interlocal cooperation agreement for design, construction, and installation of the Project; and

WHEREAS, during the performance of the governmental functions and the payment for the performance of those governmental functions under this Agreement, the Parties will make the performance and payment from current revenues legally available to that Party; and

WHEREAS, the City Council of Fort Worth and the City Council of Everman each make the following findings:

1. This Agreement serves the common interests of both Parties;
2. This Agreement will benefit the public;
3. The division of costs set forth in the Agreement fairly compensates both Parties to this Agreement;
4. The Parties have authorized their representatives to sign this Agreement; and
5. The Parties acknowledge that they are each a “governmental entity” and not a “business entity” as those terms are defined in Tex. Gov’t Code section 2252.908, and therefore, no disclosure of interested parties pursuant to section 2252.908 is required.

NOW, THEREFORE, the City of Fort Worth and the City of Everman agree as follows:

Section 1: RESPONSIBILITIES OF FORT WORTH

- 1.1 The City of Fort Worth agrees to provide all labor, materials, and equipment necessary for

the design, construction and installation of all elements of the Project, including actual costs for materials, including any delivery or freight costs, fuel costs, and costs of traffic control necessary for safe construction of the Project.

- 1.2 The City of Fort Worth will commence construction and installation of the Project within ninety (90) calendar days of receipt of Notice to Proceed from the City of Everman.
- 1.3 The City of Fort Worth agrees to be responsible for all traffic control necessary to safely construct the Project, including, but not necessarily limited to, all notices, signage, barricades, portable message boards, pilot vehicles, and flagmen necessary to control traffic in and around the construction site.
- 1.4 The City of Fort Worth agrees to be responsible for and will remove any existing surfaces required for the Project and make all necessary roadway repairs (including but not limited to provision of backfill materials) in accordance with the City's ordinances, rules, and regulations.
- 1.5 The City of Fort Worth agrees to be responsible for and will adjust all utilities, manholes, and valve boxes for this Project.
- 1.6 The City of Fort Worth agrees to be responsible for and will provide any engineering, survey, and laboratory testing required for the Project.
- 1.7 The City of Fort Worth will be responsible for and will provide a site for dumping all spoils and waste materials generated during the construction and/or installation of the Project.
- 1.8 The City of Fort Worth will provide design, construct and install the Project in accordance with federal, state, county, and city laws, rules, and regulations and agrees that City of Everman shall retain the right to inspect and provide feedback on all materials provided for this Project.

Section 2: RESPONSIBILITIES OF EVERMAN

- 2.1 The City of Everman agrees to provide transportation development credits to the City of Fort Worth valued at an amount up to \$450,000.00 as follows: \$225,000 in transportation development credits at commencement of installation and construction and the remaining transportation development credits at completion of installation and construction and acceptance of the Project by the City of Everman.
- 2.2 The City of Everman agrees to provide payment for a portion of the local participation amount up to \$263,655.00 plus any construction cost overruns for project areas within the City of Everman which are pre-approved in writing by the City of Everman. City of Everman agrees to provide its payments due hereunder half at commencement of installation and construction and the remainder at completion of installation and construction of the Project and acceptance thereof by the City of Everman.

- 2.3 The City of Everman will provide the City of Fort Worth with notice to proceed at the appropriate time.
- ~~2.4 The City of Everman shall be responsible for the application of any permanent striping that may be required for the Project.~~

Section 3: TERM AND TERMINATION

- 3.1 The Project must be completed on or before December 31st 2028.
- 3.2 This Agreement shall not be interpreted to inure to the benefit of a third party not a party to this Agreement. This Agreement may not be interpreted to waive any statutory or common law defense, immunity, including governmental and sovereign immunity, or any limited liability, responsibility, or damage of any Party to this Agreement, Party's agent, Party's employee, otherwise provided by law.
- 3.3 The relationship between the Parties to this Agreement does not create a partnership or joint venture between the Parties. This Agreement does not appoint any Party as an agent of the other Party.
- 3.4 This Agreement shall become effective when signed by the last Party whose signature makes the Agreement fully executed.
- 3.5 This Agreement will automatically terminate on either December 31st, 2028, or on the date the Project is completed, whichever occurs first. Notwithstanding the foregoing, or any other language to the contrary, either Party may terminate this Agreement based on a default by the other Party, after having provided sixty (60) days written notice to the other Party of default and on the condition that the default remains uncured sixty (60) days thereafter. In the event of termination by either Party, neither Party shall have any further obligations to the other Party under this Agreement
- 3.6 In providing the services required by this Agreement, Fort Worth and Everman must observe and comply with all applicable federal, state, and local statutes, ordinances, rules and regulations, including without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and non-discrimination laws and regulations. Fort Worth and Everman shall be responsible for securing its compliance with any laws and regulations applicable to its business, including maintaining any necessary licenses and permits.
- 3.7 This Agreement may be executed in one or more counterparts and each counterpart will, for all purposes, be deemed an original, but all such counterparts will together constitute one and the same instrument.
- 3.8 Each Party agrees to be solely liable for the actions, omissions, and negligent acts of its own employees, agents, and representatives engaged in the provision of services under this Agreement.

- 3.9 Everman assumes no responsibility or liability for payments, wages, income, and employment tax payments, pensions, benefits, or other payments accrued by or owed to Fort Worth employees who provide services pursuant to this Agreement.
- 3.10 This Agreement shall be construed in accordance with the laws of the State of Texas. If any action, whether real or asserted, at law or in equity, is brought on the basis of this Agreement, venue for such action shall lie in state courts located in Tarrant County, Texas or the United States District Court for the Northern District of Texas, Fort Worth Division.
- 3.11 Notices required pursuant to the provisions of this Agreement shall be conclusively determined to have been delivered when (1) hand-delivered to the other party, its agents, employees, servants or representatives, or (2) received by the other party by United States Mail, registered, return receipt requested, addressed as follows:

TO FORT WORTH: City of Fort Worth Attn: Assistant City Manager 100 Fort Worth Trail Fort Worth TX 76102	TO EVERMAN City of Everman Attn: City Manager 212 N. Race Street Everman, TX 76140
---	--

Any notices given pursuant to this section shall be confirmed by email and sent to the following addresses:

IF TO FORT WORTH: Kelly Porter City of Fort Worth 100 Fort Worth Trail Fort Worth, TX 76102	IF TO EVERMAN Victoria Thomas Nichols Jackson LLP 500 North Akard St., Ste. 1800 Dallas, TX 75201
---	---

- 3.12 The Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No party may assign or transfer any of its rights or obligations under this Agreement without prior written consent of the other Party.
- 3.13 This Agreement, including any exhibits attached hereto and any documents incorporated herein by reference, contains the entire understanding and agreement between the Parties, their assigns and successors in interest, as to the matters contained herein. Any prior or contemporaneous oral or written agreement is hereby declared null and void to the extent in conflict with any provision of this Agreement.

(signature page follows)

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement in multiples.

City of Fort Worth:
By: _____
Name: _____
Title: Assistant City Manager
Date: _____

CITY OF FORT WORTH INTERNAL ROUTING PROCESS:

Approval Recommended:	Contract Compliance Manager:
By: _____	By signing I acknowledge that I am the person responsible for the monitoring and administration of this contract, including ensuring all performance and reporting requirements.
Name: _____	
Title: _____	
Approved as to Form and Legality:	By: _____
	Name: _____
	Title: _____
By: _____	City Secretary:
Name: _____	
Title: Assistant City Attorney	
Contract Authorization:	By: _____
M&C: _____	Name: _____
	Title: City Secretary

City of Everman:	Attest
By: _____	By: _____
Name: Craig Spencer	Name: Mindi Parks
Title: City Manager	Title: City Secretary
Date: _____	Date: _____

4930-4073-5100, v. 1

CITY OF EVERMAN ORDINANCE NO. 845
CITY OF FORT WORTH ORDINANCE NO. _____
JOINT ORDINANCE AND BOUNDARY AGREEMENT

WHEREAS, the City of Fort Worth (hereinafter called "FORT WORTH") is a home-rule city located in Tarrant, Wise, Parker, Johnson and Denton Counties; and

WHEREAS, the City of Everman (hereinafter called "EVERMAN") is a home-rule city located in Tarrant County; and

WHEREAS, FORT WORTH and EVERMAN share a common boundary; and

WHEREAS, FORT WORTH and EVERMAN now desire to adjust the boundary between the two cities to promote orderly development, to ensure public safety, and to ensure effective delivery of municipal services; and

WHEREAS, Section 43.015 of the Texas Local Government Code authorizes adjacent municipalities to make mutually agreeable changes to their boundaries that are less than 1,000 feet in width; and

WHEREAS, Section 43.142 of the Texas Local Government Code allows a home-rule municipality to disannex areas in the municipality in accordance with the rules as may be provided by its City Charter;

NOW, THEREFORE, BE IT ORDAINED AND MUTUALLY AGREED BY THE CITY COUNCIL OF THE CITY OF FORT WORTH AND THE CITY COUNCIL OF THE CITY OF EVERMAN:

SECTION 1

Pursuant to Section 43.015 of the Texas Local Government Code, FORT WORTH and EVERMAN hereby agree that the boundary between the cities will be adjusted as set out herein so that 8.463 acres of land located in Blocks 38 and 39 of the Shelby County School Lands Survey Abstract Number 1375 in the FORT WORTH city limits, as described and shown in Exhibit "A", and with a width of less than 1,000 feet, will be located in the city limits of EVERMAN. In accordance with this Joint Ordinance and Boundary Agreement, FORT WORTH hereby relinquishes the 8.463 acres described in Exhibit "A" to EVERMAN and disannexes and discontinues such property as part of FORT WORTH city limits. In accordance with the terms of this Joint Ordinance and Boundary Agreement, EVERMAN accepts and annexes 8.463 acres into its city limits as reflected in Exhibit "A" attached and incorporated herein.

SECTION 2

This ordinance shall be cumulative of all provisions of the ordinances of the City of Everman and the City of Fort Worth, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

SECTION 3

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

SECTION 4

The City of Everman and the City of Fort Worth do hereby covenant and agree to protect, preserve and defend the herein described boundary adjustment.

SECTION 5

The City of Everman and the City of Fort Worth agree and ordain that the adoption by both cities of this Joint Ordinance and Boundary Agreement, and the boundary change resulting from this Agreement do not mitigate, diminish or lessen in any way the rights that either party may have, at law or in equity, to challenge or contest any other annexations, attempted annexations or extraterritorial jurisdiction claims made by the other party.

SECTION 6

This joint ordinance and boundary agreement shall become effective and shall become a binding agreement upon the City of Fort Worth and the City of Everman by the adoption of same in regular, open city council meetings of the City of Everman and the City of Fort Worth.

SECTION 7

The Mayor of each city shall execute this Joint Ordinance and Boundary Agreement, upon adoption by both cities, in duplicate originals.

PASSED AND APPROVED by the City Council of the City of Fort Worth on this ____ day of _____, 202____.

Mattie Parker, Mayor

Attest:

Jannette Goodall, City Secretary

Approved as to Form:

Leann Guzman, City Attorney

PASSED AND APPROVED by the City Council of the City of Everman on this ____ day of _____, 202____ .

Ray Richardson, Mayor

Attest:

Mindi Parks, City Secretary

Approved as to Form:

Victoria Thomas, City Attorney

EXHIBIT A

4934-2484-4411, v. 1

EXHIBIT "A"

ANNEXATION TO THE CITY OF EVERMAN

Being 8.463 acres of land situated in Blocks 38 and 39, Shelby County School Lands Survey, Abstract No. 1375, City of Fort Worth, Tarrant County, Texas, also being a portion of County Road 1051 (Enon Avenue), a variable-width right-of-way; and being more particularly described by metes and bounds as follows:

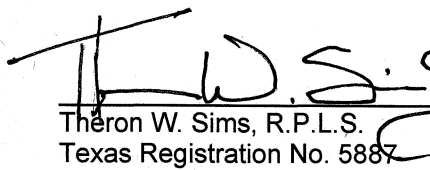
BEGINNING at the intersection of the north line of said County Road 1051 and the east line of that certain tract of land described in deed to Saul & Rosa Auguilar, as recorded in Instrument No. D210319211, Deed Records of Tarrant County, Texas (D.R.T.C.T.), also being in an easterly line of the City of Everman City limits, as described in City of Everman Ordinance No. 225, also being in a westerly line of the City of Fort Worth City limits, and being 30' north of the center of said County Road 1051;

THENCE N 89°20'49" E, leaving said easterly line of the City of Everman City limits (Ordinance No. 225) and said westerly line of the City of Fort Worth City limits, along the north line of said County Road 1051, 30' north of and parallel to the center of said County Road 1051, a distance of 2303.62 feet to the intersection of the north line of said County Road 1051 and the west line of County Road 1060 (Timberview Rd.), a 60' wide right-of-way;

THENCE S 00°35'36" E, leaving the north line of said County Road 1051, passing over and across said County Road 1051, at a distance of 81.02 feet, passing a 60-D nail found at the southeast corner clip of the intersection of the south line of said County Road 1051 and the west line of said County Road 1060, continuing along the west line of said County Road 1060, in all, a distance of 160.00 feet to the most northeasterly corner of the City of Everman ETJ, as described in City of Everman Ordinance No. 504, and also being in a southerly line of the City of Fort Worth City limits;

THENCE S 89°20'49" W, leaving the west line of said County Road 1060, along said southerly line of the City of Fort Worth City limits, and along a northerly line of the City of Everman ETJ (Ordinance No. 504), 130' south of and parallel to the center of said County Road 1051, a distance of 2304.34 feet to said easterly line of the City of Everman City limits (Ordinance No. 255), also being a northwesterly corner of the City of Everman ETJ (Ordinance No. 504), and also being a southwesterly corner of the City of Fort Worth City limits;

THENCE N 00°20'09" W, leaving said northerly line of said City of Everman ETJ (Ordinance No. 504), along said easterly line of the City of Everman City limits (Ordinance No. 225), and along said westerly line of the City of Fort Worth City limits, at a distance of 99.97 feet, passing a 1/2 inch iron rod found in the south line of said County Road 1051, continuing, in all, a distance of 160.00 feet to the **POINT OF BEGINNING** and containing 368,637 square feet or 8.463 of an acre of land.

 Date: December 3, 2025
Theron W. Sims, R.P.L.S.
Texas Registration No. 5887



Surveyed on the ground November 26, 2025.

"This document was prepared under 22 Texas Administrative Code §138.95, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared."

BLOCK 32

BLOCK 39
SHELBY CO. SCHOOL LAND SURVEY
ABST. No. 1375

SAUL & ROSA AGUILAR
INST. No. D210319211
D.R.T.C.T.

EDGECONNEX DALLAS PROPERTY 2-D, LLC
INST. No. D225168524
D.R.T.C.T.

ANNEXATION TO THE
CITY OF EVERMAN
368,637 SF
8.463 ACRES

Section 8, Item D.



SCALE 1"=100'

EAST LINE
CITY OF EVERMAN
ORDINANCE No. 225

POB

CR 1051 (ENON AVE.)

VARIABLE WIDTH R-O-W

N89°20'49"E, 2303.62'

30.00'

CENTERLINE CR 1051 (ENON AVE.)

5/8" IRF
1/2" IRF

1/2" IRF

FORT WORTH CITY LIMITS
EVERMAN ETJ

S89°20'49"W, 2304.34'

130.00'

BIBLE BAPTIST CHURCH OF EVERMAN, TEXAS
VOL. 9153, PG. 1919
D.R.T.C.T.

THE JOE AND LINDA OBREGON
IRREVOCABLE LIVING TRUST
TRACT TWO
INST. No. D223040983
D.R.T.C.T.

ALAN BROWN
INST. No. D224116911
D.R.T.C.T.

LONNIE GLENN
VOL. 10417, PG. 123
D.R.T.C.T.

CAVALO INVESTMENTS, LLC
INST. No. D218283539
D.R.T.C.T.

NORTH LINE
CITY OF EVERMAN
ORDINANCE No. 504

NOTES:

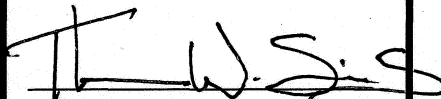
1) Bearings of lines shown hereon refer to Grid North of the Texas Coordinate System of 1983 (North Central Zone; NAD83(2011) 2010.00) as derived locally from Allterra Central's Continuously Operating Reference Stations (CORS) via Real Time Kinematic (RTK) methods. An average Combination Factor of 1.000148415 was used to scale grid coordinates and distances to surface. All coordinates shown are surface.

2) Integral parts of this survey:
a. Legal Description
b. Sketch

3) ● is 5/8" iron rod set with cap stamped "TNP" unless otherwise noted.

BLOCK 38

"This document was prepared under 22 Texas Administrative Code § 138.95, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared."



THERON W. SIMS, R.P.L.S.
TEXAS REGISTRATION NO. 5887

DATE: DECEMBER 3, 2025

SURVEYED ON THE GROUND
NOVEMBER 26, 2025



teague nall & perkins

5237 N. Riverside Drive, Suite 100

Fort Worth, Texas 76137

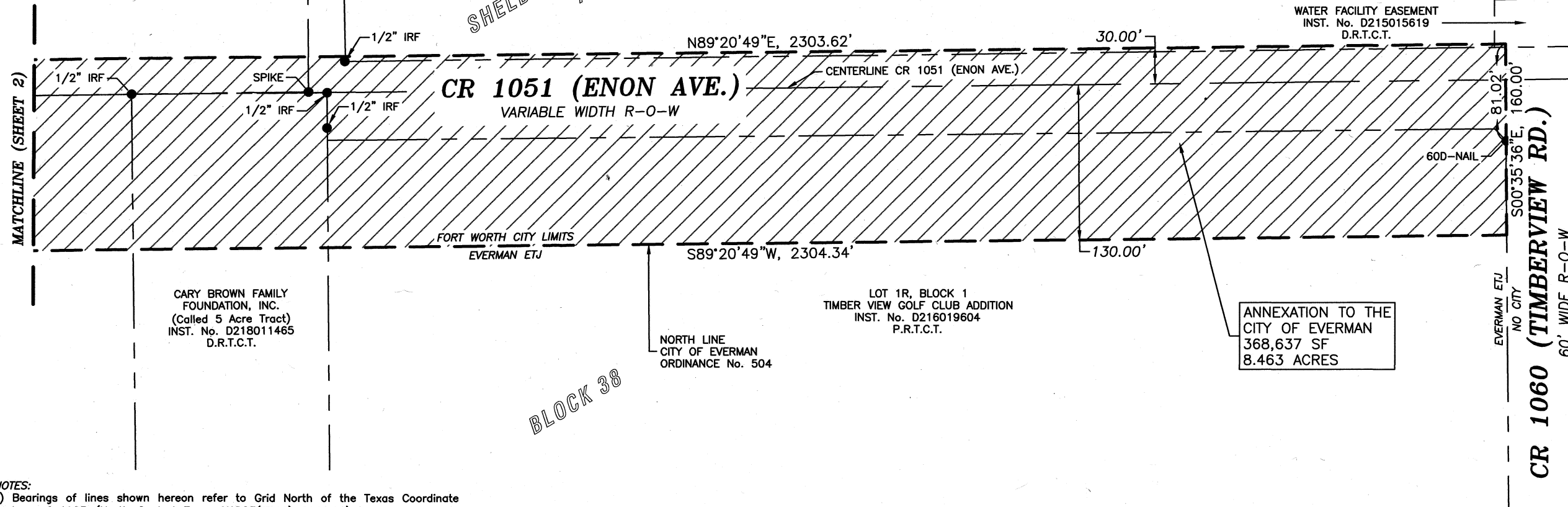
817.336.5773 ph 817.332.7756 fx

www.tnpinc.com / TBPLS Registration No. 100116-00

ANNEXATION OF
8.463 ACRES OF LAND

Situated in Blocks 38 and 39, Shelby County
School Lands Survey, Abstract No. 1375,
City of Fort Worth, Tarrant County, Texas.

SCALE 1"=100'



NOTES:

1) Bearings of lines shown hereon refer to Grid North of the Texas Coordinate System of 1983 (North Central Zone; NAD83(2011) 2010.00) as derived locally from Allterra Central's Continuously Operating Reference Stations (CORS) via Real Time Kinematic (RTK) methods. An average Combination Factor of 1.000148415 was used to scale grid coordinates and distances to surface. All coordinates shown are surface.

2) Integral parts of this survey:
a. Legal Description
b. Sketch

3) ● is 5/8" iron rod set with cap stamped "TNP" unless otherwise noted.

"This document was prepared under 22 Texas Administrative Code § 138.95, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared."

ANNEXATION OF 8.463 ACRES OF LAND

Situated in Blocks 38 and 39, Shelby County
School Lands Survey, Abstract No. 1375,
City of Fort Worth, Tarrant County, Texas.

DATE: DECEMBER 3, 2025

SURVEYED ON THE GROUND
NOVEMBER 26, 2025



teague nall & perkins

5237 N. Riverside Drive, Suite 100

Fort Worth, Texas 76137

817.336.5773 ph 817.332.7756 fx

www.tnpinc.com / TBPLS Registration No. 100116-00