



EVERMAN CITY COUNCIL REGULAR MEETING

Tuesday, August 11, 2026 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. Meeting Minutes

May 12, 2026 Regular Meeting

May 26, 2026 Special called Meeting

June 9, 2026 Regular Meeting

July 7, 2026 Budget WorkShop

July 9, 2026 Council WorkShop

July 28, 2026 Budget Work Session

B. Financials

May 2026

June 2026

5. PRESENTATIONS

A. Proclamation - Gun Safety Awareness Month - August, 2026

B. Proclamation Honoring the 50th Anniversary of Hickory Stick Bar-B-Q and Declaring August 12, 2026 as "Hickory Stick Bar-B-Q Day"

6. CITIZEN'S COMMENTS

7. DISCUSSION ITEMS

A. Discussion related to improvements, programs, and upcoming ceremonies to be held at the Memorial Park

B. Monthly Staff Reports -

1) Police Department

2) Fire Department

3) Public Works

4) Code Enforcement

5) Animal Services

- C. Staff Report - Update as it relates to the Municipal Animal Services Shelter and Everman City Hall Construction Projects
- D. Discussion and Updates related to the Fiscal Year 2027 Budget Proposal
- E. Staff Report - Everman Youth Athletics Fall Baseball & Softball Season

8. CONSIDERATION AND POSSIBLE ACTION

- A. RESOLUTION NO. 2026-08-01 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, APPROVING AND ADOPTING THE EVERMAN YOUTH ATHLETICS YOUTH BASEBALL & SOFTBALL PROGRAM POLICY; AUTHORIZING THE CITY MANAGER AND PARKS & RECREATION COORDINATOR TO ADMINISTER AND IMPLEMENT THE POLICY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
- B. RESOLUTION NO. 2026-08-02 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, SUPPORTING THE APPLICATION OF BAIR HOLDINGS, LLC TO THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY FOR A MUNICIPAL SETTING DESIGNATION FOR PROPERTY LOCATED AT 5921 AND 5933 SOUTH FREEWAY, FORT WORTH, TARRANT COUNTY, TEXAS; PROVIDING FINDINGS; PROVIDING A DISCLAIMER OF LIABILITY; AND PROVIDING AN EFFECTIVE DATE.
- C. RESOLUTION NO. 2026-08-03 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, APPROVING AND ADOPTING THE CITY OF EVERMAN PUBLIC INFORMATION REQUESTS MANAGEMENT POLICY; DIRECTING THE DIRECTOR OF HUMAN RESOURCES TO INCORPORATE THE POLICY INTO THE CITY OF EVERMAN PERSONNEL MANUAL AND TO MAKE RELATED ADMINISTRATIVE UPDATES; AUTHORIZING IMPLEMENTATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
- D. ORDINANCE NO. 855 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, ADOPTING THE CITY OF EVERMAN FEE SCHEDULE, ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT "A"; ESTABLISHING FEES AND CHARGES FOR LICENSES, PERMITS, INSPECTIONS, UTILITY SERVICES, DEVELOPMENT SERVICES, MUNICIPAL SERVICES, AND OTHER CITY SERVICES AND ACTIVITIES; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES AND FEE SCHEDULES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE OF SEPTEMBER 1, 2026.
- E. ORDINANCE NO. 856 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, ADOPTING AN UPDATED SCHEDULE OF RATES, FEES, AND CHARGES FOR MUNICIPAL WATER AND WASTEWATER SERVICES; PROVIDING FOR THE APPLICATION AND COLLECTION OF SUCH RATES, FEES, AND CHARGES; PROVIDING FOR THE REPEAL OF CONFLICTING PROVISIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING A GENERAL EFFECTIVE DATE AND AN EFFECTIVE DATE FOR THE RATES, FEES AND CHARGES ADOPTED HEREIN AT THE BEGINNING OF THE FIRST UTILITY BILLING CYCLE COMMENCING AFTER OCTOBER 1, 2026.

9. EXECUTIVE SESSION

- A. Section 551.071 - Pending or Contemplated Litigation to wit: Earlene Wilson v. Rollamania, LLC, The City of Everman Fire Department, and the City of Everman

10. EXECUTIVE SESSION

11. CITY MANAGERS REPORT

12. MAYOR'S REPORT

13. ADJOURN

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Wednesday August 5, 2026.

/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, May 12, 2026 at 6:00 PM

213 North Race Street Everman, TX 76140

MINUTES

1. MEETING CALLED TO ORDER

Mayor Richardson called meeting to order at 6:01pm.

2. INVOCATION

Moment of Silence

3. PLEDGE OF ALLEGIANCE

The Boy Scouts that attended the meeting led the Pledge of Allegiance tonight.

4. CONSENT AGENDA

A. Minutes

Regular Meeting Minutes 4-14-2026

Budget Work Shop 4-17-2026

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 1 Sanders.

Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

5. PRESENTATIONS

A. National Public Works Week Proclamation

Mayor Richardson read and presented the Proclamation for National Public Works Week.

B. National Police Week Proclamation

Mayor Richardson read and presented the Proclamation for National Police Week.

6. CITIZEN'S COMMENTS

Cynthis Oliver operates Covered in Faith Ministries which is a non-profit organization. She would like to host a small pop up on June 19th. Planning small food, possible lemonade, brisket sandwiches and this would be from 10am to 7pm. Craig stated that since this was not an agenda item the council could not respond but he can ask clarifying questions. Craig would like to clarify what she is asking and what will happen is they're probably all going to nod their heads at me and say help her and he wants to ask if she is just seeking to host an event and not asking the city to host it. Cynthia said that she is asking to be the host of this event at the Park, with food and vendors and she will post the flyers and do everything, and Craig stated that he would make it happen.

7. CITIZEN'S COMMENTS

- A. PUBLIC HEARING - To hear citizens testimony on the proposed FY2024-2025 Budget Amendments

Mayor opened the Public Hearing at 6:13pm.

Craig presented and handed out the Pre- Audit Budget Amendments.

Mayor closed at 6:20pm.

8. DISCUSSION ITEMS

- A. Monthly Staff Reports

(1) Police Department

(2) Animal Services

(3) Fire Department

(4) Public Works

There were only Marcy Beecham the new Code Enforcement Officer with her report and Gilbert Ramirez with the Public Works report. Marcy handed out the report that displayed her performance summary and it also displayed the percentages of the different violations for the month. She also included some pictures for council in this report showing the difference after the violation was taken care of. Gilbert also handed out a report for council listing what the Street Department did for the month and the Water Department as well.

9. CONSIDERATION AND POSSIBLE ACTION

- A. ORDINANCE NO. 850 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 2 "ADMINISTRATION", ARTICLE V "BOARDS AND COMMISSIONS" BY ADDING A NEW SECTION 2-74 "PARKS AND RECREATION COMMISSION"; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

Motion made by Place 5 Sellers, Seconded by Place 4; Mayor Pro-Tem Mackey, Mayor Pro-Tem Mackey made a motion to amend the motion to make the correction noted by the attorney at section 2.74, 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

Voting Nay: Place 3 Allen

Motion Carried.

- B. ORDINANCE NO. 851 AN ORDINANCE OF THE CITY OF EVERMAN, TEXAS, AMENDING ORDINANCE 817, TOTAL APPROPRIATIONS BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2025; PROVIDING A REPEALER CLAUSE; A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

Voting Nay: Place 3 Allen

Motion Carried.

- C. ORDINANCE NO. 852 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS AUTHORIZING THE EVERMAN TAX INCREMENT NOTE, SERIES 2026; AUTHORIZING THE EXECUTION OF A PURCHASE AND INVESTMENT LETTER, APPROVING OR RATIFYING CERTAIN CONTRACT DOCUMENTS RELATING TO THE SERIES 2026 NOTE; AND CONTAINING OTHER PROVISIONS RELATED THERETO

skipped

- D. RESOLUTION NO. 2026-05-01 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, AWARDING THE CONTRACTS FOR THE ANIMAL SHELTER REMODEL PROJECT AND FOR THE CITY HALL EXPANSION AND REMODEL PROJECT TO GROSSMAN DESIGN BUILD AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE CONTRACTS FOR EACH PROJECT; AND PROVIDING AN EFFECTIVE DATE.

Motion made by Place 5 Sellers, Seconded by Place 6 Davila.

Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

- E. ORDINANCE NO. 853 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, AMENDING THE CODE OF ORDINANCES, CITY OF EVERMAN, BY AMENDING CHAPTER 10, "HEALTH, SAFETY AND NUISANCES," ARTICLE X "SEX OFFENDER RESIDENCY AND CHILD SAFETY ZONES;" PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE AND, IN CASES OF ENDANGERMENT TO PUBLIC HEALTH AND SAFETY, A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

Motion made by Place 5 Sellers, Seconded by Place 4; Mayor Pro-Tem Mackey.

Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

- F. RESOLUTION NO. 2026-05-02 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, APPROVING A WATER AUTHORITY MASA BENEFIT AGREEMENT WITH MEDICAL AIR SERVICES ASSOCIATION, INC.; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT AND ANY NECESSARY RELATED DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 5 Sellers.

Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

10. EXECUTIVE SESSION

11. CITY MANAGERS REPORT

Craig reported about the mass shooting event on the 1800 Block on Everman Parkway. This was a local Event Center and this is certainly something to be mindful of when we do consider this zoning

ordinance coming up. Our Police Department did an amazing job and rendered aid to a victim and managing the whole scene. Also been working with FBI on searching the house that Noel lived in and this is just informing council of that. Budget is here and he will be getting that schedule out to the council.

12. MAYOR'S REPORT

Had nothing to report.

13. ADJOURN

Mayor Richardson adjourned the meeting at 7:00pm.

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Wednesday May 6, 2026.

/s/ Mindi Parks
City Secretary

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EVERMAN CITY COUNCIL SPECIAL CALLED MEETING

Tuesday, May 26, 2026 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

3. PLEDGE OF ALLEGIANCE

4. CITIZEN'S COMMENTS

5. PUBLIC HEARING

- A. Public Hearing on the proposed adoption of an ordinance authorizing the issuance of tax increment note, Series 2026 in an amount not to exceed \$2,340,250.00 related to Tax Increment Reinvestment Zone Number One ("TIRZ No. 1").

Mayor Richardson opened the Public Hearing at 6:05pm.

At this time the City Manager, Craig Spencer updated the council on where they are with this project. He informed them of the budget numbers for Animal Control Building and also for the City Hall reconstruction. He did explain some of the changes and upgrades to the city hall and the chambers for council is included in this as well. He also explained the same for the Animal Control Building as well. The space is so much more in this building and is much needed for the capacity of animals that we house.

Mayor Richardson closed the Public Hearing at 6:15pm.

6. CONSIDERATION AND POSSIBLE ACTION

- A. ORDINANCE NO. 852 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS AUTHORIZING THE EVERMAN TAX INCREMENT NOTE, SERIES 2026; AUTHORIZING THE EXECUTION OF A PURCHASE AND INVESTMENT LETTER, APPROVING OR RATIFYING CERTAIN CONTRACT DOCUMENTS RELATING TO THE SERIES 2026 NOTE; AND CONTAINING OTHER PROVISIONS RELATED THERETO

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 1 Sanders.
Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 4; Mayor Pro-Tem Mackey, Place 6 Davila, Mayor Richardson
Voting Nay: Place 3 Allen

- B. Consideration of Appointments to the City of Everman Parks & Recreation Commission

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 1 Sanders.
Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 6 Davila, Mayor Richardson

Motion Carried.

C. ORDINANCE NO. 854 - JOINT ORDINANCE AND BOUNDARY ADJUSTMENT BETWEEN THE CITY OF EVERMAN AND THE CITY OF FORT WORTH

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 1 Sanders.

Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 6 Davila, Mayor Richardson

Motion Carried.

7. ADJOURN

Mayor adjourned the meeting at 6:36pm.

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Wednesday May 20, 2026.

/s/ Mindi Parks
City Secretary

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EVERMAN CITY COUNCIL REGULAR MEETING

Tuesday, June 09, 2026 at 6:00 PM

213 North Race Street Everman, TX 76140

MINUTES

1. MEETING CALLED TO ORDER

Mayor Richardson called meeting to order at 6:03pm.

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. CONSENT AGENDA

A. Minutes

Regular Meeting Minutes 5-12-2026

Special Called Meeting 5-26-2026

Item pulled from the agenda due to unexpected excused absence of City Secretary.

B. Financials

March 2026

April 2026

Motion was made by Mayor Pro-Tem Mackey and Seconded by Place 1 Sanders.

Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried

5. PRESENTATIONS

A. Proclamation Honoring America 250 and Commemorating the 250th Anniversary of the United States of America

Mayor Richardson read and presented the Proclamation honoring America 250 and Commemorating the 250th Anniversary of the United States of America.

B. Oath of Office/Badge Pinning Ceremony - Everman Fire Department Mason Jordan

Landon Whatley presented Oath of Office/Badge Pinning Ceremony for the Everman Fire Department Mason Jordan. Mason's brother Cason came up to pin him at this ceremony.

6. CITIZEN'S COMMENTS

There were no citizens with comments.

7. DISCUSSION ITEMS

A. Monthly Staff Reports

- (1) Police Department & Code Enforcement
- (2) Animal Services
- (3) Fire Department
- (4) Public Works

Al Brooks had the quick over view for the month of May for the Police Department. Our officer's responded to 1578 calls for service. Al stated that we had way more calls for assistance for outside agencies. They responded to 15 calls from outside agencies and this would cover Tarrant County Sheriff's Office, the Fort Worth Police Department, and the Forest Hill Police Department. Al stated that each of these agencies actually returned the favor early May in the triple shooting that we had. That investigation is still ongoing. Moving on to the Traffic Summary, we had a total of 9 crashes. They had 33 stops with citations, and 34 stops with Warnings. With Crimes against persons, there were nine simple assaults, two aggravated assaults and one sexual assault that was founded to not be one. Property Crimes side we are way down and that is a very good thing. There was two Burglary calls and eight reported thefts. There were nine Domestic Disturbances, twenty-seven General Disturbances, three Fight Calls and those fight calls were all school related. Al reported that currently there is three fillable vacancies. There are several applicants in process and an interview schedules for tomorrow. Al will wrap this up by reminding everyone about Celebrate America, June 27th. Al did state to Council Member Allen that they do have more Officer's available at for patrol since the officer's are not locked to the campus as much.

Marcy Beecham, Code Enforcement presented the monthly report for May 2026. She stated that she is doing quite a bit of follow-ups from the previous months. Normally the time frame that she gives on violations is 10 days and sometimes it does take longer and she is doing follow-ups on those cases. She did state as well that those cases that are still not in compliance, she does give them another grace period that varies just to work with the citizens. Marcy stated for the May she has 37 new cases. She has closed 17. There were about 4 Open Records Requests, and 14 violations that she went out in the community and proactively found. These are some of the complaints that come through the online system or in person and those were at 23. She is seeing more in high weeds and grass and outside storage, and she is seeing quite a bit of work without permit. This is being addressed accordingly. Marcy goes out into the neighborhood everyday and talks to citizens and educates them on the expectations on keeping our community clean and safe. In conclusion this month reflected a consistent enforcement workload with strong emphasis of property maintenance and community standards. Educational outreach and making direct contact with residents continues to play a key role in achieving compliance and maintaining the quality of life for Everman.

Ray presented the Animal Services report for the month of May. This was a busy month and they took in 69 dogs. He did mention that 13 of those came from the City of Everman. There were 35 cats that were taken in which was pretty high this month and 8 of those were from Everman. There was a total of 100 animals this last month taken in. We also had positive outcomes which was 40 dogs that were sent out and 6 were adopted out the shelter and 15 at mobile adoption. We also returned 10 animals to their owners. Ray stated that they also had 24 positive outcomes for cats. Ray also wanted to say that his staff is doing an incredible job and they are communicating and really getting to know the residents.

Landon reported for the Fire Department for the month of May. Since he has been out with a shoulder reconstruction and he is up for a long recovery. Calls for service from April 15th to present is a total of 218. Fire Type with a total of 8. We did have during that time period, we had one in city structure fire. Medical emergencies were 143, motor vehicle accidents 11, hazardous conditions 12, and other call types were 44. They had one personnel resignation effective June 1st. We have had one new hire and his first day was when Landon went out for medical. There were few more part timers hired as well. Celebrate America Event, Landon put a new post today and it is on the City's Facebook and the Everman Emergency Services. The musical guest will be David Whiteitman Band. They have a big following and an electric show. Landon also updated council with some vendors and others that will be at the Celebrate America.

Gilbert could not be here this evening but he did send the City Manager his report and he went over that at this time with council for the Water and Street Departments. This report was brief and the guys stayed busy this month.

B. Review & Discuss Budget Calendar for FY27 Budget Planning Cycle

City Manager Craig Spencer stated that Susanne has put this at the councils positions and emailed this out to them as well and this is the Budget Meeting Calendar for this year. Craig stated that Susanne went with a theme this year if they have not noticed and that is America 250. So our entire budget book will be themed America 250. Craig went over the calendar with the council at this time, with all the meeting with budget coming up and the dates and times. Council did not have any questions on these dates and times.

C. Staff Report - Shelby Road Construction Project

Craig stated that him and Mayor were attending a meeting last week Downtown Fort Worth with a couple of other jurisdictions to talk about some street needs in the region and it was brought to our attention that Shelby Road is going to be under construction starting yesterday, and we were not made aware of that but it's a partnership between the city of Fort Worth and Tarrant County Precinct One. They have completed and ILA to reconstruct Shelby Road. This is desperately needed and this is a reconstruction and not widening of the road. This will be from Forest Hill Drive/Renden all the way to Race Street. This will last up to the start of school. Craig stated to council that he has stressed to try to have this done before the first day of school and the Commissioner was very receptive to that and him and his team have said that they will make this happen.

D. Staff Report - Update on Animal Shelter & City Hall Construction Projects and Timelines

Craig stated that they have had some pretty productive meetings on both these projects internally with the contractor. The animal shelter is nearly complete on engineering phase. So, they are finishing up the MEP's, which is the electrical and other trades to get those plans submitted. We expect to have that done by the end of next week to submit for permits. Once they submit for permits, it is a ten day turn around, and we expect to be able to break ground actual construction at the site by the end of this month. We are very close on the Animal Shelter and getting that project jolting forward. City Hall is a different story. There has been some back and forth on the design and its going to require a little bit more in-depth engineering and architectural planning because it is not just a remodel, it is also a new build. The timeline on this project is a little further behind. We're not expecting to be able to break ground on actual construction until close to September. The construction after that will take about six months to completion. So, we are looking closer to February or March before we are

ready to do a ribbon cutting on City Hall. Besides that, work is going well and the ideas are being worked on and that update should be to us this week. We are planning a ground breaking for this as well.

8. CONSIDERATION AND POSSIBLE ACTION

- A. RESOLUTION NO. 2026-06-01 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, AUTHORIZING A FIREWORKS DISPLAY IN CONNECTION WITH THE CITY OF EVERMAN'S CELEBRATE AMERICA FESTIVAL; AUTHORIZING THE FIRE CHIEF TO TAKE ALL NECESSARY ACTIONS TO FACILITATE THE EVENT; AND PROVIDING AN EFFECTIVE DATE.

Motion made by Place 5 Sellers, Seconded by Place 4; Mayor Pro-Tem Mackey.
Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried

9. EXECUTIVE SESSION

10. CITY MANAGERS REPORT

Craig stated that he will be on vacation next week starting Tuesday and the rest of the week and he will be out of town. Also, we have been working overtime with the parks and recreation commission on getting things rolling for the baseball and softball season coming up in the fall. We have been able to launch the new Everman Youth Athletics social media page and we are getting the website up and running. We are getting ready to launch registration here in the coming weeks. We are going to put together a fee schedule that we are going to ask you to ratify. Craig did state that the fee is \$40 cheaper and we are looking at \$55 per season for blast ball players, and \$130 per season per all other levels. The commission has been working very hard on this non-stop trying to get this going. They are working on a couple of other things as well that they will bring to the council. A lot going on.

11. MAYOR'S REPORT

Mayor Richardson reported that COG was not able to get him nominated like they said due to some things going on at COG and there is a lot of upset people and a lot of nominations. They will look again next year.

12. ADJOURN

Mayor Richardson adjourned the meeting at 6:49pm.

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 6:00 p.m. on Wednesday June 3, 2026.

/s/ Mindi Parks
City Secretary

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- C. Section 551.073 - Deliberation Regarding Prospective Gift.
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- E. Section 551.087- Deliberation Regarding Economic Development Negotiations.
- F. Section 551.089 - Deliberations Regarding Security Devices or Security Audits.

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EVERMAN CITY COUNCIL WORKSHOP

Thursday, July 09, 2026 at 1:00 PM

213 North Race Street Everman, TX 76140

MINUTES

1. MEETING CALLED TO ORDER

Mayor Richardson called meeting at 1:02pm.

2. DISCUSSION ITEMS

A. Budget Workshop #2 - General Fund Expenditures

The City Manager opened with a recap of the prior budget workshop, reminding Council that figures remain preliminary and that the City continues to face challenges similar to last year related to the General Fund unrestricted fund balance and property tax revenue. Staff noted that proposed expenditures reflect departmental requests as submitted, and that staff will continue to fine-tune figures — reducing requests if needed or leaving them as submitted if sufficient revenue is available — as revenue projections are finalized.

The City Manager reported that overall proposed General Fund expenditures, including personnel costs, currently total approximately \$11.2 million, an increase of approximately \$1.5 million over the current year. Staff noted that a significant share of the increase is attributable to the City's assumption of the youth baseball and softball sports program under the Parks and Recreation Commission, which carries corresponding increases in both expenditures and revenue, along with other expected departmental requests. Staff also presented a ten-year expenditure trend showing growth from \$3.8 million in Fiscal Year 2016 to an adopted budget of \$9.8 million in Fiscal Year 2026, attributable to dispatch consolidation, the municipalization of animal services, growth in the Fire and Public Works departments, and the addition of School Resource Officers (from two in 2016 to seven currently, having peaked at eight).

Non-Departmental

Staff reported that janitorial supplies and equipment lease payments, which were departmentalized last year, will be consolidated back into Non-Departmental, with a flat budget proposed. The property and liability insurance estimate may fluctuate based on the completion of capital projects including the City Hall renovation and new animal shelter. Janitorial supplies reflect a modest increase (offset by a decrease in departmental office supplies), while postage, freight, and meters remain unchanged. The contingency reserve line reflects a 10% placeholder increase; staff confirmed the City will continue to budget a minimum of \$500,000 toward the unrestricted fund balance, consistent with the current year. Electricity and natural gas costs show slight increases. Staff also discussed the need to replace the City's aging analog telephone system, which is at end of life and must be upgraded to an IP-based system to remain compatible with Tarrant County's forthcoming Next Generation 911 system; the transition, being scoped with IT vendor Net Genius, is expected to reduce costs by eliminating two VoIP hardware systems currently maintained at City Hall and the Police Department, and may need to occur before this budget year ends due to the planned relocation of City Hall operations during renovation. Overall, Non-Departmental expenditures are proposed to increase by \$83,000, the majority attributable to the contingency reserve/unrestricted fund balance allocation.

Administration

The advertising and marketing line item will be removed, having been misallocated to this budget. Awards and banquets remains flat at \$2,000. Computer programming and IT costs are proposed to increase to correct a prior-year budgeting gap that did not account for JotForm and Adobe Pro licensing costs; this increase is partially offset by the discontinuation of the City's LogMeIn remote-access subscription (approximately \$5,000 annually), which is being replaced with an Anthropic Claude AI subscription for several director-level and other positions to support reporting, data analysis, and related tasks. Dues and memberships were reduced, reflecting no ongoing need. Equipment lease payments, office equipment, and office supplies are being moved back to Non-Departmental. Travel and training reflects the City Manager's request to attend the Texas City Management Association (TCMA) conference this year in place of the TML conference, plus additional funds for miscellaneous travel including engagement in Austin and TML Region 8 meetings. Library services remain flat, though staff noted this is the final year of the current agreement and an increase or renegotiation may be needed next year. Legal services reflect an increase due to higher-than-budgeted attorney fees this year resulting from litigation, ordinance review, and an internal personnel investigation; no similar overage is anticipated going forward. The "other services" line, which includes the City Hall alarm and camera system, reflects a reduction following the prior year's capital replacement of that system, which costs less annually to maintain. Professional services (third-party plan review costs through Bureau Veritas and Teague Nall & Perkins) remain flat pending further review, as this cost correlates directly with building permit revenue.

Finance

Bank charges reflect a slight increase due to rising fees. Computer programming, OpenGov, dues and memberships, minor equipment, office supplies, and travel remain unchanged. The TIF contribution line reflects a significant increase, offset by a corresponding revenue increase, based on preliminary figures that may be refined as final numbers are received. Tax appraisal district (TAD) collection fees reflect a slight increase due to new properties added to the tax roll; Council noted that TAD is separately proposing a 5% increase to its own fees charged to member cities. Audit services reflect an increase due to new federal GASB reporting requirements that will require additional auditor verification work. Overall, the Finance Department budget reflects a net increase of \$342,000, the majority attributable to the TIF contribution.

Human Resources

In the HR Director's absence, the City Manager presented on her behalf. Proposed changes include a small increase to dues and memberships; an additional \$1,500 for employee appreciation to help restore prior funding levels for employee recognition events; an additional \$500 for travel and training related to a required certification course; a \$5,000 increase to payroll processing fees tied to service cost increases and payroll volume; and an additional \$1,000 for professional services covering background checks, drug testing, and related services. Miscellaneous and risk management line items remain flat.

City Council

The \$1,500 previously budgeted for the Mayor's computer has been removed, as that purchase was completed this year. All other line items remain flat except travel and training, which Council discussed at length regarding attendance at the TML Annual Conference (San Antonio, November 11–13). Per City policy, in odd-numbered years Council Places 1, 3, and 5 are eligible to attend, along with the Mayor. Council requested that the budget be increased from \$4,000 to approximately \$8,000 to account for registration and estimated hotel/travel costs (approximately \$1,200 per attendee) for the Mayor and three Council members, as well

as coverage for the Emergency Management conference and TML Region 8 meetings. Staff also agreed to order additional business cards for Council members who requested them.

City Secretary

Computer programming and IT costs reflect an increase tied to required updates to the Municode meeting management software and the City website. Publishing and translation costs reflect an increase related to election requirements. Travel and training reflects an increase to resume the City Secretary's professional recertification training.

Parks and Recreation

Staff noted the department has been renamed from "Parks" to "Parks and Recreation" to reflect its expanded role, which now includes oversight of the Parks and Recreation Commission and the City's newly assumed youth baseball and softball sports programming. Staff presented a detailed revenue and expenditure projection for the sports program: anticipated registration revenue of approximately \$38,000–\$39,000 per season (based on an estimated 24 teams of approximately 12 players each at \$135 per player), plus approximately \$5,000 in tournament fundraising, \$5,000 in concessions (a conservative first-year estimate), and \$20,000 in sponsorships per season — totaling approximately \$70,000 per season, or roughly \$140,000 annually. Corresponding expenditures include providing coaches with practice and game equipment, uniforms, batting helmets, catcher's gear, and other supplies that were previously paid for out of pocket by volunteer coaches (approximately \$30,000), plus additional per-season field and officiating costs (approximately \$16,000), yielding a projected surplus of approximately \$20,000 per season. Staff noted new financial controls being implemented for the program, including a single elected board treasurer responsible for cash handling and City oversight of related credit card transactions.

Other Parks and Recreation increases include park maintenance supplies, proposed at \$35,000, covering playground mulch replacement at Johnson Park and Pitman Park (approximately \$25,000, on a roughly three-year replacement cycle), gazebo roof repairs at Johnson Park (approximately \$5,000), upgraded and more inviting park signage including updated rules and two dog-waste bag dispenser stations (approximately \$10,000), and new bolted concrete trash receptacles (approximately \$4,500). Staff noted that signage and other permanent improvements at Johnson Park are being deferred pending a broader master planning process, given that the City's TIF fund has allocated \$2 million over the life of the TIF toward future Johnson Park improvements, potentially including a ballfield overhaul. Council discussed ongoing maintenance priorities at Noel Park and Memorial Park, including playground equipment repair, flag and flagpole replacement (with the U.S. flag to be flown higher than the Texas flag), and repair of damaged outdoor fitness equipment, for which staff is exploring a welding contractor given that some replacement parts are no longer manufactured. Flagpole replacement, funded through CDC, is targeted for completion by October 1. The department's youth sports program budget also includes \$5,000 for miscellaneous youth association costs, \$35,000 for uniforms, \$15,000 for field supplies, \$25,000 for equipment, approximately \$5,000 per season for concession supplies, and approximately \$8,000 per season (\$16,000 annually) for officiating; no capital expenditures are budgeted this cycle. Staff recommended continuing to contract out mowing and grounds maintenance rather than adding City staff, noting it remains more cost-effective than staffing that function internally.

Public Works

Overall costs remain largely consistent with the current year. The street maintenance line item was reduced by \$15,000 and reallocated to a new \$30,000 professional services line item to fund an engineering assessment of the North Race Street bridge, where a recent TxDOT inspection flagged early signs of wear and washout around the box culverts; staff emphasized

there is no current danger to the public, but that the City intends to proactively plan and budget for eventual replacement rather than defer the issue. The remaining street maintenance budget (used for pothole repair and sign replacement, not full repaving) remains at approximately \$50,000, which staff and Council consider adequate based on current spending pace and staff capacity. Staff noted continued work on evaluating residential street improvement priorities funded through Street Improvement Tax revenue, to be discussed further during the budget process.

Fire

Changes to the Fire Department budget are minimal. The ESD grant line item reflects a \$25,000 reduction, as the Emergency Services District has incorporated this previously standalone equipment/PPE grant into the City's annual ESD services contract; the Fire Chief expressed concern regarding the legal basis and operational impact of this change. Medical supplies reflect a \$2,000 increase due to rising costs. Travel and training reflects a \$3,000 increase to expand EMS-focused continuing education, given that approximately 80% of call volume is medical in nature. Equipment maintenance reflects a \$3,000 increase for preventative maintenance on the department's newer vehicle fleet. Medical direction fees reflect a standard annual increase. Capital expenditures reflect a \$21,000 increase, primarily to begin rebuilding funding for firefighter PPE and bunker gear (approximately \$4,500 per set) previously covered by since-exhausted ARPA grant funding, as well as to begin planning for the eventual replacement of self-contained breathing apparatus air packs (approximately \$11,000 each, with 12 currently in service) and station recliners (approximately \$700 each).

Police

The Police Department budget reflects minimal change from the current year. Professional services funding for background investigations and psychological testing continues, reflecting ongoing difficulty filling vacant positions due to high rates of applicant disqualification; the Chief noted that improving starting salaries could improve the quality and retention of applicants going forward, and that outsourcing background investigations to a third party (also used by Fire and Dispatch) helps the department meet increasingly stringent state-mandated requirements while reducing internal staff burden and turnaround time. Computer equipment funding reflects a significant decrease compared to the current year, in which nearly all in-vehicle tablets required replacement to meet new state (CJIS) Windows 11 compliance requirements; the coming year's budget reflects a smaller, ongoing replacement cycle including several desktop computers. Council also discussed jail operations, noting that prisoner supply and food costs are budgeted under Dispatch/Communications rather than Police, since dispatchers serve as de facto jailers; staff indicated ongoing discussions with partner agencies regarding cost-sharing for shared jail use.

Dispatch / Communications

Subscriber fees for radios reflect an annual increase tied to per-radio network fees (covering police, fire, and dispatch radios) and additional radios being added to the network. Computer programming and maintenance reflect an increase tied to expanded services from IT vendor Net Genius. Dues and memberships reflect a slight increase due to a new notary testing fee requirement for dispatchers, effective 2025. Employee uniforms reflect a modest increase, the first refresh in approximately three years. Minor equipment reflects an increase to replace dispatch chairs and headsets that have been in service since 2023. The emergency notification system reflects a net reduction going forward following the transition from the prior Blackboard/CTY platform to the new HyperReach platform, which is expected to be less costly annually after a one-time cost overlap this year; staff reported positive feedback on the new platform's usability. Professional services reflect an increase tied to background and psychological screening costs associated with two current dispatcher vacancies. Medical direction fees reflect an increase consistent with the department's shared EMS medical

director agreement with Fire. Capital expenditures reflect an increase of approximately \$16,000 to upgrade the jail's Live Scan electronic fingerprinting system, which is approaching end of life and beginning to slow the booking process; staff is exploring a cost-sharing partnership with a partner agency for the upgrade.

Animal Services

Staff requested an overall increase of approximately \$21,400 (approximately 20%), reflecting an anticipated 25% increase in animal intake. Increases include medical expenses (vaccinations, rabies shots, and spay/neuter services), biohazard waste disposal, computer programming (to equip field officers with laptops for real-time use of the PetPoint system to improve owner reunification in the field), drug supplies (sedation and euthanasia), employee uniforms (increasing from three to five uniforms per employee), minor equipment (field capture and staff safety equipment), travel and training (new staff certifications), and building maintenance (in anticipation of the department's move to a significantly larger facility).

Municipal Court

Staff clarified and corrected the municipal judge and court prosecutor fee line items, which had been commingled in prior budgeting; the municipal court judge's flat monthly fee of \$900 is now clearly reflected. Capital expenditures reflect an approximately \$20,000 decrease, as the department's camera and security system upgrade, funded last year through court technology and building funds, is complete; that equipment will be repurposed as part of the future City Hall renovation, which will also include additional cameras funded through the TIF project design.

Civic Center

No changes are proposed to the Civic Center budget. Contract janitorial services scale with facility usage and associated rental revenue. The \$12,000 replacement reserve for tables and chairs is proposed to remain flat to fund ongoing replacement of worn furniture.

Fleet

No changes are proposed to the overall number of City vehicles, though some vehicle-type changes are anticipated, resulting in an estimated \$10,000 budget increase pending final figures from an upcoming meeting with the City's fleet leasing vendor, Enterprise. Vehicle maintenance costs are trending favorably and are not proposed to increase. Fuel costs are proposed to remain flat given ongoing price volatility.

General Discussion

Council and staff discussed the City's continued priority of addressing the General Fund's unrestricted fund balance deficit, with an emphasis this budget cycle on achieving competitive employee compensation adjustments ahead of additional equipment or staffing requests, which staff anticipate will return in future budget cycles as the deficit is resolved. Staff also noted continued benefits from the City's newer budgeting software, which has improved cross-department visibility and reduced reliance on manually maintained spreadsheets.

Next Meeting

Staff advised that the regularly scheduled Council meeting the following week will be cancelled due to a lack of agenda items. The next budget discussion is scheduled for the Special Called Meeting and Budget Work Session on July 28, 2026, at which staff will present refined revenue projections (based on the anticipated certified tax roll), updated fee schedule

changes, and further-refined expenditure figures, including fleet and benefits costs. Council agreed to move the start time of that meeting to 1:00 P.M.

3. ADJOURN

Mayor Richardson adjourned the meeting at 2:40pm.

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Monday July 6, 2026.

/s/ Mindi Parks
City Secretary

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EVERMAN CITY COUNCIL SPECIAL CALLED MEETING & BUDGET WORK SESSION

Tuesday, July 28, 2026 at 1:00 PM
213 North Race Street Everman, TX 76140

MINUTES

1. MEETING CALLED TO ORDER

2. CITIZEN'S COMMENTS

No citizen comments were presented.

3. CONSIDERATION AND POSSIBLE ACTION

- A. RESOLUTION NO. 2026-07-01 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, APPROVING AN ENGINEERING PROPOSAL AND SCOPE OF SERVICES WITH TEAGUE NALL AND PERKINS, INC. FOR THE EVERMAN PARKWAY/RACE STREET TEMPORARY TRAFFIC SIGNAL PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT AND RELATED DOCUMENTS; APPROVING THE ALLOCATION AND EXPENDITURE OF FUNDS FOR ENGINEERING AND CONSTRUCTION OF THE PROJECT IN AN AMOUNT NOT TO EXCEED \$273,200.00; PROVIDING FOR REIMBURSEMENT THROUGH THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS REGIONAL TRANSPORTATION COUNCIL; AND PROVIDING AN EFFECTIVE DATE.

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

Motion Carried.

4. DISCUSSION ITEMS

- A. Budget Workshop #3 - Proposed Tax Rate, Revenues, Updated Fee Schedules

Budget Performance Update: The City Manager reported that overall budget performance for the current fiscal year has been strong, with revenues meeting or exceeding projections. Departments have worked to limit spending, and the General Fund is performing well overall.

Water & Sewer Fund Rate Study: Staff reported that the Water & Sewer Fund is experiencing a deficit, driven primarily by the water side of the utility (approximately \$300,000), while the sewer side remains self-sustaining. For the first time in 26 years, the City conducted a full cost-of-service study — assisted by the use of an artificial intelligence data-analysis tool — rather than relying solely on peer-city rate surveys and CPI-based adjustments as in past years. The study identified unaccounted-for increases from the Northern Trinity Groundwater Conservation District, the City of Fort Worth, and additional pump and maintenance costs. Staff presented three options: (A) an 11% water rate increase phased over three years, which would leave a deficit for two additional years; (B) a one-time 25% increase to reach a level position with minimal reserve cushion; and (C) staff's recommendation of a 33% increase in year one, projected to result in a roughly \$15.65 monthly increase for the average residential customer and to generate approximately \$120,000 in combined water and sewer surplus for

reserve building and contingencies. Staff compared proposed rates to peer cities including Kennedale, Cedar Hill, and Pantego, noting Pantego is the most comparable system as it also relies solely on groundwater wells rather than purchased surface water. No increase to sewer rates was proposed. Council discussed communicating the change to residents through a rate brochure similar to the one distributed during the last significant rate adjustment in 2020–2021, and staff indicated an intent to conduct this cost-of-service evaluation annually going forward to avoid similar shortfalls.

Updated Fee Schedule: Staff presented a comprehensive update to the City's fee schedule, the first full review in some time. Notable changes include: a 25% increase to the residential certificate of occupancy fee; consolidation of the commercial certificate of occupancy fee and annual fire inspection fee into a single \$350 annual fee, paired with a new compliance follow-up program for commercial fire inspections; correction of a prior typographical error so that working without a permit is assessed at double the permit fee (a penalty) rather than an amount equal to the permit fee; a new valuation-based fee table for demolition permits, replacing the prior flat \$100 fee; a new fee table for flood development permits, which previously were passed through without recovering staff cost; increased alarm permit fees; a new Fire Marshal fire-watch fee aligned with the off-duty police security fee schedule; and a 10% increase to Civic Center rental fees, which have not been raised since the facility opened and currently only marginally cover operating and maintenance costs. Staff also presented restructured animal services fees, including new fees for owner-surrendered and out-of-jurisdiction animal surrenders, intended to help offset the cost of caring for surrendered animals (estimated at approximately \$400 per animal) and to discourage irresponsible surrenders.

Proposed Property Tax Rate: Staff reported that the Tarrant Appraisal District did not conduct a residential reappraisal this year, contrary to the City's understanding of a two-year reappraisal cycle; the appraisal district has since indicated it will instead follow a three-year cycle. As a result, the City's median household value declined from approximately \$190,000 to \$180,000, driven largely by approved value protests rather than any decline in market conditions. Because the no-new-revenue tax rate rose as a result of the lower median value, and because this year's voter-approval rate is lower than the no-new-revenue rate, the City cannot adopt a rate above approximately \$1.050888 per \$100 valuation without voter approval. Staff proposed adopting a rate of \$1.05, which, notwithstanding being a higher nominal rate than last year, is expected to result in the City raising approximately \$128,070 (3.13%) less property tax revenue than under last year's adopted rate. Revenue attributable to new construction added to the roll this year is approximately \$3,556, reflecting minimal new construction activity on this year's certified roll. Overall, total property tax levy is still expected to increase, from approximately \$3.5 million to \$3.9 million (approximately \$3.5 million to the General Fund and \$411,000 to debt service), due to prior-year new construction (including Hannah Ranch) rolling onto the certified tax roll. Council discussed the broader effect of ongoing state-level property tax relief efforts and appraisal district changes on the City's ability to recover the cost of services and compete for commercial investment. Council reached consensus to move forward with staff's recommendations on the proposed water rate, fee schedule, and tax rate as a working basis for the budget.

Revenue Overview: Staff presented proposed revenues across all funds totaling approximately \$15.7 million, an increase of approximately \$1.8 million over the current year. By fund, proposed changes include an increase of approximately \$1.1 million in the General Fund, an increase of \$344,000 in the Water & Sewer Fund (reflecting the proposed rate adjustment), a slight decrease in the Debt Service Fund, and significant increases (trending approximately 40% year-over-year) in the Economic Development Corporation, Street Improvement Tax, and Crime Control District sales tax funds.

General Fund revenue line items were reviewed in detail, including increases in property tax revenue (+\$313,000) and sales tax revenue (+\$217,000, for a total of \$847,000), additional

mixed beverage tax revenue tied to a new business, modest increases in building, electrical, mechanical, and plumbing permit fees, an increase in the garage sale fee based on historical performance, an increase in the liquor license fee tied to a new business, continued uncertainty around ambulance fee revenue pending review by the Fire Chief and the new EMS billing/NASA program, flat animal adoption fees with a modest increase to animal control fees, flat Civic Center fee projections paired with a renewed marketing effort, and an anticipated increase in commercial inspection fee revenue tied to the new annual fire-inspection compliance program. Staff also reviewed youth sports registration fees (anticipated at \$76,000, tied on a sliding scale to related program expenditures), Soccer 5 facility proceeds (anticipated at \$100,000, based on a 10% share of gross revenues under the facility agreement), and transfers in from other funds (approximately \$1,361,129), which represent each fund's proportional share of shared administrative costs (bank charges, City Secretary and financial administration costs, utilities, fleet costs, legal services, and similar shared expenses), calculated based on each fund's usage.

Special Revenue and Other Funds: Staff reviewed anticipated revenues for the Community Development Corporation (CDC) Fund (\$400,000 in sales tax revenue), the Tax Increment Financing (TIF) District (\$775,000 in revenue, with approximately \$661,000 projected to roll to unrestricted fund balance after expenses), the Street Improvement Tax Fund (\$210,000, with \$160,000 to be transferred for street maintenance and \$50,000 retained in reserve), and the Crime Control District Fund (\$210,000, with approximately \$203,000 transferred to the General Fund to offset police vehicle fleet costs and the remainder retained in savings). The Debt Service Fund, which covers the City's 2013 and 2020 bond issues and the fire engine debt payment, was also reviewed. The 2020 Certificates of Obligation Construction Fund was noted as nearly depleted (approximately \$1,600 remaining, related to accrued interest) and will be zeroed out and closed.

Water & Sewer Fund revenue line items were reviewed, including rental property registration fees, penalty and reconnect fees, sewer and water sales revenue reflecting the proposed rate study, and water impact fees. Staff noted a modest decrease in anticipated interest income due to a reduced unrestricted fund balance. The proposed budget reflects an anticipated \$180,000 increase to the Water & Sewer Fund balance under the recommended rate adjustment.

Staff reported that the overall proposed budget is close to balanced, within approximately 1–2%, and that work will continue over the coming weeks to finalize revenue projections and review proposed expenditures for potential reductions, with an updated budget to be presented at the next regular Council meeting.

Other Business

Staff confirmed that the next regular City Council meeting is scheduled for August 11, 2026, and will include recognition of Hickory Sticks' 50th anniversary, along with updated budget figures for Council review. Staff further noted that a public hearing on the proposed budget and tax rate, along with a meeting to formally adopt the budget and tax rate, is scheduled for August 25, 2026, with formal adoption anticipated in September 2026.

5. ADJOURN

Mayor Richardson adjourned the meeting at 2:34pm.

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Wednesday, July 22, 2026.

/s/ Mindi Parks
City Secretary

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Proclamation

Gun Safety Awareness Month

WHEREAS, unsecured firearms pose a significant safety risk, particularly to children, and when firearms are not stored safely and securely and are accessible to unsupervised minors, the risk of injury or death increases substantially; and

WHEREAS, in the United States, approximately 350 children gain access to a loaded firearm each year and unintentionally shoot themselves or another person; and between 2024 and 2026, Cook Children's Hospital treated 121 firearm-related injuries, the majority of which were unintentional and occurred in the home; and

WHEREAS, when children unintentionally discharge a firearm and injure another person, the victim is most often a sibling or friend; and

WHEREAS, in 2024, the United States Surgeon General identified firearm violence as a critical public health crisis in the United States; and

WHEREAS, an estimated 7 million minors in the United States live in homes with at least one loaded and unlocked firearm, and research shows that between 70 and 90 percent of firearms used in youth suicides, unintentional shootings involving children, and school shootings carried out by individuals under the age of 18 are obtained from the home or the homes of relatives or friends; and

WHEREAS studies suggest that even modest increases in the number of American households that securely store firearms could prevent nearly one-third of youth firearm deaths resulting from suicide and unintentional injury; and

WHEREAS, providing communities with education, resources, and support to practice responsible firearm handling and secure storage is a meaningful and actionable step toward creating safer homes, neighborhoods, and communities throughout our city, county, and state.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, that August, 2026, is hereby proclaimed as "GUN SAFETY AWARENESS MONTH" in the City of Everman, Texas, and the City Council encourages all citizens to promote responsible gun ownership, secure firearm storage, and community education to help prevent firearm-related injuries and deaths among children and families.


Honorable Mayor Ray Richardson



Proclamation

HONORING THE 50TH ANNIVERSARY OF HICKORY STICK BBQ AND DECLARING AUGUST 12, 2026 AS “HICKORY STICK BAR-B-Q DAY”

WHEREAS, Hickory Stick Bar-B-Q was founded in 1976 by the late Johnnie Jones and has proudly served Everman and the surrounding region for fifty years; and

WHEREAS, the restaurant’s tradition continues under the ownership and leadership of Johnnie’s son, Mark Jones, who began working in barbecue at the age of fourteen and has devoted decades to perfecting the preparation and smoking of Hickory Stick’s meats; and

WHEREAS, Hickory Stick Bar-B-Q, has remained committed to the traditions established by its founder, including the use of Johnnie Jones’ original secret sauce recipe, together with quality smoked meats, generous portions, and exceptional customer service; and

WHEREAS, over the course of five decades, Hickory Stick Bar-B-Q has grown from a humble one-room restaurant into a treasured gathering place with multiple dining areas, a patio for special events and celebrations, and catering services that extend its hospitality throughout the community; and

WHEREAS, Hickory Stick Bar-B-Q has welcomed generations of loyal customers from Everman, across Texas, throughout the United States, and around the world, many of whom have become part of the Hickory Stick family; and

WHEREAS, the restaurant has earned regional and statewide recognition and has been featured by publications including D Magazine, Fort Worth Weekly, Texas Monthly, Fort Worth Magazine, and the Fort Worth Star-Telegram; and

WHEREAS, Hickory Stick Bar-B-Q is far more than a restaurant, having become a beloved Everman institution, a source of local pride, and an important part of the history, identity, and character of our community; and

WHEREAS, Mark, Marci, and the entire Jones family have been extraordinary partners to the City of Everman, generously supporting community programs, local organizations, civic initiatives, special events, and neighbors in need; and

WHEREAS, the City of Everman is proud to recognize the Mark & Marci Jones, family members, employees, customers, and supporters whose hard work and loyalty have contributed to this remarkable fifty-year milestone; and

WHEREAS, August 12, 2026, marks an occasion worthy of celebration and provides an opportunity for the entire community to recognize Hickory Stick Bar-B-Q’s enduring legacy of hospitality, service, partnership, and authentic Texas barbecue.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, that August 12, 2026, is hereby proclaimed as “HICKORY STICK BAR-B-Q DAY” in the City of Everman, Texas, and all residents, business, and community partners are encouraged to join the City in celebrating the 50th anniversary of Hickory Stick Bar-B-Q and honoring its outstanding contributions to Everman and the greater community.

Honorable Mayor Ray Richardson

RESOLUTION NO. 2026-08-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, APPROVING AND ADOPTING THE EVERMAN YOUTH ATHLETICS YOUTH BASEBALL & SOFTBALL PROGRAM POLICY; AUTHORIZING THE CITY MANAGER AND PARKS & RECREATION COORDINATOR TO ADMINISTER AND IMPLEMENT THE POLICY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Everman operates Everman Youth Athletics as a recreational youth sports program of the City of Everman Parks & Recreation Department; and

WHEREAS, the City desires to provide safe, affordable, inclusive, and developmentally appropriate youth baseball and softball opportunities that emphasize skill development, sportsmanship, teamwork, and a lifelong enjoyment of athletics; and

WHEREAS, the proposed Everman Youth Athletics Youth Baseball & Softball Program Policy, Version 1.0, establishes the operational rules, expectations, and procedures applicable to participants, parents and guardians, coaches, volunteers, City staff, sponsors, vendors, umpires, and spectators involved in the program; and

WHEREAS, the policy establishes the governance structure for the program, with the City Council serving as the ultimate policy authority, the City Manager providing administrative oversight, the Parks & Recreation Commission serving in an advisory capacity, and the Parks & Recreation Coordinator managing the program’s day-to-day operations; and

WHEREAS, the policy addresses, among other matters, player eligibility, divisions and playing rules, registration, financial assistance, team formation, coach and volunteer requirements, codes of conduct, safety protocols, facilities, equipment, uniforms, concessions, sponsorships, discipline, grievances, communications, insurance, and nondiscrimination; and

WHEREAS, the policy provides that it is to be approved by the Everman City Council and that future amendments may be made upon recommendation of the Parks & Recreation Commission and approval of the City Council; and

WHEREAS, the City Council finds that adoption of the policy will provide consistent standards for the administration of the program, promote participant safety and sportsmanship, establish clear expectations for all persons involved, and support the orderly and successful operation of Everman Youth Athletics; and

WHEREAS, the City Council finds that approving and adopting the policy is in the best interests of the City of Everman, its residents, program participants, and the public.

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

SECTION 1. FINDINGS INCORPORATED

The findings and recitations contained in the preamble of this Resolution are hereby found to be true and correct and are incorporated into the body of this Resolution for all purposes as if fully set forth herein.

SECTION 2. POLICY APPROVED AND ADOPTED

The City Council hereby approves and adopts the Everman Youth Athletics Youth Baseball & Softball Program Policy, Version 1.0, attached to this Resolution as Exhibit “A” and incorporated herein by reference for all purposes.

The policy shall govern the administration and operation of the Everman Youth Athletics Youth Baseball & Softball Program and shall apply to all participants, parents and guardians, coaches, volunteers, City staff, sponsors, vendors, umpires, spectators, and other persons participating in or attending program activities.

SECTION 3. ADMINISTRATION AND IMPLEMENTATION

The City Manager is authorized and directed to administer and implement the policy and to take all actions reasonably necessary to carry out its purposes.

The Parks & Recreation Coordinator is authorized to establish seasonal schedules, registration periods, local playing rules, administrative forms, acknowledgment forms, safety procedures, volunteer assignments, and other operational requirements consistent with the policy.

The City Manager may assign or delegate administrative responsibilities under the policy to appropriate City employees or authorized representatives.

SECTION 4. NONSUBSTANTIVE ADMINISTRATIVE CHANGES

The City Manager is authorized to approve nonsubstantive administrative revisions to the policy that do not materially alter its purpose, fees, eligibility requirements, disciplinary procedures, participant rights, or major operational rules.

Permitted administrative revisions may include:

Correcting typographical, grammatical, formatting, numbering, or cross-reference errors;

Updating titles, department names, contact information, forms, or administrative terminology;

Updating references to external rules, schedules, organizations, or governing authorities;

Making clarifying changes that do not substantively alter the rights, duties, or obligations established by the policy; and

Updating seasonal dates, deadlines, schedules, or similar operational information.

Material amendments shall be presented to the City Council for approval in accordance with the amendment procedures contained in the policy.

SECTION 5. FEES

The registration fees, discounts, financial-assistance provisions, and other charges contained in the policy are hereby approved as part of the policy.

Any future material adjustment to registration fees or other program charges shall require approval by the City Council unless otherwise authorized by ordinance, resolution, or another duly adopted City policy.

SECTION 6. COMPLIANCE WITH APPLICABLE LAW

The policy shall be administered in accordance with applicable federal and state law, the City Charter, City ordinances, and other duly adopted City policies.

Where a provision of the policy conflicts with applicable law, the applicable law shall control. Where the policy conflicts with applicable PONY Baseball & Softball requirements, the conflict shall be resolved as provided within the policy.

SECTION 7. SEVERABILITY

If any provision, section, subsection, sentence, clause, or application of this Resolution or the policy is held invalid, unconstitutional, or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

The City Council declares that it would have adopted this Resolution and the policy without the invalid provision.

SECTION 8. EFFECTIVE DATE

This Resolution shall become effective immediately upon its passage and approval.

The Everman Youth Athletics Youth Baseball & Softball Program Policy, Version 1.0, shall have an effective date of August 11, 2026, as reflected on the policy cover page.

PASSED AND APPROVED by the City Council of the City of Everman, Texas, on this 11th day of August, 2026.

APPROVED:

Ray Richardson, Mayor

ATTEST:

APPROVED AS TO FORM:

Mindi Parks, City Secretary

Victoria Thomas, City Attorney



EVERMAN YOUTH ATHLETICS

Youth Baseball & Softball Program Policy

A program of the City of Everman Parks & Recreation Department

Policy Version 1.0 — Effective Date: August 11, 2026

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1. Introduction and Purpose

This Program Policy governs the operation of the Everman Youth Athletics ("EYA") Youth Baseball & Softball Program, a recreational youth sports program operated by the City of Everman Parks & Recreation Department. Everman Youth Athletics is the youth sports program of the City of Everman; for all legal, administrative, financial, and operational purposes, Everman Youth Athletics is the City of Everman. The "EYA" name is a branding and identity used for community recognition, league marketing, and team identity.

This policy establishes the operational rules, expectations, and procedures for the program. It applies to all participants, parents/guardians, coaches, volunteers, staff, sponsors, vendors, umpires, and spectators involved with the program. By registering a player, coaching a team, volunteering, or attending program activities, all parties acknowledge their responsibility to abide by this policy.

1.1 Mission Statement

To provide safe, affordable, inclusive, and developmentally appropriate youth baseball and softball opportunities for the children of Everman and surrounding communities, emphasizing skill development, sportsmanship, teamwork, and a lifelong love of the game.

1.2 Program Values

- **Safety First** — the physical and emotional safety of every child is the program's highest priority.
- **Accessibility** — no child will be turned away on the basis of inability to pay.
- **Sportsmanship** — respect for opponents, officials, coaches, teammates, and the game.
- **Development over Winning** — skill development and fun take precedence over competitive outcomes, especially in the younger divisions.
- **Community** — the program is a gathering point for Everman families and a source of civic pride.
- **Volunteer-Driven** — the program depends on, supports, and recognizes its volunteers.

1.3 Sanctioning

Everman Youth Athletics operates as a PONY Baseball & Softball-sanctioned program. The program follows PONY rules, age determination dates, division structures, and field dimensions as the default framework, modified where appropriate by this policy and by the Parks & Recreation Coordinator and Commission to fit the needs of the local program. Where this policy conflicts with PONY rules, this policy governs unless the conflict relates to PONY tournament eligibility, in which case PONY rules govern for tournament play.

2. Governance and Administration

2.1 Reporting Structure

The Youth Baseball & Softball Program operates within the following structure:

- **Everman City Council** — ultimate policy authority; appoints Commission members; approves budget; adopts and amends this policy.
- **City Manager** — administrative oversight of the Parks & Recreation Department and the Coordinator.
- **Parks & Recreation Commission** — advisory body providing recommendations on program operations, policy, fees, and discipline appeals.
- **Parks & Recreation Coordinator** — day-to-day operational lead for the program; primary point of contact for participants, coaches, volunteers, umpires, and sponsors.
- **Volunteer Coordinators and Coaches** — operational backbone of the program; serve at the discretion of the Coordinator.

2.2 Authority of the Coordinator

The Parks & Recreation Coordinator has operational authority over all aspects of the program, including but not limited to: scheduling, team formation, coach selection, discipline (subject to the appeal process in Section 19), facility use, equipment, sponsorships, and tournament hosting. The Coordinator may delegate specific responsibilities to volunteers or seasonal staff as appropriate.

2.3 Role of the Parks & Recreation Commission

The Commission reviews program operations, hears appeals of disciplinary actions, recommends fee adjustments and policy amendments to City Council, and provides general advisory support. The Commission does not have authority over day-to-day operations.

3. Player Eligibility

3.1 Age Determination

The program follows PONY Baseball & Softball age determination dates. These dates are different for baseball and softball and must be applied accurately during registration:

The Coordinator will publish a player age chart prior to each registration period showing birth-date ranges for each division.

3.2 Residency

The program is open to all youth meeting the age requirements regardless of residency.

3.3 "Play-Up" and "Play-Down" Requests

PONY permits an "And Under" structure that allows players to play one division above their league age in some circumstances. Everman Youth Athletics policy on play-up and play-down requests:

- **Play-Up Requests** — permitted only with written request from the parent/guardian, a skills evaluation by a Coordinator-approved coach or evaluator, and approval of the Coordinator. Requests must be made at the time of registration. Play-up requests will be granted sparingly and only when in the best interest of the player's safety and development.
- **Play-Down Requests** — generally not permitted. Exceptions may be made for documented developmental, medical, or special-needs considerations, with written request and Coordinator approval.
- **Decisions Final** — the Coordinator's decision on play-up or play-down requests is final, subject only to appeal under Section 19.
- **Age Restriction** – Play-Up and Play-Down request are only considered for the division immediately above or below the players league-age division (2 years).

3.4 Special Needs and Accommodations

The program welcomes players of all abilities and will make reasonable accommodations consistent with the Americans with Disabilities Act and applicable state and local law.

Parents/guardians should communicate with the Coordinator at registration regarding any accommodations needed. The Coordinator will work with the family and coaches to support meaningful participation. Where the level of accommodation needed exceeds what the program can reasonably provide, the Coordinator will refer the family to appropriate resources.

3.5 Multi-Program Participation

Players may participate in other baseball/softball programs (including school teams or travel/select teams) concurrently with Everman Youth Athletics. However, players who miss

EYA practices or games due to other team commitments must communicate this to their coach in advance. Repeated unexcused absences may result in reduced playing time per the standard playing-time policy and, in egregious cases, removal from the team at the discretion of the Coordinator.

4. Divisions and Playing Rules

4.1 Division Structure

Everman Youth Athletics organizes play according to PONY Baseball & Softball division structures. Divisions actually offered each season are determined by registration numbers; the Coordinator may consolidate or split divisions as needed.

Division	League Age	Format	Base / Pitching
Foal (Blastball)	3-4 (4U)	T-Ball Format / parental assistance required on the field / no score kept / no outs / fundamentals only	50 ft / N/A
Shetland	5-6 (6U)	Coach-pitch / machine-pitch; tee permitted; no outs/scores in Year One	50 ft / N/A
Pinto	7-8 (8U)	Machine-pitch or coach-pitch progressing to kid-pitch; introductory rules	60 ft / 38-40 ft
Mustang	9-10 (10U)	Kid-pitch; modified PONY rules; lead-offs and steals permitted	60 ft / 46 ft
Bronco	11-12 (12U)	Kid-pitch; standard PONY rules	70 ft / 50 ft
Pony	13-14 (14U)	Kid-pitch; standard PONY rules; offered if enrollment supports	80 ft / 54 ft

Note: Softball divisions use the same PONY names (Shetland, Pinto, Mustang, Bronco, Pony). Softball field dimensions and pitching rules follow PONY Girls Softball rules and differ from baseball. Year-One offerings will depend on registration numbers; the Coordinator may consolidate divisions or operate combined baseball/softball divisions where enrollment is limited.

4.2 Playing Rules

Playing rules are governed in the following order of precedence:

1. This Program Policy and any Coordinator-issued local rules.
2. Interlock Participation Exceptions/Amendments
3. Current PONY Baseball or PONY Softball rules, as applicable.
4. Standard rules of baseball or softball where not otherwise addressed.

The Coordinator will publish the current season's local rules at the start of each season. Local rules typically address: time/inning limits, mercy rules, minimum playing time, courtesy runners, pitch counts (consistent with PONY Pitch Smart), and inclement weather procedures.

4.3 Pitch Count and Arm-Health Rules

All divisions with kid-pitch (Pinto and above) follow PONY Pitch Smart pitch-count limits and required rest days. These rules are non-negotiable and exist to protect player arm health. Coaches and the official scorekeeper are jointly responsible for tracking pitch counts. Violations may result in forfeiture of the game and disciplinary action against the coach. The Coordinator will publish the current Pitch Smart chart prior to each season. Pitch counts are reported and managed within the Interlock reporting system and forms.

4.4 Mercy Rule

Standard PONY mercy rules apply: 15 runs after 3 innings, 10 runs after 4 innings, or 8 runs after 5 innings in age-appropriate divisions. The mercy rule does not apply in Shetland or Pinto where scores are not officially kept.

4.5 Minimum Playing Time

Every rostered player present and able to play must:

- Play a minimum of two (2) defensive innings per game in Shetland through Mustang divisions.
- Play a minimum of three (3) defensive innings per game in Bronco and Pony divisions.
- Bat in the continuous batting order (all players bat in rotation) in all divisions through Mustang. Bronco and Pony may use either a continuous batting order or standard 9-batter lineup with free substitution at the coach's discretion, communicated to the opposing manager before the game.

Coaches who fail to meet minimum playing time without documented cause (injury during game, ejection, or disciplinary action communicated to the umpire and opposing manager) are subject to discipline up to and including removal as a coach.

5. Registration

5.1 Registration Periods

The Coordinator will establish and publish registration periods for each season. Typical timing:

- **Spring Season** — registration opens early December; closes mid-February.
- **Fall Season** — registration opens early June; closes early-August.

Late registration may be accepted at the Coordinator's discretion based on team-balance considerations and roster space. Late registration fees may apply.

5.2 Registration Fees

Division	Early Bird	Regular	Late
Foal	\$55	\$55	\$75
Shetland / Pinto	\$130	\$140	\$160
Mustang / Bronco / Pony	\$130	\$140	\$160
Second sibling discount	\$15 off first/\$10 off additional	\$15 off first/\$10 off additional	\$15 off first/\$10 off additional

Fees are subject to annual review and adjustment by the Parks & Recreation Commission with City Council approval.

Approved and authorized Head Coaches are permitted one free youth registration per season. Assistant Coaches are permitted one 50% discounted registration per season.

5.3 What Fees Include

- Team uniform (Hat/Headband, Jersey, Socks, & Belt)
- Awards
- Umpires for all regular-season games.
- Field use, lighting, and maintenance.
- Equipment shared at the team level (catcher's gear, batting tees, balls for practice and games, bases).
- Insurance coverage as provided through Texas Municipal League and/or PONY sanctioning.

Fees do NOT include: personal equipment (bat, glove, cleats, batting helmet for personal use, personal protective gear), All-Star team fees (if selected), tournament team fees, or photo packages.

5.4 Financial Assistance

Everman Youth Athletics is committed to ensuring that no child is excluded from participation due to a family's inability to pay. Financial assistance is available upon request through a confidential application process.

For purposes of this policy, financial assistance eligibility shall be based on the most recent Median Household Income for the City of Everman as published by the U.S. Census Bureau, American Community Survey or Census QuickFacts.

Families with a household income below the City of Everman Median Household Income may qualify for a fifty percent (50%) reduction of applicable registration fees. Families with a household income at or below fifty percent (50%) of the City of Everman Median Household Income may qualify for a full waiver of applicable registration fees.

To request financial assistance, a parent or guardian must submit a Financial Assistance Request Form at the time of registration. The form may be obtained from the Program Coordinator or through the City's website. The request should include a brief statement of need and general household income information sufficient to determine eligibility. The program does not require detailed financial disclosure unless additional information is necessary to verify eligibility.

The Program Coordinator shall review each request and respond within five (5) business days. Financial assistance may include a full fee waiver, partial fee waiver, payment plan, or assistance with required equipment, depending on the family's eligibility and available program resources.

The Program Coordinator may approve exceptions to the income guidelines when special circumstances exist, including but not limited to temporary unemployment, medical hardship, displacement, foster or kinship care placement, or other demonstrated hardship affecting the family's ability to pay.

All financial-assistance requests shall be kept strictly confidential. No reference to a player's financial-assistance status shall appear in any team roster, communication, public record, or program material, except as required for internal administrative or financial tracking purposes.

5.5 Refund Policy

Timing of Withdrawal	Refund Amount
Before close of registration	100% refund (less any non-refundable processing fees)
After registration closes but before uniforms are ordered	75% refund
After uniforms are ordered but before the first game	50% refund or uniform-only credit

Timing of Withdrawal	Refund Amount
After the first game of the season	No refund (medical exceptions considered case-by-case)

Refund requests must be submitted in writing (email is acceptable) to the Coordinator. Medical exceptions require a note from a licensed medical provider.

5.6 Required Registration Documents

Each player registration requires the following:

1. Completed registration form (online or paper).
2. Copy of birth certificate or other proof of age (kept securely; required only once per player per program).
3. Signed waiver of liability, photo release, and Code of Conduct acknowledgment.
4. Payment of registration fee or approved financial assistance documentation.

6. Season Structure and Schedules

6.1 Annual Calendar

Season	Registration	Practices Begin	Games	Closing
Spring	Early Dec – mid-Feb	Late Feb	Late Mar – late May	End-of-season tournament in older divisions; Closing Ceremony
All-Stars	Selected from Spring rosters	Late May	June – July (tournament play)	End of summer tournaments
Fall	Early Jun – mid-Aug	Late Aug	Early Sep – mid-Nov	Closing event

6.2 Practice Schedules

- Practices begin approximately three to four (3-4) weeks before opening day of each season.
- Teams practice one to two evenings per week, plus optional Saturday or Sunday morning practices.
- Practice times and locations are assigned by the Coordinator.
- Practices on City fields must end by 9:00 PM on weeknights and 8:00 PM on Sundays unless lighting and a Coordinator-approved exception are in place.

6.3 Game Schedules

- Game schedules are produced and distributed by the Coordinator approximately two weeks before opening day.
- Most games are played on weekday evenings, with Saturday games as needed.
- Spring regular season: 10-12 games per team. Fall: 8-10 games per team.
- End-of-season tournaments may be held in Spring.

6.4 Opening Day and Closing Ceremony

- Each season will include an Opening Day Celebration, scheduled as part of the Interlock calendar where applicable. The event may feature team introductions, a ceremonial first pitch, and full concession operations.
- Closing Ceremonies: awards for all players, recognition of volunteer coaches and sponsors.
- Professional Picture Day will occur during each season.

7. Team Formation and Player Placement

7.1 Placement Method

Everman Youth Athletics uses a Skills Assessment, limited freezes, returning-player considerations, sibling considerations, and draft-based placement. This model is intended to maximize positive social experiences for young players while keeping competitive balance reasonable.

7.2 How Placement Works

1. Players are first divided by league age and division.
2. Prior to the start of each season, Everman Youth Athletics may conduct a Skills Assessment Day for each applicable division. The purpose of the Skills Assessment Day is to allow coaches and program staff to observe and evaluate each player's general skill level in order to support fair and balanced team placement.
3. Players shall first be divided by league age and division. Each player's performance during the Skills Assessment Day may be reviewed and scored based on age-appropriate baseball or softball skills, which may include throwing, catching, fielding, hitting, running, game awareness, attitude, and overall readiness for the division.
4. Returning players who played for a coach during the immediately preceding season may remain with that coach for the following season, unless the parent or guardian requests otherwise or the Program Coordinator determines that reassignment is necessary to preserve competitive balance, roster size, or the best interest of the program. Returning players who wish to remain with the same coach may be included within the coach's freeze selections, subject to the five-player freeze limit and Coordinator approval.
5. Each head coach may request to freeze up to five (5) players before Draft Day. Frozen players may include the children of the head coach or assistant coach, returning players, or other players approved by the Program Coordinator. All freeze requests must be submitted before the draft and are subject to review and approval by the Program Coordinator to ensure fairness and competitive balance.
6. After all approved freezes and returning-player placements are established, the remaining players shall be assigned through a Draft Day process involving the coaching staff for that division. The draft process is intended to distribute players fairly across teams based on skill level, age distribution, roster size, positional needs, and overall team balance.
7. The Program Coordinator shall oversee the Skills Assessment Day and Draft Day process and shall have final authority over player placement. The Coordinator may make adjustments before rosters are finalized to correct roster imbalances, resolve conflicts, address sibling placement, or support the overall fairness and success of the league.
8. Siblings registered in the same division may be placed on the same team when practical, unless a parent or guardian requests otherwise. Sibling placement may be

considered during the draft process but shall not override the need to maintain fair and balanced teams.

9. Parent or guardian requests for specific coaches, teammates, or carpool arrangements may be submitted during registration. Such requests may be considered by the Program Coordinator but are not guaranteed.
10. Final team rosters shall be approved by the Program Coordinator. Once rosters are finalized, changes shall only be made when necessary to address late registrations, withdrawals, roster imbalance, safety concerns, or other circumstances determined by the Program Coordinator to be in the best interest of the program.

7.3 Roster Size Guidelines

- Foal: 7-9 players per team.
- Shetland: 10-12 players per team.
- Pinto: 10-12 players per team.
- Mustang: 10-12 players per team.
- Bronco and Pony: 10–12 players per team.

The Coordinator may exceed these guidelines as necessary to accommodate all registered players.

7.4 Roster Changes

Once teams are formed and published, roster changes are not permitted except in the following cases:

- A player withdraws and a new player registers (the new player is assigned by the Coordinator to maintain team balance).
- An exceptional circumstance is approved by the Coordinator in writing (e.g., a coaching change requires moving a coach's child).

Parent or coach requests to move a player between teams after roster publication will not be granted.

8. Coaches

8.1 Volunteer Status

All head and assistant coaches in the Everman Youth Athletics Program are unpaid volunteers. Coaches serve at the discretion of the Coordinator and may be removed at any time for cause as described in this policy.

8.2 Coach Application and Selection

Persons interested in coaching must:

1. Submit a coach application by the published deadline (typically two weeks before the start of practices).
2. Pass a criminal background check at no cost to the volunteer (program-funded).
3. Complete a Coordinator-issued Coaches Acknowledgment, including this policy and the Code of Conduct.
4. Attend the pre-season coaches clinic.

The Coordinator selects head coaches based on the following considerations: experience working with the age group, prior program involvement, completed background check, references where appropriate, and commitment to the program's mission and values. Returning head coaches in good standing have priority for re-selection but are not guaranteed a head coach position.

8.3 Background Check Requirements

All head and assistant coaches, team parents with regular access to children, scorekeepers, and concession-stand volunteers must pass a criminal background check before participating. The background check is conducted by a vendor selected by the City. The following will generally result in disqualification:

- Any conviction for crimes against children.
- Any conviction for violent felonies.
- Any conviction for sexual offenses.
- Pattern of recent convictions indicating unsuitability to work with children.

Other criminal history will be evaluated case-by-case by the Coordinator in consultation with the City Manager. Background check results are kept strictly confidential.

One-time concession volunteers may serve without a background check if supervised by a background-checked adult or City-authorized representative.

8.4 Assistant Coaches

Each team is permitted up to two (2) assistant coaches in addition to the head coach, with the exception of Foal Division which allows for more. Assistant coaches must complete the same

application, background check, and training as head coaches. The head coach may recommend assistants, but assistants are appointed by the Coordinator.

8.5 Coach Responsibilities

- Conduct all team activities safely, fairly, and in accordance with this policy.
- Ensure compliance with minimum playing time, pitch count, and other rules.
- Communicate with parents in a timely, professional, and respectful manner using the Commission-approved messaging app or e-mail only.
- Model sportsmanship and respect for officials, opponents, and the game.
- Maintain a safe practice and game environment, including proper warm-up, hydration, and weather awareness.
- Report any injury, incident, or disciplinary concern to the Coordinator promptly.
- Ensure equipment is returned in good condition at the end of the season.
- Recruit and coordinate parent volunteers (team parent, concession shifts, snack schedule, etc.).

8.6 Coach Conduct

Coaches are role models. The following will result in discipline up to and including removal as a coach:

- Verbal or physical abuse of any player, parent, umpire, coach, or spectator.
- Use of profanity directed at players or in their presence as part of coaching.
- Coaching while under the influence of alcohol or illegal drugs.
- Tobacco, vape, alcohol, or drug use on the playing field, in dugouts, or in immediate proximity to players.
- Engaging in or condoning bullying, hazing, harassment, or discrimination.
- Inappropriate physical contact with a player.
- Communicating with players outside of practice/game time through private channels (text, social media, etc.) without the parent/guardian copied or present. All communication with minor players must include a parent/guardian or be made through a team-wide channel.
- Repeatedly violating program rules, including minimum playing time and pitch count limits.

8.7 Removal of a Coach

The Coordinator may remove a coach immediately for serious violations or following a documented progressive discipline process for lesser violations. A removed coach may appeal under Section 19.

9. Volunteers

9.1 Volunteer Roles

The program depends on volunteers. Common volunteer roles include:

- Team parent (communication, organizing snack schedule, photo day, etc.).
- Concession-stand volunteer.
- Field-prep volunteer (working with Public Works on game-day prep).
- Scorekeeper / pitch-count keeper.
- Opening Day, Closing Ceremony, and tournament volunteers.
- Photography, social media, and historian roles.

9.2 Team-Based Volunteer Requirement

Each family is expected to contribute to the operation of the program. The standard expectation is that each team will cover a minimum of two (2) concession-stand shifts and one (1) field-prep shift per season, organized by the team parent in coordination with the Coordinator. Families unable to volunteer in person may contribute through alternative means (donation of supplies, transport assistance, etc.) at the team parent's discretion.

9.3 Background Checks for Volunteers

Any volunteer with regular, unsupervised access to children (team parent for an extended portion of the season; scorekeeper with regular team contact; concession-stand coordinator) must complete a background check. One-time volunteers and parents helping at occasional events do not require a background check provided they are supervised by a background-checked adult.

9.4 Volunteer Conduct

All volunteers are subject to the same Code of Conduct as coaches and staff (see Section 11). Volunteers may be removed from a role at the Coordinator's discretion.

10. Umpires and Game Officials

10.1 Umpire Assignment

Umpires are scheduled and assigned by the Coordinator. Umpires may be members of a contracted umpire association, individual paid contractors, or qualified volunteers, at the Coordinator's discretion. Umpires are paid per game at rates published annually by the Coordinator.

10.2 Umpire Authority

Once a game begins, the umpire is the sole judge of play and has authority to:

- Enforce playing rules and call balls, strikes, outs, and other plays.
- Eject any player, coach, or spectator for unsporting conduct.
- Suspend or terminate a game for weather, safety, or disciplinary reasons.
- Determine the eligibility of equipment (bats, helmets, etc.).

10.3 Disputes with Umpires

Judgment calls by an umpire are not subject to appeal. Disputes involving the application of a rule (rather than a judgment call) may be raised by the head coach with the umpire at the time of the call. If unresolved, the matter is referred to the Coordinator after the game; the game continues under the umpire's ruling.

10.4 Treatment of Umpires

Umpires are essential to the program and to youth sports generally. Verbal abuse, profanity, threats, or physical contact toward umpires by any participant, coach, parent, or spectator will result in immediate ejection and may result in suspension from the program. Coaches are responsible for managing their players, parents, and spectators.

11. Code of Conduct

All participants in the Everman Youth Athletics Program — players, parents/guardians, coaches, volunteers, staff, sponsors, vendors, umpires, and spectators — are bound by this Code of Conduct.

11.1 Player Conduct

- Respect coaches, teammates, opponents, umpires, and spectators at all times.
- Play hard, play fair, and play within the rules.
- Practice good sportsmanship in victory and defeat.
- Use appropriate language; no profanity, taunting, or trash-talking.
- Resolve conflicts with words, not violence.
- Treat the field, equipment, and facilities with care.
- Follow coaches' instructions during practices and games.

11.2 Parent and Spectator Conduct

- Cheer positively for your team. Do not criticize, mock, or boo any player, official, coach, or opponent.
- Respect umpires' decisions. Judgment calls are not subject to argument from the stands.
- Do not coach from the stands. Allow the coaches to coach.
- Use appropriate language. Profanity, racial slurs, sexual remarks, or other inappropriate language will result in ejection and possible suspension.
- No alcohol, illegal drugs, marijuana, or tobacco products (including vape products) at any City field or facility during program activities.
- No pets on or around the playing fields without prior Coordinator approval (service animals excepted).
- Address concerns about coaches, umpires, or program operations through proper channels (see Section 19), not on the field or in front of players.
- Model the conduct you would like to see from your child.

11.3 Coach and Volunteer Conduct

In addition to all standards above, coaches and volunteers:

- Are role models at all times when affiliated with the program — on the field, online, and in the community.
- Will not single out players for criticism, favoritism, or exclusion.
- Will respect the chain of command — communicate concerns through the Coordinator, not through social media or public channels.
- Will protect the privacy and confidentiality of player and family information.

11.4 Zero Tolerance

The following result in immediate ejection and possible permanent ban from the program:

- Physical assault of any participant, coach, official, or spectator.
- Threats of violence.
- Racial, ethnic, religious, or other discriminatory slurs.
- Sexual harassment or inappropriate conduct toward a minor.
- Bringing weapons to a program facility (excluding lawful concealed-carry by adults consistent with Texas law and City policy).

12. Safety Protocols

12.1 General Safety

- Coaches will inspect equipment and the playing field before each practice and game.
- All batters, base runners, and on-deck batters must wear helmets.
- Catchers (during games or warm-ups) must wear full protective gear at all times.
- Pitchers in age-appropriate divisions must wear chest protection consistent with PONY rules where applicable.
- Metal cleats are prohibited in all divisions through Bronco.
- Throwing of bats, helmets, or equipment is grounds for ejection.

12.2 Concussion and Head-Injury Protocol

Consistent with Texas state law and best practices for youth sports:

1. Any player who sustains a blow to the head and exhibits signs of concussion (confusion, dizziness, headache, loss of consciousness, balance problems, nausea, sensitivity to light, memory issues) shall be immediately removed from play.
2. A player removed for suspected concussion shall not return to play in the same game/practice.
3. Before returning to play, the player must provide written clearance from a licensed medical professional trained in concussion management.
4. All head and assistant coaches will receive concussion-awareness training prior to the season.
5. When in doubt, sit them out.

12.3 Heat Illness Prevention

Spring and Fall practices and games occur in conditions where heat illness is a real risk. The Coordinator will publish heat-policy guidelines including:

- Mandatory water breaks at minimum every 15 minutes during practices in hot weather.
- Ice or cold water available at all team activities.
- Practice modifications or cancellations when the heat index exceeds Coordinator-published thresholds.
- Coach training in recognizing and responding to heat illness.

12.4 Lightning and Severe Weather

Activities will be suspended when lightning is detected within 8 miles or thunder is heard. Standard 30-minute rule applies — activities may resume only after 30 minutes have elapsed since the last lightning or thunder. The Coordinator or designee has authority to suspend or

cancel activities; in the absence of the Coordinator, the umpire (during games) or head coach (during practices) has this authority.

12.5 First Aid

- Each team will be provided a basic first-aid kit at the start of the season; head coaches are responsible for restocking and bringing the kit to all activities.
- An AED is available at the Johnson Park concession stand; coaches will be briefed on its location.
- Coaches are encouraged but not required to complete first-aid and CPR certification. The City may host periodic free training sessions.

12.6 Injury Reporting

All injuries requiring more than minor first aid (a bandage, ice pack) must be documented on a Program Injury Report Form within 24 hours and submitted to the Coordinator. Serious injuries (suspected fractures, head injuries, loss of consciousness, any injury requiring transport for medical care) must be reported immediately by phone.

13. Fields, Facilities, and Equipment

13.1 Field Use

Johnson Park's four youth fields are the primary playing facility for the program. The Coordinator manages all field assignments. Coaches do not have authority to:

- Use a field for practice without a Coordinator-issued schedule.
- Alter or relocate field markings, bases, or equipment.
- Allow play on fields that are closed (red flag posted or notice issued).

13.2 Field-Closure Authority

Field closures due to weather, wet conditions, maintenance, or other reasons are determined by Public Works in coordination with the Coordinator. Coaches and parents may not override a field closure.

13.3 Equipment Provided

The program provides at the team level:

- Catcher's gear (mask, chest protector, shin guards, glove).
- Practice and game balls.
- Batting tee (Shetland) or pitching machine where applicable.
- Bases and field equipment for practices.
- Team uniform (jersey, hat/headband, belt & socks).

Players are responsible for personal equipment including bat, glove, batting helmet (if not shared), athletic protective gear, cleats, and personal items.

13.4 Equipment Standards

- All bats must be USA Baseball-stamped (or USSSA-stamped where applicable to the division) and consistent with current PONY rules.
- Helmets must have intact padding and meet NOCSAE standards.
- Cleats: rubber/plastic only through Bronco; metal cleats permitted only in Pony division.

13.5 Equipment Return

All program-issued equipment must be returned to the Coordinator at the conclusion of each season. Equipment lost or returned in damaged condition (beyond normal wear) may be billed to the responsible coach at replacement cost.

14. Uniforms

14.1 Provided Uniform

Each registered player receives, as part of their registration fee:

- Team jersey with team/sponsor name and player number.
- Team hat/headband
- Uniform Belt
- Socks

14.2 Player-Provided

Players must provide their own:

- Baseball/softball pants (color specified by team).
- Athletic shoes/cleats.
- Personal protective gear (athletic supporter, sliding shorts, etc., as appropriate).

14.3 Uniform Rules

- Players must wear the full provided uniform to all games.
- Jerseys must be tucked in during games.
- Modifications to uniforms (cutting sleeves, adding patches, etc.) are not permitted.
- Lost or damaged uniforms may be replaced at the family's cost.

15. Concession Stand Policy

15.1 City-Operated

The Johnson Park concession stand is operated directly by the City of Everman as part of the Everman Youth Athletics Program. All concession revenue returns to the program. The Coordinator has operational authority over the concession stand, including menu, pricing, hours, staffing schedule, and inventory.

15.2 Volunteer Staffing

The concession stand is staffed entirely by volunteers. Coverage is organized through:

- Team-based volunteer rotations.
- Civic group, faith community, and Everman ISD student volunteers.
- Walk-in volunteers under the Coordinator's supervision.

15.3 Food Safety

The concession stand operates in compliance with Texas Department of State Health Services and Tarrant County Public Health standards for temporary or institutional food service.

Specifically:

- All food handlers receive a brief food-safety orientation before their first shift.
- At least one volunteer per shift holds a current Food Handler certificate; the Coordinator or designee holds the Food Manager certification where required.
- Handwashing, glove use, time/temperature controls, and proper food storage are non-negotiable.
- No outside food may be prepared off-site for sale at the concession stand without Coordinator approval.

15.4 Menu and Pricing

The Coordinator establishes the menu and pricing with input from the Commission. The menu emphasizes affordable, family-friendly options. Pricing is set to generate sustainable revenue while remaining accessible to Everman families. Menu and pricing are reviewed annually.

15.5 Cash Handling

- Only trained and city authorized staff and/or volunteers are permitted to handle cash and/or electronic transactions of any kind.
- Cash and electronic transactions are reconciled at the close of each shift by 2 individuals.
- Deposits are made by the Coordinator or designee following City cash-handling policy.
- Volunteers do not handle deposits.
- Tip jars are not permitted at the concession stand.

16. Photography, Media, and Privacy

16.1 Photo Release

By registering, parents/guardians consent to the program photographing and recording video of players during program activities and using those images for program communications including: the program website, social media, newsletters, sponsorship materials, and program promotional content. Parents/guardians may opt out in writing at the time of registration; opted-out players will be excluded from program-published photography to the extent reasonably possible.

16.2 Personal Photography by Parents and Spectators

Parents and spectators may take photos and video of their own children at games and practices. However:

- Photographs or video focused on other children (not your own) and posted publicly without that family's consent is prohibited and may result in suspension.
- No photography or video is permitted in dugouts, restrooms, or other private areas.
- Drones are not permitted over fields during program activities without prior Coordinator approval.

16.3 Social Media

The program maintains official social media accounts managed by the Social Media Manager and authorized staff/volunteers. Coaches may not create team-specific social media accounts under the program's name or trademarks without Coordinator approval. Any social-media account that uses program or City branding is subject to City social-media policy.

16.4 Player Privacy

Personal information collected during registration (name, address, phone, date of birth, medical information, financial-assistance status) is kept confidential and used only for program operations. The program does not sell or share family information with third parties except as required by law or as necessary for sanctioning, insurance, or background-check purposes.

17. Sponsorships and Fundraising

17.1 Sponsorship Authority

All sponsorship solicitations on behalf of the program are coordinated through the Parks & Recreation Coordinator.

17.2 Sponsorship Tiers

Standard sponsorship tiers are published by the Coordinator. Sponsorships may include team-naming rights, outfield fence signs, event sponsorships, and program-wide recognition. The Commission reviews and approves the annual sponsorship structure.

17.3 Restrictions on Sponsors

The program does not accept sponsorship from:

- Tobacco, vape, or cannabis-related businesses.
- Alcohol-only businesses (restaurants and grocery stores that sell alcohol are eligible).
- Adult-entertainment businesses.
- Firearms retailers (unless approved on a case-by-case basis by the Commission).
- Any business whose products or services are inconsistent with a youth-sports environment.
- Political campaigns, parties, or candidates.

17.4 Team-Level Fundraising

Team-level fundraising (e.g., a team car wash, raffle for team-only expenses) requires prior approval from the Coordinator. Such fundraising must be voluntary at the family level — no family may be required to participate. Funds raised must be used for activities benefiting the team as a whole; private use of fundraising proceeds is not permitted.

18. All-Stars and Tournaments

18.1 All-Star Teams

Everman Youth Athletics will field All-Star teams at the conclusion of each Spring season in eligible divisions, subject to player interest and Coordinator approval. All-Star teams represent the Everman Youth Athletics in summer tournament play and, where applicable, the PONY sanctioned tournament series.

18.2 All-Star Selection

All-Star selection occurs after the Spring regular season and prior to the start of summer tournament play. The selection process is as follows:

1. Coaches submit nominations for their division's All-Star team based on skill, attendance, attitude, and sportsmanship.
2. All Spring-season head coaches in the division participate in an All-Star selection meeting facilitated by the Coordinator.
3. A blind ballot or open vote (as determined by the Coordinator) selects the All-Star roster, typically 12–15 players per team.
4. The Coordinator has final approval authority over All-Star rosters.
5. All-Star coaches are selected by the Coordinator, typically from among Spring regular-season head coaches in the division.

Selection is based on performance during the Spring regular season; players who do not register for Spring are not eligible for All-Stars.

18.3 All-Star Fees

Players selected to All-Star teams may be assessed an additional fee to cover tournament entry fees, additional uniforms, umpires, and team travel where applicable. Fees will be communicated at the time of selection. Financial assistance remains available.

18.4 All-Star Commitment

All-Star play represents an additional time commitment beyond the regular season. Players accepting All-Star selection are expected to attend all All-Star practices and tournament games. A player who cannot commit should decline selection so that an alternate may be named.

18.5 Tournament Hosting

Everman Youth Athletics may host tournaments at Johnson Park as fundraising and community-engagement opportunities. Hosted tournaments are subject to:

- Coordinator approval of tournament dates, format, and operational plan.
- Coordination with Public Works for field preparation.

- Adequate volunteer and umpire coverage.
- Compliance with all program safety and conduct policies.
- Sanctioning, insurance, and host-organization requirements where applicable (USSSA, Super Series, Triple Crown, PONY, etc.).

19. Discipline and Grievance Procedures

19.1 Progressive Discipline

Most violations of this policy are addressed through progressive discipline:

1. Verbal Warning — informal counseling by the Coordinator or coach.
2. Written Warning — documented and placed in the participant's file.
3. Suspension — from a game, multiple games, or the remainder of the season.
4. Removal — from a role (coach, volunteer) or from the program.

The Coordinator may skip steps for serious violations or zero-tolerance offenses (see Section 11.4).

19.2 Ejections

Any participant or spectator ejected from a game by an umpire is automatically suspended for the remainder of that game and must leave the field area. A first ejection in a season results in additional review by the Coordinator. A second ejection results in mandatory suspension from at least the next game. A third ejection in a season results in suspension for the remainder of the season.

19.3 Grievance and Appeal

Any participant, parent, or coach who believes a decision under this policy was unfair or incorrect may appeal:

1. Submit a written grievance to the Coordinator within seven (7) days of the incident or decision.
2. The Coordinator reviews and responds in writing within seven (7) business days.
3. If unsatisfied with the Coordinator's response, the participant may appeal to the Parks & Recreation Commission by written request to the Commission Chair within fourteen (14) days of the Coordinator's response. A fee of \$100 is required to file this appeal.
4. The Commission reviews the appeal at its next regular meeting (or sooner if warranted) and issues a written decision.
5. Commission decisions are final, except in cases involving removal or permanent ban, which may be appealed to the City Council within thirty (30) days. Council decisions are final.

19.4 Confidentiality

Disciplinary matters are handled confidentially. Participants and parents involved in discipline or appeal proceedings should not discuss the matter publicly or on social media. Doing so may itself constitute a violation of this policy.

20. Inclement Weather and Cancellations

20.1 Authority to Cancel

Authority to cancel practices, games, or tournament play due to weather or field conditions:

- All-program cancellations: Coordinator or designee.
- Individual game cancellations after arrival at the field: umpire.
- Practice cancellations during practice: head coach (with Coordinator notification).

20.2 Notification

Cancellation decisions are communicated through the program's official channels: message, email, and social media. The Coordinator aims to make cancellation calls no later than 3:00pm on any given day scheduled game/practice time when possible.

20.3 Make-Up Games

The Coordinator will schedule make-up games where possible. Make-up games may be scheduled on dates not originally on the team calendar, including additional Saturdays or weekday evenings. Not all cancelled games will be rescheduled if doing so would extend the season beyond a reasonable timeframe or create scheduling conflicts.

20.4 No-Refunds for Cancelled Games

Cancelled games due to weather do not entitle families to refunds or fee reductions. Registration fees are set based on the program as a whole, not on a per-game basis.

21. Communications Standards

21.1 Official Channels

Official program communications occur through:

- The Parks & Recreation Coordinator (email, phone).
- The program's registration platform / team-management application.
- The City of Everman website and official social-media accounts.
- Team parent communications under the head coach's direction.

21.2 Coach-to-Player Communication

All communication between coaches and minor players must include the parent/guardian or be conducted through team-wide channels (group text, team app). Private one-to-one messaging between a coach and a minor player outside the parent/guardian's knowledge is prohibited.

21.3 Concerns and Complaints

Concerns about a coach, umpire, opposing team, or program operations should be raised with the Coordinator. Concerns about the Coordinator should be raised with the City Manager. Social-media posts criticizing specific coaches, players, families, umpires, or staff are not appropriate channels for resolving disputes and may constitute a Code of Conduct violation.

21.4 The 24-Hour Rule

Coaches and parents are encouraged to follow the 24-Hour Rule: do not address an emotional concern (a difficult game, a controversial call, a playing-time dispute) immediately after the game. Wait 24 hours, then communicate calmly through the Coordinator or the appropriate channel.

22. Insurance and Liability

22.1 Insurance Coverage

The program carries general liability and participant-accident insurance through TML and/or PONY sanctioning and through the City of Everman's risk-management program. Coverage details are available from the Coordinator on request.

22.2 Waiver of Liability

All participants (or their parents/guardians if minors) sign a Waiver of Liability and Assumption of Risk at registration. This waiver acknowledges the inherent risks of athletic participation and releases the City of Everman, the program, its volunteers, and officials from liability for ordinary injury risks. The waiver does not release the City from gross negligence or intentional misconduct, consistent with Texas law.

22.3 Medical Information

Parents/guardians provide emergency-contact and basic medical information at registration. This information is kept confidential and provided only to coaches and emergency responders as needed. Families with significant medical needs (severe allergies, asthma, diabetes, etc.) should communicate directly with the head coach in addition to providing the information on the registration form.

23. Non-Discrimination

The Everman Youth Athletics Program does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, sexual orientation, disability, family status, or any other protected characteristic in any aspect of program operations, including registration, team placement, coaching assignments, All-Star selection, sponsorship, or employment of any program staff.

Complaints of discrimination may be raised with the Coordinator or, if appropriate, directly with the City Manager or City Council. Complaints will be investigated promptly and confidentially.

24. Policy Adoption and Amendment

24.1 Adoption

This Policy is adopted by the Parks & Recreation Commission and approved by the Everman City Council. The effective date is the date of City Council approval as shown on the cover page.

24.2 Amendments

This Policy may be amended upon recommendation of the Parks & Recreation Commission and approval by the City Council. Proposed amendments should be reviewed and, where time permits, made available for public comment before adoption. Material amendments affecting fees, eligibility, or major operational rules will not take effect mid-season except where required for safety or compliance reasons.

24.3 Annual Review

The Commission will review this Policy annually, typically following the conclusion of the Fall season, and recommend amendments to Council as needed.

24.4 Severability

If any provision of this Policy is held invalid or unenforceable, the remaining provisions remain in full force and effect.

24.5 Conflict with Other Authorities

Where this Policy conflicts with applicable federal, state, or local law, the law governs. Where this Policy conflicts with PONY sanctioning rules, this Policy generally governs, except where PONY tournament eligibility or insurance coverage requires PONY rules to control. Where this Policy is silent, the Coordinator has discretion to make reasonable operational decisions consistent with the program's mission, values, and applicable law.

25. Acknowledgment Forms

The following acknowledgment language will be incorporated into the registration form and signed at registration by parents/guardians (and by coaches and volunteers upon application):

25.1 Parent/Guardian Acknowledgment

"I have read and agree to abide by the Everman Youth Athletics Program Policy and Code of Conduct. I understand that participation in the program is a privilege, and that violations of the Policy may result in discipline up to and including removal of my child from the program and/or my own removal from program activities. I acknowledge the inherent risks of athletic participation and agree to the Waiver of Liability included in the registration documents. I authorize emergency medical treatment for my child if needed and unreachable."

25.2 Coach/Volunteer Acknowledgment

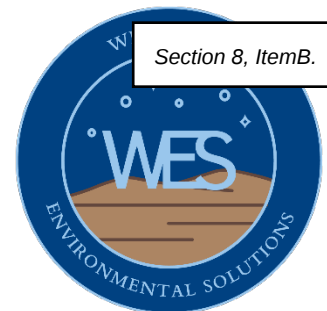
"I have read and agree to abide by the Everman Youth Athletics Program Policy and Code of Conduct. I understand the responsibilities and conduct standards expected of program coaches and volunteers, and I agree to model those standards. I consent to a criminal background check as a condition of my role. I understand that I serve at the discretion of the Parks & Recreation Coordinator and may be removed for cause at any time."

25.3 Player Acknowledgment (Older Divisions)

In Mustang and older divisions, players will also be asked to sign or acknowledge:

"I agree to play hard, play fair, respect my coaches and teammates, respect umpires and opponents, and represent Everman Youth Athletics with sportsmanship. I understand that my actions on and off the field reflect on my team, my family, and my community."

— End of Policy —



April 30, 2026

Attn: Ms. Mindi Parks, TRMC, City Secretary
City of Everman
100 N. Race Street
Everman, Texas 76140

Re: Request for Resolution of Support of Municipal Setting Designation
BAIR Holdings, LLC
5921 and 5933 South Freeway
Fort Worth, Tarrant County, Texas 76134

Dear Ms. Parks:

Whitehead E. S., LLC (Whitehead E. S.) is pleased to present this letter to the City of Everman requesting a Resolution of Support of a Municipal Setting Designation (MSD) for the property located at 5921 and 5933 South Freeway in Fort Worth, Tarrant County, Texas (Site). Currently, the Site is mostly undeveloped land zoned for industrial use with a gas well pad in the southeastern corner. The anticipated future use of the Site is to remain industrial. Whitehead E. S. is sending this letter on behalf of the MSD Applicant, BAIR Holdings, LLC.

The shallow groundwater under the Site has been affected by arsenic, lead, and manganese. These compounds exceed drinking water standards. The on-Site source of the metals in the groundwater is historical waste deposition of iron slag, foundry sand, and baghouse dust. Please note that this MSD will only be in effect for shallow groundwater underlying 5921 and 5933 South Freeway and does not affect the use of groundwater from wells owned by the City of Everman.

A property is eligible for an MSD if: (1) it is within the corporate limits or extraterritorial jurisdiction of a municipality authorized by statute; and (2) a public drinking water supply system exists that satisfies the requirements of Texas Health and Safety Code Chapter 341 and that supplies or is capable of supplying drinking water to the Site and all property within a half-mile of the Site for which the MSD is sought. The Site meets these criteria. The MSD Applicant received Ordinance No. 28315-02-2026 and Resolution No. 6258-02-2026 (copies enclosed) from the City of Fort Worth in support of the MSD on February 27, 2026, prohibiting the use of groundwater beneath the Site.

A Resolution of Support is being requested from the City of Everman because an MSD Public Water Supply Report obtained from Banks Environmental Data (Banks) identified seven public water supply wells within five miles of the Site owned by the City of Everman.

Details for the identified wells are included in the following table:

State Well ID	Well Type	Well Status	Depth (feet)	Address	Approximate Distance to Site (miles)
G2200010A	Public Supply	Active	582	411 W. Trammell Avenue	2.49
G2200010B	Public Supply	Active	1,296	411 W. Trammell Avenue	2.49
G2200010C	Public Supply	Active	586	751 Townley Drive	3.02
G2200010G	Public Supply	Active	1,325	751 Townley Drive	3.02
G2200010D	Public Supply	Active	589	300 Southway Drive	3.26
G2200010E	Public Supply	Active	604	638 Shelby Road	3.43
G2200010F	Public Supply	Active	1,308	638 Shelby Road	3.43

Whitehead E. S. appreciates your assistance in this matter. If you have any questions or would like additional information or resources, please contact Danielle Gygi at 469-609-8080, extension 103, or Michael Whitehead at 469-609-8080, extension 100.

Sincerely,
WHITEHEAD E. S., LLC



Danielle Gygi, GIT
Project Manager

cc: Mr. Ryan Mostad, Water Superintendent, City of Everman

ORDINANCE NO. 28315-02-2026

AN ORDINANCE AMENDING THE CODE OF THE CITY OF FORT WORTH (2015), AS AMENDED, BY THE AMENDMENT OF CHAPTER 12.5, “ENVIRONMENTAL PROTECTION AND COMPLIANCE,” ARTICLE IV “GROUNDWATER AND SURFACE WATER QUALITY,” BY AMENDING APPENDIX “A” “MUNICIPAL SETTING DESIGNATION SITES IN FORT WORTH,” BY THE ADDITION OF SECTION 24 DESIGNATING CFW-MSD-0035A, PROVIDING FOR THE PROHIBITION OF THE USE OF GROUNDWATER FOR POTABLE AND IRRIGATION PURPOSES IN CFW-MSD-0035A; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A FINE OF UP TO \$2,000.00 FOR EACH OFFENSE IN VIOLATION OF THE ORDINANCE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER OF THE CITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, BAIR Holdings, LLC (Applicant) has filed an application for support of a resolution seeking a Municipal Setting Designation (MSD) for the site located at 5921 and 5933 South Freeway, Fort Worth, Texas, the metes and bounds description being attached hereto as Exhibit “A” (Site); and

WHEREAS, notice to all interested parties has been provided in accordance with all applicable law, a public meeting was held on January 8, 2026 in accordance with applicable law, and a public hearing before the City Council was scheduled for the January 27, 2026, but was continued until February 10, 2026; and

WHEREAS, upon passage of a supporting resolution by the City Council, Applicant intends to file a separate application with the Executive Director of the Texas Commission on Environmental Quality (TCEQ) for certification of an MSD for the Site pursuant to Texas Health and Safety Code, Chapter 361, Subchapter W; and

WHEREAS, Applicant has continuing obligations to satisfy applicable statutory and regulatory provisions concerning groundwater and soil contamination investigation and response actions at the Site; and

WHEREAS, the City Council of the City of Fort Worth is of the opinion that it is in the best interest of the public to support Applicant’s application to the Texas Commission on Environmental Quality for a Municipal Setting Designation for the Site; and

WHEREAS, in order for the TCEQ to certify the Site the city must prohibit the potable use of groundwater from beneath the Site; and

WHEREAS, a public drinking water supply system exists that supplies or is capable of supplying drinking water to the Site, and property within one-half mile of the Site; and

WHEREAS, where public drinking water is available, the potable use of groundwater in designated areas should be prohibited to protect public health and welfare when the quality of the groundwater presents an actual or potential threat to human health.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FORT WORTH, TEXAS, AS FOLLOWS:

SECTION 1.

Chapter 12.5 “Environmental Protection and Compliance,” Article IV, “Groundwater and Surface Water Quality,” Appendix A, “Municipal Setting Designation Sites in Fort Worth,” of the Code of the City of Fort Worth (2015) as amended, is hereby amended by the addition of Section 24 to read as follows:

APPENDIX A – MUNICIPAL SETTING DESIGNATION SITES IN FORT WORTH

24. CFW-MSD-0035A

- (a) CFW-MSD-0035A is defined and designated as follows: Being a tract of land situated in the City of Fort Worth, Tarrant County, Texas and being more particularly described by metes and bounds description (Exhibit A) and map of CFW-MSD-0035A (Exhibit B).
- (b) The designated groundwater beneath CFW-MSD-0035A is shallow, perched, discontinuous groundwater that occurs at depths from ground surface to approximately fourteen (14) feet below the ground surface. The affected shallow groundwater is underlain by the Washita Group consisting of the Grayson Marl and Main Street Limestone on the eastern portion of the site, and the Pawpaw Formation, Weno Limestone, and Denton Clay on the western portion the site. The Grayson Marl and Main Street Limestone consists of interbedded limestone and marl with a thickness of 10-60 feet. The Pawpaw Formation, Weno Limestone, and Denton Clay consist of interbedded calcareous marl and layers of alternating clay, marl, and limestone with a thickness of 6-45 feet. The Washita Group serves as a regional aquitard preventing vertical migrations of the chemical of concern to underlying potable aquifers. The affected shallow groundwater is not a designated, recognized major or minor aquifer. The chemicals of concern detected in the designated groundwater are arsenic, lead, and manganese. The chemicals of concern are attributed to historical waste deposition of iron slag, foundry sand, and baghouse dust activities on the site.
- (c) The use of the designated groundwater in CFW-MSD-0035A for potable and irrigation purposes is hereby prohibited. This prohibition is necessary because the contaminant concentrations exceed potable water standards.
- (d) City may perform additional groundwater testing for up to two years after the City issues a Grading Certificate for the Site.
- (e) The City shall require testing to be proven and reported back to Fort Worth City Council and to the community before any progress can happen on the development Site.
- (f) The City will provide advance written notice to the Texas Commission on Environmental Quality, as much as is practicable, prior to enacting an ordinance repealing or amending this section.

SECTION 2.

This ordinance shall be cumulative of all provisions of ordinances and of the Code of the City of Fort Worth, Texas (2015), as amended, except where the provisions of this ordinance are in direct conflict

with the provisions of such ordinances and such Code, in which event conflicting provisions of such ordinances and such Code are hereby repealed.

SECTION 3.

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases 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 by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 4.

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this ordinance shall be fined not more than two thousand dollars (\$2,000.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION 5.

All rights and remedies of the City of Fort Worth, Texas, are expressly saved as to any and all violations of the provisions of the ordinances amended in Section 1, which have accrued at the time of the effective date of this ordinance and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

SECTION 6.

The City Secretary of the City of Fort Worth, Texas is hereby directed to publish the caption summarizing the purpose of this ordinance and the penalty for violating this ordinance for two (2) days in the official newspaper of the City of Fort Worth, Texas, as authorized by V.T.C.A. Local Government Code Subsection 52.013.

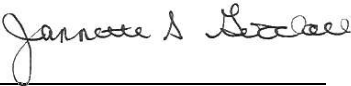
SECTION 7.

This ordinance shall be in full force and effect after its passage and publication as required by law, and it is so ordained.

APPROVED AS TO FORM AND LEGALITY:



Kevin Anders
Senior Assistant City Attorney

CITY SECRETARY


Jannette S. Goodall
City Secretary

ADOPTED: February 10, 2026

EFFECTIVE: February 27, 2026

EXHIBIT A**SITE**

5921 AND 5933 SOUTH FREEWAY
FORT WORTH, TEXAS

LEGAL DESCRIPTION;

Being a tract of land in the Leigh Oldham Survey, Abstract No. 1198, in the City of Fort Worth, Tarrant County, Texas, being a part of that called 57—833/1000 acre tract of land described in Special Warranty Deed to Arltel, Inc. as recorded in Volume 11852, Page 325 in the Official Records of Tarrant County, Texas (O.R.T.C.T.) (hereinafter referred to as "Arltel track"), and being more particularly described as follows:

BEGINNING at a 1-inch found iron rod for the common northeast corner of said Arltel tract and the southeast corner of that called 21—383/1000 acre tract of land described in Warranty Deed to D&KW Family, L.P. as recorded in Volume 12237, Page 1665 O.R.T.C.T., being on the common east line of the Leigh Oldham Survey, Abstract No. 1198 and the west line of the Mitchel Garrison Survey, Abstract No. 598, and being on the west line of Highland Hills Addition, an addition to the City of Fort Worth, Tarrant County, Texas as recorded in Volume 388-22, Page 87 in the Flat Records of Tarrant County, Texas (P.R.T.C.T.);

THENCE South 00 degrees 24 minutes 09 seconds East, a distance of 1,266.94 feet to a 1/2-inch set iron rod with yellow plastic cap stamped "HALFF" (hereinafter referred to as "with cap") for the common southeast corner of said Arltel tract, the southeast corner of the Leigh Oldham Survey, Abstract No. 1198, and being on the north line of Lot B in Block 1 of the Alcon Addition, an addition to the City of Fort Worth, Tarrant County, Texas as recorded in Volume 388—136, Page 33 P.R.T.C.T., and being on the north line of the Sarah J. Rhodes Survey, Abstract No. 1326;

THENCE South 89 degrees 49 minutes 50 seconds West, along the common north line of said Lot B and the south line of said Arltel tract, a distance of 2,078.06 feet to a brass "TEXAS DEPARTMENT OF TRANSPORTATION" monument in concrete found for the northeast corner of that called 0.402 acre tract of land described as Parcel 30 in Deed to the State of Texas as recorded in Volume 6997, Page 1788 in the Deed Records of Tarrant County, Texas and being on the east right-of—way line of Interstate Highway 35-W (variable Width right—of—way);

THENCE North 04 degrees 41 minutes 14 seconds East, departing said common line and along said east right-of—way line, a distance of 59.16 feet to a brass "TEXAS DEPARTMENT OF TRANSPORTATION" monument in concrete found for corner;

THENCE North 07 degrees 49 minutes 09 seconds East, continuing along said east right-of-way line, a distance of 200.79 feet to a point for corner from which the remains of a concrete monument bears North 59 degrees 03 minutes 39 seconds West, a distance of 0.50 feet;

THENCE North 03 degrees 38 minutes 09 seconds East, continuing along said east right—of—way line, a distance of 163.76 feet to an X—cut set for corner;

THENCE North 05 degrees 46 minutes 30 seconds East, continuing along said east right-of-way line, a distance of 318.55 feet to a 1/2-inch set iron rod with cap for the point of curvature of a circular curve to the right, not being tangent to the preceding course, having a radius of 1,100.92 feet, whose chord bears North 03 degrees 36 minutes 17 seconds East, a distance of 20.13 feet;

THENCE Northeasterly, continuing along said east right-of—way line and along said circular curve to the right through a central angle of 01 degree 02 minutes 52 seconds, an arc length of 20.13 feet to a brass "TEXAS DEPARTMENT OF TRANSPORTATION" monument in concrete found for the most southerly corner of that called 0.337 acre tract of land described as Parcel 1 in Deed to the State of Texas as recorded in Document No. D206136252 O.R.T.C.T., and being on a circular curve to the right, not being compound to the preceding course, having a radius of 1,105.92 feet, whose chord bears North 24 degrees 22 minutes 08 seconds East, a distance of 549.69 feet;

THENCE Northeasterly, continuing along said east right-of—way line and along said circular curve to the right, through a central angle of 28 degrees 46 minutes 48 seconds, an arc length of 555. 51 feet to a 1/2—inch found iron rod with cap stamped "COLE 10193871" for the common northeast corner of said called 0.337 acre tract of land and the southeast corner of that called 0.928 acre tract of land described as Parcel 2 in Agreed Judgment to the State of Texas as recorded in Document No. 0209203273 O.R.T.C.T.;

THENCE North 89 degrees 32 minutes 47 seconds East, departing said east right-of-way line and along the common north line of said Artel tract and the south line of said called 21-383/1000 acre tract of land, a distance of 1,766.54 feet to the POINT OF BEGINNING AND CONTAINING 2,504,838 square feet or 57.50 acres of land, more or less.

EXHIBIT B
MAP

5921 and 5933 South Freeway Municipal Setting Designation
MSD 035 South Freeway



Mayor and Council Communication

DATE: 01/27/26

M&C FILE NUMBER: M&C 26-0078

LOG NAME: 2226MSD-035A SOUTH FREEWAY

SUBJECT

(CD 8) Conduct Public Hearing and Adopt Resolution Supporting the Application of BAIR Holdings, LLC for a Municipal Setting Designation for the Site Located at 5921 and 5933 South Freeway, Fort Worth, Texas, 76134 to the Texas Commission on Environmental Quality, and Adopt Ordinance Prohibiting the Potable Use of Designated Groundwater from Beneath the Site Pursuant to Chapter 12.5, Article IV, Division 2 Municipal Setting Designation, if Approved (Continued from a Previous Meeting)

(PUBLIC HEARING - a. Staff Available for Questions: Daniel Miracle; b. Public Comment; c. Council Action: Close Public Hearing and Act on M&C)

RECOMMENDATION:

It is recommended that City Council:

1. Conduct a public hearing to allow the public the opportunity to give testimony on the application of BAIR Holdings, LLC for approval of a Municipal Setting Designation for the site located at 5921 and 5933 South Freeway, an approximately 57.5-acre tract of land located in the Leigh Oldham Survey, Fort Worth, Tarrant County, Texas;
2. Adopt the attached resolution supporting BAIR Holdings, LLC application to the Texas Commission on Environmental Quality for a Municipal Setting Designation for the 5921 and 5933 South Freeway Site; and
3. Adopt the attached ordinance prohibiting the potable use of designated groundwater from beneath the site, if approved.

DISCUSSION:

On December 8, 2025, BAIR Holdings, LLC filed a City of Fort Worth Municipal Setting Designation (MSD) application requesting support to apply for a Texas Commission on Environmental Quality (TCEQ) MSD for the Site located at 5921 and 5933 South Freeway, Fort Worth, Texas 76134. This application to the City satisfies the resubmission criteria of City Code Section 12.5-420, as it has been 12 months since an initial application was submitted for this property.

The application was reviewed by the FWLab, Transportation and Public Works, Development Services, Water, and Environmental Services Departments. On December 14, 2025, the City published notice in the *Fort Worth Star-Telegram* for a public meeting to be held on Thursday, January 8, 2026, at the Highland Hills Community Center, located at 1600 Glasgow Rd. (Public Meeting). The City mailed notices of the Public Meeting beginning on December 16, 2025. On December 21, 2025, staff published its second notice of the Public Meeting in the *Fort Worth Star-Telegram*. By ordinance, notice was issued, and staff conducted a public meeting held at the Highland Hills Community Center, 1600 Glasgow Rd., on Thursday, January 8, 2026.

The groundwater that is sought to be restricted is shallow, perched, discontinuous groundwater that occurs at depths from the ground surface to approximately fourteen (14) feet below the ground surface. The affected shallow groundwater is underlain by the Washita Group consisting of the Grayson Marl and Main Street Limestone on the eastern portion of the site, and the Pawpaw Formation, Weno Limestone, and Denton Clay on the western portion of the site. The Grayson Marl and Main Street Limestone consist of interbedded limestone and marl with a thickness of 10-60 feet. The Pawpaw Formation, Weno Limestone, and Denton Clay consist of interbedded calcareous marl and layers of alternating clay, marl, and limestone with a thickness of 6-45 feet. The Washita Group serves as a regional aquitard preventing vertical migrations of chemicals of concern to underlying potable aquifers. The affected shallow groundwater is not a designated, recognized major or minor aquifer. The chemicals of concern detected in the designated groundwater are arsenic, lead, and manganese. The chemicals of concern are attributed to historical waste deposition of iron slag, foundry sand, and baghouse dust activities on the site.

The Fort Worth Water Department provides water service to all existing residential and commercial/industrial properties located in the project area and within a half mile of the proposed MSD boundary. All undeveloped properties within a half mile of the site are eligible to receive water service from the Fort Worth Water Department.

In 2003, Texas state law created the concept of an MSD. TCEQ may limit the scope of investigations and response actions for groundwater contamination at a site, so long as the groundwater is prohibited for use as a potable water source. Potable water means water used for drinking, showering, bathing, cooking, or irrigating crops intended for human consumption. A person, typically a developer, must apply to TCEQ in order to designate an impacted property. If granted, the developer will not be required to clean up designated groundwater at the site to drinking water standards. However, other cleanup standards, such as inhalation and contact, must still be met. The TCEQ requires that the municipality where the site is located provide a resolution that supports any application and pass an ordinance prohibiting potable use of groundwater at the subject property.

In January 2005, the City Council adopted an ordinance creating a procedure for persons applying to the TCEQ for a MSD which includes application with the City. If approved, this MSD designation is the 35th within the Fort Worth city limit. Approval of the TCEQ MSD application by the TCEQ will support the use of the subject property consistent with the current zoning.

On June 3, 2024, BAIR Holdings, LLC filed an original application with the City seeking support for a MSD for the site located at 5021 and 5022 South Freeway, Fort Worth, Texas 76134. On November 12, 2024, the City Council considered Mayor and Council Community Development Committee Item 0971. The City Council denied the application at that time, citing no site plan. A site plan has been developed as a part of the resubmittal.

Section 8, ItemB.

The location is in COUNCIL DISTRICT 8.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that approval of these recommendations will have no material effect on City funds.

Submitted for City Manager's Office by: Valerie Washington 6199

Originating Business Unit Head: Cody Whittenburg 5455

Additional Information Contact: Wyndie Turpen 6982
Juli Ragland 7251

A Resolution
IN SUPPORT OF THE APPLICATION OF
SOUTH FREEWAY PROPERTY
TO THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
FOR A MUNICIPAL SETTING DESIGNATION (MSD 0035A) LOCATED AT:
5921 and 5933 SOUTH FREEWAY,
FORT WORTH, TEXAS

NO. 6258-02-2026

WHEREAS, the BAIR Holdings, LLC (Applicant) has filed an application for support of a resolution seeking a Municipal Setting Designation for the site located at 5921 and 5933 South Freeway (South Freeway Property), Fort Worth, Texas, the metes and bounds description being attached hereto as Exhibit “A” (Site) to the Texas Commission on Environmental Quality; and

WHEREAS, a public meeting on the application for support was held in Fort Worth on January 8, 2026, and a public hearing was held in Fort Worth on January 27, 2026, and the affected community was duly notified of same and allowed the opportunity to comment; and

WHEREAS, an approved public drinking water supply system exists that supplies or is capable of supplying drinking water to the Site and to locations within one-half mile of the Site; and

WHEREAS, Applicant has filed documentation with the city stating that a contaminant identified within the designated groundwater, associated with historical uses of the Site, that has been detected in concentrations exceeding residential assessment levels for potable use is arsenic; and

WHEREAS, Applicant has further filed documentation with the city stating that this contamination is contained within the shallow, perched groundwater beneath the Site; and

WHEREAS, the City of Fort Worth, by ordinance, shall, upon adoption of this ordinance, prohibit the use of designated groundwater beneath the Site for potable purposes as well as for irrigation; and

WHEREAS, upon passage of this supporting resolution by the City Council, Applicant intends to file an application with the Texas Commission on Environmental Quality for certification of a Municipal Setting Designation for the Site pursuant to Texas Health and Safety Code, Chapter 361, Subchapter W; and

WHEREAS, Applicant has continuing obligations to satisfy applicable statutory and regulatory provisions concerning groundwater contamination investigation and response actions at the Site; and

WHEREAS, the certification of a Municipal Setting Designation for the Site is in the best interests of the community.

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

That the City of Fort Worth City Council supports Applicant’s request to the Texas Commission on Environmental Quality for a Municipal Setting Designation of the Site described in Exhibit A.

The property for which designation is sought is subject to an ordinance that prohibits the use of designated groundwater from beneath the property as potable water and that appropriately restricts other uses of and contact with that groundwater.

Adopted this 10th day of February 2026.

ATTEST:

Jannette S. Goodall

By: _____

Jannette S. Goodall, City Secretary

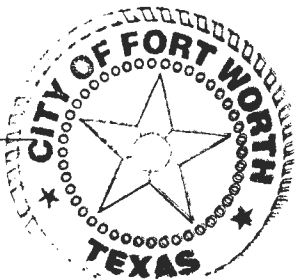


EXHIBIT A**SITE**

5921 AND 5933 SOUTH FREEWAY

FORT WORTH, TEXAS

LEGAL DESCRIPTION;

Being a tract of land in the Leigh Oldham Survey, Abstract No. 1198, in the City of Fort Worth, Tarrant County, Texas, being a part of that called 57—833/1000 acre tract of land described in Special Warranty Deed to Arltel, Inc. as recorded in Volume 11852, Page 325 in the Official Records of Tarrant County, Texas (O.R.T.C.T.) (hereinafter referred to as "Arltel track"), and being more particularly described as follows:

BEGINNING at a 1-inch found iron rod for the common northeast corner of said Arltel tract and the southeast corner of that called 21—383/1000 acre tract of land described in Warranty Deed to D&KW Family, L.P. as recorded in Volume 12237, Page 1665 O.R.T.C.T., being on the common east line of the Leigh Oldham Survey, Abstract No. 1198 and the west line of the Mitchel Garrison Survey, Abstract No. 598, and being on the west line of Highland Hills Addition, an addition to the City of Fort Worth, Tarrant County, Texas as recorded in Volume 388-22, Page 87 in the Flat Records of Tarrant County, Texas (P.R.T.C.T.);

THENCE South 00 degrees 24 minutes 09 seconds East, a distance of 1,266.94 feet to a 1/2-inch set iron rod with yellow plastic cap stamped "HALFF" (hereinafter referred to as "with cap") for the common southeast corner of said Arltel tract, the southeast corner of the Leigh Oldham Survey, Abstract No. 1198, and being on the north line of Lot B in Block 1 of the Alcon Addition, an addition to the City of Fort Worth, Tarrant County, Texas as recorded in Volume 388—136, Page 33 P.R.T.C.T., and being on the north line of the Sarah J. Rhodes Survey, Abstract No. 1326;

THENCE South 89 degrees 49 minutes 50 seconds West, along the common north line of said Lot B and the south line of said Arltel tract, a distance of 2,078.06 feet to a brass "TEXAS DEPARTMENT OF TRANSPORTATION" monument in concrete found for the northeast corner of that called 0.402 acre tract of land described as Parcel 30 in Deed to the State of Texas as recorded in Volume 6997, Page 1788 in the Deed Records of Tarrant County, Texas and being on the east right-of—way line of Interstate Highway 35-W (variable Width right—of—way);

THENCE North 04 degrees 41 minutes 14 seconds East, departing said common line and along said east right-of—way line, a distance of 59.16 feet to a brass "TEXAS DEPARTMENT OF TRANSPORTATION" monument in concrete found for corner;

THENCE North 07 degrees 49 minutes 09 seconds East, continuing along said east right-of-way line, a distance of 200.79 feet to a point for corner from which the remains of a concrete monument bears North 59 degrees 03 minutes 39 seconds West, a distance of 0.50 feet;

THENCE North 03 degrees 38 minutes 09 seconds East, continuing along said east right-of-way line, a distance of 163.76 feet to an X—cut set for corner;

THENCE North 05 degrees 46 minutes 30 seconds East, continuing along said east right-of-way line, a distance of 318.55 feet to a 1/2-inch set iron rod with cap for the point of curvature of a circular curve to the right, not being tangent to the preceding course, having a radius of 1,100.92 feet, whose chord bears North 03 degrees 36 minutes 17 seconds East, a distance of 20.13 feet;

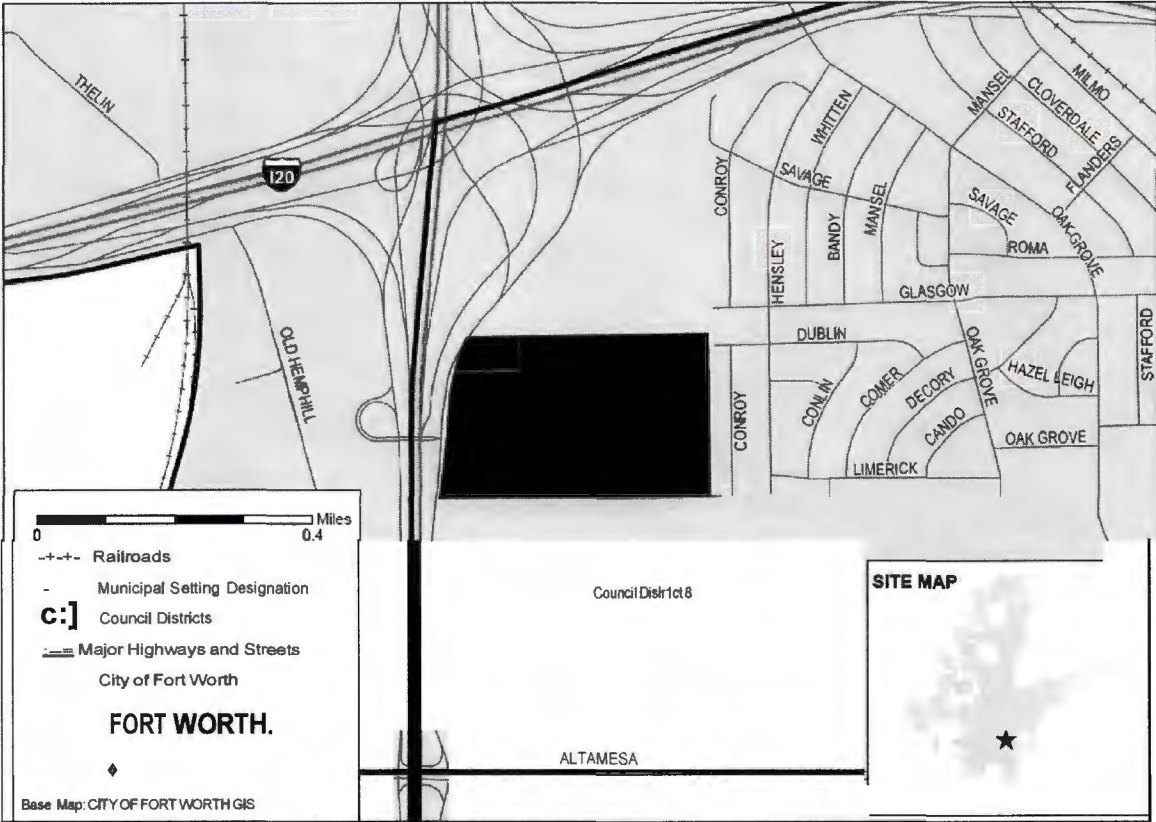
THENCE Northeasterly, continuing along said east right-of-way line and along said circular curve to the right through a central angle of 01 degree 02 minutes 52 seconds, an arc length of 20.13 feet to a brass "TEXAS DEPARTMENT OF TRANSPORTATION" monument in concrete found for the most southerly corner of that called 0.337 acre tract of land described as Parcel 1 in Deed to the State of Texas as recorded in Document No. D206136252 O.R.T.C.T., and being on a circular curve to the right, not being compound to the preceding course, having a radius of 1,105.92 feet, whose chord bears North 24 degrees 22 minutes 08 seconds East, a distance of 549.69 feet;

THENCE Northeasterly, continuing along said east right-of-way line and along said circular curve to the right, through a central angle of 28 degrees 46 minutes 48 seconds, an arc length of 555.51 feet to a 1/2—inch found iron rod with cap stamped "COLE 10193871" for the common northeast corner of said called 0.337 acre tract of land and the southeast corner of that called 0.928 acre tract of land described as Parcel 2 in Agreed Judgment to the State of Texas as recorded in Document No. 0209203273 O.R.T.C.T.;

THENCE North 89 degrees 32 minutes 47 seconds East, departing said east right-of-way line and along the common north line of said Arltel tract and the south line of said called 21-383/1000 acre tract of land, a distance of 1,766.54 feet to the POINT OF BEGINNING AND CONTAINING 2,504,838 square feet or 57.50 acres of land, more or less.

EXHIBIT B
MAP

5921 and 5933 South Freeway Municipal Setting Designation
MSD 035 South Freeway



Document Path: X:\ENVIRONMENTAL\Administration\GIS\Land Quality\MunicipalSettingDesignation\MSD 035 SOUTH FREEWAY.mxd

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 01/27/26

M&C FILE NUMBER: M&C 26-0078

LOG NAME: 2226MSD-035A SOUTH FREEWAY

SUBJECT

(CD 8) Conduct Public Hearing and Adopt Resolution Supporting the Application of BAIR Holdings, LLC for a Municipal Setting Designation for the Site Located at 5921 and 5933 South Freeway, Fort Worth, Texas, 76134 to the Texas Commission on Environmental Quality, and Adopt Ordinance Prohibiting the Potable Use of Designated Groundwater from Beneath the Site Pursuant to Chapter 12.5, Article IV, Division 2 Municipal Setting Designation, if Approved (Continued from a Previous Meeting)

(PUBLIC HEARING - a. Staff Available for Questions: Daniel Miracle; b. Public Comment; c. Council Action: Close Public Hearing and Act on M&C)

RECOMMENDATION:

It is recommended that City Council:

1. Conduct a public hearing to allow the public the opportunity to give testimony on the application of BAIR Holdings, LLC for approval of a Municipal Setting Designation for the site located at 5921 and 5933 South Freeway, an approximately 57.5-acre tract of land located in the Leigh Oldham Survey, Fort Worth, Tarrant County, Texas;
2. Adopt the attached resolution supporting BAIR Holdings, LLC application to the Texas Commission on Environmental Quality for a Municipal Setting Designation for the 5921 and 5933 South Freeway Site; and
3. Adopt the attached ordinance prohibiting the potable use of designated groundwater from beneath the site, if approved.

DISCUSSION:

On December 8, 2025, BAIR Holdings, LLC filed a City of Fort Worth Municipal Setting Designation (MSD) application requesting support to apply for a Texas Commission on Environmental Quality (TCEQ) MSD for the Site located at 5921 and 5933 South Freeway, Fort Worth, Texas 76134. This application to the City satisfies the resubmission criteria of City Code Section 12.5-420, as it has been 12 months since an initial application was submitted for this property.

The application was reviewed by the FWLab, Transportation and Public Works, Development Services, Water, and Environmental Services Departments. On December 14, 2025, the City published notice in the *Fort Worth Star-Telegram* for a public meeting to be held on Thursday, January 8, 2026, at the Highland Hills Community Center, located at 1600 Glasgow Rd. (Public Meeting). The City mailed notices of the Public Meeting beginning on December 16, 2025. On December 21, 2025, staff published its second notice of the Public Meeting in the *Fort Worth Star-Telegram*. By ordinance, notice was issued, and staff conducted a public meeting held at the Highland Hills Community Center, 1600 Glasgow Rd., on Thursday, January 8, 2026.

The groundwater that is sought to be restricted is shallow, perched, discontinuous groundwater that occurs at depths from the ground surface to approximately fourteen (14) feet below the ground surface. The affected shallow groundwater is underlain by the Washita Group consisting of the Grayson Marl and Main Street Limestone on the eastern portion of the site, and the Pawpaw Formation, Weno Limestone, and Denton Clay on the western portion of the site. The Grayson Marl and Main Street Limestone consist of interbedded limestone and marl with a thickness of 10-60 feet. The Pawpaw Formation, Weno Limestone, and Denton Clay consist of interbedded calcareous marl and layers of alternating clay, marl, and limestone with a thickness of 6-45 feet. The Washita Group serves as a regional aquitard preventing vertical migrations of chemicals of concern to underlying potable aquifers. The affected shallow groundwater is not a designated, recognized major or minor aquifer. The chemicals of concern detected in the designated groundwater are arsenic, lead, and manganese. The chemicals of concern are attributed to historical waste deposition of iron slag, foundry sand, and baghouse dust activities on the site.

The Fort Worth Water Department provides water service to all existing residential and commercial/industrial properties located in the project area and within a half mile of the proposed MSD boundary. All undeveloped properties within a half mile of the site are eligible to receive water service from the Fort Worth Water Department.

In 2003, Texas state law created the concept of an MSD. TCEQ may limit the scope of investigations and response actions for groundwater contamination at a site, so long as the groundwater is prohibited for use as a potable water source. Potable water means water used for drinking, showering, bathing, cooking, or irrigating crops intended for human consumption. A person, typically a developer, must apply to TCEQ in order to designate an impacted property. If granted, the developer will not be required to clean up designated groundwater at the site to drinking water standards. However, other cleanup standards, such as inhalation and contact, must still be met. The TCEQ requires that the municipality where the site is located provide a resolution that supports any application and pass an ordinance prohibiting potable use of groundwater at the subject property.

In January 2005, the City Council adopted an ordinance creating a procedure for persons applying to the TCEQ for a MSD which includes filing application with the City. If approved, this MSD designation is the 35th within the Fort Worth city limit. Approval of the TCEQ MSD application by the TCEQ will support the use of the subject property consistent with the current zoning.

On June 3, 2024, BAIR Holdings, LLC filed an original application with the City seeking support for a MSD for the site located at South Freeway, Fort Worth, Texas 76134. On November 12, 2024, the City Council considered Mayor and Council Communication (M&C) 24-0971. The City Council denied the application at that time, citing no site plan. A site plan has been developed as a part of the December 8, 2025 resubmittal.

The location is in COUNCIL DISTRICT 8.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that approval of these recommendations will have no material effect on City funds.

Submitted for City Manager's Office by: Valerie Washington 6199

Originating Business Unit Head: Cody Whittenburg 5455

Additional Information Contact: Wyndie Turpen 6982
Juli Ragland 7251

RESOLUTION NO. 2026-08-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, SUPPORTING THE APPLICATION OF BAIR HOLDINGS, LLC TO THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY FOR A MUNICIPAL SETTING DESIGNATION FOR PROPERTY LOCATED AT 5921 AND 5933 SOUTH FREEWAY, FORT WORTH, TARRANT COUNTY, TEXAS; PROVIDING FINDINGS; PROVIDING A DISCLAIMER OF LIABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, BAIR Holdings, LLC, hereinafter referred to as the “Applicant,” is seeking certification from the Texas Commission on Environmental Quality (“TCEQ”) of a Municipal Setting Designation (“MSD”) for approximately 57.50 acres of property located at 5921 and 5933 South Freeway in Fort Worth, Tarrant County, Texas, more particularly described in **Exhibit “A”**, attached hereto and incorporated herein for all purposes, hereinafter referred to as the “Site”; and

WHEREAS, the Site is located within the corporate limits of the City of Fort Worth and is presently composed primarily of undeveloped property zoned for industrial use, with its anticipated future use remaining industrial; and

WHEREAS, the Applicant has represented that shallow groundwater beneath the Site has been affected by arsenic, lead, and manganese at concentrations exceeding applicable drinking water standards as a result of historical deposits of iron slag, foundry sand, and baghouse dust; and

WHEREAS, the affected groundwater is described as shallow, perched, and discontinuous groundwater occurring from the ground surface to approximately fourteen feet below the ground surface and is not identified as a designated or recognized major or minor aquifer; and

WHEREAS, the Applicant has further represented that geological formations beneath the affected shallow groundwater serve as a regional aquitard that prevents the vertical migration of the identified constituents into underlying potable aquifers; and

WHEREAS, the City Council of the City of Fort Worth adopted Resolution No. 6258-02-2026 supporting the Applicant’s MSD application and Ordinance No. 28315-02-2026 prohibiting the use of designated groundwater beneath the Site for potable and irrigation purposes; and

WHEREAS, a public drinking water supply system exists that supplies or is capable of supplying drinking water to the Site and to properties located within one-half mile of the Site; and

WHEREAS, the Applicant has requested a resolution of support from the City of Everman because an MSD Public Water Supply Report identified seven active public water supply wells owned by the City of Everman within approximately five miles of the Site; and

WHEREAS, the seven City of Everman public water supply wells identified in the report range in depth from approximately 582 feet to 1,325 feet and are located approximately 2.49 to 3.43 miles from the Site; and

WHEREAS, the proposed MSD applies only to the shallow groundwater underlying the Site and, according to the Applicant’s submitted documentation, will not affect the use or operation of groundwater wells owned by the City of Everman;

WHEREAS, certification of an MSD does not eliminate the Applicant’s continuing responsibility to satisfy all applicable statutory and regulatory requirements concerning the investigation, management, remediation, and response to groundwater or soil contamination at the Site; and

WHEREAS, the City Council finds that supporting the Applicant’s request for certification of an MSD by the TCEQ, subject to all applicable state and local requirements, is consistent with the protection of public health and the continued availability of public drinking water.

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

SECTION 1. FINDINGS

The findings and recitals set forth above are hereby found to be true and correct and are incorporated into the body of this Resolution as if fully set forth herein.

SECTION 2. SUPPORT OF MUNICIPAL SETTING DESIGNATION

The City Council of the City of Everman hereby supports the application of BAIR Holdings, LLC to the Texas Commission on Environmental Quality for certification of a Municipal Setting Designation for the property located at 5921 and 5933 South Freeway, Fort Worth, Tarrant County, Texas, as more particularly described in Exhibit “A.”

SECTION 3. CONDITIONS AND LIMITATIONS

The City’s support is expressly based upon the representations and documentation submitted by the Applicant and is subject to the following:

- A. The MSD shall apply only to the designated shallow groundwater beneath the Site;
- B. The designated groundwater beneath the Site shall not be used for potable or irrigation purposes;
- C. The Applicant shall remain responsible for complying with all applicable federal, state, and local laws, regulations, orders, permits, and requirements concerning environmental investigation, remediation, monitoring, reporting, and response actions;
- D. The MSD shall not authorize or permit any action that adversely affects the quality, availability, operation, or regulatory compliance of any public water supply well or water system owned or operated by the City of Everman; and

E. Nothing in this Resolution shall be interpreted as a representation or warranty by the City regarding the environmental condition of the Site, the accuracy or completeness of the Applicant’s technical information, or the likelihood that the TCEQ will approve the application.

SECTION 4. NO ASSUMPTION OF LIABILITY

By adopting this Resolution, the City of Everman does not assume any liability or responsibility for existing or future contamination at or beneath the Site, any required investigation or remediation, any migration of contaminants, or any damages arising from the ownership, operation, development, or environmental condition of the Site.

SECTION 5. AUTHORIZATION

The Mayor, City Manager, City Secretary, and other appropriate City officials are authorized to execute and provide such documents as may be reasonably necessary to evidence the City Council’s adoption of this Resolution, provided that no such document materially expands the City’s obligations or liability.

SECTION 6. EFFECTIVE DATE

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

PASSED AND APPROVED by the City Council of the City of Everman, Texas, on this 11th day of August, 2026.

APPROVED:

Ray Richardson, Mayor

ATTEST:

APPROVED AS TO FORM:

Mindi Parks, City Secretary

Victoria Thomas, City Attorney



CITY OF EVERMAN

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Office of the City Manager

Public Information Requests Management Policy

1. Purpose

The purpose of this policy is to establish a uniform, centralized process for receiving, documenting, assigning, reviewing, and responding to requests for City records.

All requests for records or information received by any City official, employee, department, office, board, commission, volunteer, contractor, or agent must be immediately forwarded to the Office of the City Secretary for review and entry into the City's Public Information Request Management System.

The City will administer requests in accordance with the Texas Public Information Act, Chapter 552 of the Texas Government Code, and other applicable laws.

2. Policy Statement

It is the policy of the City of Everman to provide prompt, fair, consistent, and lawful access to public information.

No individual department or employee may independently process, deny, close, or release records in response to a public information request unless specifically authorized by the City Secretary or the City's designated public information coordinator.

The Office of the City Secretary shall serve as the central coordinating office for all requests and shall oversee each request from initial receipt through final release or closure.

3. Scope

This policy applies to:

- All City departments, divisions, offices, boards, commissions, and programs
- All elected and appointed officials
- All full-time, part-time, temporary, seasonal, and volunteer personnel
- Contractors or third parties who maintain records on behalf of the City
- Records stored on City-owned or personal devices when the records concern official City business
- Requests received through email, mail, hand delivery, telephone, voicemail, text message, social media, online forms, in-person communication, or any other method

A written request delivered through an authorized method may trigger the City's legal duties under the Texas Public Information Act. The City nevertheless requires employees to forward all records-related requests, including oral or informal requests, so the City Secretary can determine how the request should be handled.



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4. Definitions

A. Public Information Request

Any communication seeking access to, inspection of, or copies of records or information maintained by or for the City. A request does not have to cite the Texas Public Information Act or use any particular wording to be treated as a potential public information request.

B. Public Information

Information written, produced, collected, assembled, or maintained in connection with the transaction of official City business, regardless of its physical form, location, or the device on which it is stored. This includes qualifying electronic communications maintained on City-owned or personal devices.

C. PIR Management System

The City's Microsoft 365 and SharePoint-based system used to record, assign, track, process, secure, review, and close public information requests.

D. City Secretary

The City Secretary or an employee formally designated to coordinate public information requests on behalf of the City.

E. Responsive Record

A record that falls within the subject matter, date range, individuals, locations, or categories described in the request.

5. Receipt and Immediate Forwarding of Requests

A. Mandatory Forwarding

Any City official or employee who receives a request for records or information shall immediately forward the request to:

Office of the City Secretary
publicinformation@evermantx.net

Forwarding should occur immediately upon receipt and shall not be delayed until the employee has searched for records, spoken with a supervisor, or determined whether records exist.

When possible, the employee shall forward the original communication, including:

- The complete email or written request
- The date and time received
- The requester's name and contact information
- Any attachments
- The method by which the request was received



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- Any clarification provided by the requester
- The name of the employee who received it

B. Requests Received in Person or by Telephone

When a person orally asks for records, the employee shall:

1. Treat the communication as a potential records request.
2. Obtain the requester's name and contact information, when voluntarily provided.
3. Record a clear description of the records being requested.
4. Promptly send the information to the Office of the City Secretary.
5. Advise the requester that written submission may be required for formal processing under the Texas Public Information Act.

Employees shall not discourage a requester from making a request or require the requester to explain why the records are wanted.

C. Requests Received Through Personal or Informal Channels

A request received through a City employee's personal email, text message, social media account, voicemail, or other informal channel must still be promptly forwarded when it reasonably seeks City records.

D. No Independent Departmental Response

Departments may provide routinely available information, forms, schedules, or public webpages as part of normal customer service. However, when a person asks to inspect, obtain, search for, compile, or receive copies of City records, the request must be forwarded to the City Secretary before records are released.

6. Initial Review and Entry into the PIR Management System

Upon receipt, the Office of the City Secretary shall:

1. Review the communication to determine whether it is a public information request.
2. Preserve the original request and proof of receipt.
3. Enter the request into the Public Information Requests master list.
4. Record the requester's name, email address, request description, date received, lead department, and other required information.
5. Confirm or assign the appropriate status.
6. Allow the system to generate the official request number.
7. Confirm the request is specific enough to allow for proper processing
8. Confirm that the internal due date and statutory action date have been calculated.
9. Confirm that the request folder, Department Responses folder, and Final Release folder have been created.



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10. Confirm that the requester acknowledgement and department assignment notifications were sent.
11. Determine whether charges may apply . If cost exceeds \$40, the City Secretary will formally notify the requester of the cost estimate and must gain approval within 10 days before proceeding.

The City shall use the date the request was received through an authorized method when calculating applicable statutory deadlines.

7. Assignment to Departments

The City Secretary shall identify the department or departments reasonably likely to possess responsive records.

The PIR Management System shall create a Department Assignment for each assigned department and provide authorized department personnel with access to:

- Their Department Assignment item
- The applicable request folder
- The records associated with that request
- The Department Assignment Instructions
- Department employees shall not be granted access to unrelated department assignments or unrelated PIR folders. Each department shall maintain a primary and backup employee responsible for responding to PIR assignments.

8. Department Responsibilities

Upon receiving an assignment, the assigned department shall:

1. Review the request immediately.
2. Begin the records search without waiting until the internal due date.
3. Search all locations reasonably likely to contain responsive records.
4. Contact other employees who may possess responsive records.
5. Upload all potentially responsive records to the assigned PIR folder.
6. Preserve the original content, metadata, attachments, dates, and formatting of records.
7. Enter relevant information in the Department Notes field.
8. Notify the City Secretary of questions, delays, confidentiality concerns, or possible legal issues.
9. Select No Responsive Records only after conducting a thorough search that revealed no Responsive Records.
10. Change the assignment status to Complete only after all required work is finished.

Department heads are responsible for ensuring their departments cooperate fully and promptly with the City Secretary's Office.



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9. Search Requirements

The search for responsive information must be reasonable, thorough, and conducted in good faith.

Depending on the request, departments may be required to search:

- Employee email accounts
- Shared mailboxes
- Network drives
- SharePoint and Microsoft 365 locations
- Department databases and software systems
- Paper files
- Archived or stored records
- Mobile devices
- Text messages
- Personal devices or accounts used to conduct City business
- Records maintained by City contractors or service providers

Employees shall not omit a record merely because it appears confidential, embarrassing, sensitive, privileged, or exempt from disclosure. The City Secretary and legal counsel shall determine whether the record may be released.

10. Internal Due Dates and Reminders

The internal due date is the department's deadline to complete its search and upload records. It is established before the statutory action date to allow sufficient time for:

- Completeness review
- Duplicate removal
- Redaction
- Cost calculation
- Legal review
- Attorney General submissions
- Preparation of the final response
- Release to the requester

The PIR Management System shall send automated reminders for open department assignments that are due today or overdue. Failure to complete an assignment by the internal due date shall be immediately reported to the department head and City Secretary.



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11. Completion of Department Assignments

When a department changes an assignment status to Complete, the system shall record the completion date. When all assignments related to a request are complete, the system shall move the master request to Ready for Final Review and notify the City Secretary.

An assignment may not be marked complete merely because the department believes another department may possess the requested records.

12. Final Review

The City Secretary shall review all completed department submissions to determine:

- Whether the search appears complete
- Whether all likely departments have been assigned
- Whether further clarification is needed from the requester
- Whether duplicate or unrelated materials should be removed
- Whether confidential or excepted information is present
- Whether legal review is necessary
- Whether a ruling from the Office of the Attorney General is required
- Whether the City possesses no responsive records

The City Secretary may return an assignment to a department for additional searching or clarification.

13. Legal Review and Attorney General Rulings

Requests involving potentially confidential, privileged, proprietary, sensitive, law enforcement, personnel, medical, security, or otherwise protected information shall be referred for legal review when appropriate.

When the City seeks to withhold information and no applicable previous determination authorizes withholding, the City Secretary, in coordination with legal counsel, shall take the steps required by law, including requesting a ruling from the Office of the Attorney General within the applicable deadline.

The City Secretary, in coordination with legal counsel, shall be responsible for:

- Preparing the ruling request
- Identifying applicable exceptions
- Notifying the requester
- Notifying affected third parties when required
- Submitting records or representative samples
- Tracking all ruling deadlines
- Processing the records in accordance with the ruling



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Departments shall immediately provide any information requested by the City Secretary or legal counsel for this purpose.

14. Prompt Response and Production

The City shall promptly produce public information that is not confidential or otherwise excepted from disclosure. Promptly means as soon as possible under the circumstances, within a reasonable time, and without delay. If the City cannot produce the responsive records within 10 business days, the City shall provide written notice to the requestor detailing a reasonable date and time when the records will be available.

Within the applicable statutory period, the City shall take one or more of the following actions:

- Release the requested information or in the instance of requesting an Attorney General ruling, release any responsive information that is not the subject of the request for AG opinion.
- Notify the requester when the information will be available
- Request an Attorney General ruling
- Notify the requester that no responsive information was located
- Notify the requester that information is being withheld under an applicable law or previous determination

15. Preparation of Final Release

After completing the final review, the City Secretary shall:

1. Confirm that all responsive records approved for release are located in the Final Release folder.
2. Confirm that required redactions have been applied.
3. Confirm that withheld information is supported by law, a previous determination, or an Attorney General ruling.
4. Confirm that any required charges have been addressed.
5. Confirm that the requester's delivery information is accurate.
6. Change the master request status to Released only when the release package is ready.

The Final Release flow shall verify that release documents are present before sending the requester a records link.

16. Release Blocked Safeguard

If a request is changed to Released but no documents are present in the Final Release folder and the request is not marked No Responsive Records, the system shall:

- Change the status to Release Blocked
- Prevent a release email from being sent
- Notify the City Secretary or designated administrator



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- Keep the request open until the issue is corrected

This safeguard is intended to prevent an incomplete or empty release from being sent to a requester.

17. No Responsive Records

When all assigned departments have completed a reasonable search and no responsive records are located, the City Secretary may mark the request No Responsive Records.

The system may then send the requester a written response confirming that the City did not locate records responsive to the request. A no-records response may not be based solely on an employee's assumption or an incomplete search.

18. Final Release to Requester

Only the Office of the City Secretary, or another employee specifically authorized by the City Secretary, may release records in response to a PIR.

The final response shall be delivered through the PIR Management System or another approved method.

When records are released electronically:

- The requester shall receive an official response email.
- The response shall include the request number.
- The response shall include a secure link to the Final Release folder or files.
- The link may be assigned an expiration period.
- The Date Closed shall be recorded by the system.

Department employees shall not independently email, mail, or hand records to the requester.

19. Request Statuses

The City may use the following statuses within the PIR Management System:

- New
- Assigned
- Waiting on Requester
- Ready for Final Review
- Legal Review
- Ready for Release
- Released
- Closed
- On Hold
- Release Blocked

The City Secretary shall determine the appropriate status and may update it as the request progresses.



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20. Statutory Deadline Monitoring

The PIR Management System shall monitor open requests based on the Statutory Action Date.

Automated notices shall include:

- Due Tomorrow: reminder to the Records Clerk or designated PIR coordinator
- Due Today: urgent reminder to the Records Clerk, with escalation to the City Manager
- Overdue: daily escalation until the request is properly addressed, released, or closed
- The Records Clerk and City Secretary shall review the Statutory Deadlines at Risk dashboard view each business day.

21. Dashboards and Access

A. Executive Dashboard

Provides authorized executive users with an overview of request volume, status, deadlines, blocked releases, and departmental performance.

B. Records Clerk Dashboard

Provides the City Secretary's Office with operational access to active requests, department progress, legal review, final review, release readiness, and statutory deadlines.

C. Department Dashboard

Provides department employees with access only to assignments and request folders for which they have been granted specific permission.

Navigation audience targeting may be used to reduce confusion and display role-appropriate dashboard links. Audience targeting is a navigation feature and shall not replace list, item, folder, or library permissions.

22. Security and Confidentiality

All personnel shall protect records contained in the PIR Management System. Employees shall:

- Use only authorized City systems
- Access only records necessary for assigned duties
- Upload records only to the proper request folder
- Avoid sharing PIR links with unauthorized persons
- Avoid using personal cloud-storage services
- Avoid forwarding records to personal email accounts
- Immediately report accidental access or disclosure
- Preserve all original City records in accordance with retention requirements

Access permissions shall be based on job responsibilities and the specific request assigned.



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23. Records Retention

The request, correspondence, assignments, uploaded documents, release package, legal review materials, cost records, and closing documentation shall be maintained in accordance with the City's records retention schedule and applicable law.

No employee may destroy, delete, alter, or dispose of responsive records after a request has been received, even if the record would otherwise be eligible for routine destruction.

24. Employee Training

Employees whose duties include receiving, searching for, reviewing, or responding to public information requests shall receive training regarding:

- Recognizing a records request
- Immediate forwarding requirements
- Use of the PIR Management System
- Search obligations
- Preservation of electronic records
- Department completion procedures
- Confidentiality and security
- Prohibition against independent release

The City shall display any public information notice or sign required by law in appropriate locations.

25. Prohibited Conduct

Employees shall not:

- Ignore or delay forwarding a request
- Direct a requester away from the City Secretary without forwarding the request
- Ask why the requester wants the records
- Require the requester to identify an exception or statute
- Delete or alter potentially responsive records
- Conceal the existence of records
- Conduct an intentionally incomplete search
- Mark an assignment complete before the search is finished
- Release records directly without authorization
- Make independent decisions regarding confidentiality or withholding
- Use an unofficial system to manage a request
- Retaliate against a requester for making a request
- Shall not request additional identifying information of the requester so long as there has been some form of identifier (i.e. e-mail address, first name only, etc.) in accordance with state law



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26. Failure to Comply

Failure to follow this policy may expose the City to missed deadlines, loss of statutory protections, complaints, litigation, penalties, or unauthorized disclosure of confidential information.

Violations may result in corrective or disciplinary action consistent with City policy and applicable law.

27. Responsibility and Administration

The City Secretary is responsible for administering this policy, maintaining the PIR Management System, coordinating training, monitoring compliance, and recommending procedural updates.

Department heads are responsible for ensuring that employees within their departments:

- Promptly forward all requests
- Complete assigned searches
- Meet internal deadlines
- Preserve responsive records
- Cooperate with the City Secretary and legal counsel

28. Questions

Questions concerning whether a communication constitutes a public information request or how a request should be processed shall be directed to:

Office of the City Secretary
City of Everman
publicinformation@evermantx.net

When in doubt, employees shall forward the communication to the City Secretary rather than attempt to decide independently whether the request must be processed.

RESOLUTION NO. 2026-08-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, APPROVING AND ADOPTING THE CITY OF EVERMAN PUBLIC INFORMATION REQUESTS MANAGEMENT POLICY; DIRECTING THE DIRECTOR OF HUMAN RESOURCES TO INCORPORATE THE POLICY INTO THE CITY OF EVERMAN PERSONNEL MANUAL AND TO MAKE RELATED ADMINISTRATIVE UPDATES; AUTHORIZING IMPLEMENTATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Everman is committed to providing prompt, fair, consistent, and lawful access to public information in accordance with the Texas Public Information Act, Chapter 552 of the Texas Government Code, and other applicable laws; and

WHEREAS, the City Council recognizes the importance of establishing a uniform and centralized process for receiving, documenting, assigning, reviewing, responding to, and closing requests for City records; and

WHEREAS, the proposed City of Everman Public Information Requests Management Policy requires records-related requests received by City officials, employees, departments, boards, commissions, volunteers, contractors, and agents to be promptly forwarded to the Office of the City Secretary for centralized review and processing; and

WHEREAS, the proposed policy designates the Office of the City Secretary as the central coordinating office responsible for overseeing public information requests from initial receipt through final release or closure and prohibits departments or employees from independently processing, denying, closing, or releasing records without appropriate authorization;

WHEREAS, the proposed policy establishes responsibilities and procedures concerning departmental assignments, records searches, internal deadlines, final review, legal review, records release, security, confidentiality, records retention, employee training, prohibited conduct, and compliance; and

WHEREAS, the City Council finds that adoption of the proposed policy will promote accountability, consistency, legal compliance, protection of confidential information, and the timely fulfillment of the City's obligations under state law; and

WHEREAS, the City Council further finds that the requirements of the policy should be incorporated into the City of Everman Personnel Manual, where appropriate, to ensure that all officers, employees, volunteers, and other covered personnel are informed of and accountable for their respective obligations; and

WHEREAS, the policy provides that violations may result in corrective or disciplinary action consistent with City policy and applicable law and assigns responsibility for administration, training, compliance monitoring, and procedural updates to the City Secretary.

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

SECTION 1. FINDINGS INCORPORATED

The findings and recitations contained in the preamble of this Resolution are hereby found to be true and correct and are incorporated into this Resolution for all purposes.

SECTION 2. POLICY APPROVED AND ADOPTED

The City Council hereby approves and adopts the City of Everman Public Information Requests Management Policy, attached hereto and incorporated herein as **Exhibit “A.”**

The policy shall apply to all City departments, divisions, offices, boards, commissions, programs, elected and appointed officials, employees, volunteers, and other persons or entities identified within the policy.

SECTION 3. INCORPORATION INTO PERSONNEL MANUAL

The Director of Human Resources is hereby directed to review the City of Everman Personnel Manual and incorporate the Public Information Requests Management Policy into the Personnel Manual where appropriate.

The Director of Human Resources is further authorized and directed to:

1. Add or revise provisions concerning employee responsibilities for recognizing and immediately forwarding public information requests;
2. Incorporate applicable requirements concerning records searches, preservation, confidentiality, security, records retention, training, and the prohibition against unauthorized release of records;
3. Update provisions concerning employee conduct, compliance, corrective action, and disciplinary consequences to reflect the requirements of the adopted policy;
4. Update cross-references, department names, position titles, forms, procedures, and related administrative language as necessary to ensure consistency between the Personnel Manual and the adopted policy; and
5. Distribute or otherwise make the updated Personnel Manual provisions available to City personnel.

Administrative, formatting, and non-substantive revisions necessary to incorporate the policy into the Personnel Manual may be made without further action of the City Council, provided that no such revision materially alters the policy approved by this Resolution.

SECTION 4. IMPLEMENTATION AND ADMINISTRATION

The City Manager, City Secretary, Director of Human Resources, department heads, and other appropriate City personnel are authorized and directed to take all actions reasonably necessary to implement and administer the policy.

The City Secretary shall serve as the primary administrator of the Public Information Requests Management Policy and the City’s Public Information Request Management System, consistent with the responsibilities established in the policy.

The Director of Human Resources shall coordinate with the City Secretary and City Manager regarding employee notification, acknowledgment, training, and enforcement of personnel-related provisions.

SECTION 5. TRAINING AND ACKNOWLEDGMENT

The City Manager, City Secretary, and Director of Human Resources are authorized to develop and require appropriate training concerning the policy.

Employees whose duties include receiving, searching for, reviewing, processing, or responding to public information requests may be required to complete training and acknowledge receipt and understanding of the policy and any related Personnel Manual provisions.

SECTION 6. CONTINUING AUTHORITY

The City Manager is authorized to approve administrative procedures, forms, instructions, workflows, and technical updates necessary to implement the policy, provided that such administrative actions are consistent with this Resolution, the adopted policy, and applicable law.

Material amendments to the substantive requirements of the policy shall be presented to the City Council for consideration and approval.

SECTION 7. CONFLICTS

All prior resolutions, policies, procedures, or portions thereof in conflict with this Resolution are hereby superseded to the extent of the conflict.

SECTION 8. SEVERABILITY

Should any section, subsection, sentence, clause, or phrase of this Resolution or the policy adopted herein be determined to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions, which shall remain in full force and effect.

SECTION 9. EFFECTIVE DATE

This Resolution and the Public Information Requests Management Policy shall become effective immediately upon adoption unless a later implementation date is established administratively by the City Manager for purposes of completing system configuration, employee training, or Personnel Manual updates.

PASSED AND APPROVED by the City Council of the City of Everman, Texas, on this 11th day of August, 2026.

APPROVED:

Ray Richardson, Mayor

ATTEST:

APPROVED AS TO FORM:

Mindi Parks, City Secretary

Victoria Thomas, City Attorney

Exhibit "A"**FEES FOR LICENSES, INSPECTIONS, PERMITS, PLATTING, ZONING, ETC.**

All persons, firms, or corporations applying for licenses, permits, platting, zoning or other city services, activities or uses that by their nature require the applicant to pay a fee incident to such application, shall be required to pay the following fees:

ADMINISTRATIVE

Administrative Fees	Fee
Certificate of Occupancy – Residential	\$100.00
Certificate of Occupancy – Commercial	\$350.00 – Required annually, includes fire inspection
Returned Check	\$34.00
Copies (per page)	State Fee Chart
Re-inspection Fee Due to Failure	\$35.00
Garage Sale Permit	\$25.00
Solicitors/Peddlers Permit	\$50.00
Rental Registration Fee	\$50.00/Annual

Mowing and/or Cleaning Property	Fee
Administrative Fee (plus legal and/or filing fees)	\$100.00
Tractor/Mower with Operator	\$65.00/hour – each
Loader with Operator	\$90.00/hour – each
Dump Truck with Operator	\$65.00/hour – each
Hand Mower/Weed Eater with Operator	\$45.00/hour – each
Extra Personnel/Laborer	\$20.00/hour – each
Contractor Cleaning/Mowing	Actual cost plus \$100.00 administrative fee

WATER UTILITY

Water Department	Fee
Water Deposit – Residential Owner	\$75.00
Water Deposit – Residential Renter	\$150.00
Water Deposit – Commercial	\$200.00
Water Late Charges	10% of the amount currently owed

Water Department	Fee
Hydrant Meter Deposit	\$1,500.00
Hydrant Meter Service Fee	\$50.00 + usage
Water Reconnection Fee (after involuntary shutoff)	\$50.00
Move of City Utility or Add Vault	Actual cost
Water Transfer Fee	\$15.00

Charged for new water service connections where the contractor performs the physical tap; covers the City's cost of the meter (plus a 20% administrative markup) and inspection of the connection prior to activation.

Meter & Inspection Fee (New Service Connections)	Fee
5/8" & 3/4" Meter	\$526.72
1" Meter	\$628.28
2" Meter	\$1,666.39
3" Meter	\$2,758.93
4" Meter	\$3,222.42
Inspection Fee (per tap)	TBD

PLANNING & DEVELOPMENT SERVICES

Building Codes, Permits, & Inspections

Commercial building permit fees charged, including multi-family, for new construction, additions, alterations, remodels, and repairs of a building, shall be based on the declared valuation of the proposed work. The declared valuation shall include the fair market value of the proposed improvements, including the architectural, structural, electrical, plumbing, mechanical work, paving, parking, drive approach, and the contractor's profit, per Table 1.

Residential permit fees charged shall use the value of \$75.00 per square foot of area to determine the valuation for the purpose of computing permit fees in accordance with Table 1 for the following permits: detached garages, permanent storage/accessory buildings (over 320 sq. ft.), and retaining walls.

For one- and two-family residential dwellings only, square footage shall be used for new construction, additions, alterations, garage conversions, and remodel & repairs for the purpose of computing permit fees in accordance with Table 2.

The Building Official may require the applicant to verify the declared value and/or square footage. The building permit fee shall be calculated based upon figures from Table 1 and/or Table 2.

Table 1 – Building Permit Fee (Based on Proposed Project Valuation)	Fee
\$0 and up to \$2,000	\$90.00
More than \$2,000 and up to \$25,000	\$90.00 for the first \$2,000, plus \$13.13 for each additional \$1,000, or fraction thereof, to and including \$25,000

Table 1 – Building Permit Fee (Based on Proposed Project Valuation)	Fee
More than \$25,000 and up to \$50,000	\$367.24 for the first \$25,000, plus \$9.45 for each additional \$1,000, or fraction thereof, to and including \$50,000
More than \$50,000 and up to \$100,000	\$603.49 for the first \$50,000, plus \$6.56 for each additional \$1,000, or fraction thereof, to and including \$100,000
More than \$100,000 and up to \$500,000	\$931.61 for the first \$100,000, plus \$5.25 for each additional \$1,000, or fraction thereof, to and including \$500,000
More than \$500,000 and up to \$1,000,000	\$3,031.61 for the first \$500,000, plus \$4.46 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
More than \$1,000,000	\$5,262.86 for the first \$1,000,000, plus \$2.89 for each additional \$1,000 or fraction thereof

Table 2 – Residential Building Permit Fee (Based on Square Feet – Plan Review and Inspection Fee)	Fee
0 – 1,500 sq. ft.	\$990.00
1,501 – 3,000 sq. ft.	\$990.00 for first 1,500 sq. ft., plus \$0.64 per additional square foot up to 3,000
3,001 sq. ft. and up	\$1,950.00 for first 3,000 sq. ft., plus \$0.53 per additional square foot

Plan Review Only	Fee
Plan review per dwelling unit, a new plan for a previously reviewed plan, or master plan	\$250.00 per plan or per address
Plan review fee when permit has been issued for the dwelling and the construction plans are altered thus requiring a review of the new plan (excludes new plan)	\$200.00 per plan or per address

Table 3 – Commercial and Multi-Family Construction Plan Review Fee

A non-refundable plan review fee shall be assessed to all Commercial and Multi-Family Building (three or more dwelling units in a building), Single, and Two-Family Residential building permit applications at the time of submittal. A building permit application is only considered received once the plan review fee has been paid. The non-refundable plan review fee shall be assessed in accordance with the chart below.

Table 3 – Plan Review Fee (Based on Project Valuation)	Fee
\$1.00 to \$10,000	\$85.00
\$10,001 to \$25,000	\$95.00 for the first \$10,000.00, plus \$6.01 for each additional \$1,000.00
\$25,001 to \$50,000	\$195.00 for the first \$25,000, plus \$4.33 for each additional \$1,000
\$50,001 to \$100,000	\$325.00 for the first \$50,000, plus \$3.20 for each additional \$1,000
\$100,001 to \$500,000	\$475.00 for the first \$100,000, plus \$2.41 for each additional \$1,000
\$500,001 to \$1,000,000	\$1,595.00 for the first \$500,000, plus \$2.04 for each additional \$1,000
\$1,000,001 and up	\$2,400.00 for the first \$1,000,000, plus \$1.35 for each additional \$1,000

Commercial Construction	Fee
After-Hours Inspections (minimum 2 hours)	\$150.00
Each Additional Hour	\$75.00
Addition, Alteration, Remodel, & Repairs*	Based on Valuation – Table 1
Fence, Commercial Lot, Privacy or Security	Based on Valuation – Table 1
Fence, Commercial Lot, Screening for Outside Storage	Based on Valuation – Table 1
Fence Perimeter Screening Fence	Based on Valuation – Table 1
Fence, Swimming Pool Barrier	Based on Valuation – Table 1
Foundation Repair*	Based on Valuation – Table 1
New Construction*	Based on Valuation – Table 1
Parking Lots (no charge if issued with project building permit)*	Based on Valuation – Table 1
Public/Semi-Public Swimming Pools or Spa*	Based on Valuation – Table 1
Reroof*	Based on Valuation – Table 1
Retaining Wall	Based on Valuation – Table 1
Revisions to Issued Permits NOT Requiring Additional Review or Inspection	\$50.00 per hour
Sidewalk, Curb, Drive Approach (no charge if issued with project building permit)	Based on Valuation – Table 1

Commercial Construction	Fee
Work Without Permit	Double the amount of the permit fee, plus original permit fee

**Fees marked with an asterisk are calculated using Table 1 valuation-based fees.*

Fire Plan Review – Fire Alarm and Sprinkler Systems (Commercial and Multi-Family Construction)	Fee
\$0 to \$6,250	\$250.00
\$6,251 to \$250,000	\$500.00
\$250,001 to \$500,000	\$750.00
\$500,001 to \$1,000,000	\$1,000.00
\$1,000,001 up to \$3,000,000	\$1,500.00
\$3,000,001 up to \$6,000,000	\$2,250.00
\$6,000,001 and up	\$2,250.00 plus \$0.25 for each additional \$1,000, or fraction thereof

A non-refundable plan review fee shall be assessed when plans have not been reviewed by the approved third-party organization (TPO) and must be reviewed by City staff. Fee calculation is based on project valuation.

Fire Operational Permit Fees	Fee
Aerosol Products	\$100.00
Amusement Buildings	\$150.00
Aviation Facilities	\$150.00
Combustible Dust-Producing Operations	\$100.00
Combustible Fibers	\$100.00
Compressed Gases	\$100.00
Cryogenic Fluids	\$100.00
Cutting and Welding	\$100.00
Energy Storage Systems	\$100.00
Flammable and Combustible Liquids	\$100.00
Hazardous Materials	\$350.00
HPM Facilities	\$350.00
High Piled Storage	\$100.00
Industrial Ovens	\$100.00
Lumber Yards and Woodworking Plants	\$250.00
Liquid or Gas-Fueled Vehicles/Equipment in Assembly Building	\$100.00

Fire Operational Permit Fees	Fee
LP-Gas	\$100.00
Magnesium	\$100.00
Misc. Combustible Storage	\$50.00
Mobile Fueling Facility – Initial Permit Fee	\$400.00
Mobile Fueling Facility – Annual Permit Fee	\$225.00
Open Flames and Torches	\$100.00
Organic Coatings	\$50.00
Pyrotechnic Special Effects Material	\$195.00 (plus \$150.00 additional fee if requested within 14 days of the event)
Place of Assembly (Occupant Load 1–299)	\$75.00
Place of Assembly (Occupant Load 300–9,999)	\$150.00
Place of Assembly (Occupant Load 10,000–19,999)	\$300.00
Place of Assembly (Occupant Load 20,000–29,999)	\$400.00
Place of Assembly (Occupant Load 30,000–39,999)	\$500.00
Place of Assembly (Occupant Load 40,000–49,999)	\$600.00
Place of Assembly (Occupant Load 50,000 or more)	\$1,000.00
Repair Garages and Motor Fuel-Dispensing Facilities	\$100.00
Spraying or Dipping	\$100.00
Storage of Scrap Tires and Tire Byproducts	\$100.00
Temporary Membrane Structures, Tents, and Canopies	\$150.00
Tire Rebuilding Plants	\$100.00
Waste Handling	\$150.00

Single Family Residential Fire Services	Fee
Fire Code Plan Review (residential fire sprinkler)	\$200.00
Fire Code Inspection Services (residential fire sprinkler)	\$450.00

Fire Code Inspection Services – Commercial and Multi-Family Construction (Fire Alarm System & Fire Sprinkler System, Based on Valuation of Entire Project)	Fee
Less than \$6,250	\$375.00
\$6,250 to \$250,000	\$525.00
\$250,001 to \$500,000	\$650.00
\$500,001 to \$1,000,000	\$800.00

Fire Code Inspection Services – Commercial and Multi-Family Construction (Fire Alarm System & Fire Sprinkler System, Based on Valuation of Entire Project)	Fee
\$1,000,001 to \$3,000,000	\$1,100.00
\$3,000,001 to \$6,000,000	\$1,600.00
\$6,000,001 and up	\$1,600.00 plus \$0.42 for each additional \$1,000

Fire Underground Sprinkler Supply Line	Fee
Fire Code Plan Review	\$220.00
Fire Code Inspection (Sprinkler Supply and FDC Lines Only)	\$425.00
Fire Code Inspection (Private Fire Main)	\$525.00

Commercial Fire Inspections	Fee
Required Annual Commercial Fire Inspections	\$200.00
Alternative Fire Suppression System – Fire Code Plan Review	\$200.00
Alternative Fire Suppression System – Fire Code Inspection	\$250.00

Annual Fire Safety Survey	Fee
Foster Home and Other Non-Commercial Business (each inspection and re-inspection per location)	\$125.00
Nursing Home / Assisted Living (each inspection and re-inspection per location)	\$350.00

Underground/Aboveground Fuel Storage Tanks	Fee
Fire Code Plan Review	\$250.00
Fire Code Inspection (Tank Only)	\$350.00
Fire Code Inspection (Piping and Dispensers)	\$500.00

Site Plan (Fire Code Review)	Fee
Fire Code Plan Review	\$275.00
Fire Code Plan Inspection	\$275.00

One- and Two-Family Residential Construction	Fee
Addition, Alteration, Remodel & Repairs*	Based on square feet – Table 2; minimum charge of \$250.00

One- and Two-Family Residential Construction	Fee
Carport, Garage, & Porte Cochere (when permitted with a new residence)*	No charge, included in base permit fee
Carport & Porte Cochere (not with new residence)*	Based on Valuation – Table 1
Detached Garage*	Based on Valuation – Table 1
Garage Conversion	Based on square feet – Table 2; minimum charge of \$250.00
Fee for any permit required but not elsewhere specified in this fee schedule	\$50.00 minimum; Building Official may set appropriate fee based on scope of work and/or investigation/plan review to recover the cost of review and inspection
Fence – Perimeter Screening Fence	\$100.00, plus \$5.00 per lot of location
Fence – Residential Lot	\$25.00 each
Fence – Subdivision Screening Wall	\$100.00, plus \$5.00 per lot of location
Fence – Swimming Pool Barrier	\$25.00
Foundation Repair	\$200.00
One and Two Family Residential New Construction*	Based on square feet – Table 2
Patio Cover, Screened Porch, Gazebo, & Decks*	Based on Valuation – Table 1
Permanent Storage/Accessory Building	Based on Valuation – Table 1
Reroof	\$275.00
Retaining Wall	Based on Valuation – Table 1
Revisions to Issued Permits	\$50.00 per hour
Sidewalk, Curb, Drive Approach (no charge if issued with project building permit)	Based on Valuation – Table 1
Solar Panel*	\$275.00
Spa – Gunitite In-Ground (1 & 2 Family)	\$35.00
Spa – Storable (1 & 2 Family)	\$25.00
Swimming Pool – Above Ground (1 & 2 Family)*	\$125.00
Swimming Pool – In Ground (1 & 2 Family), Spa Included*	\$275.00
Temporary Construction Sales Office (residential only)	\$250.00
Window/Door Replacement (2 doors or more)*	\$100.00
Work Without a Permit	Double the amount of the permit fee, plus original permit fee

Electrical Permits

The electrical permit fee charged related to electrical work to build a new building, add onto an existing building, or remodel or alter an existing building shall be a no-charge permit fee. A no-charge permit must be secured prior to commencing work.

For electrical work that is not associated with a building permit for the construction of a new building, an addition to an existing building, or for the remodeling or alteration of an existing building, fees shall be assessed as follows. Hot-tubs, spas, and swimming pools (above and below ground) are based on Table 1. Residential, commercial, and industrial work carries a base permit fee plus the associated fee(s) as listed below.

Electrical Permits – Base Fees	Fee
Base Permit Fee	\$100.00
Electric Vehicle Charging Station (120–480 Volt)	\$25.00 each

Equipment Rated in HP (Motors), Each	Fee
Up to and including 3 HP	\$2.00
Over 3 HP and up to and including 10 HP	\$5.00
Over 10 HP	\$12.50

Equipment Rated in KW, Each	Fee
Up to and including 15 KW	\$5.00
Over 15 KW and up to and including 50 KW	\$10.00
Over 50 KW	\$12.50

Equipment Rated in Tons, Each	Fee
Up to and including 5 tons	\$5.00
Over 5 tons and up to and including 7.5 tons	\$10.00
Over 7.5 tons	\$12.50

Electrical – Additional Fees	Fee
For any permit required but not elsewhere specified in this fee schedule	\$50.00 minimum; Building Official may set appropriate fee based on scope of work and/or investigation/plan review to recover the cost of review and inspection
Lights, outlets, fixtures, switches, receptacles (openings), each – up to and including 100	\$0.50
Lights, outlets, fixtures, switches, receptacles (openings), each – over 100	\$0.40
Services and sub-panels: new, repair, replace – up to and including 200 amps	\$25.00

Electrical – Additional Fees	Fee
Services and sub-panels: new, repair, replace – over 200 and up to and including 400 amps	\$50.00
Services and sub-panels: new, repair, replace – over 400 amps	\$65.00
Sign Branch Circuit, each	\$15.00
Temporary Pole	\$15.00
Work Without a Permit	Double the amount of the permit fee, plus original permit fee

Irrigation

Irrigation Permit Fee to Install a New System – Potable Water	Fee
For 1- & 2-family structures (residential)	\$100.00
For all others (commercial)	\$150.00

Irrigation Permit Fee to Install a New System – Reclaimed Water	Fee
For 1- & 2-family structures (residential)	\$200.00
For all others (commercial)	\$300.00

Irrigation Permit Fee to Expand or Add New Head(s)/Zone(s) – Potable Water	Fee
Base fee for 1- & 2-family structures (residential)	\$75.00
Plus for each zone valve in excess of 2 (residential)	\$25.00
Maximum fee (residential)	\$100.00
Base fee for all others (commercial)	\$75.00
Plus for each zone valve in excess of 2 (commercial)	\$25.00
Maximum fee (commercial)	\$150.00

Irrigation Permit Fee to Expand or Add New Head(s)/Zone(s) – Reclaimed Water	Fee
Base fee for 1- & 2-family structures (residential)	\$75.00
Plus for each zone valve in excess of 2 (residential)	\$50.00
Maximum fee (residential)	\$200.00
Base fee for all others (commercial)	\$75.00
Plus for each zone valve in excess of 2 (commercial)	\$50.00
Maximum fee (commercial)	\$300.00

Irrigation Permit Fee to Expand or Add New Head(s)/Zone(s) – Reclaimed Water	Fee
Work Without a Permit	Equal to the amount of the permit fee, plus the original permit fee

Mechanical

The mechanical permit fee charged in conjunction with the construction of a new building, an addition to an existing building, or the remodeling or alteration to an existing building shall be assessed at no charge. A no-charge permit must be secured prior to commencing work.

For mechanical work that is not associated with a building permit, fees shall be assessed as listed below. There shall be a base permit fee plus the associated fee(s). Note: permit fee may be assessed to cover plan review, investigation, and inspections. Note: 1 ton = 12,000 Btuh = 1 horsepower for the purpose of fee assessment.

Mechanical Permit Fees (Not Associated with Building Permits)	Fee
Base Permit Fee	\$100.00
Absorber, reciprocating, centrifugal, rotary compressor, condensing unit, chiller unit	\$50.00
Plus per ton in excess of 75 tons	\$1.00
Boiler per unit (steam/hot water)	\$30.00
Cooling/heating coils other than DX coils, first unit, each	\$45.00
Plus each additional coil	\$5.00
Dust/hazardous collection/ventilation systems, first system	\$20.00
Plus each additional system	\$10.00
DX system component (air handling unit, condensing unit, indoor coil, etc.), first component	\$15.00
Plus per additional component per address	\$5.00
Environmental ductwork only, up to and including 10 outlets	\$15.00
Plus each additional outlet in excess of 10	\$1.50
Forced air heating furnace	\$15.00
Plus per unit per address	\$3.00
HVAC complete refrigeration split/package/DX system up to and including 10 tons, first system	\$30.00
Plus additional system at one address	\$10.00
Miscellaneous appliance (fireplace, exhaust fan, wood-burning stove, etc.), first appliance	\$15.00
Plus additional appliance	\$5.00
Non-ducted heater, first unit	\$15.00
Plus per additional unit per address	\$3.00

Mechanical Permit Fees (Not Associated with Building Permits)	Fee
Type I system complete (hood, make-up air, grease duct, exhaust fan), first system	\$75.00
Plus each additional component	\$5.00
Type II system complete (hood, make-up air, duct, exhaust fan), first system	\$75.00
Plus each additional system	\$25.00
Type II component (hood, make-up air, duct, exhaust fan), first component	\$35.00
Plus each additional component	\$5.00
Work Without a Permit	Double the amount of the permit fee, plus original permit fee

Plumbing

The plumbing permit fee charged in conjunction with the construction of a new building, an addition to an existing building, or the remodeling or alteration of an existing building shall be assessed at no charge. A no-charge permit must be secured prior to commencing work.

For plumbing work that is not associated with a building permit, fees shall be assessed as listed below. There shall be a base permit fee plus the associated fee(s).

Plumbing Permit Fees (Not Associated with Building Permits)	Fee
Base Permit Fee	\$100.00
Fee for any permit required but not elsewhere specified	\$100.00 minimum; Building Official may set appropriate fee based on scope of work and/or investigation/plan review to recover the cost of review and inspection
Backflow prevention device, indoors, first device	\$20.00
Backflow prevention device, outdoors (lawn irrigation), first device	\$20.00
Plus for each additional backflow device	\$5.00
Maximum backflow device fee per building address	\$200.00
Install new gas line	\$20.00
Repair/replace gas line	\$20.00
Plus per each gas line outlet	\$2.00
Install new fixtures (lavatory, sink, water closet, tub, etc.), first three	\$30.00
Plus each additional fixture in excess of three at the same address	\$12.00
Test well or manhole, each	\$25.00
Install/replace interceptor (grease, sand, oil, lint), each	\$50.00
Roof drains, first five	\$25.00
Plus for each roof drain in excess of five	\$3.00

Plumbing Permit Fees (Not Associated with Building Permits)	Fee
Sewer line	\$10.00
Water heater, first water heater	\$15.00
Plus for each additional water heater	\$5.00
Water line	\$10.00
Water softener system, each	\$25.00
Med gas piping vacuum system (per each outlet/termination)	\$5.00
Mobile home hook-up (gas, water, and sewer)	\$20.00
Replace fixtures (lavatory, sink, water closet, tub, etc.), first five	\$20.00
Plus each additional fixture (maximum fee \$400)	\$5.00
Work Without a Permit	Double the amount of the permit fee, plus original permit fee

Demolition Permit Fee

Demolish, wreck, raze, or dismantle a building or structure within the City.

Demolition Permit Fee – Based on Valuation	Fee
\$1.00 to \$1,000.00	\$100.00
\$1,001.00 to \$2,000.00	\$170.00
\$2,001.00 to \$3,000.00	\$315.00
\$3,001.00 to \$5,000.00	\$475.00
\$5,001.00 to \$10,000.00	\$640.00
\$10,001.00 to \$20,000.00	\$850.00
\$20,001.00 and above	\$1,750.00
Work Without a Permit	Double the amount of the permit fee, plus original permit fee, plus \$500.00

Business Registration Fees

Note: Electrical, plumbing, and HVAC mechanical registrations are not charged a fee.

Business Registration Fees	Fee
1 Year	\$125.00
2 Year	\$200.00

Miscellaneous Fees

Miscellaneous Fees	Fee
Administrative processing of requested documents	\$25.00

Miscellaneous Fees	Fee
Board of Appeals Hearing – Building Code	\$100.00
Board of Appeals Hearing – Electrical Code	\$100.00
Board of Appeals Hearing – Mechanical Code	\$100.00
Board of Appeals Hearing – Plumbing Code	\$100.00
Easement Use Agreement (non-refundable processing fee)	\$125.00
Early Grading Release	\$100.00
Excavation/Fill Permit	\$100.00
Extension of Permit Application and Issued Permit (one-time)	\$50.00
Parking lot requiring plan review for new construction	Based on Valuation
Reinspection Fee	\$75.00
Service Charge to correct, revise, or void submitted permits or Certificates of Occupancy	\$50.00
Temporary Carnival, Circus, or Amusement Ride(s)	\$150.00
Temporary Occupancy of Street (90-day max)	\$30.00
Temporary Outdoor Event Permit	\$150.00

Moving Permit Fees

For a permit to move a building, structure, or part of a building or structure through, upon, or across any sidewalk, street, alley, highway, or other public property of the City, the fee shall be as follows.

Moving Permit Fees	Fee
Buildings of less than 300 square feet (move completed in one day)	\$125.00
Buildings of 300–900 square feet	\$175.00
Buildings of more than 900 square feet	\$250.00

When a building is moved in sections, each section is considered a separate building or structure for the purposes of assessing fees. When the move requires more than one day upon City streets, alleys, or other public property, an amount equal to 50% of the fee required for the first day shall be added for each additional day. When a building is proposed to be located within the City, an inspection fee of \$125.00 per hour plus round-trip mileage is assessed to inspect the building prior to being moved.

Modular or Pre-Fabricated Industrialized Building Fees

Modular or Pre-Fabricated Industrialized Building Fees	Fee
Permit Fee	Based on valuation of work, not including the value of the industrialized building

Oversize and Overweight Vehicle Fees

For travel within the City of an oversize and/or overweight vehicle, the fee shall be as follows.

Oversize and Overweight Vehicle Fees	Fee
Single trip	\$75.00
Not exceeding 30 days	\$150.00
Not exceeding 60 days	\$300.00
Not exceeding 90 days	\$450.00
Not exceeding 1 year	\$600.00

Sign Permit Fees

For a permit to display a sign within the City, the fee shall be as follows. A change in sign copy or sign face shall constitute a new sign for purposes of assessment. All applications for a sign permit shall be accompanied by a \$60.00 non-refundable deposit, credited toward the permit fee when issued; if the permit is not issued for any reason, the deposit is forfeited.

Sign Permit Fees	Fee
Billboard Advertising Signs (other than digital)	\$650.00
Digital Billboard Annual Inspection	\$200.00
Digital Billboard Initial Fee	\$1,500.00
Directory and Directional Signs less than 8 s.f.	\$60.00
Electronic Message Center Signs Annual Inspection	\$150.00
Ground Signs and Multi-Tenant Ground Signs ≤ 50 s.f.	\$125.00
Ground Signs and Multi-Tenant Ground Signs > 50 s.f.	\$250.00
Menu Board and Awning Signs ≤ 50 s.f.	\$125.00
Onsite/Offsite Development Signs	\$100.00
Pole Signs ≤ 50 s.f.	\$125.00
Pole Signs > 50 s.f.	\$250.00
Temporary Advertising Signs	\$100.00
Supergraphic Signs	\$600.00
Wall Signs	\$125.00

HEALTH

Child Care Center Fees	Fee
Application Fee/Plan Review Fee	\$375.00
Change of Ownership	\$300.00
Food Service Included (Initial or Annual Renewal)	\$400.00
No Food Service (Initial or Annual Renewal)	\$200.00
Playground Inspection (Initial or Annual Renewal), per playground at facility	\$50.00

Child Care Center Fees	Fee
Reinspection Fee	\$200.00
Reinstatement Fee	\$75.00
Service Charge to Revise Permit	\$10.00

Food Service Establishment Fees	Fee
Application Fee/Plan Review Fee	\$450.00
Change of Ownership	\$300.00
Central Preparation Facility Permit Fee (Initial or Annual Renewal)	\$275.00
Emergency Inspection Fee	\$250.00
Permit Fee	\$375.00
Reinspection Fee	\$200.00
Reinstatement Fee	\$75.00

Mobile Food Unit Fees	Fee
Annual Mobile Fee	\$300.00

MUNICIPAL SETTING DESIGNATION

Filing fees will be in accordance with the Tarrant County fee schedule.

Municipal Setting Designation	Fee
Application Fee (non-refundable)	\$1,000.00

PLATTING

Filing fees will be in accordance with the Tarrant County fee schedule. There is a \$150.00 non-refundable fee for all plats.

Amended Plat Fees	Fee
Amended Plat Correcting Errors	\$300.00
All Other Amended Plats	\$300.00 + \$10.00 per acre

Combination Plat Fees	Fee
Preliminary plat and final plat for a maximum of 30 lots	\$550.00 + \$85.00 per acre

Conveyance Plat Fees	Fee
Conveyance Plat for property not intended for immediate development*	\$300.00 + \$10.00 per acre

**Does not constitute the approval of the development of property.*

Final Plat Fees	Fee
Final Plat	\$550.00 + \$45.00 per acre

Miscellaneous Plat Item Fees	Fee
Filing with County of any plat with 5 or more lots in lieu of providing digital file	\$250.00
Staff Consultation Meeting	\$200.00
Public Improvement Plan Review	\$1,000.00
Subdivision name change on a previously reviewed or approved preliminary plat	\$200.00

Plat Vacation Fees	Fee
Plat Vacation	\$500.00

Preliminary Plats Fees	Fee
All Preliminary Plats	\$550.00 + \$40.00 per acre

Replats/Minor Plat Fees	Fee
Minor Plat	\$550.00 + \$35.00 per acre
Replat with Property Owner Notification	\$575.00 + \$35.00 per acre
Replat without Property Owner Notification	\$450.00 + \$35.00 per acre

Special Plat Filing Fees	Fee
By Mail	\$600.00
Hand Delivered	\$900.00

Abandonments	Fee
Abandonments by Plat	\$300.00
Abandonments by Separate Instrument	\$400.00

ZONING

Development Plan Fees	Fee
Administrative Change to Approved Development Plan	\$375.00
Development Plan (without “PD” zoning request)	\$1,800.00 + \$50.00 per acre

When a fee is required for the review of landscape plans in conjunction with the processing of building permits, the amount shall be based on the area of the lot to be developed.

Landscape/Tree Preservation Plan Review/Permit Fees	Fee
Up to and including 5 acres	\$230.00
Over 5 acres, up to and including 20 acres	\$400.00
Over 20 acres	\$600.00
Tree removal permit, not in conjunction with a building permit (maximum \$150.00)	\$10.00 per tree

Miscellaneous Zoning Fees	Fee
Alcohol Distance Appeal Application	\$1,000.00
Alternative Equivalent Compliance Review	\$375.00
Renotification Fee	\$125.00
Staff Placement of Zoning Change Request Signs	\$100.00
Zoning Board of Adjustment Application Fee	\$200.00
Zoning Verification Letter (per site)	\$50.00

Specific Use Permit (SUP) Fees	Fee
SUP submitted with zoning change request	No charge
SUP submitted without zoning change request	\$1,000.00 + \$50.00 per acre (\$15,000 max)

Zoning Case Type Fees	Fee
All requests to Single Family Residential	\$1,000.00
Request for “PD” zoning with Development Plan	\$2,000.00 + \$100.00 per acre
All Other Requests	\$1,000.00 + \$50.00 per acre (\$15,000 max)

FLOODPLAIN DEVELOPMENT PERMIT

Floodplain Development Permit (FDP)	Fee
Initial FDP Application Review	\$100.00
FDP Single Family/Multifamily New Construction	\$1,000.00
FDP Non-Residential/Mixed Use New Construction	\$1,500.00
FDP Non-Residential/Mixed Use Rehab or Addition	\$500.00
FDP Accessory Structure/Temporary Structure	\$250.00

Floodplain Development Permit (FDP)	Fee
FDP Grading and Fill Site Work – 1 acre or less	\$750.00
FDP Grading and Fill Site Work – Greater than 1 acre	\$1,500.00

POLICE DEPARTMENT FEES

Alarm Permits	Fee
Residential (Annual)	\$40.00
Commercial (Annual)	\$75.00

Animal Registration	Fee
Initial Registration (includes microchipping)	\$20.00
Annual Renewal Registration	\$10.00

Adoption Fees	Fee
Dog (includes microchipping and 1st year registration)	\$80.00
Cat	\$30.00

Impoundment	Fee
First Impoundment	\$50.00
Second Impoundment	\$75.00
Third Impoundment	\$100.00
Quarantine (Shelter)	\$25.00/day

Animal Control – Miscellaneous	Fee
Boarding (must be eligible and only when room is available)	\$25.00/day
Owner Surrender for Adoption Program	\$250.00
If animal requires Rabies Vaccination	\$5.00
If animal requires Spay/Neuter	\$65.00
If animal requires Vaccinations	\$10.00
Non-Service City Resident Fee	\$150.00
Owner Surrender for End of Life Services	\$50.00
Euthanasia Fee	\$35.00
Corpse Disposal Fee	\$35.00
Kennel Permit Fee	\$25.00

Animal Control – Miscellaneous	Fee
Animal Trap Deposit (refundable upon return)	\$250.00

Police Department – Miscellaneous	Fee
Police Security (per Officer)	\$45.00/hour, 3-hour minimum
Fire Marshal/Fire Watch	\$45.00/hour, 3-hour minimum
Impounded Vehicle Release Fee	\$15.00
False Alarm Response	\$50.00

CIVIC CENTER FEES

Rental Fees	Fee
Ballroom – Resident – Monday through Sunday – Hourly	\$275.00
Ballroom – Resident – Monday through Thursday – 8 Hour	\$1,320.00
Ballroom – Resident – Saturday – 12 Hour	\$2,200.00
Ballroom – Resident – Friday or Sunday – 12 Hour	\$1,650.00
Ballroom – Non-Resident – Monday through Sunday – Hourly	\$275.00
Ballroom – Non-Resident – Monday through Thursday – 8 Hour	\$1,650.00
Ballroom – Non-Resident – Saturday – 12 Hour	\$2,750.00
Ballroom – Non-Resident – Friday or Sunday – 12 Hour	\$2,200.00
Conference Room Rental with Ballroom Rental – Flat Fee	\$137.50
Conference Room Rental – Hourly	\$137.50
Tablecloths	\$5.00 each
Kitchen Rental – Flat Rate with Other Rental	\$137.50
Rental Damage Deposit	\$550.00
Alcohol Use Damage Deposit	\$275.00

ORDINANCE NO. 855

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, ADOPTING THE CITY OF EVERMAN FEE SCHEDULE, ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT “A”; ESTABLISHING FEES AND CHARGES FOR LICENSES, PERMITS, INSPECTIONS, UTILITY SERVICES, DEVELOPMENT SERVICES, MUNICIPAL SERVICES, AND OTHER CITY SERVICES AND ACTIVITIES; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES AND FEE SCHEDULES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE OF SEPTEMBER 1, 2026.

WHEREAS, the City of Everman, Texas, is a home-rule municipality possessing the full power of local self-government under its City Charter, the Texas Constitution, and the laws of the State of Texas; and

WHEREAS, Section 51.072 of the Texas Local Government Code recognizes that a home-rule municipality has the full power of local self-government and may exercise its authority through its governing body; and

WHEREAS, the City Council periodically reviews the fees and charges imposed for licenses, permits, inspections, utility services, development services, regulatory activities, and other municipal services to ensure that such fees remain appropriate and reasonably related to the services provided and the costs incurred by the City; and

WHEREAS, City staff has prepared an updated fee schedule, identified as the “City of Everman Fee Schedule,” which establishes fees applicable to licenses, inspections, permits, platting, zoning, and other City services, activities, and uses; and

WHEREAS, the City Council has reviewed the proposed Fee Schedule and finds that adopting the updated fees and charges is necessary and appropriate to promote the efficient administration of City services, recover all or a portion of the costs associated with providing such services, and protect the health, safety, and welfare of the public; and

WHEREAS, the City Council finds that the fees and charges established by this Ordinance are reasonable, equitable, and in the best interests of the City and its residents.

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

SECTION 1. FINDINGS INCORPORATED

The findings and recitations contained in the preamble of this Ordinance are hereby found to be true and correct and are incorporated into the body of this Ordinance for all purposes as if fully set forth herein.

SECTION 2. ADOPTION OF FEE SCHEDULE

The City Council hereby approves and adopts the City of Everman Fee Schedule, attached to this Ordinance as Exhibit “A” and incorporated herein by reference for all purposes.

Beginning on the effective date of this Ordinance, all persons, firms, corporations, organizations, and other entities applying for or receiving a license, permit, inspection, utility service, development service, regulatory approval, municipal service, or other City service or activity identified in Exhibit “A” shall pay the applicable fee or charge established therein.

SECTION 3. ADMINISTRATION AND COLLECTION

The City Manager, or the City Manager’s designee, is authorized and directed to administer, implement, and collect the fees and charges adopted by this Ordinance.

Unless otherwise provided by law, ordinance, written agreement, or Exhibit “A,” all applicable fees shall be paid before the issuance of a license, permit, approval, inspection, service, or other authorization for which the fee is required.

The City Manager is authorized to establish administrative procedures reasonably necessary to implement the fee schedule, provided that no administrative procedure may increase, decrease, waive, or materially alter a fee established by the City Council except as expressly authorized by law, ordinance, or the adopted fee schedule.

SECTION 4. FEES ESTABLISHED BY OTHER AUTHORITY

Nothing in this Ordinance shall be construed to repeal, supersede, or modify any fee, charge, rate, fine, penalty, deposit, or assessment established by:

State or federal law;

A separate City ordinance or resolution not inconsistent with this Ordinance;

A franchise, contract, interlocal agreement, or other written agreement approved by the City;

A court of competent jurisdiction; or

An applicable fee chart, schedule, or rate established by another governmental entity and incorporated by reference into Exhibit “A.”

SECTION 5. REPEAL OF CONFLICTING PROVISIONS

All ordinances, resolutions, fee schedules, and provisions thereof that are in conflict with this Ordinance or Exhibit “A” are hereby repealed to the extent of the conflict.

To the extent that a fee or charge previously adopted by the City is replaced by a corresponding fee or charge contained in Exhibit “A,” the fee or charge contained in Exhibit “A” shall control beginning on the effective date of this Ordinance.

SECTION 6. SAVINGS AND TRANSITION

The repeal or amendment of any prior ordinance, resolution, or fee schedule by this Ordinance shall not:

Affect any right, obligation, liability, or penalty that accrued before the effective date of this Ordinance;

Affect any proceeding, application, permit, license, enforcement action, or other matter commenced before the effective date of this Ordinance, unless otherwise determined by the City Manager or required by law; or

Excuse or release any person from payment of a fee, charge, debt, or obligation incurred before the effective date of this Ordinance.

Unless otherwise required by law or expressly provided in Exhibit “A,” applications determined by the City to be complete and for which all applicable fees were paid before September 1, 2026, shall remain subject to the fees in effect at the time of payment. Applications submitted or determined incomplete before September 1, 2026, but for which fees are paid on or after September 1, 2026, shall be subject to the fees established by this Ordinance.

SECTION 7. SEVERABILITY

If any section, subsection, sentence, clause, phrase, provision, fee, or application of this Ordinance or Exhibit “A” is held to be invalid, unconstitutional, or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions of this Ordinance or Exhibit “A.”

The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, provision, and fee thereof irrespective of the fact that any one or more portions may be declared invalid, unconstitutional, or unenforceable.

SECTION 8. PUBLICATION AND NOTICE

The City Secretary is authorized and directed to cause the caption, penalty provision, or other required notice of this Ordinance to be published in the manner required by the City Charter and applicable law.

SECTION 9. OPEN MEETINGS

It is hereby officially found and determined that the meeting at which this Ordinance was considered and adopted was open to the public as required by law and that public notice of the time, place, and purpose of the meeting was given as required by the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

SECTION 10. EFFECTIVE DATE

This Ordinance shall take effect on September 1, 2026, following its adoption and any publication or notice required by law or the City Charter.

PASSED AND APPROVED IN OPEN SESSION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS ON THE 11TH DAY OF AUGUST, 2026.

APPROVED:

Ray Richardson
Mayor

ATTEST:

APPROVED AS TO FORM

Mindi Parks
City Secretary

Victoria Thomas
City Attorney

City of Everman
Services and Rate Schedule (2026 - Ordinance # 856)

					Base Rate by Meter Size (Includes First 1000 Gal)								Step Rate per 1000 Gallons Consumption			
Service	Service Code	Account Type	Rate Code	Inside/ Outside City	3/4"	1"	1.5"	2"	3"	4"	6"	8"	2000 - 5000	6000- 10000	11000- 25000	25000+
WATER	WT	Residential	1	Inside	\$ 39.27	\$ 58.15	\$ 97.29	\$ 156.21	\$ 321.76	\$ 536.67	-	-	\$ 5.95	\$ 6.41	\$ 6.95	\$ 7.26
			1	Outside	\$ 61.59	\$ 80.47	-	-	-	-	-	-	\$ 6.82	\$ 7.35	\$ 7.96	\$ 8.32
		Commercial	2	Inside	\$ 53.86	\$ 75.13	\$ 123.35	\$ 179.01	\$ 314.54	\$ 608.83	\$ 1084.08	\$ 2103.65	\$ 5.95	\$ 6.41	\$ 6.95	\$ 7.26
			2	Outside	\$ 73.32	\$ 94.59	\$ 142.81	\$ 198.47	\$ 334.00	\$ 628.29	\$ 1103.54	\$ 2123.11	\$ 6.82	\$ 7.35	\$ 7.96	\$ 8.32
		Senior	3	Inside	\$ 26.73	\$ 33.04	\$ 39.06	-	-	-	-	-	\$ 5.95	\$ 6.41	\$ 6.95	\$ 7.26
		Citizen	3	Outside	\$ 28.93	\$ 35.24	\$ 40.72	-	-	-	-	-	\$ 6.82	\$ 7.35	\$ 7.96	\$ 8.32
		Multi-Unit	9	Inside	\$ 39.27	\$ 58.15	\$ 73.15	\$ 117.45	\$ 241.92	\$ 403.52	-	-	\$ 5.95	\$ 6.41	\$ 6.95	\$ 7.26
			9	Outside	\$ 61.59	\$ 80.47	-	-	-	-	-	-	\$ 6.82	\$ 7.35	\$ 7.96	\$ 8.32

Service	Service Code	Account Type	Rate Code	Base Rate	Step Rate per 1000	Consumption Basis
SEWER	SW	Residential	1	\$ 30.68	\$ 2.28	Actual Water Use
		Commercial	2	\$ 53.65	\$ 3.85	Actual Water Use
		Senior Cit	3	\$ 21.77	\$ 2.28	Actual Water Use

Service	Service Code	Account Type	Rate Code	Base Rate
Refuse	RF	Residential	1	\$ 21.70
		Commercial	2	NONE
		Senior Cit	3	\$ 20.20

Sales TAX	TX	All	8.25% of RF
Penalty	PN	All	10.00% of Past Due Balances
Service Charge	SC	All	\$50
NSF Check Fee	NSF	All	Involuntary Cutoff
Transfer Fee	TF	All	\$34 each Insufficient Funds Check or Draft
Water Dep	WTD	All	\$15 transfer service to new address
Any other charge	OT	All	Based on the amount of the new Water Deposit
			Variable amounts

ORDINANCE NO. 856

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, ADOPTING AN UPDATED SCHEDULE OF RATES, FEES, AND CHARGES FOR MUNICIPAL WATER AND WASTEWATER SERVICES; PROVIDING FOR THE APPLICATION AND COLLECTION OF SUCH RATES, FEES, AND CHARGES; PROVIDING FOR THE REPEAL OF CONFLICTING PROVISIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING A GENERAL EFFECTIVE DATE AND AN EFFECTIVE DATE FOR THE RATES, FEES AND CHARGES ADOPTED HEREIN AT THE BEGINNING OF THE FIRST UTILITY BILLING CYCLE COMMENCING AFTER OCTOBER 1, 2026.

WHEREAS, the City of Everman, Texas, is a home-rule municipality possessing the full power of local self-government under its City Charter, the Texas Constitution, and the laws of the State of Texas; and

WHEREAS, the City owns and operates a municipal water and wastewater utility system for the purpose of providing safe, reliable, and efficient water and wastewater services to customers within the City and other authorized service areas; and

WHEREAS, the City Council is authorized to establish and collect reasonable rates, fees, and charges for water and wastewater services provided by the City; and

WHEREAS, the rates, fees, and charges collected by the City’s water and wastewater utility system are necessary to fund the operation, maintenance, repair, rehabilitation, improvement, administration, regulatory compliance, and debt obligations of the utility system; and

WHEREAS, the City Council has reviewed the costs associated with operating and maintaining the municipal water and wastewater utility system and has determined that the existing rates, fees, and charges should be revised; and

WHEREAS, City staff has prepared an updated water and wastewater rate and fee schedule for Fiscal Year 2027, which is attached to this Ordinance as Exhibit “A” and incorporated herein for all purposes; and

WHEREAS, the City’s updated fee materials include water utility charges applicable to deposits, late payments, hydrant meter services, reconnections, transfers, utility relocations, meters, inspections, and other water utility services.

WHEREAS, the City Council finds that the updated rates, fees, and charges are reasonable and necessary to support the continued operation and financial stability of the municipal water and wastewater utility system; and

WHEREAS, the City Council further finds that implementing the updated rates at the beginning of a complete utility billing cycle will promote consistent and equitable billing and avoid the need to prorate rates during an ongoing billing period.

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

SECTION 1. FINDINGS INCORPORATED

The findings and recitations contained in the preamble of this Ordinance are hereby found to be true and correct and are incorporated into the body of this Ordinance for all purposes as if fully set forth herein.

SECTION 2. ADOPTION OF WATER AND WASTEWATER RATE AND FEE SCHEDULE

The City Council hereby approves and adopts the updated schedule of rates, fees, and charges for municipal water and wastewater services attached to this Ordinance as Exhibit “A” and incorporated herein by reference for all purposes.

The rates, fees, and charges contained in Exhibit “A” shall apply to all water and wastewater utility accounts, customers, properties, services, connections, meters, inspections, deposits, and other activities falling within the classifications described in the schedule.

SECTION 3. BILLING-CYCLE IMPLEMENTATION

The rates, fees, and charges adopted by this Ordinance shall become effective and shall first be applied at the beginning of the first complete utility billing cycle commencing after October 1, 2026.

The updated rates shall apply to all water consumed and wastewater services provided during that billing cycle and each billing cycle thereafter.

The rates in effect immediately before implementation of the updated schedule shall continue to apply through the completion of the final utility billing cycle that commenced on or before October 1, 2026.

No customer’s usage shall be divided or prorated between the former and updated rate schedules solely because this Ordinance was adopted or became administratively effective during an ongoing billing cycle.

SECTION 4. ADMINISTRATION AND COLLECTION

The City Manager, or the City Manager’s designee, is authorized and directed to administer, implement, bill, and collect the rates, fees, and charges adopted by this Ordinance.

The City Manager is further authorized to:

Determine the first complete utility billing cycle commencing after October 1, 2026;
 Make administrative and billing-system adjustments necessary to implement the updated rate schedule;
 Establish procedures for calculating and collecting charges under the adopted schedule;
 Correct clerical, typographical, formatting, or mathematical errors that do not materially change a rate, fee, charge, customer classification, or policy adopted by the City Council;
 Provide notice of the updated rates to utility customers in a manner determined appropriate by the City Manager;
 and
 Take other administrative actions reasonably necessary to implement this Ordinance.

Nothing in this section authorizes the City Manager or any City employee to increase, decrease, waive, or materially alter a rate, fee, or charge adopted by the City Council except as expressly authorized by ordinance, law, contract, or the adopted schedule.

SECTION 5. CUSTOMER CLASSIFICATION AND BILLING DETERMINATIONS

The City Manager, or the City Manager’s designee, shall determine the appropriate customer, meter, service, and usage classification for each utility account in accordance with Exhibit “A,” applicable City ordinances, utility policies, and the characteristics of the service provided.

When a question arises concerning the applicability of a rate or classification, the determination shall be based upon the actual nature and use of the property, meter, account, connection, and utility service.

A customer may request administrative review of a classification or billing determination in accordance with procedures established by the City.

SECTION 6. PAYMENT OBLIGATION

All customers receiving water or wastewater service from the City shall pay the applicable rates, fees, and charges established by this Ordinance and Exhibit “A.”

The obligation to pay for utility service shall continue until service is properly terminated in accordance with City requirements. Nonuse of water, vacancy of property, failure to receive a utility bill, or temporary interruption of service shall not relieve a customer of charges that are properly assessed under the adopted schedule.

Nothing in this section shall require payment of a usage-based charge when no usage occurred unless the applicable schedule expressly provides otherwise.

SECTION 7. UTILITY DEPOSITS, PENALTIES, AND SERVICE-RELATED CHARGES

Deposits, late charges, reconnection fees, transfer fees, meter charges, inspection fees, hydrant meter charges, and other service-related charges shall be assessed and collected in accordance with Exhibit “A” and applicable City ordinances and policies.

Any deposit held by the City before implementation of this Ordinance shall remain on the customer’s account and shall be applied or refunded in accordance with City policy. Adoption of a revised deposit amount shall not, by itself, require an existing customer in good standing to increase a deposit unless otherwise provided by ordinance, policy, or the terms applicable to the account.

SECTION 8. WHOLESALE, CONTRACTUAL, AND SPECIAL SERVICE ARRANGEMENTS

Nothing in this Ordinance shall be construed to alter a water or wastewater rate, fee, or charge established by a valid wholesale agreement, interlocal agreement, utility service contract, development agreement, or other written agreement approved by the City unless the agreement expressly provides that City-adopted rates shall apply.

Where a written agreement incorporates the City’s generally applicable water or wastewater rates by reference, the rates adopted by this Ordinance shall apply in accordance with the terms of that agreement.

SECTION 9. REPEAL OF CONFLICTING PROVISIONS

All ordinances, resolutions, rate schedules, fee schedules, policies, and provisions thereof that conflict with this Ordinance or Exhibit “A” are hereby repealed to the extent of the conflict.

Any previously adopted water or wastewater rate, fee, or charge that corresponds to a rate, fee, or charge contained in Exhibit “A” shall be superseded upon implementation of the updated schedule at the beginning of the first complete utility billing cycle commencing after October 1, 2026.

Provisions that do not conflict with this Ordinance shall remain in full force and effect.

SECTION 10. SAVINGS AND TRANSITION

The repeal or amendment of any prior ordinance, resolution, or rate schedule shall not:

Affect any right, obligation, liability, charge, penalty, or amount that accrued before implementation of the updated rates;

Excuse or release any customer from payment of an amount billed or incurred under the rates previously in effect; Affect any enforcement, collection, administrative, or judicial proceeding commenced before implementation of the updated rates; or

Affect the validity of any lien, security interest, deposit, payment arrangement, or other remedy held by the City.

Any utility bill issued after October 1, 2026, that covers a billing cycle commencing on or before October 1, 2026, shall be calculated using the rates applicable to that billing cycle.

SECTION 11. SEVERABILITY

If any section, subsection, sentence, clause, phrase, provision, rate, fee, charge, classification, or application of this Ordinance or Exhibit “A” is held to be invalid, unconstitutional, or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions of this Ordinance or Exhibit “A.”

The City Council declares that it would have adopted this Ordinance and each remaining provision, rate, fee, charge, and classification without the invalid portion.

SECTION 12. PUBLICATION AND NOTICE

The City Secretary is authorized and directed to cause the caption, penalty provision, or other required notice of this Ordinance to be published in the manner required by the City Charter and applicable law.

The City Manager is authorized to provide utility customers with notice of the updated rates through utility bills, billing inserts, electronic communications, the City’s website, or any combination thereof.

SECTION 13. OPEN MEETINGS

It is hereby officially found and determined that the meeting at which this Ordinance was considered and adopted was open to the public as required by law and that public notice of the time, place, and purpose of the meeting was given as required by Chapter 551 of the Texas Government Code.

SECTION 14. EFFECTIVE DATE

This Ordinance shall become effective upon its adoption and any publication required by law or the City Charter.

Notwithstanding the general effective date of this Ordinance, the updated water and wastewater rates, fees, and charges adopted herein shall be implemented and first applied at the beginning of the first complete utility billing cycle commencing after October 1, 2026.

PASSED AND APPROVED IN OPEN SESSION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS ON THE 11TH DAY OF AUGUST, 2026.

APPROVED:

Ray Richardson
Mayor

ATTEST:

APPROVED AS TO FORM

Mindi Parks
City Secretary
4923-6155-7701, v. 1

Victoria Thomas
City Attorney