



Regular City Council Meeting
Aledo Community Center, 104 Robinson Court, Aledo, Texas 76008
Thursday, December 18, 2025, at 6:00 PM

AGENDA

1. Call to Order

2. Invocation

3. Pledge of Allegiance

4. Citizen Appearances

This is an opportunity for citizens to address the City Council on any agenda item not listed for public hearing or any matter not posted on the agenda. This is the citizens' only opportunity to address the City Council on agenda items not listed for public hearing. Individual citizen comments are normally limited to 3 minutes; however, time limits can be adjusted by the presiding officer. Time is not transferable. The presiding officer may ask the citizen to hold their comment on an agenda item if the item is posted as a Public Hearing. The City Council cannot, by law, take any action or have any discussion or deliberations on any presentation made at this time concerning an item not listed on the agenda. The City Council may receive the information and ask the City Manager to review the matter, or an item may be noticed on a future agenda for deliberation or action. Please sign in before the start of the meeting and provide the paper to the City Secretary.

5. Presentations

a. Presentation of a commemorative clock to be displayed at the Community Center

6. Consent Agenda

All items listed below are considered routine by the City Council and will be enacted with one motion. There will be no separate discussion of items unless a Council Member requests, in which event the item will be removed from the general order of business and considered in its normal sequence. Approval of the Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendations.

a. Approve the November 20, 2025 Regular City Council Meeting and Work Session minutes

b. Approve a Resolution authorizing the disposition of surplus office furniture

c. Grant a Request For Proposals for janitorial services and authorize the City Manager to execute a contract for such

d. Approve a Resolution authorizing the purchase of two trucks for Building Services and Code Enforcement

7. Regular Agenda

a. Consideration and possible action on a Final Plat of Parcel ID 38068 1.470 acres Abst: 240, Survey: CARR CALVIN M, TR, Parcel ID 38069 1.360 acres Abst: 240, Survey: CARR CALVIN M, TR, Parcel ID 38059 1.500 acres Abst: 240, Survey: CARR CALVIN M, TR; establishing the Parkside Subdivision, Lots 1-15, 16 (Open Space), Block 1, totaling 4.336 acres in size, generally located along FM 5 near Cedar Bluff Court

b. Presentation and acceptance of the Library Study

c. Discuss and consider approval of a personnel policy changing the employee holiday schedule

- d. **Discuss and consider an Ordinance amending the City of Aledo FY2025-2026 Strategic Initiatives Fund**
- e. **Discuss and consider approval of an agreement with Freese and Nichols for comprehensive planning services**
- f. **Discuss and consider approval of a Resolution creating the Comprehensive Plan Steering Committee**
- g. **Discuss and consider approval of a Resolution adopting the City of Aledo's Impact fee policy**

8. Executive Session

In compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, the City Council may convene in executive session to deliberate regarding the following matters:

- a. **Section 551.071 – Consultation with Attorney. To conduct a private consultation with the City Attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, to include:**
 - **Dean Ranch Development Conversation**
 - **Grand Prairie v. State**
 - **Wells Fargo Dispute Resolution**
 - **Litigation pertaining to Annexation**
- b. **Section 551.087 – Deliberation Regarding Economic Development Negotiations. The City Council may convene in executive session to discuss or deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect described above, including the following items:**
 - **Dean Ranch Development Conversation**
 - **Downtown Development**

9. Adjourn Executive Session and Reconvene Into Open Session

10. Action Taken on Items Discussed in Executive Session, if Necessary

11. Mayor and Councilmember Comments

In compliance with the Texas Open Meetings Act, Council members may comment on routine city matters, ask questions of staff that require only responses of factual information or statements of existing City policy, or may request that non-routine matters of public concern be placed on a future agenda. Council members may not discuss non-agenda items among themselves.

12. Staff Comments

In compliance with the Texas Open Meetings Act, staff members may comment on routine City operations and projects. Staff members may respond to questions from others only with statements of factual information or existing City policy.

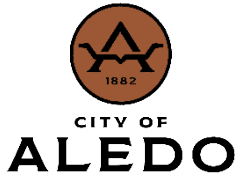
13. Adjourn

Note: The Aledo City Council may vote or take action on any of the listed agenda items and may convene into Executive Session on any matter related to any of the above agenda items for a purpose, such closed session is allowed under Chapter 551, Texas Government Code.

This facility is wheelchair accessible and accessible parking spaces are available. In accordance with the Americans with Disabilities Act, persons who need additional accommodations to attend or participate in the meeting should contact the City Secretary's office at (817) 441-7016 at least 48 hours prior to the meeting to request such assistance.

CERTIFICATION

I, Staci L. King, City Secretary, do hereby certify that this NOTICE OF MEETING was posted at the City of Aledo City Hall in accordance with the regulations of the Texas Open Meetings Act, in a place convenient and readily accessible to the general public, and was also posted to the City's website at www.aledotx.gov, and said notice remained posted for at least two hours after the meeting was convened.



REGULAR CITY COUNCIL MEETING
and
CITY COUNCIL WORK SESSION

Aledo Community Center, 104 Robinson Court, Aledo, Texas 76008
Thursday, November 20, 2025, at 6:00 PM

MINUTES

The Aledo City Council convened on Thursday, November 20, 2025, at 6:00 p.m., at the Aledo Community Center, 104 Robinson Court, Aledo, Texas, for the purpose of a Regular Meeting and a Council Work Session, with the meeting being open to the public and notice of said meeting having been posted as prescribed by Chapter 551, Texas Government Code, with the following members being present:

COUNCIL PRESENT Mayor Shane Davis
Mayor Pro Tem Shawna Ford
Councilmember Ben Clark
Councilmember Todd Covington
Councilmember Nelson Rowls
Councilmember Summer Jones

STAFF PRESENT Mark McDaniel, Interim City Manager
Staci L. King, City Secretary
Alicia K. Kreh, City Attorney

Carol Riddle, Chief of Police
Travis Askins, Director of Public Works
Erika Cooper-Bateman, Director of Community Services
Laura Weber, Communications and Events Manager
Jennifer Garrett, Finance Manager

REGULAR CITY COUNCIL MEETING

- 1. CALL TO ORDER**
Mayor Shane Davis called the meeting to order at 6:00 p.m.
- 2. INVOCATION**
Councilman Ben Clark led the invocation.
- 3. PLEDGE OF ALLEGIANCE**
Mayor Davis led the Pledge of Allegiance to the United States flag.
- 4. CITIZEN APPEARANCES**
No one came forward to address the Council.
- 5. CONSENT AGENDA**
 - a. Approve City Council Meeting Minutes**
 - **November 6, 2025 Regular City Council Meeting**
 - **November 10, 2025 Joint Work Session with the Planning and Zoning Commission**

MOTION by Shawna Ford, second by Nelson Rowls, to approve the consent agenda as presented.
MOTION CARRIED by unanimous vote.

6. PUBLIC HEARINGS AND CITY COUNCIL ACTION ITEMS

a. Discuss and consider changes to scheduled City Council meetings in December and January.

Mark McDaniel, Interim City Manager, briefed the Council on this item. He recommended that the December 4, 2025 Regular City Council Meeting be cancelled due to its proximity to the Thanksgiving Holiday and that the January 1, 2026, Regular City Council Meeting be cancelled due to New Year's Day.

MOTION by Nelson Rowls, second by Summer Jones, to cancel the December 4 and January 1 Council Meetings as recommended. MOTION CARRIED by unanimous vote.

b. Discuss and consider a Resolution casting the City of Aledo's votes for the Parker County Appraisal District Board of Directors.

MOTION by Summer Jones, second by Shawna Ford, to approve Resolution No. 2025-R-45 casting the City of Aledo's 18 votes for Richard Barrett. MOTION CARRIED by unanimous vote.

7. EXECUTIVE SESSION. *In compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, the City Council may convene in executive session to deliberate regarding the following matters:*

a. Section 551.071 – Consultation with Attorney. To conduct a private consultation with the City Attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, to include:

- Dean Ranch Development Conversation
- Grand Prairie v. State
- Wells Fargo Dispute Resolution
- Litigation pertaining to Annexation

b. Section 551.087 – Deliberation Regarding Economic Development Negotiations. The City Council may convene in executive session to discuss or deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect described above, including the following items:

- Dean Ranch Development Conversation
- Downtown Development

Mayor Davis recessed the meeting to Executive Session at 6:07 p.m.

8. **ADJOURN EXECUTIVE SESSION AND RECONVENE INTO OPEN SESSION**
Mayor Davis called the meeting back into regular session at 6:56 p.m.
9. **ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY**
No action was taken on items discussed in Executive Session.
10. **MAYOR AND COUNCILMEMBER COMMENTS**
11. **STAFF COMMENTS**
12. **ADJOURN REGULAR CITY COUNCIL MEETING**
The meeting was adjourned at 6:56 p.m.

CITY COUNCIL WORK SESSION

1. **CALL TO ORDER**
Mayor Shane Davis called the work session to order at 7:00 p.m.
2. **INTERVIEWS OF CONSULTANT TEAMS FOR DEVELOPMENT OF THE CITY OF ALEDO COMPREHENSIVE PLAN**
The Council interviewed the following firms: Kimley-Horn, Freese and Nichols, and Olsson.
3. **GENERAL DISCUSSION AND NEXT STEPS REGARDING PROPOSALS FOR THE CITY OF ALEDO COMPREHENSIVE PLAN**
Discussion was held regarding the potential comprehensive plan consultants. Final determination will be made at the December council meeting.
4. **ADJOURN CITY COUNCIL WORK SESSION**
The meeting was adjourned at 9:16 p.m.

Shane Davis, Mayor

ATTEST:

Staci L. King, City Secretary



DATE: December 18, 2025
TO: Honorable Mayor and City Council Members
FROM: Erika Cooper-Bateman, Director of Community Services
SUBJECT: Discuss and approve a resolution authorizing the disposition of surplus office furniture.

BACKGROUND

As staff are preparing to transition into the new municipal complex, a comprehensive inventory of existing office furniture was conducted. The surplus includes desks, chairs, filing cabinets, and other office equipment that have either exceeded their useful life or are not compatible with the updated design and layout of the new facility.

To ensure efficient use of resources and avoid unnecessary storage costs, staff are preparing the disposition of these items.

RECOMMENDATION

Staff recommend council approve the resolution authorizing the disposition of surplus office furniture.

ATTACHMENTS

Furniture Surplus Resolution
City of Aledo Office Surplus List

RESOLUTION 2025-R-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALEDO, TEXAS, DECLARING CERTAIN PERSONAL PROPERTY OWNED BY THE CITY TO BE SURPLUS PROPERTY AND AUTHORIZING THE SALE, TRANSFER, OR DISPOSAL OF SUCH PROPERTY

WHEREAS The City Council of the City of Aledo, Texas, ("City") has determined that certain personal property owned by the City in the form of certain equipment is no longer needed; has been replaced by other equipment; and is no longer necessary for the City's current or foreseeable needs; and

WHEREAS such surplus property, while no longer being of value or benefit to the City, may be of benefit or value to some other person or entity; and

WHEREAS the Texas Government Code authorizes the City to dispose of surplus property.

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

SECTION 1.

The City Council hereby finds and determines that the property identified on the attached Exhibit "A," which is hereby incorporated and made part of this Resolution as if set forth fully at length is no longer necessary for the operations of the City and is hereby declared to be surplus property in accordance with the Texas Government Code.

SECTION 2.

The City Secretary is hereby directed to take all reasonable steps to dispose of such items of surplus property and any proceeds therefrom shall be deposited to the General Fund or other City fund as appropriate.

PASSED AND APPROVED this 18th day of December, 2025

Shane Davis, Mayor

ATTEST:

Staci L. King, City Secretary

APPROVED AS TO FORM AND LEGALITY:

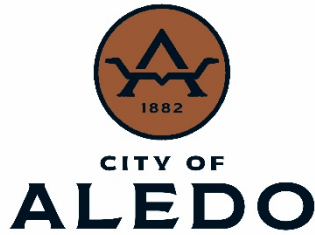
Alicia K. Kreh, City Attorney

Exhibit 'A'
City of Aledo Surplus Inventory

CITY OF ALEDO FURNITURE INVENTORY

ITEM DESCRIPTION	QUANTITY
Wood Bookcase	1
Hallway Table	1
Lateral File 2-Drawer	14
Wooden Kitchen Credenza	1
Wooden Chairs (mixed with cushion seating)	6
Black Office Chair (No arms & wheels)	5
Black Office Chair (No arms with wheels)	8
Black Office Chair (Arms & no wheels)	4
Black Office Chair (With arms & wheels)	6
Wooden Bookcase (3 shelves)	2
Wooden Bookcase (4 shelves)	2
Wooden Bookcase (5 shelves)	4
Vertical File Cabinet (4 drawers)	5
Wood Office Desk with two 2 drawer file cabinets and overheard credenza	2
Wood Office Desk with 2 drawer file cabinet and overheard credenza	2
Wood Office Desk with 2 drawer file cabinet	4
Wood Office Desk with 3 drawer file cabinet and overheard credenza	2
Wood Office Desk with 3 drawer file cabinet	1
Wood Office Desk with 3 drawer file cabinet and overheard credenza	1
Wood Office Desk with two 3 drawer file cabinet and L shaped desk additi	1
Double door bathroom storage	1
Small conference table	1
Extra wide cabinet with 2 drawers	1
Library bookshelf with steel shelving and wood end cap (6 shelves)	10
Wooden Bookcase with 5 shelves (varying sizes)	9
Square 4-top table with four chairs	4
Library bookshelf metal shelving (3 shelves)	3
Wooden bookshelf with three shelves (varying sizes)	3
Narrow wooden bookshelf with four shelves	3
Children's Circle Table	2
Childrens Chairs (mixed)	7
Flyer holder with stand	1
Book/DVD carousel	2
Work desk with upper metal shelving (varying sizes)	6
Plastic and metal circulation desk with additional desk space	1
Sofa chair	4
Mobile square shelving with 4 shelves on 4 sides	1
Wooden Bench with Storage	1
Black office chair no arms whheels	2
File cabinet with 9 drawers	1
Short Cabinet with 2 shelves	1
Wooden magazine holder	1
2-sided mobile shelving unit with 3 shelves per side	1
Black banquet chairs	2
Wooden diaper changing table	1

Mobile toolbox	1
Children's Storage Unit	1
Large Book Bins	2
Vertical File Cabinet (3 drawers)	1
Small wood desk with hairpin legs	1
White wire orgainzer with 4 drawers	1
Plastic shelving unit with 4 shelves	2
Wooden magazine/flyer holder	1
Wooden credenza with hairpin legs	1
Table chairs with padding	4
Wooden octagon table with glass top	1
Coat rack	1
Brown table chairs with arms	4
5 sided desk plastic/metal	2
Double dvd holder unit	1



DATE: December 18, 2025
TO: Honorable Mayor and City Council Members
FROM: Erika Cooper-Bateman, Director of Community Services
SUBJECT: Discuss and consider approval of a two-year contract for professional cleaning services.

BACKGROUND

The City issued a Request for Proposals (RFP) for professional cleaning services for all municipal facilities on November 26, 2025. The deadline to submit was Wednesday, December 10, 2025 at 12:00pm. All vendors interested in submitting were required to attend a mandatory pre-bid walk through of all listed facilities. Four proposals were received by the deadline and reviewed by City staff. Proposals were received by:

- Global Building Maintenance, Inc (\$5,748 per month)
- Service First Janitorial (\$4,385 per month)
- Parker County Cleaning Service (\$14,030 per month)
- K&C Commercial Cleaning LLC (\$16,255 per month)

City staff reviewed the proposals and determined which proposal offered the best overall value, based on evaluation criteria that included the total cost of broker services, the vendor's ability to perform the requested services, relevant experience, and references.

RECOMMENDATION

Staff recommend council approve awarding the contract for professional cleaning services to Service First Janitorial and authorize the City Manager to negotiate and execute a services agreement with the vendor.

ATTACHMENTS

Service First Janitorial Proposal

**A Proposal Thoughtfully Prepared for:
City of Aledo**



Proudly Provided by:



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INTRODUCTION

"To give real service you must add something which cannot be bought or measured with money, and that is sincerity and integrity." - Douglas Adams

Thank you for the opportunity to participate in the bid to serve as City of Burleson's janitorial provider. The attached informational packet provides responses to your requests and some additional information about Service First Janitorial to instill confidence that we can exceed the customer service and cleaning experience that you and your facilities expect and deserve.

Service First Janitorial is driven by a passion for serving others. A passion formed and fed by foundational beliefs we hold as an organization.

- We believe our calling is to bring the power of a servant's heart to everything we do.
- We believe that partnerships are the best form of relationships.
- We believe in putting relationships over transactions.
- We believe by elevating our neighbor's needs above our own.
- We believe in treating our client's facilities as if they are our own.
- We believe training is paramount for each one of our professional cleaners/janitors.

Our primary focus is to customize and implement professional cleaning services specific to your needs and to serve you at the highest level. As a reliable and trustworthy partner, you will find that we are not "yes men/women" at Service First Janitorial, rather we are a "yes we can" company with a "can do" culture.

We understand that our customers want as few hassles as possible. As a result, we tailor our approach to provide strong management and direction for each project to ensure services are delivered to you in a smooth and hassle-free manner.

Thank you again for allowing Service First Janitorial to provide you with this proposal. We look forward to serving you!

Best regards,

Jerry

Jerry Wilson
President/Owner



EXPERIENCE

"True intuitive expertise is learned from prolonged experience with good feedback on mistakes." - Daniel Kahneman

Experience equals Expertise

We've learned a few things in our over 30 years of experience in the Janitorial and Commercial Cleaning business. Truth be told, we've learned more from our mistakes than we have our successes and we wouldn't have it any other way. Continually learning from our experiences means we're continually improving our expertise and sharpening our approach across a wide-range of industries.

While many of our partners have shared needs, no facility and industry are exactly the same. Service First Janitorial understands that even the most subtle differences between industries requires a different approach to how we serve. Our partners are one-of-a-kind and they deserve more than a one-size-fits-all solution. Powered by our purpose to serve alongside our experience serving a wide range of industries, we've honed our expertise first hand.

Partner Industries Served:

Educational:	K-12 and Higher Education facilities
Medical:	Hospitals, Clinics, Medical Office Buildings
Industrial:	Manufacturing, Distribution and R&D Cleanroom Facilities
Government:	Municipalities, Civic Centers, Office Buildings
Commercial:	Properties, Office Buildings, Office Parks
Arenas/Venues:	Sports and Entertainment Events
Technology:	Data Centers

Markets Served:

Service First Janitorial is headquartered in Dallas, TX. Primarily we work with partners throughout the State of Texas although we have the people, the capabilities and the resources to serve the entire Southern region of the U.S.A.

Dallas, TX
Fort Worth, TX
Austin, TX
Waco, TX
San Antonio, TX
Marshall, TX



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VALUES

"The best way to find yourself is to lose yourself in the service of others." - Mahatma Gandhi

Our idea of what's important

Service First Janitorial is driven by a passion for serving others. This passion is guided by our values and beliefs as we pursue excellence in each and everything we do for our clients.

Our People

People are the most important of all the assets we possess. People make all the difference in our success and can make up for almost any lack of other resources. The saying is true – the customer is King - and at SFJ our employees are the first customer. By growing their talents & skills through education, training and progressive learning - we continually empower and equip our people to become better personally & professionally today than they were yesterday.

Our Culture

Serving others first – whether employees or our partners - is a core value of Service First Janitorial. Through our experience, we know first-hand that serving others exceptionally is in and of itself – an exceptional reward. We are convinced that first serving others, our community and causes that advance humanity in a positive direction are the paths to continued success for our company.

Our Process

We aren't a "Yes Man/Woman" company. Rather – we value being a "Yes we can" company. If there's not a solution, we'll make one. We don't just say yes to inferior solutions, as experts we find the best solution that serves everyone's best interests. We will work together to do the hard work others won't so our customers and employees succeed. Even if outside of our core service offerings – we will find a way to get it done.



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APPROACH

"Business principles are only as good as the practices that back them up". - Chip Conley

Serve First

The defining value and very foundation that we have built our company on is that we "Redefine Service." At Service First Janitorial, serving is not the same as simply providing good service. From our Senior Leadership team and across our entire company, we are always accessible to answer questions, make recommendations and meet with your team to discuss successes, concerns and opportunities for continual improvement.

Commit Consistently

By creating relationships built on accountability and transparency, we understand our client's business as if it were our own. This consistent commitment results in an incomparable level of responsiveness, communication and execution. As an extension of your team, rest assured that we will make every effort, every time to ensure complete satisfaction and results that are on-budget, on-time and beyond expectations.

Control Quality

Accountability is best-achieved in-person, a driving philosophy at Service First Janitorial. As opposed to sending emails or making phone calls, we prefer to put our own eyes on our performance, maintaining a "High Touch vs. High Tech" relationship with our partners. Service First conducts regular in-person inspections of its partner's properties to ensure that our shared level of quality and standards are maintained and continually evaluated on a routine basis.

Serving starts at the top and our Senior Leadership team and Owner/President often accompany our client teams in evaluating Service First performance. Our dedicated Account Managers are passionate about customer service and are available for weekly walk-through inspections with Property Management and meetings with tenants as requested.

Respond Rapidly

Emergencies happen and unfortunately usually without warning. Count on responsiveness and reliability when working with Service First Janitorial as we can respond to emergency calls within no later than a one-hour timeframe. Additionally, all Management are readily available 24/7 and are expected to be able to address, as a matter of priority, any on-site emergency. And, if any restoration service is required, we have valued partners available to assist.

A PARTNERSHIP

Rooted in Medical, Built for Public Spaces

At Service First, we understand the challenges that a local government facility faces, and provide a service that is custom-built to handle the unique needs of public-facing facilities. We believe that a clean environment fosters a healthy community, and allows staff to focus more on the serving the community. In that spirit, we take extra steps to ensure a clean and safe working environment for all guests who walk through your doors. We implement cleaning practices learned from the medical field and apply them to all facilities. We utilize hypoallergenic green-certified peroxide cleaning product to ensure your campuses are safe for everyone that visits. The SFJ system also works to eliminate cross contamination of surfaces by color coding all general-purpose cleaning supplies and equipment. We also have trained staff that can be equipped with electrostatic sprayers to stay proactive fighting flu, STAPH or any other potential outbreak.



Cross Contamination Prevention

We use red microfiber cloths in restrooms to wipe down and sanitize surfaces, while also using a red mop and red mop bucket in the same area. Red supplies are never used anywhere but a restroom, and no other color can be used inside of a restroom. By assigning specific colored equipment to each area of a facility, we avoid spreading bacteria from restrooms to a staff member's desk, and vice-versa.

QUALITY CONTROL

For years, delivering and ensuring quality service was about paper outlines and checklists. And you know what? It didn't work. Slick sales presentations followed up with clipboards and contracts don't ensure quality service. Service First's Quality Control (SFJQC) tackles service delivery and quality control from an entirely different angle: a focus on transparency, real-time data, and collaboration. SFJQC brings people together and is your real-time dashboard for tracking and monitoring our service.

Full Transparency and Accountability

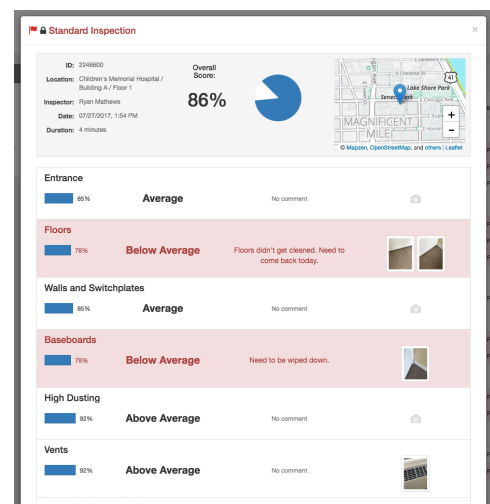
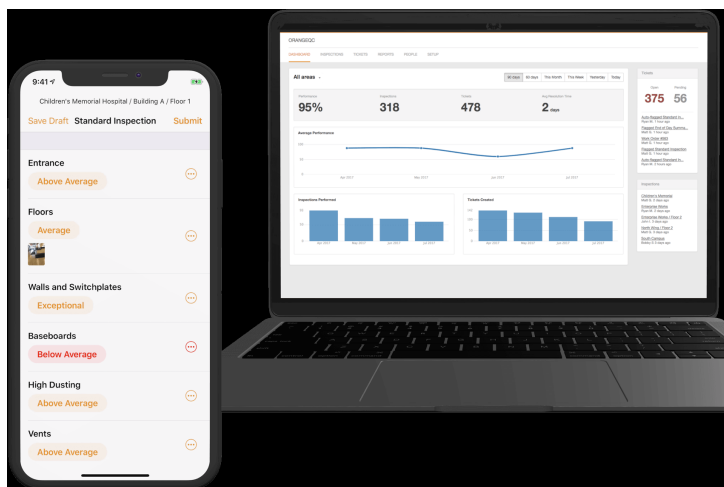
We don't just TALK about quality—we PROVE quality. No gimmicks or cover ups. You see the quality of our service in real-time as inspections are performed, complete with photos and GPS location for additional verification. Our team even reports facility tickets that are outside of our general scope of work, to ensure all services remain proactive. Everything that happens is documented, logged and easily accessible. Review our building inspections, track performance, and submit tickets to our team all in once place.

Quantify Our Service

Our analytics help identify weak spots BEFORE they turn into problems, and track improvement over time. View the complete performance history of our service. With your own personal online dashboard, you can quantify exactly how effective our service is.

Customer Support

Our customer support system funnels all communication about our services into one central location so we can handle requests and feedback from you and your facilities' occupants in an organized manner. Requests may be submitted by voice, email, or text message. All communication is captured and stored centrally so you can participate in every conversation and be notified when issues are resolved.



EQUIPMENT

Large Equipment	Order
SC6100A RESTORE CARPET EXTRACTOR	1
C201HD 20"ALL METAL FLOOR MACHINE, LOW SPEED	1
NM2000 POWR FLITE HI-SPD BURNISHER, 20"	1
PF55 20GAL S.S. WET/DRY VACUUM W/TOOLS	1
9007354 ASC-15 ALL SURFACE CLEANER (LIKE KAIVAC)	1
LPTB03328 CS16 MICRO SCRUBBER	1
PDS1DX CARPET DRYER W/ HANDLE & WHEELS	2
Small Tools/Equipment	Order
RADIANCE YEL SIDE PRESS COMBO MOP BUCKET	3
2643-60 BRUTE 44GAL GRAY CONT	2
2640 BRUTE BLACK CONT DOLLY	2
2642 BRUTE YEL CADDY BAG	2
1304 1/2 CUBIC YD BLK TILT TRUCK	0
6173-88 BLK JANITOR CART	1
SC684G SANITAIRE VACUUM	2
107310 SUPER COACH PRO 6 HEPA W/KIT D	1
C8P-60 60"PLAST QUICK CHANGE FIBER HNDL	4
LARGE ANGLE BROOM W/VINYL COATED HNDL	4
RADIANCE BLACK LOBBY DUST PAN	4
ED600 OPTILOCK 20'EXTENSION POLE	1
COBW0 TOTAL REACH COBWEB DUSTER	1
360EXS 32"-60"EXTEND LAMBSWOOL DUSTER	4
29624 24"X24"DUST CLOTH	4
RADIANCE BLUE BUCKETLESS FLAT MOP KIT	2
RADIANCE 16X16 GRN A/P MICRO CLOTH	4
RADIANCE 16X16 BLU A/P MICRO TERRY CLOTH	4
RADIANCE 16X16 YEL A/P MICROFIBER TOWEL	4
RADIANCE 16X16 RED MICROFIBER CLOTH	4
5032WG 32OZ BOTTLE W/GRADUATION	12
5900 9-7/8"G/P TRIGGER SPRAYER	12
107313 INTERCEPT 10QT MICRO FILTER BAG	1
H600 60"CLIP ON WOOD DUST MOP HNDL	4
E245SP 5"X24"SLOT POCKET DUST MOP	1
E365SP 5"X36"SLOT POCKET DUST MOP	4
F245 5"X24"DUST MOP FRAME	1
F365 5"X36"DUST MOP FRAME	4





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SAFETY TRAINING

EMPLOYEE RESPONSIBILITIES

Employees of SERVICE FIRST JANITORIAL are responsible and will be held accountable for providing the company with a commitment to the safety and health program, abiding by the policies, procedures and rules set forth by the program, and becoming actively involved in the program to assist in providing a safe and healthful workplace for all involved.

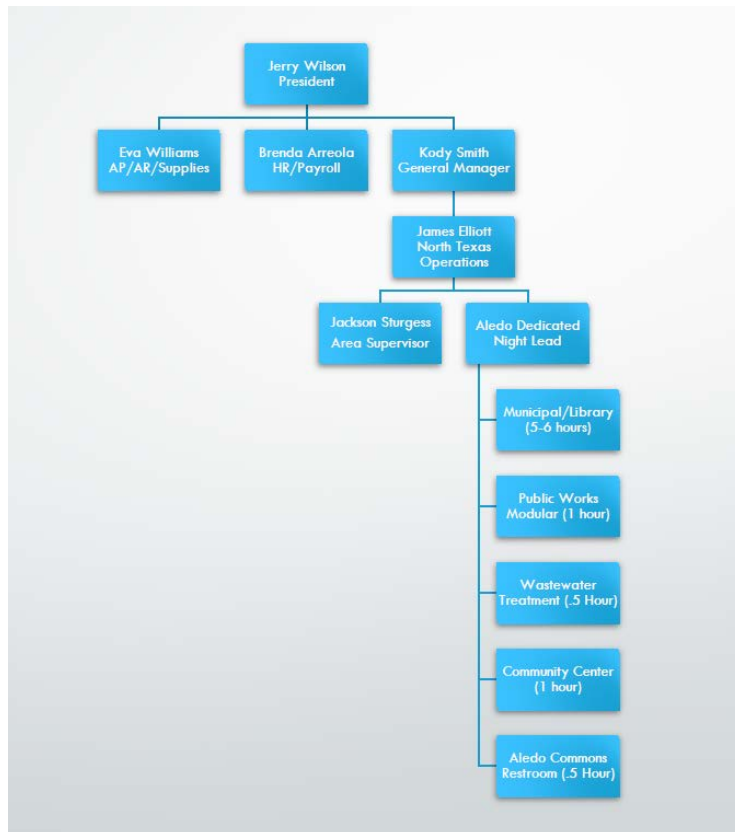
It is important that all employees have a positive attitude toward safety and accident prevention. The employee is responsible for:

1. Knowing what constitutes a safety hazard
2. Being constantly on the lookout for safety hazards
3. Correcting or reporting safety hazards immediately
4. Knowing and using safe work procedures
5. Avoiding unsafe acts
6. Keeping the work area clean and uncluttered
7. Reporting accidents, injuries, illnesses, exposures to hazardous substances, and near misses immediately.
8. Reporting acts and conditions that don't seem right even if you aren't sure if they are hazards.
9. Cooperating with internal inspections and job hazard analysis.
10. Following Company safety rules and regulations related to efficient and safe work performance.
11. Looking for ways to make the job safer.
12. Participating in safety training.
13. Treating safety as one of your most important job responsibilities.
14. Performing job assignments safely as consideration for self, fellow employees, subcontractors, the public, and Company property and equipment. This includes proper use of safety equipment, safety devices and safe work practices.
15. Understanding the employee's role in the safety program.
16. Reviewing the contents of all safety manuals, handbooks and publications available.
17. Comply with all Federal, State, and Local rules and regulations relevant to work performed.



SERVICE FIRST JANITORIAL
Serving. A Purpose.

SUPPORT STAFFING





SERVICE FIRST JANITORIAL
Serving. A Purpose.

REFERENCES

City of Euless

Blake Cloud
Facilities Manager
1314 Royal Pkwy, Euless, TX 76040
817-685-1599
bcloud@eulesstx.gov

All City facilities with 14 supporting buildings
200,000 SF Serviced since 2024

City of Mansfield

Andy Hale
Facilities Director
620 S Wisteria, Mansfield, TX 76063
817-728-3626
andy.hale@mansfieldtexas.gov

All City facilities with 8 supporting buildings
175,000 SF Serviced since 2024

City of Burleson

Darin Parle
Facilities Manager
725 E John Jones Dr, Burleson, TX 76028
682-429-7564
dparle@burlesontx.com

All City facilities with 12 supporting buildings.
140,000 SF Serviced since 2025

City of Round Rock

Pam Keltgen
Custodial Supervisor
212 Commerce Blvd, Round Rock, TX 78664
512-923-9046
pkeltgen@roundrocktexas.gov

All City facilities with 24 supporting buildings
750,000 SF Serviced since 2023

Dallas Baptist University

Jonathan Teat
Sr Vice President
3000 Mountain Creek Pkwy, Dallas, TX 75211
214-333-5128
jonathan@dbu.edu

University Campus with over 30 unique buildings
1,000,000 SF Serviced since 2017



SERVICE FIRST JANITORIAL
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PROPOSAL

Service First Janitorial

6050 Southwest Blvd Ste 200

Fort Worth, TX 76109

(817) 716-2009

kody@servicefirstjanitorial.com

DATE	12/9/2025
INVOICE #	
CUSTOMER ID	Aledo

SUBMIT TO

City of Aledo
ATTN: City Secretary Office
104 Maverick St
Aledo, TX 76008

DESCRIPTION	Monthly
Custodial Services	
Municipal Complex	\$2,760.00
Library	\$1,015.00
Public Works Modular Building	\$220.00
Wastewater Treatment Plant	\$120.00
Community Center	\$150.00
Aledo Commons Restrooms	\$120.00
As-Needed Services	
Floor Scrubbing	\$0.18/sf
Carpet Shampoo	\$0.22/sf
VCT Strip/Wax	\$0.32/sf

Subtotal	\$4,385.00
Taxable	-
Tax rate	0.000%
Tax due	-
Other	-
TOTAL	\$4,385.00

OTHER COMMENTS

Quote includes SFJ providing all labor, supervision, equipment

As-needed services - \$225 minimum per service



DATE: December 18, 2025
TO: Honorable Mayor and City Council Members
FROM: Erika Cooper, Director of Community Services
SUBJECT: Purchase of (2) Building Services/Code Enforcement Department trucks.

BACKGROUND

The City of Aledo Building Services/Code Enforcement Department currently has no city vehicles; staff use personal cars with a car allowance to conduct city business. To provide adequate equipment and align with other departments, \$120,000 was budgeted in FY26 for two city trucks. Staff reviewed options through BuyBoard dealerships to identify the most suitable and cost effective vehicles.

RECOMMENDATION

It is recommended that the City of Aledo approve a Resolution and authorize the City Manager to purchase two (2) 2026 Silverado 1500 LT 2FL 4X4s from Sam Pack's Five Star Chevrolet for the Building Services/Code Enforcement Department in the amount of \$103,857.46.

ATTACHMENTS

Resolution
Quote for purchase

RESOLUTION 2025-R-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALEDO, TEXAS, AUTHORIZING THE PURCHASE OF TWO CHEVROLET SILVERADO 1500 PICKUP TRUCKS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS the City of Aledo, Texas (“City”), is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5, of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS the City has received a quote through BuyBoard from Sam Pack’s Five Star Chevrolet for two (2) 2026 Silverado 1500 LT 2FL 4X4s.

WHEREAS the City Council has determined that authorizing the purchase of said vehicles is in the best interest of the public health and safety of the citizens of Aledo.

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

SECTION 1.

All the above premises are true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified, and incorporated into the body of this Resolution as if copied in their entirety.

SECTION 2.

The City Council hereby approves the purchase of two Chevrolet Silverado 1500 LT 2FL 4X4s in accordance with the quotes and the City’s purchasing policies.

SECTION 3.

This Resolution shall take effect upon its adoption, and it is so resolved.

PASSED AND APPROVED this 18th day of December, 2025.

Shane Davis, Mayor

ATTEST:

Staci L. King, City Secretary
APPROVED AS TO FORM AND LEGALITY:

Alicia K. Kreh, City Attorney



Date: December 18, 2025
To: City Council
From: Grant Fore, Senior Planner, Berkley Group
Subject: Consideration and possible action on a Final Plat of Parcel ID 38068 1.470 acres Abst: 240, Survey: CARR CALVIN M, TR, Parcel ID 38069 1.360 acres Abst: 240, Survey: CARR CALVIN M, TR, Parcel ID 38059 1.500 acres Abst: 240, Survey: CARR CALVIN M, TR; establishing the Parkside Subdivision, Lots 1-15, 16 (Open Space), Block 1, totaling 4.336 acres in size, generally located along FM 5 near Cedar Bluff Court

Summary:

PLANNING AND ZONING COMMISSION RECOMMENDATION: At their December 11, 2025 regular meeting, the Planning and Zoning Commission recommended approval of the Final Plat by a 5-0 vote, subject to the following condition:

1. Approval of downstream analysis by City Engineer

OWNER: Oscar Villarreal and Tiffany Villarreal

APPLICANT: TAK Enterprises, Paul Moss

LOCATION: Located along FM 5 near Cedar Bluff Court, Parcel ID 38068 1.470 acres Abst: 240, Survey: CARR CALVIN M, TR, Parcel ID 38069 1.360 acres Abst: 240, Survey: CARR CALVIN M, TR, Parcel ID 38059 1.500 acres Abst: 240, Survey: CARR CALVIN M, TR

SIZE: 4.336 acres

EXISTING ZONING: R-1 Single Family Residential

EXISTING USE: Residential/existing residence

PROPOSED USE: Single-Family Residential, 15 lot subdivision

TAK Enterprises, as the Applicant, is proposing to develop the "Parkside Subdivision", a fifteen (15) lot subdivision located along FM 5 near Cedar Bluff Court.

The proposed fifteen (15) lots range from approximately 10,000 to 20,000 square feet in size. The property is zoned R-1 Single-Family residential, which has the following minimum lot design standards; all proposed lots depicted on the plat comply with these design standards:

Category	Standard
Density	
(a) Dwelling Units/Acre	4.0 (maximum)
Lot Dimensions	
(b) Lot Area (minimum)	7,000 sq. ft.
(c) Lot Width (minimum)	50 feet
(d) Lot Depth (minimum)	100 feet
Setbacks	
(e) Street, Front (minimum)	
– Primary or Secondary Street	20 feet
– Local or Private Street	20 feet
(f) Street, Side (minimum)	
– All roadways	10 feet
– Alleys/private easements	10 feet
(g) Rear (minimum)	
– Alley/private easements	10 feet
(h) Side, Interior (minimum)	
	5 feet
Height (maximum)	
(i) To eave, roof ridge, or parapet	35 feet
Lot Coverage (maximum)	60% (total of all buildings on the lot)
Off-Street Parking & Loading	See Article 3 for number of off-street spaces per dwelling unit
Notes	—

UTILITIES

The Applicant is proposing to tie into City water and wastewater infrastructure along FM 5. The Applicant is proposing to construct public improvements, including 8” water and 8” sewer lines, in accordance with City standards to serve the development.

DRAINAGE

The Applicant has provided site specific pre-development and post-development drainage data which has been reviewed by the City Engineer. The Applicant has provided full construction plans to the City, which have been approved.

ROADWAY/ACCESS

The plat establishes Parkside Court, a public road to serve as access to the development. The proposed road includes the dedication of 50’ of right-of-way. The applicant has provided full construction plans to the City, which have been approved.

Additionally, the Applicant is proposing to connect Parkside Court to FM 5, a TXDOT maintained roadway. The applicant has provided a copy of their approved access permit from TXDOT.

CITY COUNCIL ROLE

According to Unified Development Code, Chapter 1, General Provisions, 16. C, Platting Procedures/Final Plat:

1. *Upon approval of the commission of the preliminary plat and within 24 months of the date of approval, unless extended by action of the City, and a site development permit, the subdivider may submit for approval the final plat. Copies of the final plat, as noted in the development review checklist provided with the application for a final plat, together with two reproducible transparent drawings, shall be submitted to the planning commission at least 30 days prior to the meeting at which consideration is desired. Plans for streets, water, sewer service, and storm drainage shall accompany the final plat in accordance with Engineering Criteria Manual. Final plats shall be prepared in accordance with the provisions of this section*
2. *No final plat shall be accepted for processing until three copies of the corrected revised preliminary plat have been submitted to the City that reflect the commission's approval, modifications or stipulations.*
3. *The final plat shall conform substantially to the preliminary plat as approved, and it may constitute only that portion of the approved preliminary plat which is to be developed at the time; provided, however, that such portion conforms to all requirements of these regulations.*
4. *The official filing date of the final plat shall be the date upon which the plat is found to be in compliance with the provisions of this chapter by the development review committee.*
5. *The City shall act on the final plat within 30 days after the official filing date. If it is not disapproved within 30 days after filing, the final plat shall be deemed approved. A certificate, showing the filing date and failure to disapprove the plat within 30 days of the filing date, shall be issued on demand; and this certificate shall be sufficient in lieu of a written endorsement or other evidence of approval. A final plat that is not recorded within 24 months of its approval date shall become void. Approval may, upon written application, be extended for an additional 24 months by action of the Planning and Zoning Commission.*
6. *After the commission has determined that the plat is in proper form, that the arrangement of the development proposed for the property being subdivided is in general conformance with the comprehensive plan and is consistent with zoning regulations, that the subdivision complies with all the provisions of this chapter, and that the final plans for streets, drainage, water and sewer have been approved by the City's engineer, it shall approve or deny the plat.*
7. *The Commission's approval of the final plat shall authorize the Mayor and City Secretary to execute the certificate of approval on the reproducible transparency of the final plat.*
8. *The final plat shall then be filed of record by the City in the plat records of the county, but only after the mayor has officially signed any community facility agreements required with reference to public improvements, dedications and utilities. The approval of the final plat does not constitute acceptance of the public improvements of the subdivision.*

9. *Final plats located in the extraterritorial jurisdiction of the City shall be submitted to the commissioners' court of the county, following approval by the City.*
10. *An owner or subdivider, at his option, may obtain approval of a portion a subdivision, provided that it meets the requirements of section c (xiv), and all requirements of this chapter with reference to such portion in the same manner as is required for a complete subdivision. If a subdivision and the final plat thereof are approved by the City in portions, each final plat of each portion is to carry the name of the entire subdivision and shall also bear a distinguishing letter, number or subtitle*

According to Section 212, Municipal Regulation of Subdivisions, of the Texas Local Government Code:

Sec. 212.009. APPROVAL PROCEDURE: INITIAL APPROVAL.

1. *The municipal authority responsible for approving plats shall approve, approve with conditions, or disapprove a plat within 30 days after the date the plat is filed. A plat is approved by the municipal authority unless it is disapproved within that period and in accordance with Section 212.0091.*
2. *If an ordinance requires that a plat be approved by the governing body of the municipality in addition to the planning commission, the governing body shall approve, approve with conditions, or disapprove the plat within 30 days after the date the plat is approved by the planning commission or is approved by the inaction of the commission. A plat is approved by the governing body unless it is disapproved within that period and in accordance with Section 212.0091.*

Sec. 212.005. APPROVAL BY MUNICIPALITY REQUIRED.

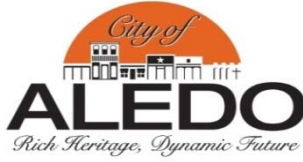
(a) The municipal authority responsible for approving plats must approve a plat or replat that is required to be prepared under this subchapter and that satisfies the requirements of this subchapter.

Recommendation:

Staff has reviewed the proposed Final Plat and associated documents. All plat and construction plans comments have been addressed; however, the City Engineer is requesting additional, minor detail related to the downstream analysis in the drainage report. Per the City Engineer, this data has no bearing on the plat document, and the plat and construction plans are compliant with city code. Therefore, Staff recommends APPROVAL, subject to the following condition: Approval of downstream analysis by City Engineer

Attachments:

1. Application
2. Plat



PLAT AND ZONING APPLICATION

PLEASE CHECK THE APPROPRIATE BOX BELOW

- PRELIMINARY PLAT
- FINAL PLAT
- MINOR PLAT
- REPLAT
- PLANNED DEVELOPMENT (PD)
- PD AMMENDMENT
- ZONING CHANGE
- CHANGE OF USE/NEW USE
- SPECIFIC USE PERMIT (SUP)

PROPERTY INFORMATION:

Project Name: Parkside

Project Address (Location): 212 S. FM 5

Legal Description (Lot & Block): Abst:240 SurveyCarr Calvin Parcel 000038053

Proposed Number of Lots: 15 Gross Acres: 4.3

Existing Zoning: residential Proposed Zoning: residential

Existing Use: residential - one (1) home Proposed Use: New 15 lot subdivision

APPLICANT/OWNER/SURVEYOR/ENGINEER INFORMATION:

APPLICANT:

Name: TAK Enterprises, Inc. - Paul Moss

Address: 8821 davis Blvd., #220 Phone: 817-723-7860

City: Keller Fax: _____

State: Texas Zip: 76248 Email: paul.moss@marinabayhomes.net

Signature: Paul Moss Date: 7/29/2025

Applicant's Status: (check one) Owner Representative Tenant Prospective Buyer

PROPERTY OWNER:

Name: Oscar Villarreal and Tiffany Villarreal

Address: 212 S. FM 5 Phone: 817-600-9330

City: Aledo Fax: _____

State: Texas Zip: 76008 Email: tiffer1tx@gmail.com

Signature: Tiffany Reed-Villarreal Date: 7/29/2025

983E25BB380E4AD... 6B2DD8E213AE449...

SURVEYOR:

Name: Spry Surveyors

Address: 8241 Mid-Cities Blvd. Suite 102 Phone: 817-776-4049

City: North richland Hills Fax: _____

State: Texas Zip: 76182 Email: david@sprysurveyors.com

ENGINEER:

Name: Keith Hamilton, P.E. Firm: Hamilton Duffy ,P.C.ES and CM, Inc.

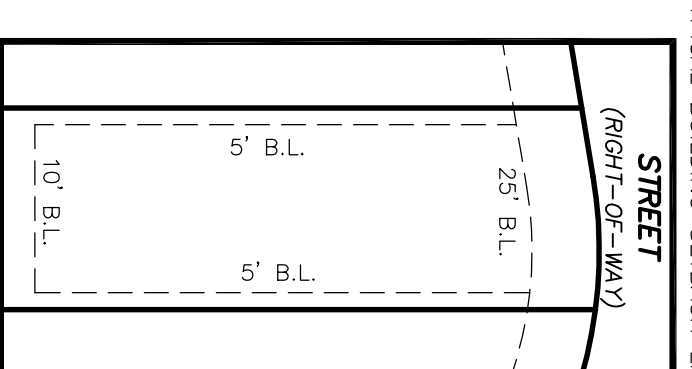
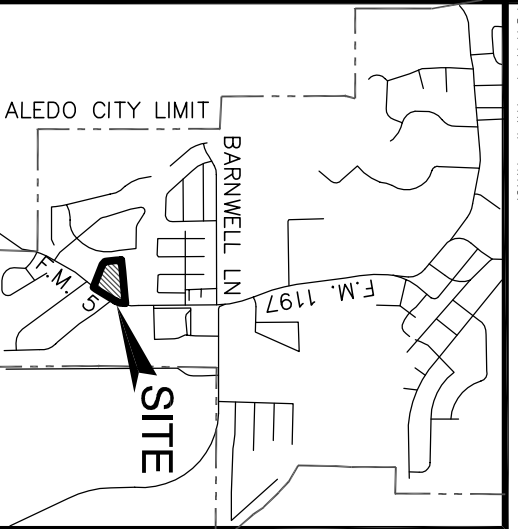
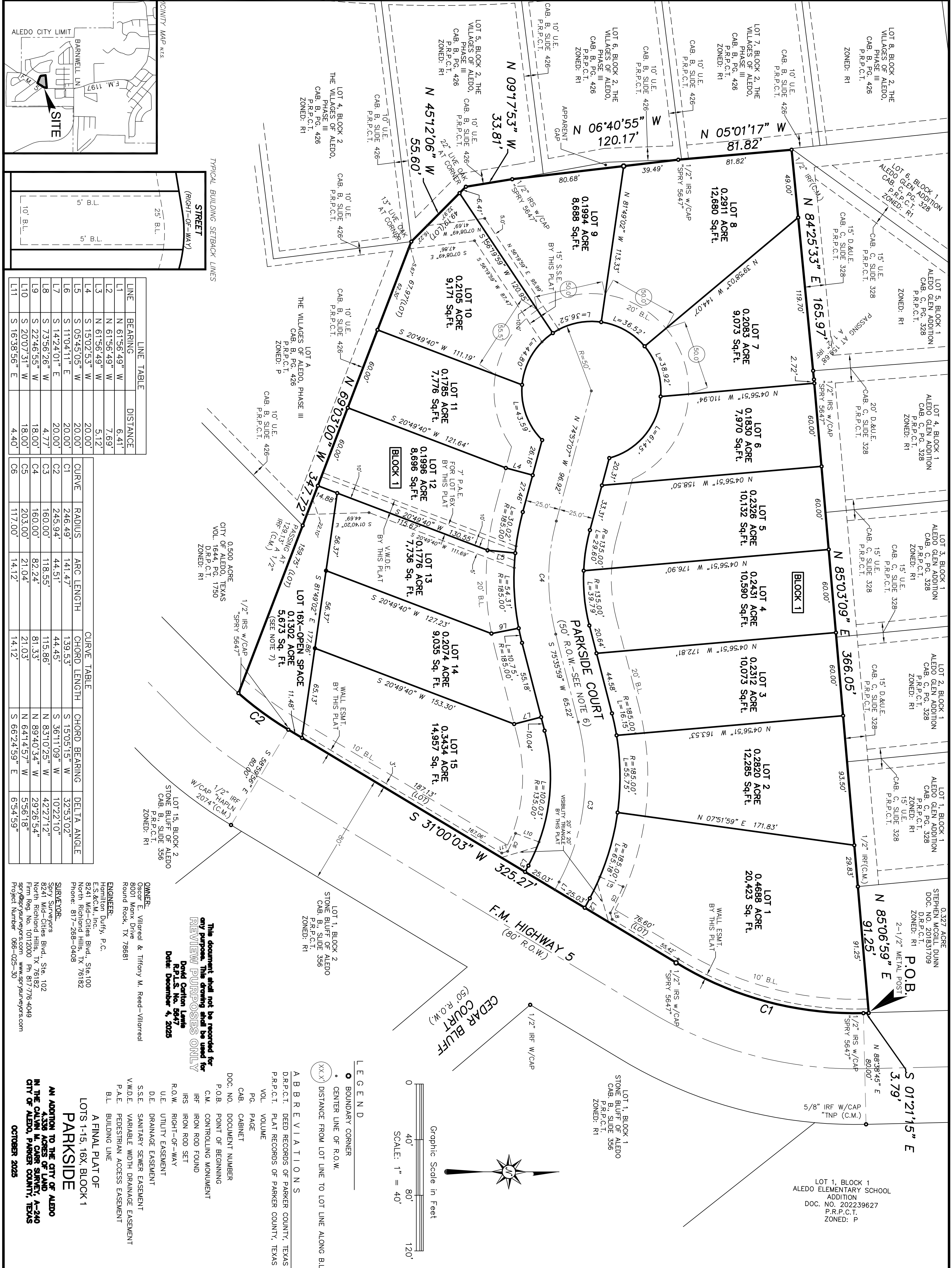
Address: 8241 Mid Cities Blvd., #100 Phone: 817-268-0408 cell 214-802-1131

City: North Richland Hills Fax: _____

State: Texas Zip: 76182 Email: khamilton@hamiltontduffy.com

FOR OFFICE USE ONLY

APPLICATION FEE: _____ SUBMITTAL DATE: _____



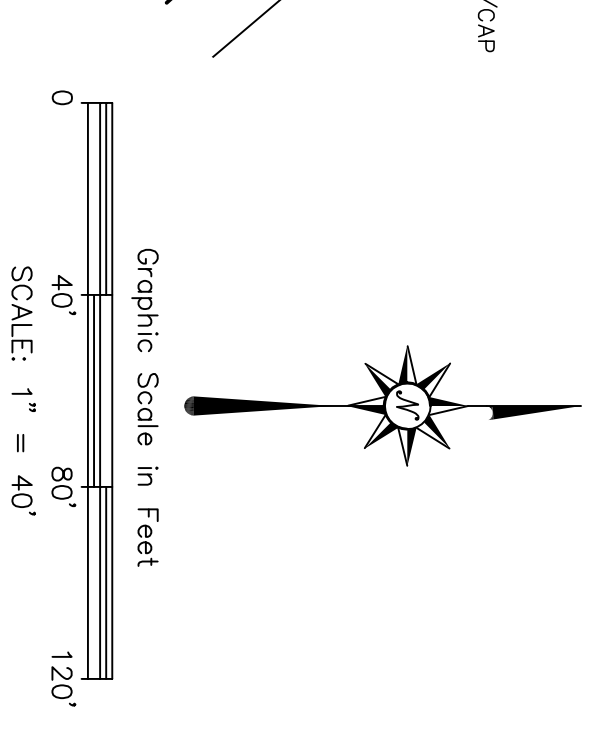
LINE	BEARING	DISTANCE
L1	N 61°56'49" W	6.41'
L2	N 61°56'49" W	7.69'
L3	N 61°56'49" W	5.12'
L4	S 15°02'53" W	20.00'
L5	S 05°45'05" W	20.00'
L6	S 11°04'11" E	20.00'
L7	S 14°24'01" E	20.00'
L8	S 73°56'26" W	4.77'
L9	S 22°46'55" W	18.00'
L10	S 20°07'31" W	18.00'
L11	S 16°38'56" E	4.40'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	246.49'	141.47'	139.53'	S 15°05'15" W	32°53'02"
C2	245.94'	44.51'	44.45'	S 36°11'09" W	10°22'10"
C3	160.00'	118.55'	115.86'	N 83°10'25" W	42°27'12"
C4	160.00'	82.24'	81.33'	N 89°40'34" W	29°26'54"
C5	203.00'	21.04'	21.03'	N 64°14'57" W	5°56'18"
C6	117.00'	14.12'	14.12'	S 66°24'59" E	6°54'59"

This document shall not be recorded for any purpose. This drawing shall be used for REVIEW PURPOSES ONLY
 David Carlton Lewis
 R.P.C. No. 5647
 Date: December 4, 2025

OWNER:
 Oscar E. Villorred & Tiffany M. Reed-Villorred
 8001 Monk Drive
 Round Rock, TX 78681
ENGINEER:
 Stephen D. Duffy, P.C.
 824 Mid-Cities Blvd., Ste. 100
 North Richland Hills, TX 76182
 Phone: 817-266-0408
SUBVERTOR:
 Spry Surveyors
 824 Mid-Cities Blvd., Ste. 102
 North Richland Hills, TX 76182
 Phone: 817-276-4049
 sprysurveyors.com www.sprysurveyors.com
 Project Number: 066-025-30

LEGEND
 ○ BOUNDARY CORNER
 ● CENTER LINE OF R.O.W.
 (XXX) DISTANCE FROM LOT LINE TO LOT LINE ALONG B.L.
ABBREVIATIONS
 D.R.P.C.T. DEED RECORDS OF PARKER COUNTY, TEXAS
 P.R.P.C.T. PLAT RECORDS OF PARKER COUNTY, TEXAS
 VOL. VOLUME
 PG. PAGE
 CAB. CABINET
 DOC. NO. DOCUMENT NUMBER
 P.O.B. POINT OF BEGINNING
 C.M. CONTROLLING MONUMENT
 IRF IRON ROD FOUND
 IRF IRON ROD FOUND
 R.O.W. RIGHT-OF-WAY
 U.E. UTILITY EASEMENT
 D.E. DRAINAGE EASEMENT
 S.S.E. SANITARY SEWER EASEMENT
 V.W.D.E. VARIABLE WIDTH DRAINAGE EASEMENT
 P.A.E. PEDESTRIAN ACCESS EASEMENT
 B.L. BUILDING LINE
A FINAL PLAT OF LOTS 1-15, 16X, BLOCK 1 PARKSIDE IN THE CITY OF ALEDO
4.336 ACRES OF LAND IN THE CALVIN M. GARR SURVEY, A-240 CITY OF ALEDO, PARKER COUNTY, TEXAS
OCTOBER 2025



LOT 1, BLOCK 1
 ALEDO ELEMENTARY SCHOOL
 ADDITION
 DOC. NO. 202239627
 P.R.P.C.T. 1-15
 ZONED: P

**OWNER'S DEDICATION
 STATE OF TEXAS
 COUNTY OF TARRANT**

Whereas Oscar Villarreal and Tiffany Villarreal are owners of all that certain 4.336 acres of land, by virtue of the deeds for the 1.470 acre tract, the 1.50 acre tract, and the 1.36 acre tracts, recorded in Document Numbers 201723508, 201721537, and 201721579, respectively, in the Deed Records of Parker County, Texas (D.R.P.C.T.), in the Calvin M. Carr Survey, A-240, City of Aledo, Parker County, Texas and more particularly described by metes and bounds as follows: (All bearings shown hereon are based on the Texas Coordinate System of 1983, North Central Zone)

BEGINNING at a 2-1/2" metal post found for the northeast corner of the herein described tract, common to the northeast corner of said 1.470 acre tract, and common to the southeast corner of the 0.327 acre tract described in the deed to Stephen McGill Dunn, recorded in Document Number 201831709, D.R.P.C.T., and in the west right-of-way line of F.M. Highway 5 (80' R.O.W.):

THENCE South 01° 21' 15" East - 3.79' along the west right-of-way line of said F.M. Highway 5, to a 1/2" iron rod with a cap stamped "SPRY 5647" set for the Point of Curvature of a curve to the right, having a central angle of 32° 53' 02", a radius of 246.49', and a chord bearing and distance of South 15° 05' 15" West - 139.53';

THENCE along said curve to the right, continuing along the west right-of-way line of said F.M. Highway 5, an arc distance of 141.47', to a 1/2" iron rod with a cap stamped "SPRY 5647" set for the end of curve;

THENCE South 31° 00' 03" West - 325.27' continuing along the west right-of-way line of said F.M. Highway 5, to a 1/2" iron rod with a cap stamped "SPRY 5647" set for the Point of Curvature of a curve to the right, having a central angle of 10° 22' 10", a radius of 245.94', and a chord bearing and distance of South 36° 11' 09" West - 44.45';

THENCE along said curve to the right, continuing along the west right-of-way line of said F.M. Highway 5, an arc distance of 44.51', to a 1/2" iron rod with a cap stamped "SPRY 5647" set for the southeast corner of the herein described tract, common to the east corner of the 0.500 acre tract of land described in the deed to the City of Aledo, recorded in Volume 1644, Page 1750, D.R.P.C.T.;

THENCE North 69° 03' 00" West, along the south line of the herein described tract, passing at a distance of 129.13' a 1/2" iron rod found for the northerly corner of said 0.500 acre tract, common to the northerly northeast corner of Lot A, The Villages of Aledo, Phase III, recorded in Cabinet B, Slide 426, Plat Records of Parker County, Texas (P.R.P.C.T.), and continuing for a total distance of 347.72' to a 13" live oak tree found at the most southerly southwest corner of the herein described tract, common to the common corner of said Lot A, and Lot 4 and 5, of said The Villages of Aledo, Phase III;

THENCE along the west lines of said 1.36 acre tract, said 1.50 acre tract, and the 1.470 acre tract the following courses and distances:

North 45° 12' 06" West - 55.60' to a 22" live oak found at a point corner of the herein described tract;

North 09° 17' 53" West - 33.81' to a 1/2" iron rod with a cap stamped "SPRY 5647" set for a point for corner of the herein described tract;

North 06° 40' 55" West - 120.17' to a 1/2" iron rod with a cap stamped "SPRY 5647" set for a point corner of the herein described tract;

North 05° 01' 17" West - 81.82' to a 1/2" iron rod found for the northwest corner of said 1.470 acre tract, in the south line of Block 1, Aledo Glen Addition, recorded in Cabinet C, Page 328, P.R.P.C.T.;

THENCE North 84° 25' 33" East 165.97' along the south line of said Block 1, Aledo Glen Addition to a 1/2" iron rod with a cap stamped "SPRY 5647" set for a point corner of the herein described tract;

THENCE North 85° 03' 09" East - 366.05' continuing along the south line of Block 1, Aledo Glen Addition, to a 1/2" iron rod found for the southeast corner of said Block 1, of said Aledo Glen Addition, common to the southwest corner of said 0.327 acre tract;

THENCE North 85° 06' 59" East - 91.25' to the POINT OF BEGINNING and containing 4.336 acres of land.

NOW THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS:

That OSCAR E. VILLARREAL AND TIFFANY M. REED-VILLARREAL, the Owners, do hereby adopt this plat designating the herein before described property as LOTS 1-15, 16X, BLOCK 1, PARKSIDE, an addition to the City of Aledo, Parker County, Texas, and do hereby dedicate fee simple to the public use forever any streets, rights-of-way, and alleys shown thereon, and do hereby reserve the easements shown on this plat for the mutual use and accommodation of all public utilities desiring to use or using the same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs or other improvements or growths in which any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement for the purpose of constructing, reconstructing, inspecting, and patrolling, without the necessity at any time of procuring the permission of anyone. This plat approved subject to all platting ordinances, rules, regulations, and resolutions of the City of Aledo, Texas.

OWNER'S DEDICATION, CONTINUE

Witness our hands this _____ day of _____, 2025.

OSCAR E. VILLARREAL

**NOTARY CERTIFICATE
 STATE OF TEXAS
 COUNTY OF TARRANT**

Before me, the undersigned authority, a Notary Public in and for the said County and State, on this day personally appeared Oscar E. Villarreal, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations expressed herein.

Given under my hand and seal of office, this _____ day of _____, 2025.

Notary Signature

Notary Stamp:

Witness our hands this _____ day of _____, 2025.

Oscar E. Villarreal
 Witness our hands this _____ day of _____, 2025.

TIFFANY M. REED-VILLARREAL

**NOTARY CERTIFICATE
 STATE OF TEXAS
 COUNTY OF TARRANT**

Before me, the undersigned authority, a Notary Public in and for the said County and State, on this day personally appeared Tiffany M. Reed-Villarreal known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations expressed herein.

Given under my hand and seal of office, this _____ day of _____, 2025.

Notary Signature

Notary Stamp:

SURVEYOR CERTIFICATE

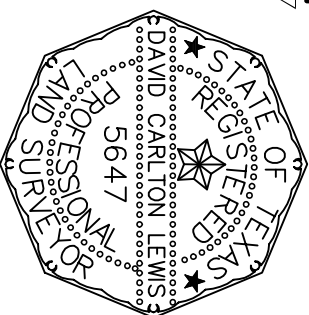
KNOW ALL MEN BY THESE PRESENTS:

That I, David Carlton Lewis, a Registered Professional Land Surveyor licensed in the State of Texas, do hereby certify that I prepared this plat from an actual and accurate survey of the land, and that the corner monuments shown thereon were properly placed under my supervision.

This document shall not be recorded for any purpose. This drawing shall be used for REVIEW PURPOSES ONLY

David Carlton Lewis
 R.P.L.S. No. 5647
 Date: December 4, 2025

David Carlton Lewis, R.P.L.S.
 Texas Registration No. 5647
 Spry Surveyors, LLC.
 8241 Mid Cities Blvd Ste 102
 North Richland Hills, TX 76182



NOTES

1. This Survey is issued without the benefit of a current title report and is subject to revision upon receipt thereof. Surveyor has done no additional research for possible easements, restrictions or covenants which may affect this property.
2. All bearings shown hereon are based on the Texas Coordinate System of 1983, North Central Zone
3. The Surveyor has not physically located any underground utilities and/or improvements which may be located under or near the subject property.
4. According to the Flood Insurance Rate Map No. 48367G0450E, published by the Federal Emergency Management Agency, dated: September 26, 2008, the surveyed property shown hereon does not lie within any special flood hazard area inundated by the 100-year flood.
5. On the issue date of this survey the surveyed property shown hereon is zoned R-1 (Single Family Residential) according to the City of Aledo zoning ordinance maps. Refer to said zoning ordinance for minimum and maximum setback requirements.
6. City requires sidewalks along all public roadway, sidewalks should be within right-of-way, or if needed a pedestrian easement.
7. Lot 16X will be maintained by the Home Owners Association.

CITY COUNCIL APPROVAL
APPROVED BY THE CITY COUNCIL OF THE CITY OF ALEDO, TEXAS, ON THIS
DAY OF _____ OF _____, 20__
_____ Mayor, City of Aledo
_____ City Secretary

OWNER:
 Oscar E. Villarreal & Tiffany M. Reed-Villarreal
 8001 Manx Drive
 Round Rock, TX 78681

ENGINEER:
 Stephen Duffy, P.C.
 E. Strickland, Inc.
 8241 Mid-Cities Blvd, Ste. 102
 North Richland Hills, TX 76182
 Phone: 817-266-0408

SURVEYOR:
 David Carlton Lewis
 8241 Mid-Cities Blvd, Ste. 102
 North Richland Hills, TX 76182
 Firm Reg. No. 1012000 Ph. 817-776-4049
 spry@sprysurveyors.com www.sprysurveyors.com
 Project Number 066-025-30

A FINAL PLAT OF
 LOTS 1-15, 16X, BLOCK 1
PARKSIDE
 AN ADDITION TO THE CITY OF ALEDO
 4.336 ACRES OF LAND
 IN THE CALVIN M. CARR SURVEY, A-240
 CITY OF ALEDO, PARKER COUNTY, TEXAS
 OCTOBER 2025



DATE: December 18, 2025
TO: Honorable Mayor and City Council Members
FROM: Mark McDaniel, Interim City Manager
SUBJECT: Discuss and accept the Library Feasibility Study.

Background:

On September 18, 2025, the City Council approved a proposal for ZakTax to conduct a comprehensive library feasibility study. This study includes the development of a pro forma financial model and an assessment of revenue potential to determine the total cost of ownership for a public library located within Aledo City Hall. The scope of work addressed the following components:

- **Operating Costs (5-Year Projection)**
Develop a FY25 baseline for detailed annual operating cost and estimates over a five-year horizon. This will include staffing, utilities, maintenance, programming, and other operational expenses to provide a realistic picture of recurring costs.
- **Revenue Potential (5-Year Projection)**
Assess potential library revenue streams over five years.
- **Capital Costs (5-Year Projection)**
Prepare a baseline FY25 and five-year capital cost estimate that accounts for building construction, furnishing, equipment, technology, and future capital replacement needs.
- **Revenue from Sale of Existing Building**
Evaluate the potential market value and sale revenue from the current library facility, providing a financial offset that can be applied toward the new project.
- **Benchmarking Analysis**
Benchmark staffing, collections, materials, programming, and budget against 5–10 peer city libraries (list to be provided by the City). This will help position the City’s library within a comparative framework and identify efficiencies or gaps.
- **Tax Rate Impact Scenarios**

- Model two funding scenarios: one that identifies the minimum tax rate needed to maintain core services, and another that reflects the rate required to support enhanced services.

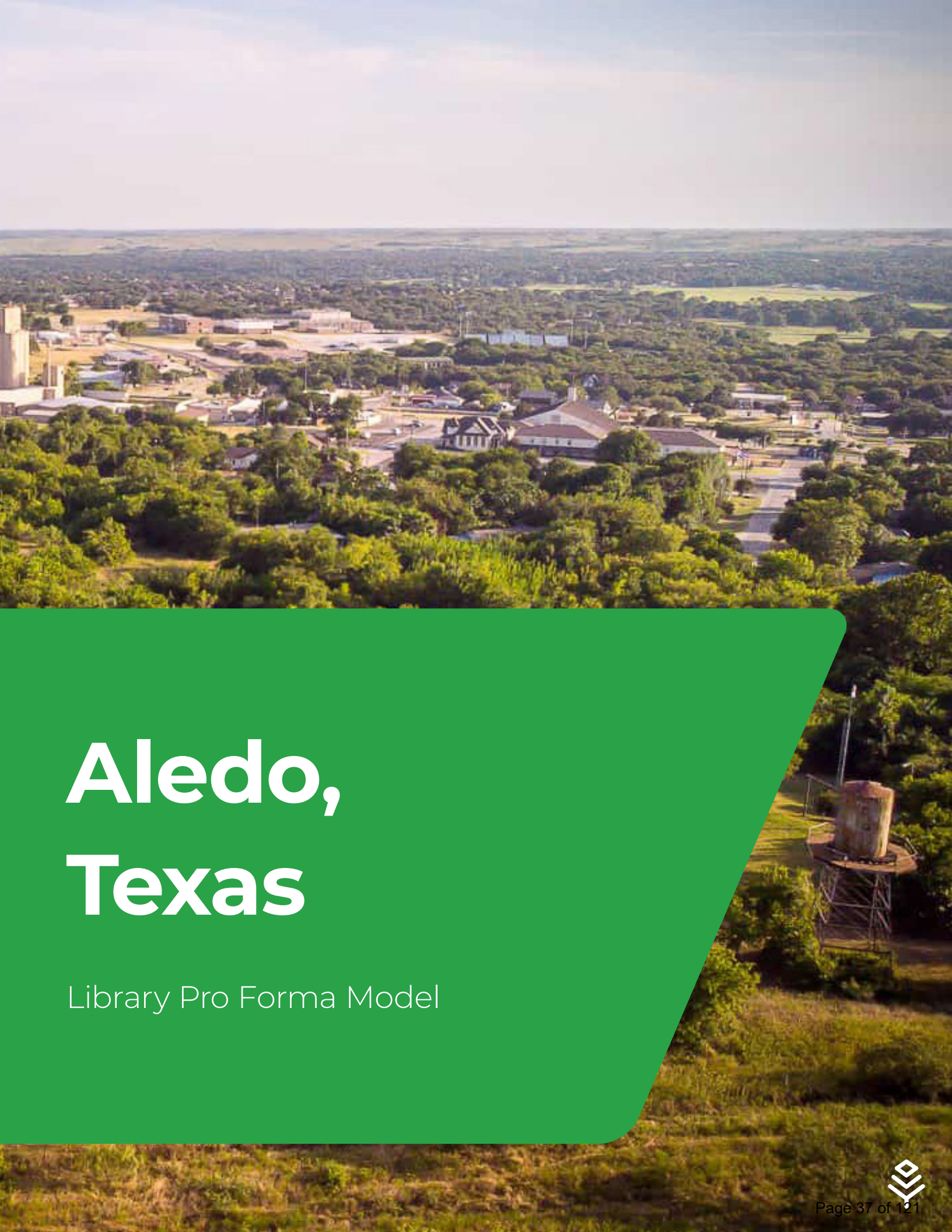
Recommendation:

City staff recommend that Council accept the report and direct staff to bring forth a proposal to implement non-resident fees for library services.

Attachments:

ZakTax Proposal

ZakTax Library Feasibility Study



Aledo, Texas

Library Pro Forma Model



Welcome

We're ZacTax, and we're thrilled to submit this proposal for Library Pro Forma services

ZacTax respectfully submits our firm's proposal to provide Library Pro Forma services to the City of Aledo. At ZacTax, we truly love cities. Our team is comprised of former city managers, finance directors, auditors, and planners, and we bring decades of real-world city management experience to our consulting services. Our fundamental purpose is to help cities make better decisions and become more fiscally healthy.

In this proposal, you'll learn more about the method and deliverables we offer with this service. You'll find that the knowledge and experience we bring to the table is second-to none.

We are excited to present this proposal and hope to have the opportunity to demonstrate our experience, innovative software services, and our passion for local government.

Respectfully,



Patrick Lawler
Co-founder and CEO
(817) 694-5140
patrick@zactax.com

Contents

- 01 About ZacTax
- 02 Scope
- 03 How Can We Help Aledo?

01.

About ZacTax

About ZacTax

On-demand access to experienced professionals

ZacTax was founded in 2011 by Patrick Lawler and Chad Janicek, both MPAs and local government managers who recognized the need for more innovative approaches to city management.

In 2013, they launched their first product: a web-based sales tax analytics platform. Over time, that flagship service has grown into a robust tool that now includes property tax analytics, fiscal health analysis of development patterns, and economic development scoring. Today, more than 230 cities and local governments across Texas and California rely on the ZacTax platform.

Since then, ZacTax has expanded beyond technology into a multifaceted consultancy. With a team of seven full-time employees, we now provide financial management, fiscal analysis and forecasting, economic development consulting, city planning support, and management consulting.

Our team is made up of seasoned professionals with direct experience in local government, serving communities from 1,000 to over 1 million residents. In short, we know what it's like to be in your shoes.

Our commitment extends beyond compliance or growth metrics, we care about the long-term health of the communities we serve. That means mentoring, listening to communities, sharing best practices, and pursuing innovative solutions to local challenges.

For more than a decade, ZacTax has combined expertise and technology to help local governments make better decisions. To date, we've partnered with over 270 local governments, giving professionals the tools and insight they need to navigate complex landscapes and drive positive outcomes for their communities.

02.

Scope.

Library pro forma model and revenue potential assessment to determine the total cost of ownership of a public library located in Aledo City Hall.

- ④ Operating Costs (5-Year Projection)
 - We will develop detailed annual operating cost estimates over a five-year horizon. This will include staffing, utilities, maintenance, programming, and other operational expenses to provide a realistic picture of recurring costs.

- ④ Revenue Potential (5-Year Projection)
 - We will assess potential library revenue streams over five years.

- ④ Capital Costs (5-Year Projection)
 - We will prepare a five-year capital cost estimate that accounts for building construction, furnishing, equipment, technology, and future capital replacement needs.

- ④ Revenue from Sale of Existing Building
 - We will evaluate the potential market value and sale revenue from the current library facility, providing a financial offset that can be applied toward the new project.

- ④ Benchmarking Analysis
 - We will benchmark staffing, collections, materials, programming, and budget against 5–10 peer city libraries (list to be provided by the City). This will help position the City’s library within a comparative framework and identify efficiencies or gaps.

- ④ Tax Rate Impact Scenarios
 - We will model two funding scenarios: one that identifies the minimum tax rate needed to maintain core services, and another that reflects the rate required to support enhanced services.

03.

How Can We Help Aledo?

We're excited to offer the City of Aledo the following project cost

Deliverables:

- ✓ Written report summarizing findings, including tables and graphics.
- ✓ Five-year financial projections for operating, revenue, and capital costs.
- ✓ Benchmarking comparison report.
- ✓ Recommendations for decision-makers regarding financial sustainability.
- ✓ A comparison of tax rate impacts for core versus enhanced service funding scenarios with recommendations.

Total Package: \$10,000

with a deliverable date of 60-90 days from contract execution.

Name

Signature

Date



ALEDO LIBRARY PRO FORMA STUDY 2025

*Created for Aledo, Texas
By: Eight20 Consulting (dba
ZacTax)
Consulting Team:
Robert Hanna, Doug Martella,
Sahebus Sultan*



TeamZac was founded in 2011 by co-founders Patrick Lawler and Chad Janicek. Both MPAs and local government managers, they saw a need for innovative approaches to the field of city management.

In 2013, they launched their first service: a web-based sales tax analytics platform called ZacTax. Over the years, ZacTax has evolved into a robust and powerful platform, which now includes property tax analytics, fiscal health analysis of development patterns, and economic development scoring. It remains TeamZac's flagship service, and is used by more than 270 cities and local governments across Texas, California, and Colorado.

TeamZac has also evolved in that time, growing into a multifaceted consultancy. We have expanded both our range of services as well as our range of expertise. With a team of seven full-time employees, we now provide financial management, fiscal analysis and forecasting, economic development consulting, city planning support, and management consulting.

Our team is comprised of professional managers with years of local government experience. We have held a variety of positions in cities from 1,000 to 1,000,000 in population. In short, we know what it's like to be in your shoes.

Our commitment goes beyond compliance and growth. We care about the long-term health of the communities we serve, which means we do things like provide mentoring, listen to your community, share best practices, and look for innovative approaches to finding the solutions that your community needs.

For over a decade, TeamZac has been dedicated to providing innovative tools and solutions to help local governments make better decisions.

Our expertise and technology empower local governments to make more informed strategic decisions. To date, TeamZac has collaborated with 270 local governments, with the goal of empowering local government professionals to navigate complex landscapes and drive positive economic outcomes for their communities.

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LIBRARY STUDY INTRODUCTION

In September 2025, the City of Aledo engaged ZacTax to conduct an assessment and develop a model projecting the cost of services and potential revenues if the City were to assume ownership of the Public Library located in City Hall. The scope of work included preparing detailed annual operating cost estimates over a five-year horizon, accounting for staffing needs, utility usage, maintenance operations, programming, and other operating expenses to provide a realistic picture for the City.

In addition to evaluating operating costs, the analysis included projecting five-year revenue potential and identifying capital costs associated with the Library. This included exploring various potential revenue streams and preparing capital cost estimates for building construction, furnishings, equipment, technology, and future capital replacement needs. The existing library, located on FM 1187, was also evaluated to estimate potential revenue from its sale, considering market value and potential proceeds that could serve as a financial offset for the new library project.

BENCHMARKING

To develop a comprehensive understanding of the project’s operational and financial needs, our team was asked to benchmark ten cities comparable in size and demographics, each with city-owned libraries. The benchmarking analysis included comparisons of staffing levels, revenue collections, operational expenses, including materials and programming, and overall budgets. This process helps position the City’s library within a broader comparative framework and identify potential efficiencies or gaps in operations.

The ten cities selected by Aledo staff for benchmarking are listed below, along with the population served, according to the Texas State Library and Archives Commission (TSLAC).

- Springtown, Texas: TSLAC Pop Served 8,947
- Sanger, Texas: TSLAC Pop Served 13,531
- Red Oak, Texas: TSLAC Pop Served 18,624

- Pilot Point, Texas: TSLAC Pop Served 8,099
- Krum, Texas: TSLAC Pop Served 9,012
- Kennedale, Texas: TSLAC Pop Served 10,052
- Justin, Texas: TSLAC Pop Served 8,110
- Aubrey, Texas: TSLAC Pop Served 25,933
- Aransas Pass, Texas: TSLAC Pop Served 11,890
- Alvarado, Texas: TSLAC Pop Served 6,225

Table 1: Benchmark City Comparison Snapshot

City	SqFt	M&O Rate	% of M&O to fund Library	Registered Patrons
Aledo	3,000	0.250404	14%	8,475
Springtown	2,800	0.341695	13%	3,390
Sanger	5,050	0.555313	8%	3,745
Red Oak	4,000	0.441574	3%	4,278
Pilot Point	5,800	0.318988	12%	3,720
Krum	5,381	0.529378	8%	3,565
Kennedale	4,000	0.502334	9%	1,872
Justin	2,328	0.512534	5%	1,155
Aubrey	14,000	0.307961	18%	6,713
Aransas Pass	7,590	0.399268	5%	7,989
Alvarado	6,800	0.667162	6%	775

We compared the selected cities with the overall percentage of their M&O tax rate used to fund library operations. The operating budgets for each city was pulled from the budget documents for the current year as well as the M&O rates for each City. These were compared to get a % of tax rate the library is responsible for. Aledo (without the additional moving and capital costs) is approximately 14% of the M&O rate. Only Springtown, Pilot Point and Aubrey had a percentage above 10%.

Aledo’s operating budget was 4th lowest of the comparative cities. The M&O rate is also the lowest among comparative cities. We would expect the library to be a higher percentage of the tax rate in this case, since the M&O rate is much lower than comparative cities.

FIVE-YEAR FINANCIAL PROJECTIONS

Table 2: Five-Year Financial Snapshot

Metric	Year 1	Year 2	Year 3	Year 4	Year 5
Assessed Property Valuation (\$)	\$1,010,745,213.00	\$1,061,282,473.65	\$1,114,346,597.33	\$1,170,063,927.20	\$1,228,567,123.56
Library operating budget covered by Ad-Valorem Tax (\$)	\$366,906.00	\$379,528.34	\$392,586.75	\$406,096.37	\$420,072.85
Library capital budget covered by Ad-Valorem Tax (\$)	\$227,305.82	\$-	\$-	\$-	\$-
Net proceed from the sale of existing building					
Revenues	\$(61,150.00)	\$(56,804.50)	\$(58,508.64)	\$(60,263.89)	\$(62,071.81)
M&O Tax Rate (NNR)	0.2504040	0.2219905	0.2114195	0.2013519	0.1917638
Ad Valorem Tax Collection	\$2,355,946.44	\$2,355,946.44	\$2,355,946.44	\$2,355,946.44	\$2,355,946.44
City Tax Rate used for Library	0.052739485	0.030408854	0.029979731	0.029556716	0.029139722
Percentage of Tax rate used for Library operations	21%	14%	14%	15%	15%
Increment in Tax Rate for Library	-	(0.0223306)	(0.0004291)	(0.0004230)	(0.0004170)

Sunk costs reflective to total construction cost	\$4,462,407
--	-------------

LIBRARY FUNDING AND VALUATION TRENDS: A FIVE-YEAR FISCAL SNAPSHOT

Over a five-year period, the city's assessed property valuations are projected to grow steadily, rising from just over \$1 billion in Year 1 to nearly \$1.23 billion by Year 5. This upward trajectory reflects an average annual increase of roughly 5%, which is the growth rate we used in the proforma for the tax rate.

At the same time, the portion of ad valorem tax revenue dedicated to the city library remains flat annually across all years. Additional enhancements discussed in later sections will impact this analysis and have more of the ad valorem revenue dedicated to the library.

HOW THE LIBRARY GETS FUNDED

Zooming in, the share of the city's overall M&O (maintenance and operations) tax rate dedicated to library services decreases significantly in Year 2, then levels out:

- In Year 1, the library consumed 21% of the city's tax rate.
- That dropped to 14% in Years 2 and 3, before ticking up slightly to 15% in Years 4 and 5.

The is due to the moving and capital costs of the library in year 1. Share of the M&O budget remained steady over the next 4 years.

CAPITAL AND SUNK COSTS

In Year 1, the library’s capital needs were partially supported with \$227,306 in ad valorem funding, tied to moving costs associated with moving into the new City Hall. That support disappears from Year 2 onward, aligning with a transition to operations-only coverage.

Additionally, a sunk cost \$4,462,407 is already on the books, tied to all construction costs for the library area in the new City Hall. While not included in annual budgets, this figure is crucial for understanding total investment to date. Construction cost line items can be seen in Table 3.

Table 3: Capital Costs Snapshot

Line Item	Value
Building Construction	\$3,522,989.00
Sitework	\$281,839.12
Professional Services (A/E)	\$352,298.90
FF&E	\$204,228.05
Technology & Security	\$140,919.56
Owner Contingency	\$225,113.73
TOTAL Base (pre-inflation)	\$4,727,388.36
Construction Inflation Add-on	\$189,095.53
Capital Replacement Reserve	\$94,547.77
NET Capital Requirement	\$5,011,031.66
Less: Existing Building Net Sale Proceeds	\$548,625.00
Capital to Finance	\$4,462,406.66

This report assumes the construction of city hall attributable to the library is a library expense and it is shown as year 1 in the analysis. While this helps the reader understand the full sunk costs associated with the library, it creates a potentially misleading narrative in that the space in city hall allocated for library use was already planned for

construction as space for other uses. It may be more accurate to not include the construction costs. We leave it to the reader to make this decision. From a data standpoint, the information is correct.

Finally, to better reflect the actual ongoing cost of service, we use year 2 as a base comparison year precisely because it more accurately reflects the true ongoing cost of services absent the construction related costs of the city hall and the library space.

THE ODD LINE: BUILDING SALE REVENUES

The dataset shows revenues each year, ranging from \$61,150 to \$62,072. What is not included in this Table 2 is the ability to sell the old building. This will have a one-time impact on the net financial impact of the library itself. There is more discussion in the recommendations on raising additional revenue for the library.





FUNDING, STAFFING, AND POLICIES

FUNDING TIMELINE AND STAFFING DECISIONS

The table below identifies the timeline of funding related decisions for the library’s operating costs. As with most services in local government, staffing is the largest cost driver. As the reader may know, an FTE is a personnel related acronym that means Full Time Equivalent, and it is used to make staffing comparisons absent knowing how many personnel are full time or part time. In the Library’s case, all personnel were originally part time. In FY 2024, a decision was made and authorized in the budget to make the Library Director a full time position, with the full salary commensurate with the title and responsibility of that position to be funded in FY 2025. In FY 2026, an additional full time person was approved in the budget. This results in 2 full time positions (1.0 + 1.0) and 2 part time positions (0.5 + 0.5), for a total of 3 FTE’s.

Table 4: Funding Timeline for Library Operating Costs

Milestone	Expenditures	FTE’s
FY 2026 Approved	\$321,942	3.0
FY 2025 Actual	\$288,460	2.0
FY 2025 Adopted	\$250,523	2.0
FY 2024 Adopted*	\$117,656	2.0
June 2023 Opinion of Probable Cost	\$170,000	2.0
FY 2023 Actual	\$135,268	1.5
FY 2023 Adopted	\$109,500	1.5

LIBRARY POLICIES

A survey of the selected peer libraries resulted in a 50% response rate after multiple requests for information. Despite the lower response rate, the answers to the questions on Library policies were remarkably uniform and in the professional experience of ZacTax, are reflective of industry standards.

- **Book Selection:** In general, books are selected by the Library Director based on Library Board the adopted collection development policy. The policy typically seeks materials that are patron requested, best sellers, and that provide a diverse collection for library patrons.
- **Book Reconsideration Process:** In the event a patron objects to a book being in the library’s collection, all but one of the respondents indicated they have written reconsideration form and process. The one community that did not have a reconsideration process (Springtown), indicated that they carefully review every book and place books in the appropriate adult or juvenile section.
- **Adherence to American Library Association Standards:** All of the respondents stated they follow the ALA Library Bill of Rights and the Freedom to Read Statement. Most respondents have adopted them and one (Springtown) indicated they just followed them. These standards are attached to this report for easy reference.
- **Approval of Library Policies:** Every respondent, save one (Springtown) stated that their Library Board approved all library policies. One library (Krum) also brings policies to the City Council for final review and approval. Springtown does not have a library board and unless there is a statutory requirement for Council action, the City Manager approves library policies if approval other than the Library Director is desired.

EFFICIENCY, KEY TAKEAWAYS AND RECOMMENDATIONS

Table 3: Benchmark Cities Complete Comparison

Library / City	TSLAC Pop Served	Sq Ft	Operating Expense	M&O Tax rate	M&O Collections	Percentage of M&O rate used to fund Library	Annual Circulation	Registered Patrons
Aledo (Year 2)	13,454	3,000	\$323,306	0.250404	\$2,355,946	14%	82,253	8,475
Springtown	8,947	2,800	\$221,307	0.341695	\$1,660,444	13%	33,976	3,390
Sanger	13,531	5,050	\$638,000	0.555313	\$7,887,307	8%	33,904	3,745
Red Oak	18,624	4,000	\$412,043	0.441574	\$13,955,586	3%	32,140	4,278
Pilot Point	8,099	5,800	\$392,864	0.318988	\$3,213,616	12%	12,278	3,720
Krum	9,012	5,381	\$331,319	0.529378	\$4,366,093	8%	33,726	3,565
Kennedale	10,052	4,000	\$560,638	0.502334	\$5,998,567	9%	35,354	1,872
Justin	8,110	2,328	\$335,201	0.512534	\$6,606,255	5%	21,799	1,155
Aubrey	25,933	14,000	\$586,438	0.307961	\$3,200,000	18%	118,327	6,713
Aransas Pass	11,890	7,590	\$220,331	0.399268	\$4,433,000	5%	11,048	7,989
Alvarado	6,225	6,800	\$283,590	0.667162	\$4,573,030	6%	13,017	775

KEY TAKEAWAYS

1. Aledo performs efficiently: small facility, moderate cost, low tax rate, but high circulation and strong public engagement.
2. Aubrey is the top performer overall: high investment and strong return on usage.
3. Red Oak and Alvarado have relatively high tax rates or collections but low utilization, suggesting under performance.
4. Kennedale, Sanger, and Krum are mid-range across most metrics, maintaining balanced funding-to-output ratios.
5. Aledo leads in cost efficiency, generating ~254 circulations per \$1,000 spent. Aubrey follows closely at ~202, confirming these two as top performers.

LIBRARY EFFICIENCY SCORE

The efficiency score is a composite metric designed to assess the effectiveness of each library in converting its funding into community engagement. It combines two normalized indicators: patron engagement and cost efficiency, each assigned equal weight. A high score signifies a library that is both engaged (patrons utilize its services frequently) and efficient (allocates its resources effectively). Conversely, a low score indicates either high costs, low usage, or both.

Table 4: Top Performing Libraries

Rank	Library	Efficiency Score	Circulation per Patron	Circulation per \$1k Expense
1	Aubrey	0.86	17.6	201.8
2	Aledo	0.76	9.7	254.4
3	Justin	0.63	18.9	65.0
4	Kennedale	0.62	18.9	63.1

5	Springtown	0.57	10.0	153.5
6	Alvarado	0.53	16.8	45.9
7	Krum	0.45	9.5	101.8
8	Red Oak	0.35	7.5	78.0
9	Sanger	0.34	9.1	53.1
10	Pilot Point	0.15	3.3	31.3
11	Aransas Pass	0.14	1.4	50.1

1. Aubrey clearly leads, combining high usage per patron and per dollar spent, indicating both engagement and efficiency.
2. Aledo ranks just behind, with excellent cost efficiency and strong patron engagement - impressive given its smaller size and modest funding,
3. Aubrey and Aledo stand out as top-tier libraries, delivering high returns per dollar and per user.
4. Aledo's success is especially notable: despite a small space and budget, it achieves one of the highest cost efficiencies.
5. The gap between Aubrey (0.86) and Aransas Pass (0.14) highlights a 6x difference in operational effectiveness.

An efficiency comparison based on engagement and cost efficiency between Aledo and benchmark cities can be seen in *Chart 1* on page 13.

SERVICE EXPANSION RECOMMENDATION

Aledo Library does remarkable work with limited staffing. It would be easy to suggest that additional full-time librarians would allow for additional programming and patron interaction with the library.

However, hiring more staffing without a clear purpose for their position will only hurt Aledo's high efficiency rating. To understand how best to expand library programming and resources in the future, the library should undergo a community oriented strategic planning process.

A vision for the future created with patron and larger community involvement will allow the policy makers to further understand the needs and desires of the community and how best to provide new and expanded services in a resource scarce environment. Once completed, the plan can be prioritized based on available funding.

FINANCIAL SUSTAINABILITY RECOMMENDATION

Libraries are known cost centers, meaning they do not cover their cost of service with revenues generated by the service. This is not a bad thing as they offer tremendous value to the communities they serve. The Aledo library is cost efficient and clearly hits above its weight class in terms of the peer cities reviewed in the comparative analysis.

One thing that could help the library cover more of its cost of service is charging an annual library card for non-citizens of Aledo. The most recent official population projection for Aledo (2023) is 5,432. If the operating budget for the library is \$373,456 in FY 2026, a suggested fee would be \$68.75 for an annual library card for non-citizens.

There are 8,022 persons in Aledo's services that are non-citizens of Aledo (13,454 - 5,432 = 8,022). If 20% of those persons are library users, there is a potential revenue increase of \$110,302.50 per year to help offset the library's annual cost of service. Obviously, they would need to see the value proposition of

paying \$68.75 or \$5.73 a month to access the library's programs and services. This is cheaper than Netflix's ad supported standard plan of \$7.99 per month, or \$95.88 a year. Given the number of patrons the library sees in a year, there is likely a strong case to be made that they would find enough value to purchase a library card.

fee at this amount will encourage more frequent users to seek an annual library card.

In addition, a day pass should be considered to capture those non-citizen users who may not need an annual library card. We recommend a charge of \$10.00 for a non-citizen library day pass. Setting the

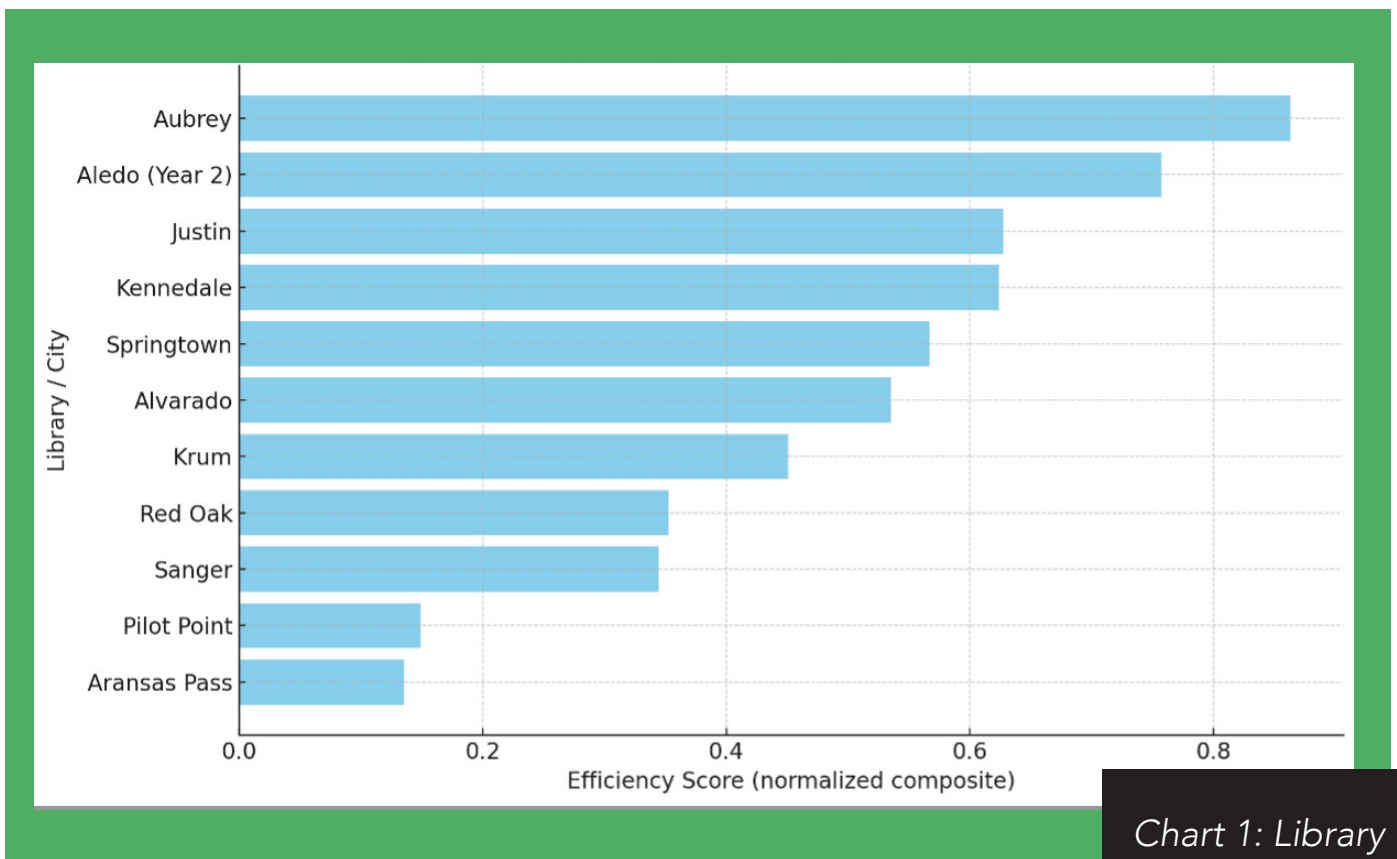


Chart 1: Library Efficiency Comparison (Engagement + Cost Efficiency)

APPENDIX

1. American Library Association – Freedom to Read Statement
2. American Library Association – Library Bill of Rights
3. Email from Noah Simon regarding library funding
4. Historic revenues of EPCL.

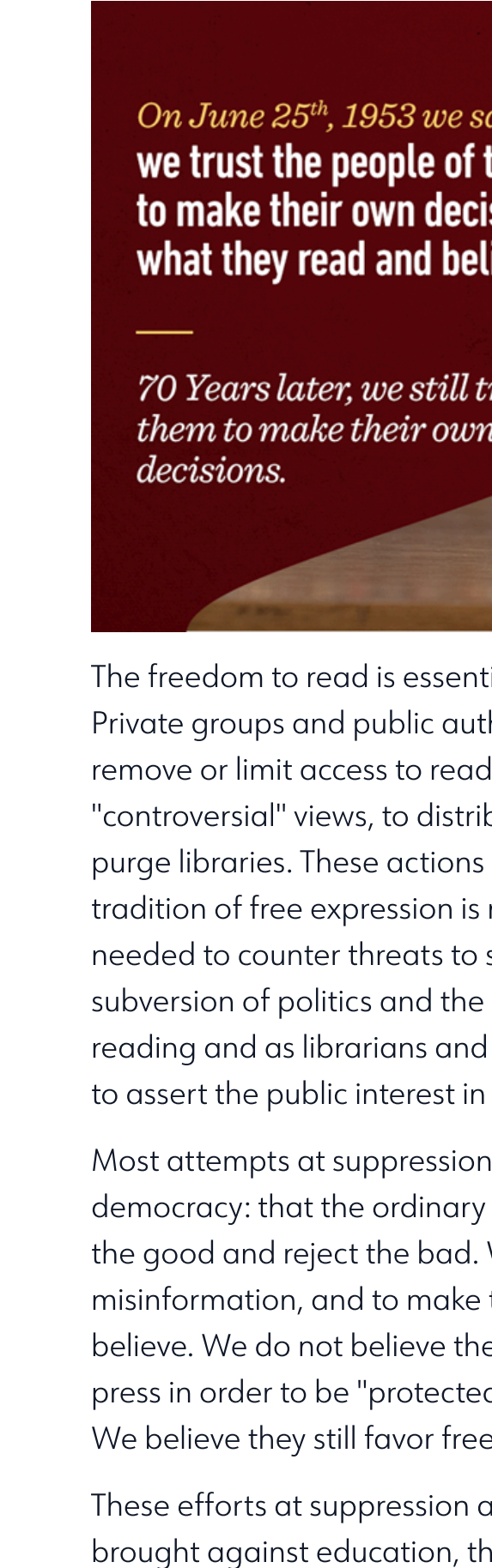


The Freedom to Read Statement

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On June 25th, 1953 we said that
**we trust the people of this nation
to make their own decisions about
what they read and believe.**

*70 Years later, we still trust
them to make their own
decisions.*

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment

of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- 1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian

systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- 3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- 4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed,

as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)

[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)
[The Association of American University Presses](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
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Library Bill of Rights

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Menu

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).



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On Jun 15, 2023, at 7:23 PM, Noah Simon <nsimon@aledotx.gov> wrote:

Good evening. I hope you all are doing well and staying out of this humidity.

On the agenda for next Thursday (6/22) is a resolution for the intent to borrow for the library project. A representative from Hilltop will be present to share updated numbers and information. The process of borrowing requires many steps and I'll be asking Council for approval.

Over the last few weeks, Library and City staff have been discussing the operational costs, revenues, and expenses. We have been back and forth several times to fine-tuning current and future expenses. Certainly, in the endeavor of creating the new library department and moving into a new facility, there will be some unknowns. I'm confident in the analysis and the estimates we have collectively developed to provide a solid snapshot of costs.

Assuming six months of library operations in the next fiscal year (FY24) the city is expecting expenses of \$85k offset by \$21k in revenues, netting a deficit of \$64k. In FY25 and FY26 we anticipate offsetting net income by the sale of the Library building and those deficits are \$115k and \$160k respectively.

Some of the key assumptions that were made in developing this analysis are:

1. Estimated the sale of the property in FY25 to be no less than \$500,000, thus the budget balance going into FY27 is \$225k.
2. Maintained low, ultra-conservative revenue assumptions but encourage the new Friends of the Library group would continue to fund raise and the "buzz" and excitement surrounding the new facility would lead to a bump in donations and volunteers. We also will look into future eligibility of grants as a municipality.
3. Anticipated continued level funding from other entities, including City's continuation of its annual contribution of \$40,000.
4. Regarding personnel, currently there are 3 part-time staff members, or 1.5 FTEs. Changed the director from part-time to full-time at current salary for the 6 months of FY24, and then increasing salary to appropriate compensation for role in FY25. In FY26, adding another full-time staff member making the FTE count 3.
5. Ramped up program expenses for the community to \$5k in FY24, and then \$10k/year for FY25 and FY26.
6. Minor adjustments were made in FY26 with the move to the new City Hall reducing expenditures from Library as they may not be needed or may be allocated into non-departmental shared by all departments (such as utilities).

Staff will work these numbers into the FY24 budget and into our budget planning for future years. The estimated numbers do not create any concerns.

Please call me if you have any questions about this in advance of the meeting next week.

Best,

Noah

<image001.jpg>

Noah A. Simon
City Manager

Email: citymanager@aledotx.gov

City Hall – 104 Maverick Street, Aledo, Texas, 76008

Mailing Address – P.O. Box 1, Aledo, Texas, 76008

P-817-441-7016

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Historic EPCL Revenues and Sources

	FY22 Actuals	Current FY23 Budget	FY23 Actuals	FYE23 Estimates
REVENUES				
<i>Community Support</i>				
Aledo	50,000	40,000	20,000	40,000
Annetta North and Annetta	2,500	2,500		
Parker County	22,700	22,700	22,700	22,700
<i>Donations/Fundraising</i>				
Fundraising Events	117,005	5,000	860	
Mailout		-		
Author Speaking Event		-		
AmazonSmile	785	800	926	926
Donor Bridge - NTX Giving Day	4,323	5,000	-	-
Misc. Donations	1,246	10,000	14,148	14,148
<i>Library Operating Income</i>				
Book Sales	36	50	395	395
Copier Use	1,348	1,000	316	447
Fines			951	951
Newspaper/Magazine Sales				
Other Income	1,092			
<i>Other Income</i>				
Interest Income	129	100	565	801
TOTAL REVENUES	201,165	87,150	60,861	80,368





DATE: December 18, 2025
TO: Honorable Mayor and City Council Members
FROM: Mark McDaniel, Interim City Manager
SUBJECT: Discuss and consider action on personnel policy with financial impact.

Background:

The City of Aledo is in the process of updating its personnel policies, including a review of staff benefits. Currently, the City provides employees with 13 paid holidays, one of which is Veteran's Day. Because the City hosts a Veteran's Day Ceremony and many staff are required to work that day, an alternate holiday was considered. It was agreed that December 31 would serve as the most suitable replacement, with staff receiving January 1 as a holiday.

Recommendation:

Direct the City Manager to move forward with implementing this personnel policy update.

Attachments:

Paid Holiday Policy

Section 502 Holidays

502.01 Paid holidays are extended to all regular, full-time employees. Part-time, temporary and seasonal employees are extended the official holiday, without pay. There is no waiting period for employees to receive holiday pay.

502.01.01 An employee shall not receive pay for a holiday if they are:

- a. On leave of absence without pay the workday before the paid holiday;
- b. Absent without approval on a holiday on which the employee is scheduled to work; or,
- c. Terminating employment with the City and the last day as a paid employee is the workday before a paid holiday.

502.01.02 An official holiday occurring while vacation, sick, or FMLA leave is being taken will be reflected as a holiday on the payroll, and no deduction from the vacation or sick leave balance will be made for the holiday.

502.02 Worked Holidays: As many employees as possible shall be given each holiday off without loss of pay. Full-time regular employees, who are required to work on a holiday, have the option to receive holiday pay (twice the hourly rate) for the actual hours worked or be provided with eight (8) hours of holiday leave. Sworn members of the Police Department required to work on a holiday will have the option to receive holiday pay (twice the hourly rate) for the actual hours worked or be provided with twelve (12) hours of holiday leave. This holiday leave must be used within twelve months of the holiday worked.

502.02.01 In the event an official City holiday conflicts with a City-sponsored event, the City Manager may designate an alternate holiday for employees designated as essential personnel on the normally scheduled holiday.

502.03 Designated Holidays: The following days are the official paid holidays for the City. These holidays are declared official holidays for City employees. If the holiday falls on a Saturday, it will be observed on the preceding Friday; if the holiday falls on a Sunday, it will be observed on the following Monday.

- a. New Year's Day (January 1)
- b. Martin Luther King, Jr. Day
- c. President's Day
- d. Good Friday (Friday before Easter)
- e. Memorial Day
- f. Independence Day (July 4)
- g. Labor Day
- h. Columbus/Indigenous Peoples Day
- i. Thanksgiving Day
- j. Day after Thanksgiving Day
- k. Christmas Eve (December 24)
- l. Christmas Day (December 25)
- m. New Year's Eve (December 31)

502.04 Religious Holidays: An employee wishing to observe a religious holiday not designated in the Holiday schedule shall at the employee's option be given leave without pay or have the time charged to other appropriate leave.



DATE: December 18, 2025
TO: Honorable Mayor and City Council Members
FROM: Mark McDaniel, Interim City Manager
SUBJECT: Ordinance to amend the FY2025-2026 Strategic Initiatives Fund, and Contract for comprehensive planning services with Freese and Nichols

Background:

Budget Amendment

Several months ago, the City applied for a grant from the Texas General Land Office (GLO) in the amount of \$200,000 to assist in creating a comprehensive plan for the City of Aledo. We just received official notice that the grant has been awarded, and related paperwork for execution of the grant will follow.

In addition, the City budgeted \$150,000 in its new Strategic Initiatives Fund to earmark some seed funding for the comprehensive planning project. With the confirmation of grant award, the total amount available for this project is now \$350,000.

Accordingly, this first item to amend the FY2025-2026 budget recognizes the grant funding as a new revenue in the Strategic Initiatives Fund,,and adjusts the total budgeted expenditure in this fund for the comprehensive planning line item to \$350,000.

Contract for Comprehensive Planning Services

After consultant interviews during your last regular meeting and subsequent feedback, I began negotiating pricing and a contract with Freese and Nichols to perform comprehensive planning services. Following some very productive conversations, we created a customized scope of services as outlined in the attached proposed agreement.

As itemized below, total cost for these services (both basic and special services) is \$315,500 (plus direct expenses). This total also includes a new Parks Master Plan and administration for the GLO grant.

Basic Services	Budget
Comprehensive Plan	\$175,800
Special Services	Budget
Additional Engagement	\$10,000
Land Use Scenarios and Growth Management	\$10,000
Engineering Assessment Chapter	\$15,000
Rendering	\$2,900/ each
Chapter Refinement (Extra Chapter)	\$10,000
Parks Plan and Grant Administration	\$86,000
TOTAL	\$315,500 (three rendering)

NOTE: Special Services are not billed unless we elect to use them. Also, the City will be responsible for any costs related to direct costs incurred by the consultant such as printing, reproduction, and travel expenses.

Recommendation:

Approve amending the budget to account for the award of a GLO grant and authorize execution of a contract with Freese and Nichols for provision of comprehensive planning services

Attachments:

Notice of Grant Award from the General Land Office
Proposed Agreement with Freese and Nichols.

**CITY OF ALEDO, TEXAS
ORDINANCE NO.**

AN ORDINANCE OF THE CITY OF ALEDO, TEXAS APPROVING AND ADOPTING AN AMENDMENT TO THE BUDGET FOR THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; PROVIDING THAT EXPENDITURES FOR THE 2025-2026 FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH THE BUDGET, AS AMENDED; PROVIDING FOR THE FILING OF SAID BUDGET AMENDMENT; PROVIDING THIS ORDINANCE SHALL BE CUMULATIVE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Aledo, Texas (the "City"), is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5, of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Council of the City, after notice and a public hearing, previously adopted the budget for the fiscal year of October 1, 2025, to September 30, 2026; and

WHEREAS, the City applied for a grant from the Texas General Land Office in the amount of \$200,000 to assist in creating a comprehensive plan for the City, and said grant has since been awarded; and

WHEREAS, with the confirmation of the grant award, the City would like to amend the FY2025-2026 budget to recognize the grant funding as new revenue in the Strategic Initiatives Fund, and adjust the total budgeted expenditure in this fund for the comprehensive planning line item to \$350,000; and

WHEREAS, the City Council, in accordance with Section 102.010, Tex. Loc. Gov't Code, is authorized and desires to make certain changes in the budget for municipal purposes; and

WHEREAS, the City Council finds that an amendment to the budget is in the best interest of the municipal taxpayers.

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

SECTION 1.

All of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2.

The annual budget of the City for the fiscal year beginning on October 1, 2025, and ending on September 30, 2026, as previously adopted by the City Council, is hereby amended as shown in Exhibit "A" attached hereto and incorporated herein for all purposes. All expenditures for said fiscal year shall be made in accordance with said annual budget, as amended, and all aspects of said annual budget not amended pursuant to this Ordinance are hereby ratified.

SECTION 3.

The City Secretary of the City is hereby directed to maintain a true and correct copy of this Ordinance showing the approved budget amendment and to file a true and correct copy in the office of the County Clerk.

SECTION 4.

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances, City of Aledo, Texas, as amended, except when the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

SECTION 5.

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 section, paragraph, sentence, clause, or phrase 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 sections, paragraphs, sentences, clauses, and phrases of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional section, paragraph, sentence, clause, or phrase.

SECTION 6.

This Ordinance shall be in full force and effect from and after the date of its passage, and it is so ordained.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ALEDO, TEXAS, BY A VOTE OF _____ TO _____, ON THIS 18th DAY OF DECEMBER 2025.

CITY OF ALEDO, TEXAS

APPROVED:

Shane Davis, Mayor

ATTEST:

Staci King, City Secretary

**EXHIBIT A
AMENDED BUDGET**



TEXAS GENERAL LAND OFFICE
COMMISSIONER DAWN BUCKINGHAM, M.D.

December 10, 2025

Noah Simon
City Manager
PO Box 1,
Aledo, Texas 76008

VIA EMAIL: citymanager@aledotx.gov

Re: Notice of Eligibility – Resilient Communities Program Application RCP-100659

Dear City Manager Simon:

Thank you for applying to the Resilient Communities Program (RCP). The Texas General Land Office (GLO) has reviewed the City's application and determined the following project to be eligible for funding:

Project Title:	Aledo Comprehensive Plan
CDBG-MIT Amount:	\$200,000.00

Contract documents will be emailed via DocuSign for execution, followed by a contract Kickoff Workshop. A GLO Grant Manager will be assigned to assist you in meeting program requirements and the terms of your executed Subrecipient Agreement.

The GLO is dedicated to facilitating the successful implementation and completion of your Resilient Communities Program application project. If you have any immediate questions regarding this notice, you may contact me at kalyn.scott.glo@recovery.texas.gov.

Sincerely,

Kalyn Scott

Kalyn Scott
Director – Development, Plans, and Operations Support
Community Development and Revitalization

cc: Staci King, City Secretary
Jet Hays, Deputy Director, GLO

1700 North Congress Avenue, Austin, Texas 78701-1495
P.O. Box 12873, Austin, Texas 78711-2873
512-463-5001 glo.texas.gov

PROFESSIONAL SERVICES AGREEMENT

STATE OF TEXAS §

COUNTY OF TARRANT §

This Agreement is entered into by City of Aledo, Texas (Client) and Freese and Nichols, Inc. (FNI). In consideration of the mutual promises and covenants contained herein, the parties agree as follows:

- I. **EMPLOYMENT OF FNI:** In accordance with the terms of this Agreement, Client agrees to employ and compensate FNI to perform professional services in connection with the Project. The Project is described as Aledo Comprehensive Plan.
- II. **SCOPE OF SERVICES:** FNI shall render professional services in connection with the Project as set forth in Attachment SC – Scope of Services and Responsibilities of Client which is attached to and made a part of this Agreement.
- III. **COMPENSATION:** Client agrees to pay FNI for all professional services rendered under this Agreement. FNI shall perform professional services under this Agreement for a lump sum fee of \$175,800.00. Special Services are recommended and can be authorized all or in part on a not-to-exceed basis. Total fee for Special Services is outlined in Attachment CO for up to \$139,700.
- IV. **TERMS AND CONDITIONS OF AGREEMENT:** The Terms and Conditions of Agreement, as set forth in Attachment TC – Terms and Conditions of Agreement, shall govern the relationship between the Client and FNI.
- V. **GOVERNING LAW; VENUE:** This Agreement shall be administered and interpreted under the laws of the State of Texas. Venue of any legal proceeding involving this Agreement shall be in Tarrant County, Texas.
- VI. **EFFECTIVE DATE:** The Effective Date of this Agreement shall be the date on which the last party signs below.

Nothing in this Agreement shall be construed to give any rights or benefits under this Agreement to anyone other than the Client and FNI. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the Client and FNI and not for the benefit of any other party. This Agreement constitutes the entire agreement between the Client and FNI and supersedes all prior written or oral understandings. This Agreement is to be executed in two counterparts.

IN WITNESS WHEREOF, the parties hereto execute this Agreement as of the Effective Date.

CITY OF ALEDO, TEXAS

FREESE AND NICHOLS, INC.

By: _____

Name: _____

Title: _____

Date: _____

Attest: _____

By: Wendy S. Bonneau

Name: Wendy S. Bonneau, FAICP

Title: Principal / Vice President

Date: December 11, 2025

Attest: Pam Jordan

CITY OF ALEDO
COMPREHENSIVE PLAN
SCOPE OF SERVICES AND RESPONSIBILITIES OF CLIENT

ARTICLE I

PROJECT DESCRIPTION

Freese and Nichols, Inc. (“FNI”) will perform professional planning and design services for the City of Aledo (“Client”) by preparing a new Comprehensive Plan.

The purpose of the study effort is to prepare a Comprehensive Plan for the City of Aledo that focuses on addressing strategic issues and identifying long-term goals. The Plan will be based on community input. The Plan will document:

1. Community Profile and Verification of Goals
2. Plans and Recommendations
3. Report and Deliverables
4. Meetings and Engagement
5. Plan Branding and Website

The scope of services includes the following tasks:

BASIC SERVICES

COMPREHENSIVE PLAN

Phase One: Community Profile and Verification of Goals

Task 1: Community Profile and Demographics:

The Consultant will collect demographic data that will be analyzed and graphically depicted to convey an understandable story of who Aledo is today. Additionally, the community’s population growth trends, physical features, and existing land use will be examined. The outcome of the task elements will

be the establishment of a foundation from which realistic and informed planning decisions may be made.

i. Historic Trends, Populations Growth, and Demographic Profile

In terms of social and economic characteristics, a discussion of the following will be conducted:

1. Historical population and related growth trends; and
2. Demographic Profile (age, race, income, education, households)

The population projections utilized within the Future Land Use Plan and the other components of the Comprehensive Plan will be derived from this information.

The demographic information will use the latest Census or Esri data available at the time of contract execution.

ii. Planning Context

An understanding of the planning context will help set the framework from which general planning decisions can be made. The following are elements to be documented to establish the planning context:

1. Evaluate existing planning documents
2. Past and ongoing planning efforts conducted by the City, such as previous comprehensive plans, urban design plans and other planning efforts
3. Municipal boundaries and Extraterritorial Jurisdictions (ETJs) of the neighboring cities

iii. Physical Constraints

The following are the specific elements to be documented in order to describe the existing physical environment:

1. Documentation of the City's current municipal boundaries and regulatory controls
2. Documentation of the City's major topographic features, open spaces, prominent physical features, and floodplains

iv. Existing Land Use Analysis

The pattern of land use that exists today within the City has evolved to satisfy the requirements of the Client’s growing needs. The activities of residents create a need for various land uses, as well as for the supplemental systems that support land uses (i.e., thoroughfare systems). The relationships of existing and future land uses will shape the character and quality of life of the community for many years to come. To assess the City’s future land use needs more accurately, an analysis of past land use trends and present land use patterns are of primary importance.

The following are the specific elements to be documented to describe land use characteristics. Assessment of the land use will be undertaken using the City’s existing land use data and aerial photographs, if available.

1. Analysis of types of land use (color-coded by category and quantified by acres)
2. Discussion of existing development patterns

Task 2: Community Vision and Goals:

The City’s vision is more than simply an idea of what the City wishes to become; a vision is reflective of the many tangible and intangible characteristics and values that Aledo desires to preserve and provide for current residents and future generations of residents who will call the community home. This important step involves conducting exercises pertaining to what those values and characteristics are and how they may be conveyed and reflected within the physical environment.

i. Issue Identification Exercises

Issue identification is critical in creating a Comprehensive Plan that is responsive to the City’s needs. Therefore, at the first Steering Committee and Public meeting, participants will be solicited to identify key issues they believe are important for the Comprehensive Plan to address.

ii. Preparation of Vision and Goals

Based on the results of local input, a listing of community goals will be prepared. Goals derived are intended not only to guide the formation of plan recommendations and identify key focus areas, but they are ultimately the basis for the Implementation Plan’s action items. Goals will be organized based on the Comprehensive Plan’s chapters. As part of the implementation strategies, objectives will be developed based on planning action items.

Phase Two: Plans and Recommendations

Task 3: Future Land Use:

A Future Land Use Plan is a policy document which is intended to guide City staff and officials as they make decisions on where, when and how the City should grow. Development of a land use plan, which is understandable to citizens, City staff, the Planning and Zoning Commission and City Council, can help provide a cohesive and unified vision for Aledo to present to developers and property owners as future development and redevelopment occurs within the community.

i. Future Land Use Types Defined

A key component of the Future Land Use Plan is the definition and discussion of future land use types, including any new types of land use that may be applicable within the City. Discussions of the types of land uses will include associated character guidelines, preferred locations, and general density guidelines.

ii. Land Use Projections

Land use projections, based upon the projected growth scenario, will be calculated. Land use projections will depict the acreage by land use type as reflected within the Future Land Use Plan Map.

iii. Ultimate Capacity and Population Projections

The City's ultimate capacity, based upon the Future Land Use Plan Map, will be calculated to provide a general carrying capacity. Additionally, the Consultant will develop a new projected growth rate for the City based upon historical growth patterns and future growth considerations. The combination of the ultimate capacity and population projections will help guide decisions pertaining to infrastructure, parks, public facilities, and other Capital Improvement Program (CIP) items.

iv. Future Land Use Map

The Future Land Use Plan will culminate with the depiction of color-coded land uses within the City's planning area. The plan will consider the following:

3. Location of future residential, non-residential, and public land uses

4. Location of environmentally sensitive areas or barriers that should be considered when making future development decisions

Task 4: Transportation:

Land use and transportation decisions are interrelated. Therefore, an important part of the Plan for Aledo will be to examine the relationship between the existing thoroughfare systems and both existing and future land uses developed. The purpose of this section will be to provide a land use and transportation framework that will serve as a guide for mobility decisions within Aledo.

i. Existing Conditions

The Consultant will conduct a general overview of the existing thoroughfare system to serve as a basis for plan development. Elements included as part of this assessment will include: existing functional classification, existing traffic signal locations, existing and future major traffic generators, available TxDOT Annual Average Daily Traffic (AADT) volumes, recent accident history (based on data provided by the City), and observations of existing traffic issues as identified during input meetings.

ii. Transportation Planning

Various transportation planning concepts that may be appropriate in Aledo will be discussed providing both traditional and innovative considerations for roadway design. Examples of transportation planning principles that may be discussed include functional street classifications, roadway sizing options and roadway design standards.

iii. Thoroughfare Plan

Based on plan input, the Future Land Use Plan Map and identified future needs, the Consultant will create a Thoroughfare Plan to address long-term needs for community development. The Thoroughfare Plan will identify functional street classification for key roadways.

Task 5: Economic Development:

For a city to sustain and thrive, economic development is one of the most important pieces to consider. As Aledo continues to grow, it is important to understand how the City can capture revenue through other sources than residential property tax. This section will provide strategies to recruit business to the community to support the residential population.

i. Existing Conditions and Market Trends

The Consultant will conduct a baseline assessment of current economic conditions to understand Aledo's market position within the region. This will include:

1. Review of existing commercial, retail, office, and industrial development patterns.

2. Analysis of major employment sectors and current job distribution.
3. Evaluation of opportunities to determine demand for specific retail types.
4. Identification of emerging regional trends (e.g., workforce migration, small business growth, destination tourism) that may influence Aledo's future.

ii. **Land Use Considerations for Economic Growth**

Economic development and land use planning are interconnected. The Consultant will evaluate areas of the City that may be best suited for commercial, mixed-use, or employment-oriented growth. This may include:

1. Key corridors and gateways.
2. Strategic intersections or undeveloped parcels.
3. Opportunities for reinvestment within existing commercial areas.

These land use recommendations will align with the Future Land Use Plan and Thoroughfare Plan to promote coordinated growth.

Task 6: Downtown Revitalization:

Downtown Aledo represents both the heart of the community and a key opportunity for investment. This chapter will focus on strengthening downtown as a vibrant destination for commerce, culture, and community life.

i. **Vision for Downtown Aledo**

Guided by public input and the Steering Committee, a vision for a vibrant and welcoming downtown will be developed. This vision will help align recommendations related to physical design, economic activity, and community identity.

ii. **Urban Design and Streetscape Enhancements**

Recommendations may include:

1. Streetscape improvements such as wider sidewalks, street trees, pedestrian lighting, and street furnishings.
2. Opportunities for pocket parks, plazas, or outdoor dining areas.

3. Gateway features and wayfinding signage to enhance connectivity and reinforce downtown's identity.

4. Traffic calming strategies to improve safety and walkability.

Urban design concepts will illustrate how downtown spaces can become more attractive, functional, and pedestrian-friendly.

iii. Downtown Land Use and Redevelopment Opportunities

This section will outline opportunities for infill development, adaptive reuse, and redevelopment of underutilized properties. Recommendations may include:

1. Mixed-use development that integrates residential units, retail, office, and civic functions.
2. Identification of priority redevelopment sites.

Consideration of form-based design guidelines to reinforce character.

iv. Business Mix and Downtown Economic Strategy

A vibrant downtown requires a diverse and sustainable business ecosystem. Strategies may include:

1. Recruiting businesses suited to a walkable district (e.g., cafés, boutiques, entertainment venues, professional services).
2. Supporting pop-up shops, markets, and events to activate public spaces.
3. Encouraging upper-story residential uses to increase activity and support downtown businesses.

v. Branding, Identity, and Placemaking

The Plan will outline placemaking strategies to help downtown become a unique, memorable destination. This may include:

1. Branding elements such as signage, public art, or thematic streetscape elements.
2. Programming ideas such as festivals, concerts, and community events.
3. Coordination with local organizations for marketing and promotion.

Task 7: Housing and Neighborhoods:

During this task, the Consultant will define and create recommendations on what the City of Aledo could consider to preserve and improve residential areas. Input gathered from public input will be utilized as the basis for identifying and defining the amenities desired by Aledo residents.

i. Current Planning Trends

The Consultant will examine and provide current, applicable planning trends, which may be utilized as tools for infill development or as tools for new development on remaining vacant land. Design principles may include:

1. Platted lot reuse
2. Low-impact development
3. Life-cycle housing
4. Residential and nonresidential design elements

ii. Housing Conditions

The Consultant will conduct a general survey of existing housing and develop a graphical depiction of existing housing conditions within the City. This analysis will help to identify and target specific strategies within certain areas of the community. The conditions will not be based on individual lots but rather general neighborhood areas and include up to three rating categories.

iii. Housing Strategies and Character

Recommendations pertaining to new development, infill development, neighborhood programs, housing rehabilitation, housing types and generalized density strategies will be provided. The housing strategies component will address the needs of future residents and will enable City staff to prepare an organized program for addressing housing issues in Aledo.

Task 8: Implementation Plan

The Implementation Plan will be structured into a coordinated action program so that City leaders, staff, and other decision-makers can easily identify the steps that are necessary to achieve the vision for the City that is described within the Comprehensive Plan. The Implementation Plan will outline priorities primarily by:

1. Reviewing the various policies and related recommendations from each task element
2. Dividing the policies and related recommendations into applicable implementation objectives, such as regulatory actions
3. Prioritizing the implementation items into appropriate timeframes based on the Steering Committee and and community input

Phase Three: Report and Deliverables

Task 9: Report and Deliverables

i. Draft Report

The Consultant will prepare one (1) draft Comprehensive Report that will document the planning process and previous tasks. The draft will be provided to the City for distribution to the S Steering Committee and other parties the City wishes to include for review and comments.

ii. Final Report

Based on consolidated comments received from the City, a final document will be prepared. This document will be created in digital format, including both text and mapping, such that it will be easily reproducible.

Project mapping will be prepared using ESRI's ArcGIS software. It is assumed that the City will provide all necessary base mapping data in compatible electronic format to generate necessary mapping. If there is the need to create base map information or rectify other existing data, such effort will be billed separately on an hourly basis.

iii. Deliverables

The final deliverables for the Comprehensive Plan documentation will be:

1. Five (5) color copies of the final Comprehensive Plan report
2. One (1) USB drive containing digital files of the final Comprehensive Plan's report and mapping data.

Phase Four: Meetings & Engagement

Task 10: Meetings and Engagement will happen throughout the entirety of the planning process and are not necessarily listed in chronological order. FNI will facilitate or assist with meetings throughout the course of

the project. These meetings will pursue and utilize various techniques, as well as rely on traditional meeting formats, in gathering vision data. The following is a summary of meetings to be conducted throughout the planning process:

i. Comprehensive Plan Kick-off: FNI will attend Aledo's City Hall Grand Opening to introduce the Comprehensive Plan. Branding options for the plan will be presented, and an overview of the plan and process will be explained.

ii. Steering Committee Meetings: FNI will participate in up to nine (9) meetings with the Steering Committee. These meetings are envisioned as up to two (2) hour meetings or virtual calls to gather data, outline project progress, present plan chapter summaries, and to coordinate upcoming tasks.

iii. Public Meeting: FNI will help facilitate two (2) community meetings with residents to collect feedback on the plan elements. These meetings will be held in conjunction with the Steering Committee meetings in order to consolidate trips.

iv. Engagement Events: FNI will engage in up to three (3) engagement activities to include such things as pop-up events, stakeholder work sessions with ISD, neighborhoods, HOA, businesses, etc. These engagements will be defined at the beginning of the project in a public involvement plan. If additional engagement activities are needed, these will be covered by Special Services. When possible, engagement events will be held in conjunction with Steering Committee meetings.

v. Community Survey: FNI will conduct one (1) online community survey utilizing an online survey platform. FNI will also provide feedback on the general community survey to gather as much information possible to the Comprehensive Plan. The survey will augment, but not duplicate, the community-wide scientific survey being conducted by ETC.

vi. Adoption Meetings: FNI will engage members of the Planning and Zoning Commission in one (1) meeting and the City Council in one (1) meeting for adoption

All totaled, FNI will conduct seventeen (17) in-person/ virtual meetings for a total of up to fifteen (15) trips. Staff meetings will be held by conference call or in conjunction with other meetings. Additional engagement activities such as tabling at community events, neighborhood meetings, roundtables, etc. are included under special services.

Phase Five: Branding and Website

Task 11: Create a Comprehensive Plan logo and branding plan. This will occur at the very beginning of the project and will be used throughout to uniquely identify the plan and create consistency for marketing and publishing purposes.

Task 12: Create a specific website to host the Comprehensive Plan throughout the duration of the planning process. The website will host meeting events, purpose, schedule, and host an input section where the public can provide input on the plan. The site will also host the survey link for a certain amount of time.

SPECIAL SERVICES

SPECIAL SERVICES: Special Services will be performed by the consultant, if authorized by City, to complement the basic services listed above, and are described as follows:

ADDITIONAL ENGAGEMENT

Task 13: FNI will engage in additional engagement activities or public meetings or Steering Committee meetings for a fee not to exceed \$10,000. These additional engagement touchpoints or trips are for meetings over and above those outlined in Phase Four.

LANDUSE SCENARIOS AND GROWTH MANAGEMENT

Task 14: A growth management chapter may be included for an additional fee of \$10,000. This includes scenario planning for land uses, potential annexation policies, and other land use services as city boundaries grow.

ENGINEERING ASSESSMENT

Task 15: Engineering assessment chapters, including Utilities and Infrastructure and Public Facilities, may be included for an additional fee not to exceed \$15,000. This includes additional engineering-type services that may be required in addition to other FNI services currently under contract and is not duplicative of work already underway.

RENDERINGS

Task 16: FNI will create photo-realistic renderings to support the Downtown Revitalization Chapter or other areas in the City for an additional fee of \$2,900 each. FNI recommends three renderings for the project.

CHAPTER REFINEMENT

Task 17: As planned, Chapters of the Comprehensive Plan will follow the scope of work. However, through public engagement and input, it could be desired to create separate chapters or reorganize the report into desired outcomes. The plan should reflect the best approach for the community, so FNI will outline the plan as the community prefers. A \$10,000 allotment for additional Comprehensive Plan chapters is included, should this be desired.

PARKS PLAN

Task 18: A Texas Parks and Wildlife-approved Parks, Recreation, Open Space, and Trails Plan will be included as a chapter to this comprehensive plan for an additional fee of \$60,000. The Parks Plan will be designed in a manner that can be printed separately and will be submitted to Texas Parks and Wildlife for recording purposes.

Task 19: Grant Administration for the Texas General Land Office's Resilient Communities Grant Program for an additional fee of \$26,000 which would be performed by a subconsultant selected FNI.

ARTICLE II

ADDITIONAL SERVICES: Additional Services to be performed by Consultant, if authorized by City, which are not included in the above described basic services, are described as follows:

- A. Printing and binding of documents in addition to those identified in ARTICLE I will be billed in accordance with the rates outlined in Exhibit C. Consultant, following a request for assistance from the City, will prepare an estimate for approval by the City prior to initiating work.
- B. Making revisions to drawings or other report documents when such revisions are 1) not consistent with approvals or instructions previously given by City or 2) due to other causes not solely within the control of Consultant.
- C. Meeting or trips in excess of the number of meetings included in Article I for coordination meetings, public meetings or other activities. Additional meetings requested by the City in excess of those included in Article I will be billed hourly in accordance with the rates outlined in Attachment CO.
- D. Preparation of new impact fees or impact fee updates for water, wastewater, roadway or drainage under Chapter 395.
- E. Preparation or revisions to engineering criteria manuals and development manuals.
- F. Preparation or revisions to the zoning map, such as zoning map amendments.
- G. Preparation of water, wastewater or drainage master plans, or updates to other adopted plans.
- H. Preparing applications and supporting documents for government grants, loans, or planning advances and providing data for detailed applications, including MPO applications.
- I. Preparing data and reports for assistance to City in preparation for hearings before regulatory agencies, courts, arbitration panels or any mediator, giving testimony, personally or by deposition, and preparations therefore before any regulatory agency, court, arbitration panel or mediator.
- J. Revisions, contract modifications, studies or analysis required to comply with local, State, Federal or other regulatory agencies that become effective after the date of this agreement.
- K. Providing basic or additional services on an accelerated time schedule. This includes cost for overtime wages of employees and Consultants, inefficiencies in work sequence and plotting or reproduction costs directly attributable to an accelerated time schedule directed by the City.
- L. Preparing statements for invoicing or other documentation for billing other than for the standard invoice for services attached to this Agreement.
- M. Providing document revisions in excess of those outlined in Article I.

ARTICLE III

TIME OF COMPLETION: Consultant is authorized to commence work on the Project upon execution of this Agreement and agrees to complete the basic services within ten (10) months of the notice to proceed.

If Consultant's services are delayed through no fault of FNI, FNI shall be entitled to adjust contract schedule consistent with the number of days of delay. These delays may include but are not limited to delays in City or regulatory reviews, delays on the flow of information to be provided to FNI, governmental approvals, etc. These delays may result in an adjustment to compensation as outlined on the face of this Agreement and will be based upon rates outlined in Attachment CO.

ARTICLE IV

RESPONSIBILITIES OF CITY: City shall perform the following in a timely manner so as not to delay the services of Consultant:

- A. Provide meeting space and coordinate equipment needs, room set up, and logistics for meetings outlined in Article I.
- B. Provide information from all previous and current studies and projects (as available) that may affect the outcome of the Project. This information will be provided in digital format when possible and available.
- C. Provide any identified issues known to City Staff.
- D. Provide the most recently updated digital base map and aerial imagery of the planning area for use during the comprehensive plan preparation process. These files will be in the form of GIS file types native to ESRI ArcGIS.
- E. Contact meeting invitees for stakeholder and public meeting(s). This includes email, mail, newsletter or other forms of notification.
- F. Examine and provide prompt feedback on all submittals, draft reports, sketches, drawings, and other documents presented by Consultant within a reasonable time so as not to delay the services of Consultant. City comments should be consolidated with clear and concise edits, preferably typed for legibility.
- G. Designate in writing a person to act as City's representative with respect to the services to be rendered under this Agreement. Such person shall have contract authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to FNI's services for the Project.
- H. Arrange for access to and make all provisions for FNI to enter upon public and private property as required for FNI to perform services under this Agreement.
- 1. Bear all costs incidental to compliance with the requirements of this Article V.

ARTICLE VI

DESIGNATED REPRESENTATIVES: FNI and Client designate the following representatives:

Client's Designated Representative –

Client's Accounting Representative –

FNI's Designated Representative – Wendy Bonneau, FAICP; wendy.bonneau@freese.com; 817-735-7259

FNI's Accounting Representative – Raquel Longoria; Raquel.longoria@freese.com; 817-735-7256

ATTACHMENT CO

Basic Services	Budget
Comprehensive Plan	\$175,800
Special Services	Budget
Additional Engagement	\$10,000
Land Use Scenarios and Growth Management	\$10,000
Engineering Assessment Chapter	\$15,000
Rendering	\$2,900/ each
Chapter Refinement (Extra Chapter)	\$10,000
Parks Plan and Grant Administration	\$86,000
TOTAL	\$315,500 (three rendering)

COMPENSATION

Compensation to FNI for Basic Services in Attachment SC shall be the lump sum of One Hundred Seventy Thousand Seven Hundred Ninety Eight Dollars (\$175,800).

If FNI sees the Scope of Services changing so that Additional Services are needed, including but not limited to those services described as Additional Services in Attachment SC, FNI will notify OWNER for OWNER's approval before proceeding. Additional Services shall be computed based on the following Schedule of Charges.

<u>Position</u>	<u>Hourly Rate</u>	
	<u>Min</u>	<u>Max</u>
Professional 1	95	182
Professional 2	111	189
Professional 3	137	290
Professional 4	150	348
Professional 5	199	361
Professional 6	225	423
Construction Manager 1	104	160
Construction Manager 2	117	192
Construction Manager 3	153	199
Construction Manager 4	163	247
Construction Manager 5	199	303
Construction Manager 6	267	361
Construction Representative 1	85	104
Construction Representative 2	95	121
Construction Representative 3	101	182
Construction Representative 4	130	192
CAD Technician/Designer 1	69	124
CAD Technician/Designer 2	98	195
CAD Technician/Designer 3	130	231
Corporate Project Support 1	72	160
Corporate Project Support 2	78	234
Corporate Project Support 3	98	338
Intern / Coop	52	95

Rates for In-House Services and Equipment

<u>Mileage</u>	<u>Bulk Printing and Reproduction</u>		<u>Equipment</u>	
Standard IRS Rates		<u>B&W</u>	<u>Color</u>	Valve Crew Vehicle (hour) \$75
	Small Format (per copy)	\$0.10	\$0.25	Pressure Data Logger (each) \$500
<u>Technology Charge</u>	Large Format (per sq. ft.)			Water Quality Meter (per day) \$100
\$8.50 per hour	Bond	\$0.25	\$0.75	Microscope (each) \$150
	Glossy / Mylar	\$0.75	\$1.25	Ultrasonic Thickness Gauge (per day) \$275
	Vinyl / Adhesive	\$1.50	\$2.00	Coating Inspection Kit (per day) \$275
				Flushing / Cfactor (each) \$500
	Mounting (per sq. ft.)	\$2.00		Backpack Electrofisher (each) \$1,000
	Binding (per binding)	\$0.25		
				<u>Survey Grade</u> <u>Standard</u>
				Drone (per day) \$200 \$100
				GPS (per day) \$150 \$50

OTHER DIRECT EXPENSES:

Other direct expenses are reimbursed at actual cost times a multiplier of 1.10. They include outside printing and reproduction expense, communication expense, travel, transportation and subsistence away from the FNI office. For other miscellaneous expenses directly related to the work, including costs of laboratory analysis, test, and other work required to be done by independent persons other than staff members, these services will be billed at a cost times a multiplier of 1.10. For Resident Representative services performed by non-FNI employees and CAD services performed In-house by non-FNI employees where FNI provides workspace and equipment to perform such services, these services will be billed at cost times a multiplier of 2.0. This markup approximates the cost to FNI if an FNI employee was performing the same or similar services.

These ranges and/or rates will be adjusted annually in February. Last updated 2025.

TERMS AND CONDITIONS OF AGREEMENT

1. **DEFINITIONS:** As used herein: (1) Client refers to the party named as such in the Agreement between the Client and FNI; (2) FNI refers to Freese and Nichols, Inc., its employees and agents, and its subcontractors and their employees and agents; and (3) Services refers to the professional services performed by FNI pursuant to the Agreement.
2. **INFORMATION FURNISHED BY CLIENT:** Client will assist FNI by placing at FNI's disposal all available information pertinent to the project, including previous reports and any other data relative to design or construction of the project. FNI shall have no liability for defects or negligence in the Services attributable to FNI's reliance upon or use of data, design criteria, drawings, specifications, or other information furnished by Client. To the fullest extent permitted by law, Client agrees to indemnify and hold FNI harmless from any and all claims and judgments, and all losses, costs, and expenses arising therefrom. FNI shall disclose to Client, prior to use thereof, defects or omissions in the data, design criteria, drawings, specifications, or other information furnished by Client to FNI that FNI may reasonably discover in its review and inspection thereof.
3. **STANDARD OF CARE:** FNI will perform all professional services under this Agreement with the professional skill and care ordinarily provided by competent members of the subject profession practicing under the same or similar circumstances and professional license as expeditiously as is prudent considering the ordinary professional skill and care of a competent member of the subject profession. FNI makes no warranties, express or implied, under this Agreement or otherwise, in connection with any Services performed or furnished by FNI.

4. **INSURANCE:** FNI shall provide Client with certificates of insurance with the following minimum coverage:

<u>Commercial General Liability</u>	<u>Workers' Compensation</u>
\$2,000,000 General Aggregate	As required by Statute
<u>Automobile Liability (Any Auto)</u>	<u>Professional Liability</u>
\$1,000,000 Combined Single Limit	\$3,000,000 Annual Aggregate

5. **CHANGES:** Client, without invalidating the Agreement, may order changes within the general scope of Services required by the Agreement by altering, adding, and/or deducting from the Services to be performed. If any such change under this clause causes an increase or decrease in FNI's cost or time required for the performance of any part of the Services, an equitable adjustment will be made by mutual agreement and the Agreement will be modified in writing accordingly.

FNI will make changes to the drawings, specifications, reports, documents, or other deliverables as requested by Client. However, when such changes differ from prior comments, directions, instructions, or approvals given by Client or are due to causes not solely within the control of FNI, FNI shall be entitled to additional compensation and time required for performance of such changes to the Services authorized under this Agreement.

6. **OPINION OF PROBABLE CONSTRUCTION COSTS:** No fixed limit of project construction cost shall be established as a condition of the Agreement, unless agreed upon in writing and signed by the parties hereto. If a fixed limit is established, FNI shall be permitted to include contingencies for design, bidding, and price escalation in the construction contract documents to make reasonable adjustments in the scope of the project to adjust the project construction cost to the fixed limit. Such contingencies may include bid allowances, alternate bids, or other methods that allow FNI to

determine what materials, equipment, component systems, and types of construction are to be included in the construction contract documents. Fixed limits, if any, shall be increased by the same amount as any increase in the contract price after execution of the construction contract.

FNI will furnish an opinion of probable construction or program cost based on present day pricing, but does not guarantee the accuracy of such estimates. Opinions of probable cost, financial evaluations, feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs prepared by FNI hereunder will be made on the basis of FNI's experience and qualifications and represent FNI's judgment as an experienced and qualified design professional. It is recognized, however, that FNI does not have control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors' methods of determining prices. Accordingly, FNI cannot and does not warrant or represent that bids or cost proposals will not vary from the Client's project budget or from any estimate or opinion of probable construction or program cost prepared by or agreed to by FNI.

7. **PAYMENT:** Progress payments may be requested by FNI based on the amount of Services completed. Payment for Services shall be due and payable upon submission of a statement for Services to Client and in acceptance of Services as satisfactory by Client. Statements for Services shall not be submitted more frequently than monthly. Any applicable taxes imposed upon the Services, expenses, and charges by any governmental body after the execution of this Agreement will be added to FNI's compensation.

If Client fails to make any payment due FNI for Services, expenses, and charges within 30 days after receipt of FNI's statement for Services therefore, the amounts due FNI will be increased at the rate of 1 percent per month from said 30th day, and, in addition, FNI may, after giving 7 days' written notice to Client, suspend Services under this Agreement until FNI has been paid in full for all amounts due for Services, expenses, and charges.

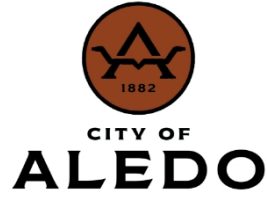
If FNI's Services are delayed or suspended by Client or are extended for more than 60 days through no fault of FNI, FNI shall be entitled to equitable adjustment of rates and amounts of compensation to reflect reasonable costs incurred by FNI in connection with such delay or suspension and reactivation and the fact that the time for performance under this Agreement has been revised.

8. **OWNERSHIP OF DOCUMENTS:** All drawings, reports, data, and other project information developed in the execution of Services provided under this Agreement shall be the property of Client upon payment of FNI's fees for Services. FNI may retain copies for record purposes. Client agrees such documents are not intended or represented to be suitable for reuse by Client or others. Any reuse by Client or by those who obtained said documents from Client without written verification or adaptation by FNI, will be at the Client's sole risk and without liability or legal exposure to FNI, or to FNI's independent associates or consultants. To the fullest extent permitted by law, Client shall indemnify and hold harmless FNI and FNI's independent associates and consultants from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle FNI to further reasonable compensation. FNI may reuse all drawings, report data, and other project information in the execution of Services provided under this Agreement in FNI's other activities. Any reuse by FNI will be at FNI's sole risk and without liability or legal exposure to Client, and FNI shall indemnify and hold harmless Client from all claims, damages, losses, and expenses including reasonable attorneys' fees arising out of or resulting therefrom.

9. **TERMINATION:** The obligation to provide Services under this Agreement may be terminated by either party upon 10 days' written notice. In the event of termination, FNI will be paid for all Services rendered and reimbursable expenses incurred to the date of termination and, in addition, all reimbursable expenses directly attributable to termination.
10. **CONSTRUCTION REPRESENTATION:** If required by the Agreement, FNI will furnish construction representation according to the defined scope for these Services. FNI will observe the progress and the quality of work to determine in general if the work is proceeding in accordance with the construction contract documents. In performing these Services, FNI will report any observed deficiencies to Client, however, it is understood that FNI does not guarantee the contractor's performance, nor is FNI responsible for the supervision of the contractor's operation and employees. FNI shall not be responsible for the contractor's means, methods, techniques, sequences, or procedures of construction or the safety precautions and programs incident to the work of the contractor. FNI shall not be responsible for the acts or omissions of any person (except its own employees or agents) at the project site or otherwise performing any of the work of the project. If Client designates a resident project representative that is not an employee or agent of FNI, the duties, responsibilities, and limitations of authority of such resident project representative will be set forth in writing and made a part of this Agreement before the construction phase of the project begins.
11. **GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT:** Client agrees to include provisions in the general conditions of the construction contract that name FNI: (1) as an additional insured and in any waiver of subrogation rights with respect to such liability insurance purchased and maintained by the contractor for the project (except workers' compensation and professional liability policies); and (2) as an indemnified party in any indemnification provisions where Client is named as an indemnified party.
12. **POLLUTANTS AND HAZARDOUS WASTES:** It is understood and agreed that FNI has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at the project site, if any, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposures to such substances or conditions. The parties agree that in performing Services required by this Agreement, FNI does not take possession or control of the subject site, but acts as an invitee in performing Services, and is not therefore responsible for the existence of any pollutant present on or migrating from the site. Further, FNI shall have no responsibility for any pollutant during clean-up, transportation, storage or disposal activities.
13. **SUBCONTRACTS:** If, for any reason and at any time during the progress of providing Services, Client determines that any subcontractor for FNI is incompetent or undesirable, Client shall notify FNI accordingly and FNI shall take immediate steps for cancellation of such subcontract. Subletting by subcontractors shall be subject to the same regulations. Nothing contained in the Agreement shall create any contractual relation between any subcontractor and Client.
14. **PURCHASE ORDERS:** If a purchase order is used to authorize FNI's Services, only the terms, conditions, and instructions typed on the face of the purchase order shall apply to this Agreement. Should there be any conflict between the purchase order and the terms of this Agreement, then this Agreement shall prevail and be determinative of the conflict.

15. **CONSEQUENTIAL DAMAGES:** In no event shall FNI be liable in contract, tort, strict liability, warranty, or otherwise for any special, indirect, incidental, or consequential damages (such as loss of product, loss of use of equipment or systems, loss of anticipated profits or revenue, non-operation or increased expense of operation), arising out of, resulting from, or in any way related to this Agreement or the project.
16. **ARBITRATION:** No arbitration, arising out of or relating to this Agreement, involving one party to this Agreement may include the other party to this Agreement without their approval.
17. **SUCCESSORS AND ASSIGNMENTS:** Client and FNI and the partners, successors, executors, administrators, and legal representatives of each are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Neither Client nor FNI shall assign, sublet, or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent FNI from employing such independent associates and consultants as FNI may deem appropriate to assist in the performance of Services hereunder.



Date: December 18, 2025
To: City Council
From: Mark McDaniel, Interim City Manager
Subject: Discuss and consider approval of a Resolution creating the Comprehensive Plan Steering Committee

Summary:

Recommendation:

Attachments:

1. 2025-R-__ CP Steering Committee

RESOLUTION NO. 2025-R-__

A RESOLUTION OF THE CITY OF ALEDO, TEXAS, CREATING A COMPREHENSIVE PLAN STEERING COMMITTEE; ESTABLISHING ITS PURPOSE, COMPOSITION, DUTIES, AND PROCEDURES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS the City of Aledo, Texas (“City”), is a home rule city acting under its Charter adopted by the electorate pursuant to Article XI, Section 5, of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS Section 213.002 of the Texas Local Government Code authorizes municipalities to adopt a comprehensive plan for the long-range development of the municipality (the “Comprehensive Plan”); and

WHEREAS the City is undertaking a process to prepare and adopt an updated Comprehensive Plan to guide the City’s future growth, development, and redevelopment; and

WHEREAS community outreach, broad public involvement, and meaningful input from City boards, commissions, and residents are critical to the success and long-term implementation of the Comprehensive Plan; and

WHEREAS the City Council desires to establish a Comprehensive Plan Steering Committee to work with City staff, consultants, and the public to help build consensus and develop recommendations to the City Council regarding the Comprehensive Plan.

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

SECTION 1

The findings and recitals set out above are hereby in all things approved, adopted, and incorporated herein as true and correct legislative and factual determinations of the City Council, as if set forth in full in the body of this Resolution.

SECTION 2

A Comprehensive Plan Steering Committee (“Committee”) is hereby created. The purpose of the Committee is to assist in the development of, and build consensus around, the City’s Comprehensive Plan by working collaboratively with City staff, the City’s planning consultant(s), and the community, and to make recommendations to the City Council regarding the proposed Comprehensive Plan and any related policy guidance.

SECTION 3

1. The Committee shall be composed of:
 - a. all members of the City Council;
 - b. all members of the Planning and Zoning Commission, including any alternate members; and
 - c. two (2) additional members appointed by each member of the City Council and two (2) additional members appointed by the Mayor (“Additional Members”). Additional members shall be residents of Parker County with a relationship with the City of Aledo through government, civic, or business involvement.

2. The additional members appointed by the Mayor and each Council member shall be appointed by written notice to the City Secretary and reported to the City Council at the next regular City Council meeting.
3. If a person serves on the Committee by virtue of holding an office or position (such as City Council or Planning and Zoning Commission), that person's term on the Committee shall automatically run concurrently with their term of office or position. Any successor to that office or position shall automatically serve as a member of the Committee.
4. The Mayor shall serve as the Committee Chair.

SECTION 4

The Committee shall have the following general duties and responsibilities, together with any additional, related tasks assigned by the City Council:

1. Work with the City staff to identify and articulate common goals, objectives, and priorities to guide the long-range development and redevelopment of the City;
2. Encourage and support public participation in the comprehensive planning process, including through outreach, public meetings, and other methods of communication with residents, businesses, and community stakeholders;
3. Assist City staff, as requested, with the review of data, maps, surveys, and other information relevant to the Comprehensive Plan;
4. Review and provide input on draft plan elements, including but not limited to land the City's vision and goals; future land use plan; mobility and transportation; economic development and redevelopment; Downtown revitalization; neighborhood sustainability, parks, recreation and trails; an implementation plan; and any other component of the Comprehensive Plan determined necessary for recommendation to the City Council; and
5. Work to develop a broadly supported, consensus-based recommendation to the City Council regarding the proposed Comprehensive Plan and any subsequent amendments that may be referred to the Committee by the City Council.

SECTION 5

A majority of the total number of Committee members as established by Section 3 of this Resolution shall constitute a quorum for the transaction of business.

The Committee shall provide recommendations to the City Council by consensus. No official votes of the Committee shall be taken on any items for its consideration and a consensus does not require the unanimous agreement of the Committee. Consensus is achieved when the Committee reaches a broadly accepted decision without strong, disruptive objections, ensuring all input is heard and considered.

SECTION 6

Committee members appointed under Section 3(1)(c) serve at the will of the City Council. The City Council may remove a member by a majority vote of the Council.

If a Committee member appointed under Section 3(1)(c) is removed, resigns, or is otherwise unable or unwilling to serve, the vacancy may be filled by the Council member who appointed the member creating the vacancy in the same manner provided for in Section 3.

SECTION 7

The Committee shall meet at such times and places as may be necessary to carry out its duties, as determined by the City Manager or their designee.

Meetings of the Committee shall be posted and conducted in compliance with the Texas Open Meetings Act, as applicable.

SECTION 8

The Committee shall continue in existence until the City Council adopts the updated Comprehensive Plan for which the Committee was established, unless the City Council takes earlier action to dissolve the Committee. Upon adoption of such Comprehensive Plan by the City Council, the Committee shall be automatically dissolved without further action, unless the City Council expressly extends its term or re-establishes the Committee for additional purposes.

SECTION 9

All resolutions or parts of resolutions of the City in conflict with the provisions of this Resolution are hereby repealed to the extent of such conflict. All other resolutions not in conflict with this Resolution shall remain in full force and effect.

SECTION 10

This Resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED this 18th day of December, 2025

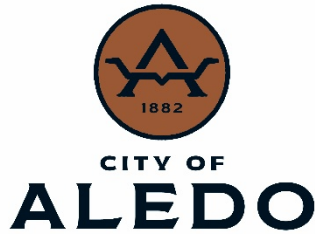
Shane Davis, Mayor

ATTEST:

Staci L. King, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Alicia K. Kreh, City Attorney



DATE: December 18, 2025
TO: Honorable Mayor and City Council Members
FROM: Alicia K. Kreh
SUBJECT: Conservation Credit against Impact Fees

BACKGROUND

This past legislative session, the Texas legislature passed Senate Bill 14, which amended Chapter 395 of the Texas Government Code, pertaining to impact fees. SB 14 requires municipalities to provide a credit against water and wastewater impact fees otherwise assessed to a development to a builder or developer for the construction, contribution, or dedication of an eligible facility, system, or product that results in water reuse, conservation, or savings. In implementing the credit, the City is required to establish a procured for calculating and applying the credits in a fair and consistent manner and for reviewing and approving credits. This legislation is effective January 1, 2026.

The City is wholesale water customer of the City of Fort Worth. The City of Fort Worth recently adopted its impact fee credit policy and recommended that its customer cities adopt the same or similar policy. The policy establishes criteria for the credit, an application process, and method for calculating the impact fee credit.

RECOMMENDATION

Staff recommends Council approve Resolution No. _____ adopting a policy for conservation credits for water and wastewater impact fees.

ATTACHMENTS

Resolution
Conservation Credit for Impact Fees

RESOLUTION NO. 2025-R-__

A RESOLUTION OF THE CITY OF ALEDO, TEXAS ADOPTING A POLICY FOR APPLYING CREDITS AGAINST WATER AND WASTEWATER IMPACT FEES FOR DEVELOPMENTS THAT INCORPORATE ELIGIBLE WATER CONSERVATION OR REUSE MEASURES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Aledo (the "City") is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City previously established impact water and wastewater impact fees; and

WHEREAS, Senate Bill 14 of the 2nd Special Session of the 89th Texas Legislative Session goes into effect on January 1, 2026, amending Texas Local Government Code Section 395.0231 by requiring municipalities adopt a policy for credits to water and wastewater impact fees for water conservation measures; and

WHEREAS, the City desires to establish a uniform procedure that complies with SB 14 for calculating and applying credits against water and wastewater impact fees for developments that incorporate eligible water conservation or reuse measures; and

WHEREAS, the City finds that such measures encourage innovative and voluntary conservation practices that support the City's long-term water demand reduction goals; and

WHEREAS, the City Council believes it is in the best interest of the citizens of the City to adopt a policy regarding the impact fee credits in accordance with Chapter 395 of the Texas Local Government Code.

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

SECTION 1.

All the above premises are true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified, and incorporated into the body of this Resolution as if copied in their entirety.

SECTION 2.

The Conservation Credit against City Water and Wastewater Impact Fees, attached hereto as Exhibit A is hereby adopted.

SECTION 3.

This Resolution shall be in full force and effect from and after the date of its passage.

PASSED AND APPROVED this 18th day of December, 2025.

SECTION 1 REGULATORY GUIDANCE

- 1.1 This policy is adopted in accordance with Section 395.0231 of the Texas Local Government Code, as approved in Senate Bill 14 of the 2nd Special Session of the 89th Texas Legislative Session, signed by the Governor of Texas on August 17, 2025, and made effective January 1, 2026.

SECTION 2 GENERAL INFORMATION

2.1 Purpose:

- 2.1.1 This policy establishes a uniform procedure for calculating and applying credits against water and wastewater impact fees for developments that incorporate eligible water conservation or reuse measures beyond those required by City ordinance, design standards, or the City's Water Conservation Plan. The purpose of the credit is to encourage innovative and voluntary conservation practices that support and exceed Aledo's long-term demand reduction goals.

2.2 Applicability:

- 2.2.1 Credits under this policy apply to new developments assessed water and/or wastewater impact fees under Chapter 81, "Utilities," Article IV, "Water and Wastewater Impact Fee Ordinance," of the Code of Ordinances, City of Aledo, Texas.

2.3 Definitions:

- 2.3.1 *Base Requirements*: The minimum conservation and efficiency standards required by City Code, the City's Water Conservation Plan, the Plumbing Code adopted by the City of Aledo, and the City's regional conservation partnership with the Tarrant Regional Water District (TRWD).
- 2.3.2 *Credit Percentage*: The percentage reduction of the assessed impact fee granted for eligible measures.
- 2.3.3 *Eligible Conservation and Reuse Measure*: A facility, system, or product that results in water reuse, conservation, or savings as defined in §395.0231(b) of the Texas Local Government Code. Conservation and Reuse Measures must be permanent improvements.
- 2.3.4 *Wastewater Impact Fee Credit*: A credit for an Eligible Conservation and Reuse Measure that reduces wastewater flow back to the City of Aledo's wastewater collection system.
- 2.3.5 *Water Impact Fee Credit*: A credit for an Eligible Conservation and Reuse Measure that reduces water demand supplied by the City of Aledo's water distribution system.

2.4 General Provisions:

- 2.4.1 Credits will be applied as a percentage reduction of the total assessed impact fee.
- 2.4.2 Eligible Conservation and Reuse Measures must be in addition to the Base Requirements.
- 2.4.3 Credits may be granted only for measures that are voluntary, not required by City ordinance, are permanent in operation, and demonstrate a quantifiable reduction in potable water demand or wastewater flow.
- 2.4.4 The maximum total credit for any project shall not exceed 10 percent of the assessed fee.
- 2.4.5 Credits are non-transferable and apply only to the development and/or property for which they were approved; i.e. an impact fee calculated under this policy for a property may not be applied towards the impact fee for a different property.

SECTION 3 APPLICATION PROCESS

- 3.1 Submittal: The developer, or builder, shall submit a detailed Water and Wastewater Impact Fee Credit Application Form with the impact fee calculation request, identifying all proposed conservation or reuse measures. The submitted application must include detailed calculations proving conservation or reuse measures reduction in water demands or wastewater flows. The Credit Application Form must be signed by a licensed professional engineer currently licensed in the State of Texas, or a licensed Water Treatment Specialist currently licensed by the Texas Commission on Environmental Quality.
- 3.2 Review: Weatherford Water Utility staff will review the application for eligibility, confirming measures exceed the Base Requirements.
- 3.3 Approval: If measures exceed the Base Requirements, the development will be eligible for credit. If approved, Aledo Public Works will issue a written determination of approved credit(s) for the total Credit Percentage.
- 3.4 Application of credit: The approved credit for water and/or wastewater will be applied directly to the assessed impact fee amount prior to collection.

SECTION 4 CALCULATION OF IMPACT FEE CREDITS

4.1 Impact Fee Conservation and Reuse Credits

Category	Water Impact Fee Credit	Wastewater Impact Fee Credit
For Eligible Conservation and Reuse Measures Reducing both Water Demands and Wastewater Flows		
10%* to 15% Reduction	2.5%	2.5%
16% to 25% Reduction	5.0%	5.0%
26% or Greater Reduction	10.0%	10.0%
For Eligible Conservation and Reuse Measures Reducing Water Demands Only		
10%* to 15% Reduction	2.5%	0.0%
16% to 25% Reduction	5.0%	0.0%
26% or Greater Reduction	10.0%	0.0%

- 4.2 No credit is to be issued for residential or commercial developments with water meters measuring 1” or larger. In such instances, any Eligible Conservation and Reuse Measures may afford the developer the ability to reduce the size of the water meter, thereby reducing the assessment of the water and/or wastewater impact fee(s).

END OF POLICY

Water and Wastewater Impact Fee Credit Application Form

In accordance with Chapter 81, "Utilities," Article IV, "Water and Wastewater Impact Fee Ordinance," of the Code of Ordinances, City of Aledo, Texas:

Reduction in water demand and/or wastewater flow	Impact Fee Credit	
	Water	Wastewater
<5% reduction ⁽¹⁾	0%	0%
5% - 15% reduction	2.5%	2.5%
16% - 25% reduction	5%	5%
>25% reduction	10%	10%

To be completed by the applicant:

Property Address: _____

Name of Property Owner: _____

Name of Applicant: _____

Email Address: _____

Daytime Phone #: _____

Requested Impact Fee Credit:

Water Impact Fee Credit: _____%

Wastewater Impact Fee Credit: _____%

Applicant to provide separate report with the following information:

- General description of proposed conservation and reuse measures to be implemented
- Calculations showing reduction in water demand and wastewater flows from proposed conservation and/or reuse measures
- Signed by licensed professional engineer currently licensed in the State of Texas, or a licensed Water Treatment Specialist currently licensed by the Texas Commission on Environmental Quality.

To be completed by City of Aledo:

Property Address: _____

Water Impact Fee Credit:

- Approved
Impact Fee Credit: _____
- Denied
 - Does not meet requirements
 - Insufficient information
 - Other _____

Wastewater Impact Fee Credit:

- Approved
Impact Fee Credit: _____
- Denied
 - Does not meet requirements
 - Insufficient information
 - Other _____

Reviewed and Approved by:

Signature

Date