Town Council Regular Meeting

January 5, 2026

Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

5:00 p.m.

In accordance with section 551.127 of the Texas Government Code (Open Meeting Act) this meeting will be an in-person meeting with either a member of Town Council, staff, or consultant, participating by video conference. The public meeting location will be Flower Mound Town Hall, 2121 Cross Timbers Rd, Flower Mound, Texas. The Mayor, as presiding officer of Town Council, and a quorum of the Town Council will be physically present at this location. The location where the Mayor is physically present shall be open to the public during the open portions of the meeting.

Comments regarding any agenda item can be sent to the Town Council by emailing towncouncil@flowermound.gov or by calling 972.874.6005 and leaving a message.

AGENDA

A. CALL TO ORDER

B. INVOCATION

C. PLEDGES

D. CLOSED MEETING

The Town Council to convene into closed meeting pursuant to Texas Government Code Chapter 551, including, but not limited to, Sections 551.071, 551.072, 551.074, and 551.087 for consultation with Town Attorney, and to discuss matters relating to real property, personnel, and economic development negotiations, as indicated below. The Town Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the Town 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, including the below-referenced items.

1. **Section 551.071: Consultation with Town Attorney**
   Consultation with Town Attorney.

   a. Claim related to incident at Browning Road and Valley Ridge Boulevard

E. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Town Council regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972.874.6000 during business hours.

In accordance with the Texas Open Meetings Act, the Town Council is restricted from discussing or acting on items not listed on the agenda.

To speak to Council during public comment, fill out a comment form (PDF). Note:

- Limited to three (3) minutes, a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the mayor
- Direct comments to the Town Council
- State your name and the municipality where you reside

F. ANNOUNCEMENTS

1. Announcements from the mayor and council members

G. TOWN MANAGER'S REPORT

1. Capital Improvement Projects
2. Economic Development Projects
3. Organizational Updates

H. FUTURE AGENDA ITEM(S)

The purpose of this item is to allow the Mayor and members of Council an opportunity to bring forward items they wish to discuss at a future meeting, with the understanding that a consensus of Council is needed in order for that item to be placed on a future agenda and in accordance with the Town Council Agenda Setting Policy (Ord. 65-15).

I. COORDINATION OF CALENDARS

1. January 15 - Work Session
2. January 19 - Canceled due to Martin Luther King Holiday
3. January 20 (Tuesday) - Regular Meeting

J. CONSENT ITEM(S)

This part of the agenda consists of non-controversial or "housekeeping" items required by law. Items may be removed from Consent by any council member by making such request prior to a motion and vote.

1. Minutes - 12/15 - Consider approval of the minutes from a Town Council Regular Meeting; Town of Flower Mound Fire Control, Prevention, and Emergency Medical Services District Special Meeting; and Crime Control and Prevention District Special Meeting held on December 15, 2025.
2. Minutes - 12/18 - Consider approval of the minutes from a work session held on December 18, 2025.
3. Shadow Ridge Park Trail Construction - Phase 2 - Consider approval of the purchase of concrete removal and replacement services from Apex Concrete Construction Inc, for work associated with the 2025 Bond for the Shadow Ridge Park trail segment phase 2, through the Town of Flower Mound contract No. 2021-72-B, Utility Cut Repairs and Park Improvements, in the amount of $193,981.26.

K. WORK SESSION ITEM

1. Review and discuss the Cost Recovery Policy

L. BOARDS/COMMISSIONS

Discuss and consider resignations, appointments, evaluations, reassignments, discipline, or dismissals for the following boards or commissions: Animal Services Board, Capital Improvements Advisory Committee, Community Development Corporation, Cultural Arts Commission, Denton County Transportation Authority, Environmental Conservation Commission, Historical Commission, Parks Board, School Liaison Committee, SMARTGrowth Commission, Tax Increment Reinvestment Zone Number (TIRZ #1), Tax Increment Reinvestment Zone Number (TIRZ #2), Transportation Commission, and Veterans Liaison Board.

1. Denton Central (DCAD) Appraisal District nomination - Discuss and consider approval of a resolution to nominate an individual to be voted on by taxing jurisdictions to fulfill a vacancy on the Board of Directors for the Denton Central (DCAD) Appraisal District.

M. CLOSED MEETING

The Town Council to convene into closed meeting pursuant to Texas Government Code Chapter 551, including, but not limited to, Sections 551.071, 551.072, 551.074, and 551.087 for consultation with Town Attorney, and to discuss matters relating to real property, personnel, and economic development negotiations, as indicated below. The Town Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the Town 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, including the below-referenced items.

1. **Section 551.071: Consultation with Town Attorney**
   Consultation with Town Attorney.

   a. Reginald Rembert & Rembert Enterprises, Inc. v. Town of Flower Mound, Texas

   b. Possible boundary adjustment matter

   c. Municipal Setting Designation matter

2. **Section 551.072: Deliberation Regarding Real Property**
   Discuss and consider purchase, exchange, lease or value of real property for parks, cultural arts, public safety, public rights-of-way, and/or other municipal purposes, including real property located north of FM 1171 and west of US 377, and all matters incident and related thereto.

3. **Section 551.074: Personnel Matters**
   Discuss and consider resignations, appointments, evaluations, reassignments, discipline, or dismissals for the following boards or commissions: Board of Adjustment/Oil & Gas Board of Appeals, and Planning and Zoning Commission.

4. **Section 551.087: Deliberation Regarding Economic Development Negotiations**
   Discuss and consider economic development incentives, including retail centers,

grocers, corporate relocation/expansion/retention, hospitality projects, health care facilities, construction of public improvements, requests for incentive related proposals to develop real property, and Tax Increment Reinvestment Zone (TIRZ) #1, TIRZ #2, River Walk PID No. 1, Proposed PID, MMDs, and MUDs.

N. RECONVENE

O. ADJOURN

I do hereby certify that the notice of above meeting for the Town of Flower Mound was posted at Town Hall, Town of Flower Mound, Texas, and on the Town's website in compliance with Chapter 551, Texas Government Code on December 29, 2026, by 5:00 p.m.

Traci Henderson, Town Secretary

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6000. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.

In accordance with section 551.043 of the Texas Government Code, the Taxpayer Impact Statement can be viewed by clicking **HERE**.

To preview upcoming items of business that may appear on future agendas click HERE.

FLOWER MOUND TOWN COUNCIL REGULAR MEETING;
TOWN OF FLOWER MOUND FIRE CONTROL, PREVENTION,
AND EMERGENCY MEDICAL SERVICES DISTRICT SPECIAL MEETING;
AND CRIME CONTROL AND PREVENTION DISTRICT SPECIAL MEETING

December 15, 2025

Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:00 p.m.

DRAFT MINUTES

A. CALL TO ORDER

Mayor Moore called the meeting to order at 6:02 p.m. with the following members present:
Cheryl Moore, Mayor
Ann Martin, Mayor Pro Tem
Adam Schiestel, Deputy Mayor Pro Tem
Chris Drew, Councilmember Place 2
Brian Taylor, Councilmember Place 3
Janvier Werner, Councilmember Place 4

Town Council member(s) absent:

Town Staff present:
James W. Childers, Town Manager
Bryn Meredith, Town Attorney
Traci Henderson, Town Secretary
Tommy Dalton, Assistant Town Manager
Tiffany Bruce, Assistant Town Manager/Town Engineer
John Zagurski, Chief Financial Officer
JP Walton, Strategic Services Officer

B. INVOCATION

Chaplain Liles gave the invocation.

C. PLEDGES

Mayor Moore led the Pledge of Allegiance to the United States and Texas flags.

D. PRESENTATION

1. Announcement and recognition of 2025 Outstanding Citizen Award winners.

Scott Morgan, Outstanding Citizenship Award selection committee member, provided background information on the program and announced the 2025 recipients of this award as follows:

Jacque Narrell, Individual Category
Vyom Sharma, Youth Category
Hospital Auxiliary, Group Category

E. PUBLIC COMMENT

	Speaker name and municipality where they reside	Subject (as written on the form)
1.	Jacque Narrell, Flower Mound	Animal Services Board
2.	Scott Langley, Flower Mound	Founder's School Zone
3.	Tim Whisenant, Flower Mound	

F. ANNOUNCEMENTS

Chris Drew announced that he is running for re-election.

G. TOWN MANAGER'S REPORT

1. Capital Improvement Projects

2. Economic Development Projects

3. Organizational Updates

a. Employee Service Recognition

Town Manager, James W. Childers, recognized Clint Fredrick, Facilities Technician II, for fifteen (15) years of service.

b. Holiday Events

Town Manager, James W. Childers, highlighted the Town's holiday activities:

Christmas parade; tree lighting; attractions; navigation options for the event; Santa Around Town; Breakfast with Santa; Police Department Santa Cops; Fire Department Toy Drive; and Mayoral Red Kettle Challenge.

c. Holiday Service Projects

Town Manager, James W. Childers, gave a presentation sharing the Leadership Service Projects:

Heart of the City; Christian Community Action (CCA); adopted five high school seniors through Lewisville Independent School District (LISD): Lovepacs; and Humane Tomorrow.

H. FUTURE AGENDA ITEM(S)

Janvier Werner would like to discuss and consider modifications to the Outstanding Citizenship Award (OCA); specifically categories.

I. COORDINATION OF CALENDARS

Mayor Moore confirmed that all Council members plan to be at the following meetings:

1. December 18 - Work Session
2. January 5 - Regular Meeting
3. January 15 - Work Session

J. CONSENT ITEM(S)

ACTION:	Brian Taylor moved to approve J1 through J11 as presented. Janvier Werner seconded the motion.
AYES:	Janvier Werner, Ann Martin, Adam Schiestel, Chris Drew, Brian Taylor
NAYS:	None
ABSTAIN:	None
RESULT:	5 : 0

1. <u>Minutes - 11/20</u> - Consider approval of the minutes from a work session meeting held on November 20, 2025.

2. <u>Minutes - 12/1</u> - Consider approval of the minutes from a regular meeting held on December 1, 2025.

3. <u>Promoter Line Contract - Parks & Recreation</u> - Consider approval of a Professional Services Contract with Promoter Line, Inc., to provide professional event production and planning services for the 2026 Independence Fest, in an amount not-to-exceed $344,000.00 and authorization for the Mayor to execute same on behalf of the Town.

4. <u>PY2024 CAPER</u> - Consider approval of a resolution authorizing the adoption of the Program Year 2024 Consolidated Annual Performance & Evaluation Report for the Community Development Block Grant; and authorization for the Mayor to execute same on behalf of the Town and submit to the U.S. Department of Housing and Urban Development.

   RESOLUTION NO. 30-25

   A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, PROVIDING FOR THE ADOPTION OF FLOWER MOUND'S PROGRAM YEAR 2024 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; AUTHORIZING THE MAYOR TO EXECUTE SAID REPORT; AND PROVIDING AN EFFECTIVE DATE.

5. <u>Fire Hydrant Maintenance Contract</u> - Consider approval of utilizing a utility service contract with Rey-Mar Construction LLC. for the repair and replacement of fire hydrants, in the amount of $200,000; and authorization for the Mayor to execute same on behalf of the Town.

6. <u>Timber Creek Bridge Water Line Lowering Construction Award</u> - Consider approval of a Construction Agreement with Four Star Excavating Inc. for the Timber Creek Bridge Water Line Lowering project, in the amount of $358,635.00; and authorization for the Mayor to execute same on behalf of the Town.

7. <u>2026 Toyota Highlander XL E AWD Hybrid purchase.</u> - Consider approval of the purchase of one (1) 2026 Toyota Highlander for $58,548.00 from Silsbee Toyota and upfitting.

8. <u>2026 Chevrolet Traverse LT FWD purchase</u> - Consider approval of the purchase of (1) one 2026 Chevrolet Traverse for $52,015.00 from Lake Country Chevrolet and upfitting.

9. Crime District FY 25-26 Budget Amendment #1 - Town Council acting as the Board of Directors for the Town of Flower Mound Crime Control and Prevention District to consider approval of a resolution amending the Town of Flower Mound Crime Control and Prevention District budget for the fiscal year beginning on October 1, 2025, and ending on September 30, 2026, as adopted by Resolution No. 22-25.

RESOLUTION NO. 31-25

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, ACTING AS THE BOARD OF DIRECTORS OF THE TOWN OF FLOWER MOUND CRIME CONTROL AND PREVENTION DISTRICT, AMENDING THE BUDGET FOR THE TOWN OF FLOWER MOUND CRIME CONTROL AND PREVENTION DISTRICT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026, AS ADOPTED BY RESOLUTION NO. 22-25; PROVIDING A SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE.

10. Fire District FY25-26 Budget Amendment #1 - Town Council acting as the Board of Directors for the Town of Flower Mound Fire Control, Prevention, and Emergency Medical Services District to consider approval of a resolution amending the Town of Flower Mound Fire Control, Prevention, and Emergency Medical Services District budget for the fiscal year beginning on October 1, 2025, and ending on September 30, 2026, as adopted by Resolution No. 23-25.

RESOLUTION NO. 32-25

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, ACTING AS THE BOARD OF DIRECTORS OF THE TOWN OF FLOWER MOUND FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT, AMENDING THE BUDGET FOR THE TOWN OF FLOWER MOUND FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026, AS ADOPTED BY RESOLUTION NO. 23-25; PROVIDING A SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE.

11. FY25-26 Budget Amendment #1 - Consider approval of an ordinance amending the Town of Flower Mound's Annual Budget for the fiscal year beginning October 1, 2025, and ending on September 30, 2026, as adopted by Ordinance No. 32-25 for adjustments to the General Fund, Utility Fund, Library Development Fund, Street Maintenance Sales Tax Fund, Parks 4B Sales Tax Fund, Crime Control and Prevention District Sales Tax Fund, Fire Control, Prevention, and Emergency Medical Services District Sales Tax Fund, Justice Seizures Fund, Texas Parks and Wildlife Development Fund, Neighborhood Improvement Fund, COVID-19 Fund, and the Vehicle and Equipment Replacement (VERF) Fund.

ORDINANCE NO. 51-25

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, AMENDING THE TOWN'S BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2025, AND ENDING ON SEPTEMBER 30, 2026, AS ADOPTED BY ORDINANCE NO. 32-25, BY PROVIDING FOR ADJUSTMENTS TO THE GENERAL FUND, UTILITY FUND, LIBRARY DEVELOPMENT FUND, STREET MAINTENANCE SALES TAX FUND, PARKS 4B SALES TAX FUND, CRIME CONTROL AND PREVENTION DISTRICT SALES TAX FUND, FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT SALES TAX FUND, JUSTICE SEIZURE FUND, TEXAS PARKS & WILDLIFE FUND, NEIGHBORHOOD IMPROVEMENT FUND. COVID-19 FUND, AND VEHICLE AND EQUIPMENT REPLACEMENT FUND; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET, AS AMENDED; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

K. REGULAR ITEM(S)

1. MPA25-0006 - Water Plan Amendment - Public Hearing to consider an ordinance amending Section 8.0 - Water Plan of the Master Plan (MPA25-0006 - Water Plan Amendment) to adopt amendments and additions to the 2009 Water Master Plan Update as a component of the Master Plan.

Mayor Moore opened the public hearing for agenda items K.1 and K.2.

Bob Pegg, Town Engineer, introduced Conor Manley, Professional Engineer, with Kimley Horn to present the item identifying or noting:

Background; project scope; methodology; potable water and wastewater map photos; future water supply needs and reuse; wastewater infrastructure; capital improvement's evaluation; impact fee and timeline.

Town Council and staff discussed reduction in projected water use; alternate supply; irrigation limitations; reuse extension; Copper Canyon development; future development causation for Flower Mound; impact fees; capacity-driven increases and potential legislation.

There being no requests to speak from the public, Mayor Moore closed the public hearing for items K.1 and K.2.

ACTION:	Ann Martin moved to approve K.1 as proposed. Brian Taylor seconded the motion.
AYES:	Janvier Werner, Ann Martin, Adam Schiestel, Chris Drew, Brian Taylor
NAYS:	None

ABSTAIN: None
RESULT: 5 : 0

ORDINANCE NO. 52-25

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, AMENDING THE MASTER PLAN, BY AMENDING ORDINANCE NO. 24-01 IN PART, WHICH ADOPTED THE MASTER PLAN; BY AMENDING SECTION 8.0 WATER PLAN TO ADOPT UPDATES FOR THE YEAR 2025 TO THE 2009 WATER MASTER PLAN AS A COMPONENT OF THE MASTER PLAN; REPEALING ALL CONFLICTING ORDINANCES, ORDERS, OR RESOLUTIONS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

2. MPA25-0007 - Wastewater Plan Amendment - Public Hearing to consider an ordinance amending Section 9.0 - Wastewater Plan of the Master Plan (MPA25-0007 - Wastewater Plan Amendment) to adopt amendments and additions to the 2009 Wastewater Master Plan Update as a component of the Master Plan.

This item was presented with agenda item K.1.

The public hearing was opened and closed with agenda item K.1.

ACTION:	Ann Martin moved to approve K.2 as proposed. Chris Drew seconded the motion.
AYES:	Janvier Werner, Ann Martin, Adam Schiestel, Chris Drew, Brian Taylor
NAYS:	None
ABSTAIN:	None
RESULT:	5 : 0

ORDINANCE NO. 53-25

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, AMENDING THE MASTER PLAN, BY AMENDING ORDINANCE NO. 24-01 IN PART, WHICH ADOPTED THE MASTER PLAN; BY AMENDING SECTION 9.0 WASTEWATER PLAN TO ADOPT UPDATES FOR THE YEAR 2025 TO THE 2009 WASTEWATER MASTER PLAN AS A COMPONENT OF THE MASTER PLAN; REPEALING ALL CONFLICTING ORDINANCES, ORDERS, OR RESOLUTIONS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

3. <u>CSP25-0002 - Argyle ISD High School Stadium</u> - Public Hearing to consider a request for a Comprehensive Sign Package (CSP25-0002- Argyle ISD High School Stadium) to allow two additional signs and two larger wall signs on the building. The property is generally located south of Canyon Falls Drive between Denton Creek Boulevard and Stonecrest Road. (PZ recommended partial approval by a vote of 3 to 2 at its December 8, 2025, meeting.)

Poornima Kashyap, Planning Manager, gave a presentation identifying or noting:

General and detailed location photos; land use and zoning; sign package purpose; sign exhibits; site photos; elevations; sign renderings; and application matrix;

Applicant representative, Braxton Booth with VLK Architects gave a presentation identifying or noting:

History of submission with images and stadium; district logo for press box and right of way photos; school mascot logo; site and right of way photos;

Town Council and staff discussed sign lighting and timing; scoreboard lighting and timing; hours of operation; height and square footage compromise; time of day controls; sign lumens; sign-facing; future events; and annual renewal option.

Mayor Moore opened the public hearing, there being no one wishing to speak, Mayor Moore closed the public hearing.

ACTION:	Ann Martin moved to approve K.3. with the stipulation that the illumination of sign A3 be subject to a one-year review and lighting of sign A3 is only permissible during events and must be turned off at the conclusion of the event. Chris Drew seconded the motion.
AYES:	Janvier Werner, Ann Martin, Adam Schiestel, Chris Drew, Brian Taylor
NAYS:	None
ABSTAIN:	None
RESULT:	5 : 0

L. WORK SESSION ITEM

1. Value of Municipal Services: Environmental Services

James W. Childers, Town Manager, introduced Matt Woods, Director of

Environmental Services, who presented the item identifying or noting:

Department mission; divisions; organizational chart; core functions; strategic links; accomplishments; goals; five-year staffing plan; metrics; budget; and funding requests.

Town Council and staff discussed contractor/new business/residential education and current resources; pest control; mosquito spraying; violations and process.

2. Value of Municipal Services: Fleet

James W. Childers, Town Manager, introduced Billy Sterner, Fleet Services Manager, who presented the item identifying or noting:

Department overview; core functions; list of services; accomplishments; goals; metrics; value of services; organizational chart; five-year staffing plan; and division requests.

Town Council and staff discussed the importance of reducing costs of vehicle maintenance; fleet commonality; expected asset age based on actual usage and not industry standard; re-purposing of vehicles; and asset age.

M. BOARDS/COMMISSIONS

There were no items for this category.

N. CLOSED MEETING

The Town Council to convene into closed meeting pursuant to Texas Government Code Chapter 551, including, but not limited to, Sections 551.071, 551.072, 551.074, and 551.087 for consultation with Town Attorney, and to discuss matters relating to real property, personnel, and economic development negotiations, as indicated below. The Town Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the Town 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, including the below-referenced items.

The Town Council did not convene into closed meeting.

1. **Section 551.071: Consultation with Town Attorney**
Consultation with Town Attorney.

a. Reginald Rembert & Rembert Enterprises, Inc. v. Town of Flower Mound, Texas

2. **Section 551.072: Deliberation Regarding Real Property**
Discuss and consider purchase, exchange, lease or value of real property for parks, cultural arts, public safety, public rights-of-way, and/or other municipal purposes, including real property located north of FM 1171 and west of US 377, and all matters incident and related thereto.

3. **Section 551.074: Personnel Matters**
Discuss and consider resignations, appointments, evaluations, reassignments, discipline, or dismissals for the following boards or commissions: Board of Adjustment/Oil & Gas Board of Appeals, and Planning and Zoning Commission.

4. **Section 551.087: Deliberation Regarding Economic Development Negotiations**
Discuss and consider economic development incentives, including retail centers, grocers, corporate relocation/expansion/retention, hospitality projects, health care facilities, construction of public improvements, requests for incentive related proposals to develop real property, and Tax Increment Reinvestment Zone (TIRZ) #1, TIRZ #2, River Walk PID No. 1, Proposed PID, MMDs, and MUDs.

O. RECONVENE

The Town Council did not convene into closed meeting.

P. ADJOURN

Mayor Moore adjourned the meeting at 9:06 p.m.

TOWN OF FLOWER MOUND, TEXAS

____
CHERYL MOORE, MAYOR

ATTEST:

____
TRACI HENDERSON, TOWN SECRETARY

Town Council Work Session

December 18, 2025
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:00 p.m.

DRAFT MINUTES

A. CALL TO ORDER

Mayor Moore called the meeting to order at 6:00 p.m. with the following members present:
Cheryl Moore, Mayor
Ann Martin, Mayor Pro Tem
Adam Schiestel, Deputy Mayor Pro Tem
Chris Drew, Councilmember Place 2
Brian Taylor, Councilmember Place 3
Janvier Werner, Councilmember Place 4

Town Staff present:
James W. Childers, Town Manager
Traci Henderson, Town Secretary
Tommy Dalton, Assistant Town Manager
Tiffany Bruce, Assistant Town Manager/Town Engineer
John Zagurski, Chief Financial Officer
JP Walton, Strategic Services Officer

B. PUBLIC COMMENT

There were no requests to speak from the public.

C. WORK SESSION ITEM

1. Value of Municipal Services: Fire and Emergency Services

Paul Henley, Fire Chief, gave a presentation identifying or noting:

Mission; vision; values; divisions; miles serviced; budgets; personnel to admin/resident ratio; firefighters per square mile; organizational chart; metrics; strategic initiative alignment; accomplishments and goals; five-year staffing plan; revenues; financial overview; cost of service; department requests; threats; ISO rating; call types; and tiered responses.

Town Council and staff discussed the medical director/purpose and provision; EMS cost recovery; certifications; squad concept; concerns; mental health resources; outlier events; and ISO rating/savings.

2. Fire Hydrant Maintenance

James W. Childers, Town Manager, introduced the item and called on Jason Bolejack, Assistant Fire Chief, who presented the item identifying or noting:

Program purpose; inventory and system overview; hydrant flush vs. flow testing; inspection; maintenance; impairment out of service procedures; technology; and maintenance.

Manny Palacios, Assistant Director of Public Works/Operations, gave a presentation identifying or noting:

Hydrant status; hydrant types; repair; and replacement process.

Jose Mendez, Director of Information Technology, gave a presentation identifying or noting:

Automation and integration.

Town Council and staff discussed location of hydrants; multiple lengths of fire hoses; water on trucks; timeline of service repair; service and parts availability; and future community engagement.

D. ADJOURN

Mayor Moore adjourned the meeting at 7:59 p.m.

TOWN OF FLOWER MOUND, TEXAS

____

CHERYL MOORE, MAYOR

ATTEST:

____

TRACI HENDERSON, TOWN SECRETARY

TOWN COUNCIL
AGENDA J.3.
CONSENT ITEM(S)

DATE: January 5, 2026
FROM: John Habern, Park Development Manager
ITEM: **Consider approval of the purchase of concrete removal and replacement services from Apex Concrete Construction Inc, for work associated with the 2025 Bond for the Shadow Ridge Park trail segment phase 2, through the Town of Flower Mound contract No. 2021-72-B, Utility Cut Repairs and Park Improvements, in the amount of $193,981.26.**

BACKGROUND: Phase two of the proposed project consists of constructing a new multi-use looped trail through Lexington Cross, beginning at Lexington Ave. and extending to Shadow Ridge Middle School. The scope of work includes the removal of approximately 582 square yards of existing sidewalk and the installation of 1,654 square yards of new reinforced concrete trail. In preparation for the trail installation, the project will require 276 cubic yards of unclassified excavation and 259 cubic yards of topsoil for grading. Additional improvements include the installation of five pedestrian ramps and the replacement of existing trail sections that do not meet current ADA accessibility standards.

This project is funded through the 2025 Bond Program and represents the second phase of this segment. Phase Three will extend the trail through Shadow Ridge Middle School, completing the connection of the Town's larger Bluebonnet Trail system.

Construction will be performed by Apex Concrete Construction, Inc. under the existing Utility Cut Repairs and Park Improvements Contract No. 2021-72-B. Work is anticipated to begin in January 2026 and will require approximately 4-6 weeks to complete.

BOARD REVIEW/CITIZEN FEEDBACK: This project is part of the 2025 Bond package approved by Flower Mound voters in May of 2025.

ALTERNATIVES: N/A

FISCAL IMPACT: $193,981.26

Proposed Expenditure/(Revenue)	**Account Number(s):**
$193,981.26	537-110-90776-6210

LEGAL REVIEW: N/A

ATTACHMENTS:
1. Estimate

DRAFT MOTION: Move to approve as presented in the agenda caption.

Apex Concrete Construction Inc

Estimate

Grapevine, TX 76099
817-454-1995
Fax 817-337-8958

Date	Estimate #
12/10/2025	1163

Name / Address	Ship To
Town of Flower Mound Public Works Attn: John Habern Chuck Jennings	Shadow Ridge Park Trail rehab Phase 2

Project

Qty	Item	Description	Rate	Total
		From Lexington to Dead end of Basswood Drive		
582	sidewalk	Item # 48 Remove 4"-5" CONCRETE SIDEWALK	34.65	20,166.30
1,654	concrete	Item # 68 INSTALL 5.5" REINFORCED CONCRETE TRAIL	80.19	132,634.26
276	excavation	Item # 171 Unclassified Excavation	24.20	6,679.20
259	top soil	Item # 166 TOPSOIL PROVIDED WITH GRADING	93.50	24,216.50
5	ramp	Item # 134 Install TXDOT Type 7 Ped. Ramps directional	2,057.00	10,285.00
		Bid # 2021-72-B		
			Total	$193,981.26

TOWN COUNCIL
AGENDA K.1.
WORK SESSION ITEM

DATE: January 5, 2026
FROM: John Zagurski, Chief Financial Officer
ITEM: **Review and discuss the Cost Recovery Policy**

BACKGROUND:

As our primary revenue sources continue to tighten, the Town Council has appropriately emphasized the need for revenue diversification. In support of that effort, we are proposing a structured process to review our General Fund revenues, with a particular focus on those that include a cost-recovery component.

The purpose of this review is to establish a consistent framework for identifying and recovering the appropriate costs associated with providing programs and services. Implementing such a framework not only supports responsible fiscal stewardship but also helps protect the Town Council from potential litigation by ensuring that revenue-setting decisions are guided by clear policy intent and documented justification.

A draft Cost Recovery Policy is attached for the Council's consideration.

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES:

FISCAL IMPACT: NA

Proposed Expenditure/(Revenue)	Account Number(s):
$	100-XXX-XXXXX-XXXX

LEGAL REVIEW: NA

ATTACHMENTS:
1. Cost Recovery Policy - DRAFT

DRAFT MOTION: No action is required by the Town Council on this item.

Financial Policies: Cost Recovery Policy

I. Purpose

The Cost Recovery Policy ("Policy") is a framework established to recoup the appropriate level of costs associated with providing programs and services. A sound and consistent policy serves as a management tool for establishing, implementing, and evaluating various fees and revenue options.

The Policy is designed to provide staff with consistent guidelines in pricing services, use of facilities, and establishing fees based on the balance of benefit extended to the community at-large and individual users.

It is the intent of the Policy to provide Town Council with guidelines upon which to review and approve fees and cost recovery targets and to provide an appropriate level of flexibility to make decisions consistent with the Town's vision, values and desire for fiscal responsibility.

Cost recovery represents the Town's strategy to generate revenue by charging fees for some programs and services to offset the costs of providing those services. The cost recovery targets are based on various factors and establish a range from 0 to 100+ percent of total costs. Cost recovery should be applied thoughtfully, considering factors like cost effectiveness, policy consistency, and market impact.

II. Administration & Implementation

Financial Services is responsible for administering this Policy. Each department providing services is responsible for implementing the cost recovery policy.

III. Guiding Principles

A. The guiding principles for the creation of an effective cost recovery policy are as follows:

   1. Effective and appropriate funding strategies from the General Fund, user fees, and other revenue sources should be based on categories of service and level of community versus individual benefit.

   2. Impact on accessibility, fairness, and affordability should be considered when establishing fees.

B. Desired outcomes are:

   1. Improved efficiency in recovery of costs associated with provision of programs, services, and facilities.

   2. Balance appropriate cost recovery targets for programs, services and facilities with the desire to maintain an affordable property tax rate.

   3. Reduce reliance on property taxes by substituting with fee revenue.

   4. Financial sustainability by achieving established cost recovery targets.

IV. Definitions

A. Benefit is the degree to which services impact the public (individual and community), or in other words, the results or outcomes of services.

1. Community Benefit provides economic, environmental, social value; maintains or improves quality of life for the taxpaying community.

2. Individual Benefit provides benefits exclusively to the user or users of the service, including, but not limited to, skill-building, entertainment, exclusive use, relationship building or financial gain.

B. Best Practices are professional procedures that have been deemed as being correct or most effective by the respective profession/industry.

C. Cost Recovery Model is a framework with a philosophical underpinning that guides the Town's pricing for programs and services.

D. Cost Recovery Rate is the performance metric for cost recovery, expressed as a percentage (revenue divided by expense).

E. Cost Recovery Target is a goal set for the performance metric, such as percentage of cost recovery.

F. Direct Cost includes all the specific, identifiable expenses (fixed and variable) associated with providing a service, program or facility. These expenses would not exist without the program or service and often increase exponentially.

G. Indirect Cost encompasses overhead (fixed and variable) including the administrative costs of the agency. These costs would exist without any of the specific programs or facilities.

H. Special Populations means groups of people with unique needs to which the Town may target services. Examples include seniors, families, people with disabilities, and the economically disadvantaged.

I. Tier refers to levels that provide the framework for the cost recovery model that function to define categories of activities by outcomes or benefits and target markets.

J. Total Cost includes all costs associated with provision of services including direct and indirect costs, and consideration for the inclusion of market-based fee assessments for individual benefit or special services.

K. User may include, but is not limited to, an individual or group of individuals, organization, business, corporation or other entity which receives an individual benefit from Town services.

V. Cost Recovery Model

A. Cost recovery, including fees, charges, and other methods to recover costs, is considered a responsible and necessary means to supplement tax revenue and provide a higher level of services that benefit the community. This policy establishes the methodologies for establishing fees and charges based on these goals, market conditions, benchmarking, demand, cost recovery targets, and industry trends.

B. Tier of Service and Cost Recovery Targets

1. Primary Community Benefit

   This type of benefit provides the broadest public and community benefit to the Town and should be primarily funded by the Town's General Fund. These include programs, services, and facilities that the Town must provide to effectively govern and operate. These services are essential and provide the fundamental components of the Town's health, safety and economic and community vitality.

   a. Cost Recovery Target:
      i. Benefits: Community / Public
      ii. Cost Recovery: 0%-10%
      iii. Basis: Best Practices and Trends

2. Considerable Community Benefit

   This type of benefit provides programs, services, and facilities that primarily provide a community benefit combined with some individual benefit. The public at-large benefits even if they may not be the direct users of the service because it enhances the overall quality of life of the community. This level provides an important public benefit and range of benefits to a user. Funding for this level is primarily by tax funds with a small offset of fees to reflect the individual benefit.

   a. Cost Recovery Target:
      i. Benefits: Primarily Community & Limited Individual User
      ii. Cost Recovery: 11%-40%
      iii. Basis: Best Practices, Market Comparison, Direct Costs

3. Balanced Community & Individual Benefit

   This type of benefit provides programs, services, and facilities that provide a balanced community and individual user benefit. Fees are set to recover a larger percentage of cost than those falling within lower tiers and are offset by a balanced contribution from Town funds.

   a. Cost Recovery Target:
      i. Benefits: Balanced User & Community
      ii. Cost Recovery: 41%-60%
      iii. Basis: Market Comparison, Direct Costs

4. Considerable Individual Benefit

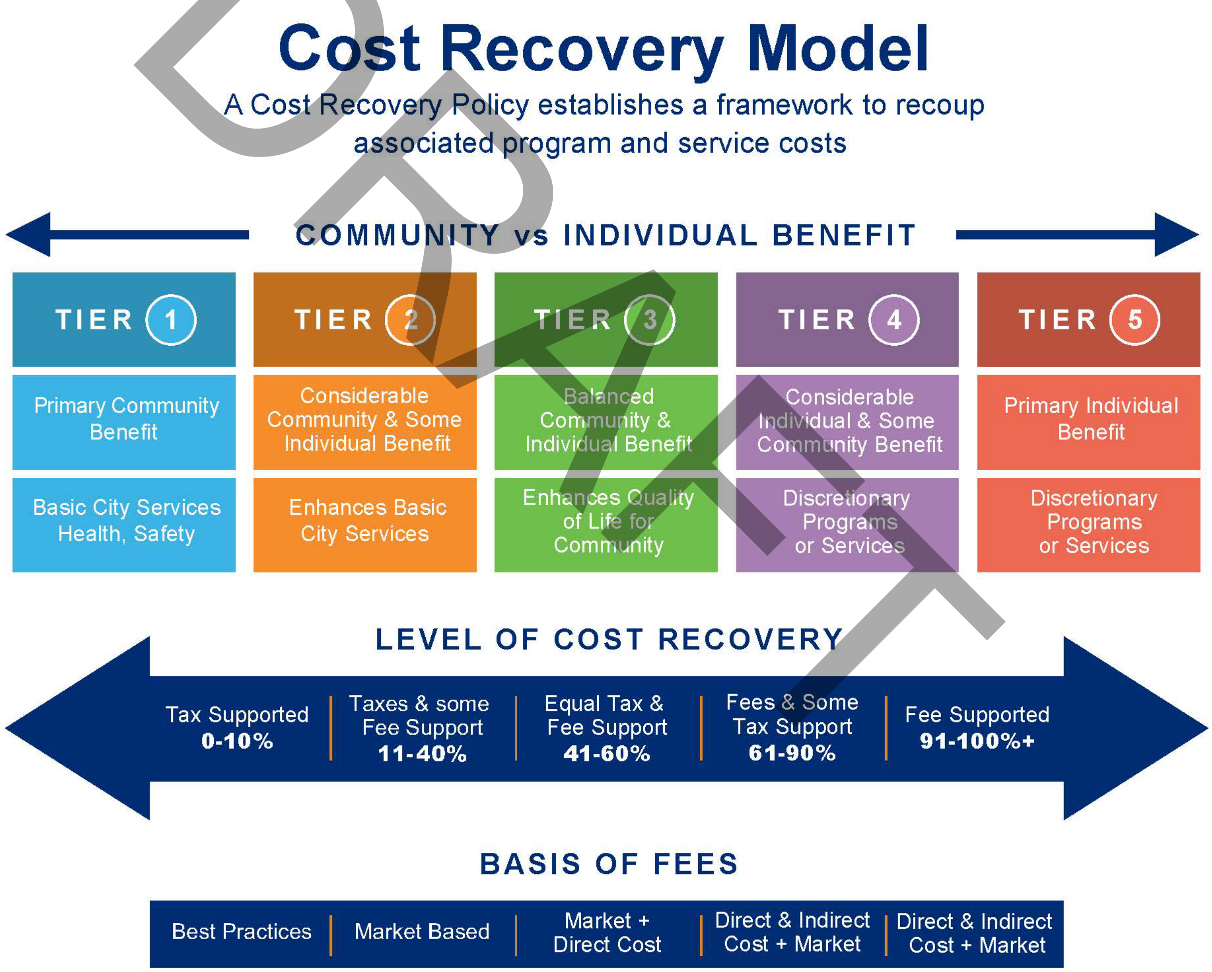
   This type of benefit consists of discretionary programs, services, and facilities that the Town may provide when additional funding or revenue exists to offset the cost of providing those services. Such services offer an important public benefit, but primarily benefit a user and should reflect a balanced funding strategy that requires a large portion of the cost be recovered through fees.

   a. Cost Recovery Target:
      i. Benefits: Primarily User & Some Community
      ii. Cost Recovery: 61%-90%

iii. Basis: Market Comparison, Direct & Indirect Costs

5. Primary Individual Benefit
   This type of benefit primarily provides a benefit to the program or service user. Consequently, the Town should fully recover the cost of providing these programs and services through fees. These programs and services provide added value to the user above and beyond what is required or expected of a municipality. Pricing for these programs, services or facility use should be established based on a consideration of cost to the Town and market rate for comparable programs, services or facility use. Some of these fees may be set above 100% cost recovery if based on market rates.

   a. Cost Recovery Target:
      i. Benefits: User
      ii. Cost Recovery: 91%-100% +
      iii. Basis: Market Comparison, Direct & Indirect Costs



VI. Cost Recovery Principles

A. The setting of the fee levels should follow these five principles:

1. Efficiency: the fees are simple and are not cumbersome to administer;

2. Effectiveness: the fees provide value for users and adequately capture the appropriate level of cost recovery;
3. Purpose & Clarity: users are clear about when and how fees apply;
4. Equity: the fees are fairly applied across a range of users; and
5. Ethics: the fees are clearly linked to the service provided and are not excessive.

VII. Reviewing & Establishing Fees

A. It is important to review and adjust fees as necessary to ensure they remain aligned with service delivery goals, cost recovery targets, market conditions, and industry trends.

B. Once a fee is assigned to the cost recovery target and approved by Council, only in special circumstances should fees be allowed to move to a lower cost recovery target.

C. Annual Fee Review recommendations will be completed by departments by January 1 each year to incorporate into the future fiscal year as part of the budget process.

D. Fee adjustments may be considered outside of the budget process for significant changes in service delivery or other factors such as legislative changes.

E. A comprehensive cost and fee analysis should occur at least every three years for Enterprise Funds and every four years for all other funds, including the General Fund. Calculation of cost of services may include:

1. Direct costs
2. Indirect costs
3. General Overhead (citywide vs. department/direct service)
4. Market based value - define when market is used and what the market includes
    a. Organizational approach
    b. Public sector / private sector (competition factor)
5. Other Considerations
    a. Resident versus Non-resident
    b. Mandated services
    c. Special Populations
    d. Life-Safety services or training
    e. Specialized services
        i. Life-safety classes (e.g. swim, AED, CPR)
        ii. public health or economic benefit

iii. Drives desired resident behavior (e.g. environmental)

F. The cost recovery goal for non-residents should be at or above 100% of the service delivery cost, subject to administrative feasibility.

G. Funds collected for retail sales and/or concessions are not considered fees for the purpose of the cost recovery policy; however, cost recovery targets should be set at Tier 5 for these funding sources.

H. Fees and charges for Town services which frequently fluctuate based on contract terms, availability of service or other factors (e.g. recreation classes, field trips, equipment rental, etc.) may be approved by the department director based on an established cost recovery target approved by council via resolution.

I. Fees and charges for various Town services will be established by Resolution unless state law requires adoption by ordinance.

VIII. Monitoring & Reporting

A. Annually, Financial Services will provide to Town leadership a detailed analysis of the full costs and revenues measured against cost recovery targets or benchmarks as it relates to the cost of services to assess operational efficiency within each cost center.

B. Each department is responsible for providing cost recovery performance and reporting to Financial Services for a consolidated report to Town leadership.

C. Once cost of service and recovery targets are established, fees should be indexed to inflation (Consumer Price Index and/or Municipal Cost Index) annually unless the Town Council directs otherwise based on a finding of special circumstances.

TOWN COUNCIL
AGENDA L.1.
BOARDS/COMMISSIONS

DATE: January 5, 2026
FROM: Traci Henderson, Town Secretary
ITEM: **Discuss and consider approval of a resolution to nominate an individual to be voted on by taxing jurisdictions to fulfill a vacancy on the Board of Directors for the Denton Central (DCAD) Appraisal District.**

BACKGROUND: The Denton Central Appraisal District Board of Directors has received notification of the resignation of Board Member Rob Altman, Place 5, effective immediately. Mr. Altman was an appointed member of the DCAD Board of Directors whose term ends on December 31, 2027.

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

If Town Council chooses to pass a nominating resolution to fill this vacancy, the deadline to submit the resolution to the Chief Appraiser is **Thursday, January 29, 2026**. Following this deadline, the Chief Appraiser will prepare a list of all submitted nominees, and the current Board of Directors shall appoint one of the nominees by majority vote to fill the vacancy.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES: 1. Nominate one citizen to be voted on by the Denton County taxing jurisdictions.
2. Take no action and vote on the candidates selected by other taxing jurisdictions.

FISCAL IMPACT: N/A

LEGAL REVIEW: No alteration to the legal content of this resolution was made, which had originally been approved by Taylor, Olson, Adkins, Sralla, & Elam L.L.P.

ATTACHMENTS:
1. Vacancy Email Notification
2. Resolution

DRAFT MOTION: Move to nominate ________________________________ to fulfill a vacancy on the Denton County Appraisal District (DCAD) Board of Directors with a term expiring December 31, 2027.

From: Don Spencer
Subject: [EXTERNAL] *Important Communication from the Chief Appraiser: DCAD Board of Directors Vacancy (Place 5)
Date: Monday, December 15, 2025 4:01:44 PM

Denton County Taxing Entities:

The Denton Central Appraisal District Board of Directors has received notification of the resignation of Board Member Rob Altman, Place 5, effective immediately.

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

Mr. Altman was an appointed member of the DCAD Board of Directors whose term ends on December 31, 2027. According to the Texas Property Tax Code, a vacancy at DCAD by an appointed member falls under Section 6.0301(f), which states:

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

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

If your governing body chooses to pass a nominating resolution to fill this vacancy, the deadline to submit the resolution to the Chief Appraiser is 45 days from today: **Thursday, January 29, 2026**.

Following this deadline, the Chief Appraiser will prepare a list of all submitted nominees, and the current Board of Directors shall appoint one of the nominees by majority vote to fill the vacancy.

This process is separate from the regular board appointment process currently underway for terms ending this year.

Sincerely,

Don Spencer, RPA, RTA
Chief Appraiser
Denton Central Appraisal District

don.spencer@dentoncad.com
(940)349-3978

"He must increase, but I must decrease." John 3:30

TOWN OF FLOWER MOUND, TEXAS

RESOLUTION NO. XX-26

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, PROVIDING THE TOWN OF FLOWER MOUND'S NOMINATION TO FULFILL A VACANCY FOR THE ELECTION OF THE BOARD OF DIRECTORS FOR THE DENTON CENTRAL APPRAISAL DISTRICT (DCAD), AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Denton County Appraisal District notified entities on December 15, 2025, of a vacancy on their Board of Directors; and

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

WHEREAS, it is the desire of the Town Council of the Town of Flower Mound, Texas, to nominate the following individual for a vacant term that ends 12/31/2027.

NAME	ADDRESS

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, THAT:

SECTION 1

All of the above premises are hereby found to be true and correct legislative and factual findings of the Town of Flower Mound and they are hereby approved and incorporated into the body of this Resolution as if copied in their entirety.

SECTION 2

This Resolution shall take effect immediately from and after its passage.

DULY PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS BY A VOTE OF _____ TO _____ ON THE ____ DAY OF JANUARY, 2026.

ATTEST:	**APPROVED:**
____________________________	________________________________
Traci Henderson, TOWN SECRETARY	**Cheryl Moore, MAYOR**