



**City of Willow Park  
City Council  
Regular Meeting Agenda  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, February 23, 2021 at 7:00 p.m.**

The City Council of the City of Willow Park, reserves the right to meet in closed, executive session on any of the items listed below should the need arise and if authorized by Title 5, Chapter 551, of the Texas Government Code.

**Call to Order**

**Invocation & Pledge of Allegiance**

**Public Comments (Limited to five minutes per person)**

Residents may address the Council regarding an item that is not listed on the agenda. Residents must complete a speaker form and turn it in to the Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that comments are to be limited to five (5) minutes. The Texas Open Meetings Act provides the following:

(a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:

- (1) A statement of specific factual information given in response to the inquiry; or
- (2) A recitation of existing policy in response to the inquiry.

(b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

**Consent Agenda**

All matters listed in the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be a separate discussion of

these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- A. Approve City Council Meeting Minutes – Regular Meeting February 09, 2021.

**Regular Agenda Items**

- 1. Discussion only: Jake Weber, City Accountant will give a quarterly financial report
- 2. Discussion/ Action: To consider and act on awarding a contract for a City hall needs assessment
- 3. Discussion/ Action: The City Council will conduct a public hearing regarding the adoption of an ordinance adopting the Municipal Drainage Utility Systems Act, Subchapter C, Local Government Code, Chapter 552 and declaring the City's drainage system to be a public utility so that the City may establish rates and charges to be charged by the City's Municipal Drainage Utility System. Following the public hearing, the City Council may adopt the ordinance adopting the Municipal Drainage Utility Systems Act, Subchapter C, Local Government Code, Chapter 552 and declaring the City's drainage system to be a public utility so that the City may establish rates and charges to be charged by the City's Municipal Drainage Utility System.
  - A. Open Public Hearing
  - B. Close Public Hearing
  - C. Adopt Ordinance
- 4. Discussion/ Action: The City Council will conduct a public hearing on proposed rates and charges to be charged by the City's Municipal Drainage Utility System.

Following the public hearing, the City Council may adopt a resolution establishing the rates and charges to be charged by the City's Municipal Drainage Utility System.

- A. Open Public Hearing
- B. Close Public Hearing
- C. Adopt Resolution

5. Discussion/ Action: To discuss and take action on approving Resolution for the formal adoption of the Hazard Mitigation Plan
6. Discussion/ Action: To consider and act on items to be considered for future council meetings.
7. Discussion/ Action: To consider and act on setting the date and time for the next council meeting.

### **Executive Session**

**§ 551.071. Texas Government Code. Consultation with Attorney.** The City Council may convene in executive session to conduct a private consultation with its 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, including the following items:

- A. § 551.071. Texas Government Code. Consultation with Attorney.
- B. Any Posted item

Following Executive Session, the City Council will reconvene into Regular Session and may take any action deemed necessary as a result of the Executive Session.

### **Informational**

- A. Mayor & Council Member Comments
- B. City Manager's Comments

### **Adjournment**

I certify that the above notice of this meeting posted on the bulletin board at the municipal complex of the City of Willow Park, Texas on or before February 19, 2021 at 5:00 p.m.

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Alicia Smith TRMC/ CMC, City Secretary

If you plan to attend this public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (817) 441-7108 ext. 6 or fax (817) 441-6900 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



**City of Willow Park  
City Council  
Regular Meeting Minutes  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, February 09, 2021 at 7:00 p.m.**

**Call to Order**

Mayor Moss called the meeting to order at 7:00 pm

Present: Mayor Doyle Moss  
Councilmember Eric Contreras  
Councilmember Tyler VanSant  
Councilmember Greg Runnebaum  
Councilmember Lea Young

Absent: Councilmember Nathan Crummel

Staff Present: City Manager Pat Chesser  
City Attorney Pat Chesser  
City Secretary Alicia Smith

**Invocation & Pledge of Allegiance**

Mayor Moss led a moment of silence

Municipal Court Judge Carol Gauntt

**Public Comments (Limited to five minutes per person)**

None

## **Staff Recognition**

Court Administrator

Court Judge

City Secretary

## **Consent Agenda**

### **A. Approve City Council Meeting Minutes – Regular Meeting January 12, 2021.**

Motion was made by Councilmember Lea Young

To accept the minutes from the January 12, 2021, council meeting

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, VanSant, Runnebaum and Young

Motion passed with a vote of 4-0

## **Regular Agenda Items**

### **1. Discussion/ Action: To consider and act on a request by James and Ruby J. Simons to abandon a 30-foot road easement and a 60 foot road easement on Block 15 and Block 16, El Chico Addition, located on Chuck Wagon Trail.**

Motion made by Councilmember Contreras

To approve Ordinance 824-21, an ordinance abandoning that certain 30-foot right-of-way easement within block 16, El Chico addition; and that certain 60-foot right-of-way easement within blocks 15 and 16, El Chico addition; providing for the terms and conditions of abandonment; providing for an effective date.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, VanSant, Runnebaum and Young

Motion passed with a vote of 4-0

**2. Discussion/ Action: To consider and act on an ordinance to order the May 1, 2021, General Election, for the election of the office of Mayor, Councilmember Place No.1 and Councilmember Place No. 2.**

Motion made by Councilmember young

To approve Ordinance 825-21, an ordinance ordering a general election to be held on May 1, 2021 for the purpose of electing a mayor, Councilmember place 1 and a councilmember for Place 2; designating a polling place, within the municipal limits; appointing a presiding judge and alternate presiding judge; establishing other procedures for the conduct of the election; providing for a severability clause; providing for publication of notice; and providing for an effective date.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, VanSant, Runnebaum and Young

Motion passed with a vote of 4-0

**3. Discussion/ Action: To consider and act on the annual Racial Profiling Report.**

Motion made by Councilmember Contreras

To accept the 2020 Racial profiling Report

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, VanSant, Runnebaum and Young

Motion passed with a vote of 4-0

**4. Discussion/ Action: To consider and act on authorizing staff to submit a PIF to TWDB for the purpose of refunding private placement debt.**

Motion made by Councilmember Young

To authorize staff to submit a Project Information Form to Texas Water Development Board for the purpose of refunding private placement debt

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, VanSant, Runnebaum and Young

Motion passed with a vote of 4-0

**5. Discussion/ Action: To consider and act on to approving an agreement with Jacob and Martin for GIS services.**

Motion made by Councilmember VanSant

To authorize an agreement with Jacob and Martin for GIS services.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, VanSant, Runnebaum and Young

Motion passed with a vote of 4-0

**6. Discussion Only: An update from Aaron Farmer with Retail Coach**

Council convened into executive session at 7:29pm

§ 551.087 Texas Government Code. Deliberation Regarding Economic Development Negotiations

Council reconvened into regular session at 8:23pm.

**7. Discussion/ Action: To consider and act on items to be considered for future council meetings.**

Public hearing for stormwater drainage fees study

Quarterly Financials report

**8. Discussion/ Action: To consider and act on setting the date and time for the next council meeting.**

February 23 at 7:00 pm

**Executive Session**



A. § 551.087 Texas Government Code. Deliberation Regarding  
Economic Development Negotiations

**Adjournment**

Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, VanSant, Runnebaum and Young

Motion passed with a vote of 4-0

APPROVED:

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Doyle Moss, Mayor

ATTEST:

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Alicia Smith, City Secretary



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> 2/23/21	<b>Department:</b> Finance	<b>Presented By:</b> Jake Weber
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**AGENDA ITEM:**

Financial update by Jake Weber, CPA.

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**BACKGROUND:**

Review and provide an update on the 1<sup>st</sup> fiscal quarter 2020-2021 financial activity of the city.

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**STAFF/BOARD/COMMISSION RECOMMENDATION:**

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**EXHIBITS:**

Financial Reports as of December 31, 2020.

<b>ADDITIONAL INFO:</b>	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	\$-0-
	<b>Source of Funding</b>	\$-0-



**City of Willow Park  
Financial Update  
Financial Reports as of December 31, 2020**

<b>Financial Highlights</b>			
	General	Water	Wastewater
-FYTD 2020-2021 Revenue Actual	\$ 1,528,870	\$ 619,361	\$ 186,522
-FYTD 2020-2021 Expense Actual	1,141,873	366,636	55,118
-FYTD 2020-2021 Net Change	\$ 386,997	\$ 252,725	\$ 131,404
-FY 2020-2021 Revenue Budget	\$ 3,805,202	\$ 2,599,563	\$ 744,396
-FY 2020-2021 Expense Budget	\$ 4,047,812	\$ 2,531,708	\$ 739,920
-FYTD 2020-2021 Revenue - Actual to Budget %	40%	24%	25%
-FYTD 2020-2021 Expense - Actual to Budget %	28%	14%	7%

<b>Capital Project Tracker</b>	Fort Worth	Cross Timbers
	Water Line (100%)	Park
Original Net Bond Proceeds	\$ 13,770,000	\$ 500,000
Interest Earned to Date	33,445	6,723
Costs Incurred to Date	(1,075,046)	(123,826)
Remaining to Spend	\$ 12,728,399	\$ 382,897

<b>Quarterly Performance</b>			
	Oct - Dec 2020	Oct - Dec 2019	Change
<b><u>General Fund</u></b>			
Revenue			
Property Tax & Other Taxes	\$ 1,230,434	\$ 1,279,853	\$ (49,419)
Franchise Fees	5,270	15,093	(9,823)
Development & Permit Fees	188,971	236,459	(47,488)
Fines & Forfeitures/Other Revenue	104,196	37,347	66,849
Expenses			
Personnel Expense	734,913	631,014	103,899
Supplies (Maintenance & Operations)	52,549	32,726	19,823
Utilities	11,709	27,294	(15,585)
Operational & Contractual Services	299,996	225,017	74,979
Capital Outlay & Interfund Transfer	42,706	11,928	30,778
Net Income (Loss)	\$ 386,998	\$ 640,773	\$ (253,775)
<b><u>Water &amp; Wastewater Funds</u></b>			
Revenue	\$ 805,883	\$ 822,191	\$ (16,308)
Expense			
Personnel Expense	273,217	233,713	39,504
Supplies (Maintenance & Operations)	24,284	33,454	(9,170)
Utilities	28,773	38,740	(9,967)
Operational & Contractual Services	90,740	60,026	30,714
Capital Outlay/Debt Service	4,739	301,969	(297,230)
Net Income (Loss)	\$ 384,130	\$ 154,289	\$ 229,841



Willow Park, TX

# Detail vs Budget Report Account Summary

Date Range: 10/01/2020 - 12/31/2020

Account	Name	Fiscal Budget	Total Activity	Budget Remaining	% Remaining
<b>10 - GENERAL FUND</b>					
<b>Revenue</b>					
<a href="#">10-001-46000</a>	M & O TAX	1,528,193.00	883,500.79	644,692.21	42%
<a href="#">10-001-46001</a>	SALES TAX	1,275,000.00	336,299.28	938,700.72	74%
<a href="#">10-001-46002</a>	MIXED BEVERAGE TAX	31,500.00	6,065.22	25,434.78	81%
<a href="#">10-001-46003</a>	AUTO/TRAILER TAXES	325.00	-	325.00	100%
<a href="#">10-001-46007</a>	DELINQUENT TAXES	6,977.00	4,568.49	2,408.51	35%
	<b>Property Tax &amp; Other Taxes Totals:</b>	<b>2,841,995.00</b>	<b>1,230,433.78</b>	<b>1,611,561.22</b>	<b>57%</b>
<a href="#">10-001-46020</a>	TXU ELECTRIC	200,000.00	-	200,000.00	100%
<a href="#">10-001-46021</a>	A T & T	75,000.00	4,398.40	70,601.60	94%
<a href="#">10-001-46022</a>	TEXAS GAS	7,500.00	-	7,500.00	100%
<a href="#">10-001-46025</a>	MISC. FRANCHISE	5,000.00	115.74	4,884.26	98%
<a href="#">10-001-46027</a>	MESH NET	3,024.00	756.00	2,268.00	75%
<a href="#">10-001-46028</a>	WATER FRANCHISE FEE	129,978.00	-	129,978.00	100%
<a href="#">10-001-46029</a>	WASTEWATER FRANCHISE FEES	37,220.00	-	37,220.00	100%
	<b>Franchise Fee Totals:</b>	<b>457,722.00</b>	<b>5,270.14</b>	<b>452,451.86</b>	<b>99%</b>
<a href="#">10-003-46023</a>	CERTIFICATE OF OCCUPANCY	1,000.00	450.00	550.00	55%
<a href="#">10-003-46070</a>	BUILDING PERMITS	200,000.00	133,323.08	66,676.92	33%
<a href="#">10-003-46071</a>	HEALTH PERMITS	9,000.00	6,820.00	2,180.00	24%
<a href="#">10-003-46072</a>	SUBCONTRACTORS PERMITS	15,000.00	18,064.49	(3,064.49)	-20%
<a href="#">10-003-46073</a>	REGISTRATION FEES	4,500.00	1,370.00	3,130.00	70%
<a href="#">10-003-46075</a>	OSSF PERMITS	1,200.00	3,000.00	(1,800.00)	-150%
<a href="#">10-003-46077</a>	PLAN REVIEW	35,000.00	20,058.86	14,941.14	43%
<a href="#">10-003-46081</a>	SPECIAL EVENT PERMITS	-	100.00	(100.00)	0%
<a href="#">10-003-46082</a>	REVIEWS/ REQUESTS	600.00	1,545.00	(945.00)	-158%
<a href="#">10-003-46083</a>	METER RELEASE	-	1,250.00	(1,250.00)	0%
<a href="#">10-003-46084</a>	RENTAL INSPECTIONS	400.00	-	400.00	100%
<a href="#">10-003-46089</a>	IRRIGATION	-	640.00	(640.00)	0%
<a href="#">10-003-46095</a>	FIRE ALARMS	1,000.00	1,500.00	(500.00)	-50%
<a href="#">10-003-46099</a>	FIRE SPRINKLER	1,000.00	850.00	150.00	15%
	<b>Development &amp; Permit Fee Totals:</b>	<b>268,700.00</b>	<b>188,971.43</b>	<b>79,728.57</b>	<b>30%</b>
<a href="#">10-006-46060</a>	NON-PARKING	100,000.00	15,573.30	84,426.70	84%
<a href="#">10-006-46061</a>	PARKING	1,000.00	200.00	800.00	80%
<a href="#">10-006-46062</a>	WARRANTS/CAPIAS	1,300.00	-	1,300.00	100%
<a href="#">10-006-46063</a>	STATE LAW - CLASS C	15,000.00	2,641.00	12,359.00	82%
<a href="#">10-006-46064</a>	COURT ADMINISTRATION	75,000.00	15,426.38	59,573.62	79%
<a href="#">10-006-46065</a>	COURT SECURITY	4,700.00	-	4,700.00	100%
<a href="#">10-006-46066</a>	TIME PAYMENT	400.00	-	400.00	100%
<a href="#">10-006-46067</a>	MC TECH FEE	6,700.00	-	6,700.00	100%
<a href="#">10-006-46085</a>	SEAT BELT	500.00	-	500.00	100%
<a href="#">10-007-46053</a>	ACCIDENT REPORTS	600.00	96.00	504.00	84%
	<b>Fines &amp; Forfeitures Totals:</b>	<b>205,200.00</b>	<b>33,936.68</b>	<b>171,263.32</b>	<b>83%</b>
<a href="#">10-001-46005</a>	INTEREST - OPERATING FUND	15,000.00	631.49	14,368.51	96%
<a href="#">10-001-46041</a>	REFUNDS/BANK CREDITS	100.00	132.26	(32.26)	-32%
<a href="#">10-001-46042</a>	MISCELLANEOUS	35.00	0.10	34.90	100%
<a href="#">10-001-46046</a>	OTHER REIMBURSEABLES	200.00	-	200.00	100%
<a href="#">10-004-46030</a>	VFD CONTRIBUTIONS	-	200.20	(200.20)	0%
<a href="#">10-004-46032</a>	REVENUE RECOVERY	5,000.00	-	5,000.00	100%
<a href="#">10-004-46099</a>	FIRE SPRINKLER	10,000.00	-	10,000.00	100%
<a href="#">10-005-46036</a>	OPEN RECORDS FEES	150.00	-	150.00	100%
<a href="#">10-005-46042</a>	MISCELLANEOUS	1,100.00	-	1,100.00	100%
<a href="#">10-001-46056</a>	CORONAVIRUS AID RELEIF FUNDS	-	60,665.00	(60,665.00)	0%
<a href="#">10-007-46088</a>	SALE OF ASSETS	-	8,629.22	(8,629.22)	0%
	<b>Other Revenue Totals:</b>	<b>31,585.00</b>	<b>70,258.27</b>	<b>(38,673.27)</b>	<b>-122%</b>
	<b>Revenue Totals:</b>	<b>3,805,202.00</b>	<b>1,528,870.30</b>	<b>2,276,331.70</b>	<b>60%</b>

Account	Name	Fiscal Budget	Total Activity	Budget Remaining	% Remaining
<b>Expense</b>					
<a href="#">10-001-58100</a>	SALARIES	131,196.00	41,230.57	89,965.43	69%
<a href="#">10-001-58101</a>	PAYROLL EXPENSE	1,902.00	602.28	1,299.72	68%
<a href="#">10-001-58102</a>	WORKERS COMPENSATION	3,108.00	3,309.86	(201.86)	-6%
<a href="#">10-001-58103</a>	HEALTH INSURANCE	27,126.00	5,670.16	21,455.84	79%
<a href="#">10-001-58104</a>	RETIREMENT	9,472.00	3,108.81	6,363.19	67%
<a href="#">10-001-58105</a>	UNEMPLOYMENT INSURANCE	73.00	-	73.00	100%
<a href="#">10-001-58107</a>	CELL PHONE STIPEND	2,280.00	787.23	1,492.77	65%
<a href="#">10-001-58125</a>	DENTAL INSURANCE	15,719.00	387.62	15,331.38	98%
<a href="#">10-001-58126</a>	LIFE INSURANCE	574.00	80.89	493.11	86%
<a href="#">10-001-58200</a>	POSTAGE & SHIPPING	3,000.00	-	3,000.00	100%
<a href="#">10-001-58201</a>	OFFICE SUPPLIES	5,000.00	1,109.90	3,890.10	78%
<a href="#">10-001-58202</a>	FLOWERS/GIFTS/PLAQUES	2,000.00	-	2,000.00	100%
<a href="#">10-001-58203</a>	BASIC OPERATING SUPPLIES	-	556.76	(556.76)	0%
<a href="#">10-001-58205</a>	MINOR EQUIPMENT: OFFICE	515.00	-	515.00	100%
<a href="#">10-001-58208</a>	UNIFORMS & SUPPLIES	300.00	-	300.00	100%
<a href="#">10-001-58214</a>	FINANCE CHARGES	-	193.97	(193.97)	0%
<a href="#">10-001-58223</a>	EQUIPMENT	515.00	-	515.00	100%
<a href="#">10-001-58265</a>	FACILITIES MAINT SUPPLIES	515.00	248.03	266.97	52%
<a href="#">10-001-58400</a>	TRAVEL & TRAINING	7,000.00	497.38	6,502.62	93%
<a href="#">10-001-58401</a>	CONSULTANTS & PROFESSIONALS	25,000.00	-	25,000.00	100%
<a href="#">10-001-58402</a>	ADVERTISING & LEGAL NOTICES	1,500.00	-	1,500.00	100%
<a href="#">10-001-58403</a>	PRINTING & BINDING	3,600.00	-	3,600.00	100%
<a href="#">10-001-58404</a>	PROPERTY & LIABILITY	7,000.00	6,291.69	708.31	10%
<a href="#">10-001-58406</a>	PROFESSIONAL LICENSE	1,000.00	-	1,000.00	100%
<a href="#">10-001-58407</a>	DUES & MEMBERSHIPS	3,000.00	60.00	2,940.00	98%
<a href="#">10-001-58408</a>	SPECIAL EVENTS	-	348.00	(348.00)	0%
<a href="#">10-001-58414</a>	FINANCE CHARGES	-	9.11	(9.11)	0%
<a href="#">10-001-58417</a>	ACCOUNTING & AUDITOR	40,000.00	3,766.67	36,233.33	91%
<a href="#">10-001-58418</a>	CONTRACTUAL SERVICES	48,000.00	-	48,000.00	100%
<a href="#">10-001-58426</a>	SOFTWARE TECH SUPPORT	15,000.00	4,429.09	10,570.91	70%
<a href="#">10-001-58437</a>	BLACKBOARD CONNECT	2,750.00	-	2,750.00	100%
<a href="#">10-001-58438</a>	IT CONTRACT	3,852.00	962.28	2,889.72	75%
<a href="#">10-001-58451</a>	EQUIPMENT RENTAL	9,600.00	3,483.28	6,116.72	64%
<a href="#">10-001-58602</a>	TECHNOLOGY PROJECTS	-	26,339.25	(26,339.25)	0%
<a href="#">10-001-58612</a>	SOFTWARE	-	15,982.05	(15,982.05)	0%
<a href="#">10-001-58716</a>	PAYING AGENT FEES	-	300.00	(300.00)	0%
<a href="#">10-003-58100</a>	SALARIES	87,300.00	21,693.41	65,606.59	75%
<a href="#">10-003-58101</a>	PAYROLL EXPENSE	1,266.00	312.62	953.38	75%
<a href="#">10-003-58102</a>	WORKERS COMPENSATION	2,072.00	2,206.57	(134.57)	-6%
<a href="#">10-003-58103</a>	HEALTH INSURANCE	15,606.00	2,196.86	13,409.14	86%
<a href="#">10-003-58104</a>	RETIREMENT	6,303.00	1,638.50	4,664.50	74%
<a href="#">10-003-58105</a>	UNEMPLOYMENT INSURANCE	49.00	-	49.00	100%
<a href="#">10-003-58107</a>	CELL PHONE STIPEND	540.00	191.38	348.62	65%
<a href="#">10-003-58110</a>	OVERTIME	-	37.60	(37.60)	0%
<a href="#">10-003-58125</a>	DENTAL INSURANCE	994.00	151.74	842.26	85%
<a href="#">10-003-58126</a>	LIFE INSURANCE	234.00	53.33	180.67	77%
<a href="#">10-003-58200</a>	POSTAGE & SHIPPING	515.00	-	515.00	100%
<a href="#">10-003-58201</a>	OFFICE SUPPLIES	1,030.00	-	1,030.00	100%
<a href="#">10-003-58202</a>	FLOWERS/GIFTS/PLAQUES	52.00	-	52.00	100%
<a href="#">10-003-58203</a>	BASIC OPERATING SUPPLIES	-	37.93	(37.93)	0%
<a href="#">10-003-58204</a>	PRINTING & BINDING	309.00	-	309.00	100%
<a href="#">10-003-58205</a>	MINOR EQUIPMENT: OFFICE	515.00	-	515.00	100%
<a href="#">10-003-58207</a>	MV REPAIR & MAINTENANCE	-	26.00	(26.00)	0%
<a href="#">10-003-58208</a>	UNIFORMS & SUPPLIES	309.00	-	309.00	100%
<a href="#">10-003-58400</a>	TRAVEL & TRAINING	3,000.00	-	3,000.00	100%
<a href="#">10-003-58401</a>	CONSULTANTS & PROFESSIONALS	108,150.00	38,722.65	69,427.35	64%
<a href="#">10-003-58402</a>	ADVERTISING & LEGAL NOTICES	5,150.00	-	5,150.00	100%
<a href="#">10-003-58404</a>	PROPERTY & LIABILITY	5,150.00	6,194.70	(1,044.70)	-20%
<a href="#">10-003-58407</a>	DUES & MEMBERSHIPS	721.00	-	721.00	100%
<a href="#">10-003-58414</a>	FINANCE CHARGES	-	268.30	(268.30)	0%
<a href="#">10-003-58418</a>	CONTRACTUAL SERVICES	28,100.00	7,200.00	20,900.00	74%
<a href="#">10-003-58423</a>	FOOD SERVICE INSPECTOR	5,870.00	3,225.00	2,645.00	45%
<a href="#">10-003-58424</a>	ENGINEERING/CITY ENGINEER	5,150.00	1,300.00	3,850.00	75%
<a href="#">10-003-58435</a>	POOL INSPECTOR	1,700.00	-	1,700.00	100%
<a href="#">10-003-58438</a>	IT CONTRACT	3,968.00	962.28	3,005.72	76%
<a href="#">10-003-58463</a>	ECONOMIC DEVELOPMENT	5,000.00	10,000.00	(5,000.00)	-100%
<a href="#">10-004-58100</a>	SALARIES	554,732.00	170,105.73	384,626.27	69%
<a href="#">10-004-58101</a>	PAYROLL EXPENSE	9,137.00	3,301.29	5,835.71	64%

<b>Account</b>	<b>Name</b>	<b>Fiscal Budget</b>	<b>Total Activity</b>	<b>Budget Remaining</b>	<b>% Remaining</b>
<a href="#">10-004-58102</a>	WORKERS COMPENSATION	13,468.00	12,136.14	1,331.86	10%
<a href="#">10-004-58103</a>	HEALTH INSURANCE	70,227.00	18,639.39	51,587.61	73%
<a href="#">10-004-58104</a>	RETIREMENT	45,178.00	14,930.18	30,247.82	67%
<a href="#">10-004-58105</a>	UNEMPLOYMENT INSURANCE	316.00	108.12	207.88	66%
<a href="#">10-004-58107</a>	CELL PHONE STIPEND	1,620.00	691.38	928.62	57%
<a href="#">10-004-58109</a>	CERTIFICATE PAY	22,750.00	7,923.23	14,826.77	65%
<a href="#">10-004-58110</a>	OVERTIME	55,000.00	22,523.96	32,476.04	59%
<a href="#">10-004-58124</a>	FLOATER SHIFTS	16,000.00	3,717.08	12,282.92	77%
<a href="#">10-004-58125</a>	DENTAL INSURANCE	4,472.00	1,365.23	3,106.77	69%
<a href="#">10-004-58126</a>	LIFE INSURANCE	1,055.00	479.35	575.65	55%
<a href="#">10-004-58127</a>	PHYSICALS & GYM MEMBERSHIPS	4,980.00	-	4,980.00	100%
<a href="#">10-004-58200</a>	POSTAGE & SHIPPING	824.00	122.29	701.71	85%
<a href="#">10-004-58201</a>	OFFICE SUPPLIES	2,225.00	399.99	1,825.01	82%
<a href="#">10-004-58202</a>	FLOWERS/GIFTS/PLAQUES	500.00	-	500.00	100%
<a href="#">10-004-58203</a>	BASIC OPERATING SUPPLIES	12,427.00	2,193.16	10,233.84	82%
<a href="#">10-004-58204</a>	PRINTING & BINDING	206.00	-	206.00	100%
<a href="#">10-004-58205</a>	MINOR EQUIPMENT: OFFICE	1,900.00	212.17	1,687.83	89%
<a href="#">10-004-58207</a>	MV REPAIR & MAINTENANCE	77,061.00	13,340.07	63,720.93	83%
<a href="#">10-004-58208</a>	UNIFORMS & SUPPLIES	20,169.00	420.59	19,748.41	98%
<a href="#">10-004-58216</a>	PPE AND SUPPLIES	60,601.00	294.00	60,307.00	100%
<a href="#">10-004-58217</a>	MEDICAL SUPPLIES	14,906.00	3,167.59	11,738.41	79%
<a href="#">10-004-58219</a>	FOAM SUPPLIES	1,803.00	-	1,803.00	100%
<a href="#">10-004-58220</a>	ROAD ABSORBENT SUPPLIES	1,654.00	-	1,654.00	100%
<a href="#">10-004-58253</a>	SAFETY EQUIPMENT & SUPPLIES	18,563.00	1,045.62	17,517.38	94%
<a href="#">10-004-58260</a>	BUILDING & FACILITIES REPAIRS	3,740.00	1,257.83	2,482.17	66%
<a href="#">10-004-58265</a>	FACILITIES MAINT SUPPLIES	-	696.68	(696.68)	0%
<a href="#">10-004-58278</a>	EMERGENCY RESPONSE SUPPLIES	8,000.00	-	8,000.00	100%
<a href="#">10-004-58305</a>	COMMUNICATION SERVICES	6,180.00	223.71	5,956.29	96%
<a href="#">10-004-58400</a>	TRAVEL & TRAINING	28,054.00	1,516.77	26,537.23	95%
<a href="#">10-004-58401</a>	CONSULTANTS & PROFESSIONALS	3,605.00	-	3,605.00	100%
<a href="#">10-004-58403</a>	PRINTING & BINDING	206.00	-	206.00	100%
<a href="#">10-004-58404</a>	PROPERTY & LIABILITY	5,150.00	6,194.70	(1,044.70)	-20%
<a href="#">10-004-58407</a>	DUES & MEMBERSHIPS	542.00	127.00	415.00	77%
<a href="#">10-004-58418</a>	CONTRACTUAL SERVICES	65,207.00	9,310.44	55,896.56	86%
<a href="#">10-004-58427</a>	EQUIPMENT TECH SUPPORT	20,540.00	69.33	20,470.67	100%
<a href="#">10-004-58437</a>	BLACKBOARD CONNECT	1,071.00	-	1,071.00	100%
<a href="#">10-004-58438</a>	IT CONTRACT	3,968.00	1,123.78	2,844.22	72%
<a href="#">10-004-58452</a>	VEHICLE LEASE	-	4,771.44	(4,771.44)	0%
<a href="#">10-005-58100</a>	SALARIES	69,010.00	20,615.36	48,394.64	70%
<a href="#">10-005-58101</a>	PAYROLL EXPENSE	1,001.00	268.61	732.39	73%
<a href="#">10-005-58102</a>	WORKERS COMPENSATION	1,036.00	1,103.29	(67.29)	-6%
<a href="#">10-005-58103</a>	HEALTH INSURANCE	7,803.00	2,191.06	5,611.94	72%
<a href="#">10-005-58104</a>	RETIREMENT	4,983.00	1,554.40	3,428.60	69%
<a href="#">10-005-58105</a>	UNEMPLOYMENT INSURANCE	24.00	-	24.00	100%
<a href="#">10-005-58107</a>	CELL PHONE STIPEND	540.00	170.61	369.39	68%
<a href="#">10-005-58125</a>	DENTAL INSURANCE	497.00	151.55	345.45	70%
<a href="#">10-005-58126</a>	LIFE INSURANCE	117.00	53.21	63.79	55%
<a href="#">10-005-58200</a>	POSTAGE & SHIPPING	100.00	-	100.00	100%
<a href="#">10-005-58201</a>	OFFICE SUPPLIES	1,500.00	653.61	846.39	56%
<a href="#">10-005-58202</a>	FLOWERS/GIFTS/PLAQUES	1,500.00	68.00	1,432.00	95%
<a href="#">10-005-58203</a>	BASIC OPERATING SUPPLIES	550.00	-	550.00	100%
<a href="#">10-005-58204</a>	PRINTING & BINDING	515.00	-	515.00	100%
<a href="#">10-005-58205</a>	MINOR EQUIPMENT: OFFICE	2,900.00	-	2,900.00	100%
<a href="#">10-005-58208</a>	UNIFORMS & SUPPLIES	1,350.00	-	1,350.00	100%
<a href="#">10-005-58266</a>	MINOR EQUIPMENT: FIELD	500.00	-	500.00	100%
<a href="#">10-005-58269</a>	PROMOTIONS	4,600.00	528.80	4,071.20	89%
<a href="#">10-005-58400</a>	TRAVEL & TRAINING	10,000.00	1,313.63	8,686.37	87%
<a href="#">10-005-58401</a>	CONSULTANTS & PROFESSIONALS	8,000.00	-	8,000.00	100%
<a href="#">10-005-58402</a>	ADVERTISING & LEGAL NOTICES	2,000.00	5,499.73	(3,499.73)	-175%
<a href="#">10-005-58404</a>	PROPERTY & LIABILITY	5,500.00	6,194.70	(694.70)	-13%
<a href="#">10-005-58406</a>	PROFESSIONAL LICENSE	400.00	-	400.00	100%
<a href="#">10-005-58407</a>	DUES & MEMBERSHIPS	10,200.00	7,250.00	2,950.00	29%
<a href="#">10-005-58408</a>	SPECIAL EVENTS	12,500.00	3,086.50	9,413.50	75%
<a href="#">10-005-58416</a>	LEGAL/CITY ATTORNEY	45,000.00	9,250.00	35,750.00	79%
<a href="#">10-005-58418</a>	CONTRACTUAL SERVICES	4,400.00	-	4,400.00	100%
<a href="#">10-005-58419</a>	ELECTIONS ADMINISTRATION	5,700.00	-	5,700.00	100%
<a href="#">10-005-58426</a>	SOFTWARE TECH SUPPORT	500.00	373.75	126.25	25%
<a href="#">10-005-58437</a>	BLACKBOARD CONNECT	1,071.00	-	1,071.00	100%
<a href="#">10-005-58438</a>	IT CONTRACT	3,968.00	962.28	3,005.72	76%

Account	Name	Fiscal Budget	Total Activity	Budget Remaining	% Remaining
<a href="#">10-005-58450</a>	GOVERNMENT & MISC OPERATING	1,500.00	791.68	708.32	47%
<a href="#">10-006-58100</a>	SALARIES	92,998.00	29,177.52	63,820.48	69%
<a href="#">10-006-58101</a>	PAYROLL EXPENSE	1,456.00	413.99	1,042.01	72%
<a href="#">10-006-58102</a>	WORKERS COMPENSATION	2,072.00	2,206.57	(134.57)	-6%
<a href="#">10-006-58103</a>	HEALTH INSURANCE	15,606.00	4,397.48	11,208.52	72%
<a href="#">10-006-58104</a>	RETIREMENT	7,192.00	2,216.10	4,975.90	69%
<a href="#">10-006-58105</a>	UNEMPLOYMENT INSURANCE	49.00	-	49.00	100%
<a href="#">10-006-58107</a>	CELL PHONE STIPEND	540.00	170.61	369.39	68%
<a href="#">10-006-58109</a>	CERTIFICATE PAY	1,200.00	151.23	1,048.77	87%
<a href="#">10-006-58110</a>	OVERTIME	5,212.00	-	5,212.00	100%
<a href="#">10-006-58125</a>	DENTAL INSURANCE	994.00	304.17	689.83	69%
<a href="#">10-006-58126</a>	LIFE INSURANCE	234.00	106.80	127.20	54%
<a href="#">10-006-58132</a>	BAILIFF DUTIES	1,400.00	62.64	1,337.36	96%
<a href="#">10-006-58201</a>	OFFICE SUPPLIES	1,000.00	-	1,000.00	100%
<a href="#">10-006-58202</a>	FLOWERS/GIFTS/PLAQUES	200.00	-	200.00	100%
<a href="#">10-006-58214</a>	FINANCE CHARGES	300.00	179.40	120.60	40%
<a href="#">10-006-58400</a>	TRAVEL & TRAINING	3,000.00	-	3,000.00	100%
<a href="#">10-006-58404</a>	PROPERTY & LIABILITY	5,150.00	6,194.70	(1,044.70)	-20%
<a href="#">10-006-58407</a>	DUES & MEMBERSHIPS	82.00	-	82.00	100%
<a href="#">10-006-58415</a>	FINES & PENALTIES	-	27.00	(27.00)	0%
<a href="#">10-006-58416</a>	LEGAL/CITY ATTORNEY	10,000.00	1,500.00	8,500.00	85%
<a href="#">10-006-58421</a>	MUNICIPAL JUDGE	14,400.00	2,400.00	12,000.00	83%
<a href="#">10-006-58422</a>	MAGISTRATE	3,000.00	600.00	2,400.00	80%
<a href="#">10-006-58438</a>	IT CONTRACT	4,000.00	962.28	3,037.72	76%
<a href="#">10-006-58441</a>	JURY SERVICE	200.00	-	200.00	100%
<a href="#">10-006-58612</a>	SOFTWARE	-	1,463.54	(1,463.54)	0%
<a href="#">10-007-58100</a>	SALARIES	810,000.00	234,150.81	575,849.19	71%
<a href="#">10-007-58101</a>	PAYROLL EXPENSE	11,674.00	3,443.83	8,230.17	71%
<a href="#">10-007-58102</a>	WORKERS COMPENSATION	13,468.00	13,239.43	228.57	2%
<a href="#">10-007-58103</a>	HEALTH INSURANCE	101,440.00	27,348.76	74,091.24	73%
<a href="#">10-007-58104</a>	RETIREMENT	58,127.00	18,756.94	39,370.06	68%
<a href="#">10-007-58105</a>	UNEMPLOYMENT INSURANCE	316.00	-	316.00	100%
<a href="#">10-007-58107</a>	CELL PHONE STIPEND	-	358.56	(358.56)	0%
<a href="#">10-007-58109</a>	CERTIFICATE PAY	12,600.00	4,386.50	8,213.50	65%
<a href="#">10-007-58110</a>	OVERTIME	27,000.00	10,228.34	16,771.66	62%
<a href="#">10-007-58125</a>	DENTAL INSURANCE	6,459.00	1,967.35	4,491.65	70%
<a href="#">10-007-58126</a>	LIFE INSURANCE	1,524.00	690.77	833.23	55%
<a href="#">10-007-58127</a>	PHYSICALS & GYM MEMBERSHIPS	4,500.00	100.00	4,400.00	98%
<a href="#">10-007-58200</a>	POSTAGE & SHIPPING	309.00	22.10	286.90	93%
<a href="#">10-007-58201</a>	OFFICE SUPPLIES	5,500.00	792.22	4,707.78	86%
<a href="#">10-007-58202</a>	FLOWERS/GIFTS/PLAQUES	438.00	175.38	262.62	60%
<a href="#">10-007-58203</a>	BASIC OPERATING SUPPLIES	3,000.00	-	3,000.00	100%
<a href="#">10-007-58204</a>	PRINTING & BINDING	824.00	-	824.00	100%
<a href="#">10-007-58205</a>	MINOR EQUIPMENT: OFFICE	5,200.00	1,249.00	3,951.00	76%
<a href="#">10-007-58206</a>	MV OILS, LUBRICANTS & FLUIDS	515.00	-	515.00	100%
<a href="#">10-007-58207</a>	MV REPAIR & MAINTENANCE	9,000.00	351.88	8,648.12	96%
<a href="#">10-007-58208</a>	UNIFORMS & SUPPLIES	13,800.00	1,308.13	12,491.87	91%
<a href="#">10-007-58214</a>	FINANCE CHARGES	60.00	1.25	58.75	98%
<a href="#">10-007-58253</a>	SAFETY EQUIPMENT & SUPPLIES	2,862.00	45.36	2,816.64	98%
<a href="#">10-007-58260</a>	BUILDING & FACILITIES REPAIRS	6,180.00	-	6,180.00	100%
<a href="#">10-007-58265</a>	FACILITIES MAINT SUPPLIES	13,975.00	308.97	13,666.03	98%
<a href="#">10-007-58266</a>	MINOR EQUIPMENT: FIELD	2,500.00	38.95	2,461.05	98%
<a href="#">10-007-58267</a>	OPERATING SUPPLIES NON CONSUMA	1,030.00	-	1,030.00	100%
<a href="#">10-007-58268</a>	SUBSCRIPTIONS & PUBLICATIONS	3,376.00	-	3,376.00	100%
<a href="#">10-007-58270</a>	MV FUEL	25,000.00	3,926.37	21,073.63	84%
<a href="#">10-007-58271</a>	MV TIRES, TUBES & BATTERIES	4,120.00	1,574.08	2,545.92	62%
<a href="#">10-007-58275</a>	SPECIAL EVENTS	1,000.00	-	1,000.00	100%
<a href="#">10-007-58276</a>	AMMUNITION & WEAPONS RELATED	3,500.00	-	3,500.00	100%
<a href="#">10-007-58305</a>	COMMUNICATION SERVICES	4,300.00	-	4,300.00	100%
<a href="#">10-007-58400</a>	TRAVEL & TRAINING	8,500.00	5,444.12	3,055.88	36%
<a href="#">10-007-58402</a>	ADVERTISING & LEGAL NOTICES	103.00	-	103.00	100%
<a href="#">10-007-58403</a>	PRINTING & BINDING	618.00	-	618.00	100%
<a href="#">10-007-58404</a>	PROPERTY & LIABILITY	5,150.00	6,194.70	(1,044.70)	-20%
<a href="#">10-007-58407</a>	DUES & MEMBERSHIPS	1,700.00	25.00	1,675.00	99%
<a href="#">10-007-58410</a>	LAB TESTING	3,000.00	632.10	2,367.90	79%
<a href="#">10-007-58418</a>	CONTRACTUAL SERVICES	71,500.00	877.76	70,622.24	99%
<a href="#">10-007-58420</a>	INMATE HOUSING	1,200.00	4.43	1,195.57	100%
<a href="#">10-007-58426</a>	SOFTWARE TECH SUPPORT	-	537.25	(537.25)	0%
<a href="#">10-007-58437</a>	BLACKBOARD CONNECT	1,071.00	-	1,071.00	100%

Account	Name	Fiscal Budget	Total Activity	Budget Remaining	% Remaining
<a href="#">10-007-58438</a>	IT CONTRACT	3,968.00	962.28	3,005.72	76%
<a href="#">10-007-58450</a>	GOVERNMENT & MISC OPERATING	650.00	68.50	581.50	89%
<a href="#">10-007-58452</a>	VEHICLE LEASE	59,745.00	55,728.20	4,016.80	7%
<a href="#">10-007-58462</a>	ANIMAL CONTROL	66,550.00	13,612.50	52,937.50	80%
<a href="#">10-008-58100</a>	SALARIES	34,086.00	9,600.00	24,486.00	72%
<a href="#">10-008-58101</a>	PAYROLL EXPENSE	621.00	159.46	461.54	74%
<a href="#">10-008-58102</a>	WORKERS COMPENSATION	1,036.00	1,103.29	(67.29)	-6%
<a href="#">10-008-58103</a>	HEALTH INSURANCE	7,803.00	2,191.51	5,611.49	72%
<a href="#">10-008-58104</a>	RETIREMENT	3,094.00	818.83	2,275.17	74%
<a href="#">10-008-58105</a>	UNEMPLOYMENT INSURANCE	24.00	-	24.00	100%
<a href="#">10-008-58107</a>	CELL PHONE STIPEND	540.00	170.61	369.39	68%
<a href="#">10-008-58110</a>	OVERTIME	4,381.00	1,260.01	3,120.99	71%
<a href="#">10-008-58125</a>	DENTAL INSURANCE	497.00	151.58	345.42	70%
<a href="#">10-008-58126</a>	LIFE INSURANCE	117.00	53.22	63.78	55%
<a href="#">10-008-58203</a>	BASIC OPERATING SUPPLIES	-	407.94	(407.94)	0%
<a href="#">10-008-58207</a>	MV REPAIR & MAINTENACE	2,000.00	688.58	1,311.42	66%
<a href="#">10-008-58208</a>	UNIFORMS & SUPPLIES	824.00	-	824.00	100%
<a href="#">10-008-58210</a>	TRAFFIC & STREET SIGNS	3,605.00	-	3,605.00	100%
<a href="#">10-008-58222</a>	MINOR TOOLS	3,060.00	-	3,060.00	100%
<a href="#">10-008-58225</a>	ASPHALT MATERIALS	35,000.00	744.00	34,256.00	98%
<a href="#">10-008-58226</a>	ROAD BASE MATERIALS - PAVING	19,800.00	-	19,800.00	100%
<a href="#">10-008-58227</a>	ICE & INCLEMENT WEATHER	4,635.00	-	4,635.00	100%
<a href="#">10-008-58228</a>	CONCRETE REPLACEMENT	15,000.00	-	15,000.00	100%
<a href="#">10-008-58230</a>	DRAINAGE	20,000.00	-	20,000.00	100%
<a href="#">10-008-58251</a>	BARRICADES/MARKERS	2,500.00	-	2,500.00	100%
<a href="#">10-008-58253</a>	SAFETY EQUIPMENT & SUPPLIES	1,030.00	572.87	457.13	44%
<a href="#">10-008-58260</a>	BUILDING & FACILITIES REPAIRS	24,000.00	540.66	23,459.34	98%
<a href="#">10-008-58265</a>	FACILITIES MAINT SUPPLIES	-	267.65	(267.65)	0%
<a href="#">10-008-58266</a>	MINOR EQUIPMENT: FIELD	3,800.00	-	3,800.00	100%
<a href="#">10-008-58270</a>	MV FUEL	10,900.00	87.43	10,812.57	99%
<a href="#">10-008-58300</a>	ELECTRICITY	33,372.00	7,487.32	25,884.68	78%
<a href="#">10-008-58301</a>	GAS	4,000.00	377.84	3,622.16	91%
<a href="#">10-008-58302</a>	TELEPHONE	15,000.00	-	15,000.00	100%
<a href="#">10-008-58305</a>	COMMUNICATION SERVICES	45,000.00	3,532.28	41,467.72	92%
<a href="#">10-008-58400</a>	TRAVEL & TRAINING	1,000.00	-	1,000.00	100%
<a href="#">10-008-58404</a>	PROPERTY & LIABILITY	5,150.00	6,194.70	(1,044.70)	-20%
<a href="#">10-008-58412</a>	OTHER RENTAL	-	410.00	(410.00)	0%
<a href="#">10-008-58418</a>	CONTRACTUAL SERVICES	15,000.00	-	15,000.00	100%
<a href="#">10-008-58424</a>	ENGINEERING/CITY ENGINEER	-	300.00	(300.00)	0%
<a href="#">10-008-58425</a>	SOLID WASTE COLLECTION	-	1,400.52	(1,400.52)	0%
<a href="#">10-008-58438</a>	IT CONTRACT	3,968.00	962.28	3,005.72	76%
<a href="#">10-008-58450</a>	GOVERNMENT & MISC OPERATING	45,320.00	750.00	44,570.00	98%
<a href="#">10-008-58451</a>	EQUIPMENT RENTAL	2,060.00	-	2,060.00	100%
<a href="#">10-008-58452</a>	VEHICLE LEASE	-	59,806.48	(59,806.48)	0%
<a href="#">10-008-58609</a>	FACILITIES: PARKS	30,000.00	85.00	29,915.00	100%
<a href="#">10-008-58647</a>	CAPITAL PROJECTS-RESERVE FUNDS	75,000.00	-	75,000.00	100%
	<b>Expense Totals:</b>	<b>4,047,812.00</b>	<b>1,141,872.67</b>	<b>2,905,939.33</b>	<b>72%</b>
	<b>Net Income(Loss)</b>	<b>(242,610.00)</b>	<b>386,997.63</b>	<b>(629,607.63)</b>	





Willow Park, TX

# Detail vs Budget Report Account Summary

Date Range: 10/01/2020 - 12/31/2020

Account	Name	Fiscal Budget	Total Activity	Budget Remaining	% Remaining
<b>20 - WATER FUND</b>					
<b>Revenue</b>					
<a href="#">20-020-45000</a>	USER CHARGES	2,337,262.00	541,875.37	1,795,386.63	77%
<a href="#">20-020-45001</a>	PENALTIES	30,000.00	3,191.82	26,808.18	89%
<a href="#">20-020-45002</a>	NEW ACCOUNT FEES	13,000.00	2,080.00	10,920.00	84%
<a href="#">20-020-45003</a>	TAP FEES	3,000.00	1,500.00	1,500.00	50%
<a href="#">20-020-45004</a>	IMPACT FEES	165,000.00	59,168.51	105,831.49	64%
<a href="#">20-020-45005</a>	INTEREST REVENUE	10,000.00	283.26	9,716.74	97%
<a href="#">20-020-45007</a>	METER FEE	25,000.00	7,652.62	17,347.38	69%
<a href="#">20-020-45008</a>	METER BOX FEE	4,500.00	2,000.00	2,500.00	56%
<a href="#">20-020-45030</a>	RECONNECT FEES	10,000.00	-	10,000.00	100%
<a href="#">20-020-45031</a>	RETURNED CHECK FEES	600.00	1,122.96	(522.96)	-87%
<a href="#">20-020-45042</a>	MISCELLANEOUS REVENUE	1,200.00	(35.44)	1,235.44	103%
<a href="#">20-020-45043</a>	ADJUSTMENT TO REVENUE	-	(48.60)	48.60	0%
<a href="#">20-020-45047</a>	BALANCE OFFSET	1.00	-	1.00	100%
<a href="#">20-020-46005</a>	INTEREST - OPERATING FUND	-	570.44	(570.44)	0%
	<b>Revenue Totals:</b>	<b>2,599,563.00</b>	<b>619,360.94</b>	<b>1,980,202.06</b>	<b>76%</b>
<b>Expense</b>					
<a href="#">20-020-58100</a>	SALARIES	590,867.00	185,698.92	405,168.08	69%
<a href="#">20-020-58101</a>	PAYROLL EXPENSE	9,055.00	2,802.04	6,252.96	69%
<a href="#">20-020-58102</a>	WORKERS COMPENSATION	14,504.00	8,826.29	5,677.71	39%
<a href="#">20-020-58103</a>	HEALTH INSURANCE	112,959.00	29,565.75	83,393.25	74%
<a href="#">20-020-58104</a>	RETIREMENT	45,089.00	14,653.62	30,435.38	68%
<a href="#">20-020-58105</a>	UNEMPLOYMENT INSURANCE	340.00	439.49	(99.49)	-29%
<a href="#">20-020-58107</a>	CELL PHONE STIPEND	4,320.00	1,577.03	2,742.97	63%
<a href="#">20-020-58109</a>	CERTIFICATE PAY	2,280.00	-	2,280.00	100%
<a href="#">20-020-58110</a>	OVERTIME	16,817.00	8,646.28	8,170.72	49%
<a href="#">20-020-58125</a>	DENTAL INSURANCE	21,184.00	2,047.83	19,136.17	90%
<a href="#">20-020-58126</a>	LIFE INSURANCE	1,863.00	664.06	1,198.94	64%
	<b>Personnel Totals:</b>	<b>819,278.00</b>	<b>254,921.31</b>	<b>564,356.69</b>	<b>69%</b>
<a href="#">20-020-58200</a>	POSTAGE & SHIPPING	15,000.00	2,968.00	12,032.00	80%
<a href="#">20-020-58201</a>	OFFICE SUPPLIES	5,000.00	1,872.87	3,127.13	63%
<a href="#">20-020-58202</a>	FLOWERS/GIFTS/PLAQUES	300.00	-	300.00	100%
<a href="#">20-020-58203</a>	BASIC OPERATING SUPPLIES	2,000.00	390.00	1,610.00	81%
<a href="#">20-020-58205</a>	MINOR EQUIPMENT: OFFICE	3,000.00	-	3,000.00	100%
<a href="#">20-020-58207</a>	MV REPAIR & MAINTENANCE	10,400.00	(206.37)	10,606.37	102%
<a href="#">20-020-58208</a>	UNIFORMS & SUPPLIES	5,370.00	-	5,370.00	100%
<a href="#">20-020-58214</a>	FINANCE CHARGES	1,800.00	245.17	1,554.83	86%
<a href="#">20-020-58224</a>	MISC. TOOLS/SUPPLIES	2,850.00	290.42	2,559.58	90%
<a href="#">20-020-58230</a>	CHEMICALS	10,048.00	1,858.52	8,189.48	82%
<a href="#">20-020-58232</a>	FIRE HYDRANTS	10,400.00	-	10,400.00	100%
<a href="#">20-020-58253</a>	SAFETY EQUIPMENT & SUPPLIES	2,874.00	-	2,874.00	100%
<a href="#">20-020-58260</a>	BUILDING & FACILITIES REPAIRS	3,984.00	321.26	3,662.74	92%
<a href="#">20-020-58266</a>	MINOR EQUIPMENT: FIELD	2,850.00	272.97	2,577.03	90%
<a href="#">20-020-58268</a>	SUBSCRIPTIONS & PUBLICATIONS	500.00	-	500.00	100%
<a href="#">20-020-58270</a>	MV FUEL	27,000.00	4,299.26	22,700.74	84%
<a href="#">20-020-58281</a>	WATER DISTRIBUTION SUPPLIES	135,000.00	1,113.54	133,886.46	99%
<a href="#">20-020-58282</a>	WATER PRODUCTION SUPPLIES	50,000.00	5,806.60	44,193.40	88%
	<b>Supplies (Maintenance &amp; Operations) Totals:</b>	<b>288,376.00</b>	<b>19,232.24</b>	<b>269,143.76</b>	<b>93%</b>
<a href="#">20-020-58300</a>	ELECTRICITY	100,000.00	19,871.41	80,128.59	80%
<a href="#">20-020-58304</a>	MOBILE TELEPHONE	5,700.00	277.58	5,422.42	95%
<a href="#">20-020-58305</a>	COMMUNICATION SERVICES	6,132.00	307.10	5,824.90	95%
	<b>Utilities Totals:</b>	<b>111,832.00</b>	<b>20,456.09</b>	<b>91,375.91</b>	<b>82%</b>
<a href="#">20-020-58400</a>	TRAVEL & TRAINING	4,050.00	2,523.75	1,526.25	38%
<a href="#">20-020-58401</a>	CONSULTANTS & PROFESSIONALS	25,000.00	6,500.00	18,500.00	74%

<b>Account</b>	<b>Name</b>	<b>Fiscal Budget</b>	<b>Total Activity</b>	<b>Budget Remaining</b>	<b>% Remaining</b>
<a href="#">20-020-58402</a>	ADVERTISING & LEGAL NOTICES	1,000.00	-	1,000.00	100%
<a href="#">20-020-58404</a>	PROPERTY & LIABILITY	5,500.00	6,194.70	(694.70)	-13%
<a href="#">20-020-58405</a>	REPAIR & MAINTENANCE	-	503.64	(503.64)	0%
<a href="#">20-020-58407</a>	DUES & MEMBERSHIPS	555.00	-	555.00	100%
<a href="#">20-020-58409</a>	PERMITS & APPLICATIONS	5,000.00	6,274.46	(1,274.46)	-25%
<a href="#">20-020-58410</a>	LAB TESTING	4,140.00	8,567.26	(4,427.26)	-107%
<a href="#">20-020-58411</a>	PROPERTY DAMAGE	2,500.00	-	2,500.00	100%
<a href="#">20-020-58417</a>	ACCOUNTING & AUDITOR	13,500.00	511.67	12,988.33	96%
<a href="#">20-020-58418</a>	CONTRACTUAL SERVICES	-	3,750.00	(3,750.00)	0%
<a href="#">20-020-58424</a>	ENGINEERING/CITY ENGINEER	36,000.00	8,197.71	27,802.29	77%
<a href="#">20-020-58426</a>	SOFTWARE TECH SUPPORT	2,000.00	1,297.05	702.95	35%
<a href="#">20-020-58437</a>	BLACKBOARD CONNECT	2,750.00	-	2,750.00	100%
<a href="#">20-020-58438</a>	IT CONTRACT	3,852.00	962.28	2,889.72	75%
<a href="#">20-020-58443</a>	WELL SITE MAINTENANCE	15,608.00	-	15,608.00	100%
<a href="#">20-020-58444</a>	EQUIPMENT MAINTENANCE	4,540.00	906.92	3,633.08	80%
<a href="#">20-020-58447</a>	WATER TANK MAINTENANCE	6,000.00	17,385.00	(11,385.00)	-190%
<a href="#">20-020-58448</a>	BUILDING MAINT - WELL SITES	3,000.00	-	3,000.00	100%
<a href="#">20-020-58451</a>	EQUIPMENT RENTAL	8,000.00	1,136.60	6,863.40	86%
<a href="#">20-020-58452</a>	VEHICLE LEASE	52,000.00	-	52,000.00	100%
<a href="#">20-020-58469</a>	WATER DISTRIBUTION CONTRACTUAL	45,000.00	1,306.85	43,693.15	97%
<a href="#">20-020-58470</a>	WATER PRODUCTION CONTRACTUAL	50,000.00	1,029.00	48,971.00	98%
<a href="#">20-020-58601</a>	VEHICLES	85,000.00	240.52	84,759.48	100%
	<b>Operational &amp; Contractual Totals:</b>	<b>374,995.00</b>	<b>67,287.41</b>	<b>307,707.59</b>	<b>82%</b>
<a href="#">20-020-58602</a>	TECHNOLOGY PROJECTS	-	4,600.00	(4,600.00)	0%
<a href="#">20-020-58716</a>	PAYING AGENT FEES	-	300.00	(300.00)	0%
<a href="#">20-020-58735</a>	2010 REFUNDING	76,500.00	-	76,500.00	100%
<a href="#">20-020-58736</a>	2012 REFUNDING	107,650.00	-	107,650.00	100%
<a href="#">20-020-58741</a>	TRANSFER TO GENERAL FUND	200,000.00	-	200,000.00	100%
<a href="#">20-020-58745</a>	FRANCHISE FEES	129,978.00	(161.46)	130,139.46	100%
<a href="#">20-020-58746</a>	2014 TWDB COB	40,534.00	-	40,534.00	100%
<a href="#">20-020-58748</a>	2016 TWDB COB	53,689.00	-	53,689.00	100%
<a href="#">20-020-58749</a>	PP FINANCE CONTRACT 6804	18,419.00	-	18,419.00	100%
<a href="#">20-020-58755</a>	2015 COB	45,675.00	-	45,675.00	100%
<a href="#">20-020-58756</a>	2019 COOS - TWDB - FT WORTH WT	264,782.00	-	264,782.00	100%
	<b>Capital Outlays Totals:</b>	<b>937,227.00</b>	<b>4,738.54</b>	<b>932,488.46</b>	<b>99%</b>
	<b>Expense Totals:</b>	<b>2,531,708.00</b>	<b>366,635.59</b>	<b>2,165,072.41</b>	<b>100%</b>
	<b>Net Income(Loss):</b>	<b>67,855.00</b>	<b>252,725.35</b>	<b>(184,870.35)</b>	



Willow Park, TX

# Detail vs Budget Report Account Summary

Date Range: 10/01/2020 - 12/31/2020

Account	Name	Fiscal Budget	Total Activity	Budget Remaining	% Remaining
<b>30 - WASTEWATER FUND</b>					
<b>Revenue</b>					
<a href="#">30-030-45000</a>	USER CHARGES	600,000.00	147,661.24	452,338.76	75%
<a href="#">30-030-45003</a>	TAP FEES	667.00	-	667.00	100%
<a href="#">30-030-45004</a>	IMPACT FEES	125,000.00	38,757.62	86,242.38	69%
<a href="#">30-030-45005</a>	INTEREST REVENUE	15,468.00	103.09	15,364.91	99%
<a href="#">30-030-45041</a>	REFUNDS/BANK CREDITS	3,261.00	-	3,261.00	100%
	<b>Revenue Totals:</b>	<b>744,396.00</b>	<b>186,521.95</b>	<b>557,874.05</b>	<b>75%</b>
<b>Expense</b>					
<a href="#">30-030-58100</a>	SALARIES	33,067.00	10,182.40	22,884.60	69%
<a href="#">30-030-58101</a>	PAYROLL EXPENSE	542.00	175.97	366.03	68%
<a href="#">30-030-58102</a>	WORKERS COMPENSATION	1,036.00	2,206.57	(1,170.57)	-113%
<a href="#">30-030-58103</a>	HEALTH INSURANCE	7,803.00	2,192.12	5,610.88	72%
<a href="#">30-030-58104</a>	RETIREMENT	2,697.00	935.74	1,761.26	65%
<a href="#">30-030-58105</a>	UNEMPLOYMENT INSURANCE	24.00	-	24.00	100%
<a href="#">30-030-58107</a>	CELL PHONE STIPEND	542.00	170.61	371.39	69%
<a href="#">30-030-58109</a>	CERTIFICATE PAY	1,080.00	151.64	928.36	86%
<a href="#">30-030-58110</a>	OVERTIME	2,140.00	2,076.26	63.74	3%
<a href="#">30-030-58125</a>	DENTAL INSURANCE	497.00	151.63	345.37	69%
<a href="#">30-030-58126</a>	LIFE INSURANCE	117.00	53.24	63.76	54%
	<b>Personnel Totals:</b>	<b>49,545.00</b>	<b>18,296.18</b>	<b>31,248.82</b>	<b>63%</b>
<a href="#">30-030-58200</a>	POSTAGE & SHIPPING	2,000.00	-	2,000.00	100%
<a href="#">30-030-58201</a>	OFFICE SUPPLIES	1,200.00	-	1,200.00	100%
<a href="#">30-030-58203</a>	BASIC OPERATING SUPPLIES	1,200.00	137.86	1,062.14	89%
<a href="#">30-030-58205</a>	MINOR EQUIPMENT: OFFICE	1,000.00	184.68	815.32	82%
<a href="#">30-030-58206</a>	MV OILS, LUBRICANTS & FLUIDS	500.00	-	500.00	100%
<a href="#">30-030-58207</a>	MV REPAIR & MAINTENANCE	2,400.00	-	2,400.00	100%
<a href="#">30-030-58208</a>	UNIFORMS & SUPPLIES	1,930.00	-	1,930.00	100%
<a href="#">30-030-58212</a>	WASTEWATER SUPPLIES	4,000.00	-	4,000.00	100%
<a href="#">30-030-58223</a>	EQUIPMENT	2,900.00	-	2,900.00	100%
<a href="#">30-030-58224</a>	MISC. TOOLS/SUPPLIES	1,000.00	-	1,000.00	100%
<a href="#">30-030-58230</a>	CHEMICALS	60,478.00	2,638.72	57,839.28	96%
<a href="#">30-030-58253</a>	SAFETY EQUIPMENT & SUPPLIES	2,775.00	-	2,775.00	100%
<a href="#">30-030-58260</a>	BUILDING & FACILITIES REPAIRS	5,000.00	85.00	4,915.00	98%
<a href="#">30-030-58270</a>	MV FUEL	3,875.00	-	3,875.00	100%
<a href="#">30-030-58279</a>	WASTEWATER COLLECTION	35,000.00	-	35,000.00	100%
<a href="#">30-030-58280</a>	WASTEWATER TREATMENT	10,000.00	2,005.55	7,994.45	80%
	<b>Supplies (Maintenance &amp; Operations) Totals:</b>	<b>135,258.00</b>	<b>5,051.81</b>	<b>130,206.19</b>	<b>96%</b>
<a href="#">30-030-58300</a>	ELECTRICITY	61,200.00	8,316.77	52,883.23	86%
	<b>Utilities Totals:</b>	<b>61,200.00</b>	<b>8,316.77</b>	<b>52,883.23</b>	<b>86%</b>
<a href="#">30-030-58400</a>	TRAVEL & TRAINING	3,500.00	113.75	3,386.25	97%
<a href="#">30-030-58404</a>	PROPERTY & LIABILITY	5,500.00	6,194.70	(694.70)	-13%
<a href="#">30-030-58405</a>	REPAIR & MAINTENANCE	7,650.00	257.72	7,392.28	97%
<a href="#">30-030-58407</a>	DUES & MEMBERSHIPS	333.00	-	333.00	100%
<a href="#">30-030-58409</a>	PERMITS & APPLICATIONS	3,500.00	1,636.84	1,863.16	53%
<a href="#">30-030-58410</a>	LAB TESTING	19,700.00	4,315.86	15,384.14	78%
<a href="#">30-030-58417</a>	ACCOUNTING & AUDITOR	10,000.00	366.66	9,633.34	96%
<a href="#">30-030-58418</a>	CONTRACTUAL SERVICES	12,000.00	326.04	11,673.96	97%
<a href="#">30-030-58424</a>	ENGINEERING/CITY ENGINEER	12,000.00	-	12,000.00	100%
<a href="#">30-030-58425</a>	SLUDGE HAULING	78,000.00	9,278.99	68,721.01	88%
<a href="#">30-030-58438</a>	IT CONTRACT	3,852.00	962.28	2,889.72	75%
<a href="#">30-030-58445</a>	LIFT STATION EQUIPMENT MAINTENANCE	30,000.00	-	30,000.00	100%
<a href="#">30-030-58450</a>	GOVERNMENT & MISC OPERATING	3,000.00	-	3,000.00	100%
<a href="#">30-030-58451</a>	EQUIPMENT RENTAL	1,000.00	-	1,000.00	100%
	<b>Operational &amp; Contractual Service Totals:</b>	<b>190,035.00</b>	<b>23,452.84</b>	<b>166,582.16</b>	<b>88%</b>

Account	Name	Fiscal Budget	Total Activity	Budget Remaining	% Remaining
<a href="#">30-030-58452</a>	VEHICLE LEASE	80.00	-	80.00	100%
<a href="#">30-030-58745</a>	FRANCHISE FEES	37,220.00	-	37,220.00	100%
<a href="#">30-030-58750</a>	SERIES 2017 DEBT	266,582.00	-	266,582.00	100%
<b>Capital Outlays Totals:</b>		<b>303,882.00</b>	<b>-</b>	<b>303,882.00</b>	<b>100%</b>
<b>Expense Totals:</b>		<b>739,920.00</b>	<b>55,117.60</b>	<b>684,802.40</b>	<b>93%</b>
<b>Net Income(Loss):</b>		<b>4,476.00</b>	<b>131,404.35</b>	<b>(126,928.35)</b>	

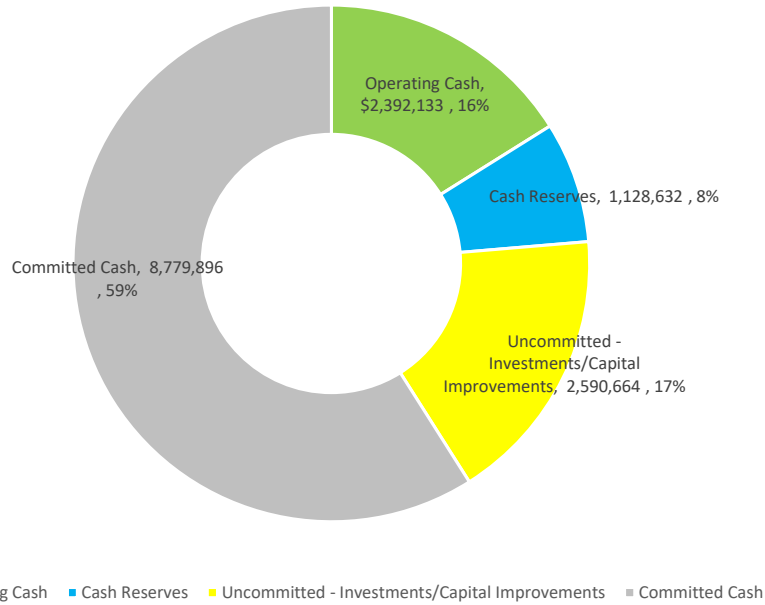
**City of Willow Park  
Bank Account Balances**

	<u>At 12/31/2020</u>	<u>At 9/30/2020</u>	<u>At 9/30/2019</u>
<b><u>General Fund</u></b>			
Operating Cash - General	\$ 602,098	\$ 116,864	\$ 164,461
General Fund Cash Reserve	237,551	237,491	235,624
TexStar General Fund Investment	515,348	515,228	510,738
General Fund CD - 65686	128,480	128,480	126,040
	<u>1,483,476</u>	<u>998,063</u>	<u>1,036,863</u>
<b><u>Water Fund</u></b>			
Operating Cash - Water	893,191	540,123	522,905
Water Cash Reserve	891,081	890,857	883,855
Water Capital Improvements (Water Line Clearing)	44,840	-	-
UMB TWDB Escrow (52%)	6,748,575	6,771,723	-
TexStar Water Capital Improvements	-	-	448,387
TexStar Water Investment	1,532,686	1,532,330	1,071,587
Water Deposits - 56788	106,511	106,511	105,926
	<u>10,216,884</u>	<u>9,841,544</u>	<u>3,032,661</u>
<b><u>Wastewater Fund</u></b>			
Operating Cash - Wastewater	680,801	547,191	254,894
Wastewater Package Plant	124,624	124,645	124,645
Wastewater Capital Improvements	361,160	361,069	358,231
TexStar Wastewater	52,990	52,978	52,516
	<u>1,219,575</u>	<u>1,085,883</u>	<u>790,286</u>
<b><u>Other Funds</u></b>			
Operating Cash - Solid Waste	216,043	211,840	412,534
Operating Cash - Court Security	36,974	35,280	35,130
Operating Cash - Court Technology	54,231	52,697	52,496
Operating Cash - General (Police Training)	5,643	5,643	4,966
Drainage Fund	-	-	300,000
Police Contributions	444	444	444
Truency Prevention	5,074	3,388	-
Construction Fund - Building	79,814	80,294	925,970
Construction Fund - Roads	516	515	1,257,779
Debt Service (I&S)	1,012,652	162,853	344,031
Police Seizure (Federal)	0	1,664	1,651
Police Seizure (State)	6,742	7,522	7,463
Tourism	68,615	68,598	63,038
TIRZ Reimbursement Fund	88,699	1,878	4,215
First Responder	13,046	13,330	26,734
TexStar Parks & Recreation	382,897	435,247	502,258
	<u>1,971,389</u>	<u>1,081,194</u>	<u>3,938,709</u>
<b>Total Cash</b>	<b>\$ 14,891,325</b>	<b>\$ 13,006,684</b>	<b>\$ 8,798,518</b>

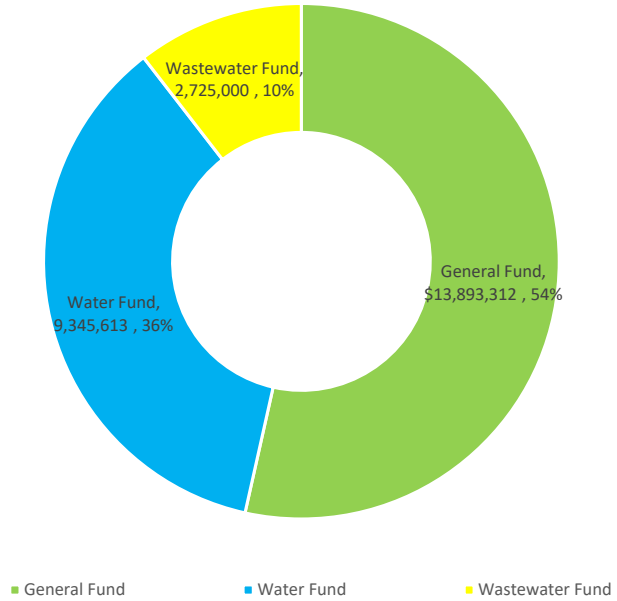


**City of Willow Park  
Key Metrics & Trends  
As of December 31, 2020**

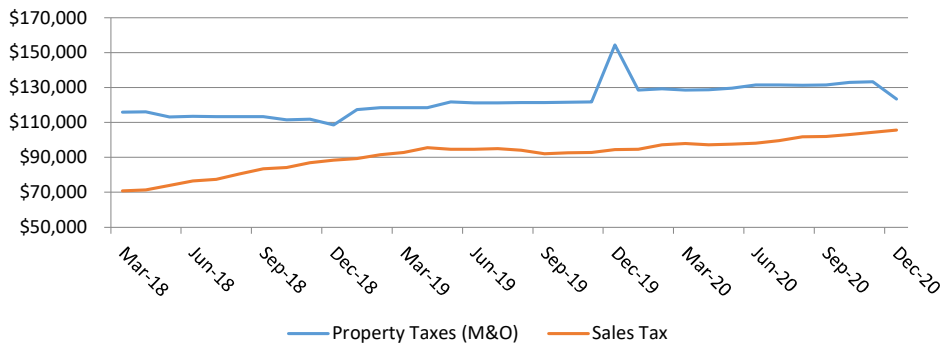
Cash Balances as of December 31, 2020



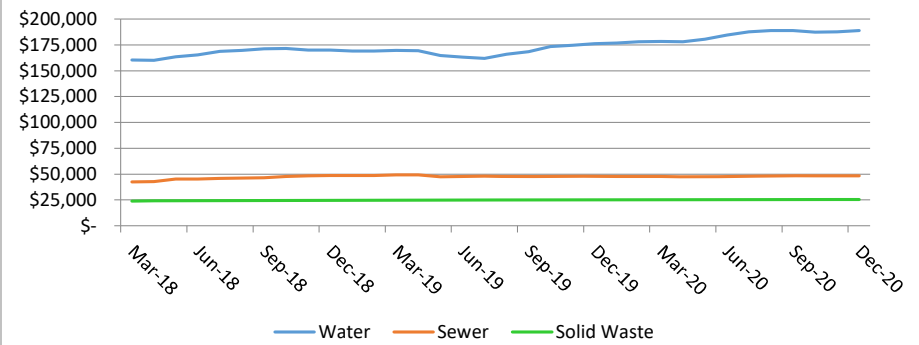
Debt Balance by Fund as of December 31, 2020



General Fund Tax Revenues (12 M Moving Avg)



User Charge Billings (12 M Moving Avg)





# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> February 23	<b>Department:</b> Admin	<b>Presented By:</b> City Manager
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**AGENDA ITEM:**

Discuss and take action to authorize staff to execute an agreement with Jacob and Martin for the purpose of completing a Needs Assessment for the Municipal Complex—City Hall

**BACKGROUND:**

The City of Willow Park had placed an ad for RFQs for a Needs Assessment to assist the City Hall Committee in the evaluation efforts in assessing City Hall. This agreement with Jacob and Martin will include professional services for a facility deficiency evaluation report and design services for the development of a conceptual plan and opinion of probable costs. The fee will not exceed \$25,000 per the 2020 – 2021 Budget.

**Suggested Motion: I move to authorize staff to execute the agreement presented with Jacob and Martin for the purpose to assist the City Hall Committee as written.**

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

**EXHIBITS:**

<b>ADDITIONAL INFO:</b>	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	\$ 25,000
	<b>Source of Funding</b>	2020 – 2021 Budget



# AIA<sup>®</sup> Document B105<sup>™</sup> – 2017

## Standard Short Form of Agreement Between Owner and Architect

**AGREEMENT** made as of the \_\_\_\_\_ day of \_\_\_\_\_ in the year Two Thousand Twenty-One  
*(In words, indicate day, month and year.)*

**BETWEEN** the Owner:  
*(Name, legal status, address and other information)*

City of Willow Park Texas  
516 Ranch House Road  
Willow Park, Texas 76087  
817-441-7108

and the Architect:  
*(Name, legal status, address and other information)*

Jacob & Martin, LLC  
3465 Curry Lane  
Abilene, TX 79606  
325-695-1070

for the following Project:  
*(Name, location and detailed description)*

City Hall Needs Assessment  
Willow Park City Hall

The agreement will include professional services for a facility deficiency evaluation report and design services for the development of a conceptual plan and opinion of probable costs.

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.



## ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following in-house services, if any:

None Required

*(Paragraph deleted)*

The Architect will provide a facility deficiency evaluation report and an assessment/program using existing number and function of city employees along with a projection of future space requirements assuming a 20 year horizon. The Architect will then provide conceptual floorplan, site evaluation and site plan based upon the completed assessment/program. The Architect will utilize aerial imagery and limited in-field measurements to provide conceptual site layout. The Architect will create a conceptual budget based upon a general cost per square foot for each new or renovated facility identified in the conceptual plan. This will not include any field survey services, final design or construction documents.

## ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as environmental or asbestos testing services.

## ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the construction of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

## ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

## ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105-2017, Standard Short Form of Agreement Between Owner and Contractor. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

Init.

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**User Notes:**

(843728697)

The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

#### ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

An hourly Fee not to exceed \$25,000. See attached Exhibit A for hourly rates.

The Owner shall pay the Architect an initial payment of zero dollars (\$ 0 ) as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus ten percent ( 10 %).

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid sixty ( 60 ) days after the invoice date shall bear interest from the date payment is due at the rate of one percent ( 1 % ) per month, or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform; and the extension of the Architect's Article 1 services beyond eighteen ( 18 ) months of the date of this Agreement through no fault of the Architect.

#### ARTICLE 7 OTHER PROVISIONS

*(Insert descriptions of other services and modifications to the terms of this Agreement.)*

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
OWNER *(Signature)*

\_\_\_\_\_  
*(Printed name and title)*



\_\_\_\_\_  
ARCHITECT *(Signature)*

Tal Fillingim, P.E. Vice President

\_\_\_\_\_  
*(Printed name, title, and license number, if required)*

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY BY AMENDING CHAPTER 13 UTILITIES TO ADD ARTICLE 13.13 TO ESTABLISH A MUNICIPAL DRAINAGE UTILITY SYSTEM; PROVIDING FOR DRAINAGE SERVICE, BILLING, EXEMPTIONS, DRAINAGE CHARGES AND APPEALS; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED THE SUM OF \$2,000.00; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City Council of the City of Willow Park, Texas has investigated and determined that it would be advantageous and beneficial to the citizens of the City of Willow Park, Texas (the “City”) to promote the public health, safety and welfare of the citizens by adopting a Municipal Drainage Utility System; and

**WHEREAS**, the City Council further investigated and determined that it would be in the best interest of the citizens to adopt the Municipal Drainage Utility Systems Act as set forth in Chapter 552, Subchapter C, Texas Local Government Code, as amended (the “Act”); and

**WHEREAS**, the City Council finds that the drainage of the City is a public utility within the meaning of the Act; and

**WHEREAS**, the City Council further finds that the City will establish a schedule of drainage charges against all real property in the proposed service area, which includes the entire City subject to charges under this Ordinance; and

**WHEREAS**, the City Council further finds that the City will provide drainage for all real property in the proposed service area on payment of drainage charges, except real property exempted under the Act or pursuant to this Ordinance; and

**WHEREAS**, the City Council further finds that the City will offer drainage service on nondiscriminatory, reasonable and equitable terms; and

**WHEREAS**, the City has complied with public notices, including the printing of this entire ordinance in a newspaper of general circulation, the notice being advertised three times, the first being at least 30 days prior to a public hearing; and

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS:**

**SECTION 1.** That the facts and recitations contained in the preamble of this Ordinance are hereby found and declared to be true and correct.

**SECTION 2.** That Chapter 13 of the Code of Ordinances of the City of Willow Park, Texas is amended by adding an Article 13.13, Municipal Drainage Utility System, to read as follows:

“ARTICLE 13.13 MUNICIPAL DRAINAGE UTILITY SYSTEM

Sec. 13.13.001 -Municipal drainage utility system established.

The Municipal Drainage Utility Systems Act, V.T.C.A., Local Government Code ch. 552, subch. C, as amended (the "Act"), is hereby adopted and shall be fully implemented as provided by the Act and by the city council; and the drainage of the city is hereby found to be a public utility within the meaning of the Act.

Sec. 13.13.002 - Drainage service provided.

The city will provide stormwater drainage for all real property within its boundaries upon payment of the determined drainage charges, as defined in the Act, and excluding property exempt under the Act and certain exempted real property by the city, and that the fees, assessments, and charges will be based on nondiscriminatory, reasonable and equitable terms. The drainage charges established herein shall be for all nonexempt benefitted property as defined in the Act within the city drainage system.

Sec. 13.13.003 - Billing for drainage service.

The city is hereby authorized to bill the drainage charges incurred as a result of the adoption of the Act and through the establishment of the municipal drainage utility system. The drainage charge shall be separately identified from other public utility billings. Revenues generated through the drainage charges authorized herein shall be classified as committed resources according to the city financial policies, as amended. Drainage charges may only be expended for the costs of service as defined by the Act.

Sec. 13.13.004 - Authority to levy drainage charges.

The city may levy a schedule of drainage charges upon satisfaction of the procedural requirements provided in the Act and this article. Prior to the levy of any drainage charges, the city council shall conduct a public hearing on the drainage charges pursuant to the Act. Prior to adoption of this article the city council found and determined that: The city will establish a schedule of drainage charges against all real property in the proposed area which includes the entire city subject to the charges under the Act; the city will provide drainage for all real property in the proposed service area on payment of the drainage charges, except real property exempt under the Act and this ordinance; and the city will offer drainage service on nondiscriminatory, reasonable, and equitable terms.

Sec. 13.13.005 - Exemptions authorized.

The city is authorized to exempt certain property, entities or persons from all ordinances, resolutions, and rules which the city may adopt from time to time in connection with the adoption of the Act and the establishment of its municipal drainage utility system. Any exemptions to the drainage charges established herein other than the exemptions required by the Act shall be set forth in the drainage charge schedule.

Sec. 13.13.006 - Charges.

- (a) The city council shall, following the adoption of this article, establish a drainage charge schedule, by resolution of the city council, from time to time, for charges which shall be collected through the city's bill for public utilities pursuant to the Act and other applicable law. There shall be a drainage charge on each monthly public utility statement for the city drainage system as set forth in the drainage charge schedule. The city manager, or designee, is authorized to collect such charges in a manner consistent with the Act and this article. The drainage charges shall be a separate line item on the public utility statement and shall be clearly identified as a separate charge. Except, as otherwise provided herein, the billing, charges and collection procedures shall be consistent with city collection procedures for the water and sewer services.
- (b) The drainage charges established pursuant to this article will apply to the accounts maintained by the city for public utility services.
- (c) All billings, credits, exemptions and other procedures relating to drainage charges established pursuant to this article shall be subject to the provisions of the Act and other applicable law.
- (d) A deposit for the drainage services as a precondition to accepting surface flow from benefited property into the city drainage utility system shall not be required. All real property of the city will be provided with drainage utility system service on timely payment of drainage charges established herein.

Sec. 13.13.007 - Appeals.

- (a) Billing and payment disputes for administrative issues relating to the drainage charges shall be subject to appeals procedures used by the city for other public utility billing disputes. A person or entity that owns or occupies a benefitted property may appeal the drainage charges established herein pursuant to this procedure set forth in this section.
- (b) Appeals for the following reasons shall be directed to the director of finance for evaluation and determination. An appeal shall be in writing and submitted to the director of finance within 30 days after the public utility billing statement containing the matter to be disputed. During all periods of appeal the person or entity who owns or occupies the benefitted property and/or the account holder shall be responsible for payment of the charges in full:
  - (1) Exempt property has been assessed a drainage charge;
  - (2) Drainage charge for an individual property is assessed on more than one public utility account; or

- (3) Drainage charge is assessed to individual property outside the city's jurisdictional area.
- (c) The director of finance shall render a written decision on such appeals within 30 days after receiving a timely written notice of appeal from the person or entity who owns or occupies the benefitted property and/or the account holder. The director of finance shall deliver a copy of the appeal decision to the person or entity who owns or occupies the benefitted property and/or the account holder by U.S. Mail to the address of the landowner/account holder according to the most recent records in the possession of the city.
- (d) Appeals for claims that the drainage charge for an individual property is based on an incorrect determination of the property's contribution to the drainage utility system, as established in the city drainage charge schedule shall be directed to the city engineer for evaluation and determination. An appeal pursuant to this subsection (d) shall be in writing and submitted to the city engineer within 30 days after the public utility billing statement containing the matter to be disputed. During all periods of appeal the person or entity who owns or occupies the benefitted property and/or the account holder shall be responsible for payment of the charges in full.
- (e) Any person or entity who owns or occupies the benefitted property and/or the account holder who disagrees with the decision of the director of finance or the city engineer, as the case may be, may appeal such decision to the city manager in writing within ten days after receipt of the decision of the director of finance or the city engineer, as the case may be. The decision of the city manager shall render a written decision within 30 days after receipt of a timely appeal. The decision of the city manager shall be final.

Sec. 13.13.008 - Credits.

- (a) A property owner may petition to the city to reduce the drainage charge fee for an individual property to account for on-site stormwater management controls that reduce the property's impact to the drainage utility system.
- (b) The petition will be evaluated, and the fee adjustment decision determined by the city engineer. The city engineer's evaluation and determination shall be based on nondiscriminatory, reasonable, and equitable terms and shall be based solely on stormwater-related factors.

Sec. 13.13.009 - Penalties; enforcement.

Failure to pay the drainage charges promptly when due shall subject such user to discontinuance of any public utility services provided by the city, in accordance with the procedures adopted by the city for discontinuance of any city public utility service including water and/or sewer service and other applicable laws.”

**SECTION 3.** That all provisions of the ordinances of the City of Willow Park in conflict with the provisions of this Ordinance be, and the same are hereby repealed, and all other provisions of the ordinances of the City of Willow Park not in conflict with the provisions of this Ordinance shall remain in full force and effect.

**SECTION 4.** That should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provisions thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

**SECTION 5.** That an offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

**SECTION 6.** That any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to a penalty and punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense, and each and every day such violation shall continue shall be deemed and constitute a separate offense. Compliance with this ordinance may also be sought through injunctive relief in district court.

**SECTION 7.** That this Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provide.

**PASSED, APPROVED AND ADOPTED** on this the \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Doyle Moss, Mayor

**ATTEST:**

\_\_\_\_\_  
Alicia Smith TRMC, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
William P. Chesser

The Willow Park City Council is acting on Ordinance No. \_\_\_\_\_, did on the \_\_\_\_ day of \_\_\_\_\_, 2021:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss	_____	_____	_____
Erick Contreras, Place 1	_____	_____	_____
Tyler VanSant, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____
Nathan Crummel, Place 5	_____	_____	_____



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, ADOPTING THE MUNICIPAL DRAINAGE UTILITY SYSTEM SCHEDULE OF CHARGES; ESTABLISHING CHARGES FOR MUNICIPAL DRAINAGE UTILITY SYSTEM SERVICES; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council has adopted the Municipal Drainage Utility System Act, Subchapter C of Chapter 552 of the Texas Local Government Code (the "Act"); and

**WHEREAS**, Article 13.13 of the City of Willow Park Code of Ordinances authorizes the City Council to adopt a schedule of charges for municipal drainage utility services; and

**WHEREAS**, the City Council desires to adopt the Drainage Utility System Schedule of Charges and establish the drainage charges for the City drainage utility services; and

**WHEREAS**, the City Council has conducted a public hearing on the adoption of Drainage Utility System Schedule of Charges after notice as required by the Act;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS:**

**SECTION 1.** That the City Council hereby finds that the Drainage Utility System Schedule of Charges is related to the drainage and the terms of the levy and any classification of the benefitted properties in the City and are nondiscriminatory, equitable and reasonable; the schedule of charges is based on an inventory of the lots and tracts within the proposed service area which is the entire City; the schedule of charges gives consideration to the land use made of the benefitted properties, the size in area, the number of water meters, and topography of a parcel of benefitted property in assessing the drainage charges to property.

**SECTION 2.** That the City Council hereby adopts the Drainage Utility System Schedule of Charges attached as Exhibit "A" hereto.

**SECTION 3.** That all provisions of the resolutions of the City of Willow Park, Texas in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this Resolution shall remain in full force and effect.

**SECTION 4.** That this Resolution shall take effect immediately from and after its passage, provided; however, the drainage charges established herein shall take effect on \_\_\_\_\_, 2021.

**PASSED AND APPROVED THIS \_\_\_\_ OF \_\_\_\_\_, 2021.**

\_\_\_\_\_  
Doyle Moss, Mayor

ATTEST:

\_\_\_\_\_  
Alicia Smith, City Secretary  
City of Willow Park

**Exhibit "A"**  
**Drainage Charge Schedule**

The following drainage charges shall apply to all benefited property as deemed by the Municipal Drainage Utility Systems Act, as amended, (the "Act") according to property type within the City, unless exempt from such charges pursuant to the Act or as set forth herein.

**Residential Property**

Single Family Home:

\$5.50 per Single Family Unit\* ("SFU") per month, with a minimum monthly charge of \$5.50, calculated as follows:

# of SFU = Living Area ("LVAR")/1500

All other residential:

\$5.50 per SFU per month, with a minimum monthly charge of \$5.50, calculated as follows:

# of SFU = Gross Building Square Footage ("GBSF") X 1.5/1500

**Institutional Property (Churches and Schools)**

\$5.50 per SFU per month, with a minimum monthly charge of \$5.50, calculated as follows:

# of SFU = GBSF/1500

**Commercial Property (including Industrial)**

\$0.0055 per square foot of impervious area (e.g. \$5.50 per 1,000 square foot of impervious area) per month calculated as follows:

Amount Billed = Square feet of Impervious Area ("IA") X 0.0055

\*One SFU = 1,500 square feet of living area

**Exemptions**

Mandatory exemptions: Entities to which a mandatory exemption under Texas Local Gov't Code Section 580.003(a), as may be amended, applies and any property to which a mandatory exemption under Section 552.053 of the Act, as may be amended, applies shall be exempt from payment of the drainage charges set forth herein.

Permissible exemptions: Property owned by the City of Willow Park, including, without limitation, City rights-of-way, streets, sidewalks, and alleys shall be exempt from payment of the drainage charges set forth herein.

Proof of exemption: If a person or entity asserts that a parcel of property is exempt pursuant to this resolution, the Act or any other applicable law, such person or entity has the burden to assert such exemption by filing written notice of eligibility for such exemption and sufficient evidence of entitlement to such exemption with the director of finance pursuant to the appeals process set forth in Section 13.13.007 of the City of Willow Park Code of Ordinances, as may be amended..

**Exhibit "A"**  
**Drainage Charge Schedule**

The following drainage charges shall apply to all benefited property as deemed by the Municipal Drainage Utility Systems Act, as amended, (the "Act") according to property type within the City, unless exempt from such charges pursuant to the Act or as set forth herein.

**Residential Property**

Single Family Home:

\$5.50 per Single Family Unit\* ("SFU") per month, with a minimum monthly charge of \$5.50, calculated as follows:

# of SFU = Living Area ("LVAR")/1500

All other residential:

\$5.50 per SFU per month, with a minimum monthly charge of \$5.50, calculated as follows:

# of SFU = Gross Building Square Footage ("GBSF") X 1.5/1500

**Institutional Property (Churches and Schools)**

\$5.50 per SFU per month, with a minimum monthly charge of \$5.50, calculated as follows:

# of SFU = GBSF/1500

**Commercial Property (including Industrial)**

\$0.0055 per square foot of impervious area (e.g. \$5.50 per 1,000 square foot of impervious area) per month calculated as follows:

Amount Billed = Square feet of Impervious Area ("IA") X 0.0055

\*One SFU = 1,500 square feet of living area

**Exemptions**

Mandatory exemptions: Entities to which a mandatory exemption under Texas Local Gov't Code Section 580.003(a), as may be amended, applies and any property to which a mandatory exemption under Section 552.053 of the Act, as may be amended, applies shall be exempt from payment of the drainage charges set forth herein.

Permissible exemptions: Property owned by the City of Willow Park, including, without limitation, City rights-of-way, streets, sidewalks, and alleys shall be exempt from payment of the drainage charges set forth herein.

Proof of exemption: If a person or entity asserts that a parcel of property is exempt pursuant to this resolution, the Act or any other applicable law, such person or entity has the burden to assert such exemption by filing written notice of eligibility for such exemption and sufficient evidence of entitlement to such exemption with the director of finance pursuant to the appeals process set forth in Section 13.13.007 of the City of Willow Park Code of Ordinances, as may be amended..



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> February 23, 2021	<b>Department:</b> Fire	<b>Presented By:</b> Chief Mike LeNoir/ Captain Jared Junker
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**AGENDA ITEM:**

To discuss and take action on approving Resolution for the formal adoption of the Hazard Mitigation Plan

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**BACKGROUND:**

This was the previous presented Hazard Mitigation Plan that was presented to council and has been approved by FEMA pending adoption of this meeting.

---

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

Recommend approving the Hazard Mitigation Plan.

---

**EXHIBITS:**

<b>ADDITIONAL INFO:</b>	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	\$0
	<b>Source of Funding</b>	\$0



February 2, 2021

Alayna Payne  
Emergency Preparedness Program Assistant  
616 Six Flags Drive  
CenterPoint II  
Arlington, TX 76011

RE: Approvable Pending Adoption of Parker County, Texas Multi-Jurisdiction Hazard Mitigation Plan (HMP)

Funding Source: PDM 17-008

Dear Alayna:

Congratulations! FEMA has concluded the review of the Parker County, Texas Multi-Jurisdiction HMP, and the plan is found to be approvable pending adoption. For this plan to receive final FEMA approval, the jurisdiction must adopt this plan and submit the complete adoption package to the state within 90 days. The plan update timeline will begin on the date of the FEMA approval letter. Please e-mail the complete adoption package to [tdem-mitigation@tdem.texas.gov](mailto:tdem-mitigation@tdem.texas.gov) and [brian.hurtuk@tdem.texas.gov](mailto:brian.hurtuk@tdem.texas.gov) as follows:

- The final plan formatted as a single document
  - Plan must be dated to match the date of the first adoption
  - Remove track changes, strikethroughs and highlights
- All signed resolutions as a separate single document

The previous review tool may contain recommendations to be applied to your next update. DO NOT make any further changes to your plan until it has been approved.

If you have any questions concerning this procedure, please do not hesitate to contact [brian.hurtuk@tdem.texas.gov](mailto:brian.hurtuk@tdem.texas.gov). We commend you for your commitment to mitigation.

Respectfully,

A handwritten signature in black ink, appearing to read "B. Hurtuk", with a long horizontal line extending to the right.

Brian Hurtuk  
Hazard Mitigation Planner  
Hazard Mitigation Division  
Texas Division of Emergency Management

Cc: Yolanda Yancy [Yolanda.yancy@tdem.texas.gov](mailto:Yolanda.yancy@tdem.texas.gov)  
Tim Frere [timothy.frere@tdem.texas.gov](mailto:timothy.frere@tdem.texas.gov)





**TDEM**  
THE TEXAS A&M UNIVERSITY SYSTEM

1033 La Posada Ste 300, Austin, TX 78752  
24 Hours: 512-424-2208, Fax 512-424-2444

**(LOCAL COMMUNITY), (STATE)**

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE **(CITY/TOWN OF NAME)** ADOPTING THE 2021 PARKER COUNTY HAZARD MITIGATION ACTION PLAN

WHEREAS the **(City/Town Council of Name)** recognizes the threat that natural hazards pose to people and property within Parker County; and

WHEREAS Parker County has prepared a multi-jurisdictional, multi-hazard mitigation plan, hereby known as the 2021 Parker County Hazard Mitigation Action Plan in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS the 2021 Parker County Hazard Mitigation Action Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the **(City/Town of Name)** from the impacts of future hazards and disasters; and

WHEREAS the plan is not legally binding and mitigation actions identified can be implemented as funding and capabilities allow; and

WHEREAS adoption by **(City/Town Council of Name)** demonstrates their commitment to hazard mitigation and achieving the goals outlined in the 2021 Parker County Hazard Mitigation Action Plan.

NOW THEREFORE, BE IT RESOLVED BY THE **(CITY/TOWN OF NAME)**, TEXAS, THAT:

Section 1. In accordance with **(local rule for adopting resolutions)**, the **(City/Town Council of Name)** adopts the 2021 Parker County Hazard Mitigation Action Plan.

ADOPTED by a vote of \_\_\_ in favor and \_\_\_ against, and \_\_\_ abstaining, this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_

(print name)

ATTEST:

By: \_\_\_\_\_

(print name)

APPROVED AS TO FORM:

By: \_\_\_\_\_

(print name)