



**City of Willow Park
City Council
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, May 11, 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

Tyler Kelso, Youth Pastor for Christ Chapel will lead the invocation and pledge of allegiance.

Proclamations

Peace Officers Day/ Week

Municipal Clerks Week

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 April 13, 2021.

Regular Agenda Items

1. Discussion/ Action: City Secretary will issue the certificate of election, administer the statement of elected officials and the oath of office to the newly elected council members, Mayor Doyle Moss, Eric Contreras -Place 1, and Tyler VanSant - Place 2, and will swear in Mayor and Councilmembers
2. Discussion/ Action: To consider and act on a Final Plat of Lot 1, Trinity Fields Addition, being 81.767 acres J.M. Froman Survey, Abstract No. 471 and I. & G.N.R.R. Company Survey, Abstract No. 1821, City of Willow Park, Parker County, Texas.
3. Discussion/ Action: To consider and act on consider a request to rezone from "C/IH-20" Commercial/IH-20 Overlay District to PD Planned Development District RV Storage, 12.49 acres being Lot 1 R2 and 1 R3, Block A, Crown Bluff Addition and 7.59 acres, David Addington Survey, Abstract No 21, City of Willow Park, Parker County, Texas located in the 4400 Block of IH-20 Service Road and Clear Fork Circle.

- A. Open Public Hearing
- B. Close Public hearing
- C. Act on Ordinance

4. Discussion Only: Jake Webber Financial report for 2nd quarter of the FY 20-21.
5. Discussion/ Action: To consider and act on entering into a mutual aid agreement with North Central Texas Council of Governments to provide public works mutual aid in an emergency, disaster or civil emergency.
6. Discussion/ Action: To consider and act on DataProse proposal.
7. Discussion/ Action: To consider and act to authorize Staff to purchase restroom facilities for the Cross Timbers Park; Set an amount not to exceed.
8. Discussion/ Action: To consider and act Consider all matters incident and related to the issuance and sale of "City of Willow Park, Texas, Combination Tax and Waterworks and Sewer System Surplus Revenue Certificates of Obligation, Series 2021A" including the adoption of an ordinance authorizing the issuance of such certificates in an amount not to exceed \$14,500,000 to finance the costs of paying contractual obligations to be incurred (i) for constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving wastewater system properties or facilities, including land and rights-of-way therefor and, and (ii) to pay professional services rendered in relation to such projects and the financing thereof.
9. Discussion Only: §551.072. Deliberation Regarding Real Property: City Hall Update
10. Discussion/ Action: To consider and act on items to be considered for future council meetings.
11. 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. §551.072. Deliberation Regarding Real Property: City Hall Update
- B. § 551.071. Texas Government Code. Consultation with Attorney
- C. 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 May 06, 2021 at 5:00p.m.

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, April 13, 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 Greg Runnebaum
Councilmember Lea Young
Councilmember Nathan Crummel

Absent:

Councilmember Tyler VanSant

Staff present:

City Manager Bryan Grimes
City Attorney Pat Chesser
City Secretary Alicia Smith

Invocation & Pledge of Allegiance

Mayor Moss led a moment of silence and also the Pledge of Allegiance.

Proclamation

Mayor Moss read a proclamation honoring Bernie Parker for his service to the City of Willow Park. Mr. Parker was then presented with a plaque of appreciation

Mayor Moss read a proclamation proclaiming April as Sexual Assault Awareness Month.

Public Comments

Scott Thurman 500 Deer Creek, Willow Park.

Mr. Thurman spoke regarding the Texas Department of transportation (TX DoT) Mikus Road/ FM 5 underpass project.

Consent Agenda

A. Approve City Council Meeting Minutes – Regular Meeting March 23, 2021.

Motion made by Councilmember Young

To approve the minutes as presented for the March 23, 2021 meeting.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummell

Motion passes with a vote of 4-0

Regular Agenda Items

- 1. Discussion/ Action: To consider and act on a Final Plat of Block E, F, G; Crown Pointe Addition Phase IV being a 19.80-acre tract of land Wesley Franklin Survey, Abstract No. 468, and McKinney and Williams Survey, Abstract No. 954, City of Willow Park, Parker County, Texas, located in the 4200 Block of IH-20 Service Road North.**

Motion made by Councilmember Contreras

To approve a Final Plat of Block E, F, G; Crown Pointe Addition Phase IV being a 19.80-acre tract of land Wesley Franklin Survey, Abstract No. 468, and McKinney and Williams Survey, Abstract No. 954, City of Willow Park, Parker County, Texas, located in the 4200 Block of IH-20 Service Road North.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummell

Motion passes with a vote of 4-0

2. **Discussion/ Action: To consider and act on a Final Plat of a Replat The Reserves at Trinity Addition, being 140.302 acres, City of Willow Park, Parker County, Texas, located on Meadow Place Drive.**

Motion made by Councilmember Runnebaum

To approve a Final Plat of a Replat The Reserves at Trinity Addition, being 140.302 acres, City of Willow Park, Parker County, Texas, located on Meadow Place Drive.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummell

Motion passes with a vote of 4-0

3. **Discussion/ Action: To consider and act on PUBLIC HEARING to consider a request to amend the City of Willow Park Zoning Ordinance Sec.14.06.014 (a) to permit Auto Body Repair – Fully Enclosed Shop Area as permitted use in the “C” Commercial District Special Use Permit (SUP) required in accordance with Article 14.013.**

- A. **Open Public Hearing**

Public Hearing opened at 7:27 pm

Speakers: Chuck Stark, engineer for the owner

- B. **Close Public Hearing**

Public Hearing closed at 7:34 pm

- C. **Act on a request to amend the City of Willow Park Zoning Ordinance Sec.14.06.014 (a) to permit Auto Body Repair – Fully Enclosed Shop Area as permitted use in the “C” Commercial District Special Use Permit (SUP) required in accordance with Article 14.013.**

Motion made by Councilmember Runnebaum

To approve an amendment to the City of Willow Park Zoning Ordinance Sec.14.06.014 (a) to permit Auto Body Repair – Fully Enclosed Shop Area as permitted use in the “C” Commercial District Special Use Permit (SUP) required in accordance with Article 14.013.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummell

Motion passes with a vote of 4-0

- 4. Discussion/ Action: To consider and act on a Preliminary Plat of Lot 1, 2; Block 1, Worth Creek Addition, being a 16.334 acre tract of land E. Ozer Survey, Abstract No. 1031 and J.H. Phelps Survey Abstract No. 1046, ETJ of Willow Park, Parker County, Texas, located in the 9700 Block of Bankhead Hwy.**

Motion made by Councilmember Young

To approve a Preliminary Plat of Lot 1, 2; Block 1, Worth Creek Addition, being a 16.334 acre tract of land E. Ozer Survey, Abstract No. 1031 and J.H. Phelps Survey Abstract No. 1046, ETJ of Willow Park, Parker County, Texas, located in the 9700 Block of Bankhead Hwy.

Seconded by Councilmember

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummell

Motion passes with a vote of 4-0

- 5. Discussion/ Action: To consider and act on a Final Plat of Lot 1, Block 1, Worth Cre Addition, being a 2.398 acre tract of land E. Ozer Survey, Abstract No. 1031 and J.H. Phelps Survey Abstract No. 1046, ETJ of Willow Park, Parker County, Texas, located in the 9700 Block of Bankhead Hwy.**

Motion made by Councilmember Contreras

To approve a Final Plat of Lot 1, Block 1, Worth Cre Addition, being a 2.398 acre tract of land E. Ozer Survey, Abstract No. 1031 and J.H. Phelps Survey Abstract No. 1046, ETJ of Willow Park, Parker County, Texas, located in the 9700 Block of Bankhead Hwy.

Seconded by Councilmember

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummell

Motion passes with a vote of 4-0

6. Discussion/ Action: To consider and act on a Preliminary Plat Lots 1 through 3, Block 1, Porter Addition, being 11.921 acres J.M. Froman Survey, Abstract No. 471, City of Willow Park, Parker County, Texas.

Motion made by Councilmember Young

To approve a Preliminary Plat Lots 1 through 3, Block 1, Porter Addition, being 11.921 acres J.M. Froman Survey, Abstract No. 471, City of Willow Park, Parker County, Texas.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummell

Motion passes with a vote of 4-0

7. Discussion/ Action: To consider and act on Consider and Act on a Final Plat, Lot 1, Block 1, Porter Addition, being 4.00 acres J.M. Froman Survey, Abstract No. 471, City of Willow Park, Parker County, Texas.

Motion made by Councilmember Young

To approve a Final Plat, Lot 1, Block 1, Porter Addition, being 4.00 acres J.M. Froman Survey, Abstract No. 471, City of Willow Park, Parker County, Texas.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummell

Motion passes with a vote of 4-0

8. Discussion/ Action: To consider and act to accept right of way dedication for Bankhead Highway extension and relocation.

Motion made by Councilmember Contreras

To approve a to accept right of way dedication for Bankhead Highway extension and relocation.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummell

Motion passes with a vote of 4-0

9. Discussion/ Action: To consider and act The City Council may consider setting a public hearing to consider the land use assumptions (Future Land Use Plan) and capital improvement plan prior to the institution of any stormwater impact fee.

Motion made by Councilmember Contreras

To set a public hearing for May 25, 2021, to consider the land use assumptions (Future Land Use Plan) and capital improvement plan prior to the institution of any stormwater impact fee

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummell

Motion passes with a vote of 4-0

10. Discussion only: Water meter update

City Manager Bryan Grimes spoke and updated the council on the new water meters.

11. Discussion only: Fort Worth water update

Preston Dillard, from Halff, updated the council on the progress of the Fort Worth water project.

12. Discussion/ Action: To consider and act on water agreement with the City of Weatherford.

Motion made by Councilmember Runnebaum

To approve a water agreement with the City of Weatherford.

Seconded by Councilmember Young

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummell

Motion passes with a vote of 4-0

13. Discussion/ Action: To consider and act on any necessary action regarding the submission of a TCEQ Discharge Permit application for the new wastewater treatment plant.

Motion made by Councilmember Young

To approve any necessary action regarding the submission of a TCEQ Discharge Permit application for the new wastewater treatment plant.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummell

Motion passes with a vote of 4-0

14. Discussion/ Action: To consider and act to authorize the Mayor to execute an amendment to the agreement with Waste Management for solid waste services.

Motion made by Councilmember Young

To authorize the Mayor to execute an amendment to the agreement with Waste Management for solid waste services.

Runnebaum

Seconded by Councilmember

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummell

Motion passes with a vote of 4-0

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

Amendment to the police department budget

Quarterly financials report

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

April 27, 2021

Executive Session

None

Adjournment

Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummell

Motion passes with a vote of 4-0

Meeting was adjourned at 8:20 pm

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary



Proclamation

*52nd ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
May 2 - May 8, 2021*

Whereas, The Office of the Professional Municipal Clerk, is a time honored and vital part of local government and exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Now, Therefore, I, Doyle Moss, Mayor of Willow Park, Texas, do recognize the week of May 2 through May 8, 2021, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Alicia Smith and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 11th day of May, 2021

Mayor



Proclamation
National Police Week
May 9 – 15, 2021

To recognize National Police Week 2021 and to honor the service and sacrifice of those police officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

WHEREAS, the International Association of Chiefs of Police has declared police officer safety and wellness a top priority, and the IACP's Center for Officer Safety and Wellness promotes the importance of individual, agency, family, and community safety and wellness awareness; and

WHEREAS, the members of the police department of the City of Willow Park play an essential role in safeguarding the rights and freedoms of the citizens of our community; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

NOW, THEREFORE, I, Mayor Doyle Moss call upon all citizens of the City of Willow Park and upon all patriotic, civil and educational organizations to observe the week of May 9 – May 15, 2021, as Police Week with appropriate ceremonies and observances in which our community may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I FURTHER call upon all citizens of the City of Willow Park to observe May 15, 2021, as Peace Officers Memorial Day to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

IN WITNESS WHEREOF, I have hereunto set my hand this 11th day of May, 2021.

Doyle Moss, Mayor



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: May 11, 2021	Department: Legislation	Presented By: Alicia Smith
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AGENDA ITEM: To consider and act on Canvass of the May 1, 2021 general election:
A. Swear in Council members
B. Elect Mayor ProTem (Script)

BACKGROUND:

All races were unopposed. The election results must still be accepted by council and all members who were up for election must be sworn in.

Sec. 22.005. OATH FOR ELECTED OR APPOINTED OFFICER. (a) A person who is elected or appointed to a municipal office under this code must take and sign the official oath of office before beginning to perform the duties of the office.

Sec. 22.037. MAYOR AS PRESIDING OFFICER; PRESIDENT PRO TEMPORE. (a) The mayor shall preside at all meetings of the governing body of the municipality and, except in elections, may vote only if there is a tie.

(b) At each new governing body's first meeting or as soon as practicable, the governing body shall elect one alderman to serve as president pro tempore for a term of one year.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval and appointment

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$
	Source of Funding	\$



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: May 11, 2021	Department: Development Services	Presented By: Betty Chew
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AGENDA ITEM: 2

Consider and Act on a Final Plat of Lot 1, Trinity Fields Addition, being 81.767 acres J.M. Froman Survey, Abstract No. 471 and I.& G.N.R.R. Company Survey, abstract No. 1821, City of Willow Park, Parker County, Texas, located at 7700 E. Bankhead Hwy.

BACKGROUND:

This is a final plat for a single lot subdivision. The property was annexed by petition of the property owner, Trinity Christian Academy, December 10, 2019.

Access to the subdivision will be from Bankhead Hwy. Bankhead Hwy right of way (+/-60') serves as a minor collector street in the area.

The subdivision will be served by the City of Willow Park utility system. Water service will be provided from an 8 inch water main in Bankhead Hwy.

Sanitary sewer service will be provided by installation of a new lift station and grinder pump on the athletic complex site which will connect to the existing lift station on the T.C.A. main campus.

Stormwater in the subdivision flows from the northeast to southwest across the subdivision. A portion of the property is in the Special Flood Hazard Zone AE (Floodway). Other areas are in Zone X (Flood Plain). The City Engineer has reviewed the stormwater drainage plan.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Final Plat.

The Planning and Zoning Commission recommends approval of the Final Plat, as presented.

The Vote was 4-0.

EXHIBITS:

Plat Application
Final Plat

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$ N/A
	Source of Funding	\$ N/A



City of Willow Park Development Services

516 Ranch House Road
Willow Park, Texas 76087

Phone: (817) 441-7108 · Fax: (817) 441-6900

PLAT APPLICATION
MUST BE AN ORIGINAL DOCUMENT – FAXED COPIES WILL NOT BE ACCEPTED
ALL SIGNATURES MUST BE ORIGINAL

Type of Plat: Preliminary Final Replat Amended

PROPERTY DESCRIPTION: 7700 BANKHEAD HWY. SUBMITTAL DATE: 04-06-21

Address (If assigned): 4954 E I-20 Service Rd South (large field to the southwest of school)

Name of Additions: Trinity Fields

Location of Addition: Bankhead Hwy

Number of Lots: 1 Gross Acreage: 81.767 Zoning: _____ # of New Street Intersections: N/A

PROPERTY OWNER:

Name: T.B.C.A. Inc (Trinity Christian Academy)

Contact: Courtney Kuykendall and Gary Squyres

Address: 4954 E I-20 Service Rd South

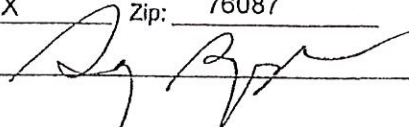
Phone: 817-596-4200 (Courtney Kuykendall)

City: Weatherford

Fax: _____

State: TX Zip: 76087

Email: courtney@ektexas.com and gsquyres@tcaeagles.org

Signature: 

APPLICANT:

Name: Texas Surveying, Inc.

Contact: James Stevens

Address: 104 S Walnut St

Phone: 817-594-0400 ext. 107

City: Weatherford

Fax: _____

State: TX Zip: 76086

Email: james@txsurveying.com

Signature: 

SURVEYOR:

Name: Texas Surveying, Inc.

Contact: James Stevens

Address: 104 S Walnut St

Phone: 817-594-0400 ext. 107

City: Weatherford

Fax: _____

State: TX Zip: 76086

Email: james@txsurveying.com

Signature: 

ENGINEER:

Name: N/A Contact: _____
 Address: _____ Phone: _____
 City: _____ Fax: _____
 State: _____ Zip: _____ Email: _____
 Signature: _____

PRINCIPAL CONTACT: _____ Owner Applicant _____ Surveyor _____ Engineer

- Staff comment letters and mark-ups will be distributed only to the designated principle contact
- Comments will be sent via email unless otherwise specified

<p>UTILITY PROVIDERS</p> <p>Electric Provider: <u>Oncor</u></p> <p>Water Provider: <u>city</u></p> <p>Wastewater Provider: <u>city</u></p> <p>Gas Provider (if applicable): _____</p>
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APPLICATION FEES

_____ \$300.00 PLUS \$10 PER LOT FOR LOTS UP TO 1/2 ACRE IN SIZE OR
 _____ \$300.00 PLUS \$10 PER ACRE OR FRACTION THEREOF FOR LOTS LARGER THAN 1/2 ACRE

Additional fees (if applicable):

Any reasonable fees and/or costs, which are required by the City of Willow Park for a proper review of this request, are the sole responsibility of the applicant. Such fees or costs shall include, but are not limited to engineering reviews, legal opinions, building(s)/property inspections and/or testing(s).

City Use Only	
Fees Collected: \$ _____	\$ _____
\$ _____	\$ _____
Receipt Number: _____	

PLAT REVIEW CHECKLIST:

****This checklist must be submitted with the initial plat application****

I. GENERAL:

Name of Addition: Trinity Fields

Applicant: Texas Surveying, Inc. - James Stevens

Property Owner(s): T.B.C.A. Inc (Trinity Christian Academy)

Location of Addition: Bankhead Hwy

II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT

APPLICANT STAFF

- | | | |
|---|-------|-------|
| A. Preliminary Plat Application (original signatures) | _____ | _____ |
| B. Preliminary Plat Drawing (5 paper copies & 1 digital) | _____ | _____ |
| C. Preliminary Drainage Analysis (5 paper copies & 1 digital) | _____ | _____ |
| D. Concept Construction Plan (5 paper copies & 1 digital) | _____ | _____ |
| E. Tree Survey | _____ | _____ |
| F. Location and Dimensions of Existing Structures | _____ | _____ |
| G. Sectionalizing or Phasing of Plats | _____ | _____ |
| H. Zoning Classification of All Properties Shown on the Plat | _____ | _____ |
| I. Dimensions of all Proposed or Existing Lots | _____ | _____ |
| J. Location of 100-year Flood Limits Where Applicable | _____ | _____ |

III. REQUIRED DOCUMENTS FOR A FINAL PLAT

- | | | |
|---|------------|------------|
| A. Final Plat Application (original signatures) | <u>✓</u> | <u>✓</u> |
| B. Final Plat Drawing (5 paper copies & 1 digital copy) | <u>✓</u> | <u>✓</u> |
| C. Drainage Study (5 paper copies & 1 digital) | <u>N/A</u> | <u>N/A</u> |
| D. Submit 1 mylar copy and 1 paper copy from county filing | <u>✓</u> | <u>✓</u> |
| E. Written Metes and Bounds Description | <u>✓</u> | <u>✓</u> |
| F. Dimensions of All Proposed or Existing Lots | <u>✓</u> | <u>✓</u> |
| G. Area in acres for each lot | <u>✓</u> | <u>✓</u> |
| H. Any Existing Structures which Encroach and Setback Lines | <u>✓</u> | <u>✓</u> |
| I. Parker County Tax Certificate | <u>✓</u> | <u>OK</u> |
| J. Plans for all water & sewer lines | <u>✓</u> | <u>✓</u> |
| K. Plans for fire hydrants | <u>✓</u> | <u>✓</u> |
| L. Plans for all proposed streets and sidewalks | <u>N/A</u> | <u>N/A</u> |

IV. REQUIRED DOCUMENTS FOR A REPLAT

- | | | |
|---|-------|-------|
| A. Replat Application (original signatures) | _____ | _____ |
| B. Replat Drawing (5 paper copies & 1 digital copy) | _____ | _____ |
| C. Original Plat for comparison | _____ | _____ |
| D. Drainage Study (5 paper copies & 1 digital) | _____ | _____ |
| E. Submit 1 mylar copy and 1 paper copy from county filing | _____ | _____ |
| F. Written Metes and Bounds Description | _____ | _____ |
| G. Dimensions of All Proposed or Existing Lots | _____ | _____ |
| H. Area in acres for each lot | _____ | _____ |
| I. Any Existing Structures which Encroach and Setback Lines | _____ | _____ |
| J. Parker County Tax Certificate | _____ | _____ |

V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT

- | | | |
|---|-------|-------|
| A. Amended Plat Application (original signatures) | _____ | _____ |
| B. Final Plat Drawing (5 paper copies & 1 digital) | _____ | _____ |
| C. Original Plat for comparison | _____ | _____ |
| D. Drainage Study (5 paper copies & 1 digital) | _____ | _____ |
| E. Submit 1 mylar copy and 1 paper copy from county filing | _____ | _____ |
| F. Written Metes and Bounds Description | _____ | _____ |
| G. Dimensions of All Proposed or Existing Lots | _____ | _____ |
| H. Area in acres for each lot | _____ | _____ |
| I. Any Existing Structures which Encroach and Setback Lines | _____ | _____ |

Willow Park
Plat
Building Official Review

Applicant Questions:

Front building setback: 30 ft. Rear building setback: N/A ft.
Side building setback: N/A ft. Side building setback: N/A ft.

Does the site include any utility/electric/gas/water/sewer easements? Yes No
Does the site include any drainage easements? Yes No
Does the site include any roadway/through fare easements? Yes No

Staff Review:

Does the plat include all the required designations? Yes No
Are the setbacks for the building sufficient? Yes No
Are there any easement conflicts? Yes No
Do the proposed easements align with neighboring easements? N/A Yes No
Are the proposed easements sufficient to provide service? N/A Yes No
Does the proposed project pose any planning concerns? Yes No

Approved Not Approved Needs More Information or Corrections

Building Official Approval Signature: BETTY L. CHEW Date: 04/13/2021

Willow Park
Plat
Public Works Review

Applicant Questions:

Is the project serviced by an existing road? Yes No
If yes, which road? Bankhead Hwy

Is the project serviced by an existing water line? Yes No
If yes, what size line? 8"

Will the project require the extension of a water line? Yes No

Does the project use well water? No Drinking Irrigation

If yes, which aquifer does the well pull from? _____

Is the project serviced by an existing sewer line? Yes No

If yes, what size line? _____

If no, what type and size is the septic system? _____

Staff Review:

Will servicing this project require additional infrastructure beyond what is identified in the Capital Improvement Plan?

Any additional concerns: Yes No
DEVELOPER WILL EXTEND SEWER

Approved Not Approved Needs More Information or Corrections

Public Works Approval Signature: MICHELLE GUELKER Date: 04/15/2021

Willow Park
Plat
Flood Plain Review

Applicant Questions:

Is any part of the plat in the 100-year flood plain? Yes No

If yes, what is the base flood elevation for the area? 827' - 829'

Is the footprint of any built improvement in the 100-year flood plain? Yes No

If yes, what is the base flood elevation for the area? _____

Is the footprint of any habitable structure in the 100-year flood plain? Yes No

If yes, what is the base flood elevation for the area? _____

Staff Review:

Base flood elevations confirmed? Yes No

Does the proposed project pose any safety concerns? Yes No

Approved Not Approved Needs More Information or Corrections

Flood Plain Manager Approval Signature: DEREK TURNER Date: 04/13/2021



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: May 11, 2021	Department: Development Services	Presented By: Betty Chew
--------------------------------------	--	------------------------------------

AGENDA ITEM: 3

Consider and Act on a request to rezone from “C/IH-20” Commercial/IH-20 Overlay District to PD Planned Development District-RV Storage, 12.49 acres being Lot 1R2 and 1R3, Block A, Crown Bluff Addition and 7.59 acers, David Addington Survey, Abstract No.21, City of Willow Park, Parker County, Texas located in the 4400 Block of IH-20 Service Road and Clear Fork Circle.

BACKGROUND:

The Proposed Planned Development Consists of a 12.49 acre tract of land to be developed for a Recreational Vehicle Storage.

The property is located in Planning Areas:
Area 4 (4.903 acres Lot 1R2, 1R3, Block A, Crown Bluff Addition)
Area 5 (7.5 acres, David Addington Survey, Abstract No.21)

Planning Area 4 represent the areas adjacent to Interstate 20. These areas are seen as prime locations for regional retail and commercial uses. Due to the visibility of the corridor. Higher design standards are identified.

Planning Area 5 is the southern sector of Willow Park. The area is largely vacant. There is some large lot residential on the western edge of the area.

The owner is requesting PD Panned Development District Zoning to develop the property with a storage facility for recreational vehicles, automobiles, boats, trailers, and similar vehicles.

The storage units will be pre-engineered standing seam metal buildings. The leasing and commercial building will be site built construction with stone and/or brick veneer.

Property owners were notified by mail and Notice of Public Hearing was published and posted.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff seeks Commission recommendations on this zoning request.

The Planning and Zoning Commission recommends rezoning to Planned Development District – RV Storage.

The vote was 4-0.

EXHIBITS:

- Applications
- Site Plan
- Landscape Drawings
- Planned Development Regulations
- Future land use map
- ORDINANCE 830-21

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$ N/A
Source of Funding	\$ N/A	



City of Willow Park
 516 Ranch House Road
 Willow Park, Texas 76087
 Phone: (817) 441-7108 · Fax: (817) 441-6900

ZONING CHANGE REQUIREMENTS

Name of Applicant: JAMIE MITCHELL c/o RAILHEAD REALTY

Mailing Address: 5189 E. IH-20 SERVICE ROAD N, SUITE 106, WILLOW PARK, TX 76008
Street City State Zip

Phone: 257-396-3382 Fax: 817-231-8144 Email: jmitchell@charroenergy.com

Property Owner: ADA L. BOND, TRUSTEE OF THE ADA L. BOND TRUST

Mailing Address: 204 CLEAR FORK CIRCLE, WILLOW PARK, TX 76087
Street City State Zip

Phone: 817-441-2255 Fax: _____ Email: Jim@MartinLandSales.com

Location of property requesting to be re-zoned: BANKHEAD HWY @ CLEAR FORK CIR, TRACTS 1-3

Intended Use of property: RV STORAGE

Current Zoning District: "C" COMMERCIAL & "IH-20" OVERLAY

Requested Zoning District: "PD" PLANNED DEVELOPMENT

Specific reason for zoning request: TO ALLOW RV STORAGE

\$500.00

FEES: \$150 (Residential)
 \$150 (Non-Residential)

Additional fees (if applicable): _____
 Additional fees (if applicable): _____

Any reasonable fees and/or costs which are required by the City of Willow Park for a proper review of this request are the sole responsibility of the applicant. Such fees or costs shall include, but are not limited to engineering reviews, legal opinions, building/property inspections and/or testing(s).

 SIGNATURE OF OWNER

 DATE

 SIGNATURE OF APPLICANT

 DATE

If the property owner is represented by another, a notarized letter of authorization must be submitted.



City of Willow Park
 516 Ranch House Road
 Willow Park, Texas 76087
 Phone: (817) 441-7108 · Fax: (817) 441-6900

ZONING CHANGE REQUIREMENTS

Name of Applicant: JAMIE MITCHELL c/o RAILHEAD REALTY

Mailing Address: 5189 E. IH-20 SERVICE ROAD N, SUITE 106, WILLOW PARK, TX 76008
Street City State Zip

Phone: 257-396-3382 Fax: 817-231-8144 Email: jmitchell@charroenergy.com

Property Owner: KELLYBOURNE & BOURNE FAMILY IRREVOCABLE TRUST

Mailing Address: 14561 WHITE SETTLEMENT ROAD, FORT WORTH, TX 76108
Street City State Zip

Phone: 817-501-4997 Fax: _____ Email: 415 rvcenter@att.net

Location of property requesting to be re-zoned: IH-20 SERVICE RD, LOTS 1R2 & 1R3, CROWN BLUFF ADDITION

Intended Use of property: RV STORAGE

Current Zoning District: "C" COMMERCIAL & "IH-20" OVERLAY

Requested Zoning District: "PD" PLANNED DEVELOPMENT

Specific reason for zoning request: TO ALLOW RV STORAGE

\$500.00

FEES: \$150 (Residential)
 \$150 (Non-Residential)

Additional fees (if applicable): _____
 Additional fees (if applicable): _____

Any reasonable fees and/or costs which are required by the City of Willow Park for a proper review of this request are the sole responsibility of the applicant. Such fees or costs shall include, but are not limited to engineering reviews, legal opinions, building/property inspections and/or testing(s).

 SIGNATURE OF OWNER

 DATE

 SIGNATURE OF APPLICANT

 DATE

If the property owner is represented by another, a notarized letter of authorization must be submitted.

SECTION 2 PD DEVELOPMENT STANDARDS

2.0 Planned Development – RV Storage

2.01 General Description: RV Storage, for the purposes of this PD Ordinance, is defined as “for lease” storage units specifically designated for storage of Recreational Vehicles, Automobiles, Boats, Trailers, and similar vehicles. The storage spaces may be fully enclosed or partially open on the sides. For portions of the property that fall within the IH-20 Overlay District, the Overlay District regulations still apply unless modified herein. Requirements for development of the overall property shall comply with the “C” Commercial Design Standards (Zoning Article 14.06.014). If there are conflicts between the requirements of Article 14.06.014 or Article 14.06.016 and these Planned Development requirements, the Planned Development requirements shall govern.

2.02 Permitted Uses: Permitted uses as referenced below shall be permitted within the Planned Development District.

Permitted Uses:

- Enclosed & Open Storage of Recreational Vehicles, Boats, Campers, Automobiles, Trailers, and similar vehicles.
- Retail sales office or other professional office facilities, including property leasing office and maintenance building.
- Uses incidental to the operation of a vehicle storage facility such as sewage dump station, wash facilities, and detailing facilities.
- Off Street Parking

2.03 Prohibited uses: Uses referenced below shall be prohibited within the Planned Development District.

- Single Family, Duplex, or Townhome uses.
- Manufacturing, Assembly, or Automotive Repair Facilities
- Turkish Baths

2.04 Required Parking: Parking requirements for any retail or commercial use within the Planned Development shall conform with City of Willow Park standard requirements for such use.

2.05 Building Materials: Pre-Engineered standing seam metal building construction shall be used for all storage unit facilities. Leasing and commercial office building to be of conventional construction meeting the requirements of “C” zoning designation.

2.06 Architectural Standards:

- All storage units backing to a public street shall be fully enclosed for any portion of the building facing a public street.
- No roll-up doors shall be permitted to face a public street. Roll-up doors on all units shall face inward.
- Open storage units (roof but no side walls) shall only be permitted within the interior of the development or along the easterly property line adjacent to the existing equipment rental facility.
- Incidental uses such as sewage dump station or wash station shall be located interior to the project, not adjacent to a public roadway.
- Any building façade fronting to the Interstate Highway frontage road shall include a masonry façade for a minimum of height of six feet (72") on all sides which may be viewed from the Interstate frontage road, excluding windows or door frames.
- Minimum Roof Pitch shall be fifteen degrees (15°). No flat roofs shall be allowed.
- Maximum Building Height: 35'

2.07 Lot Coverage: A maximum of 70% of the gross project site may be used for construction of primary structures.

2.08 Front Yard: The minimum depth of the front yard:

Adjacent to Interstate 20 frontage road: 50'
Adjacent to Local Public Streets: 25'

2.09 Side Yard: The minimum side yard on each side of the lot shall be twenty-five (25) feet if adjacent to residentially zoned property and zero (0') feet if adjacent to commercially zoned property.

2.10 Rear Yard: The minimum depth of the rear yard shall be twenty-five (25) feet if adjacent to residentially zoned property and zero (0') feet if adjacent to commercially zoned property.

2.11 Gated Entry: It is the intent of this Planned Development to provide a secure storage environment. Storage Units shall be accessible only through gated entries and exits. Required parking for retail sales and/or commercial offices will not be within the gated area.

2.12 Garbage and Trash Collection: The garbage and trash collection will be provided by a private collection service. All freestanding dumpsters shall be screened on three sides with an opaque masonry enclosure measuring to a height at least six (6) inches above the top of the dumpster. If visible from a public street, the enclosure shall be gated to shield view of the interior with gates a minimum of six (6) feet in height

2.16 Landscaping: Landscaping shall be installed in accordance with the attached Exhibit C as a minimum requirement. Additional landscaping is permissible with written approval from the City of Willow Park.

2.17 **Signage:** Signage shall be in accordance with the City of Willow Park standard signage requirements.

**SECTION 3
SEVERABILITY CLAUSE**

This ordinance shall be cumulative of all provisions of ordinances of the City of Willow Park, Texas except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. To the extent that the provisions of the City of Willow Park’s various development ordinances conflict with this ordinance, the terms of this ordinance shall control.

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

**SECTION 4
EFFECTIVE DATE**

This ordinance shall be in full force and effect from and after its passage and publication as provided by law.

PASSED AND APPROVED this the _____ day of _____, 2021.

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith TRMC, City Secretary

PAVEMENT AREA	
PHASE 1 - BUILDING FOOTPRINT	81862 SF
PHASE 1 - ROAD	42944 SF
PHASE 1 - PAVEMENT	56641 SF
PHASE 2 - BUILDING FOOTPRINT	144070 SF
PHASE 2 - ROAD	60837 SF
PHASE 2 - PAVEMENT	66289 SF

PARKING SPACES			
PARKING SPACE SIZE	BUILDING BLOCK	COUNT	ENCLOSURE
60x15	G	18	ENCLOSED
60x15	H	6	ENCLOSED
60x15	TOTAL	24	ENCLOSED
50x15	B-1	16	ENCLOSED
50x15	C	16	ENCLOSED
50x15	J	28	ENCLOSED
50x15	K	40	ENCLOSED
50x15	L	40	ENCLOSED
50x15	O	32	ENCLOSED
50x15	TOTAL	172	ENCLOSED
50x12.5	B-2	12	OPEN
50x12.5	M	20	OPEN
50x12.5	TOTAL	32	OPEN
40x12.5	D-1	18	ENCLOSED
40x12.5	E	4	ENCLOSED
40x12.5	P	30	ENCLOSED
40x12.5	TOTAL	52	ENCLOSED
30x12.5	D-2	2	ENCLOSED
30x12.5	F	32	ENCLOSED
30x12.5	N	26	ENCLOSED
30x12.5	TOTAL	60	ENCLOSED
	GRAND TOTAL	340	

Project
Willow Park RV Storage

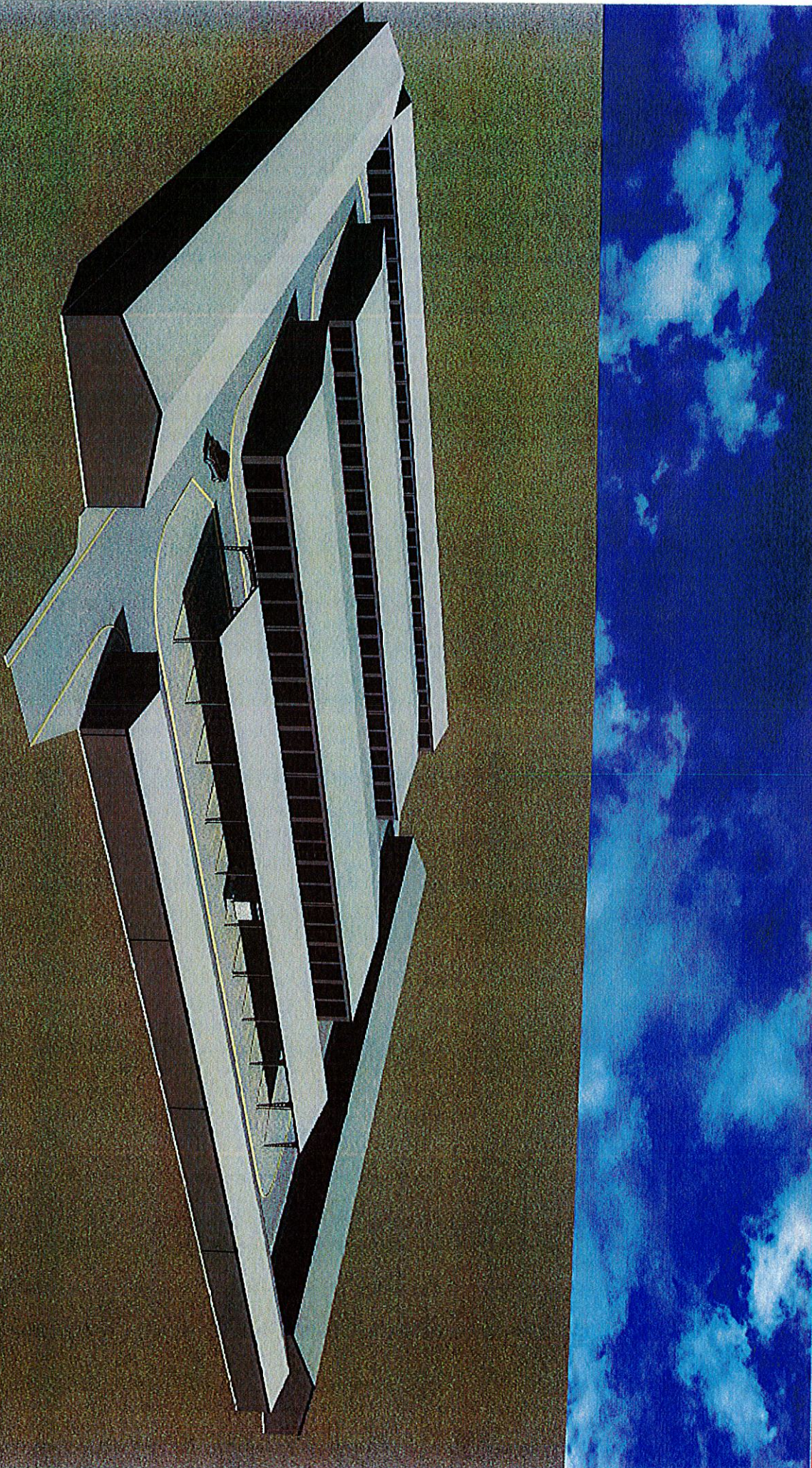
Drawing
Schedules

Client
TBC

Address
Willow Park, TX

6100 WEST 120
WEATHERFORD TX 76086
PHONE 844 643 8100
EMAIL info@rapidbuilt.com
WEB rapidbuilt.com





Project

Willow Park RV Storage

Drawing

Perspective View - Phase 2

Client

TBC

Address

Willow Park, TX

6100 WEST I-20
WEATHERFORD TX 76088
PHONE 844 843 6100
EMAIL: matt@rapidbuilt.com
WEB: rapidbuilt.com





Project

Willow Park RV Storage

Drawing

Perspective View from Interstate

Client

TBC

Address

Willow Park, TX

6100 WEST I-20
WEATHERFORD TX 76088
PHONE 844 843 6100
EMAIL mat1@rapidbuilt.com
WEB rapidbuilt.com





Project

Willow Park RV Storage

Drawing

Office Building Perspective View

Client

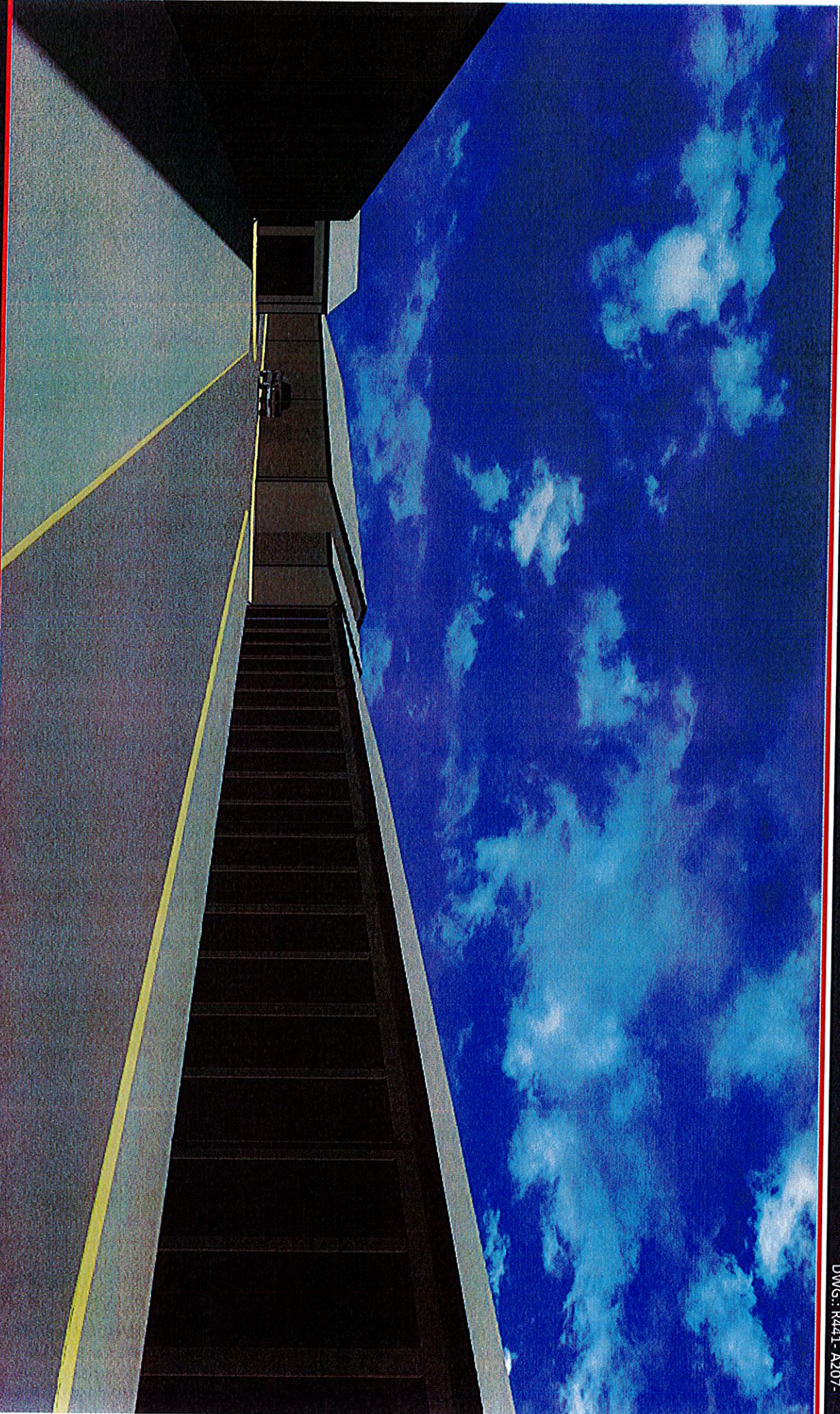
TBC

Address

Willow Park, TX

6100 WEST I-20
WEATHERFORD TX 76088
PHONE 844 843 6100
EMAIL matt@rapidbuilt.com
WEB rapidbuilt.com





Project

Willow Park RV Storage

Drawing

Exterior Perspective View

Client

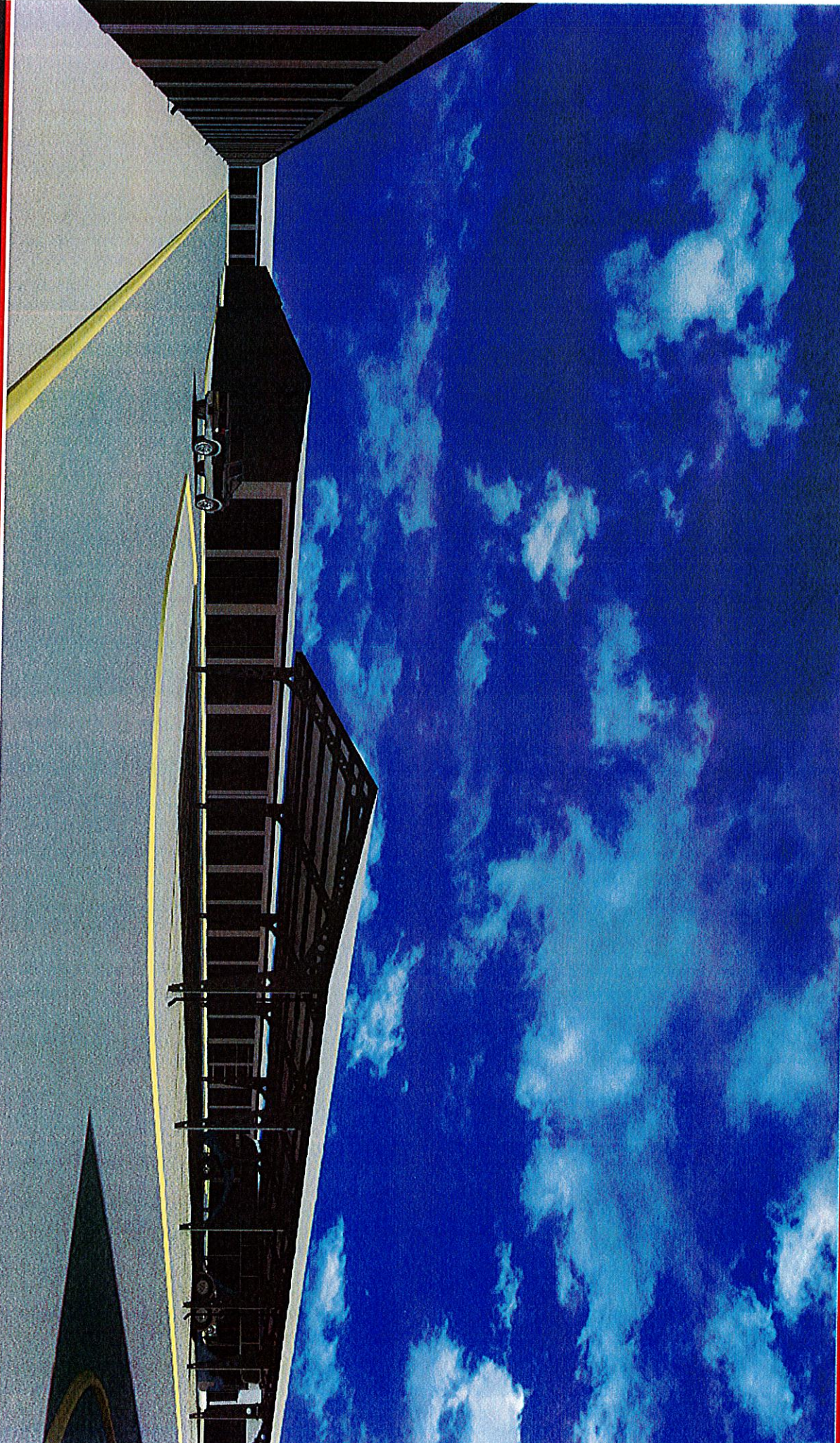
TBC

Address

Willow Park, TX

6100 WEST I-20
WEATHERFORD, TX 77088
PHONE 844 843 6100
EMAIL matt@rapidbuilt.com
WEB rapidbuilt.com





Project

Willow Park RV Storage

Drawing

Exterior Perspective View

Client

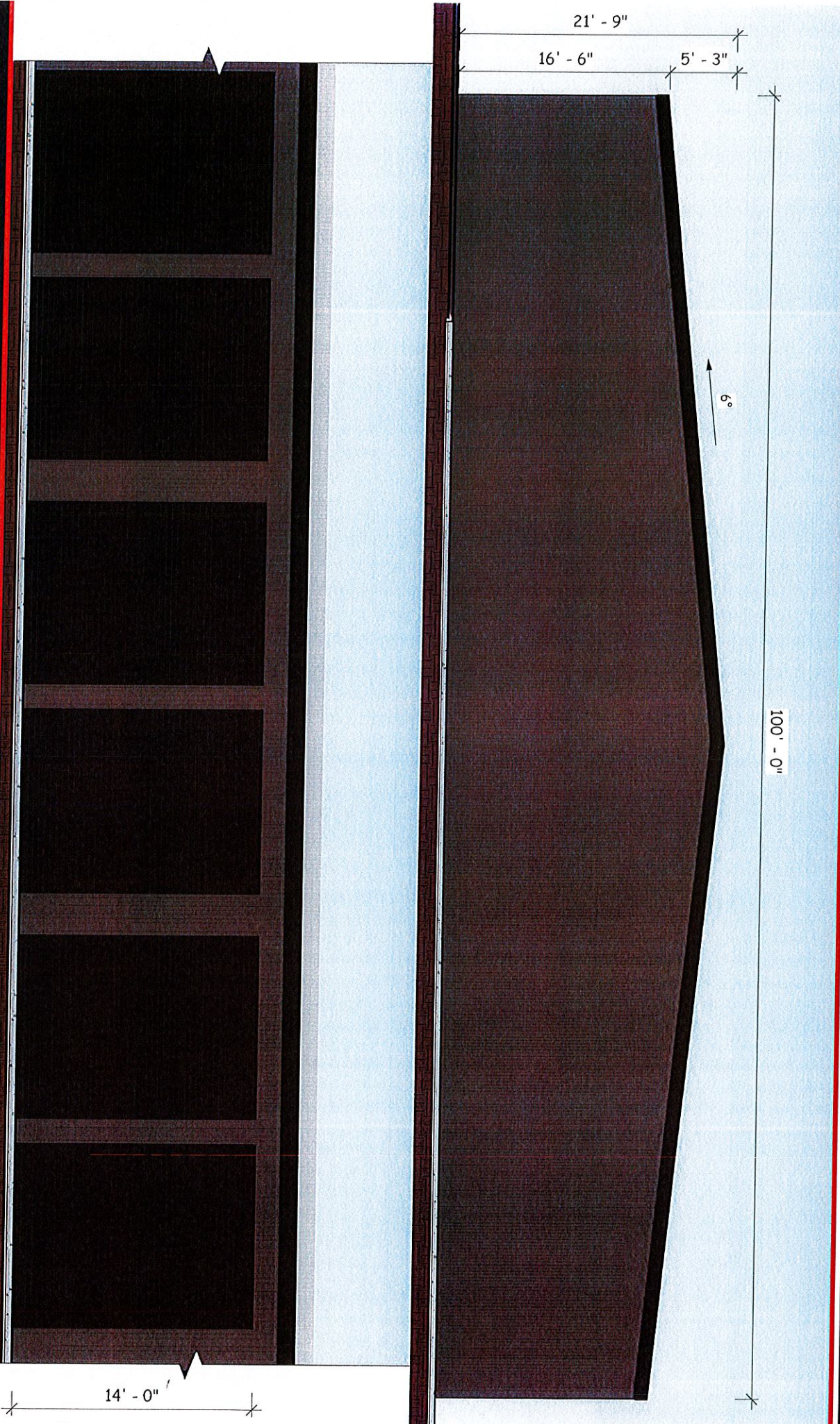
TBC

Address

Willow Park, TX

6100 WEST I-20
WEATHERFORD TX 76088
PHONE 844 843 6100
EMAIL marketing@rapidbuilt.com
WEB rapidbuilt.com





Project
Willow Park RV Storage

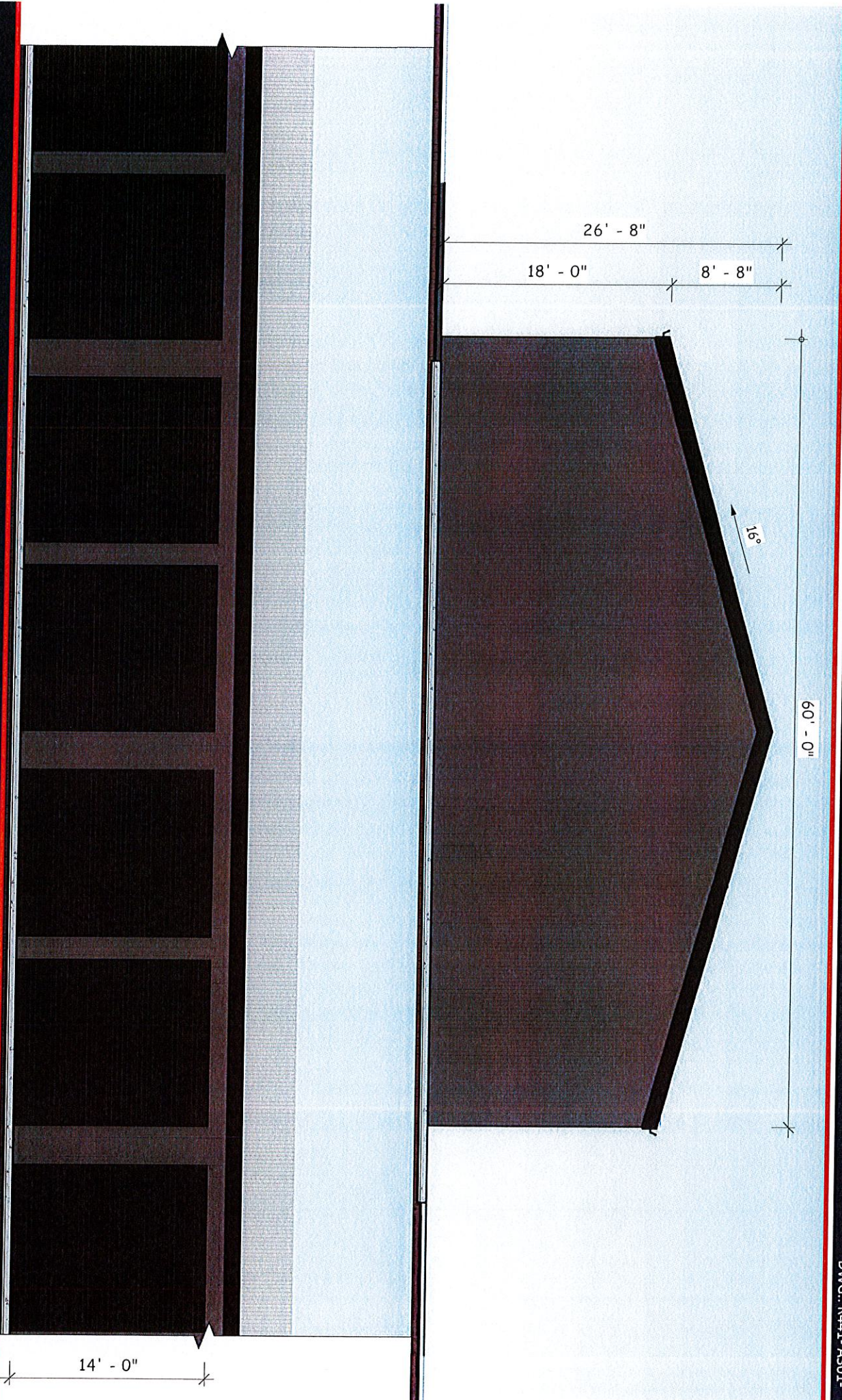
Drawing
Typical Elevation - 100ft Building

Client
TBC

Address
Willow Park, TX

6120 WEST I-20
WEATHERFORD TX 76088
PHONE: 844 843 6100
EMAIL: marketing@rapidbuilt.com
WEB: rapidbuilt.com



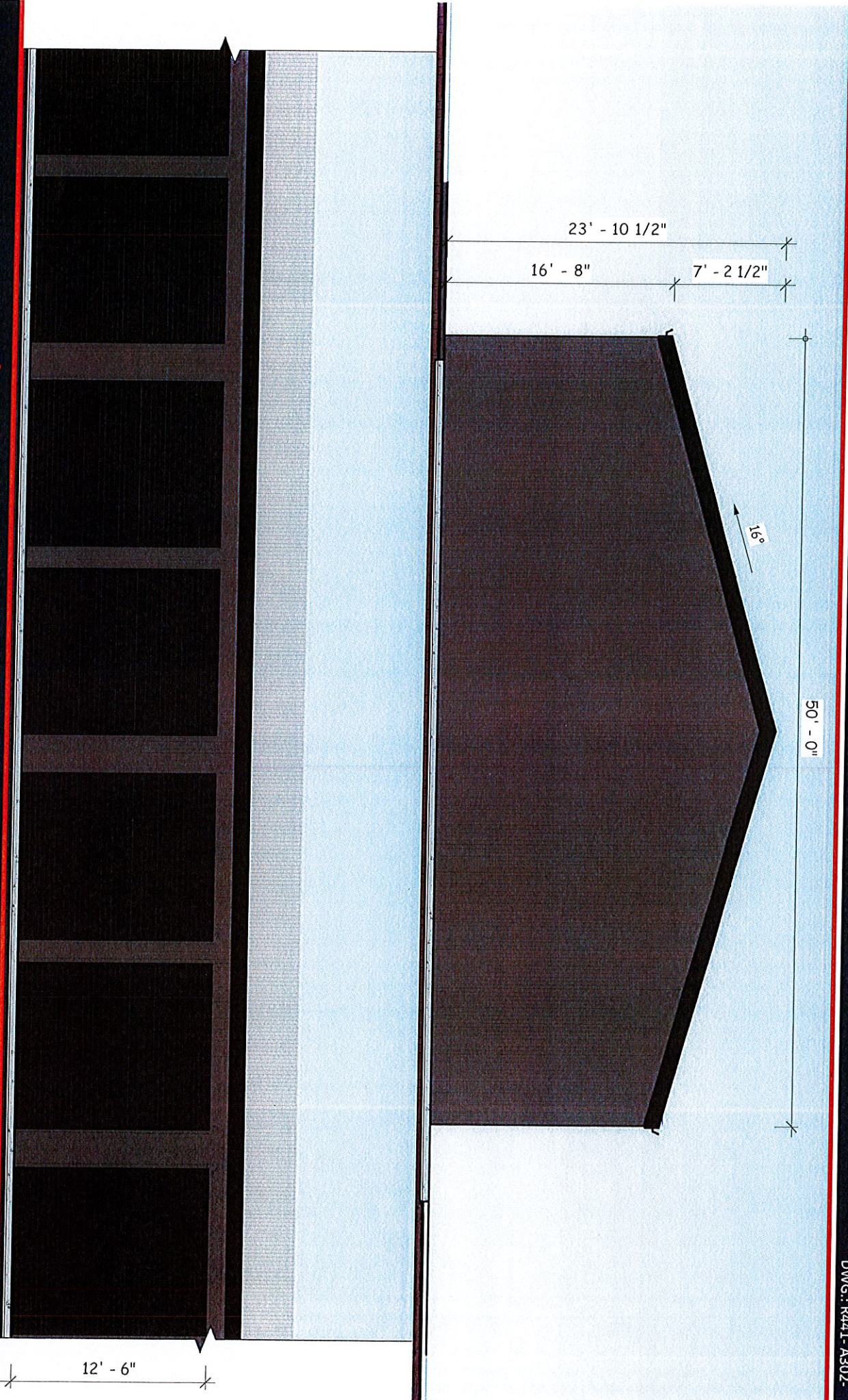


Project
Willow Park RV Storage
Drawing
Typical Elevation - 60ft Building

Client
TBC
Address
Willow Park, TX

6100 WEST I-20
WEATHERFORD TX 76088
PHONE 844 843 6100
EMAIL matt@rapidbuilt.com
WEB rapidbuilt.com



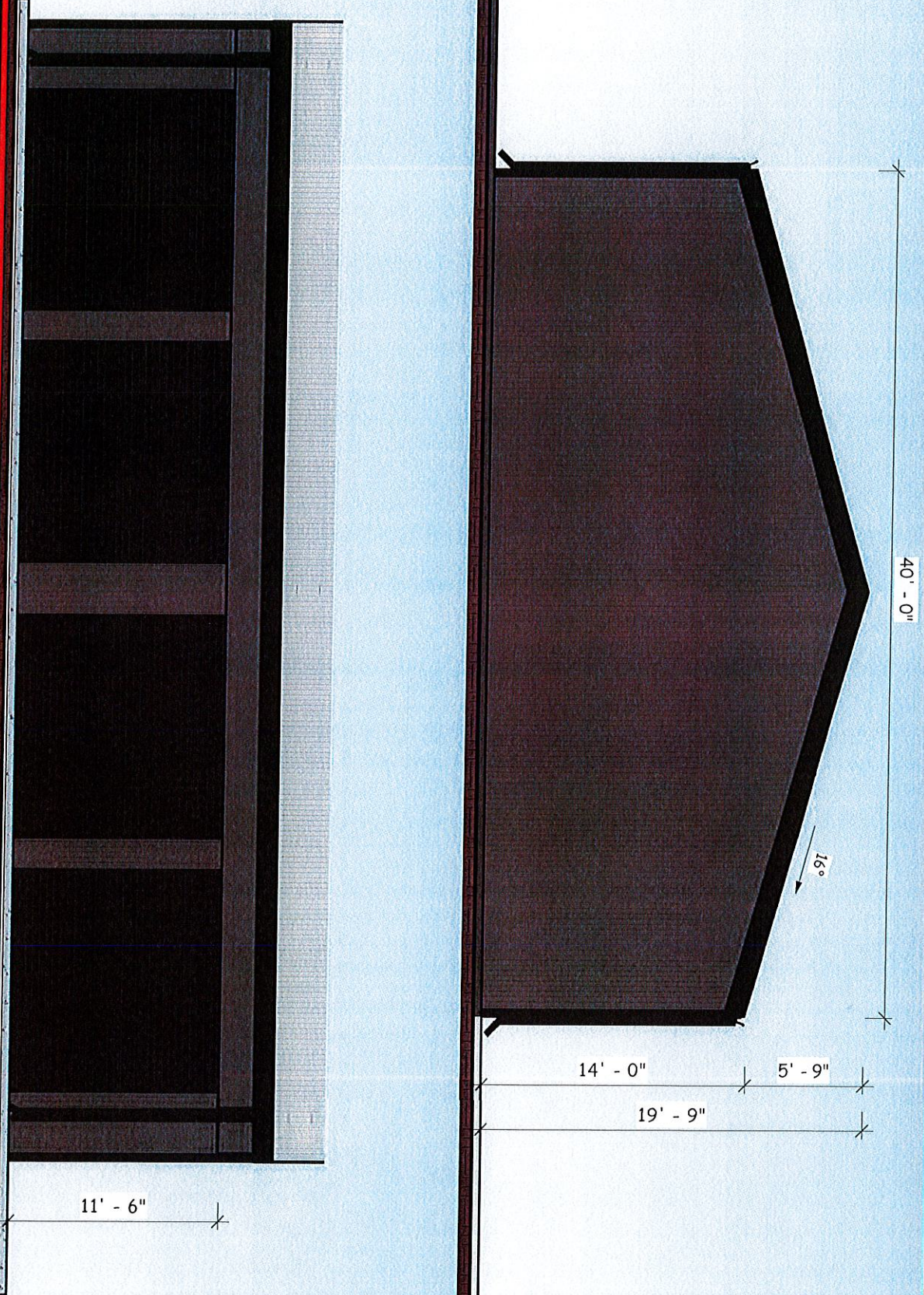


Project
Willow Park RV Storage
Drawing
Typical Elevation - 50ft Building

Client
TBC
Address
Willow Park, TX

6122 WEST I-20
WEATHERFORD TX 72688
PHONE 848 843 6100
EMAIL mat1@rapidbuilt.com
WEB rapidbuilt.com



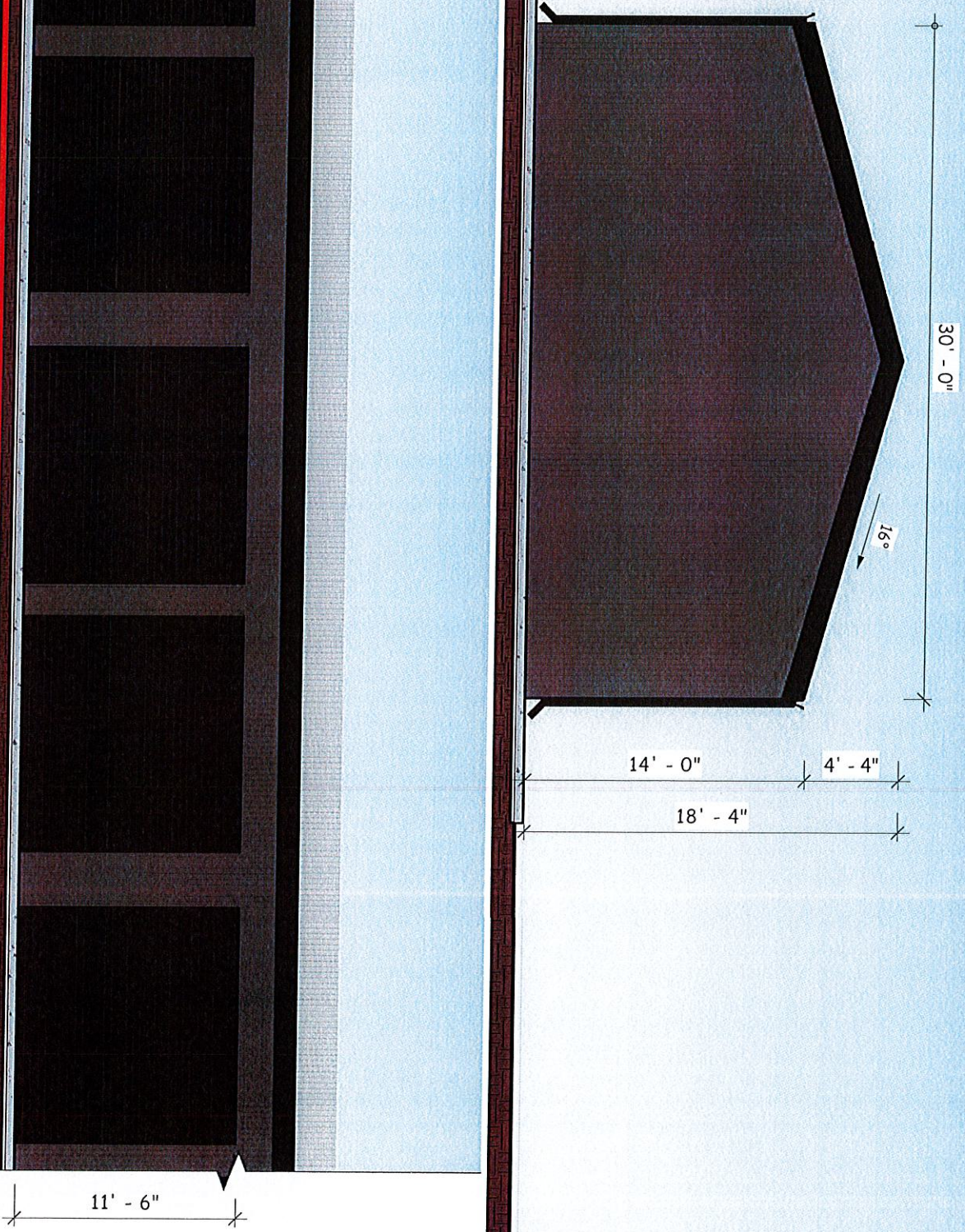


Project
Willow Park RV Storage
Drawing
Typical Elevation - 40ft Building

Client
TBC
Address
Willow Park, TX

6122 WEST I-20
WEATHERFORD, TX 76088
PHONE: 844 843 6100
EMAIL: matt@rapidbuilt.com
WEB: rapidbuilt.com





Project

Willow Park RV Storage

Drawing

Typical Elevation - 30ft Building

Client

TBC

Address

Willow Park, TX

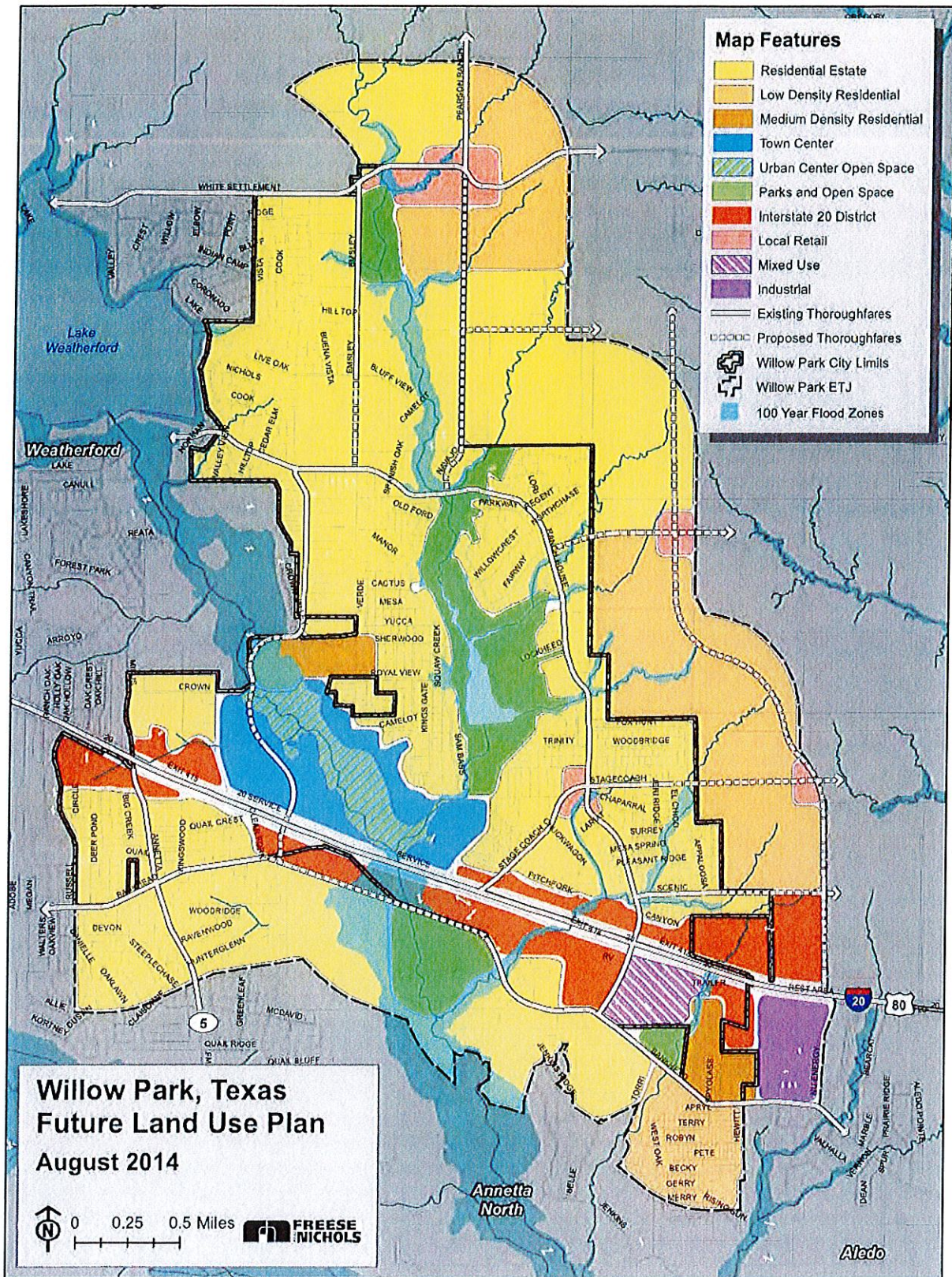
6100 WEST I-20
WEATHERFORD, TX 76088
PHONE 844 843 6100
EMAIL matt@rapidbuilt.com
WEB rapidbuilt.com







Future Land Use Map



MAILING LIST 2021.0420 PZ

KYLE & CHRISTI FLAHERTY
6951 E BANKHEAD HWY
WILLOW PARK, TX 76008

JOHN & SHEILA JENKINS
6901 E BANKHEAD HWY
WILLOW PARK, TX 76008

ROBERT FARNHAM
4812 MISTY MEADOW DR
WILLOW PARK, TX 76087

LARRY & RHONDA STOVALL
4816 MISTY MEADOW DR
WILLOW PARK, TX 76087

EDWIN & PATRICIA CLAUNCH
4820 MISTY MEADOWS DR
WILLOW PARK TX 76087

DAVID & RACHEL
4824 MISTY MEADOWS
WILLOW PARK, TX 76087

GAYLON SCHILLING
4824 QUAIL CREST DR
WILLOW PARK, TX 76087

Mail 04/06/2021

JUSTIN & JACLYN TOMLIN

4832 QUAIL CREST DR

WILLOW PARK, TX 79087

JAMIE & JEFFREY UNDERHILL

4836 QUAIL CREST DR

WILLOW PARK, TX 76087

PC5 PROPERTIES LLC

5665 SE LOOP 410

SAN ANTONIO, TX 78222

Mailed 04/06/2021

**CITY OF WILLOW PARK
ORDINANCE 830-21**

AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR A ZONING CHANGE FROM “C” COMMERCIAL AND “IH-20” OVERLAY DISTRICT TO “PD” PLANNED DEVELOPMENT DISTRICT FOR 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Willow Park, Texas, is a Type A general law municipality located in Parker County, created in accordance with the provisions of Chapter 211 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, BOND TRUST (Owner) and **KELLY BOURNE & BOURNE FAMILY IRREVOCABLE TRUST** (Owner) has applied for a change in zoning for 12.49 acres situated in the David Addington Survey, Abstract Number 21 (the “Property”) from “C” Commercial and “IH-20” Overlay District to “PD” Planned Development District, and

WHEREAS, the City has complied with all requirements of Chapter 211 of the Local Government Code and all other laws dealing with notice, publication and procedural requirements for the rezoning of the Property; and

WHEREAS, The City of Willow Park, Texas does hereby deem it advisable and in the public interest to grant the requested zoning.

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

SECTION 1

The Zoning Ordinance, and the Official Zoning Map are hereby amended insofar as they relate to certain land located in Willow Park, Texas, as shown on the Zoning Site Plan attached hereto as Exhibit ‘A’, and described by metes and bounds description attached as Exhibit ‘B’, by changing the zoning of said property from C Commercial and IH-20 Overlay District to PD Planned Development district, including any other conditions and restrictions imposed and approved by the City Council, which are incorporated herein.

SECTION 2 PD DEVELOPMENT STANDARDS

2.0 Planned Development – RV Storage

2.01 General Description: RV Storage, for the purposes of this PD Ordinance, is defined as “for lease” storage units specifically designated for storage of Recreational Vehicles, Automobiles, Boats, Trailers, and similar vehicles. The storage spaces may be fully enclosed or partially open on the sides. For portions of the property that fall within the IH-20 Overlay District, the Overlay District regulations still apply unless modified herein. Requirements for development of the overall property shall comply with the “C” Commercial Design Standards (Zoning Article 14.06.014). If there are conflicts between the requirements of Article 14.06.014 or Article 14.06.016 and these Planned Development requirements, the Planned Development requirements shall govern.

2.02 Permitted Uses: Permitted uses as referenced below shall be permitted within the Planned Development District.

Permitted Uses:

- Enclosed & Open Storage of Recreational Vehicles, Boats, Campers, Automobiles, Trailers, and similar vehicles.
- Retail sales office or other professional office facilities, including property leasing office and maintenance building.
- Uses incidental to the operation of a vehicle storage facility such as sewage dump station, wash facilities, and detailing facilities.
- Off Street Parking

2.03 Prohibited uses: Uses referenced below shall be prohibited within the Planned Development District.

- Single Family, Duplex, or Townhome uses.
- Manufacturing, Assembly, or Automotive Repair Facilities
- Turkish Baths

2.04 Required Parking: Parking requirements for any retail or commercial use within the Planned Development shall conform with City of Willow Park standard requirements for such use.

2.05 Building Materials: Pre-Engineered standing seam metal building construction shall be used for all storage unit facilities. Leasing and commercial office building to be of conventional construction meeting the requirements of “C” zoning designation.

2.06 Architectural Standards:

- All storage units backing to a public street shall be fully enclosed for any portion of the building facing a public street.
- No roll-up doors shall be permitted to face a public street. Roll-up doors on all units shall face inward.
- Open storage units (roof but no side walls) shall only be permitted within the interior of the development or along the easterly property line adjacent to the existing equipment rental facility.
- Incidental uses such as sewage dump station or wash station shall be located interior to the project, not adjacent to a public roadway.
- Any building façade fronting to the Interstate Highway frontage road shall include a masonry façade for a minimum of height of six feet (72") on all sides which may be viewed from the Interstate frontage road, excluding windows or door frames.
- Minimum Roof Pitch shall be fifteen degrees (15°). No flat roofs shall be allowed.
- Maximum Building Height: 35'

2.07 Lot Coverage: A maximum of 70% of the gross project site may be used for construction of primary structures.

2.08 Front Yard: The minimum depth of the front yard:

Adjacent to Interstate 20 frontage road:	50'
Adjacent to Local Public Streets:	25'

2.09 Side Yard: The minimum side yard on each side of the lot shall be twenty-five (25) feet if adjacent to residentially zoned property and zero (0') feet if adjacent to commercially zoned property.

2.10 Rear Yard: The minimum depth of the rear yard shall be twenty-five (25) feet if adjacent to residentially zoned property and zero (0') feet if adjacent to commercially zoned property.

2.11 Gated Entry: It is the intent of this Planned Development to provide a secure storage environment. Storage Units shall be accessible only through gated entries and exits. Required parking for retail sales and/or commercial offices will not be within the gated area.

2.12 Garbage and Trash Collection: The garbage and trash collection will be provided by a private collection service. All freestanding dumpsters shall be screened on three sides with an opaque masonry enclosure measuring to a height at least six (6) inches above the top of the dumpster. If visible from a public street, the enclosure shall be gated to shield view of the interior with gates a minimum of six (6) feet in height

2.16 Landscaping: Landscaping shall be installed in accordance with the attached Exhibit C as a minimum requirement. Additional landscaping is permissible with written approval from the City of Willow Park.

2.17 Signage: Signage shall be in accordance with the City of Willow Park standard signage requirements.

SECTION 3 SEVERABILITY CLAUSE

This ordinance shall be cumulative of all provisions of ordinances of the City of Willow Park, Texas except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. To the extent that the provisions of the City of Willow Park’s various development ordinances conflict with this ordinance, the terms of this ordinance shall control.

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

SECTION 4 EFFECTIVE DATE

This ordinance shall be in full force and effect from and after its passage and publication as provided by law.

PASSED AND APPROVED this the 11th day of May, 2021.

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith TRMC, City Secretary

The Willow Park City Council in acting on Ordinance No. 830-21 did on the 11th day of May, 2021 vote as follows:

	FOR	AGAINST	ABSTAIN
Doyle Moss, Mayor	_____	_____	_____
Eric Contreras, Place 1	_____	_____	_____
Tyler VanSant, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____
Nathan Crummel, Place 5	_____	_____	_____

EXHIBIT A
Site Plan Exhibit

**EXHIBIT B
LEGAL DESCRIPTION**

Tract One

All of Lots 1R2 and 1R3, Block A, Crown Bluff Addition, an addition to the City of Willow Park as recorded in Cabinet E, Slide 543, Plat Records Parker County, Texas. Totaling 4.90 acres.

Tract Two

Being 7.59 acres situated in the David Addington Survey, Abstract No. 21, City of Willow Park, Parker County, Texas and being all of that certain tract of land conveyed to Ada L. Bond, Trustee of the Ada L. Bond Trust as recorded in Document No. 201710362, Deed Records Parker County Texas.

Beginning at a point in the north line of Bankhead Highway for the southwest corner of said Bond tract, said point being the southeast corner of Lot 5, Block 2, Willow Springs, an addition to the City of Willow Park as recorded in Volume 362A, Page 23, Plat Records Parker County, Texas;

Thence North 00°58'28" East with the east line of Willow Springs addition a distance of 169.80 feet to a point;

Thence North 01°02'48" East with the east line of Willow Springs addition a distance of 127.40 feet to a point;

Thence North 00°49'04" East with the east line of Willow Springs addition a distance of 322.08 feet to a point;

Thence North 80°39'57" East with the south line of Willow Springs addition a distance of 516.13 feet to a point in the west line of Clear Creek Circle;

Thence South 18°49'29" East with the Clear Creek Circle west line a distance of 68.47 feet to a point;

Thence South 16°06'40" East with the Clear Creek Circle west line a distance of 61.60 feet to a point;

Thence South 00°59'41" East with the Clear Creek Circle west line a distance of 65.17 feet to a point;

Thence South 05°01'18" West with the Clear Creek Circle west line a distance of 129.20 feet to a point;

Thence South 06°39'02" West with the Clear Creek Circle west line a distance of 130.47 feet to a point;

Thence South $06^{\circ}36'44''$ West with the Clear Creek Circle west line a distance of 172.47 feet to a point for the intersection of the Clear Creek Circle west line and the north line of Bankhead Highway;

Thence South $80^{\circ}41'16''$ West with the north line of Bankhead Highway a distance of 520.00 feet to the POINT of BEGINNING and CONTAINING 330,518 square feet, 7.59 acres of land, more or less.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 5/11/21	Department: Finance	Presented By: Jake Weber
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AGENDA ITEM:

Financial update by Jake Weber, CPA.

BACKGROUND:

Review and provide an update on the 2nd fiscal quarter 2020-2021 financial activity of the city.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

Financial Reports as of March 31, 2021.

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$-0-
	Source of Funding	\$-0-



**City of Willow Park
Financial Update
Financial Reports as of March 31, 2021**

Financial Highlights			
	General	Water	Wastewater
-FYTD 2020-2021 Revenue Actual	\$ 2,846,894	\$ 1,097,645	\$ 310,410
-FYTD 2020-2021 Expense Actual	2,011,442	1,551,063	373,874
-FYTD 2020-2021 Net Change	\$ 835,452	\$ (453,418)	\$ (63,464)
-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 %	75%	42%	42%
-FYTD 2020-2021 Expense - Actual to Budget %	50%	61%	51%

Capital Project Tracker	Fort Worth	Cross Timbers
	Water Line (100%)	Park
Original Net Bond Proceeds	\$ 20,040,000	\$ 500,000
Interest Earned to Date	33,761	6,748
Costs Incurred to Date	(1,640,106)	(298,085)
Remaining to Spend	\$ 18,433,655	\$ 208,663

Quarterly Performance			
	Oct - Mar 2021	Oct - Mar 2020	Change
<u>General Fund</u>			
Revenue			
Property Tax & Other Taxes	\$ 2,225,736	\$ 2,146,494	\$ 79,242
Franchise Fees	203,499	228,030	(24,531)
Development & Permit Fees	283,919	362,237	(78,318)
Fines & Forfeitures/Other Revenue	133,740	74,574	59,166
Expenses			
Personnel Expense	1,278,833	1,137,815	141,018
Supplies (Maintenance & Operations)	118,101	99,905	18,196
Utilities	38,903	62,396	(23,493)
Operational & Contractual Services	570,036	539,464	30,572
Capital Outlay & Interfund Transfer	5,569	249,778	(244,209)
Net Income (Loss)	\$ 835,452	\$ 721,977	\$ 113,475
<u>Water & Wastewater Funds</u>			
Revenue	\$ 1,408,055	\$ 1,581,598	\$ (173,543)
Expense			
Personnel Expense	473,817	420,167	53,650
Supplies (Maintenance & Operations)	97,809	101,630	(3,821)
Utilities	78,594	80,603	(2,009)
Operational & Contractual Services	227,129	242,016	(14,887)
Capital Outlay/Debt Service	1,047,588	885,884	161,704
Net Income (Loss)	\$ (516,882)	\$ (148,702)	\$ (368,180)



Willow Park, TX

Detail vs Budget Report Account Summary

Date Range: 10/01/2020 - 03/31/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10 - GENERAL FUND								
Revenue								
Fund: 10 - GENERAL FUND								
Group: 10 - TAXES								
10-001-46000	M & O TAX	0.00	-1,528,193.00	0.00	-1,495,331.31	-1,495,331.31	-32,861.69	-2.15%
10-001-46001	SALES TAX	0.00	-1,275,000.00	0.00	-712,045.29	-712,045.29	-562,954.71	-44.15%
10-001-46002	MIXED BEVERAGE TAX	0.00	-31,500.00	0.00	-10,235.64	-10,235.64	-21,264.36	-67.51%
10-001-46003	AUTO/TRAILER TAXES	0.00	-325.00	0.00	-1,021.28	-1,021.28	696.28	214.24%
10-001-46007	DELINQUENT TAXES	0.00	-6,977.00	0.00	-7,102.88	-7,102.88	125.88	1.80%
10-001-46020	TXU ELECTRIC	0.00	-200,000.00	0.00	-191,076.07	-191,076.07	-8,923.93	-4.46%
10-001-46021	A T & T	0.00	-75,000.00	0.00	-8,889.15	-8,889.15	-66,110.85	-88.15%
10-001-46022	TEXAS GAS	0.00	-7,500.00	0.00	-1,905.86	-1,905.86	-5,594.14	-74.59%
10-001-46025	MISC. FRANCHISE	0.00	-5,000.00	0.00	-115.74	-115.74	-4,884.26	-97.69%
10-001-46027	MESH NET	0.00	-3,024.00	0.00	-1,512.00	-1,512.00	-1,512.00	-50.00%
10-001-46028	WATER FRANCHISE FEE	0.00	-129,978.00	0.00	0.00	0.00	-129,978.00	-100.00%
10-001-46029	WASTEWATER FRANCHISE FEES	0.00	-37,220.00	0.00	0.00	0.00	-37,220.00	-100.00%
10 - TAXES Totals:		0.00	-3,299,717.00	0.00	-2,429,235.22	-2,429,235.22	-870,481.78	-26.38%
Group: 15 - ADMINISTRATIVE FEES								
10-001-46005	INTEREST - OPERATING FUND	0.00	-15,000.00	0.00	-1,337.00	-1,337.00	-13,663.00	-91.09%
10-001-46056	CORONAVIRUS AID RELEIF FUNDS	0.00	0.00	0.00	-60,665.00	-60,665.00	60,665.00	0.00%
10-005-46036	OPEN RECORDS FEES	0.00	-150.00	0.00	0.00	0.00	-150.00	-100.00%
10-006-46064	COURT ADMINISTRATION	0.00	-75,000.00	0.00	-29,612.25	-29,612.25	-45,387.75	-60.52%
10-007-46053	ACCIDENT REPORTS	0.00	-600.00	0.00	-453.30	-453.30	-146.70	-24.45%
15 - ADMINISTRATIVE FEES Totals:		0.00	-90,750.00	0.00	-92,067.55	-92,067.55	1,317.55	1.45%
Group: 20 - LICENSES & PERMITS								
10-003-46023	CERTIFICATE OF OCCUPANCY	0.00	-1,000.00	0.00	-900.00	-900.00	-100.00	-10.00%
10-003-46070	BUILDING PERMITS	0.00	-200,000.00	0.00	-165,801.15	-165,801.15	-34,198.85	-17.10%
10-003-46071	HEALTH PERMITS	0.00	-9,000.00	0.00	-11,140.00	-11,140.00	2,140.00	23.78%
10-003-46072	SUBCONTRACTORS PERMITS	0.00	-15,000.00	0.00	-46,080.06	-46,080.06	31,080.06	207.20%
10-003-46073	REGISTRATION FEES	0.00	-4,500.00	0.00	-5,170.00	-5,170.00	670.00	14.89%
10-003-46075	OSSF PERMITS	0.00	-1,200.00	0.00	-4,800.00	-4,800.00	3,600.00	300.00%
10-003-46077	PLAN REVIEW	0.00	-35,000.00	0.00	-36,337.51	-36,337.51	1,337.51	3.82%
10-003-46079	BACKFLOW INSPECTIONS	0.00	0.00	0.00	-100.00	-100.00	100.00	0.00%
10-003-46081	SPECIAL EVENT PERMITS	0.00	0.00	0.00	-200.00	-200.00	200.00	0.00%
10-003-46082	REVIEWS/ REQUESTS	0.00	-600.00	0.00	-3,050.00	-3,050.00	2,450.00	408.33%
10-003-46083	METER RELEASE	0.00	0.00	0.00	-2,750.00	-2,750.00	2,750.00	0.00%
10-003-46084	RENTAL INSPECTIONS	0.00	-400.00	0.00	0.00	0.00	-400.00	-100.00%

Detail vs Budget Report

Date Range: 10/01/2020 - 03/31/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10-003-46089	IRRIGATION	0.00	0.00	0.00	-1,240.00	-1,240.00	1,240.00	0.00%
10-003-46095	FIRE ALARMS	0.00	-1,000.00	0.00	-3,000.00	-3,000.00	2,000.00	200.00%
10-003-46099	FIRE SPRINKLER	0.00	-1,000.00	0.00	-3,350.00	-3,350.00	2,350.00	235.00%
10-004-46099	FIRE SPRINKLER	0.00	-10,000.00	0.00	0.00	0.00	-10,000.00	-100.00%
20 - LICENSES & PERMITS Totals:		0.00	-278,700.00	0.00	-283,918.72	-283,918.72	5,218.72	1.87%
Group: 25 - FINES & FORFITURES								
10-006-46060	NON-PARKING	0.00	-100,000.00	0.00	-28,545.87	-28,545.87	-71,454.13	-71.45%
10-006-46061	PARKING	0.00	-1,000.00	0.00	-339.00	-339.00	-661.00	-66.10%
10-006-46062	WARRANTS/CAPIAS	0.00	-1,300.00	0.00	0.00	0.00	-1,300.00	-100.00%
10-006-46063	STATE LAW - CLASS C	0.00	-15,000.00	0.00	-4,957.65	-4,957.65	-10,042.35	-66.95%
10-006-46065	COURT SECURITY	0.00	-4,700.00	0.00	0.00	0.00	-4,700.00	-100.00%
10-006-46066	TIME PAYMENT	0.00	-400.00	0.00	-30.00	-30.00	-370.00	-92.50%
10-006-46067	MC TECH FEE	0.00	-6,700.00	0.00	-12.00	-12.00	-6,688.00	-99.82%
10-006-46085	SEAT BELT	0.00	-500.00	0.00	0.00	0.00	-500.00	-100.00%
25 - FINES & FORFITURES Totals:		0.00	-129,600.00	0.00	-33,884.52	-33,884.52	-95,715.48	-73.85%
Group: 30 - SERVICE REVENUE								
10-004-46032	REVENUE RECOVERY	0.00	-5,000.00	0.00	0.00	0.00	-5,000.00	-100.00%
30 - SERVICE REVENUE Totals:		0.00	-5,000.00	0.00	0.00	0.00	-5,000.00	-100.00%
Group: 35 - OTHER REVENUE								
10-001-46041	REFUNDS/BANK CREDITS	0.00	-100.00	0.00	-428.30	-428.30	328.30	328.30%
10-001-46042	MISCELLANEOUS	0.00	-35.00	0.00	0.00	0.00	-35.00	-100.00%
10-001-46046	OTHER REIMBURSEABLES	0.00	-200.00	0.00	0.00	0.00	-200.00	-100.00%
10-003-46092	NSF FEES	0.00	0.00	0.00	-30.00	-30.00	30.00	0.00%
10-004-46030	VFD CONTRIBUTIONS	0.00	0.00	0.00	-200.20	-200.20	200.20	0.00%
10-005-46024	SPECIAL EVENT SPONSORSHIP	0.00	0.00	0.00	1,500.00	1,500.00	-1,500.00	0.00%
10-005-46042	MISCELLANEOUS	0.00	-1,100.00	0.00	0.00	0.00	-1,100.00	-100.00%
10-007-46088	SALE OF ASSETS	0.00	0.00	0.00	-8,629.22	-8,629.22	8,629.22	0.00%
35 - OTHER REVENUE Totals:		0.00	-1,435.00	0.00	-7,787.72	-7,787.72	6,352.72	442.70%
10 - GENERAL FUND Totals:		0.00	-3,805,202.00	0.00	-2,846,893.73	-2,846,893.73	-958,308.27	-25.18%
Revenue Totals:		0.00	-3,805,202.00	0.00	-2,846,893.73	-2,846,893.73	-958,308.27	-25.18%
Expense								
Fund: 10 - GENERAL FUND								
Group: 50 - PERSONNEL								
10-001-58100	SALARIES	0.00	131,196.00	0.00	70,727.84	70,727.84	60,468.16	46.09%
10-001-58101	PAYROLL EXPENSE	0.00	1,902.00	0.00	1,032.48	1,032.48	869.52	45.72%
10-001-58102	WORKERS COMPENSATION	0.00	3,108.00	0.00	8,262.86	8,262.86	-5,154.86	-165.86%
10-001-58103	HEALTH INSURANCE	0.00	27,126.00	0.00	9,977.39	9,977.39	17,148.61	63.22%
10-001-58104	RETIREMENT	0.00	9,472.00	0.00	5,266.11	5,266.11	4,205.89	44.40%
10-001-58105	UNEMPLOYMENT INSURANCE	0.00	73.00	0.00	219.04	219.04	-146.04	-200.05%
10-001-58107	CELL PHONE STIPEND	0.00	2,280.00	0.00	1,313.37	1,313.37	966.63	42.40%
10-001-58125	DENTAL INSURANCE	0.00	15,719.00	0.00	678.03	678.03	15,040.97	95.69%
10-001-58126	LIFE INSURANCE	0.00	574.00	0.00	141.67	141.67	432.33	75.32%

Detail vs Budget Report

Date Range: 10/01/2020 - 03/31/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10-003-58100	SALARIES	0.00	87,300.00	0.00	41,252.70	41,252.70	46,047.30	52.75%
10-003-58101	PAYROLL EXPENSE	0.00	1,266.00	0.00	592.46	592.46	673.54	53.20%
10-003-58102	WORKERS COMPENSATION	0.00	2,072.00	0.00	2,206.57	2,206.57	-134.57	-6.49%
10-003-58103	HEALTH INSURANCE	0.00	15,606.00	0.00	4,668.08	4,668.08	10,937.92	70.09%
10-003-58104	RETIREMENT	0.00	6,303.00	0.00	3,068.92	3,068.92	3,234.08	51.31%
10-003-58105	UNEMPLOYMENT INSURANCE	0.00	49.00	0.00	200.35	200.35	-151.35	-308.88%
10-003-58107	CELL PHONE STIPEND	0.00	540.00	0.00	316.00	316.00	224.00	41.48%
10-003-58110	OVERTIME	0.00	0.00	0.00	37.60	37.60	-37.60	0.00%
10-003-58125	DENTAL INSURANCE	0.00	994.00	0.00	322.20	322.20	671.80	67.59%
10-003-58126	LIFE INSURANCE	0.00	234.00	0.00	113.21	113.21	120.79	51.62%
10-004-58100	SALARIES	0.00	554,732.00	0.00	286,553.40	286,553.40	268,178.60	48.34%
10-004-58101	PAYROLL EXPENSE	0.00	9,137.00	0.00	5,494.68	5,494.68	3,642.32	39.86%
10-004-58102	WORKERS COMPENSATION	0.00	13,468.00	0.00	12,136.14	12,136.14	1,331.86	9.89%
10-004-58103	HEALTH INSURANCE	0.00	70,227.00	0.00	30,995.49	30,995.49	39,231.51	55.86%
10-004-58104	RETIREMENT	0.00	45,178.00	0.00	25,515.55	25,515.55	19,662.45	43.52%
10-004-58105	UNEMPLOYMENT INSURANCE	0.00	316.00	0.00	1,464.11	1,464.11	-1,148.11	-363.33%
10-004-58107	CELL PHONE STIPEND	0.00	1,620.00	0.00	1,216.00	1,216.00	404.00	24.94%
10-004-58109	CERTIFICATE PAY	0.00	22,750.00	0.00	12,623.23	12,623.23	10,126.77	44.51%
10-004-58110	OVERTIME	0.00	55,000.00	0.00	41,669.21	41,669.21	13,330.79	24.24%
10-004-58124	FLOATER SHIFTS	0.00	16,000.00	0.00	3,717.08	3,717.08	12,282.92	76.77%
10-004-58125	DENTAL INSURANCE	0.00	4,472.00	0.00	2,331.17	2,331.17	2,140.83	47.87%
10-004-58126	LIFE INSURANCE	0.00	1,055.00	0.00	818.50	818.50	236.50	22.42%
10-004-58127	PHYSICALS & GYM MEMBERSHIPS	0.00	4,980.00	0.00	0.00	0.00	4,980.00	100.00%
10-004-58128	ACCRUED COMP & VACATION	0.00	0.00	0.00	4,220.92	4,220.92	-4,220.92	0.00%
10-005-58100	SALARIES	0.00	69,010.00	0.00	36,076.87	36,076.87	32,933.13	47.72%
10-005-58101	PAYROLL EXPENSE	0.00	1,001.00	0.00	482.12	482.12	518.88	51.84%
10-005-58102	WORKERS COMPENSATION	0.00	1,036.00	0.00	1,103.29	1,103.29	-67.29	-6.50%
10-005-58103	HEALTH INSURANCE	0.00	7,803.00	0.00	3,838.54	3,838.54	3,964.46	50.81%
10-005-58104	RETIREMENT	0.00	4,983.00	0.00	2,685.16	2,685.16	2,297.84	46.11%
10-005-58105	UNEMPLOYMENT INSURANCE	0.00	24.00	0.00	143.99	143.99	-119.99	-499.96%
10-005-58107	CELL PHONE STIPEND	0.00	540.00	0.00	295.23	295.23	244.77	45.33%
10-005-58125	DENTAL INSURANCE	0.00	497.00	0.00	265.19	265.19	231.81	46.64%
10-005-58126	LIFE INSURANCE	0.00	117.00	0.00	93.11	93.11	23.89	20.42%
10-006-58100	SALARIES	0.00	92,998.00	0.00	51,033.35	51,033.35	41,964.65	45.12%
10-006-58101	PAYROLL EXPENSE	0.00	1,456.00	0.00	715.48	715.48	740.52	50.86%
10-006-58102	WORKERS COMPENSATION	0.00	2,072.00	0.00	2,206.57	2,206.57	-134.57	-6.49%
10-006-58103	HEALTH INSURANCE	0.00	15,606.00	0.00	7,692.44	7,692.44	7,913.56	50.71%
10-006-58104	RETIREMENT	0.00	7,192.00	0.00	3,822.58	3,822.58	3,369.42	46.85%
10-006-58105	UNEMPLOYMENT INSURANCE	0.00	49.00	0.00	288.00	288.00	-239.00	-487.76%
10-006-58107	CELL PHONE STIPEND	0.00	540.00	0.00	295.23	295.23	244.77	45.33%
10-006-58109	CERTIFICATE PAY	0.00	1,200.00	0.00	261.69	261.69	938.31	78.19%
10-006-58110	OVERTIME	0.00	5,212.00	0.00	0.00	0.00	5,212.00	100.00%
10-006-58125	DENTAL INSURANCE	0.00	994.00	0.00	531.45	531.45	462.55	46.53%
10-006-58126	LIFE INSURANCE	0.00	234.00	0.00	186.60	186.60	47.40	20.26%

Detail vs Budget Report

Date Range: 10/01/2020 - 03/31/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10-006-58132	BAILIFF DUTIES	0.00	1,400.00	0.00	62.64	62.64	1,337.36	95.53%
10-007-58100	SALARIES	0.00	810,000.00	0.00	411,331.42	411,331.42	398,668.58	49.22%
10-007-58101	PAYROLL EXPENSE	0.00	11,674.00	0.00	6,183.28	6,183.28	5,490.72	47.03%
10-007-58102	WORKERS COMPENSATION	0.00	13,468.00	0.00	13,239.43	13,239.43	228.57	1.70%
10-007-58103	HEALTH INSURANCE	0.00	101,440.00	0.00	48,766.00	48,766.00	52,674.00	51.93%
10-007-58104	RETIREMENT	0.00	58,127.00	0.00	33,233.76	33,233.76	24,893.24	42.83%
10-007-58105	UNEMPLOYMENT INSURANCE	0.00	316.00	0.00	1,945.12	1,945.12	-1,629.12	-515.54%
10-007-58107	CELL PHONE STIPEND	0.00	0.00	0.00	1,434.80	1,434.80	-1,434.80	0.00%
10-007-58109	CERTIFICATE PAY	0.00	12,600.00	0.00	7,386.45	7,386.45	5,213.55	41.38%
10-007-58110	OVERTIME	0.00	27,000.00	0.00	26,620.77	26,620.77	379.23	1.40%
10-007-58125	DENTAL INSURANCE	0.00	6,459.00	0.00	3,444.67	3,444.67	3,014.33	46.67%
10-007-58126	LIFE INSURANCE	0.00	1,524.00	0.00	1,209.47	1,209.47	314.53	20.64%
10-007-58127	PHYSICALS & GYM MEMBERSHIPS	0.00	4,500.00	0.00	839.00	839.00	3,661.00	81.36%
10-007-58128	ACCRUED COMP & VACATION	0.00	0.00	0.00	1,571.38	1,571.38	-1,571.38	0.00%
10-008-58100	SALARIES	0.00	34,086.00	0.00	16,440.00	16,440.00	17,646.00	51.77%
10-008-58101	PAYROLL EXPENSE	0.00	621.00	0.00	291.42	291.42	329.58	53.07%
10-008-58102	WORKERS COMPENSATION	0.00	1,036.00	0.00	1,103.29	1,103.29	-67.29	-6.50%
10-008-58103	HEALTH INSURANCE	0.00	7,803.00	0.00	3,838.99	3,838.99	3,964.01	50.80%
10-008-58104	RETIREMENT	0.00	3,094.00	0.00	1,477.09	1,477.09	1,616.91	52.26%
10-008-58105	UNEMPLOYMENT INSURANCE	0.00	24.00	0.00	143.99	143.99	-119.99	-499.96%
10-008-58107	CELL PHONE STIPEND	0.00	540.00	0.00	295.23	295.23	244.77	45.33%
10-008-58110	OVERTIME	0.00	4,381.00	0.00	6,447.66	6,447.66	-2,066.66	-47.17%
10-008-58125	DENTAL INSURANCE	0.00	497.00	0.00	265.22	265.22	231.78	46.64%
10-008-58126	LIFE INSURANCE	0.00	117.00	0.00	93.12	93.12	23.88	20.41%
50 - PERSONNEL Totals:		0.00	2,418,020.00	0.00	1,278,833.45	1,278,833.45	1,139,186.55	47.11%
Group: 55 - SUPPLIES								
10-001-58200	POSTAGE & SHIPPING	0.00	3,000.00	0.00	31.38	31.38	2,968.62	98.95%
10-001-58201	OFFICE SUPPLIES	0.00	5,000.00	0.00	1,552.02	1,552.02	3,447.98	68.96%
10-001-58202	FLOWERS/GIFTS/PLAQUES	0.00	2,000.00	0.00	311.26	311.26	1,688.74	84.44%
10-001-58203	BASIC OPERATING SUPPLIES	0.00	0.00	0.00	1,143.70	1,143.70	-1,143.70	0.00%
10-001-58205	MINOR EQUIPMENT: OFFICE	0.00	515.00	0.00	0.00	0.00	515.00	100.00%
10-001-58208	UNIFORMS & SUPPLIES	0.00	300.00	0.00	49.99	49.99	250.01	83.34%
10-001-58214	FINANCE CHARGES	0.00	0.00	0.00	443.63	443.63	-443.63	0.00%
10-001-58223	EQUIPMENT	0.00	515.00	0.00	0.00	0.00	515.00	100.00%
10-001-58265	FACILITIES MAINT SUPPLIES	0.00	515.00	0.00	425.57	425.57	89.43	17.37%
10-001-58268	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	1,500.00	1,500.00	-1,500.00	0.00%
10-003-58200	POSTAGE & SHIPPING	0.00	515.00	0.00	0.00	0.00	515.00	100.00%
10-003-58201	OFFICE SUPPLIES	0.00	1,030.00	0.00	132.42	132.42	897.58	87.14%
10-003-58202	FLOWERS/GIFTS/PLAQUES	0.00	52.00	0.00	0.00	0.00	52.00	100.00%
10-003-58203	BASIC OPERATING SUPPLIES	0.00	0.00	0.00	285.97	285.97	-285.97	0.00%
10-003-58204	PRINTING & BINDING	0.00	309.00	0.00	0.00	0.00	309.00	100.00%
10-003-58205	MINOR EQUIPMENT: OFFICE	0.00	515.00	0.00	0.00	0.00	515.00	100.00%
10-003-58207	MV REPAIR & MAINTENACE	0.00	0.00	0.00	26.00	26.00	-26.00	0.00%

Detail vs Budget Report

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Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10-003-58208	UNIFORMS & SUPPLIES	0.00	309.00	0.00	0.00	0.00	309.00	100.00%
10-004-58200	POSTAGE & SHIPPING	0.00	824.00	0.00	191.37	191.37	632.63	76.78%
10-004-58201	OFFICE SUPPLIES	0.00	2,225.00	0.00	1,275.93	1,275.93	949.07	42.65%
10-004-58202	FLOWERS/GIFTS/PLAQUES	0.00	500.00	0.00	0.00	0.00	500.00	100.00%
10-004-58203	BASIC OPERATING SUPPLIES	0.00	12,427.00	0.00	7,446.46	7,446.46	4,980.54	40.08%
10-004-58204	PRINTING & BINDING	0.00	206.00	0.00	0.00	0.00	206.00	100.00%
10-004-58205	MINOR EQUIPMENT: OFFICE	0.00	1,900.00	0.00	859.81	859.81	1,040.19	54.75%
10-004-58207	MV REPAIR & MAINTENANCE	0.00	77,061.00	0.00	17,236.34	17,236.34	59,824.66	77.63%
10-004-58208	UNIFORMS & SUPPLIES	0.00	20,169.00	0.00	10,848.71	10,848.71	9,320.29	46.21%
10-004-58214	FINANCE CHARGES	0.00	0.00	0.00	8.92	8.92	-8.92	0.00%
10-004-58216	PPE AND SUPPLIES	0.00	60,601.00	0.00	10,695.96	10,695.96	49,905.04	82.35%
10-004-58217	MEDICAL SUPPLIES	0.00	14,906.00	0.00	7,202.25	7,202.25	7,703.75	51.68%
10-004-58219	FOAM SUPPLIES	0.00	1,803.00	0.00	1,425.00	1,425.00	378.00	20.97%
10-004-58220	ROAD ABSORBENT SUPPLIES	0.00	1,654.00	0.00	-601.55	-601.55	2,255.55	136.37%
10-004-58253	SAFETY EQUIPMENT & SUPPLIES	0.00	18,563.00	0.00	5,419.34	5,419.34	13,143.66	70.81%
10-004-58260	BUILDING & FACILITIES REPAIRS	0.00	3,740.00	0.00	2,538.36	2,538.36	1,201.64	32.13%
10-004-58265	FACILITIES MAINT SUPPLIES	0.00	0.00	0.00	696.68	696.68	-696.68	0.00%
10-004-58278	EMERGENCY RESPONSE SUPPLIES	0.00	8,000.00	0.00	1,640.69	1,640.69	6,359.31	79.49%
10-005-58200	POSTAGE & SHIPPING	0.00	100.00	0.00	47.67	47.67	52.33	52.33%
10-005-58201	OFFICE SUPPLIES	0.00	1,500.00	0.00	1,462.99	1,462.99	37.01	2.47%
10-005-58202	FLOWERS/GIFTS/PLAQUES	0.00	1,500.00	0.00	638.00	638.00	862.00	57.47%
10-005-58203	BASIC OPERATING SUPPLIES	0.00	550.00	0.00	0.00	0.00	550.00	100.00%
10-005-58204	PRINTING & BINDING	0.00	515.00	0.00	377.59	377.59	137.41	26.68%
10-005-58205	MINOR EQUIPMENT: OFFICE	0.00	2,900.00	0.00	0.00	0.00	2,900.00	100.00%
10-005-58208	UNIFORMS & SUPPLIES	0.00	1,350.00	0.00	0.00	0.00	1,350.00	100.00%
10-005-58266	MINOR EQUIPMENT: FIELD	0.00	500.00	0.00	0.00	0.00	500.00	100.00%
10-005-58269	PROMOTIONS	0.00	4,600.00	0.00	528.80	528.80	4,071.20	88.50%
10-006-58201	OFFICE SUPPLIES	0.00	1,000.00	0.00	431.34	431.34	568.66	56.87%
10-006-58202	FLOWERS/GIFTS/PLAQUES	0.00	200.00	0.00	-16.73	-16.73	216.73	108.37%
10-006-58214	FINANCE CHARGES	0.00	300.00	0.00	223.29	223.29	76.71	25.57%
10-007-58200	POSTAGE & SHIPPING	0.00	309.00	0.00	60.35	60.35	248.65	80.47%
10-007-58201	OFFICE SUPPLIES	0.00	5,500.00	0.00	1,663.20	1,663.20	3,836.80	69.76%
10-007-58202	FLOWERS/GIFTS/PLAQUES	0.00	438.00	0.00	370.89	370.89	67.11	15.32%
10-007-58203	BASIC OPERATING SUPPLIES	0.00	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
10-007-58204	PRINTING & BINDING	0.00	824.00	0.00	204.47	204.47	619.53	75.19%
10-007-58205	MINOR EQUIPMENT: OFFICE	0.00	5,200.00	0.00	1,967.46	1,967.46	3,232.54	62.16%
10-007-58206	MV OILS, LUBRICANTS & FLUIDS	0.00	515.00	0.00	29.20	29.20	485.80	94.33%
10-007-58207	MV REPAIR & MAINTENANCE	0.00	9,000.00	0.00	6,066.18	6,066.18	2,933.82	32.60%
10-007-58208	UNIFORMS & SUPPLIES	0.00	13,800.00	0.00	2,839.83	2,839.83	10,960.17	79.42%
10-007-58214	FINANCE CHARGES	0.00	60.00	0.00	305.92	305.92	-245.92	-409.87%
10-007-58253	SAFETY EQUIPMENT & SUPPLIES	0.00	2,862.00	0.00	111.47	111.47	2,750.53	96.11%
10-007-58260	BUILDING & FACILITIES REPAIRS	0.00	6,180.00	0.00	0.00	0.00	6,180.00	100.00%
10-007-58265	FACILITIES MAINT SUPPLIES	0.00	13,975.00	0.00	2,278.93	2,278.93	11,696.07	83.69%
10-007-58266	MINOR EQUIPMENT: FIELD	0.00	2,500.00	0.00	240.38	240.38	2,259.62	90.38%

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Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10-007-58267	OPERATING SUPPLIES NON CONSUMA	0.00	1,030.00	0.00	214.06	214.06	815.94	79.22%
10-007-58268	SUBSCRIPTIONS & PUBLICATIONS	0.00	3,376.00	0.00	113.50	113.50	3,262.50	96.64%
10-007-58270	MV FUEL	0.00	25,000.00	0.00	10,045.56	10,045.56	14,954.44	59.82%
10-007-58271	MV TIRES, TUBES & BATTERIES	0.00	4,120.00	0.00	2,641.94	2,641.94	1,478.06	35.88%
10-007-58275	SPECIAL EVENTS	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
10-007-58276	AMMUNITION & WEAPONS RELATED	0.00	3,500.00	0.00	0.00	0.00	3,500.00	100.00%
10-008-58203	BASIC OPERATING SUPPLIES	0.00	0.00	0.00	640.41	640.41	-640.41	0.00%
10-008-58207	MV REPAIR & MAINTENACE	0.00	2,000.00	0.00	882.58	882.58	1,117.42	55.87%
10-008-58208	UNIFORMS & SUPPLIES	0.00	824.00	0.00	344.57	344.57	479.43	58.18%
10-008-58210	TRAFFIC & STREET SIGNS	0.00	3,605.00	0.00	2,266.65	2,266.65	1,338.35	37.12%
10-008-58222	MINOR TOOLS	0.00	3,060.00	0.00	0.00	0.00	3,060.00	100.00%
10-008-58225	ASPHALT MATERIALS	0.00	35,000.00	0.00	744.00	744.00	34,256.00	97.87%
10-008-58226	ROAD BASE MATERIALS - PAVING	0.00	19,800.00	0.00	0.00	0.00	19,800.00	100.00%
10-008-58227	ICE & INCLEMENT WEATHER	0.00	4,635.00	0.00	203.80	203.80	4,431.20	95.60%
10-008-58228	CONCRETE REPLACEMENT	0.00	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
10-008-58230	DRAINAGE	0.00	20,000.00	0.00	3,065.16	3,065.16	16,934.84	84.67%
10-008-58251	BARRICADES/MARKERS	0.00	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
10-008-58253	SAFETY EQUIPMENT & SUPPLIES	0.00	1,030.00	0.00	572.87	572.87	457.13	44.38%
10-008-58260	BUILDING & FACILITIES REPAIRS	0.00	24,000.00	0.00	2,041.45	2,041.45	21,958.55	91.49%
10-008-58265	FACILITIES MAINT SUPPLIES	0.00	0.00	0.00	352.69	352.69	-352.69	0.00%
10-008-58266	MINOR EQUIPMENT: FIELD	0.00	3,800.00	0.00	655.51	655.51	3,144.49	82.75%
10-008-58270	MV FUEL	0.00	10,900.00	0.00	698.78	698.78	10,201.22	93.59%
55 - SUPPLIES Totals:		0.00	502,512.00	0.00	118,100.97	118,100.97	384,411.03	76.50%
Group: 60 - UTILITIES								
10-004-58305	COMMUNICATION SERVICES	0.00	6,180.00	0.00	2,951.13	2,951.13	3,228.87	52.25%
10-007-58305	COMMUNICATION SERVICES	0.00	4,300.00	0.00	1,611.00	1,611.00	2,689.00	62.53%
10-008-58300	ELECTRICITY	0.00	33,372.00	0.00	23,405.64	23,405.64	9,966.36	29.86%
10-008-58301	GAS	0.00	4,000.00	0.00	3,577.95	3,577.95	422.05	10.55%
10-008-58302	TELEPHONE	0.00	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
10-008-58305	COMMUNICATION SERVICES	0.00	45,000.00	0.00	7,357.17	7,357.17	37,642.83	83.65%
60 - UTILITIES Totals:		0.00	107,852.00	0.00	38,902.89	38,902.89	68,949.11	63.93%
Group: 65 - CONTRACTUAL SERVICES								
10-001-58400	TRAVEL & TRAINING	0.00	7,000.00	0.00	1,324.26	1,324.26	5,675.74	81.08%
10-001-58401	CONSULTANTS & PROFESSIONALS	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100.00%
10-001-58402	ADVERTISING & LEGAL NOTICES	0.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
10-001-58403	PRINTING & BINDING	0.00	3,600.00	0.00	0.00	0.00	3,600.00	100.00%
10-001-58404	PROPERTY & LIABILITY	0.00	7,000.00	0.00	6,980.63	6,980.63	19.37	0.28%
10-001-58406	PROFESSIONAL LICENSE	0.00	1,000.00	0.00	157.50	157.50	842.50	84.25%
10-001-58407	DUES & MEMBERSHIPS	0.00	3,000.00	0.00	577.00	577.00	2,423.00	80.77%
10-001-58408	SPECIAL EVENTS	0.00	0.00	0.00	348.00	348.00	-348.00	0.00%
10-001-58414	FINANCE CHARGES	0.00	0.00	0.00	68.42	68.42	-68.42	0.00%
10-001-58417	ACCOUNTING & AUDITOR	0.00	40,000.00	0.00	15,183.34	15,183.34	24,816.66	62.04%
10-001-58418	CONTRACTUAL SERVICES	0.00	48,000.00	0.00	27,788.75	27,788.75	20,211.25	42.11%

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10-001-58426	SOFTWARE TECH SUPPORT	0.00	15,000.00	0.00	16,778.05	16,778.05	-1,778.05	-11.85%
10-001-58427	EQUIPMENT TECH SUPPORT	0.00	0.00	0.00	1,572.50	1,572.50	-1,572.50	0.00%
10-001-58437	BLACKBOARD CONNECT	0.00	2,750.00	0.00	984.68	984.68	1,765.32	64.19%
10-001-58438	IT CONTRACT	0.00	3,852.00	0.00	1,924.56	1,924.56	1,927.44	50.04%
10-001-58451	EQUIPMENT RENTAL	0.00	9,600.00	0.00	7,245.40	7,245.40	2,354.60	24.53%
10-003-58400	TRAVEL & TRAINING	0.00	3,000.00	0.00	645.00	645.00	2,355.00	78.50%
10-003-58401	CONSULTANTS & PROFESSIONALS	0.00	108,150.00	0.00	58,557.89	58,557.89	49,592.11	45.85%
10-003-58402	ADVERTISING & LEGAL NOTICES	0.00	5,150.00	0.00	0.00	0.00	5,150.00	100.00%
10-003-58404	PROPERTY & LIABILITY	0.00	5,150.00	0.00	6,194.70	6,194.70	-1,044.70	-20.29%
10-003-58407	DUES & MEMBERSHIPS	0.00	721.00	0.00	0.00	0.00	721.00	100.00%
10-003-58414	FINANCE CHARGES	0.00	0.00	0.00	476.12	476.12	-476.12	0.00%
10-003-58418	CONTRACTUAL SERVICES	0.00	28,100.00	0.00	16,400.00	16,400.00	11,700.00	41.64%
10-003-58423	FOOD SERVICE INSPECTOR	0.00	5,870.00	0.00	3,225.00	3,225.00	2,645.00	45.06%
10-003-58424	ENGINEERING/CITY ENGINEER	0.00	5,150.00	0.00	15,873.60	15,873.60	-10,723.60	-208.23%
10-003-58435	POOL INSPECTOR	0.00	1,700.00	0.00	0.00	0.00	1,700.00	100.00%
10-003-58438	IT CONTRACT	0.00	3,968.00	0.00	1,924.56	1,924.56	2,043.44	51.50%
10-003-58463	ECONOMIC DEVELOPMENT	0.00	5,000.00	0.00	17,500.00	17,500.00	-12,500.00	-250.00%
10-004-58400	TRAVEL & TRAINING	0.00	28,054.00	0.00	10,541.23	10,541.23	17,512.77	62.43%
10-004-58401	CONSULTANTS & PROFESSIONALS	0.00	3,605.00	0.00	0.00	0.00	3,605.00	100.00%
10-004-58403	PRINTING & BINDING	0.00	206.00	0.00	0.00	0.00	206.00	100.00%
10-004-58404	PROPERTY & LIABILITY	0.00	5,150.00	0.00	6,194.70	6,194.70	-1,044.70	-20.29%
10-004-58407	DUES & MEMBERSHIPS	0.00	542.00	0.00	785.23	785.23	-243.23	-44.88%
10-004-58418	CONTRACTUAL SERVICES	0.00	65,207.00	0.00	28,804.11	28,804.11	36,402.89	55.83%
10-004-58426	SOFTWARE TECH SUPPORT	0.00	0.00	0.00	1,674.75	1,674.75	-1,674.75	0.00%
10-004-58427	EQUIPMENT TECH SUPPORT	0.00	20,540.00	0.00	10,296.20	10,296.20	10,243.80	49.87%
10-004-58437	BLACKBOARD CONNECT	0.00	1,071.00	0.00	984.68	984.68	86.32	8.06%
10-004-58438	IT CONTRACT	0.00	3,968.00	0.00	2,836.06	2,836.06	1,131.94	28.53%
10-004-58452	VEHICLE LEASE	0.00	0.00	0.00	4,771.44	4,771.44	-4,771.44	0.00%
10-005-58400	TRAVEL & TRAINING	0.00	10,000.00	0.00	3,218.96	3,218.96	6,781.04	67.81%
10-005-58401	CONSULTANTS & PROFESSIONALS	0.00	8,000.00	0.00	0.00	0.00	8,000.00	100.00%
10-005-58402	ADVERTISING & LEGAL NOTICES	0.00	2,000.00	0.00	11,658.03	11,658.03	-9,658.03	-482.90%
10-005-58404	PROPERTY & LIABILITY	0.00	5,500.00	0.00	6,194.70	6,194.70	-694.70	-12.63%
10-005-58406	PROFESSIONAL LICENSE	0.00	400.00	0.00	0.00	0.00	400.00	100.00%
10-005-58407	DUES & MEMBERSHIPS	0.00	10,200.00	0.00	7,250.00	7,250.00	2,950.00	28.92%
10-005-58408	SPECIAL EVENTS	0.00	12,500.00	0.00	5,388.83	5,388.83	7,111.17	56.89%
10-005-58416	LEGAL/CITY ATTORNEY	0.00	45,000.00	0.00	22,112.50	22,112.50	22,887.50	50.86%
10-005-58418	CONTRACTUAL SERVICES	0.00	4,400.00	0.00	0.00	0.00	4,400.00	100.00%
10-005-58419	ELECTIONS ADMINISTRATION	0.00	5,700.00	0.00	0.00	0.00	5,700.00	100.00%
10-005-58426	SOFTWARE TECH SUPPORT	0.00	500.00	0.00	2,373.75	2,373.75	-1,873.75	-374.75%
10-005-58437	BLACKBOARD CONNECT	0.00	1,071.00	0.00	984.68	984.68	86.32	8.06%
10-005-58438	IT CONTRACT	0.00	3,968.00	0.00	1,924.56	1,924.56	2,043.44	51.50%
10-005-58450	GOVERNMENT & MISC OPERATING	0.00	1,500.00	0.00	2,372.38	2,372.38	-872.38	-58.16%
10-006-58400	TRAVEL & TRAINING	0.00	3,000.00	0.00	310.00	310.00	2,690.00	89.67%
10-006-58404	PROPERTY & LIABILITY	0.00	5,150.00	0.00	6,194.70	6,194.70	-1,044.70	-20.29%

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10-006-58407	DUES & MEMBERSHIPS	0.00	82.00	0.00	0.00	0.00	82.00	100.00%
10-006-58415	FINES & PENALTIES	0.00	0.00	0.00	27.00	27.00	-27.00	0.00%
10-006-58416	LEGAL/CITY ATTORNEY	0.00	10,000.00	0.00	3,750.00	3,750.00	6,250.00	62.50%
10-006-58421	MUNICIPAL JUDGE	0.00	14,400.00	0.00	6,000.00	6,000.00	8,400.00	58.33%
10-006-58422	MAGISTRATE	0.00	3,000.00	0.00	1,600.00	1,600.00	1,400.00	46.67%
10-006-58426	SOFTWARE TECH SUPPORT	0.00	0.00	0.00	96.00	96.00	-96.00	0.00%
10-006-58438	IT CONTRACT	0.00	4,000.00	0.00	1,924.56	1,924.56	2,075.44	51.89%
10-006-58441	JURY SERVICE	0.00	200.00	0.00	0.00	0.00	200.00	100.00%
10-007-58400	TRAVEL & TRAINING	0.00	8,500.00	0.00	6,167.48	6,167.48	2,332.52	27.44%
10-007-58402	ADVERTISING & LEGAL NOTICES	0.00	103.00	0.00	0.00	0.00	103.00	100.00%
10-007-58403	PRINTING & BINDING	0.00	618.00	0.00	0.00	0.00	618.00	100.00%
10-007-58404	PROPERTY & LIABILITY	0.00	5,150.00	0.00	6,194.70	6,194.70	-1,044.70	-20.29%
10-007-58407	DUES & MEMBERSHIPS	0.00	1,700.00	0.00	96.00	96.00	1,604.00	94.35%
10-007-58410	LAB TESTING	0.00	3,000.00	0.00	712.10	712.10	2,287.90	76.26%
10-007-58418	CONTRACTUAL SERVICES	0.00	71,500.00	0.00	36,885.75	36,885.75	34,614.25	48.41%
10-007-58420	INMATE HOUSING	0.00	1,200.00	0.00	286.43	286.43	913.57	76.13%
10-007-58426	SOFTWARE TECH SUPPORT	0.00	0.00	0.00	942.25	942.25	-942.25	0.00%
10-007-58437	BLACKBOARD CONNECT	0.00	1,071.00	0.00	984.68	984.68	86.32	8.06%
10-007-58438	IT CONTRACT	0.00	3,968.00	0.00	1,924.56	1,924.56	2,043.44	51.50%
10-007-58450	GOVERNMENT & MISC OPERATING	0.00	650.00	0.00	68.50	68.50	581.50	89.46%
10-007-58452	VEHICLE LEASE	0.00	59,745.00	0.00	55,728.20	55,728.20	4,016.80	6.72%
10-007-58462	ANIMAL CONTROL	0.00	66,550.00	0.00	27,225.00	27,225.00	39,325.00	59.09%
10-008-58400	TRAVEL & TRAINING	0.00	1,000.00	0.00	2,491.25	2,491.25	-1,491.25	-149.13%
10-008-58404	PROPERTY & LIABILITY	0.00	5,150.00	0.00	6,194.70	6,194.70	-1,044.70	-20.29%
10-008-58412	OTHER RENTAL	0.00	0.00	0.00	1,230.00	1,230.00	-1,230.00	0.00%
10-008-58418	CONTRACTUAL SERVICES	0.00	15,000.00	0.00	1,498.51	1,498.51	13,501.49	90.01%
10-008-58424	ENGINEERING/CITY ENGINEER	0.00	0.00	0.00	4,433.75	4,433.75	-4,433.75	0.00%
10-008-58425	SOLID WASTE COLLECTION	0.00	0.00	0.00	2,801.04	2,801.04	-2,801.04	0.00%
10-008-58438	IT CONTRACT	0.00	3,968.00	0.00	1,603.80	1,603.80	2,364.20	59.58%
10-008-58450	GOVERNMENT & MISC OPERATING	0.00	45,320.00	0.00	750.00	750.00	44,570.00	98.35%
10-008-58451	EQUIPMENT RENTAL	0.00	2,060.00	0.00	0.00	0.00	2,060.00	100.00%
10-008-58452	VEHICLE LEASE	0.00	0.00	0.00	59,818.48	59,818.48	-59,818.48	0.00%
65 - CONTRACTUAL SERVICES Totals:		0.00	914,428.00	0.00	570,036.19	570,036.19	344,391.81	37.66%
Group: 70 - TRANSFERS & RESTRICTED FUNDS								
10-001-58716	PAYING AGENT FEES	0.00	0.00	0.00	300.00	300.00	-300.00	0.00%
10-008-58738	TRANSFER TO WASTEWATER FUND	0.00	0.00	0.00	320.76	320.76	-320.76	0.00%
70 - TRANSFERS & RESTRICTED FUNDS Totals:		0.00	0.00	0.00	620.76	620.76	-620.76	0.00%
Group: 75 - CAPITAL OUTLAY								
10-001-58600	OFFICE EQUIPMENT	0.00	0.00	0.00	149.89	149.89	-149.89	0.00%
10-001-58602	TECHNOLOGY PROJECTS	0.00	0.00	0.00	26,733.00	26,733.00	-26,733.00	0.00%
10-001-58612	SOFTWARE	0.00	0.00	0.00	15,982.05	15,982.05	-15,982.05	0.00%
10-006-58612	SOFTWARE	0.00	0.00	0.00	5,243.54	5,243.54	-5,243.54	0.00%
10-007-58624	EQUIPMENT PURCHASE	0.00	0.00	0.00	7,039.75	7,039.75	-7,039.75	0.00%

Detail vs Budget Report

Date Range: 10/01/2020 - 03/31/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10-008-58609	FACILITIES: PARKS	0.00	30,000.00	0.00	-50,200.12	-50,200.12	80,200.12	267.33%
10-008-58647	CAPITAL PROJECTS-RESERVE FUNDS	0.00	75,000.00	0.00	0.00	0.00	75,000.00	100.00%
	75 - CAPITAL OUTLAY Totals:	0.00	105,000.00	0.00	4,948.11	4,948.11	100,051.89	95.29%
	10 - GENERAL FUND Totals:	0.00	4,047,812.00	0.00	2,011,442.37	2,011,442.37	2,036,369.63	50.31%
	Expense Totals:	0.00	4,047,812.00	0.00	2,011,442.37	2,011,442.37	2,036,369.63	50.31%
	10 - GENERAL FUND Totals:	0.00	242,610.00	0.00	-835,451.36	-835,451.36	1,078,061.36	
20 - WATER FUND								
Revenue								
Fund: 20 - WATER FUND								
Group: 15 - ADMINISTRATIVE FEES								
20-020-45005	INTEREST REVENUE	0.00	-10,000.00	0.00	-283.26	-283.26	-9,716.74	-97.17%
20-020-46005	INTEREST - OPERATING FUND	0.00	0.00	0.00	-1,543.37	-1,543.37	1,543.37	0.00%
	15 - ADMINISTRATIVE FEES Totals:	0.00	-10,000.00	0.00	-1,826.63	-1,826.63	-8,173.37	-81.73%
Group: 35 - OTHER REVENUE								
20-020-45042	MISCELLANEOUS REVENUE	0.00	-1,200.00	0.00	85.34	85.34	-1,285.34	-107.11%
20-020-45043	ADJUSTMENT TO REVENUE	0.00	0.00	0.00	48.60	48.60	-48.60	0.00%
20-020-45047	BALANCE OFFSET	0.00	-1.00	0.00	0.00	0.00	-1.00	-100.00%
	35 - OTHER REVENUE Totals:	0.00	-1,201.00	0.00	133.94	133.94	-1,334.94	-111.15%
Group: 45 - 45								
20-020-45000	USER CHARGES	0.00	-2,337,262.00	0.00	-1,023,773.65	-1,023,773.65	-1,313,488.35	-56.20%
20-020-45001	PENALTIES	0.00	-30,000.00	0.00	-11,124.38	-11,124.38	-18,875.62	-62.92%
20-020-45002	NEW ACCOUNT FEES	0.00	-13,000.00	0.00	-5,770.00	-5,770.00	-7,230.00	-55.62%
20-020-45003	TAP FEES	0.00	-3,000.00	0.00	-1,500.00	-1,500.00	-1,500.00	-50.00%
20-020-45004	IMPACT FEES	0.00	-165,000.00	0.00	-37,816.64	-37,816.64	-127,183.36	-77.08%
20-020-45007	METER FEE	0.00	-25,000.00	0.00	-11,074.90	-11,074.90	-13,925.10	-55.70%
20-020-45008	METER BOX FEE	0.00	-4,500.00	0.00	-3,000.00	-3,000.00	-1,500.00	-33.33%
20-020-45030	RECONNECT FEES	0.00	-10,000.00	0.00	0.00	0.00	-10,000.00	-100.00%
20-020-45031	RETURNED CHECK FEES	0.00	-600.00	0.00	-1,392.96	-1,392.96	792.96	132.16%
20-020-45048	BORE FEES	0.00	0.00	0.00	-500.00	-500.00	500.00	0.00%
	45 - 45 Totals:	0.00	-2,588,362.00	0.00	-1,095,952.53	-1,095,952.53	-1,492,409.47	-57.66%
	20 - WATER FUND Totals:	0.00	-2,599,563.00	0.00	-1,097,645.22	-1,097,645.22	-1,501,917.78	-57.78%
	Revenue Totals:	0.00	-2,599,563.00	0.00	-1,097,645.22	-1,097,645.22	-1,501,917.78	-57.78%
Expense								
Fund: 20 - WATER FUND								
Group: 40 - TRANSFERS								
20-020-58756	2019 COOS - TWDB - FT WORTH WT	0.00	264,782.00	0.00	245,490.70	245,490.70	19,291.30	7.29%
	40 - TRANSFERS Totals:	0.00	264,782.00	0.00	245,490.70	245,490.70	19,291.30	7.29%
Group: 50 - PERSONNEL								
20-020-58100	SALARIES	0.00	590,867.00	0.00	318,085.45	318,085.45	272,781.55	46.17%
20-020-58101	PAYROLL EXPENSE	0.00	9,055.00	0.00	4,931.40	4,931.40	4,123.60	45.54%

Detail vs Budget Report

Date Range: 10/01/2020 - 03/31/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
20-020-58102	WORKERS COMPENSATION	0.00	14,504.00	0.00	8,826.29	8,826.29	5,677.71	39.15%
20-020-58103	HEALTH INSURANCE	0.00	112,959.00	0.00	50,674.26	50,674.26	62,284.74	55.14%
20-020-58104	RETIREMENT	0.00	45,089.00	0.00	25,546.87	25,546.87	19,542.13	43.34%
20-020-58105	UNEMPLOYMENT INSURANCE	0.00	340.00	0.00	2,144.36	2,144.36	-1,804.36	-530.69%
20-020-58107	CELL PHONE STIPEND	0.00	4,320.00	0.00	2,698.61	2,698.61	1,621.39	37.53%
20-020-58109	CERTIFICATE PAY	0.00	2,280.00	0.00	221.52	221.52	2,058.48	90.28%
20-020-58110	OVERTIME	0.00	16,817.00	0.00	22,069.22	22,069.22	-5,252.22	-31.23%
20-020-58125	DENTAL INSURANCE	0.00	21,184.00	0.00	3,507.76	3,507.76	17,676.24	83.44%
20-020-58126	LIFE INSURANCE	0.00	1,863.00	0.00	1,135.25	1,135.25	727.75	39.06%
50 - PERSONNEL Totals:		0.00	819,278.00	0.00	439,840.99	439,840.99	379,437.01	46.31%
Group: 55 - SUPPLIES								
20-020-58200	POSTAGE & SHIPPING	0.00	15,000.00	0.00	5,965.80	5,965.80	9,034.20	60.23%
20-020-58201	OFFICE SUPPLIES	0.00	5,000.00	0.00	3,334.99	3,334.99	1,665.01	33.30%
20-020-58202	FLOWERS/GIFTS/PLAQUES	0.00	300.00	0.00	0.00	0.00	300.00	100.00%
20-020-58203	BASIC OPERATING SUPPLIES	0.00	2,000.00	0.00	390.00	390.00	1,610.00	80.50%
20-020-58205	MINOR EQUIPMENT: OFFICE	0.00	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
20-020-58207	MV REPAIR & MAINTENANCE	0.00	10,400.00	0.00	179.74	179.74	10,220.26	98.27%
20-020-58208	UNIFORMS & SUPPLIES	0.00	5,370.00	0.00	2,354.04	2,354.04	3,015.96	56.16%
20-020-58214	FINANCE CHARGES	0.00	1,800.00	0.00	4,389.04	4,389.04	-2,589.04	-143.84%
20-020-58224	MISC. TOOLS/SUPPLIES	0.00	2,850.00	0.00	847.51	847.51	2,002.49	70.26%
20-020-58230	CHEMICALS	0.00	10,048.00	0.00	4,346.24	4,346.24	5,701.76	56.75%
20-020-58232	FIRE HYDRANTS	0.00	10,400.00	0.00	48.75	48.75	10,351.25	99.53%
20-020-58253	SAFETY EQUIPMENT & SUPPLIES	0.00	2,874.00	0.00	0.00	0.00	2,874.00	100.00%
20-020-58260	BUILDING & FACILITIES REPAIRS	0.00	3,984.00	0.00	2,841.06	2,841.06	1,142.94	28.69%
20-020-58266	MINOR EQUIPMENT: FIELD	0.00	2,850.00	0.00	272.97	272.97	2,577.03	90.42%
20-020-58268	SUBSCRIPTIONS & PUBLICATIONS	0.00	500.00	0.00	0.00	0.00	500.00	100.00%
20-020-58270	MV FUEL	0.00	27,000.00	0.00	13,818.80	13,818.80	13,181.20	48.82%
20-020-58281	WATER DISTRIBUTION SUPPLIES	0.00	135,000.00	0.00	12,558.03	12,558.03	122,441.97	90.70%
20-020-58282	WATER PRODUCTION SUPPLIES	0.00	50,000.00	0.00	28,539.89	28,539.89	21,460.11	42.92%
55 - SUPPLIES Totals:		0.00	288,376.00	0.00	79,886.86	79,886.86	208,489.14	72.30%
Group: 60 - UTILITIES								
20-020-58300	ELECTRICITY	0.00	100,000.00	0.00	47,896.80	47,896.80	52,103.20	52.10%
20-020-58304	MOBILE TELEPHONE	0.00	5,700.00	0.00	723.86	723.86	4,976.14	87.30%
20-020-58305	COMMUNICATION SERVICES	0.00	6,132.00	0.00	1,462.20	1,462.20	4,669.80	76.15%
60 - UTILITIES Totals:		0.00	111,832.00	0.00	50,082.86	50,082.86	61,749.14	55.22%
Group: 65 - CONTRACTUAL SERVICES								
20-020-58400	TRAVEL & TRAINING	0.00	4,050.00	0.00	3,832.50	3,832.50	217.50	5.37%
20-020-58401	CONSULTANTS & PROFESSIONALS	0.00	25,000.00	0.00	6,500.00	6,500.00	18,500.00	74.00%
20-020-58402	ADVERTISING & LEGAL NOTICES	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
20-020-58404	PROPERTY & LIABILITY	0.00	5,500.00	0.00	6,194.70	6,194.70	-694.70	-12.63%
20-020-58405	REPAIR & MAINTENANCE	0.00	0.00	0.00	503.64	503.64	-503.64	0.00%
20-020-58407	DUES & MEMBERSHIPS	0.00	555.00	0.00	258.00	258.00	297.00	53.51%
20-020-58409	PERMITS & APPLICATIONS	0.00	5,000.00	0.00	6,274.46	6,274.46	-1,274.46	-25.49%

Detail vs Budget Report

Date Range: 10/01/2020 - 03/31/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
20-020-58410	LAB TESTING	0.00	4,140.00	0.00	17,690.63	17,690.63	-13,550.63	-327.31%
20-020-58411	PROPERTY DAMAGE	0.00	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
20-020-58417	ACCOUNTING & AUDITOR	0.00	13,500.00	0.00	6,178.34	6,178.34	7,321.66	54.23%
20-020-58418	CONTRACTUAL SERVICES	0.00	0.00	0.00	6,761.00	6,761.00	-6,761.00	0.00%
20-020-58424	ENGINEERING/CITY ENGINEER	0.00	36,000.00	0.00	19,071.73	19,071.73	16,928.27	47.02%
20-020-58426	SOFTWARE TECH SUPPORT	0.00	2,000.00	0.00	1,361.45	1,361.45	638.55	31.93%
20-020-58437	BLACKBOARD CONNECT	0.00	2,750.00	0.00	984.68	984.68	1,765.32	64.19%
20-020-58438	IT CONTRACT	0.00	3,852.00	0.00	1,924.56	1,924.56	1,927.44	50.04%
20-020-58443	WELL SITE MAINTENANCE	0.00	15,608.00	0.00	7,054.22	7,054.22	8,553.78	54.80%
20-020-58444	EQUIPMENT MAINTENANCE	0.00	4,540.00	0.00	1,471.48	1,471.48	3,068.52	67.59%
20-020-58447	WATER TANK MAINTENANCE	0.00	6,000.00	0.00	17,385.00	17,385.00	-11,385.00	-189.75%
20-020-58448	BUILDING MAINT - WELL SITES	0.00	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
20-020-58451	EQUIPMENT RENTAL	0.00	8,000.00	0.00	5,342.71	5,342.71	2,657.29	33.22%
20-020-58452	VEHICLE LEASE	0.00	52,000.00	0.00	0.00	0.00	52,000.00	100.00%
20-020-58469	WATER DISTRIBUTION CONTRACTUAL	0.00	45,000.00	0.00	52,010.80	52,010.80	-7,010.80	-15.58%
20-020-58470	WATER PRODUCTION CONTRACTUAL	0.00	50,000.00	0.00	5,196.90	5,196.90	44,803.10	89.61%
65 - CONTRACTUAL SERVICES Totals:		0.00	289,995.00	0.00	165,996.80	165,996.80	123,998.20	42.76%
Group: 70 - TRANSFERS & RESTRICTED FUNDS								
20-020-58716	PAYING AGENT FEES	0.00	0.00	0.00	956.00	956.00	-956.00	0.00%
20-020-58725	DEBT ISSUANCE COST	0.00	0.00	0.00	50,324.57	50,324.57	-50,324.57	0.00%
20-020-58735	2010 REFUNDING	0.00	76,500.00	0.00	76,500.00	76,500.00	0.00	0.00%
20-020-58736	2012 REFUNDING	0.00	107,650.00	0.00	104,575.00	104,575.00	3,075.00	2.86%
20-020-58741	TRANSFER TO GENERAL FUND	0.00	200,000.00	0.00	0.00	0.00	200,000.00	100.00%
20-020-58745	FRANCHISE FEES	0.00	129,978.00	0.00	-376.08	-376.08	130,354.08	100.29%
20-020-58746	2014 TWDB COB	0.00	40,534.00	0.00	35,329.50	35,329.50	5,204.50	12.84%
20-020-58748	2016 TWDB COB	0.00	53,689.00	0.00	49,344.25	49,344.25	4,344.75	8.09%
20-020-58749	PP FINANCE CONTRACT 6804	0.00	18,419.00	0.00	18,418.80	18,418.80	0.20	0.00%
20-020-58755	2015 COB	0.00	45,675.00	0.00	43,090.96	43,090.96	2,584.04	5.66%
70 - TRANSFERS & RESTRICTED FUNDS Totals:		0.00	672,445.00	0.00	378,163.00	378,163.00	294,282.00	43.76%
Group: 75 - CAPITAL OUTLAY								
20-020-58601	VEHICLES	0.00	85,000.00	0.00	966.72	966.72	84,033.28	98.86%
20-020-58602	TECHNOLOGY PROJECTS	0.00	0.00	0.00	19,262.00	19,262.00	-19,262.00	0.00%
20-020-58606	CAPITAL PROJECT CONTRACTS	0.00	0.00	0.00	90,150.00	90,150.00	-90,150.00	0.00%
20-020-58612	SOFTWARE	0.00	0.00	0.00	23,000.00	23,000.00	-23,000.00	0.00%
20-020-58646	UTILITIES: WATER DISTRIBUTION	0.00	0.00	0.00	58,223.37	58,223.37	-58,223.37	0.00%
75 - CAPITAL OUTLAY Totals:		0.00	85,000.00	0.00	191,602.09	191,602.09	-106,602.09	-125.41%
20 - WATER FUND Totals:		0.00	2,531,708.00	0.00	1,551,063.30	1,551,063.30	980,644.70	38.73%
Expense Totals:		0.00	2,531,708.00	0.00	1,551,063.30	1,551,063.30	980,644.70	38.73%
20 - WATER FUND Totals:		0.00	-67,855.00	0.00	453,418.08	453,418.08	-521,273.08	

30 - WASTEWATER FUND

Revenue

Fund: 30 - WASTEWATER FUND

Detail vs Budget Report

Date Range: 10/01/2020 - 03/31/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
Group: 15 - ADMINISTRATIVE FEES								
30-030-45005	INTEREST REVENUE	0.00	-15,468.00	0.00	-197.09	-197.09	-15,270.91	-98.73%
15 - ADMINISTRATIVE FEES Totals:		0.00	-15,468.00	0.00	-197.09	-197.09	-15,270.91	-98.73%
Group: 35 - OTHER REVENUE								
30-030-45041	REFUNDS/BANK CREDITS	0.00	-3,261.00	0.00	0.00	0.00	-3,261.00	-100.00%
35 - OTHER REVENUE Totals:		0.00	-3,261.00	0.00	0.00	0.00	-3,261.00	-100.00%
Group: 45 - 45								
30-030-45000	USER CHARGES	0.00	-600,000.00	0.00	-292,885.04	-292,885.04	-307,114.96	-51.19%
30-030-45003	TAP FEES	0.00	-667.00	0.00	0.00	0.00	-667.00	-100.00%
30-030-45004	IMPACT FEES	0.00	-125,000.00	0.00	-17,327.44	-17,327.44	-107,672.56	-86.14%
45 - 45 Totals:		0.00	-725,667.00	0.00	-310,212.48	-310,212.48	-415,454.52	-57.25%
30 - WASTEWATER FUND Totals:		0.00	-744,396.00	0.00	-310,409.57	-310,409.57	-433,986.43	-58.30%
Revenue Totals:		0.00	-744,396.00	0.00	-310,409.57	-310,409.57	-433,986.43	-58.30%
Expense								
Fund: 30 - WASTEWATER FUND								
Group: 50 - PERSONNEL								
30-030-58100	SALARIES	0.00	33,067.00	0.00	17,787.38	17,787.38	15,279.62	46.21%
30-030-58101	PAYROLL EXPENSE	0.00	542.00	0.00	354.03	354.03	187.97	34.68%
30-030-58102	WORKERS COMPENSATION	0.00	1,036.00	0.00	2,206.57	2,206.57	-1,170.57	-112.99%
30-030-58103	HEALTH INSURANCE	0.00	7,803.00	0.00	3,839.60	3,839.60	3,963.40	50.79%
30-030-58104	RETIREMENT	0.00	2,697.00	0.00	1,848.98	1,848.98	848.02	31.44%
30-030-58105	UNEMPLOYMENT INSURANCE	0.00	24.00	0.00	144.00	144.00	-120.00	-500.00%
30-030-58107	CELL PHONE STIPEND	0.00	542.00	0.00	295.23	295.23	246.77	45.53%
30-030-58109	CERTIFICATE PAY	0.00	1,080.00	0.00	280.86	280.86	799.14	73.99%
30-030-58110	OVERTIME	0.00	2,140.00	0.00	6,861.20	6,861.20	-4,721.20	-220.62%
30-030-58125	DENTAL INSURANCE	0.00	497.00	0.00	265.27	265.27	231.73	46.63%
30-030-58126	LIFE INSURANCE	0.00	117.00	0.00	93.14	93.14	23.86	20.39%
50 - PERSONNEL Totals:		0.00	49,545.00	0.00	33,976.26	33,976.26	15,568.74	31.42%
Group: 55 - SUPPLIES								
30-030-58200	POSTAGE & SHIPPING	0.00	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
30-030-58201	OFFICE SUPPLIES	0.00	1,200.00	0.00	12.98	12.98	1,187.02	98.92%
30-030-58203	BASIC OPERATING SUPPLIES	0.00	1,200.00	0.00	137.86	137.86	1,062.14	88.51%
30-030-58205	MINOR EQUIPMENT: OFFICE	0.00	1,000.00	0.00	184.68	184.68	815.32	81.53%
30-030-58206	MV OILS, LUBRICANTS & FLUIDS	0.00	500.00	0.00	0.00	0.00	500.00	100.00%
30-030-58207	MV REPAIR & MAINTENANCE	0.00	2,400.00	0.00	0.00	0.00	2,400.00	100.00%
30-030-58208	UNIFORMS & SUPPLIES	0.00	1,930.00	0.00	159.04	159.04	1,770.96	91.76%
30-030-58212	WASTEWATER SUPPLIES	0.00	4,000.00	0.00	0.00	0.00	4,000.00	100.00%
30-030-58223	EQUIPMENT	0.00	2,900.00	0.00	0.00	0.00	2,900.00	100.00%
30-030-58224	MISC. TOOLS/SUPPLIES	0.00	1,000.00	0.00	334.47	334.47	665.53	66.55%
30-030-58230	CHEMICALS	0.00	60,478.00	0.00	13,720.02	13,720.02	46,757.98	77.31%
30-030-58253	SAFETY EQUIPMENT & SUPPLIES	0.00	2,775.00	0.00	298.46	298.46	2,476.54	89.24%
30-030-58260	BUILDING & FACILITIES REPAIRS	0.00	5,000.00	0.00	299.33	299.33	4,700.67	94.01%

Detail vs Budget Report

Date Range: 10/01/2020 - 03/31/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
30-030-58270	MV FUEL	0.00	3,875.00	0.00	0.00	0.00	3,875.00	100.00%
30-030-58279	WASTEWATER COLLECTION	0.00	35,000.00	0.00	0.00	0.00	35,000.00	100.00%
30-030-58280	WASTEWATER TREATMENT	0.00	10,000.00	0.00	2,774.76	2,774.76	7,225.24	72.25%
55 - SUPPLIES Totals:		0.00	135,258.00	0.00	17,921.60	17,921.60	117,336.40	86.75%
Group: 60 - UTILITIES								
30-030-58300	ELECTRICITY	0.00	61,200.00	0.00	28,067.74	28,067.74	33,132.26	54.14%
30-030-58305	COMMUNICATION SERVICES	0.00	0.00	0.00	443.60	443.60	-443.60	0.00%
60 - UTILITIES Totals:		0.00	61,200.00	0.00	28,511.34	28,511.34	32,688.66	53.41%
Group: 65 - CONTRACTUAL SERVICES								
30-030-58400	TRAVEL & TRAINING	0.00	3,500.00	0.00	138.75	138.75	3,361.25	96.04%
30-030-58404	PROPERTY & LIABILITY	0.00	5,500.00	0.00	6,194.70	6,194.70	-694.70	-12.63%
30-030-58405	REPAIR & MAINTENANCE	0.00	7,650.00	0.00	2,988.42	2,988.42	4,661.58	60.94%
30-030-58407	DUES & MEMBERSHIPS	0.00	333.00	0.00	0.00	0.00	333.00	100.00%
30-030-58409	PERMITS & APPLICATIONS	0.00	3,500.00	0.00	3,366.84	3,366.84	133.16	3.80%
30-030-58410	LAB TESTING	0.00	19,700.00	0.00	9,728.58	9,728.58	9,971.42	50.62%
30-030-58417	ACCOUNTING & AUDITOR	0.00	10,000.00	0.00	6,033.32	6,033.32	3,966.68	39.67%
30-030-58418	CONTRACTUAL SERVICES	0.00	12,000.00	0.00	590.10	590.10	11,409.90	95.08%
30-030-58424	ENGINEERING/CITY ENGINEER	0.00	12,000.00	0.00	2,235.64	2,235.64	9,764.36	81.37%
30-030-58425	SLUDGE HAULING	0.00	78,000.00	0.00	19,184.24	19,184.24	58,815.76	75.40%
30-030-58438	IT CONTRACT	0.00	3,852.00	0.00	1,924.56	1,924.56	1,927.44	50.04%
30-030-58445	LIFT STATION EQUIPMENT MAINTENANCE	0.00	30,000.00	0.00	8,524.91	8,524.91	21,475.09	71.58%
30-030-58450	GOVERNMENT & MISC OPERATING	0.00	3,000.00	0.00	221.80	221.80	2,778.20	92.61%
30-030-58451	EQUIPMENT RENTAL	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
30-030-58452	VEHICLE LEASE	0.00	80.00	0.00	0.00	0.00	80.00	100.00%
65 - CONTRACTUAL SERVICES Totals:		0.00	190,115.00	0.00	61,131.86	61,131.86	128,983.14	67.84%
Group: 70 - TRANSFERS & RESTRICTED FUNDS								
30-030-58745	FRANCHISE FEES	0.00	37,220.00	0.00	0.00	0.00	37,220.00	100.00%
30-030-58750	SERIES 2017 DEBT	0.00	266,582.00	0.00	232,332.50	232,332.50	34,249.50	12.85%
70 - TRANSFERS & RESTRICTED FUNDS Totals:		0.00	303,802.00	0.00	232,332.50	232,332.50	71,469.50	23.53%
30 - WASTEWATER FUND Totals:		0.00	739,920.00	0.00	373,873.56	373,873.56	366,046.44	49.47%
Expense Totals:		0.00	739,920.00	0.00	373,873.56	373,873.56	366,046.44	49.47%
30 - WASTEWATER FUND Totals:		0.00	-4,476.00	0.00	63,463.99	63,463.99	-67,939.99	
Report Total:		0.00	170,279.00	0.00	-318,569.29	-318,569.29	488,848.29	

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10 - GENERAL FUND	0.00	242,610.00	0.00	-835,451.36	-835,451.36	1,078,061.36	
20 - WATER FUND	0.00	-67,855.00	0.00	453,418.08	453,418.08	-521,273.08	
30 - WASTEWATER FUND	0.00	-4,476.00	0.00	63,463.99	63,463.99	-67,939.99	
Report Total:	0.00	170,279.00	0.00	-318,569.29	-318,569.29	488,848.29	

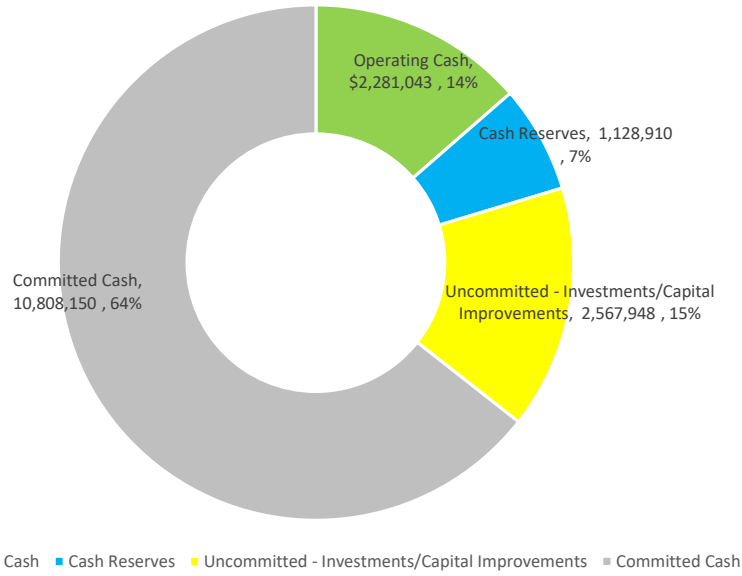
**City of Willow Park
Bank Account Balances**

	<u>At 3/31/2021</u>	<u>At 12/31/2020</u>	<u>At 9/30/2020</u>
<u>General Fund</u>			
Operating Cash - General	\$ 1,049,345	\$ 602,098	\$ 116,864
General Fund Cash Reserve	237,609	237,551	237,491
TexStar General Fund Investment	515,396	515,348	515,228
General Fund CD - 65686	128,480	128,480	128,480
	<u>1,930,830</u>	<u>1,483,476</u>	<u>998,063</u>
<u>Water Fund</u>			
Operating Cash - Water	481,035	893,191	540,123
Water Cash Reserve	891,301	891,081	890,857
Water Capital Improvements (Water Line Clearing)	-	44,840	-
UMB TWDB Escrow (52%)	6,285,395	6,748,575	6,771,723
CID03 Cash (52%)	3,300,106	-	-
TexStar Water Investment	1,509,828	1,532,686	1,532,330
Water Deposits - 56788	106,807	106,511	106,511
	<u>12,574,471</u>	<u>10,216,884</u>	<u>9,841,544</u>
<u>Wastewater Fund</u>			
Operating Cash - Wastewater	483,854	680,801	547,191
Wastewater Package Plant	124,645	124,624	124,645
Wastewater Capital Improvements	361,249	361,160	361,069
TexStar Wastewater	52,995	52,990	52,978
	<u>1,022,743</u>	<u>1,219,575</u>	<u>1,085,883</u>
<u>Other Funds</u>			
Operating Cash - Solid Waste	266,808	216,043	211,840
Operating Cash - Court Security	38,405	36,974	35,280
Operating Cash - Court Technology	55,523	54,231	52,697
Operating Cash - General (Police Training)	6,878	5,643	5,643
Drainage Fund	-	-	-
Police Contributions	444	444	444
Truency Prevention	6,504	5,074	3,388
Construction Fund - Building	79,833	79,814	80,294
Construction Fund - Roads	516	516	515
Debt Service (I&S)	366,481	1,012,652	162,853
Police Seizure (Federal)	0	0	1,664
Police Seizure (State)	5,695	6,742	7,522
Tourism	68,632	68,615	68,598
TIRZ Reimbursement Fund	140,577	88,699	1,878
First Responder	13,046	13,046	13,330
TexStar Parks & Recreation	208,663	382,897	435,247
	<u>1,258,007</u>	<u>1,971,389</u>	<u>1,081,194</u>
Total Cash	\$ 16,786,051	\$ 14,891,325	\$ 13,006,684

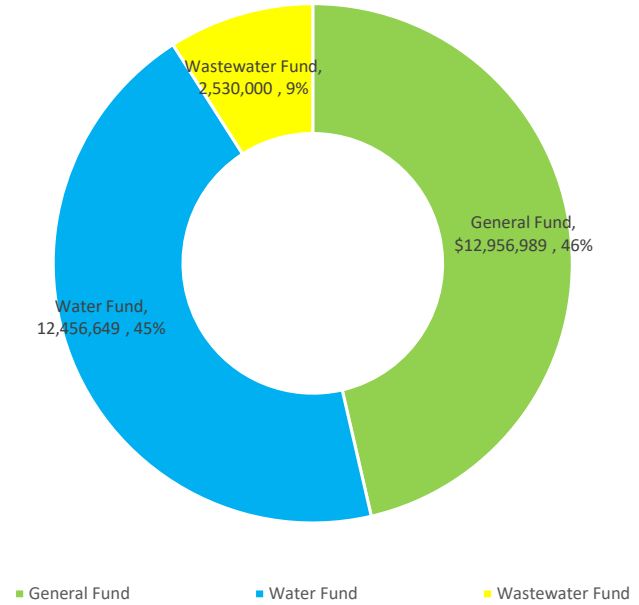


**City of Willow Park
Key Metrics & Trends
As of March 31, 2021**

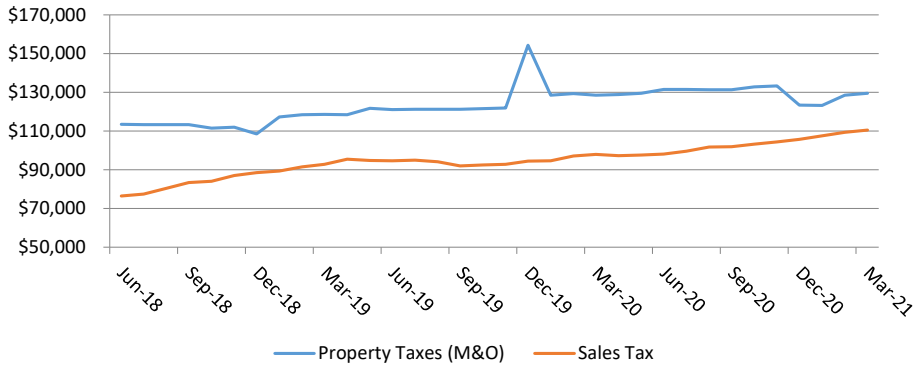
Cash Balances as of March 31, 2021



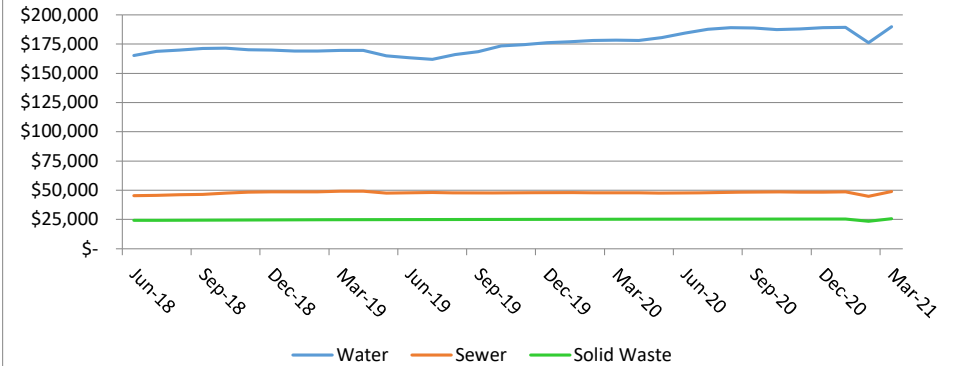
Debt Balance by Fund as of March 31, 2021



General Fund Tax Revenues (12 M Moving Avg)



User Charge Billings (12 M Moving Avg)





CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: April 27, 2021	Department: Public Works	Presented By: Michelle Guelker
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AGENDA ITEM

Discussion/ Action: To enter into a mutual aid agreement with North Central Texas Council of Governments to provide public works mutual aid in an emergency, disaster or civil emergency.

BACKGROUND:

After the Winter Storm of February 2021, the City was sent the attached information requesting that all Cities within Parker County consider joining the North Central Texas Public Works Emergency Response Team from Emergency Response Coordinator Sean Hughes.

The North Central Texas Public Works Emergency Response Team or PWERT goal is to provide local, mutual aid to Cities and Counties in need at a time they most need the assistance. This assistance and agreement is limited to Public Works personal and equipment.

Providing aid is on a volunteer bases and the City is not required to provide aid, especially if the assistance puts the volunteer city in a predicament.

STAFF/BOARD/COMMISSION RECOMMENDATION:

To approve a mutual aid resolution between the City and North Central Texas Council of Governments

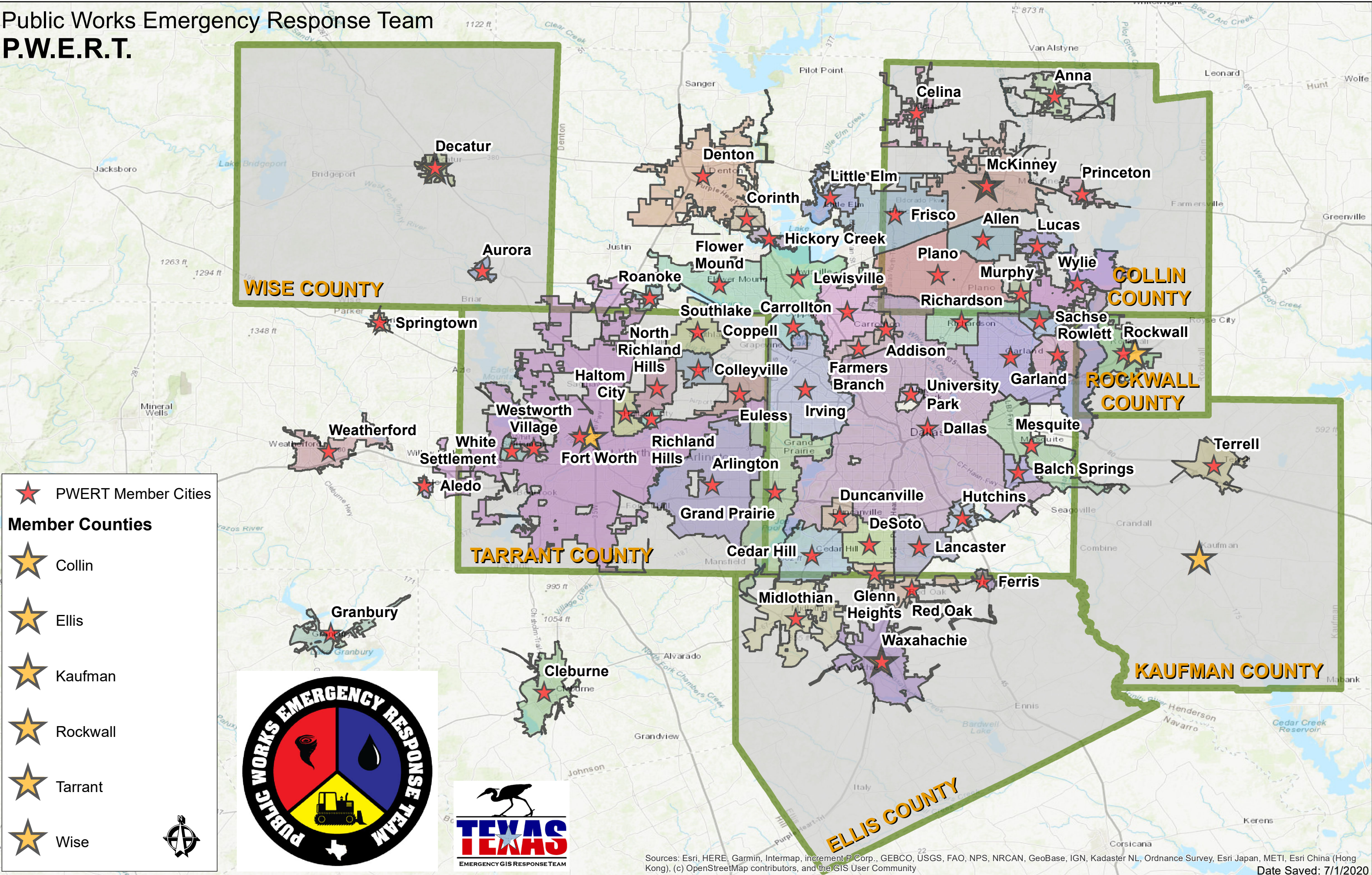
EXHIBITS: Resolution adopting Mutual Aid Agreement

Copy of Tarrant Counties Mutual Aid Agreement with North Central Texas Public Works Emergency Response Team.

July 2020 Map showing PERT members

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	None
	Source of Funding	

Public Works Emergency Response Team
P.W.E.R.T.



- ★ PWERT Member Cities
- Member Counties**
- ★ Collin
- ★ Ellis
- ★ Kaufman
- ★ Rockwall
- ★ Tarrant
- ★ Wise



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community
 Date Saved: 7/1/2020

**NORTH CENTRAL TEXAS PUBLIC WORKS
MUTUAL AID AGREEMENT**

This mutual aid agreement ("Agreement") is entered into by, between, and among the North Central Texas Participating Local Governments located wholly within the State of Texas acting by and through their duly authorized officials. The Participating Local Governments may be referred to in this Agreement individually as "Party" and collectively as "Parties." By signing this document, and sending it to the Public Works Emergency Response Team, at an address maintained by the NCTCOG, the Party approves this Agreement, and acknowledges that it is not necessary to receive copies of the agreement from other agencies that are party to such agreement.

RECITALS

The Parties recognize the vulnerability of the people and communities located within local governments and public subdivisions to damage, injury, and loss of life and property resulting in emergencies, disasters or civil emergencies and recognize that these incidents may present equipment and personnel requirements beyond the capacity of each individual Party;

The Parties desire to make available on an emergency basis public works equipment to build, to clean, or to repair roads, bridges, or drainage systems associated with needed transportation within Tarrant County;

The Parties desire to secure for each Party the benefits of Mutual Aid for the protection of life and property in the event of an emergency, disaster, civil emergency, or public works emergency;

The Parties that wish to make suitable arrangements to provide Mutual Aid are so authorized, and make this Agreement pursuant to all governmental power inherent in home rule, other municipality law, or other statutory authority, including, but not limited to, the Interlocal Cooperation Act (Chapter 791 of the Texas Government Code); the Texas Disaster Act of 1975 as amended Chapter 418 of the Texas Government Code including the Texas Statewide Mutual Aid System of the Emergency Management Chapter, set out in Subchapter E-1 of Texas Government Code, Section 418.111 et seq, and any amendments to that authority or other authority that may be set out in the laws of the State of Texas;

The Parties understand that this Agreement and the Texas Statewide Mutual Aid System (SB11) under Chapter 418 E-1 does not replace or supersede existing mutual aid agreements or interfere with the ability of municipalities or other governmental entities to enter into written mutual aid agreements in the future. It is understood that if a written agreement is entered into by governmental entities or municipalities requesting resources, then the terms of that agreement control the rights and responsibilities of the participating parties to the extent the agreement provides terms that differ from the Texas Statewide Mutual Aid System; and

Mutual aid extended in compliance with any operational plan adopted pursuant to this Agreement, is furnished in accordance with applicable law and except as otherwise provided by law, the responsible local official in whose jurisdiction an incident requiring Mutual Aid has occurred remains in charge of that incident including the direction of personnel and equipment provided by Mutual Aid Plans;

NOW, THEREFORE, the Parties agree as follows:

**NORTH CENTRAL TEXAS PUBLIC WORKS
MUTUAL AID AGREEMENT**

Section 1: Incorporation:

The Recitals are incorporated as if written word for word below.

Section 2: Purpose:

This Agreement establishes planning and operating procedures for Parties to request personnel, equipment, materials, or other associated services from other Parties. This Agreement allows for better coordination of efforts, identifies available resources and helps ensure the provision of.

Section 3: Definitions:

- A. "Administrative Agency" means the entity designated by the Parties to be responsible for maintaining the documents associated with this Agreement including distributing Point of Contact and Resource Inventory information.
- B. "Assisting Party" or "Responding Party" means the agency or organization which has received a request to furnish aid and assistance from another Party and has agreed to provide the same.
- C. "Civil Emergency" means an unforeseen combination of circumstances or the resulting consequences thereof within the geographic limits of a given jurisdiction that calls for immediate action or for which there is an urgent need for assistance or relief to protect the general citizenry.
- D. "Disaster" means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or manmade cause, including but not limited to fire, flood, earthquake, wind, storm, wave action, winter storm, biological or health hazards, dam or levee break, drought, explosion, riot,, acts of terrorism and other public calamity requiring emergency action or requiring homeland security activity (as that term is defined in Chapter 421 of the Texas Government Code entitled Homeland Security) that is or likely to be, beyond the control of the services personnel equipment and facilities of a Party that requires assistance under this Agreement, but must be coordinated through the appropriate local accredited/certified Emergency Management Agency coordinator.
- E. "Emergency" means any occurrence or threat thereof, whether natural or caused by man, in war or in peace, which results in substantial injury or harm to the population, or substantial damage to or loss of property.
- F. "Homeland security activity means any activity related to the prevention or discovery of, response to, or recovery from a terrorist attack, natural or man-made disaster, hostile military or paramilitary action, or extraordinary law enforcement emergency.
- G. "Mutual Aid" means providing resources such as personnel, equipment, services and supplies. These resources support typical public works missions or tasks such as: removal of debris, restoration of water/wastewater operations, flood control, infrastructure system repairs, standby power, and damage assessment.
- H. "National Incident Management System (NIMS)" means a Presidential directive that provides a consistent nationwide approach that allows federal, state, local and tribal governments as well as private sector and nongovernmental organizations to work together to manage incidents and disasters of all kinds.
- I. "Operational Period" shall mean a period of time beginning at the time of the request for Mutual Aid and lasting no longer than thirty six (36) hours. Typically assistance would be given in Twelve (12) hour shifts for operational efficiencies.

**NORTH CENTRAL TEXAS PUBLIC WORKS
MUTUAL AID AGREEMENT**

- J. "Point of Contact" means a person, department, or office serving as the coordinator or focal point of information dealing with public works emergency response activities.
- K. "Public Works Emergency Response Team" (PWERT) means a working group of Public Works Officials representing their agencies whose mission is to develop and maintain a region wide network of public works' related agencies. This teams' principal purpose is to provide mutual aid response and recovery assistance, to each other, when confronted with natural or man-made emergencies or disasters. This Group is designated as the Administrative Agency to manage this Agreement.
- L. "Requesting Party" means the agency or organization receiving aid and assistance from a Assisting Party.
- M. Public/Political Sub-Division means a basic level of independent local government or quasi-government authorized by Section 52, Article III of the Texas Constitution that typically have a specific or limited purpose including Dallas Fort Worth International Airport, Toll Authorities, independent school districts, water or wastewater districts and improvement and economic development districts and exist separately from general purpose local governments such as county, city or townships.

Section 4: Term:

This Agreement shall become effective as to each Party on date of adoption as indicated on the signature page for each Party and shall continue in force and remaining binding on each and every Party for 12 months from the effective date. This Agreement shall renew automatically for a period of one year upon the completion of the initial term and each subsequent term unless such time as the governing body of a Party terminates its participation in this Agreement pursuant to Section 5 of this Agreement.

Section 5: Termination:

Any Party may at any time by resolution or notice given to all the other Parties decline to participate in the provision of Public Works Mutual Aid. The Governing Body of a Party shall, by Resolution, give notice of termination of participation in this Agreement and submit a copy of such resolution to the Administrative Agency and all other Parties. Such termination shall become effective 30 days after filing of such notice. The termination by one or more of the Parties of its participation in this Agreement shall not affect the operation of this Agreement between the remaining Parties.

Section 6: Responsibility of Parties:

Each Party recognizes that it may be requested to provide aid and assistance at a time when it is necessary to provide similar aid and assistance to the Party's own constituents. This Agreement does not impose an unconditional obligation on any Party to provide aid and assistance. A Party may choose not to render aid and assistance at any time for any reason, or to recall aid that has been deployed at anytime.

Section 7: Request for Assistance:

The request for assistance will:

**NORTH CENTRAL TEXAS PUBLIC WORKS
MUTUAL AID AGREEMENT**

- A. Be made only with a Declaration of a state of Local Civil Emergency or Declaration of Disaster by a Requesting Party pursuant to Section 418.108, Texas Government Code or after a proclamation of a State of Emergency under Section 433.001, Texas Government Code,
- B. Be made only without a Declaration of a state of Local Civil Emergency or Declaration of Disaster if the Requesting Party expects to use the resource for less than one operational period or if the declaration of emergency is expected to be issued during the first operational period,
- C. Be made by the highest ranking authority of Requesting Party available at the time of need,
- D. Be made to the highest ranking authority of the Responding Party available at the time of need, and
- E. Specify to the greatest extent possible the nature of the problem requiring assistance and the resources requested.

Section 8: Procedures for Requests and Provision of Mutual Aid:

See Attachment 1

Section 9: Cost Limitation:

A Requesting Party shall not reimburse a Responding Party for costs incurred during the initial Operational Period. A Requesting Party may reimburse a Responding Party for costs incurred after the initial Operational Period.

It is the intention of this mutual aid to be for assistance in the initial response to the emergency and not part of the long term recovery. If assistance is requested beyond the initial 36 hours, then the requesting agency must work with the responding agency directly and put in place a mutual agreeable Agreement and payment for services rendered. It is also understood that any agency responding under this mutual aid agreement will not receive any reimbursement for their mutual aid assistance up to the first 36 hours, even if the event becomes a declared emergency by the President. After the first 36 hours repayment may be provided. It is also understood that any agency for any reason may decline to assist or recall their mutual aid at any time.

Section 10: Expending Funds:

A Responding Party that performs services or furnishes aid pursuant to this Agreement shall do so with their own current funds. No Party shall have any liability for the failure to expend funds to provide aid hereunder.

Section 11: Insurance:

- A. Worker's Compensation Coverage: Each Party shall be responsible for its own actions and those of its employees and is responsible for complying with the Texas Workers' Compensation Act.
- B. Automobile Liability Coverage: Each Party shall be responsible for its own actions and is responsible for complying with the Texas motor vehicle financial responsibility laws.
- C. The Responding Party remains responsible for any civil liability or costs that may arise from the fire protection, fire rescue and first response for emergency medical services

**NORTH CENTRAL TEXAS PUBLIC WORKS
MUTUAL AID AGREEMENT**

that the Responding Party provides to the Requesting Party under this Agreement. The Parties agree pursuant to section 791.006 (a-1) of the Texas Government Code that assignment of liability provided by this Agreement is intended to be different than liability otherwise assigned under section 791.006 (a) of the Texas Government Code, which provides that “the governmental unit that would have been responsible for furnishing the services in the absence of the Agreement is responsible for any civil liability that arises from the furnishing of those services.” To the extent any party is an emergency services district the Parties also agree that pursuant to section 775.0366 (e) of the Texas Health and Safety Code that assignment of liability provided by this Agreement is intended to be different than liability otherwise assigned under section 775.0366 (d), which provides that the “district is responsible for any civil liability that arises from furnishing those services if the district would have been responsible for furnishing the services in the absence of the Agreement.”

- D. It is expressly understood and agreed, however, that in the execution of this Agreement, no party waives, nor shall be deemed to waive, any immunity or defenses that would otherwise be available to it against claims arising in the exercise of governmental powers and functions, including the liability limits and immunities for a governmental unit provided by the Texas Tort Claims Act, Chapter 101, Civil Practice and Remedies Code, or other law.

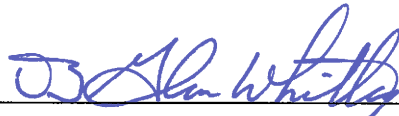
Section 12: Miscellaneous:

- A. Entirety: This Agreement contains all commitments and agreements of the Parties with respect to the Mutual Aid for Public Works equipment to be rendered during or in connection with an Emergency, Disaster, or Civil Emergency. No other oral or written commitments of the Parties with respect to mutual aid under this Agreement shall have any force or effect if not contained herein, except as provided in Section 12E below.
- B. Other Mutual Aid Agreements: This Agreement is not intended to replace or conflict with - local mutual aid agreements for other emergency response needs such as fire and police or for the other purposes
- C. Severability: If a provision contained in this Agreement is held invalid for any reason, the invalidity does not affect other provision of the Agreement that can be given effect without the invalid provision, and to this end the provisions of the Agreement are severable.
- D. Validity and Enforceability: If any current or future legal limitations affect the validity or enforceability of a provision of this Agreement, then the legal limitations are made as part of the Agreement and shall operate to amend this Agreement to the minimum extent necessary to bring this Agreement into conformity with the requirement of the limitations, and so modified, this Agreement shall continue in full force and affect.
- E. Amendment: This Agreement may be amended only by the mutual written consent of the Parties.
- F. Governing Law and Venue: The Laws of the State of Texas shall govern this Agreement. Venue is governed by the Texas Civil Practice and Remedies Code and other applicable law.

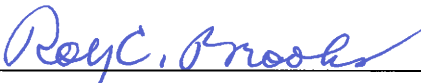
**NORTH CENTRAL TEXAS PUBLIC WORKS
MUTUAL AID AGREEMENT**

- G. Signatories: The PWERT shall be the official repository of original pages of the Parties to this Agreement and will maintain an up-to-date list of those Parties. Each Party will retain a copy of their own originally signed document with an additional individual signature page from their Agency to be filed with the PWERT under this Agreement. PWERT will maintain contact information from all of the parties and provide for a means of communication whenever there is a need to call for mutual aid. This agreement may be signed in multiple copies, and it is only necessary for the agencies to notify the PWERT and keep them informed of the contact information.
- H. PWERT – the Administrative Agency, managing this agreement, provides for one membership seat for each participating agency and one alternate seat. The primary seat should be held by a Public Works Official or designee. The alternate seat should be held by a member of the jurisdiction of the Emergency Management Division or designee. The jurisdiction is not required to fill the seats, but, it is strongly recommended, in order to receive information and training for emergency response.

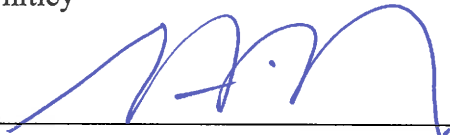
EXECUTED this 29th day of April, 2014



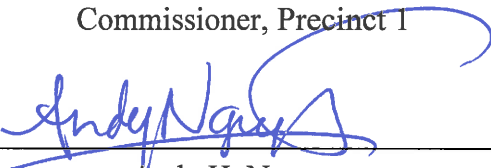
County Judge B. Glen Whitley



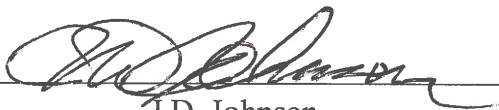
Roy C. Brooks
Commissioner, Precinct 1



Gary Fickes
Commissioner, Precinct 3



Andy H. Nguyen
Commissioner, Precinct 2



J.D. Johnson
Commissioner, Precinct 4

*APPROVED AS TO FORM:

By: 

Tarrant County
District Attorney's Office

*By law, the District Attorney's Office may only approve contracts for its clients. We reviewed this document from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.

CITY OF WILLOW PARK, TEXAS

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF WILLOW PARK ADOPTING THE NORTH CENTRAL TEXAS
PUBLIC WORKS MUTUAL AID AGREEMENT

WHEREAS the City of Willow Park recognizes the vulnerability of people and communities to damage, injury, and loss of life and property resulting from emergencies or disasters, and recognize that such incidents may present equipment and personnel requirements beyond the capacity of City of Willow Park or Party; and

WHEREAS the City of Willow Park governing officials desire to secure for each Party the benefits of mutual aid for the protection of life and property in the event of an emergency or disaster; and

WHEREAS it is understood that the creation of this North Central Texas Public Works Mutual Aid Agreement and the Texas Statewide Mutual Aid System (SB11) under Chapter 418 E-1 do not replace or supersede existing mutual aid agreements; and

WHEREAS it is understood that that any mutual aid extended under the North Central Texas Public Works Agreement is strictly voluntary; and

WHEREAS adoption by City of Willow Park demonstrates their commitment to the North Central Texas Public Works Mutual Aid Agreement.

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

Section 1. In accordance with **(local rule for adopting resolutions)**, the City of Willow Park adopts the North Central Texas Public Works Mutual Aid Agreement.

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)



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 05/11/2021	Department: Finance/Utility Billing	Presented By: Candy Scott
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AGENDA ITEM:

DataProse Proposal

BACKGROUND:

The city is currently printing and mailing the utility bills at a cost of \$2,009.00 per month. This cost includes postage, rental of machines to fold and stuff the bills, perforated paper, envelopes, and labor. This process takes a full day and sometimes more for the Utility Billing Clerk.

We have requested a quote from DataProse for the option of outsourcing the billing. DataProse is the company recommended by Tyler Technologies as they do the printing for most of their customers who use Incode.

The approximate cost quote from DataProse is \$1,190.00 per month. This average was based on 2,000 bills. We are at present billing 2,236 customers. Of these 2,236 we mailed out 1,980 bills, the remainder of bills were sent by email at the customer’s request.

Staff is recommending the approval of the contract with DataProse to streamline the billing process.

STAFF/BOARD/COMMISSION RECOMMENDATION:

To accept and approve the DataProse Proposal.

EXHIBITS:

Proposal from DataProse

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$ See Attached
	Source of Funding	\$ Water Fund

Printing Bills In-House

Postage	0.51	2071	1,056.21
Folder/Inserter	349.66	1	349.66
Perferated Paper	305	7	43.57
Mailing Envelopes	533	3	177.67
Return Envelopes	677	3	225.67
Labor (printing)	17.5	8	140.00
Labor (mailing)	16.41	1	16.41
			2,009.18

Outsourcing Bill Printing

2,000 bills printed full color one side = \$340.00

Statement Archive each month approximately - \$30.00

Postage estimate between \$.40 - \$.41 each = \$820.00

Total monthly estimate including postage = \$1190.00 (based on a qty of 2,000 mail pieces per month)

All other services listed are optional and are only charged when used.



DataProse appreciates the opportunity to present this response for the Utility Bill Printing and Mailing Services for:



Willow Park
TEXAS



Print & Mail



eBusiness



Marketing
Services

April 24, 2021

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LETTER OF TRANSMITTAL

City of Willow Park
Candice J Scott
CFO/HR Director
516 Ranch House Road
Willow Park, TX 76087

RE: Utility Bill Processing, Printing and Mailing Services

Dear Candice,

DataProse thanks you for the opportunity to submit our response in support of your Utility Bill Processing requirements. DataProse understands what it takes to meet and exceed your needs for output services.

We believe the key to success is building long-term relationships with our clients as not just a vendor, but a partner. DataProse offers decades of experience in the critical transactional document production industry, including more than twenty-five (25) years serving city and county governments and municipal utilities. We currently provide output billing services to over 350 clients across the U.S. including more than 300 municipal utilities, courts and taxing agencies. Our experience includes extensive knowledge of Tyler Technologies Utility Product Suite, including Incode, Munis, New World, Eden and many others. Although we are large enough to offer you comprehensive solutions, we are small enough to provide you with the one-on-one service and attention you should expect. I can personally assure you that DataProse will provide you with the highest level of quality and responsive service available in the market today.

Our team thanks you for the opportunity and we welcome your questions and input.

Best Regards,



Tim Zombik
Sales Manager - Utilities
DataProse, LLC
tzombik@dataprose.com

EXECUTIVE SUMMARY

For over 25 years the DataProse team has managed document design, composition, print and electronic delivery capabilities by serving the most demanding transaction-oriented consumer markets. We have made the production of customer documents a core part of our business and understand how mission critical it is for all our clients.

Our history of designing, implementing and managing complex applications has been praised by many of our business partners. To exceed your expectations, we will work closely as a team to ensure the entire process is handled in a professional and timely manner consistent with the City's specifications. Our advanced technology and expertise, coupled with the variety of services we offer can dramatically reduce costs and risk. Our goal is to exceed your expectations in quality, timeliness and responsive customer service.

Below are some examples of what makes DataProse one of the leading providers of critical document management and print/mail services in the nation:

- Completely integrated electronic and printed output options.
- A primary focus on critical transactional document services in the Utility Market Vertical.
- Highest quality processing with secure and auditable processes.
- Online customer portal: DPAuto, for file uploading, proofing, job tracking, CASS and NCOA online detailed reporting, detailed processing and postage cost, and SLA & production details.
- Hosted document archive and web presentment options.
- Full Service USPS Postal Unit (DMU).
- Utilization of "best-in-class" industry software: OpenText Exstream – Dialogue, to compose and develop applications for print and electronic solutions.
- Expandable processing/mailing capacity to ensure SLA's are always met or exceeded.
- Experienced, professional programming, implementation and account management team.
- Financially secure company that extensively invests in technology, infrastructure, security, quality, equipment and new services and solutions each and every year.

DataProse has and continues to invest in creating online applications that help you manage your business with us as well as the communications with your customers. With these tools, you can monitor production, gather statistics, create dynamic and personal messages on documents, manage inserts, create and submit dynamic letters, file review and approve and track both outgoing and reply mail. Below is a brief description of our online applications.

- [DPAuto Customer Portal](#) provides 24/7 file downloading, CASS and NCOA, variable messaging on individually selected documents and inserts, online document proofing prior to printing, online ability to make last minute changes before printing, real time job tracking to monitor your project throughout the entire process, detailed reporting, address updates/corrections reports from CASS and NCOA, including postage costs by job upon job completion, weekly and monthly summary reports, and mail tracking of your project from departure to delivery.
- [DPSearch & View](#): This feature is a fully-hosted web application that electronically stores exact replicas of your statements. This provides you the ability to search, view or print a document exactly as it appears to your customers, online 24/7.

- **[DPView and Approve](#)**: This online tool provides the ability to view and approve your proofs, or hold entire jobs for reviewing individual documents. This allows for your ability to set specific jobs on hold and perform business validation at the document level.
- **[DPMessage Manager](#)**: This online tool gives you the ability to add or change messaging on your bill quickly before production begins, search existing messages, or create new messages by state, zip code, or user defined data fields.
- **[DPJobTrax](#)**: This online feature gives you the ability to track your project throughout the production process.
- **[DPMailTrax](#)**: This online tool gives you the ability to track your inbound/outbound mail throughout the USPS postal system up to the point of delivery.
- **[DPeBill](#)**: This service provides personalized html based graphic email delivery, 24/7 viewing and access, directs bill-payer to your EBPP Website, click-through & bounce-back reporting – 24/7 access to back-end reporting on any user-defined fields.

DataProse Locations and Contact Information	
Corporate Headquarters:	1122 W. Bethel Rd., Suite 100
- Southwest Production (DMU)	Coppell, TX 75019
	(800) 876-5015 - Phone
	(972) 462-5428 - Fax
West Coast Production:	2930 Ramona Ave., Suite 100
	Sacramento, CA 95826
Primary Point of Contact:	Tim Zombik
	(972) 462-5479
	tzombik@dataprose.com

STAFF PROFILES

Bill Murray, C.E.O & Co-founder

DataProse Co-founder Bill Murray built a solid background in electronic printing and strategic account management during his 20-year career with DataProse, a leading innovator in bill presentment and direct mail. Prior to this, Murray was a top performer during his 14-year sales management career with Xerox Corporation. While at Xerox, he held management positions in the US Marketing Group. In addition to leading the sales organizations, Mr. Murray initiated and managed multiple strategic alliances. He holds a BS in Business Management from California Polytechnic University, San Luis Obispo.

Curtis Nelson, C.O.O & Co-founder

Curtis Nelson's 20-year tenure in the billing industry with DataProse includes a special focus on electronic bill presentment and payment systems. "I always try to employ a creative, strategic leadership approach, combined with a strong technical knowledge and continuous education, but our success ultimately depends on a very simple focus: always do what is right for the customer." Managing operations for DataProse, Curtis also focuses in procedural analysis and systems project execution, SAS70, other IT Control Objectives as well as Payment Card Industry standards and guidelines. (PCI, NACHA, etc.)

Tim Zombik, Sales Manager - Utilities

Tim's vast experience in the commercial print, billing and mail industry spans more than 25 years with a 20-year tenure at DataProse. His responsibilities include custom inserts and stock, contract renewals, new contracts, managing relationships and cultivating new ones. Tim utilizes his excellent customer care skills to manage accounts with a "Can-Do" attitude and always do what is in the best interest of each individual client.

Tony Yeveerino, Production Manager

Tony currently manages the overall Production Operations at DataProse. In his 10+ year tenure with DataProse, he has managed several aspects of the production environment. He is well-versed in the operation, servicing and production scheduling & planning for many types of Digital Imaging, inserting and other ancillary equipment environments. (Including, Xerox, OCE Canon, Ricoh, MBO, Bell & Howell, Pitney Bowes, Document Data Solutions, and more). Tony was a critical team member as DataProse deployed its Automated Document Factory back in 2001. During a time when many operations had not yet begun to investigate ADF technology, Tony was helping DataProse implement this best-in-class technology.

Brian Ray, Director, IT Operations

Brian has spent over 16 years managing transactional document production with Xerox. This tenure includes an extensive background in providing technology solutions supporting off-site outsourcing agreements. Brian is a Texas Tech graduate with a BS in Electrical Engineering and has worked several different Information Technology assignments with Xerox before moving into a management role in 2002. In addition to working as an IT design architect with application design, networking, programming and billing - Brian eventually worked his way into a full-time Solution Architect with Xerox. Brian has spent most of the last 15 years improving overall workflow and creating technology efficiencies – including architecting the migration of the people, processes and equipment for one of Xerox's largest banking customers. Brian was the 1999 recipient of the Xerox National Champion of Customer Satisfaction award and in 2004, earned his Lean Six Sigma Greenbelt. Brian joined DataProse in 2013 and has put his talents to use improving on our, already strong processing and production systems.

Gina Randall, Implementation Manager

Gina oversees major project implementations and manages DataProse account relationships for the past 10 years. Her dedication and hard work includes detailing project specifications, facilitating communication with various internal and external teams, analyzing client data/statistics and providing client education and training. Gina's vast experience and can-do attitude are valuable assets in meeting and exceeding client expectations.

Rachel Alanis, Client Relations Manager

Rachel's offers several years of experience as an Account Manager and has served our clients with DataProse for over 7 years. Her dedication and hard work not only ensure that her client's questions are answered, but she also maintains a strong relationship with each and every one of her contacts. She encourages open communication and always goes the extra mile to take care of her clients. Rachel is a graduate of Texas A&M University.

PROJECT IMPLEMENTATION PLAN

The general scope associated with any new project is estimated at twelve (12) weeks understanding that all requested items are returned to DataProse in the timeframe stated. **If provided with PDF input, the implementation time frame is significantly less.** Any changes to the Project Schedule will be documented and updated on your plan and provided to all parties involved.

In order to begin your implementation, the following items will be required:

- Test Data File
- Data Layout
- Client Logo
- New Client Checklist
- NCOA-Link documentation
- Mockup (if applicable)

Your Project Manager will provide you with all documentation necessary to begin development and is able to assist you with any questions you may have from the items listed above. After the completion of the initial development, you will receive samples from DataProse. You and your Project Manager will complete a series of correction and revisions as deemed necessary in order to create your desired new statement design. Once the design of the statement is complete, you will be asked to perform a Parallel Test.

For each project implemented by DataProse, you will be assigned a dedicated Account Manager to facilitate all client communication and funnel all questions or concerns. Your Account Manager will represent DataProse and will be equipped with the necessary information to complete the project. In turn, we ask that one point of contact be established at the client level to facilitate client changes, revisions and final approval for the application to be built. Although various components of the project may be assigned to specific individuals on your team, it is ultimately the main point of contact that the Account Manager will consult regarding format changes and final decisions that may arise while the project is in production.

Each project is also assigned a DataProse developer. This person is responsible for the data programming associated with your application including data mapping and bill design. The Project Manager and Developer work closely to produce your final product. The developer is the person that will be a technical resource for the development of your application in the event data specific questions arise.

It is imperative that all items be received and returned in a quick and efficient manner. Failure to return items as requested may result in a delayed live date. Your project cannot begin until a test data file, data layout and checklist are received. Your project completion date will be assessed once all components are returned and submitted for scheduling. A conference call may be needed within two weeks of project submission in order to answer questions regarding your data set by the assigned development programmer. In most cases, an initial sample of the project can be expected within two to three weeks from project submission. Again, this date is subject to change and will be defined on your project plan from the point of receipt of requested items.

There may be components of your project that will need to be assessed outside of printing and mail delivery. If this is the case, this project will receive its own timeline and requirements in order to obtain the desired product.

As with any new change, you may see a need to alter the initial sample as presented by DataProse. Your Project Manager will provide you with a Corrections and Revisions Form in order to alter the initial sample. This form is necessary to obtain your final desired project. Your preference may be to increase the font of one section or add your website and office hours. In any case, be sure to clearly define your requested revisions to your PM and on the correction and revisions form. We understand that it may be necessary to complete a series of corrections and revisions. As a general rule, we anticipate a maximum of three rounds of corrections and revisions.

PROJECT TIMELINE

Project Plan

Phase 1 – Project Overview and Scope Defined – Three (3) Weeks

- Schedule a project kick-off session with City's team.
- Identify client stakeholders involved and confirm overall project scope.
- Review selected documents components and process. Identify any future changes/recommendations if applicable.
- Review project input checklist (format, fonts, color, messaging, graphing, etc.).
- Following kickoff, build the project schedule and review and gain agreement on project calendar and due dates with key stakeholders.
- Weekly, documented updates will be provided by the DataProse Project Manager assigned to the implementation. These updates will detail the progress made each week as well as review responsibilities and accountability of each stakeholder. Updates will also identify any potential risks to project completion.

Project Development

Phase 2 – Application Development – Six (6) Weeks

- Working collaboratively with City's team, create/review layouts, present, refine, and gain final approval (sign-off) regarding offset materials if applicable.
- Working collaboratively with City, design technical specs, map/code test data, and gain final approval on data map. Included in this segment – scan line testing and preliminary approval of lock box processor.

Project Execution

Phase 3 – City and DataProse Staff will work together to finalize the project. Estimated time is three (3) weeks.

- Custom stock ordered and received if applicable.
- Postage deposit received or verified with USPS. DataProse requires a 2-month postage deposit and will reconcile the postage each month on the monthly statement for services and postage rendered. Actual postage will apply.
- Create "live samples", present, and gain approval. Lock box approves remit samples.
- Schedule parallel production and confirm cycle schedule with City.
- Train client contact(s) on DPAuto – your online dashboard for process management, available 24/7 from any internet-connected computer. Includes
 - FTP Process, Archive, Job Tracking, Proofing and Custom Message Management.
- Receive final sign off to proceed.

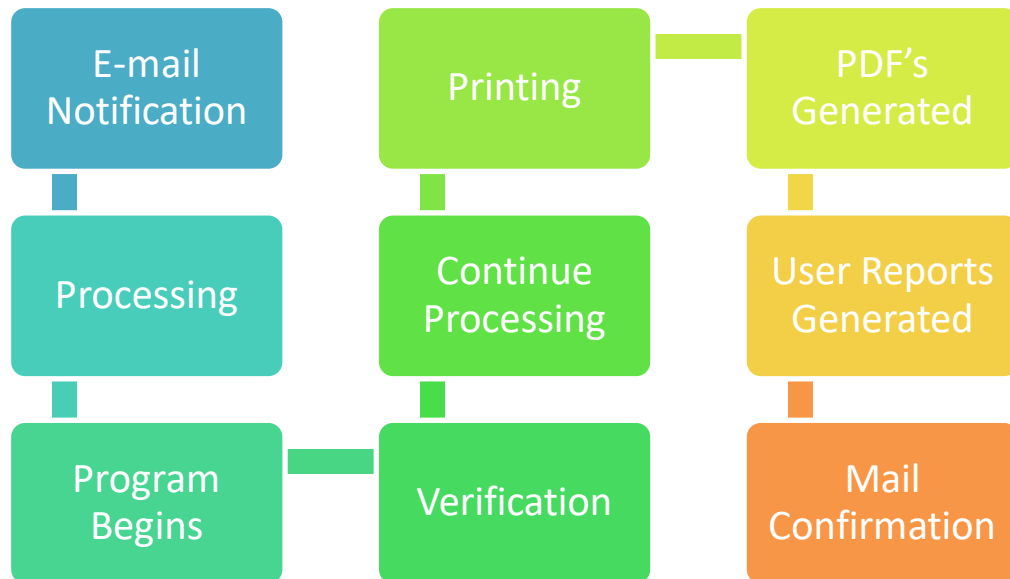
Project LIVE

Final Phase – LIVE Production Run

PRODUCTION PROCESS OUTLINE

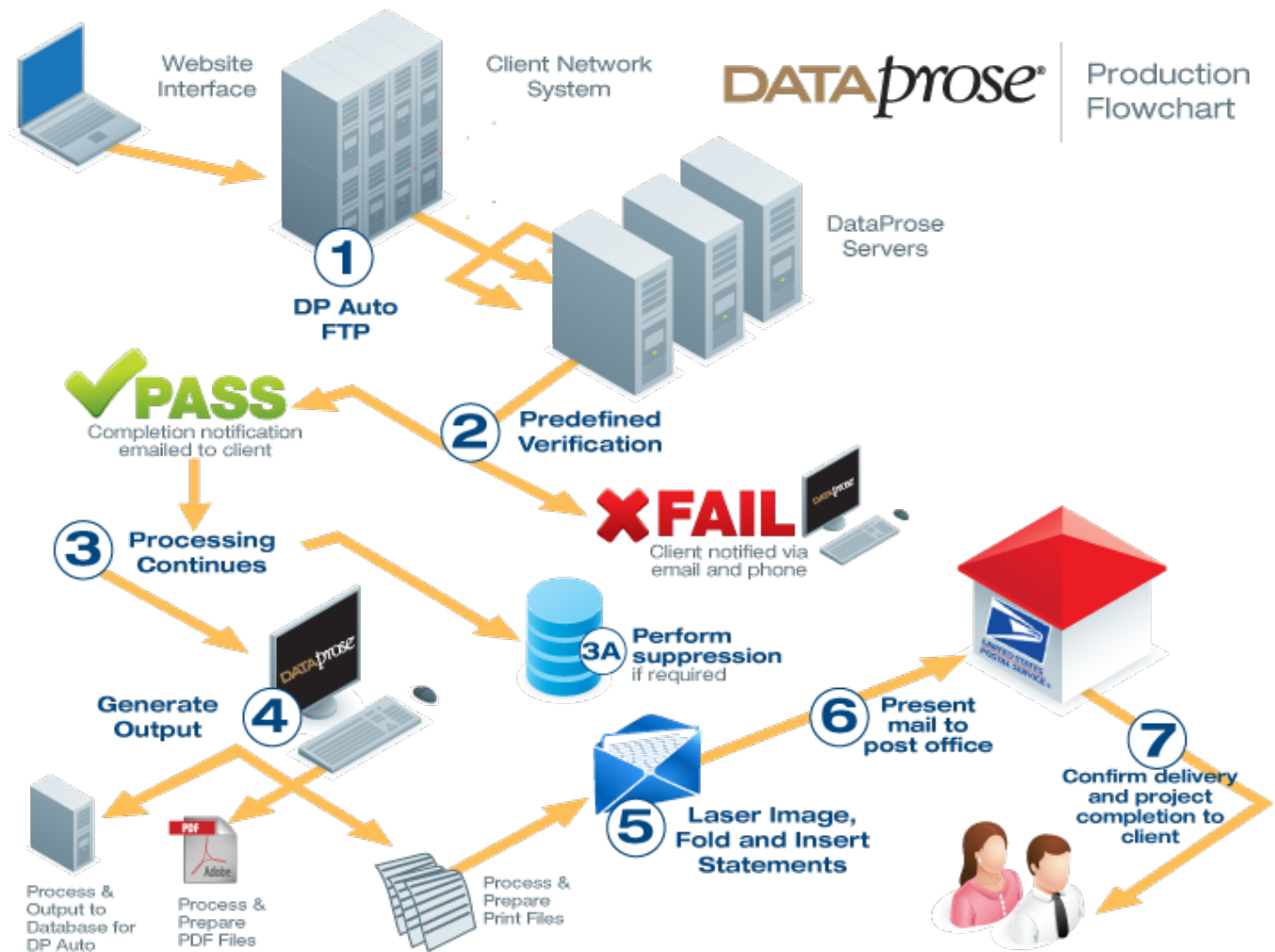
All programs implemented by DataProse have been automated to the fullest extent possible. Upon the receipt of your data, the following process will automatically begin:

- ✓ An email notification will be sent to key DataProse individuals responsible for your application
- ✓ Your data file(s) will be transmitted to the appropriate location for processing.
- ✓ The program will begin
- ✓ We will perform predefined verification steps (Developed application by application)
- ✓ Once your files have been automatically verified for accuracy, the processing will continue.
- ✓ Print files will be prepared
- ✓ PDF files will be generated
- ✓ Electronic data will be downloaded for presentation on the internet
- ✓ Upon completion of the processing, you will be emailed a processing report (usually within 4 hours of receiving your files)
- ✓ And at the time your bills have been delivered to the USPS, you will receive a 2nd confirmation of delivery (Usually within 4 hours of mail delivery)



It is only out of our continually changing efforts to meet our client needs that we have purposely added several manual steps for verification in order to ensure that the proper attention is given to the accurate and current insert and insert weight verification and processing verification.

DATAPROSE PRODUCTION FLOW CHART

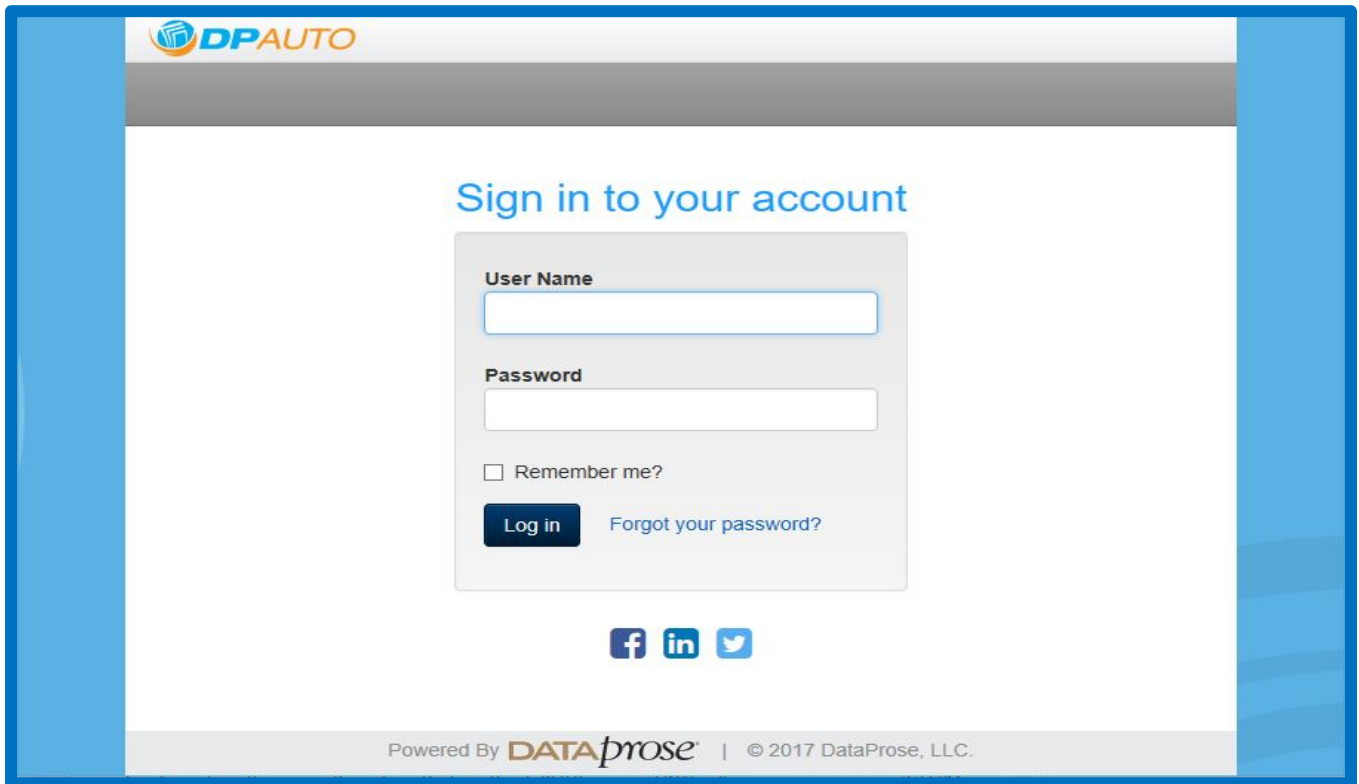


DPAUTO - YOUR SECURE CUSTOMER PORTAL 24/7

DPAuto – Job Processing at your finger tips! DPAuto is our 24/7 printing and mailing Secure Customer Portal service. You send your data files to the DataProse Secure DPAuto Internet site. The billing documents are printed, inserted, and mailed within one business day of receiving your data or same day if specified. DPAuto provides a full menu of processing tracking, cost and CASS/NCOA reports. In addition, you may proof documents and add messages to your documents through DPAuto.

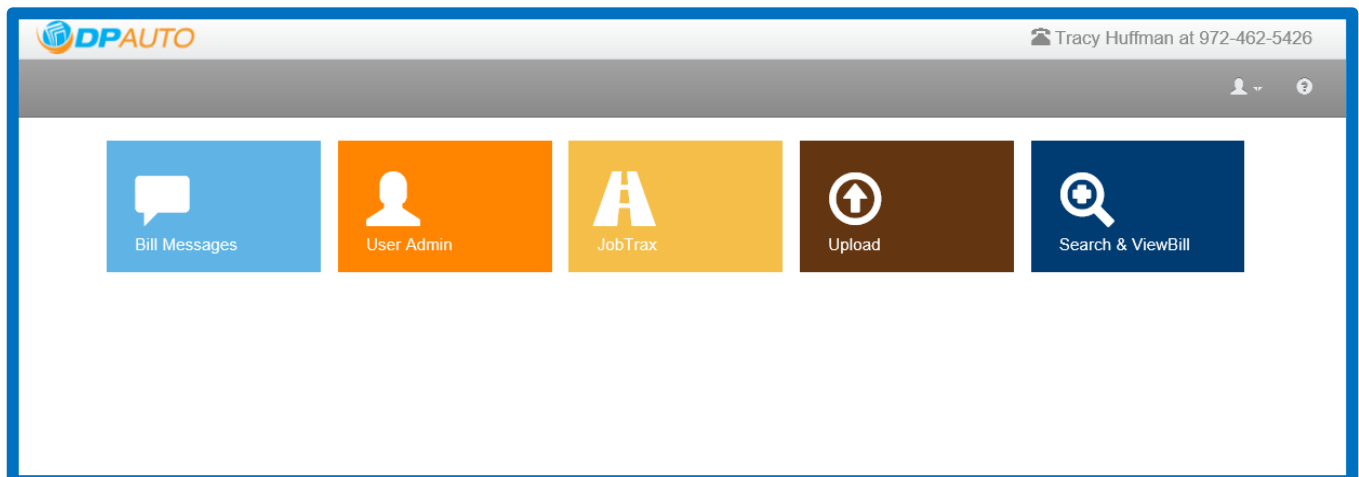
Secure Access:

Our clients are provided a safe and secure login to access our DPAuto Customer Portal.



Inside DPAuto Client Portal:

Our client portal is very user friendly and contains help information throughout the site. Simply click on the process selection needed for your project needs.



Secure FTP

Get the convenience of your favorite web browser and the security of FTP. It's a simple and secure way to deliver your valuable billing data to our servers.

The screenshot shows a web application interface for DP AUTO. At the top, there is a navigation bar with the DP AUTO logo on the left and the user name 'Tracy Huffman at 972-462-5426' on the right. Below the navigation bar is a menu with items: Bill Messages, User Admin, JobTrax, Upload, and Search & ViewBill. The main content area is titled 'File Upload' and contains several form fields: 'Test File' with a checkbox, 'Application' with a dropdown menu set to 'Regs', '# of Statements' with an empty text input, and 'Bill Date' with an empty text input and a calendar icon. Below these fields is a 'Files' section with a table header containing 'File Name', 'Size', and 'Status'. A green '+ Add files...' button is positioned below the table. At the bottom left of the main content area, there is a dark blue 'Start upload' button. The footer of the page contains the text 'Powered By DATAprose | © 2017 DataProse, LLC. | Contact Us'.

DPAUTO JOB TRAX

Stay updated by logging in and watching your project move through data processing, printing and mail services.

The screenshot displays the DPAUTO JobTrax web application interface. At the top, there is a navigation bar with the DPAUTO logo and the text '- Demo'. On the right side of the navigation bar, the user's name 'Rachel Alanis at 972-462-5405' is displayed. Below the navigation bar, there are several menu items: 'Bill Messages', 'User Admin', 'JobTrax', 'Upload', 'Search & View', and 'MailTrax'. The main content area is titled 'JobTrax' and shows a list of jobs. The first job, 117265BA13, is selected, and its detailed status is shown below it. This status includes a table of mailing groups and their progress, as well as lists of reports and inserts. The second job, 117265CA13, is also selected and shows similar details. Below these, a list of other jobs is shown, each with its job number, description, mail pieces, start date, progress, and mail date. At the bottom of the interface, there are search filters for job number, description, mail pieces, started date, progress, and mail date. A pagination bar shows 'Showing 1 to 10 of 521 entries' and a set of page numbers from 1 to 53, with '1' being the current page.

Jobs List:

Job Number	Description	Mail Pieces	Started	Progress	Mail Date
117265BA13	Delinquent Statements	269	Feb 13 2020 11:16AM	50%	
117265CA13	Statements	2556	Feb 13 2020 11:16AM	50%	
117265BA12	Delinquent Statements	350	Feb 12 2020 11:20AM	100%	Feb 13 2020 03:15PM
117265CA12	Statements	2479	Feb 12 2020 11:20AM	100%	Feb 13 2020 03:00PM
117265CA11	Statements	3901	Feb 11 2020 11:32AM	100%	Feb 12 2020 03:30PM
117265BA11	Delinquent Statements	562	Feb 11 2020 11:32AM	100%	Feb 12 2020 04:00PM
117265BA10	Delinquent Statements	388	Feb 10 2020 11:36AM	100%	Feb 12 2020 03:45PM
117265CA10	Statements	2200	Feb 10 2020 11:36AM	100%	Feb 12 2020 07:00AM
117265CA07	Statements	2708	Feb 07 2020 11:24AM	100%	Feb 10 2020 12:30PM
117265BA07	Delinquent Statements	317	Feb 07 2020 11:24AM	100%	Feb 10 2020 12:45PM

Detailed Status for Job 117265BA13 (Mailing Group as of 2/14/2020 10:04:22 AM):

Group	Pieces	DP	Imaging	Inserting	Dy
1A	268	50%			
1I	1	50%			

Reports:

- ClientReports_PLB_bar.txt
- DPSYS_Report_117265BA13.pdf

Inserts:

- Reply Envelope
- Recycling
- Taking Care

Detailed Status for Job 117265CA13 (Mailing Group as of 2/14/2020 10:04:21 AM):

Group	Pieces	DP	Imaging	Inserting	Dy
1A	2541	50%			
1B	11	50%			
1C	4	50%			

Reports:

- ClientReports_PLC_bar.txt
- DPSYS_Report_117265CA13.pdf

Inserts:

- BRE
- Recycling
- Taking Care

Showing 1 to 10 of 521 entries

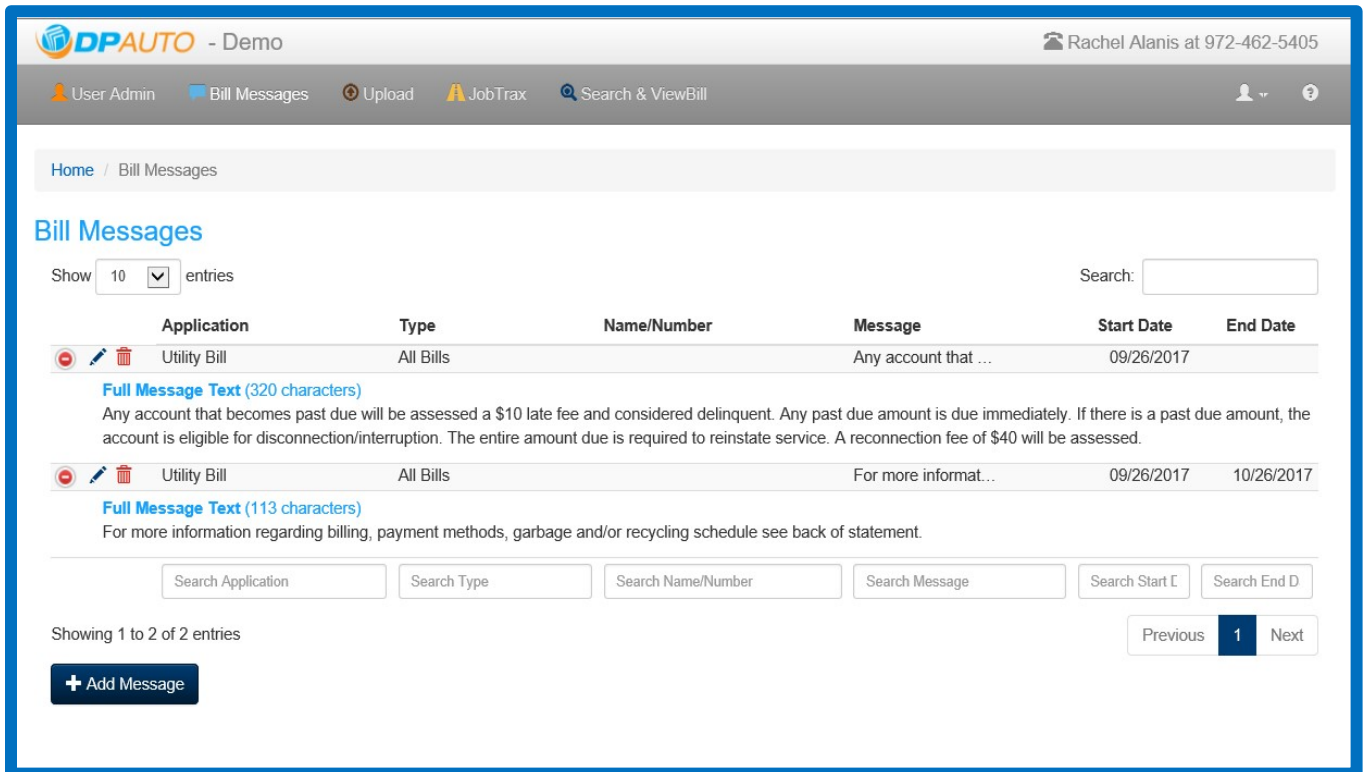
Previous 1 2 3 4 5 ... 53 Next

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DPAUTO MESSAGE MANAGER

Manage your statement messaging:

The Message Manager tool is found inside the DPAuto Client Portal. It allows DataProse customers to create ad hoc messages that will appear in a message field on the bill itself. Customers can determine if messages appear in a complete bill cycle group or a subset of the bill cycle group. The typical size of the message can be up to 500 characters. Graphics can also be added with the message. DataProse Account Managers assist our customers at no cost regarding the graphic requirements for bill messaging.



The screenshot displays the DPAuto Message Manager interface. At the top, the header includes the DPAuto logo, the text "- Demo", and the user's name "Rachel Alanis at 972-462-5405". Below the header is a navigation bar with icons for "User Admin", "Bill Messages", "Upload", "JobTrax", and "Search & ViewBill". The main content area shows a breadcrumb "Home / Bill Messages" and a section titled "Bill Messages".

Below the title, there is a "Show 10 entries" dropdown and a "Search:" input field. A table lists the messages:

Application	Type	Name/Number	Message	Start Date	End Date
Utility Bill	All Bills		Any account that ...	09/26/2017	
Utility Bill	All Bills		For more informat...	09/26/2017	10/26/2017

Each row includes a "Full Message Text" link with character counts. The first message (320 characters) states: "Any account that becomes past due will be assessed a \$10 late fee and considered delinquent. Any past due amount is due immediately. If there is a past due amount, the account is eligible for disconnection/interruption. The entire amount due is required to reinstate service. A reconnection fee of \$40 will be assessed." The second message (113 characters) states: "For more information regarding billing, payment methods, garbage and/or recycling schedule see back of statement." Below the table are search filters for Application, Type, Name/Number, Message, Start Date, and End Date. At the bottom, it shows "Showing 1 to 2 of 2 entries" and a "Previous 1 Next" pagination control. A "+ Add Message" button is located at the bottom left.

COMPREHENSIVE REPORTING

DataProse provides a wide range and types of reporting for client reconciliation for each job/project submitted for production as you can see under the Reports area in this screenshot.

The screenshot displays the 'Jobs' section of the DataProse interface. At the top, there is a 'Show 10 entries' dropdown and a search box. Below this is a table with the following columns: Job Number, Description, Mail Pieces, Started, Progress, and Mail Date. The table lists several jobs, with the first two highlighted. The first job, 103550FA11, is for 'Final Notices' with 28 mail pieces, started on Sep 11 2017 11:00AM, and is 100% complete. The second job, 103550RA11, is for 'Regular Statements' with 1731 mail pieces, started on Sep 11 2017 10:12AM, and is also 100% complete. Below the table, a detailed status view for job 103550RA11 is expanded, showing a progress bar at 100% and a list of reports including ClientReports_PDR_bar.txt, DPSYS_Report_103550RA11.pdf, MU_Output.dat, MU_OutputSummary.pdf, and MU_Summary.pdf. The interface also includes search filters for Job Number, Description, Mail Pieces, Started, Progress, and Mail Date, and pagination controls showing 'Showing 1 to 10 of 48 entries' and 'Previous 1 2 3 4 5 Next'.

The most important report that most easily details the breakdown of records received and processed is the “DPSYS Report”. This report is presented in a PDF format and is available immediately after processing is complete. SEE DPSYS report sample following this page. Although the DPSYS report and MU Output Summary Report are the only reports that have been included in the RFP response, there are many others available after processing that provide additional detail.

- DP MailTrax Progress Report
- DPSYS Report – PDF
- MU Output Summary Report – PDF (Move Update)
- MU Output Report – DAT (Move Update)
- MU Summary – PDF
- Client Reports – TXT (invalid address report)

DPAUTO REPORT SAMPLES

DP MailTrax Progress Report:

DP MailTrax is our mail tracking service that utilizes USPS IMB barcode scans to track mail through the USPS system. This allows your personnel to know the status of each document/piece in the mail stream. DataProse offers tracking on both incoming (Origin) and outgoing (Destination) mail. DP MailTrax leverages the USPS IMb Tracing solution which provides clients with near real-time tracking information about your First-Class Mail®. This tracking is performed by retaining all scanning information as it is performed by the USPS and retained by DataProse. You can have visibility to the location of any document, as well as the return payments, which we believe is helpful during customer service interactions.

Excel CSV

Show 10 entries
Search within results:

	Bill Date	Account Number	Address Line 1	Address Line 2	Address Line 3	Anticipated Delivery Date	Delivery Status
	10/3/2018	07-2761-14	CRYSTALINA STOKES	CRYSTALINA STOKES	2049 BURGER ST	10/9/2018	Delivered
	10/3/2018	07-5137-11	BIKOLE MULANDA	BIKOLE MULANDA	4317 CONGRESS	10/9/2018	Delivered
	10/3/2018	11-2152-12	TATUM BOWDEN	TATUM BOWDEN	1518 WESTMORELAND ST	10/9/2018	Delivered
	10/3/2018	13-2530-12	JENNIFER KAYS	JENNIFER KAYS	951 N LA SALLE DR	10/9/2018	Delivered
	10/3/2018	15-0973-04	MARIANA R RODRIGUEZ	MARIANA R RODRIGUEZ	1542 CLINTON ST	10/9/2018	Delivered
	10/3/2018	17-0118-01	KARON BAIRD	KARON BAIRD	1341 LILLIUS ST	10/9/2018	Delivered
	10/3/2018	17-3049-16	MARIELA ARREOLA	MARIELA ARREOLA	736 CLINTON ST	10/9/2018	Delivered
	10/3/2018	19-2365-02	CONNIE SELLS	CONNIE SELLS	310 N SAN JOSE DR	10/9/2018	Delivered

Delivery Progress as of 10/8/2018 4:48:58 PM

	10/3/2018	23-2761-01	CARON L GILLIAM	CARON L GILLIAM	7021 SEYMOUR HWY		Incomplete
--	-----------	------------	-----------------	-----------------	------------------	--	------------

Delivery Progress as of 10/8/2018 4:49:00 PM

	10/3/2018	39-2815-09	DEAN PITTMAN	DEAN PITTMAN	4507 CORDONADO AV		Incomplete
--	-----------	------------	--------------	--------------	-------------------	--	------------

Showing 81 to 90 of 100 entries

Previous
1
...
6
7
9
10
Next

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DPSYS Report Sample:

PROCESSING DESCRIPTION REPORT				2/13/20 11:16
Client: Sample City			ABC	
File Processed: reg_Statement_20021394728.txt				
Project Description: Statements			Project #: 117265CA13	
Mailing Group	# of Bills	# of Impressions	Postage	
A (1 ounce)	2541	2554	\$988.80	
B (2 ounce)	11	43	\$7.15	
C (8 to 99 pages)	4	83	\$0.00	
D (100 to 499 pages)	0	0	\$0.00	
E (500+ pages)	0	0	\$0.00	
I (International)	0	0	\$0.00	
X (Hold Bill\Invalid)	0	0	\$0.00	
(Bills Suppressed)	688	688	-	
TOTALS	2556	2680	\$995.95	
INSERT SUMMARY				
Insert Description	Weight	# of Inserts		
BRE	0.13	1500		
Recycling	0.16	2556		
Taking Care	0.06	2556		
TOTAL INSERTS		6612		
ADDITIONAL INFORMATION				
Records Expected	Records Processed	Pieces Processed	Pieces Printed	
3361	3361	3244	2556	
Total Flow Pages In Output = 0				
*****WARNING - EXPECTED RECORDS DOES NOT EQUAL RECORDS PROCESSED*****				
Expected Bill Date - 02/13/2020		Actual Bill Date - 02/13/2020		
Total Current Charges of Records Processed			\$456,950.01	
Total Amount Due of Records Processed			\$451,213.72	
Total Amount Due of Records Processed (No Credits)			\$461,724.42	
Due Date (From Source Data File)			March 9, 2020	
SIMPLEX		PLCI013120RI86122		3361
2553	42	78	0	0
			0	688

MOVE UPDATE Summary Output Report Sample:

This report displays the original address from your data files and the new updated address after the Move Updates were performed.

Client: Sample City		Client/App Code:	
Description: Statements		Project #:	
Date / Time Processed: 10/19/17 11:38			
Old Address Information (Changed From)		Updated Address Information (Changed To)	
1 - Acct# - 01-0001-01			
	<i>Effective Date - 201708</i>	<i>Move Type - F</i>	<i>Match Flag - A</i>
JOHN Q SAMPLE 500 MAIN STREET SAMPLE TX 70000	USPS Barcode Carrier Route:	JOHN Q SAMPLE 1234 2nd STREET SAMPLE TX 70000	USPS Barcode Carrier Route:
2 - Acct# - 02-0002-02			
	<i>Effective Date - 201609</i>	<i>Move Type - I</i>	<i>Match Flag - A</i>
JANE Q SAMPLE 100 MAIN STREET SAMPLE TX 70000	USPS Barcode Carrier Route:	JANE Q SAMPLE 4321 MAIN STREET SAMPLE TX 70000	USPS Barcode Carrier Route:

Move Type Codes

B - Business / F - Family / I - Individual

Common Match Flag Codes

A - COA MATCH / 01 - FOREIGN MOVE / 02 - MOVED LEFT NO ADDRESS / 03 - BOX CLOSED NO ORDER

DATAPROSE PRINTING SOLUTIONS

Equipment- Coppell, TX

Printers:

- Ricoh VC60000 duplex print system. Full color print technology with inline perforating
 - New, installed October 2020
- Ricoh Info Print 5000 duplex print system. Full color print technology with inline perforating
 - 3 years old, installed in 2017
- Kodak Digimaster w/MICR capability
 - 5 years old, installed in 2015
- iGen 4 and iGen 5 Print System. Full color, cut-sheet print technology
 - iGen 4 – 5 years old, installed in 2015
 - iGen 5 – 2 years old, installed in 2018
- Xerox DT180HLC. Monochrome and high-light color, cut-sheet print technology- two
 - 16 years old, installed in 2004
- Canon Oce Ultra 6250 w/BLM. Monochrome, cut-sheet print technology
 - 5 years old, installed in 2015
- Riso ComColor 9150. Full color, cut-sheet technology- two
 - 4 and 5 years old, installed in 2016 and 2015

Inserters:

- Pitney Bowes Flowmaster. Highspeed intelligent insert systems, #10 and 6 x 9
 - 9 years old, installed in 2011
- Pitney Bowes FPS. High speed intelligent insert systems; #10, 6 x 9 and 9 x 12
 - 12 years old, installed in 2009

All inserters equipped with DDS iDataScan & iDataRepair inserting integrity Camera Systems for piece level verification. We have onsite service technicians to maintain all equipment.

Variable Data / Full-Color Inkjet Printing

DataProse employs the most advanced Full-Color Inkjet Printer available in the marketplace. Designed to produce graphic communications at exceptional speeds, the Pro VC60000 delivers high speed inkjet output at up to 494 feet (150 meters) per minute with 600 x 600 dpi resolution. For jobs where image quality is critical, you can produce 1200 x 1200 dpi output at an impressive 164 feet (50 meters) per minute. Deliver over 100,000 Letter/A4 images per hour and up to 40 million impressions monthly.



DataProse also employs Xerox Highlight Color Laser Printers with the ability to print simplex or duplex statements in crisp 600x600 resolution!

For short run inserts, we utilize our Xerox iGen 4 and iGen 5.



MAIL FINISHING AND DELIVERY

DataProse utilizes Bell & Howell and Pitney Bowes inserting equipment which can produce a wide variety of statements. Using bar-coding techniques that keep each run in order.

100% output verification is becoming the standard of service for all intelligent mail applications. Document Reliability System (DRS) delivers better service to your customers through automated mail piece verification.

DRS utilizes an innovative camera system to read and report each document as it is processed, providing correct sequence assurance, and producing a full audit trail verifying each envelope's completion. The system allows us to quickly identify and fix any doubles, missing documents, or insertion errors mid-stream without compromising the production process or audit trail.

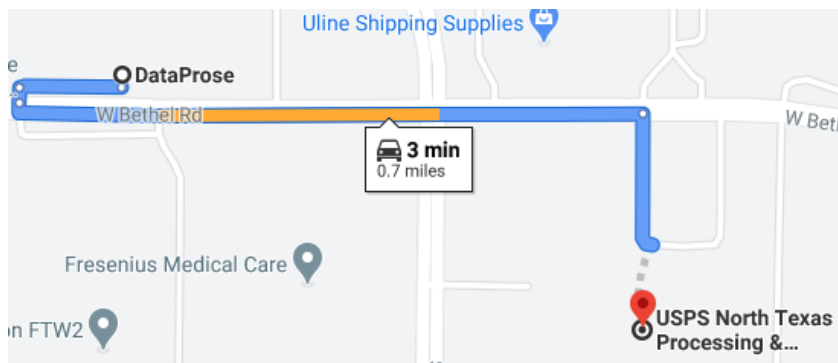


Currently, DataProse has six (6) Pitney-Bowes Mailstream Evolution Inserting System 12's for inserting and finishing at a rate of up to 12,000 pieces per hour, each.

Mail Verification and USPS Information

As a designated DMU of the United States Postal Service, all outbound first class presorted mail is inspected, prepared and loaded onto trucks daily at our Coppell facility. The USPS trucks leave 2x per day to deliver to the North Texas Processing and Distribution Center in Coppell, TX ([see complete address below](#)). This is located less than a mile from our facility in Coppell. This expedites the movement of all mail into the postal distribution system and allows for the best possible postal rates.

USPS NORTH TEXAS PROCESSING & DISTRIBUTION CENTER
951 W. BETHEL ROAD
COPPELL, TX 75019



Mail Delivery Timeline

DataProse processes and mails in 24 hours after receipt of data file.

AUTOMATED DOCUMENT FACTORY / INSERTING INTEGRITY

DataProse utilizes a camera verification system to track and verify document specific data to ensure the integrity of each mail piece. The camera captures images of the mail pieces (address window) as they travel through the inserting process in a predefined sequence. The images are transmitted to our system and OCR software reads the barcodes to spot any breaks in the sequence or document specific information. The information that we check and verify includes:



The information that we check and verify includes:

- Envelope Id
- Print Id
- First Page Indicator
- Envelope Sequence Id
- Component Id
- Job Id
- Address Type Id
- Client Id
- Custom Stock

Maximizing your Postage Savings

Preprocessing to Maximize Postage Savings

To ensure the highest postage discounts while guaranteeing the accuracy of the addresses and zip codes supplied by you, DataProse will:

- Utilize our software to verify valid addresses from the client's data
- Create a data stream for documents with missing zip codes or bad addresses
- Sort data into mail streams required by the USPS for postage discounts
- Add and verify Zip+4 Post-Net barcode to all addresses to aid presorting, if necessary
- DataProse requires a 2-month postage deposit and will reconcile the postage each month on the monthly statement for services and postage rendered. Actual postage will apply.

QUALITY ASSURANCE / GUARANTEED PERFORMANCE

The success of an alliance with DataProse would be based on a consistent level of excellence in ongoing service dependability. Equally important is the assurance of long-excellence in customer service responsiveness, problem solving, and solutions.

DataProse has in place measures to ensure:

- QUALITY CONTROL
- AVAILABILITY AND UNINTERRUPTED WORK FLOW
- ON-TIME DELIVERY
- PRICING AND CONTRACT ADHERENCE
- CORPORATE IDENTITY AND SPECIFICATION ADHERENCE
- STRICT DATA SECURITY AND CONFIDENTIALITY
- CUSTOMER SERVICE RESPONSIVENESS
- ACCURATE AND VERIFIABLE BILLING AND COST ALLOCATION
- ACCURATE HISTORY AND USAGE REPORTS



After-hours Support and Escalation

DataProse after-hours support guarantee defined below:

<u>STANDARD PRODUCTION REQUESTS:</u>	<u>URGENT PRODUCTION REQUESTS:</u>	<u>AFTER-HOURS PRODUCTION REQUESTS:</u>
<p>Contact your assigned Account Manager</p> <p>Escalation Contact – Client Relations Manager 972.462.5405</p>	<p>Email – <u>DPList-FirstResponseTeam@dataprose.com</u> Phone – 972.462.5411</p> <p>Escalation Contact – Client Relations Manager 972.462.5405</p>	<p>Email – <u>DPList-FirstResponseTeam@dataprose.com</u> Phone – 972.462.5411</p> <p>IF NO RESPONSE IN 30 MINS, Call After-Hours HOTLINE 888.856.3185</p>



SOC 2

Under our SOC 2 Type 2 Compliance, all processes are certified compliant and annually audited.

DATAPROSE QUALITY CONTROL PROCESS OVERVIEW

Quality is at the forefront of the DataProse business model. DataProse will provide quarterly, bi-annual or annual account reviews depending on the client's business needs, which allow DataProse to gauge the satisfaction level of our customers. A typical meeting will address any processing issues and establish planning for product enhancements, document changes or quality control procedures. In addition, we expect open communication and encourage our clients to keep regular contact. Ultimately, the measure of value is left to our customers. With the extremely high contract renewal rate that DataProse has sustained, we have confirmed that our services add value to our clients and are high quality.

DataProse feels the key to a successful vendor customer relationship is matching resources. Having key resources in place that understands the client and their business needs will ensure continued success. DataProse will match resources at the operational level for daily activity, as well as at the executive level for primary decision-making, strategy and key development tasks.

Our ADF (Automated Document Factory) utilizes a Problem Fault Management system called ITSM (IR "Incident Report" System). Each problem, or IR, is tracked as a ticket using an internal computer program. Tickets are entered, updated and closed within this system, allowing users to trace the IR from the reporting of the problem to its closure. Clients are given ticket information, including the ticket number, so that they can call their Account Manager for information regarding a ticket's status.

DataProse's mindset of "zero defects" is the high standard to which DataProse holds itself. The zero defects philosophy encourages everyone to accept no mistakes, delays or rework as a business practice, but rather to learn from the mistakes, set an obtainable goal, develop a plan to reach that goal, and then raise the goal. As employees utilize their quality training, the results have proven to be beneficial to both the employee and more importantly - to the customer. At our Production Centers, quality issues are tracked on a weekly basis and evaluated by management.

DataProse has constructed the Production Centers to have key checkpoints throughout the facilities where each job is scanned, and the data is automatically integrated into a database that is available to our customers 24x7. Automated Document Factory (ADF) has been installed and is an internal platform that provides the ability to track mail to the piece level versus job level, presenting greater quality and mail piece integrity for our clients. ADF provides an enhanced level of tracking for documents and related materials for our customers, improving quality of products produced and operational efficiencies.

DataProse also employs both manual and automate checks to facilitate our total quality management as well. First there are several manual checks where a print operator may stop and review the output for errors, streaks, alignment, etc. The insert operators also pause production to review output like checking for sealed envelopes. We use in house engineers to do regular machine maintenance. We also employ software and hardware audits to ensure quality. For example, there is software running on each inserter that tracks the total number of documents in addition to cameras scanning the documents as they process. It's this combination of human, machine and software, each auditing each other, that provides the highest quality.

Along with manual and automated cross checks by production managers and supervisors, our facilities utilize a report known as the "JOBS IN PROGRESS" report. This production related report allows management a physical check-off for all jobs residing within our production centers and aids in maintaining our high-quality standards.

DataProse also utilizes a unique feature known as “storyboards”, which follows each and every job throughout the facility and is a physical reporting tool used to ensure quality processing for all customers. The storyboard contains specific information related to the job such as SLAs, time stamps, quantities, materials, visual references for production personnel, and customer information. During each phase of the job, it is scanned into the database and the personnel or operator is required to initial the physical storyboard.

In summary, the zero defects philosophy encourages everyone to accept no mistakes, delays or rework as a business practice, but rather to learn from the mistakes, set an obtainable goal, develop a plan to reach that goal and then raise the goal. As employees utilize their quality training, the results have proven to be beneficial to both the employee and more importantly - to the customer.

DATA SECURITY & BUSINESS CONTINUITY PLAN

1. Business Continuity Planning Strategy

Business Continuity Planning (BCP) aims to prevent or minimize damage from disruptions in operations.

DataProse Business Continuity Plans are intended to:

- Prevent a minor incident from becoming a major issue
- Clearly outline roles and responsibilities
- Minimize loss of data and revenue
- Protect the DataProse reputation
- Satisfy the DataProse obligations to its employees, customers, and community
- Comply with applicable laws and regulations

2. DataProse Business Continuity Policy

It is the policy of DataProse that plans are developed and maintained to ensure adequate continuity in the event of a disaster. DataProse business continuity plans are designed to protect the interest of our customers, and employees.

3. Assumptions

Not all incidents or events will lead to a disaster declaration. The declaration of a disaster will be reserved for major system and/or infrastructure failures (network, facility or computer hardware/software) where initiation of BCP recovery procedures is required.

BCP Plans and recovery procedures are developed around a single disaster or event impacting the DataProse

business-critical functions.

Alternate sites/vendors/resources will be available to DataProse at the time of need.

Qualified personnel in sufficient quantities are available to perform recovery activities.

Organizations external to DataProse, such as vendors and government agencies will be reasonably cooperative during the recovery period.

4. Recovery Sites

Our DataProse business continuity strategy integrates alternate DataProse facilities (Coppell, TX. and Sacramento, CA) and 3rd Party Alternate Work Site Agreements.

5. Recovery Strategy

Recovery facilities are stand-alone production facilities encompassing statement production, warehousing and administrative departments. All plans are developed so that work can be moved from facility to facility and in this way, serve to back one another up.

Business Continuity Plans are consistent with the following steps:

Declaration:

DataProse will communicate to all customers that a disaster has been declared and that DataProse is operating in disaster recovery mode.

DataProse will be responsible for vendor notification - obtaining additional forms and materials for transport to the alternate processing facilities.

All statements from the impacted facility will be transferred and processed through one of the alternate processing facilities where printing, inserting and mailing functions will take place.

Data Transmission:

Upon a disaster declaration by DataProse, customers will not need to make any change to their statement file transmission method. Customers with dedicated circuits would have to provide statement data via tape or over the internet. (DataProse will provide assistance to those customers wishing to use the internet to ensure connectivity).

Printing:

Printing will be performed by the alternate processing facilities or the third-party print and mail vendor.

DataProse will attempt to use all available custom forms; however, we may elect to use plain white forms without logos to ensure mail is processed in as timely a manner as possible.

DataProse will make every attempt in a disaster to print utilizing the same type/model of printers as used in non-disaster situations but may elect not to provide highlight color or full business color as an option.

Inserting:

Inserting will be performed by the alternate processing facilities or the third-party print and mail vendor.

Custom inserts will not be included as part of the inserting process. Dynamically created inserts can be included. The decision to include/not to include inserts will be reviewed as the resumption process continues.

DataProse will continue to handle and be responsible for special handling needs - processing holds, etc.

Generic carrier and remit envelopes will be used at the onset of the disaster declaration. The decision to include/not to include custom carrier and remit envelopes will be reviewed as the resumption process continues.

Zip Sorting:

DataProse will continue to process mail pieces in zip code order for presentment to the USPS to ensure the best Postal rate is achieved.

DataProse will provide a report of volume for work processed each day.

Production Services:

DataProse will continue to perform job reconciliation and postage payment functions.

DataProse will continue to perform reprint capabilities.

Warehousing:

All incoming, receiving, and warehousing functions will be performed by the alternate processing facilities or the third-party print and mail vendor.

6. Client Communications

As part of a comprehensive communications plan that outlines the management, escalation and communication processes during a disaster situation, the facility general manager will coordinate communications to its internal customers. Working together and in accordance with the overall business continuity plans, communications will share information and/or impacts with clients as timely as is possible.

REFERENCES:

NAME:	City of Weatherford
ADDRESS:	917 Eureka St.
CITY, STATE, ZIP:	Weatherford, TX 76086
CONTACT PERSON:	Ashley Esquivel
TELEPHONE:	817-598-4225
E-MAIL:	arhodes@weatherfordtx.gov
NAME:	City of Burleson
ADDRESS:	141 W. Renfro Street
CITY, STATE, ZIP:	Burleson, TX 76028
CONTACT PERSON:	Brandi Rendon
TELEPHONE:	817-426-9604
E-MAIL:	brendon@burlesontx.com
NAME:	City of Lake Worth
ADDRESS:	3805 Adam Grubb
CITY, STATE, ZIP:	Lake Worth, TX 76135
CONTACT PERSON:	Linda Mello
TELEPHONE:	817-237-1211 x110
E-MAIL:	

PRICING:

Based on an estimated monthly quantity of 2,000 regular bills.

Statement Container Includes:	\$0.17	Ea.
<ul style="list-style-type: none"> - Data processing - 8.5 x 11 paper w/perforated payment coupon - Simplex, CMYK (full color) imaging front - #10 window envelope - #9 window return envelope - Fold, Insert, presort and deliver to USPS 		

OPTIONAL SERVICES PRICING:

Implementation/Utility Set-up	\$500.00	1 Time
Statement Archive - includes 12 months of storage	\$0.015	Ea.
Additional Inserts –cost to insert (newsletter, water quality reports, buckslips, etc.)	\$0.015	Ea.
Additional Impressions	\$0.04	Ea.
Oversized bills (8-99 pages)	\$0.37	Ea.
<ul style="list-style-type: none"> - includes 9 x 12 envelope - for hand inserting of statements greater than 8 pages 		
API – DataProse Search&ViewBill API is a tool that allows clients already utilizing the S&V service or their eBill payment vendor, a back-end path to access PDFs from the DataProse system. This product is a connector service between the client application or website and the indexed billing cycle PDFs at DataProse.	\$75.00	Month
Additional programming – client requested/approved	\$125.00	Hour
Bill suppression	\$0.05	Ea.
E-bill	\$0.07	Ea.
NCOALink (Address Correction/Update)	\$0.50	Correction
Offline folding – for inserts provided by client that are not folded	\$0.01	Ea.
Special Handling – Overnight + FedEx charge	Cost	Ea.
Postage – Estimate, Based on 5-digit zip code qualification. Actual postage will apply.	\$0.40	Ea.

DP E-BILL - ELECTRONIC DELIVERY:

PRODUCT OVERVIEW:

DataProse provides several different electronic delivery products. This document describes the DataProse email delivery. This document does not include any Electronic Bill Presentment/Payment (EBPP) functionality. The email itself is delivered in html format and can be customized to include graphical content and variable data. This core product is intended to be one email template per application, but multiple templates may be set up at the fee structure defined below. There is a robust reporting module in support of all documents delivered electronically. This reporting includes information such as, when the documents are delivered, which email messages were returned as undeliverable, which email documents were opened, and more.

PRODUCT FEATURES:

DP-eBill – Email delivery with a link back to the original bill-payer invoice. This link and the source document are stored by DataProse and is made available seamlessly to the bill-payer.

PRODUCT IMPLEMENTATION TIMING:

Standard implementation time for one email template into our normal process is 2-3 weeks. Each additional email template can be added in the same 2-3-week time frame.

PRODUCT PRICING:

Description Frequency	Fee	Frequency
Implementation (includes one email template) and Initial Setup	\$300.00	One Time
Annual License/Subscription Fee	Waived	Annually
Additional Email Template Setup	\$300.00	Per Email Template
Standard Email Transaction	\$0.07	Per Email



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: May 11, 2021	Department: Admin	Presented By: City Manager
--------------------------------------	-----------------------------	--------------------------------------

AGENDA ITEM:

Discussion / Action: Authorize Staff to purchase restroom facilities for the Cross Timbers Park; Set an amount not to exceed.

BACKGROUND:

Upon the completion of construction of the Cross Timbers Park, and the overwhelmingly use of the park, the need for a restroom facility at the Park has been raised. As a result, staff had been asked to consult with Pacheco Koch to get cost estimates thru Buy Board for a Pre-Fab Restroom to meet the demand.

Pacheco and Koch received the following pricing from Corworth. The pricing went up a little from the previous quote to include a corrugated metal siding and wainscot option for the finish out. Attached is an example image of what that would look like (the covered entry with timber trusses is **not** included – just the siding options shown

CorWorth:

- 1. B101 with Stone Wainscot and Corrugated Metal Siding above wainscot: \$ 97,075.**
- 2. B202 with Stone Wainscot and Corrugated Metal Siding above wainscot: \$130,033.**

Contractor:

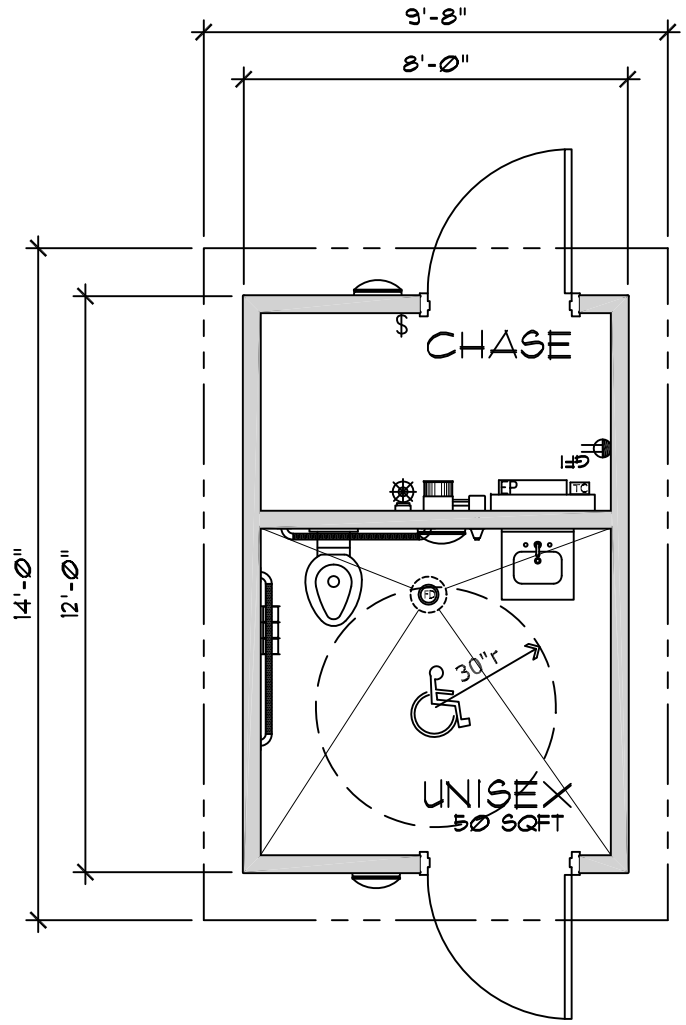
- 3. Pad Prep & Paving finish out: \$17,898.00**

STAFF/BOARD/COMMISSION RECOMMENDATION:

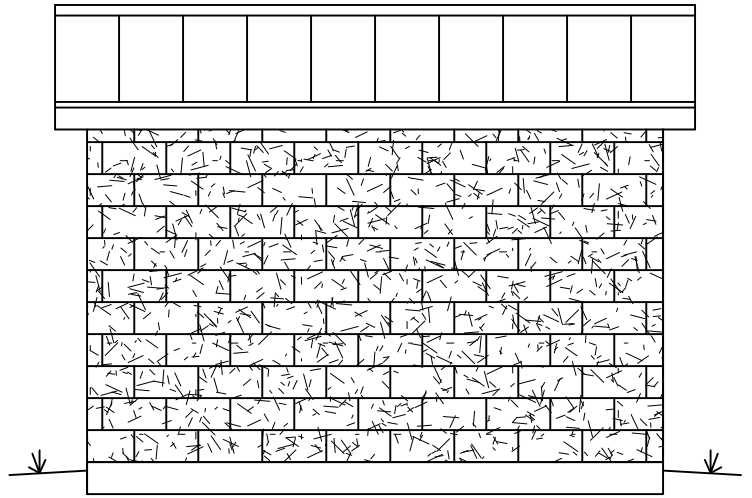
Recommended Motion: I move to authorize staff to allocate an amount not to exceed \$150,000 for the purchase and construction of restroom facilities at the Cross Timbers Park.

EXHIBITS:

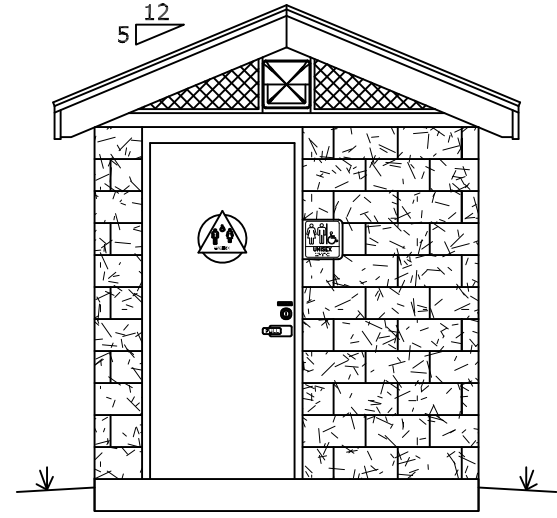
ADDITIONAL INFO:	FINANCIAL INFO:
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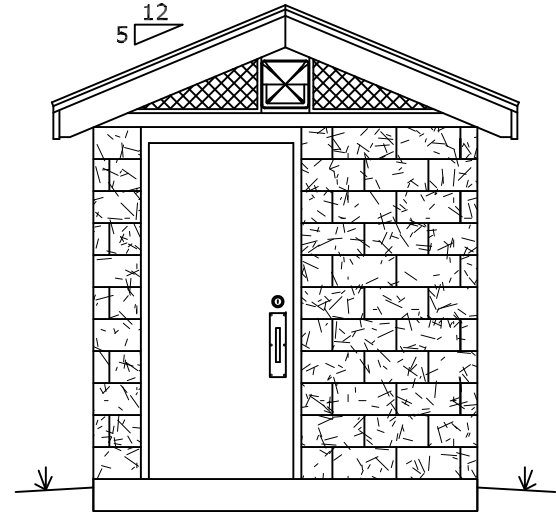
FLOOR PLAN



SIDE ELEVATION



FRONT ELEVATION



REAR ELEVATION

Restroom
Facilities
Limited

400 WESTERN ROAD
RENO, NEVADA 89506
(775) 327-6060

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REF. MODEL NUMBER: B101
PROJECT: **STD BLOCK FACILITY**
APPROX 90 PPL/HOUR

PROJECT NO: -- -- DATE: -- --
DRAWN BY: CRH DATE: -- --
CHECKED BY: DATE: -- --
APPROVED BY: DATE: -- --

DESCRIPTION:
FLOOR PLAN
ELEVATIONS

PROJECT #:

RFL MODEL #: B202

PROJECT:

BLOCK BUILDING
90 PEOPLE/HR USAGE

DRAWN BY:

DATE:

REVISIONS:

DATE:

REVISIONS:

DATE:

REVISIONS:

DATE:

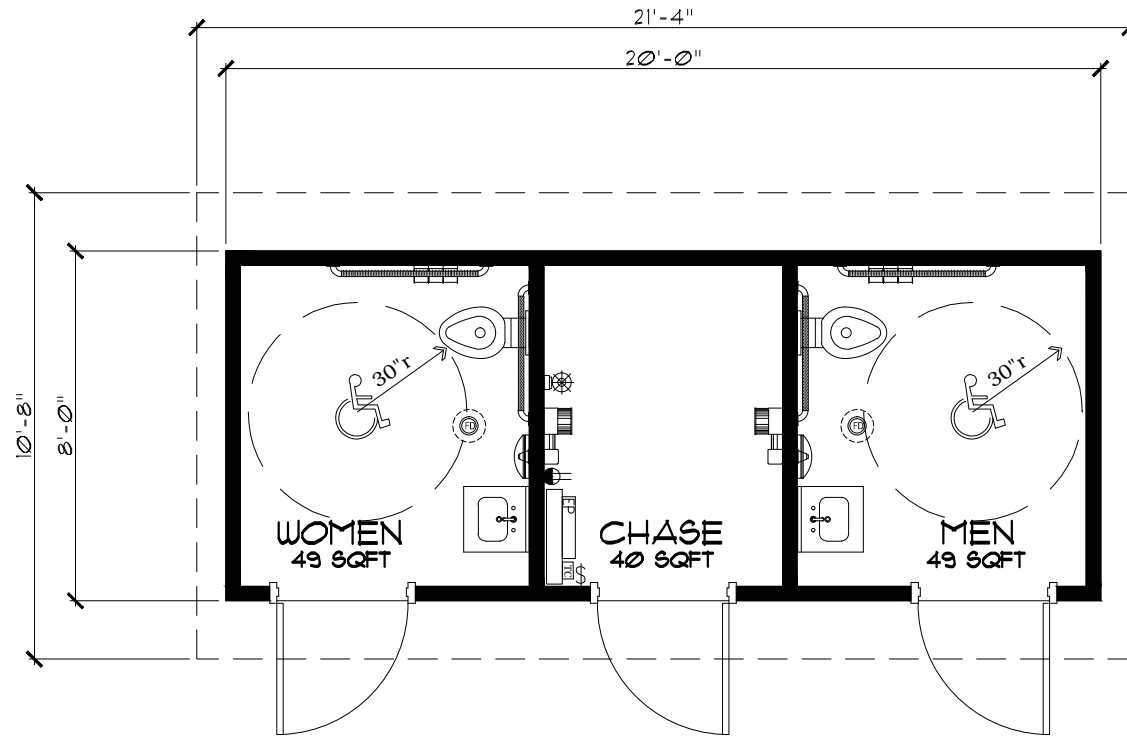
REVISIONS:

SHEET DESCRIPTION:

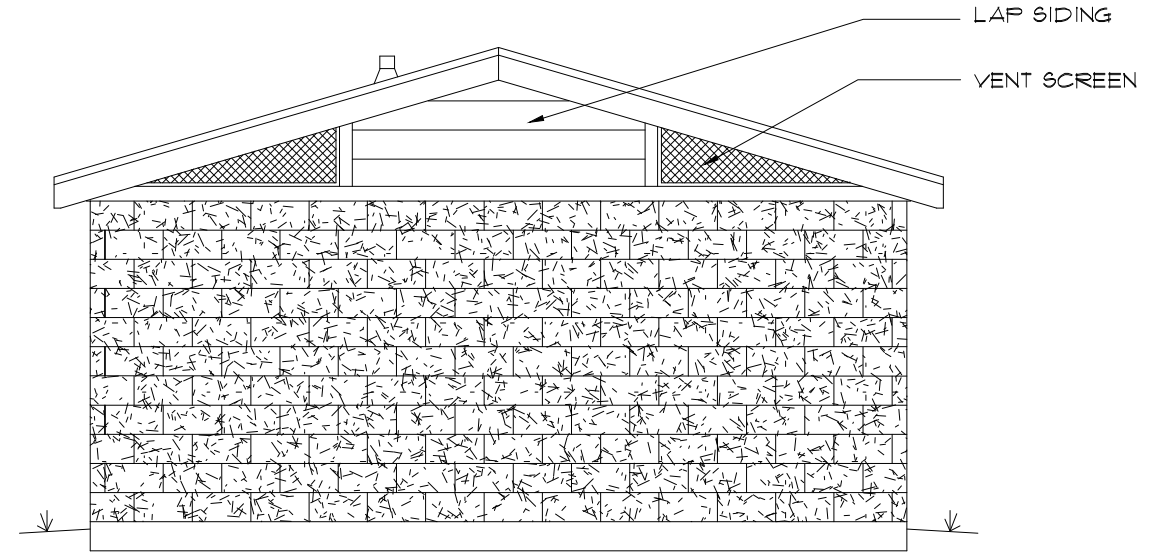
PRELIMINARY DESIGN

SHEET

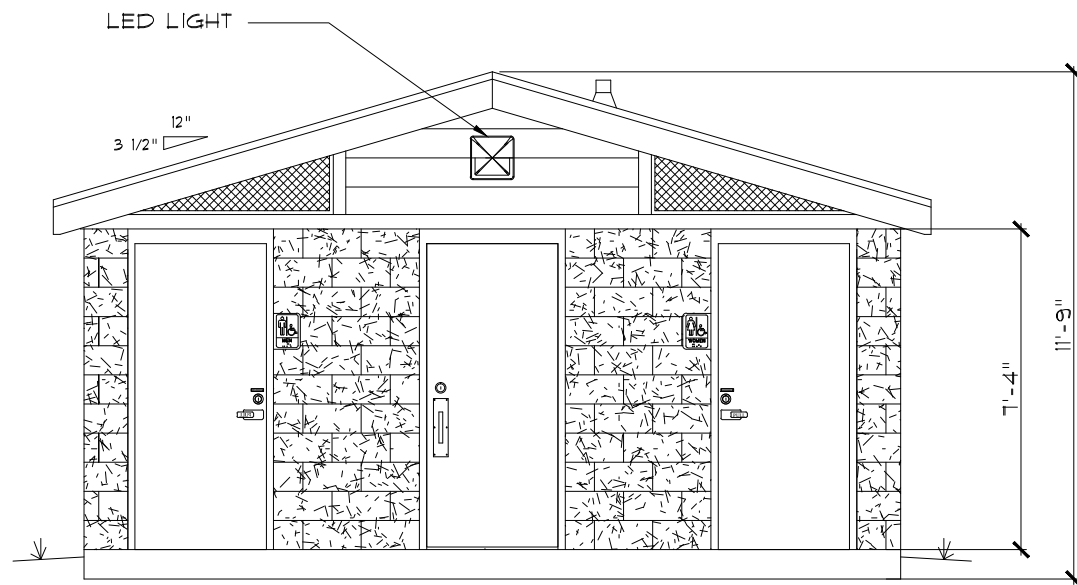
RFL



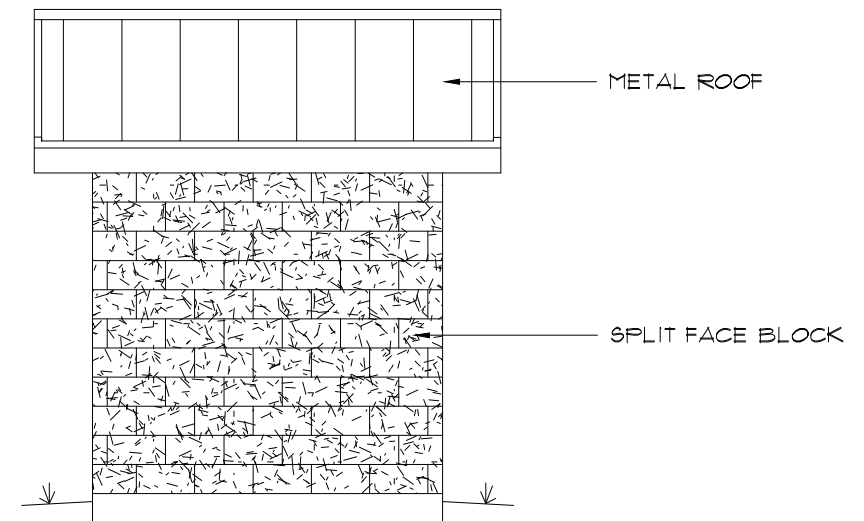
FLOOR PLAN



REAR ELEVATION



FRONT ELEVATION



SIDE ELEVATION





Sprinkle 'N Sprout DBA Cole Construction Inc.

10315 Alta Vista Rd.
Fort Worth, TX 76244

Phone: 817-431-9636
Fax: 817-379-5258

To: City Of Willow Park	Contact: Bernie Parker, Dorothy Witmeyer, Eric Wilhite
Address: Willow Park, TX	Phone:
	Fax:
Project Name: Cross Timbers Park - Willow Park - Add For Area Drain And 4" ADS	Bid Number:
Project Location: 101 West Stage Coach Trail, Willow Park, TX	Bid Date: 4/29/2021

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Pad Preparation - Excavate As Needed To Subgrade And 6" Layer Of 3/4 Road Base, Approximately 24' X 12' Area Compact To 95% (Assumes No Piers Or Footing Concrete Needed)(Provide 5 CY Of Clean Sand And Excavate Backfill Trenches Within Building Chase, Verify That Pad Is Level & At Correct Elevation	1.00	LS	\$6,560.00	\$6,560.00
2	Install Materials, Equipment, Labor For Plumbing Tie Ins To Recently Completed Capped 6" Sewer, Install 1" PVC Fittings And Piping To Connect From Recently Completed 1" Water Service To Restroom Plumbing Chase Connections (Toilets, Fixtures And Plumbed Pre Fab Restroom, Not Included)	1.00	LS	\$1,216.00	\$1,216.00
3	Install Materials, Equipment, Labor For Electrical Tie Ins To Recently Completed Electric Conduit, Install Needed Breakers Or Provided Circuit Breakers And Wiring & Misc. Parts Needed To Connect Restroom Hot Water, Lights And Hand Dryer If Provided Chase Connections (Lights, Electric Fixtures And Restroom Panel Pre Fab Restroom, Not Included)	1.00	LS	\$1,486.00	\$1,486.00
4	Sawcut As Needed And Tie In Exposed Aggregate Walkway Per City's & Architects Instructions, Accurate Quantity Unknown, I Am Providing A Per Square Foot Price, Based On DG Oval Square Feet Constructed On Specs Of Recently Installed Walk Concrete. Quantity Can Be More Or Less, Same Unit Price Based On How Much Or Little Concrete Around The Restroom City Desires To Have	720.00	SF	\$8.80	\$6,336.00
5	Cleanup Of Site And Work Needed To Finalize The Installation & Adjustments, Coordination To Complete Install	1.00	LS	\$2,300.00	\$2,300.00
Total Price for above Items:					\$17,898.00

Total Bid Price: \$17,898.00

Notes:

- Exclusions: Purchase of prefab restroom, fixtures or appliances & crane cost to set restroom, Testing, Erosion Control Plans & Devices, Permits, Inspection Fees, Developer Fees (If Applicable) Shop Drawings, Engineering Stamps or Sealed Design
- Inclusions: I am including Flex Base, compaction & leveling of bed to City's / Architects desired elevation, provide & install 5 or 6 cy sand needed for Restroom Company setting, we will have help available when Restroom arrives to help things get done smoothly
- 6 Working Days, all work based on 8 Hour, Normal Working Days and additional work Added/Subtracted from Base will result in Additional/Less time needed to complete work, Night & weekend Work is NOT included

Sprinkle 'N Sprout DBA Cole Construction Inc.

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Fort Worth, TX 76244

Phone: 817-431-9636
Fax: 817-379-5258

To: City Of Willow Park	Contact: Bernie Parker, Dorothy Witmeyer, Eric Wilhite
Address: Willow Park, TX	Phone: Fax:
Project Name: Cross Timbers Park - Willow Park - Add For Area Drain And 4" ADS	Bid Number:
Project Location: 101 West Stage Coach Trail, Willow Park, TX	Bid Date: 4/29/2021

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Sprinkle 'N Sprout DBA Cole Construction Inc. Authorized Signature: _____ Estimator: Tadd A Vinson 817-431-9636 tadd@colecon.com
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CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: May 11, 2021	Department: Admin	Presented By: City Manager
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AGENDA ITEM:

Consider all matters incident and related to the issuance and sale of “City of Willow Park, Texas, Combination Tax and Waterworks and Sewer System Surplus Revenue Certificates of Obligation, Series 2021A” including the adoption of an ordinance authorizing the issuance of such certificates in an amount not to exceed \$14,500,000 to finance the costs of paying contractual obligations to be incurred (i) for constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving wastewater system properties or facilities, including land and rights-of-way therefor and, and (ii) to pay professional services rendered in relation to such projects and the financing thereof

BACKGROUND:

When Council issued Notice to Intent to Issue Certificates of Obligation, the schedule was set for approval from the Texas Water Development Board on April 8. However, the TWDB moved the approval date to April 22, 2021. This delay resulted in a timing change on when the TWDB would begin to accept documents prior to releasing interest rates. As such, Council will need to table the agenda item to our May 25, 2021 Agenda.

NO ACTION TO BE TAKEN, COUNCIL TO DEFER ACTION TO THE MAY 25, 2021 MEETING

STAFF/BOARD/COMMISSION RECOMMENDATION:

SUGGESTED MOTION: I move that the Council postpone consideration of all matters relating to the issuance and sale of the "City of Willow Park, Texas, Combination Tax and Waterworks and Sewer System Surplus Revenue Certificates of Obligation, Series 2021A," to the next regular city council meeting on May 25, 2021.

EXHIBITS:

Updated Schedule from Hilltop Securities

ADDITIONAL INFO:	FINANCIAL INFO:
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CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: May 11, 2021	Department: Admin	Presented By: City Manager
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AGENDA ITEM:

Discussion / Action: Update from City Hall Committee

BACKGROUND:

The City Hall Committee will brief the full City Council on progress with the Needs Assessment Conducted by Jacob and Martin.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$
	Source of Funding	\$