



**City of Willow Park  
City Council  
Regular Meeting Agenda  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, February 8, 2022, at 7:00 p.m.**

**Call to Order and the roll of elected and appointed officers will be taken**

**Pledge of Allegiance and Invocation**

**Public Comments (Limited to three 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 City Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that comments are to be limited to three (3) 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.

**Public Hearings**

1. A notice of public hearing to be held by the City Council of the City of Willow Park on Tuesday, February 8, 2022, at 7:00 p.m. at the Municipal Complex located at 516 Ranch House Rd., Willow Park, Texas 76087, to consider amending Zoning Ordinance Chapter 14; Article 14.17 Board of Adjustment; Sections 14.17.002(b)(1) and 14.17.002(b)(2) Organization and Procedure of the City of Willow Park Zoning Ordinance to provide for designating places on the Board of Adjustment; amending wording of meeting frequency; specifying chairman appointment and membership terms.
  - A. Open Public Hearing
  - B. Close Public Hearing
  - C. Consider and Act on adopting an ordinance amending Zoning Ordinance Chapter 14; Article 14.17 Board of Adjustment; Sections

14.17.002(b)(1) and 14.17.002(b)(2) Organization and Procedure of the City Of Willow Park Zoning Ordinance to provide for designating places on the Board Of Adjustment; amending wording of meeting frequency; specifying chairman appointment and membership terms.

D. Discussion/Action: to consider appointing Board of Adjustment Members for Place Numbers 2 and 4, and Alternate 1.

2. A notice of public hearing to be held by the City Council of the City of Willow Park on Tuesday, February 8, 2022, at 7:00 p.m. at the Municipal Complex located at 516 Ranch House Rd., Willow Park, Texas 76087, to consider amending Zoning Ordinance Chapter 14; Article 14.16 Commissions; Sections 14.16.003(A)(2); 14.16.003(A)(4); 14.16.003(B)(1), 14.16.003(B)(1)(A), (B) And (C); 14.16.004(A) and (C) Planning & Zoning Board Membership Terms, and Procedure of the City of Willow Park Zoning Ordinance.

A. Open Public Hearing

B. Close Public Hearing

C. Consider and Act on adopting an ordinance amending Zoning Ordinance Chapter 14; Article 14.16 Commissions; Sections 14.16.003(A)(2);14.16.003(A)(4);14.16.003(B)(1),14.16.003(B)(1)(A), (B) And (C); 14.16.004(A) and (C) Planning & Zoning Board Membership Terms, and Procedure of the City of Willow Park Zoning Ordinance.

D. Discussion/Action: to consider appointing Planning & Zoning Commissioners for Place numbers 2, 4, and Alternate 1.

3. A notice of public hearing to be held by the City Council of the City of Willow Park on Tuesday, February 8, 2022, at 7:00 p.m. at the Municipal Complex located at 516 Ranch House Rd., Willow Park, Texas 76087, to consider amending Chapter 10, Subdivision Regulations; Division 7, Public Space Dedications, Sections 10.02.181(B); 10.02.182; 10.02.182(2), (3) and (4); 10.02.183; 10.02.185; 10.02.186; 10.02.187 (A) and (B) of the City of Willow Park Code of Ordinances to provide for amending the Parkland Dedication terms.

A. Open Public Hearing

B. Close Public Hearing

- C. Consider and Act to adopt AN ORDINANCE AMENDING CHAPTER 10, SUBDIVISION REGULATIONS; DIVISION 7. PUBLIC SPACE DEDICATIONS, SECTIONS 10.02.181(b); 10.02.182; 10.02.182(2), (3) AND (4); 10.02.183; 10.02.185; 10.02.186; 10.02.187 (a) AND (b) OF THE CITY OF WILLOW PARK CODE OF ORDINANCES TO PROVIDE FOR AMENDING THE PARKLAND DEDICATION TERMS; AND PROVIDING AN EFFECTIVE DATE.
4. A notice of public hearing to be held by the City Council of the City of Willow Park on Tuesday, February 8, 2022, at 7:00 p.m. at the Municipal Complex located at 516 Ranch House Rd., Willow Park, Texas 76087, to receive input regarding text amendments to the City of Willow Park Zoning Ordinance regarding commercial amusement uses.
- A. Sec.14.06.014 – COMMERCIAL DISTRICT  
USE REGULATIONS  
Commercial Amusement – Indoor (Special Use Permit SUP Required)  
Commercial Amusement – Outdoor (Special Use Permit SUP Required)
  - B. Sec.14.06.015 – LIGHT INDUSTRIAL DISTRICT  
USE REGULATIONS  
Commercial Amusement – Indoor (Special Use Permit SUP Required)  
Commercial Amusement – Outdoor (Special Use Permit SUP Required)
    - A. Open Public Hearing
    - B. Close Public Hearing
    - C. Consider and Act to adopt AN ORDINANCE PROVIDING FOR AN AMENDMENT TO CHAPTER 14 “ZONING REGULATIONS”; ARTICLE SEC. 14.06.014(a) “C” COMMERCIAL DISTRICT AND ARTICLE SEC.14.06.015(a) “LI” LIGHT INDUSTRIAL DISTRICT USE REGULATIONS COMMERCIAL AMUSEMENT – INDOOR SPECIAL USE PERMIT REQUIRED AND COMMERCIAL AMUSEMENT – OUTDOOR SPECIAL USE PERMIT REQUIRED OF THE CITY OF WILLOW PARK ZONING ORDINANCE; AS AMENDED PROVIDING FOR PUBLICATION; AND AN EFFECTIVE DATE.

## **Proclamation**

Zonta Club of Parker County

## **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 Meetings on January 25, 2022.

## **Regular Agenda Items**

1. Discussion/Action: to approve a Preliminary Plat of Blocks 2, 3, 4; Porter Addition, being 21.752 acres J.M. Froman Survey Abstract No. 471, City of Willow Park, Parker County, Texas.
2. Discussion/Action: to approve Final Plat of a Replat, Lot 10R1, Block B, being a replat of Lots 10R and 11R1, Block B, Crown Pointe Addition, City of Willow Park, Parker County, Texas, located on Shops Blvd.
3. Discussion/Action: to approve the City's 1st Quarter Financial Report.
4. Discussion/Action: to approve an Audit Firm for FY 2021/2022 and Subsequent Audits.
5. Discussion/Action: to terminate the agreement with Bureau Veritas North America, Inc.
6. Discussion/Action: water/wastewater rate study.
7. Discussion/Action: to amend the Social Media Usage Policy.
8. Discussion/ Action: to consider any future agenda items.

## **Informational**

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

**Executive Session** It is anticipated that all, or a portion of the discussion of the foregoing item will be conducted in closed executive session under authority of the Section 551 of the Texas Open Meetings Act. However, no action will be taken on this item until the City Council reconvenes in open session.

**RECONVENE** into Open Session and consider action, if any, on the item discussed in Executive Session.

**Adjournment**

The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072; (3) discussing a prospective gift or donation, § 551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, § 551.076.

**CERTIFICATION** I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 516 Ranch House Road, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: February 3, 2022, at 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

  
\_\_\_\_\_  
Crystal R. Dozier, TRMC  
City Secretary



The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-441-7108, or by email at [cdozier@willowpark.org](mailto:cdozier@willowpark.org). Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at [www.willowpark.org](http://www.willowpark.org)



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> February 8, 2022	<b>Department:</b> Planning & Development	<b>Presented By:</b> Betty Chew Toni Fisher Bill Funderburk
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**AGENDA ITEM:**

**Discussion/Action:** PUBLIC HEARING to consider amending the Zoning Ordinance Section 14.17 Board of Adjustment Membership Terms and Procedures.

**BACKGROUND:**

Council requested all Board and Commission appointments be made in January of each year. This requires the Zoning Ordinance be amended to reflect this change. The changes are noted below:

**“Sec. 14.17.002 Organization and procedure**

**(b) Membership.**

**(1) The board shall consist of five (5) citizens of Willow Park, each to be appointed by the mayor and confirmed by the city council. ~~for staggered terms of two (2) years respectively.~~ Each board member will serve within the designated Place position numbered 1 through 5, and serve a 2-year term, to begin January of each even year for even-numbered Places and each odd year for odd-numbered Places. Each member of the board shall be removable for cause by the city council upon written charges and after public hearings. Vacancies shall be filled by the city council for the unexpired term of any member whose term becomes vacant. There may be a maximum of four (4) alternates to the board to be appointed in like manner to serve in the absence of a regular member. Alternates must attend a minimum of two (2) meetings per year.**

**(2) The board of adjustment shall ~~meet, as a minimum, once every three (3) months~~ be scheduled to meet on a quarterly basis. It shall be grounds for removal of any member of the board who is absent from two (2) consecutive meetings without cause. The chairperson of the board shall be elected by the board membership each year and may not hold the chair of any other city board of commission.”**

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

The Planning & Zoning Commission conducted a public hearing to consider comments regarding these Zoning Ordinance amendments. No public comments were received.

Planning & Zoning Commission recommends amending the Zoning Ordinance as proposed. The vote was unanimous 3-0.

Council will need to conduct a Public Hearing to consider comments regarding these amendments to the Zoning Ordinance.

**EXHIBITS:**

Ordinance No. 2022-\_\_\_\_\_

**RECOMMENDED MOTION:**

**Adopt An Ordinance Amending Chapter 14, Zoning Ordinances; Article 14.17 Board Of Adjustment; Sections 14.17.002(B)(1) And 14.17.002(B)(2) Organization And Procedure Of The City Of Willow Park Zoning Ordinance To Provide For Designating Places On The Board Of Adjustment; Amending Wording Of Meeting Frequency; Specifying Chairman Appointment; And Providing An Effective Date.**

ORDINANCE NO. 2022- \_\_\_\_\_

**AN ORDINANCE AMENDING CHAPTER 14, ZONING ORDINANCES; ARTICLE 14.17 BOARD OF ADJUSTMENT; SECTIONS 14.17.002(b)(1) and 14.17.002(b)(2) ORGANIZATION AND PROCEDURE OF THE CITY OF WILLOW PARK ZONING ORDINANCE TO PROVIDE FOR DESIGNATING PLACES ON THE BOARD OF ADJUSTMENT; AMENDING WORDING OF MEETING FREQUENCY; SPECIFYING CHAIRMAN APPOINTMENT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Article 14.17, Section 14.17.002(b)(1) currently states the board members shall have staggered terms of two (2) years respectively; and

**WHEREAS**, Article 14.17, Section 14.17.002(b)(2) currently states that the board of adjustment shall meet, as a minimum, once every three (3) months, and a board member shall be removed if absent for (2) meetings; and

**WHEREAS**, Article 14.17, Section 14.17.002(b)(2) does not currently state how the board chairman is appointed; and

**WHEREAS**, the City Council desires to amend Article 14.17, Section 14.17.002(b)(1) to state that board members serve within designated Place positions numbered 1 through 5 with the terms to begin January of each even year for even-numbered Places and each odd year for odd-numbered Places; and

**WHEREAS**, the City Council desires to amend Article 14.17, Section 14.17.002(b)(1) to state that new appointments will be made annually by the mayor each January upon the expiration of respective terms; and

**WHEREAS**, the City Council desires to change Article 14.17, Section 14.17.002(b)(2) to state that the board of adjustment shall be scheduled to meet on a quarterly basis, and a board member shall be removed if absent for (2) meetings without cause; and

**WHEREAS**, the City Council desires to change Article 14.17, Section 14.17.002(b)(2) to state that the board chairman is appointed by the board membership.

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

**Section 1:** Article 14.17, Section 14.17.002(b)(1) and Article 14.17, Section 14.17.002(b)(2) of the Code of Ordinances is hereby amended to add places to each board position and change the meeting minimum to meeting on a quarterly basis, and shall read in its entirety as follows:

**“Sec. 14.17.002            Organization and procedure**

(a)    Establishment. A board of adjustment is hereby established in accordance with the provisions of V.T.C.A., Local Government Code, chapter 211, regarding the zoning of cities and with the powers and duties as provide in said statutes.

(b) Membership.

(1) The board shall consist of five (5) citizens of Willow Park. Members will be appointed by the mayor and confirmed by the city council. Each board member will serve within the designated Place position numbered 1 through 5, and serve a 2-year term, to begin January of each even year for even-numbered Places and each odd year for odd-numbered Places. Each member of the board shall be removable for cause by the city council upon written charges and after public hearings. Vacancies shall be filled by the city council for the unexpired term of any member whose term becomes vacant. There may be a maximum of four alternates to the board to be appointed in like manner to serve in the absence of a regular member. Alternates must attend a minimum of two (2) meetings per year.

(2) The board of adjustment shall be scheduled to meet on a quarterly basis. It shall be grounds for removal of any member of the board who is absent from two (2) consecutive meetings without cause. The chairperson of the board shall be elected by the board membership each year and may not hold the chair position of any other city board of commission.

(c) Meetings. The board shall adopt rules in accordance with the provisions of any ordinance adopted pursuant to this Act. Meetings of the board shall be held at the call of the chairman and at such other times as the board may determine. Such chairman, or in his absence the acting chairman, may administer oaths and compel the attendance of witnesses. All meetings of the board shall be open to the public. The board shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the city secretary and shall be a public record.

**Section 2:** The City Council of the City of Willow Park declares that any prior ordinance or any provision in any prior ordinance, as may be applicable, is hereby repealed to the extent that such ordinance or provision of an ordinance conflicts or contradicts the amendments and provisions enacted herein.

**Section 3:** It is hereby declared to be the intention of the City Council of the City of Willow Park that if any phrase, sentence, section, or paragraph of this Ordinance shall be declared unconstitutional or otherwise invalid by final judgment of a court of competent jurisdiction such unconstitutionality or invalidity shall not affect any of the remainder of this Ordinance since the same would have been enacted by the City Council without the incorporation of the unconstitutional or invalid phrase, sentence, section or paragraph.

**Section 4:** This Ordinance shall become effective after enactment as provided by State law.

**PASSED by an affirmative vote of the City Council, this 8th, day of February, 2022.**

**APPROVED:**

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



**ATTEST:**

\_\_\_\_\_  
Crystal R. Dozier TRMC, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
William P. Chesser, City Attorney

The Willow Park City Council in acting on Ordinance 2022-\_\_\_\_\_, did on the 8th day of February, 2022, vote as follows:

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



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> February 8, 2022	<b>Department:</b> Administration	<b>Presented By:</b> Mayor Doyle Moss
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**AGENDA ITEM:**

**Consideration & Action: Appoint Board of Adjustment Members for Place Numbers 2 and 4, and Alternate 1.**

**BACKGROUND:**

Place 2 Steve Gould and Place 4 Mike Barron on the Board of Adjustment are recommended for reappointment. Jason Frank has submitted an application to serve on the Board of Adjustment and will fill Alternate 1 position.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

Recommend reappointment of Steve Gould and Mike Barron, and appointment of Jason Frank.

**EXHIBITS:**

Board of Adjustment Applications of Steve Gould, Mike Barron and Jason Frank.

**RECOMMENDED MOTION:**

Approve reappointment of Steve Gould for Place 2 and Mike Barron for Place 4 to the Board of Adjustments, and appointment of Jason Frank for Alternate 1.

# CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office  
City of Willow Park  
516 Ranch House Rd  
Willow Park, Tx 76087  
Fax: (817) 441-6900

Please type or use black ink  
Please complete one application for each board or commission membership  
Please limit attachments to two pages  
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: Steven Gould  
*(Please print legal name and your name as you wish it to appear, if different.)*

Name of Board/Commission of Interest: \_\_\_\_\_

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>313 Buena Vista Dr.</u>	Business Name: <u>Structural Assurance</u>
Mailing Address: <u>Same</u>	Occupation: <u>Construction</u>
Telephone: <u>682 804 0085</u> Fax: <u>-</u>	Address: <u>4552 J.D. Mouser Alvarado 76009</u>
E-Mail: <u>stwgould2016@gmail</u>	Telephone: <u>682 804 0085</u> Fax: <u>-</u>
Willow Park Resident for <u>13</u> years County: <u>13</u>	E-Mail: <u>sgould@structural-us.com</u>
Voters Registration No.: _____	
Preferred method of contact: <u>Email</u>	

Have you served on a board in another city before? NO

Prior or current work experience: *(please include dates)*  
\_\_\_\_\_  
\_\_\_\_\_

Educational Achievement:

High School Graduate?  Yes  No Year Graduated/Left School? 1989

Business College, Correspondence School, Adult Education, Other? Business College

Name of College/University: \_\_\_\_\_  Bachelor's  Master's  PhD

Volunteer Work: *(please include dates)*  
Young Men's 2012-2020  
\_\_\_\_\_

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)?  Yes  No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

\_\_\_\_\_

Application held for 12 months from date received

Are you presently serving on a City board or committee?  Yes  No

If so, which one? City Hall

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

NONE

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board?  Yes  No

Comments: \_\_\_\_\_

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: [Handwritten Signature]

Date: 10-19-2021

# CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

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City of Willow Park  
516 Ranch House Rd  
Willow Park, Tx 76087  
Fax: (817) 441-6900

Please type or use black ink  
Please complete one application for each board or commission membership  
Please limit attachments to two pages  
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: Michael Kevin Barron; Mike Barron  
*(Please print legal name and your name as you wish it to appear, if different.)*

Name of Board/Commission of Interest:  
Board of Adjustments

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>1801 Ranch House Rd, Willow Park, TX 76087</u>	Business Name: _____
Mailing Address: <u>Same</u>	Occupation: <u>Retired</u>
Telephone: <u>817-455-1612</u> Fax: _____	Address: _____
E-Mail: <u>mkbarron@sbcglobal.net</u>	Telephone: _____ Fax: _____
Willow Park Resident for <u>25</u> years County: _____	E-Mail: _____
Voters Registration No.: _____	
Preferred method of contact: <u>email</u>	

Have you served on a board in another city before? No

Prior or current work experience: *(please include dates)*  
35 years of engineering experience in aerospace industry.

Educational Achievement:

High School Graduate?  Yes  No Year Graduated/Left School? 1979

Business College, Correspondence School, Adult Education, Other? \_\_\_\_\_

Name of College/University: Texas A&M University  Bachelor's  Master's  PhD

Volunteer Work: *(please include dates)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)?  Yes  No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.  
\_\_\_\_\_

Application held for 12 months from date received

Are you presently serving on a City board or committee?  Yes  No

If so, which one? Board of Adjustments

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?  
Continuation of current service.

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1)  
Balancing the needs/quality of life of the local community, existing city codes, and the unique situations that residents/businesses sometimes find themselves in which results in their appearance before the board. In these situations, the board must work with city representatives and review codes to understand the issue and listen to input from the petitioner and local community as to why a variance should or should not be granted prior to working through the board's standardized decision making process before issuing a ruling.

2)  
Working with city commissions/committees to help update existing city codes to provide clarity of the ordinances or revise them to reflect current conventions/realities that frequently result in appearances before the BOA. Examples are signage and lighting ordinances.

3)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:  
Several years of experience currently serving on the board. Prior experience serving on P&Z Commission and predecessor of current Parks Board.

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

None

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board?  Yes  No

Comments: \_\_\_\_\_

**Statement of Intent**

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: Mike Barron

Date: December 2, 2021

BOA

ALTERNATE 1

# CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office  
City of Willow Park  
516 Ranch House Rd  
Willow Park, Tx 76087  
Fax: (817) 441-6900

Please type or use black ink  
Please complete one application for each board or commission membership  
Please limit attachments to two pages  
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: Jason Frank

(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest:

Board of Adjustments - Alternate and Parks Board

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: 317 Crown Rd.	Business Name: _____
Mailing Address: 317 Crown Rd.	Occupation: Safety Manager
Telephone: 817-629-6028 Fax: _____	Address: _____
E-Mail: frank0341@hotmail.com	Telephone: 817-629-6028 Fax: _____
Willow Park Resident for 6 years County: Parker	E-Mail: jfrank@aqualisco.com
Voters Registration No.: _____	
Preferred method of contact: Call or Text	

Have you served on a board in another city before? No

Prior or current work experience: (please include dates)

US Marine Corps 2004-2008 (Infantry)

Stormwater / Safety Manager - 2019-Current year

Educational Achievement:

High School Graduate?  Yes  No Year Graduated/Left School? 2002

Business College, Correspondence School, Adult Education, Other? \_\_\_\_\_

Name of College/University: American Military University  Bachelor's  Master's  PhD  
B.S. Environmental Science

Volunteer Work: (please include dates)

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)?  Yes  No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee?  Yes  No

If so, which one? \_\_\_\_\_

Why do you want to become a member of this particular board /commission (*how would you use this experience to benefit the City*) ?

~~We moved here in 2014 because we fell in love with the neighborhood. It's important to protect the city's individualism while giving it opportunities to grow and prosper.~~  
Since leaving the military in 2008 I have deeply missed contributing to something bigger than myself. Being a contributor to society and a better future is something that motivates me. I want to be a member of this particular board because I think that zoning is what defines what this city grows into.

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1)

Residential growth in our community will probably be the biggest impact. Finding a balance that works for existing residents and new residents will be the city's biggest need. This includes lot sizes and what restrictions should/should not be allowed within city limits.

2)

Commercial expansion will be important for the continued allure of Willow Park. As our community continues to grow it will be important to stay competitive with surrounding cities. Bringing in the right business in that promote Willow Park's vibe will be a challenge but crucial.

3)

Environmental zoning is very important to me. It will be important that Willow Park upholds it's history and heritage moving forward by preserving the city's name through conservation efforts that balance growth and development with valuable resources.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

~~As a Safety Manager act in a construction atmophere, I have many hours of hands on construction experience and safety training~~  
Certificates: OSHA 30hr, Stop the Bleed/First Aid, TDA General Standard Pesticide Applicator License Currently enrolled in getting my Associate Safety Professional (ASP) Certificate.

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board?  Yes  No

Comments: I often watch live feeds the city meetings.

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: Jason Frank

Date: 01/09/2022





## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b>  February 8, 2022	<b>Department:</b>  Planning & Development	<b>Presented By:</b>  Betty Chew Toni Fisher Bill Funderburk
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### AGENDA ITEM:

**Discussion/Action:** PUBLIC HEARING to consider amending the Zoning Ordinance Section 14.16 Planning & Zoning Commission Membership and Terms.

### BACKGROUND:

Council requested all Board and Commission appointments be made in January of each year. This requires the Zoning Ordinance be amended to reflect this change. The changes are noted below:

**“Sec. 14.16.003 Membership and terms**

(a) Membership.

(2) The commission shall consist of the five commissioners and two alternates appointed by the mayor. The alternates shall be appointed to specific offices designated as: Alternate 1 and Alternate 2.

(4) The **city** secretary shall maintain a list of the names, addresses, telephone numbers and terms of each commissioner and alternates and shall make such list available to the commission and city council after each commission appointment. The **city** secretary shall also provide the city council at least 60 days' notice of the expiration of a commissioner's term of office.

(b) Term.

(1) Each member of the commission will be appointed to a two-year term, with the term beginning in **September 1<sup>st</sup> January** as follows:

(A) Place 1, Place ~~2~~ **3**, and Place ~~5~~ in odd-numbered years.

(B) Place ~~3~~ **2**, and Place ~~4~~ **and Place 5** in even-numbered years.

~~(C) — Initial appointments pursuant to the protocol set out herein will be made at one time for Places 1-5, and Alternatives Place 1-2, but the staggered terms set out above will apply. This subsection (C) ceases to be effective and is repealed by this action on or before October 31, 2016.~~

(2) Each alternate will be appointed for a one-year term with the term beginning ~~on September 1<sup>st</sup>~~ **January** of each year.

**Sec. 14.16.004 Procedure**

(a) Meetings. The commission shall schedule regular monthly meeting[s]. ~~not less than five days before the regular, monthly city council meeting.~~

(c) Presiding officers.

(1) Each year during its first meeting in **September January**, or as soon after as practicable, the commission shall elect presiding officers from the commissioners, including, at a minimum, a chair and a vice-chair. An alternate commissioner is not eligible to be an officer.”

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

The Planning & Zoning Commission conducted a public hearing to consider comments regarding these Zoning Ordinance amendments. No public comments were received.

Planning & Zoning Commission recommends amending the Zoning Ordinance as proposed. The vote was unanimous 3-0.

Council will need to conduct a Public Hearing to consider comments regarding these amendments to the Zoning Ordinance.

**EXHIBITS:**

Ordinance No. 2022-\_\_\_\_\_

**RECOMMENDED MOTION:**

Adopt an Ordinance Amending Chapter 14, Zoning Ordinances; Article 14.16 Commissions; Sections 14.16.003(A)(2); 14.16.003(A)(4); 14.16.003(B)(1), 14.16.003(B)(1)(A), (B) And (C); 14.16.004(A) And (C) Planning & Zoning Commission Membership And Terms, And Procedure Of The City Of Willow Park Zoning Ordinance To Provide Changes To Dates Of Membership Terms; And Providing An Effective Date.

**ORDINANCE NO. 2022-\_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 14, ZONING ORDINANCES; ARTICLE 14.16 COMMISSIONS; SECTIONS 14.16.003(a)(2); 14.16.003(a)(4); 14.16.003(b)(1), 14.16.003(b)(1)(A), (B) and (C); 14.16.004(a) and (c) PLANNING & ZONING COMMISSION MEMBERSHIP AND TERMS, AND PROCEDURE OF THE CITY OF WILLOW PARK ZONING ORDINANCE TO PROVIDE CHANGES TO DATES OF MEMBERSHIP TERMS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 14.16.003(a)(2) currently does not state Alternate 2; and

**WHEREAS**, Section 14.16.003(a)(4) currently states that the “city secretary” shall maintain the board member information and advise city council of term expirations; and

**WHEREAS**, Section 14.16.003(b)(1) currently states “September 1<sup>st</sup>” as the appointment date; and

**WHEREAS**, Section 14.16.003(b)(1)(A) currently states Place 2 will expire in odd-numbered years; and

**WHEREAS**, Section 14.16.003(b)(1)(B) currently states Places 3 and 5 will expire in even-numbered years; and

**WHEREAS**, Section 14.16.003(b)(1)(C) currently states the section ceases to be effective; and

**WHEREAS**, Section 14.16.003(b)(2) currently states the term begins in September 1; and

**WHEREAS**, Section 14.16.004 (a) currently states the meeting timeline; and

**WHEREAS**, the City Council desires to change Section 14.16.003(a)(4) to state that the secretary, not city secretary, shall maintain the board member information and advise city council of term expirations; and

**WHEREAS**, the City Council desires to change Section 14.16.003(b)(1) to state January as the appointment date; and

**WHEREAS**, the City Council desires to change Section 14.16.003(b)(1)(A) to state Place 1, 3 and 5 will expire in odd-numbered years; and

**WHEREAS**, the City Council desires to change Section 14.16.003(b)(1)(B) to state Place 2 and 4 will expire in even-numbered years; and

**WHEREAS**, the City Council desires to remove Section 14.16.003(b)(1)(C) which ceases to be in effect; and

**WHEREAS**, the City Council desires to change Section 14.16.003(b)(2) to state that the term begins in January; and

**WHEREAS**, the City Council desires to change Section 14.16.004 (a) to omit the meeting timeline; and

WHEREAS, the City Council desires to change Section 14.16.004(c) currently states the term begins in September.

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

**Section 1:** Section 14.16.003(a)(2) and Article 14.17, Section 14.16.004 (Zoning Ordinance) is hereby amended to add places to each board position and change the meeting minimum to meeting on a quarterly basis, and shall read in its entirety as follows:

**“Sec. 14.16.003 Membership and terms**

(a) Membership.

(1) The planning and zoning commission, (“commission,”) shall consist of five voting commissioners separately appointed to specific offices designated as: Place 1, Place 2, Place 3, Place 4, and Place 5. The mayor shall make a recommendation of qualified persons to the city council to serve as commissioners. Each commissioner shall be selected and appointed by a majority vote of the city council.

(2) The commission shall consist of the five commissioners and two alternates appointed by the mayor. The alternates shall be appointed to specific offices designated as: Alternate 1 and Alternate 2.

(3) Alternate commissioners may attend and participate in all commission meetings and discussions. Only in the absence of one or more commissioners can an alternate be counted for quorum determination or vote on commission business or matters appearing on the agenda. A vote cast by an alternate commissioner, when eligible to vote, shall be cast first by Alternate Place 1 and by Alternate Place 2, only in the absence [of] two or more commissioners or the Alternate Place 1 person.

(4) The secretary shall maintain a list of the names, addresses, telephone numbers and terms of each commissioner and alternates and shall make such list available to the commission and city council after each commission appointment. The secretary shall also provide the city council at least 60 days' notice of the expiration of a commissioner's term of office.

(5) To qualify as a commissioner the person must have been a resident of the city for one year.

(6) The city will make training opportunities available for each commissioner and allow attendance at seminars and workshops relating to the basics of municipal planning and zoning in Texas, with tuition, if any, paid by the city.

(7) Commissioners may resign their office at any time by submitting written notice to the secretary. The city may remove a commissioner or alternate at any time for any reason by a majority vote of the city council.

(b) Term.

(1) Each member of the commission will be appointed to a two-year term, with the term beginning in January as follows:

- (A) Place 1, Place 3, and Place 5 in odd-numbered years.
- (B) Place 2 and Place 4 in even-numbered years.
- (2) Each alternate will be appointed for a one-year term with the term beginning in January of each year.
- (3) A commissioner vacancy shall be filled in accordance with subsection (a)(1) for the unexpired term of the office vacated.

**Sec. 14.16.004 Procedure**

- (a) Meetings. The commission shall schedule regular monthly meeting[s].
- (b) Quorum. A majority of the commissioners shall constitute a quorum to conduct business. An affirmative vote of a majority of those present and qualified to vote at any meeting, shall be necessary to pass any motion, recommendation or resolution.
- (c) Presiding officers.
  - (1) Each year during its first meeting in January, or as soon after as practicable, the commission shall elect presiding officers from the commissioners, including, at a minimum, a chair and a vice-chair. An alternate commissioner is not eligible to be an officer.
  - (2) The chair, or in absence of the chair, the vice-chair, shall preside at all meetings of the commission.
- (d) Rules and regulations. The city staff shall recommend, in consultation with the commission, and the city council will consider rules and regulations for the practical and efficient transaction of commission business. Such rules and regulations may address but is not limited to items such as: rules of order, plat application requirements, production of documents, ethics, and special meetings.”

**Section 2:** The City Council of the City of Willow Park declares that any prior ordinance or any provision in any prior ordinance, as may be applicable, is hereby repealed to the extent that such ordinance or provision of an ordinance conflicts or contradicts the amendments and provisions enacted herein.

**Section 3:** It is hereby declared to be the intention of the City Council of the City of Willow Park that if any phrase, sentence, section, or paragraph of this Ordinance shall be declared unconstitutional or otherwise invalid by final judgment of a court of competent jurisdiction such unconstitutionality or invalidity shall not affect any of the remainder of this Ordinance since the same would have been enacted by the City Council without the incorporation of the unconstitutional or invalid phrase, sentence, section or paragraph.

**Section 4:** This Ordinance shall become effective after enactment as provided by State law.

**PASSED by an affirmative vote of the City Council, this 8th day of February, 2022.**

**APPROVED:**

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

**ATTEST:**

\_\_\_\_\_  
Crystal R. Dozier TRMC, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
William P. Chesser, City Attorney

The Willow Park City Council in acting on Ordinance 2022-\_\_\_\_\_, did on the 8th day of February 2022, vote as follows:

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



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> February 8, 2022	<b>Department:</b> Administration	<b>Presented By:</b> Mayor Doyle Moss
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**AGENDA ITEM:**

**Consideration & Action: Appoint Planning & Zoning Commission members for Place numbers 2, 4, and Alternate 1.**

**BACKGROUND:**

Place 2 Scott Smith and Place 4 Sharon Bruton are recommended for reappointment. Alternate positions on the Planning and Zoning Commission are vacant. Zachary Walker has submitted an application to serve on the Commission and will fill the Alternate 1 position.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

Recommend reappointment of Scott Smith and Sharon Bruton, and appointment of Zachary Walker.

**EXHIBITS:**

Planning & Zoning Applications of Scott Smith, Sharon Bruton and Zachary Walker.

**RECOMMENDED MOTION:**

**Approve reappointment of Scott Smith for Place 2 and Sharon Bruton for Place 4 to the Planning & Zoning Commission, and appointment of Zachary Walker for Alternate 1.**

# CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office  
City of Willow Park  
516 Ranch House Rd  
Willow Park, Tx 76087  
Fax: (817) 441-6900

Please type or use black ink  
Please complete one application for each board or commission membership  
Please limit attachments to two pages  
For questions or additional information, call the City Secretary's Office, (817) 441-7100 ext.6

Name: Ronald "Scott" Smith  
*(Please print legal name and your name as you wish it to appear, if different)*

Name of Board/Commission of Interest: Planning and Zoning

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>132 Camou Plage Circle</u>	Business Name: <u>Nel Net Inc.</u>
Mailing Address: _____	Occupation: <u>Sales</u>
Telephone: <u>817-690-2049</u> Fax: _____	Address: <u>121 S. 13th St., Lincoln, NE</u>
E-Mail: <u>SSmith@FactsMgt.com</u>	Telephone: <u>817-442-5298</u> Fax: _____
Willow Park Resident for <u>6</u> years County: _____	E-Mail: <u>SSmith@FactsMgt.com</u>
Voters Registration No.: _____	
Preferred method of contact: <u>Phone or Email</u>	

Have you served on a board in another city before? NO

Prior or current work experience: *(please include dates)*  
Feb. 2010 - current w/ Facts Mgt - NelNet Sales, operations

### Educational Achievement:

High School Graduate?  Yes  No Year Graduated/Left School? 1997  
Business College, Correspondence School, Adult Education, Other? \_\_\_\_\_

Name of College/University: \_\_\_\_\_  Bachelor's  Master's  PhD

Volunteer Work: *(please include dates)*  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)?  Yes  No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.



Application held for 12 months from date received

Are you presently serving on a City board or committee?  Yes  No

If so, which one? Willow Park Planning & Zoning, P&Z board.

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1)

2)

3)

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

Toast masters Graduate, NC TCOG. P&Z training

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board?  Yes  No

Comments:

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: 

Date: 12.20.21

# CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office  
City of Willow Park  
516 Ranch House Rd  
Willow Park, Tx 76087  
Fax: (817) 441-6900

Please type or use black ink  
Please complete one application for each board or commission membership  
Please limit attachments to two pages  
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: Sharon Bruton  
*(Please print legal name and your name as you wish it to appear, if different.)*

Name of Board/Commission of Interest: Planning + Zoning

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>1119 Fox Hunt Trail</u>	Business Name: _____
Mailing Address: <u>1119 Fox Hunt Trail</u>	Occupation: _____
Telephone: <u>817-565-6227</u> Fax: _____	Address: _____
E-Mail: <u>shbrutonintexas@yahoo.com</u>	Telephone: _____ Fax: _____
Willow Park Resident for <u>16</u> years County: <u>Parker</u>	E-Mail: _____
Voters Registration No.: _____	
Preferred method of contact: <u>message or email</u>	

Have you served on a board in another city before? NO

Prior or current work experience: *(please include dates)*  
On planning + zoning board now

Educational Achievement:

High School Graduate?  Yes  No Year Graduated/Left School? \_\_\_\_\_

Business College, Correspondence School, Adult Education, Other? Realtor

Name of College/University: \_\_\_\_\_  Bachelor's  Master's  PhD

Volunteer Work: *(please include dates)*  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)?  Yes  No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee?  Yes  No

If so, which one? Planning & Zoning

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1)

2)

3)

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

Realtor

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

None

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board?  Yes  No

Comments: \_\_\_\_\_

**Statement of Intent**

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: Sharon Bruton

Date: 1-27-2022

# CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office  
City of Willow Park  
516 Ranch House Rd  
Willow Park, Tx 76087  
Fax: (817) 441-6900

Please type or use black ink  
Please complete one application for each board or commission membership  
Please limit attachments to two pages  
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: Zachary Walker-----Zac Walker  
*(Please print legal name and your name as you wish it to appear, if different.)*

Name of Board/Commission of Interest: Planing and Zoning Committee

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>3308 Camelot St Willow Park, TX 76087</u>	Business Name: <u>Charitable Realty</u>
Mailing Address: _____	Occupation: <u>Realtor, FF/EMT-P</u>
Telephone: <u>806-252-6645</u> Fax: _____	Address: <u>405 S 1187 FM Aledo, TX 76008</u>
E-Mail: <u>zacwalker.realty@gmail.com</u>	Telephone: <u>817-825-8293</u> Fax: _____
Willow Park Resident for <u>8</u> years County: _____	E-Mail: <u>Charitablerealty@gmail.com</u>
Voters Registration No.: <u>unknown</u>	
Preferred method of contact: <u>Text, Call, or Email</u>	

Have you served on a board in another city before? NO

Prior or current work experience: *(please include dates)*  
I have had many jobs. I got my EMT-P certificate in 2001 and worked for companies and hospitals. In 2008 I got on Hurst Fire Dept. and also obtained my structural FF certificate. I obtained my drone pilot certificate part 107 to fly commercially in 2016. That opened my eyes to the Real Estate market and I never looked back. I became a Realtor in 2019 and love it. m

Educational Achievement:

High School Graduate?  Yes  No Year Graduated/Left School? 1998

Business College, Correspondence School, Adult Education, Other? \_\_\_\_\_

Name of College/University: Texas Tech and SPC  Bachelor's  Master's  PhD  
1999-2001

Volunteer Work: *(please include dates)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)?  Yes  No  
If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.  
\_\_\_\_\_

**Application held for 12 months from date received**

Are you presently serving on a City board or committee?  Yes  No

If so, which one? \_\_\_\_\_

Why do you want to become a member of this particular board /commission (*how would you use this experience to benefit the City*)?  
I plan on learning how the city works and helping where needed. I look forward to learning alongside current members and residents.

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1) I would approach every project on a case by case basis and look at all angles of the project.

2) As I understand it running a city is a constant balancing act. With all the money and new projects coming in I would like to help plan for the future. I understand you cannot make everyone happy all the time but transparency and consideration can go a long way.

3) My goal would be to learn from current members and interject my opinion when appropriate.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:  
I like Real Estate and want to be helpful to the growth of Willow Park. With my current education I hope to serve the city.

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

None

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board?  Yes  No

Comments: \_\_\_\_\_

**Statement of Intent**

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

DocuSigned by:

*Eric Walker*

Signature: \_\_\_\_\_

CCAA0FECF3AD494...

Date: \_\_\_\_\_

1/26/2022 | 1:52 PM PST



**CITY COUNCIL**  
**AGENDA ITEM BRIEFING SHEET**

<b>Council Date:</b> February 8, 2022	<b>Department:</b> Planning & Development	<b>Presented By:</b> Betty Chew Toni Fisher Bill Funderburk
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**AGENDA ITEM:**

**Discussion/Action:** PUBLIC HEARING to consider amending the Subdivision Ordinance, Division 7, Public Space Dedications.

**BACKGROUND:**

The Parks Board requested Staff review the Parkland Dedication regulations in Chapter 10 of the Subdivision Ordinance. These changes reflect adoption of the “Parks and Trails Master Plan” and parkland fees.

**“Sec. 10.02.181 Purpose**

(b) Neighborhood parks are those parks providing for a variety of outdoor recreational opportunities and within convenient distances from a majority of the residences to be served thereby. The park zones identified shall be in the **Future Land Use Plan** and the **Parks and Trails Master Plan**. The primary cost of neighborhood parks should be borne by the ultimate residential property owners who, by reason of the proximity of their property to such parks, shall be the primary beneficiaries of such facilities. Therefore, the following requirements are adopted to affect the purposes stated.

**Sec. 10.02.182 General requirements**

These requirements shall apply to land zoned for single-family, duplex, **townhome**, and/or apartment residential purposes.

(2) The city council declares that development of an area smaller than one (1) acre for public park purposes is impractical. Therefore, if fewer than one hundred (100) units are proposed by a plat filed for approval, the developer shall be required to pay the applicable **cash fee in lieu of land**, amount provided herein, rather than to dedicate any land area. ~~No~~ Plats showing a dedication of less than one (1) acre may be approved.

(3) In instances where an area of more than one (1) acre is required to be dedicated, the city shall have the right to accept the dedication for approval on the final plat, or to refuse same, after consideration of the recommendation of the **planning and zoning committee commission and to require payment of cash fee in lieu of land** in the amount provided herein, if the city determines that sufficient park area is already in the public domain in the area of the proposed development, or if the recreation potential for that zone would be better served by expanding or improving existing parks.

(4) The dedication required by this section shall be made by filing of the final plat or contemporaneously by separate instrument unless additional dedication is required **subsequent to after** the filing of the final plat. If the actual number of completed dwelling units exceed the figure upon which the original dedication was based, such additional dedication shall be required, and shall be made by payment of the **cash fee in lieu of land. amount provided herein, or by the conveyance of an entire-numbered lot to the city.**

**Sec. 10.02.183 Payment in lieu of land**

Subject to veto of the city council, a landowner responsible for dedication under this division may elect to meet the requirements of this division in whole or in part by a cash payment in lieu of land, in the amount set **forth in the fee schedule**. Such payment in lieu of land shall be made at or prior to the time of final plat approval.

**Sec. 10.02.185 Payments in lieu of land dedication**

To the extent that the previous section is not applicable, the dedication requirement shall be met by a payment in lieu of land at a per acre/lot price set in the fee schedule by the city council. ~~from time to time by resolution by the city council sufficient to acquire land and provide for adjacent streets and utilities for a neighborhood park to serve the park zone in which such development is located. Unless changed by.~~ The city council shall establish such per acre/lot price per dwelling unit. ~~shall be computed on the basis of two hundred fifty dollars (\$250.00) per dwelling unit. Cash payments may be used only for acquisition or improvement of a neighborhood park located within the same zone as the development, unless the developer executes a waiver and requests that the funds be used for some other park project, in which case the funds may be used for such project.~~

**Sec. 10.02.186 Comprehensive plan considerations**

Land shown on the comprehensive plan or Parks and Trails Master Plan as being suitable for development of the city for a major recreational center, school site, park or other public use, shall be reserved for a period of one (1) year after the preliminary plat is approved by the city, if within two (2) months after such approval the city council advises the subdivider of its desire to acquire the land or of the interest of another government unit to acquire the land for purchase by the interested governmental authority at land appraisal value at the time of purchase. A failure by the city council to so notify the subdivider shall constitute a waiver of the right to reserve the land. Any waiver of the right to reserve the land shall no longer be effective if the preliminary plat shall expire without adoption of a final plat.

**Sec. 10.02.187 Special fund**

- (a) There is hereby established a special fund for the deposit of all sums paid in lieu of land dedication under this division or any preceding ordinance which fund shall be known as the parkland dedication fund.
- ~~(b) The city shall account for all sums paid in lieu of land dedication under this division with reference to the individual plats involved. Any funds paid for such purposes must be expended by the city within three and one-half (3-1/2) years from the date received by the city for acquisition or development of a neighborhood park as defined herein. Such funds shall be considered to be spent on a first in, first out basis. If not so expended, the owners of the property on the last day of such period shall be entitled to a pro-rata refund of such sum, computed on a square footage of area basis. The owners of such property must request such refund within one (1) year of entitlement, in writing, or such right shall be barred.~~

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

The Planning & Zoning Commission conducted a public hearing to consider comments regarding the Subdivision Regulation amendments. No public comments were received.

Planning & Zoning Commission recommends amending the Subdivision Regulations as proposed. The vote was unanimous 3-0.

Council will need to conduct a Public Hearing to consider comments regarding these amendments to the Zoning Ordinance.

**EXHIBITS:**

Ordinance No. 2022-\_\_\_\_\_

**RECOMMENDED MOTION:**

**Adopt an Ordinance Amending Chapter 10, Subdivision Ordinance; Division 7. Public Space Dedications, Sections 10.02.181(B); 10.02.182; 10.02.182(2), (3) And (4); 10.02.183; 10.02.185; 10.02.186; 10.02.187 (A) And (B) Of The City Of Willow Park To Provide For Amending The Parkland Dedication Terms; And Providing An Effective Date.**

ORDINANCE NO. 2022-\_\_\_\_\_

**AN ORDINANCE AMENDING CHAPTER 10, SUBDIVISION ORDINANCE; DIVISION 7. PUBLIC SPACE DEDICATIONS, SECTIONS 10.02.181(b); 10.02.182; 10.02.182(2), (3) AND (4); 10.02.183; 10.02.185; 10.02.186; 10.02.187 (a) AND (b) OF THE CITY OF WILLOW PARK TO PROVIDE FOR AMENDING THE PARKLAND DEDICATION TERMS; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Section 10.02.181(b) currently states park zones are established by the planning and zoning commission; and

WHEREAS, Section 10.02.182 currently only lists single-family, duplex and/or apartment; and

WHEREAS, Section 10.02.182(2) currently states “cash in lieu of land” and “No plats showing a dedication shall be approved”; and

WHEREAS, Section 10.02.182(3) currently states “planning and zoning committee and to require payment of cash in lieu of land”; and

WHEREAS, Section 10.02.182(4) currently states “cash in lieu of land amount provided herein, or by the conveyance of an entire numbered lot to the city.”

WHEREAS, Section 10.02.183 states “Money in lieu of land”; and

WHEREAS, Section 10.02.185 states that the payment in lieu of parkland is set by resolution and calculation formula by acre; and

WHEREAS, Section 10.02.186 states that “a comprehensive plan as being suitable for development of the city”; and

WHEREAS, Section 10.02.187(b) states that the city’s use of parkland dedication funds may be refunded to the owner if unused within one year; and

WHEREAS, the City Council desires to change Section 10.02.181(b) to state that park zones are established by identification in the Future Land Use Plan and Parks and Trails Master Plan; and

WHEREAS, the City Council desires to change Section 10.02.182 to include townhomes; and

WHEREAS, the City Council desires to change Section 10.02.182(2) to state “fee in lieu of land”, and “plats showing a dedication... shall be approved”; and

WHEREAS, the City Council desires to change Section 10.02.182(3) to state “planning and zoning commission and to require payment of fee in lieu of land”; and

WHEREAS, the City Council desires to change Section 10.02.182(4) to state “fee in lieu of land”, deleting “amount provided herein, or by the conveyance of an entire numbered lot to the city.”



WHEREAS, the City Council desires to change Section 10.02.183 to state “Payment in lieu of land”; and

WHEREAS, the City Council desires to change Section 10.02.185 to state that the payment in lieu of parkland is set in the fee schedule and is calculated per acre or lot; and

WHEREAS, the City Council desires to change Section 10.02.186 to state that “the comprehensive plan or Parks and Trails Master Plan as being suitable for development of the city”; and

WHEREAS, the City Council desires to change Section 10.02.187(b) to omit parkland dedication funds may be refunded.

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

**Section 1:** Ordinance amending Chapter 10, Subdivision Ordinance; Division 7. Public Space Dedications, Sections 10.02.181(b); 10.02.182; 10.02.182(2), (3) And (4); 10.02.183; 10.02.185; 10.02.186; 10.02.187 (a) and (b) of the Code of Ordinances is hereby amended to change the parkland dedication fee calculation and determination, and shall read in its entirety as follows:

**“Division 7. Public Space Dedications**

**Sec. 10.02.181 Purpose**

(a) This division is adopted to provide recreational areas in the form of neighborhood parks as a function of subdivision development in the City of Willow Park. It is hereby declared by the City Council that recreational areas in the form of neighborhood parks are necessary and in the public welfare, and that the procedure to provide for same is by integrating such a requirement into the procedure for planning and developing property for subdivision in the city.

(b) Neighborhood parks are those parks providing for a variety of outdoor recreational opportunities and within convenient distances from a majority of the residences to be served thereby. The park zones identified shall be in the Future Land Use Plan and the Parks and Trails Master Plan. The primary cost of neighborhood parks should be borne by the ultimate residential property owners who, by reason of the proximity of their property to such parks, shall be the primary beneficiaries of such facilities. Therefore, the following requirements are adopted to affect the purposes stated.

**Sec. 10.02.182 General requirements**

These requirements shall apply to land zoned for single-family, duplex, townhome, and/or apartment residential purposes.

(1) Whenever a final plat is filed on record with the county clerk of Parker County for development of a residential area in accordance with the planning and zoning regulations of the city, such plat shall contain a clear fee simple dedication of an area of land to the city for park purposes, which area shall equal one (1) acre for each one hundred (100) proposed dwelling units. Any proposed plat submitted to the city for approval shall show the area proposed to be dedicated under this section. The required dedication may be met by a payment of money in lieu of land when permitted or required by the other provisions of this section.

(2) The city council declares that development of an area smaller than one (1) acre for public park purposes is impractical. Therefore, if fewer than one hundred (100) units are proposed by a plat filed for approval, the developer shall be required to pay the applicable cash fee in lieu of land, amount provided herein, rather than to dedicate any land area. No Plats showing a dedication of less than one (1) acre may be approved.

(3) In instances where an area of more than one (1) acre is required to be dedicated, the city shall have the right to accept the dedication for approval on the final plat, or to refuse same, after consideration of the recommendation of the planning and zoning committee commission and to require payment of cash fee in lieu of land in the amount provided herein, if the city determines that sufficient park area is already in the public domain in the area of the proposed development, or if the recreation potential for that zone would be better served by expanding or improving existing parks.

(4) The dedication required by this section shall be made by filing of the final plat or contemporaneously by separate instrument unless additional dedication is required subsequent to after the filing of the final plat. If the actual number of completed dwelling units exceed the figure upon which the original dedication was based, such additional dedication shall be required, and shall be made by payment of the cash fee in lieu of land. amount provided herein, or by the conveyance of an entire numbered lot to the city.

(5) Where a private park is designated by the developer/landowner within a residential area and shown on a Final Plat, as approved by City Council, the entire designated park area, all equipment, maintenance, and/or improvements within the park shall be made and maintained by the subdivision's Homeowners' Association in perpetuity. In no capacity is the City responsible for any part of the park.

#### **Sec. 10.02.183 Payment in lieu of land**

Subject to veto of the city council, a landowner responsible for dedication under this division may elect to meet the requirements of this division in whole or in part by a cash payment in lieu of land, in the amount set forth in the fee schedule. Such payment in lieu of land shall be made at or prior to the time of final plat approval.

#### **Sec. 10.02.184 City purchase of park land**

The city may from time to time decide to purchase land for parks in or near the area of actual or potential development. If the city does purchase park land in a park zone, subsequent park land dedications for that zone shall be in cash only, and calculated to reimburse the city's actual cost of acquisition and development of such land for parks. The cash amount shall be equal to the sum of the average price per acre of such land, and the actual cost of adjacent streets and on-site utilities, or an estimate of such actual cost provided by the city engineer. Once the city has been reimbursed entirely for all such park lands with [within] a park zone, this provision shall cease to apply, and the other provisions of this division shall again be applicable.

#### **Sec. 10.02.185 Payments in lieu of land dedication**

To the extent that the previous section is not applicable, the dedication requirement shall be met by a payment in lieu of land at a per acre/lot price set in the fee schedule by the City Council. from time to time by resolution by the city council sufficient to acquire land and provide for adjacent streets and utilities for a neighborhood

~~park to serve the park zone in which such development is located. Unless changed by. The City Council shall establish such per acre/lot price per dwelling unit, shall be computed on the basis of two hundred fifty dollars (\$250.00) per dwelling unit. Cash payments may be used only for acquisition or improvement of a neighborhood park located within the same zone as the development, unless the developer executes a waiver and requests that the funds be used for some other park project, in which case the funds may be used for such project.~~

**Sec. 10.02.186 Comprehensive plan considerations**

Land shown on the comprehensive plan or Parks and Trails Master Plan as being suitable for development of the city for a major recreational center, school site, park or other public use, shall be reserved for a period of one (1) year after the preliminary plat is approved by the city, if within two (2) months after such approval the city council advises the subdivider of its desire to acquire the land or of the interest of another government unit to acquire the land for purchase by the interested governmental authority at land appraisal value at the time of purchase. A failure by the city council to so notify the subdivider shall constitute a waiver of the right to reserve the land. Any waiver of the right to reserve the land shall no longer be effective if the preliminary plat shall expire without adoption of a final plat.

**Sec. 10.02.187 Special fund**

- (a) There is hereby established a special fund for the deposit of all sums paid in lieu of land dedication under this division or any preceding ordinance which fund shall be known as the parkland dedication fund.
  
- ~~(b) The city shall account for all sums paid in lieu of land dedication under this division with reference to the individual plats involved. Any funds paid for such purposes must be expended by the city within three and one-half (3 1/2) years from the date received by the city for acquisition or development of a neighborhood park as defined herein. Such funds shall be considered to be spent on a first in, first out basis. If not so expended, the owners of the property on the last day of such period shall be entitled to a pro-rata refund of such sum, computed on a square footage of area basis. The owners of such property must request such refund within one (1) year of entitlement, in writing, or such right shall be barred.~~

**Sec. 10.02.188 Additional requirements; definitions**

(a) Any land dedicated to the city under this division must be suitable for park and recreation uses. The following characteristics of a proposed area are generally unsuitable:

- (1) Any area primarily located in the 100-year floodplain; and
- (2) Any areas of unusual topography or slope which renders same unusable for organized recreational activities.

The above characteristics of a park land dedication area may be ground for refusal of any preliminary plat.

(b) Drainage areas may be accepted as part of a park if the channel is constructed in accordance with city engineering standards and if no significant area of the park is cut off from access by such channel.

(c) Each park must have ready access to public street.

(d) Unless provided otherwise herein, an action by the city shall be by the city council, after consideration of the recommendations of the planning and zoning commission.

**Secs. 10.02.189–10.02.210 Reserved”**

**Section 2:** The City Council of the City of Willow Park declares that any prior ordinance or any provision in any prior ordinance, as may be applicable, is hereby repealed to the extent that such ordinance or provision of an ordinance conflicts or contradicts the amendments and provisions enacted herein.

**Section 3:** It is hereby declared to be the intention of the City Council of the City of Willow Park that if any phrase, sentence, section, or paragraph of this Ordinance shall be declared unconstitutional or otherwise invalid by final judgment of a court of competent jurisdiction such unconstitutionality or invalidity shall not affect any of the remainder of this Ordinance since the same would have been enacted by the City Council without the incorporation of the unconstitutional or invalid phrase, sentence, section or paragraph.

**Section 4:** This Ordinance shall become effective after enactment as provided by State law.

**PASSED by an affirmative vote of City Council this 8th, day of February, 2022.**

**APPROVED:**

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

**ATTEST:**

\_\_\_\_\_  
Crystal R. Dozier TRMC, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
William P. Chesser, City Attorney

The Willow Park City Council in acting on Ordinance 2022-\_\_\_\_\_, did on the 8<sup>th</sup> day of February, 2022, vote as follows:

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



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> February 8, 2022	<b>Department:</b> Planning & Development	<b>Presented By:</b> Betty Chew Toni Fisher Bill Funderburk
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**AGENDA ITEM:**

**Discussion/Action:** PUBLIC HEARING to consider amending the Zoning Ordinance to classify Commercial Amusement-Indoor and Commercial Amusement-Outdoor as permitted uses (Special Use Permit Required) in the C-Commercial District and LI-Light Industrial District.

**BACKGROUND:**

The City of Willow Park Zoning Ordinance currently permits these uses in the C – Commercial District and LI – Light Industrial District. This amendment will require a Special Use Permit for these uses.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

The Planning & Zoning Commission conducted a public hearing to consider comments regarding these Zoning Ordinance amendments. No public comments were received.

Planning & Zoning Commission recommends these uses to be added to the Commercial and Light Industrial Districts with Special Use Permit. The vote was unanimous 3-0.

Council will need to conduct a Public Hearing to consider comments regarding these amendments to the Zoning Ordinance.

**EXHIBITS:**

Ordinance No. 2022-\_\_\_\_\_

**RECOMMENDED MOTION:**

Adopt An Ordinance Providing For An Amendment To Chapter 14 “Zoning Regulations”; Article Sec. 14.12.001(18) “C” Commercial District And Article Sec.14.06.015(A) “LI” Light Industrial District Use Regulations Commercial Amusement – Indoor And Commercial Amusement – Outdoor Of The City Of Willow Park Zoning Ordinance; As Amended Providing For Publication; And An Effective Date.

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**ORDINANCE 2022 - \_\_\_\_**

**AN ORDINANCE PROVIDING FOR AN AMENDMENT TO CHAPTER 14 “ZONING REGULATIONS”; ARTICLE SEC. 14.12.001(18) “C” COMMERCIAL DISTRICT AND ARTICLE SEC.14.06.015(a) “LI” LIGHT INDUSTRIAL DISTRICT USE REGULATIONS COMMERCIAL AMUSEMENT – INDOOR SPECIAL USE PERMIT REQUIRED AND COMMERCIAL AMUSEMENT – OUTDOOR SPECIAL USE PERMIT REQUIRED OF THE CITY OF WILLOW PARK ZONING ORDINANCE; AS AMENDED PROVIDING FOR PUBLICATION; AND AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Willow Park is a municipal corporation organized under the laws of the State of Texas; and

**WHEREAS**, it is intent of the City of Willow Park to protect the health, safety and welfare and well-being of its citizens; and

**WHEREAS**, the City is pursuant to §211.002 delegated the authority to adopt, amend or repeal zoning regulations that provide for the health, safety and general welfare of the City; and

**WHEREAS**, the zoning regulations generally §211.003 Tex. Local Govt. Code may regulate the height, number of stories, size of buildings and other structures including maximum height, minimum lot area, dwelling units per acre, gross living area, yard setback, screening and use of structures; and

**WHEREAS**, the Planning and Zoning Commission of the City of Willow Park conducted a public hearing consistent with §211,006(a), TEX. LOCAL GOVT. CODE providing for the amendment of zoning regulations including notices required by law.

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

**SECTION 1. AUTHORITY**

The Mayor, or appropriate City Official or Mayor's designee is hereby authorized and directed to implement the applicable provisions of this Ordinance.

**SECTION 2. AMENDMENT**

The following sections of Chapter 14, "Zoning Regulations," Article 14.04.01 Definitions, Article 14.12.00 “C” Commercial District Use Regulations, Article 14.06.015 “LI” Light Industrial District Use Regulations of these sections of the Zoning Regulations are amended, as follows:

**1. SEC. 14.06.014 “C” COMMERCIAL DISTRICT USE REGULATIONS**

- (a) Use Regulations. The “C” Commercial District will be limited to the following uses, residential uses are not permitted in this district.
  - (26) COMMERCIAL AMUSEMENT – INDOOR (SPECIAL USE PERMIT REQUIRED)
  - (27) COMMERCIAL AMUSEMENT – OUTDOOR (SPECIAL USE PERMIT REQUIRED)

**2. SEC. 14.06.015 “LI” LIGHT INDUSTRIAL DISTRICT USE REGULATIONS**

- (a) USE REGULATIONS. The “LI” Light Industrial District will be limited to the following uses residential uses not permitted in this district:  
(25) COMMERCIAL AMUSEMENT – INDOOR (SPECIAL USE PERMIT REQUIRED)  
(26) COMMERCIAL AMUSEMENT – OUTDOOR (SPECIAL USE PERMIT REQUIRED)

**SECTION 3. SEVERANCE**

If for any reason any section, paragraph, subdivision, clause, phrase or provision of this Ordinance shall be held invalid, it shall not affect any valid provisions of this or any other Ordinance of the City of Willow Park to which these rules and regulations relate.

**SECTION 4. RECITALS**

The City Council hereby finds and declares all precatory language herein to be true and correct and approves and adopts the same herein as part of this Ordinance.

**SECTION 5. PUBLICATION**

The City Secretary of the City of Willow Park is hereby directed to publish in the official newspaper of the City of Willow Park the caption hereof and the effective date of this ordinance as required by Section 52.011 of the LOCAL GOVERNMENT CODE.

**SECTION 6. EFFECTIVE DATE**

This Ordinance shall take effect from and after the date of its adoption.

**PASSED AND ADOPTED** this 8<sup>th</sup> day of February, 2022.

THE CITY OF WILLOW PARK, TEXAS

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

ATTEST:

\_\_\_\_\_  
Crystal R. Dozier TRMC, City Secretary

\_\_\_\_\_  
William P. Chesser, City Attorney



The Willow Park City Council in acting on Ordinance 2022-\_\_\_\_\_, did on the 8<sup>th</sup> day of February, 2022.

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



## *A Proclamation Honoring The Zonta Club International*

\*\*\*\*\*

***WHEREAS,** Zonta Club International is a leading global organization of professionals empowering women worldwide through service and advocacy;*

***WHEREAS,** Zonta Club of Parker County was founded February 21, 2022, and celebrates its 20<sup>th</sup> anniversary this month, and has helped our community by sponsoring scholarships and performing service projects that benefit the citizens of Willow Park and beyond;*

***WHEREAS,** violence against women is a worldwide issue, crossing every social and economic class, every religion, race and ethnicity and at least one out of three women have experienced violence during their lifetime; and*

***WHEREAS,** the member of Zonta Club of Parker County, along with other Zonta Club members worldwide, are working to bring awareness to domestic violence with the hope of one day eradicating violence against women through service and advocacy;*

***NOW, THEREFORE, I,** Doyle Moss, Mayor of Willow Park, commend Zonta Club of Parker County for their work in this city and in Parker County. Further, I urge all residents to do their part to increase awareness and action against domestic violence.*

***IN WITNESS WHEREOF,** I have set my hand and caused the seal of Willow Park Texas, to be affixed this 8<sup>th</sup> day of February, 2022.*

---

*Mayor Doyle Moss*

*Attest:*

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*Crystal R. Dozier, City Secretary*



**City of Willow Park  
City Council  
Regular Meeting Minutes  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, January 25, 2022 at 7:00 p.m.**

**Call to Order**

Mayor Pro Tem Lea Young called the meeting to order at 7:00 P.M.

Present:

Councilmember Eric Contreras  
Councilmember Tyler VanSant  
Councilmember Greg Runnebaum  
Mayor Pro Tem Lea Young  
Councilmember Nathan Crummel

Absent: Mayor Doyle Moss

Staff Present:

City Manager Bryan Grimes  
City Attorney Pat Chesser  
City Secretary Crystal Dozier

**Invocation & Pledge of Allegiance**

Councilman Contreras led the pledge of allegiance.

**Public Comments (Limited to three 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 City Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that comments are to be limited to three (3) 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.

Tim Mandolia spoke before the council to introduce himself as a candidate running for Justice of the Peace Precinct 4.

Allison Bedore spoke before the council to introduce herself as a candidate running for Justice of the Peace Precinct 4.

### **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 Meetings on December 14, 2021 and January 11, 2022.

**A motion was made by Councilman Contreras to approve the Regular City Council Meeting Minutes for December 14, 2021, and January 11, 2022. Councilman VanSant seconded the motion. The vote to approve the motion was unanimous.**

### **Regular Agenda Items**

1. Discussion/ Action: to consider and act on the annual Racial Profiling Report.

**Captain Franklin gave a summary of the annual Racial Profiling Report. A motion was made by Councilman VanSant to accept the annual Racial Profiling Report and Councilman Contreras seconded the motion. The vote approve the motion was unanimous.**

2. Discussion/Action: update on Municipal Court.

**Judge Gauntt gave an update on the Municipal Court. No action taken.**

3. Discussion/Action: to approve a resolution appointing a Capital Improvement Advisory Committee and appointing an ETJ Representative.

**A motion was made by Councilman VanSant to approve a resolution to appoint the current Planning and Zoning Commission and add Randy L Pack as the ETJ representative to serve as the Capital Improvements Advisory Committee. Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.**

4. Discussion/Action: to adopt an amendment to Ordinance No. 848-22 Ordering the 2022 General Election.

**A motion was made by Councilman VanSant to adopt an ORDINANCE AMENDING ORDINANCE NO. 848-22 ORDERING A GENERAL MUNICIPAL ELECTION TO BE**

HELD ON MAY 7, 2022 FOR THE PURPOSE OF ELECTING, COUNCILMEMBER FOR PLACE NO. 3, A COUNCILMEMBER FOR PLACE NO. 4, AND A COUNCILMEMBER FOR PLACE NO. 5; DESIGNATING A DIFFERENT POLLING PLACE FOR ELECTION DAY, WITHIN THE MUNICIPAL LIMITS; APPOINTING A PRESIDING ELECTION JUDGE AND ALTERNATE PRESIDING ELECTION JUDGE; ESTABLISHING OTHER PROCEDURES FOR THE CONDUCT OF THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION OF NOTICE; AND PROVIDING FOR AN EFFECTIVE DATE. Councilman Contreras seconded the motion. The vote to approve the motion was unanimous.

5. Discussion/ Action: to consider any future agenda items.

The following are considered as future agenda items:

**Public Hearing for the Water/Wastewater Treatment Plant**

**Water and Wastewater Rate Study**

**1<sup>st</sup> Quarter Financial Report**

**Appointments to Boards and Commissions**

**Alcohol Permit Policy**

**Alcohol Permit Fees**

**Amendment to the Communications Policy**

**Reports**

Public Works Director Michelle Guelker gave a brief summary on the 2021 Water Production and Average Daily Usage.

City Engineer Derek Turner gave brief summary on the following:

1. Fort Worth – Willow Park Pipeline progress – Mountain Cascade
  - a. Fort Worth water turned on 8/4, turned off mid-October
  - b. SCADA Communication tower finished.
  - c. Remaining work is to pressure test and disinfect the small portion of 16-inch pipeline that is part of the pipeline to Hudson Oaks. To be done once pump station is operational.
2. Willow Park-Hudson Oaks pipeline progress - Wildstone
  - a. Pipeline is 100% installed
  - b. Remaining items include pipeline testing, clean up, and restoration. Pipeline testing and disinfection to be done once pump station is operational.
3. Pump Station project update – MELA Contracting, Inc.

- a. Shop drawing submittals/review continues
- b. Supply chain issues are occurring all over, and unfortunately MELA has not been immune to these. So, pressure has been mounting on whether MELA can meet the contractual Completion Date of 5/3/22. The Halff Team has been working with MELA to help identify these issues early and assist where we can in mitigating schedule delays. Here is a summary to date:
  - i. Significant delay on delivery of emergency power generator. Resolution – Cities to rent a portable generator temporary, to not delay startup.
  - ii. Delay on pump delivery – MELA to tightly schedule installation and testing to only slightly delay startup (1 to 2 weeks)
  - iii. Delay on SCADA related parts/programming. MELA has coordinated an expedited schedule with Halff and SCADA programmers to stay on schedule
  - iv. Valves delayed. MELA is switching to a different manufacturer that can deliver valves on time.
- c. Suffice to say that given the current global situation, additional delays may pop up. Therefore, the Halff Team has been working with Willow Park staff to ensure there is a backup plan to get through this summer without the pump station, etc. We now plan to keep the temporary meter station and connection in place and usable through the summer. Bryan authorized us to seek an extension of the temporary agreement with Fort Worth. Those negotiations have begun, and it appears it will be possible to utilize the temporary meter station again, if needed. To be confirmed soon. MELA has instructions to hold off on any demolition of the temporary meter station, until further notice.

Planning and Development Director Toni Fisher gave a brief summary on the current new construction commercial projects under production to date; **New progress is noted in red:**

1. **Ambulatory Surgery Center @ 125 Mary Lou Dr.**
  - **Revised Civil Plans approved**
  - Awaiting go-ahead from Wier's Engineers to schedule Pre-Construction Meeting
2. **Medical Office Building @ 110 Mary Lou Dr.**
  - **Construction Plans Approved by BV & Fire**
  - **Performance & Maintenance Bonds received**
3. **G.I. Alliance (Endoscopic Center) @ 130 Jimma Dr.**
  - **Under construction**

4. **Willow Park RV Storage @ 4450 E. I-20**
  - Final Plat approved
  - Pre-Construction Meeting complete
  - **Civil Work underway as of w/c 1/04/22**
  
5. **The District @ 460 Shops Blvd. (Core & Shell only)**
  - **Replat approved by P&Z on 1/18/22**
    - **City Council on February 8, 2022**
    - Scheduling Pre-Construction Meeting
  
6. **Canvas at Willow Park @ Meadow Place & Kings Gate (110 townhomes)**
  - Awaiting Construction plans
  
7. **Trinity Christian Academy Athletic Complex @ 7700 E. Bankhead Hwy**
  - Street connections still to be competed
  - Eastern driveway to be set
  - **The main entrance has been realigned to connect with the Bankhead Highway and Eagle Drive extensions**
  
8. **Extra Space Storage @ 4600 E. I-20**
  - Currently under construction
  
9. **Forney Fence shell @ 4910 E. I-20**
  - Currently under construction
  
10. **Willow Crossing Townhomes @ 402 - 538 Willow Crossing E.**
  - (Pods A-H)
  - Currently under construction
  
11. **The Preserves @ 149 Mary Lou**
  - Currently at Final stage of construction (punch list)
  
12. **MK Office Building @ 151 JD Towles (3,332 sq. ft. office building)**  
Currently under construction

Fire Chief LeNoir Fire gave a brief summary of the following:

### **Operations**

The operations personnel are the backbone of the department providing the workforce to respond to emergency calls, operate and maintain the department's apparatus, equipment, stations, and fulfill the Department's operational mission.

With the support of the city and the council the operations division grew by three new firefighter positions. The three firefighter positions allowed the department to operate with three fire personnel on each 24-hour shift. The new positions also allowed the department to staff the ladder truck on a consistent basis.

Operations personnel remained busy throughout the year handling the workload of operating and maintaining the department to a high standard. The Department was inspected by the Texas Commission on Fire Protection this year. The department passed the inspection and was commended by state inspectors based on operational personnel maintaining the department to such a high standard.

This year staff responded to 985 calls to service, provided fire prevention education presentations at schools, daycares, and church organizations. The department provided other support functions like providing and installing free smoke detectors for citizens in cooperation with American Red Cross.

### **Training**

1581 Hours of Department level training completed for the year. In addition to the normal training subjects taught on a regular and ongoing basis, the department identified two primary objectives for training this year. The first primary objective was to orient new employees to the operations of the department. The second objective was to provide the training to transition the primary response from an Engine company to a Truck Company responding in a Ladder Truck.

The department was able to orient the new employees to operations with training within the department and Tarrant Count College. Employees travel once a month to Tarrant County College Fire Training Center where they can study, drill, and operate with industry experts on a world class fire training field. This year the department received quality hands on training in the following subjects: Fire Lab with flashover simulator, Rapid Intervention Training, Ladders, Ventilation, Aerial Operations, Rope Rescue drills, Hazardous Materials Technician level CE, Vehicle stabilization and lifting, Standpipe Hose Deployment, Building construction, and Live Fire Scenarios.

### **Prevention**

The prevention division has remained busy this year conducting plan reviews and inspections for new construction and existing buildings alike. The prevention division



conducted 157 on-site inspections, attended preconstruction meetings, and investigated fires that occurred within the city.

The prevention division also hosted a six-week internship in partnership with Weatherford ISD. The internship allowed high school students that are interested in entering the emergency services an opportunity to experience the roles, responsibilities, and process of becoming a Firefighter.

### **Executive Session**

It is anticipated that all, or a portion of the discussion of the foregoing item will be conducted in closed executive session under authority of the Section 551 of the Texas Open Meetings Act. However, no action will be taken on this item until the City Council reconvenes in open session.

### **RECONVENE**

#### **Informational**

A. Mayor & Council Member Comments

**No comments.**

B. City Manager's Comments

**Bryan Grimes, City Manager gave a brief report on city hall and the new City Building Official will start on Monday, February 14<sup>th</sup>.**

#### **Adjournment**

**Councilman Runnebaum moved to adjourn the meeting. Councilman Crummel seconded the motion. The vote to approve the motion was unanimous.**

**Mayor Moss adjourned the meeting at 7:42 P.M.**

These minutes were approved on the \_\_\_\_ of February, 2022.

APPROVED:

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

ATTEST:

DRAFT



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> February 8, 2022	<b>Department:</b> Planning & Development	<b>Presented By:</b> Betty Chew Toni Fisher Bill Funderburk
--	--	--

### **AGENDA ITEM:**

**Consideration & Action: Preliminary Plat of Blocks 2, 3, 4; Porter Addition, being 21.752 acres J.M. Froman Survey Abstract No. 471, City of Willow Park, Parker County, Texas.**

### **BACKGROUND:**

This is a preliminary plat of a proposed 3 block subdivision. The property is zoned "Commercial/IH-20 Overlay District". This plat also proposes the extension of Bankhead Highway right-of-way (60 foot) to the west. Eagle Drive and Ryser Road right-of-way (60 foot) will be dedicated and improved with the plat.

The subdivision will be served by the City of Willow Park water and sanitary sewer systems. Fire hydrants will be installed along the water mains in compliance with I.S.O. regulations. Utility extension will be in accordance with the City's Utility Extension Policy.

Stormwater flows from northeast to southwest to the Clear Fork of the Trinity River. A portion of Lot 1, Block 3 and Lot 1, Block 4 are in the 100-year flood zone and floodway. A flood study will be required by FEMA. Development of each of these acreage lots will require submittal of stormwater drainage study and drainage improvement plans. Stormwater drainage improvements will comply with the City of Willow Park Design Standards.

### **STAFF/BOARD/COMMISSION RECOMMENDATION:**

Staff recommends approval of the Preliminary Plat of Blocks 2, 3, 4, Porter Addition subject to the following:

- a. Cross access and fire lane easements to be provided across each lot (25' minimum).
- b. Entrance locations will be approved with site development plans for IH-20 Service Road, Bankhead Hwy., Ryser Road and Eagle Drive.

The Planning & Zoning Commission recommends approval with the recommended changes to be included on the Final Plat. The vote was unanimous 3-0.

### **EXHIBITS:**

- Plat Application
- Preliminary Plat

### **RECOMMENDED MOTION:**

**Approval of the Preliminary Plat of Blocks 2, 3, 4, Porter Addition with the following changes included on the Final Plat.**

- a. Cross access and fire lane easements to be provided across each lot (25' minimum).
- b. Entrance locations will be approved with site development plans for IH-20 Service Road, Bankhead Hwy., Ryser Road and Eagle Drive.



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: X Preliminary \_\_\_ Final \_\_\_ Replat \_\_\_ Amended

PROPERTY DESCRIPTION:

SUBMITTAL DATE: \_\_\_\_\_

Address (if assigned): \_\_\_\_\_

Name of Additions: Porter Addition, Blocks 2, 3, & 4

Location of Addition: Bankhead Highway & I-20 South

Number of Lots: 4 Gross Acreage: 21.752 Zoning: C-TH 20 - OVERLAY DIST. # of New Street Intersections: 4

PROPERTY OWNER:

Name: Bullish Holdings, LLC

Contact: Grant Read

Address: 5189 E. I-20 North, Ste 106

Phone: 817-441-2255

City: Willow Park

Fax: \_\_\_\_\_

State: TX Zip: 76087

Email: grant@railheadrealty.com

Signature: [Signature] - Paul Hughes Manager

APPLICANT:

Name: Bullish Holdings, LLC

Contact: Grant Read

Address: 5189 E. I-20 North, Ste 106

Phone: 817-441-2255

City: Willow Park

Fax: \_\_\_\_\_

State: TX Zip: 76087

Email: grant@railheadrealty.com

Signature: [Signature] - Paul Hughes Manager

SURVEYOR:

Name: Jacob & Martin, LLC

Contact: Mark Brown, RPLS

Address: 3465 Curry Lane

Phone: 325-695-1070

City: Abilene

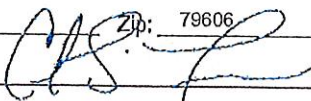
Fax: \_\_\_\_\_

State: TX Zip: 79606

Email: mtb@jacobmartin.com

Signature: [Signature] Mark J. Brown

**ENGINEER:**

Name: Jacob & Martin, LLC Contact: Clayton Farrow, P.E.  
 Address: 3465 Curry Lane Phone: 325-695-1070  
 City: Abilene Fax: \_\_\_\_\_  
 State: TX Zip: 79606 Email: cfarrow@jacobmartin.com  
 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><b>UTILITY PROVIDERS</b></p> <p>Electric Provider: _____</p> <p>Water Provider: <u>City of Willow Park</u></p> <p>Wastewater Provider: <u>City of Willow Park</u></p> <p>Gas Provider (if applicable): <u>Texas Gas Service</u></p>
--

**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).

<p><i>City Use Only</i></p> <p>Fees Collected: \$ <u>517 -</u> \$ _____</p> <p>\$ _____ \$ _____</p> <p>Receipt Number: <u>10763</u> <u>1/10/22</u></p>
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**PLAT REVIEW CHECKLIST:**

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

**I. GENERAL:**

Name of Addition: Porter Addition, Blocks 2, 3, &4

Applicant: Bullish Holdings, LLC

Property Owner(s): Bullish Holdings, LLC & T.B.C.A., Inc.

Location of Addition: \_\_\_\_\_

**II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT**

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

**III. REQUIRED DOCUMENTS FOR A FINAL PLAT**

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

**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	_____	_____

VI.	REQUIREMENTS ON ALL PLATS	APPLICANT	STAFF
A.	Adjacent Property Lines, Streets, Easements	X	✓
B.	Names of Owners of Property within 200 feet	X	✓
C.	Names of Adjoining Subdivisions	X	✓
D.	Front and Rear Building Setback Lines	X	✓
E.	Side Setback Lines	X	✓
F.	City Boundaries Where Applicable	X	✓
G.	Date the Drawing was Prepared	X	N/A
H.	Location, Width, Purpose of all Existing Easements	X	✓
I.	Location, Width, Purpose of all Proposed Easements	X	✓
J.	Consecutively Numbered or Lettered Lots and Blocks	X	✓
K.	Map Sheet Size of 18"x24" to 24"x36"	X	✓
L.	North Arrow	X	N/A
M.	Name, Address, Telephone, of Property Owner	X	✓
N.	Name, Address, Telephone of Developer	X	✓
O.	Name, Address, Telephone of Surveyor	X	✓
P.	Seal of Registered Land Surveyor	X	✓
Q.	Consecutively Numbered Plat Notes and Conditions	X	N/A
R.	City of Willow Park Plat Dedication Language	X	✓
S.	Location and Dimensions of Public Use Area	X	✓
T.	Graphic Scale of Not Greater Than 1" = 200'	X	N/A
U.	All Existing and Proposed Street Names	X	OK
V.	Dimensions of All Existing and Proposed Rights-of-Way as Specified on Master Thoroughfare Plan	X	✓
W.	Subdivision Boundary In Bold Lines	X	✓
X.	Subdivision Name	X	✓
Y.	Title Block Identifying Plat Type	X	✓
Z.	Key Map at 1"=2000'	X	✓
AA.	Surveyor's Certification of Compliance	X	OK
BB.	Texas NAD83 State Plane Coordinates (Grid) (at least 2 corners)	X	OK
CC.	Show relationship of plat to existing "water, sewage, and drainage	X	✓

VII.	ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS	APPLICANT	STAFF
A.	A written and notarized statement describing the minimum improvements which the subdivider agrees to provide, conditional upon City Council approval of the final plat	_____	_____
B.	A written and notarized statement that all property taxes and assessments have been paid for past years and up to Current date. This statement shall be signed by the owner or owners (original and one copy)	_____	_____
C.	A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, churches, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property. (if applicable)	_____	_____

PLEASE NOTE: After staff approval, up to fifteen (15) additional paper copies may be required for review by the Planning & Zoning Commission and City Council.

Willow Park  
Plat  
Building Official Review

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**Applicant Questions:**

Front building setback: 50 ft.

Rear building setback: 2050 ft.

Side building setback: ~~2050~~ ft.

Side building setback: 20 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?       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: 01/10/2022



Willow Park  
Plat  
Public Works Review

**Applicant Questions:**

Is the project serviced by an existing road?  Yes  No  
If yes, which road? Bankhead Highway / IH-20 SERVICE RD. SOUTH

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? N/A

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? N/A. Applicant is proposing to install sewer system in conjunction with the City.

**Staff Review:**

Will servicing this project require additional infrastructure beyond what is identified in the Capital Improvement Plan?  
Yes  No

Any additional concerns: \_\_\_\_\_

Approved      Not Approved      Needs More Information or Corrections

Public Works Approval Signature: MICHELLE GUELKER Date: 01/05/2022

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? 833

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? 833

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? 833

**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:

01/05/2022



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> February 8, 2022	<b>Department:</b> Planning & Development	<b>Presented By:</b> Betty Chew Toni Fisher Bill Funderburk
--	--	--

**AGENDA ITEM:**

**Consideration & Action: Final Plat of a Replat, Lot 10R1, Block B, being a replat of Lots 10R and 11R1, Block B, Crown Pointe Addition, City of Willow Park, Parker County, Texas, located on Shops Blvd.**

**BACKGROUND:**

This Final Plat represents a Replat of two lots: Lot 10R (1.48 acres) and Lot 11R1 (1.245), Block B of the Crown Point Addition. This 2.725 acre commercial lot will be developed as “The District”, restaurant and retail development. The property will be served with 8-inch water and 10-inch sanitary sewer mains which were installed by the developer. The private drives and fire lanes will be installed by the developer in the location designated on the replat.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

Staff recommends approval of the Final Plat Lot 10R1, Block B, Crown Pointe Addition as presented. The Planning and Zoning Commission concurs with Staff’s recommendation. The vote was unanimous 3-0.

**EXHIBITS:**

- Plat Application
- Final Plat

**RECOMMENDED MOTION:**

**Approval of the Final Plat of a Replat, Lot 10R1, Block B, Crown Pointe Addition as presented.**



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 X Replat \_\_\_ Amended

PROPERTY DESCRIPTION:

SUBMITTAL DATE: 12/01/2021

Address (if assigned): 460 Shops Boulevard, Willow Park, Texas

Name of Additions: Crown Pointe Addition

Location of Addition: Shops Boulevard & I-20 WB Frontage Road 32.743672°, -97.657004°

Number of Lots: 1 Gross Acreage: 2.725 Zoning: PD # of New Street Intersections: zero

PROPERTY OWNER:

Name: Wilks Development, LLC

Contact: Jess Green

Address: 333 Shops Blvd., Suite 102

Phone: 817-850-3600

City: Willow Park

Fax: n/a

State: Texas Zip: 76087

Email: jgreen@wilksdevelopment.com

Signature: [Handwritten Signature]

APPLICANT:

Name: Wilks Development, LLC

Contact: Jess Green

Address: 333 Shops Blvd., Suite 102

Phone: 817-850-3600

City: Willow Park

Fax: n/a

State: Texas Zip: 76087

Email: jgreen@wilksdevelopment.com

Signature: [Handwritten Signature]

SURVEYOR:

Name: Spiars Engineering & Surveying

Contact: Darren Brown, RPLS

Address: 765 Custer Rd, Suite 100

Phone: 469-395-0531

City: Plano

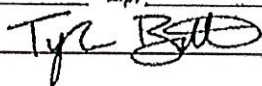
Fax: n/a

State: Texas Zip: 75075

Email: Darren.Brown@spiarsengineering.com

Signature: \_\_\_\_\_

**ENGINEER:**

Name: Spiars Engineering & Surveying  
Address: 3575 Lone Star Circle, Suite 434  
City: Fort Worth  
State: TX Zip: 76177  
Signature: 

Contact: Tyler Barnett, PE  
Phone: 469-395-0542  
Fax: n/a  
Email: Tyler.Barnett@spiarsengineering.com

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

<b>UTILITY PROVIDERS</b>
Electric Provider: <u>Oncor</u>
Water Provider: <u>City of Willow Park</u>
Wastewater Provider: <u>City of Willow Park</u>
Gas Provider (if applicable): <u>Texas Gas</u>

**APPLICATION FEES**

1/10/22  


\$325  
\$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: \$ <u>325-</u>	\$ _____
Receipt Number: <u># 10766</u>	\$ _____
	<u>1/10/22</u> <u>AB</u>

**PLAT REVIEW CHECKLIST:**

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

**I. GENERAL:**

Name of Addition: Crown Pointe Addition  
 Applicant: Jess Green  
 Property Owner(s): Wilks Development, LLC  
 Location of Addition: 460 Shops Boulevard, Willow Park, Texas

**II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT N/A**

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

**III. REQUIRED DOCUMENTS FOR A FINAL PLAT N/A**

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

**IV. REQUIRED DOCUMENTS FOR A REPLAT**

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

**V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT N/A**

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

VI.	REQUIREMENTS ON ALL PLATS	APPLICANT	STAFF
A.	Adjacent Property Lines, Streets, Easements	JDH	✓
B.	Names of Owners of Property within 200 feet	JDH	✓
C.	Names of Adjoining Subdivisions	JDH	✓
D.	Front and Rear Building Setback Lines	JDH	✓
E.	Side Setback Lines	JDH	OK
F.	City Boundaries Where Applicable	N/A	N/A
G.	Date the Drawing was Prepared	JDH	✓
H.	Location, Width, Purpose of all Existing Easements	JDH	✓
I.	Location, Width, Purpose of all Proposed Easements	JDH	✓
J.	Consecutively Numbered or Lettered Lots and Blocks	JDH	✓
K.	Map Sheet Size of 18"x24" to 24"x36"	JDH	✓
L.	North Arrow	JDH	N/A
M.	Name, Address, Telephone, of Property Owner	JDH	✓
N.	Name, Address, Telephone of Developer	JDH	OK
O.	Name, Address, Telephone of Surveyor	JDH	OK
P.	Seal of Registered Land Surveyor	JDH	OK
Q.	Consecutively Numbered Plat Notes and Conditions	JDH	✓
R.	City of Willow Park Plat Dedication Language	JDH	✓
S.	Location and Dimensions of Public Use Area	N/A	N/A
T.	Graphic Scale of Not Greater Than 1" = 200'	JDH	✓
U.	All Existing and Proposed Street Names	JDH	✓
V.	Dimensions of All Existing and Proposed Rights-of-Way as Specified on Master Thoroughfare Plan	JDH	✓
W.	Subdivision Boundary in Bold Lines	JDH	✓
X.	Subdivision Name	JDH	✓
Y.	Title Block Identifying Plat Type	JDH	✓
Z.	Key Map at 1"=2000'	JDH	✓
AA.	Surveyor's Certification of Compliance	JDH	OK
BB.	Texas NAD83 State Plane Coordinates (Grid) (at least 2 corners)	JDH	OK
CC.	Show relationship of plat to existing water, sewage, and drainage	JDH	✓

VII.	ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS	APPLICANT	STAFF
A.	A written and notarized statement describing the minimum improvements which the subdivider agrees to provide, conditional upon City Council approval of the final plat	N/A	_____
B.	A written and notarized statement that all property taxes and assessments have been paid for past years and up to current date. This statement shall be signed by the owner or owners (original and one copy)	N/A	_____
C.	A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, churches, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property. (If applicable)	N/A	_____

PLEASE NOTE: After staff approval, up to fifteen (15) additional paper copies may be required for review by the Planning & Zoning Commission and City Council.

Willow Park  
Plat  
Building Official Review

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**Applicant Questions:**

Front building setback: 25 ft.

Rear building setback: 25 ft.

Side building setback: 10 ft.

Side building setback: 10 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? /

Yes

No

Are the proposed easements sufficient to provide service?

Yes

No

Does the proposed project pose any planning concerns?

Yes

No

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Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature:

BETTY L. CHEW

Date: 01/05/2022



Willow Park  
Plat  
Public Works Review

Applicant Questions:

Is the project serviced by an existing road?  Yes  No  
If yes, which road? Community Drive / SHOPS BLVD.

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? n/a

Is the project serviced by an existing sewer line? Yes  No   
If yes, what size line? n/a  
If no, what type and size is the septic system? n/a

Staff Review:

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

Yes  No

Any additional concerns: \_\_\_\_\_

Approved  Not Approved  Needs More Information or Corrections

Public Works Approval Signature: MICHELLE GUELKER Date: 01/05/2022

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? 840.00  
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? n/a  
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? n/a

**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: 01/05/2022



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> 2/8/22	<b>Department:</b> Finance	<b>Presented By:</b> Jake Weber
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**AGENDA ITEM:**

Financial update by Jake Weber, CPA.

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**BACKGROUND:**

Review and provide an update on the 1<sup>st</sup> fiscal quarter 2021-2022 financial activity of the city.

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**STAFF/BOARD/COMMISSION RECOMMENDATION:**

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**EXHIBITS:**

Financial Reports as of December 31, 2022.

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



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

<b>Financial Highlights</b>	General	Water	Wastewater
-FYTD 2021-2022 Revenue Actual	\$ 1,838,809	\$ 659,757	\$ 170,662
-FYTD 2021-2022 Expense Actual	1,226,143	512,690	122,120
-FYTD 2021-2022 Net Change	\$ 612,666	\$ 147,067	\$ 48,542
-FY 2021-2022 Revenue Budget	\$ 4,586,037	\$ 3,173,074	\$ 1,014,000
-FY 2021-2022 Expense Budget	\$ 4,491,454	\$ 3,137,037	\$ 1,011,043
-FYTD 2021-2022 Revenue - Actual to Budget %	40%	21%	17%
-FYTD 2021-2022 Expense - Actual to Budget %	27%	16%	12%

<b>Capital Project Tracker</b>	Fort Worth Water Line (100%)	Wastewater Package Plant	CLFRF Funds (Water/WW)
Original Net Bond Proceeds	\$ 20,040,000	\$ 14,130,000	\$ 723,783
Interest Earned to Date	34,329	-	-
Costs Incurred to Date	(11,357,206)	(638,272)	-
Remaining to Spend	\$ 8,717,123	\$ 13,491,728	\$ 723,783

<b>Quarterly Performance</b>	Oct - Dec 2021	Oct - Dec 2020	Change
<b><u>General Fund</u></b>			
Revenue			
Property Tax & Other Taxes	\$ 1,643,086	\$ 1,230,434	\$ 412,652
Franchise Fees	4,741	5,270	(529)
Development & Permit Fees	157,120	188,971	(31,851)
Fines & Forfeitures/Other Revenue	33,862	104,196	(70,334)
Expenses			
Personnel Expense	714,160	734,913	(20,753)
Supplies (Maintenance & Operations)	64,026	52,549	11,477
Utilities	17,234	11,709	5,525
Operational & Contractual Services	399,078	299,996	99,082
Capital Outlay & Interfund Transfer	31,645	42,706	(11,061)
Net Income (Loss)	\$ 612,666	\$ 386,998	\$ 225,668
<b><u>Water &amp; Wastewater Funds</u></b>			
Revenue	\$ 830,419	\$ 805,883	\$ 24,536
Expense			
Personnel Expense	221,540	273,217	(51,677)
Supplies (Maintenance & Operations)	99,483	24,284	75,199
Utilities	47,881	28,773	19,108
Operational & Contractual Services	235,837	90,740	145,097
Capital Outlay/Debt Service	30,069	4,739	25,330
Net Income (Loss)	\$ 195,609	\$ 384,130	\$ (188,521)



Willow Park, TX

# Detail vs Budget Report

## Account Summary

Date Range: 10/01/2021 - 12/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>10 - GENERAL FUND</b>							
<b>Revenue</b>							
<b>Fund: 10 - GENERAL FUND</b>							
<b>Group: 10 - TAXES</b>							
<u>10-001-46000</u>	M & O TAX	-1,849,028.00	0.00	-1,232,183.78	-1,232,183.78	-616,844.22	-33.36%
<u>10-001-46001</u>	SALES TAX	-1,400,000.00	0.00	-395,665.15	-395,665.15	-1,004,334.85	-71.74%
<u>10-001-46002</u>	MIXED BEVERAGE TAX	-31,500.00	0.00	-7,900.24	-7,900.24	-23,599.76	-74.92%
<u>10-001-46003</u>	AUTO/TRAILER TAXES	-325.00	0.00	0.00	0.00	-325.00	-100.00%
<u>10-001-46007</u>	DELINQUENT TAXES	-6,977.00	0.00	-7,336.76	-7,336.76	359.76	5.16%
<u>10-001-46020</u>	TXU ELECTRIC	-200,000.00	0.00	0.00	0.00	-200,000.00	-100.00%
<u>10-001-46021</u>	A T & T	-75,000.00	0.00	-2,829.30	-2,829.30	-72,170.70	-96.23%
<u>10-001-46022</u>	TEXAS GAS	-7,500.00	0.00	0.00	0.00	-7,500.00	-100.00%
<u>10-001-46025</u>	MISC. FRANCHISE	-5,000.00	0.00	-1,408.29	-1,408.29	-3,591.71	-71.83%
<u>10-001-46027</u>	MESH NET	-3,024.00	0.00	-504.00	-504.00	-2,520.00	-83.33%
<u>10-001-46028</u>	WATER FRANCHISE FEE	-129,978.00	0.00	0.00	0.00	-129,978.00	-100.00%
<u>10-001-46029</u>	WASTEWATER FRANCHISE FEES	-37,220.00	0.00	0.00	0.00	-37,220.00	-100.00%
<b>10 - TAXES Totals:</b>		<b>-3,745,552.00</b>	<b>0.00</b>	<b>-1,647,827.52</b>	<b>-1,647,827.52</b>	<b>-2,097,724.48</b>	<b>-56.01%</b>
<b>Group: 15 - ADMINISTRATIVE FEES</b>							
<u>10-001-46005</u>	INTEREST - OPERATING FUND	-15,000.00	0.00	-788.59	-788.59	-14,211.41	-94.74%
<u>10-001-46056</u>	CORONAVIRUS AID RELIEF FUNDS	-175,000.00	0.00	0.00	0.00	-175,000.00	-100.00%
<u>10-005-46036</u>	OPEN RECORDS FEES	-150.00	0.00	0.00	0.00	-150.00	-100.00%
<u>10-006-46064</u>	COURT ADMINISTRATION	-75,000.00	0.00	-4,627.34	-4,627.34	-70,372.66	-93.83%
<u>10-007-46053</u>	ACCIDENT REPORTS	-600.00	0.00	-196.00	-196.00	-404.00	-67.33%
<b>15 - ADMINISTRATIVE FEES Totals:</b>		<b>-265,750.00</b>	<b>0.00</b>	<b>-5,611.93</b>	<b>-5,611.93</b>	<b>-260,138.07</b>	<b>-97.89%</b>
<b>Group: 20 - LICENSES &amp; PERMITS</b>							
<u>10-003-46023</u>	CERTIFICATE OF OCCUPANCY	-1,000.00	0.00	-300.00	-300.00	-700.00	-70.00%
<u>10-003-46070</u>	BUILDING PERMITS	-300,000.00	0.00	-55,700.41	-55,700.41	-244,299.59	-81.43%
<u>10-003-46071</u>	HEALTH PERMITS	-9,000.00	0.00	-6,290.00	-6,290.00	-2,710.00	-30.11%
<u>10-003-46072</u>	SUBCONTRACTORS PERMITS	-50,000.00	0.00	-9,093.36	-9,093.36	-40,906.64	-81.81%
<u>10-003-46073</u>	REGISTRATION FEES	-4,500.00	0.00	-430.00	-430.00	-4,070.00	-90.44%
<u>10-003-46075</u>	OSSF PERMITS	-1,200.00	0.00	-1,600.00	-1,600.00	400.00	33.33%
<u>10-003-46077</u>	PLAN REVIEW	-60,000.00	0.00	-71,831.02	-71,831.02	11,831.02	19.72%
<u>10-003-46081</u>	SPECIAL EVENT PERMITS	0.00	0.00	-350.00	-350.00	350.00	0.00%
<u>10-003-46082</u>	REVIEWS/ REQUESTS	-600.00	0.00	-975.00	-975.00	375.00	62.50%
<u>10-003-46083</u>	METER RELEASE	0.00	0.00	-9,250.00	-9,250.00	9,250.00	0.00%
<u>10-003-46084</u>	RENTAL INSPECTIONS	-400.00	0.00	0.00	0.00	-400.00	-100.00%
<u>10-003-46089</u>	IRRIGATION	0.00	0.00	-300.00	-300.00	300.00	0.00%

Detail vs Budget Report Date Range: 10/01/2021 - 12/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10-003-46095	FIRE ALARMS	-1,000.00	0.00	-1,000.00	-1,000.00	0.00	0.00%
10-003-46099	FIRE SPRINKLER	-1,000.00	0.00	0.00	0.00	-1,000.00	-100.00%
10-004-46099	FIRE SPRINKLER	-10,000.00	0.00	0.00	0.00	-10,000.00	-100.00%
<b>20 - LICENSES &amp; PERMITS Totals:</b>		<b>-438,700.00</b>	<b>0.00</b>	<b>-157,119.79</b>	<b>-157,119.79</b>	<b>-281,580.21</b>	<b>-64.19%</b>
<b>Group: 25 - FINES &amp; FORFEITURES</b>							
10-006-46060	NON-PARKING	-100,000.00	0.00	-26,334.83	-26,334.83	-73,665.17	-73.67%
10-006-46061	PARKING	-1,000.00	0.00	0.00	0.00	-1,000.00	-100.00%
10-006-46062	WARRANTS/CAPIAS	-1,300.00	0.00	-250.00	-250.00	-1,050.00	-80.77%
10-006-46063	STATE LAW - CLASS C	-15,000.00	0.00	-2,489.36	-2,489.36	-12,510.64	-83.40%
10-006-46065	COURT SECURITY	-4,700.00	0.00	0.00	0.00	-4,700.00	-100.00%
10-006-46066	TIME PAYMENT	-400.00	0.00	0.00	0.00	-400.00	-100.00%
10-006-46067	MC TECH FEE	-6,700.00	0.00	0.00	0.00	-6,700.00	-100.00%
10-006-46085	SEAT BELT	-500.00	0.00	0.00	0.00	-500.00	-100.00%
10-006-46102	TEEN COURT FEE	0.00	0.00	-140.00	-140.00	140.00	0.00%
<b>25 - FINES &amp; FORFEITURES Totals:</b>		<b>-129,600.00</b>	<b>0.00</b>	<b>-29,214.19</b>	<b>-29,214.19</b>	<b>-100,385.81</b>	<b>-77.46%</b>
<b>Group: 30 - SERVICE REVENUE</b>							
10-004-46032	REVENUE RECOVERY	-5,000.00	0.00	0.00	0.00	-5,000.00	-100.00%
<b>30 - SERVICE REVENUE Totals:</b>		<b>-5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-5,000.00</b>	<b>-100.00%</b>
<b>Group: 35 - OTHER REVENUE</b>							
10-001-46041	REFUNDS/BANK CREDITS	-100.00	0.00	-890.68	-890.68	790.68	790.68%
10-001-46042	MISCELLANEOUS	-35.00	0.00	0.00	0.00	-35.00	-100.00%
10-001-46046	OTHER REIMBURSEABLES	-200.00	0.00	0.00	0.00	-200.00	-100.00%
10-003-46092	NSF FEES	0.00	0.00	-30.00	-30.00	30.00	0.00%
10-005-46024	SPECIAL EVENT SPONSORSHIP	0.00	0.00	1,884.61	1,884.61	-1,884.61	0.00%
10-005-46042	MISCELLANEOUS	-1,100.00	0.00	0.00	0.00	-1,100.00	-100.00%
<b>35 - OTHER REVENUE Totals:</b>		<b>-1,435.00</b>	<b>0.00</b>	<b>963.93</b>	<b>963.93</b>	<b>-2,398.93</b>	<b>-167.17%</b>
<b>10 - GENERAL FUND Totals:</b>		<b>-4,586,037.00</b>	<b>0.00</b>	<b>-1,838,809.50</b>	<b>-1,838,809.50</b>	<b>-2,747,227.50</b>	<b>-59.90%</b>
<b>Revenue Totals:</b>		<b>-4,586,037.00</b>	<b>0.00</b>	<b>-1,838,809.50</b>	<b>-1,838,809.50</b>	<b>-2,747,227.50</b>	<b>-59.90%</b>
<b>Expense</b>							
<b>Fund: 10 - GENERAL FUND</b>							
<b>Group: 50 - PERSONNEL</b>							
10-001-58100	SALARIES	137,756.00	0.00	38,593.00	38,593.00	99,163.00	71.98%
10-001-58101	PAYROLL EXPENSE	1,959.00	0.00	561.99	561.99	1,397.01	71.31%
10-001-58102	WORKERS COMPENSATION	3,310.00	0.00	2,733.27	2,733.27	576.73	17.42%
10-001-58103	HEALTH INSURANCE	35,605.00	0.00	2,627.90	2,627.90	32,977.10	92.62%
10-001-58104	RETIREMENT	9,756.00	0.00	2,778.81	2,778.81	6,977.19	71.52%
10-001-58105	UNEMPLOYMENT INSURANCE	432.00	0.00	0.00	0.00	432.00	100.00%
10-001-58107	CELL PHONE STIPEND	2,348.00	0.00	650.76	650.76	1,697.24	72.28%
10-001-58125	DENTAL INSURANCE	2,415.00	0.00	301.92	301.92	2,113.08	87.50%
10-001-58126	LIFE INSURANCE	591.00	0.00	60.67	60.67	530.33	89.73%
10-003-58100	SALARIES	91,665.00	0.00	36,757.52	36,757.52	54,907.48	59.90%
10-003-58101	PAYROLL EXPENSE	1,304.00	0.00	533.11	533.11	770.89	59.12%

Detail vs Budget Report

Date Range: 10/01/2021 - 12/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">10-003-58102</a>	WORKERS COMPENSATION	2,207.00	0.00	2,530.81	2,530.81	-323.81	-14.67%
<a href="#">10-003-58103</a>	HEALTH INSURANCE	7,094.00	0.00	3,525.60	3,525.60	3,568.40	50.30%
<a href="#">10-003-58104</a>	RETIREMENT	6,492.00	0.00	2,646.51	2,646.51	3,845.49	59.23%
<a href="#">10-003-58105</a>	UNEMPLOYMENT INSURANCE	288.00	0.00	0.00	0.00	288.00	100.00%
<a href="#">10-003-58107</a>	CELL PHONE STIPEND	556.00	0.00	249.24	249.24	306.76	55.17%
<a href="#">10-003-58125</a>	DENTAL INSURANCE	452.00	0.00	236.40	236.40	215.60	47.70%
<a href="#">10-003-58126</a>	LIFE INSURANCE	241.00	0.00	99.80	99.80	141.20	58.59%
<a href="#">10-004-58100</a>	SALARIES	713,460.00	0.00	154,299.08	154,299.08	559,160.92	78.37%
<a href="#">10-004-58101</a>	PAYROLL EXPENSE	11,993.00	0.00	2,989.82	2,989.82	9,003.18	75.07%
<a href="#">10-004-58102</a>	WORKERS COMPENSATION	13,872.00	0.00	13,919.45	13,919.45	-47.45	-0.34%
<a href="#">10-004-58103</a>	HEALTH INSURANCE	85,124.00	0.00	19,390.80	19,390.80	65,733.20	77.22%
<a href="#">10-004-58104</a>	RETIREMENT	59,235.00	0.00	14,795.96	14,795.96	44,439.04	75.02%
<a href="#">10-004-58105</a>	UNEMPLOYMENT INSURANCE	1,728.00	0.00	0.00	0.00	1,728.00	100.00%
<a href="#">10-004-58107</a>	CELL PHONE STIPEND	1,669.00	0.00	124.62	124.62	1,544.38	92.53%
<a href="#">10-004-58109</a>	CERTIFICATE PAY	29,900.00	0.00	4,500.00	4,500.00	25,400.00	84.95%
<a href="#">10-004-58110</a>	OVERTIME	56,650.00	0.00	22,428.17	22,428.17	34,221.83	60.41%
<a href="#">10-004-58124</a>	FLOATER SHIFTS	16,480.00	0.00	0.00	0.00	16,480.00	100.00%
<a href="#">10-004-58125</a>	DENTAL INSURANCE	5,420.00	0.00	1,300.20	1,300.20	4,119.80	76.01%
<a href="#">10-004-58126</a>	LIFE INSURANCE	2,075.00	0.00	478.80	478.80	1,596.20	76.93%
<a href="#">10-004-58127</a>	PHYSICALS & GYM MEMBERSHIPS	5,129.00	0.00	0.00	0.00	5,129.00	100.00%
<a href="#">10-004-58128</a>	ACCRUED COMP & VACATION	0.00	0.00	13,189.06	13,189.06	-13,189.06	0.00%
<a href="#">10-005-58100</a>	SALARIES	72,461.00	0.00	15,884.69	15,884.69	56,576.31	78.08%
<a href="#">10-005-58101</a>	PAYROLL EXPENSE	1,031.00	0.00	231.78	231.78	799.22	77.52%
<a href="#">10-005-58102</a>	WORKERS COMPENSATION	1,103.00	0.00	1,265.40	1,265.40	-162.40	-14.72%
<a href="#">10-005-58103</a>	HEALTH INSURANCE	7,803.00	0.00	1,762.80	1,762.80	6,040.20	77.41%
<a href="#">10-005-58104</a>	RETIREMENT	5,065.00	0.00	1,143.71	1,143.71	3,921.29	77.42%
<a href="#">10-005-58105</a>	UNEMPLOYMENT INSURANCE	144.00	0.00	0.00	0.00	144.00	100.00%
<a href="#">10-005-58107</a>	CELL PHONE STIPEND	540.00	0.00	124.62	124.62	415.38	76.92%
<a href="#">10-005-58125</a>	DENTAL INSURANCE	497.00	0.00	118.20	118.20	378.80	76.22%
<a href="#">10-005-58126</a>	LIFE INSURANCE	173.00	0.00	39.90	39.90	133.10	76.94%
<a href="#">10-006-58100</a>	SALARIES	97,648.00	0.00	22,897.66	22,897.66	74,750.34	76.55%
<a href="#">10-006-58101</a>	PAYROLL EXPENSE	1,500.00	0.00	330.35	330.35	1,169.65	77.98%
<a href="#">10-006-58102</a>	WORKERS COMPENSATION	2,207.00	0.00	2,530.81	2,530.81	-323.81	-14.67%
<a href="#">10-006-58103</a>	HEALTH INSURANCE	16,074.00	0.00	3,525.60	3,525.60	12,548.40	78.07%
<a href="#">10-006-58104</a>	RETIREMENT	7,408.00	0.00	1,670.29	1,670.29	5,737.71	77.45%
<a href="#">10-006-58105</a>	UNEMPLOYMENT INSURANCE	288.00	0.00	0.00	0.00	288.00	100.00%
<a href="#">10-006-58107</a>	CELL PHONE STIPEND	556.00	0.00	124.62	124.62	431.38	77.59%
<a href="#">10-006-58109</a>	CERTIFICATE PAY	1,236.00	0.00	110.46	110.46	1,125.54	91.06%
<a href="#">10-006-58110</a>	OVERTIME	5,368.00	0.00	0.00	0.00	5,368.00	100.00%
<a href="#">10-006-58125</a>	DENTAL INSURANCE	1,024.00	0.00	236.40	236.40	787.60	76.91%
<a href="#">10-006-58126</a>	LIFE INSURANCE	346.00	0.00	79.80	79.80	266.20	76.94%
<a href="#">10-006-58132</a>	BAILIFF DUTIES	1,442.00	0.00	0.00	0.00	1,442.00	100.00%
<a href="#">10-007-58100</a>	SALARIES	915,317.00	0.00	217,541.36	217,541.36	697,775.64	76.23%
<a href="#">10-007-58101</a>	PAYROLL EXPENSE	15,345.00	0.00	3,264.87	3,264.87	12,080.13	78.72%

Detail vs Budget Report

Date Range: 10/01/2021 - 12/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10-007-58102	WORKERS COMPENSATION	18,756.00	0.00	15,184.86	15,184.86	3,571.14	19.04%
10-007-58103	HEALTH INSURANCE	120,593.00	0.00	24,385.40	24,385.40	96,207.60	79.78%
10-007-58104	RETIREMENT	76,195.00	0.00	16,789.67	16,789.67	59,405.33	77.96%
10-007-58105	UNEMPLOYMENT INSURANCE	2,448.00	0.00	0.00	0.00	2,448.00	100.00%
10-007-58107	CELL PHONE STIPEND	0.00	0.00	2,383.48	2,383.48	-2,383.48	0.00%
10-007-58109	CERTIFICATE PAY	12,978.00	0.00	2,953.80	2,953.80	10,024.20	77.24%
10-007-58110	OVERTIME	27,810.00	0.00	12,447.38	12,447.38	15,362.62	55.24%
10-007-58125	DENTAL INSURANCE	7,679.00	0.00	1,635.10	1,635.10	6,043.90	78.71%
10-007-58126	LIFE INSURANCE	2,940.00	0.00	551.95	551.95	2,388.05	81.23%
10-007-58127	PHYSICALS & GYM MEMBERSHIPS	4,635.00	0.00	283.10	283.10	4,351.90	93.89%
10-007-58128	ACCRUED COMP & VACATION	0.00	0.00	95.57	95.57	-95.57	0.00%
10-008-58100	SALARIES	38,220.00	0.00	18,467.97	18,467.97	19,752.03	51.68%
10-008-58101	PAYROLL EXPENSE	640.00	0.00	255.60	255.60	384.40	60.06%
10-008-58102	WORKERS COMPENSATION	1,103.00	0.00	1,265.40	1,265.40	-162.40	-14.72%
10-008-58103	HEALTH INSURANCE	8,037.00	0.00	881.40	881.40	7,155.60	89.03%
10-008-58104	RETIREMENT	3,521.00	0.00	1,313.90	1,313.90	2,207.10	62.68%
10-008-58105	UNEMPLOYMENT INSURANCE	144.00	0.00	0.00	0.00	144.00	100.00%
10-008-58107	CELL PHONE STIPEND	556.00	0.00	0.00	0.00	556.00	100.00%
10-008-58110	OVERTIME	4,512.00	0.00	0.00	0.00	4,512.00	100.00%
10-008-58125	DENTAL INSURANCE	512.00	0.00	59.10	59.10	452.90	88.46%
10-008-58126	LIFE INSURANCE	121.00	0.00	19.95	19.95	101.05	83.51%
<b>50 - PERSONNEL Totals:</b>		<b>2,793,182.00</b>	<b>0.00</b>	<b>714,160.22</b>	<b>714,160.22</b>	<b>2,079,021.78</b>	<b>74.43%</b>

Group: 55 - SUPPLIES

10-001-58200	POSTAGE & SHIPPING	2,000.00	0.00	1,049.81	1,049.81	950.19	47.51%
10-001-58201	OFFICE SUPPLIES	4,500.00	0.00	2,408.14	2,408.14	2,091.86	46.49%
10-001-58202	FLOWERS/GIFTS/PLAQUES	2,000.00	0.00	435.70	435.70	1,564.30	78.22%
10-001-58203	BASIC OPERATING SUPPLIES	0.00	0.00	400.61	400.61	-400.61	0.00%
10-001-58205	MINOR EQUIPMENT: OFFICE	515.00	0.00	0.00	0.00	515.00	100.00%
10-001-58208	UNIFORMS & SUPPLIES	300.00	0.00	0.00	0.00	300.00	100.00%
10-001-58214	FINANCE CHARGES	0.00	0.00	699.82	699.82	-699.82	0.00%
10-001-58223	EQUIPMENT	515.00	0.00	0.00	0.00	515.00	100.00%
10-001-58265	FACILITIES MAINT SUPPLIES	515.00	0.00	185.70	185.70	329.30	63.94%
10-003-58200	POSTAGE & SHIPPING	515.00	0.00	0.00	0.00	515.00	100.00%
10-003-58201	OFFICE SUPPLIES	1,030.00	0.00	1,482.49	1,482.49	-452.49	-43.93%
10-003-58202	FLOWERS/GIFTS/PLAQUES	52.00	0.00	174.32	174.32	-122.32	-235.23%
10-003-58203	BASIC OPERATING SUPPLIES	0.00	0.00	250.12	250.12	-250.12	0.00%
10-003-58204	PRINTING & BINDING	309.00	0.00	0.00	0.00	309.00	100.00%
10-003-58205	MINOR EQUIPMENT: OFFICE	515.00	0.00	0.00	0.00	515.00	100.00%
10-003-58208	UNIFORMS & SUPPLIES	309.00	0.00	107.91	107.91	201.09	65.08%
10-004-58200	POSTAGE & SHIPPING	824.00	0.00	0.00	0.00	824.00	100.00%
10-004-58201	OFFICE SUPPLIES	2,225.00	0.00	680.99	680.99	1,544.01	69.39%
10-004-58202	FLOWERS/GIFTS/PLAQUES	500.00	0.00	0.00	0.00	500.00	100.00%
10-004-58203	BASIC OPERATING SUPPLIES	12,427.00	0.00	3,044.27	3,044.27	9,382.73	75.50%



**Detail vs Budget Report**

**Date Range: 10/01/2021 - 12/31/2021**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<u>10-004-58204</u>	PRINTING & BINDING	206.00	0.00	0.00	0.00	206.00	100.00%
<u>10-004-58205</u>	MINOR EQUIPMENT: OFFICE	1,900.00	0.00	320.07	320.07	1,579.93	83.15%
<u>10-004-58206</u>	MV OILS, LUBRICANTS & FLUIDS	0.00	0.00	1,118.64	1,118.64	-1,118.64	0.00%
<u>10-004-58207</u>	MV REPAIR & MAINTENANCE	77,061.00	0.00	2,355.57	2,355.57	74,705.43	96.94%
<u>10-004-58208</u>	UNIFORMS & SUPPLIES	20,169.00	0.00	4,862.58	4,862.58	15,306.42	75.89%
<u>10-004-58216</u>	PPE AND SUPPLIES	60,601.00	0.00	-4,283.02	-4,283.02	64,884.02	107.07%
<u>10-004-58217</u>	MEDICAL SUPPLIES	14,906.00	0.00	828.71	828.71	14,077.29	94.44%
<u>10-004-58219</u>	FOAM SUPPLIES	1,803.00	0.00	0.00	0.00	1,803.00	100.00%
<u>10-004-58220</u>	ROAD ABSORBENT SUPPLIES	1,654.00	0.00	0.00	0.00	1,654.00	100.00%
<u>10-004-58253</u>	SAFETY EQUIPMENT & SUPPLIES	18,563.00	0.00	1,851.48	1,851.48	16,711.52	90.03%
<u>10-004-58260</u>	BUILDING & FACILITIES REPAIRS	3,740.00	0.00	2,104.64	2,104.64	1,635.36	43.73%
<u>10-004-58265</u>	FACILITIES MAINT SUPPLIES	0.00	0.00	108.77	108.77	-108.77	0.00%
<u>10-004-58266</u>	MINOR EQUIPMENT: FIELD	0.00	0.00	106.94	106.94	-106.94	0.00%
<u>10-004-58278</u>	EMERGENCY RESPONSE SUPPLIES	8,000.00	0.00	0.00	0.00	8,000.00	100.00%
<u>10-005-58200</u>	POSTAGE & SHIPPING	100.00	0.00	0.00	0.00	100.00	100.00%
<u>10-005-58201</u>	OFFICE SUPPLIES	1,500.00	0.00	435.96	435.96	1,064.04	70.94%
<u>10-005-58202</u>	FLOWERS/GIFTS/PLAQUES	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
<u>10-005-58203</u>	BASIC OPERATING SUPPLIES	550.00	0.00	0.00	0.00	550.00	100.00%
<u>10-005-58204</u>	PRINTING & BINDING	515.00	0.00	0.00	0.00	515.00	100.00%
<u>10-005-58205</u>	MINOR EQUIPMENT: OFFICE	2,900.00	0.00	0.00	0.00	2,900.00	100.00%
<u>10-005-58208</u>	UNIFORMS & SUPPLIES	1,350.00	0.00	205.54	205.54	1,144.46	84.77%
<u>10-005-58266</u>	MINOR EQUIPMENT: FIELD	500.00	0.00	0.00	0.00	500.00	100.00%
<u>10-005-58269</u>	PROMOTIONS	4,600.00	0.00	0.00	0.00	4,600.00	100.00%
<u>10-006-58201</u>	OFFICE SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
<u>10-006-58202</u>	FLOWERS/GIFTS/PLAQUES	200.00	0.00	0.00	0.00	200.00	100.00%
<u>10-006-58214</u>	FINANCE CHARGES	300.00	0.00	0.00	0.00	300.00	100.00%
<u>10-007-58200</u>	POSTAGE & SHIPPING	309.00	0.00	215.00	215.00	94.00	30.42%
<u>10-007-58201</u>	OFFICE SUPPLIES	5,500.00	0.00	980.81	980.81	4,519.19	82.17%
<u>10-007-58202</u>	FLOWERS/GIFTS/PLAQUES	438.00	0.00	414.87	414.87	23.13	5.28%
<u>10-007-58203</u>	BASIC OPERATING SUPPLIES	3,000.00	0.00	24.93	24.93	2,975.07	99.17%
<u>10-007-58204</u>	PRINTING & BINDING	824.00	0.00	649.87	649.87	174.13	21.13%
<u>10-007-58205</u>	MINOR EQUIPMENT: OFFICE	5,200.00	0.00	1,377.77	1,377.77	3,822.23	73.50%
<u>10-007-58206</u>	MV OILS, LUBRICANTS & FLUIDS	515.00	0.00	0.00	0.00	515.00	100.00%
<u>10-007-58207</u>	MV REPAIR & MAINTENANCE	9,000.00	0.00	3,114.17	3,114.17	5,885.83	65.40%
<u>10-007-58208</u>	UNIFORMS & SUPPLIES	13,800.00	0.00	8,739.10	8,739.10	5,060.90	36.67%
<u>10-007-58214</u>	FINANCE CHARGES	60.00	0.00	669.13	669.13	-609.13	-1,015.22%
<u>10-007-58253</u>	SAFETY EQUIPMENT & SUPPLIES	2,862.00	0.00	0.00	0.00	2,862.00	100.00%
<u>10-007-58260</u>	BUILDING & FACILITIES REPAIRS	6,180.00	0.00	285.00	285.00	5,895.00	95.39%
<u>10-007-58265</u>	FACILITIES MAINT SUPPLIES	13,975.00	0.00	2,810.79	2,810.79	11,164.21	79.89%
<u>10-007-58266</u>	MINOR EQUIPMENT: FIELD	32,124.00	0.00	3,331.76	3,331.76	28,792.24	89.63%
<u>10-007-58267</u>	OPERATING SUPPLIES NON CONSUMA	1,030.00	0.00	382.41	382.41	647.59	62.87%
<u>10-007-58268</u>	SUBSCRIPTIONS & PUBLICATIONS	3,376.00	0.00	1,314.97	1,314.97	2,061.03	61.05%
<u>10-007-58270</u>	MV FUEL	25,000.00	0.00	6,435.16	6,435.16	18,564.84	74.26%
<u>10-007-58271</u>	MV TIRES, TUBES & BATTERIES	4,120.00	0.00	3,279.19	3,279.19	840.81	20.41%

**Detail vs Budget Report**

Date Range: 10/01/2021 - 12/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10-007-58275	SPECIAL EVENTS	1,000.00	0.00	114.12	114.12	885.88	88.59%
10-007-58276	AMMUNITION & WEAPONS RELATED	8,825.00	0.00	500.00	500.00	8,325.00	94.33%
10-008-58201	OFFICE SUPPLIES	0.00	0.00	418.93	418.93	-418.93	0.00%
10-008-58202	FLOWERS/GIFTS/PLAQUES	0.00	0.00	1,500.00	1,500.00	-1,500.00	0.00%
10-008-58203	BASIC OPERATING SUPPLIES	1,100.00	0.00	309.98	309.98	790.02	71.82%
10-008-58207	MV REPAIR & MAINTENANCE	2,500.00	0.00	159.87	159.87	2,340.13	93.61%
10-008-58208	UNIFORMS & SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
10-008-58210	TRAFFIC & STREET SIGNS	3,605.00	0.00	3,336.92	3,336.92	268.08	7.44%
10-008-58222	MINOR TOOLS	3,060.00	0.00	4.78	4.78	3,055.22	99.84%
10-008-58225	ASPHALT MATERIALS	35,000.00	0.00	0.00	0.00	35,000.00	100.00%
10-008-58226	ROAD BASE MATERIALS - PAVING	19,800.00	0.00	0.00	0.00	19,800.00	100.00%
10-008-58227	ICE & INCLEMENT WEATHER	4,635.00	0.00	85.46	85.46	4,549.54	98.16%
10-008-58228	CONCRETE REPLACEMENT	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
10-008-58251	BARRICADES/MARKERS	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
10-008-58252	SAFETY EQUIPMENT & SUPPLIES	1,030.00	0.00	0.00	0.00	1,030.00	100.00%
10-008-58260	BUILDING & FACILITIES REPAIRS	24,000.00	0.00	973.22	973.22	23,026.78	95.94%
10-008-58265	FACILITIES MAINT SUPPLIES	5,000.00	0.00	800.82	800.82	4,199.18	83.98%
10-008-58266	MINOR EQUIPMENT: FIELD	4,000.00	0.00	569.61	569.61	3,430.39	85.76%
10-008-58270	MV FUEL	11,000.00	0.00	291.21	291.21	10,708.79	97.35%
<b>55 - SUPPLIES Totals:</b>		<b>523,037.00</b>	<b>0.00</b>	<b>64,025.61</b>	<b>64,025.61</b>	<b>459,011.39</b>	<b>87.76%</b>
<b>Group: 60 - UTILITIES</b>							
10-004-58305	COMMUNICATION SERVICES	6,180.00	0.00	305.72	305.72	5,874.28	95.05%
10-007-58305	COMMUNICATION SERVICES	4,300.00	0.00	0.00	0.00	4,300.00	100.00%
10-008-58300	ELECTRICITY	35,000.00	0.00	13,595.51	13,595.51	21,404.49	61.16%
10-008-58301	GAS	5,000.00	0.00	1,519.53	1,519.53	3,480.47	69.61%
10-008-58302	TELEPHONE	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
10-008-58305	COMMUNICATION SERVICES	45,000.00	0.00	1,813.01	1,813.01	43,186.99	95.97%
<b>60 - UTILITIES Totals:</b>		<b>110,480.00</b>	<b>0.00</b>	<b>17,233.77</b>	<b>17,233.77</b>	<b>93,246.23</b>	<b>84.40%</b>
<b>Group: 65 - CONTRACTUAL SERVICES</b>							
10-001-58400	TRAVEL & TRAINING	7,000.00	0.00	4,786.20	4,786.20	2,213.80	31.63%
10-001-58401	CONSULTANTS & PROFESSIONALS	25,000.00	0.00	0.00	0.00	25,000.00	100.00%
10-001-58402	ADVERTISING & LEGAL NOTICES	1,500.00	0.00	722.80	722.80	777.20	51.81%
10-001-58403	PRINTING & BINDING	3,600.00	0.00	0.00	0.00	3,600.00	100.00%
10-001-58404	PROPERTY & LIABILITY	7,000.00	0.00	6,158.32	6,158.32	841.68	12.02%
10-001-58406	PROFESSIONAL LICENSE	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
10-001-58407	DUES & MEMBERSHIPS	3,000.00	0.00	60.00	60.00	2,940.00	98.00%
10-001-58408	SPECIAL EVENTS	0.00	0.00	7,474.72	7,474.72	-7,474.72	0.00%
10-001-58416	LEGAL/CITY ATTORNEY	0.00	0.00	20,000.00	20,000.00	-20,000.00	0.00%
10-001-58417	ACCOUNTING & AUDITOR	40,000.00	0.00	10,500.00	10,500.00	29,500.00	73.75%
10-001-58418	CONTRACTUAL SERVICES	48,000.00	0.00	13,608.68	13,608.68	34,391.32	71.65%
10-001-58426	SOFTWARE TECH SUPPORT	15,000.00	0.00	30,476.70	30,476.70	-15,476.70	-103.18%
10-001-58437	BLACKBOARD CONNECT	2,750.00	0.00	0.00	0.00	2,750.00	100.00%
10-001-58438	IT CONTRACT	3,852.00	0.00	962.28	962.28	2,889.72	75.02%

**Detail vs Budget Report**

**Date Range: 10/01/2021 - 12/31/2021**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<u>10-001-58451</u>	EQUIPMENT RENTAL	9,600.00	0.00	3,738.87	3,738.87	5,861.13	61.05%
<u>10-003-58400</u>	TRAVEL & TRAINING	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
<u>10-003-58401</u>	CONSULTANTS & PROFESSIONALS	108,150.00	0.00	86,408.29	86,408.29	21,741.71	20.10%
<u>10-003-58402</u>	ADVERTISING & LEGAL NOTICES	5,150.00	0.00	230.50	230.50	4,919.50	95.52%
<u>10-003-58404</u>	PROPERTY & LIABILITY	5,150.00	0.00	7,510.15	7,510.15	-2,360.15	-45.83%
<u>10-003-58407</u>	DUES & MEMBERSHIPS	721.00	0.00	0.00	0.00	721.00	100.00%
<u>10-003-58418</u>	CONTRACTUAL SERVICES	28,100.00	0.00	11,822.18	11,822.18	16,277.82	57.93%
<u>10-003-58422</u>	FOOD SERVICE INSPECTOR	5,870.00	0.00	3,860.00	3,860.00	2,010.00	34.24%
<u>10-003-58424</u>	ENGINEERING/CITY ENGINEER	5,150.00	0.00	5,495.72	5,495.72	-345.72	-6.71%
<u>10-003-58435</u>	POOL INSPECTOR	1,700.00	0.00	0.00	0.00	1,700.00	100.00%
<u>10-003-58438</u>	IT CONTRACT	3,968.00	0.00	962.28	962.28	3,005.72	75.75%
<u>10-003-58463</u>	ECONOMIC DEVELOPMENT	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
<u>10-004-58400</u>	TRAVEL & TRAINING	28,054.00	0.00	5,561.43	5,561.43	22,492.57	80.18%
<u>10-004-58401</u>	CONSULTANTS & PROFESSIONALS	3,605.00	0.00	0.00	0.00	3,605.00	100.00%
<u>10-004-58403</u>	PRINTING & BINDING	206.00	0.00	0.00	0.00	206.00	100.00%
<u>10-004-58404</u>	PROPERTY & LIABILITY	5,150.00	0.00	7,510.15	7,510.15	-2,360.15	-45.83%
<u>10-004-58407</u>	DUES & MEMBERSHIPS	542.00	0.00	145.00	145.00	397.00	73.25%
<u>10-004-58418</u>	CONTRACTUAL SERVICES	65,207.00	0.00	16,783.23	16,783.23	48,423.77	74.26%
<u>10-004-58426</u>	SOFTWARE TECH SUPPORT	0.00	0.00	30.50	30.50	-30.50	0.00%
<u>10-004-58427</u>	EQUIPMENT TECH SUPPORT	20,540.00	0.00	2,786.68	2,786.68	17,753.32	86.43%
<u>10-004-58437</u>	BLACKBOARD CONNECT	1,071.00	0.00	0.00	0.00	1,071.00	100.00%
<u>10-004-58438</u>	IT CONTRACT	3,968.00	0.00	962.28	962.28	3,005.72	75.75%
<u>10-004-58452</u>	VEHICLE LEASE	0.00	0.00	0.00	0.00	0.00	0.00%
<u>10-005-58400</u>	TRAVEL & TRAINING	10,000.00	0.00	3,906.60	3,906.60	6,093.40	60.93%
<u>10-005-58401</u>	CONSULTANTS & PROFESSIONALS	8,000.00	0.00	3,199.84	3,199.84	4,800.16	60.00%
<u>10-005-58402</u>	ADVERTISING & LEGAL NOTICES	2,000.00	0.00	162.50	162.50	1,837.50	91.88%
<u>10-005-58404</u>	PROPERTY & LIABILITY	5,500.00	0.00	7,510.15	7,510.15	-2,010.15	-36.55%
<u>10-005-58406</u>	PROFESSIONAL LICENSE	400.00	0.00	0.00	0.00	400.00	100.00%
<u>10-005-58407</u>	DUES & MEMBERSHIPS	10,200.00	0.00	7,880.00	7,880.00	2,320.00	22.75%
<u>10-005-58408</u>	SPECIAL EVENTS	12,500.00	0.00	2,562.17	2,562.17	9,937.83	79.50%
<u>10-005-58416</u>	LEGAL/CITY ATTORNEY	45,000.00	0.00	7,845.00	7,845.00	37,155.00	82.57%
<u>10-005-58418</u>	CONTRACTUAL SERVICES	4,400.00	0.00	0.00	0.00	4,400.00	100.00%
<u>10-005-58419</u>	ELECTIONS ADMINISTRATION	5,700.00	0.00	0.00	0.00	5,700.00	100.00%
<u>10-005-58426</u>	SOFTWARE TECH SUPPORT	500.00	0.00	0.00	0.00	500.00	100.00%
<u>10-005-58437</u>	BLACKBOARD CONNECT	1,071.00	0.00	0.00	0.00	1,071.00	100.00%
<u>10-005-58438</u>	IT CONTRACT	3,968.00	0.00	962.28	962.28	3,005.72	75.75%
<u>10-005-58450</u>	GOVERNMENT & MISC OPERATING	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
<u>10-006-58400</u>	TRAVEL & TRAINING	3,000.00	0.00	41.94	41.94	2,958.06	98.60%
<u>10-006-58404</u>	PROPERTY & LIABILITY	5,150.00	0.00	7,510.15	7,510.15	-2,360.15	-45.83%
<u>10-006-58407</u>	DUES & MEMBERSHIPS	82.00	0.00	0.00	0.00	82.00	100.00%
<u>10-006-58416</u>	LEGAL/CITY ATTORNEY	10,000.00	0.00	3,000.00	3,000.00	7,000.00	70.00%
<u>10-006-58418</u>	CONTRACTUAL SERVICES	0.00	0.00	62.18	62.18	-62.18	0.00%
<u>10-006-58421</u>	MUNICIPAL JUDGE	14,400.00	0.00	3,600.00	3,600.00	10,800.00	75.00%
<u>10-006-58422</u>	MAGISTRATE	3,000.00	0.00	1,000.00	1,000.00	2,000.00	66.67%

Detail vs Budget Report

Date Range: 10/01/2021 - 12/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10-006-58426	SOFTWARE TECH SUPPORT	0.00	0.00	1,515.94	1,515.94	-1,515.94	0.00%
10-006-58438	IT CONTRACT	4,000.00	0.00	962.28	962.28	3,037.72	75.94%
10-006-58441	JURY SERVICE	200.00	0.00	0.00	0.00	200.00	100.00%
10-007-58400	TRAVEL & TRAINING	8,500.00	0.00	1,204.37	1,204.37	7,295.63	85.83%
10-007-58402	ADVERTISING & LEGAL NOTICES	103.00	0.00	0.00	0.00	103.00	100.00%
10-007-58403	PRINTING & BINDING	618.00	0.00	0.00	0.00	618.00	100.00%
10-007-58404	PROPERTY & LIABILITY	5,150.00	0.00	7,510.15	7,510.15	-2,360.15	-45.83%
10-007-58407	DUES & MEMBERSHIPS	1,700.00	0.00	256.16	256.16	1,443.84	84.93%
10-007-58410	LAB TESTING	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
10-007-58418	CONTRACTUAL SERVICES	71,500.00	0.00	1,376.84	1,376.84	70,123.16	98.07%
10-007-58420	INMATE HOUSING	1,200.00	0.00	70.50	70.50	1,129.50	94.13%
10-007-58426	SOFTWARE TECH SUPPORT	0.00	0.00	2,720.18	2,720.18	-2,720.18	0.00%
10-007-58437	BLACKBOARD CONNECT	1,071.00	0.00	0.00	0.00	1,071.00	100.00%
10-007-58438	IT CONTRACT	3,968.00	0.00	962.28	962.28	3,005.72	75.75%
10-007-58450	GOVERNMENT & MISC OPERATING	650.00	0.00	94.00	94.00	556.00	85.54%
10-007-58452	VEHICLE LEASE	59,745.00	0.00	47,907.48	47,907.48	11,837.52	19.81%
10-007-58462	ANIMAL CONTROL	66,550.00	0.00	13,612.50	13,612.50	52,937.50	79.55%
10-008-58400	TRAVEL & TRAINING	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
10-008-58404	PROPERTY & LIABILITY	6,500.00	0.00	7,510.15	7,510.15	-1,010.15	-15.54%
10-008-58405	REPAIR & MAINTENANCE	0.00	0.00	158.76	158.76	-158.76	0.00%
10-008-58412	OTHER RENTAL	0.00	0.00	631.00	631.00	-631.00	0.00%
10-008-58414	FINANCE CHARGES	0.00	0.00	6.14	6.14	-6.14	0.00%
10-008-58418	CONTRACTUAL SERVICES	15,000.00	0.00	58.41	58.41	14,941.59	99.61%
10-008-58424	ENGINEERING/CITY ENGINEER	15,000.00	0.00	12,358.18	12,358.18	2,641.82	17.61%
10-008-58425	SOLID WASTE COLLECTION	7,000.00	0.00	1,400.52	1,400.52	5,599.48	79.99%
10-008-58438	IT CONTRACT	4,000.00	0.00	962.28	962.28	3,037.72	75.94%
10-008-58450	GOVERNMENT & MISC OPERATING	45,320.00	0.00	0.00	0.00	45,320.00	100.00%
10-008-58451	EQUIPMENT RENTAL	2,060.00	0.00	0.00	0.00	2,060.00	100.00%
<b>65 - CONTRACTUAL SERVICES Totals:</b>		<b>939,810.00</b>	<b>0.00</b>	<b>399,077.89</b>	<b>399,077.89</b>	<b>540,732.11</b>	<b>57.54%</b>
<b>Group: 75 - CAPITAL OUTLAY</b>							
10-001-58613	PROMOTIONAL MARKETING	0.00	0.00	585.77	585.77	-585.77	0.00%
10-007-58601	VEHICLES	94,945.00	0.00	0.00	0.00	94,945.00	100.00%
10-008-58609	FACILITIES: PARKS	30,000.00	0.00	31,059.82	31,059.82	-1,059.82	-3.53%
<b>75 - CAPITAL OUTLAY Totals:</b>		<b>124,945.00</b>	<b>0.00</b>	<b>31,645.59</b>	<b>31,645.59</b>	<b>93,299.41</b>	<b>74.67%</b>
<b>10 - GENERAL FUND Totals:</b>		<b>4,491,454.00</b>	<b>0.00</b>	<b>1,226,143.08</b>	<b>1,226,143.08</b>	<b>3,265,310.92</b>	<b>72.70%</b>
<b>Expense Totals:</b>		<b>4,491,454.00</b>	<b>0.00</b>	<b>1,226,143.08</b>	<b>1,226,143.08</b>	<b>3,265,310.92</b>	<b>72.70%</b>
<b>10 - GENERAL FUND Totals:</b>		<b>-94,583.00</b>	<b>0.00</b>	<b>-612,666.42</b>	<b>-612,666.42</b>	<b>518,083.42</b>	
<b>Report Total:</b>		<b>-94,583.00</b>	<b>0.00</b>	<b>-612,666.42</b>	<b>-612,666.42</b>	<b>518,083.42</b>	



Willow Park, TX

# Detail vs Budget Report

## Account Summary

Date Range: 10/01/2021 - 12/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>20 - WATER FUND</b>							
<b>Revenue</b>							
<b>Fund: 20 - WATER FUND</b>							
<b>Group: 15 - ADMINISTRATIVE FEES</b>							
<u>20-020-45005</u>	INTEREST REVENUE	-10,000.00	0.00	0.00	0.00	-10,000.00	-100.00%
<u>20-020-46005</u>	INTEREST - OPERATING FUND	0.00	0.00	-275.39	-275.39	275.39	0.00%
	<b>15 - ADMINISTRATIVE FEES Totals:</b>	<b>-10,000.00</b>	<b>0.00</b>	<b>-275.39</b>	<b>-275.39</b>	<b>-9,724.61</b>	<b>-97.25%</b>
<b>Group: 35 - OTHER REVENUE</b>							
<u>20-020-45032</u>	REIMBURSEMENT FOR REPAIRS	-500.00	0.00	-750.00	-750.00	250.00	50.00%
<u>20-020-45041</u>	REFUNDS/ BANK CREDITS	-500.00	0.00	0.00	0.00	-500.00	-100.00%
<u>20-020-45042</u>	MISCELLANEOUS REVENUE	-5,000.00	0.00	75.00	75.00	-5,075.00	-101.50%
<u>20-020-45051</u>	SALE OF RECYCLED MATERIALS	-5,000.00	0.00	0.00	0.00	-5,000.00	-100.00%
	<b>35 - OTHER REVENUE Totals:</b>	<b>-11,000.00</b>	<b>0.00</b>	<b>-675.00</b>	<b>-675.00</b>	<b>-10,325.00</b>	<b>-93.86%</b>
<b>Group: 40 - TRANSFERS</b>							
<u>20-020-48756</u>	2019 COOS - TWDB - FT WORTH WT	-264,782.00	0.00	0.00	0.00	-264,782.00	-100.00%
<u>20-020-48757</u>	WP CO S21	-138,692.00	0.00	0.00	0.00	-138,692.00	-100.00%
	<b>40 - TRANSFERS Totals:</b>	<b>-403,474.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-403,474.00</b>	<b>-100.00%</b>
<b>Group: 45 - 45</b>							
<u>20-020-45000</u>	USER CHARGES	-2,450,000.00	0.00	-565,295.15	-565,295.15	-1,884,704.85	-76.93%
<u>20-020-45001</u>	PENALTIES	-35,000.00	0.00	-2,309.92	-2,309.92	-32,690.08	-93.40%
<u>20-020-45002</u>	NEW ACCOUNT FEES	-20,000.00	0.00	-4,496.43	-4,496.43	-15,503.57	-77.52%
<u>20-020-45003</u>	TAP FEES	-3,000.00	0.00	-500.00	-500.00	-2,500.00	-83.33%
<u>20-020-45004</u>	IMPACT FEES	-200,000.00	0.00	-73,990.04	-73,990.04	-126,009.96	-63.00%
<u>20-020-45007</u>	METER FEE	-25,000.00	0.00	-11,153.71	-11,153.71	-13,846.29	-55.39%
<u>20-020-45008</u>	METER BOX FEE	-4,500.00	0.00	-750.00	-750.00	-3,750.00	-83.33%
<u>20-020-45030</u>	RECONNECT FEES	-10,000.00	0.00	-101.45	-101.45	-9,898.55	-98.99%
<u>20-020-45031</u>	RETURNED CHECK FEES	-600.00	0.00	-210.00	-210.00	-390.00	-65.00%
<u>20-020-45048</u>	BORE FEES	-500.00	0.00	0.00	0.00	-500.00	-100.00%
	<b>45 - 45 Totals:</b>	<b>-2,748,600.00</b>	<b>0.00</b>	<b>-658,806.70</b>	<b>-658,806.70</b>	<b>-2,089,793.30</b>	<b>-76.03%</b>
<b>20 - WATER FUND Totals:</b>							
		<b>-3,173,074.00</b>	<b>0.00</b>	<b>-659,757.09</b>	<b>-659,757.09</b>	<b>-2,513,316.91</b>	<b>-79.21%</b>
<b>Revenue Totals:</b>							
		<b>-3,173,074.00</b>	<b>0.00</b>	<b>-659,757.09</b>	<b>-659,757.09</b>	<b>-2,513,316.91</b>	<b>-79.21%</b>
<b>Expense</b>							
<b>Fund: 20 - WATER FUND</b>							
<b>Group: 40 - TRANSFERS</b>							
<u>20-020-58756</u>	2019 COOS - TWDB - FT WORTH WT	509,195.00	0.00	0.00	0.00	509,195.00	100.00%

Detail vs Budget Report

Date Range: 10/01/2021 - 12/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>40 - TRANSFERS Totals:</b>							
		509,195.00	0.00	0.00	0.00	509,195.00	100.00%
<b>Group: 50 - PERSONNEL</b>							
20-020-58100	SALARIES	609,970.00	0.00	143,991.51	143,991.51	465,978.49	76.39%
20-020-58101	PAYROLL EXPENSE	9,294.00	0.00	2,205.77	2,205.77	7,088.23	76.27%
20-020-58102	WORKERS COMPENSATION	11,033.00	0.00	10,123.24	10,123.24	909.76	8.25%
20-020-58103	HEALTH INSURANCE	75,000.00	0.00	19,106.59	19,106.59	55,893.41	74.52%
20-020-58104	RETIREMENT	46,148.00	0.00	10,341.17	10,341.17	35,806.83	77.59%
20-020-58105	UNEMPLOYMENT INSURANCE	1,440.00	0.00	0.00	0.00	1,440.00	100.00%
20-020-58107	CELL PHONE STIPEND	4,860.00	0.00	893.11	893.11	3,966.89	81.62%
20-020-58109	CERTIFICATE PAY	1,000.00	0.00	479.96	479.96	520.04	52.00%
20-020-58110	OVERTIME	16,817.00	0.00	7,333.88	7,333.88	9,483.12	56.39%
20-020-58125	DENTAL INSURANCE	4,517.00	0.00	1,265.48	1,265.48	3,251.52	71.98%
20-020-58126	LIFE INSURANCE	1,729.00	0.00	405.74	405.74	1,323.26	76.53%
20-020-58128	ACCRUED COMP & VACATION	3,204.00	0.00	0.00	0.00	3,204.00	100.00%
	<b>50 - PERSONNEL Totals:</b>	<b>785,012.00</b>	<b>0.00</b>	<b>196,146.45</b>	<b>196,146.45</b>	<b>588,865.55</b>	<b>75.01%</b>
<b>Group: 55 - SUPPLIES</b>							
20-020-58200	POSTAGE & SHIPPING	3,000.00	0.00	23.64	23.64	2,976.36	99.21%
20-020-58201	OFFICE SUPPLIES	7,500.00	0.00	550.70	550.70	6,949.30	92.66%
20-020-58202	FLOWERS/GIFTS/PLAQUES	300.00	0.00	0.00	0.00	300.00	100.00%
20-020-58203	BASIC OPERATING SUPPLIES	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
20-020-58205	MINOR EQUIPMENT: OFFICE	3,000.00	0.00	1,712.23	1,712.23	1,287.77	42.93%
20-020-58207	MV REPAIR & MAINTENANCE	10,400.00	0.00	2,252.14	2,252.14	8,147.86	78.34%
20-020-58208	UNIFORMS & SUPPLIES	5,370.00	0.00	2,165.82	2,165.82	3,204.18	59.67%
20-020-58214	FINANCE CHARGES	5,000.00	0.00	11,421.85	11,421.85	-6,421.85	-128.44%
20-020-58222	MINOR TOOLS	0.00	0.00	78.91	78.91	-78.91	0.00%
20-020-58224	MISC. TOOLS/SUPPLIES	3,500.00	0.00	318.25	318.25	3,181.75	90.91%
20-020-58230	CHEMICALS	12,000.00	0.00	2,230.05	2,230.05	9,769.95	81.42%
20-020-58232	FIRE HYDRANTS	10,000.00	0.00	150.08	150.08	9,849.92	98.50%
20-020-58253	SAFETY EQUIPMENT & SUPPLIES	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
20-020-58260	BUILDING & FACILITIES REPAIRS	10,000.00	0.00	10,286.44	10,286.44	-286.44	-2.86%
20-020-58265	FACILITIES MAINT SUPPLIES	0.00	0.00	200.95	200.95	-200.95	0.00%
20-020-58266	MINOR EQUIPMENT: FIELD	3,000.00	0.00	61.97	61.97	2,938.03	97.93%
20-020-58268	SUBSCRIPTIONS & PUBLICATIONS	500.00	0.00	0.00	0.00	500.00	100.00%
20-020-58270	MV FUEL	30,000.00	0.00	14,194.74	14,194.74	15,805.26	52.68%
20-020-58281	WATER DISTRIBUTION SUPPLIES	125,000.00	0.00	35,041.68	35,041.68	89,958.32	71.97%
20-020-58282	WATER PRODUCTION SUPPLIES	65,000.00	0.00	0.00	0.00	65,000.00	100.00%
	<b>55 - SUPPLIES Totals:</b>	<b>298,070.00</b>	<b>0.00</b>	<b>80,689.45</b>	<b>80,689.45</b>	<b>217,380.55</b>	<b>72.93%</b>
<b>Group: 60 - UTILITIES</b>							
20-020-58300	ELECTRICITY	100,000.00	0.00	29,911.38	29,911.38	70,088.62	70.09%
20-020-58304	MOBILE TELEPHONE	5,700.00	0.00	1,397.45	1,397.45	4,302.55	75.48%
20-020-58305	COMMUNICATION SERVICES	6,132.00	0.00	0.00	0.00	6,132.00	100.00%
	<b>60 - UTILITIES Totals:</b>	<b>111,832.00</b>	<b>0.00</b>	<b>31,308.83</b>	<b>31,308.83</b>	<b>80,523.17</b>	<b>72.00%</b>

Detail vs Budget Report

Date Range: 10/01/2021 - 12/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>Group: 65 - CONTRACTUAL SERVICES</b>							
20-020-58400	TRAVEL & TRAINING	5,000.00	0.00	1,361.49	1,361.49	3,638.51	72.77%
20-020-58401	CONSULTANTS & PROFESSIONALS	25,000.00	0.00	9,458.78	9,458.78	15,541.22	62.16%
20-020-58402	ADVERTISING & LEGAL NOTICES	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
20-020-58403	PRINTING & BINDING	25,000.00	0.00	0.00	0.00	25,000.00	100.00%
20-020-58404	PROPERTY & LIABILITY	5,500.00	0.00	7,510.15	7,510.15	-2,010.15	-36.55%
20-020-58407	DUES & MEMBERSHIPS	750.00	0.00	-361.00	-361.00	1,111.00	148.13%
20-020-58409	PERMITS & APPLICATIONS	5,000.00	0.00	5,566.40	5,566.40	-566.40	-11.33%
20-020-58410	LAB TESTING	30,000.00	0.00	4,084.00	4,084.00	25,916.00	86.39%
20-020-58411	PROPERTY DAMAGE	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
20-020-58414	FINANCE CHARGES	0.00	0.00	0.14	0.14	-0.14	0.00%
20-020-58417	ACCOUNTING & AUDITOR	13,500.00	0.00	5,000.00	5,000.00	8,500.00	62.96%
20-020-58418	CONTRACTUAL SERVICES	0.00	0.00	7,005.40	7,005.40	-7,005.40	0.00%
20-020-58424	ENGINEERING/CITY ENGINEER	36,000.00	0.00	3,654.90	3,654.90	32,345.10	89.85%
20-020-58425	SOLID WASTE COLLECTION	1,700.00	0.00	0.00	0.00	1,700.00	100.00%
20-020-58426	SOFTWARE TECH SUPPORT	6,000.00	0.00	1,918.56	1,918.56	4,081.44	68.02%
20-020-58427	EQUIPMENT TECH SUPPORT	0.00	0.00	797.25	797.25	-797.25	0.00%
20-020-58437	BLACKBOARD CONNECT	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
20-020-58438	IT CONTRACT	4,000.00	0.00	962.28	962.28	3,037.72	75.94%
20-020-58443	WELL SITE MAINTENANCE	25,000.00	0.00	0.00	0.00	25,000.00	100.00%
20-020-58444	EQUIPMENT MAINTENANCE	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
20-020-58447	WATER TANK MAINTENANCE	35,000.00	0.00	0.00	0.00	35,000.00	100.00%
20-020-58448	BUILDING MAINT - WELL SITES	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
20-020-58451	EQUIPMENT RENTAL	8,000.00	0.00	1,733.35	1,733.35	6,266.65	78.33%
20-020-58452	VEHICLE LEASE	0.00	0.00	54,168.08	54,168.08	-54,168.08	0.00%
20-020-58469	WATER DISTRIBUTION CONTRACTUAL	75,000.00	0.00	949.75	949.75	74,050.25	98.73%
20-020-58470	WATER PRODUCTION CONTRACTUAL	50,000.00	0.00	70,666.81	70,666.81	-20,666.81	-41.33%
<b>65 - CONTRACTUAL SERVICES Totals:</b>		<b>364,450.00</b>	<b>0.00</b>	<b>174,476.34</b>	<b>174,476.34</b>	<b>189,973.66</b>	<b>52.13%</b>
<b>Group: 70 - TRANSFERS &amp; RESTRICTED FUNDS</b>							
20-020-58503	WATER DEPOSIT REFUNDS	0.00	0.00	29.64	29.64	-29.64	0.00%
20-020-58716	PAYING AGENT FEES	0.00	0.00	500.00	500.00	-500.00	0.00%
20-020-58735	2010 REFUNDING	50,000.00	0.00	0.00	0.00	50,000.00	100.00%
20-020-58736	2012 REFUNDING	104,650.00	0.00	0.00	0.00	104,650.00	100.00%
20-020-58741	TRANSFER TO GENERAL FUND	240,000.00	0.00	0.00	0.00	240,000.00	100.00%
20-020-58745	FRANCHISE FEES	130,000.00	0.00	0.00	0.00	130,000.00	100.00%
20-020-58746	2014 TWDB COB	40,235.00	0.00	0.00	0.00	40,235.00	100.00%
20-020-58748	2016 TWDB COB	46,178.00	0.00	0.00	0.00	46,178.00	100.00%
20-020-58749	PP FINANCE CONTRACT 6804	18,419.00	0.00	0.00	0.00	18,419.00	100.00%
20-020-58755	2015 COB	53,680.00	0.00	0.00	0.00	53,680.00	100.00%
20-020-58757	WP CO S21 DEBT SERVICE	288,943.00	0.00	0.00	0.00	288,943.00	100.00%
20-020-58758	GOV CAP 9371 DEBT SERVICE	82,373.00	0.00	0.00	0.00	82,373.00	100.00%
<b>70 - TRANSFERS &amp; RESTRICTED FUNDS Totals:</b>		<b>1,054,478.00</b>	<b>0.00</b>	<b>529.64</b>	<b>529.64</b>	<b>1,053,948.36</b>	<b>99.95%</b>
<b>Group: 75 - CAPITAL OUTLAY</b>							

Detail vs Budget Report

Date Range: 10/01/2021 - 12/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<u>20-020-58601</u>	VEHICLES	0.00	0.00	1,058.89	1,058.89	-1,058.89	0.00%
<u>20-020-58602</u>	TECHNOLOGY PROJECTS	10,000.00	0.00	5,100.00	5,100.00	4,900.00	49.00%
<u>20-020-58604</u>	EQUIPMENT: HEAVY	6,000.00	0.00	0.00	0.00	6,000.00	100.00%
<u>20-020-58645</u>	UTILITIES: WATER DISTRIBUTION	0.00	0.00	23,380.13	23,380.13	-23,380.13	0.00%
	<b>75 - CAPITAL OUTLAY Totals:</b>	<b>16,000.00</b>	<b>0.00</b>	<b>29,539.02</b>	<b>29,539.02</b>	<b>-13,539.02</b>	<b>-84.62%</b>
	<b>20 - WATER FUND Totals:</b>	<b>3,139,037.00</b>	<b>0.00</b>	<b>512,689.73</b>	<b>512,689.73</b>	<b>2,626,347.27</b>	<b>83.67%</b>
	<b>Expense Totals:</b>	<b>3,139,037.00</b>	<b>0.00</b>	<b>512,689.73</b>	<b>512,689.73</b>	<b>2,626,347.27</b>	<b>83.67%</b>
	<b>20 - WATER FUND Totals:</b>	<b>-34,037.00</b>	<b>0.00</b>	<b>-147,067.36</b>	<b>-147,067.36</b>	<b>113,030.36</b>	
	<b>Report Total:</b>	<b>-34,037.00</b>	<b>0.00</b>	<b>-147,067.36</b>	<b>-147,067.36</b>	<b>113,030.36</b>	





Willow Park, TX

# Detail vs Budget Report

## Account Summary

Date Range: 10/01/2021 - 12/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>30 - WASTEWATER FUND</b>							
<b>Revenue</b>							
Fund: 30 - WASTEWATER FUND							
Group: 15 - ADMINISTRATIVE FEES							
<u>30-030-45005</u>	INTEREST REVENUE	-15,500.00	0.00	-92.51	-92.51	-15,407.49	-99.40%
	<b>15 - ADMINISTRATIVE FEES Totals:</b>	<b>-15,500.00</b>	<b>0.00</b>	<b>-92.51</b>	<b>-92.51</b>	<b>-15,407.49</b>	<b>-99.40%</b>
Group: 35 - OTHER REVENUE							
<u>30-030-45041</u>	REFUNDS/BANK CREDITS	-3,000.00	0.00	0.00	0.00	-3,000.00	-100.00%
<u>30-030-45088</u>	SALE OF ASSETS	-240,000.00	0.00	0.00	0.00	-240,000.00	-100.00%
	<b>35 - OTHER REVENUE Totals:</b>	<b>-243,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-243,000.00</b>	<b>-100.00%</b>
Group: 45 - 45							
<u>30-030-45000</u>	USER CHARGES	-630,000.00	0.00	-122,851.74	-122,851.74	-507,148.26	-80.50%
<u>30-030-45003</u>	TAP FEES	-500.00	0.00	0.00	0.00	-500.00	-100.00%
<u>30-030-45004</u>	IMPACT FEES	-125,000.00	0.00	-47,717.70	-47,717.70	-77,282.30	-61.83%
	<b>45 - 45 Totals:</b>	<b>-755,500.00</b>	<b>0.00</b>	<b>-170,569.44</b>	<b>-170,569.44</b>	<b>-584,930.56</b>	<b>-77.42%</b>
	<b>30 - WASTEWATER FUND Totals:</b>	<b>-1,014,000.00</b>	<b>0.00</b>	<b>-170,661.95</b>	<b>-170,661.95</b>	<b>-843,338.05</b>	<b>-83.17%</b>
<b>Revenue Totals:</b>							
		<b>-1,014,000.00</b>	<b>0.00</b>	<b>-170,661.95</b>	<b>-170,661.95</b>	<b>-843,338.05</b>	<b>-83.17%</b>
<b>Expense</b>							
Fund: 30 - WASTEWATER FUND							
Group: 50 - PERSONNEL							
<u>30-030-58100</u>	SALARIES	67,510.00	0.00	15,821.35	15,821.35	51,688.65	76.56%
<u>30-030-58101</u>	PAYROLL EXPENSE	1,041.00	0.00	252.16	252.16	788.84	75.78%
<u>30-030-58102</u>	WORKERS COMPENSATION	2,207.00	0.00	2,530.80	2,530.80	-323.80	-14.67%
<u>30-030-58103</u>	HEALTH INSURANCE	15,606.00	0.00	3,188.42	3,188.42	12,417.58	79.57%
<u>30-030-58104</u>	RETIREMENT	5,400.00	0.00	1,266.12	1,266.12	4,133.88	76.55%
<u>30-030-58105</u>	UNEMPLOYMENT INSURANCE	288.00	0.00	0.00	0.00	288.00	100.00%
<u>30-030-58107</u>	CELL PHONE STIPEND	1,100.00	0.00	249.24	249.24	850.76	77.34%
<u>30-030-58109</u>	CERTIFICATE PAY	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
<u>30-030-58110</u>	OVERTIME	2,000.00	0.00	1,799.76	1,799.76	200.24	10.01%
<u>30-030-58125</u>	DENTAL INSURANCE	1,000.00	0.00	213.76	213.76	786.24	78.62%
<u>30-030-58126</u>	LIFE INSURANCE	346.00	0.00	72.19	72.19	273.81	79.14%
	<b>50 - PERSONNEL Totals:</b>	<b>97,498.00</b>	<b>0.00</b>	<b>25,393.80</b>	<b>25,393.80</b>	<b>72,104.20</b>	<b>73.95%</b>
Group: 55 - SUPPLIES							
<u>30-030-58200</u>	POSTAGE & SHIPPING	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
<u>30-030-58201</u>	OFFICE SUPPLIES	500.00	0.00	190.89	190.89	309.11	61.82%
<u>30-030-58203</u>	BASIC OPERATING SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	100.00%

Detail vs Budget Report

Date Range: 10/01/2021 - 12/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<u>30-030-58205</u>	MINOR EQUIPMENT: OFFICE	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
<u>30-030-58206</u>	MV OILS, LUBRICANTS & FLUIDS	500.00	0.00	0.00	0.00	500.00	100.00%
<u>30-030-58207</u>	MV REPAIR & MAINTENANCE	500.00	0.00	98.54	98.54	401.46	80.29%
<u>30-030-58208</u>	UNIFORMS & SUPPLIES	1,950.00	0.00	0.00	0.00	1,950.00	100.00%
<u>30-030-58212</u>	WASTEWATER SUPPLIES	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
<u>30-030-58223</u>	EQUIPMENT	2,900.00	0.00	0.00	0.00	2,900.00	100.00%
<u>30-030-58224</u>	MISC. TOOLS/SUPPLIES	1,000.00	0.00	325.90	325.90	674.10	67.41%
<u>30-030-58230</u>	CHEMICALS	67,450.00	0.00	13,016.61	13,016.61	54,433.39	80.70%
<u>30-030-58253</u>	SAFETY EQUIPMENT & SUPPLIES	2,775.00	0.00	0.00	0.00	2,775.00	100.00%
<u>30-030-58260</u>	BUILDING & FACILITIES REPAIRS	5,000.00	0.00	35.97	35.97	4,964.03	99.28%
<u>30-030-58270</u>	MV FUEL	4,000.00	0.00	0.00	0.00	4,000.00	100.00%
<u>30-030-58279</u>	WASTEWATER COLLECTION	35,000.00	0.00	4,834.60	4,834.60	30,165.40	86.19%
<u>30-030-58280</u>	WASTEWATER TREATMENT	10,000.00	0.00	291.00	291.00	9,709.00	97.09%
	<b>55 - SUPPLIES Totals:</b>	<b>136,575.00</b>	<b>0.00</b>	<b>18,793.51</b>	<b>18,793.51</b>	<b>117,781.49</b>	<b>86.24%</b>
	<b>Group: 60 - UTILITIES</b>						
<u>30-030-58300</u>	ELECTRICITY	65,000.00	0.00	16,239.58	16,239.58	48,760.42	75.02%
<u>30-030-58305</u>	COMMUNICATION SERVICES	500.00	0.00	332.75	332.75	167.25	33.45%
	<b>60 - UTILITIES Totals:</b>	<b>65,500.00</b>	<b>0.00</b>	<b>16,572.33</b>	<b>16,572.33</b>	<b>48,927.67</b>	<b>74.70%</b>
	<b>Group: 65 - CONTRACTUAL SERVICES</b>						
<u>30-030-58400</u>	TRAVEL & TRAINING	3,500.00	0.00	0.00	0.00	3,500.00	100.00%
<u>30-030-58404</u>	PROPERTY & LIABILITY	6,500.00	0.00	7,510.15	7,510.15	-1,010.15	-15.54%
<u>30-030-58405</u>	REPAIR & MAINTENANCE	7,650.00	0.00	600.00	600.00	7,050.00	92.16%
<u>30-030-58407</u>	DUES & MEMBERSHIPS	500.00	0.00	0.00	0.00	500.00	100.00%
<u>30-030-58409</u>	PERMITS & APPLICATIONS	3,500.00	0.00	2,194.77	2,194.77	1,305.23	37.29%
<u>30-030-58410</u>	LAB TESTING	21,000.00	0.00	6,465.91	6,465.91	14,534.09	69.21%
<u>30-030-58417</u>	ACCOUNTING & AUDITOR	10,000.00	0.00	5,000.00	5,000.00	5,000.00	50.00%
<u>30-030-58418</u>	CONTRACTUAL SERVICES	12,000.00	0.00	2,964.06	2,964.06	9,035.94	75.30%
<u>30-030-58424</u>	ENGINEERING/CITY ENGINEER	12,000.00	0.00	2,989.24	2,989.24	9,010.76	75.09%
<u>30-030-58425</u>	SLUDGE HAULING	78,000.00	0.00	17,319.88	17,319.88	60,680.12	77.80%
<u>30-030-58438</u>	IT CONTRACT	4,000.00	0.00	962.28	962.28	3,037.72	75.94%
<u>30-030-58445</u>	LIFT STATION EQUIPMENT MAINTENANCE	30,000.00	0.00	4,981.04	4,981.04	25,018.96	83.40%
<u>30-030-58449</u>	LIFT STATION MAINTENANCE	0.00	0.00	10,373.20	10,373.20	-10,373.20	0.00%
<u>30-030-58450</u>	GOVERNMENT & MISC OPERATING	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
<u>30-030-58451</u>	EQUIPMENT RENTAL	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
	<b>65 - CONTRACTUAL SERVICES Totals:</b>	<b>192,650.00</b>	<b>0.00</b>	<b>61,360.53</b>	<b>61,360.53</b>	<b>131,289.47</b>	<b>68.15%</b>
	<b>Group: 70 - TRANSFERS &amp; RESTRICTED FUNDS</b>						
<u>30-030-58745</u>	FRANCHISE FEES	37,220.00	0.00	0.00	0.00	37,220.00	100.00%
<u>30-030-58750</u>	SERIES 2017 DEBT	481,600.00	0.00	0.00	0.00	481,600.00	100.00%
	<b>70 - TRANSFERS &amp; RESTRICTED FUNDS Totals:</b>	<b>518,820.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>518,820.00</b>	<b>100.00%</b>
	<b>30 - WASTEWATER FUND Totals:</b>	<b>1,011,043.00</b>	<b>0.00</b>	<b>122,120.17</b>	<b>122,120.17</b>	<b>888,922.83</b>	<b>87.92%</b>
	<b>Expense Totals:</b>	<b>1,011,043.00</b>	<b>0.00</b>	<b>122,120.17</b>	<b>122,120.17</b>	<b>888,922.83</b>	<b>87.92%</b>

Detail vs Budget Report

Date Range: 10/01/2021 - 12/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
30 - WASTEWATER FUND Totals:							
		-2,957.00	0.00	-48,541.78	-48,541.78	45,584.78	
Report Total:		-2,957.00	0.00	-48,541.78	-48,541.78	45,584.78	

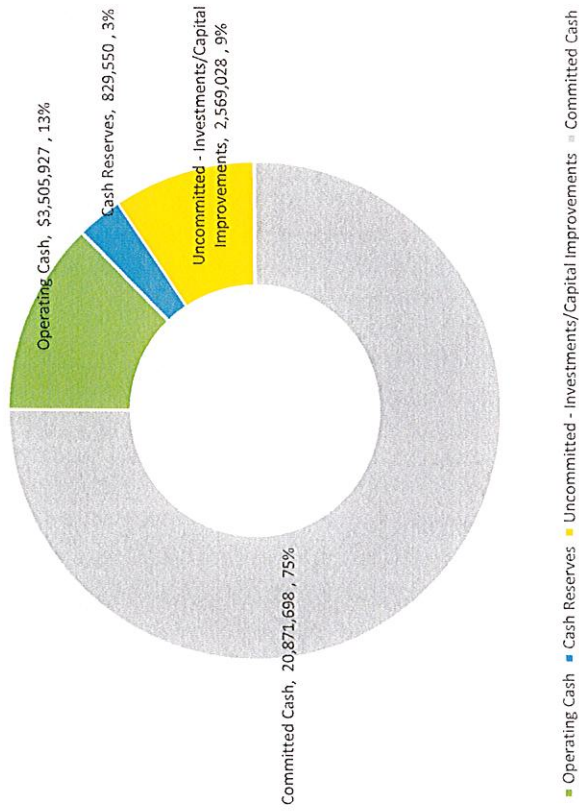
**City of Willow Park  
Bank Account Balances**

	<u>At 12/31/2021</u>	<u>At 9/30/2021</u>	<u>At 9/30/2020</u>
<b><u>General Fund</u></b>			
Operating Cash - General	\$ 1,150,521	\$ 575,143	\$ 116,864
General Fund Cash Reserve	237,788	237,728	237,491
TexStar General Fund Investment	515,437	515,422	515,228
Police Holding Fund	565	565	-
General Fund CD - 65686	129,124	129,124	128,480
	<u>2,033,435</u>	<u>1,457,982</u>	<u>998,063</u>
<b><u>Water Fund</u></b>			
Operating Cash - Water	1,196,672	334,286	540,123
Water Cash Reserve	591,761	591,612	890,857
Water Capital Improvements (Water Line Clearing)	187,010	423,794	-
UMB TWDB Escrow (52%)	1,607,733	2,184,803	6,771,723
CID03 Cash (52%)	2,925,170	2,954,810	-
CLFRF Fund	723,783	723,783	-
TexStar Water Investment	1,509,948	1,509,905	1,532,330
Water Deposits - 56788	106,833	106,833	106,511
	<u>8,848,911</u>	<u>8,829,826</u>	<u>9,841,544</u>
<b><u>Wastewater Fund</u></b>			
Operating Cash - Wastewater	783,444	629,350	547,191
Wastewater Package Plant	124,645	124,645	124,645
US Bank CO S21	13,491,728	13,491,728	-
FFB CO S21	167,083	167,083	-
Wastewater Capital Improvements	361,521	361,430	361,069
TexStar Wastewater	52,999	52,997	52,978
	<u>14,981,420</u>	<u>14,827,233</u>	<u>1,085,883</u>
<b><u>Other Funds</u></b>			
Operating Cash - Solid Waste	274,108	268,841	211,840
Operating Cash - Court Security	42,269	40,596	35,280
Operating Cash - Court Technology	57,433	55,749	52,697
Operating Cash - General (Police Training)	5,869	6,094	5,643
Police Contributions	544	544	444
JE Fee	35	35	-
Truency Prevention	10,274	8,601	3,388
Drainage Fund	101,182	14,951	-
Construction Fund - Building	11,934	14,368	80,294
Construction Fund - Roads	516	516	515
Debt Service (I&S)	1,229,615	182,192	162,853
Police Seizure (Federal)	0	0	1,664
Police Seizure (State)	4,675	3,082	7,522
Tourism	68,683	68,666	68,598
TIRZ Reimbursement Fund	101,516	1,008	1,878
First Responder	2,783	2,544	13,330
TexStar Parks & Recreation	1,001	1,001	435,247
	<u>1,912,438</u>	<u>668,789</u>	<u>1,081,194</u>
<b>Total Cash</b>	<b>\$ 27,776,203</b>	<b>\$ 25,783,830</b>	<b>\$ 13,006,684</b>

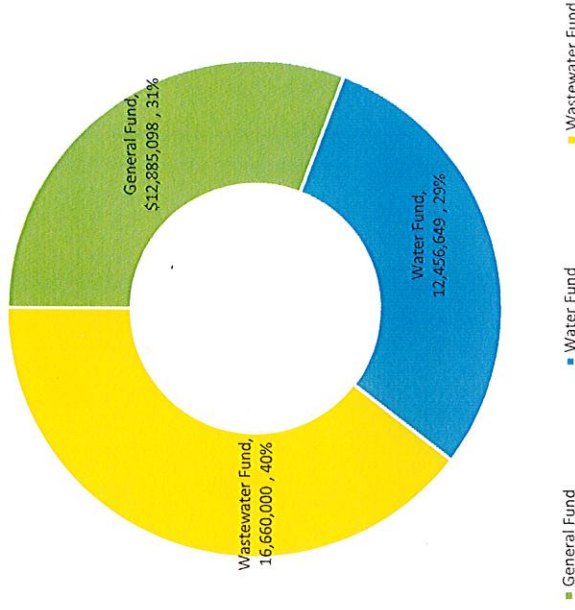


City of Willow Park  
Key Metrics & Trends  
As of December 31, 2021

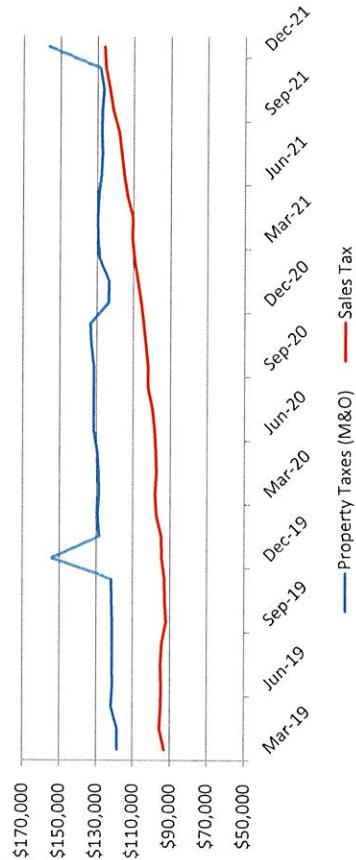
Cash Balances as of December 31, 2021



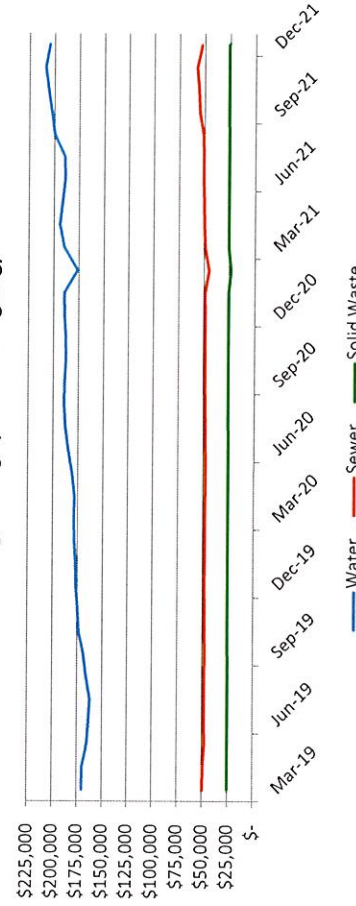
Debt Balance by Fund as of December 31, 2021



General Fund Tax Revenues (12 M Moving Avg)



User Charge Billings (12 M Moving Avg)





# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> February 8, 2022	<b>Department:</b> Finance	<b>Presented By:</b> Candy Scott
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## AGENDA ITEM:

Approve Audit Firm for FY 2021/2022 and Subsequent Audits

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## BACKGROUND:

On November 23, 2021, the City released the RFP for Auditing Services. The City received four responses.

The four proposals received were as follows:

Beasley, Mitchell & Co.	\$41,200
BDK, LLP	\$50,000
CliftonLarsonAllen	\$45,360
Snow Garrett Williams	\$33,500

After careful review of the proposals staff is recommending the selection of Snow Garrett Williams as the firm to perform the annual audits beginning with Fiscal Year 2021-2022. While all four firms have extensive experience, we believe this firm is the best fit for the City of Willow Park due to cost, their experience working with cities of our size and their close proximity.

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## STAFF RECOMMENDATION:

Approve the proposal to provide auditing services from Snow Garrett Williams

**Suggested Motion: To approve the selection Snow Garrett Williams as the firm to perform the annual audits beginning with Fiscal Year 2021-2022 as recommended by staff.**

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## EXHIBITS:

Proposal to provide auditing services from Snow Garrett Williams

<b>ADDITIONAL INFO:</b> The audit services are split between the three funds listed under the source of funding.	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	\$33,500
	<b>Source of Funding</b>	General Fund, Water Fund, Wastewater Fund



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> February 8, 2022	<b>Department:</b> Planning & Development	<b>Presented By:</b> Bill Funderburk
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**AGENDA ITEM:**

Discussion/Action to Terminate Agreement with Bureau Veritas North America, Inc.

**BACKGROUND:**

The City entered into an agreement with Bureau Veritas on August 12, 2014 to provide inspection and plan review services. Since beginning on February 14 the City will have it's own Building Official that will provide these duties we will no longer need Bureau Veritas in any capacity. To terminate agreement with Bureau Veritas we must give thirty day written notice. There may be an overlap due to inspections that are underway with certain projects. Details will be considered on each project and amount of time to completion.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

Staff recommends the City Council terminate agreement.

**EXHIBITS:**

Standard Professional Services Agreement.

**RECOMMENDED MOTION:**

**City terminates agreement with Bureau Veritas North America, Inc. and authorizes City Manager to give thirty written notice and establish an ending service date based upon incomplete construction projects.**



## STANDARD PROFESSIONAL SERVICES AGREEMENT

This STANDARD PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 2 day of August, 2014, by and between Bureau Veritas North America, Inc., (herein called "BVNA"), and the City of Willow Park, Texas (herein called "Client").

### RECITALS

WHEREAS, the Client desires that BVNA provide independent professional services for Client under the terms of a Standard Professional Services Agreement;

WHEREAS, BVNA represents that it is a professional independent consulting firm and is willing and able to perform such services upon terms and conditions hereinafter set forth;

WHEREAS, all services will be conducted in accordance with these terms and conditions and the agreed upon Scope of Services and Fee Schedule the forms of which are attached as Attachments "A" and "B" respectively.

NOW, THEREFORE, in consideration of the foregoing and of the benefits to each of the parties accruing, the parties hereto do mutually agree as follows:

### AGREEMENT

1. **Scope of Services.** During the term of this Agreement, Client may call upon BVNA to perform specific work from the scope to be defined per project in accordance with the agreed upon fees. Individual projects may be delineated via a specific proposal in accordance with the terms and conditions set forth in this Agreement. BVNA agrees to furnish services in conformity with the terms hereof and the following documents which are incorporated by reference and made a part hereof. No subsequent amendment to this Agreement shall be binding on either BVNA or Client unless reduced to writing and signed by an authorized Representative of BVNA and Client. Any pre-printed forms including, but not limited to: purchase orders, shipping instructions, or sales acknowledgment forms of either Party containing terms or conditions at variance with or in addition to those set forth herein shall not in any event be deemed to modify or vary the terms of this Standard Professional services Agreement.

2. **Term.** This Agreement shall remain in effect from the effective date of the Agreement unless terminated by written notice to the other Party at least thirty (30) days prior to termination. Fees may be adjusted annually by the Parties in writing.

3. **Compensation.** Client shall pay, and BVNA shall accept in full consideration for the performance of the Services, the sum of the reimbursable costs submitted per proposal in accordance with the agreed upon fee schedule per project.

4. **Terms of Payment.** BVNA shall invoice Client and Client shall pay to BVNA for its consulting services as follows:

- (a) Fees and all other agreed to charges will be billed to Client monthly.
- (b) Fees shall be paid by Client within thirty (30) days of being invoiced by BVNA. If the invoice is not paid within such period without reason, Client shall be liable to BVNA for a late charge accruing from (30) days after invoice to the date of payment at the lower of eighteen (18) percent per annum or the maximum rate allowed by law.
- (c) If Client fails to pay any invoice fully within sixty (60) days after invoice date without reason, BVNA may, at any time, and without waiving any other rights or claims against Client and without thereby incurring any liability to Client, elect to terminate performance of services immediately following written notice from BVNA to Client. Notwithstanding any such termination of services, Client shall pay BVNA for all services



rendered by BVNA up to the date of termination of services plus all interest, and expenses incurred by BVNA. Client shall reimburse BVNA for all costs and expenses of collection, including reasonable attorney's fees.

**5. Responsibilities of Client.** Client shall, at such times as may be reasonably required by BVNA for the successful and continuous prosecution of the services set forth in Attachment A (referred to as "Services"), do the following:

- (a) Where the performance of the Services require BVNA's presence on the Client's premises, provide adequate space on or in the immediate vicinity of where the Services are to be performed ("Site") to accommodate BVNA's needs;
- (b) Provide and maintain suitable access to the Site for BVNA's personnel, equipment and materials;
- (c) Supply permits and licenses required to be taken out in Client's name which are necessary to the completion of the Services; and
- (d) Appoint an individual hereafter referred to as "Client's Project Manager" who shall be authorized to act on behalf of Client and with whom BVNA may consult at reasonable times.

**6. Ownership of Documents.** All plans, studies, documents and other writings prepared by BVNA, its officers, Employees, agents and subcontractors in the course of implementing this Agreement are the property of the Client, but may remain the property of BVNA. The Client acknowledges that all intellectual property rights related to the performance of the Agreement, including but not limited to the names, service marks, trademarks, inventions, logos and copyrights of BVNA and its affiliates, (collectively, the "Rights") are and shall remain the sole property of BVNA or its affiliates and shall not be used by the Client, except solely to the extent that the Client obtains the prior written approval of BVNA and then only in the manner prescribed by BVNA. If BVNA terminates the Agreement in accordance with the provisions of Article 26 below, any such license granted by BVNA to the Client shall automatically terminate.

**7. Use of Data or Services.** BVNA shall not be responsible for any loss, liability, damage, expense or cost arising from any use of BVNA's analyses, reports, certifications, advice or reliance upon BVNA's services, which is contrary to, or inconsistent with, or beyond the provisions and purposes set forth therein or included in these Terms and Conditions. Client understands and agrees that BVNA's analyses, reports, certifications and services may be and remain the property of BVNA and shall be used solely by the Client, and only the Client is allowed to rely on such work product. If the Client re-uses or modifies or a third party relies on the services, analyses, reports or certifications without BVNA's written permission, then Client agrees to defend and indemnify BVNA from any claims or actions that are brought and any costs, damages, expenses or liabilities, including reasonable attorneys' fees, arising out of or related to such reliance or such re-use or modification. The Client recognizes that data, documents, or other information recorded on or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, any electronic documents provided to the Client are for informational purposes only and are not intended as an end-product. BVNA makes no warranties, either expressed or implied, regarding the fitness or suitability of the electronic documents. Accordingly, the Client agrees to waive any and all claims against BVNA and BVNA's Consultants relating in any way to the unauthorized use, reuse or alteration of the electronic documents.

**8. Relationship of Parties.** BVNA is an independent contractor, and nothing contained herein shall be construed as constituting any other relationship with Client, nor shall it be construed as creating any relationship whatsoever between Client and BVNA's employees. BVNA shall not be entitled, under this contract or otherwise, to any of the benefits under any employee benefit plan which Client or its affiliates or subsidiaries presently has in effect or may put into effect; nor will BVNA be considered an employee for purposes of any tax or contribution levied by any federal, state or local government. BVNA has sole authority and responsibility to hire, fire and otherwise control its employees, and neither BVNA nor any of its employees are employees of Client. BVNA agrees to comply with laws, rules, regulations and ordinances applicable to it as an employer.

**9. Standard of Care.** BVNA REPRESENTS THAT THE SERVICES, FINDINGS, RECOMMENDATIONS AND/OR ADVICE PROVIDED TO CLIENT WILL BE PREPARED, PERFORMED, AND RENDERED IN ACCORDANCE WITH PROCEDURES, PROTOCOLS AND PRACTICES ORDINARILY EXERCISED BY PROFESSIONALS IN BVNA'S PROFESSION FOR USE IN

**SIMILAR ASSIGNMENTS, AND PREPARED UNDER SIMILAR CONDITIONS. CLIENT ACKNOWLEDGES AND AGREES THAT BVNA HAS MADE NO OTHER IMPLIED OR EXPRESSED REPRESENTATION, WARRANTY OR CONDITION WITH RESPECT TO THE SERVICES, FINDINGS, RECOMMENDATIONS OR ADVICE TO BE PROVIDED BY BVNA PURSUANT TO THIS AGREEMENT.**

**10. Indemnity.** Subject to the Limitation of Liability included in this Agreement, BVNA shall indemnify and hold harmless Client, its agents, employees and officers from and against losses, liabilities, and reasonable costs and expenses (including reasonable attorney's fees), to the extent directly and proximately arising from BVNA's negligent performance of services or breach of warranty under this Agreement. BVNA shall not be obligated to defend the Client until there is an actual finding of negligence or if the parties agree otherwise. Client shall defend, indemnify and hold harmless BVNA, its employees, directors, officers, and agents, from and against claims, losses, liabilities, and reasonable costs and expenses (including reasonable attorney's fees) that are: i) related to, or caused by the negligence or willful misconduct of Client, its employees, or agents; or ii) related to this Agreement or the work to be performed by BVNA for which BVNA is not expressly responsible.

**11. Limitation of Liability.** To the fullest extent permitted by law and notwithstanding anything else in this Agreement to the contrary, the total aggregate liability of BVNA and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "BVNA") for all claims for negligent professional acts, or errors or omissions arising out of this Agreement for services is limited to \$50,000 plus costs, expenses or attorney's fees or, if greater, the compensation received by BVNA under this Agreement.

**12. Consequential and Punitive Damages.** Neither BVNA nor Client shall be liable under any circumstances for loss of profits, loss of product, consequential damages of any kind, indirect damages of any kind or special damages of any kind to the other Party, or to any third party. No punitive or exemplary damages of any kind shall be recoverable against either Party under any circumstances.

**13. Insurance.** BVNA, at BVNA's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance Policies with insurers possessing a Best's rating of no less than A:VII:

- (a) **Workers' Compensation Coverage:** BVNA shall maintain Workers' Compensation and Employer's Liability Insurance for its employees in accordance with the laws of the state where the services are being performed. Any notice of cancellation or non-renewal of all Workers' Compensation policies will be sent to the Client in accordance with the policy provisions.
- (b) **General Liability Coverage:** BVNA shall maintain Commercial General Liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage.
- (c) **Automobile Liability Coverage:** BVNA shall maintain Automobile Liability insurance covering bodily injury and property damage for activities of BVNA employee arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
- (d) **Professional Liability Coverage:** BVNA shall maintain Professional Errors and Omissions Liability for protection against claims alleging negligent acts, errors or omissions which may arise from BVNA's services under this Agreement. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis.

BVNA shall name Client as additional insured and other parties that it deems appropriate to be additionally insured under BVNA's Commercial General Liability policy and Automobile Liability policy, if requested to do so by Client. The Client, on its own behalf and on the behalf of any others that are named as additionally insured at Client's request, agrees that providing such insurance or the additional insured endorsement shall in no way be construed as an assumption by BVNA of any liability for the negligence or willful misconduct or any wrongful behavior on the part of Client or others that are named additionally insured.

**14. Cause of Action.** Any cause of action brought against BVNA shall be brought within two (2) years of the work or services performed under this Agreement.

15. **Compliance with Laws.** BVNA shall use the standard of care in its profession to comply with all applicable Federal, State and local laws, codes, ordinance and regulations in effect as of the date services provided.

16. **Resolution of Disputes.** All claims, disputes, controversies or matters in question arising out of, or relating to, this Agreement or any breach thereof, including but not limited to disputes arising out of alleged design defects, breaches of contract, errors, omissions, or acts of negligence, except those disputes which arise out of or are related to collection matters or fees alone under this Agreement, (collectively "Disputes") shall be submitted to non-binding mediation before and as a condition precedent to the initiation of legal proceedings. In no event shall any Disputes be subject to binding arbitration. Upon written request by either Party to this Agreement for mediation of any dispute, Client and BVNA shall select a neutral mediator by mutual agreement. Such selection shall be made within ten (10) calendar days of the date of receipt by the other Party of the written request for mediation. In the event of failure to reach such agreement or in any instance when the selected mediator is unable or unwilling to serve and a replacement mediator cannot be agreed upon by Client and BVNA within ten (10) calendar days, a mediator shall be chosen as specified in the Mediation Rules of the American Arbitration Association then in effect, or any other appropriate rules upon which the parties may agree.

17. **Choice of Forum.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and the forum and venue for bringing any legal actions shall be in Parker County, Texas. In all disputes arising under this Agreement, the parties agree that the prevailing party shall be entitled to recover its reasonable attorney's fees, court costs and other legal expenses from the other party.

18. **Releases.** All lien releases will be limited to payment issues; no additional terms and conditions may be added to a release of lien.

19. **a. Termination for Convenience.** Either Party may terminate the Services under this Agreement other than by reason of default, at any time, by sending written notice thereof thirty (30) days in advance of the termination date. Upon such termination, Client shall pay BVNA for the Services performed to and including the date of termination.

**b. Termination for Cause.** BVNA may suspend or terminate the Services under this Agreement for cause upon thirty (30) days written notice to Client in the event Client fails to substantially perform Client's obligations under this Agreement. Such failure by Client shall include, but is not limited to, the failure to make payments to BVNA in accordance with the requirements of this Agreement. Client may suspend or terminate the Services under this Agreement for cause upon thirty (30) days written notice to BVNA in the event BVNA fails to substantially perform BVNA's obligations under this Agreement. Such failure shall include, but is not limited to, BVNA's failure to timely perform the Services under this Agreement in accordance with the standard of care set forth in this Agreement. Upon receipt of written notice, the receiving Party shall have thirty (30) days to cure the failure. In the event either Party terminates this Agreement for cause and it is later determined or agreed that the non-terminating Party had not failed to substantially perform its obligations under the Agreement, the termination shall be treated as a termination for convenience.

**c. Termination by Client.** If the Client terminates this agreement without cause, the Client shall have two options concerning work and assignments that are in-progress. The Client may allow BVNA the opportunity to complete all work and assignments in-progress, or have them completed by another provider after the effective date of BVNA's termination. BVNA shall have no liability or responsibility for the work that is completed by another provider..

**d. Termination by BVNA.** If BVNA terminates without cause, BVNA will provide client with a forty-five (45) day transition period from the notice of termination to allow Client sufficient time to secure a new Service Provider. During this transition period, BVNA and Client's responsibilities under this agreement will remain in full force and effect. At the end of the forty-five (45) transition period BVNA will cease all activities. In the event Client shall request BVNA to continue to provide any Services beyond the expiration of the transition period, including any extensions, then BVNA and Client may negotiate in good faith terms of any such extension, including the pricing of Services

20. **Force Majeure.** A delay in, or failure of, performance of either Party hereto shall not constitute a default hereunder or give rise to any claim for damage if and to the extent such delay or failure is caused by (an) occurrence(s) beyond the reasonable control of the Party affected, including, but not limited to, act(s) of God, or the public enemy, expropriation or confiscation of facilities or compliance with any order or request of governmental authority or

person(s) purporting to act therefore affecting to a degree not presently existing the supply, availability, or use of engineering personnel or equipment, act(s) of war, public disorder(s), insurrection(s), rebellion(s), or sabotage, flood(s), riot(s), strike(s), or any cause(s), whether or not of the class or kind of those specifically named above, not within the reasonable control of the Party affected, and which, by the exercise of reasonable diligence, said Party is unable to prevent. A Party who is prevented from performing for any reason shall immediately notify the other Party in writing of the cause of such non-performance and the anticipated extent of the delay.

21. **Audit.** Client shall have the right during the course of the Work and until one (1) year after acceptance of the Services to audit BVNA's books and records relating to the reasonable costs to be reimbursed pursuant to Article 3. BVNA shall, during the progress of the Services, provide Client with evidence of payment for and records of receipt of materials, supplies and equipment as they become available and are presented for payment, together with such other data as Client may reasonably request.

22. **Remedies.** The obligations and remedies provided herein are exclusive and in lieu of any other rights or remedies available at law or in equity.

23. **Waiver.** No failure on the part of either Party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that Party may have hereunder.

24. **Written Notification.** Any notice, demand, request, consent, approval or communication that either Party desires or is required to give to the other Party shall be in writing and either served personally or sent prepaid, first class mail. Any such notice, demand, etc., shall be addressed to the other Party at the address set forth herein below. Either Party may change its address by notifying the other Party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

*If to Client:* City of Willow Park  
Attn.: City Administrator  
516 Ranch House Road  
Willow Park, Texas 76087

*If to BVNA:* Bureau Veritas North America, Inc.  
Attn: Contract Processing  
1000 Jupiter Road, Suite 800  
Plano, Texas 75074

*With cc to:* Bureau Veritas North America, Inc.  
Attention: Legal Department  
1601 Sawgrass Corporate Parkway, Suite 400  
Fort Lauderdale, FL 33323

25. **Confidential Information.** Neither Party shall disclose information identified as confidential to anyone except those individuals who need such information to perform the Services; nor should either Party use such confidential information, except in connection with the Work, the performance of the Services or as authorized by the other Party in writing. Regardless of the term of this Agreement, each Party shall be bound by this obligation until such time as the confidential information shall become part of the public domain. Confidential information shall not include information which is either: (i) known to the public; (ii) was known to the receiving Party prior to its disclosure; or (iii) received in good faith from a third party. If either Party is required to produce information by valid subpoena or Court order, parties agree to first provide prompt notice to other Party in order to allow the Party to seek a protective order or other appropriate remedy. This shall not prevent either Party from disclosing information to the extent reasonably necessary to substantiate a claim or defense in any adjudicatory proceeding. Client agrees that BVNA shall be permitted to use Client's name and logos in BVNA's marketing materials with the Client's approval. The technical and pricing information contained in any proposal or other documents submitted to Client by BVNA is to be considered confidential and proprietary and shall not be released or disclosed to a third party without BVNA's written consent.

**26. Miscellaneous.** This Agreement constitutes the entire agreement between the parties and shall supersede other agreements and representations made prior to the date hereof. No amendments to this contract or changes in the Scope of the Services shall be valid unless made in writing and signed by the parties. Pre-printed terms and conditions (including, but not limited to, waivers of rights and remedies, and variations from any of the warranty, guarantee, standard of care, indemnity, and liability provisions) contained in purchase orders, work orders, invoices or other documents issued by Client with respect to any Services shall have no force or effect and shall be superseded by the terms and conditions herein. The captions in this Agreement are for purposes of convenience only and form no part of this Agreement. In no event shall they be deemed to limit or modify the text of this Agreement. The invalidity or unenforceability of any portion(s) or provision(s) of this Agreement shall in no way affect the validity or enforceability of any other portion(s) or provision(s) hereof. Any invalid or unenforceable provision(s) shall be severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain a particular portion(s) or provision(s) held to be invalid or unenforceable. In the event the terms and conditions of this Standard Professional Services Agreement conflict with the terms and conditions of any other agreement, this Agreement shall govern and control over any such conflicts.

**27. Non-Solicitation / Hiring of Employees.**

- (a) To promote an optimum working relationship, the Client agrees in good faith that for the term of this Agreement and one year after the completion or termination of the Agreement not to directly or indirectly employ or otherwise engage any then current employee of BVNA or any former employee of BVNA who left the employ of BVNA within the six (6) months prior to and including the date of the effective date of the Agreement.
- (b) BVNA's employees shall not be retained as expert witnesses except by separate written agreement. Client agrees to pay BVNA's legal expenses, administrative costs and fees pursuant to BVNA's then current fee schedule for BVNA to respond to any subpoena.

**28. Prevailing Wage.** This Agreement and any proposals hereunder specifically exclude compliance with any project labor agreement or other union or apprenticeship requirements. In addition, unless explicitly agreed to in this proposal, this Agreement and any proposals hereunder specifically exclude compliance with any State or Federal prevailing wage law or associated requirements, including the Davis Bacon Act. Due to the professional nature of its services, BVNA is generally exempt from the Davis Bacon Act and other prevailing wage schemes. It is agreed that no applicable prevailing wage classification or wage rate has been provided to BVNA, and that all wages and cost estimates contained herein are based solely upon standard, no-prevailing wage rates. Should it later be determined by the Client or any applicable agency that in fact prevailing wage applies, then it is agreed that the contract value of this agreement shall be equitably adjusted up or down to account for such changed circumstance.

**29. Interpretation of Agreement.** This Agreement shall be interpreted as though prepared by all parties and shall not be construed unfavorably against either Party.

**30. Third Party Beneficiary.** It is expressly understood and agreed that the enforcement of these terms and conditions shall be reserved to the Client and BVNA. Nothing contained in the agreement shall give or allow any claim or right of action whatsoever by any third person. It is the express intent of the Client and BVNA that this Agreement does not create any third party rights or benefits.

**31. Assignment.** Neither Party may assign this Agreement or any right or obligation hereunder without the prior written consent of the other Party, which shall not be unreasonably withheld or delayed; provided, however, that consent shall still be necessary not to be unreasonably withheld, by BVNA or an assignment to an Affiliate of BVNA if such successor or Affiliate assumes all obligations under this Agreement. Any attempted assignment, which requires consent hereunder, shall be void and shall constitute a material breach of this Agreement if such consent is not obtained.

CLIENT

By: R. L. Nevedowsky

Print Name: RICHARD NEVEDOWSKY

Title: MAYOR

Date: 8/25/14

BVNA

By: Yaelron

Print Name: VAN TRAN

Title: V.P.

Date: 8-29-14

DTQRR: David Stanford

Date: 8/29/2014

Attachment A - Scope of Services  
Attachment B - Fee Schedule

**ATTACHMENT B  
FEE SCHEDULE**

**Commercial and Multi-Family construction plan review**

Valuation	Fee
\$1. <sup>00</sup> to \$10,000. <sup>00</sup>	\$50. <sup>00</sup>
\$10,001. <sup>00</sup> to \$25,000. <sup>00</sup>	\$70.69 for the first \$10,000. <sup>00</sup> plus \$5.46 for each additional \$1000. <sup>00</sup>
\$25,001. <sup>00</sup> to \$50,000. <sup>00</sup>	\$152.59 for the first \$25,000. <sup>00</sup> plus \$3.94 for each additional \$1000. <sup>00</sup>
\$50,001. <sup>00</sup> to \$100,000. <sup>00</sup>	\$251.09 for the first \$50,000. <sup>00</sup> plus \$2.73 for each additional \$1000. <sup>00</sup>
\$100,001. <sup>00</sup> to \$500,000. <sup>00</sup>	\$387.59 for the first \$100,000. <sup>00</sup> plus \$2.19 for each additional \$1000. <sup>00</sup>
\$500,001. <sup>00</sup> to \$1,000,000. <sup>00</sup>	\$1,263.59 for the first \$500,000. <sup>00</sup> plus \$1.85 for each additional \$1000. <sup>00</sup>
\$1,000,001. <sup>00</sup> and up	\$2,188.59 for the first \$1,000,000. <sup>00</sup> plus \$1.23 for each additional \$1000. <sup>00</sup>

**Single Family Residential construction plan review and inspection  
Commercial and Multi-Family construction inspection**

Valuation	Fee
\$1. <sup>00</sup> to \$10,000. <sup>00</sup>	\$76. <sup>92</sup>
\$10,001. <sup>00</sup> to \$25,000. <sup>00</sup>	\$108.75 for the first \$10,000. <sup>00</sup> plus \$8.40 for each additional \$1000. <sup>00</sup>
\$25,001. <sup>00</sup> to \$50,000. <sup>00</sup>	\$234.75 for the first \$25,000. <sup>00</sup> plus \$6.06 for each additional \$1000. <sup>00</sup>
\$50,001. <sup>00</sup> to \$100,000. <sup>00</sup>	\$386.25 for the first \$50,000. <sup>00</sup> plus \$4.20 for each additional \$1000. <sup>00</sup>
\$100,001. <sup>00</sup> to \$500,000. <sup>00</sup>	\$596.25 for the first \$100,000. <sup>00</sup> plus \$3.36 for each additional \$1000. <sup>00</sup>
\$500,001. <sup>00</sup> to \$1,000,000. <sup>00</sup>	\$1,940.25 for the first \$500,000. <sup>00</sup> plus \$2.85 for each additional \$1000. <sup>00</sup>
\$1,000,001. <sup>00</sup> and up	\$3,365.25 for the first \$1,000,000. <sup>00</sup> plus \$1.89 for each additional \$1000. <sup>00</sup>

CLIENT INITIALS: 

BVNA INITIALS: \_\_\_\_\_

**ATTACHMENT B (Cont.)**  
**FEE SCHEDULE**

The construction valuation is determined by the greater of the declared valuation of the project or the valuation calculated using the International Code Council Building Valuation Data table, first update of each calendar year.

Example:

Square Foot Construction Costs

Group (2012 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
B Business	179.29	172.71	166.96	158.70	144.63	139.20	152.43	126.93	121.32

The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

New Building  
 Group B occupancy  
 Type VB construction  
 10,000 square feet total building area  
 Declared construction valuation \$1,100,000.

Calculated construction valuation - 10,000 square feet X \$121.32 per square foot = \$1,213,200.

The calculated construction valuation is greater than the declared construction valuation so \$1,213,200 is used to calculate the Bureau Veritas fee for the project.

\* Note: BVNA fees do not include any taxes, licensing or other fees imposed by governmental or outside agencies.

CLIENT INITIALS:       
 BVNA INITIALS:



**ATTACHMENT A  
SCOPE OF SERVICES**

BVNA and the representatives of BVNA are charged with the enforcement of the provisions of the Client's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code, acting in good faith and without malice in the discharge of the duties required by these codes or other pertinent law or ordinances.

**Plan Review**

Non-Structural Plan Review services shall be conducted as required by the Client's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code, and other provided code related documents, as approved by the Client. Applicants will be notified of Plan Review Comments by the Client and are responsible for addressing comments to the satisfaction of the Client. The Client has final interpretive authority over all plans and specifications. Permits are issued by the Client.

**Inspections**

Inspection services shall be conducted as required by the Client's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code. Special inspections as specified in Building Code chapter 17 and non-prescriptive structural inspections of the adopted International Building Code are not included and may be required as specified in the International Building Code. Any violations of the Client's codes or concealment of any work prior to approval by BVNA will be reported to the Client. The Client is the final interpretive authority and the Certificate of Occupancy will be issued at the discretion of the Client.

CLIENT INITIALS: SON

BVNA INITIALS: YF



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> February 8, 2022	<b>Department:</b> Planning & Development	<b>Presented By:</b> Bill Funderburk
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**AGENDA ITEM:**

Discussion on Water and Wastewater Rate Study.

**BACKGROUND:**

The City has entertained the services of NewGen Strategies & Solutions, LLC to study the current and future water and wastewater rates based upon several factors including debt obligations and Capital Improvements. The analysis will be presented by Chris Ekrut, Chief Financial Officer/Partner of NewGen.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

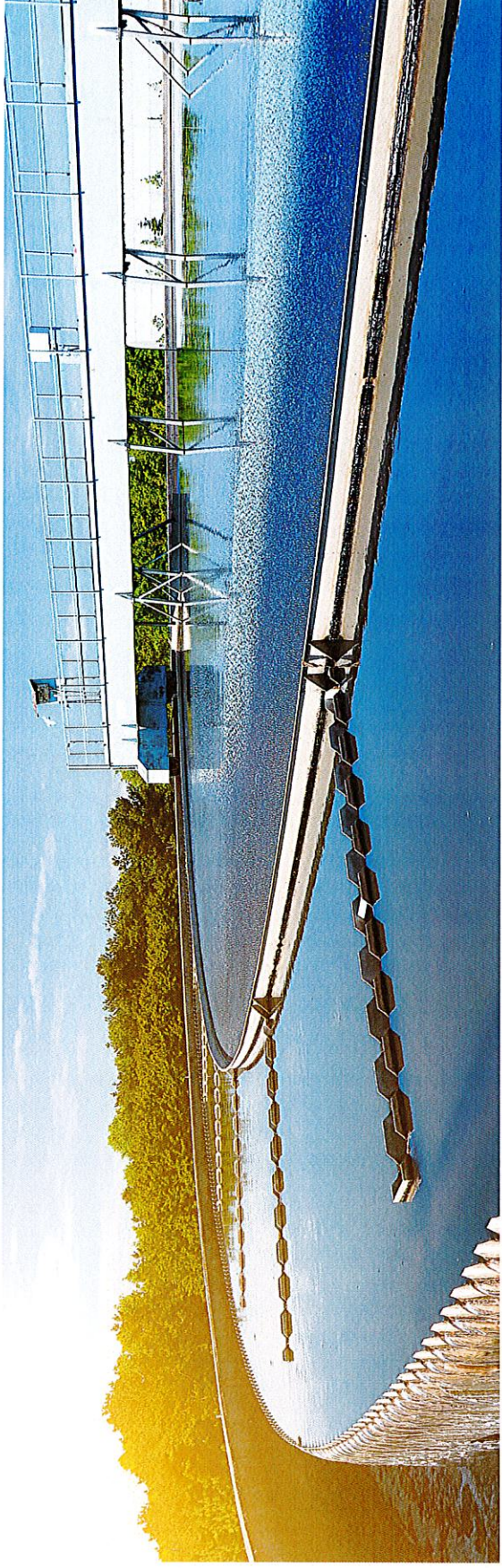
Staff recommends City Council accept water and wastewater analysis as presented.

**EXHIBITS:**

Final Analysis

**RECOMMENDED MOTION:**

**No Action by Council at this time.**

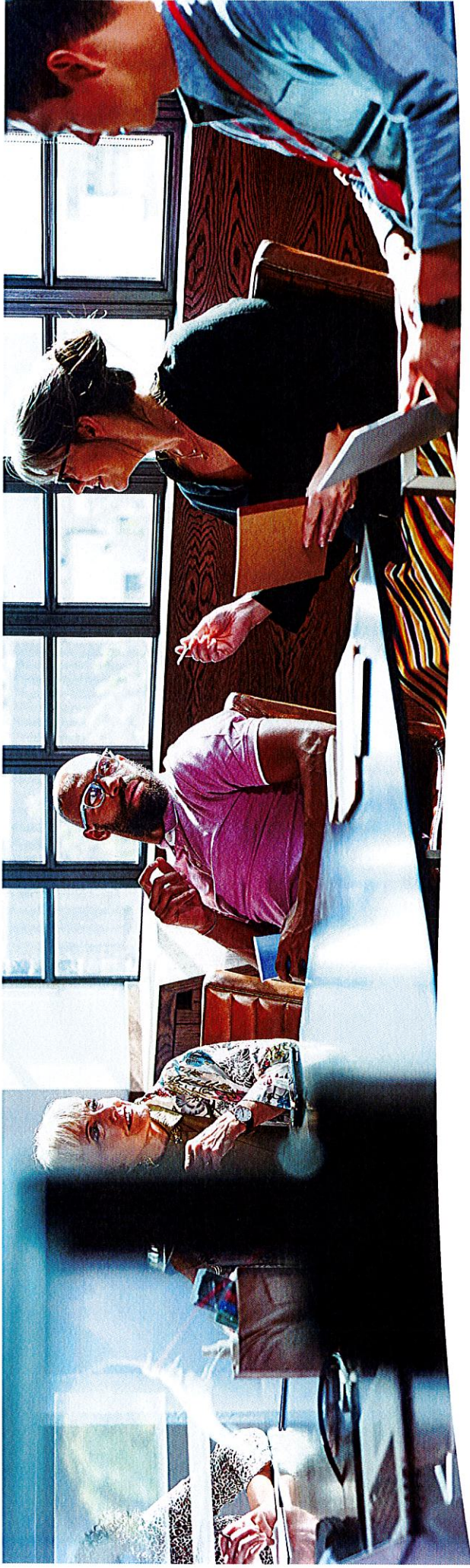


February 8, 2022

# WILLOW PARK, TEXAS WATER & WASTEWATER RATE STUDY

**NewGen**  
Strategies & Solutions

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## IMPORTANCE OF LOCAL OFFICIALS IN UTILITY MANAGEMENT

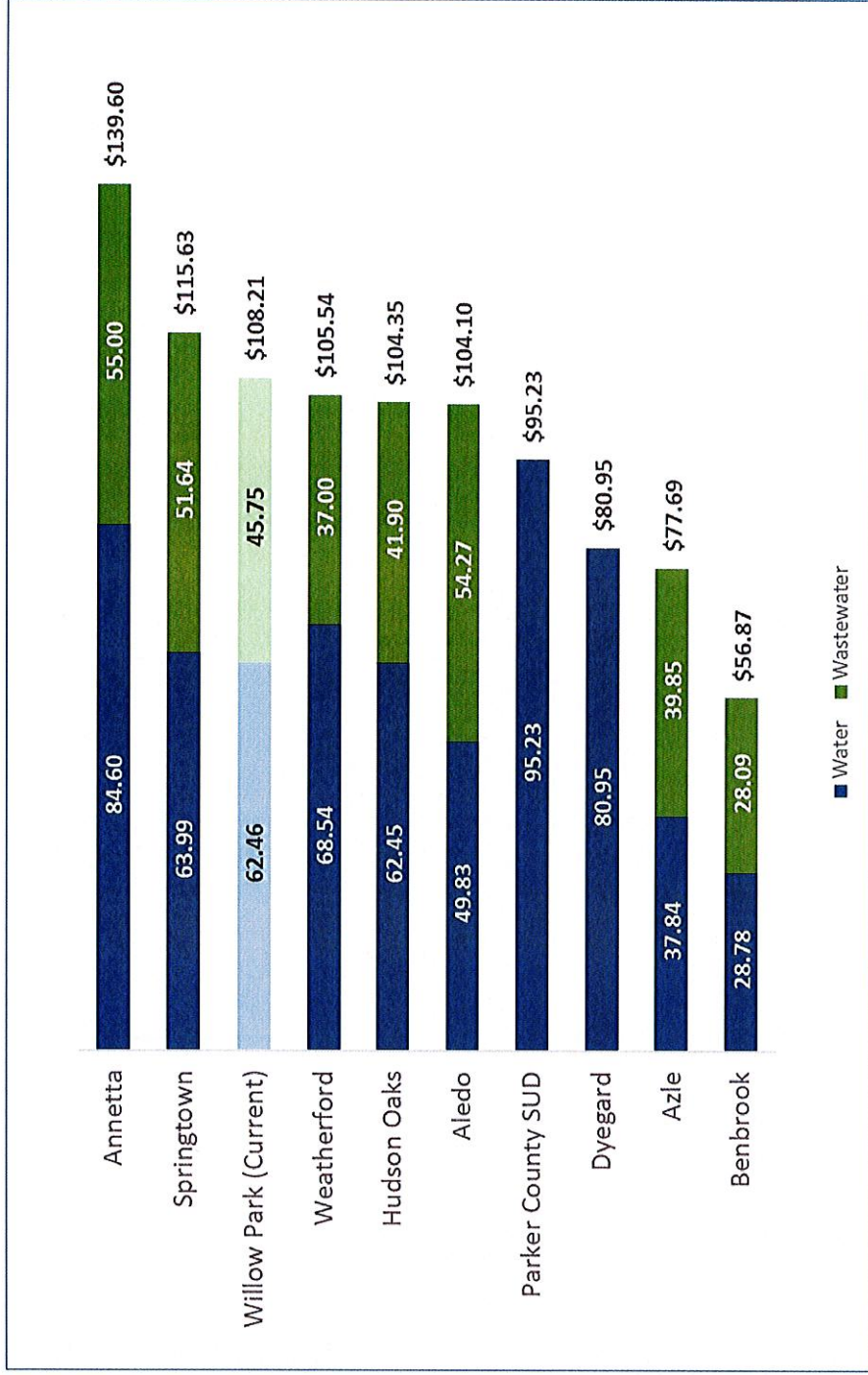
Utilities operate like a business, though the product being sold is a vital resource shared by all members of the community

Just like any business, Council is the “Board of Directors” who must be able to address complex industry challenges including rising costs, aging infrastructure, and customer affordability

The Board must ensure the viability of the business by ensuring revenues match or exceed expenses and financial metrics are met

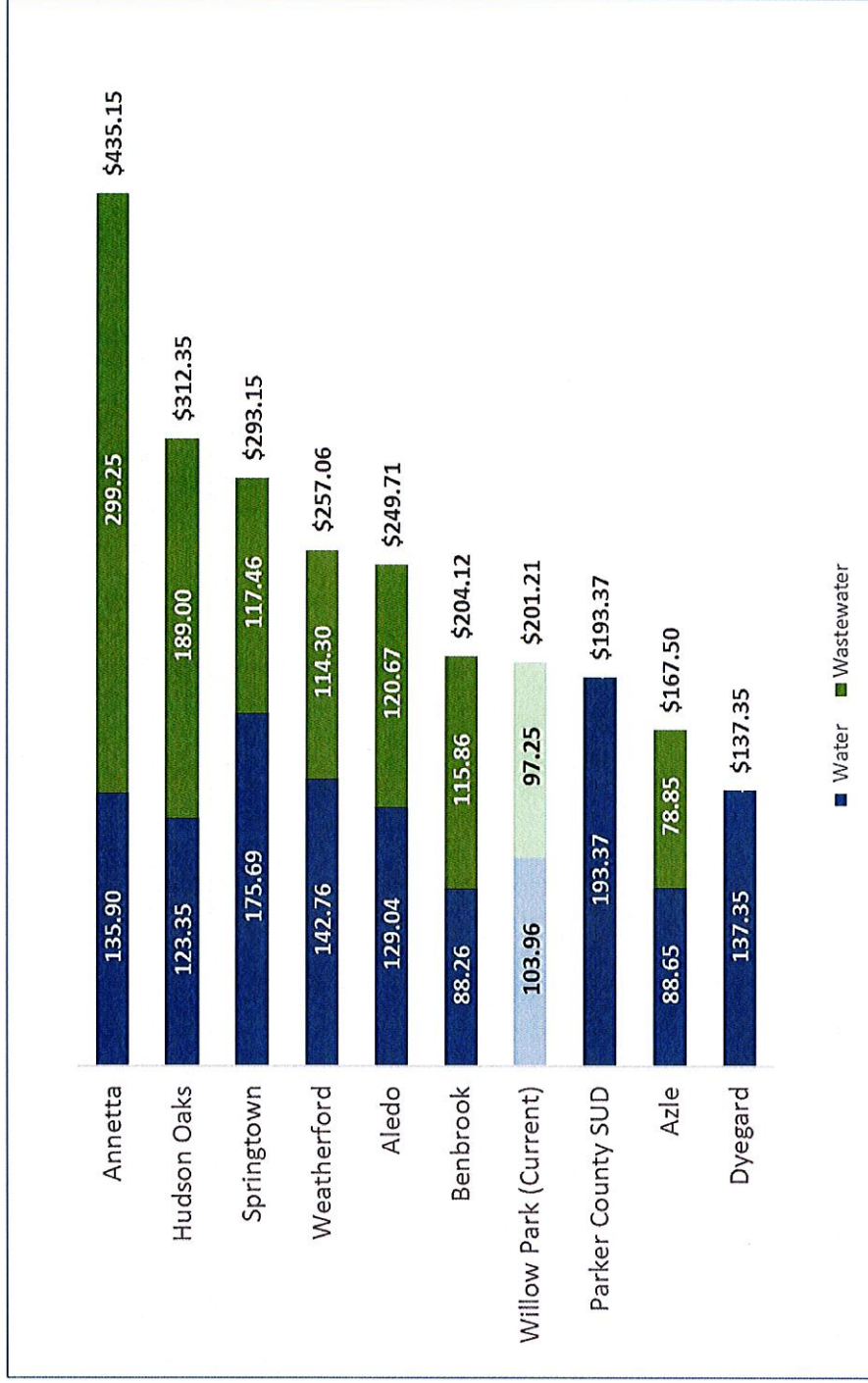
# REGIONAL BILL COMPARISON

5/8" Residential –  
5,000 Gallons Water  
and Wastewater



# REGIONAL BILL COMPARISON

5/8" Commercial –  
15,000 Gallons Water  
and Wastewater



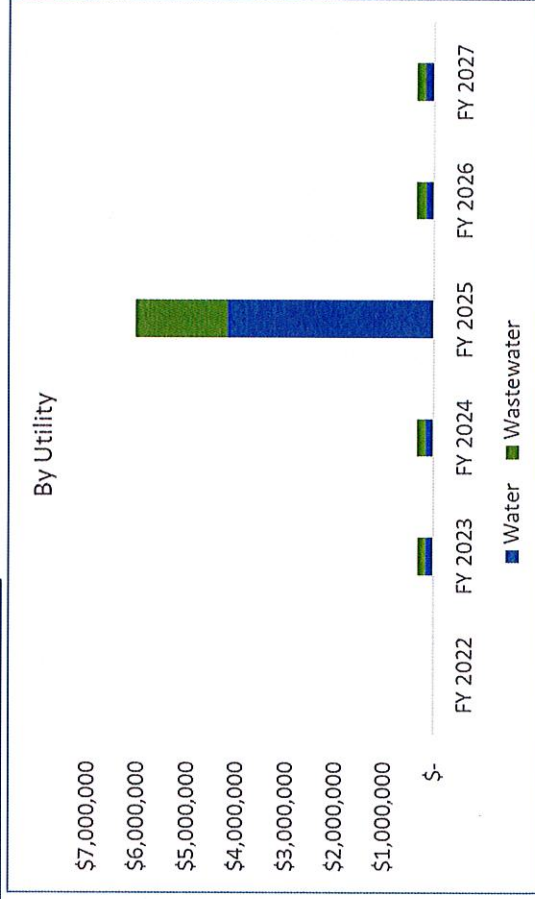
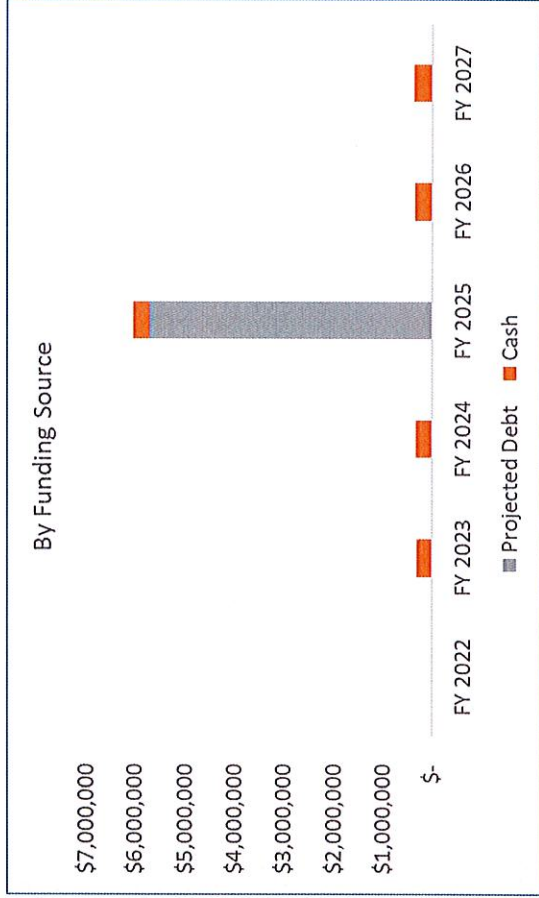
# PROJECTED CAPITAL OUTLAYS

## Water and Wastewater

Project Name	Cost
El Chico to Fox Hunt Transmission Line	\$1,500,000
Willow Springs Oaks Interconnect	100,000
New 0.5 MG Elevated Tank (Fox Hunt)	1,500,000
Replace Deteriorated Lines	550,000
Bankhead 8" Water Line	600,000
Fire Hydrant Additions	100,000
Water/Sewer Fee Studies	70,000
New WWTP	14,130,000
South of IH20 Sewer Transmission	1,500,000
Line Testing	150,000
Lift Station Improvements	75,000
Replace Deteriorated Lines	550,000
<b>TOTAL</b>	<b>\$20,825,000</b>

# KEY ASSUMPTIONS

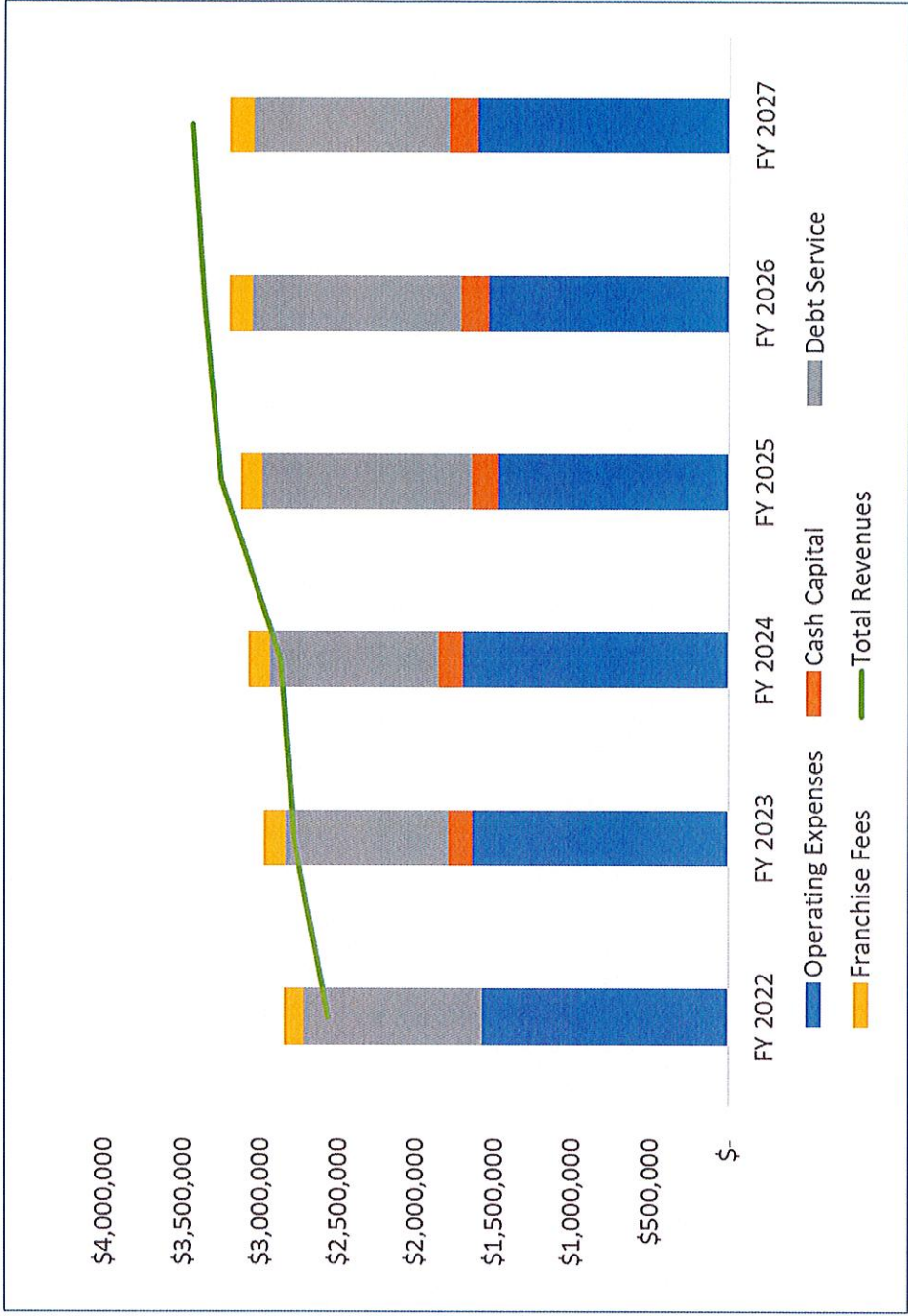
## Capital Improvement Projects





# 5-YEAR OUTLOOK

Water Revenue  
Requirement  
under Current Rates

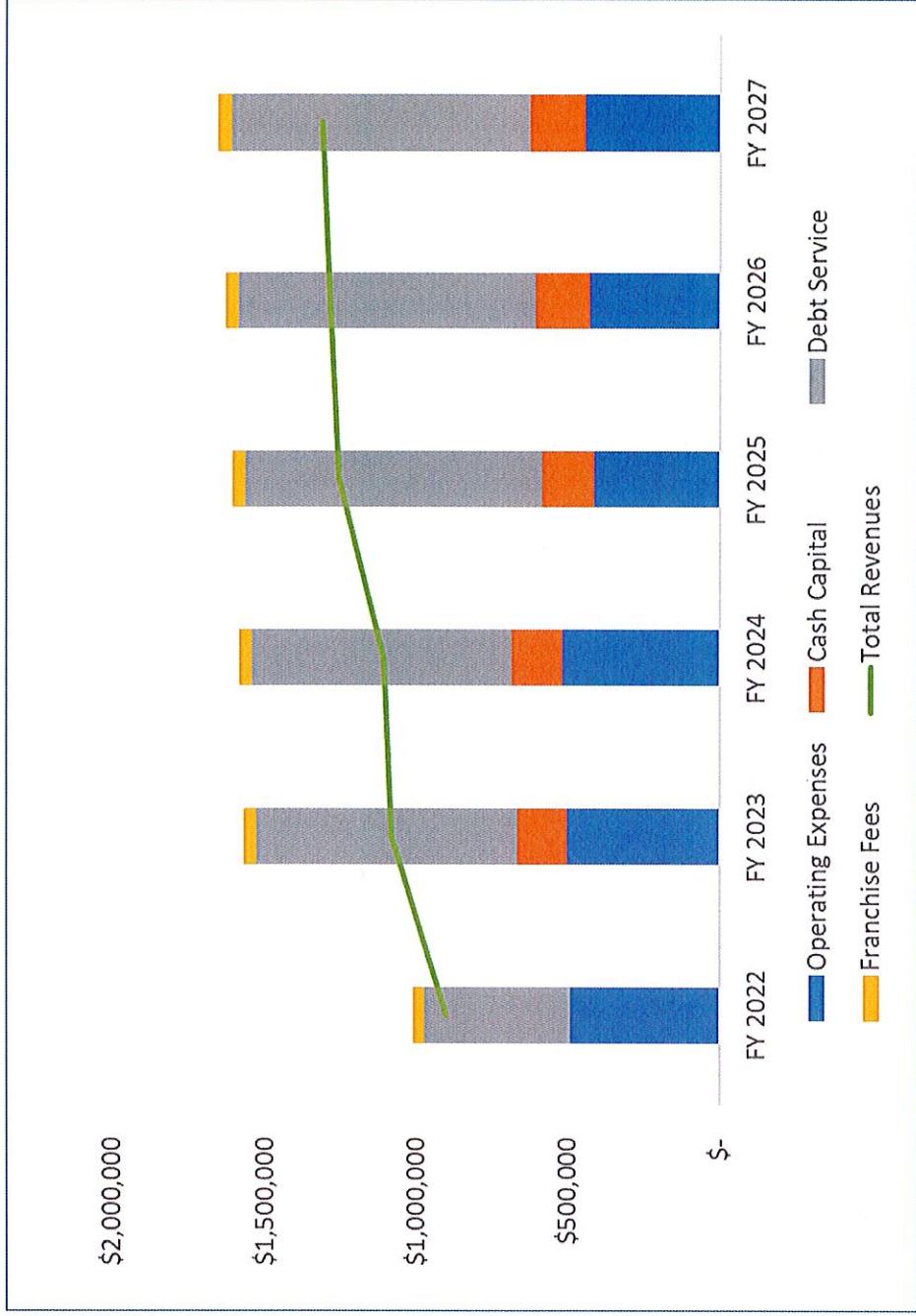


**Notes:**

Calculations of Total Revenues assume Use of Reserves after FY 2022 and Impact Fee Revenues after FY 2024, which causes Total Revenues to vary year to year.

# 5-YEAR OUTLOOK

Wastewater Revenue  
Requirement  
under Current Rates



**Notes:**

Calculations of Total Revenues assume Use of Reserves after FY 2022 and Impact Fee Revenues after FY 2024, which causes Total Revenues to vary year to year.

Cash Capital and New Debt Service come on in FY 2023. Cash Capital is offset by Use of Reserves in Total Revenues.

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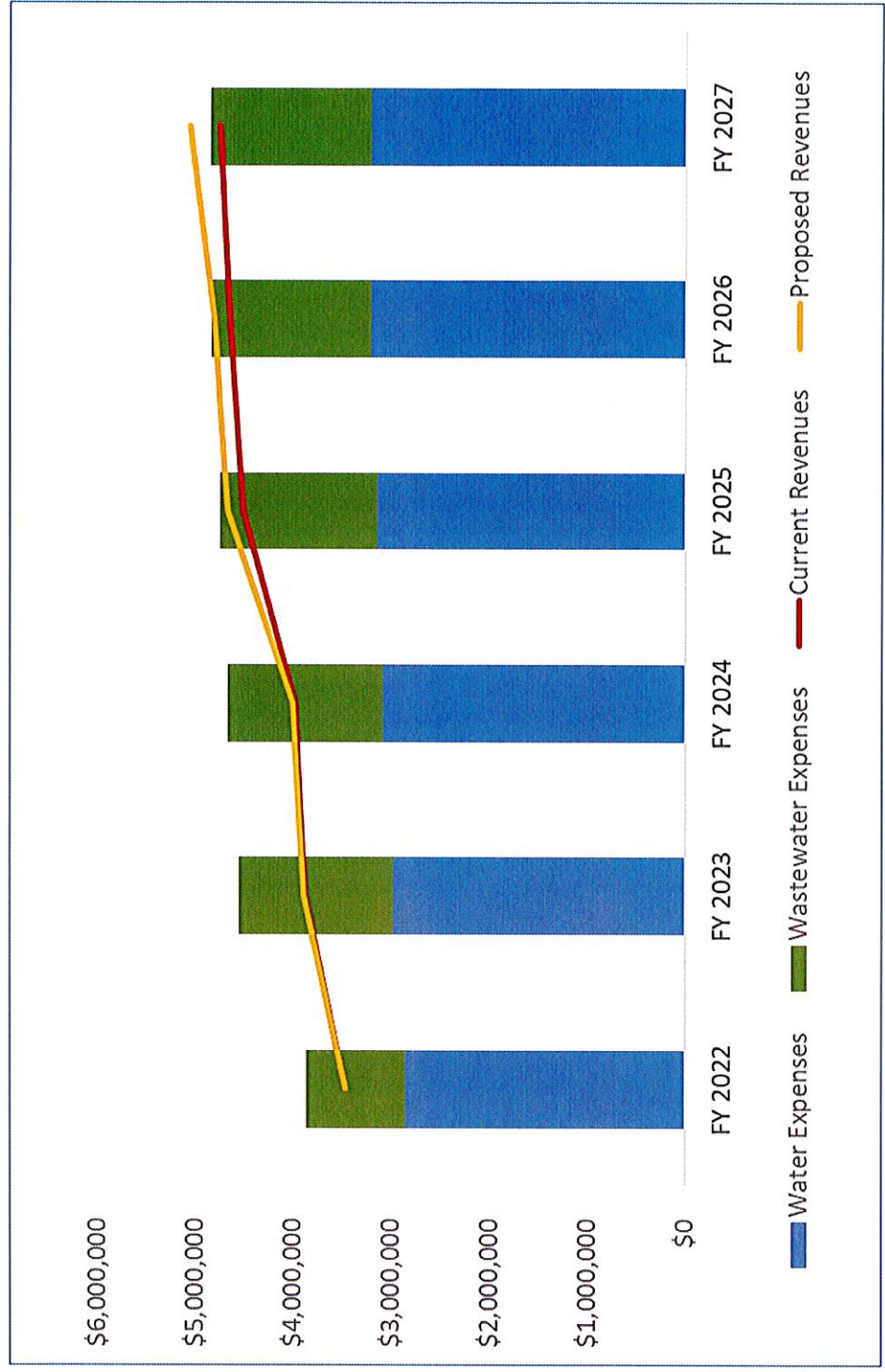
# 5-YEAR OUTLOOK

Combined Revenue  
Requirement -  
Current and Proposed

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Combined Fund Summary under Current Rates</b>						
Total Revenues	\$3,464,069	\$3,869,331	\$3,981,738	\$4,510,711	\$4,643,158	\$4,748,661
Total Expenses	\$3,857,614	4,541,444	4,660,678	4,736,329	4,831,312	4,850,254
Over/(Under) Recovery	(\$393,545)	(\$672,113)	(\$678,940)	(\$225,618)	(\$188,154)	(\$101,593)
Over/(Under) Recovery (%)	-10.20%	-14.80%	-14.57%	-4.76%	-3.89%	-2.09%
<b>Combined Fund Summary under Proposed Rates</b>						
Total Revenues	\$3,464,069	\$3,881,850	\$3,994,727	\$4,663,167	\$4,800,745	\$5,057,435
Total Expenses	3,857,614	4,542,183	4,661,446	4,745,336	4,840,622	4,868,496
Over/(Under) Recovery	(\$393,545)	(\$660,334)	(\$666,718)	(\$82,169)	(\$39,878)	\$188,940
Over/(Under) Recovery (%)	-10.20%	-14.54%	-14.30%	-1.73%	-0.82%	3.88%

# 5-YEAR OUTLOOK

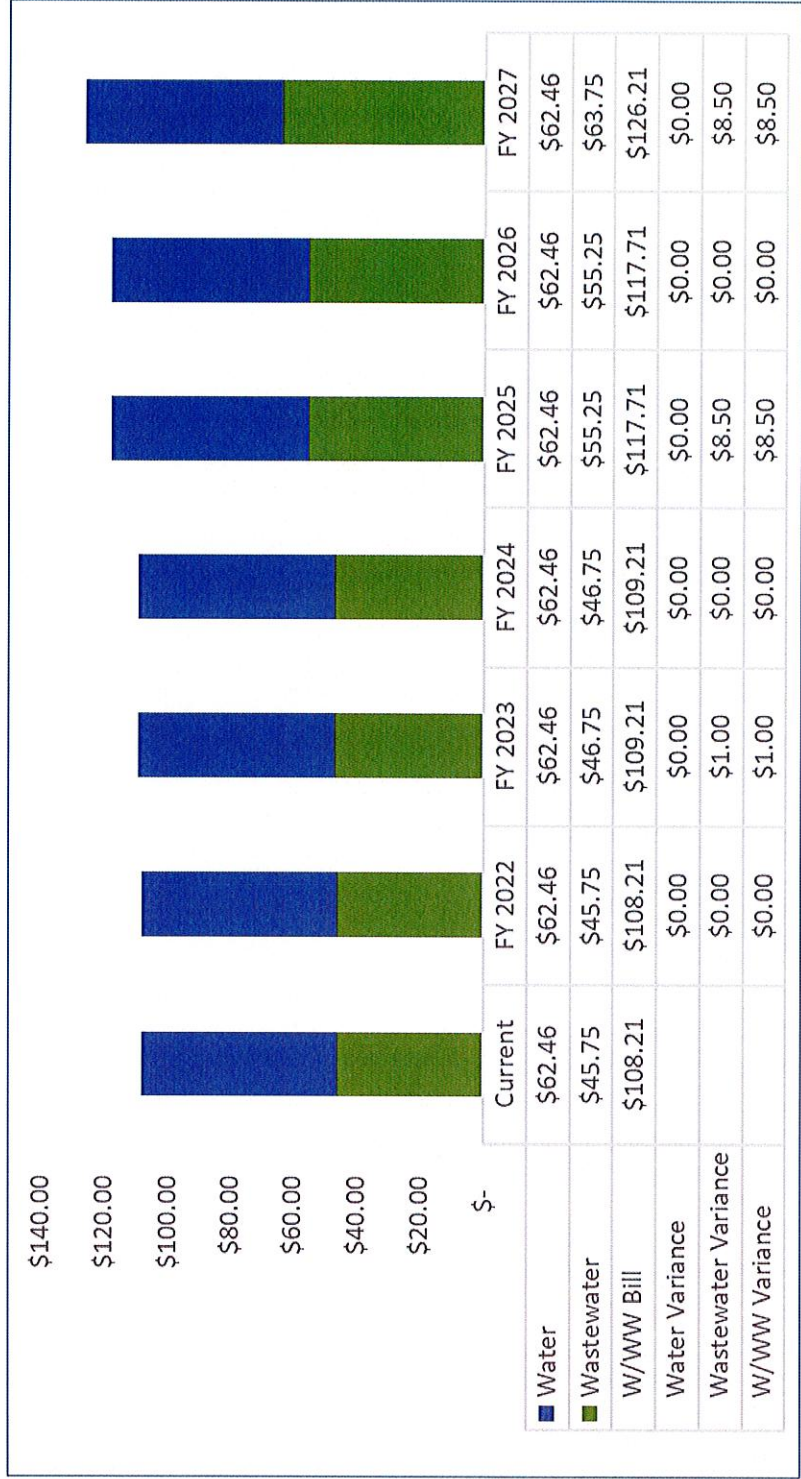
Combined Revenue  
Requirement -  
Current and Proposed



Notes:  
 Fort Worth Purchased Water Costs assumed to be passed-through as a rate rider.  
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# MONTHLY BILL IMPACTS

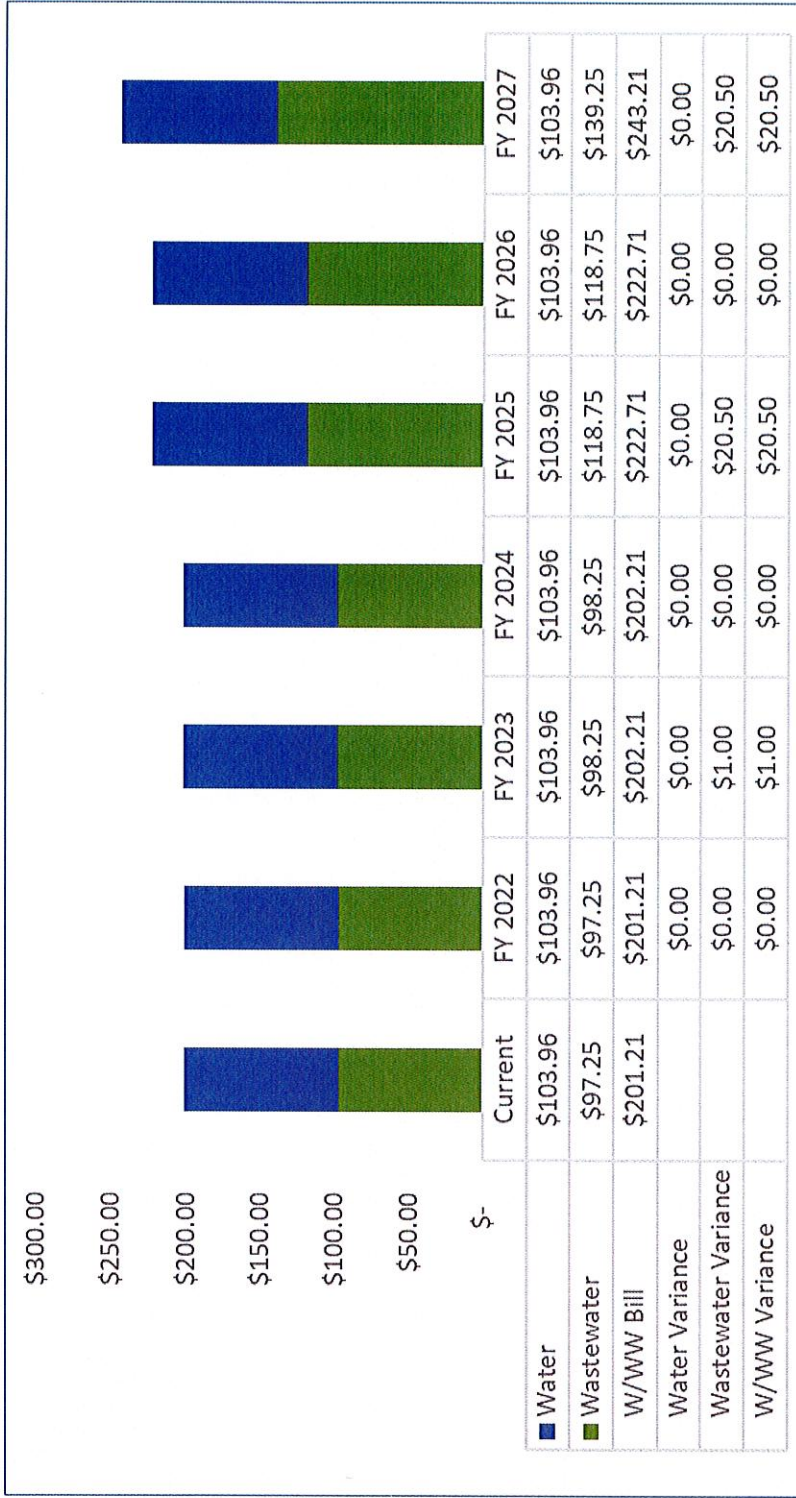
5/8" Residential –  
5,000 Gallons Water  
and Wastewater



Notes:  
Fort Worth Purchased Water Costs assumed to be passed-through as a rate rider.

# MONTHLY BILL IMPACTS

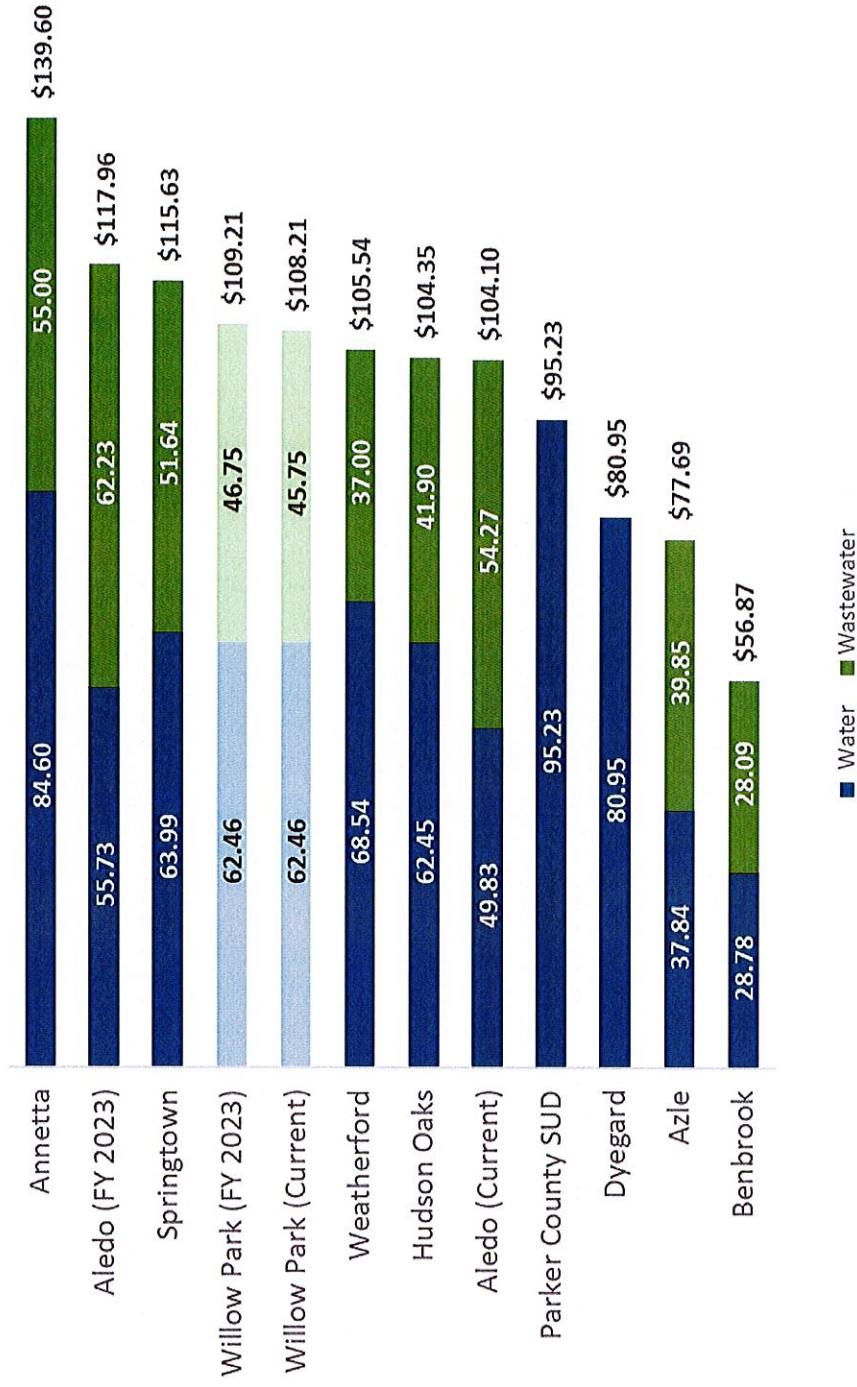
5/8" Commercial –  
15,000 Gallons Water  
and Wastewater



Notes:  
Fort Worth Purchased Water Costs assumed to be passed-through as a rate rider.

# REGIONAL BILL COMPARISON

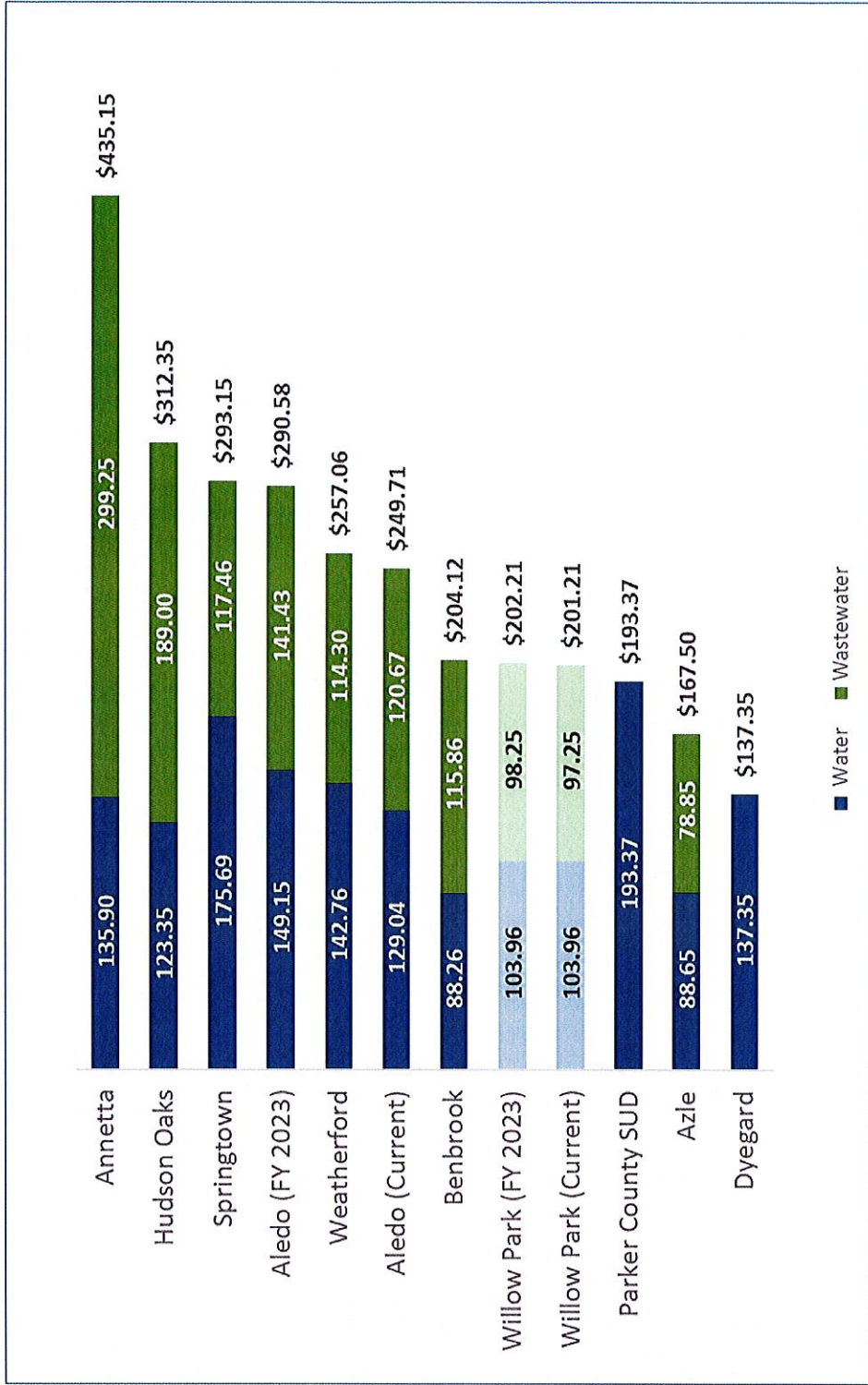
5/8" Residential –  
5,000 Gallons Water  
and Wastewater



Notes:  
Fort Worth Purchased Water Costs assumed to be passed-through as a rate rider.  
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# REGIONAL BILL COMPARISON

5/8" Commercial –  
15,000 Gallons Water  
and Wastewater



Notes:  
 Fort Worth Purchased Water Costs assumed to be passed-through as a rate rider.  
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## QUESTIONS AND DISCUSSION

NEWGEN STRATEGIES AND SOLUTIONS  
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RICHARDSON, TEXAS 75080

CHRIS EKRU, CFO AND DIRECTOR  
(972) 232-2234  
CEKRUT@NEWGENSTRATEGIES.NET

MEGAN KIRKLAND, SENIOR CONSULTANT  
(972) 432-6218  
MKIRKLAND@NEWGENSTRATEGIES.NET

**City of Willow Park, Texas**  
**Water and Wastewater Rate Study**  
**Water Rates**

	<u>Current</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
<b>Residential Inside</b>							
<b>Minimum Charge</b>							
5/8"	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71
3/4"	41.71	41.71	41.71	41.71	41.71	41.71	41.71
1"	104.29	104.29	104.29	104.29	104.29	104.29	104.29
1 1/2"	208.57	208.57	208.57	208.57	208.57	208.57	208.57
2"	333.72	333.72	333.72	333.72	333.72	333.72	333.72
3"	625.72	625.72	625.72	625.72	625.72	625.72	625.72
4"	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86
6"	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72

<b>Volumetric Charge</b>							
0-9,000 gallons	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89
9,001-20,000 gallons	4.87	4.87	4.87	4.87	4.87	4.87	4.87
20,001-40,000 gallons	6.08	6.08	6.08	6.08	6.08	6.08	6.08
40,000 gallons+	7.60	7.60	7.60	7.60	7.60	7.60	7.60

<b>Residential Senior Inside</b>							
<b>Minimum Charge</b>							
5/8"	\$ 31.29	\$ 31.29	\$ 31.29	\$ 31.29	\$ 31.29	\$ 31.29	\$ 31.29
3/4"	31.29	31.29	31.29	31.29	31.29	31.29	31.29
1"	78.21	78.21	78.21	78.21	78.21	78.21	78.21
1 1/2"	156.43	156.43	156.43	156.43	156.43	156.43	156.43
2"	250.29	250.29	250.29	250.29	250.29	250.29	250.29
3"	469.29	469.29	469.29	469.29	469.29	469.29	469.29
4"	782.15	782.15	782.15	782.15	782.15	782.15	782.15
6"	1,564.29	1,564.29	1,564.29	1,564.29	1,564.29	1,564.29	1,564.29

<b>Volumetric Charge</b>							
0-9,000 gallons	\$ 2.92	\$ 2.92	\$ 2.92	\$ 2.92	\$ 2.92	\$ 2.92	\$ 2.92
9,001-20,000 gallons	4.87	4.87	4.87	4.87	4.87	4.87	4.87
20,001-40,000 gallons	6.08	6.08	6.08	6.08	6.08	6.08	6.08
40,000 gallons+	7.60	7.60	7.60	7.60	7.60	7.60	7.60

<b>Residential Outside</b>							
<b>Minimum Charge</b>							
5/8"	\$ 47.97	\$ 47.97	\$ 47.97	\$ 47.97	\$ 47.97	\$ 47.97	\$ 47.97
3/4"	47.97	47.97	47.97	47.97	47.97	47.97	47.97
1"	119.93	119.93	119.93	119.93	119.93	119.93	119.93
1 1/2"	239.86	239.86	239.86	239.86	239.86	239.86	239.86
2"	383.77	383.77	383.77	383.77	383.77	383.77	383.77
3"	719.57	719.57	719.57	719.57	719.57	719.57	719.57
4"	1,199.29	1,199.29	1,199.29	1,199.29	1,199.29	1,199.29	1,199.29
6"	2,398.58	2,398.58	2,398.58	2,398.58	2,398.58	2,398.58	2,398.58

<b>Volumetric Charge</b>							
0-9,000 gallons	\$ 4.47	\$ 4.47	\$ 4.47	\$ 4.47	\$ 4.47	\$ 4.47	\$ 4.47
9,001-20,000 gallons	5.60	5.60	5.60	5.60	5.60	5.60	5.60
20,001-40,000 gallons	6.99	6.99	6.99	6.99	6.99	6.99	6.99
40,000 gallons+	8.74	8.74	8.74	8.74	8.74	8.74	8.74

City of Willow Park, Texas  
Water and Wastewater Rate Study  
Water Rates

	<u>Current</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
<b>Commercial Inside</b>							
<b>Minimum Charge</b>							
5/8"	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71
3/4"	41.71	41.71	41.71	41.71	41.71	41.71	41.71
1"	104.29	104.29	104.29	104.29	104.29	104.29	104.29
1 1/2"	208.57	208.57	208.57	208.57	208.57	208.57	208.57
2"	333.72	333.72	333.72	333.72	333.72	333.72	333.72
3"	625.72	625.72	625.72	625.72	625.72	625.72	625.72
4"	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86
6"	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72
<b>Volumetric Charge</b>							
0-25,000 gallons	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89
25,000-50,000 gallons	4.87	4.87	4.87	4.87	4.87	4.87	4.87
50,000 gallons	6.08	6.08	6.08	6.08	6.08	6.08	6.08
<b>Commercial Outside</b>							
<b>Minimum Charge</b>							
5/8"	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71
3/4"	41.71	41.71	41.71	41.71	41.71	41.71	41.71
1"	104.29	104.29	104.29	104.29	104.29	104.29	104.29
1 1/2"	208.57	208.57	208.57	208.57	208.57	208.57	208.57
2"	333.72	333.72	333.72	333.72	333.72	333.72	333.72
3"	625.72	625.72	625.72	625.72	625.72	625.72	625.72
4"	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86
6"	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72
<b>Volumetric Charge</b>							
0-25,000 gallons	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89
25,000-50,000 gallons	4.87	4.87	4.87	4.87	4.87	4.87	4.87
50,000 gallons	6.08	6.08	6.08	6.08	6.08	6.08	6.08
<b>Irrigation Inside</b>							
<b>Minimum Charge</b>							
5/8"	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71
3/4"	41.71	41.71	41.71	41.71	41.71	41.71	41.71
1"	104.29	104.29	104.29	104.29	104.29	104.29	104.29
1 1/2"	208.57	208.57	208.57	208.57	208.57	208.57	208.57
2"	333.72	333.72	333.72	333.72	333.72	333.72	333.72
3"	625.72	625.72	625.72	625.72	625.72	625.72	625.72
4"	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86
6"	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72
<b>Volumetric Charge</b>							
0-25,000 gallons	\$ 4.87	\$ 4.87	\$ 4.87	\$ 4.87	\$ 4.87	\$ 4.87	\$ 4.87
25,000-50,000 gallons	6.08	6.08	6.08	6.08	6.08	6.08	6.08
50,000 gallons	7.60	7.60	7.60	7.60	7.60	7.60	7.60

City of Willow Park, Texas  
Water and Wastewater Rate Study  
Water Rates

	<u>Current</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
<b>Hydrant Inside</b>							
<b>Minimum Charge</b>							
5/8"	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71	\$ 41.71
3/4"	41.71	41.71	41.71	41.71	41.71	41.71	41.71
1"	104.29	104.29	104.29	104.29	104.29	104.29	104.29
1 1/2"	208.57	208.57	208.57	208.57	208.57	208.57	208.57
2"	333.72	333.72	333.72	333.72	333.72	333.72	333.72
3"	625.72	625.72	625.72	625.72	625.72	625.72	625.72
4"	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86	1,042.86
6"	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72	2,085.72
<b>Volumetric Charge</b>							
0-25,000 gallons	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89	\$ 3.89
25,000-50,000 gallons	4.87	4.87	4.87	4.87	4.87	4.87	4.87
50,000 gallons	6.08	6.08	6.08	6.08	6.08	6.08	6.08
<b>UTGCD Inside</b>							
<b>Minimum Charge</b>							
All	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Volumetric Charge</b>							
All	\$ 0.26	0.26	0.26	0.26	0.26	0.26	0.26
<b>UTGCD Outside</b>							
<b>Minimum Charge</b>							
All	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Volumetric Charge</b>							
All	\$ 0.26	0.26	0.26	0.26	0.26	0.26	0.26

City of Willow Park, Texas  
Water and Wastewater Rate Study  
Wastewater Rates

		<u>Current</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
<b>Residential</b>								
<b>Minimum Charge</b>								
	Base	\$ 20.00	\$ 20.00	\$ 21.00	\$ 21.00	\$ 23.50	\$ 23.50	\$ 26.00
<b>Volumetric Charge</b>	All	\$ 5.15	\$ 5.15	\$ 5.15	\$ 5.15	\$ 6.35	\$ 6.35	\$ 7.55
<b>Residential New Service</b>								
<b>Minimum Charge</b>	Base	\$ 20.00	\$ 20.00	\$ 21.00	\$ 21.00	\$ 23.50	\$ 23.50	\$ 26.00
<b>Volumetric Charge</b>	All	\$ 4.75	\$ 4.75	\$ 5.15	\$ 5.15	\$ 6.35	\$ 6.35	\$ 7.55
<b>Commercial</b>								
<b>Minimum Charge</b>	Base	\$ 20.00	\$ 20.00	\$ 21.00	\$ 21.00	\$ 23.50	\$ 23.50	\$ 26.00
<b>Volumetric Charge</b>	All	\$ 5.15	\$ 5.15	\$ 5.15	\$ 5.15	\$ 6.35	\$ 6.35	\$ 7.55



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> February 8, 2022	<b>Department:</b> Communications	<b>Presented By:</b> Rose Hoffman
--	--------------------------------------	--------------------------------------

**AGENDA ITEM:**

Approval of an updated social media comment policy and general communications department update.

**BACKGROUND:**

Recent changes in the interpretation of protected speech by the 5<sup>th</sup> circuit court required an update to the city’s social media comment policy. Communications and marketing Director Rose Hoffman will also provide an update on some other initiatives in the department.

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**STAFF/BOARD/COMMISSION RECOMMENDATION:**

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**EXHIBITS:**

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

# City of Willow Park

## SOCIAL MEDIA POLICY AND BEST PRACTICE GUIDELINES

Social media accounts used by the city, or employees representing the city, fall under the direction of the Communications and Marketing Director. For the purpose of this policy, social media refers to the forms of communication through which users create online communities to share information, ideas, personal messages, and other content. Social media sites include, but are not limited to, Facebook, Twitter, YouTube, Instagram, and NextDoor.

City social media forums provide an interactive means of sharing information that relates to the City and engaging in ongoing conversation. It is a useful tool, where applicable, for seeking feedback and engagement from our residents and other stakeholders.

Social media can be especially effective in communicating information in crisis situations when timeliness of the information is crucial.

While social media provides an effective forum for building relationships and for conveying small “bytes” of information, these accounts do not serve as the city’s primary means of communication with residents and businesses. The City of Willow Park utilizes well-established means (e.g. website, newsletter, BlackBoard Connect, public meetings) to effectively share information with a variety of audiences.

Social media is a particularly ineffective tool for communicating about complex issues. The City will use more appropriate means to communicate detailed information.

### **Current City Social Media Accounts**

The city currently utilizes Facebook and YouTube for official City accounts. In addition, the Willow Park Police Department and Parks and Recreation Board have Facebook accounts.

### **Official City Account Guidelines**

Any city employees or departments wishing to create a social media account on behalf of the city are required to submit a request in writing to the city Communications and Marketing Specialist. The request must include:

- the social media tool (Facebook, Twitter, etc.);
- the department’s social media administrator and contact information;
- the proposed account handle and password;
- and the purpose of the account.

Approved accounts must be clearly identified as a City of Willow Park account and clearly branded as such, using the city logo and colors where applicable. Accounts will be set up in accordance with the requirements of the particular social media platform. This includes sign-

ons, user handles, etc. that will reflect the account is the City of Willow Park. Sites will not use personal sign-ons or personal sounding user names. When possible, use “City of Willow Park-Department” (fill in the department name) as the user name and account title.

Each site or service should include a standard disclaimer referring to the City’s rights and actions about comments. The Social Media Posting Policy should read:

*This social media account is a limited public forum. Comments posted to this page will be monitored. The City of Willow Park, Texas, reserves the right to remove comments that fall into the following categories:*

- *Obscenity*
- *Defamation*
- *Threats*
- *Spam*
- *Promotion or engagement in illegal activities*
- *Promoting illegal discrimination*
- *Malware*
- *Copyright of Another*

*Any questions related to the comment moderation on this forum may be directed to Communications and Marketing Director Rose Hoffman at [rhoffman@willowpark.org](mailto:rhoffman@willowpark.org).*

Social media is, by definition, an interactive medium, and account administrators are expected to monitor and maintain their accounts as is appropriate. Accounts should be updated on a regular basis.

**Posting and moderating guidelines:**

- Before the first posting on any social media site, it is a good idea to observe the activity on the site for a while before posting. This allows the account administrator to get a feel for the style of the contributions, the nature of the content and any “unwritten” rules other contributors might follow. It also allows you to get to know your potential audience.
- Information should be published in the third person and be presented in a professional manner. Comments made by the city and/or staff should be made under the account handle and not the administrator’s personal handle.



- Comments should be reviewed regularly. Comments that conform to the Social Media Posting Policy will be posted on City social media sites. User comments shall not be deleted or removed based on the views expressed. Comments will not be edited.
- Comments that do not conform to the Social Media Posting Policy should never be deleted from social media sites. Instead, those comments should be hidden, in order to retain the comment in compliance with City record-retention policies. Additionally, moderators should create and retain documentation detailing the reason the comment wasn't posted.
- Any complaints or requests for service should be directed to the appropriate city staff member to be addressed. A standard reply may be used to direct users with concerns related to sensitive or complex issues. This standard reply shall read something like: "The City of Willow Park is very interested in insights and concerns expressed here. However, complex topics are not effectively addressed in forums such as this. Please contact (insert department name and contact email) if you wish to voice your concerns further or obtain additional information."
- Don't pick fights by escalating heated discussions in the comment thread. Responses should be conciliatory and respectful and quote facts. Don't allow yourself to be drawn into an argument. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace.
- Use good judgement. What you post is widely accessible, not retractable, and will be around for a long time, reflecting on both you personally and the City of Willow Park.
- All postings on any city social media account are subject to approval and editing by the Communications and Marketing Director.
- The Communications and Marketing Director will maintain a up to date list of all social media tools, including log-ins and passwords, that shall be accessible by the City Secretary and/or City Manager.
- The Communications and Marketing Specialist and the City Secretary will ensure that all information sent or received through social media sites is maintained in compliance with the Texas Public Information Act as well as with the City's records management policy.

### **Guidelines for personal use of social media**

Confidential, proprietary and non-released City information should not be included in employees' private social media activity. Private and personal information, pictures, and video about or depicting City employees, contractors, customers and constituents gathered through the employee's professional activities must never appear online.

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For employees with personal social media profiles and blogs:

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- Additionally, employees should not associate their private accounts with their city email address. If employees post pictures of themselves containing images of City uniforms or insignia, they should ensure that it is in the best interest of the City. Images of city equipment, city work sites, and the city logo are only allowed in the case of sharing a post from an official city account to an employee's personal account.
- Employees should work with their direct supervisor if they have any questions about what is appropriate to include in their social media profiles.
- Employees are encouraged to be respectful to the organization, fellow employees, residents and other agencies.
- Employees not acting in their official capacity shall not represent or give the impression that they are acting in their official capacity.

# City of Willow Park

## SOCIAL MEDIA POLICY AND BEST PRACTICE GUIDELINES

Social media accounts used by the city, or employees representing the city, fall under the direction of the Communications and Marketing Director. For the purpose of this policy, social media refers to the forms of communication through which users create online communities to share information, ideas, personal messages, and other content. Social media sites include, but are not limited to, Facebook, Twitter, YouTube, Instagram, and NextDoor.

City social media forums provide an interactive means of sharing information that relates to the City and engaging in ongoing conversation. It is a useful tool, where applicable, for seeking feedback and engagement from our residents and other stakeholders.

Social media can be especially effective in communicating information in crisis situations when timeliness of the information is crucial.

While social media provides an effective forum for building relationships and for conveying small “bytes” of information, these accounts do not serve as the city’s primary means of communication with residents and businesses. The City of Willow Park utilizes well-established means (e.g. website, newsletter, BlackBoard Connect, public meetings) to effectively share information with a variety of audiences.

Social media is a particularly ineffective tool for communicating about complex issues. The City will use more appropriate means to communicate detailed information.

### **Current City Social Media Accounts**

The city currently utilizes Facebook and YouTube for official City accounts. In addition, the Willow Park Police Department and Parks and Recreation Board have Facebook accounts.

### **Official City Account Guidelines**

Any city employees or departments wishing to create a social media account on behalf of the city are required to submit a request in writing to the city Communications and Marketing Specialist. The request must include:

- the social media tool (Facebook, Twitter, etc.);
- the department’s social media administrator and contact information;
- the proposed account handle and password;
- and the purpose of the account.

Approved accounts must be clearly identified as a City of Willow Park account and clearly branded as such, using the city logo and colors where applicable. Accounts will be set up in accordance with the requirements of the particular social media platform. This includes sign-

ons, user handles, etc. that will reflect the account is the City of Willow Park. Sites will not use personal sign-ons or personal sounding user names. When possible, use “City of Willow Park-Department” (fill in the department name) as the user name and account title.

Each site or service should include a standard disclaimer referring to the City’s rights and actions about comments. The Social Media Posting Policy should read:

*This social media account is a limited public forum. Comments posted to this page will be monitored. The City of Willow Park, Texas, reserves the right to remove inappropriate comments including those that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, support or oppose political candidates or ballot propositions, promote illegal activity, promote commercial services or products, or are not topically related to the particular posting.*

*The reason for these restrictions is to assure no intimidation of other citizens by others posting the kinds of communications listed above, dilution of the limited topical purpose of this site, and awareness that minors may foreseeably access a government site for information and should not be exposed to inappropriate language or images.*

*There are other social media and websites available for the types of communication listed above, other than the City’s government sites.*

Social media is, by definition, an interactive medium, and account administrators are expected to monitor and maintain their accounts as is appropriate. Accounts should be updated on a regular basis.

#### **Posting and moderating guidelines:**

- Before the first posting on any social media site, it is a good idea to observe the activity on the site for a while before posting. This allows the account administrator to get a feel for the style of the contributions, the nature of the content and any “unwritten” rules other contributors might follow. It also allows you to get to know your potential audience.
- Information should be published in the third person and be presented in a professional manner. Comments made by the city and/or staff should be made under the account handle and not the administrator’s personal handle.
- Comments should be reviewed regularly. Comments that conform to the Social Media Posting Policy will be posted on City social media sites. User comments shall not be deleted or removed based on the views expressed. Comments will not be edited.
- Comments that do not conform to the Social Media Posting Policy should never be deleted from social media sites. Instead, those comments should be hidden, in order to retain the comment in compliance with City record-retention policies. Additionally,

moderators should create and retain documentation detailing the reason the comment wasn't posted.

- Any complaints or requests for service should be directed to the appropriate city staff member to be addressed. A standard reply may be used to direct users with concerns related to sensitive or complex issues. This standard reply shall read something like: "The City of Willow Park is very interested in insights and concerns expressed here. However, complex topics are not effectively addressed in forums such as this. Please contact (insert department name and contact email) if you wish to voice your concerns further or obtain additional information."
- Don't pick fights by escalating heated discussions in the comment thread. Responses should be conciliatory and respectful and quote facts. Don't allow yourself to be drawn into an argument. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace.
- Use good judgement. What you post is widely accessible, not retractable, and will be around for a long time, reflecting on both you personally and the City of Willow Park.
- All postings on any city social media account are subject to approval and editing by the Communications and Marketing Director.
- The Communications and Marketing Director will maintain a up to date list of all social media tools, including log-ins and passwords, that shall be accessible by the City Secretary and/or City Manager.
- The Communications and Marketing Specialist and the City Secretary will ensure that all information sent or received through social media sites is maintained in compliance with the Texas Public Information Act as well as with the City's records management policy.

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