



**City of Willow Park**  
**Regular Meeting Amended Agenda**  
**City Hall**  
**516 Ranch House Rd, Willow Park, TX 76087**  
**Tuesday, December 12, 2017 at 7:00 p.m.**

**Section I – Presentations**

- 1. Call to Order**
- 2. Determination Of Quorum**
- 3. Invocation & Pledge of Allegiance**
- 4. Citizen Presentations & Comments**

**Section II – Minutes**

- 5. Approve and Act on Minutes**
  - A. Approve City Council Special Meeting Minutes – November 14, 2017

**Section III – General Items**

- 6. Discussion/ Action: To consider and take action on Proclamation – Bernie Parker**
- 7. Discussion/ Action: To consider and take action on acceptance of Meadow Place Subdivision**
- 8. Discussion/ Action: To consider and take action on a Final Plat for Emsley Road Addition being a 13.918 acre tract of land George Cannon Survey, Abstract No. 1943, located on Emsley Road south of White Settlement Road.**
- 9. Discussion/ Action: To consider and take action on a Final Plat for Wisteria Heights Addition being 3.84 acres of land W.P. McCarver Survey, Abstract No. 909, Parker County, Texas located on Crown Road between Indian Camp Road and Live Oak Road.**
- 10. Discussion: September Financial Report**
- 11. Discussion/ Action: To consider and take action on the selection of the 2017-2018 audit firm**
- 12. Discussion/ Action: To consider and take action on Parker County Appraisal District Board of Directors Election**

**Section IV- Informational**

**13.** Mayor & Council Member Announcements

**14.** City Administrator's Report

**Section V – Adjournment**

**15.** Adjournment

I certify that the above notice of this meeting posted on the bulletin board at the municipal complex of the City of Willow Park, Texas on or before December 08, 2017 at 3:30 p.m.

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Candice J Scott

Interim City Secretary, City of Willow Park

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



**City of Willow Park**  
**Regular Meeting**  
**516 Ranch House Rd., Willow Park, TX 76087**  
**Tuesday, November 14, 2017 at 7:00 p.m.**  
**Minutes**

**Section I – Presentations**

**1. Call to Order**

Mayor Pro tem Gholson called the meeting to order at 7:00 p.m.

**2. Determination Of Quorum**

Mayor Pro tem John Gholson  
Councilmember Norman Hogue  
Councilmember Amy Fennell  
Councilmember Greg Runnebaum  
Councilmember Bruce Williams

ABSENT: Mayor Doyle Moss

Staff Present:

City Administrator Bryan Grimes  
Interim City Administrator Bernie Park  
Interim City Secretary Candice Scott  
City Engineer Derek Turner

**3. Invocation & Pledge of Allegiance**

Councilmember Hogue started off the meeting with the invocation and by leading the room in the Pledge of Allegiance.

**4. Citizen Presentations & Public Comment**

None

## **Section II – Minutes**

### **5. Motion made by Councilmember Fennell**

To approve the minutes from the October 23, 2017 Special Meeting

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Williams

Motion passed with a vote of 5-0

## **Section III – General Items**

### **6. Public Hearing for a zoning change request to rezone to PD “Planned Development District” a 24.19 acre tract of land in the John Cole Survey, Abstract No. 218, Parker County, Texas located on the southeast and southwest corner of Willow Crossing Drive and Willow Bend Drive.**

Opened at 7:05 p.m.

Citizens participating included:

Tyler Van Sant

Gene Martin

### **7. Public Hearing was closed at 7:51 p.m.**

### **8. Motion was made by Councilmember Greg Runnebaum**

To approve Ordinance 761-17, a zoning change request to rezone to PD “Planned Development District” a 24.19 acre tract of land in the John Cole Survey, Abstract No. 218, Parker County, Texas located on the southeast and southwest corner of Willow Crossing Drive and Willow Bend Drive.

Seconded by Councilmember Hogue

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Williams

Motion passed with a vote of 5-0

### **9. Motion made by Councilmember Runnebaum**

To approve preliminary Plat for Wisteria Heights Addition being 3.84 acres of land W.P. McCarver Survey, Abstract No. 909, Parker County, Texas located on Crown Road between Indian Camp Road and Live Oak Road.

Seconded by Councilmember Hogue

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Williams

Motion passed with a vote of 5-0

**10. Motion made by Councilmember Fennell**

To approve a Final Plat of a Replat of Lot 4, 11, 12, Block B, Crown Pointe Addition, located in the 200 Block of Shops Blvd.

Seconded by Councilmember Gholson

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Williams

Motion passed with a vote of 5-0

**11. Motion made by Councilmember Hogue**

To approve a Final Plat of a Replat of Lot 4, Block A, Crown Pointe Addition Phase 2, located in the 200 Block of Crown Pointe Blvd.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Williams

Motion passed with a vote of 5-0

**12. Motion made by Councilmember Hogue**

To approve a Preliminary Plat for a 13.918 acre tract of land George Cannon Survey, Abstract No. 1943, located on Emsley Road south of White Settlement Road.

Seconded by Councilmember Fennell

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Williams

Motion passed with a vote of 5-0

**13. Motion made by Councilmember Gholson**

To approve a Final Plat of a Replat of Block 26 and 27, El Chico Addition, located at 101 Stage Coach Trail

Seconded by Runnebaum

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Williams

Motion passed with a vote of 5-0

**14. Motion made by Councilmember Runnebaum**

To approve Ordinance 762-17, Sewer Rate changes

Seconded by Councilmember Williams

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Williams

Motion passed with a vote of 5-0

**15. Motion made by Councilmember Hogue**

To approve an electric Line easement and right-of-way agreement with Tri-County Electric Cooperative.

Seconded by Runnebaum

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Williams

Motion passed with a vote of 5-0

**Section IV – Executive Session**

Executive Session began at 8:20 p.m.

Executive Session was closed at 8:53 p.m.

**16. Motion made by Councilmember Hogue**

To approve Resolution 2017-13, authorizing city administrator to enter into a wholesale water agreement with the City of Fort Worth

Seconded by Councilmember Fennell

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Williams

Motion passed with a vote of 5-0

**Section V- Informational**

17. Mayor & Councilmember announcements: none

18. City Administrators report: None

**Section VI – Adjournment**

19. Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember Fennell

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Williams

Motion passed with a vote of 5-0

APPROVED

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John Gholson, Mayor ProTem  
City of Willow Park, Texas

ATTEST:

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Candice J Scott, Interim City Secretary  
City of Willow Park, Texas



## ***PROCLAMATION***

### ***BERNIE PARKER, OUTSTANDING EMPLOYEE***

**We are here today to express our appreciation to Bernie Parker and to honor him for his distinguished service to the City of Willow Park as Interim City Administrator**

**WHEREAS**, Bernie Parker has been employed by the City of Willow Park since January 5, 2017, as the Economic Development Director and on August 14, 2017, was appointed as Interim City Administrator; and,

**WHEREAS**, Bernie's professionalism and willingness to help city employees, citizens and outside agencies has promoted the City to a much higher level; and

**WHEREAS**, Bernie has smoothly and skillfully led the City of Willow Park through challenges, changes and developments as Interim City Administrator; and

**WHEREAS**, Bernie, through his performance during this year, has indeed been exemplary and should not pass without notice,

**NOW, THEREFORE**, I, Doyle Moss, Mayor of the City of Willow Park, do hereby recognize Bernie Parker's accomplishments, dedicated efforts and commitment to the City of Willow Park.

Proclaimed this the 12<sup>th</sup> day of December, 2017.

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Doyle Moss, Mayor





## AGENDA ITEM BRIEFING SHEET

<b>ting Date:</b> December 7 <sup>th</sup> , 2017	<b>Department:</b> Development Services	<b>Presented By:</b> Betty Chew
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### AGENDA ITEM:

Consider acceptance of Meadow Place Subdivision.

### BACKGROUND:

Parker County Holdings LLC represented by Jerry Stockon, have competed the improvements to Meadow Place Addition. The water, sanitary sewer, streets, and storm drainage improvements have been completed in accordance with the approved plans and inspected by the City.

The developer has agreed to install stone columns (7-Meadow Place Drive 4-Sam Bass Road) along the screening fence in lieu of a concrete curb. (See attached drawing.)

The developer will execute a deed conveying the 4.84 acres (Dedication Tract) to the City of Willow Park as stated in the Developers agreement as part of the City Council acceptance of the subdivision improvements.

### STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends acceptance of the improvements for Meadow Place Addition. The City is in receipt of the Maintenance Bond for the improvements which will be in effect for two years from acceptance and the "As Built Plans".

### EXHIBITS:

Column drawing and plat.

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

7- on Front  
4- on Back

24" x 24"  
0' 3" tall

















Stone to match  
Entrance

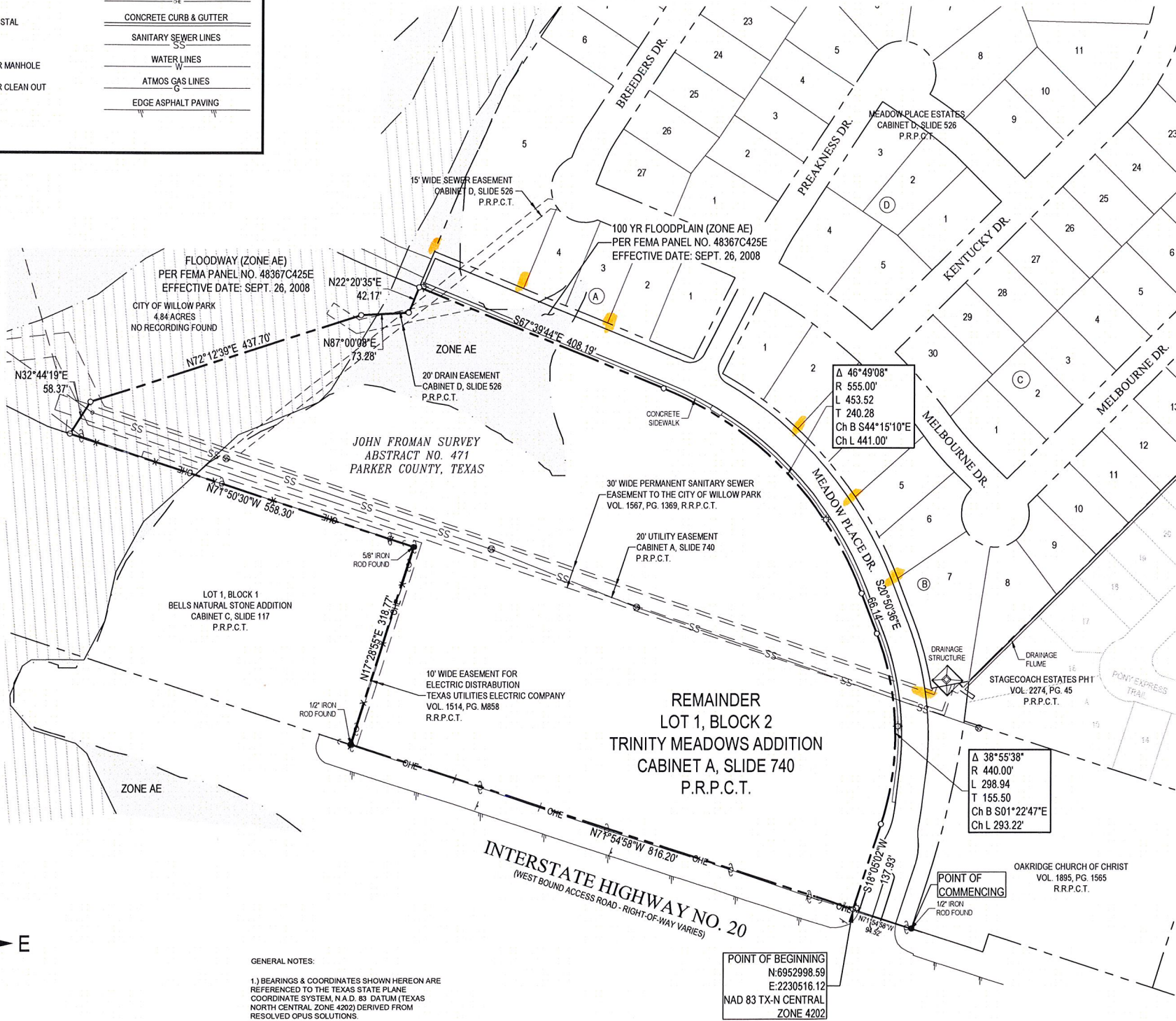
6-BARS 1/2"

12" CONCRETE



USER: GARY GREEN  
PLOT: 001 / 1/18/2017 7:27 AM  
FILE: NAME: N BARRON STARK SWIFT ENGINEERING FIRM F-10998 ME REMAINDER SURVEY.DWG

SYMBOL & LINE LEGEND	
	LIGHT POLE
	UTILITY POLE
	WATER METER
	TELEPHONE PEDESTAL
	ONCOR VAULT
	SANITARY SEWER MANHOLE
	SANITARY SEWER CLEAN OUT
	WATER VALVE
	SIGNS
SUBJECT PROPERTY BOUNDARY	
	FENCE
	OVERHEAD ELECTRIC LINES
	CONCRETE CURB & GUTTER
	SANITARY SEWER LINES
	WATER LINES
	ATMOS GAS LINES
	EDGE ASPHALT PAVING



GENERAL NOTES:  
1) BEARINGS & COORDINATES SHOWN HEREON ARE REFERENCED TO THE TEXAS STATE PLANE COORDINATE SYSTEM, N.A.D. 83 DATUM (TEXAS NORTH CENTRAL ZONE 4202) DERIVED FROM RESOLVED OPUS SOLUTIONS.

NOTE  
○ OPEN CIRCLE INDICATES 1/2" CAPPED IRON ROD SET STAMPED "C.F. STARK 5084"  
● SOLID CIRCLE INDICATES MONUMENT FOUND (AS LABELED)



To: Parker Holdings, LLC; Greg Brown; First American Title Guaranty Company; and Reunion Title.

I, Charles F. Stark, R.P.L.S. do hereby certify that this instrument is a true and correct survey made on the ground under my direction on January 13, 2017.

#### LEGAL DESCRIPTION

BEING a 14.15 acre tract of land situated in the JOHN FROMAN SURVEY, Abstract No. 471, City of Willow Park, Parker County, Texas and being a portion of the Parker County Holdings, LLC tract evidenced by deed recorded in Clerk's Document No. 2016-5144, Real Property Records, Parker County, Texas. Said 14.15 acre tract also being a portion of Lot 1, Block 2, TRINITY MEADOWS ADDITION, an Addition to the City of Willow Park as recorded in Cannel A, Slide 740, Plat Records, Parker County, Texas.

COMMENCING at a 1/2" iron rod found in the north line of Interstate Highway No. 20 (a variable width Right-of-Way), in the east line of Meadow Place Drive (a variable width Right-of-Way) at the southwest corner of that certain tract of land described in deed to Oakridge Church of Christ, recorded in Volume 1885, Page 1565, Real Records, Parker County, Texas and being the most southerly southeast corner of MEADOW PLACE ADDITION, an Addition to the City of Willow Park, according to the Plat recorded in Plat Cabinet D, Slide 526, Plat Records, Parker County, Texas;

THENCE  $71^{\circ}54'58''$  W. along the north line of said Interstate Highway No. 20, a distance of 94.52 feet to a 1/2" capped iron rod set stamped "C.F. Stark 5084" at the POINT OF BEGINNING of the herein described tract;

THENCE  $N 71^{\circ}54'58''$  W. continuing along the north line of said Interstate Highway No. 20, a distance of 816.20 feet to a 1/2" iron rod found at a southerly southwest corner of said Lot 1, Block 2, TRINITY MEADOWS ADDITION, at the southeast corner of Lot 1, Block 1, BELLS NATURAL STONE ADDITION, an Addition to the City of Willow Park, according to the Plat recorded in Plat Cabinet C, Slide 117, Plat Records, Parker County, Texas;

THENCE  $N 17^{\circ}28'55''$  E. leaving the north line of said Interstate Highway No. 20 and along the common line of said Lot 1, Block 2, TRINITY MEADOWS ADDITION and said Lot 1, Block 1, BELLS NATURAL STONE ADDITION, a distance of 318.77 feet to a 5/8" iron rod found at the northeast corner of said Lot 1, Block 1, BELLS NATURAL STONE ADDITION, an ell corner of said Lot 1, Block 2, TRINITY MEADOWS ADDITION;

THENCE  $N 71^{\circ}50'30''$  W. continuing along the common line of said Lot 1, Block 2, TRINITY MEADOWS ADDITION and said Lot 1, Block 1, BELLS NATURAL STONE ADDITION a distance of 558.30 feet to a 1/2" capped iron rod set stamped "C.F. Stark 5084" at the most west corner of the herein described tract;

THENCE along the northwesterly line of the herein described tract, as follows:

$N 32^{\circ}44'19''$  E. a distance of 58.37 feet to a 1/2" capped iron rod set stamped "C.F. Stark 5084";  
 $N 72^{\circ}12'39''$  E. a distance of 437.70 feet to a 1/2" capped iron rod set stamped "C.F. Stark 5084";  
 $N 87^{\circ}00'08''$  E. a distance of 73.28 feet to a 1/2" capped iron rod set stamped "C.F. Stark 5084";  
 $N 22^{\circ}20'35''$  E. a distance of 42.17 feet to a 1/2" capped iron rod set stamped "C.F. Stark 5084" in the south line of said Meadow Place Drive;

THENCE along the south and west line of said Meadow Place Drive, as follows:

$S 87^{\circ}39'44''$  E. a distance of 408.19 feet to a 1/2" capped iron rod set stamped "C.F. Stark 5084" at the beginning of a curve to the right, whose radius is 555.00 feet and whose long chord bears  $S 44^{\circ}15'10''$  E. a chord distance of 441.00 feet;  
Along said curve in a southeasterly direction, through a central angle of  $48^{\circ}49'08''$ , an arc distance of 453.52 feet to a 1/2" capped iron rod set stamped "C.F. Stark 5084" at the end of said curve;  
 $S 20^{\circ}50'36''$  E. a distance of 66.14 feet to a 1/2" capped iron rod set stamped "C.F. Stark 5084" at the beginning of a curve to the right, whose radius is 440.00 feet and whose long chord bears  $S 01^{\circ}22'47''$  E. a chord distance of 293.22 feet;  
Along said curve in a southeasterly direction, through a central angle of  $38^{\circ}55'38''$ , an arc distance of 298.94 feet to a 1/2" capped iron rod set stamped "C.F. Stark 5084" at the end of said curve;  
 $S 18^{\circ}05'02''$  W. a distance of 137.93 feet to the POINT OF BEGINNING and containing 14.15 acres (816.354 square feet of land, more or less.

#### SCHEDULE B - TITLE EXCEPTION NOTES

This Survey is Based on a Title Report prepared by First American Title Guaranty Company, Commitment GF Number 2025-211289-RU, Effective Date December 22, 2016.

Items not listed are Standard Title Exceptions and / or not matters or issues that pertain to this Survey.

10 b.) Easement granted by Courts K. Cleveland to Texas Electric Service Company, filed 08/02/1963, recorded in Volume 353, Page 469, Real Property Records, Parker County, Texas.  
(DOES NOT AFFECT THE SUBJECT PROPERTY)

10 c.) Easement granted by Thida M. Caylor to Texas Electric Service Company, filed 08/31/1976, recorded in Volume 548, Page 113, Real Property Records, Parker County, Texas.  
(DOES NOT AFFECT THE SUBJECT PROPERTY)

10 d.) Easement granted by G.A. Day to Variety Cable T.V., filed 07/13/1984, recorded in Volume 1249, Page 962, Real Property Records, Parker County, Texas.  
(DOES NOT AFFECT THE SUBJECT PROPERTY)

10 e.) Easement granted by G.A. Day to Spring Valley Water Company, filed 07/13/1984, recorded in Volume 1249, Page 967, Real Property Records, Parker County, Texas.  
(DOES NOT AFFECT THE SUBJECT PROPERTY)

10 f.) Easement granted by Willowgen, Inc. to G.A. Day db/a Variety Cable T.V., filed 11/04/1983, recorded in Volume 1213, Page 1281, Real Property Records, Parker County, Texas.  
(DOES NOT AFFECT THE SUBJECT PROPERTY)

10 g.) Easement granted by Willowgen, Inc. to Variety Cable T.V., filed 07/13/1984, recorded in Volume 1249, Page 930, Real Property Records, Parker County, Texas.  
(DOES NOT AFFECT THE SUBJECT PROPERTY)

10 h.) Easement granted by Jimmy Bradley to Brazos River Gas Company, filed 04/10/1991, recorded in Volume 1496, Page 993, Real Property Records, Parker County, Texas.  
(AFFECTS SUBJECT PROPERTY BUT CANNOT BE PLOTTED FROM THE DESCRIPTION THEREIN)

10 i.) Easement granted by Trinity Meadows Raceway, Inc. to Texas Utilities Electric Company, filed 11/02/1991, recorded in Volume 1514, Page 858, Real Property Records, Parker County, Texas.  
(AFFECTS PROPERTY AS SHOWN ON SURVEY)

10 j.) Easement granted by SWW Water Company, Inc. db/a Spring Valley Utility Company to John W. Wiley db/a Fort Worth Land and Cattle Company, filed 08/24/1992, recorded in Volume 1537, Page 330, Real Property Records, Parker County, Texas.  
(DOES NOT AFFECT THE SUBJECT PROPERTY)

10 k.) Easement granted by Trinity Meadows Raceway, Inc. to City of Willow Park, filed 07/09/1993, recorded in Volume 1567, Page 1369, Real Property Records, Parker County, Texas.  
(AFFECTS PROPERTY AS SHOWN ON SURVEY)

10 l.) Easement granted by Parker County's Squaw Creek Downs, L.P. to City of Willow Park, filed 05/09/2007, recorded in Volume 2536, Page 1608, Real Property Records, Parker County, Texas.  
(VACATED BY PLAT RECORDED CABINET D, SLIDE 526)

REVISIONS	
NO.	DESCRIPTION

6221 Southwest Boulevard, Suite 100  
Fort Worth, Texas 76132  
(O) 817.231.8100 (F) 817.231.8144  
Texas Registered Engineering Firm F-10998  
Texas Registered Survey Firm F-10194660  
www.barronstark.com

**Barron-Stark-Swift**  
Consulting Engineers  
Together.

Survey Plat  
Being a Portion of Lot 1, Block 2  
TRINITY MEADOWS ADDITION  
An Addition to the City of Willow Park, Parker County, Texas According to the Plat Recorded in  
Plat Cabinet A, Slide 740 Plat Records, Parker County, Texas  
Said portion being situated in the JOHN FROMAN SURVEY, Abstract No. 471  
City of Willow Park, Parker County, Texas

CLIENT No. 291  
PROJECT No. 9395  
DESIGN: ---  
DRAWN: GC  
CHECKED: CFS  
DATE: JAN 18, 2017

SHEET  
1 of 1

**Barron-Stark-Swift**  
Consulting Engineers  
Together.

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Fort Worth, Texas 76132  
(O) 817.231.8100 (F) 817.231.8144  
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## P&Z AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> November 28 <sup>th</sup> , 2017 December 12, 2017	<b>Department:</b> Development Services	<b>Presented By:</b> Betty Chew
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### AGENDA ITEM: 2

Consider a Final Plat for Emsley Road Addition being a 13.918 acre tract of land George Cannon Survey, Abstract No. 1943, located on Emsley Road south of White Settlement Road.

### BACKGROUND:

The owner proposes to plat 13.918 acres of this 246.143 acre tract of land into 3 single family lots. The lots are adjacent to a private lake on the east side of the property. The property is zoned R-1 "Single Family Residential District". The property is undeveloped at this time. The property has frontage on Emsley Road a 50 foot right of way. The lots will be served by City water, a 2 inch main in Emsley Road. The developer will be required to extend the 2" water main to the south property line of Lot 1. The City will install the water taps to serve the lots. The developer's engineer has submitted a profile for the (550LF) water main extension. Private on-site sewage systems will serve each lot.

The Preliminary Plat was approved as presented.

### STAFF/BOARD/COMMISSION RECOMMENDATION:

The Final Plat for Emsley Road Addition meets the requirement of the Subdivision Ordinance and Staff recommends approval.

The Planning and Zoning Commission recommends approval of the Final Plat of Emsley Road Addition.

The Commission vote was unanimous.

### EXHIBITS:

Final Plat, Plat Application

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



# City of Willow Park Development Services

516 Ranch House Road

Willow Park, Texas 76087

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

## PLAT APPLICATION

MUST BE AN ORIGINAL DOCUMENT – FAXED COPIES WILL NOT BE ACCEPTED

ALL SIGNATURES MUST BE ORIGINAL

Type of Plat: ☒ Preliminary ☒ Final ☐ Replat ☐ Amended

### PROPERTY DESCRIPTION:

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

Address (If assigned): \_\_\_\_\_

Name of Additions: Emsley Road Addition

Location of Addition: Emsley Road approximately 350' south of White Settlement Rd

Number of Lots: 3 Gross Acreage: 13.918 Zoning: R-1 # of New Street Intersections: 0

### PROPERTY OWNER:

Name: James Childers

Contact: JAMES CHILDERS

Address: 6230 East I-20

Phone: (817) 715-3306

City: Aledo

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

State: TX Zip: 76008

Email: Tex377@gmail.com

Signature: [Signature]

### APPLICANT:

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

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

### SURVEYOR:

Name: Philip Colvin

Contact: \_\_\_\_\_

Address: 213 S Oak Ave

Phone: (940) 325-4841

City: Mineral Wells

Fax: (940) 325-8090

State: TX Zip: 76067

Email: philip@priceurveying.com

Signature: [Signature]

**ENGINEER:**Name: WASTE LINE ENG.Contact: GLENN BREISCH

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: gbreisch@wasteline-eng.com

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

PRINCIPAL CONTACT: \_\_\_\_\_ Owner \_\_\_\_\_ Applicant X 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

**UTILITY PROVIDERS**Electric Provider: Tri-County Electric CoopWater Provider: City of Willow ParkWastewater Provider: On-site Sewer Facilities

Gas Provider (if applicable): \_\_\_\_\_

**APPLICATION FEES**

\_\_\_\_\_ \$300.00 PLUS \$10 PER LOT FOR LOTS UP TO 1/2 ACRE IN SIZE OR

440.00 \$300.00 PLUS \$10 PER ACRE OR FRACTION THEREOF FOR LOTS LARGER THAN 1/2 ACRE17 ac X \$10.00 per ac.

Additional fees (if applicable):

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

**City Use Only**Fees Collected: \$ ✓ ✓

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Receipt Number: \_\_\_\_\_

**PLAT REVIEW CHECKLIST:**

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

**I. GENERAL:**

Name of Addition: Emsley Road Addition  
 Applicant: James Childers  
 Property Owner(s): James Childers  
 Location of Addition: Emsley Rd 350' South of White Settlement Rd

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

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

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

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

**IV. REQUIRED DOCUMENTS FOR A REPLAT**

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

**V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT**

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



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

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	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)	_____	✓
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	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.**









## P&Z AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> November 28th, 2017 December 12, 2017	<b>Department:</b> Development Services	<b>Presented By:</b> Betty Chew
--	--	------------------------------------

### AGENDA ITEM: 1

Consider a Final Plat for Wisteria Heights Addition being 3.84 acres of land W.P. McCarver Survey, Abstract No. 909, Parker County, Texas located on Crown Road between Indian Camp Road and Live Oak Road.

### BACKGROUND:

The owner, GBBN Properties LLC, proposes to subdivide the 3.84 acre tract into three +1 acre lots. There is 0.266 acres of Crown Road right of way. The property is zoned R-1 "Single Family Residential District". The property is undeveloped. The property has frontage on Crown Road a collector street as identified in the Willow Park Comprehensive Plan. The lots will be served by City water, a 12 inch water main in Crown Road and private septic systems.

The Preliminary Plat was approved as presented.

### STAFF/BOARD/COMMISSION RECOMMENDATION:

The Final Plat for Wisteria Heights Addition meets the requirements of the Subdivision Ordinance and Staff recommends approval.

The Planning and Zoning Commission recommends approval of the Final Plat of Wisteria Heights Addition.

The Commission vote was unanimous.

### EXHIBITS:

Final Plat, Plat Application

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



# City of Willow Park Development Services

516 Ranch House Road  
Willow Park, Texas 76087

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

## PLAT APPLICATION

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

Type of Plat: ☐ Preliminary ☒ Final ☐ Replat ☐ Amended

### PROPERTY DESCRIPTION:

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

Address (if assigned): EAST SIDE OF CROWN RD D/E INDIAN CAMP RD & LIVE OAK RD

Name of Additions: WISTERIA HEIGHTS

Location of Addition: SEE ABOVE

Number of Lots: 3 Gross Acreage: 3.84 Zoning: R-1 # of New Street Intersections: N/A

### PROPERTY OWNER:

Name: GGBN PROPERTIES, LLC

Contact: GUY WIGGS

Address: 317 ARAPAHOE RD

Phone: 817-614-3101

City: WEATHERFORD

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

State: TX Zip: 76087

Email: wiggsguy@yahoo.com

Signature: [Signature]

### APPLICANT:

Name: SAME AS PROPERTY OWNER Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

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

### SURVEYOR:

Name: TEXAS Surveying, Inc.

Contact: Josh

Address: 110 Palo Pinto

Phone: 817 594 0400 x107

City: Weatherford

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

State: TX Zip: 76086

Email: josh@txsurveying.com

Signature: [Signature]

ENGINEER:

Name: JORDAN ENGINEERING, LLC

Contact: JORDAN BISHOP

Address: 211 HUDSON OAKS DR

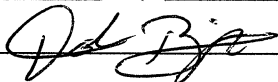
Phone: 817-319-9931

City: HUDSON OAKS

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

State: TX Zip: 76087

Email: jbishop@jordanengineer.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

UTILITY PROVIDERS

Electric Provider: ONCOR

Water Provider: CITY OF WILLOW PARK

Wastewater Provider: N/A

Gas Provider (if applicable): N/A

APPLICATION FEES

\$ 375 (300 + 25 per LOT)

\_\_\_\_\_ \$300.00 PLUS \$10 PER LOT FOR LOTS UP TO 1/2 ACRE IN SIZE OR

\_\_\_\_\_ \$300.00 PLUS \$10 PER ACRE OR FRACTION THEREOF FOR LOTS LARGER THAN 1/2 ACRE

Additional fees (if applicable):

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

City Use Only

Fees Collected: \$ 

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Receipt Number: \_\_\_\_\_

**PLAT REVIEW CHECKLIST:**

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

**I. GENERAL:**

Name of Addition: WISTERIA HEIGHTS  
Applicant: ~~GDDN~~ PETER Guy WIGGS  
Property Owner(s): GDDN PROPERTIES, LLC  
Location of Addition: EAST SIDE OF CROWN RD B/E INDIAN CAMP ? LIVE OAK RD.

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

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

**APPLICANT**

**STAFF**

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

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

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

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	PC
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)	✓	PC
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	PC

**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.**

STATEMENT ACKNOWLEDGING EASEMENTS:

WE DO HEREBY WAIVER ALL CLAIMS FOR DAMAGES AGAINST THE CITY OCCASIONED BY THE ESTABLISHMENT OF GRADES OR THE ALTERATIONS OF THE SURFACE OF ANY PORTION OF THE EXISTING STREETS AND ALLEYS OR NATURAL CONTOURS, TO CONFORM TO THE GRADES ESTABLISHED IN THE SUBDIVISION.

UTILITY EASEMENTS MAY ALSO BE USED FOR THE MUTUAL USE AND ACCOMMODATION OF ALL PUBLIC UTILITIES, SAID USE BY PUBLIC UTILITIES BEING SUBORDINATE TO THE PUBLICS AND THE CITY'S USE THEREOF. THE CITY AND PUBLIC UTILITY ENTITIES SHALL HAVE THE RIGHT TO REMOVE AND KEEP REMOVED ALL OR PARTS OF ANY BUILDING, FENCES, TREES, SHRUBS, OR OTHER IMPROVEMENTS OR GROWTHS WHICH MAY IN ANY WAY ENDANGER OR INTERFERE WITH THE CONSTRUCTION, MAINTENANCE, OR EFFICIENCY OF THEIR RESPECTIVE SYSTEMS IN SAID EASEMENT. THE CITY AND PUBLIC UTILITY ENTITIES SHALL AT ALL TIMES HAVE THE FULL RIGHT OF INGRESS AND EGRESS TO OR FROM THEIR RESPECTIVE EASEMENTS, WITHOUT THE NECESSITY AT ANY TIME PROCURING PERMISSION FROM ANYONE.

NO ABSTRACT OF TITLE OR TITLE COMMITMENT WAS PROVIDED TO THIS SURVEYOR, RECORD RESEARCH DONE BY THIS SURVEYOR WAS MADE ONLY FOR THE PURPOSE OF DETERMINING THE BOUNDARY OF THIS PROPERTY AND OF THE ADJOINING PARCELS. RECORD DOCUMENTS OTHER THAN THOSE SHOWN ON THIS SURVEY MAY EXIST AND ENCUMBER THIS PROPERTY.

FLOOD HAZARD NOTE:

ON THE DATE OF THIS SURVEY THIS TRACT DOES NOT APPEAR TO BE IN A FLOOD HAZARD ZONE ACCORDING TO THE FIRM COMMUNITY PANEL 48357C02E DATED SEPTEMBER 26, 2006. FOR UP TO DATE FLOOD HAZARD INFORMATION PLEASE VISIT THE OFFICIAL F.E.M.A. WEBSITE AT WWW.FEMA.GOV.

PROPERTY CORNER NOTE:

ALL SUBDIVISION BOUNDARY CORNERS ARE AS SHOWN ON PLAT.

COMMON ACCESS AND PARKING NOTE:

A BLANKET ACCESS, MAINTENANCE, AND PARKING EASEMENT IS GRANTED ACROSS ALL PARKING, DRIVEWAY, AND/OR ENTRANCES. THIS EASEMENT IS FOR ACCESS, MAINTENANCE, AND/OR PARKING ACROSS ALL LOTS OF THIS SUBDIVISION, HOWEVER IT IS NOT INTENDED TO SERVE AS A CURRENT OR FUTURE PUBLIC RIGHT OF WAY.

CURRENT ZONING:

THIS PROPERTY IS CURRENTLY ZONED "R-1" [SINGLE FAMILY RESIDENTIAL].

BUILDING SETBACK:

ALL LOTS SHALL CONFORM TO CURRENT ZONING BUILDING SET BACKS AS SPECIFIED BY THE CITY OF WILLOW PARK'S MUNICIPAL CODE OF ORDINANCES.

UTILITY EASEMENTS:

THERE SHALL BE A 10' UTILITY EASEMENT AROUND THE PERIMETER OF ALL LOTS WITHIN THIS ADDITION.

LIEN HOLDER NOTE:

THERE IS CURRENTLY NO LIEN HOLDER ON THIS PROPERTY.

SUBSURFACE UTILITIES:

UNDERGROUND UTILITIES WERE NOT LOCATED DURING THIS SURVEY. CALL 811 AND/OR UTILITY PROVIDERS BEFORE EXCAVATION OR CONSTRUCTION.

FUTURE DEVELOPMENT, CONSTRUCTION, AND LANDSCAPING:

ALL FUTURE CONSTRUCTION AND/OR DEVELOPMENT WITHIN THIS SUBDIVISION SHALL CONFORM TO CURRENT ZONING DISTRICT REGULATIONS OF THE CITY OF WILLOW PARK. DROUGHT TOLERANT AND NATIVE SPECIES OF PLANTS ONLY TO BE USED IN LANDSCAPING AND GREEN SPACE. PLEASE CONSULT ALL APPLICABLE GOVERNING ENTITIES REGARDING RULES & REGULATIONS, THAT MAY AFFECT CONSTRUCTION ON THIS PROPERTY.

SURVEYORS CERTIFICATE

THAT I, KYLE RUCKER, DO HEREBY CERTIFY THAT I PREPARED THIS PLAT FROM AN ACTUAL AND ACCURATE SURVEY OF THE LAND AND THAT THE CORNER MONUMENTS SHOWN THEREON AS "SET" WERE PROPERLY PLACED UNDER MY PERSONAL SUPERVISION IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE OF THE CITY OF WILLOW PARK.

FOR REVIEW ONLY

KYLE RUCKER, REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6444.  
817-594-0400 • JN170430P

STATE OF TEXAS

COUNTY OF PARKER

WHEREAS, GBBN PROPERTIES, LLC - SERIES C, A TEXAS SERIES LIMITED LIABILITY COMPANY, BEING THE SOLE OWNER OF A 3.84 ACRES TRACT OF LAND OUT OF THE W.P. MCCARVER SURVEY, ABSTRACT NO. 909, PARKER COUNTY, TEXAS; BEING A PORTION OF THAT CERTAIN TRACT OF LAND AS DESCRIBED IN DOC#201710326, OFFICIAL RECORDS, PARKER COUNTY, TEXAS; BEING FURTHER DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A POINT IN THE APPROXIMATE CENTERLINE OF CROWN ROAD, FOR THE SOUTHWEST AND BEGINNING CORNER OF THIS TRACT.

THENCE ALONG THE APPROXIMATE CENTERLINE OF SAID CROWN ROAD THE FOLLOWING COURSES AND DISTANCES:

N 11°22'58" E 350.00 FEET TO A POINT, AT THE BEGINNING OF A CURVE TO THE RIGHT, FOR A CORNER OF THIS TRACT.

THENCE ALONG SAID CURVE TO THE RIGHT HAVING A RADIUS OF 794.73 FEET, A CHORD THAT BEARS N 12°42'34" E 36.80 FEET, AN ARC DISTANCE OF 36.80 FEET TO A POINT, AT THE NORTHWEST CORNER OF SAID V. 1733, P. 1622, FOR THE NORTHWEST CORNER OF THIS TRACT.

THENCE S 86°24'04" E AT 30.52 FEET PASSING A FOUND 1/2" IRON ROD AT THE SOUTHWEST CORNER OF THAT CERTAIN LOT 4, BLOCK 1 OF NEAL ADDITION AS RECORDED IN PC. B. SL. 244, P.R.P.C.T. AND IN ALL 437.54 FEET TO A FOUND 1/2" IRON ROD, AT THE NORTHEAST CORNER OF SAID V. 1733, P. 1622, FOR THE NORTHEAST CORNER OF THIS TRACT.

THENCE S 02°53'11" W 382.72 FEET TO A SET 1/2" IRON ROD (CAPPED - TEXAS SURVEYING, INC.) IN THE NORTH LINE OF LOT 5, BLOCK A, BUENA VISTA, AN ADDITION TO PARKER COUNTY AS RECORDED IN VOLUME 360, PAGE 61, P.R.P.C.T. FOR THE SOUTHEAST CORNER OF THIS TRACT.

THENCE N 86°26'59" W 495.53 FEET ALONG THE NORTH LINE OF SAID BUENA VISTA (V. 360, P. 61) TO THE POINT OF BEGINNING.

BEARINGS, DISTANCES, AND/OR AREAS DERIVED FROM GNSS OBSERVATIONS PERFORMED BY TEXAS SURVEYING, INC. AND REFLECT N.A.D. 1983, TEXAS STATE PLANE COORDINATE SYSTEM, NORTH CENTRAL ZONE 4202, (GRID)

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT, GBBN PROPERTIES, LLC - SERIES C, A TEXAS SERIES LIMITED LIABILITY COMPANY, ACTING HEREIN BY AND THROUGH ITS DULY AUTHORIZED OFFICERS, DOES HEREBY CERTIFY AND ADOPT THIS PLAT DESIGNATING THE HEREIN ABOVE DESCRIBED PROPERTY AS LOTS 1 - 3, BLOCK A, WISTERIA HEIGHTS, PHASE I, AN ADDITION TO THE CITY OF WILLOW PARK, AND DOES HEREBY DEDICATE TO THE PUBLIC USE FOREVER, THE STREETS AND ALLEYS SHOWN THEREON. GBBN PROPERTIES, LLC - SERIES C, A TEXAS SERIES LIMITED LIABILITY COMPANY, DOES HEREBY CERTIFY THE FOLLOWING: 1. THE STREETS AND ALLEYS ARE DEDICATED FOR STREET AND ALLEY PURPOSES. 2. ALL PUBLIC IMPROVEMENTS AND DEDICATIONS SHALL BE FREE AND CLEAR OF ALL DEBT, LIENS, AND/OR ENCUMBRANCES. 3. THE EASEMENTS AND PUBLIC USE AREAS, AS SHOWN, ARE DEDICATED FOR THE PUBLIC USE FOREVER FOR THE PURPOSES INDICATED ON THIS PLAT. 4. NO BUILDING, FENCES, TREES, SHRUBS, OR OTHER IMPROVEMENTS OR GROWTHS SHALL BE CONSTRUCTED OR PLACED UPON, OVER OR ACROSS THE EASEMENTS AS SHOWN, EXCEPT THAT LANDSCAPE IMPROVEMENTS MAY BE PLACED IN LANDSCAPE EASEMENTS IF APPROVED BY THE CITY OF WILLOW PARK. 5. THE CITY OF WILLOW PARK IS NOT RESPONSIBLE FOR REPLACING ANY IMPROVEMENTS IN, UNDER, OR OVER ANY EASEMENTS CAUSED BY MAINTENANCE OR REPAIR. 6. UTILITY EASEMENTS MAY ALSO BE USED FOR THE MUTUAL USE AND ACCOMMODATION OF ALL PUBLIC UTILITIES DESIRING TO USE OR USING THE SAME UNLESS THE EASEMENT LIMITS THE USE TO PARTICULAR UTILITIES, SAID USE BY PUBLIC UTILITIES BEING SUBORDINATE TO THE PUBLICS AND CITY OF WILLOW PARK'S USE THEREOF. 7. THE CITY OF WILLOW PARK AND PUBLIC UTILITIES SHALL HAVE THE RIGHT TO REMOVE AND KEEP REMOVED ALL OR PARTS OF ANY BUILDING, FENCES, TREES, SHRUBS OR OTHER IMPROVEMENTS OR GROWTHS WHICH MAY IN ANY WAY ENDANGER OR INTERFERE WITH THE CONSTRUCTION, MAINTENANCE, OR EFFICIENCY OF THEIR RESPECTIVE SYSTEMS IN THE EASEMENTS. 8. THE CITY OF WILLOW PARK AND PUBLIC UTILITIES SHALL AT ALL TIMES HAVE THE FULL RIGHT OF INGRESS AND EGRESS TO OR FROM THEIR RESPECTIVE EASEMENTS FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, INSPECTING, PATROLLING, MAINTAINING, READING METERS, AND ADDING TO OR REMOVING ALL OR PARTS OF THEIR RESPECTIVE SYSTEMS WITHOUT THE NECESSITY AT ANY TIME PERMISSION FROM ANYONE. 9. ALL MODIFICATIONS TO THIS DOCUMENT SHALL BE BY MEANS OF PLAT AND APPROVED BY THE CITY OF WILLOW PARK.

WITNESS MY HAND AT \_\_\_\_\_ PARKER COUNTY, TEXAS  
THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2017.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

STATE OF TEXAS

COUNTY OF PARKER

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE ABOVE AND FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATIONS THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2017.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

CITY OF WILLOW PARK, TEXAS  
CITY COUNCIL

NOTE:  
THIS PLAT IS VALID ONLY IF RECORDED WITHIN SIX (6) MONTHS  
AFTER DATE OF APPROVAL.

PLAT APPROVED DATE: \_\_\_\_\_

BY: \_\_\_\_\_

CITY MAYOR

BY: \_\_\_\_\_

CITY SECRETARY



SURVEYOR:  
KYLE RUCKER, R.P.L.S.  
40 PILO PINTO  
WEATHERFORD, TX 76086  
817-594-0400

DEVELOPER:  
GBBN PROPERTIES, LLC  
317 ARAPAHOE RIDGE  
WEATHERFORD, TX 76087

ROADWAY DEDICATION  
0.266 Acres  
11569.2 Sq. Feet

CROWN ROAD  
PAVED 60' R.O.W.

30' ROAD EASEMENT  
(V. 1733, P. 1622)

P.O.B.

OVERHEAD TRANSMISSION

LOT 18,  
BLOCK A

LOT 6, BLOCK A

BUENA VISTA  
V. 360, P. 61  
P.R.P.C.T.

LOT 5, BLOCK A

LOT 4, BLOCK A

LOT 1, BLOCK A

LOT 3, BLOCK 1

LOT 4, BLOCK 1

NEAL ADDITION  
PC. B. SL. 244  
P.R.P.C.T.

S 86°24'04" E 437.54'

407.29'

LOT 1, BLK A  
1.149 Acres  
50059.6 Sq. Feet

N(S) 86°24'04" W(E) 426.18'

LOT 2, BLK A  
1.199 Acres  
52208.2 Sq. Feet

N(S) 86°24'04" W(E) 443.96'

LOT 3, BLK A  
1.491 Acres  
64947.6 Sq. Feet

50' TP&L POWER EASEMENT  
(PORTION OF 100' PER PLAT - V. 360, P. 61)

N 86°26'59" W 495.53'

465.15'

W.P. MCCARVER SURVEY  
ABSTRACT NO. 909

DOC.# 201413078  
O.R.P.C.T.

REMAINDER OF  
DOC# 201710326  
O.R.P.C.T.

5' UTILITY EASEMENT  
(V. 1733, P. 1622)

S 02°53'11" W  
382.72'

142.70'

50' TP&L POWER EASEMENT  
(PORTION OF 100' PER PLAT - V. 360, P. 61)

EMSLEY DRIVE  
PAVED SURFACE

FINAL PLAT  
LOTS 1 - 3, BLOCK A  
"WISTERIA HEIGHTS"  
AN ADDITION  
TO THE CITY OF WILLOW PARK,  
PARKER COUNTY, TEXAS  
BEING A 3.840 ACRES SUBDIVISION OUT OF  
THE W.P. MCCARVER SURVEY  
ABSTRACT NO. 909  
PARKER COUNTY, TEXAS  
SEPTEMBER 2017

TEXAS  
SURVEYING  
INC.  
FORM NO. 10100202 • WWW.TEXASSURVEYING.COM





## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> 12/12/17	<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 4<sup>th</sup> fiscal quarter and 2016-2017 fiscal year to date financial activity of the city. This will be the forth quarterly financial report for the 2016-2017 fiscal year.

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**STAFF/BOARD/COMMISSION RECOMMENDATION:**

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**EXHIBITS:**

Financial Reports as of September 30, 2017.

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



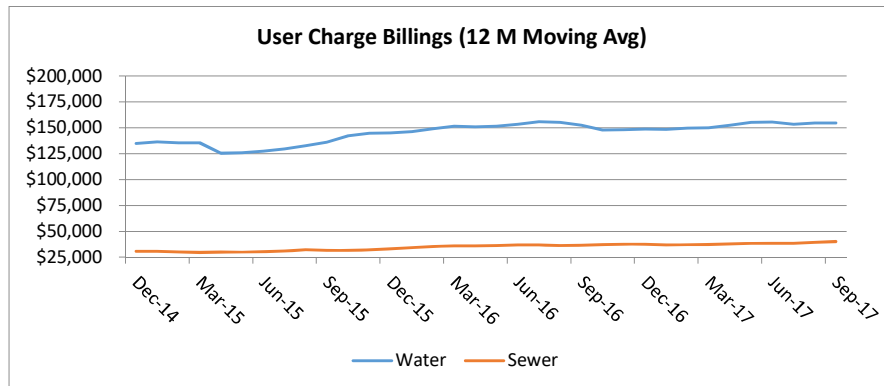
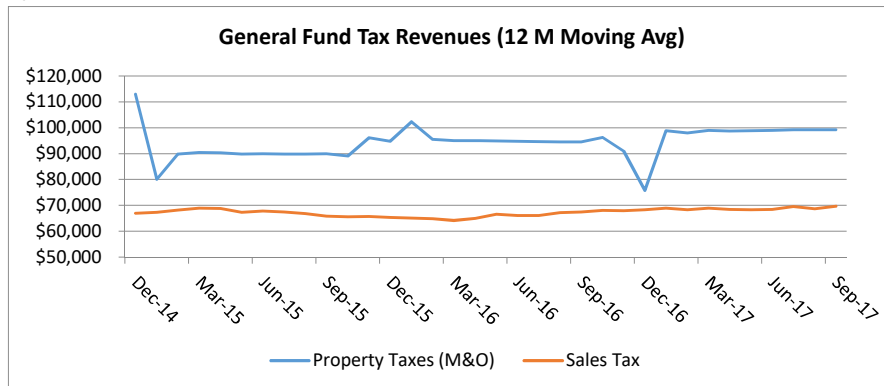
**City of Willow Park**  
**Quarterly Financial Update**  
**Financial Reports as of September 30, 2017**

**Financial Highlights**

	General	Water	Wastewater
-FY 2016-2017 Revenue Actual	\$ 3,261,170	\$ 2,181,614	\$ 3,356,051 *
-FY 2016-2017 Expense Actual	3,281,205	1,592,076	548,948
-FY 2016-2017 Net Change	\$ (20,036)	\$ 589,538	\$ 2,807,103
 -FY 2016-2017 Budget	\$ 3,167,890	\$ 1,960,415	\$ 444,323
 -FY 2016-2017 Revenue - Actual to Budget %	103%	111%	755%
-FY 2016-2017 Expense - Actual to Budget %	104%	81%	124%

\*Includes bond proceeds of \$2,725,000

**Major Revenue Source Historical Trends**



**Quarterly Comparison**

	Q1	Q2	Q3	Q4
<b><u>General Fund</u></b>				
Revenue				
Property Tax & Other Taxes	\$ 733,859	\$ 877,404	\$ 216,786	\$ 237,959
Franchise Fees	19,825	193,375	19,889	20,099
Development & Permit Fees	20,698	48,653	104,584	87,771
Fines & Forfeitures	52,245	59,756	46,037	78,224
Other Revenue	37,965	15,141	395,197	(4,299)
Expenses				
Personnel Expense	533,842	464,133	514,898	423,035
Supplies (Maintenance & Operations)	39,505	48,962	61,378	56,596
Utilities	22,503	21,170	20,861	28,765
Operational & Contractual Services	161,322	212,195	109,075	199,002
Capital Outlay	(578)	10,300	411,771	15,718
Interfund Transfer	-	-	(73,021)	(225)
Net Income (Loss)	\$ 107,999	\$ 437,570	\$ (262,469)	\$ (303,136)

**Water Fund**

Revenue	\$ 479,121	\$ 444,725	\$ 654,347	\$ 603,421
Expense				
Personnel Expense	124,074	96,239	115,167	92,438
Supplies (Maintenance & Operations)	34,149	48,293	65,502	89,458
Utilities	31,100	24,496	23,324	23,226
Operational & Contractual Services	57,143	72,271	73,608	16,578
Capital Outlay/Debt Service	10,314	252,057	260,185	82,454
Net Income (Loss)	\$ 222,342	\$ (48,632)	\$ 116,561	\$ 299,267

**Wastewater Fund**

Revenue	\$ 129,941	\$ 2,844,133	\$ 199,719	\$ 182,259
Expense				
Personnel Expense	28,279	23,051	27,984	20,903
Supplies (Maintenance & Operations)	17,107	13,478	11,920	3,768
Utilities	13,346	11,269	18,211	3,263
Operational & Contractual Services	21,988	51,066	26,052	19,122
Capital Outlay/Debt Service	-	-	-	238,141
Net Income (Loss)	\$ 49,222	\$ 2,745,268	\$ 115,552	\$ (102,938)

**General Fund**  
**Profit & Loss Budget vs Actual**  
**For the Year Ended September 30, 2017**

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue				
Property Tax & Other Taxes				
M & O TAX	\$ 1,328,013	\$ 1,190,744	\$ 137,269	90%
SALES TAX	805,117	836,359	(31,242)	104%
MIXED BEVERAGE TAX	18,000	20,464	(2,464)	114%
AUTO/TRAILER TAXES	-	210	(210)	0%
DELINQUENT TAXES	20,000	18,232	1,768	91%
Total Property Tax & Other Taxes	2,171,130	2,066,008	105,122	95%
Franchise Fees				
TXU ELECTRIC	175,284	168,662	6,622	96%
A T & T	55,000	74,129	(19,129)	135%
TEXAS GAS	3,600	3,715	(115)	103%
MISC FRANCHISE	2,500	3,659	(1,159)	146%
MESH NET	3,024	3,024	-	100%
WATER FRANCHISE FEE	98,020	-	98,020	0%
Total Franchise Fees	337,428	253,189	84,239	75%
Development & Permit Fees				
BUILDING PERMITS	120,000	131,745	(11,745)	110%
HEALTH PERMITS	9,000	10,175	(1,175)	113%
SUBCONTRACTORS PERMITS	25,000	41,595	(16,595)	166%
REGISTRATION FEES	7,500	9,670	(2,170)	129%
OSSF PERMITS	600	11,200	(10,600)	1867%
WELL APPLICATION FEE	1,500	-	1,500	0%
PLAN REVIEW	25,000	57,021	(32,021)	228%
BACKFLOW INSPECTIONS	-	200	(200)	0%
RE - INSPECTION	-	100	(100)	0%
Total Development & Permit Fees	188,600	261,706	(73,106)	139%
Fines & Forfeitures				
NON-PARKING	195,000	188,080	6,920	96%
PARKING	300	1,260	(960)	420%
WARRANTS/CAPIAS	1,200	1,172	28	98%
STATE LAW - CLASS C	12,000	17,588	(5,588)	147%
COURT ADMINISTRATION	-	15,721	(15,721)	0%
COURT SECURITY	-	4,608	(4,608)	0%
COURT TECHNOLOGY		186	(186)	0%

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
TIME PAYMENT	-	570	(570)	0%
MC TECH FEE	-	6,644	(6,644)	0%
SEAT BELT	-	433	(433)	0%
Total Fines & Forfeitures	208,500	236,263	(27,763)	113%
Other Revenue				
USPS CONTRACT UNIT	5,000	7,038	(2,038)	141%
REFUNDS/BANK CREDITS	-	3,688	(3,688)	0%
NSF FEES	-	35	(35)	0%
MISCELLANEOUS	-	1,016	(1,016)	0%
ADJUSTMENT TO REVENUE	113,491	(0)	113,491	0%
OTHER REIMBURSEABLES	12,500	638	11,862	5%
BOND PROCEEDS	-	406,651	(406,651)	0%
FROM GENERAL FUND RESERVES	113,491	-	113,491	0%
CERTIFICATE OF OCCUPANCY	-	1,400	(1,400)	0%
INTEREST - OPERATING FUND	-	5,865	(5,865)	0%
REVIEWS/ REQUESTS	2,000	1,973	27	99%
RENTAL INSPECTIONS	750	300	450	40%
IRRIGATION	-	100	(100)	0%
FIRE ALARMS	-	2,500	(2,500)	0%
VFD CONTRIBUTIONS	-	61	(61)	0%
SERVICE REVENUE	-	100	(100)	0%
METER RELEASE	-	434	(434)	0%
REVENUE RECOVERY	-	2,940	(2,940)	0%
PARKER COUNTY RUN FUNDS	15,000	-	15,000	0%
FIRE SPRINKLER	-	2,000	(2,000)	0%
REFUNDS/BANK CREDITS	-	1,539	(1,539)	0%
POLICE CONTRIBUTIONS	-	78	(78)	0%
ACCIDENT REPORTS	-	836	(836)	0%
PARK CONTRIBUTIONS	-	4,810	(4,810)	0%
Other Revenue	262,232	444,003	(181,771)	169%
Total Revenue	3,167,890	3,261,170	(93,280)	103%
Expenditures				
Personnel				
SALARIES	1,646,294	1,531,107	115,187	93%
PAYROLL EXPENSE	30,557	35,257	(4,700)	115%
WORKERS COMPENSATION	28,050	30,498	(2,448)	109%
HEALTH INSURANCE	191,500	161,502	29,998	84%
RETIREMENT	110,704	111,246	(542)	100%
UNEMPLOYMENT	6,624	654	5,970	10%
CELL PHONE STIPEND	7,560	2,991	4,569	40%

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
CERTIFICATE PAY	25,084	6,460	18,624	26%
OVERTIME	37,949	40,562	(2,613)	107%
FLOATER SHIFTS	14,500	414	14,086	3%
DENTAL INSURANCE	14,453	10,398	4,055	72%
LIFE INSURANCE	5,472	4,158	1,314	76%
PHYSICALS & GYM MEMBERSHIPS	-	59	(59)	0%
BAILIFF DUTIES	-	600	(600)	0%
Total Personnel	2,118,747	1,935,907	182,840	91%
Supplies (Maintenance & Operations)				
POSTAGE & SHIPPING	4,620	1,943	2,677	42%
OFFICE SUPPLIES	13,200	9,388	3,812	71%
FLOWERS/GIFTS/PLAQUES	1,300	6,832	(5,532)	526%
BASIC OPERATING SUPPLIES	13,100	17,045	(3,945)	130%
PRINTING & BINDING	650	1,622	(972)	250%
MINOR EQUIPMENT: OFFICE	2,200	1,229	971	56%
MV REPAIR & MAINTENANCE	53,500	38,010	15,490	71%
UNIFORMS & SUPPLIES	9,800	6,138	3,662	63%
PAVING MATERIALS	-	17,098	(17,098)	0%
FINANCE CHARGES	-	543	(543)	0%
USPS CONTRACT UNIT	-	1,794	(1,794)	0%
MEDICAL SUPPLIES	2,500	2,017	483	81%
EQUIPMENT	-	468	(468)	0%
ICE & INCLEMENT WEATHER	5,000	-	5,000	0%
SAFETY EQUIPMENT & SUPPLIES	5,400	1,183	4,217	22%
BUILDING & FACILITIES REPAIRS	30,000	28,087	1,913	94%
FACILITIES MAINT SUPPLIES	6,100	11,163	(5,063)	183%
MINOR EQUIPMENT: FIELD	23,265	16,278	6,987	70%
SUBSCRIPTIONS & PUBLICATIONS	2,600	367	2,233	14%
PROMOTIONS		3,000	-	0%
MV FUEL	38,000	35,839	2,161	94%
EMERGENCY RESPONSE SUPPLIES	8,000	6,298	1,702	79%
HEALTH PLAN REVIEWS		100	-	0%
Total Supplies (Maintenance & Operations)	219,235	206,441	15,894	94%
Utilities				
ELECTRICITY	40,000	34,369	5,631	86%
GAS	-	3,102	(3,102)	0%
TELEPHONE	5,596	7,771	(2,175)	139%
MOBILE TELEPHONE	1,920	-	1,920	0%
COMMUNICATION SERVICES	39,485	48,057	(8,572)	122%
Total Utilities	87,001	93,299	(6,298)	107%

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
<b>Operational &amp; Contractual Services</b>				
TRAVEL & TRAINING	32,600	21,057	11,543	65%
CONSULTANTS & PROFESSIONALS	113,564	152,057	(38,493)	134%
ADVERTISING & LEGAL NOTICES	13,000	5,400	7,600	42%
PRINTING & BINDING	2,323	3	2,321	0%
PROPERTY & LIABILITY	29,963	41,556	(11,593)	139%
REPAIR & MAINTENANCE	10,300	11,355	(1,055)	110%
PROFESSIONAL LICENSE	-	158	(158)	0%
DUES & MEMBERSHIPS	8,180	13,220	(5,040)	162%
SPECIAL EVENTS	-	280	(280)	0%
SUBSCRIPTIONS & PUBLICATIONS	100	7,222	(7,122)	7222%
OTHER RENTAL	-	198	(198)	0%
FINANCE CHARGES	150	223	(73)	149%
FINES & PENALTIES	-	(86)	86	0%
LEGAL/CITY ATTORNEY	42,000	38,959	3,041	93%
ACCOUNTING & AUDITOR	8,000	57,311	(49,311)	716%
CONTRACTUAL SERVICES	167,035	134,657	32,378	81%
ELECTIONS ADMINISTRATION	7,500	1,357	6,143	18%
INMATE HOUSING	-	917	(917)	0%
MUNICIPAL JUDGE	14,600	7,000	7,600	48%
MAGISTRATE	-	2,000	(2,000)	0%
FOOD SERVICE INSPECTOR	-	3,775	(3,775)	0%
ENGINEERING/CITY ENGINEER	5,000	15,661	(10,661)	313%
SOLID WASTE COLLECTION	5,000	73,364	(68,364)	1467%
SOFTWARE TECH SUPPORT	-	23,454	(23,454)	0%
EQUIPMENT TECH SUPPORT	13,426	-	13,426	0%
OSSF	-	30	(30)	0%
POOL INSPECTOR	-	675	(675)	0%
IT CONTRACT	39,500	31,336	8,164	79%
JURY SERVICE	-	(7)	7	0%
GOVERNMENT & MISC OPERATING	4,060	1,014	3,046	25%
EQUIPMENT RENTAL	20,000	11,566	8,434	58%
STREET MAINTENANCE	3,115	3,385	(270)	109%
ANIMAL CONTROL	-	22,500	(22,500)	0%
<b>Total Operational &amp; Contractual Services</b>	<b>539,416</b>	<b>681,594</b>	<b>(142,178)</b>	<b>126%</b>
<b>Capital Outlay</b>				
VEHICLES	-	406,651	(406,651)	0%
TECHNOLOGY PROJECTS	-	18,950	(18,950)	0%
CAPITAL PROJECT CONTRACTS	-	5,125	(5,125)	0%
58610 FACILITIES: CITY BUILDINGS	-	126	(126)	0%
58703 COURT TECHNOLOGY	-	6,359	(6,359)	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>437,211</b>	<b>(437,211)</b>	<b>0%</b>

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
Transfers & Restricted Funds				
INTERFUND TRANSFER	-	(73,246)	73,246	0%
Total Expenditures	2,964,399	3,281,205	(313,706)	111%
Net Income	\$ 203,491	\$ (20,036)	\$ 220,427	

**Water Fund**  
**Profit & Loss Budget vs Actual**  
**For the Year Ended September 30, 2017**

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue				
USER CHARGES	\$ 1,896,315	\$ 1,835,687	\$ 60,628	97%
PENALTIES	20,000	33,439	(13,439)	167%
NEW ACCOUNT FEES	15,000	12,820	2,180	85%
TAP FEES	2,000	6,250	(4,250)	313%
IMPACT FEES	-	216,493	(216,493)	0%
INTEREST REVENUE	-	23,140	(23,140)	0%
METER FEE	1,100	20,603	(19,503)	1873%
METER BOX FEE	-	5,250	(5,250)	0%
DEVELOPMENT CONTRIBUTION/DEPOSIT	14,000	-	14,000	0%
RECONNECT FEES	-	4,830	(4,830)	0%
RETURNED CHECK FEES	-	491	(491)	0%
REIMBURSEMENT FOR REPAIRS	-	150	(150)	0%
REFUNDS/ BANK CREDITS	-	2,176	(2,176)	0%
MISCELLANEOUS REVENUE	-	(5,382)	5,382	0%
ADJUSTMENT TO REVENUE	-	(25)	25	0%
OTHER REIMBURSABLES	12,000	395	11,605	3%
SALE OF ASSETS	-	25,297	(25,297)	0%
Total Revenue	1,960,415	2,181,614	(221,199)	111%
Expenditures				
Personnel				
SALARIES	307,971	308,108	(137)	100%
PAYROLL EXPENSE	5,697	16,714	(11,017)	293%
WORKERS COMPENSATION	6,800	6,100	700	90%
HEALTH INSURANCE	45,317	42,916	2,401	95%
RETIREMENT	20,665	21,415	(750)	104%
UNEMPLOYMENT INSURANCE	1,656	199	1,457	12%
CELL PHONE STIPEND	3,780	1,309	2,471	35%
EXTRA HELP	-	7,758	(7,758)	0%
CERTIFICATE PAY	2,280	268	2,012	12%
OVERTIME	19,066	19,825	(759)	104%
DENTAL INSURANCE	3,613	2,381	1,232	66%
LIFE INSURANCE	1,368	928	440	68%
PHYSICALS & GYM MEMBERSHIPS	200	-	200	0%
Total Personnel	418,413	427,918	(9,505)	102%



	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
Supplies (Maintenance & Operations)				
POSTAGE & SHIPPING	10,000	15,452	(5,452)	155%
OFFICE SUPPLIES	3,500	6,965	(3,465)	199%
FLOWERS/GIFTS/PLAQUES	300	-	300	0%
BASIC OPERATING SUPPLIES	2,500	750	1,750	30%
PRINTING & BINDING	-	(60)	60	0%
MINOR EQUIPMENT: OFFICE	3,000	402	2,598	13%
MV REPAIR & MAINTENANCE	18,000	15,635	2,365	87%
UNIFORMS & SUPPLIES	6,500	4,542	1,958	70%
FINANCE CHARGES	-	2,300	(2,300)	0%
ICE & INCLEMENT WEATHER	2,000	-	2,000	0%
SAFETY EQUIPMENT & SUPPLIES	2,500	-	2,500	0%
BUILDING & FACILITIES REPAIRS	24,000	5,339	18,661	22%
FACILITIES MAINT SUPPLIES	3,000	5,010	(2,010)	167%
MINOR EQUIPMENT: FIELD	12,000	2,104	9,896	18%
SUBSCRIPTIONS & PUBLICATIONS	5,000	-	5,000	0%
MV FUEL	30,000	20,439	9,561	68%
WATER DISTRIBUTION SUPPLIES	96,000	112,874	(16,874)	118%
WATER PRODUCTION SUPPLIES	50,000	45,650	4,350	91%
Total Supplies (Maintenance & Operations)	268,300	237,401	30,899	88%
Utilities				
ELECTRICITY	100,000	89,447	10,553	89%
TELEPHONE	-	354	(354)	0%
MOBILE TELEPHONE	4,000	4,275	(275)	107%
COMMUNICATION SERVICES	10,000	8,071	1,929	81%
Total Utilities	114,000	102,147	11,853	90%
Operational & Contractual Services				
TRAVEL & TRAINING	8,500	2,373	6,127	28%
CONSULTANTS & PROFESSIONALS	146,500	21,679	124,821	15%
ADVERTISING & LEGAL NOTICES	-	307	(307)	0%
PRINTING & BINDING	500	-	500	0%
PROPERTY & LIABILITY	16,650	4,408	12,242	26%
REPAIR & MAINTENANCE	24,000	19,123	4,877	80%
DUES & MEMBERSHIPS	1,850	432	1,418	23%
PERMITS & APPLICATIONS	5,000	4,799	201	96%
PROPERTY DAMAGE	-	(711)	711	0%
FINANCE CHARGES	-	480	(480)	0%
FINES & PENALTIES	-	39	(39)	0%
LEGAL/CITY ATTORNEY	3,000	-	3,000	0%
ACCOUNTING & AUDITOR	8,000	16,463	(8,463)	206%
CONTRACTUAL SERVICES	-	5,698	(5,698)	0%

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
ENGINEERING/CITY ENGINEER	36,000	14,879	21,121	41%
SOLID WASTE COLLECTION	6,000	-	6,000	0%
SOFTWARE TECH SUPPORT	-	4,160	(4,160)	0%
IT CONTRACT	22,600	4,032	18,568	18%
WELL SITE MAINTENANCE	-	30,102	(30,102)	0%
EQUIPMENT MAINTENANCE	-	1,361	(1,361)	0%
GOVERNMENT & MISC OPERATING	11,000	11,607	(607)	106%
EQUIPMENT RENTAL	20,000	3,795	16,205	19%
WATER DISTRIBUTION CONTRACTUAL	-	32,348	(32,348)	0%
WATER PRODUCTION CONTRACTUAL	39,500	42,226	(2,726)	107%
REIMBURSABLES & REFUNDS	6,000	-	6,000	0%
Total Operational & Contractual Services	355,100	219,599	135,501	62%
Capital Outlay				
CAPITAL IMPROVEMENTS	40,000	52,327	(12,327)	131%
CAPITAL IMPROVEMENTS - TWDP	-	1,232,560	(1,232,560)	0%
CAPITAL REIMBURSEMENTS - TWDP	-	(1,232,560)	1,232,560	0%
UTILITIES: WATER DISTRIBUTION	42,000	60,943	(18,943)	145%
UTILITIES: WATER PRODUCTION	82,000	-	82,000	0%
TRANSFER OUT	98,020	(146)	98,166	0%
DEBT SERVICE PAYMENTS	490,204	489,512	692	100%
PAYING AGENT FEES	-	2,375	(2,375)	0%
Total Capital Outlay	752,224	605,011	147,213	80%
Total Expenditures	1,908,037	1,592,076	315,961	83%
Net Income	\$ 52,378	\$ 589,538	\$ (537,160)	

**Wastewater Fund  
Profit & Loss Budget vs Actual  
For the Year Ended September 30, 2017**

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue				
USER CHARGES	\$ 444,323	\$ 481,347	\$ (37,024)	108%
TAP FEES	-	4,720	(4,720)	0%
IMPACT FEES	-	128,735	(128,735)	0%
INTEREST REVENUE	-	13,026	(13,026)	0%
DEVELOPMENT CONTRIBUTION	-	(6,214)	6,214	0%
REFUNDS/BANK CREDITS	-	220	(220)	0%
BOND PROCEEDS	-	2,734,216	(2,734,216)	0%
Total Revenue	444,323	3,356,051	(2,911,728)	755%
Expenditures				
Personnel				
SALARIES	70,757	75,400	(4,643)	107%
PAYROLL EXPENSE	1,309	896	413	68%
WORKERS COMPENSATION	1,700	2,033	(333)	120%
HEALTH INSURANCE	12,500	12,472	29	100%
RETIREMENT	4,748	5,670	(922)	119%
UNEMPLOYMENT INSURANCE	414	15	399	4%
CELL PHONE STIPEND	1,080	540	540	50%
CERTIFICATE PAY	1,199	540	659	45%
OVERTIME	2,496	1,534	962	61%
DENTAL INSURANCE	903	811	92	90%
LIFE INSURANCE	342	307	35	90%
Total Personnel	97,448	100,217	(2,769)	103%
Supplies (Maintenance & Operations)				
POSTAGE & SHIPPING	-	218	(218)	0%
OFFICE SUPPLIES	1,200	1,933	(733)	161%
BASIC OPERATING SUPPLIES	1,200	1,113	87	93%
MINOR EQUIPMENT: OFFICE	1,000	138	862	14%
MV REPAIR & MAINTENANCE	2,400	934	1,466	39%
UNIFORMS & SUPPLIES	3,000	499	2,501	17%
WASTEWATER SUPPLIES	-	1,982	(1,982)	0%
MISC. TOOLS/SUPPLIES	-	32	(32)	0%
SAFETY EQUIPMENT & SUPPLIES	3,000	330	2,670	11%
BUILDING & FACILITIES REPAIRS	1,200	953	247	79%
FACILITIES MAINT SUPPLIES	30,000	25,364	4,636	85%

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
MINOR EQUIPMENT: FIELD	2,000	362	1,638	18%
MV FUEL	2,400	3,536	(1,136)	147%
WASTEWATER COLLECTION	3,000	1,867	1,133	62%
WASTEWATER TREATMENT	3,000	7,014	(4,014)	234%
Total Supplies (Maintenance & Operations)	53,400	46,273	7,127	87%
Utilities				
ELECTRICITY	15,000	45,118	(30,118)	301%
MOBILE TELEPHONE	1,200	536	664	45%
COMMUNICATION SERVICES	7,400	434	6,966	6%
Total Utilities	23,600	46,089	(22,489)	195%
Operational & Contractual Services				
TRAVEL & TRAINING	10,000	3,153	6,847	32%
CONSULTANTS & PROFESSIONALS	31,500	(771)	32,271	-2%
ADVERTISING & LEGAL NOTICES	200	769	(569)	384%
PROPERTY & LIABILITY	5,500	4,408	1,092	80%
REPAIR & MAINTENANCE	12,000	11,111	889	93%
DUES & MEMBERSHIPS	800	-	800	0%
PERMITS & APPLICATIONS	2,000	3,446	(1,446)	172%
LAB TESTING	-	485	(485)	0%
FINES & PENALTIES	14,676	2,446	12,230	17%
LEGAL/CITY ATTORNEY	3,600	-	3,600	0%
ACCOUNTING & AUDITOR	8,000	8,167	(167)	102%
CONTRACTUAL SERVICES	12,000	11,007	993	92%
ENGINEERING/CITY ENGINEER	12,000	2,708	9,293	23%
SLUDGE HAULING	24,000	43,569	(19,569)	182%
IT CONTRACT	4,000	4,032	(32)	101%
LIFT STATION EQUIPMENT MAINTENCE	-	2,604	(2,604)	0%
GOVERNMENT & MISC OPERATING	2,400	2,595	(195)	108%
WASTEWATER TREATMENT	36,000	18,499	17,501	51%
Total Operational & Contractual Services	178,676	118,228	60,449	66%
Capital Outlay				
CAPITAL IMPROVEMENTS	-	173,141	(173,141)	0%
DEBT ISSUANCE COSTS	-	65,000	(65,000)	0%
Total Capital Outlay	-	238,141	(238,141)	0%
Total Expenditures	353,124	548,948	(195,824)	155%
Net Income	\$ 91,199	\$ 2,807,103	\$ (2,715,904)	

**City of Willow Park  
Bank Account Balances**

	<u>At 9/30/2017</u>	<u>At 6/30/2017</u>
<b><u>General Fund</u></b>		
Pooled Cash - General	\$ 488,365	\$ 445,497
General Fund Cash Reserve	227,903	227,397
Court Security	-	4
Court Technology	-	9
Pooled Cash - General (Police Training)	1,329	1,329
TexStar General Fund Capital Improvements	1,016	1,014
TexStar Fund Investment	114,434	114,141
General Fund CD - 431549	125,316	125,316
General Fund CD - 65686	122,713	122,404
Abatement	-	2
Grant	-	1
Parks & Roads Donations	-	3
EPA Super Fund	-	2
Personnel Support	-	4
	<u>1,081,076</u>	<u>1,037,123</u>
<b><u>Water Fund</u></b>		
Pooled Cash - Water	920,751	460,320
Water Cash Reserve	125,742	125,463
Water Capital Improvements	283,606	282,976
TexStar Water Capital Improvements	1,513,992	1,510,113
TexStar Water Investment	126,240	125,916
Water Fund CD - 65712	62,972	62,813
Water Fund CD - 90271	49,971	49,971
	<u>3,083,274</u>	<u>2,617,572</u>
<b><u>Wastewater Fund</u></b>		
Pooled Cash - Wastewater	3,034,795	2,889,222
Wastewater Capital Improvements	1,624	1,620
TexStar Wastewater	23,163	23,103
Wastewater Fund CD - 431557	27,554	27,554
	<u>3,087,136</u>	<u>2,941,501</u>
<b><u>Other Funds</u></b>		
Capital Equipment/Replacement Fund	35,216	35,138
Construction Fund - Building	4,576,222	4,598,864
Construction Fund - Roads	2,196,781	2,239,166
Debt Service	292,523	595,854
Pooled Cash - Debt Service	-	(18,419)
Pooled Cash - Solid Waste	350,758	285,630
Solid Waste	-	51
Police Seizure (Federal)	1,599	1,595
Police Seizure (State)	19,217	22,919
Tourism	43,438	38,278
TexStar Capital Equipment/Replacement	42,740	42,631
TexStar Economic Development	52,532	52,398
Water Deposits - 56788	105,005	105,005
	<u>7,716,032</u>	<u>7,999,109</u>
<b>Total Cash</b>	<b>\$ 14,967,518</b>	<b>\$ 14,595,304</b>



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> 12/12/2017	<b>Department:</b> Finance	<b>Presented By:</b> Audit Committee
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**AGENDA ITEM:**

Section III – General Items, No. 10

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**BACKGROUND:**

George Morgan & Sneed has been performing the City's audit since 2014. They had notified us that they were not available to do the audit this year. On November 10<sup>th</sup> they notified us that they had an opening and could perform the audit if we wanted them to.

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**STAFF/BOARD/COMMISSION RECOMMENDATION:**

The Audit Committee met on December 6<sup>th</sup> to review the RFP's we received. The Audit Committee is recommending the Council select George Morgan & Sneed to perform the FY 16-17 audit.

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**EXHIBITS:**

E-mail from GMS

<b>ADDITIONAL INFO:</b> The cost of the audit last FY was \$24,500.00. A single audit was not required last year.	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	\$28,900.00
	<b>Source of Funding</b>	General Fund
		Water Fund
		Wastewater Fund

## Candy Scott

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**From:** Daniel Hungerford <Daniel@gms-cpa.com>  
**Sent:** Friday, November 10, 2017 8:55 AM  
**To:** Candy Scott  
**Subject:** 2017 audit

Good morning Candy. I spoke with Jake last week and he said you still haven't found an auditor. We have had some time open up in January if the City is interested in engaging us for another year. We should be able to do fieldwork in January and issue our report in March provided there are no unusual circumstances like we encountered last year. Our fee will be \$24,900 for the audit and \$4,000 for the single audit.

Thank you,  
Daniel Hungerford, CPA



George, Morgan & Sneed, P.C.  
1849 Wall Street  
Weatherford, TX 76086  
817-594-2704  
817-596-4896 Metro  
817-599-7389 Fax

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**PARKER COUNTY APPRAISAL DISTRICT**

**1108 Santa Fe Drive**

**Weatherford, Texas 7608**

**TELEPHONE: 817-596-0077**

**FAX: 817-613-8096**

October 31, 2017

TO: Taxing Unit Administrators  
SUBJECT: Selection of Appraisal District Directors for 2018-2019

Nominations for the Parker County Appraisal District Directors has been completed and closed. All nominations have been submitted by written resolution and the nominee's names are included on the enclosed ballot.

The next step in the selection process is for voting units to cast their votes for the nominees. Section 6.03 (k) of the Texas Property Tax Code requires each voting tax unit to vote in an open meeting, record its vote by written resolution, and submit the resolution to the Chief Appraiser by December 15, 2017. A taxing unit may cast its votes for one candidate or distribute the votes among any number of candidates.

A voting tax unit may only cast votes for persons nominated and named on the ballot. There is no provision for write-in candidates. The Chief Appraiser may not count votes cast for a name not listed on the official ballot. The five candidates receiving the highest number of votes will be declared the winners.

Enclosed is the official ballot, the number of votes allocated to each taxing unit, and a sample resolution for recording the votes.

**Please add this important action to your first available board meeting agenda, keeping in mind the December 15<sup>th</sup> deadline for casting votes.**

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Hammonds", with a stylized flourish at the end.

Larry Hammonds  
Chief Appraiser  
Parker County Appraisal District





## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> 12/14/2017	<b>Department:</b> Legislative	<b>Presented By:</b> Mayor Doyle Moss
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**AGENDA ITEM:**

Select Appraisal District Board of Directors candidate to receive City votes

**BACKGROUND:**

The City of Willow Park has been allotted 50 votes towards the candidate of their choice.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

Committing all City votes to candidate Steve Harris

**EXHIBITS:**

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

SELECTION OF APPRAISAL DISTRICT DIRECTORS  
PARKER COUNTY APPRAISAL DISTRICT  
2018-2019

OFFICIAL BALLOT

CANDIDATES

GARY AGUILLARD

RICHARD BARRET

STEVE HARRIS

JOHN HINTON

CODY LANE

PAUL PASCHALL