



**City of Willow Park
Regular Meeting
City Hall
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, August 8, 2017 at 7:00 p.m.
Agenda**

Section I – Presentations

- 1. Call to Order**
- 2. Determination Of Quorum**
- 3. Invocation & Pledge of Allegiance**
 - A. Pastor Clark Boshier, Willow Park Baptist Church
 - B. City of Willow Park Fire Dept.
- 4. Citizen Presentations & Comments**

Section II – Minutes

- 5. Approve and Act on Minutes**
 - A. Approve City Council Regular Meeting Minutes – July 11, 2017

Section III – General Items

- 6. Discussion/Action: Consider and act on a Site Plan for an 11,187 square foot building on a 1.710 acre tract, being Lot 1, Block 8; Lot 2, Block 73; El Chico Addition, City of Willow Park, Texas, located at 325 Pitchfork Trail.**
 - A. Open Public Hearing
 - B. Close Public Hearing
- 7. Hold a public hearing to consider proposed annual budget for FY2017-18.**
 - A. Open Public Hearing
 - B. Close Public Hearing
- 8. Hold a public hearing to consider proposed tax rate for FY2017-18.**
 - A. Open Public Hearing
 - B. Close Public Hearing
- 9. Discussion/Action: To discuss and consider accepting Council Member Galle's resignation.**
- 10. Receive the Financial Report, Jake Webber, CPA.**

11. Discussion/Action: To discuss and consider approving Resolution No. 10-17, a resolution to deny the rate application and consolidation proposed by Oncor.
12. Receive the Police Department Progress Report. (Chief West)
13. Receive a presentation on the new Fire Engine. (Chief LeNoir)
14. Discussion/Action: To discuss and consider approving Resolution No. 11-17, a resolution to enter into an Interlocal Agreement with the City of Fort Worth for public safety communications between the city of Fort Worth and the City of Willow Park.
15. Discussion/Action: To discuss and consider approving a professional services agreement with Petty & Associates, Inc. for a feasibility study on Willow Park Utilities.
16. Discussion/Action: To discuss and consider the process for filling the vacancy of Council Member, Place 5.
 - A. Hold a special election to fill the vacancy of Council Member, Place 5.
 - B. Council to make an appointment to fill the vacancy of Council Member, Place 5.

Section IV- Informational

17. Mayor & Council Member Announcements
18. City Administrator's Report

Section V – Executive Session

The City Council for the City of Willow Park reserves the right to adjourn into executive session at any time during the course of the this meeting to discuss an matters listed above, as authorized by the Texas Government Code Sections 55.1071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.086 (Economic Development). The City Council may act in open session on items listed for executive session.

- A. Personnel. Appointment of Council Member, Place 5.

Section VI – Adjournment

19. 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 August 4, 2017 at 5:00 p.m.

Kandice Garrett
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
City Council
Regular Meeting
City Hall
516 Ranch House Road, Willow Park, TX 76087
Tuesday, July 11, 2017 at 7:00 p.m.
Minutes**

Section I – Presentations

1. Call to Order

Mayor Moss called the meeting to order at 7:01 p.m.

2. Determination of Quorum

Mayor Doyle Moss
Councilmember Norman Hogue
Councilmember Amy Fennell
Councilmember Greg Runnebaum
Councilmember John Gholson
Councilmember Marcy Galle

Staff Present:
City Administrator Scott Wall
City Secretary Kandice Garrett

3. Invocation & Pledge of Allegiance

Mayor Moss started the meeting with the invocation led by Father Jay Atwood, St. Francis of Assisi Episcopal Church. Corporal Sam Minnich led in the Pledge of Allegiance.

4. Citizen Presentations & Public Comments

***None.

Section II – Minutes

5. Approve and Act on Minutes

A. Approve City Council Regular Meeting Minutes – June 13, 2017

***Councilmember Runnebaum made a motion to approve the City Council Regular Meeting Minutes.

Seconded by Councilmember Galle

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle
Motion passed with a vote of 5-0

Section III – General Items

6. Discussion/Action: To discuss and consider Zoning Change request to rezone 1.14 acres being a portion of Block 10, El Chico Addition, an addition of the City of Willow Park, Parker County, Texas, from “R-1” Single Family District to “R-1/S” Single Family District with Sewer, located on the northeast corner of Stagecoach Trail and Pitchfork Trail.

A. Open Public Hearing at 7:05 p.m.

***James McKinney, 410 Pitchfork Trail, addressed council as being against the Zoning Change.
***Vicki Sears, 315 Chuckwagon Trail, addressed council as being against the Zoning Change.
***Chad Sears, 315 Chuckwagon Trail, addressed council as being against the Zoning Change.
***Britt Phillips, 306 Creekview Ct., addressed council as being for the Zoning Change.
***Zach Pettigrew, 311 Bay Hill Ct., addressed council as being for the Zoning Change.
***Gary Skaggs, 150 Stagecoach Trail, addressed council as being against the Zoning Change.
***Gene Martin, 700 Kings Gate Rd., addressed council regarding some history of the R-1 Zoning.

A. Close Public Hearing at 7:27 p.m.

***Councilmember Runnebaum made a motion to approve the Zoning Change.

Seconded by Councilmember Hogue

***Councilmember Runnebaum inquired if whether the Developer and the City went through the correct processes.

***Scott Wall, City Administrator, revealed the Developer did go through the correct processes, but the City made a mistake by not verifying the zoning when the minor plat was reviewed. The City has developed measures to avoid this mistake in the future. Further discussion stated these lots are very close to legal size.

***Councilmember Fennell brought up the issue of the Planning & Zoning’s decision and spot zoning.

***Mayor Moss brought up the challenges we have ahead with growth requires rooftops and we need to be looking ahead.

***Councilmember Galle remarked the City did not make a deal, but rather a mistake as noted by Betty Chew. She also mentioned the Comprehensive Plan does not state the lots need to be more than one-acre lots in that residential area and the need for a buffer area in that location. Smaller single-family lots are already in the area and could benefit in the form of protection with this zoning change and that would be a normal transition and maintain your continuity, Betty said.

***Councilmember Hogue spoke on his experience with comprehensive plan uses for low density residential. He explained the lot uses would not lend well to the concerns Mr. McKinney brought up as being the owner next door to the vacant lot with usage remaining a single lot with the driveway facing Pitchfork, unless he granted an easement. An over half acre lot is still considered a large lot, he stated, and furthermore expressed the real need for a buffer. Mr. Hogue argued because the Developer is out the expense of putting in the water and sewer taps and we deny him, the City should reimburse him that cost.

***Councilmember Gholson remarked the comprehensive plan is an aide for the City to plan its development and not considered law. It lends itself to changes that are necessary as the situation calls for it, he said.

Aye votes: Councilmembers Hogue, Runnebaum, Gholson, Galle

Nay votes: Councilmember Fennell

Motion passed with a vote of 4-1

7. Discussion/Action: To consider and approve Ordinance No. 755-17, an Ordinance establishing standards for accessory buildings and accessory uses.

***Councilmember Runnebaum made a motion to approve Ordinance No. 755-17.

Seconded by Councilmember Fennell

***Councilmember Fennell mentioned the 10 feet setbacks are not realistic for a R-5 property.

***Betty Chew stated there is a provision for side yard and rear yard setbacks if it is a platted lot, which this one is.

***Councilmember Hogue suggested an addendum to the Ordinance that does not create a situation where people are out of ordinance overnight and we forbid people on smaller lots from building a structure after they buy a house. He would like to see a 6'x6' structure with a restriction that it cannot be taller than 6' 2" at the highest point of the shed.

***Betty Chew agreed to take the Ordinance back to the Commission to address these changes to establish standards of R-5 for properties already built and the current new construction.

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

Motion passed with a vote of 5-0

8. Discussion/Action: To discuss and consider awarding bid for force main replacement project to Fambro Construction, LLC.

***Item #8 was moved to Item #9.

***Scott Wall, City Administrator gave a report on the bid findings.

***Councilmember Gholson made a motion to award the bid for force main replacement project to Fambro Construcion, LLC.

Seconded by Councilmember Runnebaum.

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

Motion passed with a vote of 5-0

9. Discussion/Action: To discuss and consider directing the City Attorney to prepare documents to exchange extra territorial jurisdiction boundaries with the City of Annetta North.

***Item #9 was moved to Item #8.

***Mr. Watson, addressed council and gave a brief history of the workings of the proposed ETJ exchange between the two cities that began a few years ago. A resolution and agreement was submitted to former City Attorney, Rider Scott where it was held up two years ago.

***Councilmember Galle mentioned the hearing for the Public Safety Building in 2016 brought out citizens who lived on Jenkins Rd. that were against the ETJ swap with Annetta North.

***Kenneth Hall, addressed council stating the citizens on Jenkins Rd. were against the traffic being rerouted on Jenkins from housing development in Aledo. The areas in question are the mobile home park which Willow Park services that is in Annetta North's ETJ and the Northwest end of Jenkins Rd. located in Willow Park's ETJ. He said this was a win-win situation.

***Councilmember Gholson clarified the exchange is trading the trailer park for Jenkins Rd.

***Councilmember Runnebaum made a motion to direct the City Attorney to prepare documents for the ETJ exchange.

Seconded by Councilmember Hogue

***Councilmember Hogue stated he is aware residents on Jenkins Rd. are not in favor of this deal. He believes there needs to be some cleanup of this area and sees the natural boundary between the cities is the river, but that still splits Jenkins Rd. in half. The bigger issue is the County thoroughfare plan and the plan put out by NCTCOG identifies Jenkins Rd. as a major roadway because of its connection between Bankhead and Old Annetta Rd. He thinks there could be a better scenario between our City and the cities of Aledo and Annetta North to come up with a major route to make Bankhead extend and intercept Jenkins farther south to catch traffic coming off Bailey Ranch. He also brought up concerns with the ETJ maps he has seen from various sources and the future plan for an upgrade to Bankhead that has a 110'-120' of right-of-way that largely effects the south side. Moving forward, Mr. Hogue would like to see a more holistic picture that is in the best interest of Willow Park. Historically speaking, he feels like the people we service who currently reside in Annetta North's ETJ want to be left alone and be a part of the county and not a part of either city. He would like to have a discussion between the current council members with the City of Annetta North and the City of Aledo to see if we can work through some of these issues, mainly working with the master thoroughfare alignment so that we have Jenkins Rd. as a local street instead of a major roadway.

***Councilmember Gholson called up the Police Chief requesting we get crime statistics of the two areas in question. She stated she could get that information to him.

***Mayor Moss expressed a desire to see Bankhead cleaned up and look different from its current state.

Nay votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle
Motion failed with a vote of 5-0

10. Discussion/Action: To discuss and consider action plan for partnership with the City of Hudson Oaks for water supply from the City of Fort Worth.

***Scott Wall, City Administrator gave a report to council and stated if the City chooses to move forward with the preliminary process, council will have the ability to approve the steps involved in

the future of this project. If the City wants to pursue water resources from the City of Fort Worth, Mr. Wall recommended they approve the preliminary contract.

***Councilmember Hogue made a motion to consider an action plan partnership with the City of Hudson Oaks for water supply from the City of Fort Worth.

***Councilmember Hogue brought up concerns with the alignment map and will get his remarks to Mr. Wall to present to the City of Fort Worth.

***Councilmember Galle also brought up concerns on the lines and what was considered in prior meetings.

Seconded by Councilmember Runnebaum

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

Motion passed with a vote of 5-0

- 11. Presentation:** To discuss and consider Resolution No. 09-17, a resolution to enter into an interlocal agreement with the City of Frisco to reduce cost of police uniforms.

***Chief Carrie West gave her presentation to council and answered questions. She noted an example of service with our current vendor is an issue; for example, her order placed in January (before she started) for a bullet proof vest has not been delivered to date.

***Councilmember Runnebaum made a motion to approve Resolution No. 09-17.

Seconded by Councilmember Gholson

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

Motion passed with a vote of 5-0

- 12. Discussion/Action:** To discuss and consider approving the settlement agreement previously approved with the new lines between Willow Park and Weatherford.

***Councilmember Gholson made a motion to approve settlement agreement previously approved with the new lines between Willow Park and Weatherford.

Seconded by Councilmember Hogue

***Mayor Moss encouraged council to consider the agreement and get it behind us.

***Councilmember Hogue spoke of concerns of the line on a map that is not recorded, not accepted by the City and not in conformance. He also mentioned concerns on how this effects citizens today and the issues with City records not being available at the time development started. He does not dispute the arc of land in Weatherford's ETJ, but states concern that these lots do not legally exist at this time. He would like to settle with Weatherford and be done with the lawsuit and then have a discussion with the developer in court along with his affidavit, he said.

***Mr. Wall advised council there is a possibility that the developer will sue the City for takings. His personal experience in these cases has revealed cities usually lose and incur a great deal more in cost. He also mentioned TML said they will not represent us in this case.

***Councilmember Galle revealed her concerns with the agreement stating the City of Weatherford is getting twenty additional homes in their ETJ, which is a tax loss and effects impact fees. She would like to see the line drawn more conservative.

***Further discussion amongst council resulted in redrawing the lines with two different options that evens things out.

***Councilmember Gholson made a modified motion to approve the settlement agreement previously approved with the modified lines between Willow Park and Weatherford.

Seconded by Councilmember Hogue

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

Motion passed with a vote of 5-0

Section IV – Council Requested Items

13. Discussion: To identify budgetary needs for drainage problems in the city. (Amy Fennell)

***Councilmember Fennell presented to council information regarding drainage issues at Crown and Live Oak and throughout the City.

***Ramon Johnson addressed council and stated the county could help us put the storm drains in and will identify some areas where we need assistance and begin working on that with the county.

***Councilmember Fennell requested we invite citizens to report problems on social media to speed up the identification process. Furthermore, Mrs. Fennell reported she has met with Ramon and Derek Turner with Jacob & Martin to come up with a plan.

***No action taken.

14. Discussion/Action: To discuss and consider authorizing the City Administrator to repair pavement on Saddle Trail in the Saddle Ridge Estates Subdivision. (Mayor Moss)

***David Eells, 1204 Saddle Trail, addressed council in support to repair pavement on Saddle Trail.

***Shannon Brown, 1430 Saddle Court, addressed council in support to repair pavement on Saddle Trail.

***Council discussed they agree the City should do the repairs because it was our mess up, however there are further issues to consider when repairing private property. There is a question of ownership in this subdivision with the absence of a comprehensive plat yet to be discovered by any parties. The possibilities exist that our water line was put into a private road in that development, which is not an ideal situation.

***Councilmember Gholson made a motion to authorize the City Administrator to repair pavement on Saddle Trail in the Saddle Ridge Estates Subdivision.

Seconded by Councilmember Fennell

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle
Motion passed with a vote of 5-0

- 15.** To discuss and consider authorizing the City Administrator to repair pavement on Verde Court in the Oak Manor Subdivision. (Marcy Galle)

***Councilmember Gholson made a motion to authorize the City Administrator to repair pavement on Verde Court in the Oak Manor Subdivision.

***Scott Wall, City Administrator advised council that we could do the repairs in-house and get additional support and assistance from the county.

Seconded by Councilmember Galle

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle
Motion passed with a vote of 5-0

Section V - Informational

- 16.** Mayor & Council Member Announcements

***Councilmember Gholson reported that he and Councilmember Hogue met to discuss the possibility of Weatherford to get our wastewater. The cost of the study to inquire Weatherford's response is approximately \$15,000 with the assistance of the developer paying half of the cost. He will have that proposal agreement to council next month, he said.

- 17.** City Administrator's Report

***City Administrator Scott Wall stated to council that he and the Mayor along with Councilmember Hogue have met to look at TXDOT assisted projects for Willow Park. He asks their input on what might need support of from TXDOT and possibly the attention of our state representative. Funding and more details will follow in the future, he said.

Section VI – Adjournment

- 18.** Adjournment

***Councilmember Gholson made a motion to adjourn.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle
Motion passed with a vote of 5-0

Mayor Moss adjourned the meeting at 9:07 p.m.

APPROVED

Doyle Moss, Mayor
City of Willow Park, Texas

ATTEST:

Kandice Garrett, City Secretary
City of Willow Park, Texas



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 8/8/17	Department: Development Services	Presented By: Betty Chew
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AGENDA ITEM:

Consider and act on a Site Plan for an 11,187 square foot building on a 1.710 acre tract, being Lot 1, Block 8; Lot 2, Block 73; El Chico Addition, City of Willow Park, Texas, located at 325 Pitchfork Trail.

BACKGROUND:

The property is zone “C-IH 20 Overlay District”. This property is located in Planning Area 4, as identified in the City’s Comprehensive Plan. Planning Area 4 represents the areas adjacent to Interstate 20. Due to the visibility of the corridor, higher design standards are identified to present a positive image of Willow Park.

The 1.710 acre lot is located on the north side of the Interstate 20 Frontage Road between Chuchwagon Trail and Stagecoach Trail. A pre-school/daycare center will occupy the existing 11,000 square foot building. The building which previously housed “Oak Leaf Interiors” has been renovated following a fire in 2016. The site plan includes two fenced playground areas, a drop-off lane, additional parking spaces, fire lanes, and landscape enhancements.

All infrastructure water, sanitary sewer, fire hydrants, and streets are in place. The existing building has been rehabilitated following the fire and is now equipped with an automatic fire sprinkler system. Interior renovations for the pre-school/day care center as well as the noted site improvements will be made following site plan approval.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Site Plan for Lot 1, Block 8; Lot 2, Block 73; El Chico Addition, as presented.

Council Briefing:

The Planning and Zoning Commission recommends approval of the Site Plan for Lot 1, Block 8; Lot 2, Block 73; El Chico Addition, as presented.

The Commission vote was unanimous.

EXHIBITS:

325 Pitchfork Trail Site Plan, Permit Application.

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

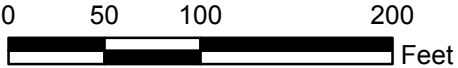
325 Pitchfork Trail



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



DISCLAIMER:
This data has been compiled for City of Willow Park.
Various official and unofficial sources were used to gather this information.
Every effort was made to ensure the accuracy of this data, however,
noguarentee is given or implied as to the accuracy of said data.





City of Willow Park Development Services

Universal Application

Please PRINT CLEARLY to avoid delays

Please complete each field - Incomplete applications be rejected

Project Information		Project Name: Barrel Of Monkeys Academy	
() Residential		<input checked="" type="checkbox"/> Commercial	
Valuation: \$ 400K (round up to nearest whole dollar)		Project Address (or description):	
Brief Description of the Project: Build walls for classrooms, bathrooms, kitchen. Also parking lot & playground.			
Existing zoning: yes C/I-200 OVERLAY		# of Existing Lots (plats only): 1	
Proposed zoning:		# of Proposed Lots (plats only):	
Applicant/Contact Information (this will be the primary contact)			
Name: Christopher Swelling		Mailing Address: 4973 E I-20 SERV RD W Willow Park, TX 76087	
Company: Barrel Of Monkeys Academy			
Primary Phone: 817-894-6094		E-mail: Chrisswelling@yahoo.com	
Property Owner Information (if different than above)			
Name: Judy Eden		Mailing Address: PO Box 1468 Elk City, OK 73648	
Company: Red Rooster Rentals LLC			
Primary Phone: 817-304-1013		E-mail: judyeden@sbcglobal.net	
Other Phone:		Fax:	
() Developer / <input checked="" type="checkbox"/> Engineer / () Surveyor Information (if applicable)			
Name: Elias Rodriguez		Mailing Address: 317 E Jefferson Blvd Dallas, TX 75203	
Company: Construction Concepts Inc.			
Primary Phone: 214-946-4300		E-mail: elias@buildingplansandpermits.com	
Other Phone:		Fax: 214-948-9544	
For City Use Only			
Project Number:		Permit Fee:	
Submittal Date:		Plan Review Fee:	
Accepted By:		Total Fee:	
Receipt #:		Method of Payment:	

Application not complete without attached form(s) and/or signature page



City of Willow Park Development Services Department

SITE PLAN REQUIREMENTS

A Site Plan is an architectural plan of proposed improvements to a property; including building footprint, parking, ingress, egress, roadways, sidewalks, water lines, sewer lines, drainage facilities, auxiliary structures, lighting, and any public or private infrastructure. Site plans also include elevations of proposed buildings, topographical information, location in relation to flood plain, impact analysis

Site Plan applications must contain:

- Universal development application.
- A single site plan document including all of the information required on the site plan requirement checklist.
- A landscaping plan that includes the property boundaries, building and improvement footprints, and labels all green space, trees, shrubs, vegetation, and landscaping.
- A drainage plan that includes the property boundaries, building and improvement footprints, topography, and any flood plain designations.
- Elevations of all proposed buildings.
- A compact disc containing a .pdf copy of all plans.
- Three (3) paper hard copies of all plans.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead and directly on the plans with sufficient details as to allow a determination by the appropriate approval body. Additional information may be required. Reference the specific requirement. Exceptions may require the approval of the City's Board of Adjustments.

Prior to public review before the Planning & Zoning Commission and City Council the applicant may be asked to submit up to fifteen (15) paper hard copies of all plans.

Applicant Signature: _____

Date: 7/5/17



City of Willow Park Development Services Department

18		<p>Driveways within 200 feet of the property line:</p> <p><u>CC</u> a. Are accurately located and dimensioned.</p> <p><u>CC</u> b. Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines.</p> <p>_____ c. Distance to the nearest street is shown as measured from the end of curb-return radius of the adjacent street to the driveway centerline.</p> <p>_____ d. Typical radii are shown.</p>			
19	<u>CC</u>	Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.			
20	<u>CC</u>	Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.			
21		<p>Off-site streets and roads:</p> <p><u>CC</u> a. Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned.</p> <p><u>CC</u> b. Medians, median openings with associated left- turn lanes, continuous left turn lanes, transition and stacking lengths are shown and dimensioned within 200 feet of the project site.</p> <p><u>CC</u> c. Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable.</p> <p><u>CC</u> d.. Distance to the nearest signalized intersection is indicated</p>			
22	<u>CC</u>	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.			
23	<u>CC</u>	Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.			
24	<u>CC</u>	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.			
25	<u>CC</u>	Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade with enclosure having solid metal gates. Specs and sketch available from staff.			
26	<u>CC</u>	Paving materials, boundaries and type are indicated.			
27	<u>CC</u>	Access easements are accurately located/ tied down, labeled and dimensioned.			
28	<u>CC</u>	Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement is required and is provided in draft format.			
29		Fire lanes are shown and dimensioned at a minimum of 24 feet in width, with internal radii of not less than 20 feet. Label and use an approximate 20 percent shade for fire lanes to differentiate from other paving. Ensure that required labeling and dimensioning is readable through shading.			
30	<u>CC</u>	Proposed dedications and reservations of land for public use including, but not limited to, rights-of way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.			
31	<u>CC</u>	Screening walls are shown with dimensions and materials. An inset is provided that shows the wall			



City of Willow Park Development Services Department

Applicant: Please complete the following

For Office Use Only

ITEM	INITIAL	SITE PLAN REQUIREMENTS	N/A	COMPLETE	MISSING
1		Site boundary is indicated by a heavy solid line intermittent with 2 dash lines, dimensioned with bearings and distances; indicate and label lot lines, setback lines, and distance to the nearest cross street.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	CS	Site location/vicinity map clearly showing the location of the subject property with cross streets is provided. Indicate scale or NTS and provide north arrow.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	CS	A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		A written and bar scale is provided. 1" = 200' 30', unless previously approved by staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		A title block is in the lower right corner that includes large, boldly printed "SITE PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number/s, block number or letter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6		Tree masses are clouded with accurate canopy widths shown to determine critical root zone where located within close proximity to existing or proposed pavement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	CS	Flood plain boundary is shown and indicates F.I.R.M. Community panel number and date, and flow line of drainage ways and creeks, as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	CS	Existing topography lines are shown and proposed contours are shown by a medium weight solid line. Topography is shown at minimum five (5) foot contours referenced to sea level city datum. Spot elevations and additional contours may be required in certain areas depending on topography.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	CS	Accurately located, labeled and dimensioned footprint of proposed structure(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	CS	Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	CS	Accurately located and labeled footprint of structure(s) proposed for demolition is/are shown by a light dashed line. Structures to be demolished are clearly labeled/ identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	CS	Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13		Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	CS	Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped etc.) within 200 feet of the property line is indicated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	CS	Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	CS	Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	CS	Full width of streets and alley rights-of-way with centerlines and backs of curbs or paving edges within 200 feet of the property line are dimensioned and street name or use is labeled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

516 Ranch House Rd. Willow Park, TX 76087 (817) 441-7108 phone - (817) 441-6900 fax

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City of Willow Park Development Services Department

	cc	details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer. Channeled or slip-panel/pre-cast walls are prohibited.			
32		The location of living screens are shown and labeled. Details of a living screen are provided on the Landscape Plan indicating plant species/name, height at planting, and spacing.			
33		A lighting plan that shows location by fixture type is included. A lighting data chart is used to reference fixture type (i.e. pole or wall pack) and height. No lighting source (i.e. bulb, reflector, etc.) is allowed to be visible from an adjacent property or public street.			
34		Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled.			
35		Boundaries of detention areas are located. Indicate above and/or below ground detention.			
36		Details of construction materials and architecture are shown on required Building Elevation/Facade Plan. Color, type and texture to match Zoning requirements.			
37		Communication towers are shown and a fall distance/collapse zone is indicated.			
38		Provide Site Data Table that references distinct numbers for each lot and all building (existing and proposed) that includes, if applicable			
39	cc	Explain in detail the proposed use(s) for each structure Preschool			
40	cc	Total lot area less building footprint (by square feet): 63,300 Square footage of building: 11,187 Building height (stories and feet) 19'8" 1 story Number of Units per Acre (apartments only):			
41	cc	Parking required by use with applicable parking ratios indicated for each use: Parking Provided Indicated: Handicap parking as required per COWP ordinance and TAS/ADA requirements:			
42		Provide service verification from all utility providers			
43		List any variance requested for this property, dates, and approving authority			
44		Provide storm water and drainage study and design			
45		Proposed domestic water usage (gallons per day, month, and year)			
46		Are any irrigation wells proposed?			
47		Applicant has received Landscaping Ordinance and requirements			
48		Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of the Site Plan for Board review			
49		Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of all Annexations, Final Plans and/or other Site Plans for Board review			



City of Willow Park Development Services Department

Storm Water Pollution Program (Construction Sites One Acre and Greater Only)

- a. A signed SWPPP: (If required) Please submit during the site plan review process or prior to the issuance of any building permit(s)
- b. Copy of site plan with illustrations and descriptions of all proposed Best Management Practices (BPMs)
- c. Estimated dates of major grading activities
- d. Estimated date work may cease temporarily or permanently on any portion of the site
- f. Copy of signed and certified Notice of Intent (NOI) from permitting (TCEQ)
- g. Copy of construction Site Notice from TCEQ

TXDOT PERMITS (If applicable)

The following forms will be reviewed by the different departments along with the site plan. Please complete all "APPLICANT QUESTIONS" on the continuing pages.



City of Willow Park Development Services Department

Site Plan Engineering Review

Applicant Questions:

Total gross lot area of the development: 74,487 sq. ft.

Area of lot covered with structures and impervious surfaces: _____ sq. ft.

Total number of structures: 1 Total number of habitable structures: 1

Square footage of each building: 74,487 sq. ft. N/A sq. ft. N/A sq. ft.

Proposed use for each structure:

Preschool

Building stories: 1

Building height: 19'8" ft.

Total number of parking spaces: 35

Number of handicap spaces: 1

Does the site include any storm water retention or detention?

☒ Yes

☐ No

Does the project include any engineered alternatives from code requirements? Yes

☐ No

Staff Review: (for official use only)

Does the proposed project pose any engineering concerns?

Yes

No

Approved

Not Approved

Needs More Information or Corrections

Engineering Approval Signature: _____ Date: _____



City of Willow Park Development Services Department

Site Plan Building Official Review

Applicant Questions:

Front building setback: 180 ft.

Rear building setback: 54 ft.

Side building setback: 78 ft.

Side building setback: 17 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: (for official use only)

Does the site plan include all the required designations?

☐ Yes

☐ No

Are the setbacks for the building sufficient?

☐ Yes

☐ No

Are there any easement conflicts?

☐ Yes

☐ No

Does the proposed project pose any planning concerns?

☐ Yes

☐ No

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature: _____ Date: _____



City of Willow Park Development Services Department

Site Plan Fire Review

Applicant Questions:

Will the building have a fire alarm?

Yes

No

Will the building have a fire sprinkler/suppression system?

Yes

No

Is the building taller than two-stories?

Yes

No

If yes, how many stories?

N/A

Will the project require installation of a new fire hydrant?

Yes

No

If yes, how many fire hydrants?

N/A

What is the size of the proposed fire connections?

N/A

Staff Review: (for official use only)

Does the proposed project include the sufficient fire connections?

Yes

No

Is the proposed project an adequate distance to a fire hydrant?

Yes

No

Does the project have the minimum 24' hard surface?

Yes

No

Is the fire lane appropriate?

Yes

No

Does the site have the proper turning radius?

Yes

No

Does the proposed project pose any safety concerns?

Yes

No

Does the proposed project require any additional fire services?

Yes

No

Approved

Not Approved

Needs More Information or Corrections

Fire Department Approval Signature: _____

Date: _____

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City of Willow Park Development Services Department

Site Plan
Flood Plain Review N/A

Applicant Questions:

Is any part of the site plan in the 100-year flood plain? Yes ☒ No

If yes, what is the base flood elevation for the area? N/A

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

If yes, what is the base flood elevation for the area? N/A

If yes, what is the finished floor elevation for the habitable structure? N/A

If yes, please list any wet or dry flood proofing measures being used?

N/A

Staff Review: (for official use only)

Base flood elevations confirmed? Yes No

Will the project require a "post-grade" elevation certificate? Yes No

Flood proofing measures approved? 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: _____ Date: _____



City of Willow Park Development Services Department

Site Plan Landscaping Review

Applicant Questions:

Total gross lot area of the development: 74,487 sq. ft.

Area of lot covered with structures and impervious surfaces: 39000 sq. ft.

Percentage of lot covered with structures and impervious surfaces: 52 %

Area of green space/landscaped areas: 35,487 sq. ft.

Percentage of green space/landscaped areas: 48 %

Total number of parking spaces: 35

Does the site include any vegetative erosion or storm water control?

☒ Yes

☐ No

Staff Review: (for official use only)

Does the proposed project pose any landscaping concerns?

☐ Yes

☐ No

Approved

Not Approved

Needs More Information or Corrections

Landscaping Approval Signature: _____

Date: _____



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 08/03/2017	Department: Administrative	Presented By: Candy Scott
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AGENDA ITEM:

Fiscal Year 2017-2018 Proposed Budgets – All Funds

BACKGROUND:

The Fiscal Year 2017-2018 proposed budgets have been placed on file with the City Secretary. The attached budget memorandum from City Administrator Wall itemizes the major requests in the proposed budget.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Allow public comments

EXHIBITS:

Proposed Fiscal Year 2017-2018 Budgets

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

CITY OF WILLOW PARK

Fiscal Year 2017-2018 Proposed Budget

Mayor
Doyle Moss

Council Members

Place 1	Norman Hogue
Place 2	Amy Fennell
Place 3	Greg Runnebaum
Place 4	John Gholson

Interim City Administrator
L. Scott Wall

City Secretary
Kandice Garrett

BUDGET MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM: SCOTT WALL, CITY ADMINISTRATOR
SUBJECT: PROPOSE BUDGET ITEMS FOR 2017/16 FISCAL YEAR
DATE: AUGUST 3, 2017

We have prepared a balanced budget with the following items for Council consideration.

1. The propose Tax Rate incorporated in the budget is an effective rate. We are planning on receiving \$2.6m in ad valorem revenue this FY. The rate we will advertise is .5367 but can be lowered at the time of the tax rate ordinance adoption.
2. Employee 3% raise for all employees with the exception of probationary employees and the City Administrator:

Total cost for Merit raise: \$52.5k
3. Drainage Master Plan: \$2.5k
4. Storm water CIP \$8k
5. Sewer Rate increase of \$3.97 per month per customer /total revenue of \$131.5k per year
6. Parks Master Plan: \$20k to \$35k
7. New Well Site: \$125K
8. Impact fee study \$20K
9. One Police Department COPS grant funded position: \$19.8k first year
10. Branding and Logo service contract: \$4.9k for logo & \$7.5k branding
11. Funding to construct Ranch House Road in concrete: \$650k*
12. Episcopal Church parking lot construction: \$120k
13. Parker County Economic Development Council participation: \$5k
14. New Taser equipment for PD: \$3.4k per year for 5 years
15. In car video camera upgrade for PD: \$24.4k per year for 4 years

*A \$650k year loan will be needed to fund the Ranch House Road project in concrete

**City of Willow Park
Budget Calendar Updated
FY 2017-2018**

Week	Notes	Budget Project
June 1 - June 9		Training on STW Budget Preparation Module
June 12 - June 16	Reg CC Meeting 06/13	Approve Budget Calendar & set Council Goals for FY 17-18
		Set Budget Workshop on either - Saturday, July 15th (9-5)
		or Saturday, August 5th (9-5) CC & Staff
June 19 - June 23		CIP & Debt Service Calculations
June 26 - June 30		Revenue, Expense Projections, Round 1
July 3 - July 7	July 4 (Tuesday)	Preliminary Budget Submitted by Dept Heads
July 10 - July 14	Reg CC Meeting 07/11	
July 17- July 21		
July 24 - July 28		Draft Budget Memo
July 31 - Aug 4		Revenue, Expense Projections, Round 2 (Certified Tax Roll)
Aug 7 - Aug 11	Reg CC Meeting 8/8	Draft Budget Submitted to City Secretary
Aug 14 - Aug 18		Set Public Hearing - Aug 23rd (earlist)
Aug 21 - Aug 25		Legal Notices (not earlier than the 30th day nor later than
Aug 28 - Sept 1		the 10th day before the Public Hearing)
Sept 4 - Sept 8	Labor Day (Monday 4th)	
Sept 11 - Sept 15	Reg CC -9/12	Hold Public Hearing on Budget, Adopt Budget & Set Tax Rate
Sept 18 - Sept 22		Publication/Website

City Council Goals for FY 2017-2018

Tax Rate Increase

Utility Rate Increase

COLA (Cost of Living Adjustment)

Capital Improvements

DEBT SERVICE - 2018**TAX PORTION**

2010 REFUNDING (CAPITAL IMPROVEMENTS)	63,900.00
2012 REFUNDING (CAPITAL IMPROVEMENTS)	441,800.00
2014 GOV CAPITAL (BRUSH TRUCK)	9,105.56
2014 GOV CAPITAL (POLICE CID VEHICLE)	4,442.75
2014 GOV CAPITAL (FIRE ENGINE)	31,917.59
2015 COB SPLIT (HEAVY EQUIPMENT)	90,271.61
2016 COB (PUBLIC SAFETY BUILDING)	153,200.00
2016 COB (ROAD IMPROVEMENTS)	78,600.00
2017 COG CAPITAL (FIRE ENGINE)	48,291.61
	921,529.12

WATER PORTION

2010 REFUNDING (CAPITAL IMPROVEMENTS)	268,700.00
2012 REFUNDING (CAPITAL IMPROVEMENTS)	110,650.00
2014 COB - TWDB (WATER IMPROVEMENTS)	40,788.00
2014 GOV CAPITAL (FREIGHTLINER)	18,418.80
2015 COB SPLIT (HEAVY EQUIPMENT)	44,659.39
2016 COB - TWDB (WATER IMPROVEMENTS)	53,688.50
	536,904.69

WASTEWATER PORTION

2016 COB - TWDB (TEMPORARY PACKAGE PLANT)	135,115.00
	135,115.00
Total Debt Service:	1,577,227.92

GENERAL FUND

	2015-2016	2016-2017	2016-2017	2017-2018	
Revenue Description	Prior Year Actual	Adopted Budget	YTD Actual	Requested Amount	Incr(Decr) From CY
Property & Other Taxes	1,991,152	2,171,130	1,825,252	2,697,268	872,016
Franchise Fees	387,584	342,428	237,997	380,517	142,520
Development & Permit Fees	308,188	191,350	164,995	179,100	14,105
Fines & Forfeitures	213,950	208,500	151,119	221,400	70,281
Service Revenue	20,684	15,000	1,057	0	-1,057
Other Revenue	895,958	238,982	427,128	21,475	-405,653
Transfers From Reserves	0	0	0	793,971	793,971
TOTAL REVENUES:	3,817,516	3,167,390	2,807,548	4,293,731	1,486,183
Expense Description					
Personnel	2,024,908	2,118,747	1,535,450	2,208,140	672,690
Supplies (Maintenance & Operations)	770,924	639,721	463,870	340,961	-122,909
Utilities	72,654	87,001	98,286	106,298	8,013
Operational & Contractual Services	496,821	539,416	585,006	681,016	96,010
Transfers & Restricted Funds	-573,038	0	0	329,131	329,131
TOTAL EXPENSES:	2,792,269	3,384,885	2,682,611	4,166,575	982,935
NET BEFORE CAPITAL OUTLAY:	1,025,247	-217,495	124,937	127,156	503,248
Capital Outlay	788,281	0	421,494	48,000	-373,494
TOTAL EXPENSES:	2,003,988	3,384,885	2,261,117	4,214,575	1,356,428
NET AFTER CAPITAL OUTLAY:	1,813,527	-217,495	546,431	79,156	129,754

		2015-2016	2016-2017	2016-2017	2017-2018	
		Prior Year Actual	Adopted Budget	YTD Actual	Requested Amount	Incr(Decr) From CY
Revenue Description						
Property & Other Taxes		1,991,152	2,171,130	1,825,252	2,697,268	526,138
Franchise Fees		387,584	342,428	237,997	380,517	38,089
Development & Permit Fees		308,188	191,350	164,995	179,100	-12,250
Fines & Forfeitures		213,950	208,500	151,119	221,400	12,900
Service Revenue		20,684	15,000	1,057	0	-15,000
Other Revenue		895,958	238,982	427,128	21,475	
	ADMIN	1,780	238,982	8,792	0	-238,982
	DEV	12,549	0	1,955	1,000	1,000
	FIRE	69	0	408,276	0	0
	LEG	0	0	0	0	0
	COURT	68	0	0	0	0
	POLICE	14,025	0	2,848	20,475	20,475
	PW PARKS, ROADS, FACILITIES	867,467	0	5,257	0	0
Transfers From Reserves		0	0	0	793,971	793,971
Expense Description						
Personnel		2,024,908	2,118,747	1,535,450	2,208,140	
	ADMIN	234,185	210,243	157,300	203,130	-7,113
	DEV	47,558	112,832	50,042	132,947	20,115
	FIRE	590,722	640,932	480,525	702,101	61,169
	LEG	79,829	71,483	52,836	71,047	-436
	COURT	98,082	105,450	85,850	110,238	4,788
	POLICE	905,400	831,948	653,205	932,523	100,575
	PW PARKS, ROADS, FACILITIES	69,133	145,859	55,691	56,154	-89,705
Supplies (Maintenance & Operations)		770,924	639,721	463,870	340,961	
	ADMIN	492,235	444,936	321,360	16,116	-428,820
	DEV	2,003	6,650	2,760	2,650	-4,000
	FIRE	64,361	68,790	45,609	113,469	44,679
	LEG	2,147	2,400	6,143	6,025	3,625

	COURT	1,717	2,025	1,302	1,500	-525
	POLICE	53,478	47,745	33,752	89,658	41,913
	PW PARKS, ROADS, FACILITIES	154,983	67,175	52,944	111,543	44,368
Utilities		72,654	87,001	98,286	106,298	
	ADMIN	1,306	5,645	4,547	919	-4,726
	DEV	0	5,000	0	919	-4,081
	FIRE	552	6,000	1,586	6,000	0
	LEG	0	5,000	0	0	-5,000
	COURT	0	5,000	0	5,000	0
	POLICE	116	7,220	34,784	7,000	-220
	PW PARKS, ROADS, FACILITIES	70,680	53,136	57,368	86,460	33,324
Operational & Contractual Services		496,821	539,416	585,006	681,016	
	ADMIN	132,607	65,750	138,556	146,171	80,421
	DEV	176,741	140,021	140,203	148,191	8,170
	FIRE	26,225	62,399	24,813	71,714	9,315
	LEG	34,369	71,500	48,248	81,978	10,478
	COURT	40,883	27,694	24,424	34,021	6,327
	POLICE	60,500	137,116	90,940	139,200	2,084
	PW PARKS, ROADS, FACILITIES	25,497	34,936	117,821	59,741	24,805
Transfers & Restricted Funds		-573,038	0	0	329,131	
	ADMIN	9,700,832	0	0	0	0
	DEV	968,634	0	0	0	0
	FIRE	-3,259,824	0	0	0	0
	LEG	-266,495	0	0	0	0
	COURT	0	0	0	11,300	11,300
	POLICE	-6,863,039	0	0	23,860	23,860
	PW PARKS, ROADS, FACILITIES	-853,144	0	0	293,971	293,971
Capital Outlay		788,281	0	421,494	48,000	
	ADMIN	-1,859	0	20,495	12,500	12,500
	DEV	0	0	0	0	0
	FIRE	91,921	0	406,651	0	0
	LEG	0	0	0	0	0
	COURT	0	0	0	0	0
	POLICE	198,176	0	-5,075	25,000	25,000
	PW PARKS, ROADS, FACILITIES	500,043	0	-578	10,500	10,500

Fund: 10 GENERAL FUND

Dept: ALL

Fiscal Year: 2018

Revision level: 1 2018 Budget Requests

Revenue Description

Property & Other Taxes	Totals:	2,697,268
Franchise Fees	Totals:	380,517
Development & Permit Fees	Totals:	180,100
Fines & Forfeitures	Totals:	221,400
Other Revenue	Totals:	20,475
Transfers From Reserves	Totals:	793,971
TOTAL REVENUES:		4,293,731

Expense Description

Personnel	Totals:	2,208,140
Supplies (Maintenance & Operations)	Totals:	340,961
Utilities	Totals:	106,298
Operational & Contractual Services	Totals:	681,016
Transfers & Restricted Funds	Totals:	830,160
TOTAL EXPENDITURES:		4,166,575

NET REVENUE OVER EXPENDITURES BEFORE CAPITAL OUTLAY: 127,156

Capital Outlay	Totals:	48,000
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TOTAL EXPENDITURES: 4,214,575

NET REVENUE OVER EXPENDITURES AFTER CAPITAL OUTLAY: 79,156

Fund: 10 GENERAL FUND
Dept: 1 ADMINISTRATION

Fiscal Year: 2018
Revision level: 1 2018 Budget Requests

Account Number	Description			
10-46000-001	M & O TAX		Totals:	1,765,402
10-46001-001	SALES TAX		Totals:	896,426
10-46002-001	MIXED BEVERAGE TAX		Totals:	20,440
10-46007-001	DELINQUENT TAXES		Totals:	15,000
10-46020-001	TXU ELECTRIC		Totals:	168,500
10-46021-001	A T & T	QUARTERLY PAYMENTS AVERAGE \$17,754	71,016	
			Totals:	71,016
10-46022-001	TEXAS GAS		Totals:	3,700
10-46025-001	MISC. FRANCHISE	AVERAGE MONTHLY PAYMENTS ARE \$225	2,700	
			Totals:	2,700
10-46027-001	MESH NET	MONTHLY TOWER FEE	3,024	
			Totals:	3,024
10-46028-001	WATER FRANCHISE FEE		Totals:	98,020
10-46028-001	WASTEWATER FRANCHISE FEE		Totals:	28,553
10-46040-001	USPS CONTRACT UNIT	MONTHLY PAYMENT FROM USPS TO RUN POSTAL UNIT \$417.00	5,004	
			Totals:	5,004
TOTAL REVENUES:				3,077,785

Fund: 10 GENERAL FUND
Dept: 1 ADMINISTRATION

Fiscal Year: 2018
Revision level: 1 2018 Budget Requests

Account Number	Description			
10-58100-001	SALARIES		Totals:	175,830
10-58101-001	PAYROLL EXPENSE		Totals:	2,565
10-58102-001	WORKERS COMPENSATION		Totals:	2,072
10-58103-001	HEALTH INSURANCE		Totals:	6,408
10-58104-001	RETIREMENT		Totals:	12,773
10-58105-001	UNEMPLOYMENT INSURANCE		Totals:	1,800
10-58107-001	CELL PHONE STIPEND		Totals:	1,080
10-58125-001	DENTAL INSURANCE		Totals:	452
10-58126-001	LIFE INSURANCE		Totals:	150
			Total Personnel:	203,130
10-58200-001	POSTAGE & SHIPPING	PITNEY BOWES - POSTAGE MACHINE MONTHLY RENTAL FEE	3,480	
		MONTHLY POSTAGE USAGE (ALL GF DEPARTMENTS)	5,136	
			Totals:	8,616

10-58201-001	OFFICE SUPPLIES		Totals:	4,000
10-58202-001	FLOWERS/GIFTS/PLAQUES		Totals:	500
10-58205-001	MINOR EQUIPMENT: OFFICE		Totals:	500
10-58215-001	USPS CONTRACT UNIT		Totals:	1,500
10-58223-001	EQUIPMENT		Totals:	500
10-58265-001	FACILITIES MAINT SUPPLIES		Totals:	500
			Total Supplies:	16,116
10-58305-001	COMMUNICATION SERVICES	AT&T MOBILITY - IPAD (CITY ADMINISTRATOR)	919	
			Totals:	919
			Total Utilities:	919
10-58400-001	TRAVEL & TRAINING	ICMA CONFERENCE - SCOTT	2,500	
		TCMA CONFERENCE - SCOTT	2,000	
		TML CONFERENCE - SCOTT	1,000	
		STW CONFERENCE - CANDY	1,000	
		PUBLIC FUNDS INVESTMENT ACT TRAINING - CANDY	270	
			Totals:	6,770
10-58402-001	ADVERTISING & LEGAL NOTICES	EPC CHAMBER OF COMMERCE -- RELOCATION GUIDE	1,900	
			Totals:	1,900
10-58404-001	PROPERTY & LIABILITY	SPLIT BETWEEN DEPARTMENTS	8,889	
		ADDITIONAL PAYMENT AFTER AUDIT	12,000	
			Totals:	20,889
10-58406-001	PROFESSIONAL LICENSE		Totals:	500

10-58407-001	DUES & MEMBERSHIPS	IMCA -- SCOTT	800	
		GFOAT -- CANDY	60	
			Totals:	860
10-58417-001	ACCOUNTING & AUDITOR	ANNUAL MAINTENANCE CONTRACT - STW	24,000	
		MONTHLY FEE - WEBER CPA	12,000	
		BILLABLE HOURS - WEBER CPA	12,500	
		AUDITOR - GEORGE MORGAN & SNEED	8,200	
			Totals:	56,700
10-58418-001	CONTRACTUAL SERVICES	APPRAISAL DISTRICT	40,000	
			Totals:	40,000
10-58426-001	SOFTWARE TECH SUPPORT	ANNUAL FEES - PRO SOFTNET (BACK-UP SERVICE)	1,000	
		MONTHLY ANTIVIRUS & MAIL PROTECTION	5,100	
			Totals:	6,100
10-58437-001	BLACKBOARD CONNECT	SPLIT BETWEEN DEPTS - \$2.00 PER HOUSEHOLD	1,040	
			Totals:	1,040
10-58438-001	IT CONTRACT	MAVERICK COMPUTER SERVICES - SPLIT BETWEEN DEPTS	3,852	
			Totals:	3,852
10-58451-001	EQUIPMENT RENTAL	MONTHLY COPIER LEASE FEES - TOSHIBA	7,560	
			Totals:	7,560
			Total Operational & Contractual:	146,171
10-58613-001	PROMOTIONAL MARKETING	BRANDING & LOGO CONTRACT	12,500	
			Totals:	12,500
			Total Capital Outlay:	12,500

TOTAL EXPENDITURES: 378,836

NET REVENUE OVER EXPENDITURES: 2,698,949

Fund: 10 GENERAL FUND
Dept: 3 DEVELOPMENT SERVICES

Fiscal Year: 2018
Revision level: 1 2018 Budget Requests

Account Number	Description		
10-46023-003	CERTIFICATE OF OCCUPANCY	Totals:	1,000
10-46070-003	BUILDING PERMITS	Totals:	120,000
10-46071-003	HEALTH PERMITS	Totals:	9,000
10-46072-003	SUBCONTRACTORS PERMITS	Totals:	12,000
10-46073-003	REGISTRATION FEES	Totals:	7,500
10-46075-003	OSSF PERMITS	Totals:	1,200
10-46077-003	PLAN REVIEW	Totals:	25,000
10-46082-003	REVIEWS/ REQUESTS	Totals:	2,000
10-46084-003	RENTAL INSPECTIONS	Totals:	400
10-46095-003	FIRE ALARMS	Totals:	1,000
10-46099-003	FIRE SPRINKLER	Totals:	1,000
		TOTAL REVENUES:	180,100

Account Number	Description			
10-58100-003	SALARIES		Totals:	105,380
10-58101-003	PAYROLL EXPENSE		Totals:	1,528
10-58102-003	WORKERS COMPENSATION		Totals:	2,072
10-58103-003	HEALTH INSURANCE		Totals:	7,608
10-58104-003	RETIREMENT		Totals:	12,816
10-58105-003	UNEMPLOYMENT		Totals:	1,800
10-58107-003	CELL PHONE STIPEND		Totals:	540
10-58125-003	DENTAL INSURANCE		Totals:	903
10-58126-003	LIFE INSURANCE		Totals:	300
			Total Personnel:	132,947
10-58200-003	POSTAGE & SHIPPING		Totals:	500
10-58201-003	OFFICE SUPPLIES	Office Supplies - Folders, Labels, Office material	Totals:	1,000
10-58202-003	FLOWERS/GIFTS/PLAQUES	Public Services - Flowers/Gifts/Plaques	Totals:	50
10-58204-003	PRINTING & BINDING	PLanning and Zoning - Board of Adjustment	Totals:	300
10-58205-003	MINOR EQUIPMENT: OFFICE		Totals:	500

10-58208-003	UNIFORMS & SUPPLIES	Willow Park Staff Shirts	Totals:	300
			Total Supplies:	2,650
10-58305-001	COMMUNICATION SERVICES	AT&T MOBILITY - IPAD (DEVELOPMENT DIRECTOR)		919
			Total Utilities:	919
10-58400-003	TRAVEL & TRAINING	TCMA Conference - Bernie Texas APA Conference - Bernie Code Officer Training - Corina	2,000 1,500 600	
			Totals:	4,100
10-58401-003	CONSULTANTS & PROFESSION	1 Bureau of Veritas	Totals:	105,000
10-58404-003	PROPERTY & LIABILITY	SPLIT BETWEEN DEPARTMENTS	Totals:	8,889
10-58407-003	DUES & MEMBERSHIPS	1 Texas APA - Bernie 2 TCMA - Bernie	500 200	
			Totals:	700
10-58418-003	CONTRACTUAL SERVICES	Planning Consultant	Totals:	20,000
10-58424-003	ENGINEERING/CITY ENGINEE	City Engineer - Review for Development	Totals:	5,000
10-58437-003	BLACKBOARD CONNECT	SPLIT BETWEEN DEPTS - \$2.00 PER HOUSEHOLD	Totals:	650
10-58438-003	IT CONTRACT	MAVERICK COMPUTER SERVICES - SPLIT BETWEEN DEPTS	Totals:	3,852
			Total Operational & Contractual:	148,191
			TOTAL EXPENDITURES:	284,707

NET REVENUE OVER EXPENDITURES:	-104,607
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Account Number	Description		
10-58100-004	SALARIES	Totals:	485,800
10-58101-004	PAYROLL EXPENSE	Totals:	7,809
10-58102-004	WORKERS COMPENSATION	Totals:	12,432
10-58103-004	HEALTH INSURANCE	Totals:	76,893
10-58104-004	RETIREMENT	Totals:	38,882
10-58105-004	UNEMPLOYMENT INSURANCE	Totals:	10,800
10-58107-004	CELL PHONE STIPEND	Totals:	1,620
10-58109-004	CERTIFICATE PAY	Totals:	5,280
10-58110-004	OVERTIME	Totals:	36,725
10-58124-004	FLOATER SHIFTS	Totals:	16,000
10-58125-004	DENTAL INSURANCE	Totals:	5,420
10-58126-004	LIFE INSURANCE	Totals:	1,800
10-58127-004	PHYSICALS & GYM MEMBERSHIPS	<div> Gym memberships to Fit for Life (this is for the cost of 14 firemightrs membership) </div> 2,640	Totals: 2,640
		Total Personnel:	702,101

10-58200-004	POSTAGE & SHIPPING		Totals:	800
10-58201-004	OFFICE SUPPLIES	1 Ice Machine lease/service	2,160	
			Totals:	2,160
10-58202-004	FLOWERS/GIFTS/PLAQUES			
			Totals:	225
10-58203-004	BASIC OPERATING SUPPLIES	Station Supplies and Cleaners for decontamination (station supplies and cleaner for decontamination after calls)	2,500	
		Apex radio batteries for the new Pumper radioes (for purchase of extra APEX radio batteries for 6 radios)	900	
		Software for New Radio programming in house (software for new radios for the engine)	522	
		Hazard Mitigation Plan Funding	6,400	
			Totals:	10,322
10-58204-004	PRINTING & BINDING		Totals:	200
10-58205-004	MINOR EQUIPMENT: OFFICE	Lease on a All in One printer, copies, scanner (lease of 60 months (5years) at \$94/month and monthly maintenance for \$45.00, total lease price is \$139.00 per month)	1,668	
			Totals:	1,668
10-58207-004	MV REPAIR & MAINTENANCE	Pumper Annual Preventative Maintenance (2 Pumpers)	5,000	
		Brush 35 medium duty annual Preventative Main.	1,000	
		Light duty PM on squads and brush truck	800	
		Heavy duty Semi annual PM on pumpers(Fluids)	1,600	
		Tires for Engines	4,121	
		Tire labor for 6 tires	593	
		Unforeseen Repairs, Parts, and Tools for inhouse	3,110	
		State Safety Inspection for large trucks	43	
		State Emissions Inspection small vehicles	159	
		Squad 35 refurbishment for exterior MAACO	2,473	
			Totals:	18,899

10-58208-004	UNIFORMS & SUPPLIES	Fire Department uniform hats	480	
		Job Shirts (long sleeve cold weather)	195	
		Workrite Pants NFPA 1975 current uniform	1,235	
		Workrite Shirt (with patches, name, rank) current	1,235	
		Belts	405	
		Boots current uniform	1,740	
		Winter Coat (current coat uniform)	365	
		Sweat Pants	225	
		T-shirts	1,576	
		Class A Uniform (Special occasion/burial attire	2,000	
		Yearly Vendor Shipping Costs	200	
		Totals:		9,656
10-58216-004	PPE AND SUPPLIES	Bunker Gear	9,400	
		Traffic vests	40	
		TL2 Phenix helmets	4,970	
		Gear Cleaning Solutions current contract	2,490	
		Out of Service gear repair/replacement	2,000	
		Extractor Preventative Maintenance	500	
		PAR tags	125	
		SCBA Flashlights	300	
		Apparatus Flashlights	300	
		Flashlight Batteries rechargeables	100	
		SCBA Flow test Casco contracted	750	
		Hydrostatic testing SCBA bottles	252	
		SCBA Repair/Maint. quarterly August Ind contracted	2,000	
		SCBA heads up display repair/ replace State req.	3,600	
		SCBA mask Voice amps	500	
		SCBA pak name plates	385	
		SCBA Repair/ Main. Casco contracted	1,000	
		SCBA Batteries	200	
		Totals:		28,912

10-58217-004	MEDICAL SUPPLIES	Basic Medical supplies	3,000		
		Medical Equipment	500		
		Hydrostatic oxygen cylinder testing	300		
		Oxygen Contract	480		
		CPR Supplies	500		
		Infection Control and State membership	560		
		Insector supplies	500		
		Totals:		5,840	
10-58219-004	FOAM SUPPLIES	Class A foam	1,750		
		Totals:		1,750	
10-58220-004	ROAD ABSORBENT SUPPLIES	Plug N Dike Fuel spill containment	61		
		Gator Oil absorbent for MVC fluid spills	1,545		
		Totals:		1,606	
10-58253-004	SAFETY EQUIPMENT & SUPPLIES	Chain Saw Rescue blades	446		
		Elevator Keys	344		
		Reciprocating Rescue blades 20 pack	75		
		Collapsible Safety Traffic Cones	380		
		Stihl equipment gas rebuild kits	286		
		5 inch supply line hose clamp	487		
		5 inch supply line hydrant bag	68		
		hydrant wrench	92		
		Key Secure 3b knox box key lock	1,158		
		TFT Remote Hydrant Master	5,148		
		Hazmat fuel saddle tank bladder containment	378		
		Halligan Forcible Entry Tool	520		
		10 foot Roof Hook	146		
		5 foot D handle Roof Hook	122		
		Totals:		9,651	
10-58260-004	BUILDING & FACILITIES REPAIRS	current supplies for PSB	2,500		

		American Ice machine Lease with service/install	2,160		
			Totals:		4,660
10-58270-004	MV FUEL				
	Call volume is increasing and the small engine tools such as the chainsaws, rotary K12 saw, Jaws of life power units, ventilation fan, generators, push mower, and weed eater have been moved over to Tru-fuel which has no ethanol In the system where we have found less repair issues once we switched over to it. Our vehicle fuel we switched from Brookshires to Cambell and haigood due to the tax exemption was not being done by Brookshires.				
			Totals:		10,000
10-58278-004	EMERGENCY RESPONSE SUPPL				
		Fire Hose	5,659		
		Fire Extinguishers contract for City(current)	637		
		Fire Prevention Material	824		
			Totals:		7,120
			Total Supplies:		113,469
10-58305-004	COMMUNICATION SERVICES	PSB ATT phone, repair, maintenance, Direct TV			
	This budget covers the PSB ATT phones, repairs, maintenance. Also the need to ransfer the DirectTV bill from the first responder board to the budget. Also includes the IPAD service and mobile data				
			Totals:		6,000
			Total Utilities:		6,000
10-58400-004	TRAVEL & TRAINING				
		TCFP Certifications and Annual Renewal	3,615		
		(includes annual renewal, testing, certifications, and cert.upgrades)			
		State Fireman's and Fire Marshal's Association	400		
		(SFFMA for annual renewal, required conference, and certifications)			
		Texas Dept of State Health Serv. renewals	805		
		(state required renewal tests)			
		American Heart Assoc. Certs/renewals	885		
		CE hours with Weatherford College contract	10,890		
		(FIRE/EMS CE's and Live Fire training required by TCFP)			
		Spec ops cert Vehicle Extrication Technician	4,000		

		(8 to attend Vehicle Extrication Technician Certification course)		
		Training props and supplies	200	
		(liquid smoke for the smoke generator, hose deployment props,		
			Totals:	20,795
10-58401-004	CONSULTANTS & PROFESSIONALS		Totals:	3,500
10-58403-004	PRINTING & BINDING		Totals:	200
10-58404-004	PROPERTY & LIABILITY	SPLIT BETWEEN DEPARTMENTS	8,889	
			Totals:	8,889
10-58407-004	DUES & MEMBERSHIPS	ICC membership for inspection renewal	135	
		NCTRAC renewal	100	
		CLIA Labratory Program for EMS glucose monitors	150	
			Totals:	385
10-58418-004	CONTRACTUAL SERVICES	Contracted services Lonestar Safety	740	
		Waterway (contract renewal)	2,993	
		Contract renewal ReNew biomed. BP machine	770	
		4 Fire Checkoffs (Contract renewal)	350	
			Totals:	4,853
10-58427-004	EQUIPMENT TECH SUPPORT	Parker County Fire Alarm	15,000	
		Fire House Software Current program used	1,000	
		Fire House Inspector Module Current used	600	
		Fire House Software for Ipad current renewal	600	
		Active 911 alerting system current used	300	
		Fire House Scheduler for shift documentation	1,000	
		Fire House Software Module for Inspector sketch	1,000	
		8 Motorola APEX 8000 model 2.5	8,700	
			Totals:	28,200
10-58437-004	BLACKBOARD CONNECT	SPLIT BETWEEN DEPTS - \$2.00 PER HOUSEHOLD	1,040	

			Totals:	1,040
10-58438-004	IT CONTRACT	MAVERICK COMPUTER SERVICES - SPLIT BETWEEN DEPTS	3,852	
			Totals:	3,852
			Total Operational & Contractual:	71,714
			TOTAL EXPENDITURES:	893,284
			NET REVENUE OVER EXPENDITURES:	893,284

Fund: 10 GENERAL FUND
Dept: 5 LEGISLATIVE

Fiscal Year: 2018
Revision level: 1 2018 Budget Requests

Account Number	Description		
10-58100-005	SALARIES	Totals:	56,650
10-58101-005	PAYROLL EXPENSE	Totals:	821
10-58102-005	WORKERS COMPENSATION	Totals:	1,036
10-58103-005	HEALTH INSURANCE	Totals:	6,408
10-58104-005	RETIREMENT	Totals:	4,090
10-58105-005	UNEMPLOYMENT INSURANCE	Totals:	900
10-58107-005	CELL PHONE STIPEND	Totals:	540
10-58125-005	DENTAL INSURANCE	Totals:	452
10-58126-005	LIFE INSURANCE	Totals:	150
		Total Personnel:	71,047
10-58201-005	OFFICE SUPPLIES	Totals:	1,000
10-58202-005	FLOWERS/GIFTS/PLAQUES	Totals:	400
10-58203-005	BASIC OPERATING SUPPLIES	Totals:	1,000
10-58204-005	PRINTING & BINDING	Business Cards, Stationary & Other Mktg. Materials	Totals: 500
10-58208-005	UNIFORMS & SUPPLIES	Shirts with WP Logo	Totals: 125

10-58269-005	PROMOTIONS	EPC Chamber of Commerce	Totals:	3,000
			Total Supplies:	6,025
10-58305-005	COMMUNICATION SERVICES	AT&T MOBILITY - IPAD	Totals:	0
			Total Utilities:	0
10-58400-005	TRAVEL & TRAINING	TML Conferences & Events, TMCCP Seminars	Totals:	9,000
10-58401-005	CONSULTANTS & PROFESSIONALS	Consulting Fees	3,000	
		Economic Development Council	5,000	
			Totals:	8,000
10-58402-005	ADVERTISING & LEGAL NOTICES	SPLIT BETWEEN DEPARTMENTS	Totals:	3,000
10-58404-005	PROPERTY & LIABILITY		Totals:	8,889
10-58407-005	DUES & MEMBERSHIPS	TML Dues, Notary Fees, TMCCP, EPC Chamber, NCTCOG	Totals:	2,250
10-58416-005	LEGAL/CITY ATTORNEY		Totals:	36,000
10-58418-005	CONTRACTUAL SERVICES		Totals:	3,147
10-58419-005	ELECTIONS ADMINISTRATION		Totals:	5,000
10-58426-005	SOFTWARE TECH SUPPORT	Maverick - peripheral device support	Totals:	300
10-58437-005	BLACKBOARD CONNECT	SPLIT BETWEEN DEPTS - \$2.00 PER HOUSEHOLD	Totals:	1,040
10-58438-005	IT CONTRACT	MAVERICK COMPUTER SERVICES - SPLIT BETWEEN DEPTS		3,852
10-58450-005	GOVERNMENT & MISC OPERATING			1,500

Total Operational & Contractual: 81,978

TOTAL EXPENDITURES: 159,050

NET REVENUE OVER EXPENDITURES: 159,050

Fund: 10 GENERAL FUND
Dept: 6 MUNICIPAL COURT

Fiscal Year: 2018
Revision level: 1 2018 Budget Requests

Account Number	Description		
10-46060-006	NON-PARKING	Totals:	195,000
10-46061-006	PARKING	Totals:	1,000
10-46062-006	WARRANTS/CAPIAS	Totals:	1,200
10-46063-006	STATE LAW - CLASS C	Totals:	13,500
10-46064-006	COURT ADMINISTRATION	Totals:	100
10-46065-006	COURT SECURITY	Totals:	3,500
10-46066-006	TIME PAYMENT	Totals:	600
10-46067-006	MC TECH FEE	Totals:	5,500
10-46085-006	SEAT BELT	Totals:	1,000
		TOTAL REVENUES:	221,400

Fund: 10 GENERAL FUND Fiscal Year: 2018
 Dept: 6 MUNICIPAL COURT Revision level: 1 2018 Budget Requests

Account Number	Description			
10-58100-006	SALARIES		Totals:	81,298
10-58101-006	PAYROLL EXPENSE		Totals:	1,190
10-58102-006	WORKERS COMPENSATION		Totals:	2,072
10-58103-006	HEALTH INSURANCE		Totals:	12,816
10-58104-006	RETIREMENT		Totals:	5,927
10-58105-006	UNEMPLOYMENT		Totals:	1,800
10-58107-006	CELL PHONE STIPEND		Totals:	540
10-58109-006	CERTIFICATE PAY		Totals:	1,200
10-58110-006	OVERTIME		Totals:	792
10-58125-006	DENTAL INSURANCE		Totals:	903
10-58126-006	LIFE INSURANCE		Totals:	300
10-58132-006	BAILIFF DUTIES	Money Expense for Attorney Plea Docket, Pre Trial, Expense for Jury Trial and Bench Trial	1,200 200 Totals:	1,400
			Total Personnel:	110,238
10-58201-006	OFFICE SUPPLIES		Totals:	1,200

10-58202-006	FLOWERS/GIFTS/PLAQUES		Totals:	100
10-58214-006	FINANCE CHARGES		Totals:	200
			Total Supplies:	1,500
10-58305-006	COMMUNICATION SERVICE		Totals:	5,000
			Total Utilities:	5,000
10-58400-006	TRAVEL & TRAINING		Totals:	1,000
10-58404-006	PROPERTY & LIABILITY	SPLIT BETWEEN DEPARTMENTS	Totals:	8,889
10-58407-006	DUES & MEMBERSHIPS		Totals:	80
10-58416-006	LEGAL/CITY ATTORNEY		Totals:	6,000
10-58421-006	MUNICIPAL JUDGE		Totals:	12,000
10-58422-006	MAGISTRATE		Totals:	2,000
10-58438-006	IT CONTRACT	MAVERICK MONTHLY FEE	Totals:	3,852
10-58441-006	JURY SERVICE		Totals:	200
			Total Operational & Contractual:	34,021
10-58703-006	COURT TECHNOLOGY		Totals:	11,300
			Total Transfers & Restricted Funds:	11,300
			TOTAL EXPENDITURES:	162,059

NET REVENUE OVER EXPENDITURES: 59,341

Fund: 10 GENERAL
Dept: 7 POLICE

Fiscal Year: 2018
Revision level: 1 2018 Budget Requests

Account Number	Description		Totals:	
10-46053-007	ACCIDENT REPORTS			600
10-46091-004	GRANT FUNDS	Matching Grant from 2017 COPS Hiring Program		19,875
			TOTAL REVENUES:	20,475

Fund: 10 GENERAL
Dept: 7 POLICE

Fiscal Year: 2018
Revision level: 1 2018 Budget Requests

Account Number	Description		Totals:	
10-58100-007	SALARIES			692,110
10-58101-007	PAYROLL EXPENSE			10,427
10-58102-007	WORKERS COMPENSATION			16,576
10-58103-007	HEALTH INSURANCE			102,524
10-58104-007	RETIREMENT			51,920
10-58105-007	UNEMPLOYMENT			10,800
10-58107-007	CELL PHONE STIPEND			1,620

10-58109-007	CERTIFICATE PAY		Totals:	7,919
10-58110-007	OVERTIME			
	Overtime for holidays alone will cause the current budgeted amount to be zeroed out or negative. Asking for an increase to accommodate more training and maintain shift coverage.		Totals:	27,000
10-58125-007	DENTAL INSURANCE		Totals:	7,227
10-58126-007	LIFE INSURANCE		Totals:	2,400
10-58127-007	PHYSICALS & GYM MEMBERSHIPS			
	Required exams and polygraph Physical, psychological, polygraph and drug screen examinations for new employees.		Totals:	2,000
			Total Personnel:	932,523
10-58200-007	POSTAGE & SHIPPING		Totals:	300
10-58201-007	OFFICE SUPPLIES		Totals:	3,000
10-58202-007	FLOWERS/GIFTS/PLAQUES		Totals:	425
10-58203-007	BASIC OPERATING SUPPLIES			
☐ .		NARK Presumptive Drug Analysis Kit	298	
		Evidence Collection and Identification Kit	309	
		SANE Kit	200	
		Batteries - Varied	500	
		Blood Kits (DWI)	300	
		Police ID Cards	300	
		Misc. (Gloves, fuses, tape, glue, etc.)	500	
			Totals:	2,407
10-58204-007	PRINTING & BINDING	Misc Printing	Totals:	800

10-58205-007	MINOR EQUIPMENT: OFFICE	Includes New (Lease) Copier	Totals:	2,500
10-58206-007	MV OILS, LUBRICANTS & FLUIDS		Totals:	500
10-58207-007	MV REPAIR & MAINTENACE The motor vehicle fleet is aging and costs of repairs are increasing. Also, any vehicle involved in a pursuit involving hard breaking and turning should have a post vehicle inspection by a mechanic		Totals:	12,000
10-58208-007	UNIFORMS & SUPPLIES	New Hire Uniforms Class "A" Uniforms Replacement Uniforms	8,700 2,710 3,200	
	Sworn members require a class "A" uniform for special occasions, funerals and court, etc. Currently, only two members (Chief & Captain) have class "A" uniforms. Also, if the 2 new positions are approved (2 General fund, 1 grant and general fund) those officers will require uniforms. Several of the current officers have not had replacement uniforms in several years, and others have purchased their own uniforms from their personal funds.		Totals:	14,610
10-58253-007	SAFETY EQUIPMENT & SUPPLIES	First Aid Kits Cones and Flares SABA Kits Drug Terminator	576 2,075 1,955 3,600	
	Traffic Cones, flares, first aid kits for vehicles		Totals:	8,206
10-58260-007	BUILDING & FACILITIES REPAIRS	Cleaning and equipment maintenance		
	Increase amount to accommodate a cleaning service to clean our portion of the existing public safety facility (\$80.00 weekly for cleaning)		Totals:	6,000
10-58265-007	FACILITIES MAINT SUPPLIES			

			Totals:	2,500
10-58266-007	MINOR EQUIPMENT: FIELD	Flashlights Mounted in Vehicles	1,200	
		TASER's and required peripherals	3,632	
	To install flashlights in each vehicle. To issue TASER's to each officer assigned to patrol with (2) spare units for reserve officers. The price of the TASER's is a finance option for 60 months. \$3,632.00 is the amount due per year for (5) years.			
	To purchase this quantity outright is \$17,303.00			
			Totals:	4,832
10-58267-007	OPERATING SUPPLIES NON CONSUMA		Totals:	1,000
10-58268-007	SUBSCRIPTIONS & PUBLICATIONS	Lexis Nexis	500	
		Leads On Line	2,000	
		TCLEDDS	330	
		OSSI - Laptop soft	448	
	Leads on line, Lexis Nexis are investigative tools utilized by Criminal Investigations. TCLEDDS allows access to Officer's training records with the Texas Commission on Law Enforcement (TCOLE)			
			Totals:	3,278
10-58270-007	MV FUEL			
	Year to date fuel consumption is averaging approximately \$1800 per month			
			Totals:	20,000
10-58271-007	MV TIRES, TUBES & BATTERIES			
	A set of tires for a police vehicle is \$500.00			
			Totals:	6,000
10-58275-007	SPECIAL EVENTS			
	Open House, Citizens Police Academy			
			Totals:	500
10-58276-007	AMMUNITION & WEAPONS RELATED		Totals:	800
			Total Supplies:	89,658

10-58304-007	MOBILE TELEPHONE		Totals:	1,700
10-58305-007	COMMUNICATION SERVICES		Totals:	5,300
	Air cards for connectivity to PCSO			
			Total Utilities:	7,000
10-58400-007	TRAVEL & TRAINING		Totals:	4,000
	No anticipated increase until funds from the State (LEOSE) are depleted.			
10-58402-007	ADVERTISING & LEGAL NOTICES		Totals:	100
	Job Postings			
10-58403-007	PRINTING & BINDING		Totals:	600
10-58404-007	PROPERTY & LIABILITY	SPLIT BETWEEN DEPARTMENTS	Totals:	8,889
10-58407-007	DUES & MEMBERSHIPS	North Texas Police Chief's Assoc - Chief and Captain	50	
		Texad Police Chief's Assoc - Chief and Captain	296	
		International Assoc of Chiefs of Police - Chief and Captain	300	
		Texas Law Enforcement Records Assoc - A Spradley	100	
		TX Assoc of Property and Evidence Inventory Techs - Sergeant	25	
		TPCA Best Practices	500	
			Totals:	1,271
10-58418-007	CONTRACTUAL SERVICES	Parker County Dispatch	68,000	
		OSSI - Current Maintenance	448	
			Totals:	68,448
10-58420-007	INMATE HOUSING		Totals:	1,000
10-58437-007	BLACKBOARD CONNECT	SPLIT BETWEEN DEPTS - \$2.00 PER HOUSEHOLD	Totals:	1,040
10-58438-007	IT CONTRACT	MAVERICK COMPUTER SERVICES - SPLIT BETWEEN DEPTS	Totals:	3,852
10-58450-007	GOVERNMENT & MISC OPERATING		Totals:	500

Incidentals, promotion ceremonies, panel lunches

10-58462-007

ANIMAL CONTROL

Fees Increased from 45,000 to 49,500 annually

Totals: 49,500

Total Operational & Contractual: 139,200

10-58624-007

EQUIPMENT PURCHASE

The cameras currently in the police vehicles are antiquated. These units utilize compact disk storage instead of technology that allows for a wireless download from the vehicle to a sever inside the police facility. Watchguard is a proprietary product and has a solid reputation among law enforcement agencies. The systems proposed will be installed in (5) Chevrolet Tahoes purchased last year. As new vehicles are purchased, the antiquated equipment will continue to be phased out. Can be financed for 3 yr - \$24487.62, 4 yr - 18690.41.

Totals: 25,000

Total Capital Outlay: 25,000

10-58759-007

TRANSFER TO LEOSE FUND

New Purchase of a 2017 Ford Police Interceptor Utility 3.7 L V6. Vehicle price includes emergency equipment and installation. Price before trade in allowance is \$33,884.14; Trade allowance of \$7,500.00 for 2008 Ford Pickup

Totals: 23,860

Total Transfers & Restricted Funds: 23,860

TOTAL EXPENDITURES: 1,217,241

NET REVENUE OVER EXPENDITURES: -1,196,766

Fund: 10 GENERAL FUND

Dept: 8 PW PARKS, ROADS, FACILITIES

Fiscal Year: 2018

Revision level: 1 2018 Budget Requests

Account Number	Description			
10-46100-008	PRIVATE PLACEMENT LOAN (4 YEAR)	FOR RANCH HOUSE RD CONCRETE ALTERNATIVE	500,000	
10-46100-008	FROM GENERAL FUND RESERVES	FOR RANCH HOUSE RD CONCRETE ALTERNATIVE	148,971	
		FOR EPISCOPAL CHURCH PARKING LOT	120,000	
		PARKS MASTER PLAN	25,000	
			Totals:	793,971
			TOTAL REVENUES:	793,971

Fund: 10 GENERAL FUND

Dept: 8 PW PARKS, ROADS, FACILITIES

Fiscal Year: 2018

Revision level: 1 2018 Budget Requests

Account Number	Description			
10-58100-008	SALARIES		Totals:	38,563
10-58101-008	PAYROLL EXPENSE		Totals:	623
10-58102-008	WORKERS COMPENSATION		Totals:	1,036

10-58103-008	HEALTH INSURANCE		Totals:	6,408
10-58104-008	RETIREMENT		Totals:	3,101
10-58105-008	UNEMPLOYMENT		Totals:	900
10-58107-008	CELL PHONE STIPEND		Totals:	540
10-58110-008	OVERTIME		Totals:	4,381
10-58125-008	DENTAL INSURANCE		Totals:	452
10-58126-008	LIFE INSURANCE		Totals:	150
			Total Personnel:	56,154
10-58207-008	MV REPAIR & MAINTENACE	vehicle, repairs, oil changes, tires, inspection	Totals:	2,500
10-58208-008	UNIFORMS & SUPPLIES	Uniforms for 1 employee, shirts, jeans, boots	Totals:	800
10-58210-008	TRAFFIC & STREET SIGNS	Street signs, stop signs, speed limit signs, direction signs	Totals:	3,500
10-58222-008	MINOR TOOLS	saws, saw blades, hoses, air compressor	Totals:	2,000
10-58224-008	MISC. TOOLS/SUPPLIES	shop tools, shovels, rakes, tool repairs	Totals:	2,000
10-58225-008	ASPHALT MATERIALS	Pot hole material, asphalt	Totals:	31,200
10-58226-008	ROAD BASE MATERIALS - PAVING	Road base	Totals:	20,000
10-58227-008	ICE & INCLEMENT WEATHER		Totals:	4,500
10-58228-008	CONCRETE REPLACEMENT	Replace concrete after water and sewer repairs	Totals:	15,000

10-58230-008	DRAINAGE	culverts, storm drains	Totals:	20,500
10-58251-008	BARRICADES/MARKERS	Safety cones, caution signs, barricades	Totals:	2,500
10-58253-008	SAFETY EQUIPMENT & SUPPLIES	Safety vest, safety lights, safety glasses, gloves	Totals:	1,000
10-58260-008	BUILDING & FACILITIES REPAIRS	ANNUAL MAINTENANCE FEE - AEROBI-TECH	179	
		MONTHLY FEE FOR PEST CONTROL	864	
			Totals:	1,043
10-58263-008	PUBLIC WORKS BUILDING		Totals:	1,000
10-58270-008	MV FUEL		Totals:	4,000
			Total Supplies:	111,543
10-58300-008	ELECTRICITY		Totals:	32,400
10-58301-008	GAS		Totals:	3,660
10-58302-008	BASIC TELEPHONE		Totals:	14,400
10-58302-008	LONG DISTANCE TELEPHONE		Totals:	0
10-58302-008	MOBLIE TELEPHONE		Totals:	0
10-58305-008	COMMUNICATION		Totals:	36,000
			Total Utilities:	86,460
10-58400-008	TRAVEL & TRAINING		Totals:	1,000
10-58404-008	PROPERTY & LIABILITY	SPLIT BETWEEN DEPARTMENTS	Totals:	8,889

10-58438-008	IT CONTRACT	MAVERICK COMPUTER SERVICES - SPLIT BETWEEN DEPTS	Totals:	3,852
10-58450-008	GOVERNMENT & MISC OPERATING contract mowing for parks, city hall, PD & fire and under Ranch House Bridge (\$2000.00a month)Trimming roadways (right a ways) \$ 1600.00		24,000 20,000 Totals:	44,000
10-58451-008	EQUIPMENT RENTAL	trenchers, excavators, lights, trailers	Totals:	2,000
Total Operational & Contractual:				59,741
10-58603-008	STREET IMPROVEMENTS	Street improvements overlays	Totals:	0
10-58625-008	UTILITIES: DRAINAGE	STORM WATER CAPITAL IMPROVEMENT PLAN MASTER DRAINAGE PLAN	8,000 2,500 Totals:	10,500
Total Capital Outlay:				10,500
10-58609-008	FACILITIES: PARKS - RESERVE FUNDS	PARKS MASTER PLAN	Totals:	25,000
10-58646-008	PREDETERMINED PROJECT EXPENDIT	EPISCOPAL CHURCH PARKING LOT (RESERVE FUNDS)	Totals:	120,000
10-58647-008	CAPITAL PROJECTS-RESERVE FUNDS	RANCH HOUSE ROAD CONCRETE ALTERNATIVE	Totals:	650,000
Total Transfers & Restricted Funds:				795,000
TOTAL EXPENDITURES:				1,119,398
NET REVENUE OVER EXPENDITURES:				-325,427

WATER FUND

	2015-2016	2016-2017	2016-2017	2017-2018	
Revenue Description	Prior Year Actual	Adopted Budget	YTD Actual	Requested Amount	Incr(Decr) From CY
User Charges	1,758,110	1,896,315	1,463,022	1,873,882	-22,433
Tap Fees	5,900	2,000	4,750	10,000	8,000
Impact Fees	57,540	0	174,774	50,180	50,180
Other Revenue	62,639	62,100	71,170	54,886	-7,214
Transfers From Reserves					
TOTAL REVENUES:	1,884,189	1,960,415	1,713,716	1,988,948	28,533
Expense Description					
Personnel	482,681	418,413	337,845	358,861	-59,552
Supplies (Maintenance & Operations)	253,799	268,300	147,661	298,120	29,820
Utilities	134,685	114,000	78,921	112,302	-1,698
Operational & Contractual Services	370,068	355,100	177,896	99,797	-255,303
Transfers & Restricted Funds	-513,491	588,224	450,817	634,925	46,701
TOTAL EXPENSES:	727,742	1,744,037	1,193,140	1,504,005	-240,032
NET BEFORE CAPITAL OUTLAY:	1,156,447	216,378	520,576	484,943	268,565
Capital Outlay	34,849	164,000	364,670	160,000	-4,000
TOTAL EXPENSES:	1,191,295	380,378	885,246	1,664,005	1,283,627
NET AFTER CAPITAL OUTLAY:	692,894	1,580,037	828,471	324,943	-1,255,094

Fund: 20 WATER
Dept: 20 WATER

Fiscal Year: 2018
Revision level: 1 2018 Budget Requests

Revenue Description

User Charges	Totals:	1,873,882
Tap & Impact Fees	Totals:	60,180
Other Revenue	Totals:	54,886

TOTAL REVENUES: 1,988,948

Expense Description

Personnel	Totals:	358,861
Supplies (Maintenance & Operations)	Totals:	298,120
Utilities	Totals:	112,302
Operational & Contractual Services	Totals:	99,797
Transfers & Restricted Funds	Totals:	634,925

TOTAL EXPENDITURES: 1,504,005

NET REVENUE OVER EXPENDITURES BEFORE CAPITAL OUTLAY: 484,943

Capital Outlay	Totals:	160,000
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TOTAL EXPENDITURES: 1,664,005

NET REVENUE OVER EXPENDITURES AFTER CAPITAL OUTLAY: 324,943

Fund: 20 WATER FUND
Dept: 20 WATER

Fiscal Year: 2018
Revision level: 1 2018 Budget Requests

Account Number	Description			
20-45000-20	USER CHARGES	CURRENT YEAR PROJECTED YEAR END	1,816,342	
		20 NEW HOMES - MEADOWS PLACE - AVERAGE BILLING	16,980	
		10 NEW COMMERCIAL - AVERAGE BILLING	40,560	
	RESIDENTIAL AVERAGE IS FIGURED AT \$70.75 PER MONTH, COMMERCIAL AVERAGE IS FIGURED AT 338.00 PER MONTH.			
			Totals:	1,873,882
20-45001-20	PENALTIES		Totals:	15,000
20-45002-20	NEW ACCOUNT FEES	20 NEW HOMES - MEADOWS PLACE	2,000	
		3 YEAR AVERAGE OF NEW ACCOUNTS	13,700	
	3 YEAR AVERAGE IS FIGURED AT 274 NEW ACCOUNTS PER YEAR			
			Totals:	15,700
20-45003-20	TAP FEES	20 NEW HOMES - MEADOWS PLACE	Totals:	10,000
20-45004-20	IMPACT FEES	20 NEW HOMES - MEADOWS PLACE	Totals:	50,180
20-45005-20	INTEREST REVENUE		Totals:	9,936
20-45007-20	METER FEE	20 NEW HOMES - MEADOWS PLACE	Totals:	5,000
20-45008-20	METER BOX FEE	20 NEW HOMES - MEADOWS PLACE	Totals:	5,000
20-45030-20	RECONNECT FEES		Totals:	2,500
20-45031-20	RETURNED CHECK FEES		Totals:	250
20-45041-20	REFUNDS/ BANK CREDITS		Totals:	1,500
			TOTAL REVENUES:	1,988,948

Fund: 20 WATER FUND
Dept: 20 WATER

Fiscal Year: 2018
Revision level: 1 2018 Budget Requests

Account Number	Description		
20-58100-20	SALARIES	Totals:	260,931
20-58101-20	PAYROLL EXPENSE	Totals:	4,027
20-58102-20	WORKERS COMPENSATION	Totals:	6,216
20-58103-20	HEALTH INSURANCE	Totals:	38,447
20-58104-20	RETIREMENT	Totals:	20,053
20-58105-20	UNEMPLOYMENT INSURANCE	Totals:	5,400
20-58107-20	CELL PHONE STIPEND	Totals:	1,080
20-58109-20	CERTIFICATE PAY	Totals:	2,280
20-58110-20	OVERTIME	Totals:	16,817
20-58125-20	DENTAL INSURANCE	Totals:	2,710
20-58126-20	LIFE INSURANCE	Totals:	900
		Total Personnel:	358,861
20-58200-20	POSTAGE & SHIPPING	PITNEY BOWES - MONTHLY UTILITY BILLING	Totals: 11,520
20-58201-20	OFFICE SUPPLIES		Totals: 3,500

20-58203-20	BASIC OPERATING SUPPLIES coffee,sugar, bottle water etc.	Totals:	2,000
20-58205-20	MINOR EQUIPMENT: OFFICE Building supplies, printer paper, maintenance supplies for city buildings	Totals:	3,000
20-58207-20	MV REPAIR & MAINTENANCE Repair & Maintenance to PW vehicles	Totals:	18,000
20-58208-20	UNIFORMS & SUPPLIES Uniforms for PW Dept. Shirts, jeans and boots. Also winter outer wear Jackets, beanies, gloves) if needed to be purchased	Totals:	6,500
20-58224-20	MISC. TOOLS/SUPPLIES misc. tools for shop or field	Totals:	4,000
20-58227-20	ICE & INCLEMENT WEATHER ice melt for PW building& Well sites	Totals:	2,000
20-58230-20	CHEMICALS Chlorine for well sites	Totals:	10,000
20-58232-20	FIRE HYDRANTS Replacement of 3 Fire Hydrants & parts	Totals:	10,500
20-58233-20	ROAD BASE MATERIAL - MAIN BREA road base for main breaks in customers driveway or roadway	Totals:	8,000
20-58234-20	SAND sand for water repair	Totals:	4,000
20-58235-20	TOP SOIL top soil for water line repair	Totals:	3,000

20-58253-20	SAFETY EQUIPMENT & SUPPLIES safety vest, hard hats, gloves	Totals:	2,500
20-58260-20	BUILDING & FACILITIES REPAIRS Building Maintenance for all city buildings and generator maintenance	Totals:	24,000
20-58265-20	FACILITIES MAINT SUPPLIES General use, basic operating supplies	Totals:	3,000
20-58266-20	MINOR EQUIPMENT: FIELD tools for out in the field such as hammer, wrenches etc.	Totals:	3,000
20-58270-20	MV FUEL Fuel for PW vehicles & Equipment	Totals:	30,000
20-58277-20	WATERLINE REPAIR MATERIALS valves,Tee's, 45 , Service Fitting, curb stops, pipe	Totals:	10,000
20-58282-20	WATER PRODUCTION SUPPLIES Relocate tank and building to well # 9 (estimate 70,000) . Scada for wells 9, 7 & 2 @ 16,000 each. acid treat 6 well @ 3600.00 each	Totals:	139,600
Total Supplies:			298,120
30-58300-30	ELECTRICITY electricity for plant and 3 lift stations	Totals:	100,000
20-58302-20	TELEPHONE	Totals:	470
20-58304-20	MOBILE TELEPHONE	Totals:	5,700
20-58305-20	COMMUNICATION SERVICES	Totals:	6,132

IPAD FOR SCADA

			Total Utilities:	112,302
20-58400-20	TRAVEL & TRAINING Training for the PW Dept. TEEX CLASSES		Totals:	3,000
20-58402-20	ADVERTISING & LEGAL NOTICES advertising of jobs, legal notices		Totals:	1,000
20-58404-20	PROPERTY & LIABILITY	SPLIT BETWEEN DEPARTMENTS	Totals:	8,889
20-58407-20	DUES & MEMBERSHIPS new and renewal license for TCEQ		Totals:	1,000
20-58417-20	ACCOUNTING & AUDITOR	ANNUAL AUDIT - GEORGE MORGAN & SNEED	Totals:	8,200
20-58437-20	BLACKBOARD CONNECT	SPLIT BETWEEN DEPTS - \$2.00 PER HOUSEHOLD	Totals:	1,040
20-58442-20	WATER MAIN MAINTENANCE Pipe, claps, service tubing, valves, valve stacks, tapping saddles, tapping valves, Brass		Totals:	60,000
20-58443-20	WELL SITE MAINTENANCE Basic building Mant. for 24 location Painting, fence & gate repairs, locks		Totals:	4,800
20-58447-20	WATER TANK MAINTENANCE contract utility service \$2600.00 and inspection & cleaning of 7 other tanks @ \$2000.00 each		Totals:	6,000
20-58448-20	BUILDING MAINT - WELL SITES Painting, door repair & roofs		Totals:	3,000
20-58451-20	EQUIPMENT RENTAL	FOLDER/SORTER - BILLING	Totals:	2,868

			Total Operational & Contractual:	99,797
20-58606-20	CAPITAL PROJECT CONTRACTS	IMPACT FEE ANALYSIS	Totals:	10,000
20-58646-20	UTILITIES: WATER DISTRIBUTION	WATER LINE REPLACEMENT PROGRAM	Totals:	75,000
20-58647-20	UTILITIES: WATER PRODUCTION	NEW WATER SUPPLY WELL	Totals:	75,000
			Total Capital Outlay:	160,000
20-58745-20	FRANCHISE FEES			98,020
20-58741-20	2010 REFUNDING (CAPITAL IMPROVEMENTS)			268,700
20-58745-20	2012 REFUNDING (CAPITAL IMPROVEMENTS)			110,650
20-58746-20	2014 COB - TWDB (WATER IMPROVEMENTS)			40,788
20-58749-20	2014 GOV CAPITAL (FREIGHTLINER)			18,419
20-58755-20	2015 COB SPLIT (HEAVY EQUIPMENT)			44,659
20-58748-20	2016 COB - TWDB (WATER IMPROVEMENTS)			53,689
			Transfers & Restricted Funds:	634,925
			TOTAL EXPENDITURES:	1,664,005
			NET REVENUE OVER EXPENDITURES:	324,943

WASTEWATER FUND

	2015-2016	2016-2017	2016-2017	2017-2018	
	Prior Year Actual	Adopted Budget	YTD Actual	Requested Amount	Incr(Decr) From CY
Revenue Description					
User Charges	215,809	444,323	345,842	549,979	105,656
Tap Fees	1,850	0	4,250	0	0
Impact Fees	14,568	0	102,252	38,965	38,965
Other Revenue	259	0	-5,517	0	0
Transfers From Reserves					
TOTAL REVENUES:	232,487	444,323	446,827	588,944	144,621
Expense Description					
Personnel	89,346	97,448	80,035	105,939	8,491
Supplies (Maintenance & Operations)	58,521	53,400	42,505	45,400	-8,000
Utilities	26,134	23,600	34,264	28,000	4,400
Operational & Contractual Services	97,973	178,676	100,329	42,689	-135,987
Transfers & Restricted Funds	73,708	0	0	163,668	163,668
TOTAL EXPENSES:	345,682	353,124	257,133	385,696	32,572
NET BEFORE CAPITAL OUTLAY:	-113,195	91,199	189,694	203,248	112,049
Capital Outlay	6,835	0	-32,203	10,000	10,000
TOTAL EXPENSES:	-106,360	91,199	157,492	395,696	304,497
NET AFTER CAPITAL OUTLAY:	338,847	353,124	289,336	193,248	-159,876

Fund: 30 WASETWATER
Dept: 30 WASTEWATER

Fiscal Year: 2018
Revision level: 1 2018 Budget Requests

Revenue Description

User Charges	Totals:	549,979
Impact Fees	Totals:	38,965

TOTAL REVENUES: 588,944

Expense Description

Personnel	Totals:	105,939
Supplies (Maintenance & Operations)	Totals:	45,400
Utilities	Totals:	28,000
Operational & Contractual Services	Totals:	42,689
Transfers & Restricted Funds	Totals:	163,668

TOTAL EXPENDITURES: 385,696

NET REVENUE OVER EXPENDITURES BEFORE CAPITAL OUTLAY: 203,248

Capital Outlay	Totals:	10,000
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TOTAL EXPENDITURES: 395,696

NET REVENUE OVER EXPENDITURES AFTER CAPITAL OUTLAY: 193,248

Fund: 30 WASTEWATER FUND
Dept: 30 WASTEWATER

Fiscal Year: 2018
Revision level: 1 2018 Budget Requests

Account Number	Description			
30-45000-30	USER CHARGES	CURRENT YEAR PROJECTED YEAR END	384,735.00	
		20 NEW HOMES - MEADOWS PLACE - AVERAGE BILLING	11,220.00	
		10 NEW COMMERCIAL - AVERAGE BILLING	22,540.00	
		RATE INCREASE OF 3.97 PER REDISENTIAL CUSTOMER PER MONTH	131,484.00	
		Totals:		549,979
	AVERAGE RESIDENTIAL IS FIGURED AT \$46.75 PER MONTH, AVERAGE COMMERCIAL IS FIGURED AT 187.86 PER MONTH.			
30-45004-30	IMPACT FEES	20 NEW HOMES - MEADOWS PLACE	Totals:	38,965
			TOTAL REVENUES:	588,944

Fund: 30 WASTEWATER FUND

Dept: 30 WASTEWATER

Fiscal Year: 2018

Revision level: 1 2018 Budget Requests

Account Number	Description		
30-58100-30	SALARIES	Totals:	76,894
30-58101-30	PAYROLL EXPENSE	Totals:	1,146
30-58102-30	WORKERS COMPENSATION	Totals:	2,072
30-58103-30	HEALTH INSURANCE	Totals:	12,816
30-58104-30	RETIREMENT	Totals:	5,706
30-58105-30	UNEMPLOYMENT INSURANCE	Totals:	1,800
30-58107-30	CELL PHONE STIPEND	Totals:	1,080
30-58109-30	CERTIFICATE PAY	Totals:	1,080
30-58110-30	OVERTIME	Totals:	2,142
30-58125-30	DENTAL INSURANCE	Totals:	903
30-58126-30	LIFE INSURANCE	Totals:	300
		Total Personnel:	105,939
30-58205-30	MINOR EQUIPMENT: OFFICE Printer ink, paper, pens, white out, note pads, record books	Totals:	1,000
30-58206-30	MV OILS, LUBRICANTS & FLUIDS	Totals:	1,800

Oil changes, Lubricants, and fluids for 2 trucks

30-58207-30	MV REPAIR & MAINTENANCE Repairs for 2 trucks	Totals:	4,000
30-58208-30	UNIFORMS & SUPPLIES 2 employees, shirts, pants, boots, jackets	Totals:	2,000
30-58212-30	WASTEWATER SUPPLIES Lab testing chemicals, and supplies	Totals:	2,500
30-58222-30	MINOR TOOLS rakes, shovels, bar screen rake, sludge judge	Totals:	1,000
30-58223-30	EQUIPMENT HACH lab equipment annual meter calibration	Totals:	4,000
30-58230-30	CHEMICALS 56 cylinders of chlorine @97.00 each. 7 100lb containers of HTH for clarifier weirs, and sewer cleanups.	Totals:	7,000
30-58240-30	BELT PRESS SUPPLIES 2 55 gallon drums of polymer for press	Totals:	5,000
30-58253-30	SAFETY EQUIPMENT & SUPPLIES gloves, latex gloves, glasses, soap,	Totals:	2,000
30-58260-30	BUILDING & FACILITIES REPAIRS building maintenance for 2 buildings	Totals:	1,000
30-58270-30	MV FUEL Fuel for 2 trucks	Totals:	4,100
30-58279-30	WASTEWATER COLLECTION	Totals:	5,000

	Manhole rings, lids, inflow protectors, smoke testing supplies		
30-58280-30	WASTEWATER TREATMENT Equipment repairs at the plant.	Totals:	5,000
		Total Supplies:	45,400
30-58300-30	ELECTRICITY electricity for plant and 3 lift stations	Totals:	28,000
		Total Utilities:	28,000
30-58400-30	TRAVEL & TRAINING Travel and training for 3 employees	Totals:	3,000
30-58404-30	PROPERTY & LIABILITY SPLIT BETWEEN DEPARTMENTS	Totals:	8,889
30-58407-30	DUES & MEMBERSHIPS Operator license and renewals	Totals:	1,000
30-58417-30	ACCOUNTING & AUDITOR ANNUAL AUDIT - GEORGE MORGAN & SNEED	Totals:	8,200
30-58425-30	SOLID WASTE COLLECTION sludge hauling, and dumpster	Totals:	6,800
30-58445-30	LIFT STATION EQUIPMENT MAINTENANCE Pump, electric, scada repairs Annual planned maintenance for 4 generators @ 950.00 each	Totals:	13,800
30-58451-30	EQUIPMENT RENTAL	Totals:	1,000
		Total Operational & Contractual:	42,689
30-58606-30	CAPITAL PROJECT CONTRACTS IMPACT FEE ANALYSIS	Totals:	10,000

		Total Capital Outlay:	10,000
30-58753-30	FRANCHISE FEES		28,553
	2016 COB - TWDB (TEMPORARY PACKAGE PLANT)		135,115
		Total Transfers & Restricted Funds:	163,668
		TOTAL EXPENDITURES:	395,696
		NET REVENUE OVER EXPENDITURES:	193,248



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 08/03/2017	Department: Administrative	Presented By: Candy Scott
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AGENDA ITEM:

Tax Rate

BACKGROUND:

The tax rate worksheet came in from Parker County Appraisal District staff's recommendation is to publish the tax rate notice at the current tax rate of .53670.

2016 Current Rate: 0.53670

2017 Effective Rate: 0.49676

2017 Roll Back Rate: 0.46016

The final rate set by Council can be lower than the proposed rate that is published.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Allow public comment

EXHIBITS:

Certification of 2017 Appraisal Roll

Tax Rate Worksheet from Parker County Appraisal District

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

**PARKER COUNTY APPRAISAL DISTRICT
1108 SANTA FE DRIVE
WEATHERFORD, TEXAS 76086**

TELEPHONE: 817-596-0077

FAX: 817-613-8096

STATE OF TEXAS

**PROPERTY TAX CODE
SECTION 26.01**

COUNTY OF PARKER

**CERTIFICATION OF 2017 APPRAISAL ROLL
CITY OF WILLOW PARK**

I, Larry Hammonds, Chief Appraiser for the Parker County Appraisal District, do solemnly swear that \$491,466,275 is the grand total of the approved appraisal roll of the City of Willow Park which lists the property taxable by the City of Willow Park and constitutes the 2017 taxable value for the City of Willow Park.

July 21, 2017



Larry Hammonds
Chief Appraiser

Approval of the appraisal records by the Parker County Appraisal Review Board occurred on the 19th day of July, 2017.

2017 Property Tax Rates in CITY OF WILLOW PARK

This notice concerns 2017 property tax rates for the City of Willow Park. It presents information about three tax rates. Last year's tax rate is the actual rate the taxing unit used to determine property taxes last year. This year's effective tax rate would impose the same taxes as last year if you compare properties taxed in both years. This year's rollback rate is the highest rate the taxing unit can set before taxpayers can start tax rollback procedures. In each case, these rates are found by dividing the total amount of taxes by the tax base (total value of taxable property) with adjustments as required by state law. These rates are given per \$100 of value.

Last year's tax rate:

Last year's operating taxes	\$ 1,192,935
Last year's debt taxes	953,404
Last year's total taxes	2,146,339
Last year's tax base	430,047,778
Last year's total tax rate	.53670

This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$ 1,905,382
/ This year's adjusted tax base (after subtracting value of new & annexed property)	383,555,034
= This year's effective tax rate	.49676

This year's rollback tax rate:

Last year's adjusted operating taxes (after subtracting taxes on lost property & adjusting for any transferred function, tax increment financing, state criminal justice mandates, and/or enhanced indigent health care expenditures)	1,337,101
/ This year's adjusted tax base	383,555,034
= This year's effective operating rate	.34860
X 1.08= this year's maximum operating rate	.37649
+ This year's debt rate	.15189
= This year's total rollback rate	.52838
- Sales Tax adjustment rate	.06822
= Rollback Tax Rate	.46016

Statements of Increase/Decrease

If the City of Willow Park adopts a 2017 tax rate equal to the effective tax rate of
\$.49676 per \$100 of value, taxes would increase compared to 2016 taxes by \$115,515.

Schedule A: Unencumbered Fund Balances

Types of Property Tax Funds	Balances
Maintenance & Operation	\$ 293,971
Interest & Sinking	\$ 577,435

Schedule B: Current Year Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal	Interest	Total Payment
GO 2010 Refunding	55,000	8,900	63,900
GO 2012 Refunding	370,000	71,000	441,800
2014 Brush Truck	7,096	2,009	9,106
2014 Police CID Vehicle	3,653	789	4,443
2014 Fire Engine	28,379	3,538	31,918
2015 Heavy Equipment	73,592	16,679	90,272
2016 Public Safety Bldg.	0	153,200	153,200
2016 Road Improvements	0	78,600	78,600
2017 Fire Engine	35,509	2,782	48,292

Total required for 2017 debt service	\$ 921,529
-Amount paid from other resources	302,435
=Total to be paid from taxes in 2017	\$619,094

Schedule C: Expected Revenue from Additional Sales Tax

In calculating its effective and rollback tax rates, the unit estimated that it will receive \$278,082 in additional sales and use tax revenues. The city has excluded any amounts that is or will be distributed for economic development grants from this amount of expected sales tax revenue.

This notice contains a summary of actual effective and rollback tax calculations. You can inspect a copy of the full calculation at the Parker County Appraisal District, 1108 Santa Fe Drive, Weatherford, Texas 76086.

Name of person preparing this notice: Larry Hammonds, Chief Appraiser

Date: August 17, 2016



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 8/8/17	Department: Legislative	Presented By: Kandice Garrett
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AGENDA ITEM:

To discuss and consider accepting Council Member Galle's resignation.

BACKGROUND:

On July 18, 2017, the City Secretary's office received Council Member Galle's verbal resignation for Place 5. Our office received her written letter of resignation on July 31, 2017. Mrs. Galle's actions are due to personal reasons and unforeseen circumstances that have occurred this year.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Accept Council Member Galle's resignation.

EXHIBITS:

Council Member Galle's Letter of Resignation.

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

July 18, 2017

Mayor Moss,

Due to several personal reasons and unforeseen circumstances this year, I do not feel I can adequately fulfill my responsibilities as a member of the City Council. I am stepping aside to allow another resident the opportunity to serve.

Please accept this as my formal resignation. Feel free to contact me for further clarification as necessary.

Sincerely,



Handwritten signature of Marcy Galle in cursive script.

Marcy Galle



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 08/08/17	Department: Finance	Presented By: Jake Weber, CPA
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AGENDA ITEM:

Receive the Financial Report, Jake Webber, CPA.

BACKGROUND:

Review and provide an update on the 3rd fiscal quarter and 2016-2017 fiscal year to date financial activity of the city. This will be the third quarterly financial report for the 2016-2017 fiscal year.

STAFF/BOARD/COMMISSION RECOMMENDATION:

N/A

EXHIBITS:

Financial Reports as of June 30, 2017.

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

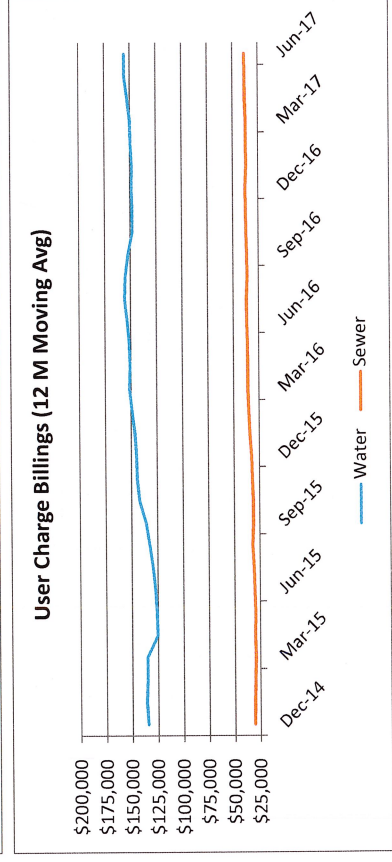
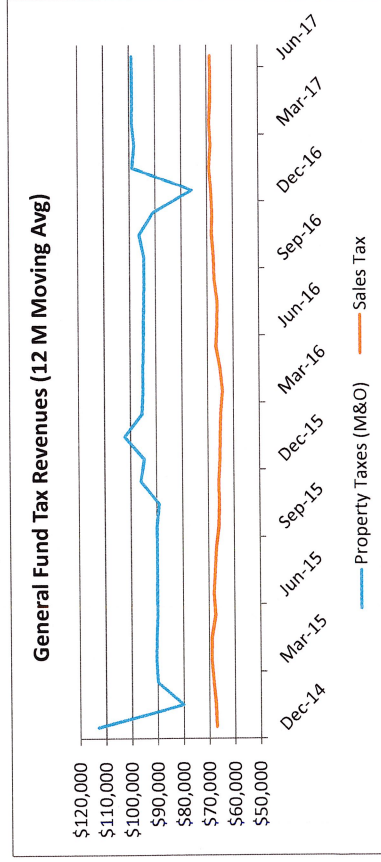


City of Willow Park
Quarterly Financial Update
Financial Reports as of June 30, 2017

Financial Highlights

	General	Water	Wastewater
-FY 2016-2017 Revenue Actual	\$ 2,841,415	\$ 1,578,193	\$ 448,793
-FY 2016-2017 Expense Actual	2,558,315	1,287,923	263,751
-FY 2016-2017 Net Change	\$ 283,100	\$ 290,270	\$ 185,041
-FY 2016-2017 Budget	\$ 3,167,890	\$ 1,960,415	\$ 444,323
-FY 2016-2017 Revenue - Actual to Budget %	90%	81%	101%
-FY 2016-2017 Expense - Actual to Budget %	81%	66%	59%

Major Revenue Source Historical Trends



Quarterly Comparison

	Q1	Q2	Q3
General Fund			
Revenue			
Property Tax & Other Taxes	\$ 733,859	\$ 877,404	\$ 216,786
Franchise Fees	19,825	193,375	19,889
Development & Permit Fees	20,698	48,653	104,584
Fines & Forfeitures	52,245	59,756	46,037
Other Revenue	37,965	15,141	395,197
Expenses			
Personnel Expense	533,842	464,133	514,898
Supplies (Maintenance & Operations)	39,505	48,962	61,378
Utilities	22,503	21,170	20,861
Operational & Contractual Services	161,322	212,195	109,075
Capital Outlay	(578)	10,300	411,771
Interfund Transfer	-	-	(73,021)
Net Income (Loss)	\$ 107,999	\$ 437,570	\$ (262,469)
Water Fund			
Revenue	\$ 479,121	\$ 444,725	\$ 654,347
Expense			
Personnel Expense	124,074	96,239	115,167
Supplies (Maintenance & Operations)	34,149	48,293	65,502
Utilities	31,100	24,496	23,324
Operational & Contractual Services	57,143	72,271	73,608
Capital Outlay/Debt Service	10,314	252,057	260,185
Net Income (Loss)	\$ 222,342	\$ (48,632)	\$ 116,561
Wastewater Fund			
Revenue	\$ 129,941	\$ 119,133	\$ 199,719
Expense			
Personnel Expense	28,279	23,051	27,984
Supplies (Maintenance & Operations)	17,107	13,478	11,920
Utilities	13,346	11,269	18,211
Operational & Contractual Services	21,988	51,066	26,052
Capital Outlay	-	-	-
Net Income (Loss)	\$ 49,222	\$ 20,268	\$ 115,552

General Fund
Profit & Loss Budget vs Actual
For the Nine Months Ended June 30, 2017

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue				
Property Tax & Other Taxes				
M & O TAX	\$ 1,328,013	\$ 1,181,630	\$ 146,383	89%
SALES TAX	805,117	612,663	192,454	76%
MIXED BEVERAGE TAX	18,000	15,330	2,670	85%
AUTO/TRAILER TAXES	-	210	(210)	0%
DELINQUENT TAXES	20,000	18,215	1,785	91%
Total Property Tax & Other Taxes	2,171,130	1,828,049	343,081	84%
Franchise Fees				
TXU ELECTRIC	175,284	168,662	6,622	96%
A T & T	55,000	56,906	(1,906)	103%
TEXAS GAS	3,600	3,715	(115)	103%
MISC FRANCHISE	2,500	2,042	458	82%
MESH NET	3,024	1,764	1,260	58%
WATER FRANCHISE FEE	98,020	-	98,020	0%
Total Franchise Fees	337,428	233,090	104,338	69%
Development & Permit Fees				
BUILDING PERMITS	120,000	110,798	9,202	92%
HEALTH PERMITS	9,000	8,565	435	95%
SUBCONTRACTORS PERMITS	25,000	7,380	17,620	30%
REGISTRATION FEES	7,500	7,970	(470)	106%
OSSF PERMITS	600	10,000	(9,400)	1667%
WELL APPLICATION FEE	1,500	-	1,500	0%
PLAN REVIEW	25,000	29,022	(4,022)	116%
BACKFLOW INSPECTIONS	-	200	(200)	0%
Total Development & Permit Fees	188,600	173,935	14,665	92%
Fines & Forfeitures				
NON-PARKING	195,000	134,803	60,197	69%
PARKING	300	900	(600)	300%
WARRANTS/CAPIAS	1,200	1,039	161	87%
STATE LAW - CLASS C	12,000	12,943	(943)	108%
COURT ADMINISTRATION	-	8	(8)	0%
COURT SECURITY	-	2,816	(2,816)	0%
COURT TECHNOLOGY		186	(186)	

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
TIME PAYMENT	-	463	(463)	0%
MC TECH FEE	-	4,141	(4,141)	0%
SEAT BELT	-	741	(741)	0%
Total Fines & Forfeitures	208,500	158,039	50,461	76%
Other Revenue				
USPS CONTRACT UNIT	5,000	5,414	(414)	108%
REFUNDS/BANK CREDITS	-	3,688	(3,688)	0%
NSF FEES	-	35	(35)	0%
MISCELLANEOUS	-	847	(847)	0%
ADJUSTMENT TO REVENUE	113,491	(0)	113,491	0%
OTHER REIMBURSEABLES	12,500	638	11,862	5%
BOND PROCEEDS	-	413,164	(413,164)	0%
FROM GENERAL FUND RESERVES	113,491	-	113,491	0%
CERTIFICATE OF OCCUPANCY	-	1,250	(1,250)	0%
INTEREST - OPERATING FUND	-	11,711	(11,711)	0%
REVIEWS/ REQUESTS	2,000	1,523	477	76%
RENTAL INSPECTIONS	750	200	550	27%
IRRIGATION	-	100	(100)	0%
FIRE ALARMS	-	1,000	(1,000)	0%
VFD CONTRIBUTIONS	-	1,051	(1,051)	0%
SERVICE REVENUE	-	75	(75)	0%
PARKER COUNTY RUN FUNDS	15,000	-	15,000	0%
FIRE SPRINKLER	-	1,000	(1,000)	0%
POLICE CONTRIBUTIONS	-	691	(691)	0%
ACCIDENT REPORTS	-	642	(642)	0%
ROAD CONTRIBUTIONS	-	196	(196)	0%
PARK CONTRIBUTIONS	-	5,076	(5,076)	0%
Other Revenue	262,232	448,303	(186,071)	171%
Total Revenue	3,167,890	2,841,415	326,475	90%

Expenditures

Personnel

SALARIES	1,646,294	1,224,782	421,512	74%
PAYROLL EXPENSE	30,557	17,419	13,138	57%
WORKERS COMPENSATION	28,050	30,641	(2,591)	109%
HEALTH INSURANCE	191,500	106,750	84,750	56%
RETIREMENT	110,704	87,214	23,490	79%
UNEMPLOYMENT	6,624	1,338	5,286	20%
CELL PHONE STIPEND	7,560	1,537	6,023	20%
CERTIFICATE PAY	25,084	3,590	21,494	14%
OVERTIME	37,949	27,947	10,002	74%

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
FLOATER SHIFTS	14,500	414	14,086	3%
DENTAL INSURANCE	14,453	7,756	6,697	54%
LIFE INSURANCE	5,472	3,125	2,347	57%
PHYSICALS & GYM MEMBERSHIPS	-	59	(59)	0%
BAILIFF DUTIES	-	300	(300)	0%
Total Personnel	2,118,747	1,512,872	605,875	71%
Supplies (Maintenance & Operations)				
POSTAGE & SHIPPING	4,620	1,405	3,215	30%
OFFICE SUPPLIES	13,200	7,169	6,031	54%
FLOWERS/GIFTS/PLAQUES	1,300	5,545	(4,245)	427%
BASIC OPERATING SUPPLIES	13,100	14,287	(1,187)	109%
PRINTING & BINDING	650	1,269	(619)	195%
MINOR EQUIPMENT: OFFICE	2,200	809	1,391	37%
MV REPAIR & MAINTENANCE	53,500	29,015	24,485	54%
UNIFORMS & SUPPLIES	9,800	5,392	4,408	55%
PAVING MATERIALS	-	16,317	(16,317)	0%
FINANCE CHARGES	-	155	(155)	0%
USPS CONTRACT UNIT	-	1,057	(1,057)	0%
MEDICAL SUPPLIES	2,500	3,804	(1,304)	152%
EQUIPMENT	-	468	(468)	0%
ICE & INCLEMENT WEATHER	5,000	-	5,000	0%
SAFETY EQUIPMENT & SUPPLIES	5,400	873	4,527	16%
BUILDING & FACILITIES REPAIRS	30,000	10,146	19,854	34%
FACILITIES MAINT SUPPLIES	6,100	10,637	(4,537)	174%
MINOR EQUIPMENT: FIELD	23,265	9,302	13,963	40%
SUBSCRIPTIONS & PUBLICATIONS	2,600	317	2,283	12%
PROMOTIONS	-	3,000	(3,000)	0%
MV FUEL	38,000	23,373	14,627	62%
EMERGENCY RESPONSE SUPPLIES	8,000	5,504	2,496	69%
Total Supplies (Maintenance & Operations)	219,235	149,845	69,390	68%
Utilities				
ELECTRICITY	40,000	23,575	16,425	59%
GAS	-	2,753	(2,753)	0%
Total Utilities	40,000	26,328	13,672	66%
Operational & Contractual Services				
TELEPHONE	5,596	7,771	(2,175)	139%
MOBILE TELEPHONE	1,920	-	1,920	0%
COMMUNICATION SERVICES	39,485	30,435	9,050	77%
TRAVEL & TRAINING	32,600	12,818	19,782	39%
CONSULTANTS & PROFESSIONALS	113,564	118,817	(5,253)	105%

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
ADVERTISING & LEGAL NOTICES	13,000	4,080	8,920	31%
PRINTING & BINDING	2,323	-	2,323	0%
PROPERTY & LIABILITY	29,963	41,556	(11,593)	139%
REPAIR & MAINTENANCE	10,300	9,573	727	93%
PROFESSIONAL LICENSE	-	158	(158)	0%
DUES & MEMBERSHIPS	8,180	14,189	(6,009)	173%
SPECIAL EVENTS	-	280	(280)	0%
SUBSCRIPTIONS & PUBLICATIONS	100	7,007	(6,907)	7007%
OTHER RENTAL	-	198	(198)	0%
FINANCE CHARGES	150	223	(73)	149%
FINES & PENALTIES	-	2	(2)	0%
LEGAL/CITY ATTORNEY	42,000	38,959	3,041	93%
ACCOUNTING & AUDITOR	8,000	48,563	(40,563)	607%
CONTRACTUAL SERVICES	167,035	91,122	75,913	55%
ELECTIONS ADMINISTRATION	7,500	1,357	6,143	18%
INMATE HOUSING	-	705	(705)	0%
MUNICIPAL JUDGE	14,600	4,000	10,600	27%
MAGISTRATE	-	1,600	(1,600)	0%
FOOD SERVICE INSPECTOR	-	2,725	(2,725)	0%
ENGINEERING/CITY ENGINEER	5,000	11,539	(6,539)	231%
SOLID WASTE COLLECTION	5,000	-	5,000	0%
SOFTWARE TECH SUPPORT	-	20,211	(20,211)	0%
EQUIPMENT TECH SUPPORT	13,426	-	13,426	0%
IT CONTRACT	39,500	23,953	15,547	61%
GOVERNMENT & MISC OPERATING	4,060	766	3,294	19%
EQUIPMENT RENTAL	20,000	5,692	14,308	28%
STREET MAINTENANCE	3,115	-	3,115	0%
ANIMAL CONTROL	-	22,500	(22,500)	0%
Total Operational & Contractual Services	586,417	520,798	65,619	89%
Capital Outlay				
VEHICLES	-	401,576	(401,576)	0%
TECHNOLOGY PROJECTS	-	15,370	(15,370)	0%
CAPITAL PROJECT CONTRACTS	-	5,125	(5,125)	0%
CAPITAL IMPROVEMENTS	-	(578)	578	0%
Total Capital Outlay	-	421,494	(421,494)	0%
Transfers & Restricted Funds				
INTERFUND TRANSFER	-	(73,021)	73,021	
Total Expenditures	2,964,399	2,558,315	406,084	86%
Net Income	\$ 203,491	\$ 283,100	\$ (79,609)	

Water Fund
Profit & Loss Budget vs Actual
For the Nine Months Ended June 30, 2017

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue				
USER CHARGES	\$ 1,896,315	\$ 1,463,022	\$ 433,293	77%
PENALTIES	20,000	23,701	(3,701)	119%
NEW ACCOUNT FEES	15,000	9,130	5,870	61%
TAP FEES	2,000	4,750	(2,750)	238%
IMPACT FEES	-	177,283	(177,283)	0%
INTEREST REVENUE	-	8,887	(8,887)	0%
METER FEE	1,100	13,882	(12,782)	1262%
METER BOX FEE	-	5,000	(5,000)	0%
DEVELOPMENT CONTRIBUTION/DEPOSIT	14,000	-	14,000	0%
RECONNECT FEES	-	3,745	(3,745)	0%
RETURNED CHECK FEES	-	341	(341)	0%
REFUNDS/ BANK CREDITS	-	2,176	(2,176)	0%
MISCELLANEOUS REVENUE	-	(149,080)	149,080	0%
OTHER REIMBURSABLES	12,000	-	12,000	0%
BALANCE OFFSET	-	15,355	(15,355)	0%
Total Revenue	1,960,415	1,578,193	382,222	81%
Expenditures				
Personnel				
SALARIES	307,971	251,041	56,930	82%
PAYROLL EXPENSE	5,697	16,384	(10,687)	288%
WORKERS COMPENSATION	6,800	6,100	700	90%
HEALTH INSURANCE	45,317	21,456	23,861	47%
RETIREMENT	20,665	15,522	5,143	75%
UNEMPLOYMENT INSURANCE	1,656	271	1,385	16%
CELL PHONE STIPEND	3,780	685	3,095	18%
EXTRA HELP	-	7,758	-	0%
CERTIFICATE PAY	2,280	157	2,123	7%
OVERTIME	19,066	13,803	5,263	72%
DENTAL INSURANCE	3,613	1,651	1,962	46%
LIFE INSURANCE	1,368	651	717	48%
PHYSICALS & GYM MEMBERSHIPS	200	-	-	0%
Total Personnel	418,413	335,480	90,491	80%
Supplies (Maintenance & Operations)				
POSTAGE & SHIPPING	10,000	9,902	98	99%

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
OFFICE SUPPLIES	3,500	5,375	(1,875)	154%
FLOWERS/GIFTS/PLAQUES	300	-	300	0%
BASIC OPERATING SUPPLIES	2,500	339	2,161	14%
PRINTING & BINDING	-	(60)	60	0%
MINOR EQUIPMENT: OFFICE	3,000	654	2,346	22%
MV REPAIR & MAINTENANCE	18,000	10,406	7,594	58%
UNIFORMS & SUPPLIES	6,500	3,629	2,871	56%
FINANCE CHARGES	-	1,180	(1,180)	0%
ICE & INCLEMENT WEATHER	2,000	-	2,000	0%
SAFETY EQUIPMENT & SUPPLIES	2,500	-	2,500	0%
BUILDING & FACILITIES REPAIRS	24,000	4,846	19,154	20%
FACILITIES MAINT SUPPLIES	3,000	4,753	(1,753)	158%
MINOR EQUIPMENT: FIELD	12,000	1,220	10,780	10%
SUBSCRIPTIONS & PUBLICATIONS	5,000	-	5,000	0%
MV FUEL	30,000	11,546	18,454	38%
WATER DISTRIBUTION SUPPLIES	96,000	66,458	29,543	69%
WATER PRODUCTION SUPPLIES	50,000	27,696	22,304	55%
Total Supplies (Maintenance & Operations)	268,300	147,943	120,357	55%
Utilities				
ELECTRICITY	100,000	69,689	30,311	70%
TELEPHONE	-	354	(354)	0%
MOBILE TELEPHONE	4,000	4,275	(275)	107%
COMMUNICATION SERVICES	10,000	4,603	5,397	46%
Total Utilities	114,000	78,921	35,079	69%
Operational & Contractual Services				
TRAVEL & TRAINING	8,500	2,795	5,705	33%
CONSULTANTS & PROFESSIONALS	146,500	15,905	130,595	11%
ADVERTISING & LEGAL NOTICES	-	307	(307)	0%
PRINTING & BINDING	500	-	500	0%
PROPERTY & LIABILITY	16,650	4,408	12,242	26%
REPAIR & MAINTENANCE	24,000	7,229	16,771	30%
DUES & MEMBERSHIPS	1,850	432	1,418	23%
PERMITS & APPLICATIONS	5,000	4,799	201	96%
PROPERTY DAMAGE	-	(711)	711	0%
FINANCE CHARGES	-	331	(331)	0%
FINES & PENALTIES	-	78	(78)	0%
LEGAL/CITY ATTORNEY	3,000	-	3,000	0%
ACCOUNTING & AUDITOR	8,000	14,803	(6,803)	185%
CONTRACTUAL SERVICES	-	5,698	(5,698)	0%
ENGINEERING/CITY ENGINEER	36,000	21,625	14,375	60%
SOLID WASTE COLLECTION	6,000	-	6,000	0%

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
SOFTWARE TECH SUPPORT	-	3,859	(3,859)	0%
IT CONTRACT	22,600	3,070	19,530	14%
WELL SITE MAINTENANCE	-	30,102	(30,102)	0%
EQUIPMENT MAINTENANCE	-	1,361	(1,361)	0%
GOVERNMENT & MISC OPERATING	11,000	3,245	7,755	30%
EQUIPMENT RENTAL	20,000	2,813	17,187	14%
WATER DISTRIBUTION CONTRACTUAL	-	38,648	(38,648)	0%
WATER PRODUCTION CONTRACTUAL	39,500	42,226	(2,726)	107%
REIMBURSABLES & REFUNDS	6,000	-	6,000	0%
Total Operational & Contractual Services	355,100	203,021	152,079	57%
Capital Outlay				
CAPITAL IMPROVEMENTS	40,000	32,501	7,499	81%
UTILITIES: WATER DISTRIBUTION	42,000	39,239	2,761	93%
UTILITIES: WATER PRODUCTION	82,000	-	82,000	0%
DEBT SERVICE PAYMENTS	588,224	448,442	139,782	76%
PAYING AGENT FEES	-	2,375	(2,375)	0%
Total Capital Outlay	752,224	522,557	229,667	69%
Total Expenditures	1,908,037	1,287,923	627,673	67%
Net Income	\$ 52,378	\$ 290,270	\$ (245,451)	

Wastewater Fund
Profit & Loss Budget vs Actual
For the Nine Months Ended June 30, 2017

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue				
USER CHARGES	\$ 444,323	\$ 345,842	\$ 98,481	78%
TAP FEES	-	4,250	(4,250)	0%
IMPACT FEES	-	104,200	(104,200)	0%
INTEREST REVENUE	-	109	(109)	0%
REFUNDS/BANK CREDITS	-	220	(220)	0%
BALANCE OFFSET	-	(5,829)	5,829	0%
Total Revenue	444,323	448,793	(4,470)	101%
Expenditures				
Personnel				
SALARIES	70,757	62,262	8,495	88%
PAYROLL EXPENSE	1,309	899	410	69%
WORKERS COMPENSATION	1,700	2,033	(333)	120%
HEALTH INSURANCE	12,500	7,613	4,887	61%
RETIREMENT	4,748	4,333	415	91%
UNEMPLOYMENT INSURANCE	414	40	374	10%
CELL PHONE STIPEND	1,080	291	789	27%
CERTIFICATE PAY	1,199	291	908	24%
OVERTIME	2,496	722	1,774	29%
DENTAL INSURANCE	903	602	301	67%
LIFE INSURANCE	342	228	114	67%
Total Personnel	97,448	79,314	18,134	81%
Supplies (Maintenance & Operations)				
POSTAGE & SHIPPING	-	23	(23)	0%
OFFICE SUPPLIES	1,200	1,933	(733)	161%
BASIC OPERATING SUPPLIES	1,200	1,060	140	88%
MINOR EQUIPMENT: OFFICE	1,000	-	1,000	0%
MV REPAIR & MAINTENANCE	2,400	622	1,778	26%
UNIFORMS & SUPPLIES	3,000	499	2,501	17%
WASTEWATER SUPPLIES	-	1,982	(1,982)	0%
SAFETY EQUIPMENT & SUPPLIES	3,000	330	2,670	11%
BUILDING & FACILITIES REPAIRS	1,200	428	772	36%
FACILITIES MAINT SUPPLIES	30,000	23,006	6,994	77%
MINOR EQUIPMENT: FIELD	2,000	207	1,793	10%
MV FUEL	2,400	3,536	(1,136)	147%

	Adopted Budget	YTD Actual	Amount Remaining	Pct Spent/ Collected
WASTEWATER COLLECTION	3,000	1,867	1,133	62%
WASTEWATER TREATMENT	3,000	7,014	(4,014)	234%
Total Supplies (Maintenance & Operations)	53,400	42,505	10,895	80%
Utilities				
ELECTRICITY	15,000	33,293	(18,293)	222%
MOBILE TELEPHONE	1,200	536	664	45%
COMMUNICATION SERVICES	7,400	434	6,966	6%
UTILITIES: WASTEWATER TREATMENT	-	8,563	(8,563)	0%
Total Utilities	23,600	42,826	(19,226)	181%
Operational & Contractual Services				
TRAVEL & TRAINING	10,000	3,153	6,847	32%
CONSULTANTS & PROFESSIONALS	31,500	6,820	24,680	22%
ADVERTISING & LEGAL NOTICES	200	604	(404)	302%
PROPERTY & LIABILITY	5,500	4,408	1,092	80%
REPAIR & MAINTENANCE	12,000	-	12,000	0%
DUES & MEMBERSHIPS	800	-	800	0%
PERMITS & APPLICATIONS	2,000	3,426	(1,426)	171%
SUBSCRIPTIONS & PUBLICATIONS	-	520	(520)	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	7,742	4,258	65%
ENGINEERING/CITY ENGINEER	12,000	2,708	9,293	23%
SOLID WASTE COLLECTION	24,000	43,569	(19,569)	182%
IT CONTRACT	4,000	3,070	930	77%
LIFT STATION EQUIPMENT MAINTENCE	-	2,604	(2,604)	0%
GEVERNMENT & MISC OPERATING	2,400	-	2,400	0%
WASTEWATER TREATMENT	36,000	9,870	26,130	27%
Total Operational & Contractual Services	178,676	99,106	79,570	55%
Total Expenditures	353,124	263,751	89,373	75%
Net Income	\$ 91,199	\$ 185,041	\$ (93,842)	

**City of Willow Park
Bank Account Balances**

	<u>At 6/30/2017</u>	<u>At 3/31/2017</u>
<u>General Fund</u>		
Pooled Cash - General	\$ 445,497	\$ 705,571
General Fund Cash Reserve	227,397	227,000
Court Security	4	13,540
Pooled Cash - Court Security	-	6,993
Court Technology	9	23,844
Pooled Cash - Court Technology	-	10,720
Pooled Cash - General (Police Training)	1,329	1,329
TexStar General Fund Capital Improvements	1,014	1,012
TexStar Fund Investment	114,141	113,920
General Fund CD - 431549	125,316	125,316
General Fund CD - 65686	122,404	122,151
Abatement	2	5,011
Grant	1	2,349
Parks & Roads Donations	3	7,252
Drainage	0	988
Emergency Disaster Reserve	0	1,002
EPA Super Fund	2	5,011
Personnel Support	4	11,273
	<u>1,037,123</u>	<u>1,384,283</u>
 <u>Water Fund</u>		
Pooled Cash - Water	460,320	7,249
Water Cash Reserve	125,463	125,244
Water Capital Improvements	282,976	282,482
TexStar Water Capital Improvements	1,510,113	1,507,193
TexStar Water Investment	125,916	125,673
Water Fund CD - 65712	62,813	62,700
Water Fund CD - 90271	49,971	49,971
	<u>2,617,572</u>	<u>2,160,512</u>
 <u>Wastewater Fund</u>		
Pooled Cash - Wastewater	2,889,222	2,871,919
Wastewater Capital Improvements	1,620	1,617
TexStar Wastewater	23,103	23,059
Wastewater Fund CD - 431557	27,554	27,554
	<u>2,941,501</u>	<u>2,924,150</u>
 <u>Other Funds</u>		
Capital Equipment/Replacement Fund	35,138	35,077
Construction Fund - Building	4,598,864	4,614,200
Construction Fund - Roads	2,239,166	2,278,977
Debt Service	595,854	583,299
Pooled Cash - Debt Service	(18,419)	234,170
Pooled Cash - Solid Waste	285,630	205,472
Solid Waste	51	134,402
Police Seizure (Federal)	1,595	1,592
Police Seizure (State)	22,919	37,360
Tourism	38,278	34,853
TexStar Capital Equipment/Replacement	42,631	42,548
TexStar Economic Development	52,398	52,296
Water Deposits - 56788	105,005	105,005
	<u>7,999,109</u>	<u>8,359,251</u>
 Total Cash	 \$ 14,595,305	 \$ 14,828,196



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 8/8/17	Department: Legislative	Presented By: Scott Wall
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AGENDA ITEM:

To discuss and consider approving Resolution No. 10-17, a resolution to deny the rate application and consolidation proposed by Oncor.

BACKGROUND:

The City of WP participated in a Steering Committee of Cities served by Oncor. This Steering Committee works together for the benefit of challenging electric rate increases. It is beneficial to WP to participate, so the Oncor rate increases are challenged by experts that could not be hired with limited resources.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Approve Resolution No. 10-17.

EXHIBITS:

Proposed Resolution No. 10-17.

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

MODEL STAFF REPORT REGARDING ONCOR ELECTRIC'S APPLICATION TO CHANGE RATES FILING

The City, along with 158 other cities served by Oncor Electric Delivery Company LLC ("Oncor" or "Company") is a member of the Steering Committee of Cities Served by Oncor ("Steering Committee"). The Steering Committee has been in existence since the late 1980s. It took on a formal structure in the early 1990s when cities served by the former TXU gave up their statutory right to rate case expense reimbursement in exchange for higher franchise fee payments. Empowered by city resolutions and funded by *per capita* assessments, the Steering Committee has been the primary public interest advocate before the Public Utility Commission, the Courts, and the Legislature on electric utility regulation matters for the last 30 years.

On March 17, 2017, Oncor filed an application to change rates with cities retaining original jurisdiction. In the filing, the Company seeks to increase system-wide transmission and distribution rates by \$317 million or approximately 7.5% over present revenues. The Company asks the City to approve an 11.8% increase in residential rates and a 0.5% increase in street lighting rates. If approved, a residential customer using 1000 kWh per month would see a bill increase of about \$6.68 per month.

In March, the Steering Committee engaged the services of three consultants, Mr. Lane Kollen, Mr. Richard Baudino, and Mr. Karl Nalepa, to review the Company's filing. The consultants identified numerous unreasonable expenses and propose significant reductions to the Company's request. Accordingly, the Steering Committee's attorneys recommend that all members adopt the Resolution denying the rate change. Once the Resolution is adopted, Oncor will have 30 days to appeal the decision to the Public Utility Commission of Texas where the appeal will be consolidated with Oncor's filing (i.e. PUC Docket No. 46957) currently pending at the Commission.

Under the law, cities with original jurisdiction over this matter have 125 days from the initial filing to take final action on the application. By the agreement of the parties, this deadline was suspended until August 19, 2017. As such, all cities with original jurisdiction will need to adopt the resolution no later than August 19.

Purpose of the Resolution:

The purpose of the Resolution is to deny the rate application and consolidation proposed by Oncor.

Explanation of "Be It Ordained" Paragraphs:

1. This paragraph finds that the Company's application is unreasonable and should be denied.
2. This section states that the Company's current rates shall not be changed.

3. The Company will reimburse the cities for their reasonable rate case expenses. Legal counsel and consultants approved by the Cities will submit monthly invoices that will be forwarded to Oncor for reimbursement.

4. This section merely recites that the resolution was passed at a meeting that was open to the public and that the consideration of the Resolution was properly noticed.

5. This section provides Oncor and counsel for the cities will be notified of the City's action by sending a copy of the approved and signed resolution to counsel.

STEERING COMMITTEE CITIES SERVED BY ONCOR (159) (highlighted ceded OJ)

Addison	Farmers Branch	North Richland Hills
Allen	Fate	<u>Northlake</u>
<u>Alvarado</u>	Flower Mound	<u>Oak Leaf</u>
Andrews	Forest Hill	Oak Point
Anna	Fort Worth	Odessa
Archer City	Frisco	O'Donnell
<u>Argyle</u>	Frost	<u>Ovilla</u>
Arlington	Gainesville	Palestine
Azle	Garland	Pantego
Bedford	Glenn Heights	Paris
Bellmead	Grand Prairie	Plano
Belton	<u>Granger</u>	Pottsboro
Benbrook	Grapevine	Prosper
Beverly Hills	Haltom City	<u>Ranger</u>
Big Spring	Harker Heights	Red Oak
Breckenridge	Haslet	<u>Rhome</u>
Bridgeport	Heath	Richardson
Brownwood	Henrietta	<u>Richland</u>
Buffalo	<u>Hewitt</u>	Richland Hills
Burkburnett	Highland Park	River Oaks
Burleson	<u>Honey Grove</u>	Roanoke
<u>Caddo Mills</u>	Howe	Robinson
<u>Cameron</u>	Hurst	Rockwall
Canton	<u>Hutto</u>	<u>Rosser</u>
Carrollton	Iowa Park	Rowlett
Cedar Hill	Irving	Sachse
Celina	Jolly	Saginaw
Centerville	Josephine	Sansom Park
Cleburne	Justin	Seagoville
Coahoma	Kaufman	Sherman
Colleyville	Keene	Snyder
Collinsville	Keller	Southlake
Colorado City	Kennedale	<u>Springtown</u>
Comanche	Kerens	Stephenville
Commerce	Killeen	Sulphur Springs
Coppell	<u>Krum</u>	Sunnyvale
Copperas Cove	Lake Worth	Sweetwater
<u>Corinth</u>	<u>Lakeside</u>	Temple
Cross Roads	Lamesa	<u>Terrell</u>
Crowley	Lancaster	The Colony
Dallas	Lewisville	Trophy Club
Dalworthington Gardens	Lindale	Tyler
DeLeon	Little Elm	University Park
De Soto	Little River Academy	<u>Venus</u>
Denison	Malakoff	Waco
Duncanville	Mansfield	Watauga
Early	McKinney	Waxahachie
Eastland	Mesquite	Westover Hills
<u>Edgecliff Village</u>	Midland	White Settlement
Ennis	Midlothian	Wichita Falls
Eules	Murchison	Willow Park
Everman	Murphy	Woodway
Fairview	New Chapel Hill	Wylie



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 8/8/17	Department: Police	Presented By: Chief Carrie West
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AGENDA ITEM:

Receive the Police Department Progress Report

BACKGROUND:

On February 1, 2017, Chief Carrie West began her service with the City of Willow Park. This agenda item is a progress report highlighting several changes that have occurred during the past six months as well as a few of the plans for the future for the Willow Park Police Department.

STAFF/BOARD/COMMISSION RECOMMENDATION:

N/A

EXHIBITS:

6 Month Update Brief

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

Willow Park Police Department – 6-month update
August 8, 2017

Where we have been:

- Lobby renovation
 - Relocated the soda machine, providing room for chairs and small table for guests to be comfortable when waiting
 - Painted, added trim boards and base strips.
- Removed “exempt” tags from the (2) unmarked police vehicles and added regular license plates in accordance with Transportation Code Sec. 502.452
- Ordered and installed NTTA toll tags for the police fleet. Reduces lost time getting charges credited. Police vehicles are exempt from tolls.
- Submitted budget to Council for State Seizure funds (Chapter 59)
 - Budget provided for:
 - Issued leather gear
 - Issued Glock 9mm handguns
 - Issued ANSI compliant Traffic Safety vests
 - Training
- Identified discrepancy in the LEOSE (Law Enforcement Officer Standards and Education) deposits
 - Identified the amount of the discrepancy by working with the Finance Department and the State Comptroller’s office.
 - Submitted letter to the State Comptroller’s office with annual report notifying of the discrepancy and implementation of corrective measures beginning with the 2017 deposit.
 - Separate fund (36 was created) and will roll over year to year; not subject to supplanting the General Fund travel and training budget
- Established a competitive promotional process
 - Included written examination purchased through the Texas Police Chief’s Association
 - Oral review board staffed with (2) from Denton County and (1) from Tarrant County
- (1) officer position reclassified to a Corporal position, allowing for (2) supervisory positions
 - Provides supervision on night shifts
 - With salary savings, a .30 raise for the promotees was implemented
- Established Promotional Ceremony for promotees
- Re-organized the records management function to ensure integrity of the permanent records
 - Improved work-flow
 - Implemented case management log
- Entered into Interlocal agreements
 - Mutual aid
 - Interjurisdictional Pursuit Policy
 - Uniforms

- In process of introducing new policies and procedures that correspond to the Texas Police Chief's Best Practices Standards
 - Policies identify the corresponding Best Practice Standard in the header
 - Introduced new method of distribution, training, and retention
 - Polices have a review date (annually)
- Implemented a written test and polygraph test for new hires (oral board, physical, drug screen and psychological already in place).
- Agreed to hire subject matter expert to audit and purge the property and evidence room. SME will also provide training to Sergeant Ramirez whom will be appointed evidence custodian after the audit. (scheduled for August 9-11, 2017)
- Submitted application for COPS grant
- Submitted application for Bulletproof Vest Partnership (BVP) grant
- Work in progress on the grant from the Governor's office for Rifle-resistant Body Armor

Where we are going:

- Continue introducing new policies and procedures
- Continue with training and career development (Upcoming schedule as of this date)
 - Institute for Law Enforcement Administration (ILEA), School of Police Supervision, Captain Ray, October 2017.
 - Bill Blackwood Law Enforcement Management Institute, Sergeant Ramirez, online portion August 2017, classroom portion to be determined
 - Institute for Law Enforcement Administration (ILEA), Basic Police Supervision, Corporal Minnich, November 2017
 - Calibre Press, Street Survival, Officer Perkins, September 2017
 - FBI-LEEDA, Executive Leadership Institute, Chief West, August 2017
- Continue with involvement in the design and build of the new Public Safety facility
- Begin formal TPCA recognition process
- Begin curriculum development of a Citizens Police Academy
- Departmental Awards Banquet (tentative February 2017)



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 8/8/17	Department: Fire	Presented By: Chief Mike LeNoir
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AGENDA ITEM:

Receive a presentation on the new Fire Engine.

BACKGROUND:

New Fire Department Pumper update to City Council.

STAFF/BOARD/COMMISSION RECOMMENDATION:

N/A

EXHIBITS:

N/A

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 8/8/17	Department: Fire	Presented By: Chief Mike LeNoir
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AGENDA ITEM:

To discuss and consider Resolution No. 11-17, a resolution to enter into an interlocal agreement with the City of Fort Worth for public safety communications between the city of Fort Worth and City of Willow Park.

BACKGROUND:

The ILA Agreement will allow the ability to communicate to public safety departments within the City of Fort Worth and surrounding agencies. This agreement also allows for both WP Police and Fire to communicate within the Fort Worth system. To clarify, this is just for permission to transmit on the Fort Worth System.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Recommend Council approve proposed Resolution 11-17 to enter into an Interlocal Agreement for communicating within the City of Fort Worth System.

EXHIBITS:

Resolution No. 11-17, Communications Systems Agreement with City of Fort Worth.

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 8/8/17	Department: Legislative	Presented By: Mayor Pro Tem Gholson
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AGENDA ITEM:

To discuss and consider approving a professional services agreement with Petty & Associates, Inc. for a feasibility study on Willow Park Utilities.

BACKGROUND:

Petty & Associates, Inc. proposes to work with the City of Weatherford and Wilks Development to determine a financially feasible service agreement for treating the City of WP's wastewater.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Receive recommendation from Council Members Gholson and Hogue.

EXHIBITS:

Sewer Feasibility Study Letter and Agreement for Utility Feasibility Study from Petty & Associates, Inc.

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$25,000.00
	Source of Funding	Water and Wastewater Funds



July 18, 2017

John Gholson, Mayor Pro-Tem
Norman Hogue, Councilmember, Place 1
City of Willow Park
516 Ranch House Road
Willow Park, Texas 76087

Re: Sewer Feasibility Study

Dear Mayor Pro-Tem Gholson and Councilmember Hogue:

It was a pleasure to meet with you to discuss the utility needs for the continued development of Willow Park. In response to the meeting, I have developed the attached contract for services and outlined below what I understand to be the scope of work you have described. If this scope meets your expectations and that of the Mayor and Council, please execute the contract and return at your convenience. P&A is excited about the prospect of working with the City and pertinent private developers to chart a path that clears the utility hurdles limiting the growth and development of Willow Park.

Feasibility Study Purpose

The lack of water and sewer resources present a significant impediment to the full growth and development of Willow Park in the manner envisioned by the City Council. The purpose of this Feasibility Study ("the Study") is to determine whether a public private partnership can be created that will ultimately address the short and long term water and sewer needs of Willow Park. The study will require the services of P&A as well as the City designated engineer and legal counsel. The Study will include the following:

1. Execute a Professional Services Agreement

The City and P&A will present to Mr. Kyle Wilks, the owner of The Shops at Willow Park and adjacent properties, a public private partnership that will result in shared responsibility for the cost of the study proportionate to Mr. Wilks' ownership and development interests. If successful, this step will result in the execution of a Professional Services Agreement by the City Council and Mr. Wilks. If the Council believes that other major property developers would benefit from the results of the study, then additional parties may be added to the agreement at the discretion of the City Council.

2. Identify Utility Demand

Using existing resources and data to the greatest extent possible and identifying additional data where necessary, this activity will result in a report that illustrates the short term (5 year) and long term (10 yr.) projected water and sewer service demand illustrated for properties to be developed by Mr. Wilks and the remainder of the City. This step will involve P&A working closely with the City engineer as well as Mr. Wilks' engineer to see that all parties agree on the need. I take it from our conversation, that this is generally already done, so hopefully this becomes just a matter of sharing and incorporating data.

3. Resource Availability

A detailed map will be produced which identifies all existing and planned infrastructure that would be needed to meet short and long term water and sewer service demand in Willow Park as well as within the region. The City of Weatherford and Hudson Oaks would be asked to provide maps of their existing and planned systems as well as capacity forecasts in order to identify feasible options for Willow Park. This information will not only address capacity and demand, but also projected utilization absorption. Again, this will be an intensive effort coordinated by P&A but heavily relying upon the support of the City Engineer as well as the support of neighboring cities. The approach will be to develop alternatives that are predicated on regional benefits that support the growth and development of each entity in a fair and proportionate manner. There is no guarantee that Hudson Oaks or Weatherford will agree to the solution or the process, but it is the intent of P&A to present the data in a manner that clearly provides benefits to each entity that "but for" this Agreement would not be realized.

The map will be accompanied by a spreadsheet that outlines alternatives endorsed by the City Engineer and in a manner suitable to present to Weatherford and Hudson Oaks as well as state and regional authorities, which will ultimately have to approve plans and permits.

4. Public Private Collaboration Model

Following the conclusion and approval of steps 1-4, at Council direction P&A will develop a governance and financial model that would incorporate the needs of Willow Park, Wilks Development and the City of Weatherford and/or Hudson Oaks into a model that reflect a public private partnership proposal. While it's impossible to state at this point, what that collaboration model may look like, suffice it to say that likely solutions will include special taxing districts such as, but not limited to Public Improvement Districts ("PIDs) or Tax Increment Reinvestment Zones ("TIRZs"). The mechanism will illustrate the obligations of the parties relative to the benefits received, including the capital obligations and reimbursement options available to entities that participate with capital. This step will also identify potential Regional and State resources that may be in a position to support the project. If agreeable, each entity would then be asked to enter into a contract that stipulates the expectations and obligations of the parties as well as the financial conditions and terms. All matters involving debt or long term liabilities that involve the City will also be presented to the City's Financial Advisor for consideration and recommendation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Trent Petty', with a stylized, cursive script.

Trent Petty
President

AGREEMENT FOR UTILITY FEASIBILITY STUDY FOR THE CITY OF WILLOW PARK

This Agreement for a Utility Feasibility Study is entered into this _____ day of _____, 2017 by and between Petty & Associates, Inc., ("P&A") and the City of Willow Park, Texas ("City"), collectively referred to as (the "Parties").

RECITALS

WHEREAS, the City of Willow Park desires to expand the City's water and sewer utility services in order to support new commercial growth that will bring new tax base and desirable economic development to the City; and

WHEREAS, the expansion of water and sewer utilities requires significant research, planning and collaboration in order to develop solutions that are beneficial to the City, the Willow Park development community and east Parker County; and

WHEREAS, attempts to develop regional solutions to the water and sewer needs of Willow Park have to date been unfruitful, resulting in significant actions by the City to mitigate regulatory requirements associated with sewer treatment; and

WHEREAS, P&A has been asked to perform a feasibility study to identify solutions and alternatives that will involve a new approach to engaging neighboring cities and private sector developers through public private partnerships aimed at mutually beneficial outcomes;

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, and for good and valuable consideration, P&A and the City agree as follows:

ARTICLE I

TERM OF AGREEMENT

1.0 The Agreement shall be effective as of its approval by all Parties, and shall continue for a period not to exceed one (1) year or until terminated by either party pursuant to Article IV of this Agreement.

ARTICLE II

SERVICES TO BE PROVIDED BY P&A

2.0 The scope and timing of services to be performed by P&A are set forth in Exhibit "A", which is attached hereto and incorporated into this Agreement by this reference.

2.1 P&A agrees that its services pursuant to this Agreement shall be performed under the direction of the City Council , and nothing in this Agreement shall constitute an assignment of any right or obligation of the City under any applicable contract, agreement, or law.

2.2 In order to perform the services and production of the work product described in Exhibit "A", P&A shall enlist City designated engineering and legal services as necessary, subject to approval by the City. Engineering and/or legal services are not included in the cost of the Feasibility Study and shall be not be invoiced by P&A. P&A contemplates, but does not guarantee, that engineering and/or legal costs may be covered in a separate Professional Services Agreement ("PSA"), prepared by P&A and approved by the City, which will be presented for consideration to private developers that may benefit from the results of this Feasibility Study.

ARTICLE III

PAYMENT TERMS AND CONDITIONS

3.0 In consideration for the services to be performed by P&A, the City agrees to pay P&A the fees for all services and related costs and expenses set forth in Exhibit "A", not to exceed \$25,000 without the written consent of the City.

3.1 Monthly invoices shall be submitted to the City under the rates provided in Exhibit "A". City agrees to pay the amount due to P&A upon receipt of each invoice.

3.2 Copies of all invoices for expenses, materials, provided by P&A will accompany the invoice for services to the City. Travel time will be billed at the regular P&A hourly rate provided in Exhibit "A". P&A will pass any third-party cost through to the City without markup, and will not incur any printing or publication expense in excess of \$200 without written consent of the City.

ARTICLE IV

TERMINATION OF THIS AGREEMENT

4.0 Notwithstanding any other provisions of this Agreement, either party may terminate this Agreement at any time by giving sixty (60) days written notice to the other party without penalty and without limitation of its right to seek damages. City shall pay any final invoices provided by P&A, within 30 days of such termination which shall include all of P&A' unpaid fees and expenses actually incurred up to the date of termination.

ARTICLE V

GENERAL PROVISIONS

5.0 This Agreement supersedes any and all agreements, either oral or written between the parties hereto with respect to rendering of services by P&A to the City and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party of this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party which are not embodied herein and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding.

5.1 This Agreement shall be administered and interpreted under the laws of the State of Texas. This Agreement shall not be construed for or against any party by reason of who drafted the provisions set forth herein. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall remain in full force and effect.

5.2 This Agreement and any duties or obligations under this Agreement may not be assigned by P&A without approval by the City.

5.3 All records, reports, and other documents prepared by P&A for the purposes of providing the services described in this Agreement are working documents of P&A until submitted to the City at which point they shall become the property of the City.

5.4 The City acknowledges P&A's ownership of its software, programs, inventions, know-how, trade secrets, confidential knowledge, source code, or other proprietary information relating to products, processes, services, software, formulas, developmental or experimental work, business plans, financial information, or other subject matter ("Confidential Information") pertaining to the business of P&A. This Agreement shall not in any way give rise to any requirement or obligation for P&A to disclose or release any Confidential Information.

5.5 Should either party commence any legal action or proceeding against the other based upon this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees and costs.

5.6 All notices, requests, demands, and other communications which are required to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon the delivery by registered or certified mail, return receipt requested, postage prepaid thereon, as follows:

To P&A:
Trent Petty
Petty & Associates, Inc.
1021 Simmons Drive
Keller, Texas 76248

To City:
City Manager
City of Willow Park
516 Ranch House Road
Willow Park, TX 76087

5.7 The parties hereby warrant that the persons executing this Agreement are authorized to execute this Agreement and are authorized to obligate the respective parties to perform this Agreement. A facsimile signature on this Agreement shall be treated for all purposes as an original signature.

Executed on this _____ day of _____, 2017:

Petty & Associates, Inc.

BY: _____
Trent Petty
President

City of Willow Park

BY: _____
Doyle Moss
Mayor

WILLOW PARK UTILITY FEASIBILITY STUDY

EXHIBIT "A" SERVICES TO BE PROVIDED

1. Professional Services Agreement

P&A will prepare for City approval a Professional Services Agreement ("PSA") contemplated to be presented for consideration to Mr. Kyle Wilks, the owner of The Shops at Willow Park and adjacent properties. The PSA will define terms that will create a public private partnership in which Mr. Wilks will be invited to participate in the planning and funding of the Feasibility Study. If the City believes that other major property developers would benefit from the results of the study, then additional parties may be added to the PSA at the discretion of the City Council.

2. Identify Utility Demand

Using existing resources and data to the greatest extent possible and identifying additional data where necessary, this activity will result in a report that illustrates the short term (5 year) and long term (10 yr.) projected water and sewer service demand illustrated for properties to be developed by Mr. Wilks and the remainder of the City. This step will involve P&A working closely with the City engineer as well as Mr. Wilks' engineer to see that all parties agree on the demand.

3. Resource Availability

A detailed map will be produced which identifies all existing and planned infrastructure that would be needed to meet short and long term water and sewer service demand in Willow Park. The Cities of Weatherford and Hudson Oaks will be approached and asked to provide maps of their existing and planned systems as well as capacity forecasts in order to identify feasible options for Willow Park. This information will not only address capacity and demand, but also projected utilization absorption.

The map will be accompanied by a spreadsheet that outlines alternatives endorsed by the City Engineer and in a manner suitable to present to Weatherford and Hudson Oaks as well as state and regional permitting authorities where applicable.

4. Public Private Collaboration Model

P&A will develop a governance and financial model that would incorporate the needs of Willow Park, Wilks Development and participating cities into a model that utilizes a public private partnership proposal. Solutions may include, but are not limited to, special taxing districts such as Public Improvement Districts ("PIDs") or Tax Increment Reinvestment Zones ("TIRZs"). The mechanism will illustrate the obligations of the parties relative to the benefits received, including the capital obligations and reimbursement options available to entities that participate. This step will also identify potential Regional and State resources that may be utilized to support the project. If agreeable, each participating entity would be presented a contract that stipulates the

expectations and obligations of the parties as well as the financial terms and conditions.

Compensation

All services will be performed on an hourly basis according to the following rate schedule:

Principal	\$200
Associate	\$100
GIS Technician	\$75
Technical/Clerical	\$30

The Feasibility Study cost shall not exceed \$25,000 without the written consent of the City Council.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 8/8/17	Department: Legislative	Presented By: Kandice Garrett
--------------------------------	-----------------------------------	---

AGENDA ITEM:

To discuss and consider the process for filling the vacancy of Council Member, Place 5.

BACKGROUND:

A. If Council decides to hold an **election** to fill the vacancy of Council Member, Place 5 this is what we can expect:

General election will occur November 7 - \$5,109 approx.*

Special election will occur after 8/26 (Springtown ISD is holding an election on this date) since Council will make their decision at their August 8 meeting - \$6,704 approx.**

B. If Council decides to make an **appointment** to fill the vacancy of Council Member, Place 5 the member will be seated until the next election in May, 2018. This will save the City the expense of an additional election.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Make an appointment to fill the vacancy of Council Member, Place 5.

EXHIBITS:

Election Code, Title 12, Three Council Seat applications.

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	* \$5,109 **\$6,704
	Source of Funding	General Fund

ELECTION CODE

TITLE 12. ELECTIONS TO FILL VACANCY IN OFFICE

CHAPTER 201. DETERMINATION OF AND ELECTION TO FILL VACANCY

SUBCHAPTER A. RESIGNING OR DECLINING OFFICE

Sec. 201.001. RESIGNING OR DECLINING OFFICE. (a) To be effective, a public officer's resignation or an officer-elect's declination must be in writing and signed by the officer or officer-elect and delivered to the appropriate authority for acting on the resignation or declination. The authority may not refuse to accept a resignation.

(b) If the authority to act on a resignation or declination is a body, the resignation or declination may be delivered to the presiding officer of the body or to its clerk or secretary.

(c) An officer-elect who intends to qualify for the office but desires to resign at a subsequent date may submit a resignation in the same manner as an officer who has assumed office, and the vacancy may be filled in the same manner as if the resignation had been submitted after the officer-elect assumed office.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986. Amended by Acts 1989, 71st Leg., ch. 1187, Sec. 1, eff. Sept. 1, 1989.

Sec. 201.002. AUTHORITY TO ACT ON RESIGNATION OR DECLINATION. Unless otherwise provided by law, the authority to act on a public officer's resignation or an officer-elect's declination is the officer or body authorized to make an appointment or order a special election to fill a vacancy in the office.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986.

SUBCHAPTER B. TIME VACANCY OCCURS

Sec. 201.021. TIME VACANCY OCCURS GENERALLY. For purposes of this title, a vacancy in office occurs at the time prescribed by this subchapter.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986.

Sec. 201.022. DEATH. If an officer or officer-elect dies, a vacancy occurs on the date of death.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986.

Sec. 201.023. RESIGNATION. If an officer submits a resignation, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the appropriate authority or on the eighth day after the date of its receipt by the authority, whichever is earlier.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986. Amended by Acts 1989, 71st Leg., ch. 1187, Sec. 2, eff. Sept. 1, 1989.

Sec. 201.024. REMOVAL. If an officer is removed from office by a court or other tribunal, a vacancy occurs on the date the judgment becomes final.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986.

Sec. 201.025. ACCEPTANCE OF ANOTHER OFFICE. If an officer accepts another office and the two offices may not lawfully be held simultaneously, a vacancy in the first office occurs on the date the person qualifies for the other office.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986.

Sec. 201.026. DECLARATION OF INELIGIBILITY. (a) If an officer or officer-elect is declared ineligible to hold the office by a judgment of a court or other tribunal, a vacancy occurs on the date the judgment becomes final.

(b) If an officer or officer-elect is declared ineligible to hold the office by an administrative authority, a vacancy occurs on the date the declaration is made.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986.

Sec. 201.027. NEW OFFICE. If a new office is created, a vacancy occurs on the effective date of the Act of the legislature creating the office or on the date the order creating the office is adopted.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986. Amended by Acts 1993, 73rd Leg., ch. 728, Sec. 71, eff. Sept. 1, 1993.

Sec. 201.028. DECEASED OR INELIGIBLE CANDIDATE RECEIVING VOTE REQUIRED FOR ELECTION. If a deceased or ineligible candidate receives the vote required for election to an office, a vacancy occurs on the date the final canvass of the election is completed.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986.

Sec. 201.029. DECLINATION OF OFFICER-ELECT. If an officer-elect declines to qualify for the office before assuming office for the term for which elected, a vacancy in the term occurs on the date the declination is delivered to the appropriate authority.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986.

SUBCHAPTER C. SPECIAL ELECTION TO FILL VACANCY GENERALLY

Sec. 201.051. TIME FOR ORDERING ELECTION. (a) If a vacancy in office is to be filled by special election, the election shall be ordered as soon as practicable after the vacancy occurs, subject to Subsection (b).

(b) For a vacancy to be filled by a special election to be held on the date of the general election for state and county officers, the election shall be ordered not later than the 78th day before election day.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986.

Amended by:

Acts 2005, 79th Leg., Ch. 1109 (H.B. 2339), Sec. 26, eff. September 1, 2005.

Acts 2011, 82nd Leg., R.S., Ch. 1318 (S.B. 100), Sec. 39, eff. September 1, 2011.

Sec. 201.052. DATE OF ELECTION. (a) Except as otherwise provided by this code, a special election to fill a vacancy shall be held on the first authorized uniform election date occurring on or after the 46th day after the date the election is ordered.

(b) If a law outside this code authorizes the holding of the election on a date earlier than the 46th day after the date of the order, the election shall be held on the first authorized uniform election date

occurring on or after the earliest date that the election could be held under that law.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 1178 (S.B. 910), Sec. 18, eff. September 1, 2013.

Acts 2015, 84th Leg., R.S., Ch. 84 (S.B. 1703), Sec. 27, eff. September 1, 2015.

Sec. 201.053. UNEXPIRED TERM AND FULL TERM FILLED SIMULTANEOUSLY.

(a) If, after the general election for an office for which a vacancy is filled by special election but before the succeeding full term begins, a vacancy occurs in both the unexpired portion of the current term and in the succeeding full term that was filled at the general election, the special election shall be ordered to fill only the full term.

(b) If any portion of the unexpired current term remains after the date the final canvass of the special election for the full term is completed, the person elected to the full term, if eligible to hold the unexpired current term, is considered to be elected to the remainder of the unexpired current term also and is entitled to qualify and assume office for the unexpired current term and the succeeding full term immediately on receiving a certificate of election. The certificate must recite that it is for both the unexpired current term and the full term.

(c) After qualifying for the unexpired current term, the person is not required to qualify again for the full term. If a bond is required, the amount of the bond for the unexpired current term and the full term is the same as for the full term.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986. Renumbered from Election Code Sec. 201.054 by Acts 1991, 72nd Leg., ch. 389, Sec. 4, eff. Sept. 1, 1991.

Sec. 201.054. FILING PERIOD FOR APPLICATION FOR PLACE ON BALLOT. (a) Except as provided by Subsection (f), a candidate's application for a place on a special election ballot must be filed not later than:

(1) 5 p.m. of the 62nd day before election day, if election day is on or after the 70th day after the date the election is ordered; or

(2) 5 p.m. of the 40th day before election day, if election day is on or after the 46th day and before the 70th day after the date the election is ordered.

(b) If a special election is to be held as an emergency election and a law outside this code prescribes a filing deadline, that deadline applies.

(c) The election order must state the filing deadline.

(d) An application may not be filed before the election is ordered.

(e) An application filed by mail is considered to be filed at the time of its receipt by the appropriate authority.

(f) For a special election to be held on the date of the general election for state and county officers, the day of the filing deadline is the 75th day before election day.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986. Renumbered from Election Code Sec. 201.055 by Acts 1991, 72nd Leg., ch. 389, Sec. 4, eff. Sept. 1, 1991.

Amended by:

Acts 2005, 79th Leg., Ch. 1109 (H.B. 2339), Sec. 27, eff. September 1, 2005.

Acts 2009, 81st Leg., R.S., Ch. 1235 (S.B. 1970), Sec. 19, eff. September 1, 2009.

Acts 2011, 82nd Leg., R.S., Ch. 1318 (S.B. 100), Sec. 40, eff. September 1, 2011.

Acts 2013, 83rd Leg., R.S., Ch. 1178 (S.B. 910), Sec. 19, eff. September 1, 2013.

Acts 2015, 84th Leg., R.S., Ch. 84 (S.B. 1703), Sec. 28, eff. September 1, 2015.

PLEASE HAVE YOUR APPLICATION SUBMITTED TO THE CITY

Secretary by 5 pm August 2nd

CITY OF WILLOW PARK

**APPLICATION FOR VACATED CITY COUNCIL POSITION
APPOINTMENT**

RECEIVED
JUL 25 2017

BY: *kg*

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: TIMOTHY JAMES GRIFFITHS, "GRIFF"
(Please print legal name and your name as you wish it to appear, if different.)

How did you learn about the Council seat to be appointed? :

MAYOR DOYLE MESS

Personal Information

Home Address: 409 COOK ROAD WP 76087
Mailing Address: "
Telephone: 817 247 6200 Fax: _____
E-Mail: griffspgr@gmail.com
Willow Park Resident for 16 years County: PARKER
Voters Registration No.: _____
Preferred method of contact: PHONE

Occupational Information

Business Name: _____
Occupation: TEACHER, RETIRED
Address: _____
Telephone: 817 247 6200 Fax: _____
E-Mail: griffspgr@gmail.com

Have you served as a Willow Park Council member before? YES 2014-2016

Prior or current work experience: (please include dates)

ALDO ISD 17 YEARS
OTHER TEACHING POSITIONS 25 YEARS

Educational Achievement:

High School Graduate? ☒ Yes ☐ No Year Graduated/Left School? _____

Business College, Correspondence School, Adult Education, Other? 2CB + CLOCK HOURS

Name of College/University: ILLINOIS STATE UNIV ☒ Bachelor's ☐ Master's ☐ PhD

Volunteer Work: (please include dates)

FT WORTH ELKS 15 YEARS
ELKS LODGES 47 YEARS

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 serve as a Willow Park Council member?

FINISH WHAT WE STARTED. GIVE TIME AND EFFORT BACK TO COMMUNITY

Briefly explain what you believe are the three most important challenges facing the City of Willow Park and how do you believe you could help resolve each challenge?

1)

LACK OF CLEAR DIRECTION. VERY LITTLE CONTINUITY NO PROACTIVE MOVEMENT

2)

WATER - LACK OF SECURE BACKUP SOURCE. TOO MUCH RELIANCE ON WELL WATER

3)

ROADS AND SEWER. AGAIN, A LACK OF A 5 YEAR PLAN FOR REMEDIATION IN BOTH AREAS.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to serving on City Council:

COMMON SENSE. STRONG BELIEF IN BUSINESS AND PUBLIC SPIRIT

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 the City Council:

NONE

Have you attended a meeting of the City Council? ☒ Yes ☐ No

Comments: MANY

Statement of Intent

I am aware of the requirements for serving on the City of Willow Park Council. I am aware of meeting dates and times of the City Council for which I have applied.

Signature: Timothy J. Griffiths

Date: 7/25/2017

In compliance with Chapter 552, Vernon's Texas Codes Annotated (Open Records Law), information provided on this application may be available to the public, upon request.

ADDITIONAL INFORMATION THAT YOU WOULD LIKE TO SHARE WITH THE CITY COUNCIL REGARDING YOUR INTEREST IN SERVING THE UNEXPIRED COUNCIL POSTION:

I HAVE A FIRM BELIEF IN PRIVATE ENTERPRISE AND REASONABLE GROWTH. I BELIEVE THAT WILLOW PARK IS A GREAT PLACE TO LIVE AND THAT WITH A NOTURING ATTITUDE TOWARD BUSINESS AND GROWTH, WE CAN BE A GREAT TOWN !

PLEASE HAVE YOUR APPLICATION SUBMITTED TO THE CITY

Secretary by 5 pm August 2nd

RECEIVED
JUL 26 2017

CITY OF WILLOW PARK

BY: kg

**APPLICATION FOR VACATED CITY COUNCIL POSITION
APPOINTMENT**

Return completed application to:

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

Name: Gary Wayne McKaughan / Gary McKaughan

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

How did you learn about the Council seat to be appointed? :

News

Personal Information

Occupational Information

Home Address: 1307 Saddle Trl., Willow Park, Tx. 76087

Mailing Address: Same as Above

Telephone: (817) 694-4105

Fax: _____

E-Mail: usmc72003@gmail.com

Willow Park Resident for 6 years County: 13

Voters Registration No.: 1021216556

Preferred method of contact: Email

Business Name: Irvin Technologies Inc.

Occupation: Senior Systems Engineer

Address: 1081 Willa Springs Dr., Winter Springs Fl.

Telephone: (321) 303-9229

Fax: _____

E-Mail: Steffani.Correa@itiengineering.com

Have you served as a Willow Park Council member before? No

Prior or current work experience: (please include dates)

U.S. Marine Corps 1983 – 2003: Aircraft Operations, Logistics, and Maintenance Management

BAE Systems Inc. 2004 – 2011: Project/Personnel Manager and Systems Engineer

Lockheed Martin 2011 – 2013: Control Account Manager and Systems Engineer

ITI Engineering 2014 – Present: Senior Systems Engineer

Educational Achievement:

High School Graduate? ☒ Yes ☐ No Year Graduated/Left School? 1983

Business College, Correspondence School, Adult Education, Other? _____ Name of

College/University: Embry-Riddle Aeronautical 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.

In 1989 while serving in the Marine Corps at Marine Corps Air Station Cherry Point, Nc., I was convicted of a DUI on base which resulted in a 6-month suspension of On-Base driving privileges. The conviction was subsequently overturned on appeal to the base magistrate.

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 serve as a Willow Park Council member?

I would like to make a difference in the community I live in. I believe the skillsets I have acquired in Leadership, Communication, Management, and Problem Solving along with my Dedication to serve my fellow citizens with Integrity above all would contribute to the betterment of our City.

Briefly explain what you believe are the three most important challenges facing the City of Willow Park and how do you believe you could help resolve each challenge?

1)

Growth. I believe growth is inevitable for our city. However, I believe growth should be appropriately managed. First by having a Vision for the City in which the citizens of Willow Park are actively engaged. Second, having an overall development plan which is utilized. Third, updating and/or developing city ordinances and processes to regulate the development at the desired pace.

2)

Infrastructure. The infrastructure supporting Willow Park has been neglected over the years and previous administrations have been reactive instead of proactive in upkeeping our infrastructure whether it is our roads, water, water treatment, etc. up to date which causes an undue tax burden on the residents and impacts the overall growth of the city. In order to address the infrastructure needs, we must create plans for obsolescence in the long term along with the necessary budget. In addition, plans need to be created to implement new technology where feasible to create the needed infrastructure to support our future generations.

3)

Perception. Whether true or not, the Willow Park City government has a perception of doing business via the good ole boy network, backroom handshakes, etc. Perception is everything to a public servant and as such members of the City Council and other boards must go above and beyond to ensure All business where allowed by State law is conducted publicly without any reservation. Great strides have been made by the City to alleviate this public perception, however, there is more work to be done by holding more public discussions such as town hall meetings to gain public trust and support.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to serving on City Council:

1. Project Management
2. Texas Licensed Real Estate Agent License # 0667412
3. Private Pilot Single-Engine Land Instrument License # 3179810

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 the City Council:

None

Have you attended a meeting of the City Council? ☒ Yes ☐ No

Comments: _____

Statement of Intent

I am aware of the requirements for serving on the City of Willow Park Council. I am aware of meeting dates and times of the City Council for which I have applied.

Signature: _____

Date: _____

In compliance with Chapter 552, Vernon's Texas Codes Annotated (Open Records Law), information provided on this application may be available to the public, upon request.

**ADDITIONAL INFORMATION THAT YOU WOULD LIKE TO SHARE WITH THE CITY COUNCIL REGARDING
YOUR INTEREST IN SERVING THE UNEXPIRED COUNCIL POSTION:**

I am a fifth generation Texan who has lived in Parker county since I retired from the Marine Corps. I have lived in Willow Park with my wife Angela and son Ayden for the last 6 years because we love the area and the people. I believe Willow Park has a unique opportunity to become the premier place to live and raise a family for generations to come if we come together and address the issues at hand and plan accordingly for the future.

My wife and I are both residential real estate agents with RE/MAX Trinity with offices in Weatherford, Fort Worth, and Southlake. We have no affiliation with the City of Willow Park or any commercial or residential developers developing in the City.

PLEASE HAVE YOUR APPLICATION SUBMITTED TO THE City

Secretary by 5 pm August 2nd

**CITY OF WILLOW PARK
APPLICATION FOR VACATED CITY COUNCIL POSITION
APPOINTMENT**

RECEIVED
AUG 01 2017

BY: kg

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:

Bruce M. Williams

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

How did you learn about the Council seat to be appointed? :

John Gholson advised

Personal Information	Occupational Information
Home Address: <u>521 Squaw Creek Rd</u>	Business Name: _____
Mailing Address: _____	Occupation: _____
Telephone: <u>817-709-3881</u> Fax: _____	Address: _____
E-Mail: <u>bmwilliams53 @ ATT.net</u>	Telephone: _____ Fax: _____
Willow Park Resident for <u>32</u> years County: <u>Parker</u>	E-Mail: _____
Voters Registration No.: <u>1011262495</u>	
Preferred method of contact: <u>817-709-3881</u>	

Have you served as a Willow Park Council member before? NO

Prior or current work experience: (please include dates)

Sid Richardson Energy Services 1978-2006 28yrs.
Southern Union Energy Services 2006-2009 3yrs
BOPCO, LP (Bass Oil) 2009-2015 6yrs
retired October 2015

Educational Achievement:

High School Graduate? ☒ Yes ☐ No Year Graduated/~~Left School~~? 1971

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

Name of College/University: New Mexico State Univ ☒ 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? _____

Why do you want to serve as a Willow Park Council member?

I have lived in Willow Park for 32 years and would like to serve as my civic duty.

Briefly explain what you believe are the three most important challenges facing the City of Willow Park and how do you believe you could help resolve each challenge?

1) *The city council should insure that the*

1) Water distribution;

2) Sewer disposal;

2) *3) road construction & maintenance;*

Keeps abreast of community growth. This has always been an issue since I have lived here.

3) _____

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to serving on City Council:

my work experience includes project management, budget preparation, and other managerial skills

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 the City Council:

Have you attended a meeting of the City Council? ☒ Yes ☐ No

Comments: _____

Statement of Intent

I am aware of the requirements for serving on the City of Willow Park Council. I am aware of meeting dates and times of the City Council for which I have applied.

Signature: _____

B. M. Williams

Date: _____

Aug 1, 2017

In compliance with Chapter 552, Vernon's Texas Codes Annotated (Open Records Law), information provided on this application may be available to the public, upon request.

PLEASE HAVE YOUR APPLICATION SUBMITTED TO THE City

Secretary by 5 pm August 2nd

**CITY OF WILLOW PARK
APPLICATION FOR VACATED CITY COUNCIL POSITION
APPOINTMENT**

RECEIVED
AUG 02 2017

Return completed application to:

BY:

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 Q. Pettigrew

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

How did you learn about the Council seat to be appointed? :

I spoke to Council-woman Galle and saw her Facebook announcement.

Personal Information

Home Address: 311 Bay Hill Ct.
Mailing Address: Same as Home
Telephone: 817-304-2512 Fax: 817-546-4104
E-Mail: zp@mandplawyers.com
Willow Park Resident for 3+ years County: 20+
Voters Registration No.: 1015416468
Preferred method of contact: Email

Occupational Information

Business Name: M&P Law Offices
Occupation: Attorney
Address: 6900 Interstate 20 E., Aledo, Texas 76008
Telephone: 817-546-4100 Fax: 817-546-4104
E-Mail: zp@mandplawyers.com

Have you served as a Willow Park Council member before? No

Prior or current work experience: (please include dates)

I have been a Partner at M&P Law Offices for the past year. Prior to partnering with Tim Mendolia, I worked as an associate for Mr. Mendolia in Willow Park under the firm names "Mayo Mendolia & Vice, LLP" and "Mayo Mendolia & Starr, LLP" for seven years. Prior to being licensed, I was a legal clerk for an entrepreneur in Fort Worth. Out of college I worked for Professional Flooring Supply, originally training to become operations manager, before deciding to enter law school.

Educational Achievement:

High School Graduate? ☒ Yes ☐ No Year Graduated/Left School? 2001

Business College, Correspondence School, Adult Education, Other?

Name of College/University: Texas Wesleyan University School of Law ☐ Bachelor's ☐ Master's ☐ PhD

Volunteer Work: (please include dates)

Board member Willow Park Village HOA -- 2016 to present

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 serve as a Willow Park Council member?

I believe my education and employment background, coupled with my youth and knowledge of the history of the growth, or lack of growth, in East Parker County and Willow Park would be beneficial for our citizens. I believe that I can make decisions based on the totality of facts and information instead of on emotion and rhetoric. I also believe that the City needs to be looking into the future instead of trying to stay in the past. With all of the difficulties facing our City, it will take creative ideas to form sustainable solutions.

Briefly explain what you believe are the three most important challenges facing the City of Willow Park and how do you believe you could help resolve each challenge?

1)

Infrastructure is our greatest threat at this time. Infrastructure that I reference includes the roads, the water system, and the sewage system. While the issues with water capacity are being addressed with the joint venture, of sorts, with Hudson Oaks and the City of Fort Worth, the supply system and pipe network needs to be addressed. I believe I could work with the current council and city staff in developing a plan to address the pipeline network in preparation for our future supply agreement with Fort Worth. With regard to roads, I believe I can assist the City in coming up with sustainable solutions that face our crumbling streets. As I have advocated since before I ran for City Council, we need to be looking at concrete roads and not patchwork fixes. I also believe that I can be a valuable asset in helping to continually analyze and potentially come to a future solution for our waste-water facility.

2)

Development and growth goes hand-in-hand with infrastructure. While I agree we cannot allow our growth to detrimentally affect our current infrastructure capacities, we need to be looking at smart, common sense development. I believe, much as I expressed at the prior meeting, that the zoning maps need to be reviewed and that many of the current designations may need to be changed. Additionally, we need to have a business friendly process by which new retailers, restaurants, etc. can quickly and easily plan and prepare for development in Willow Park.

3)

Communication is still key. While we, as citizens, may not agree with everything that the City Council does, there has to be mutual respect for the ideas and opinions of others. I believe that communication is one of my better strengths. I believe I have the ability to objectively listen to all information and make an informed decision based on the facts and information presented as a whole. Additionally, I have heard about this new website that was supposed to be coming up. One of my main initial goals, if I were appointed, would be to assist whoever is in charge of this project to get our new website up and running.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to serving on City Council:
Other than my finance degree and law degree, I am also proficient in legal research and analysis.

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 the City Council:

I do not foresee any conflict of interest that would affect my ability to serve if I were appointed.

Have you attended a meeting of the City Council? ☒ Yes ☐ No

Comments: _____

Statement of Intent

I am aware of the requirements for serving on the City of Willow Park Council. I am aware of meeting dates and times of the City Council for which I have applied.

Signature: _____

Date: _____

8-2-17

In compliance with Chapter 552, Vernon's Texas Codes Annotated (Open Records Law), information provided on this application may be available to the public, upon request.

ADDITIONAL INFORMATION THAT YOU WOULD LIKE TO SHARE WITH THE CITY COUNCIL REGARDING
YOUR INTEREST IN SERVING THE UNEXPIRED COUNCIL POSTION:

I have a vested interest in the well-being of this City. My business and personal well-being are seeded in the success of Willow Park and East Parker County. I believe that the property values in our community can be sustained if we work to move and be flexible with the growth that is flocking to our area. I believe I can be a valuable asset to the City. My positions and some of my ideas can still be found at my candidate Facebook Page: @pettigrewforcitycouncil. Please do not hesitate to contact me if you have any questions. Thank you for your consideration.

PLEASE HAVE YOUR APPLICATION SUBMITTED TO THE City

Secretary by 5 pm August 2nd

CITY OF WILLOW PARK

**APPLICATION FOR VACATED CITY COUNCIL POSITION
APPOINTMENT**

RECEIVED
AUG 02 2017

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:

Eugene Martin Gene Martin

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

How did you learn about the Council seat to be appointed? :

Text message from John Gholson

Personal Information

Home Address: 700 Kings Gate Rd
Mailing Address: Willow Park, TX 76087
Telephone: 817-343-4412 Fax: _____
E-Mail: gene.willow.park@att.net
Willow Park Resident for 29 years County: 29
Voters Registration No.: 1011100763
Preferred method of contact: email

Occupational Information

Business Name: _____
Occupation: Retired
Address: _____
Telephone: _____ Fax: _____
E-Mail: _____

Have you served as a Willow Park Council member before? yes

Prior or current work experience: (please include dates)

USAF 1968 - 1976 Libby Glass Computer Operator 1976 - 1977
General Dynamics/Lockheed Martin 1978 - 2013

Educational Achievement:

High School Graduate? ☒ Yes ☐ No Year Graduated/Left School? 1966

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

Name of College/University: Louisiana Tech ☒ Bachelor's ☐ Master's ☐ PhD

Volunteer Work: (please include dates)

Trinity Bible Church 1997-2017
Beautiful Feet Ministries 2014-2017
Center of Hope 2014-2016

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 serve as a Willow Park Council member?

I have always wanted to help make Willow Park a better place to live than anywhere else.

Briefly explain what you believe are the three most important challenges facing the City of Willow Park and how do you believe you could help resolve each challenge?

- 1) Securing a water supply to meet the city's needs forever. I believe it can help secure a contract for surface water from Fort Worth. That seems to be a given. However, we also need to preserve and integrate our groundwater system with the surface water system.
- 2) Improving finances. As our income increases from the currently planned development, funds need to be identified for long term strategies to fix aging infrastructure. Specifically, funds need to be created for road maintenance and drainage problems.
- 3) In order to obtain more income, we need to proactively obtain more commercial growth that will yield sales tax revenue.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to serving on City Council:

Prior experience on Willow Park Planning & Zoning Commission
Fourteen years prior experience on

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 the City Council:

None.

Have you attended a meeting of the City Council? ☒ Yes ☐ No

Comments: I have attended every Council Meeting from Aug 2008 to the present.

Statement of Intent

I am aware of the requirements for serving on the City of Willow Park Council. I am aware of meeting dates and times of the City Council for which I have applied.

Signature: Gene Martin Date: 2 Aug 2017

In compliance with Chapter 552, Vernon's Texas Codes Annotated (Open Records Law), information provided on this application may be available to the public, upon request.