



**City of Willow Park  
City Council  
Regular Meeting Agenda  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, February 11, 2020 at 7:00 p.m.**

**Call to Order**

**Invocation & Pledge of Allegiance**

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

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

- (a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:
  - (1) A statement of specific factual information given in response to the inquiry; or
  - (2) A recitation of existing policy in response to the inquiry.
- (b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

**Consideration of Minutes**

- A. Approve City Council Regular & Workshop Meeting Minutes – January 28, workshop and January 28, 2020 regular meeting minutes

**Regular Agenda Items**

1. Discussion/ Action: To consider and act on a Final Plat of Lot 1, 2, 3, Block 1, Oak Hill Addition, being 2.745 acres J.M. Froman Survey, Abstract No. 471, City of Willow Park, Parker County, Texas, located in the 4800 Block of IH-20 Service Road N.
2. Discussion/ Action: To consider and act on appointment/ reappointment of members to the Planning & Zoning Commission.

3. Discussion/ Action: To consider and act on the 2018-2019 City of Willow Park finance audit.
4. Presentation: Quarterly Finance report by Jake Weber.
5. Discussion/ Action: To consider and act on appointment of members to the Parks and Recreation Board.
6. Discussion/ Action: To consider and act on the 2019 City of Willow Park police Department Racial Profiling report
7. Discussion/ Action: To consider and act on items to be considered for future council meetings.
8. Discussion/ Action: To consider and act on setting the date and time for the next council meeting.

### **Executive Session**

The City Council may convene into a closed executive session pursuant to the provisions of the Texas Open Meetings Act, Texas Government Code Chapter 551, in accordance with the authority contained in the following sections:

#### **Section 551.074 Personnel Matters;**

##### **A. City Secretary Review**

The City Council reserves the right to retire into closed, executive session on any of the regular agenda items listed above should the need arise and if authorized by Chapter 551, of the Texas Government Code, including but not limited to: Government Code Sections 551.071-Consultation with Attorney; 551.072-Deliberations about Real Property; 551.074-Personnel Matters; 551.087-Economic Development.

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

### **Regular Agenda Items**

9. Discussion/ Action: To consider and act on items as a result of the Executive Session.

## **Informational**

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

## **Adjournment**

I certify that the above notice of this meeting posted on the bulletin board at the municipal complex of the City of Willow Park, Texas on or before February 7, 2020, at 5:00 p.m.

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Alicia Smith TRMC, CMC  
City Secretary

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

This public notice was removed from the official posting board at the Willow Park City Hall on the following date and time:

By: \_\_\_\_\_  
City Secretary's Office  
City of Willow Park, Texas



**City of Willow Park  
City Council - Special  
Zoning Ordinance Workshop Minutes  
Municipal Complex  
516 Ranch House Road, Willow Park, Texas  
Tuesday, January 28, 2020, 6:00 PM**

**Call to Order**

Mayor Moss called the workshop to order at 6:30 pm.

**Present:**

Councilmember Amy Fennell  
Councilmember Eric Contreras  
Councilmember Greg Runnebaum  
Councilmember Gary McKaughan

**Absent:**

Mayor Doyle Moss  
Mayor ProTem Lea Young

**Staff Present:**

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

**Workshop Items:**

1. Discussion only: Zoning Ordinances

Council met jointly with the Planning and Zoning board to discuss changes that they would like to see in the current City of Willow Park Zoning Ordinances.

Betty Chew addressed the meeting to discuss possible changes.

**No action was taken at this meeting.**

**Adjournment**

Workshop was adjourned at 6:55 PM.

ATTEST:

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

ATTEST:

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



## P&Z AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> January 21, 2020	<b>Department:</b> Development Services	<b>Presented By:</b> Betty Chew
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### AGENDA ITEM: 1

Consider and Act on a Final Plat of Lot 1, 2, 3, Block 1, Oak Hill Addition, being 2.745 acres J.M. Froman Survey, Abstract No. 471, City of Willow Park, Parker County, Texas, located in the 4800 Block of IH-20 Service Road N.

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### BACKGROUND:

The final plat represents a three lot subdivision. The property is located on the northeast corner of IH-20 Service Road North and Meadow Place Drive.

The Owner, Oakridge Church of Christ, proposes to sell Lots 1 and 2. Lot 3 will be retrained by the church. Lots 1 and 2 will be accessed from Meadow Place Drive with a single entrance. Cross access will be provided.

The property will be served from an existing 12 inch water main in Meadow Place Drive. An existing 10 inch sanitary sewer main, located in the utility easement on the north side of the property will service the subdivision.

The property is zoned Commercial/IH-20 Overly District.

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### STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Final Plat as presented.

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

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### EXHIBITS:

Plat Application  
Final Plat

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



# City of Willow Park Development Services

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

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

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

## PROPERTY DESCRIPTION:

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

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

Name of Additions: OAK HILL

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

Number of Lots: 3 Gross Acreage: 2.745 Zoning: CIH-20 OVERLAY # of New Street Intersections: 0

## PROPERTY OWNER:

Name: Oakridge Church of Christ

Contact: Terry Mize / Rick Craun

Address: 4895 I-20 Srvc Rd N

Phone: 817-304-1282 / 817-694-1019

City: Willow Park

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

State: TX Zip: 76087

Email: terry.e.mize@lmco.com / rlcraft@att.net

Signature: [Signature] Rick L. Craun  
10/25/2019 6:27:34 PM CDT 10/25/2019 4:43:38 PM CDT

Name: Oakridge Church

Contact: Lisa Smith

Address: PO Box 252

Phone: 817-781-9048

City: Aledo

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

State: TX Zip: 76008

Email: lsmith@c21lynch.com

Signature: [Signature] Rick L. Craun  
10/25/2019 6:27:52 PM CDT 10/25/2019 4:43:38 PM CDT

## SURVEYOR:

Name: Stevens Land Surveying, PLLC

Contact: Andy Stevens

Address: PO Box 26951

Phone: 817-613-7223

City: Fort Worth

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

State: TX Zip: 76126

Email: astevens5395@sbcglobal.net

Signature: [Signature]



ENGINEER:

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ Fax: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

PRINCIPAL CONTACT: \_\_\_\_\_ Owner ☐ ☒ Applicant ☒ Surveyor \_\_\_\_\_ Engineer

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

UTILITY PROVIDERS

Electric Provider: TXU  
Water Provider: Willow Park Water Works  
Wastewater Provider: Willow Park Water Works  
Gas Provider (if applicable): N/A

APPLICATION FEES

*PL \$ 330.<sup>00</sup>*  
*12/12/2019*  
\$300.00 PLUS \$10 PER LOT FOR LOTS UP TO 1/2 ACRE IN SIZE OR  
\$300.00 PLUS \$10 PER ACRE OR FRACTION THEREOF FOR LOTS LARGER THAN 1/2 ACRE

Additional fees (if applicable):

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

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



**PLAT REVIEW CHECKLIST:**

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

**I. GENERAL:**

Name of Addition: OAK HILL  
 Applicant: \_\_\_\_\_  
 Property Owner(s): Oakridge Church of Christ  
 Location of Addition: 4895 I-20 Srvc Rd N, Willow Park, TX

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

APPLICANT STAFF

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

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

_____	✓
_____	✓
_____	N/A
_____	OK TOPD on PLAT
_____	✓
_____	✓
_____	N/A
_____	OK
_____	✓
_____	N/A

**IV. REQUIRED DOCUMENTS FOR A REPLAT**

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

VI.	REQUIREMENTS ON ALL PLATS	APPLICANT	STAFF
A.	Adjacent Property Lines, Streets, Easements	✓	✓
B.	Names of Owners of Property within 200 feet	✓	✓
C.	Names of Adjoining Subdivisions	✓	✓
D.	Front and Rear Building Setback Lines	✓	✓
E.	Side Setback Lines <i>10' ON EACH LOT</i>	✓	✓
F.	City Boundaries Where Applicable	NA	N/A
G.	Date the Drawing was Prepared	✓	✓
H.	Location, Width, Purpose of all Existing Easements	✓	✓
I.	Location, Width, Purpose of all Proposed Easements	✓	✓
J.	Consecutively Numbered or Lettered Lots and Blocks	✓	✓
K.	Map Sheet Size of 18"x24" to 24"x36"	✓	✓
L.	North Arrow	✓	✓
M.	Name, Address, Telephone, of Property Owner	✓	✓
N.	Name, Address, Telephone of Developer	✓	N/A
O.	Name, Address, Telephone of Surveyor	✓	✓
P.	Seal of Registered Land Surveyor	✓	✓
Q.	Consecutively Numbered Plat Notes and Conditions	✓	✓
R.	City of Willow Park Plat Dedication Language	✓	✓
S.	Location and Dimensions of Public Use Area	NA	N/A
T.	Graphic Scale of Not Greater Than 1" = 200'	✓	✓
U.	All Existing and Proposed Street Names	✓	✓
V.	Dimensions of All Existing and Proposed Rights-of-Way as Specified on Master Thoroughfare Plan	✓	✓
W.	Subdivision Boundary in Bold Lines	✓	✓
X.	Subdivision Name	✓	✓
Y.	Title Block Identifying Plat Type	✓	✓
Z.	Key Map at 1"=200' <i>500'</i>	OK	OK
AA.	Surveyor's Certification of Compliance	✓	✓
BB.	Texas NAD83 State Plane Coordinates (Grid) (at least 2 corners)	✓	✓
CC.	Show relationship of plat to existing "water, sewage, and drainage"	✓	✓

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

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



Willow Park  
Plat  
Building Official Review

Applicant Questions:

Front building setback: 25 ft. Rear building setback: 25 ft.  
Side building setback: 25 ft. 10' Side building setback: 25 ft. 10'

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

Staff Review:

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

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Building Official Approval Signature:

Betty L. CNEW

Date: 12/12/2019

Willow Park

Plat

Public Works Review

Applicant Questions:

Is the project serviced by an existing road?

☒ Yes

☐ No

If yes, which road? Meadow Place

Is the project serviced by an existing water line?

☒ Yes

☐ No

If yes, what size line? 12"

Will the project require the extension of a water line?

☒ Yes

☒ No

Does the project use well water?

☒ No

Drinking

Irrigation

If yes, which aquifer does the well pull from? N/A

Is the project serviced by an existing sewer line?

☒ Yes

☐ No

If yes, what size line? 10"

If no, what type and size is the septic system? N/A

Staff Review:

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

☐ Yes

☒ No

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

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Public Works Approval Signature: Raymon Johnson

Date: 12/12/2019

Willow Park

Plat

Flood Plain Review

Applicant Questions:

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

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

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

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

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

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

Staff Review:

Base flood elevations confirmed? *N/A* Yes ☐ No

Does the proposed project pose any safety concerns? Yes ☒ No

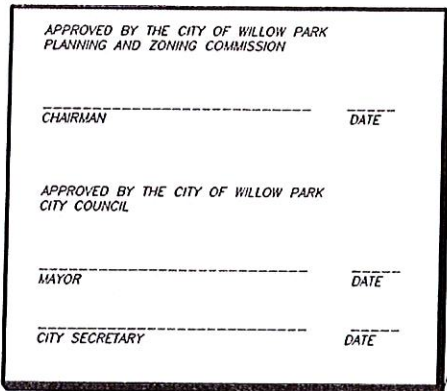
☒ Approved

Not Approved

Needs More Information or Corrections

Flood Plain Manager Approval Signature: DEREK TURNER Date: 12/12/2019





Owner/Developer  
Oakridge Church of Christ  
4895 Service Road N # 1-20  
Willow Park, Texas  
817-441-1875

**Notes:**

- 1) Bearings correlated to GPS coordinates NAD83, North Central Texas Zone 4202.
- 2) According to the the National Flood Insurance Program, Flood Insurance Rate Manual, parcel Number 48367C0425F Dated April 5, 2019 it appears that this property lies within Zone X. Zone X being Area of minimal Flood Hazard.
- 3) Contour lines are per the North Central Texas Council of Governments map and do not represent a line performed on the ground by Stevens Land Surveying, PLLC.
- 4) Zoning is "Commercial 20 Overlay.
- 5) Future development on Lot 3 will require a replot with the adjoining metes and bounds tract that is owned by the Church.



THE PLAT HEREON WAS PREPARED FROM  
AN ACTUAL SURVEY ON THE GROUND OF  
THE LEGALLY DESCRIBED PROPERTY AS  
SHOWN HEREON.

**PRELIMINARY  
NOT TO BE  
FILED FOR  
ANY REASON**

ANDREW E. STEVENS  
REGISTERED PROFESSIONAL LAND SURVEYOR  
TEXAS REGISTRATION NO. 3395  
SEPTEMBER 12, 2019

*Final Plat*  
*Lot 1, Lot 2 & Lot 3, Block 1*  
*OAK HILL*  
*an addition to the City of Willow Park,*  
*Parker County, Texas*  
*Being 2.745 Acres Situated in the*  
*J.M. FROMAN SURVEY, Abst. No. 471*  
*Parker County, Texas*  
*Prepared November 2019*

STATE OF TEXAS  
COUNTY OF PARKER

2.745 acres situated in the J.M. PRUMAN SURVEY, Abet. No. 471, Parker County, Texas being a portion of that certain tract of land described in deed to Oakridge Church of Christ recorded in Volume 1895, Page 1568, and Records, Parker County, Texas. Said 2.745 acres being more particularly described as follows:

Beginning at a 1/2" iron found for the southeast corner of said Oakridge Church of Christ tract in the north line of Interstate Highway No. 20 access road from which a from which being per deed call SOUTH 1748.52 feet and WEST 1845.23 feet form the called northeast corner of the G.C. YETTER SURVEY, Abot. No. 488, Parker County, Texas;

THENCE along the north line of said Interstate Highway NO. 20 access road, as follows:  
North 71 degrees 58 minutes 25 seconds West, 266.18 feet to a concrete monument found;  
South 18 degrees 28 minutes 31 seconds West, 29.16 feet to a concrete monument found;  
North 71 degree 59 minutes 18 seconds West, 114.94 feet to a 1/2" iron found by the east  
line of Meadows Place Drive.

THENCE North 18 degrees 00 minutes 14 seconds East, along the east line of said Meadow Place Drive, 75.00 feet to a 1/2" iron found at the beginning of a curve to the left whose radius is 1400.00 feet and whose long chord bears North 12 degrees 48 minutes 43 seconds East, 255.00 feet;

THENCE along the east line of said Meadow Place Drive along said curve in a northerly direction through a central angle of 19 degrees 27 minutes 01 seconds, a distance of 255.95 feet to a capped Stevens Surveying 1/2" iron set at the northwest corner of the herein described tract at the southwest corner of STAGE COACH ESTATES PHASE I, an addition in Willow Park, Parker County, Texas according to the plat recorded in Plat Cabinet R, SHDE 186, Plat Records, Parker County, Texas;

THENCE South 71 degrees 57 minutes 57 seconds East, 404.21 feet to a 1/2" iron found;

NOV, THEREFORE KNOW ALL MEN BY THESE PRESENTS That Oakridge Church of Christ acting by and through the undersigned, it's duly authorized agent does hereby adopt this plat of the hereinabove described real property, to be designated as....

Lot 1, Lot 2 & Lot 3, Block 1  
OAK HILL  
City of Willow Park  
Parker County, Texas

[illegible]

This plat approved is subject to all platting ordinances, rules, regulations, and resolutions of the City of Willow Park, Texas.

Witness my hand this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_ Oakridge Church of Christ (Representative)

STATE OF TEXAS  
COUNTY OF TARRANT

BEFORE me, the undersigned authority, on this day appeared personally a representative of Oakridge Church of Christ known to me to be the person whose name is subscribed to the above and foregoing instrument and acknowledged to me that he executes the same for the purposes and considerations therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public  
Parker County, Texas  
My Commission Expires





## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> February 11, 2020	<b>Department:</b> Administration	<b>Presented By:</b> Mayor Moss
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### AGENDA ITEM:

Appointment of Planning and zoning Commission members.

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### BACKGROUND:

The Mayor annually makes recommendations to City Council for persons to serve as Planning and Zoning Commissioners.

2 Year Term

Commissioner Place 3 – Billy Weikert  
Commissioner Place 4 – Sharon Bruton  
Commissioner Place 5 – Jared Fowler

1 Year Term

Commissioner Alternate 1 – Scott Smith

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### STAFF/BOARD/COMMISSION RECOMMENDATION:

Recommend Approval

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### EXHIBITS:

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



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> 02/08/2020	<b>Department:</b> Finance	<b>Presented By:</b> Clifton Larson Allen
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**AGENDA ITEM:**

Annual Audit Presentation

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**BACKGROUND:**

The Annual Audit was performed by Clifton Larson Allen, LLP. This is the auditing firm selected by Council on September 11, 2018.

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**STAFF/BOARD/COMMISSION RECOMMENDATION:**

To accept and approve the Annual Audit as Presented.

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**EXHIBITS:**

Annual Audit Documents

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



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> 2/11/20	<b>Department:</b> Finance	<b>Presented By:</b> Jake Weber
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**AGENDA ITEM:**

Financial update by Jake Weber, CPA.

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**BACKGROUND:**

Review and provide an update on the 1<sup>st</sup> fiscal quarter 2019-2020 financial activity of the city.

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**STAFF/BOARD/COMMISSION RECOMMENDATION:**

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**EXHIBITS:**

Financial Reports as of December 31, 2019.

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



**City of Willow Park**  
**Financial Update**  
**Financial Reports as of December 31, 2019**

<b>Financial Highlights</b>			
	General	Water	Wastewater
-FYTD 2019-2020 Revenue Actual	\$ 1,568,752	\$ 620,896	\$ 201,295
-FYTD 2019-2020 Expense Actual	927,979	596,338	71,565
-FYTD 2019-2020 Net Change	\$ 640,773	\$ 24,559	\$ 129,730
-FY 2019-2020 Revenue Budget	\$ 3,957,636	\$ 2,488,264	\$ 704,754
-FY 2019-2020 Expense Budget	\$ 3,954,931	\$ 2,342,534	\$ 628,595
-FYTD 2019-2020 Revenue - Actual to Budget %	40%	25%	29%
-FYTD 2019-2020 Expense - Actual to Budget %	23%	25%	11%

<b>Capital Project Tracker</b>	Fort Worth	Public Works	Ranch House
	Water Line (100%)	Building	Road
Original Net Bond Proceeds	\$ 13,770,000	\$ 5,205,000	\$ 4,610,000
Interest Earned to Date	-	148,058	65,256
Costs Incurred to Date	(751,790)	(4,916,880)	(4,058,437)
Remaining to Spend	\$ 13,018,210	\$ 436,178	\$ 616,819

<b>Monthly Performance</b>			
	Dec-19	Dec-18	Change
<b><u>General Fund</u></b>			
Revenue			
Property Tax & Other Taxes	\$ 988,106	\$ 578,808	\$ 409,297
Franchise Fees	284	252	32
Development & Permit Fees	9,803	12,142	(2,338)
Fines & Forfeitures/Other Revenue	8,026	14,460	(6,434)
Expenses			
Personnel Expense	169,126	172,297	(3,171)
Supplies (Maintenance & Operations)	17,339	26,131	(8,792)
Utilities	7,566	252	7,314
Operational & Contractual Services	109,453	53,924	55,530
Capital Outlay & Interfund Transfer	1,033	3,000	(1,967)
Net Income (Loss)	\$ 701,702	\$ 350,058	\$ 351,644
<b><u>Water &amp; Wastewater Funds</u></b>			
Revenue	\$ 230,341	\$ 208,738	\$ 21,603
Expense			
Personnel Expense	64,848	45,033	19,816
Supplies (Maintenance & Operations)	1,206	11,991	(10,785)
Utilities	11,939	306	11,634
Operational & Contractual Services	12,610	23,076	(10,466)
Capital Outlay/Debt Service	197,073	34,875	162,198
Net Income (Loss)	\$ (57,335)	\$ 93,458	\$ (150,793)

**General Fund**  
**Profit & Loss Budget vs Actual**  
**For the Fiscal Year to Date December 31, 2019**

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
<b>Revenue</b>					
Property Tax & Other Taxes					
M & O TAX	\$ 1,542,410	\$ 582,437	\$ 979,359	\$ 563,051	63%
SALES TAX	1,150,000	263,797	292,142	857,858	25%
MIXED BEVERAGE TAX	24,506	8,816	7,738	16,768	32%
AUTO/TRAILER TAXES	325	-	-	325	0%
DELINQUENT TAXES	6,977	9,860	614	6,363	9%
Total Property Tax & Other Taxes	2,724,218	864,910	1,279,853	1,444,365	47%
<b>Franchise Fees</b>					
TXU ELECTRIC	165,836	-	-	165,836	0%
A T & T	70,000	13,940	13,714	56,286	20%
TEXAS GAS	7,500	-	-	7,500	0%
MISC FRANCHISE	5,000	1,185	590	4,410	12%
MESH NET	3,024	756	788	2,236	26%
WATER FRANCHISE FEE	98,020	-	-	98,020	0%
WASTEWATER FRANCHISE FEES	28,553	-	-	28,553	0%
Total Franchise Fees	377,933	15,881	15,093	362,840	4%
<b>Development &amp; Permit Fees</b>					
BUILDING PERMITS	175,000	40,618	185,218	(10,218)	106%
HEALTH PERMITS	9,000	7,580	4,020	4,980	45%
SUBCONTRACTORS PERMITS	15,000	4,946	10,733	4,267	72%
REGISTRATION FEES	4,500	630	850	3,650	19%
OSSF PERMITS	1,200	600	1,800	(600)	150%
WELL APPLICATION FEE	-	1,500	-	-	0%
PLAN REVIEW	35,000	6,000	27,859	7,141	80%
SPECIAL EVENT PERMITS	-	-	350	(350)	0%
REVIEWS/REQUESTS	600	1,875	630	(30)	105%
METER RELEASE	-	1,000	250	(250)	0%
RENTAL INSPECTIONS	400	-	-	400	0%
LATE HOURS ALOCHOL PERMIT FEE	-	-	770	(770)	0%
NSF FEES	-	-	30	(30)	0%
FIRE ALARMS	1,000	500	1,500	(500)	150%
FIRE SPRINKLER	1,000	500	2,000	(1,000)	200%
CERTIFICATE OF OCCUPANCY	1,000	-	450	550	45%
Total Development & Permit Fees	243,700	65,749	236,459	7,241	97%
<b>Fines &amp; Forfeitures</b>					
NON-PARKING	100,000	22,274	15,126	84,874	15%
PARKING	1,000	320	230	770	23%
WARRANTS/CAPIAS	1,300	394	250	1,050	19%
STATE LAW - CLASS C	15,000	3,094	2,015	12,985	13%
COURT ADMINISTRATION	75,000	14,702	11,739	63,261	16%
COURT SECURITY	4,700	-	-	4,700	0%
TIME PAYMENT	400	50	63	338	16%
MC TECH FEE	6,700	-	-	6,700	0%
SEAT BELT	500	300	-	500	0%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
TEEN COURT FEE	-	100	40	(40)	0%
FIRE SPRINKLER	10,000	-	-	10,000	0%
Total Fines & Forfeitures	214,600	41,235	29,462	185,138	14%
Other Revenue					
INTEREST - OPERATING FUND	15,000	9,878	4,741	10,259	32%
REFUNDS/BANK CREDITS	100	89	1,692	(1,592)	1692%
MISCELLANEOUS	1,135	928	54	1,081	5%
OPEN RECORDS FEES	150	-	-	150	0%
OTHER REIMBURSEABLES	200	5,000	-	200	0%
REVENUE RECOVERY	5,000	396	348	4,652	7%
POLICE CONTRIBUTIONS	-	237	256	(256)	0%
ACCIDENT REPORTS	600	154	231	369	39%
ROAD CONTRIBUTIONS	-	63	44	(44)	0%
PARK CONTRIBUTIONS	-	47	23	(23)	0%
VFD CONTRIBUTIONS	-	345	366	(366)	0%
BOND PROCEEDS	-	373,072	-	-	0%
SALE OF ASSETS	-	-	131	-	0%
ACCOUNT TRANSFERS	375,000	256,003	-	375,000	0%
Other Revenue	397,185	646,212	7,885	389,431	2%
Total Revenue	3,957,636	1,633,987	1,568,752	2,389,015	40%
Expenditures					
Personnel					
SALARIES	1,743,669	438,175	446,700	1,296,969	26%
PAYROLL EXPENSE	27,331	6,728	7,041	20,290	26%
WORKERS COMPENSATION	33,152	35,288	33,099	53	100%
HEALTH INSURANCE	217,076	55,693	50,342	166,734	23%
RETIREMENT	135,708	34,949	36,372	99,336	27%
UNEMPLOYMENT INSURANCE	253	36	-	253	0%
CELL PHONE STIPEND	6,811	1,881	1,669	5,142	25%
CERTIFICATE PAY	35,879	7,071	8,076	27,803	23%
OVERTIME	87,173	26,454	39,725	47,448	46%
FLOATER SHIFTS	16,000	2,082	2,265	13,735	14%
DENTAL INSURANCE	20,747	3,748	3,643	17,104	18%
LIFE INSURANCE	3,417	1,272	1,232	2,185	36%
PHYSICALS & GYM MEMBERSHIPS	6,980	-	500	6,480	0%
BAILIFF DUTIES	1,400	175	351	1,049	25%
Total Personnel	2,335,596	613,552	631,014	1,704,582	27%
Supplies (Maintenance & Operations)					
POSTAGE & SHIPPING	4,748	53	121	4,627	3%
OFFICE SUPPLIES	16,255	2,948	981	15,274	6%
FLOWERS/GIFTS/PLAQUES	4,690	1,551	991	3,699	21%
BASIC OPERATING SUPPLIES	15,977	2,464	4,200	11,777	26%
PRINTING & BINDING	1,854	298	353	1,501	19%
MINOR EQUIPMENT: OFFICE	11,030	2,202	1,710	9,320	16%
MV OILS, LUBRICANTS & FLUIDS	515	-	-	515	0%
MV REPAIR & MAINTENACE	88,061	4,766	12,069	75,992	14%
UNIFORMS & SUPPLIES	36,752	3,295	84	36,668	0%
TRAFFIC & STREET SIGNS	3,605	125	180	3,425	5%
FINANCE CHARGES	360	163	207	153	57%



	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
PPE AND SUPPLIES	60,601	7,008	2,278	58,323	4%
MEDICAL SUPPLIES	14,906	1,821	2,580	12,326	17%
FOAM SUPPLIES	1,803	1,750	-	1,803	0%
ROAD ABSORBENT SUPPLIES	1,654	-	-	1,654	0%
MINOR TOOLS	3,060	-	-	3,060	0%
EQUIPMENT	515	-	-	515	0%
MISC TOOLS/SUPPLIES	-	292	-	-	0%
ASPHALT MATERIALS	35,000	2,086	-	35,000	0%
ROAD BASE MATERIALS - PAVING	19,800	4,569	-	19,800	0%
ICE & INCLEMENT WEATHER	4,635	-	-	4,635	0%
CONCRETE REPLACEMENT	15,000	3,600	-	15,000	0%
DRAINAGE	20,000	-	-	20,000	0%
BARRICADES/MARKERS	2,500	-	-	2,500	0%
SAFETY EQUIPMENT & SUPPLIES	22,455	12,000	480	21,975	2%
BUILDING & FACILITIES REPAIRS	33,920	4,314	391	33,529	1%
FACILITIES MAINT SUPPLIES	14,490	232	935	13,555	6%
MINOR EQUIPMENT: FIELD	6,800	-	-	6,800	0%
OPERATING SUPPLIES NON CONSUMABLES	1,030	46	-	1,030	0%
SUBSCRIPTIONS & PUBLICATIONS	3,376	-	1,857	1,519	55%
PROMOTIONS	4,600	3,110	-	4,600	0%
MV FUEL	35,900	5,383	3,308	32,592	9%
MV TIRES, TUBES & BATTERIES	4,120	573	-	4,120	0%
SPECIAL EVENTS	1,000	-	-	1,000	0%
AMMUNITION & WEAPONS RELATED	3,500	481	-	3,500	0%
EMERGENCY RESPONSE SUPPLIES	8,000	3,631	-	8,000	0%
Total Supplies (Maintenance & Operations)	502,512	68,763	32,726	469,786	7%
Utilities					
ELECTRICITY	33,372	5,575	11,492	21,880	34%
GAS	4,000	210	813	3,187	20%
TELEPHONE	15,000	-	-	15,000	0%
COMMUNICATION SERVICES	51,180	8,596	14,989	36,191	29%
Total Utilities	103,552	14,381	27,294	76,258	26%
Operational & Contractual Services					
TRAVEL & TRAINING	74,154	3,506	2,029	72,125	3%
CONSULTANTS & PROFESSIONALS	119,755	11,765	2,765	116,990	2%
ADVERTISING & LEGAL NOTICES	8,753	3,549	2,246	6,507	26%
PRINTING & BINDING	4,424	313	515	3,910	12%
PROPERTY & LIABILITY	38,250	37,757	37,714	536	99%
REPAIR & MAINTENANCE	-	423	991	(991)	0%
PROFESSIONAL LICENSE	1,400	-	-	1,400	0%
DUES & MEMBERSHIPS	16,245	8,220	745	15,500	5%
SPECIAL EVENTS	12,500	5,801	4,750	7,750	38%
PERMITS & APPLICATIONS	-	-	-	-	0%
LAB TESTING	3,000	-	1,165	1,835	0%
OTHER RENTAL	-	-	410	(410)	0%
FINANCE CHARGES	-	-	8	(8)	0%
LEGAL/CITY ATTORNEY	55,000	8,808	9,550	45,450	17%
ACCOUNTING & AUDITOR	40,000	2,700	3,300	36,700	8%
CONTRACTUAL SERVICES	223,250	27,486	16,157	207,093	7%
ELECTIONS ADMINISTRATION	5,700	-	-	5,700	0%
INMATE HOUSING	1,200	-	71	1,130	6%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
MUNICIPAL JUDGE	14,400	2,400	2,400	12,000	17%
MAGISTRATE	3,000	200	1,000	2,000	33%
FOOD SERVICE INSPECTOR	5,870	3,695	3,170	2,700	54%
ENGINEERING/CITY ENGINEER	5,150	7,056	449	4,701	9%
SOLID WASTE COLLECTION	-	561	561	(561)	0%
SOFTWARE TECH SUPPORT	15,500	5,014	2,054	13,446	13%
EQUIPMENT TECH SUPPORT	20,540	-	600	19,940	3%
POOL INSPECTOR	1,700	-	-	1,700	0%
BLACKBOARD CONNECT	5,963	3,824	3,824	2,139	64%
IT CONTRACT	27,692	6,736	4,491	23,201	16%
JURY SERVICE	200	-	-	200	0%
GOVERNMENT & MISC OPERATING	47,470	4,798	3,794	43,676	8%
EQUIPMENT RENTAL	11,660	1,945	4,053	7,607	35%
VEHICLE LEASE	58,945	-	92,595	(33,650)	157%
ANIMAL CONTROL	66,550	13,613	13,613	52,938	20%
ECONOMIC DEVELOPMENT	5,000	-	10,000	(5,000)	200%
Total Operational & Contractual Services	893,271	160,168	225,017	668,254	25%
Capital Outlay					
OFFICE EQUIPMENT	-	-	1,033	(1,033)	0%
FACILITIES: PARKS	5,000	3,000	-	5,000	0%
TECHNOLOGY PROJECTS	-	(3,816)	-	-	0%
SOFTWARE	-	-	23,795	(23,795)	0%
EQUIPMENT PURCHASE	-	-	-	-	0%
UTILITIES: DRAINAGE	-	-	(13,199)	13,199	0%
PARKER COUNTY STREET IMPROVEMENTS	115,000	-	-	115,000	0%
PAYING AGENT FEES	-	300	300	(300)	0%
Total Capital Outlay	120,000	(516)	11,928	108,072	10%
Transfers & Restricted Funds					
INTERFUND TRANSFER	-	-	-	-	0%
Total Expenditures	3,954,931	856,348	927,979	3,026,953	23%
Net Income	\$ 2,705	\$ 777,639	\$ 640,773	\$ (637,937)	

**Water Fund**  
**Profit & Loss Budget vs Actual**  
**For the Fiscal Year to Date December 31, 2019**

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
<b>Revenue</b>					
USER CHARGES	\$ 2,225,964	\$ 447,162	\$ 540,612	\$ 1,685,352	24%
PENALTIES	30,000	6,807	4,539	25,461	15%
NEW ACCOUNT FEES	13,000	3,490	2,440	10,560	19%
TAP FEES	3,000	-	1,500	1,500	50%
IMPACT FEES	165,000	23,825	51,209	113,791	31%
INTEREST REVENUE	10,000	16,465	11,793	(1,793)	118%
METER FEE	25,000	3,662	4,379	20,621	18%
METER BOX FEE	4,500	1,250	1,600	2,900	36%
RECONNECT FEES	10,000	2,555	2,660	7,340	27%
RETURNED CHECK FEES	600	270	240	360	40%
MISCELLANEOUS REVENUE	1,200	(75)	(75)	1,275	-6%
<b>Total Revenue</b>	<b>2,488,264</b>	<b>505,411</b>	<b>620,896</b>	<b>1,867,368</b>	<b>25%</b>
<b>Expenditures</b>					
<b>Personnel</b>					
SALARIES	548,377	99,215	145,349	403,028	27%
PAYROLL EXPENSE	8,439	1,523	2,213	6,226	26%
WORKERS COMPENSATION	11,396	9,461	8,498	2,898	75%
HEALTH INSURANCE	89,178	16,081	21,901	67,277	25%
RETIREMENT	42,021	7,745	11,329	30,692	27%
UNEMPLOYMENT INSURANCE	99	270	-	99	0%
CELL PHONE STIPEND	4,320	976	896	3,424	21%
CERTIFICATE PAY	2,280	129	108	2,172	5%
OVERTIME	16,817	5,925	8,702	8,115	52%
DENTAL INSURANCE	12,579	1,059	1,537	11,042	12%
LIFE INSURANCE	1,401	405	504	897	36%
<b>Total Personnel</b>	<b>736,907</b>	<b>142,789</b>	<b>201,036</b>	<b>535,871</b>	<b>27%</b>
<b>Supplies (Maintenance &amp; Operations)</b>					
POSTAGE & SHIPPING	15,000	4,500	1,500	13,500	10%
OFFICE SUPPLIES	5,000	1,466	998	4,002	20%
FLOWERS/GIFTS/PLAQUES	300	-	-	300	0%
BASIC OPERATING SUPPLIES	2,000	21	30	1,970	2%
MINOR EQUIPMENT: OFFICE	3,000	514	1,020	1,980	34%
MV REPAIR & MAINTENANCE	10,400	278	6,029	4,371	58%
UNIFORMS & SUPPLIES	5,370	1,697	200	5,170	4%
FINANCE CHARGES	1,800	918	584	1,216	32%
MISC TOOLS/SUPPLIES	2,850	165	14	2,836	1%
ROAD BASE MATERIALS - PAVING	-	129	-	-	0%
CHEMICALS	10,048	1,270	2,551	7,497	25%
FIRE HYDRANTS	10,400	-	-	10,400	0%
SAFETY EQUIPMENT & SUPPLIES	2,874	2,075	1,478	1,396	51%
BUILDING & FACILITIES REPAIRS	3,984	1,633	205	3,779	5%
FACILITIES MAINT SUPPLIES	-	28	177	(177)	0%
MINOR EQUIPMENT: FIELD	2,850	-	1,542	1,308	54%
SUBSCRIPTIONS & PUBLICATIONS	500	-	-	500	0%
MV FUEL	27,000	4,074	5,321	21,679	20%
WATER DISTRIBUTION SUPPLIES	135,000	9,386	6,005	128,995	4%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
WATER PRODUCTION SUPPLIES	50,000	-	1,068	48,932	2%
Total Supplies (Maintenance & Operations)	288,376	28,153	28,723	259,653	10%
Utilities					
ELECTRICITY	100,000	11,295	24,842	75,158	25%
MOBILE TELEPHONE	5,700	750	342	5,358	6%
COMMUNICATION SERVICES	6,132	1,004	1,000	5,132	16%
Total Utilities	111,832	13,049	26,184	85,648	23%
Operational & Contractual Services					
TRAVEL & TRAINING	4,050	1,200	-	4,050	0%
CONSULTANTS & PROFESSIONALS	25,000	3,595	-	25,000	0%
ADVERTISING & LEGAL NOTICES	1,000	-	-	1,000	0%
PROPERTY & LIABILITY	5,500	5,394	5,530	(30)	101%
DUES & MEMBERSHIPS	555	-	-	555	0%
PERMITS & APPLICATIONS	5,000	-	5,566	(566)	111%
LAB TESTING	4,140	-	502	3,638	12%
PROPERTY DAMAGE	2,500	-	-	2,500	0%
ACCOUNTING & AUDITOR	13,500	-	-	13,500	0%
CONTRACTUAL SERVICES	-	-	539	(539)	0%
ENGINEERING/CITY ENGINEER	36,000	6,130	13,488	22,512	37%
SOLID WASTE COLLECTION	-	-	211	(211)	0%
SOFTWARE TECH SUPPORT	2,000	-	2,060	(60)	103%
BLACKBOARD CONNECT	2,750	956	956	1,794	35%
IT CONTRACT	3,852	962	642	3,210	17%
WELL SITE MAINTENANCE	15,608	360	-	15,608	0%
EQUIPMENT MAINTENANCE	4,540	-	-	4,540	0%
WATER TANK MAINTENANCE	6,000	-	-	6,000	0%
BUILDING MAINT - WELL SITES	3,000	1	-	3,000	0%
EQUIPMENT RENTAL	8,000	1,005	7,419	581	93%
VEHICLE LEASE	70,000	-	-	70,000	0%
WATER DISTRIBUTION CONTRACTUAL	45,000	354	1,135	43,865	3%
WATER PRODUCTION CONTRACTUAL	50,000	8,592	379	49,621	1%
Total Operational & Contractual Services	307,995	28,549	38,426	269,569	12%
Capital Outlay					
VEHICLES	85,000	-	162	84,838	0%
WATER PURCHASES (EMER WATER)	-	21,044	-	-	0%
SOFTWARE	-	-	3,749	(3,749)	0%
UTILITIES: WATER DISTRIBUTION	-	14,338	13,072	(13,072)	0%
UTILITIES: WATER PRODUCTION	-	36,623	91,998	(91,998)	0%
PAYING AGENT FEES	-	275	353	(353)	0%
DEBT ISSUANCE COST	-	-	192,635	(192,635)	0%
FRANCHISE FEES	98,020	-	-	98,020	0%
DEBT SERVICE PAYMENTS	339,404	-	-	339,404	0%
TRANSFER TO GENERAL FUND	375,000	-	-	375,000	0%
Total Capital Outlay	897,424	72,281	301,969	595,455	34%
Total Expenditures	2,342,534	284,820	596,338	1,746,196	25%
Net Income	\$ 145,730	\$ 220,591	\$ 24,559	\$ 121,171	

**Wastewater Fund**  
**Profit & Loss Budget vs Actual**  
**For the Fiscal Year to Date December 31, 2019**

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue					
USER CHARGES	\$ 585,358	\$ 142,170	\$ 148,679	\$ 436,679	25%
TAP FEES	667	500	1,500	(833)	225%
IMPACT FEES	100,000	16,546	39,750	60,250	40%
INTEREST REVENUE	15,468	4,062	3,366	12,102	22%
REFUNDS/BANK CREDITS	3,261	-	-	3,261	0%
SALE OF ASSETS	-	-	8,000	(8,000)	0%
Total Revenue	704,754	163,278	201,295	503,459	29%
Expenditures					
Personnel					
SALARIES	85,571	18,203	18,677	66,894	22%
PAYROLL EXPENSE	1,303	270	348	955	27%
WORKERS COMPENSATION	2,072	2,365	2,124	(52)	103%
HEALTH INSURANCE	14,005	2,575	4,017	9,988	29%
RETIREMENT	6,488	1,367	1,752	4,736	27%
UNEMPLOYMENT INSURANCE	18	-	-	18	0%
CELL PHONE STIPEND	498	208	166	332	33%
CERTIFICATE PAY	-	198	-	-	0%
OVERTIME	2,142	125	5,212	(3,070)	243%
DENTAL INSURANCE	936	170	281	655	30%
LIFE INSURANCE	221	65	100	121	45%
Total Personnel	113,254	25,547	32,677	80,577	29%
Supplies (Maintenance & Operations)					
POSTAGE & SHIPPING	2,000	-	-	2,000	0%
OFFICE SUPPLIES	1,200	240	-	1,200	0%
BASIC OPERATING SUPPLIES	1,200	136	-	1,200	0%
MINOR EQUIPMENT: OFFICE	1,000	920	-	1,000	0%
MV OILS, LUBRICANTS & FLUIDS	500	-	-	500	0%
MV REPAIR & MAINTENANCE	2,400	-	-	2,400	0%
UNIFORMS & SUPPLIES	1,930	629	-	1,930	0%
WASTEWATER SUPPLIES	4,000	-	-	4,000	0%
EQUIPMENT	2,900	(553)	-	2,900	0%
MISC TOOLS/SUPPLIES	1,000	320	-	1,000	0%
CHEMICALS	60,478	2,205	2,939	57,539	5%
SAFETY EQUIPMENT & SUPPLIES	2,775	199	-	2,775	0%
BUILDING & FACILITIES REPAIRS	5,000	-	-	5,000	0%
FACILITIES MAINT SUPPLIES	-	16	-	-	0%
MV FUEL	3,875	40	-	3,875	0%
WASTEWATER COLLECTION	35,000	81	880	34,120	3%
WASTEWATER TREATMENT	10,000	399	912	9,088	9%
Total Supplies (Maintenance & Operations)	135,258	4,633	4,731	130,527	3%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Utilities					
ELECTRICITY	61,200	10,499	12,556	48,644	21%
COMMUNICATION SERVICES	-	-	-	-	0%
Total Utilities	61,200	10,499	12,556	48,644	21%
Operational & Contractual Services					
TRAVEL & TRAINING	3,500	297	-	3,500	0%
PROPERTY & LIABILITY	5,500	5,394	5,530	(30)	101%
REPAIR & MAINTENANCE	7,650	-	-	7,650	0%
DUES & MEMBERSHIPS	333	-	-	333	0%
PERMITS & APPLICATIONS	3,500	-	1,553	1,947	44%
LAB TESTING	19,700	3,111	1,973	17,727	10%
ACCOUNTING & AUDITOR	10,000	-	-	10,000	0%
CONTRACTUAL SERVICES	12,000	1,637	-	12,000	0%
ENGINEERING/CITY ENGINEER	12,000	-	-	12,000	0%
SLUDGE HAULING	78,000	9,607	11,138	66,862	14%
IT CONTRACT	3,852	962	642	3,210	17%
LIFT STATION EQUIPMENT MAINT	55,550	16,232	765	54,785	1%
GOVERNMENT & MISC OPERATING	3,000	-	-	3,000	0%
EQUIPMENT RENTAL	1,000	-	-	1,000	0%
Total Operational & Contractual Services	215,585	37,240	21,600	193,985	10%
Capital Outlay					
VEHICLE LEASE	80	-	-	80	0%
FRANCHISE FEES	28,553	-	-	28,553	0%
DEBT SERVICE PAYMENTS	74,665	-	-	74,665	0%
Total Capital Outlay	103,298	-	-	103,298	0%
Total Expenditures	628,595	77,919	71,565	557,031	11%
Net Income	\$ 76,159	\$ 85,360	\$ 129,730	\$ (53,572)	



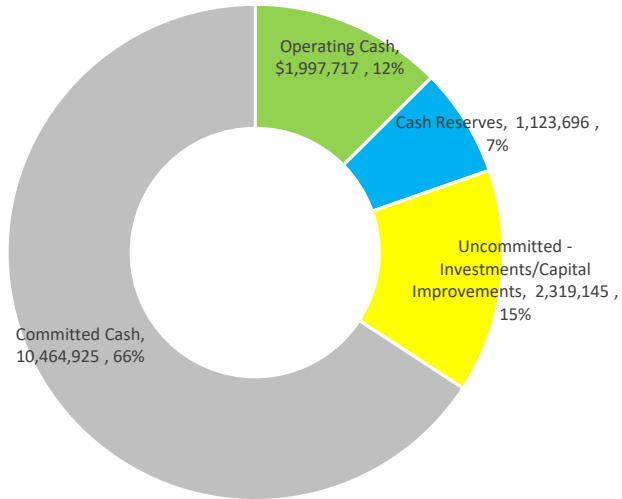
**City of Willow Park  
Bank Account Balances**

	<u>At 12/31/2019</u>	<u>At 11/30/2019</u>	<u>At 9/30/2019</u>
<b><u>General Fund</u></b>			
Operating Cash - General	\$ 774,089	\$ 117,251	\$ 164,461
General Fund Cash Reserve	236,512	236,251	235,624
TexStar General Fund Investment	512,901	512,221	510,738
General Fund CD - 65686	126,040	126,040	126,040
	<u>1,649,541</u>	<u>991,762</u>	<u>1,036,863</u>
<b><u>Water Fund</u></b>			
Operating Cash - Water	453,394	606,324	522,905
Water Cash Reserve	887,185	886,208	883,855
Water Capital Improvements (Water Line Clearing)	68,410	-	-
UMB TWDB Escrow (52%)	6,899,277	-	-
TexStar Water Capital Improvements	257,524	449,689	448,387
TexStar Water Investment	1,267,886	1,073,697	1,071,587
Water Deposits - 56788	105,926	105,926	105,926
	<u>9,939,601</u>	<u>3,121,843</u>	<u>3,032,661</u>
<b><u>Wastewater Fund</u></b>			
Operating Cash - Wastewater	375,136	357,624	254,894
Wastewater Package Plant	124,645	124,645	124,645
Wastewater Capital Improvements	359,581	359,185	358,231
TexStar Wastewater	52,738	52,668	52,516
	<u>912,100</u>	<u>894,123</u>	<u>790,286</u>
<b><u>Other Funds</u></b>			
Operating Cash - Solid Waste	395,098	443,992	412,534
Operating Cash - Court Security	35,132	35,130	35,130
Operating Cash - Court Technology	53,671	53,317	52,496
Operating Cash - General (Police Training)	4,816	4,816	4,966
Drainage Fund	-	104,365	300,000
Police Contributions	444	444	444
Construction Fund - Building	436,178	700,622	925,970
Construction Fund - Roads	616,819	624,541	1,257,779
Debt Service (I&S)	1,121,435	368,354	344,031
Police Seizure (Federal)	1,657	1,656	1,651
Police Seizure (State)	7,491	7,483	7,463
Tourism	68,317	68,248	63,038
TIRZ Reimbursement Fund	111,299	20,749	4,215
First Responder	47,497	41,597	26,734
TexStar Parks & Recreation	504,386	503,716	502,258
	<u>3,404,241</u>	<u>2,979,030</u>	<u>3,938,709</u>
<b>Total Cash</b>	<b>\$ 15,905,483</b>	<b>\$ 7,986,758</b>	<b>\$ 8,798,518</b>



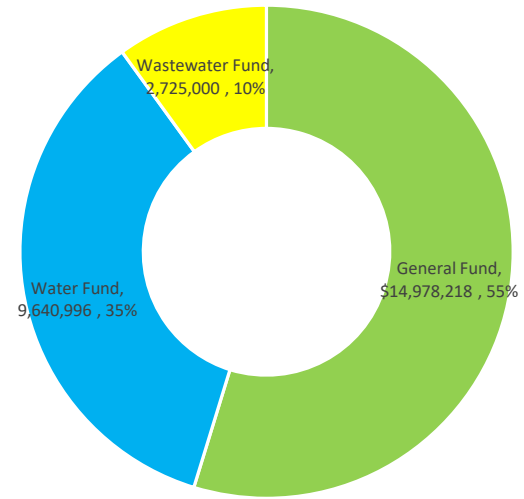
**City of Willow Park**  
**Key Metrics & Trends**  
**As of December 31, 2019**

Cash Balances as of December 31, 2019



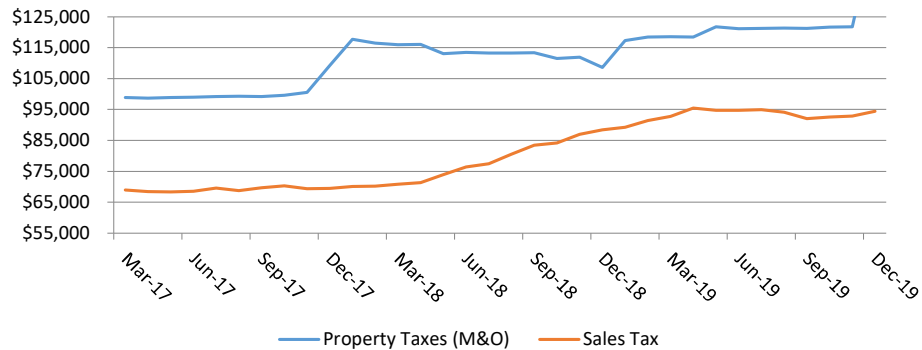
■ Operating Cash ■ Cash Reserves ■ Uncommitted - Investments/Capital Improvements ■ Committed Cash

Debt Balance by Fund as of December 31, 2019

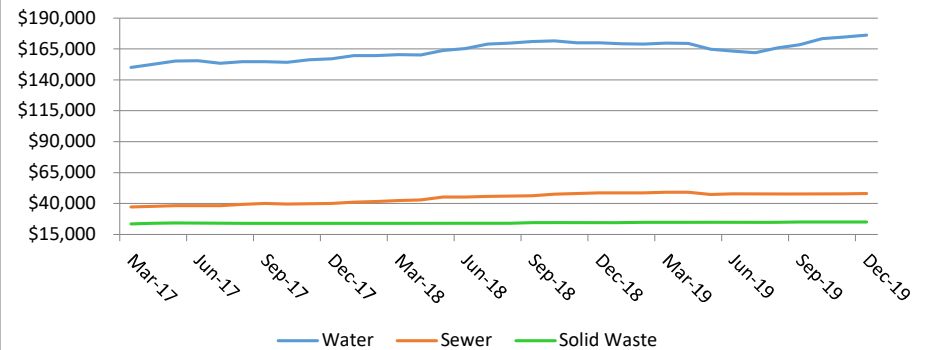


■ General Fund ■ Water Fund ■ Wastewater Fund

General Fund Tax Revenues (12 M Moving Avg)



User Charge Billings (12 M Moving Avg)



## Overview of Tourism Fund (Hotel Occupancy Tax)

	Hotel Occupancy Tax Revenue	Tourism Cash Balance
Fiscal Year-End 2018	\$ 12,730	\$ 56,814
Fiscal Year-End 2019	\$ 5,031	\$ 63,038
Year-to-Date Dec 2019	\$ 5,042	\$ 68,317



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: February 11, 2020	Department: Admin/Development	Presented By: Bernie Parker
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**AGENDA ITEM:**

Discussion/ Action: To consider and act on the appointment of members to the Parks Board

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**BACKGROUND:**

The City Council will review applications for consideration of appointment for 2020 Park Board Members.

---

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

---

**EXHIBITS:**

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

# CITY OF WILLOW PARK

## APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

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

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

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

Name of Board/Commission of Interest: Parks Board

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

Personal Information	Occupational Information
Home Address: <u>309 Fairway Dr</u>	Business Name: <u>N/A</u>
Mailing Address: <u>Same</u>	Occupation: _____
Telephone: <u>830-313-8687</u> Fax: _____	Address: _____
E-Mail: <u>ECthomas2004@gmail.com</u>	Telephone: _____ Fax: _____
Willow Park Resident for <u>2 1/2</u> years County: <u>2 1/2</u> years	E-Mail: _____
Voters Registration No.: <u>1165960665</u>	
Preferred method of contact: <u>telephone</u>	

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

Prior or current work experience: (please include dates)  
Lazy E Arena - Event Planner - 1998-2001  
American Heart Association - Fund Raising & Sponsorship Sales, Event Planning (2001-2003)

Educational Achievement:

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

Name of College/University: Southern Nazarene University ☐ Bachelor's ☐ Master's ☐ PhD

Volunteer Work: (please include dates)  
Willow Park Citizens Group - 2019  
Susan G. Komen - 2002  
Military Wife Supporting Unit & Families (2004-2016)  
Del Rio Children's Home (2010-2012)

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

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



Application held for 12 months from date received

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

If so, which one?

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

I have extensive experience in event planning, sponsorship, sales and fundraising. I would love to get involved to grow the parks & rec activities/opportunities in W.P.

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

1) Park and trail development: building new parks and trail system while identifying and pursuing alternate funding methods such as fundraisers, sponsorship and grant applications.

2) City events: creating and implementing a plan for city wide events drawing both locals and out of town guests to invest in a destination event while generating sales tax revenue.

3) Volunteer recruitment: creating and growing a resident volunteer base through events and outreach designed to identify willing volunteers.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:  
I have professionally planned, implemented & executed events from conception to completion.

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

I am currently a member of East Parker County Chamber of Commerce.

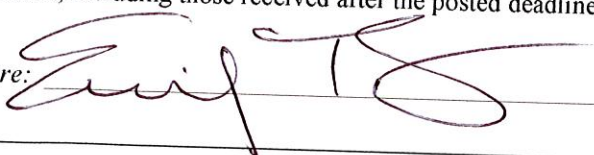
Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? ☒ Yes ☐ No

Comments:

Statement of Intent

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

Signature:



Date: 1-14-2020



# CITY OF WILLOW PARK

## APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

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

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

Name: James A. McKibben  
(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest:

Park Board

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

### Personal Information

Home Address: 1215 Saddle Tr  
Mailing Address: "  
Telephone: 817-706-0198 Fax: \_\_\_\_\_  
E-Mail: jam960@sbeglobal.net  
Willow Park Resident for 12 years County: 12  
Voters Registration No.: 1044401098  
Preferred method of contact: email

### Occupational Information

Business Name: \_\_\_\_\_  
Occupation: Retired  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

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

Prior or current work experience: (please include dates)

LOCOMOTIVE ENGINEER 1973-2016

Educational Achievement:

High School Graduate? ☒ Yes ☐ No Year Graduated/Left School? 1970  
Business College, Correspondence School, Adult Education, Other? \_\_\_\_\_

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

Volunteer Work: (please include dates)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_

Application held for 12 months from date received

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

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

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

To improve the city of Willow Park

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

1) Build additional parks. Work with city Council to encourage additional funding for parks

2) Improve current parks. Same as above.

3) City beautification. Need to find ways to improve entrance to the Willow Park area at I-20 and ranch house rd. Work with state to reach a consensus on where and how we can build a "Welcome to Willow Park" sign with landscape

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

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

None

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

Comments: attended 2 park board meetings in the past.  
Talked to Cray Tucker.

Statement of Intent

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

Signature:

Jan A. Mer

Date:

1/17/2020

*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 ON A WILLOW PARK BOARD:



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> February 11, 2020	<b>Department:</b> Police	<b>Presented By:</b> Chief Carrie West
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**AGENDA ITEM:**

2019 Racial Profiling Report

There is no evidence of racial profiling.

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**The Texas Code of Criminal Procedure requires that the Chief Administrator of the law enforcement agency submit an annual report to the Texas Commission on Law Enforcement (TCOLE) and to the Governing body of the municipality.**

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**STAFF/BOARD/COMMISSION RECOMMENDATION:**

No action is required by Council. Statute requires the report be submitted to the governing body prior to March 1 annually.

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**EXHIBITS:**

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ADDITIONAL INFO:	FINANCIAL INFO:	
	<b>Cost</b>	\$ 0.00
	<b>Source of Funding</b>	\$ 0.00



# Willow Park Police Department Racial Profiling Report

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# 2019

January 6, 2020

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***Article 2.131-2.132***

- Prohibits racial profiling by police officers
- Requires implementation of a process by which complaints may be made for racial profiling
- Requires collection of data related to motor vehicle stops resulting in citations and/or arrests:
  - Race of the individual
  - Whether a search was conducted
  - Whether the search was consensual
  - Whether the officer knew the race of the individual being stopped prior to the stop
  - Whether the peace officer used physical force that resulted in bodily injury
- Requires the Chief of Police to submit an annual report to the Texas Commission on Law Enforcement (TCOLE) and the Willow Park City Council



## **Art. 2.131. Racial Profiling Prohibited.**

A peace officer may not engage in racial profiling.

Added by Acts 2001, 77th Leg., Ch. 947, Sec. 1, eff. Sept. 1, 2001.

### **Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING.**

(a) In this article:

(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make motor vehicle stops in the routine performance of the officers' official duties.

(2) "Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.

(3) "Race or ethnicity" means of a particular descent, including Caucasian, African, Hispanic, Asian, Native American, or Middle Eastern descent.

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

(1) clearly define acts constituting racial profiling;

(2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;

(3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;

(4) provide public education relating to the agency's compliment and complaint process, including providing the telephone number, mailing address, and e-mail address to make a compliment or complaint with respect to each ticket, citation, or warning issued by a peace officer;

(5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;

(6) require collection of information relating to motor vehicle stops in which a ticket, citation, or warning is issued and to arrests made as a result of those stops, including information relating to:

(A) the race or ethnicity of the individual detained;



(B) whether a search was conducted and, if so, whether the individual detained consented to the search; and

(C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;

(D) whether the peace officer used physical force that resulted in bodily injury, as that term is defined by section 1.07 Penal Code, during the stop;

(E) the location of the stop; and

(F) the reason for the stop; and

(7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:

(A) the Texas Commission on Law Enforcement; and

(B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

(c) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make motor vehicle stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle stops. The agency shall also examine the feasibility of equipping each peace officer who regularly detains or stops motor vehicles with a body worn camera, as that term is defined by section 1701.651, Occupation Code. If a law enforcement agency installs video or audio equipment as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(f) On the commencement of an investigation by a law enforcement agency of a complaint described by Subsection (b)(3) in which a video or audio recording of the occurrence on which the complaint is based was made, the agency shall promptly provide a copy of the recording to the peace officer who is the subject of the complaint on written request by the officer.

(g) On a finding by the Texas Commission on Law Enforcement that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b)(7), the commission shall begin disciplinary procedures against the chief administrator.

(H) a law enforcement agency shall review the data collected under Subsection (b) (6) to identify any improvements the agency could make in its practices and policies regarding motor vehicle stops.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2009, 81st Leg., R.S., Ch. 1172, (H.B. 3389) , Sec. 25, eff. September 1, 2009.

Acts 2013, 83<sup>rd</sup> Leg., R.S., Ch. 93 (S.B. 686), Sec. 2.05, eff. May 18, 2013

Acts 2017, 85<sup>th</sup> Leg., R.S., Ch. 173 (H.B. 3051), Sec. 1, eff. September 1, 2017

Acts 2017, 85<sup>th</sup> Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.01, eff. September 1, 2017

***Article 2.133-2.136***

- Requires law enforcement agencies to submit a yearly report of the information collected to the governing body of the municipality
- Reports required for motor vehicle stops
- Compilation of data
- Analysis of data is required

## Art. 2.133. Reports Required for Motor Vehicle Stops

(a) In this article, "race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance shall report to the law enforcement agency that employs the officer information relating to the stop, including:

(1) a physical description of any person operating the motor vehicle who is detained as a result of the stop, including:

(A) the person's gender; and

(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;

(2) the initial reason for the stop;

(3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;

(4) whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;

(5) the reason for the search, including whether:

(A) any contraband or other evidence was in plain view;

(B) any probable cause or reasonable suspicion existed to perform the search; or

(C) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle;

(6) whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;

(7) the street address or approximate location of the stop; and

(8) whether the officer issued a verbal or written warning or a ticket or a citation as a result of the stop; and

(9) whether the officer used physical force that resulted in bodily injury, as that term is defined by section 1.07 Penal Code, during the stop;

(c) The chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is responsible for auditing reports under Subsection (b) to ensure that the race or ethnicity of the person operating the motor vehicle is being reported.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2009, 81st Leg., R.S., Ch. 1172, Sec. 26, eff. September 1, 2009.

Acts 2017, 85st Leg., R.S., Ch. 950, (S.B. 1849) , Sec. 5.05, eff. September 1, 2017

## Art. 2.134. Compilation and Analysis of Information Collected.

(a) In this article:

(1) "Motor vehicle stop" has the meaning assigned by Article 2.132(a).

(2) "Race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A law enforcement agency shall compile and analyze the information contained in each report received by the agency under Article 2.133. Not later than March 1 of each year, each law enforcement agency shall submit a report containing the incident-based data compiled during the previous calendar year to the Texas Commission on Law Enforcement and, if the law enforcement agency is a local law enforcement agency, to the governing body of each county or municipality served by the agency.

(c) A report required under Subsection (b) must be submitted by the chief administrator of the law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, and must include:

(1) a comparative analysis of the information compiled under Article 2.133 to:

(A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities; and

(B) examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction; and

(C) evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches; and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

(d) A report required under Subsection (b) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the reporting of information required under Article 2.133(b)(1).

(e) The Texas Commission on Law Enforcement, in accordance with Section 1701.162, Occupations Code, shall develop guidelines for compiling and reporting information as required by this article.

(f) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(g) On a finding by the Texas Commission on Law Enforcement that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b), the commission shall begin disciplinary procedures against the chief administrator.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. 3389), Sec. 27, eff. September 1, 2009.


Acts 2013, 83rd Leg., R.S., Ch. 93 (S.B. 686), Sec. 2.06, eff. May 18, 2013.

Acts 2017, 85<sup>th</sup> Leg., R.S., Ch. 950 (S.B. 1849) , Sec. 5.03, eff. September 1, 2017

General Orders 5300 Bias Based Policing

- Policy effective January 2018
- Establishes policy
- States purpose
- Prohibits discriminatory practices
- Establishes complaint process
- Establishes disciplinary actions
- Establishes guidelines for data collection



WILLOW PARK POLICE DEPARTMENT		GENERAL ORDERS	
SUBJECT: RACIAL PROFILING		NUMBER: 5300	
EFFECTIVE DATE:		REVIEW DATE:	
AMENDS/SUPERSEDES: This policy supersedes all previous policies.		APPROVED:  Chief of Police	
BEST PRACTICE STANDARDS: 2.01			

**NOTE:** This General Order is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this General Order, if proven, can only form the basis of a complaint by this Department and only in a non-judicial, administrative setting.

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#### INDEX WORDS:

Audio and Video Recording  
Collection of Information  
Complaint  
Ethnicity  
Race

Racial Profiling  
Reporting  
Review  
Training

### **I. PURPOSE**

- A. The purpose of this order is to reaffirm the City of Willow Park Police Department's commitment to unbiased policing in all its encounters with any person; to reinforce procedures that serve to ensure public confidence and mutual trust through the provision of services in a fair and equitable fashion; and to protect our officers from unwarranted accusations of misconduct when they act within the dictates of departmental policy and the law.

### **II. POLICY**

- A. It is the policy of this department to police in a proactive manner and to aggressively investigate suspected violations of the law. Officers shall actively enforce local, state and federal laws in a responsible and professional manner without regard to race, ethnicity, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group. Officers are strictly prohibited from engaging in racial profiling as defined in this policy. Racial profiling is an unacceptable police tactic and will not be condoned.
- B. This General Order is adopted in compliance with the requirements of Articles 2.131 through 2.136, Texas Code of Criminal Procedure, which prohibits Texas peace officers from engaging in racial profiling.

### **III. DEFINITIONS**

- A. Racial Profiling - a law enforcement-initiated action based on an individual's race, ethnicity, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity. Racial profiling pertains to persons who are viewed as suspects or potential suspects of criminal behavior. The term is not relevant as it pertains to witnesses, complainants, persons needing assistance, or other citizen contacts.
- B. Race or Ethnicity - persons of a particular descent, including Caucasian, African, Hispanic, Asian, Middle Eastern or Native American descent.
- C. Acts Constituting Racial Profiling - acts initiating law enforcement action, such as a traffic stop, a detention, a search, issuance of a citation, or an arrest based solely upon an individual's race, ethnicity, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group rather than upon the individual's behavior, information identifying the individual as having possibly engaged in criminal activity, or other lawful reasons for the law enforcement action.
- D. Motor Vehicle Stop – means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.

#### **IV. PROHIBITION**

- A. Officers of the Willow Park Police Department are strictly prohibited from engaging in racial profiling. The prohibition against racial profiling does not preclude the use of race, ethnicity or national origin as factors in a detention decision by an officer. Race, ethnicity or national origin may be legitimate factors in such a decision when used as part of a description of a suspect or witness for whom an officer is searching.

#### **V. COMPLAINT PROCESS**

- A. No person shall be discouraged, intimidated or coerced from filing a complaint, or be discriminated against because they have filed a complaint.
- B. Any person who believes that a peace officer employed by the Willow Park Police Department has engaged in racial profiling with respect to that person, may file a complaint in accordance with the provisions of General Order 300, Discipline/Complaints against Police Personnel.
  - 1. An employee who is contacted regarding a complaint against an officer shall follow the procedures set forth in General Order 300, Section X. Investigation of Externally Originated Complaints.
  - 2. Citizens who appear in person wishing to file a complaint shall be provided with a departmental brochure, "How to File a Complaint." Brochures are maintained in the Willow Park Police Department lobby, and at Willow Park City Hall. Citizens may also be directed to the Departmental website to file a complaint.
- C. Any supervisor who becomes aware of an alleged or suspected violation of this General Order shall report the alleged violation in accordance with General Order 300, Discipline, Section XI. Investigation of Internally Originated Complaints.

- D. Complaints of racial profiling shall be classified as a Level I complaint and shall be investigated by the Office of the Chief of Police, unless otherwise directed by the Chief of Police. A log of all Racial Profiling Complaints will be maintained by the Office of the Chief of Police.

## **VI. DISCIPLINARY AND CORRECTIVE ACTIONS**

- A. Any officer of this Department who is found, after investigation, to have engaged in racial profiling in violation of this General Order may be subject to disciplinary action, up to and including termination. Disciplinary or corrective actions may include diversity, sensitivity or other appropriate training or counseling, as determined by the Chief of Police.

## **VII. PUBLIC EDUCATION**

- A. This Department shall provide education to the public concerning the racial profiling complaint process. The primary method of public education shall be through a brochure, "How to File a Complaint" which are maintained in the lobby of the Willow Park Police Department, and at the Willow Park City Hall. These brochures are available in both English and Spanish versions. Other education methods may be utilized to inform the public, including news media, civic presentations, the Internet, and/or public meetings.

## **VIII. COLLECTION OF INFORMATION AND ANNUAL REPORT WHEN CITATION ISSUED OR ARREST MADE**

- A. For each motor vehicle stop in which a citation or warning is issued and for each arrest resulting from a motor vehicle stop, an officer involved in the stop shall collect the following information:
1. Information identifying the gender of the individual detained
    - a. Female
    - b. Male
  2. Information identifying the race or ethnicity of the individual detained. The following codes will be used to identify the individual's race:  
  
A = Asian  
B = Black  
H = Hispanic/Latino  
I = Alaska Native/American Indian  
W = White

**(Note: Officers may not ask the individual to identify their race.)**

3. Whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
4. Reason for the stop
  - a. Violation of law
  - b. Preexisting knowledge
  - c. Moving traffic violation

- d. Vehicle traffic violation
- 5. Street Address or approximate location of the stop
  - a. City Street
  - b. U.S. Highway
  - c. County Road
  - d. State Highway
  - e. Private Property or other
- 6. Was a search conducted?
- 7. Reason for the search
  - a. Consent
  - b. Contraband in plain view
  - c. Probable cause
  - d. Inventory
  - e. Incident to arrest
- 8. Was contraband discovered?
  - a. Yes
  - b. No
- 9. Description of contraband
  - a. Drugs
  - b. Currency
  - c. Weapons
  - d. Alcohol
  - e. Stolen Property
  - f. Other
- 10. Result of the stop
  - a. Verbal warning
  - b. Written warning
  - c. Citation
  - d. Written warning and arrest
  - e. Citation and arrest
  - f. Arrest
- 11. What was the arrest based on?
  - a. Violation of Penal Code
  - b. Violation of Traffic Law
  - c. Violation of City Ordinance
  - d. Outstanding Warrant
- 12. Whether the peace officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop; and

- B. The information collected shall be entered in to the Racial Profiling module in the Cardinal ticket writing program by the officer in a timely manner. All stops requiring Racial Profiling data collection must be entered.
- C. The Captain shall ensure all Racial Profiling Data is collected and reported to the Chief of Police. The data collected shall be compiled in an annual report covering the period January 1 through December 31 of each year and shall be submitted to the governing body of the City of Willow Park no later than March 1 of the following year. The report will include:
  - 1. A breakdown of citations by race or ethnicity;
  - 2. Number of citations that resulted in a search;
  - 3. Number of searches that were consensual;
  - 4. Number of citations that resulted in custodial arrest; and
  - 5. Public education efforts concerning the racial profiling complaint process.
- D. The annual report shall not include identifying information about any individual stopped or arrested and shall not include identifying information about any peace officer involved in a stop or arrest.
- E. Racial Profiling Data will also be reported to the Texas Commission on Law Enforcement (TCOLE) by March 1 of each year, following the Commission's prescribed format.

## **IX. AUDIO AND VIDEO EQUIPMENT**

- A. Each motor vehicle regularly used by this department to make motor vehicle stops shall be equipped with a mobile video camera system capable of recording video and audio, and each motorcycle regularly used by this department to make motor vehicle stops shall be equipped with audio recording equipment.
- B. Each motor vehicle stop made by an officer of this department capable of being recorded by video and audio, or by audio only for motorcycles, shall be recorded.
- C. Supervisors and Officers shall ensure that mobile video camera equipment, and/or audio equipment, is properly functioning prior to commencing their tour of duty. Police units with malfunctioning or inoperable mobile video camera equipment shall not be utilized under normal circumstances.
- D. Supervisors shall have the authority to assign units with malfunctioning or inoperable mobile video equipment when situations dictate. Officers assigned to such units shall collect and document the information listed below for each motor vehicle stop. All documentation must be submitted to the officer's supervisor prior to ending that tour of duty. Documentation shall include but is not limited to Field Interview Forms, Traffic Citations and Warning Tickets.
  - 1. A physical description of any person operating the motor vehicle, who is detained as a result of the stop, including:

- a. the person's gender; and
  - b. the person's race or ethnicity, as stated by the person, or if the person does not state, the person's race or ethnicity, as determined by the officer to the best of his or her ability. Officers will not ask the individual to identify their race or ethnicity;
2. Whether the officer knew the race or ethnicity of the individual detained before detaining that individual;
3. The initial reason for the stop;
4. Whether the officer conducted a search as a result of the stop, and, if so, whether or not the person detained consented to the search;
5. Whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;
6. The reason for the search, including whether:
  - a. Any contraband or other evidence was in plain view;
  - b. Any probable cause or reasonable suspicion existed to perform the search; or
  - c. The search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle
7. Whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of Penal Code, a violation of traffic law or ordinance or an outstanding warrant and a statement of the offense charged.
8. The street address or approximate location of the stop;
9. Whether the officer issued a citation or a written warning as a result of the stop; and
10. Whether the person contacted is a resident or non-resident of the City of Willow Park. This shall be reflected on each citation issued, using an (R) for residents or an (NR) for non-resident.

## **X. REVIEW OF VIDEO AND AUDIO DOCUMENTATION**

- A. Each audio and video recording shall be retained for a minimum period of one hundred-twenty (120) days, unless a complaint is filed alleging that an officer has engaged in racial profiling with respect to a motor vehicle stop. The Captain shall ensure that all audio and video recordings are properly stored and retained in accordance with applicable laws and this General Order.
- B. If a complaint is received alleging that an officer has engaged in racial profiling, the audio / video recording shall be forwarded to the Office of the Chief of Police who shall retain the video until final disposition of the complaint has been made.

- C. The Captain or his designee shall review a randomly selected sampling of at least three video and audio recordings, made recently by officers employed by the Department, in order to determine if patterns of racial profiling exist. These reviews shall be conducted monthly and documented on the appropriate form (WPPD-013).
1. Written documentation shall include:
    - a. the names of the officers whose stops were reviewed;
    - b. the date(s) of the videos reviewed;
    - c. the date the actual review was conducted; and
    - d. the name of the person conducting the review.
  2. The Captain shall forward the required documentation to the Office of the Chief of Police.
  3. The Captain shall maintain a file of all video review documentation performed, in compliance with this General Order.
- D. In reviewing audio and video recordings, the Captain or his designee, shall seek to determine if the officer(s) reviewed have engaged in a pattern of racial profiling, that includes multiple acts constituting racial profiling for which there is no reasonable, credible explanation based on established police and law enforcement procedures.

## **XI. TRAINING**

- A. Each peace officer employed by the department shall complete the comprehensive education and training program on racial profiling established by the Texas Commission on Law Enforcement (TCOLE) not later than the second anniversary of the date the officer was licensed, or the date the officer applies for an intermediate proficiency certificate, whichever date is earlier. A person who on September 1, 2001, held a TCOLE intermediate proficiency certificate, or who had held a peace officer license issued by TCOLE for at least two years, shall complete a TCOLE training and education program on racial profiling not later than September 1, 2003.

The Chief of Police shall, in completing the training required by Section 96.641, Texas Education Code, complete the program on racial profiling established by the Bill Blackwood Law Enforcement Management Institute of Texas (LEMITE), not later than September 1, 2003.

## **XII. EFFECTIVE DATE**

- A. Any previous directive, rule, order or regulation that pertains to this subject matter and its amendments shall remain in full force and effect for any violation(s) which occur prior to the effective date of this General Order.
- B. If any section, sentence, clause or phrase of this General Order is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this General Order.
- C. All training on this General Order will be in accordance with General Order 100, Written Directive System, Chapter VIII, Training.

D. The effective date is stated in the header block of this General Order.



## 2019 Data Compilation

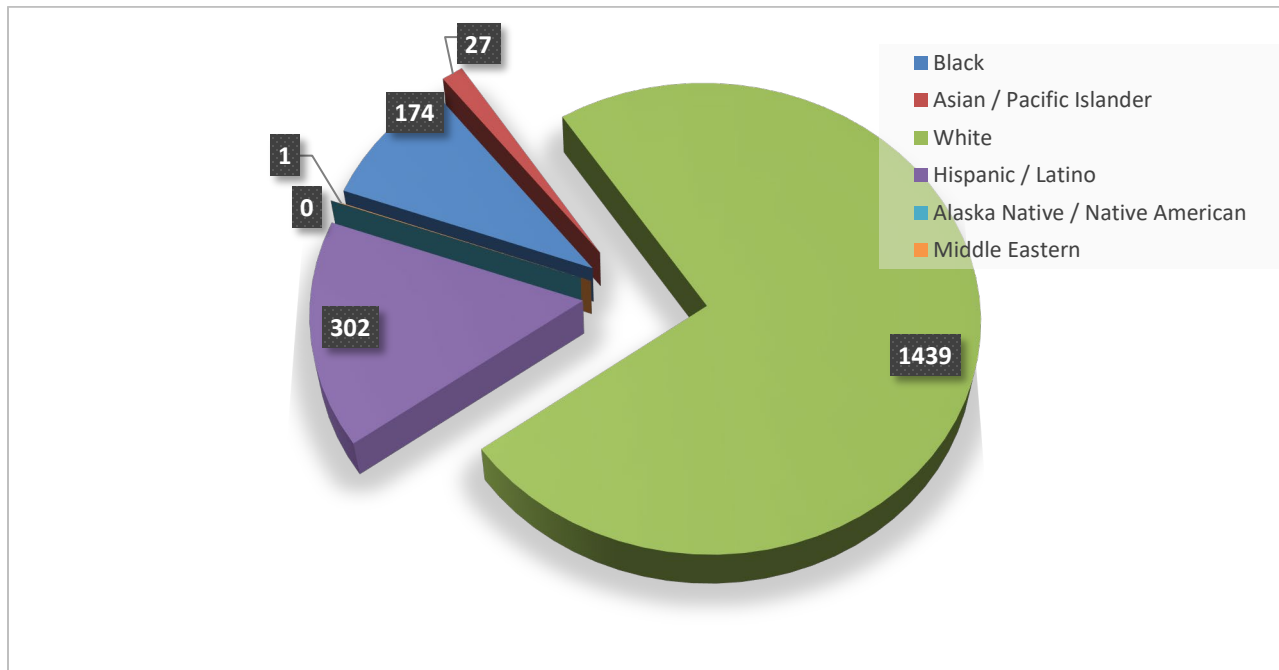
### *Total by Raw Number*

Race	Traffic Related contacts Resulting in Search Arrest or Citation	Total Searches from Traffic Related Contacts	Consent Searches	Probable Cause Searches
Black	174	8	1	7
Asian / Pacific Islander	27	0	0	0
White	1439	27	2	25
Hispanic / Latino	302	17	0	17
Alaska Native / Native American	0	0	0	0
Middle Eastern	1	0	0	0
TOTAL	1943	52	3	49

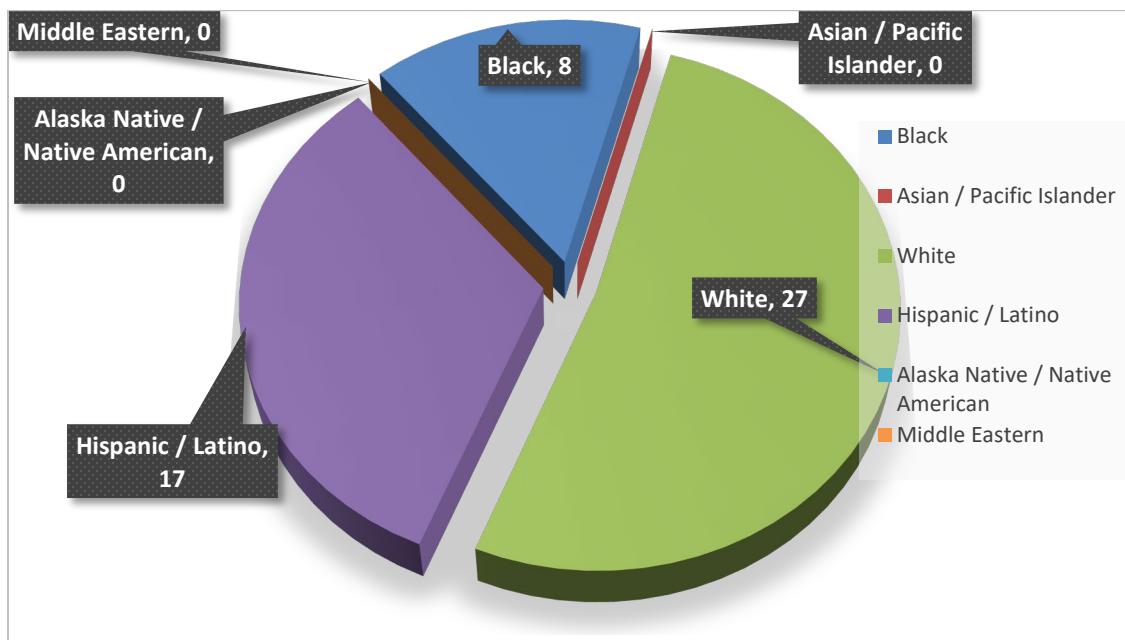
### *Total by Percentage*

Race	Traffic Related contacts Resulting in Search Arrest or Citation	Total Searches from Traffic Related Contacts	Consent Searches	Probable Cause Searches
Black	9%	15.4%	33.3%	14.3%
Asian / Pacific Islander	1.5%	0.0%	0.0%	0.0%
White	74.45%	51.9%	66.7%	51.0%
Hispanic / Latino	15%	32.7%	0%	34.7%
Alaska Native / Native American	0.0%	0.0%	0.00%	0.0%
Middle Eastern	0.05%	0.0%	0.0%	0.0%
Total	100.00%	100.00%	100.00%	100.00%

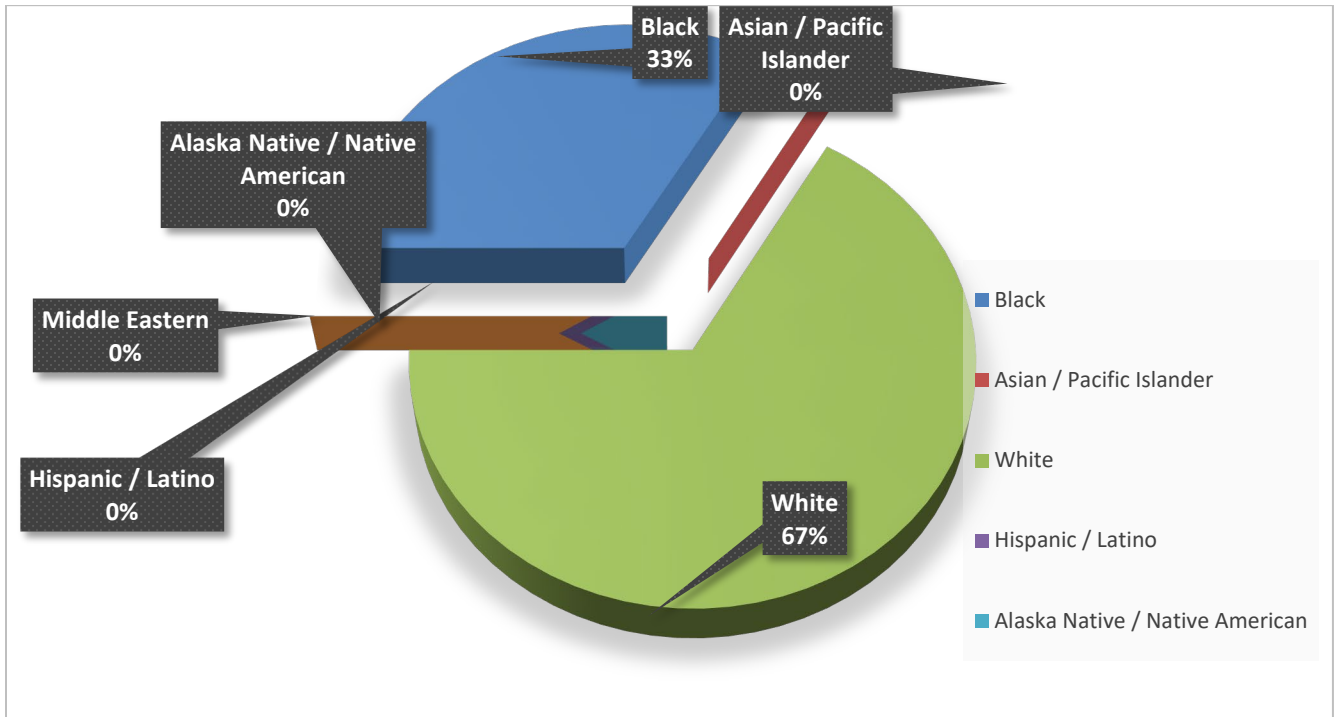
## Traffic Related contacts Resulting in Search, Arrest, or Citation



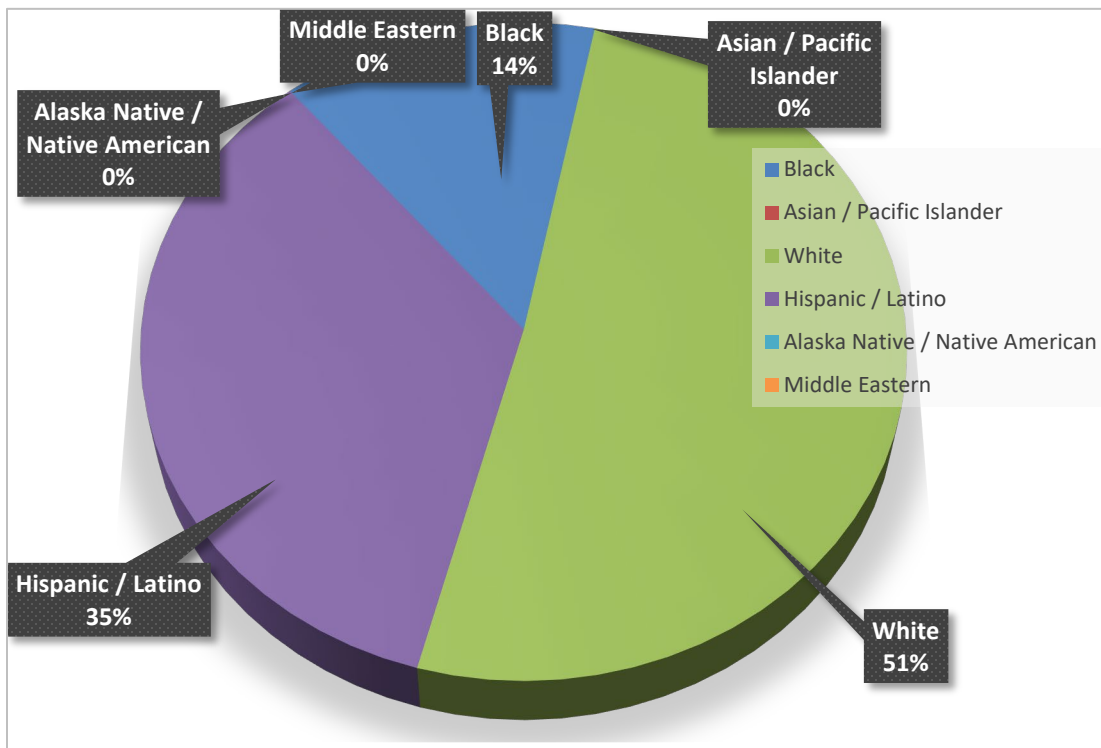
## Total Searches from Traffic Related Contacts



## Consent Searches



## Probable Cause Searches



## Complaints Made

There were no allegations of Racial Profiling in 2019.

## Conclusion

The Willow Park Police Department is in compliance with Texas Code of Criminal Procedure Article 2.132.

# Racial Profiling Report | Full

Reporting Date: 01/06/2020

Agency Name: WILLOW PARK POLICE DEPT.

TCOLE Agency Number: 367202

Chief Administrator: CARRIE L. WEST

Agency Contact

Information:

Phone: (817)

441-9747

Email: cwest@willowpark.org

Mailing Address:

101 STAGECOACH TRAIL

WILLOW PARK, TX 76087

This Agency filed a full report

WILLOW PARK POLICE DEPT. has adopted a detailed written policy on racial profiling. Our policy:

1.) clearly defines acts constituting racial profiling;

2.) strictly prohibit peace officers employed by the WILLOW PARK POLICE DEPT. from engaging in racial profiling;

3.) implements a process by which an individual may file a complaint with the WILLOW PARK POLICE DEPT. if the individual believes that a peace officer employed by the WILLOW PARK POLICE DEPT. has engaged in racial profiling with respect to the individual;

4.) provides public education relating to the agency's complaint process;

5.) requires appropriate corrective action to be taken against a peace officer employed by the WILLOW PARK POLICE DEPT. who, after an investigation, is shown to have engaged in racial profiling in violation of the WILLOW PARK POLICE DEPT. policy adopted under this article;

6.) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:

a.) the race or ethnicity of the individual detained;

b.) whether a search was conducted and, if so, whether the individual detained consented to the search; and c.) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and

7.) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision(6) to:

a.) the Commission on Law Enforcement; and

b.) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Executed by: Daniel Franklin, Captain

Date: 01/06/2020

# Total stops: 1943

## Motor Vehicle Racial Profiling Information

### Gender

Female	696
Male	1247

### Race / Ethnicity

Black	174
Asian / Pacific Islander	27
Hispanic / Latino	302
White	1439
Alaska Native / American	0

### Was race or ethnicity known prior to stop?

Yes	26
No	1917

### Reason for stop?

Violation of law	40
Preexisting knowledge	15
Moving traffic violation	1588
Vehicle traffic violation	300

### Street address or approximate location of the stop

City street	690
US highway	967
County road	7
State highway	17
Private property or other	269

### Was a search conducted?

Yes	53
No	1890

### Reason for Search?

consent	3
contraband	2
probable	3



inventory	11
incident to arrest	34

**Was Contraband discovered?**

Yes	19
No	34

**Description of contraband**

Drugs	8
Currency	0
Weapons	0
Alcohol	11
Stolen property	0
Other	0

**Result of the stop**

Verbal warning	71
Written warning	71
Citation	1080
Written warning and arrest	6
Citation and arrest	28
Arrest	54

**Arrest based on**

Violation of Penal Code	45
Violation of Traffic Law	2

**Was physical force resulting in bodily injury used during stop?**

Yes	1
No	1942

Submitted electronically to the



The Texas Commission on Law Enforcement