



**City of Willow Park
City Council
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, December 10, 2019 at 7:00 p.m.**

Call to Order

Invocation & Pledge of Allegiance

Proclamations

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 – November 12, 2019

Regular Agenda Items

1. PUBLIC HEARING to consider comments on a petition requesting annexation of a 75.458-acre tract of land, situated in the J. M Froman Survey, Abstract No. 471, and the I& G.N. R.R. Company Survey, Abstract No. 1821, Parker County, Texas located in the 8500 Block East Bankhead Highway.

A. Open Public Hearing

B. Close Public Hearing

2. Discussion/ Action: Consider and act on adopting Ordinance 804-19, an ordinance annexing a 75.458-acre tract of land situated in the J.M. Froman Survey, Abstract No. 471, and the I.& G.N.R.R. Company Survey, Abstract 1821, Parker County, Texas.
3. Discussion/ Action: PUBLIC HEARING to consider and on a request to rezone from PD/R-1 Planned Development/ Single Family Residential to C Commercial District, 7.587 acres, David Addington Survey, Abstract No. 21, City of Willow Park, Parker County, Texas, located at 2014 Clear Fork Circle.

A. Open Public Hearing

B. Close Public Hearing

C. Act on Ordinance 805-19

4. Discussion/ Action: To consider and act on a revised Site Plan for an assisted living center on Lot 4R-2R, Block A, Crown pointe Addition, Phase 2, located at 171 J.D. Towles Drive.
5. Discussion Only: 2020 General Election Calendar.
6. Discussion Only: City of Willow Park's quarterly financial reports, presented by Jake Weber.
7. Discussion/ Action: To consider and act on contracting with a new Web site provider.
8. Discussion/ Action: To consider and act on Resolution adopting a Water Conservation Plan.
9. Discussion only: Storm water drainage fee and the process to establish fee.
10. Discussion/ Action: To consider and act on the appointment of members to the Parks Board
11. Discussion/ Action: To consider and act on a City of Willow Park City Council Travel policy.
12. Discussion/ Action: To consider and act on the demolition of the old Public safety building.
13. Discussion Only: Municipal Complex options.
14. Discussion/ Action: To consider and act on approving the purchase of a brush truck

15. Discussion/ Action: To consider and act on items to be considered for future council meetings.
16. Discussion/ Action: To consider and act on setting the date and time for the next council meeting.
17. Discussion/ Action: To consider and act on the purchase of real estate located at 203 El Chico Trail, Willow Park, Texas for the Fort Worth water project.

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 551.072 - Deliberation regarding real property;
Section 551.071 – Consultation with Attorney;

A. Purchase of real property for the Fort Worth Water Project

Section 551.074 Personnel Matters;

A. City Manager 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

18. 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 December 5, 2019, at 5:00 p.m.

Alicia Smith TRMC, CMC
City Secretary

If you plan to attend this public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (817) 441-7108 ext. 6 or email at 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
Transportation Planning Workshop Minutes
Municipal Complex
516 Ranch House Road, Willow Park, Texas
Tuesday, November 12, 2019, 6:00 PM**

Call to Order

Mayor ProTem Lea Young Moss called the workshop to order at 6:05 pm.

Councilmembers Present:

Mayor ProTem Lea Young
Councilmember Eric Contreras
Councilmember Amy Fennell
Councilmember Greg Runnebaum
Councilmember Gary McKaughan

Councilmembers Absent:

Mayor Doyle Moss

Staff Present:

City Manager Bryan Grimes
City Secretary Alicia Smith

Workshop Items:

1. Discussion Only: General Overview of City of Willow Park residential streets.

City Engineer Derek Turner spoke and answered questions regarding residential street status and suggested future improvements.

2. Discussion Only: Overview of current, future and proposed projects on IH20.

City Manager Bryan Grimes spoke and answered questions regarding possible improvements in the IH20 area.

3. Discussion Only: Overview of current, future and proposed projects on Bankhead Highway.

City Manager Bryan Grimes spoke and answered questions regarding possible improvements in the Bankhead Highway area.

No action was taken at this meeting.

Adjournment

Workshop was adjourned at 6: PM.

ATTEST:

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary



**City of Willow Park
City Council
Regular Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, November 12, 2019 at 7:00 p.m.**

Call to Order

Mayor ProTem Young called the meeting to order at 7:00 PM.

Present:

Mayor Doyle Moss

Mayor ProTem Lea Young

Councilmember Eric Contreras

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Gary McKaughan

Staff present:

City Administrator Bryan Grimes

City Secretary Alicia Smith

Invocation & Pledge of Allegiance

The invocation was led by Pastor Tyler Kelso, Christ Chapel Bible Church.

The pledge of allegiance was led by Mayor Moss.

Public Comments

Mayor Moss read email comments from Emily Thomas – 309 Fairway Dr Willow Park.

Consideration of Minutes

A. Approve City Council Meeting Minutes – October 22, 2019

Motion made by Councilmember Young

To approve the meeting minutes from October 22, 2019.

Seconded by Councilmember McKaughan

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0.

Regular Agenda Items

- 1. Discussion/ Action: To consider and act to receive and accept a petition for requesting annexation of a 75.458-acre tract of land, situated in the J. M. Froman Survey, Abstract No. 471, and the I & G.N.R.R. Company Survey, Abstract No. 1821, Parker County, Texas, owned by T.B.C.A. Inc., located in the 8500 Block of East Bankhead Highway.**

Motion made by Councilmember Young

To receive and accept a petition for requesting annexation of a 75.458-acre tract of land, situated in the J. M. Froman Survey, Abstract No. 471, and the I & G.N.R.R. Company Survey, Abstract No. 1821, Parker County, Texas, owned by T.B.C.A. Inc., located in the 8500 Block of East Bankhead Highway.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0.

- 2. Discussion/ Action: To consider and act on adopting Resolution No. 2019-10, setting a public hearing for December 10, 2019, at 7:00 pm regarding the voluntary annexation of property located in the 8500 Block of East Bankhead Highway.**

Motion made by Councilmember McKaughan

To adopt Resolution No. 2019-10, setting a public hearing for December 10, 2019, at 7:00 pm regarding the voluntary annexation of property located in the 8500 Block of East Bankhead Highway.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0.

3. **Discussion/ Action: To consider and act on all matters incident and related to the issuance and sale of “City of Willow Park, Texas, Combination Tax and Waterworks and Sewer System Surplus Revenue Certificates of Obligation, Series 2019” including the adoption of an ordinance authorizing the issuance of such certificates in an amount not to exceed \$13,770,000 to finance the costs of paying contractual obligations to be incurred (i) for constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving municipal water system property or facilities, including land and rights-of-way therefor and, and (ii) to pay professional services rendered in relation to such projects and the financing thereof.**

Motion made by Councilmember Runnebaum

To approve an ordinance to approve all matters incident and related to the issuance and sale of “City of Willow Park, Texas, Combination Tax and Waterworks and Sewer System Surplus Revenue Certificates of Obligation, Series 2019” including the adoption of an ordinance authorizing the issuance of such certificates in an amount not to exceed \$13,770,000 to finance the costs of paying contractual obligations to be incurred (i) for constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving municipal water system property or facilities, including land and rights-of-way therefor and, and (ii) to pay professional services rendered in relation to such projects and the financing thereof.

Seconded by Councilmember Fennell

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan
Motion passed with a vote of 5-0.

4. **Discussion/ Action: To consider and act on the purchase of real estate located at 203 El Chico Trail, Willow Park, Texas for the Fort Worth water project.**

Motion made by Councilmember Young

To table until the end of the meeting

Seconded by Councilmember Fennell

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan
Motion passed with a vote of 5-0.

Motion made by Councilmember Young
To postpone action until next council meeting
Seconded by Councilmember McKaughan

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan
Motion passed with a vote of 5-0.

5. Discussion/ Action: To consider and act on a City of Willow Park City Council Travel policy.

Motion made by Councilmember Young
To table this item until a future meeting
Seconded by Councilmember McKaughan

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan
Motion passed with a vote of 5-0.

6. Discussion Only: Presentation of procurement options, including public, private partnerships, for building a new city hall building.

David Petit with David Petit Economic Development, spoke and answered questions regarding options and the process to publish a Request For Proposals (RFP) for a new municipal Complex.

7. Discussion Only: Presentation update on Drainage Study.

Derek Turner spoke and answered questions on a Drainage Study recently completed by Jacob & Martin Engineering.

8. Discussion/ Action: To consider and act on City Council Governance Policy.

Motion made by Councilmember Young
To approve a City Council Governance Policy

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0.

9. Discussion/ Action: To consider and act on revising/updating the Parks and Recreation Advisory Board section of Article 1.05 Boards and Commissions and Committees.

Motion made by Councilmember Young

To approve an ordinance amending Article 1.05 Boards and Commissions and Committees of the City of Willow Park Code of Ordinances.

Seconded by Councilmember Fennell

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0.

10. Discussion/ Action: To consider and act on selection of Appraisal District Directors.

Motion made by Councilmember Fennell

To use all 50 of the votes allotted to the City of Willow Park to vote for Gary Aguilar for the Parker County Appraisal District Board of Directors.

Seconded by Councilmember Young

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0.

11. Discussion/ Action: To consider and take action on a City of Willow Park spring event.

Motion made by Councilmember Fennell

To approve a plan for an event titled Willow Bark, to be held in the spring.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0.

12. Discussion/ Action: To consider and take action on items to be considered for future council meetings.

Motion made by Councilmember Young

To add the following items to future agendas:

December 10- Parks Board appointees

Communications Policy Workshop – 6:00 PM

City Council Travel Policy

Drainage Fee Study – Derek Turner

David Petit Economic Development Co. agreement

January 14 - Presentation from Amy Fennell on Economic Development

Zoning ordinance Review Workshop – 6:00 PM

Seconded by Councilmember McKaughan

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0.

13. Discussion/ Action: To consider and take action on setting the date and time for the next council meeting.

Motion made by Councilmember Fennell

To cancel the 2nd November meeting (November 26).

Seconded by Councilmember

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0.

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 551.072 - Deliberation regarding real property;

Section 551.071 – Consultation with Attorney;

A. Purchase of real property for the Fort Worth Water Project

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.

Mayor Moss convened in executive session at 8:38 PM.

Mayor Moss reconvened into regular session at 8:46 PM.

Adjournment

Motion was made by Councilmember McKaughan

To adjourn

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0

Meeting was adjourned at 8:46 PM.

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: December 10, 2019	Department: Development Services	Presented By: Betty Chew
---	--	------------------------------------

AGENDA ITEM: 1 and 2

PUBLIC HEARING to consider comments regarding a petition requesting annexation of a 75.458 acre tract of land in the 8500 Block East Bankhead Highway.

BACKGROUND:

Trinity Christian Academy is requesting voluntary annexation of this 75.458 acre tract of vacant land located on the south side of Bankhead Highway, south of their campus. This property is located adjacent to the City of Willow Park, in the City's extraterritorial jurisdiction (ETJ).

The City Council will need to conduct the public hearing in accordance with Chapter 43, Texas Local Government Code, Municipal Annexation. The final step in the process is adoption of the ordinance annexing the property and service plan.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends the City Council adopt Ordinance 804-19 annexing the property.

EXHIBITS:

Petition for Annexation
Annexation Map
Ordinance 804-19

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


STATE OF TEXAS §
 §
COUNTY OF PARKER §

PETITION FOR VOLUNTARY ANNEXATION OF PROPERTY
INTO THE CITY LIMITS OF THE CITY OF WILLOW PARK

To the Mayor and City Council of the City of Willow Park, Texas:

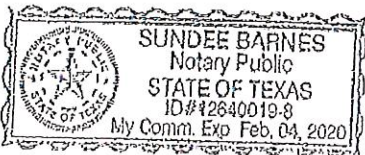
The undersigned owner of the tract of land described herein, which is vacant and without residents, hereby petitions the City of Willow Park, Texas ("City"), pursuant to Section 43.0671 of the Texas Local Government Code, to extend the present city limits of the City and annex the portion of the tract of land plus the adjoining right-of-way identified as the extra-territorial jurisdiction ("ETJ") of the City in Exhibit "A" (the "Tract"), which is attached hereto and incorporated herein for all purposes.

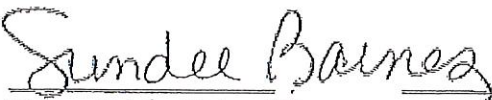
We certify that the Tract is contiguous and adjacent to the City, is not more than one-half mile in width, and that this petition is signed and duly acknowledged by each and every person or entity having an interest in said land.


Tish Stanfield, President of School Board
Trinity Christian Academy
Date: 10-28-2019

STATE OF TEXAS §
 §
COUNTY OF PARKER §

This instrument was sworn to, signed and acknowledged before me by Tish Stanfield, on this the 28th day of October, 2019.




Notary Public, State of Texas
My Commission Expires: 2-4-2020

"EXHIBIT A"

Being a 75.458 acre tract of land, situated in the J.M. Froman Survey, Abstract No. 471, and the I & G.N.R.R. Company Survey, Abstract No. 1821, being out of and a portion of that certain called 81.767 acre tract described in instrument to T.B.C.A. Inc., recorded under Clerk's File Number 201919818, Official Public Records, Parker County, Texas, (O.P.R.P.C.T.), said 75.458 acre tract being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set in the apparent easterly line of said J.M. Froman Survey, the apparent westerly line of said I & G.N.R.R. Company Survey, the apparent southwesterly right-of-way of E Bankhead Highway, (undefined width), for an easterly corner of said 81.767 acre tract, and the herein described 75.458 acre tract, from which a 6 inch wood fence post found for the apparent southeast corner of said J.M. Froman Survey bears, South 00°11'51" East, 1201.81 feet;

THENCE South 18°00'46" East, 290.82 feet, with the apparent southwesterly right-of-way of said E Bankhead Highway, the northeasterly line of said 81.767 acre tract, to a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for corner;

THENCE South 17°34'00" East, 118.94 feet, with the apparent southwesterly right-of-way of said E Bankhead Highway, the northeasterly line of said 81.767 acre tract, to a 6 inch wood fence corner post found for corner;

THENCE South 19°33'37" East, 67.52 feet, with the apparent southwesterly right-of-way of said E Bankhead Highway, the northeasterly line of said 81.767 acre tract, to a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for corner;

THENCE South 23°10'03" East, with the apparent southwesterly right-of-way of said E Bankhead Highway, the northeasterly line of said 81.767 acre tract, at 5.00 feet pass a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for reference, in all a total distance of 15.98 feet, to a point in the centerline of a creek, for the most northeasterly corner of that certain called 17.03 acre tract described in instrument to Lancelot Farm Enterprises, L.P., recorded under Clerk's File Number 201909310, of the Official Public Records, Parker County, Texas, (O.P.R.P.C.T.), being the easterly corner of said 81.767 acre tract, and being the most easterly corner of the herein described 75.458 acre tract;

THENCE with the centerline of said creek, the south line of said 81.767 acre tract, and the north and northwesterly line of said 17.03 acre tract, the following courses and distances:

- 1) South 71°56'02" West, 22.08 feet, to a point,
- 2) THENCE South 81°56'10" West, 66.54 feet, to a point,

- 3) THENCE North 80°41'15" West, 117.07 feet, to a point,
- 4) THENCE North 58°25'21" West, 24.91 feet, to a point,
- 5) THENCE North 26°41'37" West, 136.27 feet, to a point,
- 6) THENCE North 86°23'19" West, 26.81 feet, to a point,
- 7) THENCE South 24°21'57" West, 20.21 feet, to a point,
- 8) THENCE South 16°41'30" West, 31.75 feet, to a point,
- 9) THENCE South 35°47'53" West, 31.25 feet, to a point,
- 10) THENCE South 72°53'12" West, 29.28 feet, to a point,
- 11) THENCE South 28°08'00" West, 33.43 feet, to a point,
- 12) THENCE South 20°35'00" West, 23.62 feet, to a point,
- 13) THENCE South 20°29'10" East, 25.68 feet, to a point,
- 14) THENCE South 18°01'15" East, 17.91 feet, to a point,
- 15) THENCE South 23°52'09" West, 73.78 feet, to a point,
- 16) THENCE South 31°18'16" West, 28.21 feet, to a point,
- 17) THENCE North 75°12'40" West, 12.09 feet, to a point,
- 18) THENCE North 33°47'50" West, 25.77 feet, to a point,
- 19) THENCE North 70°55'38" West, 23.14 feet, to a point,
- 20) THENCE North 80°01'21" West, 30.84 feet, to a point,
- 21) THENCE North 69°32'04" West, 25.53 feet, to a point,
- 22) THENCE North 06°57'51" East, 21.68 feet, to a point,
- 23) THENCE North 65°34'53" West, 14.36 feet, to a point,
- 24) THENCE North 36°15'38" East, 32.31 feet, to a point,
- 25) THENCE North 01°04'27" West, 31.55 feet, to a point,
- 26) THENCE North 54°54'23" West, 24.44 feet, to a point,
- 27) THENCE North 49°25'50" West, 19.06 feet, to a point,
- 28) THENCE South 70°31'51" West, 41.31 feet, to a point,
- 29) THENCE North 88°53'02" West, 36.27 feet, to a point,
- 30) THENCE South 55°01'49" West, 28.29 feet, to a point,
- 31) THENCE South 34°50'37" West, 3.84 feet, to a point,
- 32) THENCE South 24°51'38" East, 27.23 feet, to a point,
- 33) THENCE South 49°51'27" East, 44.30 feet, to a point,
- 34) THENCE South 21°37'57" East, 24.96 feet, to a point,
- 35) THENCE South 08°18'18" East, 51.90 feet, to a point,
- 36) THENCE South 03°59'56" West, 59.00 feet, to a point,
- 37) THENCE South 70°11'50" West, 20.90 feet, to a point,
- 38) THENCE North 79°24'25" West, 58.00 feet, to a point,
- 39) THENCE North 85°43'40" West, 54.02 feet, to a point,
- 40) THENCE North 72°33'38" West, 22.45 feet, to a point,
- 41) THENCE North 16°23'12" West, 17.04 feet, to a point,
- 42) THENCE North 01°04'45" West, 26.29 feet, to a point,
- 43) THENCE North 46°07'20" West, 19.88 feet, to a point,
- 44) THENCE South 46°11'19" West, 41.50 feet, to a point,
- 45) THENCE South 37°39'08" West, 41.24 feet, to a point,
- 46) THENCE South 18°22'16" West, 48.63 feet, to a point,
- 47) THENCE South 29°03'23" East, 46.11 feet, to a point,
- 48) THENCE South 57°30'38" East, 30.90 feet, to a point,

49) THENCE North 86°16'33" East, 15.82 feet, to a point,
50) THENCE North 35°48'23" East, 16.92 feet, to a point,
51) THENCE North 60°16'08" East, 16.22 feet, to a point,
52) THENCE North 83°05'54" East, 21.53 feet, to a point,
53) THENCE South 72°36'08" East, 28.03 feet, to a point,
54) THENCE South 59°50'40" East, 33.21 feet, to a point,
55) THENCE South 16°30'44" East, 17.66 feet, to a point,
56) THENCE South 66°49'23" West, 46.62 feet, to a point,
57) THENCE South 12°09'12" West, 12.69 feet, to a point,
58) THENCE South 68°34'04" East, 31.74 feet, to a point,
59) THENCE South 69°35'25" West, 61.46 feet, to a point,
60) THENCE South 64°37'58" West, 43.08 feet, to a point,
61) THENCE South 75°47'51" West, 26.73 feet, to a point,
62) THENCE North 83°05'02" West, 28.35 feet, to a point,
63) THENCE North 58°54'02" West, 27.65 feet, to a point,
64) THENCE North 78°53'49" West, 45.41 feet, to a point,
65) THENCE South 04°18'51" East, 40.84 feet, to a point,
66) THENCE South 07°13'47" West, 26.29 feet, to a point,
67) THENCE South 13°39'11" West, 44.47 feet, to a point,
68) THENCE North 62°43'25" West, 29.86 feet, to a point,
69) THENCE North 82°39'20" West, 13.51 feet, to a point,
70) THENCE South 64°05'15" West, 11.03 feet, to a point,
71) THENCE North 42°41'44" West, 15.80 feet, to a point,
72) THENCE South 67°33'19" West, 59.55 feet, to a point,
73) THENCE South 31°42'58" West, 21.74 feet, to a point,
74) THENCE South 61°25'02" East, 22.09 feet, to a point,
75) THENCE South 13°14'50" East, 36.48 feet, to a point,
76) THENCE South 12°32'11" West, 30.89 feet, to a point,
77) THENCE South 45°25'51" West, 251.16 feet, to a point in the northerly line of a that certain tract described in instrument to Fred R. Cotten, recorded in Volume 140, Page 555, D.R.P.C.T., for the westerly corner of said 17.03 acre tract, and being the southerly southeast corner of said 81.767 acre tract and the herein described 75.458 acre tract;

THENCE South 89°28'11" West, with the southerly line of said 81.767 acre tract, the northerly line of said Cotten tract, at 50.00 feet pass a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for reference, at 558.25 feet pass a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for reference, in all a total distance of 588.25 feet, to a point in the centerline of the Clear Fork of the Trinity River, for the southwesterly corner of said 81.767 acre tract and the herein described 75.458 acre tract;

THENCE with the westerly line of said 81.767 acre tract, with the centerline of said Clear Fork of the Trinity River, the following courses and distances:

- 1) THENCE North 37°28'30" West, 11.90 feet, to a point,
- 2) THENCE North 10°42'15" West, 101.73 feet, to a point,

3) THENCE North 14°17'21" West, 94.14 feet, to a point,
4) THENCE North 30°00'48" West, 131.03 feet, to a point,
5) THENCE North 74°58'20" West, 155.58 feet, to a point,
6) THENCE North 16°00'52" East, 254.35 feet, to a point,
7) THENCE North 04°03'25" West, 164.93 feet, to a point,
8) THENCE North 49°48'28" West, 122.55 feet, to a point,
9) THENCE North 07°45'51" West, 192.98 feet, to a point,
10) THENCE North 28°18'07" East, 145.75 feet, to a point,
11) THENCE North 08°27'23" East, 107.89 feet, to a point,
12) THENCE North 21°28'48" West, 330.26 feet, to a point,
13) THENCE North 12°39'12" West, 305.63 feet, to a point for the northwesterly corner of said 81.767 acre tract and the herein described 75.458 acre tract;

THENCE North 52°46'57" East, leaving the centerline of said Clear Fork of the Trinity River, at 40.00 feet pass a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for reference, in all a total distance of 535.14 feet, to a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc.", set for a corner of said 81.767 acre tract and the herein described 75.458 acre tract;

THENCE North 55°49'46" East, 162.20 feet, with the northwesterly line of said 81.767 acre tract, to a point for the intersection of the northwesterly line of said 81.767 acre tract with the southwesterly line of the City of Willow Park City Limits;

THENCE South 70°37'30" East 1,235.79 feet, over and across said 81.767 acre tract, with the southwesterly line of said City of Willow Park City Limits, to a point for corner in the apparent southwesterly right-of-way of said E Bankhead Highway, for the intersection of the northeasterly line of said 81.767 acre tract with the southwesterly line of said City of Willow Park City Limits;

THENCE generally along a fence, with the apparent northeasterly line of said 81.767 acre tract, the apparent southwesterly right-of-way of said E Bankhead Highway, the following courses and distances:

1) THENCE South 28°11'04" East, 497.70 feet, to a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for corner,
2) THENCE South 25°10'19" East, 165.93 feet, to a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for corner,
3) THENCE South 24°55'33" East, 80.80 feet, to the POINT OF BEGINNING;

CONTAINING a computed area of 75.458 acres of land within this Field Note Description.

CITY OF WILLOW PARK, TEXAS

ORDINANCE 804-19

AN ORDINANCE ANNEXING THE HERINAFTER DESCRIBED TERRITORY TO THE CITY OF WILLOW PARK, PARKER COUNTY, TEXAS, AND EXTENDING THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID HERINAFTER DESCRIBED PROPERTY WITHIN SAID CITY LIMITS, AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY; AND ADOPTING A SERVICE PLAN.

WHEREAS, (§Chapter 43 of the Texas Local Government Code) and the City of Willow Park, Texas, an incorporated city, authorizes the annexation of territory, subject to the laws of this state.

WHEREAS, the procedures prescribed by the (Texas Local Government Code) and the City of Willow Park, Texas, and the laws of this state have been duly followed with respect to the following described territory, to wit:

EXHIBIT "A"

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

- 1. That the heretofore described property is hereby annexed to the City of Willow Park, Parker County, Texas, and that the boundary limits of the City of Willow Park be and the same are hereby extended to include the above described territory within the city limits of the City of Willow Park, and the same shall hereafter be included within the territorial limits of said city, and the inhabitants thereof shall hereafter be entitled to all rights and privileges of other citizens of the city of Willow Park and they shall be bound by the acts, ordinances, resolutions, and regulations of said city.**
- 2. A service plan for the area is hereby adopted and attached as Exhibit "B".**

The City Secretary is hereby directed to file with the County Clerk of Parker, Texas, a certified copy of this ordinance.

PASSED by an affirmative vote of all members of the City Council, this 10th, day of December, 2019.

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith TRMC, City Secretary

The Willow Park City Council in acting on Ordinance 804-19, did on the 10th day of December, 2019, vote as follows:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss, Mayor	_____	_____	_____
Eric Contreras, Place 1	_____	_____	_____
Amy Fennell, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____
Gary McKaughan, Place 5	_____	_____	_____

"EXHIBIT A"

Being a 75.458 acre tract of land, situated in the J.M. Froman Survey, Abstract No. 471, and the I & G.N.R.R. Company Survey, Abstract No. 1821, being out of and a portion of that certain called 81.767 acre tract described in instrument to T.B.C.A. Inc., recorded under Clerk's File Number 201919818, Official Public Records, Parker County, Texas, (O.P.R.P.C.T.), said 75.458 acre tract being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set in the apparent easterly line of said J.M. Froman Survey, the apparent westerly line of said I & G.N.R.R. Company Survey, the apparent southwesterly right-of-way of E Bankhead Highway, (undefined width), for an easterly corner of said 81.767 acre tract, and the herein described 75.458 acre tract, from which a 6 inch wood fence post found for the apparent southeast corner of said J.M. Froman Survey bears, South 00°11'51" East, 1201.81 feet;

THENCE South 18°00'46" East, 290.82 feet, with the apparent southwesterly right-of-way of said E Bankhead Highway, the northeasterly line of said 81.767 acre tract, to a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for corner;

THENCE South 17°34'00" East, 118.94 feet, with the apparent southwesterly right-of-way of said E Bankhead Highway, the northeasterly line of said 81.767 acre tract, to a 6 inch wood fence corner post found for corner;

THENCE South 19°33'37" East, 67.52 feet, with the apparent southwesterly right-of-way of said E Bankhead Highway, the northeasterly line of said 81.767 acre tract, to a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for corner;

THENCE South 23°10'03" East, with the apparent southwesterly right-of-way of said E Bankhead Highway, the northeasterly line of said 81.767 acre tract, at 5.00 feet pass a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for reference, in all a total distance of 15.98 feet, to a point in the centerline of a creek, for the most northeasterly corner of that certain called 17.03 acre tract described in instrument to Lancelot Farm Enterprises, L.P., recorded under Clerk's File Number 201909310, of the Official Public Records, Parker County, Texas, (O.P.R.P.C.T.), being the easterly corner of said 81.767 acre tract, and being the most easterly corner of the herein described 75.458 acre tract;

THENCE with the centerline of said creek, the south line of said 81.767 acre tract, and the north and northwesterly line of said 17.03 acre tract, the following courses and distances:

- 1) South 71°56'02" West, 22.08 feet, to a point,
- 2) THENCE South 81°56'10" West, 66.54 feet, to a point,

- 3) THENCE North 80°41'15" West, 117.07 feet, to a point,
- 4) THENCE North 58°25'21" West, 24.91 feet, to a point,
- 5) THENCE North 26°41'37" West, 136.27 feet, to a point,
- 6) THENCE North 86°23'19" West, 26.81 feet, to a point,
- 7) THENCE South 24°21'57" West, 20.21 feet, to a point,
- 8) THENCE South 16°41'30" West, 31.75 feet, to a point,
- 9) THENCE South 35°47'53" West, 31.25 feet, to a point,
- 10) THENCE South 72°53'12" West, 29.28 feet, to a point,
- 11) THENCE South 28°08'00" West, 33.43 feet, to a point,
- 12) THENCE South 20°35'00" West, 23.62 feet, to a point,
- 13) THENCE South 20°29'10" East, 25.68 feet, to a point,
- 14) THENCE South 18°01'15" East, 17.91 feet, to a point,
- 15) THENCE South 23°52'09" West, 73.78 feet, to a point,
- 16) THENCE South 31°18'16" West, 28.21 feet, to a point,
- 17) THENCE North 75°12'40" West, 12.09 feet, to a point,
- 18) THENCE North 33°47'50" West, 25.77 feet, to a point,
- 19) THENCE North 70°55'38" West, 23.14 feet, to a point,
- 20) THENCE North 80°01'21" West, 30.84 feet, to a point,
- 21) THENCE North 69°32'04" West, 25.53 feet, to a point,
- 22) THENCE North 06°57'51" East, 21.68 feet, to a point,
- 23) THENCE North 65°34'53" West, 14.36 feet, to a point,
- 24) THENCE North 36°15'38" East, 32.31 feet, to a point,
- 25) THENCE North 01°04'27" West, 31.55 feet, to a point,
- 26) THENCE North 54°54'23" West, 24.44 feet, to a point,
- 27) THENCE North 49°25'50" West, 19.06 feet, to a point,
- 28) THENCE South 70°31'51" West, 41.31 feet, to a point,
- 29) THENCE North 88°53'02" West, 36.27 feet, to a point,
- 30) THENCE South 55°01'49" West, 28.29 feet, to a point,
- 31) THENCE South 34°50'37" West, 3.84 feet, to a point,
- 32) THENCE South 24°51'38" East, 27.23 feet, to a point,
- 33) THENCE South 49°51'27" East, 44.30 feet, to a point,
- 34) THENCE South 21°37'57" East, 24.96 feet, to a point,
- 35) THENCE South 08°18'18" East, 51.90 feet, to a point,
- 36) THENCE South 03°59'56" West, 59.00 feet, to a point,
- 37) THENCE South 70°11'50" West, 20.90 feet, to a point,
- 38) THENCE North 79°24'25" West, 58.00 feet, to a point,
- 39) THENCE North 85°43'40" West, 54.02 feet, to a point,
- 40) THENCE North 72°33'38" West, 22.45 feet, to a point,
- 41) THENCE North 16°23'12" West, 17.04 feet, to a point,
- 42) THENCE North 01°04'45" West, 26.29 feet, to a point,
- 43) THENCE North 46°07'20" West, 19.88 feet, to a point,
- 44) THENCE South 46°11'19" West, 41.50 feet, to a point,
- 45) THENCE South 37°39'08" West, 41.24 feet, to a point,
- 46) THENCE South 18°22'16" West, 48.63 feet, to a point,
- 47) THENCE South 29°03'23" East, 46.11 feet, to a point,
- 48) THENCE South 57°30'38" East, 30.90 feet, to a point,

49) THENCE North 86°16'33" East, 15.82 feet, to a point,
50) THENCE North 35°48'23" East, 16.92 feet, to a point,
51) THENCE North 60°16'08" East, 16.22 feet, to a point,
52) THENCE North 83°05'54" East, 21.53 feet, to a point,
53) THENCE South 72°36'08" East, 28.03 feet, to a point,
54) THENCE South 59°50'40" East, 33.21 feet, to a point,
55) THENCE South 16°30'44" East, 17.66 feet, to a point,
56) THENCE South 66°49'23" West, 46.62 feet, to a point,
57) THENCE South 12°09'12" West, 12.69 feet, to a point,
58) THENCE South 68°34'04" East, 31.74 feet, to a point,
59) THENCE South 69°35'25" West, 61.46 feet, to a point,
60) THENCE South 64°37'58" West, 43.08 feet, to a point,
61) THENCE South 75°47'51" West, 26.73 feet, to a point,
62) THENCE North 83°05'02" West, 28.35 feet, to a point,
63) THENCE North 58°54'02" West, 27.65 feet, to a point,
64) THENCE North 78°53'49" West, 45.41 feet, to a point,
65) THENCE South 04°18'51" East, 40.84 feet, to a point,
66) THENCE South 07°13'47" West, 26.29 feet, to a point,
67) THENCE South 13°39'11" West, 44.47 feet, to a point,
68) THENCE North 62°43'25" West, 29.86 feet, to a point,
69) THENCE North 82°39'20" West, 13.51 feet, to a point,
70) THENCE South 64°05'15" West, 11.03 feet, to a point,
71) THENCE North 42°41'44" West, 15.80 feet, to a point,
72) THENCE South 67°33'19" West, 59.55 feet, to a point,
73) THENCE South 31°42'58" West, 21.74 feet, to a point,
74) THENCE South 61°25'02" East, 22.09 feet, to a point,
75) THENCE South 13°14'50" East, 36.48 feet, to a point,
76) THENCE South 12°32'11" West, 30.89 feet, to a point,
77) THENCE South 45°25'51" West, 251.16 feet, to a point in the northerly line of a that certain tract described in instrument to Fred R. Cotten, recorded in Volume 140, Page 555, D.R.P.C.T., for the westerly corner of said 17.03 acre tract, and being the southerly southeast corner of said 81.767 acre tract and the herein described 75.458 acre tract;

THENCE South 89°28'11" West, with the southerly line of said 81.767 acre tract, the northerly line of said Cotten tract, at 50.00 feet pass a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for reference, at 558.25 feet pass a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for reference, in all a total distance of 588.25 feet, to a point in the centerline of the Clear Fork of the Trinity River, for the southwest corner of said 81.767 acre tract and the herein described 75.458 acre tract;

THENCE with the westerly line of said 81.767 acre tract, with the centerline of said Clear Fork of the Trinity River, the following courses and distances:

- 1) THENCE North 37°28'30" West, 11.90 feet, to a point,
- 2) THENCE North 10°42'15" West, 101.73 feet, to a point,

3) THENCE North 14°17'21" West, 94.14 feet, to a point,
4) THENCE North 30°00'48" West, 131.03 feet, to a point,
5) THENCE North 74°58'20" West, 155.58 feet, to a point,
6) THENCE North 16°00'52" East, 254.35 feet, to a point,
7) THENCE North 04°03'25" West, 164.93 feet, to a point,
8) THENCE North 49°48'28" West, 122.55 feet, to a point,
9) THENCE North 07°45'51" West, 192.98 feet, to a point,
10) THENCE North 28°18'07" East, 145.75 feet, to a point,
11) THENCE North 08°27'23" East, 107.89 feet, to a point,
12) THENCE North 21°28'48" West, 330.26 feet, to a point,
13) THENCE North 12°39'12" West, 305.63 feet, to a point for the northwesterly corner of said 81.767 acre tract and the herein described 75.458 acre tract;

THENCE North 52°46'57" East, leaving the centerline of said Clear Fork of the Trinity River, at 40.00 feet pass a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for reference, in all a total distance of 535.14 feet, to a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc.", set for a corner of said 81.767 acre tract and the herein described 75.458 acre tract;

THENCE North 55°49'46" East, 162.20 feet, with the northwesterly line of said 81.767 acre tract, to a point for the intersection of the northwesterly line of said 81.767 acre tract with the southwesterly line of the City of Willow Park City Limits;

THENCE South 70°37'30" East 1,235.79 feet, over and across said 81.767 acre tract, with the southwesterly line of said City of Willow Park City Limits, to a point for corner in the apparent southwesterly right-of-way of said E Bankhead Highway, for the intersection of the northeasterly line of said 81.767 acre tract with the southwesterly line of said City of Willow Park City Limits;

THENCE generally along a fence, with the apparent northeasterly line of said 81.767 acre tract, the apparent southwesterly right-of-way of said E Bankhead Highway, the following courses and distances:

1) THENCE South 28°11'04" East, 497.70 feet, to a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for corner,
2) THENCE South 25°10'19" East, 165.93 feet, to a 1/2 inch iron rod with cap stamped "Texas Surveying, Inc." set for corner,
3) THENCE South 24°55'33" East, 80.80 feet, to the POINT OF BEGINNING;

CONTAINING a computed area of 75.458 acres of land within this Field Note Description.

EXHIBIT "B"

TRINITY CHRISTIAN ACADEMY ANNEXATION

MUNICIPAL SERVICE PLAN

FIRE

Existing Services: Parker County Emergency Services District 1

Services to be Provided: Fire suppression will be available to the area upon annexation. Primary fire response will be provided by City of Willow Park Fire Department Fire Station No. 1, located at 101 Stagecoach Trail. Adequate fire suppression activities can be afforded to the annexed area within current budget appropriation. Fire prevention activities will be provided by the Fire Marshall's office.

POLICE

Services to be Provided: Currently, the area is under the jurisdiction of the Parker County Sheriff's Office. Upon annexation, the City of Willow Park Police Department will extend regular and routine patrols to the area. It is anticipated that the implementation of police patrol activities can be effectively accommodated within the current budget and staff appropriation.

BUILDING INSPECTION

Existing Services: None

Services to be Provided: The Building Inspection Department will provide Code Compliance Services upon annexation. This includes issuing building, electrical, mechanical and plumbing permits for any new construction and remodeling, and enforcing all other applicable codes which regulated building construction within the City of Willow Park.

PLANNING AND ZONING

Existing Services: None

Services to be Provided: The Planning and Zoning Department's responsibility for regulating development and land use through the administration of the City of Willow Park Zoning Ordinance will extend to this area on the effective date of the annexation. The property will also continue to be regulated under the requirements of the City of Willow Park Subdivision Ordinance. These services can be provided within the department's current budget and staff appropriation.

HEALTH CODE ENFORCEMENT SERVICE

Services to be Provided: The City of Willow Park will implement the enforcement of the City's health ordinances and regulations on the effective date of the annexation. Such services can be provided with current personnel and within the current budget appropriation.

STREET

Existing Services: County Street Maintenance

Services to be Provided: Maintenance to the streets will be provided by the City of Willow Park on the effective date of the annexation. This service can be provided within the current budget appropriation.

STORM WATER MANAGEMENT

Services to be Provided: Developers will provide storm water drainage improvements at their own expense and will be inspected by the City Engineers at the time of completion. The City will then maintain the drainage improvements, upon approval, and acceptance.

STREET LIGHTING

Services to be Provided: The City of Willow Park will coordinate any request for improved street lighting within the local electric provider in accordance with standard policy.

TRAFFIC ENGINEERING

Services to be Provided: The City of Willow Park Public Works Department will provide, after the effective date of annexation, any additional traffic control devices.

WATER SERVICE

Services to be Provided: Water service to the area will be provided in accordance with applicable codes and departmental policy. When property develops in the area, water service shall be provided in accordance with utility extension ordinances. Extension of service shall comply with City codes and ordinances.

SANITARY SEWER SERVICE

Services to be Provided: Sanitary sewer service to the area will be provided in accordance with applicable codes and departmental policy. When property develops in the area, sanitary sewer service shall be provided in accordance with utility extension ordinances. Extension of service shall comply with City codes and ordinances.

SOLID WASTE SERVICES

Services to be Provided: Solid Waste Collection shall be provided to the area upon annexation in accordance with the present ordinance. Service shall comply with existing City policies, beginning with occupancy of structures.

MISCELLANEOUS

All other applicable municipal services will be provided to the area in accordance with the City of Willow Park's established policies governing extension of municipal services to newly annexed areas.

Tish Stanfield

Tish Stanfield, President of School Board
Trinity Christian Academy

Date: 11/19/2019

STATE OF TEXAS §

§

COUNTY OF PARKER §

This instrument was sworn to, signed and acknowledged before me by Tish Stanfield, on this the 19 day of November, 2019.

Buck Mendenhall

Notary Public, State of Texas

My Commission Expires: 7-14-20



Doyle Moss, Mayor
City of Willow Park, Texas

Date: _____

STATE OF TEXAS §

§

COUNTY OF PARKER §

This instrument was sworn to, signed and acknowledged before me by Doyle Moss, on this the ___ day of November, 2019.

Notary Public, State of Texas

My Commission Expires: _____



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: December 10, 2019	Department: Development Services	Presented By: Betty Chew
---	--	------------------------------------

AGENDA ITEM: 3

PUBLIC HEARING to consider and act on a request to rezone from PD/R-1 Planned Development/Single Family Residential to C Commercial District, 7.587 acres, David Addington Survey, Abstract No. 21, City of Willow Park, Parker County, Texas, located at 204 Clear Fork Circle.

BACKGROUND:

This property is located in Planning Ara 5 as identified in the City's Comprehensive Plan. Planning Area 5 is the southern sector of Willow Park. The area is largely vacant with the exception of a large-lot residential subdivision on the western side and a manufactured home park on the eastern side. The Clear For of the Trinity River crosses the area.

The 15 acre tract of land to the east was rezoned to C Commercial District June 12, 2018. The properties to the north and west are large lot single family residences.

Notice of Public Hearing was published.

STAFF/BOARD/COMMISSION RECOMMENDATION:

The Comprehensive Plans Future Land Use projects "Residential Estates".

The Planning and Zoning Commission recommends rezoning the property to Commercial District.

If the City Council concurs with the Commission recommendation you will need to adopt Ordinance No. 805-19.

EXHIBITS:

Zoning Application
Future Land Use Map
Zoning Map
Ordinance 805-19

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



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

ZONING CHANGE REQUIREMENTS

Name of Applicant: Jim Martin

Mailing Address: PO Box 1840 Aledo TX 76087
Street City State Zip

Phone: 817 538 6846 Fax: _____ Email: jim@martinlandsabs.com

Property Owner: Ada Bond

Mailing Address: 204 Clear Fork Circle Willow Park TX 76087
Street City State Zip

Phone: (505) 235-2030 Fax: _____ Email: _____

Location of property requesting to be re-zoned: 204 Clear Fork Circle, Willow Park

Intended Use of property: _____

Current Zoning District: PD/R-1 Plan Development

Requested Zoning District: C Commercial

Specific reason for zoning request: Due to recent zoning changes in the property directly to the east, this property would be better suited for commercial

FEES: \$150 (Residential)
\$180 (Non-Residential)

Additional fees (if applicable): _____

Additional fees (if applicable): _____

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

SIGNATURE OF OWNER

DATE

SIGNATURE OF APPLICANT

DATE

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

This checklist is provided to assist you in addressing the requirements for a Zoning Change request. An application is incomplete unless all applicable information noted below is submitted to the City of Willow Park Building Official. Please indicate that all information is included on the application by initialing in the box to the left of the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate with "N/A" next in the box. Return this completed form at the time of your application submittal.

Applicant: Please complete the following

ITEM	INITIAL	ZONING CHANGE REQUIREMENTS	For Office Use Only		
			N/A	COMPLETE	MISSING
1	JM	Site boundary is indicated by a heavy solid line, dimensioned with bearings and distances, and distance to the nearest cross street.			
2	JM	Site location/vicinity map clearly showing the location of the subject		✓	
3	JM	A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.		✓	
4	JM	A written and bar scale is provided. 1" = 200' unless previously approved by staff		✓	
5	JM	Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.		✓	
6	JM	Adjacent property lines within 200 feet of the subject property.		✓	
7	JM	Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped etc.) within 200 feet of the property line is indicated.		✓	
8	JM	Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.		✓	
9	JM	Does the request conform to the proposed future land use in the city's Comprehensive Plan	✓		

LIST PROVIDED
NO

Adjacent Property
R-1 Residential

WILLOW SPRINGS,
AN ADDITION TO THE CITY OF WILLOW PARK
BLOCK 2
VOL 362A PG. 23
P.R.P.C.T.

NEWBURG ENTERPRISES, LLC.
TRACT 3
201523733
O.P.R.P.C.T.

Subject Property: 7.587 Acres

Current Zoning PD/R-1
Planned Development
Single Family
Residential

DAVID ADDINGTON SURVEY,
Abstract No. 21

NEWBURG ENTERPRISES, LLC.
TRACT 2
201523733
O.P.R.P.C.T.

1.565
ACRES

NEWBURG ENTERPRISES, LLC.
TRACT 1
201523733
O.P.R.P.C.T.

CLEAR FORK CIRCLE
R.O.V. VARNES - ASPHALT PAVEMENT

LEGAL DESCRIPTION:

1.565 acres situated in the DAVID ADDINGTON SURVEY, Abstract No. 21 in Parker County, Texas and being that certain tract known as Tract 2, described in deed to Newburg Enterprises, Ltd., recorded in 201523733, Official Public Records, Parker County, Texas, said 1.565 acres being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2" iron found at the southwest corner of that certain tract known as Tract 2, described in deed to Newburg Enterprises, Ltd., recorded in 201523733, Official Public Records, Parker County, Texas, and the northwest corner of that certain tract known as Tract 1, described in deed to Newburg Enterprises, Ltd., recorded in 201523733, Official Public Records, Parker County, Texas, and in the east line of WILLOW SPRINGS, an Addition to the City of Willow Park, Parker County, Texas according to Volume 362A, Page 23, Plat Records, Parker County, Texas and being North 00 degrees 58 minutes 22 seconds East, 169.80 feet from the southeast corner of Lot 5, said WILLOW SPRINGS:

THENCE North 01 degrees 02 minutes 48 seconds East, along the common line of said Newburg Enterprises, Ltd., Tract 2 and said WILLOW SPRINGS, 127.40 feet to a point from which a cross tie fence post bears S.77°17'58"E., 0.76' at the southwest corner of Newburg Enterprises, Ltd., Tract 3 and the northwest corner of said Newburg Enterprises, Ltd., Tract 2;

THENCE North 80 degrees 48 minutes 09 seconds East, along the common line of said Newburg Enterprises, Ltd., Tract 2 and Tract 3, 549.97 feet to a capped "Stevens Surveying" 1/2" iron set in the west line of Clear Fork Circle;

THENCE South 06 degrees 36 minutes 57 seconds West, along the west line of said Clear Fork Circle, 130.47 feet to a 1/2" iron found at the southeast corner of said Newburg Enterprises, Ltd., Tract 2 and the northeast corner of said Newburg Enterprises, Ltd., Tract 1;

THENCE South 80 degrees 49 minutes 11 seconds West, along the common line of said Newburg Enterprises, Ltd., Tract 1 and Tract 2, 520.00 feet to the POINT OF BEGINNING and containing 1.565 acres of land.

Property across the street to the East:
C Commercial



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

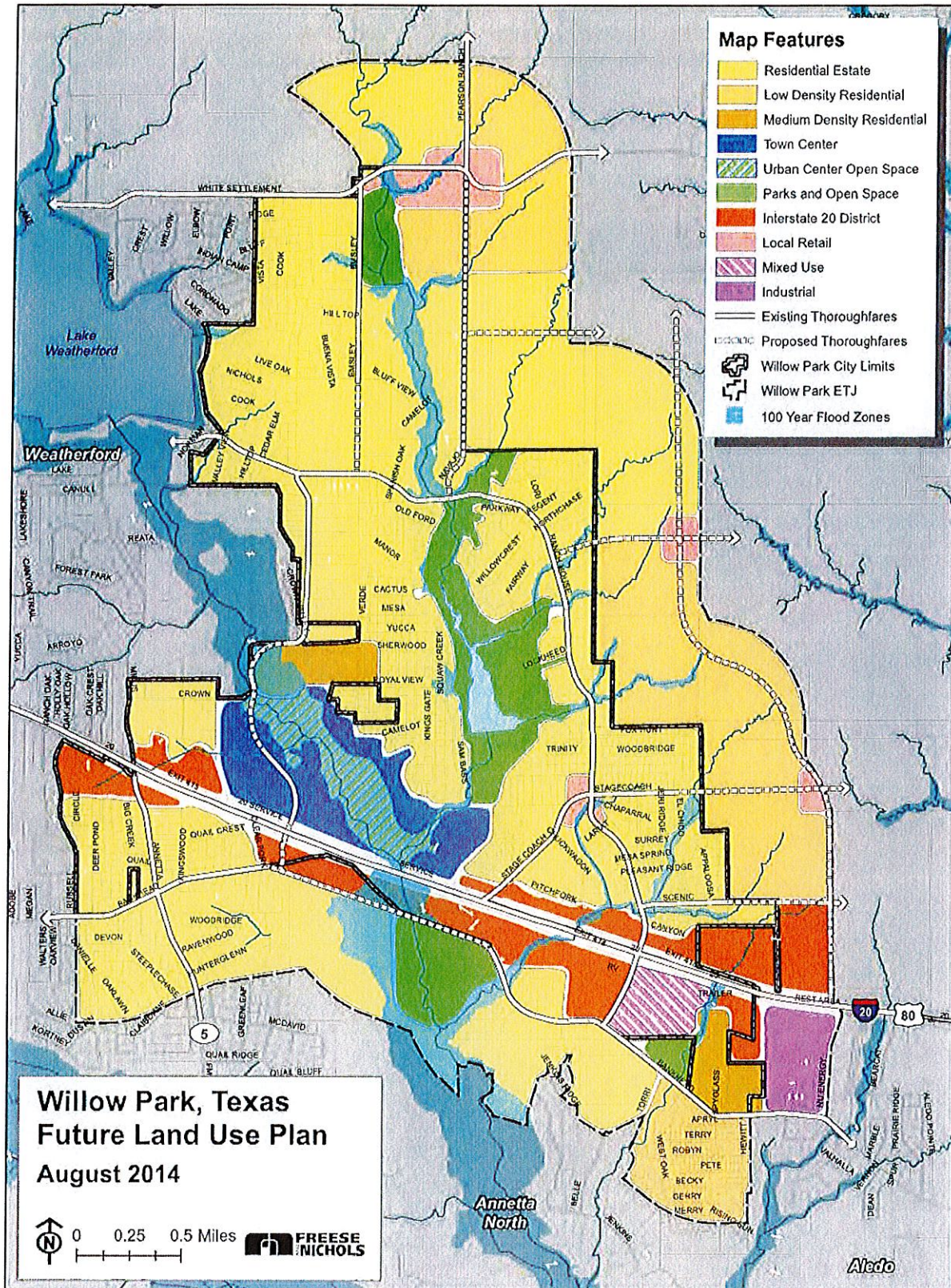
ANDREW E. STEVENS
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 5395

Survey Plat
1.565 Acres situated in the
DAVID ADDINGTON SURVEY,
Abst. No. 21
Parker County, Texas.

STEVENS LAND SURVEYING, PLLC
P.O. BOX 26951
FORT WORTH, TEXAS 76126
817-696-9775
FIRM REGISTRATION #10194023

FASTevens Surviving 2014 Midlife on David Survey A-21 NCT01565446 10/22/2010 7:50:33 AM

Future Land Use Map



CITY OF WILLOW PARK ZONING MAP OCTOBER 2019



**JACOB
MARTIN**

3465 CUNY LANE
SUITE 200
252-685-1070
1508 SANTA FE DR. STE 200
WATERFORD, TX 76086
517-344-9880

1" = 1000'

ZONING DESCRIPTION LEGEND

	R-1 = SINGLE FAMILY RESIDENTIAL
	R-1/S = SINGLE FAMILY RESIDENTIAL W/ SENIOR
	R-2 = SINGLE FAMILY RESIDENTIAL DUPLEX
	R-3 = MULTI-FAMILY RESIDENTIAL
	R-5 = SINGLE FAMILY RESIDENTIAL, HIGH-DENSITY
	AG = AGRICULTURE
	C = COMMERCIAL
	U = LIGHT INDUSTRIAL
	LR = LOCAL RETAIL
	O = OFFICE
	PD/R-1 = PLAN DEVELOPMENT, SINGLE FAMILY RESIDENTIAL
	PD/R-3 = PLAN DEVELOPMENT, MULTI-FAMILY RESIDENTIAL
	PD/SWP = PLAN DEVELOPMENT, THE SHOPS AT WILLOW PARK
	PD/SCP = PLAN DEVELOPMENT, THE SHOPS AT CROWN POINT
	PD/TC = PLAN DEVELOPMENT, TRINITY CHRISTIAN ACADEMY
	PD/WIP = PLAN DEVELOPMENT, VILLAGES AT WILLOW PARK
	PD/SIC = PLAN DEVELOPMENT, SENIOR LIVING COMMUNITY
	IH-20 00 = INTERSTATE HIGHWAY 20 OVERLAY DISTRICT

UPDATED PER ORDINANCE 793-19 07/09/2019
UPDATED PER ORDINANCE 797-19 08/27/2019
UPDATED PER ORDINANCE 800-19 10/08/2019
UPDATED PER ORDINANCE 801-19 10/08/2019

THE CITY OF WILLOW PARK MAKES EVERY EFFORT TO ENSURE THIS MAP IS FREE OF ERRORS, BUT DOES NOT WARRANT THE MAP OR ITS FEATURES.

Address List 2019.1119

Flaherty, Kylie E & Christi D
6951 E Bankhead Hwy
Willow Park, TX 76008

Malcom Cisneros/Trust Corps
17100 Gillette Avenue
Irvine, CA 92614

Farnham, Robert E Etux
4812 Misty Meadow Dr
Willow Park, TX 76087

Bourne, Kelly
Bourne Family Irrevocable Trust
4826 I 20 E
Willow Park, TX 76087

Stovall, Larry D & Rhonda K
4816 Misty Meadow Dr
Willow Park, TX 76087

Couser, Peter T & Amy C
4820 Misty Meadow Dr
Willow Park, TX 76087

Williams, Joan Kay
4824 Misty Meadow Dr
Willow Park, TX 76087

Schilling, Gaylon Neil
4828 Quail Crest Dr
Willow Park, TX 76087

Rendorth, James D II & Mollie L
4832 Quail Crest Dr
Willow Park, TX 76087

Marlyf
11/05/2019

CITY OF WILLOW PARK, TEXAS

ORDINANCE 805-19

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, PROVIDING FOR A CHANGE IN ZONING TO C COMMERCIAL DISTRICT CLASSIFICATION AND USE DESIGNATION FOR THAT CERTAIN 7.587 ACRES OF LAND LOCATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 21, IN PARKER COUNTY AND THE CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A PENALTY; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Willow Park, Texas is a Type A general law municipality located in Parker County, created in accordance with the provisions of Chapter 21 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, Ada Bond (owner) has applied for a change in zoning for that certain 7.587-acre tract of land, more fully described by metes and bounds in “Exhibit A”, attached hereto, from “PD/R1” Planned Development/Single Family Residential District zoning classification and use designation to “C” Commercial District; and,

WHEREAS, The City has complied with all requirements of Chapter 21 of the Local Government Code and all other laws dealing with notice, publication and procedural requirements for the rezoning of the Property; and,

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

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

SECTION 1. LAND USE PERMITTED

The zoning district classification and use designation of the property described in Exhibit “A” is hereby changed from “PD/R1” Planned Development/Single Family Residential District to “C” Commercial District classification use.

SECTION 2. REPEAL OF CONFLICTING ORDINANCES

All Ordinances in conflict herewith be and the same are hereby repealed to the extent of such conflict.

SECTION 3. SEVERABILITY

The provisions of this Ordinance are severable, and if any part or provision hereof shall be adjudged invalid by any court of competent jurisdiction, such adjudication shall not affect or impair any of the remaining parts or provisions hereof.

SECTION 4. EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its adoption by the City Council of the City of Willow Park and publication as required by law, and it is so ordained.

**PASSED AND APPROVED by the City Council of the City of Willow Park, Texas, this
10th, day of December, 2019.**

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith TRMC, City Secretary

The Willow Park City Council is acting on Ordinance No. 805-19, did on the 10th day of December 2019 vote as follows:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss	_____	_____	_____
Eric Contreras, Place 1	_____	_____	_____
Amy Fennell, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____
Gary McKaughan, Place 5	_____	_____	_____

EXHIBIT "A"

File Number: 2025-218065-RU

TRACT 1:

2.020 acres situated in the DAVID ADDINGTON SURVEY, Abstract No. 21 in Parker County, Texas and being that certain tract known as Tract 1, described in deed to Newburg Enterprises, Ltd., recorded in 201523733, Official Public Records, Parker County, Texas, said 2.020 acres being more particularly described by metes and bounds as follows:

BEGINNING at a 3/8" iron found in the north line of Old Bankhead Highway, at the southwest corner of said Newburg Enterprises, Ltd., Tract 1 and the southeast corner of Lot 5, Block 2 WILLOW SPRINGS, an addition to the City of Willow Park, Parker County, Texas according to the plat recorded in Volume 362A, Page 23, Plat Records, Parker County, Texas;

THENCE North 00 degrees 58 minutes 22 seconds East, along the common line of said Newburg Enterprises, Ltd., Tract 1 and said WILLOW SPRINGS, 169.80 feet to a capped "Stevens Surveying" 1/2" iron set at the northwest corner of said Newburg Enterprises, Ltd., Tract 1 and the southwest corner of Newburg Enterprises, Ltd., Tract 2;

THENCE North 80 degrees 49 minutes 11 seconds East, along the common line of said Newburg Enterprises, Ltd., Tract 1 and Tract 2, 537.07 feet to a 1/2" iron found in the west line of Clear Fork Circle;

THENCE South 06 degrees 38 minutes 10 seconds West, along the west line of said Clear Fork Circle, 172.47 feet to a capped "Crossway" 5/8" iron found in the north line of said Bankhead Highway;

THENCE South 80 degrees 41 minutes 16 seconds West along the north line of said Bankhead Highway, 520.00 feet to the POINT OF BEGINNING and containing 2.020 acres of land.

TRACT 2:

1.565 acres situated in the DAVID ADDINGTON SURVEY, Abstract No. 21 in Parker County, Texas and being that certain tract known as Tract 2, described in deed to Newburg Enterprises, Ltd., recorded in 201523733, Official Public Records, Parker County, Texas, said 1.565 acres being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2" iron found at the southwest corner of that certain tract known as Tract 2, described in deed to Newburg Enterprises, Ltd., recorded in 201523733, Official Public Records, Parker County, Texas, and the northwest corner of that certain tract known as Tract 1, described in deed to Newburg Enterprises, Ltd., recorded in 201523733, Official Public Records, Parker County, Texas, and in the east line of WILLOW SPRINGS, an Addition to the City of Willow Park, Parker County, Texas according to Volume 362A, Page 23, Plat Records, Parker County, Texas and being North 00 degrees 58 minutes 22 seconds East, 169.80 feet from the southeast corner of Lot 5, said WILLOW SPRINGS;

THENCE North 01 degrees 02 minutes 48 seconds East, along the common line of said Newburg Enterprises, Ltd., Tract 2 and said WILLOW SPRINGS, 127.40 feet to a capped "Stevens Surveying" 1/2" iron set at the southwest corner of Newburg Enterprises, Ltd., Tract 3 and the northwest corner of said Newburg Enterprises, Ltd., Tract 2:

THENCE North 80 degrees 48 minutes 09 seconds East, along the common line of said Newburg Enterprises, Ltd., Tract 2 and Tract 3, 549.97 feet to a capped "Stevens Surveying" 1/2" iron set in the west line of Clear Fork Circle;

THENCE South 06 degrees 36 minutes 57 seconds West, along the west line of said Clear Fork Circle, 130.47 feet to a 1/2" iron found at the southeast corner of said Newburg Enterprises, Ltd., Tract 2 and the northeast corner of said Newburg Enterprises, Ltd., Tract 1;

THENCE South 80 degrees 49 minutes 11 seconds West, along the common line of said Newburg Enterprises, Ltd., Tract 1 and Tract 2, 520.00 feet to the POINT OF BEGINNING and containing 1.565 acres of land.

Tract 3:

4.002 acres situated in the DAVID ADDINGTON SURVEY, Abstract No. 21 in Parker County, Texas and being that certain tract known as Tract 3, described in deed to Newburg Enterprises, Ltd., recorded in 201523733, Official Public Records, Parker County, Texas, said 4.002 acres being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2" iron found at the southeast corner of Lot 15, Block 2, of WILLOW SPRINGS, an Addition to the City of Willow Park, Parker County, Texas according to Volume 362A, Page 23, Plat Records, Parker County, Texas and in the west line of Clear Fork Circle;

THENCE along said west line of Clear Fork Circle, as follows:

S 18°49'29" E, 68.47 feet to a 1/2" iron found;
S 16°06'40" E, 61.60 feet to a 1/2" iron found;
S 00°59'41" E, 65.17 feet to a 1/2" iron found;
S 05°01'18" W, 129.20 feet to a capped "Stevens Surveying" 1/2" iron found at the northeast corner of that certain tract described in deed to that certain tract known as Newburg Enterprises, Ltd., Tract 2;

THENCE S 80°48'09" W, along the common line of said Newburg Enterprises, Ltd. Tract 3 and Newburg Enterprises, Ltd. Tract 2, 549.97 feet to a capped "Stevens Surveying" 1/2" iron set at the southwest corner of said Newburg Enterprises Ltd. Tract 3 and the northwest corner of said Newburg Enterprises, Ltd. Tract 2 and being in the east line of Lot 11, Block 2, of said WILLOW SPRINGS;

THENCE N 00°49'04" E, along the common line of said Newburg Enterprises, Ltd., Tract 3 and said WILLOW SPRINGS, 322.08 feet to a capped "Crossway" 5/8" iron found at the northwest corner of said Newburg Enterprises, Ltd., Tract 3 and the southwest corner of Lot 13, Block 2 of said WILLOW SPRINGS;

THENCE N 80°39'57" E, along the common line of said Newburg Enterprises, Ltd. Tract 3 and said WILLOW SPRINGS, 516.13 feet to the POINT OF BEGINNING and containing 4.002 acres of land.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date:
December 10, 2019

Department:
Development Services

Presented By:
Betty Chew

AGENDA ITEM: 4

To consider and act on a revised Site Plan for “Veranda Village”, an Assisted Living Center located on Lot 4R-2R, Block A, Crown Pointe Addition, Phase2. The property is located at 171 J.D. Towles Drive.

BACKGROUND:

The property is zoned C “Commercial District”. This property is located in Planning Area 3, as identified in the City’s Comprehensive Plan. Planning Area 3 is situated along and adjacent to Interstate 20. This area includes medical facilities as well as commercial and retail use. This property is north of Texas Health Hospital and adjacent to and west of other medical offices. Willow Park Rehabilitation Center and Clear Fork Assisted Living Center are located on Crown Pointe Blvd.

The 4.02 acre lot will be developed with a 64 unit assisted living center. The assisted living center will have four buildings with 16 living units in each building. Building “A” will also include a 3,075 square foot club house for use by the residents. The property will be developed in phases. Phase 1 will include construction of the three (16 unit) assisted living center buildings including the club house.

The lot is accessed from J.D. Towels Drive, a 60 foot collector street. Alternate ingress and egress will be from a 24 foot access easement on the south side of the property to Crown Pointe Blvd. There are 24 foot fire lanes proposed around the property to provide emergency access to all buildings and the property.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Site Plan for Lot 4R-2R, Block A, Crown Pointe Addition Phase 2.

The Planning and Zoning Commission recommends approval of the revised Site Plan as presented. The vote was unanimous.

EXHIBITS:

Site Plan
Landscape Plan
Elevation Drawings

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



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: VERANDA VILLAGE ASSISTED LIVING	
() Residential		(X) Commercial	
Valuation: \$ (round up to nearest whole dollar)		Project Address (or description): LOT 4R-2R CROWN POINTE ADDITION PH 2	
Brief Description of the Project: 4.02 ACRES INCLUDING 4 BUILDINGS, PARKING AND EMERGENCY ACCESS			
Existing zoning: COMMERCIAL		# of Existing Lots (plats only): 1	
Proposed zoning: COMMERCIAL		# of Proposed Lots (plats only): 1	
Applicant/Contact Information (this will be the primary contact)			
Name: CHARLES F. STARK, PE		Mailing Address: 6221 SOUTHWEST BLVD, #100, FW, 76132	
Company: BARRON STARK ENGINEERS, LP			
Primary Phone: 817-296-9550		E-mail: chucks@barronstark.com	
Property Owner Information (if different than above)			
Name: JIM MARTIN		Mailing Address: PO BOX 1840, WILLOW PARK, TX 76008	
Company: WILLOW PARK SERVICES, LLC			
Primary Phone: 817-441-2102		E-mail:	
Other Phone:		Fax:	
() Developer / (X) Engineer / () Surveyor Information (if applicable)			
Name: CHARLES F. STARK, PE		Mailing Address: 6221 SOUTHWEST BLVD, #100, FW, 76132	
Company: BARRON STARK ENGINEERS, LP			
Primary Phone: 817-296-9550		E-mail: chucks@barronstark.com	
Other Phone: 817-231-8141		Fax: 817-231-8144	
For City Use Only			
Project Number:		Permit Fee:	
Submittal Date:		Plan Review Fee:	
Accepted By:		Total Fee: 150.00	
Receipt #:		Method of Payment: CASH	

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: 11/11/2019



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	CB	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.		✓	
2	CB	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.		✓	
3	CB	A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.		✓	
4	CB	A written and bar scale is provided. 1"=200' unless previously approved by staff		✓	
5	CB	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.		✓	
6	NA	Tree masses are clouded with accurate canopy widths shown to determine critical root zone where located within close proximity to existing or proposed pavement.	✓		
7	NA	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.	✓		
8	ON RENS	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.		✓	
9	CB	Accurately located, labeled and dimensioned footprint of proposed structure(s).		✓	
10	CB	Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.	✓		
11	NA	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.	✓		
12	CB	Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.		✓	
13	CB	Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.		✓	
14	CB	Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped etc.) within 200 feet of the property line is indicated.		✓	
15	CB	Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.		✓	
16	NA	Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.	✓		
17	CB	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.		✓	



City of Willow Park Development Services Department

18	OK PLANES	Driveways within 200 feet of the property line: <input checked="" type="checkbox"/> a. Are accurately located and dimensioned. <input checked="" type="checkbox"/> b. Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> d. Typical radii are shown.			
19	NA	Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.		✓	
20	OK	Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.		✓	
21		Off-site streets and roads: <input checked="" type="checkbox"/> a. Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> d. Distance to the nearest signalized intersection is indicated		✓	
22	OK	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.		✓	
23	OK	Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.		✓	
24	OK	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.		✓	
25	OK	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	OK	Paving materials, boundaries and type are indicated.		✓	
27	OK	Access easements are accurately located/ tied down, labeled and dimensioned.		✓	
28	NA	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	OK	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	OK	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	OK PLANES	Screening walls are shown with dimensions and materials. An Inset is provided that shows the wall		✓	



City of Willow Park Development Services Department

	CPD	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	NA	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	CPD	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	CPD	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	NA	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	NA	Communication towers are shown and a fall distance/collapse zone is indicated.	✓		
38	CPD	Provide Site Data Table that references distinct numbers for each lot and all building (existing and proposed) that includes, if applicable		✓	
39	CPD	Explain in detail the proposed use(s) for each structure		✓	
40	CPD	Total lot area less building footprint (by square feet): Square footage of building: Building height (stories and feet) Number of Units per Acre (apartments only):		✓	
41	CPD	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	CPD	Provide service verification from all utility providers	✓	✓	
43	NA	List any variance requested for this property, dates, and approving authority	✓		
44	CPD	Provide storm water and drainage study and design		✓	
45	CPD	Proposed domestic water usage (gallons per day, month, and year)		✓	
46	NO	Are any irrigation wells proposed?	✓		
47	CPD	Applicant has received Landscaping Ordinance and requirements		✓	
48	CPD	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of the Site Plan for Board review		✓	
49	NA	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

Site Plan Engineering Review

Applicant Questions:

Total gross lot area of the development: 175,111 sq. ft.

Area of lot covered with structures and impervious surfaces: 108,569 sq. ft.

Total number of structures: 4 Total number of habitable structures: 4

Square footage of each building: 'A' 13,016 sq. ft. 'B' 9,941 sq. ft. 'C' 9,941 sq. ft. 'D' 9,941

Proposed use for each structure:

'A' ASSISTED LIVING & CLUBHOUSE

'B' ASSISTED LIVING

'C' ASSISTED LIVING

'D' FUTURE ASSISTED LIVING

Building stories: 1

Building height: 23' (+/-) ft.

Total number of parking spaces: 50

Number of handicap spaces: 9

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: DEREK TURNER Date: 11/19/2019



City of Willow Park Development Services Department

Site Plan Building Official Review

Applicant Questions:

Front building setback: 25 ft.

Rear building setback: 10 ft.

Side building setback: 15 ft.

Side building setback: 15 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:

Betty L. Chew

Date: 11/17/2019



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? 3

What is the size of the proposed fire connections? 6"

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:

MIKE LENOIR

Date: 11/19/2019



City of Willow Park Development Services Department

Site Plan Flood Plain Review

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?

Staff Review: (for official use only)

Base flood elevations confirmed? N/A

☒ 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: DEREK TURNER

Date: 11/19/2019



City of Willow Park Development Services Department

Site Plan Landscaping Review

Applicant Questions:

Total gross lot area of the development: 175,111 sq. ft.

Area of lot covered with structures and impervious surfaces: 108,569 sq. ft.

Percentage of lot covered with structures and impervious surfaces: 62 %

Area of green space/landscaped areas: 66,542 sq. ft.

Percentage of green space/landscaped areas: 38 %

Total number of parking spaces: 50

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

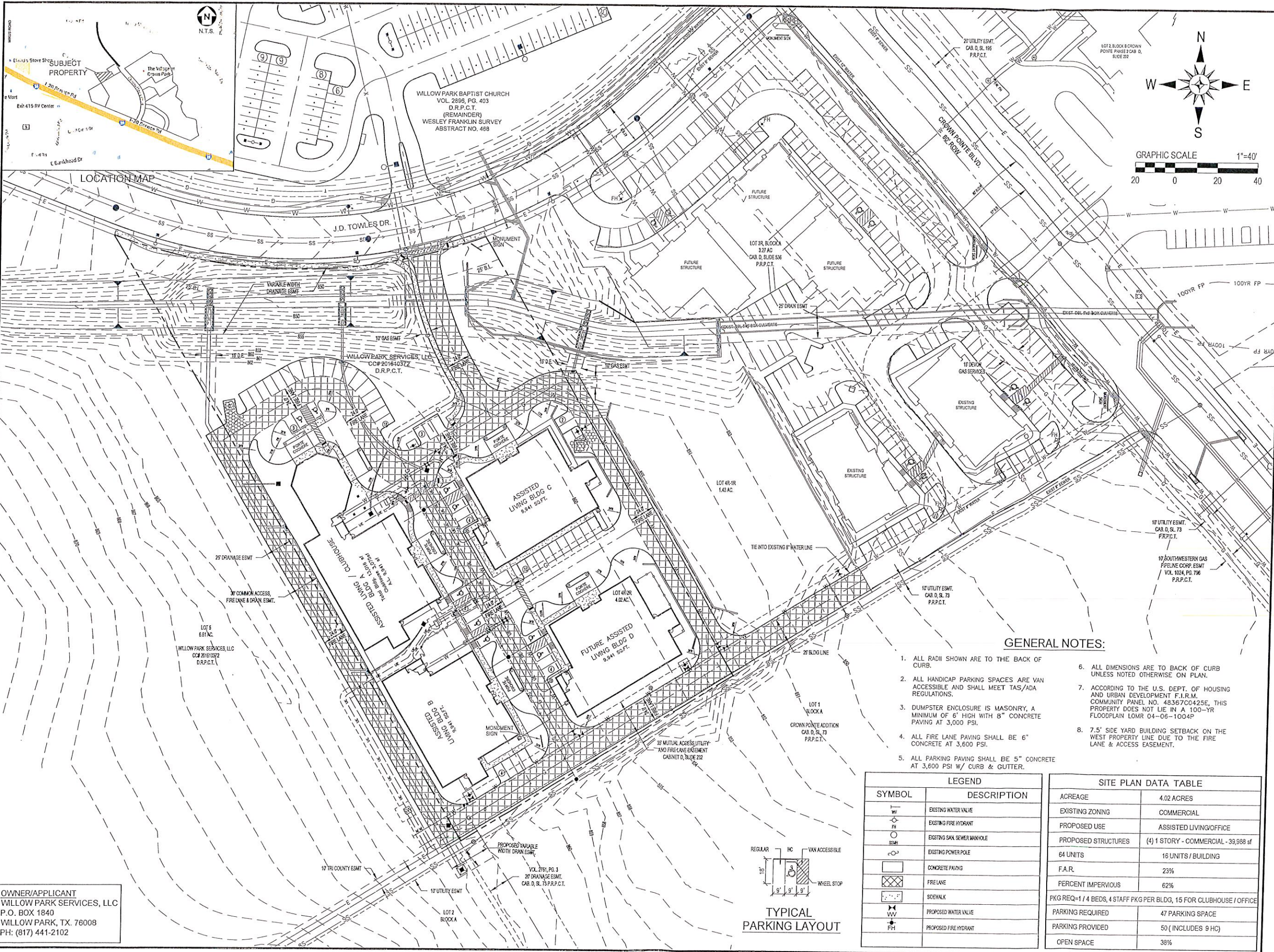
Not Approved

Needs More Information or Corrections

Landscaping Approval Signature:

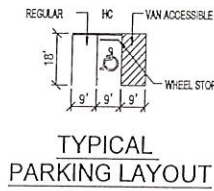
BETTY L. CHEW

Date: 11/17/2019



OWNER/APPLICANT
WILLOW PARK SERVICES, LLC
P.O. BOX 1840
WILLOW PARK, TX. 76008
PH: (817) 441-2102

LAUREN PHILIP DAVIS
PLOTTER ON 11/20/2019 1:28 PM
FILE NAME: WILLOW PARK SERVICES, LLC - CROWN POINT ASSISTED LIVING CADD DWG 001 001 C2.0 SITE PLAN.DWG

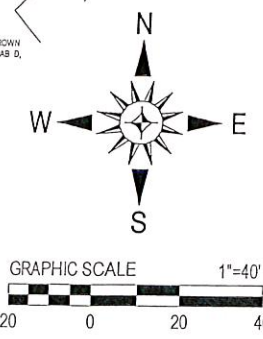
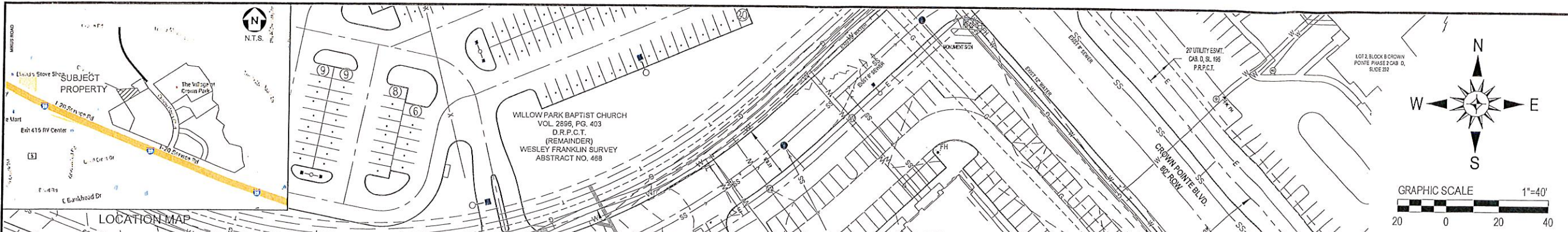


GENERAL NOTES:

- 1. ALL RADII SHOWN ARE TO THE BACK OF CURB.
- 2. ALL HANDICAP PARKING SPACES ARE VAN ACCESSIBLE AND SHALL MEET TAS/ADA REGULATIONS.
- 3. DUMPSTER ENCLOSURE IS MASONRY, A MINIMUM OF 6' HIGH WITH 8" CONCRETE PAVING AT 3,000 PSI.
- 4. ALL FIRE LANE PAVING SHALL BE 6" CONCRETE AT 3,600 PSI.
- 5. ALL PARKING PAVING SHALL BE 5" CONCRETE AT 3,600 PSI W/ CURB & GUTTER.
- 6. ALL DIMENSIONS ARE TO BACK OF CURB UNLESS NOTED OTHERWISE ON PLAN.
- 7. ACCORDING TO THE U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT F.I.R.M. COMMUNITY PANEL NO. 48367C0425E, THIS PROPERTY DOES NOT LIE IN A 100-YR FLOODPLAIN LOMR 04-06-1004P.
- 8. 7.5' SIDE YARD BUILDING SETBACK ON THE WEST PROPERTY LINE DUE TO THE FIRE LANE & ACCESS EASEMENT.

LEGEND	
SYMBOL	DESCRIPTION
	EXISTING WATER VALVE
	EXISTING FIRE HYDRANT
	EXISTING GAS SEWER MANHOLE
	EXISTING POWER POLE
	CONCRETE PAVING
	FIRE LANE
	SIDEWALK
	PROPOSED WATER VALVE
	PROPOSED FIRE HYDRANT

SITE PLAN DATA TABLE	
ACREAGE	4.02 ACRES
EXISTING ZONING	COMMERCIAL
PROPOSED USE	ASSISTED LIVING/OFFICE
PROPOSED STRUCTURES	(4) 1 STORY - COMMERCIAL - 39,988 sf
64 UNITS	16 UNITS / BUILDING
F.A.R.	23%
PERCENT IMPERVIOUS	62%
PKG REQ=1/4 BEDS, 4 STAFF PKG PER BLDG, 15 FOR CLUBHOUSE / OFFICE	
PARKING REQUIRED	47 PARKING SPACE
PARKING PROVIDED	50 (INCLUDES 9 HC)
OPEN SPACE	38%



REVISIONS

NO.	DESCRIPTION	DATE

6221 Southwest Boulevard, Suite 100
Fort Worth, Texas 76132
(817) 231-8100 (F) 817-231-8144
Texas Registered Engineering Firm F-0280
Texas Registered Survey Firm F-10153800
www.barronstark.com

Barron-Stark
Engineers

USE OF THIS ELECTRONIC SEAL/SIGNATURE
AUTHORIZED BY CHARLES F. STARK, P.E.

SITE PLAN

VERANDA VILLAGE ASSISTED LIVING

LOT 4R-2R

CROWN POINT ADDITION, PHASE 2

CITY OF WILLOW PARK

PARKER COUNTY, TEXAS

CLIENT No.

107

PROJECT No.

9578

DESIGN:

BLG

DRAWN:

RCP

CHECKED:

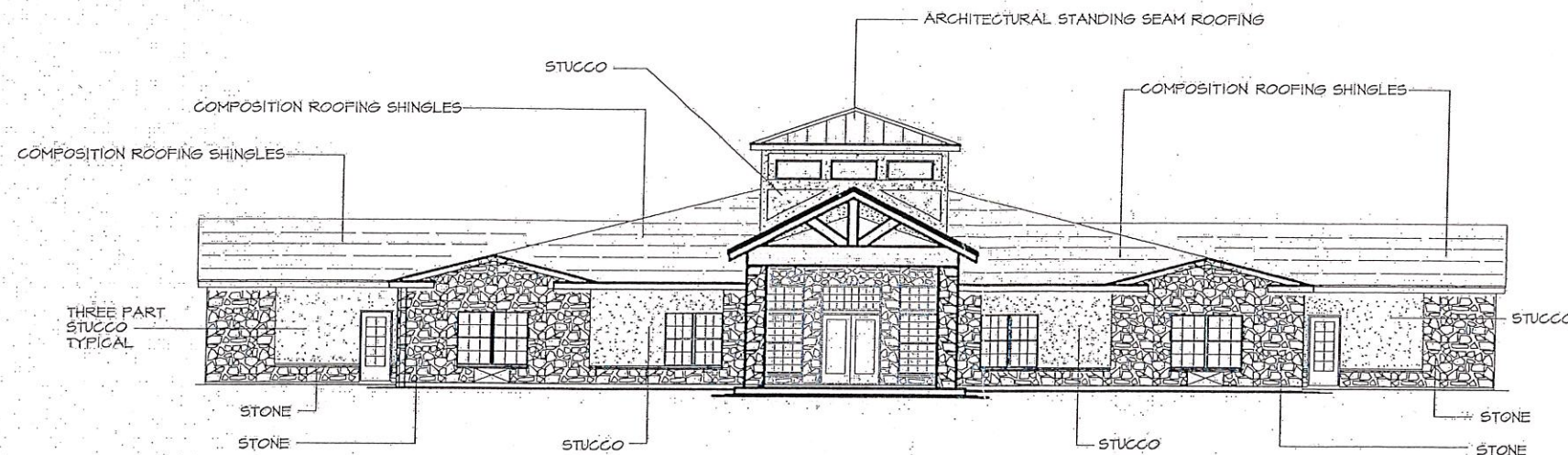
GFS

DATE:

AUGUST 2019

SHEET

C2.0



FRONT ELEVATION ASSISTED LIVING

SCALE: 1/8" = 1'-0"

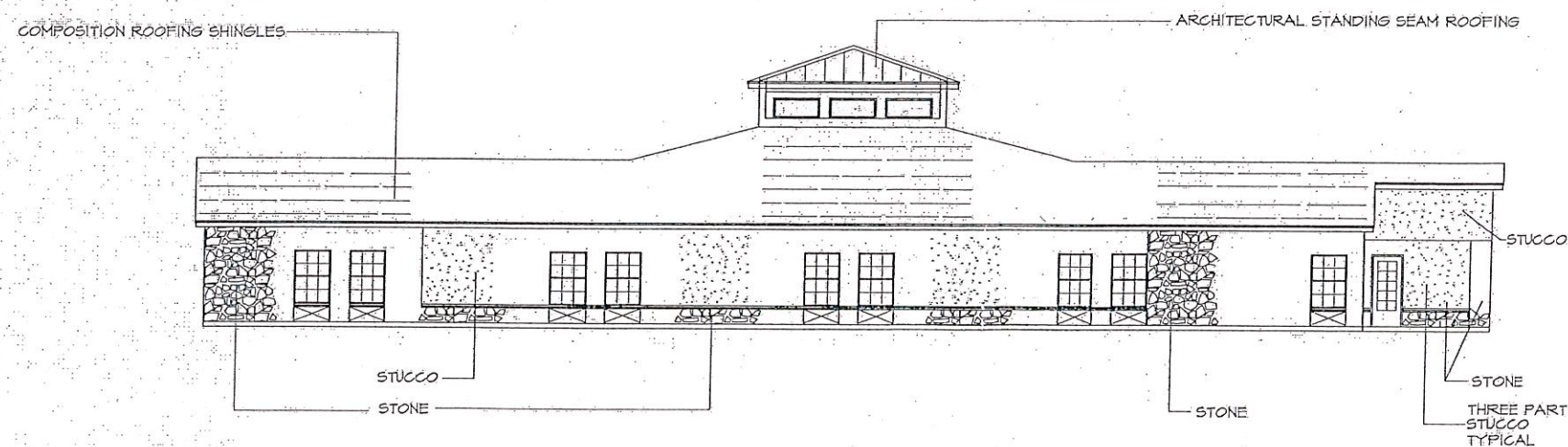
100 PERCENT MASONRY COMBINATION OF STONE AND THREE PART STUCCO



STONE



THREE PART STUCCO



REAR ELEVATION ASSISTED LIVING

SCALE: 1/8" = 1'-0"

STEVEN L. CROUCH
ARCHITECT

3712 FALCON DRIVE
FORT WORTH, TEXAS
76119
817-260-7719



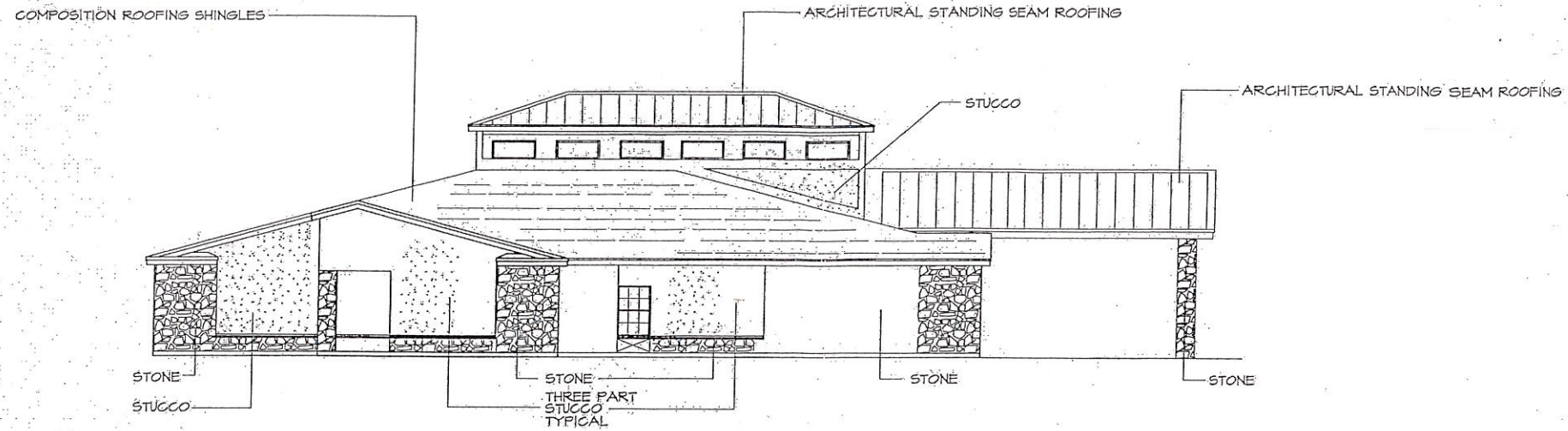
VERANDA VILLAGE OF WILLOW PARK
ASSISTED LIVING IN WILLOW PARK
WILLOWPARK, TEXAS

COPYRIGHT © 2019
STEVEN L. CROUCH
ARCHITECT
ALL RIGHTS RESERVED

DRAWN BY: SC
PROJECT NUMBER: 1820
CHECKED BY: SC
DATE ISSUED:

11-11-2019

SHEET
1
OF SHEETS



LEFT SIDE ELEVATION ASSISTED LIVING

SCALE: 1/8" = 1'-0"

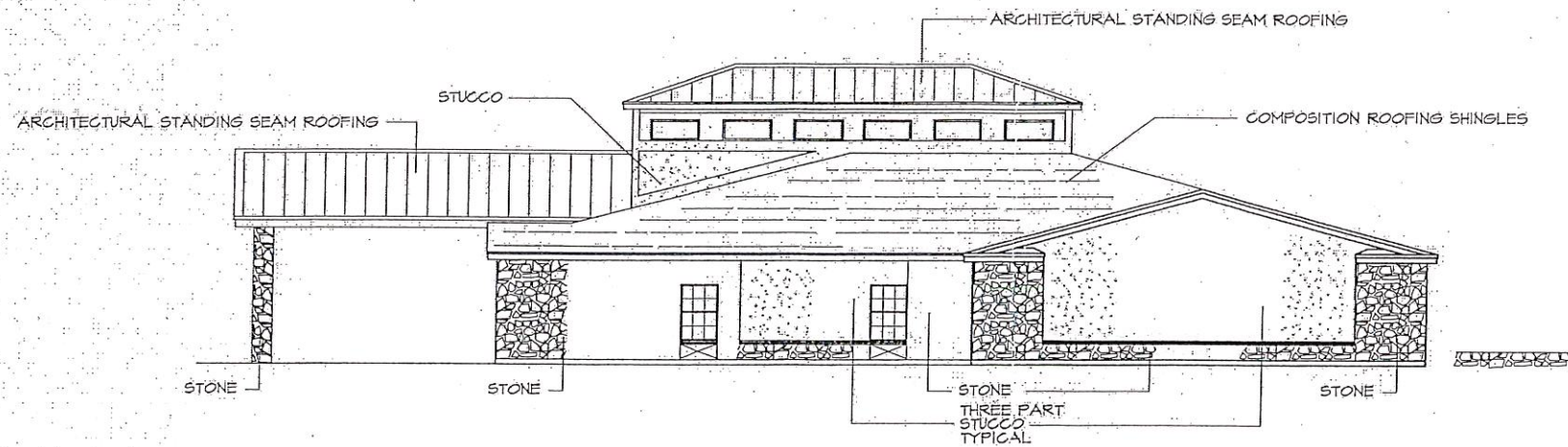
100 PERCENT MASONRY COMBINATION OF STONE AND THREE PART STUCCO



STONE



THREE PART STUCCO



RIGHT SIDE ELVATION ASSISTED LIVING

SCALE: 1/8" = 1'-0"

STEVEN L. CROUCH
ARCHITECT

3712 FALCON DRIVE
FORT WORTH, TEXAS
76119
817-350-2719



VERANDA VILLAGE OF WILLOW PARK
ASSISTED LIVING IN WILLOW PARK
WILLOW PARK, TEXAS

COPYRIGHT © 2019
STEVEN L. CROUCH
ARCHITECT
ALL RIGHTS RESERVED

REVISIONS:

DRAWN BY:
SC
PROJECT NUMBER: 1820
CHECKED BY: SC
DATE ISSUED:

11-11-2019

SHEET:

2

OF SHEETS



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: December 10, 2019	Department: Legislative	Presented By: A. Smith
---	-----------------------------------	----------------------------------

AGENDA ITEM:

2020 General Election Calendar

BACKGROUND:

General Election is May 2, 2019.

Places 3, 4, and 5 are up for election.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



City of Willow Park
2020 General Election Calendar

January 15, 2020	First day for filing application for place on ballot. At this time the appointment of a Campaign Treasurer and your application for a place on the ballot must be turned in.
February 14, 2020	Last day for filing application for place on ballot and to file appointment of a Campaign Treasurer. 5:00 P.M.
February 18, 2020	Last day to file a declaration of Write-In Candidacy
April 20, 2020	First day for early voting by personal appearance.
April 28, 2020	Last day of regular early voting by personal appearance.
May 2, 2020	Election Day.

Election Calendar

For a City's General Election on

May 2, 2020

This calendar indicates the dates for actions necessary in a general election of city officers to be held on May 2, 2020. It includes all major actions for which the Election Code prescribes a specific date or deadline for performance, but it does not include all actions (e.g., preparation of ballot boxes and other election equipment and of sets of precinct election forms) for which the beginning date for performance can vary from one city to another depending on local factors. Each city secretary should use the chart in M §9.02 of the *Texas Municipal Election Law Manual* together with this calendar to fill in those dates on the city secretary's personal election calendar created in accordance with local conditions [see M §9.03]. The city secretary's personal calendar should also reflect dates that the city secretary prefers in place of the discretionary dates recommended in this calendar.

Column 5 indicates the time interval between the date of the action and election day. For example, the notation 50th in the entry for March 13 means that the day for beginning mandatory office hours is the 50th day before election day; the notation "+10" in the entry for May 12 means that the last day for the presiding judge of the early voting ballot board to mail to voters notices of rejected mail ballots is the 10th day after election day.

When there is a statutory provision prescribing the last day for the performance of an act, the number in Column 5 reflects that day. If the statutory day must be moved because of a Saturday, Sunday, or state or national holiday, the resulting date is designated in Columns 1 and 2, and Column 5 indicates, in parentheses and italics, the actual number of days measured from election day.

In preparing a personal calendar, the city secretary should remember the rule in EC §1.006 that if the last day for performance of an action falls on a Saturday, Sunday, or a state or national holiday, the deadline date is usually extended to the next regular business day whether the day is a city holiday or not [see M §2.16(a)]. When a deadline is extended for this reason, the extended date is used for determining other dates that are calculated in relation to the event of the extended date. Exceptions are noted in this calendar.

NOTE: References in this calendar to House Bills (HB) or Senate Bills (SB) are for those passed in the recent 86th legislative session (2019).

Major steps are in ALL CAPS. Steps for early voting are in *ITALICS*.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Dec 16	LAST DAY to begin posting on bulletin board the notice of the dates of the filing period for the general election. (30 days before first day to file application for a place on the ballot). SOS has ruled that notice must contain location where applications will be received.	City Secretary	11.05(f)	138 th
Wed Jan 1	<i>First day voters may submit an application for a ballot by mail (ABBM), for an Annual ABBM, or for a Federal Postcard Application (FPCA).</i>	City Secretary	16.51	122 nd
Thu Jan 2	Obtain a supply of the following forms: candidate's application for place on ballot; appointment of campaign treasurer (candidate and specific-purpose committee); report of contributions and expenditures (candidate-officeholder and specific-purpose committee); application for mail ballot, and a set of administrative forms if ordered from a supply house. (Set up schedule for ordering precinct sets and other forms if they are to be ordered later.)	City Secretary	7.11 et seq. 18.10	*121 st

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Jan 2-24	Review recommendation for following steps listed in M §9.02 for possible needed or desired action: Steps 1 through 5 (revising election precincts; designating polling places; changing method of voting if equipment is available but not adopted for use or if acquisition of equipment by city is desired); Step 12 (establishing or changing terms of election judges).	City Secretary and City Council	9.02	*121 st thru *99 th
Wed Jan 15	Last day for timely filing of semi-annual report of contributions and expenditures.	City Secretary	18.05	Jan 15
Wed Jan 15	GENERAL ELECTION FIRST DAY FOR FILING APPLICATION for place on ballot. This is the 30 th day before filing deadline.	City Secretary	11.05	108 th
Jan 15	FIRST DAY FOR FILING DECLARATION OF WRITE-IN CANDIDACY.	City Secretary	11.10	108 th
Mon Jan 20-Feb 14	Recommended period for CALLING ELECTION AND POSTING NOTICE OF ELECTION on bulletin board.	Mayor ^[1]	10.02 10.03 10.04 10.12	*103 rd thru 78 th
Mon Feb 3	LAST DAY for small city in small county to provide secretary of state notice of intent to use exception to accessibility requirements or show undue burden, if required. 90 th day is on Sun. This action is extended to Mon, Feb 3 (89 th day).	City Secretary	7.07(d), (e), (f)	90 th (89 th)
Tue Feb 11	If the candidate dies on or before Feb 11 (day before the 2 nd day before filing deadline, in other words, the 3 rd day before the filing deadline), the City Secretary MUST remove candidate's name from ballot. NOTE - New Law (HB 1067): If a candidate dies after this date but on or before the filing deadline, the City Secretary MAY choose to remove the candidate's name from the ballot, in which case the filing deadline is extended to the 5 th day after the regular filing deadline.	City Secretary	11.25(a)	81 st
Fri Feb 14	GENERAL ELECTION STATUTORY LAST DAY FOR ORDERING ELECTION. ^[2]	Mayor ^[1]	10.04	78 th
Feb 14	LAST DAY FOR FILING APPLICATION FOR PLACE ON BALLOT (must be received by 5 p.m.). City Secretary's office should stay open until 5 p.m. NOTE - New Law (HB 1067): If a candidate dies after February 11 but on or before the filing deadline, the City Secretary MAY choose to remove the candidate's name from the ballot, in which case the filing deadline is extended to the 5 th day after the regular filing deadline.	City Secretary	11.05(a) 11.06	78 th
Feb 14	Recommended LAST DAY FOR NOTICE DESIGNATING ELECTION PRECINCTS AND POLLING PLACES.	City Council	3.07	*78 th

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Feb 17	Recommended beginning date for preliminary work on appointment of election judges.	City Secretary	4.08	*75 th
Feb 17	Recommended last day to POST 72 HOUR NOTICE OF DRAWING for order of names on ballot. Must be posted at least 72 hours preceding the time of the drawing. NOTE: Feb 17 is Presidents' Day, a state holiday. If the city is open for business, these recommended actions may be taken.	City Secretary	8.06	*75 th
Tue Feb 18	LAST DAY FOR A WRITE-IN CANDIDATE to declare candidacy in the GENERAL election.	City Secretary	11.10	74 th
Wed Feb 19	If no candidate has an opponent in an election considered to be a separate election, deliver the certification of unopposed candidates to the city council.	City Secretary	10.23	73 rd
Feb 19	New Law (HB 1067): LAST DAY FOR FILING APPLICATION FOR PLACE ON THE BALLOT, IF a candidate died after February 11 but on or before the filing deadline, and the City Secretary chose to remove the candidate's name from the ballot (see Feb 14 entry).	City Secretary		73 rd (5 th day after filing deadline)
Thur Feb 20-24	Recommended period to CONDUCT DRAWING FOR ORDER OF NAMES ON BALLOT. Prepare ballot format and send it to printer.	City Secretary	8.06	*72 nd thru *68 th
Fri Feb 21	LAST DAY for a ballot candidate in general election to withdraw and have name omitted from the ballot (withdrawal request must be received by 5 p.m.). EXCEPTION: A withdrawal submitted after this date is valid if it is submitted before the ballots are prepared AND (New Law – HB 4129) if the public notice of the logic and accuracy test has not been published. (See Feb 19 entry).	City Secretary	8.05(b) 11.22(b)	71 st
Feb 21	LAST DAY for a write-in candidate to withdraw in general election and have name omitted from write-in list. The statute does not state a time, but the SOS considers 5 p.m. the deadline.	City Secretary	11.22(b)	71 st
Feb 21	LAST DAY that a declaration of ineligibility causes omission of candidate's name from ballot in the general election. City secretary's office should stay open until 5 p.m.	City Secretary	11.23 11.24	71 st
Sat Feb 22	LAST DAY to order a SPECIAL ELECTION to fill a vacancy so that the filing deadline will be the 62 nd day before election day. This date remains on Sat because it is not the last day to order a special election.	City Council City Secretary	13.06	70 th

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Feb 24	New Law (HB 1067, HB 4129) LAST DAY to withdraw from GENERAL election IF filing deadline was extended due to removal of deceased candidate's name from the ballot. EXCEPTION: A withdrawal submitted after this date is valid if it is submitted before the ballots are prepared AND (New Law - HB 4129) if the public notice of the logic and accuracy test has not been published. (See Feb 19 entry).	City Secretary		68 th
Mon Mar 2	If a SPECIAL ELECTION to fill a vacancy was ordered on or before the 70 th day before the election, this is the LAST DAY to file an application for a place on the ballot and the LAST DAY to file a declaration of write-in candidacy in the SPECIAL ELECTION. 62 nd day is on Sunday. This action is extended to Mon, Mar 2, the 61 st day. NOTE; for impact of HB 1067, re removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, please see endnotes.	City Secretary	13.06	62 nd (61 st)
Tue Mar 3	LAST DAY TO DELIVER NOTICE OF THE ELECTION TO THE COUNTY CLERK AND VOTER REGISTRAR of each county in which the election will be held. NOTE: New Law (HB 933, HB 1241): The Notice must now include the location of each polling place, including the building name, if any, and the street address, including suite or room number, if any.	City Council (City Secretary)	10.16	60 th
Mar 3	First day of the period Texas Ethics Commission will defer investigation until after election (or runoff) if an allegation is filed.	City Secretary/ Texas Ethics Commission	18.01	60 th
Mar 3	<i>Recommended day to contact the county clerk or elections administrator concerning availability of the initial list of voters who have submitted annual applications for ballot by mail (ABBM).</i>	City Secretary	16.523	*60 th
Fri Mar 6	Extended deadline to file for a place on the ballot in a city office having a 4-year term if no one has filed by 5 p.m. on Feb 15 (must be received by 5 p.m.).	City Secretary	11.05	57 th

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Fri Mar 6	<p>If a SPECIAL ELECTION to fill a vacancy was called on or before the 70th day before the election this is the:</p> <ol style="list-style-type: none"> LAST DAY for a candidate in the special election to withdraw (withdrawal request must be received by 5 p.m.); and LAST DAY that a declaration of ineligibility; causes omission of candidate's name from the ballot. <p>EXCEPTION: a withdrawal submitted after this date is valid if it is submitted before the ballots are prepared AND (New Law – HB 4129) if the public notice of the logic and accuracy test has not been published.</p> <p>NOTE: for impact of HB 1067, re removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, please see endnotes.</p>	City Secretary	8.05(b) 11.22 11.24	57 th
Mon Mar 9-20	Recommended period for APPOINTING ELECTION JUDGES. ^[2] (Schedule for first council meeting after period if no meeting during period.) See M §10.15 on giving notice to election judges of their duties.	City Council ^[1]	4.03 4.04 4.05(b)	*54 th thru *43 rd
Thur Mar 12	RECOMMENDED DATE TO PRINT BALLOTS which have been prepared earlier.	City Secretary	8.16	*51 st
Fri Mar 13	Beginning date of period for mandatory office hours. City Secretary must keep office open for at least 3 hours a day during regular office hours on regular business days.	City Secretary	2.15	50 th
Tue Mar 17	Last day to order a SPECIAL ELECTION to fill a vacancy.	City Secretary	13.06	46 th
Mar 17	Last day for a challenge of a candidate application if the first ballots by mail are placed in the mail on Mar 18.	City Secretary	11.07(d)	46 th
Wed Mar 18	<p><i>DEADLINE for mailing ballots to FPCA voters and other voters who are eligible for early voting because they are voting from outside the United States. If it is not possible to mail these ballots by this deadline, the city secretary must notify the secretary of state within 24 hours of knowing the deadline will not be met.</i></p> <p>NOTE: New Law (HB 1850, SB 902) – Information on the roster for a person who votes early voting in person or who votes early by mail must be available for public inspection and on the County's website if the County Clerk or EA is the early voting clerk or on the City's website if the City Secretary is the early voting clerk by 11:00 on the day after the information is entered on the roster (for voters voting in person) or by 11:00 am on the day after the early voting clerk receives the ballot (for voters voting by mail). If the entity does not maintain a website, the information must be on the bulletin board used for posting notices.</p>	City Secretary City Secretary	16.57	45 th

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Mar 23	<p>If a SPECIAL ELECTION to fill a vacancy was ordered after the 70th day before the election but on or before the 46th day before election day, this is the LAST DAY for filing an application for a place on the ballot OR to file a declaration of write-in candidacy in the SPECIAL ELECTION.</p> <p>NOTE: for impact of HB 1067, re removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, please see endnotes.</p>	City Council	13.06(a)(2)	40 th
Sat Mar 28	<p>LAST DAY for a candidate in a SPECIAL ELECTION with a filing deadline of the 40th day, to withdraw or be declared ineligible and have name omitted from the ballot. The 35th day is Sat, Mar 28. EC §1.006 does not apply to this deadline, and this deadline is not moved.</p> <p>EXCEPTION: A withdrawal submitted after this date is valid if it is submitted before the ballots are prepared AND (New Law – HB 4129) if the public notice of the logic and accuracy test has not been published.</p> <p>NOTE: for impact of HB 1067, re removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, please see endnotes.</p>	City Secretary	11.22(b) 11.24(b)	35 th
Thur Apr 2	Due date for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees supporting or opposing opposed candidates by 5 p.m. or midnight if filed electronically. City secretary's office should stay open until 5 p.m.	City Secretary	18.06	30 th
Apr 2	Last day for submitting voter registration application in time to vote at the election or for requesting transfer of registration in time to vote in new precinct not in the same county and territory.	Registrar	6.23(g) 6.25(b)	30 th
Apr 2	LAST DAY TO MAIL BALLOTING MATERIALS for early voting by mail to persons whose applications were accepted before the 37 th day. New Law - HB 273 provides that the clerk must mail ballots out to voters by the 30 th day before election day if the clerk accepted the application by the 37 th day before election day (old law was the 45 th day). In any case, ballots should be mailed as soon as possible.	City Secretary	16.57	30 th
Apr 2- 22	PERIOD FOR PUBLISHING NOTICE OF ELECTION. Must be published at least once in a newspaper during this period.	Mayor ^[1]	10.12 20.04	30 th thru 10 th
Apr 2	Minimum 10 th day to begin posting continuous notice if signature verification committee meets Apr 12.	City Secretary	16.72	30 th
Apr 2	Recommended last day to notify presiding judges of duty to hold election.	Mayor	10.15	*30 th

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Apr 2	Recommended last day to request voter registrar to prepare lists of registered voters and furnish statement of residence forms to be used in conducting the election.	City Secretary	6.32(d) 6.35 7.42	*30 th
Apr 2	Recommended day to begin posting the Notice of Voting Order Priority for voters with mobility issues on the city's website if the city maintains one.	City Secretary	9.221(d)	*30 th
Fri Apr 10	Recommended last day to request waiver of partial manual recount of electronically counted ballots if the secretary of state has not already issued a waiver.	City Secretary	9.45	*22 nd
Apr 10- 23	<i>Possible period for posting notice amending notice of branch early voting polling places.</i>	City Secretary	16.22(k)	22 nd thru 9 th
Sat Apr 11 (Apr 10 Recommended)	LAST DAY for POSTING NOTICE OF ELECTION on bulletin board for posting notices of city council meetings. NOTE: The 21 st day is on Sat. Technically, the notice can be delayed until Mon, Apr 13, but it is better practice to post no later than Fri, Apr 10, which is the 22 nd day before the election.	City Secretary ^[1]	10.12(c)	21 st
Apr 11 - May 2	New Law (HB 477): For City with at least 250 registered voters that maintains an internet website, period to post on website new bond election voter information pamphlet. See NOTE re recommended first day to post, above.	City Secretary		21 st thru Election Day
Sun Apr 12	<i>First day a signature verification committee may begin work.</i>	City Secretary	16.72	20 th
Mon Apr 13	<i>Last day for unregistered applicant to submit a federal postcard application and be eligible to vote a full ballot.. (The 20th day before the election is Sun, Apr 12. The deadline is extended so that if the application is placed in the mail by Mon, Apr 13, it is timely.)</i>	City Secretary	17.02(a) & (d)	20 th (19 th)
Tue Apr 14	<i>Recommended last day for publication of notice of the test of automatic tabulating and DRE equipment to be used in early voting if the test is on Apr 17. (Notice for tabulating equipment must be 48 hours before date of test. Notice for DRE equipment must be 48 hours before test begins.)</i>	City Secretary	7.38(d) 7.40	18 th
Apr 14	<i>Last day early voting clerk, upon receipt of defective early voting application, must mail 2nd application with explanation of defects and instructions.</i>	City Secretary	16.53(c)	18 th
Wed Apr 15	<i>Last day to begin posting continuous notice of schedule for branch early voting polling places. (5th day before beginning of early voting by personal appearance.)</i>	City Secretary	16.22(k)	17 th
Fri Apr 17	<i>Last day to receive application from voter delivered in person for a ballot to be voted by mail (by close of business). This is the last business day before the beginning of early voting by personal appearance.</i>	City Secretary	16.51(e)(5)	15 th

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Apr 17	<i>Last day to accept an FPCA without a postmark to prove mailing date and mail the voter a full ballot if the voter is not permanently registered but meets the requirements to be registered under EC Title 2.</i>	City Secretary	17.02(d)	15 th
Apr 17	<i>Last day for conducting first test of automatic tabulating and DRE equipment to be used for early voting (at least 48 hours before it is used).</i>	City Secretary	7.40(c) & (d)	15 th
Apr 17	STATUTORY DEADLINE FOR NOTIFYING JUDGES OF DUTY TO HOLD THE ELECTION.	Mayor	10.15(a)	15 th
Apr 17	Last day to challenge write-in candidate for compliance.	City Secretary	11.10(h)	15 th
Sun Apr 19	<i>First day cities holding joint election with county having population of 100,000 or more may convene the early voting ballot board to process mail ballots. 24-hour notice must be posted for each delivery of voting materials made before election day. If notice requirements have been followed, the board may process the materials but may not count the ballots until after the end of the period of early voting by personal appearance. (9th day before end of early voting by personal appearance.)</i>	City Secretary	16.74(a)	13 th
Mon Apr 20	<i>FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE. If voting will be conducted on Sat or Sun, Apr 25 or 26, notice of schedule must be posted at least 72 hours before first hour of the weekend voting. (The city council must designate 2 weekdays that early voting will be conducted for 12 hours.)</i>	City Secretary	16.21 16.22(d) & (i)	12 th
Apr 20	<i>First day for new illness or disability allowing late application for late (emergency) early voting.</i>	Voter	17.16	12 th
Tue Apr 21	<i>Last day to accept application by mail for a ballot to be voted by mail, by 12 noon or close of business, whichever is later.</i>	City Secretary	16.51(d)	11 th
Apr 21	<i>Last day to accept an FPCA from a registered voter.</i>	City Secretary	17.02(b)	11 th
Apr 21	<i>Last day for county clerk or election administrator to deliver final list of voters that submitted an annual ABBM.</i>	City Secretary	16.523(a)	11 th
Wed Apr 22	LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION.	Mayor ^[1]	10.12	10 th
Apr 22	<i>Last day to post notice if early voting will be conducted on Sat, Apr 25.</i>	City Secretary	16.22(k)	10 th
Thur Apr 23	<i>Last day to post notice if early voting will be conducted on Sun, Apr 26.</i>	City Secretary	16.22(k)	9 th
Fri Apr 24	Due date for filing second report of campaign contributions and expenditures by 5 p.m. or midnight if filed electronically.	City Secretary	18.06(c) 18.08(a) & (c)	8 th

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Apr 27	Last day for publication of notice of first test of automatic tabulating equipment to be used at a <u>polling place</u> if the first test is on April 29. (48 hours before test begins.) Note that testing must occur 48 hours before equipment is to be used (starting at 7:00 am on Election Day).	City Secretary	7.40(d)	*5 th
Apr 27	Last day for publication of notice of first test of DRE equipment to be used at a <u>polling place</u> if the first test is on April 29. Notice must be published at least 48 hours before test begins for DRE's.	City Secretary	7.38(d)	*5 th
Apr 27	Last day for publication of notice of first test of automatic tabulating equipment to be used at a central counting station if the first test is on April 29 (48 hours before test begins).	City Secretary	7.40(b) & (d)	5 th
Apr 27	<i>First day for death in family to qualify for late (emergency) early voting.</i>	City Secretary	17.31	5 th
Tue Apr 28	LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE.	City Secretary	16.21(c)	4 th
Apr 28- May 2	<i>As soon as early voting is over, and until 7:00 p.m. May 2, early voting materials may be delivered to the early voting ballot board for qualifying purposes (may not be counted until election day, except if election is held jointly with a county of 100,000 or more. See below.) Post notice of delivery continuously 24 hours before each delivery.</i>	City Secretary	16.74(a) & (c)	4 th thru close of polls
Apr 28	<i>In election held jointly with a county having a population of 100,000 or more, this is the first day that the EVBB may begin counting early ballots voted by mail, starting at 7:00 pm (or when polls closed that day). Assure that the counting equipment has been tested at least 48 hours before tabulation begins.</i>	Early Voting Ballot Board	16.74	4 th at close of polls
Wed Apr 29	LAST DAY for first test of automatic tabulating equipment to be used at a polling place or central counting station and DRE equipment to be used at a polling place. If tests are conducted on this day, make sure all notices have been published. See entries for Apr 27 for deadlines for notice publication.	City Secretary	7.40(d)	3 rd
Apr 29	<i>Last day to receive an application to cancel mail ballot that has not arrived at the early voting clerk's address as listed on the carrier envelope.</i>	City Secretary	16.59(a)	3 rd
Apr 29	Last day for conducting first test of automatic tabulating equipment to be used at a <u>polling place</u> (at least 48 hours before used for counting on election day). To assure 48 hours before 7 a.m. of election day, test must be by 3 rd day. Notice must be published at least 48 hours before date of test.	City Secretary	7.40(c) & (d)	3 rd

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Apr 29	Last day for conducting first test of DRE equipment to be used at a <u>polling place</u> or central counting station (at least 48 hours before voting begins on election day). To assure 48 hours before 7 am of election day, test must be by 3 rd day. Notice must be published at least 48 hours before test begins for DREs.	City Secretary	7.38(d)(1) & (2)	3 rd
Apr 29 - May 1	<i>Period to apply for late (emergency) early voting because of death in family Apr 27 or later. Requires absence from county on election day.</i>	City Secretary	17.33	3 rd thru 1 st
Apr 29 - May 1	Recommended time to prepare list of registered voters for early voting ballot board if more than one early voting polling place. The early voting clerk must mark the names on the list of registered voters of persons who voted early, before this list is delivered to the precinct election judges.	City Secretary	16.76 16.83(a)	*3 rd thru 1 st
Apr 29 - May 2	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Apr 21.</i>	City Secretary	17.17	3 rd thru Election Day, 5 p.m.
Thur Apr 30	Last day for first test of automatic tabulating equipment to be used at a <u>central counting station</u> . The equipment must be tested at least 48 hours before it is used to count votes. Notice must be published at least 48 hours before date of test.	Presiding Judge	7.40(b) & (c)	2 nd
Fri May 1	<i>Last day to deliver precinct list of registered voters, with the early voting voters marked, to presiding judges and recommended date for delivery of supplies to presiding judges.</i>	City Secretary	7.47(b) 16.83(j)	1 st
May 1	Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day).	City Secretary	7.48	*1 st
May 1	RECOMMENDED DAY TO POST NOTICE OF COUNCIL MEETING to canvass the returns if canvass will be on 3 rd day after election. Notice must be posted at least 72 hours before time of meeting.	City Secretary	9.42(b)	*1 st
May 1	<i>Last day to submit an application (by close of business) for and vote a ballot by personal appearance due to death in immediate family that occurred Apr 27 or later.</i>	City Secretary	17.33(b)	1 st
May 1	New Law (HB 305): IF City maintains a website, deadline to post on website the requirements and deadline for filing for candidacy of each elected office of the political subdivision. NOTE: See Endnotes for additional information that must be posted on the website.	City Secretary		365 th
Sat May 2	ELECTION DAY. Polls are open 7 a.m. to 7 p.m. Voting by sick or disabled voters at main early voting place, 7 a.m. to 7 p.m., where electronic voting systems are used at precinct polling place.	City Secretary	17.41	E Day
May 2	<i>7 a.m. to 7 p.m. early voting clerk's office must remain open for early voting activities.</i>	City Secretary	9.23	E Day

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 2	5 p.m. deadline for late applications for ballots from voters who became ill or disabled Apr 20 or later.	City Secretary	17.16 17.17	E Day
May 2	Deliver early voting ballots, etc., to early voting ballot board. Second key to ballot box is delivered by chief of police or marshal.	City Secretary	16.73(a)	E Day
May 2	7 pm deadline for receiving ballots from voters who became ill or disabled Apr 20 or later.	City Secretary	17.17	E Day
May 2	7 pm first deadline for receiving early voting mail ballots, except overseas and armed forces ballots and certain ballots place for delivery before this deadline. After regular mail delivery, check mail box for early voting mail ballots. See additional deadline on +1 day.	City Secretary	9.23(c) 16.58(a)	E Day
May 2	Receive precinct records, voted ballots, etc. (Chief of police or marshal receives keys to ballot boxes containing voted ballots.)	City Secretary Mayor	9.33(d) 9.34	E Day
May 2	PREPARE UNOFFICIAL TABULATION OF RESULTS.	City Secretary	9.35	E Day
Mon May 4	Second deadline for receiving mail ballots if the delivery envelop arrives before 5 pm and has a cancellation mark indicating it was placed for delivery at or before 7 p.m. at the location of the election on election day. This second deadline occurs the day after the election. The day after the election is Sun. This deadline is extended to Mon, May 4. NOTE: This applies to voters who submitted an application for a ballot by mail and cast a by-mail ballot from within the United States.	City Secretary	16.58(a)	+1 (+2)
May 4	First day for public access to early voting by mail applications and for mailed early voting ballot materials, including those for annual ABBMs. NOTE: New Law (HB 1850, SB 902) requires information on the roster for a person who votes early voting in person or who votes early by mail to be available for public inspection and on the County or City's website (or bulletin board if there is no website) when information on voters voting in person is entered on the roster or when ballots by mail are received. See entry for Wed Mar 18.	City Secretary	9.49(d) 16.56(g) 16.522(f)	(+2)
May 4	Last day to deliver provisional ballots to Voter Registrar of each county in which city is located.	City Secretary	9.41(a)	(+2)
Tue May 5	Recommended day to provide Official STATEMENT OF ELECTED OFFICER NOT APPOINTED BY THE GOVERNOR and OATH OF OFFICE to candidates who appear to have won, or may win. These are now Secretary of State Forms 2201 and 2204. These are provided at this time for information. They must be signed after the canvass.	City Secretary	12.32(d)	+3

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 5-11	<i>Period during which early voting ballot board may meet to count ballots received from outside the United States if the early voting clerk certifies that all ballots mailed from outside the United States have been received.</i>	Early Voting Ballot Board	16.74(f)(1)	+3 thru +9
May 5-13	PERIOD FOR OFFICIAL CANVASS. Mayor sets exact day and hour. City secretary records results in election register as soon as practicable after canvass. [Canvass may occur before 11 th day only if all FPCA ballots have been received and the EVBB has completed the count of provisional ballots.]	City Council/ City Secretary	9.42(b) 9.44	+3 thru +11
May 5-13	<i>Completion before canvass of report of early votes cast for each candidate or measure, by election precinct.</i>	City Secretary	16.87	+3 thru +11
May 5-13	AFTER CANVASS, ISSUE CERTIFICATES OF ELECTION, except that if a recount has been requested, the certificate of election for that office may not be issued until after the recount.	Mayor	12.23	+3 thru +11
May 5- May 26	Partial manual count of electronically counted ballots if waiver not obtained from secretary of state, must begin not later than 72 hours after polls close and be completed by the +21 st day. +21 st day is Sat, May 23. The date is extended to Tue, May 26 (+24 th day), because Mon, May 25 is Memorial Day.	City Secretary	9.45	+3 thru +21 (+24)
Thur May 7	<i>Last day to receive a ballot from outside the United States, from a non-military voter, IF cancellation or receipt mark indicates ballot was placed for delivery by 7 pm on election day.</i>	City Secretary	16.58(b)	+5
Fri May 8	<i>Last day to receive an FPCA ballot from a member of the U.S. Armed Services or Merchant Marines or a spouse or dependent of a member. NO cancellation or receipt mark showing date placed for delivery is required on these ballots.</i>	City Secretary	16.58(b)	+6
May 8	Last day for provisional voter to present ID to voter registrar or execute required affidavit.	Voter Registrar	16.261(g)	+6
May 8	Last day for voter registrar to complete the review of provisional ballots.	Voter Registrar	9.41(d)	+6
May 8	Type A elected officials may qualify and assume duties of office [LGC §22.006]. The statute states 5 th day after election, excluding Sundays. The resulting day is the 6 th day after. Officials may not take office until the canvass is complete unless the election was cancelled.	Candidate with City Secretary	12.34	+6
Sun May 10-18	ORDERING OF RUNOFF ELECTION, if necessary, not later than 5 th day after canvass.	City Council or Mayor ^[1]	14.04	+8 thru +16

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon May 11	Last day for Voter Registrar to designate a time of delivery of provisional ballots to the general custodian of election records or presiding judge of the EVBB. Time must be before the convening of the EVBB. The +7 day is May 9, a Sat. This deadline is extended to Mon, May 11 (+9 th day).		9.41(c) TAC §81.175(d)(3)	+7 (+9)
May 11	Last day for general custodian of election records or presiding judge of the early voting ballot board to retrieve the provisional ballots from the voter registrar.	City Secretary or Judge of EVBB	9.41(d)	+9
May 11	Last day for the EVBB to convene for counting the provisional ballots or any by mail ballots timely and properly received after election day. See entries for May 4, 7, and 8.	Early Voting Ballot Board	16.77(b) 16.58(b)	+9
Tue May 12	Last day for presiding judge of EVBB to mail notices of rejected mail ballots to voters.	Presiding Judge of EVBB	16.78	+10
Wed May 13	LAST DAY for conducting the official canvass of the election.	City Council	9.42(b)	+11
Fri May 15- May 26	Period during which notice of disposition of provisional ballots must be mailed to voters. If 10 th day is Sat or Sun (May 16-17), last day is Mon, May 18. If 10 th day is Sat, May 23, last day is Tue, May 26, because Mon, May 25 is Memorial Day.	Presiding Judge of EVBB	16.77(e)	By 10 th day after canvass
Mon May 18	New Law (SB902): Election records must be available in an electronic format no later than this day, for a fee of not more than \$50.00.	City Secretary		+15
Mon May 25- Jun 29	POSSIBLE PERIOD FOR RUNOFF ELECTION, depending on date of official canvass, unless a charter provides for a later date. If Mon, May 25 (Memorial Day) is the first possible day, it does not move, since it is not the last day for holding the runoff. If 45 th day is Sat, Jun 27, the deadline moves to Mon, Jun 29. NOTE: New Law (HB88): The order of the names on the runoff ballot should be in the same order as they appeared on the general election ballot, so no ballot drawing is required for the runoff ballot.	City Secretary/ City Council	14.03	20 th -45 th (47 th) day after canvass
Tue May 26	Last day for mailing results of manual count to secretary of state, if no waiver is obtained. +21 st day is Sat. The deadline is extended to Tue, May 26 (+24 th day) because Mon, May 25, is Memorial Day.	City Secretary	9.45	+21 (+24)
Mon Jun 1	Last day to transmit election results by city precinct in electronic form to secretary of state.	Mayor (Presiding Officer of the Canvassing Committee)	9.44	+30
Thur Jun 11	LAST DAY OF MANDATORY OFFICE HOURS.	City Secretary	2.15	+40
Thur July 2	First day for transfer of voted ballots from the locked ballot box to another secure container.	City Secretary	9.49(g)	+61

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon July 15	Last day for timely filing of semiannual report of contributions and expenditures.	City Secretary	18.05	July 15
Mar 2, 2021	Last day of preservation period for ballots and other precinct election records of city election, except for candidate applications.	City Secretary	9.49(g)	+22 months
May 2, 2021	Last day of preservation period for candidate applications.	City Secretary	11.02(f)	+2 years

Endnotes

- [1] Follow home-rule city's charter provision, if any.
- [2] The city's governing body may choose to conduct a mock student election under EC §276.007. The major steps taken for a general election should be taken for a student election. The student election may be held on the first day before the election, but results must not be published until after the polls close on election day.
- [3] HB 1067 provides that if a candidate on the ballot dies on or before the filing deadline, the City Secretary MAY choose to remove the candidate from the ballot, in which case, the filing deadline is extended 5 days. If that extended filing deadline falls on a weekend or holiday, it is extended to the next business day. Withdrawal deadlines after the extended filing deadlines will also be impacted. The Monday, March 2 filing deadline for a special election to fill a vacancy ordered on or before the 70th day before election day would be extended to Monday, March 9, and the withdrawal deadline for that extended deadline would be Saturday, March 14 (the withdrawal deadline does NOT move to the next business day). The Monday, March 23 filing deadline for a special election to fill a vacancy ordered after the 70th day but on or before the 46th day before election day would be extended to Monday, March 30, and the withdrawal deadline for that extended deadline would be Saturday, April 4 (the withdrawal deadline does NOT move to the next business day).
- [4] HB 305 provides that the following information must be posted on a city's website, if the city maintains a website: (1) the political subdivision's contact information, including a mailing address, telephone number, and e-mail address; (2) each elected officer of the political subdivision; (3) the date and location of the next election for officers of the political subdivision; (4) the requirements and deadline for filing for candidacy of each elected office of the political subdivision for the next election (posted one year prior to the date of that election). (5) each notice of a meeting of the political subdivision's governing body under Subchapter C, Chapter 551; and (6) each record of a meeting of the political subdivision's governing body under Section 551.021. Note that a City with population of less than 5,000 located in a county with population of less than 25,000 does not have to post (5) and (6) on its website.

NOTE ON CALENDAR FOR SPECIAL OR RUNOFF ELECTION

To prepare a calendar for a special election to fill a vacancy in office, see M §13.02; for a special election on a measure, see M §15.02; for a runoff election, see M §14.03.

NOTE ON CONTEXT

When reading a section of the Election Code, remember to read the chapter and subchapter titles to determine if the section you are reading applies to cities.

*An asterisk in Column 5 indicates the time stated is not required by statute.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 12/02/2019	Department: Finance	Presented By: Jake Weber
------------------------------------	-------------------------------	------------------------------------

AGENDA ITEM:

Financial update by Jake Weber, CPA.

BACKGROUND:

Review and provide an update on the 4th fiscal quarter 2018-2019 financial activity of the city. This will be the fourth quarterly financial report for the 2018-2019 fiscal year.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

Financial Reports as of September 30, 2019.

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



**City of Willow Park
Financial Update
Financial Reports as of September 30, 2019**

Financial Highlights			
	General	Water	Wastewater
-FYTD 2018-2019 Revenue Actual	\$ 5,901,807	\$ 2,563,702	\$ 714,187
-FYTD 2018-2019 Expense Actual	6,058,462	2,303,865	629,670
-FYTD 2018-2019 Net Change	\$ (156,655)	\$ 259,837	\$ 84,517
-FY 2018-2019 Revenue Budget	\$ 3,902,117	\$ 3,912,266	\$ 707,198
-FY 2018-2019 Expense Budget	\$ 3,891,716	\$ 3,693,650	\$ 579,040
-FYTD 2018-2019 Revenue - Actual to Budget %	151%	66%	101%
-FYTD 2018-2019 Expense - Actual to Budget %	156%	62%	109%

Capital Project Tracker			
	Public Works Building	Ranch House Road	Temporary Package Plant
Original Net Bond Proceeds	\$ 5,205,000	\$ 4,610,000	\$ 2,660,000
Interest Earned to Date	144,796	61,792	15,729
Costs Incurred to Date	(4,423,826)	(3,414,013)	(2,551,084)
Remaining to Spend	\$ 925,970	\$ 1,257,779	\$ 124,645

Monthly Performance			
	Sep-19	Sep-18	Change
<u>General Fund</u>			
Revenue			
Property Tax & Other Taxes	\$ 88,394	\$ 145,503	\$ (57,109)
Franchise Fees	293	(1,960)	2,253
Development & Permit Fees	15,772	17,058	(1,286)
Fines & Forfeitures/Other Revenue	31,073	1,243	29,830
Expenses			
Personnel Expense	200,529	239,951	(39,422)
Supplies (Maintenance & Operations)	108,241	35,482	72,759
Utilities	13,333	8,740	4,592
Operational & Contractual Services	157,205	109,661	47,544
Capital Outlay & Interfund Transfer	18,966	48,987	(30,021)
Net Income (Loss)	\$ (362,741)	\$ (280,977)	\$ (81,763)
<u>Water & Wastewater Funds</u>			
Revenue	\$ 285,260	\$ 281,908	\$ 3,352
Expense			
Personnel Expense	47,309	38,707	8,602
Supplies (Maintenance & Operations)	29,780	16,269	13,511
Utilities	17,656	14,348	3,308
Operational & Contractual Services	39,608	48,118	(8,510)
Capital Outlay/Debt Service	129,576	432,692	(303,116)
Net Income (Loss)	\$ 21,332	\$ (268,226)	\$ 289,558

General Fund
Profit & Loss Budget vs Actual
For the Fiscal Year End September 30, 2019

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue					
Property Tax & Other Taxes					
M & O TAX	\$ 1,451,391	\$ 1,351,431	\$ 1,455,612	\$ (4,221)	100%
SALES TAX	975,000	1,043,707	1,104,368	(129,368)	113%
MIXED BEVERAGE TAX	24,506	28,020	26,037	(1,531)	106%
AUTO/TRAILER TAXES	325	243	2,660	(2,335)	819%
DELINQUENT TAXES	6,977	5,442	15,261	(8,284)	219%
Total Property Tax & Other Taxes	2,458,199	2,428,844	2,603,938	(145,739)	106%
Franchise Fees					
TXU ELECTRIC	165,836	162,500	193,934	(28,098)	117%
A T & T	70,000	60,018	51,833	18,167	74%
TEXAS GAS	7,500	7,826	6,302	1,198	84%
MISC FRANCHISE	5,000	6,055	6,039	(1,039)	121%
MESH NET	3,024	2,772	3,024	-	100%
WATER FRANCHISE FEE	98,020	98,020	98,020	-	100%
WASTEWATER FRANCHISE FEES	28,553	28,553	28,553	-	100%
Total Franchise Fees	377,933	365,744	387,705	(9,772)	103%
Development & Permit Fees					
BUILDING PERMITS	175,000	222,063	193,205	(18,205)	110%
HEALTH PERMITS	9,000	11,465	12,660	(3,660)	141%
SUBCONTRACTORS PERMITS	15,000	21,585	23,513	(8,513)	157%
REGISTRATION FEES	4,500	7,210	4,680	(180)	104%
OSSF PERMITS	1,200	4,200	7,600	(6,400)	633%
WELL APPLICATION FEE	-	1,500	4,500	(4,500)	0%
PLAN REVIEW	35,000	65,950	127,656	(92,656)	365%
BACKFLOW INSPECTIONS	-	100	-	-	0%
RE - INSPECTION	-	500	725	(725)	0%
SPECIAL EVENT PERMITS	-	100	225	(225)	0%
REVIEWS/REQUESTS	600	5,358	6,080	(5,480)	1013%
METER RELEASE	-	9,000	4,500	(4,500)	0%
RENTAL INSPECTIONS	400	-	-	400	0%
IRRIGATION	-	300	-	-	0%
LATE HOURS ALOCHOL PERMIT FEE	-	785	920	(920)	0%
FIRE ALARMS	1,000	11,000	3,000	(2,000)	300%
FIRE SPRINKLER	1,000	10,000	3,000	(2,000)	300%
CERTIFICATE OF OCCUPANCY	1,000	4,650	600	400	60%
Total Development & Permit Fees	243,700	375,766	392,863	(149,163)	161%
Fines & Forfeitures					
NON-PARKING	200,000	138,801	83,847	116,153	42%
PARKING	1,000	1,300	1,017	(17)	102%
WARRANTS/CAPIAS	1,300	1,308	1,180	120	91%
STATE LAW - CLASS C	15,000	14,926	10,662	4,338	71%
COURT ADMINISTRATION	25,000	43,494	57,310	(32,310)	229%
COURT SECURITY	4,700	-	-	4,700	0%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
TIME PAYMENT	500	238	1,325	(825)	265%
MC TECH FEE	6,700	-	-	6,700	0%
SEAT BELT	1,000	298	1,200	(200)	120%
TEEN COURT FEE	-	-	320	(320)	0%
Total Fines & Forfeitures	255,200	200,363	156,861	98,339	61%
Other Revenue					
INTEREST - OPERATING FUND	15,000	21,459	44,129	(29,129)	294%
REFUNDS/BANK CREDITS	100	1,832	1,212	(1,112)	1212%
MISCELLANEOUS	1,135	757	1,763	(628)	155%
OTHER REIMBURSEABLES	200	(136)	5,000	(4,800)	2500%
REVENUE RECOVERY	5,000	10,947	12,758	(7,758)	255%
FIRE SPRINKLER	10,000	500	-	10,000	0%
OPEN RECORDS FEES	150	138	-	150	0%
ACCIDENT REPORTS	500	681	778	(278)	156%
POLICE CONTRIBUTIONS	-	1,308	769	(769)	0%
ROAD CONTRIBUTIONS	-	195	266	(266)	0%
PARK CONTRIBUTIONS	-	124	211	(211)	0%
VFD CONTRIBUTIONS	-	1,974	1,697	(1,697)	0%
USPS CONTRACT UNIT	-	4,105	-	-	0%
FOUND PROPERTY	-	192	-	-	0%
SALE OF ASSETS	-	-	163,778	(163,778)	0%
BOND PROCEEDS	-	71,755	1,872,077	(1,872,077)	0%
FROM GENERAL FUND RESERVES	35,000	-	-	35,000	0%
ACCOUNT TRANSFERS	500,000	-	256,003	243,997	51%
Other Revenue	567,085	115,831	2,360,441	(1,793,356)	416%
Total Revenue	3,902,117	3,486,548	5,901,807	(1,999,690)	151%
Expenditures					
Personnel					
SALARIES	1,738,506	1,603,606	1,644,139	94,367	95%
PAYROLL EXPENSE	26,508	24,459	21,191	5,317	80%
WORKERS COMPENSATION	33,152	29,679	35,288	(2,136)	106%
HEALTH INSURANCE	261,644	216,683	213,831	47,813	82%
RETIREMENT	133,765	131,912	128,026	5,739	96%
UNEMPLOYMENT INSURANCE	5,184	5,028	4,458	726	86%
CELL PHONE STIPEND	6,808	6,617	8,111	(1,303)	119%
EXTRA HELP	-	-	37	(37)	0%
CERTIFICATE PAY	26,155	13,212	28,549	(2,394)	109%
OVERTIME	77,173	71,632	77,248	(75)	100%
FLOATER SHIFTS	16,000	10,977	13,089	2,911	82%
DENTAL INSURANCE	16,432	14,686	14,195	2,237	86%
LIFE INSURANCE	4,428	3,563	4,829	(401)	109%
PHYSICALS & GYM MEMBERSHIPS	5,800	3,940	4,951	849	85%
ACCRUED COMP & VACATION	-	7,524	2,553	(2,553)	0%
PERSONNEL SUPPORT	-	2,658	-	-	0%
BAILIFF DUTIES	1,500	1,175	1,290	210	86%
Total Personnel	2,353,055	2,147,351	2,201,785	151,270	94%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Supplies (Maintenance & Operations)					
POSTAGE & SHIPPING	10,622	8,498	3,501	7,121	33%
OFFICE SUPPLIES	15,075	14,328	14,092	983	93%
FLOWERS/GIFTS/PLAQUES	4,937	6,382	4,269	668	86%
BASIC OPERATING SUPPLIES	14,132	6,427	9,919	4,213	70%
PRINTING & BINDING	1,854	1,263	2,178	(324)	117%
MINOR EQUIPMENT: OFFICE	8,248	13,818	12,534	(4,286)	152%
MV OILS, LUBRICANTS & FLUIDS	515	218	-	515	0%
MV REPAIR & MAINTENANCE	73,446	50,742	84,681	(11,235)	115%
UNIFORMS & SUPPLIES	24,929	18,566	28,987	(4,058)	116%
TRAFFIC & STREET SIGNS	3,605	1,668	1,000	2,605	28%
FINANCE CHARGES	300	587	732	(432)	244%
USPS CONTRACT UNIT	-	796	48	(48)	0%
PPE AND SUPPLIES	57,525	22,780	55,626	1,899	97%
MEDICAL SUPPLIES	13,217	4,600	11,420	1,797	86%
FOAM SUPPLIES	1,803	1,716	1,778	25	99%
ROAD ABSORBENT SUPPLIES	1,654	1,500	1,688	(34)	102%
MINOR TOOLS	2,060	-	344	1,716	17%
EQUIPMENT	515	-	-	515	0%
MISC TOOLS/SUPPLIES	2,060	347	583	1,477	28%
ASPHALT MATERIALS	35,000	7,378	14,227	20,773	41%
ROAD BASE MATERIALS - PAVING	20,000	8,913	25,072	(5,072)	125%
ICE & INCLEMENT WEATHER	4,635	-	1,560	3,075	34%
CONCRETE REPLACEMENT	15,450	975	6,942	8,508	45%
DRAINAGE	21,115	1,142	9,473	11,642	45%
BARRICADES/MARKERS	2,575	-	-	2,575	0%
SAFETY EQUIPMENT & SUPPLIES	44,549	9,209	41,954	2,595	94%
BUILDING & FACILITIES REPAIRS	9,829	9,842	12,393	(2,564)	126%
PUBLIC WORKS BUILDING	1,030	134	691	339	67%
FACILITIES MAINT SUPPLIES	4,090	2,318	37,614	(33,524)	920%
MINOR EQUIPMENT: FIELD	8,500	5,279	8,104	396	95%
OPERATING SUPPLIES NON CONSUMABLES	1,030	1,013	626	404	61%
SUBSCRIPTIONS & PUBLICATIONS	3,376	4,537	3,611	(235)	107%
PROMOTIONS	4,600	639	5,228	(628)	114%
MV FUEL	39,420	42,720	32,268	7,152	82%
MV TIRES, TUBES & BATTERIES	4,120	4,966	2,647	1,473	64%
SPECIAL EVENTS	515	-	582	(67)	113%
AMMUNITION & WEAPONS RELATED	824	698	657	167	80%
EMERGENCY RESPONSE SUPPLIES	8,000	3,256	6,001	1,999	75%
Total Supplies (Maintenance & Operations)	465,155	257,256	443,029	22,126	95%
Utilities					
ELECTRICITY	33,372	33,582	34,279	(907)	103%
GAS	3,770	2,690	3,636	134	96%
TELEPHONE	16,583	-	-	16,583	0%
MOBILE TELEPHONE	-	-	-	-	0%
COMMUNICATION SERVICES	54,218	55,042	62,995	(8,777)	116%
Total Utilities	107,943	91,313	100,909	7,034	93%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Operational & Contractual Services					
TRAVEL & TRAINING	66,519	61,547	59,512	7,007	89%
CONSULTANTS & PROFESSIONALS	119,755	143,009	129,103	(9,348)	108%
ADVERTISING & LEGAL NOTICES	8,753	10,714	4,775	3,978	55%
PRINTING & BINDING	824	703	2,271	(1,447)	276%
PROPERTY & LIABILITY	47,730	38,191	37,757	9,973	79%
REPAIR & MAINTENANCE	-	604	(922)	922	0%
PROFESSIONAL LICENSE	915	168	608	308	66%
DUES & MEMBERSHIPS	12,600	12,005	20,046	(7,446)	159%
SPECIAL EVENTS	12,500	4,331	25,000	(12,500)	200%
PERMITS & APPLICATIONS	-	30	119	(119)	0%
LAB TESTING	-	1,225	949	(949)	0%
PROPERTY DAMAGE	-	658	-	-	0%
OTHER RENTAL	-	202	1,430	(1,430)	0%
CONTRACT STREET REPAIR	-	10,471	24,534	(24,534)	0%
FINANCE CHARGES	-	6	-	-	0%
FINES & PENALTIES	-	-	5	(5)	0%
LEGAL/CITY ATTORNEY	60,000	57,406	47,378	12,622	79%
ACCOUNTING & AUDITOR	40,000	47,043	50,064	(10,064)	125%
CONTRACTUAL SERVICES	193,601	195,513	177,698	15,903	92%
ELECTIONS ADMINISTRATION	5,200	4,868	5,258	(58)	101%
INMATE HOUSING	1,200	1,904	247	953	21%
MUNICIPAL JUDGE	14,400	10,500	14,400	-	100%
MAGISTRATE	2,000	2,800	2,600	(600)	130%
FOOD SERVICE INSPECTOR	5,870	7,300	6,890	(1,020)	117%
ENGINEERING/CITY ENGINEER	5,150	11,861	130,603	(125,453)	2536%
SOLID WASTE COLLECTION	-	867	3,366	(3,366)	0%
SOFTWARE TECH SUPPORT	3,500	18,185	21,489	(17,989)	614%
EQUIPMENT TECH SUPPORT	18,566	14,436	16,222	2,344	87%
POOL INSPECTOR	1,700	450	525	1,175	31%
BLACKBOARD CONNECT	5,963	3,824	3,824	2,139	64%
IT CONTRACT	27,692	27,230	27,788	(96)	100%
JURY SERVICE	200	-	-	200	0%
GOVERNMENT & MISC OPERATING	47,335	29,493	41,837	5,498	88%
EQUIPMENT RENTAL	11,660	8,320	14,697	(3,037)	126%
STREET MAINTENANCE	-	-	14,221	(14,221)	0%
ANIMAL CONTROL	55,000	37,125	54,450	550	99%
ECONOMIC DEVELOPMENT	5,000	25,000	25,270	(20,270)	505%
REIMBURSABLES & REFUNDS	-	80	-	-	0%
Total Operational & Contractual Services	773,633	788,068	964,012	(190,379)	125%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Capital Outlay					
OFFICE EQUIPMENT	-	-	1,951	(1,951)	0%
VEHICLES	40,000	-	1,573,485	(1,533,485)	3934%
TECHNOLOGY PROJECTS	-	9,095	236	(236)	0%
EQUIPMENT: HEAVY	-	-	43,524	(43,524)	0%
FACILITIES: PARKS	40,000	-	27,595	12,405	69%
FACILITIES: CITY BUILDINGS	-	-	6,159	(6,159)	0%
SOFTWARE	-	-	38,185	(38,185)	0%
EQUIPMENT PURCHASE	-	71,755	5,186	(5,186)	0%
UTILITIES: DRAINAGE	-	-	28,199	(28,199)	0%
CAPITAL EQUIPMENT REPLACEMENT	-	-	373,069	(373,069)	0%
PREDETERMINED PROJECT EXPENDITURE	-	39,892	151,672	(151,672)	0%
CAPITAL PROJECTS-RESERVE FUNDS	-	-	185	(185)	0%
PARKER CO STREET IMPROVEMENTS (ILA)	100,000	-	-	100,000	0%
PAYING AGENT FEES	-	-	300	(300)	0%
Total Capital Outlay	180,000	120,742	2,249,747	(2,069,747)	1250%
Transfers & Restricted Funds					
INTERFUND TRANSFER	-	78,722	87,049	(87,049)	0%
TRANSFER TO LEOSE FUND	11,930	-	11,930	-	100%
Total Expenditures	3,891,716	3,483,452	6,058,462	(2,166,746)	156%
Net Income	\$ 10,401	\$ 3,096	\$ (156,655)	\$ 167,056	

Water Fund
Profit & Loss Budget vs Actual
For the Fiscal Year End September 30, 2019

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue					
USER CHARGES	\$ 2,119,966	\$ 2,072,179	\$ 2,021,520	\$ 98,446	95%
PENALTIES	30,000	26,415	25,741	4,259	86%
NEW ACCOUNT FEES	13,000	15,821	16,260	(3,260)	125%
TAP FEES	3,000	4,850	5,750	(2,750)	192%
IMPACT FEES	165,000	161,768	222,630	(57,630)	135%
INTEREST REVENUE	10,000	46,708	64,250	(54,250)	642%
METER FEE	25,000	29,497	25,055	(55)	100%
METER BOX FEE	4,500	5,750	7,000	(2,500)	156%
RECONNECT FEES	10,000	12,530	13,055	(3,055)	131%
RETURNED CHECK FEES	600	640	1,230	(630)	205%
REFUNDS/ BANK CREDITS	-	-	912	(912)	0%
MISCELLANEOUS REVENUE	1,200	1,001	(210)	1,410	-18%
SALE OF ASSETS	-	(13,409)	73,460	(73,460)	0%
INTERFUND TRANSFER	-	-	87,049	(87,049)	0%
TRANSFER FROM RESERVE (FOR METERS)	1,530,000	-	-	1,530,000	0%
Total Revenue	3,912,266	2,363,749	2,563,702	1,348,564	66%
Expenditures					
Personnel					
SALARIES	406,227	311,787	393,770	12,457	97%
PAYROLL EXPENSE	12,000	5,760	4,637	7,363	39%
WORKERS COMPENSATION	10,360	7,914	9,461	899	91%
HEALTH INSURANCE	79,286	53,533	61,471	17,815	78%
RETIREMENT	30,544	9,253	31,348	(804)	103%
UNEMPLOYMENT INSURANCE	1,620	1,356	1,536	84	95%
CELL PHONE STIPEND	4,320	3,338	3,829	491	89%
CERTIFICATE PAY	2,280	522	501	1,779	22%
OVERTIME	20,000	26,788	36,790	(16,790)	184%
DENTAL INSURANCE	4,968	3,651	4,275	693	86%
LIFE INSURANCE	1,172	987	1,636	(464)	140%
ACCRUED COMP & VACATION	-	-	515	(515)	0%
Total Personnel	572,777	424,888	549,769	23,008	96%
Supplies (Maintenance & Operations)					
POSTAGE & SHIPPING	15,000	12,114	13,796	1,204	92%
OFFICE SUPPLIES	7,500	4,605	6,304	1,196	84%
FLOWERS/GIFTS/PLAQUES	300	417	365	(65)	122%
BASIC OPERATING SUPPLIES	2,000	1,079	1,777	223	89%
PRINTING & BINDING	-	-	(14)	14	0%
MINOR EQUIPMENT: OFFICE	3,000	1,212	3,063	(63)	102%
MV REPAIR & MAINTENANCE	17,000	8,002	5,951	11,049	35%
UNIFORMS & SUPPLIES	5,370	2,414	2,829	2,541	53%
FINANCE CHARGES	1,800	3,589	3,291	(1,491)	183%
MISC TOOLS/SUPPLIES	2,850	1,150	1,724	1,126	61%
ROAD BASE MATERIALS - PAVING	-	-	129	(129)	0%
CHEMICALS	10,048	10,470	11,271	(1,223)	112%
FIRE HYDRANTS	10,400	1,470	-	10,400	0%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
ROAD BASE MATERIAL - MAIN BREA	-	1,700	-	-	0%
TOP SOIL	-	611	-	-	0%
SAFETY EQUIPMENT & SUPPLIES	3,074	18	3,427	(354)	112%
BUILDING & FACILITIES REPAIRS	2,984	3,886	9,193	(6,209)	308%
FACILITIES MAINT SUPPLIES	5,000	882	915	4,085	18%
MINOR EQUIPMENT: FIELD	2,650	2,315	2,634	16	99%
SUBSCRIPTIONS & PUBLICATIONS	1,000	315	-	1,000	0%
MV FUEL	27,000	18,802	25,554	1,446	95%
WATER DISTRIBUTION SUPPLIES	115,000	43,865	73,399	41,601	64%
WATER PRODUCTION SUPPLIES	50,000	133	2,051	47,949	4%
Total Supplies (Maintenance & Operations)	281,976	119,048	167,659	114,317	59%
Utilities					
ELECTRICITY	100,000	79,509	79,058	20,942	79%
MOBILE TELEPHONE	5,700	6,122	4,525	1,175	79%
COMMUNICATION SERVICES	6,132	6,731	6,572	(440)	107%
Total Utilities	111,832	92,362	90,155	21,677	81%
Operational & Contractual Services					
TRAVEL & TRAINING	4,050	1,618	4,904	(854)	121%
CONSULTANTS & PROFESSIONALS	25,000	27,423	18,008	6,992	72%
ADVERTISING & LEGAL NOTICES	1,000	-	-	1,000	0%
PRINTING & BINDING	-	482	-	-	0%
PROPERTY & LIABILITY	5,500	5,462	5,394	106	98%
REPAIR & MAINTENANCE	-	80	(492)	492	0%
DUES & MEMBERSHIPS	555	449	50	505	9%
PERMITS & APPLICATIONS	5,000	4,550	-	5,000	0%
LAB TESTING	-	840	(1,350)	1,350	0%
PROPERTY DAMAGE	2,500	-	-	2,500	0%
FINANCE CHARGES	-	12	-	-	0%
ACCOUNTING & AUDITOR	13,500	15,813	19,493	(5,993)	144%
ENGINEERING/CITY ENGINEER	36,000	72,092	64,219	(28,219)	178%
SOLID WASTE COLLECTION	-	2,698	762	(762)	0%
SOFTWARE TECH SUPPORT	1,000	187	2,257	(1,257)	226%
BLACKBOARD CONNECT	2,750	956	956	1,794	35%
IT CONTRACT	3,852	3,849	3,849	3	100%
WELL SITE MAINTENANCE	17,458	29,233	424	17,034	2%
EQUIPMENT MAINTENANCE	4,540	3,531	-	4,540	0%
WATER TANK MAINTENANCE	6,000	5,512	70	5,930	1%
BUILDING MAINT - WELL SITES	3,000	-	1,466	1,534	49%
EQUIPMENT RENTAL	5,000	5,017	10,450	(5,450)	209%
WATER DISTRIBUTION CONTRACTUAL	45,000	11,371	18,052	26,948	40%
WATER PRODUCTION CONTRACTUAL	50,000	60,372	33,449	16,551	67%
Total Operational & Contractual Services	231,705	251,545	181,962	49,743	79%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Capital Outlay					
VEHICLES	100,000	-	10,003	89,997	10%
EQUIPMENT: HEAVY	185,500	-	167,223	18,277	90%
CAPITAL IMPROVEMENTS	45,000	-	6,450	38,550	14%
WATER PURCHASES (EMER WATER)	-	71,612	7,620	(7,620)	0%
SOFTWARE	-	-	12,746	(12,746)	0%
PREDETERMINED PROJECT EXPENDIT	-	31,987	-	-	0%
UTILITIES: WATER DISTRIBUTION	1,085,875	8,091	119,098	966,777	11%
UTILITIES: WATER PRODUCTION	140,000	417,431	549,558	(409,558)	393%
WELL REPLACEMENT	-	-	750	(750)	0%
PAYING AGENT FEES	-	3,125	1,975	(1,975)	0%
FRANCHISE FEES	98,020	98,020	98,020	-	100%
DEBT SERVICE PAYMENTS	340,965	536,905	340,877	88	100%
TRANSFER TO GENERAL FUND	500,000	-	-	500,000	0%
Total Capital Outlay	2,495,360	1,167,171	1,314,319	1,181,041	53%
Total Expenditures	3,693,650	2,055,015	2,303,865	1,389,785	62%
Net Income	\$ 218,616	\$ 308,734	\$ 259,837	\$ (41,221)	

Wastewater Fund
Profit & Loss Budget vs Actual
For the Fiscal Year End September 30, 2019

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue					
USER CHARGES	\$ 568,309	\$ 563,777	\$ 570,930	\$ (2,621)	100%
TAP FEES	667	500	1,500	(833)	225%
IMPACT FEES	119,493	112,010	125,241	(5,748)	105%
INTEREST REVENUE	15,468	20,507	16,516	(1,048)	107%
REFUNDS/BANK CREDITS	3,261	2,446	-	3,261	0%
BORE FEES	-	5,980	-	-	0%
Total Revenue	707,198	705,220	714,187	(6,989)	101%
Expenditures					
Personnel					
SALARIES	79,229	78,775	56,672	22,557	72%
PAYROLL EXPENSE	2,072	1,289	898	1,174	43%
WORKERS COMPENSATION	2,072	1,979	2,365	(293)	114%
HEALTH INSURANCE	15,857	14,003	11,998	3,859	76%
RETIREMENT	5,875	6,187	4,715	1,160	80%
UNEMPLOYMENT INSURANCE	324	327	146	178	45%
CELL PHONE STIPEND	1,080	1,175	748	332	69%
CERTIFICATE PAY	1,080	1,175	512	568	47%
OVERTIME	2,142	3,700	3,327	(1,185)	155%
DENTAL INSURANCE	994	977	623	371	63%
LIFE INSURANCE	234	266	238	(4)	102%
Total Personnel	110,959	109,853	82,242	28,717	74%
Supplies (Maintenance & Operations)					
POSTAGE & SHIPPING	2,000	-	-	2,000	0%
OFFICE SUPPLIES	1,200	1,158	637	563	53%
BASIC OPERATING SUPPLIES	1,200	440	151	1,049	13%
MINOR EQUIPMENT: OFFICE	1,000	-	920	80	92%
MV OILS, LUBRICANTS & FLUIDS	500	-	-	500	0%
MV REPAIR & MAINTENANCE	4,000	433	-	4,000	0%
UNIFORMS & SUPPLIES	1,930	178	786	1,144	41%
WASTEWATER SUPPLIES	2,206	1,110	1,359	847	62%
MINOR TOOLS	-	194	-	-	0%
EQUIPMENT	2,900	1,115	(114)	3,014	-4%
MISC TOOLS/SUPPLIES	1,000	1,295	446	554	45%
CHEMICALS	15,000	6,035	24,018	(9,018)	160%
BELT PRESS SUPPLIES	-	1,915	-	-	0%
SAFETY EQUIPMENT & SUPPLIES	2,775	840	894	1,882	32%
BUILDING & FACILITIES REPAIRS	970	1,342	1,046	(76)	108%
FACILITIES MAINT SUPPLIES	15,000	824	8,201	6,799	55%
MINOR EQUIPMENT: FIELD	-	87	-	-	0%
MV FUEL	3,875	3,269	9,208	(5,333)	238%
WASTEWATER COLLECTION	5,000	8,195	7,794	(2,794)	156%
WASTEWATER TREATMENT	5,000	1,148	8,149	(3,149)	163%
Total Supplies (Maintenance & Operations)	65,556	29,580	63,495	2,062	97%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Utilities					
ELECTRICITY	40,500	58,503	60,792	(20,292)	150%
MOBILE TELEPHONE	-	-	-	-	0%
COMMUNICATION SERVICES	-	-	-	-	0%
Total Utilities	40,500	58,503	60,792	(20,292)	150%
Operational & Contractual Services					
TRAVEL & TRAINING	3,500	1,920	2,167	1,334	62%
CONSULTANTS & PROFESSIONALS	-	60,267	1,203	(1,203)	0%
ADVERTISING & LEGAL NOTICES	-	952	-	-	0%
PROPERTY & LIABILITY	5,500	5,462	5,394	106	98%
REPAIR & MAINTENANCE	7,650	7,994	853	6,797	11%
DUES & MEMBERSHIPS	555	111	10	545	2%
PERMITS & APPLICATIONS	3,500	20	800	2,700	23%
LAB TESTING	13,700	11,477	23,662	(9,962)	173%
ACCOUNTING & AUDITOR	10,000	5,000	9,083	917	91%
CONTRACTUAL SERVICES	12,000	32,572	13,715	(1,715)	114%
ENGINEERING/CITY ENGINEER	12,000	4,010	1,253	10,747	10%
SLUDGE HAULING	36,000	39,978	95,047	(59,047)	264%
IT CONTRACT	3,852	3,849	3,849	3	100%
LIFT STATION EQUIPMENT MAINT	55,550	46,404	146,013	(90,463)	263%
GOVERNMENT & MISC OPERATING	3,000	-	-	3,000	0%
EQUIPMENT RENTAL	1,000	428	13,702	(12,702)	1370%
Total Operational & Contractual Services	167,807	220,445	316,751	(148,944)	189%
Capital Outlay					
VEHICLES	38,000	-	2,998	35,002	8%
CAPITAL IMPROVEMENTS	20,000	-	-	20,000	0%
FACILITIES: CITY BUILDINGS	33,000	-	173	32,827	1%
PACKAGE PLANT/FORCE MAIN	-	-	-	-	0%
FRANCHISE FEES	28,553	28,553	28,553	-	100%
DEBT SERVICE PAYMENTS	74,665	105,775	74,665	-	100%
Total Capital Outlay	194,218	134,328	106,389	87,829	55%
Total Expenditures	579,040	552,711	629,670	(50,630)	109%
Net Income	\$ 128,158	\$ 152,509	\$ 84,517	\$ 43,640	

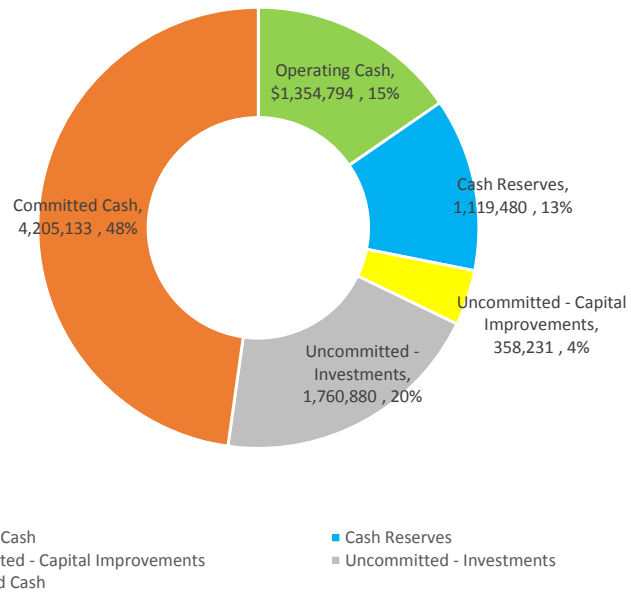
**City of Willow Park
Bank Account Balances**

	<u>At 9/30/2019</u>	<u>At 6/30/2019</u>	<u>At 09/30/2018</u>
<u>General Fund</u>			
Operating Cash - General	\$ 164,461	\$ 706,121	\$ 645,411
General Fund Cash Reserve	235,624	234,542	231,008
TexStar General Fund Capital Improvements	-	-	1,032
TexStar General Fund Investment	510,738	507,906	116,206
General Fund CD - 431549	-	-	125,957
General Fund CD - 65686	126,040	123,668	123,668
	<u>1,036,863</u>	<u>1,572,236</u>	<u>1,243,282</u>
<u>Water Fund</u>			
Operating Cash - Water	522,905	133,307	1,188,636
Water Cash Reserve	883,855	879,794	127,455
Water Capital Improvements	-	-	287,469
TexStar Water Capital Improvements	448,387	641,712	1,537,427
TexStar Water Investment	1,071,587	1,065,646	128,194
Water Fund CD - 65712	-	-	63,414
Water Fund CD - 90271	-	-	50,227
Water Deposits - 56788	105,926	105,345	105,345
	<u>3,032,661</u>	<u>2,825,805</u>	<u>3,488,167</u>
<u>Wastewater Fund</u>			
Operating Cash - Wastewater	254,894	262,920	550,185
Wastewater Package Plant	124,645	124,076	154,181
Wastewater Capital Improvements	358,231	356,585	1,646
TexStar Wastewater	52,516	52,225	23,521
Wastewater Fund CD - 431557	-	-	27,695
	<u>790,286</u>	<u>795,806</u>	<u>757,228</u>
<u>Other Funds</u>			
Operating Cash - Solid Waste	412,534	418,040	353,847
Operating Cash - Court Security	35,130	34,835	31,370
Operating Cash - Court Technology	52,496	54,951	49,810
Operating Cash - General (Police Training)	4,966	11,992	7,690
Capital Equipment/Replacement Fund	-	-	158,919
Drainage Fund	300,000	-	-
Police Contributions	444	444	-
Construction Fund - Building	925,970	1,848,417	4,461,110
Construction Fund - Roads	1,257,779	112,710	1,770,377
Debt Service (I&S)	344,031	507,118	424,845
Police Seizure (Federal)	1,651	1,644	1,619
Police Seizure (State)	7,463	7,428	12,563
Tourism	63,038	62,749	56,814
TIRZ Reimbursement Fund	4,215	4,194	36,330
First Responder	26,734	-	-
TexStar Parks & Recreation	502,258	-	-
TexStar Capital Equipment/Replacement	-	-	43,402
TexStar Economic Development	-	-	53,345
	<u>3,938,709</u>	<u>3,064,521</u>	<u>7,462,041</u>
Total Cash	\$ 8,798,518	\$ 8,258,367	\$ 12,950,718

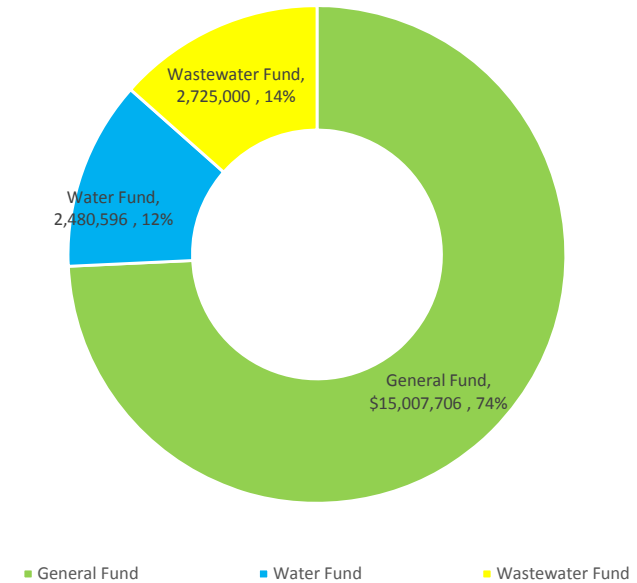


**City of Willow Park
Key Metrics & Trends
As of September 30, 2019**

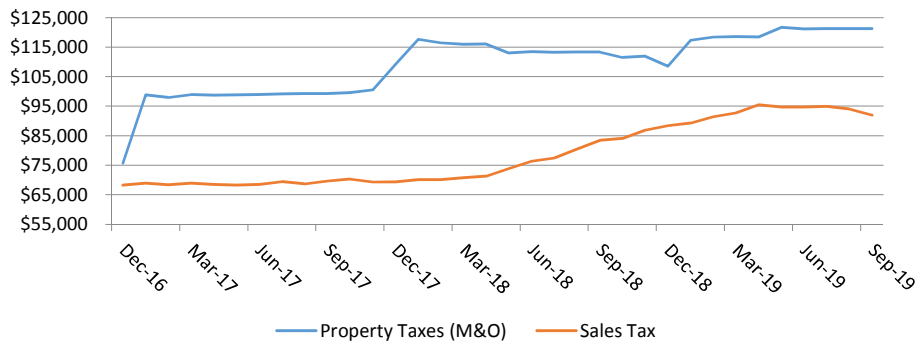
Cash Balances as of September 30, 2019



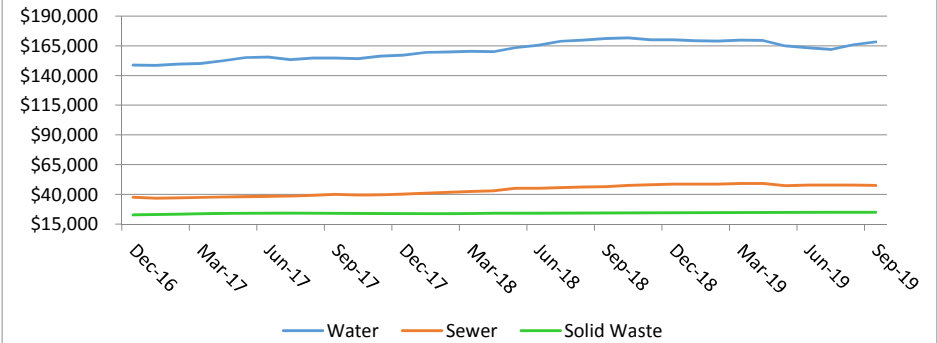
Debt Balance by Fund as of September 30, 2019



General Fund Tax Revenues (12 M Moving Avg)



User Charge Billings (12 M Moving Avg)





CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: December 10, 2019	Department: Communications/Marketing	Presented By: Rose Kertok
---	--	-------------------------------------

AGENDA ITEM:

Discussion/Action: To consider and act on contracting with a new Web site provider.

BACKGROUND:

The City communications department would like to contract with CivicPlus to re-design and launch a newer, more efficient, more reader-friendly website with features beyond our current capabilities.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval.

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$10,000 the first year, \$2,000 per year thereafter
	Source of Funding	

12/6/2018



CIVICCMS®

City of Willow Park, TX

Website Proposal

Presented by
Alan Montgomery



302 S. 4th Street, Suite 500 | Manhattan, KS 66502
1300 Massachusetts Ave., Boxborough, MA 01719
www.civicplus.com

November 22, 2019

Rose Kertok
City of Willow Park, TX
RE: Website Redesign Services

Dear Rose,

Meeting the expectations of citizens is at the core of civic responsibility. Finding that perfect blend of functionality, ease of maintenance, and cost effectiveness can be daunting. Today's "what I want, when I need it" society is all about digital and timely responses. Saving time and money and increasing citizen satisfaction is every government entity's goal. With the cost effective CivicCMS solution you can achieve your vision of success.

CivicPlus, Inc. (CivicPlus) is passionate about our mission to help make local government better. We are not just designing a website, we are helping build a trusted and long-term relationship between you and your community through our state-of-the-art technology and process. Our expertise lies in collaborating with our clients to deliver the right solution, at the right cost, housed within a modern design that captures the culture of your community.

The following information will show you how the CivicCMS solution will reduce your staff's workload, respect your available budget, and most importantly, provide your community with a powerful online resource that promotes open access to your municipal offices.

Please review our proposal closely. This proposal will save you time and resources while providing your visitors a website where they can find what they need, when they need it. We look forward to working with you and your staff to help make your vision become a reality.

Sincerely,
Alan Montgomery
Regional Sales Manager
amontgomery@civicplus.com

785-340-2260

What Sets CivicCMS Apart?



Created to Meet Your Needs

Developing your new website under the Open Source Initiative provides CivicCMS with the flexibility to develop new features and modules to help you meet your goals and vision.



Our Drupal Platform

CivicPlus will develop your site on one of the industry's most trusted open source platforms, Drupal. It is the platform of choice by national, state, and local governments all over the world.



We Build Long-Term Relationships

Our partnership with you is only beginning at go-live! We provide ongoing customer support and our Account Management team will work with you to help you evolve your web environment throughout your relationship with CivicPlus.



Easiest System for Updating & Adding New Content

Your new CivicCMS website will be specifically designed for ease-of-use so your staff, regardless of their technical skill level, can maintain and update your new website easily and efficiently.



Custom & Responsive Design

Your custom-designed website will be fully responsive on multiple devices including smart phones, tablets and wide screen monitors.



Useful & Relevant Modules

CivicCMS is flexible and scalable so your site can grow as your needs grow without extra features and functionalities that are not as relevant.



Affordable Cost, Flexible Payments

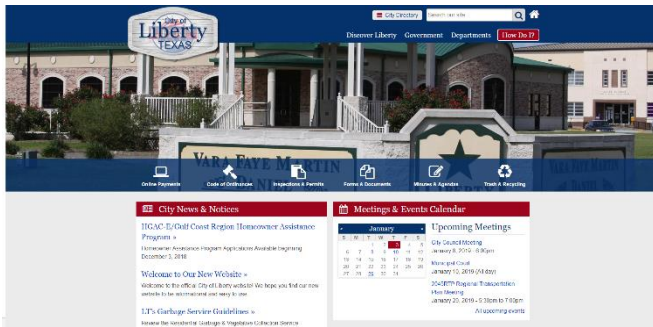
We understand the fiscal challenges municipalities face on a daily basis, so CivicPlus offers payment options to meet your budgeting needs.



Security and Protection—Priority One!

Our Tier IV secure hosting facilities are monitored 24/7 and your website is backed up daily off-site. We deploy state-of-the-art hardware and software to prevent DDoS and hacking attacks to protect your investment.

Client Design Examples



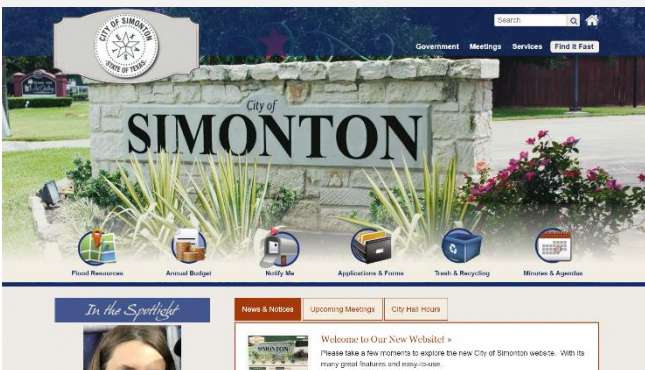
Liberty TX

<https://www.cityofliberty.org/>



Onalaska, TX

<https://www.cityofonalaska.us/>



Simonton TX

<https://www.simontontexas.gov/>

Features & Functionality

Content Management Functionality

- Agenda Builder Module
- Schedule Publishing
- Web Forms Module
- Unpublish/Archive Content
- WYSIWYG Editor
- Dept/Board Specific News
- Persistent Navigation
- ADA Compliance
- Job Opportunities
- Schedule Expiration Dates
- Versioning
- Embed Video Player
- Online File Center
- Quick Links
- Protected Email Addresses
- Recyclopeda
- FAQs
- Audit Trail/History Log
- Content Previewing
- CAPTCHA Visitor Authentication
- Printer Friendly Pages
- Surveys & Polling
- Bids & RFPs
- Business Directory
- "Review-On" Dating
- Dynamic Breadcrumbs
- SSL Certificates

Communication Features

- Email Notifications (E-subscriber)
- Dynamic Site Map
- RSS Feeds
- Facebook & Twitter Integration
- Service Requests Forms
- Urgent Alert Banners
- Two-Way Blogging
- Private Comment Forms
- Rotating Bulletin Boards
- Staff Directory
- "Share this Page"

Administrative Functionality

- Intranet Options
- User Roles & Permission Levels
- Traffic Analysis
- Broken Links Reporting
- Domain Name Management
- Quality Assurance Reports
- Complete User History
- Board Membership Duties
- Menu Control

Design Features

- Responsive Design
- Rotating Mastheads
- Dynamic News Modules
- Urgent News Banners
- Upcoming Meetings Module
- Custom Subtitles
- Cascading Navigation
- Multiple Navigation Schemes

Graphic & Image Functionality

- Media Library
- Image Editor
- Photo Gallery
- Slide Shows
- Captioning/ALT Text
- Rotating Department

Images

- Image Administration
- Rotating Bulletin Boards

Typical Project Timeline

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your new CivicCMS website. Your exact project timeline can vary based on determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, approval dates kept, and other factors. Based on our experience, the estimated timeline for the successful completion of your CivicCMS project is approximately 12-15 weeks.

Implementation Phase	Timeframe	Deliverables
Phase 1 Strategy Sessions & Discovery	1 Week	<ul style="list-style-type: none">• Define Core Objectives• Needs Assessment
Phase 2 Design & Architecture	3-4 Weeks	<ul style="list-style-type: none">• Design Meeting with Client Website Committee• Homepage Options & Layout• Subpage Design and Layout• Finalize Design (once you are completely satisfied)
Phase 3 Site Implementation	2-3 Weeks	<ul style="list-style-type: none">• Identify Global and Cascading Navigation (and related links)• Implement Design within CivicCMS



302 S. 4th Street, Suite 500 | Manhattan, KS 66502
1300 Massachusetts Ave., Boxborough, MA 01719
www.civicplus.com

Phase 4 Content Development	4-5 Weeks	<ul style="list-style-type: none"> • Migrate up to 500 pages of Existing Content
Phase 5 Training & Education	1 Week	<ul style="list-style-type: none"> • Sessions for Content Editors and Site Administrators • Group and Individual Sessions
Phase 6 Deployment & Go-Live	1 Week	<ul style="list-style-type: none"> • Final Quality Check of Website • Install and Activate Selected Modules • DNS & SEO Activities



302 S. 4th Street, Suite 500 | Manhattan, KS 66502
1300 Massachusetts Ave., Boxborough, MA 01719
www.civicplus.com

Estimated Year 1 Investment

CivicCMS Website Package

City of Willow Park

All quotes are priced per project and presented in US dollars. Pricing is valid for 60 days from 11-22-2019

Graphic Design

- Custom Design; Fully Responsive Format (Smart Phones, Tablets)

Content Development

- Up to 500 pages of existing

pages

Staff Training

- Online Training, as needed; minimum One Day
- Full Access to Library of Videos/Documentation

Supplemental Modules at No Cost

- Bids/RFPS
- Intranet
- Agenda Manager
- Popular Pages
- Recyclopedia
- Business Directory

Year One Investment: \$10,000

- Website Development: \$8,000
- Annual Fees: \$2,000

**OPTION: Spread All Costs over 3 Yrs:
\$4,667 per Year**

Secure Hosting

- SSL Certificates
- Tier 4 Data Center
- Nightly Offsite Backups
- Intrusion Detection, DDoS Mitigation

Ongoing Customer Support

- Unlimited Live Support for Up to 4 Users
- Unlimited Number of Content Editors
- Free Monthly Webinars
- 24/7 Technical Support

CivicCMS Application

- Annual CMS Usage License
- Unlimited Number of Content Editors
- Periodic Module Upgrades
- Full Maintenance & Service Patches

Also Includes

- Apache Solr Search Appliance
- Google Analytics
- E-Subscriber Mail Lists
- Social Media Integration
- Web Forms Builder
- No Storage Limit on Future Pages & Files

Year 2 and Beyond - Annual Services

City of Willow Park, TX

Each year of your contract, you'll receive system enhancements, maintenance, optimization, and have full access to our support staff so your site stays up-to-date with our latest features and functionality. (Annual Hosting/Maintenance Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 and beyond)

- Secure Hosting and Security Services
- Software maintenance including service patches and system enhancements
- 24/7 technical support and access to the Online Help Center
- Unlimited Live Customer Support for up to 4 Designated Users
- Account Management Team for ongoing support and web environment evolution

\$2,000 per year

Optional Services

- Additional Supported Users \$250 per user per 12 months
- Custom Department Subsites: \$3,000 one-time; \$500 annual hosting & support
- Complete Redesign after 4 Years: \$500 per year

CivicPlus Advantage - Alternate Payment Plan

The CivicPlus Advantage (CPA) payment alternative payment plan provides zero interest, level payments that divides the One-Time Implementation Investment expense of your project over the first three (3) years of your contract to assist with your initial out of pocket expense and budget allocation. Each payment also includes your Annual Hosting/Maintenance Services.

1st Year CPA.....	\$4,667	3rd Year CPA	\$4,667
2nd Year CPA	\$4,667	4th Year CPA	\$2,100
		(Annual plus 5% Technology Fee)	

Accessibility

ADA Section 508 Compliance

We provide highly compliant sites based on WCAG 2.0 AA guidelines. Our focus is to provide a high degree of compliance to maximize accessibility for all users while providing freedom to create a visually rich and appealing site.

Our approach for each website includes the following steps:

- We will deliver you a site that is free of all “Errors” as defined by the standard for industry accessibility checking: <https://wave.webaim.org/>
- Whenever possible we will use text-based fonts to replace graphics for design elements such as icons, links, and buttons.
- Our designs will focus on color schemes that will satisfy required color contrast requirements.
- Our CMS has been built to require “Alt Tags” whenever images are uploaded.
- Our trainers will use CivicPlus best practices to teach your staff to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards.
- PDFs need to be saved in an accessible format. While the responsibility for this lies with our clients, we will provide instructions to your staff for the best way to accomplish this.
- Our product team closely follows changes in regulations and updates our best practices as well as provides regular updates to clients via our CivicPlus website, webinars, and other publications.
- Ongoing Scans – we think it is a best practice to occasionally scan your site to check ongoing compliance. Our customer support team will show you how to scan your site or will run periodic scans upon request.

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our clients. Audio Eye provides this online application to increase website accessibility and help maintain ADA compliance; this includes automated and manual website fixes, a voice reader, text magnification, and the industry’s only Certificate of Compliance. More information and a demo are available upon request.

Optional Services

CivicClerk Agenda Management System

The fastest, most intuitive way to streamline complex paper-based processes. Automate agenda management, meeting minutes management, and the sharing of meeting content with board members, staff, and your citizens.

CivicReady Mass Notification System

Whether communicating routine or emergency news, we allow you to alert recipients with actionable information within seconds, using a single interface—saving you time, while amplifying the reach of your time-sensitive message. Quickly create and distribute news and information whether it's in response to a local crisis, or simply a routine alert or internal communication to staff.

CivicRec Recreation Management

Whether the public is using the recreation registration software to sign up for programs, rent facilities, or find volunteer opportunities, you can be confident that your parks and recreation department is offering an intuitive citizen self-service solution. Our all-in-one solution also includes team and league memberships, point-of-sale capabilities, even event ticket generation.

CivicHR Employee Management Software

The easiest-to-use local government human resource management solution. Our cloud-based software integrates and organizes data, automates job postings, collects applications, simplifies employee onboarding, and manages performance.

CP Connect Citizen Request Management

Receive and respond to all citizen requests, inquiries, and comments from a single hub. CP Connect™ allows you to convert citizen requests into service requests while benefitting from automated follow-ups and giving citizens the transparency they expect.

Civic Media Live & On-Demand Streaming

CivicMedia provides our clients with the capability to easily live stream any board or committee meeting. Each meeting can also be archived online for quick on-demand access.

AxisGIS Online Mapping

AxisGIS is a dynamic online mapping application that lets users query, browse, report and visualize location-based content from anywhere, anytime. Ideal for assessment data, abutters lists, flood zones, private parcel data, public works mapping, and much more.



302 S. 4th Street, Suite 500 | Manhattan, KS 66502
1300 Massachusetts Ave., Boxborough, MA 01719
www.civicplus.com

Optional Department Subsites

We also offer the option of creating “sub-sites” that require their own identity. Each subsite can have their own graphics, colors, layout and navigational structure, and can utilize its own website address (URL). Besides enjoying the benefits of our CMS, there is significant savings in both upfront development and ongoing costs versus a stand-alone website. Some examples are shown here.

Economic Development



<https://edc.town.westborough.ma.us/>

Police



<https://www.townofmilton.org/police>

Libraries



<https://www.greenfield-nh.gov/stephenson-memorial-library>

Fire



<https://www.oobmaine.com/fire-department>

Recreation



<https://www.fairviewtownship.com/parks-and-recreation>

Emergency Management



<https://www.stoughton.org/emergency-management>



302 S. 4th Street, Suite 500 | Manhattan, KS 66502
1300 Massachusetts Ave., Boxborough, MA 01719
www.civicplus.com



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: December 10, 2019	Department: Admin	Presented By: City Manager
---	-----------------------------	--------------------------------------

AGENDA ITEM:

Discuss and take action on adopting a Water Conservation Plan

BACKGROUND:

This plan was adopted in April 2019 via the Drought Contingency Plan. However the terminology did not include the phrase Water Conservation Plan. As such, TWDB is requiring that the City provide a resolution adopting the “Water Conservation Plan”.

STAFF/BOARD/COMMISSION RECOMMENDATION:**EXHIBITS:**

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

RESOLUTION 2019-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK ADOPTING THE ATTACHED WATER CONSERVATION AND EMERGENCY WATER DEMAND MANAGEMENT PLAN.

BE IT RESOLVED BY THE CITY COUNCIL: That on this 10th day of _____, 2019, we do hereby adopt the attached Water Conservation and Emergency Water Demand Management plan to be implemented by the City of Willow Park. Any violation of this plan can carry a penalty of termination of water services. Water service termination penalties will only apply to violations of mandatory rationing imposed by the City.

ADOPTED THIS 10TH DAY OF December 2019 at a regular meeting of the City Council at which a quorum was present.

APPROVED:

(Seal)

Doyle Moss, Mayor

ATTEST

Alicia Smith, City Secretary

***WATER CONSERVATION AND
DROUGHT CONTINGENCY PLAN***

for

***CITY OF WILLOW PARK, TEXAS
516 RANCH HOUSE ROAD
WILLOW PARK, TEXAS 76087***

April, 2019

Prepared by

**JACOB & MARTIN, LLC
*Consulting Engineers
Firm No. 2448
Weatherford, Texas***

TABLE OF CONTENTS

WATER CONSERVATION AND
DROUGHT CONTINGENCY PLAN

<u>Section</u>	<u>Title</u>	<u>Page No.</u>
I.	Introduction	1
II.	Utility Evaluation	1
III.	Public Involvement	3
IV.	Water Conservation Plan	3
V.	Drought Contingency Plan	7
	Appendix A - Listing of Water Conservation Literature	
	Appendix B - Resolution Adopting Water Conservation/Emergency Water Demand Management Plan	
	Appendix C - Water Rates	
	Appendix D – Drought Contingency Plan	
	Appendix E - Municipal Use Public Water Supply Utility Profile	
	Appendix F - Service Area Map	
	Appendix G - Letter to Regional Water Planning Group	

I. INTRODUCTION

The City of Willow Park in Parker County, Texas is a general law, municipal corporation created in accordance with the laws of the State of Texas. The City Council has the managing control and operation of the City's Water System. The Council is elected by the qualified voters residing within the City. The City serves an area of approximately 10 square miles to local residents.

The population of the City has increased approximately 33% in the last 10 years and has plans for a surface water supply from Fort Worth to be implemented in the next couple of years. The City obtains groundwater from 24 wells located in the Trinity and Paluxy formations. The City's goal is to enact this plan to achieve approximately 10% reduction in water consumption per person.

II. UTILITY EVALUATION

A. WATER SUPPLY AND DISTRIBUTION SYSTEM INFORMATION

- | | | |
|----|--|---------------------|
| 1. | Population of Service Area (Estimated) | 5,340 |
| 2. | Area of Service Area | 10 square miles |
| 3. | Water Production and Sales Information | |
| a. | Water Supplied during the last year | 253,071,313 gallons |
| b. | Monthly Water Use (2018) | |

WELL WATER PUMPED (1,000 gallons)

<u>Month</u>	<u>Total</u>
January	15,407
February	14,837
March	16,675
April	20,178
May	25,030
June	36,956
July	31,514
August	23,632
September	18,187
October	17,766
November	16,566
<u>December</u>	<u>16,322</u>
TOTAL	253,071

- | | | |
|----|--|-----------------|
| c. | Highest daily water use on record for system | 1,250,000 (gpd) |
|----|--|-----------------|

d.	Peak daily use for the last year	1,250,000 (gpd)		
e.	Unaccounted for Water (2017)	12 %		
4.	Number and Type of Meter Connections in Service Area	2178 Res & Comm		
5.	Net Gain of New Connections per year	8 (est)		
6.	Source of Water	Groundwater		
7.	Maximum Diversion Rate	1.5 MGD		
8.	Design Capacity of Water System	1,500,000 (GPD)		
9.	Major High Volume Customers	Willow Park Rehab		
10.	Per Capita Water Use	130 gpcd		
11.	Population and Water Use Projections			
	<u>Year</u>	<u>No. of Connections</u>	<u>Daily Avg. MGD</u>	<u>Daily Max MGD</u>
	2050	6351	2.29	5.49

B. UTILITY FINANCIAL OPERATION INFORMATION

1. Water Rate Structure
 - a. Existing Rates Structure See Appendix C
2. Sources of Revenue for the Utility
 - a. Percent of Annual Revenues from water rates 90%
 - b. Percent of Annual Revenues from all other sources 10%
3. Approximate Annual Operating Costs (2017) \$1,500,000.00
4. Projected Annual Operating Costs \$1,750,000.00

C. OTHER APPLICABLE INFORMATION

1. Copies of applicable local regulation relating to Water Conservation and Emergency Water Demand Management Planning See Appendix D

2. Other applicable documents None available
3. Information on Civic Groups, Organizations and entities None available

III. PUBLIC INVOLVEMENT

A. PUBLIC AT LARGE

The City holds regular council meetings once each month. Councilmen meet the second Tuesday of each month. These meetings are open to the public and anyone is free to speak to the City Council. At these meetings, they hear the concerns of the members which assist them in making decisions.

IV. WATER CONSERVATION PLAN

A. WATER CONSERVATION GOALS

Over the past five years, the water users served by the City of Willow Park have used approximately 138 gpcd. The 2018 baseline is 130 gpcd. The 5-year goal for water use reduction is to reduce per capita use by 10 gallons per day per user to **120 gpcp** by the end of 2024. The 10-year goal for the City of Willow Park is to reduce per capita use by 10 gallons per day per user to **110 gpcd**. The approximate breakdown between the current residential and commercial use on a per capita basis is 96 gpcd for residential and 12 gpcd for commercial. Therefore, the 5-year goal for the reduction in residential use is **86 gpcd** and **76 gpcd** for the 10-year goal. These 5-and 10-year goals are in line with the overall water conservation goals outlined by both the State of Texas and the Region C Planning Group.

In addition, the City of Willow Park over the past five years has experienced on average approximately 31% water loss through the water system, which, based on non-rationing water usage, equates to a water loss of approximately 43 gpcd. The City's 5-year goal is to reduce water loss below **40 gpcd** by the end of 2024. The 10-year goal is to reduce water loss below **30 gpcd**. The 5- and 10-year goals will be met through replacement of the old and deteriorated distribution lines and through more accurate recording of unaccounted for water.

B. EDUCATION AND INFORMATION

The City will promote water conservation by informing the public of ways to conserve water. The following methods will be used to inform water users:

1. Distribution of educational materials to all customers will be made four times

during the first year of the program and twice per year thereafter. The semi-annual distribution will be timed to correspond with the peak summer and winter demand periods.

2. Regular Articles will be published in a local paper at times corresponding to the distribution mentioned above and more often if conditions warrant. Information such as the benefit of reduced irrigation pressure settings, lawn water needs, and xeriscaping will be included.
3. New Customers will receive general conservation information when applying for service.

Information as presented in Appendix A will be the basis for public education as well as pre-printed brochures available from:

Texas Water Development Board
P.O. Box 13231, Capital Station
Austin, Texas 78711-3231

C. RETROFIT PROGRAM

Customers in existing buildings which do not have water saving devices will be encouraged to replace their old plumbing fixtures. The education program will help inform them of the advantages of installing water saving devices. The enacted excess water rate structure outlined below encourages water conservation. Customers will be informed of water saving kits available to aid in their water conservation efforts.

D. WATER RATE STRUCTURE

A water rate structure has been implemented which encourages water conservation, see Appendix C.

When a customer applies to “tap” a municipal waterline for service, the water rate is identified based on the guidelines set forth in the plan.

E. METERING

The City currently meters 100% of the water sold. The City repairs or replaces meters which appear to have high or low water usage. Incorporated into the Water Conservation Plan, the City will set up the following meter testing schedule:

1. Production Meters - test once a year
2. Meters larger than 1½” - test once a year minimum

3. Meters 1½” and smaller - meters are monitored and tested when unusual flows are observed

The City has implemented a computer billing system which handles all of the billing. The system will compare meter readings monthly and note dramatic changes as a note on the reading output. If unusual readings are detected, staff will investigate the cause and propose mitigating measures to the resident or business.

F. WATER CONSERVATION LANDSCAPING

The education program will include suggestions on landscaping and irrigation procedures which will save water usage and money.

G. LEAK DETECTION AND REPAIR

The City’s leak detection program will be enhanced and will include:

1. Perform an annual water audit to determine water loss quantity and to identify un-metered use.
2. Leak Detection and Location Program-visual inspection by meter readers and City employees will keep a constant watch out for abnormal conditions indicating leaks (i.e. defective fire hydrants and flush valves, unauthorized use of fire hydrants and water main leaks).
3. Maintain an adequate and qualified maintenance staff which is available to repair leaks as they are located or perform corrective measures.
4. Monthly water use accounting by the billing computer system which will identify high water use for service meters indicating possible leaks or malfunction.

H. RECYCLING AND REUSE

The City has no means to recycle or reuse water. There are no customers at this time that would be able to recycle water.

I. SCHEDULE FOR IMPLEMENTING PLAN TO ACHIEVE TARGETS AND GOALS

The City of Willow Park will adhere to the following schedule, to achieve the targets and goals for water conservation:

1. Calibration of the wellhead meters to be conducted annually

2. The City of Willow Park meter replacement program is as follows:
 - a. Meters will continue to be monitored annually for manufacturer and TCEQ minimum required accuracy and replaced on a fifteen-year cycle or as needed
3. Water audits shall be conducted annually
 - a. Real water losses shall be identified and corrected
 - b. Real water losses shall be minimized by replacement of deteriorated water mains and appurtenances, as is conducted by the City of Willow Park staff on an ongoing basis
4. The City of Willow Park will mail out material prepared by the staff, obtained from the Texas Water Development Board, Texas Commission on Environmental Quality or other sources semi-annually (once in the spring and once in the summer) to all customers and provide additional information for viewing at City Hall
5. A leak Detection Program shall be implemented by the City of Willow Park which reduces real water losses
6. The City of Willow Park adopted the 2000 International Plumbing Code, and all new construction or renovations in the city use water conserving fixtures.

J. TRACKING TARGETS AND GOALS

The City of Willow Park staff shall track targets and goals by utilizing the following procedures:

1. Logs shall be maintained for meter calibration, meter testing, and meter replacement programs
2. Annual water audits shall be documented and kept in the Utility Department files
3. Staff shall keep a record of the number of mail-outs distributed semi-annually
4. Rates shall be tracked by means of ordinances adopted
3. Logs shall be maintained for the utility's Leak Detection Program

Success will be evaluated based on percentage of water use and loss goals on an annual basis.

K. DISTRIBUTION SYSTEM AND/OR RESIDENTIAL PRESSURE CONTROLS

The City currently maintains one mainline pressure reducing valve to minimize high pressure.

L. WHOLESALE CUSTOMERS

NA

V. EMERGENCY WATER RATIONING PLAN

The City has adopted an Emergency Water Rationing Plan which identifies triggering criteria, curtailment measures, penalties and procedures for each stage of the plan. See Appendix D. (The Texas Water Plan): TWDB, Book 104 pp.

APPENDIX A

LISTING OF WATER CONSERVATION LITERATURE

CONSERVATION LITERATURE

Agricultural Water Conservation in Texas: TWDB, Pamphlet, 8 pp.

Have Your Irrigation System Evaluated Free: TWDB, Pamphlet, 4 pp.

LEPA Irrigation: TWDB, Pamphlet, 6 pp.

Drip Irrigation: TWDB, WC-8, Pamphlet, 6 pp.

Forty-Nine Water Saving Tips: TWDB WC-1, Pamphlet, 8 pp. NEW FOR 1995

Homeowner's Guide to Water Use and Conservation: TWDB WC-3, Booklet, 26 pp. NEW FOR 1995

Saving Water Inside the Home: TWDB WC-4, Pamphlet, 8 pp. NEW FOR 1995

Saving Water Outside the Home: TWDB WC-6, Pamphlet, 8 pp. NEW FOR 1995

Drip Irrigation: TWDB WC-8, Pamphlet, 6 pp.

Lawn Watering Guide: TWDB WC-12, Card, 3½" x 5"

A Directory of Water Saving Plants and Trees for Texas: TWDB WC -13, Booklet, 26 pp.

Xeriscape-Principles, Benefits: TWDB WC-14A, Pamphlet, 4 pp., size 3½" x 7½"

Toilet Tank Leak Detector Tablets: 2 Tablets per packet, Spanish/English instructions

Dillo Dollar/Dillo Dinero: Six water saving tips for the HOME, English/Spanish, TWDB Floyer, 1 pp., size 2½" x 6", NEW for 1995

Dillo Dollar/Dillo Dinero: Six water saving tips for the YARD, English/Spanish, TWDB Flyer, 1 pp., size 2½" x 6", NEW for 1995

Kit of Municipal Water Conservation Training and Public Awareness Materials for Texas Utility Managers. One kit per utility at no charge. (Manual, videos, and literature packet)

A Guidebook for Reducing Unaccounted for Water: TWDB GB-2, Guidebook, 34 pp.

Guidelines for Municipal Water Conservation and Emergency Water Demand Management TWDB GB-3, Guidebook, 54 pp.

Sources of Water Saving Devices: TWDB GB-6, Guidebook, 20 pp.

Example Xeriscape Incentives and Landscape Watering Ordinances: TWDB GB-9, Guidebook, 58 pp.

Water for Texas...Today and Tomorrow (The Texas Water Plan): TWDB, Book 104 pp

APPENDIX B

RESOLUTION ADOPTING WATER CONSERVATION AND EMERGENCY WATER DEMAND MANAGEMENT PLAN

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK ADOPTING THE ATTACHED WATER CONSERVATION AND EMERGENCY WATER DEMAND MANAGEMENT PLAN.

BE IT RESOLVED BY THE CITY COUNCIL: That on this _____ day of _____, 2019, we do hereby adopt the attached Water Conservation and Emergency Water Demand Management plan to be implemented by _____. Any violation of this plan can carry a penalty of termination of water services. Water service termination penalties will only apply to violations of mandatory rationing imposed by the City.

ADOPTED THIS _____ day of _____, 2012 at a special meeting of the City Council at which a quorum was present.

CITY COUNCIL

(Seal)

Mayor

ATTEST

City Secretary

APPENDIX C

WATER RATES

Enterprise Fund Utility Rates/Services

Impact and Tap Fees

Water Impact Fees

Meter Size		AWWA Capacity	Meter Equivalent	Impact Fee
5/8"	20		#	\$2,509.88
3/4"	30		#	\$3,746.09
1"	50		#	\$6,255.98
1-1/2"	100		#	\$12,474.50
2"	160		#	\$19,966.69
3"	320		#	\$39,970.83
4"	500		#	\$62,447.40
6"	1,000		#	\$124,857.34

Water Tap Fees

Water Tap Fee (1" or less)	\$500
Water Tap Fee (1 1/2" - 2")	\$750
Water Tap Fee (3" - 4")	\$1,000
Water Tap Fee (6")	\$1,500

Wastewater Impact Fee

Meter Size		AWWA Capacity	Meter Equivalent	Impact Fee
5/8"	20		#	\$1,948.26
3/4"	30		#	\$2,907.85
1"	50		#	\$4,856.12
1-1/2"	100		#	\$9,683.15
2"	160		#	\$15,498.86
3"	320		#	\$31,026.80
4"	500		#	\$48,473.92
6"	1,000		#	\$96,918.76

Wastewater Tap Fees

Wastewater Tap Fee (1" or less)	\$500
Wastewater Tap Fee (1 1/2" - 2")	\$750
Wastewater Tap Fee (3" - 4")	\$1,000
Wastewater Tap Fee (6")	\$1,500

*Commercial Wastewater requires additional construction costs for a manhole and any other improvements required by the Public Works Director

*Impact & Tap Fees to be paid with permit fees

Utility Deposits

	Residential	Residential Sr.	Res. Outside	Commercial	Irrigation
Account Deposit	\$100	\$100	\$200	\$200	\$100
New Account Application & Set	\$50	\$50	\$60	\$60	\$50
Existing Account Re-Activation	\$35	\$35	\$45	\$45	\$35
Unscheduled Account Closure	\$25	\$25	\$25	\$25	\$25
Payment Plan Application Fee	\$25	\$25	\$25	\$50	\$50
Medical Hardship Application Fee	\$10	\$10	\$10	N/A	N/A

*All Residential and Residential Sr. accounts include Residential Solid Waste (curbside garbage)

**All Residential Outside (ETJ) accounts must provide proof of on-site sewage facility (OSFF) and solid waste service prior to water service activation

***Commercial accounts must provide proof of solid waste services through Duncan Disposal/Republic Services

****All construction accounts are classified as Commercial accounts

*****Residential Outside (ETJ) accounts that do not have a deposit on file will be charged a \$10 per month prorated deposit charge

Late Payment Charge	5% of Delinquent Balance
Non-Sufficient Funds Fee	\$30
Credit/Debit Card Processing Fee	3% of Transaction

Water Base Rates

Meter Charge is assessed as a monthly base charge for connecting to City Water Utility

Meter Charge	Residential	Residential Sr.	Res. Outside (ETJ)	Commercial	Irrigation
5/8 Inch	\$41.71	\$31.29	\$47.97	\$41.71	\$41.71
3/4 inch	\$62.57	\$46.93	\$71.96	\$62.57	\$62.57
1 inch	\$104.29	\$78.21	\$119.93	\$104.29	\$104.29
1 1/2 inch	\$208.57	\$156.43	\$239.86	\$208.57	\$208.57
2 inch	\$333.72	\$250.29	\$383.77	\$333.72	\$333.72
3 inch	\$625.72	\$469.29	\$719.57	\$625.72	\$625.72
4 inch	\$1,042.86	\$782.15	\$1,199.29	\$1,042.86	\$1,042.86
6 inch	\$2,085.72	\$1,564.29	\$2,398.58	\$2,085.72	\$2,085.72

Water Volumetric Charges

Water volumetric charges are assessed based on 1,000 gallon usage

Volumetric Charge	Residential	Residential Sr.	Res. Outside (ETJ)
0 - 9,000 gallons	\$3.89	\$2.92	\$4.47
9,001 - 20,000 gallons	\$4.87	\$4.87	\$5.60
20,001 - 40,000 gallons	\$6.08	\$6.08	\$6.99
40,000 gallons +	\$7.60	\$7.60	\$8.74

Volumetric Charge	Commercial	Irrigation
0 - 25,000 gallons	\$3.89	\$4.87
25,000 - 50,000 gallons	\$4.87	\$6.08
50,000 gallons	\$6.08	\$7.60

Wastewater Rates

	Residential	Commercial
Base Charge	18.43	18.43

Wastewater Base Charges are assessed as monthly charge for connecting to City Wastewater Utility

	Residential	Commercial
Volumetric Charge (per 1,000 gallons)	4.75	4.75

Wastewater Volumetric Charges are assessed based on a Winter Average per 1,000 gallon water usage for residential customers. Wastewater Volumetric Charges are assessed based on actual water usage for commercial customers.

Solid Waste Rates

Residential Solid Waste Pick Up	15.99
---------------------------------	-------

Monthly charge based on contracted service provider

Additional Utility Services

Water Meter Installation/Change Out	\$250 + cost of equipment
Meter Box Installation/Change Out	\$250 + cost of equipment
Water Meter Testing (Fee is refunded if meter is found to be outside industry)	\$75
Equipment Damage Fee	\$75 + equipment replacement cost
Meter Tampering (Meter lock broken or removed, curb stop damaged or broken, dialog damaged or disconnected, meter broken or stolen, unauthorized connection inserted, and unauthorized water usage)	\$500
Construction Water Meter Deposit (Fire Hydrant Meters)	\$2,300

APPENDIX D

DROUGHT CONTINGENCY PLAN



CITY OF WILLOW PARK
516 RANCH HOUSE ROAD, WILLOW PARK, TX, 76087
817-441-7108 WWW.WILLOWPARK.ORG

Drought Contingency & Emergency Water Management Plan

for Retail and Commercial Water Customers

Draft: February 2019

Adopted:

Effective:

This page is intentionally left blank.

TABLE OF CONTENTS

1.	INTRODUCTION AND OBJECTIVES	2
2.	TEXAS COMMISSION ON ENVIRONMENTAL QUALITY RULES	2
3.	WATER SYSTEM PROFILE.....	2
4.	DROUGHT CONTINGENCY PLAN.....	3
4.1	Public Involvement.....	3
4.2	Public Education	4
4.3	Initiation and Termination of Drought Response Stages	4
4.4	Drought and Emergency Response Stages	5
	Stage 1	4
	Stage 2	8
	Stage 3	11
4.5	Procedures for Granting Variances to the Plan	16
4.6	Procedures for Enforcing Mandatory Water Use Restrictions	17
4.7	Coordination with Regional Water Planning Group and TRWD.....	17
4.8	Review and Update of Drought Contingency Plan	17
5.	DEFINITIONS	

1. INTRODUCTION AND OBJECTIVES

The purpose of this Drought Contingency and Emergency Water Management Plan (subsequently referred to as the Plan) is as follows:

- To conserve the available water supply in times of drought and emergency
- To maintain supplies for domestic water use, sanitation, and fire protection
- To protect and preserve public health, welfare, and safety
- To minimize the adverse impacts of water supply shortages
- To minimize the adverse impacts of emergency water supply conditions.

2. TEXAS COMMISSION ON ENVIRONMENTAL QUALITY RULES

TCEQ rule Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.1 (4) defines a drought contingency plan as “a strategy or combination of strategies for temporary supply and demand management responses to temporary and potentially recurring water supply shortages and other water supply emergencies.”

TCEQ rules governing development of and minimum requirements for drought contingency plans for municipal water suppliers and wholesale water suppliers are contained in Texas Administrative Code Title 30, Part 1, Chapter 288, Subchapter B, Rule 288.20 and Rule 288.22, respectively.

3. WATER SYSTEM PROFILE

As of March 2019, the City has a groundwater well system of 24 wells that produce water from both the Paluxy and Trinity aquifers. The capacity of the groundwater system is approximately 1.5 MGD. The City also has a joint agreement with Hudson Oaks to sign a contract with the City of Fort Worth to provide up to 3.4 MGD. It is expected that the infrastructure will be in place by 2022 to provide water from Fort Worth to both the Cities of Willow Park and Hudson Oaks. The City of Fort Worth purchases water from the Tarrant Regional Water District (TRWD).

The City of Willow Park also has a connection in place and is able to purchase up to 200,000 gpd of water from the City of Weatherford on an emergency basis.

As of March 2019, The City of Willow Park has approximately 105 commercial connections and 1700 residential connections and maintains approximately 60 miles of distribution pipelines. The City expects to add approximately 150 connections per year over the next 10 years.

In accordance with Section 2.3 of the wholesale water contract with Fort Worth, the City of Willow Park, as a wholesale customer, will be required to institute and apply the same rationing, conservation measures or restrictions to the use of water by their customers for so long as any part of their total water supply is being furnished by Fort Worth. This drought contingency plan is modeled after the City of Fort Worth's plan.

4. DROUGHT CONTINGENCY/EMERGENCY WATER MANAGEMENT PLAN

4.1 Public Involvement

The public had several opportunities to provide input into the plan.

- A public meeting soliciting comments was held on March 5th, 2019. The meetings were advertised on the city Web site and published in the Community News.
- The draft plan was posted on the City of Willow Park's Web site (www.willowpark.org) for one month prior to City Council adoption.
- Copies were available to anyone upon request.
-

4.2

Public Education

The City will inform and educate the public about the Drought Contingency/Emergency Water Management Plan by the following means:

- Preparing fact sheets describing the plan and making these available online and at various city sites.
- Mailing out fact sheets to all water customers.
- Posting a copy of the Plan on the city's Web site.
- Notifying local organizations, schools, and civic groups that staff are available to make presentations on the plan.
- Various social media platforms, including email and text messaging as applicable.

At any time that the Drought Contingency/Emergency Water Management Plan is activated or the stage changes, the City will notify local media of the issues, the current response stage, and the specific actions required of the public. The information will also be publicized on the city's Web site. Bill inserts will also be used as appropriate.

4.3 Initiation & Termination of Drought & Emergency Response Stages

The provisions of this Plan shall apply to all persons, customers, and property utilizing potable water provided by the City of Willow Park. The terms “person” and “customer” as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities. The Plan does not apply to locations using treated wastewater effluent or private wells.

The Plan may be applied to the entire city or geographic portions of the city as necessary. If the Plan is applied only to a limited sector, the boundaries will be defined in terms of roadways, creeks and other easily distinguishable features, such as city limits.

Initiation of a Drought/ Emergency Water Management Stage

The City Manager or his/her official designee may order the implementation of a drought response or water emergency stage when one or more of the trigger conditions for that stage is met. The following actions will occur when a stage is initiated.

- The public will be notified through local media and the City of Willow Park Web site, as described in Section 4.2.
- The City of Willow Park Water Department will notify the Executive Director of the TCEQ within 5 business days when mandatory provisions of the Plan are activated.

Stages imposed by the City of Fort Worth's action must be initiated by the City of Willow Park (

For other trigger conditions, the City Manager or his/her official designee may decide not to order the implementation of a drought response or water emergency stage even though one or more of the trigger criteria for the stage are met. Factors which could influence such a decision include, but are not limited to, the time of the year, weather conditions, the anticipation of replenished water supplies, or the anticipation that additional facilities will become available to meet needs. The reason for this decision should be documented.

Termination of a Drought Stage

The City Manager or his/her official designee may order the termination of a drought response or water emergency stage when the conditions for termination are met or at their discretion. The following actions will be taken when a drought stage is terminated:

- The public will be notified through local media and the City of Willow Park Web site as described in Section 4.2.
- If any mandatory provisions of the drought contingency/emergency water management plan that have been activated are terminated, the City of Willow Park Water Department will notify the Executive Director of the TCEQ within 5 business days.

The City Manager or his/her official designee may decide not to order the termination of a drought response stage or water emergency even though the conditions for termination of the stage are met. The City Manager or his designee may choose to implement a phased-out approach when exiting various stages to protect the integrity of the system. Factors which could influence such a decision include, but are not limited to, the time of the year, weather conditions, or the anticipation of potential changed conditions that warrant the continuation of the drought stage. The reason for this decision should be documented.

4.4 Drought and Emergency Response Stages

Stage 1 – Water Watch

Triggering Conditions

- City of Willow Park Water demand reaches or exceeds 90% of reliable delivery capacity over a 24-hour period. The delivery capacity could be citywide or in a specified portion of the system.
- City of Willow Park water treatment or distribution system becomes contaminated.
- City of Willow Park's water demand for all or part of the delivery system approaches delivery capacity because delivery capacity is inadequate.
- City of Willow Park's water supply system is unable to deliver water due to the failure or damage of major water system components.

- To initiate the updated Drought Contingency plan, on or around May 1, 2019, the City of Willow Park will begin in Stage 1 Drought Conditions and will terminate Stage 1 at the discretion of the City Administrator or their designee.

Terminating Conditions for Stage 1

At the discretion of the City Administrator or his designee, Stage 1 will terminate when the conditions triggering Stage 1 have ceased to exist for a period of 3 consecutive days for any initiation due to Willow Park water supply or upon notification from Fort Worth that they are terminating Stage 1 for their wholesale customers.

Goal for Use Reduction for Stage 1

The goal for water use reduction under Stage 1, Water Watch, is five percent. If circumstances warrant or if required by the City of Fort Worth, the Willow Park City Administrator or his/her official designee can set a goal for greater water use reduction.

Actions Available for Stage 1

The Willow Park City Administrator or his/her official designee may order the implementation of any of the actions listed below, as deemed necessary. The Willow Park City Administrator or his/her official designee must follow the action(s) required by the City of Fort Worth.

All Water Users

Initiate mandatory restrictions to prohibit non-essential water use as follows:

- Discourage hosing of paved areas, such as sidewalks, driveways, parking lots, tennis courts, patios, or other impervious surfaces, except to alleviate an immediate health or safety hazard. This may include premises with raw or processed food, pharmaceutical or vaccine processing, storage or vending establishments including restaurants and grocery stores may be washed to the extent necessary for sanitary purposes. These areas may also include:
 - Trash and dumpster areas
 - Areas around fuel pumps
 - Store front cleaning of areas with accumulated bird droppings, feathers and debris
 - Localized spot cleaning of parking areas to remove oil, grease buildup that may pose a health and safety issue.
- Discourage hosing of buildings or other structures for purposes other than fire protection or surface preparation prior to painting.
- Prohibit using water in such a manner as to allow runoff or other waste, including:
 - failure to repair a controllable leak, including a broken sprinkler head, a leaking valve, leaking or broken pipes, or a leaking faucet;

- operating a permanently installed irrigation system with: (a) a broken head; (b) a head that is out of adjustment and the arc of the spray head is over a street or parking lot; or (c) a head that is misting because of high water pressure; or
 - during irrigation, allowing water to (a) to run off a property and form a stream of water in a street for a distance of 50 feet or greater; or (b) to pond in a street or parking lot to a depth greater than one-quarter of an inch.
 - Allowing or causing an irrigation system or other lawn watering device to operate during any form of precipitation or when temperatures are at or below 32 degrees Fahrenheit.
- Prohibit outdoor watering with sprinklers or irrigation systems between 10 a.m. and 6 p.m.
- Limit landscape watering with sprinklers or irrigation systems at each service address to a twice per week schedule as outlined below. This includes landscape watering of parks, golf courses, and sports fields.
 - Residential addresses ending in an even number (0, 2, 4, 6, or 8) may water on Wednesdays and Saturdays.
 - Residential addresses ending in an odd number (1, 3, 5, 7 or 9) may water on Thursdays and Sundays.
 - All non-residential locations (apartment complexes, businesses, industries, parks, medians, etc.) may water on Tuesdays and Fridays.
 - No watering on Mondays. (Not in FW)

Exceptions:

- Watering on any day by handheld hose, drip irrigation, a soaker hose or tree bubbler. This exception is exclusively for trees, shrubs and foundations.
- Water use necessary for the repair of an irrigation system, plumbingline, fountain, etc. in the presence of the person making the repair.
- Outdoor watering at service addresses with large multi-station irrigation systems may take place in accordance with a variance granted by Willow Park City Administrator or his/her designee, if the City Administrator determines that a property cannot be completely irrigated with an average of three-quarters of an inch of water in a single day, and that the property should be divided into sections to be irrigated on different days. If approved, no station will be watered more than twice per week.
- If hydromulch, grass sod, or grass seed is installed for the purpose of establishing a new lawn, there are no watering restrictions for the first 30 days while it is being established. Residents and commercial users need to notify the City of Willow Park upon installation of new grass hydromulch, grass sod, or grass seed. After that, the watering

restrictions set forth in this stage apply. (This does not include over seeding with rye, or seasonal grasses, since turf already exists.)

- If golf courses using City of Willow Park water for irrigation may water greens and tee boxes as necessary, however watering must be done before 10 a.m. and after 6p.m. Encouraged to reduce water use by five percent..
 - Skinned areas of sports fields may be watered as needed for dust control.
 - Watering of athletic fields (fields only, does not include surrounding landscaped areas) used for organized sports practice, competition, or exhibition events may occur as necessary to protect the health and safety of the players, staff, or officials present for athletic events. Encouraged to reduce water use by five percent.
 - Public areas that are open to the public at-large and have a high –impact from frequent use may be allowed additional watering, with a variance granted by the Willow Park City Administrator, if it is deemed to be beneficial to serve and protect the community amenity. Examples may include but are not limited to: outdoor amphitheaters, demonstration gardens, public art exhibitions, outdoor learning areas, arboretums, etc.
- All users are encouraged to use native and adapted drought tolerant plants in landscaping.
 - Washing of any motor vehicle, motorbike, boat, trailer, airplane, or other vehicle shall be limited to the use of a hand-held bucket or a hand-held hose equipped with a positive-pressure shutoff nozzle for quick rinses. Vehicle washing may be done at any time on the premises of a commercial car wash or commercial service station. Companies with an automated on-site vehicle washing facility may wash its vehicles at any time. Further, such washing may be exempt from these requirements if the health, safety, and welfare of the public are contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.
 - Discourage the filling, draining, or refilling of swimming pools, wading pools, hot tubs and Jacuzzi type pools except to maintain adequate water levels for structural integrity, proper operation and maintenance, and/or to alleviate an issue that poses a public safety risk. Users of these types of activates must notify the City of Willow Park beforehand.

City and Local Governments

In addition to the actions listed above:

- Review conditions and problems that caused Stage 1.
- Increase public education efforts on ways to reduce water use.
- Increase enforcement efforts.

- Intensify leak detection and repair efforts.
- Audit all city and local government irrigation systems to ensure proper condition, settings, and operation.
- Identify and encourage voluntary reduction measures by high-volume water users through water use audits.
- Reduce non-essential water use. As used herein, non-essential water uses are those that do not have any health or safety impact and are not needed to meet the core function of the agency.

Commercial or Industrial

- All actions listed above for all water users apply to commercial and industrial users.
- Stock at commercial plant nurseries is exempt from Stage 1 watering restrictions.
- Hotels, restaurants, and bars are encouraged to serve drinking water to patrons on an “on demand” basis.
- Hotels are encouraged to implement laundry conservation measures by encouraging patrons to reuse linens and towels.
- Car wash facilities must keep equipment in good working order, which should include regular inspections to be sure there are no leaks, broken or misdirected nozzles, and that all equipment is operating efficiently.
- All commercial and industrial customers are encouraged to audit irrigation systems

Stage 2 – Water Warning

Triggering Conditions for Stage 2

- City of Willow Park water demand reaches or exceeds 95% of reliable delivery capacity for a 24-hour period. The delivery capacity could be citywide or in a specified portion of the system.
- City of Willow Park’s water distribution system becomes contaminated.
- City of Willow Park’s water demand for all or part of the delivery system equals or exceeds delivery capacity because delivery capacity is inadequate.
- Water supply system is unable to deliver water due to the failure or damage of major water system components.
- City of Fort Worth initiates Stage 2.

Terminating Conditions for Stage 2

Stage 2 will terminate when the City of Fort Worth terminates its Stage 2 condition or

when the circumstances that caused the initiation of Stage 2 (City of Willow Park water supply) no longer prevail.

Goal for Use Reduction for Stage 2

The goal for water use reduction under Stage 2 – Water Warning is to decrease use by 10 percent. If circumstances warrant or if required by the City of Fort Worth, the Willow Park City Administrator or his/her official designee can set a goal for greater water use reduction.

Actions Available for Stage 2

The Willow Park City Administrator or his/her official designee may order the implementation of any of the actions listed below, as deemed necessary. The City Administrator or his/her official designee must implement any action(s) required by the City of Fort Worth.

- Continue actions under Stage 1.
- Initiate engineering studies to evaluate water supply alternatives should conditions worsen.

All Water Users

- Limit landscape watering with sprinklers or irrigation systems to a once per week schedule at each service address as outlined below. This includes landscape watering at parks, golf courses, and sports fields.
 - Residential addresses ending in an even number (0, 2, 4, 6, or 8) may water on Saturday
 - Residential addresses ending in an odd number (1, 3, 5, 7 or 9) may water on Thursday
 - All non-residential locations (apartment complexes, businesses, industries, parks, medians, etc.) may water on Tuesday
 - No watering on Sunday, Monday, Wednesday and Friday.

Exceptions:

- Watering on any day by handheld hose, drip irrigation, a soaker hose or tree bubbler. This exception is exclusively for trees, shrubs and foundations.
- Outdoor watering at service addresses with large multi-station irrigation systems may take place in accordance with a variance granted by the director of utilities, if the director determines that a property cannot be completely irrigated with an average of three-quarters of an inch of water in a single day, and that the property should be divided into sections to be irrigated on different days. If approved, no station will be watered more than once per week.
- If Golf courses using City of Willow Park water for irrigation may water

greens and tee boxes as needed to keep them alive, however watering must be done before 10 a.m. and after 6 p.m. Fairways are restricted to once per week watering as outlined above. Golf course rough cannot be watered. (No golf courses on city water.)

- Watering of athletic fields (fields only, does not include surrounding landscaped areas) used for organized sports practice, competition, or exhibition events may occur as necessary to protect the health and safety of the players, staff, or officials present for athletic events. Encouraged to reduce water use by 10%.
- All users are encouraged to wait until the current drought or emergency situation has passed before establishing new landscaping and turf. After that, the watering restrictions set forth in this stage apply. (This does not include over seeding with rye (or other seasonal grass) since turf already exists.)
- Discourage the operation of ornamental fountains or ponds that use potable water except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
- Discourage the filling, draining, or refilling of swimming pools, wading pools, hot tubs and Jacuzzi type pools except to maintain adequate water levels for structural integrity, proper operation and maintenance, and/or to alleviate an issue that poses a public safety risk. Users of these types of activates must notify the City of Willow Park beforehand.
-
- Encourage the use of covers for all types of pools, hot tubs, and Jacuzzi type pools when not in use.

City and Local Governments

- Review conditions or problems that caused Stage 2. Take corrective action.
- Increase frequency of media releases on water supply conditions.
- Further accelerate public education efforts on ways to reduce water use.
- Eliminate non-essential water use. As used herein, non-essential water uses are those that do not have any health or safety impact and are not needed to meet the core function of the agency.
- Prohibit wet street sweeping.

Commercial or Industrial

- All actions listed above for all water users apply to commercial and industrial users.
- Use of water from fire hydrants for any purpose other than firefighting related activities or other activities necessary to maintain public health, safety and welfare

requires a variance issued by the Willow Park City Administrator or his/her official designee. Fire hydrant use may be limited to only designated hydrants.

Stage 3 – Emergency Water Use

Triggering Conditions for Stage 3

- City of Willow Park water demand has reached or exceeds 98% of reliable delivery capacity for a 24 hour period. The delivery capacity could be citywide or in a specified portion of the system.
- City of Willow Park's water distribution system becomes contaminated.
- City of Willow Park's water demand for all or part of the delivery system exceeds delivery capacity because delivery capacity is inadequate.
- Willow Park's water supply system is unable to deliver water due to the failure or damage of major water system components.
- City of Fort Worth has initiated Stage 3 – Emergency Water Use

Terminating Conditions for Stage 3

Stage 3 will terminate when the City of Fort Worth terminates its Stage 3 condition or when the circumstances that caused the initiation of Stage 3 no longer prevail.

Goals for Use Reduction for Stage 3

The goal for water use reduction under Stage 3, Emergency Water Use, is to decrease use by 20 percent. If circumstances warrant or if required by the City of Fort Worth, the Willow Park City Administrator or his/her official designee can set a goal for a greater water use reduction.

Actions Available for Stage 3

The Willow Park City Administrator or his/her official designee may order the implementation of any of the actions listed below, as deemed necessary. The City of Willow Park Administrator or his/her official designee must implement any action(s) required by the City of Fort Worth.

- Continue or initiate any actions available under Stages 1 and 2.

All Water Users

- Prohibit landscape watering, including at parks, golf courses, and sports fields.

Exceptions:

- Watering with hand-held hose, soaker hose or drip irrigation system may occur any day and anytime. (The intent of this measure is to allow for the

protection of structural foundations, trees, and other high value landscape materials).

- If golf courses that use City of Willow Park water for irrigation: greens only may be watered by hand-held hose as needed to keep them alive.
- Watering of athletic fields (fields only, does not include surrounding landscaped areas) used for organized sports practice, competition, or exhibition events may occur as necessary to protect the health and safety of the players, staff, or officials present for athletic events may be allowed to water by variance. A water management plan must be submitted to the Willow Park City Administrator detailing how each area will comply with stage 3 drought measures.
- Prohibit establishment of new landscaping. Variances may be granted for those landscape projects started prior to the initiation of stage 3 drought restrictions.
- Vehicle washing restricted to commercial car wash, commercial service station or a private on-site vehicle washing facility and can only be done as necessary for health, sanitation, or safety reasons, including but not limited to the washing of garbage trucks and vehicles used to transport food and other perishables. All other vehicle washing is prohibited.
- Prohibit the operation of ornamental fountains or ponds that use potable water except where necessary to support aquatic life.
- Prohibit the draining, filling, or refilling of swimming pools, wading pools and Jacuzzi type pools. Existing private and public pools may add water to maintain pool levels; however, they may not be refilled using automatic fill valves. Users of these types of activates must notify the City of Willow Park beforehand.
- Prohibit hosing of buildings or other structures for purposes other than fire protection or surface preparation prior to painting with high-pressure equipment. Must be performed by a professional power washing service utilizing high efficiency equipment and a vacuum recovery system where possible.

City and Local Governments

In addition to actions listed above:

- Continue or initiate any actions available under Stages 1 and 2.
- Review conditions or problems that caused Stage 3. Take corrective action.
- Implement viable alternative water supply strategies.
- Increase frequency of media releases explaining emergency situation.
- Reduce city and local government water use to maximum extent possible.
- Prohibit the permitting of new swimming pools, Jacuzzi type pools, spas, ornamental ponds and fountain construction. Pools already permitted and under construction may be completely filled with water.

Commercial or Industrial

- All actions listed above for all water users apply to commercial and industrial users.
- Hotels, restaurants, and bars required to serve drinking water to patrons on an “on demand” basis.
- Hotels are required to implement laundry conservation measures by encouraging patrons to reuse linens and towels.
- Stock at commercial plant nursery may be watered only with a hand-held hose, hand-held watering can, or drip irrigation system.
- Commercial and industrial water users required to reduce water use by a set percentage determined by the Willow Park City Administrator or his/her official designee.
- Use of water from hydrants for any purpose other than firefighting related activities or other activities necessary to maintain public health, safety and welfare requires a special permit issued by the Willow Park City Administrator or his/her official designee. Fire hydrant use may be limited to only designated hydrants.

4.5 Procedures for Granting Variances to the Plan

The Willow Park City Administrator or his/her official designee may grant temporary variances for existing water uses otherwise prohibited under this drought contingency plan if one or more of the following conditions are met:

- Failure to grant such a variance would cause an emergency condition adversely affecting health, sanitation, or fire safety for the public or the person requesting the variance.
- Compliance with this plan cannot be accomplished due to technical or other limitations.
- Alternative methods that achieve the same level of reduction in water use can be implemented.

Variances shall be granted or denied at the discretion of the Willow Park City Administrator or his/her official designee. All petitions for variances should be in writing, using the forms provided, and must include the following information:

- Name and address of the petitioner(s)
- Purpose of water use
- Specific provisions from which relief is requested
- Detailed statement of the adverse effect of the provision from which relief is requested
- Description of the relief requested

- Period of time for which the variance is sought
- Detailed schedule of irrigation that shows a reduction in use over the 30 day period for new lawns and landscapes. Schedule should be designed so that at the end of the 30 day period, lawn and landscaped areas can adhere to the twice per week schedule defined in Stage 1.
- Alternative measures that will be taken to reduce water use
- Other pertinent information.

4.6 Procedures for Enforcing Mandatory Water Use Measures

Mandatory water use restrictions may be imposed in Stages 1, 2, and 3. These mandatory water use restrictions will be enforced by warnings and penalties as follows:

- On the first violation, customers will be given a written warning that they have violated the mandatory water use restriction.
- On the second and subsequent violations, citations may be issued to customers, with minimum and maximum fines established by ordinance.
- After three violations have occurred, the utility may cut off water service to the customer.

Appendix B contains a copy of the City of Willow Park City ordinance adopting this Plan and the enforcement actions and penalties.

4.7 Coordination with the Other Entities

Appendix C includes a copy of a letter sent to the chair of the Region C Water Planning Group, General Manager of TRWD and the Executive Director of TCEQ upon adoption of this Plan.

4.8 Review and Update of Drought Contingency Plan

As required by TCEQ rules, the City of Willow Park will review this drought contingency plan at least every five years. The plan will be updated as appropriate based on new or updated information.

5.0 Drought Contingency Plan Definitions

Term	Definition
Aesthetic water use	Water use for ornamental or decorative features such as fountains, reflecting pools and water gardens.
Alternative Water Source	Means water produced by a source other than a water treatment plan and in not considered potable. These sources can include, but are not limited to: reclaimed/recycled water, collected rain water, collected grey water, private well water.
Athletic field	Means a sports playing field, the essential feature of which is turf grass, used primarily for organized sports for schools, professional sports, or sanctioned league play.
Automatic Irrigation System	Means a site specific system of delivering water generally for landscaping via a system of pipes or other conduits installed below ground that automatically cycles water use through water emitters to a preset program, whether on a designated timer or through manual operation.
Aquatic Life	Means a vertebrate organism dependent upon an aquatic environment to sustain its life.
Conservation	Those practices, techniques, and technologies that reduce water consumption; reduce the loss or waste of water; improve the efficiency in water use; and increase the recycling and reuse of water so that supply is conserved and made available for other or future uses.
Customer	Any person, company, or organization using water supplied by TRWD or through an entity supplied by TRWD.
Drip irrigation	An irrigation system (drip, porous pipe, etc.) that applies water at a predetermined controlled low-flow levels directly to the roots of the plant
Drought Contingency Plan	Means a strategy or combination of strategies for temporary supply management and demand management responses to temporary or potentially recurring water supply shortages and other water supply emergencies.

Fountain	An artificially created jet, stream or flow of water, a structure, often decorative, from which a jet, stream or flow of water issues.
Golf Course	Means an irrigated and landscaped playing area made up of greens, tees, fairways, roughs and related areas used for the playing of golf.
Hand-held hose	Means a hose physically held by one person, fitted with a manual or automatic shutoff nozzle.
Hand Watering	Means the application of water for irrigation purposes through a hand-held watering hose, watering can, or bucket.
Hose-end Sprinkler	Means a device through which water flows from a hose to a sprinkler to water any lawn or landscape.
Hosing	Means to spray, water, or wash with a water hose.
Industrial water use	Means the use of water for or in connection with commercial or industrial activities, including but not limited to, manufacturing, bottling, brewing, food processing, scientific research and technology, recycling, production of concrete, asphalt, and cement, commercial uses of water for tourism, entertainment, and hotel or motel lodging, generation of power other than hydroelectric and other business activities.
Irrigation system	Means a system of fixed pipes and water emitters that apply water to landscape plants or turfgrass, including, but not limited to, in-ground and permanent irrigation systems.
Lake, lagoon or pond	Means an artificially created body of fresh or salt water.

Landscape irrigation use	Water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, right-of-ways, medians and entry ways.
“New landscape” means	<ul style="list-style-type: none"> a. Installed during construction of a new house, multi-family dwelling, or commercial building; b. Installed as part of a governmental entity’s capital improvement project; or c. Alters more than one-half the area of an existing landscape.
Non-essential water use	<p>Water uses that are not required for the protection of public health, safety and welfare, such as:</p> <ul style="list-style-type: none"> a. Irrigating landscape areas, including parks, athletic fields, and golf courses, except as otherwise provided under this plan; b. Washing any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas; except to alleviate a public health and safety issue; c. Washing any automobile, motorbike, boat (and/or trailer), airplane, or other vehicle except where required by law for safety and sanitary purposes. d. Washing buildings or structures for purposes other than immediate fire protection, or other uses provided under this plan; e. Filling, refilling, or adding to any swimming pools or Jacuzzi-type pools, except to maintain safe operating levels; f. Filling or operation of a fountain or pond for aesthetic or scenic purposes except when necessary to support aquatic life; g. Failure to repair a controllable leak within a reasonable time period after being directed to do so by formal notice; and h. Drawing from hydrants for construction purposes or any other purpose other than firefighting or protection of public drinking water supplies.
Park	Means a non-residential or multifamily tract of land, other than a golf course, maintained by a city, private organization, or individual, as a place of beauty or public recreation and available for use to the general public.
Power/Pressure washer	Means a machine that uses water or a water-based product applied at high pressure to clean impervious surfaces.
Pressure washer (High-Efficiency)	Means a machine that uses water or a water-based product applied at 1500 pounds per square inch (PSI) or greater.
Reclaimed Water	Municipal wastewater effluent that is given additional treatment and distributed for reuse in certain applications. Also referred to as recycled water.

Soaker hose	Means a flexible hose that is designed to slowly emit water across the entire length and connect directly to a flexible hose or spigot. Does not include hose that by design or use sends a fine spray in the air. It is not considered drip irrigation.
Splash Pad/Spray Park	Means an area for water play that has no standing water. Typically, they utilize various spray nozzles which spray water in multiple directions.
Swimming pool	Means any structure, basin, chamber, or tank including hot tubs, containing an artificial body of water for swimming, diving, or recreational bathing, and having a depth of two (2) feet or more at any point.
Vegetable garden	Means any noncommercial vegetable garden planted primarily for household use; "noncommercial" includes incidental direct selling of produce from such a vegetable garden to the public.
Well Water	Means water that has been, or is, obtained from the ground by digging, boring, or drilling to access an underground aquifer.

This page is intentionally left blank.

APPENDIX E

MUNICIPAL USE PUBLIC WATER SUPPLY UTILITY PROFILE



UTILITY PROFILE & WATER CONSERVATION PLAN REQUIREMENTS FOR MUNICIPAL WATER USE BY PUBLIC WATER SUPPLIERS

This form is provided to assist entities in water conservation plan development for municipal water use by a retail public water supplier. Information from this form should be included within a water conservation plan for municipal use. If you need assistance in completing this form or in developing your plan, please contact the conservation staff of the Resource Protection Team in the Water Supply Division at (512) 239-4691.

Name of Entity: City Of Willow Park

Address & Zip: 516 Ranch House Rd. Willow Park TX. 76087

Telephone Number: (817) 441-7108 **Fax:** (817) 441-6900
Ramon Johnson

Form Completed By: Public Works Director **03/15/19**

Title: _____ **Date:** _____

Signature _____

Name and Phone Number of Person/Department responsible for implementing a water conservation program: _____

UTILITY PROFILE

I. POPULATION AND CUSTOMER DATA

A. Population and Service Area Data

1. Attach a copy of your service-area map and, if applicable, a copy of your Certificate of Convenience and Necessity (CCN).
2. Service area size (square miles): 6.3 Square Miles
3. Current population of service area: 5340

4. Current population served:

a. water 5340
b. wastewater 1625

5. Population served by water utility 5,340. for the previous five years: Projected population for service area in the following decades:

Year	Population	Year	Population
<u>2018</u>	<u>5,340</u>	<u>2010</u>	<u>3,211</u>
<u>2017</u>	<u>5,300</u>	<u>2020</u>	<u>6,323</u>
<u>2016</u>	<u>5,146</u>	<u>2030</u>	<u>7,954</u>
<u>2015</u>	<u>4,971</u>	<u>2040</u>	<u>10,771</u>
<u>2014</u>	<u>4,429</u>	<u>2050</u>	<u>14,587</u>

7. List source/method for the calculation of current and projected population:

United States Census Bureau
City of Willow park Capital Improvement Plan

B. Active Connections

1. Current number of active connections. Check whether multi-family service is counted as Residential x or Commercial _____

Treated water users:	Metered	Not-metered	Total
Residential	<u>1,858</u>	<u> </u>	<u>1,858</u>
Commercial	<u>95</u>	<u> </u>	<u>95</u>
Industrial	<u>0</u>	<u> </u>	<u> </u>
Other	<u>0</u>	<u> </u>	<u> </u>

2. List the net number of new connections per year for most recent three years:

Year	<u>2018</u>	<u>2017</u>	<u>2016</u>
Residential	<u>11</u>	<u>7</u>	<u>12</u>
Commercial	<u>15</u>	<u>5</u>	<u>8</u>
Industrial	<u>0</u>	<u>0</u>	<u>0</u>
Other	<u>0</u>	<u>0</u>	<u>0</u>

C. High Volume Customers

List annual water use for the five highest volume customers
(indicate if treated or raw water delivery)

	Customer	Use (1,000gal./yr.)	Treated/Raw Water
(1)	<u>WP Rehab</u>	<u>4,646,111</u>	<u>Treated</u>
(2)	<u>The Village at Crown Park</u>	<u>3,832,216</u>	<u>Treated</u>
(3)	<u>WW Olymus Crown Park</u>	<u>2,910,041</u>	<u>Treated</u>
(4)	<u>Texas Health Resources</u>	<u>1,738,378</u>	<u>Treated</u>
(5)	<u>Christ Chapel</u>	<u>1,722,020</u>	<u>Treated</u>

II. WATER USE DATA FOR SERVICE AREA

A. Water Accounting Data

- Amount of water use for previous five years (in 1,000 gal.):

Please indicate: Diverted Water

Treated Water

Year	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
January	<u>15,254.4</u>	<u>15,629.6</u>	<u>13,932.4</u>	<u>16,451.9</u>	<u>12,155.9</u>
February	<u>14,690.1</u>	<u>15,964.4</u>	<u>13,645.7</u>	<u>12,378.4</u>	<u>11,537.2</u>
March	<u>16,509.9</u>	<u>16,625.8</u>	<u>14,282.8</u>	<u>14,893.3</u>	<u>12,319.7</u>
April	<u>19,953.6</u>	<u>18,076.1</u>	<u>14,899.2</u>	<u>14,389.2</u>	<u>15,925.1</u>
May	<u>24,782.2</u>	<u>23,581.3</u>	<u>14,971.5</u>	<u>13,563.6</u>	<u>20,818.0</u>

June	<u>36,590.4</u>	<u>19,397.2</u>	<u>25,668.5</u>	<u>18,140.7</u>	<u>19,817.9</u>
July	<u>31,202.2</u>	<u>24,292.6</u>	<u>25,076.1</u>	<u>25,001.8</u>	<u>25,487.4</u>
August	<u>23,398.2</u>	<u>20,605.6</u>	<u>27,228.8</u>	<u>31,140.7</u>	<u>27,236.7</u>
September	<u>18,006.6</u>	<u>24,076.7</u>	<u>22,836.4</u>	<u>25,822.7</u>	<u>24,352.9</u>
October	<u>17,589.9</u>	<u>20,858.4</u>	<u>20,891.7</u>	<u>22,167.6</u>	<u>20,544.6</u>
November	<u>16,402.3</u>	<u>17,246.6</u>	<u>17,921.8</u>	<u>15,703.6</u>	<u>16,316.6</u>
December	<u>16,160.8</u>	<u>16,933.9</u>	<u>18,069.2</u>	<u>15,461.5</u>	<u>15,243.7</u>
Total	<u>250,540.6</u>	<u>233,288.1</u>	<u>211,502.2</u>	<u>225,115.2</u>	<u>221,755.8</u>

Indicate how the above figures were determined (e.g., from a master meter located at the point of a diversion from the source or located at a point where raw water enters the treatment plant, or from water sales).

Each well has a meter that is read daily

2. Amount of water (in 1,000 gallons) delivered (sold) as recorded by the following account types for the past five years.

Year	Residential	Commercial	Industrial	Wholesale	Other	Total Sold
<u>2018</u>	<u>144,731.5</u>	<u>37,362.9</u>	<u> </u>	<u> </u>	<u> </u>	<u>182,094.5</u>
<u>2017</u>	<u>143,781.3</u>	<u>14,741.8</u>	<u> </u>	<u> </u>	<u> </u>	<u>158,523.1</u>
<u>2016</u>	<u>134,439.4</u>	<u>13,213.2</u>	<u> </u>	<u> </u>	<u> </u>	<u>147,670.6</u>
<u>2015</u>	<u>144,325.9</u>	<u>10,885.0</u>	<u> </u>	<u> </u>	<u> </u>	<u>155,210.9</u>
<u>2014</u>	<u>150,603.7</u>	<u>14,137.2</u>	<u> </u>	<u> </u>	<u> </u>	<u>164,740.9</u>

3. List previous five years records for water loss (the difference between water diverted (or treated) and water delivered (or sold))

Year	Amount (gal.)	%
<u>2018</u>	<u>68,446</u>	<u>27</u>
<u>2017</u>	<u>74,765</u>	<u>32</u>
<u>2016</u>	<u>63,832</u>	<u>30</u>
<u>2015</u>	<u>69,904</u>	<u>31</u>
<u>2014</u>	<u>57,015</u>	<u>26</u>

4. Municipal water use for previous five years:

Year	Population	Total Water Diverted or Pumped for Treatment (1,000 gal.)
<u>2018</u>	<u>5,340</u>	<u>250,540.6</u>
<u>2017</u>	<u>5,300</u>	<u>233,288.1</u>
<u>2016</u>	<u>5,146</u>	<u>211,502.2</u>
<u>2015</u>	<u>4,971</u>	<u>225,115.2</u>
<u>2014</u>	<u>4,707</u>	<u>221,755.8</u>

B. Projected Water Demands

If applicable, attach projected water supply demands for the next ten years using information such as population trends, historical water use, and economic growth in the service area over the next ten years and any additional water supply requirement from such growth.

III. WATER SUPPLY SYSTEM DATA

A. Water Supply Sources

List all current water supply sources and the amounts authorized with each:

	Source	Amount Authorized
Surface Water:	_____	_____ acre-feet
Groundwater:	<u>Trinity & Paluxy Aquifer</u>	_____ acre-feet
Contracts:	_____	_____ acre-feet
Other:	_____	_____ acre-feet

B. Treatment and Distribution System

- Design daily capacity of system: 1.5 MGD
- Storage Capacity: Elevated 0.625 MGD, Ground 1.230 MGD
- If surface water, do you recycle filter backwash to the head of the plant?
Yes _____ No _____. If yes, approximately _____ MGD.
- Please attach a description of the water system. Include the number of treatment plants, wells, and storage tanks. If possible, include a sketch of the system layout.

IV. WASTEWATER SYSTEM DATA

A. Wastewater System Data

1. Design capacity of wastewater treatment plant(s): .500 MGD
2. Is treated effluent used for irrigation on-site No, off-site No, plant washdown Yes, or chlorination/dechlorination Yes?
If yes, approximately 3,000 gallons per month.
3. Briefly describe the wastewater system(s) of the area serviced by the water utility. Describe how treated wastewater is disposed of. Where applicable, identify treatment plant(s) with the TCEQ name and number, the operator, owner, and, if wastewater is discharged, the receiving stream. If possible, attach a sketch or map which locates the plant(s) and discharge points or disposal sites.

B. Wastewater Data for Service Area

1. Percent of water service area served by wastewater system: 30 %

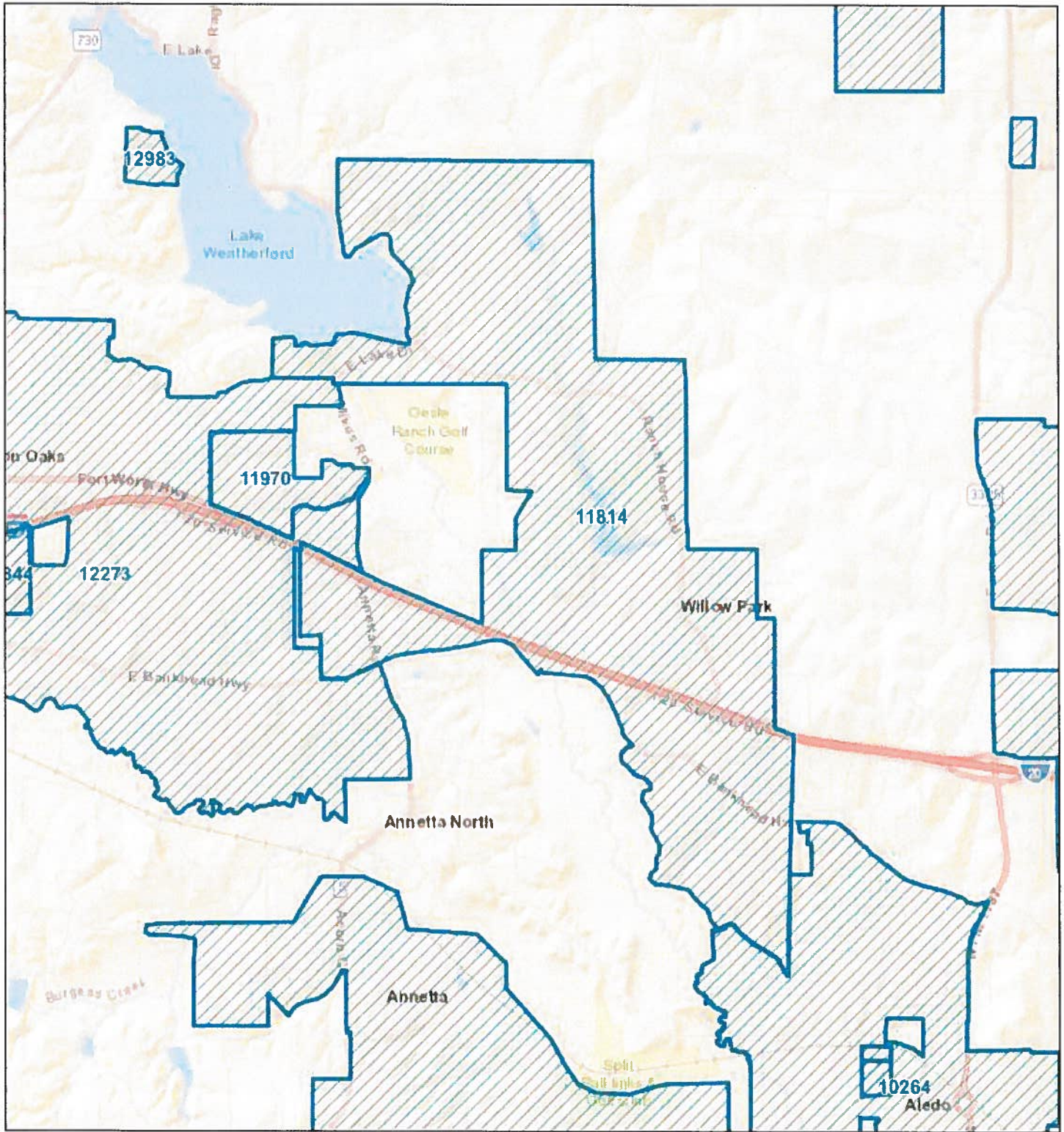
2. Monthly volume treated for previous three years (in 1,000 gallons):

Year	2018	2017	2016
January	<u>4,453.5</u>	<u>4,635.3</u>	<u>8,540.3</u>
February	<u>5,577.3</u>	<u>4,787.7</u>	<u>5,938.9</u>
March	<u>7,065.7</u>	<u>4,639.0</u>	<u>9,123.0</u>
April	<u>5,824.7</u>	<u>4,953.7</u>	<u>8,952.7</u>
May	<u>5,437.2</u>	<u>4,384.0</u>	<u>8,226.4</u>
June	<u>2,251.6</u>	<u>6,300.3</u>	<u>8,687.1</u>
July	<u>5,986.9</u>	<u>5,811.2</u>	<u>5,521.1</u>
August	<u>5,500.0</u>	<u>5,455.9</u>	<u>4,558.5</u>
September	<u>4,300.0</u>	<u>4,284.7</u>	<u>4440.4</u>
October	<u>4,100.0</u>	<u>4,038.7</u>	<u>4,600.2</u>
November	<u>3,900.0</u>	<u>3,846.5</u>	<u>4,573.3</u>
December	<u>4,300.0</u>	<u>4,283.9</u>	<u>4,041.1</u>
Total	<u>58,696.9</u>	<u>61,297.5</u>	<u>77,203.0</u>

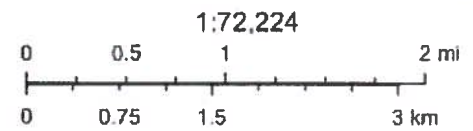
APPENDIX F

SERVICE AREA MAP

Public Utility Commission



April 16, 2019



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

APPENDIX G

LETTER TO REGIONAL WATER PLANNING GROUP



INTEGRITY
EXCELLENCE
TRUST

_____, 2019

Mr. Kevin Ward
Chair Region C Water Planning Group
PO Box 60
Arlington, Texas 76004

Dear Mr. Ward:

This letter is to notify you that the City of Willow Park recently adopted a water conservation and drought contingency plan. This notice is in accordance with Texas Water Development Board and Texas Commission on Environmental Quality rules.

The plan is available upon request.

Sincerely,

JACOB | MARTIN

Derek Turner, P.E.



325.695.1070
817.594.9880



info@jacobmartin.com
www.jacobmartin.com



3465 Curry Lane
Abilene, TX 79606

1508 Santa Fe, Suite 203
Weatherford, TX 76086

TBPE Firm #: 2448

| TBAE Firm #: BR 2261

| TBPLS Firm #: 10024300 – Abilene

| TBPLS Firm #: 10193992 - Weatherford



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: December 10, 2019	Department: Admin/Development	Presented By: Bernie Parker
------------------------------------	----------------------------------	--------------------------------

AGENDA ITEM:

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

BACKGROUND:

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

Applications will be distributed to council members on December 10th.
Applications will be available to the public for review December 11th.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: December 10, 2019	Department: Admin/Development	Presented By: Bernie Parker
------------------------------------	----------------------------------	--------------------------------

AGENDA ITEM:

Discussion/ Action: To consider and act on the demolition of the old Public safety building.

BACKGROUND:

To consider awarding a contract for demolish of the “old public safety building.”

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: December 10, 2019	Department: Fire	Presented By: Chief Mike LeNoir
---	----------------------------	---

AGENDA ITEM:

Discuss and take action on approving the purchase of grant funded Brush truck.

BACKGROUND:

Assistant Chief Schneider applied for a Texas Forestry Service Grant for a new Brush truck in February 2019.

Grant for \$100,000 for the purchase of a new brush truck was awarded to Willow Park Fire/Rescue Department November 28th 2019.

This is a cost share of 90/10 that was budgeted for on this 2019-2020 budget.

The purchasing of the Brush truck is through the cooperative purchasing of Buyboard for Wildfire Truck and Equipment LLC to build the unit.

Cost share is \$11,125 and the add on equipment which is the bed and accessories is \$22,649.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Recommend approving the purchase of the grant funded Brush truck.

EXHIBITS: Wildfire purposal

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$33,774
	Source of Funding	TFS Grant and budget allocation

WILDFIRE TRUCK & EQUIPMENT SALES

5313 Big Six St.

Alvarado, TX 76009

888-452-2701 fax 817-783-3038

QUOTE FOR ROCKDALE FORD WILLOW PARK FIRE RESCUE

December 4, 2019

Chassis: ADD ONs

Upgrade (7) Tires to Goodyear Wrangler Duratrac
Front End Replacement Style Brush Guard with Receiver Tube
Rear Super Spring Suspension enhancement system
Max Trac 2" front leveling kit
Sumo Springs on both front suspension and rear suspension
4" White Reflective Striping
Willow Park Fire/Rescue Lettering
Rear Chevron Striping

Body:

Flatbed Aluminum Body, 114" Long X 96" Wide,
Headache rack light bar mounting
Walkway with self-closing gates on each end at front of body
Rear Bumper with receiver tube
One Aluminum Tool Box 30"T x 20"D x 48"L mounted on passenger side with lift up door with adjustable shelf
One Aluminum Tool Box 24"T x 20"D x 72"L mounted on driver side with two lift up doors
One Aluminum Stamped Tool Basket 12"T x 16"D x 72"L mounted on driver side compartment
One Aluminum Hose Tray mounted on driver side with a capacity of 150' of 1.75" Fire Hose
Pac Track Aluminum Tool Board to be mounted in each compartment
Rear Tow Hooks to chassis frame rails
Turtle Tile shall be in each compartment and hose tray

Electrical:

1-Plastix Plus Console with arm rests and storage box
1-Wildfire 225 Amp Relay with Master Disconnect Switch
2-Whelen M4 Series Red/White LED Lower Front Warning Lights
2-Whelen M4 Series Red LED Intersector Warning Lights
2-Whelen ION Series Red LED Rear Side Warning Lights
2-Whelen ION Series Red LED Mid-Ship Side Warning Lights
2-Whelen M6 Series Red/Amber LED Rear Warning Lower Lights
2-Whelen M6 Series Brake/Tail/Turn LED Lights
2-Whelen M6 Series LED Back Up Lights
5-Whelen 2" LED Red Marker Lights
2-Whelen 2" LED Amber Marker Lights
1-Whelen 295SLSA6 Siren Amplifier & Switch Box

Electrical: (Continued)

- 1-Whelen 55" Liberty 14 LED Light Bar with Takedown and Alley Work Lights
- 1-Whelen SA315P Siren Speaker with mount
- 2-Whelen Micro Pioneer LED Work Lights Mounted at rear of tank
- 2-Maxima LED step lights mounted in walkway
- 8-Whelen LED Compartment Lights
- 1-Kussmaul Battery Charger with Super Auto Eject mounted at left rear of body
- 1-Mini LED water tank level in cab
- 1-Whelen Back-up alarm
- 1-Fire Com Wireless System with multiuser wireless base, interface and two wireless Headsets. Both headsets to be "open" intercom
- 2-Stream Light Survivor Rechargeable Flashlights, mounting location to be determined
- 2-Whelen Nano NP6BB LED Lights mounted on front bumper
- 1-Whelen Nano NP3BB LED Spot Light mounted to bumper monitor
- 1-Warn 10,000 lb. Winch with Multi Port Cradle, winch set up for front & rear operations
- 1-Havis Dual USB Power mounted in cab console
- 1-Havis PKG-TAB-APP1 i-pad docking station
- 1-Havis C-DMM-2006 Dash Mount

Skid:

- 300 Gallon Poly Tank with 10 Gallon Foam Cell and Limited Lifetime Warranty
- Hale HPX 200-B18 with Briggs & Stratton 18HP Gasoline Engine
- Pump plumbed to the chassis fuel tank
- One Hannay Electric Hose Reel Painted Graphite and Mounted for Rear Deployment
- Lighted Control Panel with pressure gauge, throttle, choke, primer, start button, & Class 1 Electronic LED water level Indicator
- Hale Remote Pump control panel (Start, Stop, Choke, Throttle and PSI Gauge) mounted in cab console
- Brass Water Service Valves with Stainless Steel Block Manifold Victaulic couplings
- One 1.5" discharge at bulkhead with gated wye for whip lines
- One 1" Discharge with Valve, chrome adapter, cap & chain
- One 1.5" Discharge with Valve, chrome adapter, cap & chain
- One 2.5" Discharge with Valve, chrome adapter, cap & chain
- One 1" Tank Fill / Re-Circulate Valve
- One 2.5" Tank to Pump Valve
- One 2.5" Suction Valve with chrome swivel adapter, plug & chain
- One Akron 3462 Forestry Monitor mounted on front bumper, with Joy Stick controls in the cab and Nano3 LED Spot Light mounted on monitor

Equipment:

- Two 1" x 8' Whip lines
- Three TFT 1" Adjustable Gallonage Pistol Grip Nozzles
- Three PAC Nozzle mounting brackets
- 150' x 1" Booster Hose
- One Spanner Hydrant wrench set with mount
- One Spare Tire Mounting Rack on Top of water tank
- One Battery Charger Pigtail

Equipment: (continued)

One Winch Controller

One Service Manual

Two PAC 1042-2 mounts

Three PAC 1003-HD mounts

Four PAC 1004 mounts

TOTAL-----\$77,562.71

Full Payment do upon completion of truck

Don Gibson

don@wildfiretruck.com

David Evans

david@wildfiretruck.com