



**City of Willow Park
City Council
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, August 13, 2019 at 7:00 p.m.**

Call to Order

Invocation & Pledge of Allegiance

Janette Hahn with the Fellowship of Christian Athletes will lead the invocation and pledge.

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 inquiries 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.

Regular Agenda Items

1. Discussion/ Action: To consider and act on a Site Plan for a church on Lot 1, Block B, Fawcett Addition, located at 700 Willow Crossing East.
2. Discussion/ Action: To consider and act on a Final Plat of a Replat of 3.358 acres, Pyle Addition, City of Willow Park, Parker County, Texas, located at 100 Block of Willow Bend.

3. Presentation of quarterly financial reports by Jake Weber.
4. Discussion/ Action: To consider and act on authorizing the Mayor to execute Texas Department of Emergency Management (TDEM) Form 147, appointing an Emergency Management Coordinator.

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 August 9, 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
Regular Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, Tx 76087
Tuesday, July 09, 2019 at 7:00 PM

Call to Order

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

Invocation & Pledge of Allegiance

Public Works Director, Ramon Johnson led the invocation and pledge of allegiance.

Public Comments

None

Consent Agenda

- A. **Approve City Council Meeting Minutes –May 14, May 21, June 4, and June 11 2019.**

Motion made by Councilmember Fennell

To approve the minutes from May 14, May 21, June 4 and June 11, 2019.

Seconded by Councilmember Runnebaum.

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 on a request to rezone from LR Local Retail/IH-20 Overlay District to Commercial/IH-20 Overlay District , 19.80 acres situated in the Wesley Franklin Survey, Abstract No. 468 and the McKinney &**

Williams Survey, Abstract No. 954, City of Willow Park, Parker County, Texas located in the 4200 Block of 1-20 Service Rd N.

- a. Open Public Hearing**
- b. Close Public Hearing**
- c. Act on Ordinance 795-19**

Public Hearing was opened at 7:02PM

Public Hearing was closed at 7:05 PM

Motion made by Councilmember McKaughan

To approve Ordinance 795-19, an ordinance to rezone from LR Local Retail/IH-20 Overlay District to Commercial/IH-20 Overlay District , 19.80 acres situated in the Wesley Franklin Survey, Abstract No. 468 and the McKinney & Williams Survey, Abstract No. 954, City of Willow Park, Parker County, Texas located in the 4200 Block of 1-20 Service Rd N.

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 a Final Plat of a Replat of Lots 3R-1 thru 3R-5, Block A, Crown Pointe Addition, Phase 2, City of Willow Park, Parker County, Texas, located on Crown Pointe Blvd. and J.D. Towles Drive.**

Motion made by Councilmember Young

To approve a Final Plat of a Replat of Lots 3R-1 thru 3R-5, Block A, Crown Pointe Addition, Phase 2, City of Willow Park, Parker County, Texas, located on Crown Pointe Blvd. and J.D. Towles Drive.

Seconded by Councilmember McKaughan

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 a Site Plan for a bank on 3.35-acre part of Lot1, Pyle Addition, City of Willow Park, Parker County, Texas located on the southwest corner of 1-20 Service Road South and Willow Bend Drive.**

Motion made by Councilmember Fennell

To approve a Site Plan for a bank on 3.35-acre part of Lot1, Pyle Addition, City of Willow Park, Parker County, Texas located on the southwest corner of 1-20 Service Road South and Willow Bend Drive.

Seconded by Councilmember Runnebaum

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

Motion passed with a vote of 5-0

4. **Discussion/ Action: To consider and act to accept the dedication of 0.41-acre tract of land as right-of-way for Mary Lou Drive.**

Motion made by Councilmember Contreras

To accept the dedication of 0.41-acre tract of land as right-of-way for Mary Lou Drive.

Seconded by Councilmember Fennell

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 approving a LifeCare EMS/First Responder Agreement.**

Motion made by Councilmember Runnebaum

To approve a LifeCare EMS/First Responder Agreement.

Seconded by Councilmember Contreras

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

Motion passed with a vote of 5-0

6. Discussion/ Action: To consider and act on approving a contract with Halff & Associates for engineering services for the Fort Worth Water Project.

Motion made by Councilmember Runnebaum

To approve a contract with Halff & Associates for engineering services for the Fort Worth Water Project.

Seconded by McKaughan

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

Motion passed with a vote of 5-0

7. Discussion/ Action: To consider and act on an amendment to an agreement with Bureau Veritas North America, Inc. regarding new plan review and inspection fees for residential construction

Motion made by Councilmember Fennell

To approve an amendment to an agreement with Bureau Veritas North America, Inc. regarding new plan review and inspection fees for residential construction.

Seconded by Councilmember Runnebaum

Motion made by Councilmember Fennell

To amend the original motion to include authorizing the Mayor or the City Manager to enter into the agreement with Bureau Veritas North America, Inc. regarding new plan review and inspection fees for residential construction.

Seconded by Councilmember Runnebaum

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

Motion to amend the motion passed with a vote of 5-0.

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

Motion passed with a vote of 5-0

8. Discussion/ Action: To consider and act on amending the City's Fee schedule regarding residential building permit fees

Motion made by Councilmember Contreras

To approve the amendment to the City's Fee schedule regarding residential building permit fees

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0

Council convened into executive session at 7:43 PM

Executive Session

A. 380 agreement with local developer

Council reconvened into Regular session at 8:41 PM

Adjournment

Motion made by Councilmember McKaughan

To adjourn

Seconded by Contreras

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

Motion passed with a vote of 5-0

Meeting was adjourned at 8:42 PM

ATTEST:

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary



City of Willow Park
City Council - Special
Strategic Planning / Off Site Meeting Minutes
Granbury Hilton Garden Inn
635 E. Pearl St. Granbury, Texas 76048
Friday, July 12, 2019, 1:00 PM

Call to Order

Mayor Moss called the meeting to order at 1:10 PM.

Present:

Mayor Doyle Moss

Councilmember Eric Contreras

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Lea Young

Councilmember Gary McKaughan

City Manager Bryan Grimes

Asst City Manager Bernie Parker

City Secretary Alicia Smith

Citizens present:

Val Vierling

Workshop Items:

City of Roanoke Mayor Pro Tem Holly Gray-Moore spoke to the council regarding the roles and duties of the Mayor and Council.

Aaron Farmer spoke to the council regarding Economic Development in the Willow Park area.

City Manager Bryan Grimes spoke to the council regarding new legislation that was passed during the most recent Texas Legislative session.

Adjournment

The workshop was adjourned at 5:00 pm.

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary



City of Willow Park
City Council - Special
Strategic Planning / Off Site Meeting Minutes
Granbury Hilton Garden Inn
635 E. Pearl St. Granbury, Texas 76048
Saturday, July 13, 2019, 9:00 AM

Call to Order

Mayor Moss called the workshop to order at 9:10 am.

Councilmembers Present:

Mayor Doyle Moss

Mayor ProTem Lea Young

Councilmember Eric Contreras

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Gary McKaughan

City Manager Bryan Grimes

Asst City Manager Bernie Parker

City Secretary Alicia Smith

Citizens Present:

Angela McKaughan

Workshop Items:

City Manager Bryan Grimes discussed the City's financial status.

Each department Head discussed their wants and needs for the upcoming budget cycle.

Each councilmember discussed their ideas for where they believed the focus should be for the next budget cycle and beyond.

No action was taken at this meeting.

Adjournment

Workshop was adjourned at 12:05 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, July 23, 2019 at 7:00 p.m.**

Call to Order Mayor Moss called the meeting to order at 7:00 PM

Present:

Mayor Doyle Moss

Councilmember Eric Contreras

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Lea Young

Absent:

Councilmember Gary McKaughan

Staff Present:

City Manager Bryan Grimes

City Attorney Pat Chesser

City Secretary Alicia Smith

A moment of silence was observed and the pledge of allegiance was led by Chief Carrie West.

Public Comments

The following citizens spoke:

Marcy Galle – 500 Squaw Creek, Willow Park

Paul Kenney – 138 Muirfield, Willow Park

Laura Gloor – 107 Parkway Dr, Willow Park

Regular Agenda Items

- 1. Discussion/ Action: To consider and act on awarding a bid for drainage work on:
Bid Schedule A: Ranch House Road and in the area of Willow Crest Drive and Parkway Drive and
Bid Schedule B: Meadow Place culvert crossing Squaw Creek.**

Derek Turner addressed the council and answered questions regarding the bid process and results.

Motion made by Councilmember Young

To award bid for drainage work on Ranch House Road and in the area of Willow Crest Drive and Parkway Drive and Meadow Place culvert crossing Squaw Creek to Pennington Utility Construction in the amount of \$ 488,875.80.

Seconded by Councilmember

Aye votes: Councilmembers Contreras, Fennell, Runnebaum and Young

Motion passed by a vote of 4-0

- 2. Discussion/ Action: The City Council may consider, discuss or take action on approving a resolution determining that competitive sealed proposals are the purchase method providing the best value to the City for the purchase of outdoor warning signs, authorizing the City Administrator to issue a request for proposals for the purchase of outdoor warning signs and delegating to the City Administrator the determination of which purchase method provides the best value to the City on all future purchases.**

Motion made by Councilmember Young

To table this item until the August meeting

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, Fennell, Runnebaum and Young
Motion passed with a vote of 4-0.

3. Discussion/ Action: To consider and take action to approve an updated budget calendar.

Motion made by Councilmember Young

To approve the budget calendar as presented with the addition of two budget workshops to be held at 5:30 pm on the same night as each August called council meeting.

Seconded by Councilmember Fennell

Aye cotes: Councilmembers Contreras, Fennell, Runnebaum, and Young

Motion passed with a vote of 4-0.

4. Discussion/ Action: To consider and take action to elect an alternate mayor protem.

Mayor Moss opened nominations to elect an alternate Mayor ProTem.

Councilmember Young nominated Council Runnebaum to be the Alternate Mayor ProTem.

Mayor Moss asked if there were any other nominations.

All Councilmembers responded with a nay.

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

Motion passed with a vote of 4-0.

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

No action

Adjournment

Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember Fennell

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

Motion passed with a vote of 4-0

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary



P&Z AGENDA ITEM BRIEFING SHEET

| | | |
|---------------------------------------|--|------------------------------------|
| Meeting Date: July 16, 2019 | Department: Development Services | Presented By: Betty Chew |
|---------------------------------------|--|------------------------------------|

AGENDA ITEM:

Consider and Act on a Site Plan for a church on Lot 1, Block B, Fawcett Addition, located at 700 Willow Crossing Drive East.

BACKGROUND:

The project is zoned C Commercial/IH-20 Overlay District. This property is located in Planning Area 4, as identified in the City's Comprehensive Plan. Due to the higher traffic volumes along the interstate, the area is seen as a prime location for retail and commercial uses. Due to the high visibility of the corridor, higher design standards were identified to present a positive image of Willow Park. The proposed church will complement and enhance the new and existing commercial and residential development in the area.

The 7 acre property will be developed in phases. Phase 1 of the development will be a 5,978 square foot church with sanctuary seating for 146. Children's areas and nursery will also be provided. Phase 2 of the development is a proposed expansion of the building to the south. The church is requesting approval of cement board siding and vinyl clad windows on the south side of the building which will be replaced during the Phase 2 expansion.

The development will be accessed from Willow Crossing Drive with a single entrance/exit to the parking lot. Phase 2 will provide a 24 foot fire lane extension, around the perimeter of the building. A side walk is proposed along the street right-of-way and will connect to the west with the Village at Willow Park development. There will be 50 parking spaces provided. All infrastructure water, sanitary sewer, fire hydrants, and stormwater drainage improvements will meet City of Willow Park Design standards.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Site Plan subject to the following:

1. Building setback lines be shown on the site plan.
2. Zoning Classification of property to the east and west corrected.
3. Existing easements on entire property shown on site plan.
4. Cement siding and residential windows replaced within 5 years of Phase 1 completion or addition to the building.
5. Add dumpster location and screening.

The Planning and Zoning Commission recommends approval of the Site Plan with the recommended changes.

The vote was unanimous.

EXHIBITS:

Site Plan
Floor Plan
Landscape Plan
Elevation Drawings

| | | |
|-------------------------|------------------------|--------|
| ADDITIONAL INFO: | FINANCIAL INFO: | |
| | Cost | \$ 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: The Well Church: New Worship Center Bldg. Addition | |
| <input type="checkbox"/> Residential | | <input checked="" type="checkbox"/> Commercial | |
| Valuation: \$ 1,130,880.00 (round up to nearest whole dollar) | | Project Address (or description): 4974 E. I-20 Service Rd. North Suite 100 Willow Park, TX 76087 | |
| Brief Description of the Project: New Worship Center Bldg. Addition | | | |
| Existing zoning: C/IH-20 OVERLAY | | # of Existing Lots (plats only): 1 | |
| Proposed zoning: C/IH-20 OVERLAY | | # of Proposed Lots (plats only): 1 | |
| Applicant/Contact Information (this will be the primary contact) | | | |
| Name: Dwight Newsome | | Mailing Address: P.O. Box 937 Burleson, TX 76097 | |
| Company: Newsome Construction, Inc. | | | |
| Primary Phone: 817-426-4455 | | E-mail: Newsomeconst@sbcglobal.net | |
| Property Owner Information (if different than above) | | | |
| Name: Jack Hunt | | Mailing Address: 4974 E. I-20 Service Rd. North Suite 100 Willow Park, TX 76087 | |
| Company: The Well Church | | | |
| Primary Phone: 817-253-5157 | | E-mail: jack@thewellchurch.com | |
| Other Phone: cell: 817-937-9823 | | Fax: | |
| <input checked="" type="checkbox"/> Developer / <input type="checkbox"/> Engineer / <input type="checkbox"/> Surveyor Information (if applicable) | | | |
| Name: Dwight Newsome | | Mailing Address: P.O. Box 937 Burleson, TX 76097 | |
| Company: Newsome Construction, Inc. | | | |
| Primary Phone: 817-426-4455 | | E-mail: Newsomeconst@sbcglobal.net | |
| Other Phone: | | Fax: 817-426-4456 | |
| For City Use Only | | | |
| Project Number: | | Permit Fee: | |
| Submittal Date: | | Plan Review Fee: | |
| Accepted By: | | Total Fee: | |
| Receipt #: | | Method of Payment: | |

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

700 WILLOW CROSSING
DRIVE EAST



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: Dwight Newson

Date: 6/12/19

JQ. 6/12/2019



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 | DN | 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 | DN | 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 | DN | A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet. | | ✓ | |
| 4 | DN | A written and bar scale is provided. 1"=200' unless previously approved by staff | | ✓ | |
| 5 | DN | 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 | DN | 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 | DN | 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. | | N/A | |
| 8 | DN | 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 | DN | Accurately located, labeled and dimensioned footprint of proposed structure(s). | | ✓ | |
| 10 | DN | Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line. | | N/A | |
| 11 | DN | 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. | | N/A | |
| 12 | DN | Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line. | | N/A | |
| 13 | DN | Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line. | | ✓ | |
| 14 | DN | Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped etc.) within 200 feet of the property line is indicated. <i>SEE STAFF REPORT</i> | | | ✓ |
| 15 | | Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown. | | ✓ | |
| 16 | DN | Finished floor elevation of existing and/or proposed structures is referenced to sea level datum. | | ✓ | |
| 17 | DN | 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. <i>SHOW WILLOW CROSSING R.O.W</i> | | | ✓ |



City of Willow Park Development Services Department

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|----|----|---|--|-----|---|
| 18 | ph | Driveways within 200 feet of the property line: _____ a. Are accurately located and dimensioned. _____ b. Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines. _____ 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. _____ d. Typical radii are shown. | | N/A | |
| 19 | ph | Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned. | | N/A | |
| 20 | ph | Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled. | | N/A | |
| 21 | ph | Off-site streets and roads: _____ a. Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned. _____ 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. _____ 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. _____ d.. Distance to the nearest signalized Intersection is indicated | | N/A | |
| 22 | ph | All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable. | | ✓ | |
| 23 | ph | Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled. | | ✓ | |
| 24 | ph | Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled. | | ✓ | |
| 25 | ph | 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 | ph | Paving materials, boundaries and type are indicated. | | ✓ | |
| 27 | ph | Access easements are accurately located/ tied down, labeled and dimensioned. | | ✓ | |
| 28 | ph | 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 | ph | 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 | ph | 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. | | N/A | |
| 31 | ph | Screening walls are shown with dimensions and materials. An Inset is provided that shows the wall | | N/A | |



City of Willow Park Development Services Department

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| | | 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 | pl | 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 | pl | 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 | pl | Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled. | | ✓ | |
| 35 | | Boundaries of detention areas are located. Indicate above and/or below ground detention. | | ✓ | |
| 36 | pl | Details of construction materials and architecture are shown on required Building Elevation/Facade Plan. Color, type and texture to match Zoning requirements. <i>SEE NOTE-STAFF REPORT</i> | | ✓ | |
| 37 | | Communication towers are shown and a fall distance/collapse zone is indicated. | | ✓ | |
| 38 | | Provide Site Data Table that references distinct numbers for each lot and all building (existing and proposed) that includes, if applicable | | ✓ | |
| 39 | pl | Explain in detail the proposed use(s) for each structure <i>CHURCH</i> | | ✓ | |
| 40 | pl | 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 | pl | 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 | pl | Provide service verification from all utility providers | | ✓ | |
| 43 | pl | List any variance requested for this property, dates, and approving authority | | ✓ | |
| 44 | pl | Provide storm water and drainage study and design | | ✓ | |
| 45 | pl | Proposed domestic water usage (gallons per day, month, and year) | | ✓ | |
| 46 | pl | Are any irrigation wells proposed? <i>NONE</i> | | ✓ | |
| 47 | pl | Applicant has received Landscaping Ordinance and requirements | | ✓ | |
| 48 | pl | Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of the Site Plan for Board review | | ✓ | |
| 49 | pl | 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: 86,267 sq. ft.

Area of lot covered with structures and impervious surfaces: 32,108 sq. ft.

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

Square footage of each building: 5978 sq. ft. _____ sq. ft. _____ sq. ft.

Proposed use for each structure:

Church use

Building stories: 1

Building height: 18 ft.

Total number of parking spaces: 50

Number of handicap spaces: 2

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: 07/09/2019



City of Willow Park Development Services Department

Site Plan

Building Official Review

Applicant Questions:

Front building setback: 132 ft.

Rear building setback: 576 ft.

Side building setback: 280 ft.

Side building setback: 54 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?

NEED BLDG. SETBACK LINES SHOWN

☐ 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

WE ARE REQUESTING THE MAIN ENTRY BE ON THE EAST SIDE FACING THE PARKING LOT AND THE REAR ENDWALL MATERIAL BE CEMENT BOARD SIDING FOR PROPOSED FUTURE BUILDING EXPANSION.

Approved

Not Approved

☒ Needs More Information or Corrections

Building Official Approval Signature:

BETTY L. CHEW

Date:

02/09/2019



City of Willow Park Development Services Department

Site Plan Fire Review

Applicant Questions:

| | | |
|--|------------|-------------------------------------|
| Will the building have a fire alarm? | Yes | <input checked="" type="radio"/> No |
| Will the building have a fire sprinkler/suppression system? | Yes | <input checked="" type="radio"/> No |
| Is the building taller than two-stories? | Yes | <input checked="" type="radio"/> No |
| If yes, how many stories? | <u>N/A</u> | |
| Will the project require installation of a new fire hydrant? | Yes | <input checked="" type="radio"/> No |
| If yes, how many fire hydrants? | <u>N/A</u> | |
| What is the size of the proposed fire connections? | <u>N/A</u> | |

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? | <input checked="" type="radio"/> Yes | No |
| Does the project have the minimum 24' hard surface? | <input checked="" type="radio"/> Yes | No |
| Is the fire lane appropriate? | <input checked="" type="radio"/> Yes | No |
| Does the site have the proper turning radius? | <input checked="" type="radio"/> Yes | No |
| Does the proposed project pose any safety concerns? | Yes | <input checked="" type="radio"/> No |

Does the proposed project require any additional fire services? Yes ☒ No

EXTENSION OF FIRE LANE
LOOP WITH PHASE 2.

☒ Approved

Not Approved

Needs More Information or Corrections

Fire Department Approval Signature:

MIKE LE NOIR

Date: 07/09/2019



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? Yes ☒ No

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

Flood proofing measures approved? N/A Yes ☒ No

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

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Flood Plain Manager Approval Signature: DEREK TURNER

Date: 07/09/2019



City of Willow Park Development Services Department

Site Plan Landscaping Review

Applicant Questions:

Total gross lot area of the development: 86,267 sq. ft.

Area of lot covered with structures and impervious surfaces: 32,108 sq. ft.

Percentage of lot covered with structures and impervious surfaces: 37 %

Area of green space/landscaped areas: 76,690 sq. ft.

Percentage of green space/landscaped areas: 83 %

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

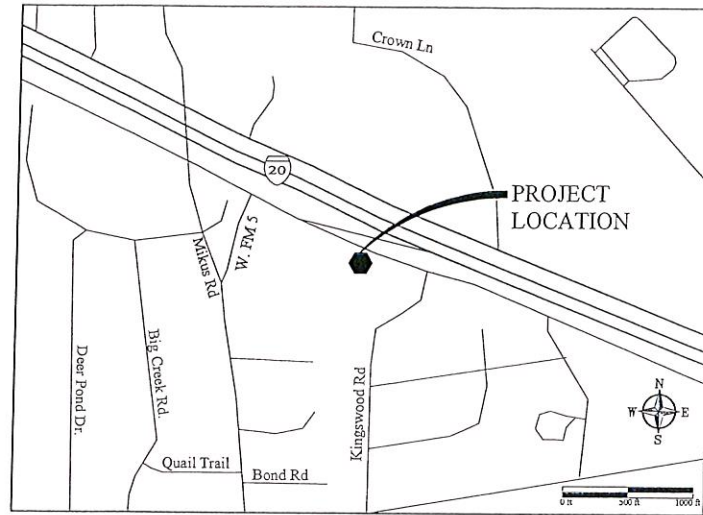
☐ Not Approved

☐ Needs More Information or Corrections

Landscaping Approval Signature:

BETTY L. CHEW

Date: 07/09/2019

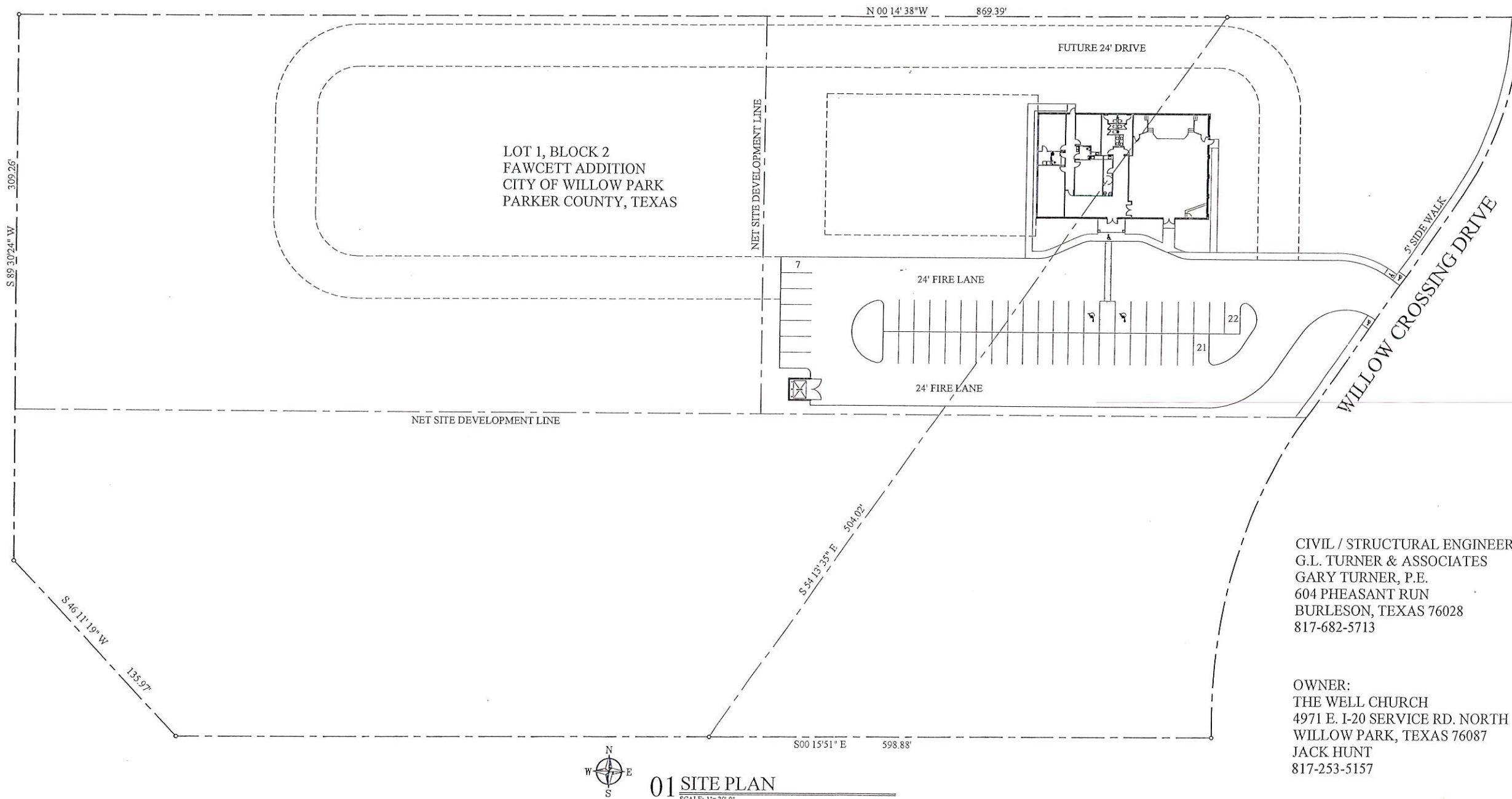


VICINITY MAP

| | | | |
|-------------------|---------|--|------------|
| PROJECT DATA: | | | |
| Occupancy | | | A-3 |
| Construction Type | | | V B |
| Non Sprinkled | | | |
| Building Area | | | 5,978 s.f. |
| Sanctuary Seating | | | 146 |
| Parking Required | | | |
| 1:3 Seats | (48.66) | | 49 |
| Parking Provided | | | |
| Accessible | | | 2 |
| Spaces | | | 48 |
| Total | | | 50 |

THE CONSTRUCTION OF THIS PROJECT SHALL CONFORM TO ALL APPLICABLE LOCAL, STATE AND FEDERAL CODES, INCLUDING THE FOLLOWING:
2012 INTERNATIONAL BUILDING CODE
2012 INTERNATIONAL MECHANICAL CODE
2012 INTERNATIONAL PLUMBING CODE
2011 NATIONAL ELECTRICAL CODE
2012 INTERNATIONAL FIRE CODE
2012 INTERNATIONAL ENERGY CODE
AMERICANS WITH DISABILITIES ACT

| | |
|---------------|---------------------|
| DRAWING INDEX | |
| A-1 | SITE PLAN |
| A-3 | EXTERIOR ELEVATIONS |
| C-1 | CIVIL SITE PLAN |
| C-2 | GRADING PLAN |
| C-3 | DRAINAGE PLAN |
| C-4 | SWPPP NOTES |
| C-5 | SITE UTILITY PLAN |
| C-6 | DETAILS |
| L-1 | LANDSCAPE PLAN |
| L-2 | LANDSCAPE DETAILS |



CIVIL / STRUCTURAL ENGINEER:
G.L. TURNER & ASSOCIATES
GARY TURNER, P.E.
604 PHEASANT RUN
BURLESON, TEXAS 76028
817-682-5713

OWNER:
THE WELL CHURCH
4971 E. I-20 SERVICE RD. NORTH
WILLOW PARK, TEXAS 76087
JACK HUNT
817-253-5157

issued for site plan review only

Newsome Construction, inc.
330 FOX LANE, BURLESON, TEXAS 76028
817-426-4455
DESIGN / BUILD

Waal architecture
BR 1575
14902 PRESTON ROAD
SITE # 404-326
WILLOW PARK, TEXAS 75254
817-681-1969
214-316-9600

THE WELL CHURCH
4971 E. I-20 SERVICE RD. NORTH
WILLOW PARK, TEXAS 76087
JACK HUNT 817-253-5157



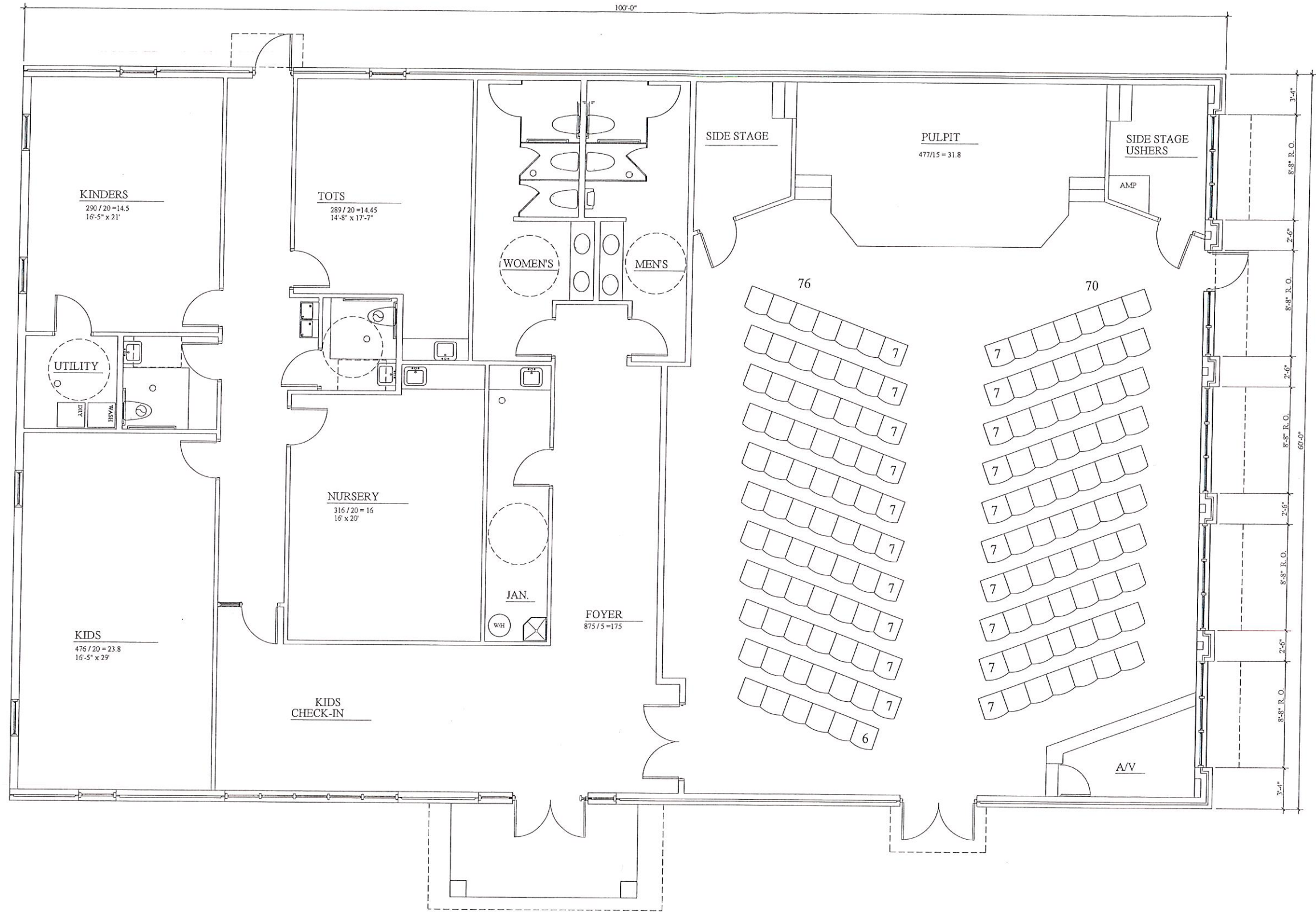
06/12/2019

FEB. 18, 2019

PROJECT #:
2019-002

A-1

4/2/2019 7:12:42 AM



01 FLOOR PLAN
1/4" = 1'-0"



FEB. 18, 2019

PROJECT #:
2019-002

A-2

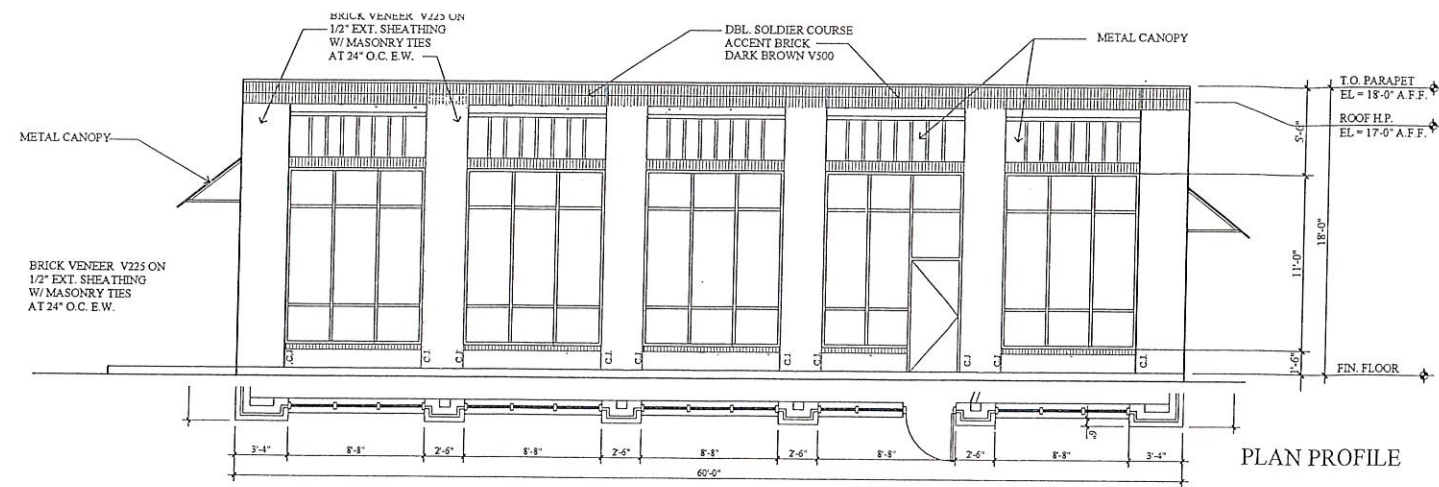
THE WELL CHURCH
WILLOW PARK, TEXAS



WaaL architecture
BR. 1975
14902 PRESTON ROAD
DALLAS, TEXAS 75254
817-591-6621
214-316-9600

Newsome Construction, inc.
330 FOX LANE, BURLESON, TEXAS 76028
817-426-4455

DESIGN / BUILD

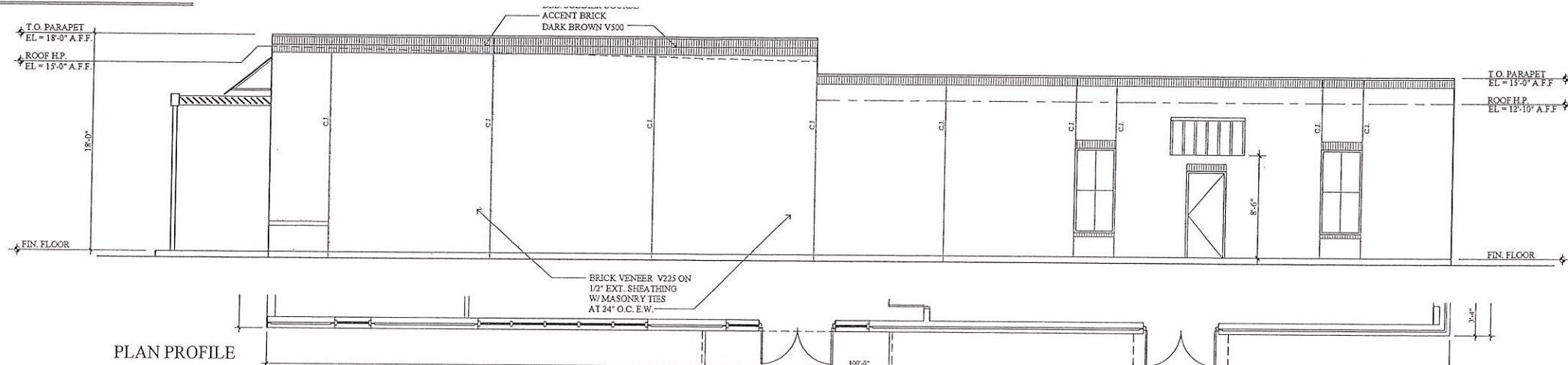


04 NORTH ELEVATION
3/16" = 1'-0"

| | | |
|---------|------------|------|
| DOORS | 21 s.f. | 2% |
| GLAZING | 451 s.f. | 43% |
| STONE | 362 s.f. | 60% |
| BRICK | 236 s.f. | 40% |
| TOTAL | 1,080 s.f. | 100% |

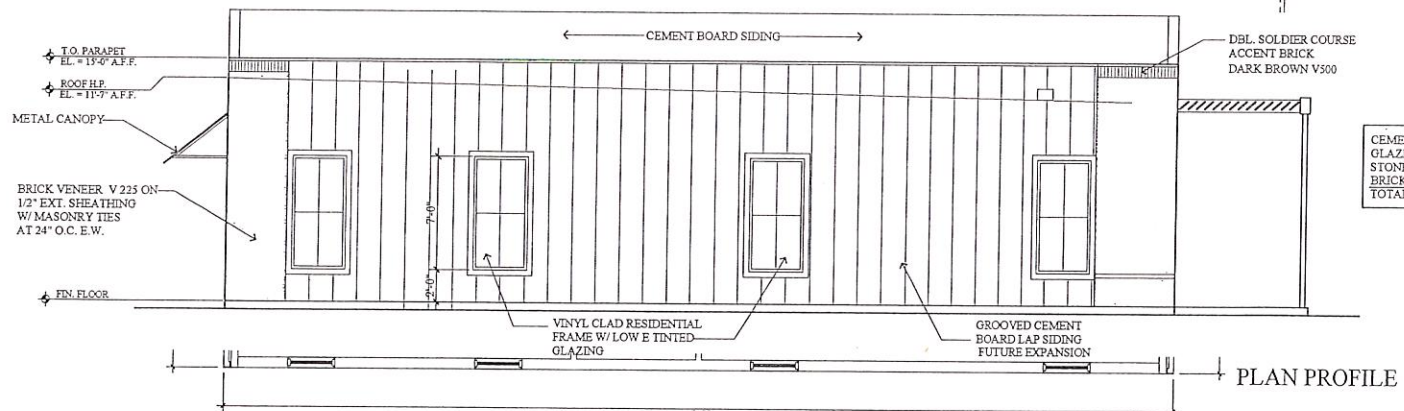
STONE REQUIRED 299 s.f. 50%

| | | |
|---------|------------|-------|
| DOORS | 24 s.f. | 1.5% |
| GLAZING | 48 s.f. | 2.9% |
| STONE | 13 s.f. | .8% |
| BRICK | 1,553 s.f. | 94.8% |
| TOTAL | 1,638 s.f. | 100% |



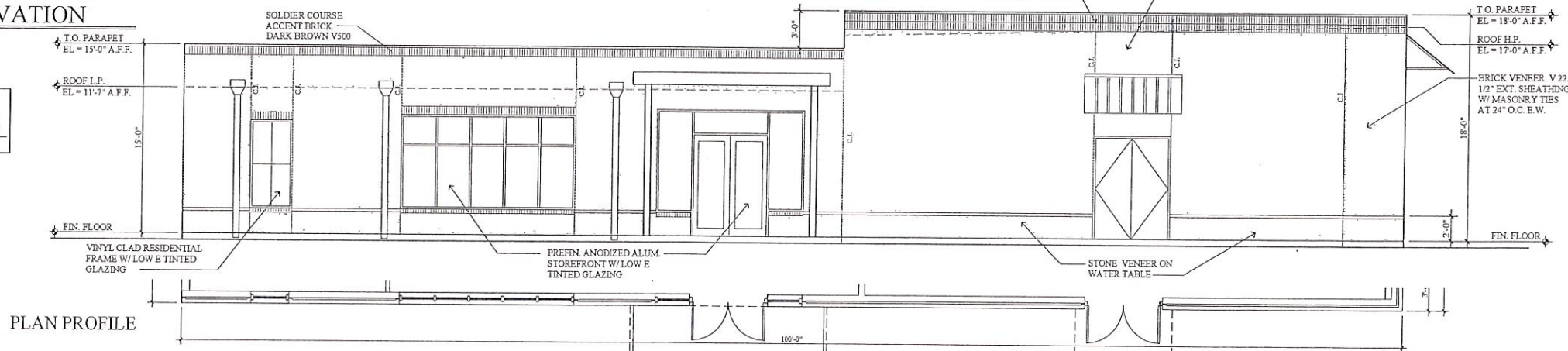
03 WEST ELEVATION
1/4" = 1'-0"

| | | |
|------------|----------|-------|
| CEMENT BD. | 673 s.f. | 74.8% |
| GLAZING | 95 s.f. | 10.3% |
| STONE | 10 s.f. | 1.1% |
| BRICK | 122 s.f. | 13.6% |
| TOTAL | 900 s.f. | 100% |



02 SOUTH ELEVATION
1/16" = 1'-0"

| | | |
|---------|------------|-------|
| DOORS | 102 s.f. | 6.2% |
| GLAZING | 109 s.f. | 6.7% |
| STONE | 314 s.f. | 19.2% |
| BRICK | 1,113 s.f. | 67.9% |
| TOTAL | 1,538 s.f. | 100% |



01 EAST ELEVATION
3/16" = 1'-0"

issued for site plan review only

Newsome Construction, inc.
330 FOX LANE, BURLESON, TEXAS 76028
817-426-4455
DESIGN / BUILD

Waal architecture
BR 1975
14902 PRESTON ROAD
DALLAS, TEXAS 75254
817-691-6621
214-316-9600

THE WELL CHURCH
4971 E I-20 SERVICE RD. NORTH
WILLOW PARK, TEXAS 76087
JACK HUNT 817-253-5157



05/30/2019

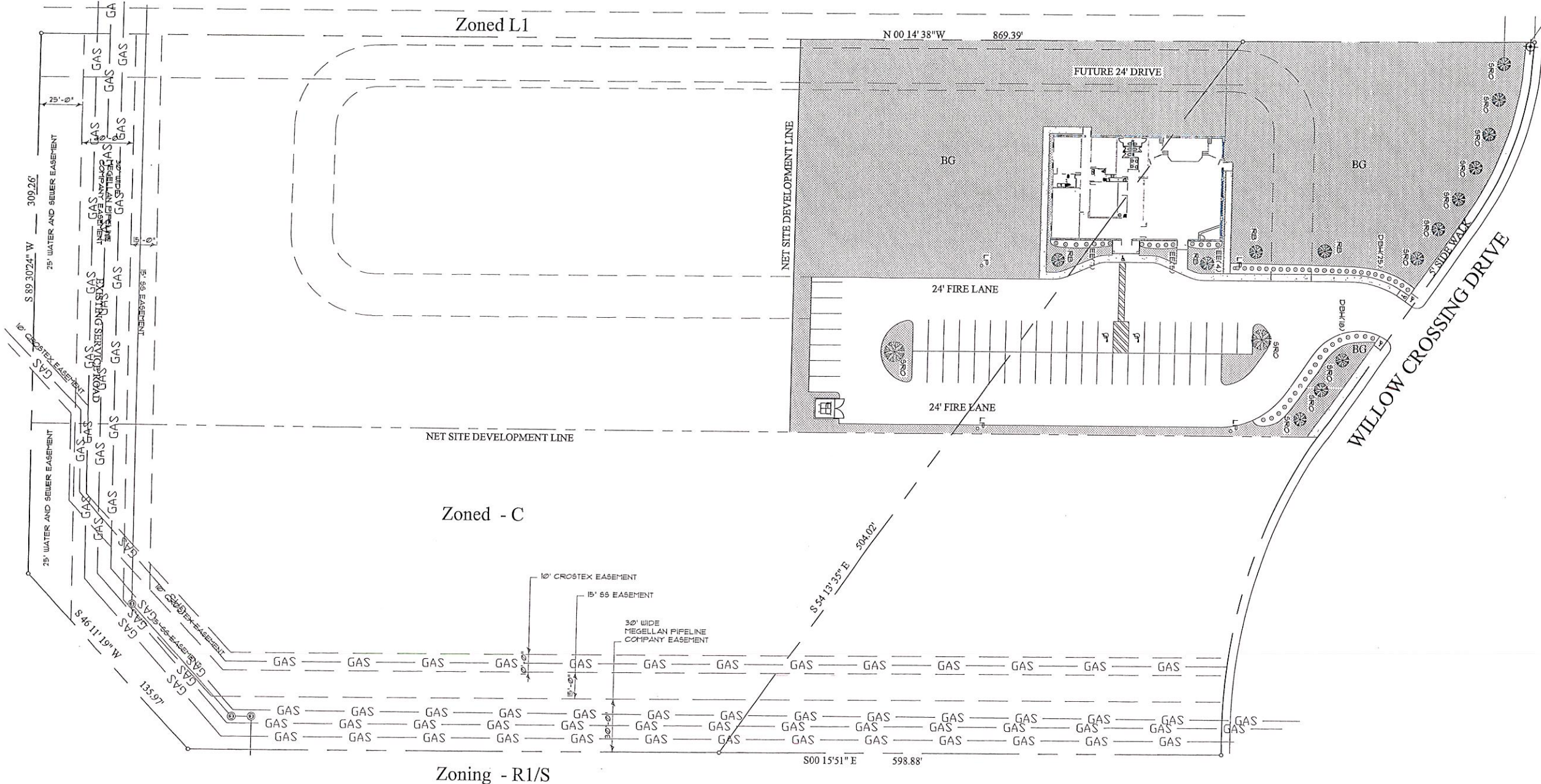
FEB. 18, 2019

PROJECT #:
2019-002

A-4



VICINITYMAP



| | |
|---------------------------------------|-------|
| Developed Site | 86267 |
| Landscaped Area Required | 4313 |
| Landscaped Area Provided | 76690 |
| Number of Trees Provided along street | 10 |
| Number of Interior Trees Provided | 5 |
| Number of Shrubs | 59 |

Zoned - C

| PLANT MATERIAL SCHEDULE | | | | |
|-------------------------|-------|---------------------|-------------------------------|--|
| KEY | QUAN. | COMMON NAME | BOTANICAL NAME | SPECIFICATIONS |
| TREES | | | | |
| RB | 4 | REDBUD | Cercis canadensis | 2" Caliper, 8' tall, container, single trunk. |
| SRO | 12 | SHUMARD LIVE OAK | Quercus shumardi | 2 - 3" Caliper, 10 - 2" Caliper, 8' tall, container, single trunk. |
| SHRUBS | | | | |
| DBH | 43 | DWARF BURFORD HOLLY | Ilex cornuta - "Burford Nana" | 36" tall at planting, container, 60" on center. |
| EE | 16 | ELAEAGNUS EBBENJI | ELAEAGNUS EBBENJI | 36" tall at planting. |
| GRASS | | | | |
| BG | | BERMUDA GRASS | Cynodon dactylon | |

G.R. TURNER & ASSOCIATES
FIRM NO. #2523
604 PLEASANT RUN
BURLINGTON, TEXAS 76028
P 817-426-4455 M 817-426-4455

TOTAL DESIGN WITH
CERIST BY MIND
ARCHITECTURAL
CIVIL
STRUCTURAL
ENGINEERING



LANDSCAPE PLAN
SCALE: 1"= 30'-0"

issued for site plan review



June 3, 2019

PROJECT #:
2019-002

L-1



BR 1975
14902 PRESTON ROAD
DALLAS, TEXAS 75254
817-691-6621
214-316-9600

THE WELL CHURCH
4971 E I-20 SERVICE RD. NORTH
WILLOW PARK, TEXAS 76087
JACK HUNT 817-253-5157

Newsome Construction, inc.
330 FOX LANE, BURLINSON, TEXAS 76028
817-426-4455
DESIGN / BUILD





P&Z AGENDA ITEM BRIEFING SHEET

| | | |
|---------------------------------------|--|------------------------------------|
| Meeting Date: July 16, 2019 | Department: Development Services | Presented By: Betty Chew |
|---------------------------------------|--|------------------------------------|

AGENDA ITEM:

Consider and Act on a Final Plat of a Replat of 3.358 acres, Pyle Addition, City of Willow Park, Parker County, Texas, located in the 100 Block of Willow Bend Drive.

BACKGROUND:

This Final Plat represents a replat of a part of Lot 1, Pyle Addition. This 3.35 8 acres tract of land is located on the southwest corner of IH-20 Service Road South and Willow Bend Drive. The owner proposes to subdivide the property into 2 lots. The property is zoned Commercial/IH-20 Overlay District.

Lot 1- 2.537 acres (Banking Facility)

Lot 2 – 0.821 acres (Future Development)

The properties have frontage on the IH-20 Service Road, Willow Bend Drive and Willow Crossing Drive. Access will be from Willow Bend Drive and Willow Crossing Drive.

The property will be served from existing water and sanitary sewer mains.

Cross access will be provided.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Final Plat of a Replat as presented.

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

The vote was unanimous.

EXHIBITS:

Plat Application
Final Plat

| ADDITIONAL INFO: | FINANCIAL INFO: | |
|------------------|--------------------------|--------|
| | Cost | \$ N/A |
| | Source of Funding | \$ N/A |
| | | |
| | | |
| | | |



City of Willow Park Development Services

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

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

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

PROPERTY DESCRIPTION:

SUBMITTAL DATE: _____

Address (if assigned): _____

Name of Additions: First National Bank Addition

Location of Addition: Southwest corner of I-20 Service Road and Willow Bend Dr.

Number of Lots: 2 Gross Acreage: 3.358 Zoning: _____ # of New Street Intersections: _____

PROPERTY OWNER:

Name: First National Bank of Weatherford

Contact: Zan Prince

Address: 220 Palo Pinto Street

Phone: 817-842-2095

City: Weatherford

Fax: _____

State: Texas Zip: 76068

Email: Zan@zanprince.com

Signature: [Signature]

APPLICANT:

Name: First National Bank of Weatherford

Contact: Zan Prince

Address: 220 Palo Pinto Street

Phone: 817-842-2095

City: Weatherford

Fax: _____

State: Texas Zip: 76068

Email: Zan@zanprince.com

Signature: [Signature]

SURVEYOR:

Name: Bannister Engineering

Contact: Mike Davis

Address: 240 N. Mitchell Rd.

Phone: 817-842-2094

City: Mansfield

Fax: 817-842-2095

State: Texas Zip: 76063

Email: mike@bannistereng.com

Signature: [Signature]

ENGINEER:

Name: Bannister Engineering

Contact: Michael Martin

Address: 240 N. Mitchell Rd.

Phone: 817-842-2094

City: Mansfield

Fax: 817-842-2095

State: Texas Zip: 76063

Email: mmartin@bannistereng.com

Signature: [Signature]

PRINCIPAL CONTACT: ☐ Owner ☐ Applicant ☒ Surveyor ☒ Engineer

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

UTILITY PROVIDERS

Electric Provider: _____

Water Provider: _____

Wastewater Provider: _____

Gas Provider (if applicable): _____

APPLICATION FEES

2 6/20/2019 _____ \$300.00 PLUS \$10 PER LOT FOR LOTS UP TO 1/2 ACRE IN SIZE OR

_____ \$300.00 PLUS \$10 PER ACRE OR FRACTION THEREOF FOR LOTS LARGER THAN 1/2 ACRE **\$340.00**

Additional fees (if applicable):

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

City Use Only

Fees Collected: \$ _____ \$ _____

Receipt Number: \$ _____ \$ _____

PLAT REVIEW CHECKLIST:

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

I. GENERAL:

Name of Addition: First National Bank Addition
Applicant: First National Bank of Weatherford
Property Owner(s): First National Bank of Weatherford
Location of Addition: Southwest corner of I-20 Service Road and Willow Bend Dr.

II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT

APPLICANT

STAFF

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

III. REQUIRED DOCUMENTS FOR A FINAL PLAT

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

IV. REQUIRED DOCUMENTS FOR A REPLAT

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

V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT

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

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

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

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

Willow Park
Plat
Building Official Review

Applicant Questions:

Front building setback: 25 ft.

Rear building setback: 25 ft.

Side building setback: 10 ft.

Side building setback: 10 ft.

Does the site include any utility/electric/gas/water/sewer easements?

Yes

No

Does the site include any drainage easements?

Yes

No

Does the site include any roadway/through fare easements?

Yes

No

Staff Review:

Does the plat include all the required designations?

Yes

No

Are the setbacks for the building sufficient?

Yes

No

Are there any easement conflicts?

Yes

No

Do the proposed easements align with neighboring easements?

Yes

No

Are the proposed easements sufficient to provide service?

Yes

No

Does the proposed project pose any planning concerns?

Yes

No

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature:

BETTY L. CHEW

Date:

07/09/2019

Willow Park

Plat

Public Works Review

Applicant Questions:

Is the project serviced by an existing road?

☒ Yes

No

If yes, which road? WILLOW BEND, WILLOW CROSSING

Is the project serviced by an existing water line?

☒ Yes

No

If yes, what size line? 8"

Will the project require the extension of a water line?

Yes

☒ No

Does the project use well water?

☒ No

Drinking

Irrigation

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

Is the project serviced by an existing sewer line?

☒ Yes

No

If yes, what size line? 6"

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

Staff Review:

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

Yes

☒ No

Any additional concerns: _____

☒ Approved

Not Approved

Needs More Information or Corrections

Public Works Approval Signature:

RAYMOND JOHNSON

Date:

07/09/2019

Willow Park
Plat
Flood Plain Review

Applicant Questions:

| | | |
|--|------------|-------------------------------------|
| Is any part of the plat in the 100-year flood plain? | Yes | <input checked="" type="radio"/> No |
| If yes, what is the base flood elevation for the area? | <u>N/A</u> | |
| Is the footprint of any built improvement in the 100-year flood plain? | Yes | <input checked="" type="radio"/> No |
| If yes, what is the base flood elevation for the area? | <u>N/A</u> | |
| Is the footprint of any habitable structure in the 100-year flood plain? | Yes | <input checked="" type="radio"/> No |
| If yes, what is the base flood elevation for the area? | <u>N/A</u> | |

Staff Review:

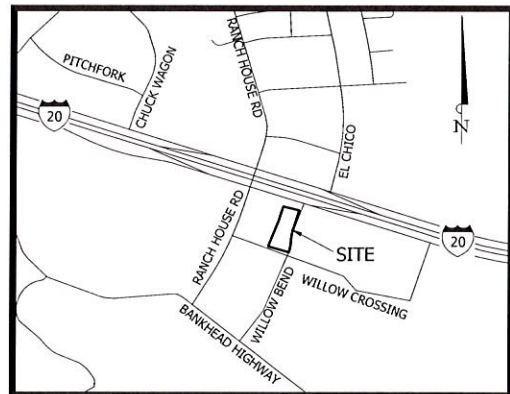
| | | |
|---|-----|-------------------------------------|
| Base flood elevations confirmed? | Yes | <input checked="" type="radio"/> No |
| Does the proposed project pose any safety concerns? | Yes | <input checked="" type="radio"/> No |

☒ Approved

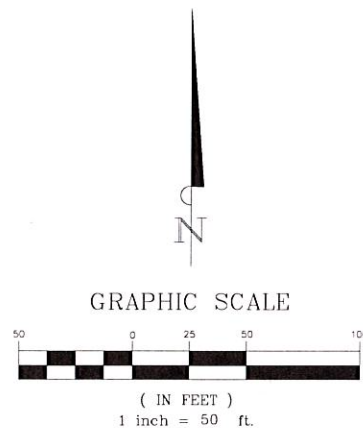
☐ Not Approved

☐ Needs More Information or Corrections

Flood Plain Manager Approval Signature: DEREK TURNER Date: 07/09/2019

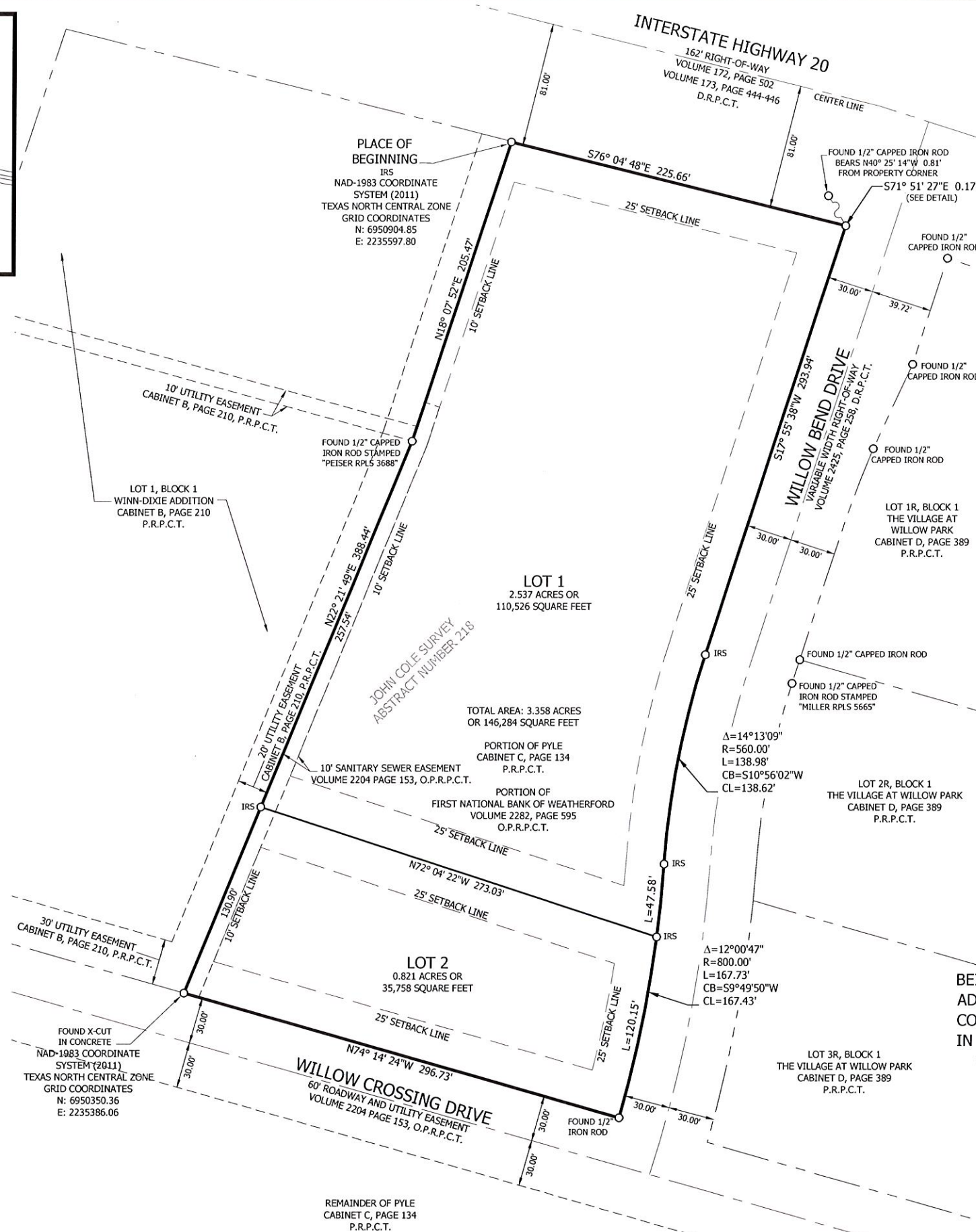


VICINITY MAP
SCALE: 1" = 2000'
WILLOW PARK, TEXAS



| LEGEND | |
|--------------|---|
| N | NORTH |
| S | SOUTH |
| E | EAST |
| W | WEST |
| ° | DEGREES |
| ' | MINUTES/FEET |
| " | SECONDS/INCHES |
| D.R.P.C.T. | DEED RECORDS PARKER COUNTY, TEXAS |
| O.P.R.P.C.T. | OFFICIAL PUBLIC RECORDS PARKER COUNTY, TEXAS |
| P.R.P.C.T. | PLAT RECORDS PARKER COUNTY, TEXAS |

PREPARED BY: PROJECT NO. 140-18-009
BANNISTER
ENGINEERING
240 North Mitchell Road
Mansfield, TX 76063 817.842.2094
TBPLS REGISTRATION NO. 10193823



GENERAL NOTES:

1. According to surveyor's interpretation of information shown on the National Flood Insurance Program (NFIP) "Flood Insurance Rate Map" (FIRM), Community Panel No. 48367C0425E, dated September 26, 2008. The property appears to lie within Zone "X" and the entire property lies within a "Areas determined to be outside the 0.2% annual chance floodplain" zone as defined by the U.S. Department of Housing and Urban Development, Federal Insurance Administration, or the Federal Emergency Management Agency.
2. The above referenced "FIRM" map is for use in administering the "NFIP"; it does not necessarily show all areas subject to flooding, particularly from local sources of small size, which could be flooded by severe, concentrated rainfall coupled with inadequate local drainage systems. There may be other streams, creeks, low areas, drainage systems or other surface or subsurface conditions existing on or near the subject property which are not studied or addressed as a part of the "NFIP".
3. All iron rods set (IRS) are 5/8-inch with a plastic cap stamped "RPLS 4838". All found monuments shown hereon are deemed to be controlling monuments.
4. All bearings shown herein are Texas State Plane Coordinate System, NAD83 (CORS), Texas North Central Zone (4202). All distances shown herein are surface distances.
5. Created by this plat is a blanket mutual access easement over Lots 1 and 2, Block 1 to the benefit of each lot. This mutual access easement shall be a covenant running with the land and pass to all subsequent owners.

| CITY OF WILLOW PARK, TEXAS | |
|-----------------------------|-------|
| CITY APPROVAL OF FINAL PLAT | |
| CITY ADMINISTRATOR | DATE: |
| MAYOR | DATE: |
| CITY SECRETARY | DATE: |

THE PURPOSE OF THIS REPLAT IS TO CREATE
LOTS FOR DEVELOPMENT.

REPLAT
OF
LOTS 1 & 2, BLOCK 1
FIRST NATIONAL BANK
ADDITION

BEING A REPLAT OF A PORTION OF PYLE, AN
ADDITION TO THE CITY OF WILLOW PARK, PARKER
COUNTY, TEXAS, ACCORDING TO THE PLAT RECORDED
IN CABINET C, PAGE 134, PLAT RECORDS, PARKER
COUNTY, TEXAS AND BEING 3.358 ACRES OUT OF
JOHN COLE SURVEY, ABSTRACT NO. 218
CITY OF WILLOW PARK, PARKER COUNTY, TEXAS
2 LOTS

PREPARATION DATE: JUNE 2019
SHEET 1 OF 2

ENGINEER / SURVEYOR:
BANNISTER ENGINEERING, LLC
240 NORTH MITCHELL ROAD
MANSFIELD, TEXAS 76063
CONTACT: MICHAEL DAVIS, RPLS
PHONE: 817-842-2094
Mike@bannistereng.com

OWNER / DEVELOPER:
FIRST NATIONAL BANK OF
WEATHERFORD
220 PALO PINTO STREET
WEATHERFORD, TEXAS 76068
PHONE: 817-842-2095
CONTACT: ZAN PRINCE
Zan@zanprince.com

This plat filed in Instrument No. _____, Date: _____

OWNER'S CERTIFICATE:

State of Texas §
County of Parker §

WHEREAS, **First National Bank of Weatherford** is the owner of that certain 3.358 acres (146,284 square feet) of land in the John Cole Survey, Abstract Number 218, City of Willow Park, Parker County, Texas; said 3.358 acres (146,284 square feet) of land being a portion of that certain described PYLE (hereinafter referred to as PYLE), an addition to the City of Willow Park, Parker County, Texas, according to the plat thereof recorded in Cabinet C, Page 134, Plat Records, Parker County, Texas (P.R.P.C.T.), and being a portion of that certain tract of land described in a General Warranty Deed to First National Bank of Weatherford (hereinafter referred to as First National Bank of Weatherford tract), as recorded in Volume 2282, Page 134, Official Public Records, Dallas County, Texas (O.P.R.D.C.T.); said 3.358 acres (146,284 square feet) of land being more particularly described, by metes and bounds, as follows:

BEGINNING at a five-eighths inch iron rod with plastic cap stamped "RPLS 4838" set for a Northerly Northwest corner of said First National Bank of Weatherford tract, same being the Northeast corner of that certain tract of land described as Lot 1, Block 1, Winn-Dixie Addition (hereinafter referred to as Lot 1), an addition to the City of Willow Park, Parker County, Texas, according to the plat thereof recorded in Cabinet B, Page 210, P.R.P.C.T., same also being the existing Southwesterly right-of-way line of Interstate Highway 20 (162' right-of-way), as recorded in Volume 172, Page 502, Deed Records, Parker County, Texas (D.R.P.C.T.) and recorded in Volume 173, Page 444-446, D.R.P.C.T.;

THENCE South 76 degrees 04 minutes 48 seconds East with the common line between said First National Bank of Weatherford tract and the existing Southwesterly right-of-way line of said Interstate Highway 20, a distance of 225.66 feet to a point from which a one-half inch iron rod with plastic cap found bears North 40 degrees 25 minutes 14 seconds West, a distance of 0.81 feet;

THENCE South 71 degrees 51 minutes 27 seconds East, continue with the common line between said First National Bank of Weatherford tract and the existing Southwesterly right-of-way line of said Interstate Highway 20, a distance of 0.17 feet to a five-eighths inch iron rod with plastic cap stamped "RPLS 4838" set for corner, same being the intersection of the existing Southwesterly right-of-way line of said Interstate Highway 20 with the existing Westerly right-of-way line of Willow Bend Drive (variable width right-of-way), as recorded in Volume 2425, Page 258, D.R.P.C.T.;

THENCE South 17 degrees 55 minutes 38 seconds West with the common line between said First National Bank of Weatherford tract and the existing Westerly right-of-way line of said Willow Bend Drive, a distance of 293.94 feet to a five-eighths inch iron rod with plastic cap stamped "RPLS 4838" set for the beginning of a non-tangent curve to the left, whose long chord bears South 10 degrees 56 minutes 02 seconds West, a distance of 138.62 feet;

THENCE Southerly, continue with the common line between said First National Bank of Weatherford tract and the existing Westerly right-of-way line of said Willow Bend Drive and with said non-tangent curve to the left having a radius of 560.00 feet, through a central angle of 14 degrees 13 minutes 09 seconds, for an arc distance of 138.98 feet to a five-eighths inch iron rod with plastic cap stamped "RPLS 4838" set for the beginning of a curve to the right, whose long chord bears South 09 degrees 49 minutes 50 seconds West, a distance of 167.43 feet;

THENCE Southerly, continue with the common line between said First National Bank of Weatherford tract and the existing Westerly right-of-way line of said Willow Bend Drive and with said curve to the right having a radius of 800.00 feet, through a central angle of 12 degrees 00 minutes 47 seconds, for an arc distance of 167.73 feet to a one-half inch iron rod found for corner, same being the intersection of the existing Westerly right-of-way line of said Willow Bend Drive with the existing Northerly line of Willow Crossing Drive (60' Roadway and Utility Easement), as recorded in Volume 2204, Page 153, O.P.R.P.C.T.;

THENCE North 74 degrees 14 minutes 24 seconds West with the common line between the remainder of First National Bank of Weatherford tract and the existing Northerly line of said Willow Crossing Drive, a distance of 296.73 feet to an "X" cut found in concrete pavement for corner, same being the Southeast corner of the aforesaid Lot 1;

THENCE North 22 degrees 21 minutes 49 seconds East, departing the existing Northerly line of said Willow Crossing Drive and with the common line between said First National Bank of Weatherford tract and said Lot 1, a distance of 388.44 feet to a one-half inch iron rod with plastic cap stamped "PEISER RPLS 3688" found for corner;

THENCE North 18 degrees 07 minutes 52 seconds East, continue with the common line between said First National Bank of Weatherford tract and said Lot 1, a distance of 205.47 feet to the **PLACE OF BEGINNING**, and containing a calculated area of 23.195 acres (1,010,388 square feet) of land.

OWNER'S DEDICATION:

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That **First National Bank of Weatherford**, acting by and through its duly authorized agent, does hereby adopt this plat of the herein described real property, to be described as **LOTS 1 and 2, BLOCK 1, FIRST NATIONAL BANK ADDITION**, an addition to the City of Willow Park, Parker County, Texas, and does hereby dedicate to the public's use forever the streets and easements shown hereon.

WITNESS UNDER MY HAND THIS THE _____ DAY OF _____, 2019.

First National Bank of Weatherford

By: _____
Name: Zan Prince

STATE OF TEXAS §
COUNTY OF PARKER §

BEFORE ME, the undersigned authority, a Notary Public in and for said county and state, on this day personally appeared Zan Prince, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and consideration thereof expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE
THIS _____DAY OF _____, 2019.

NOTARY PUBLIC in and for the STATE OF TEXAS

SURVEYOR'S STATEMENT:

This is to certify that I, Michael Dan Davis, a Registered Professional Land Surveyor, licensed by the State of Texas, having platted the herein described subdivision from an actual survey on the ground, and that all corners, angle points and points of curve shall be properly marked on the ground, and that this plat correctly represents that survey made by me or under my direction and supervision.

Dated this the _____ day of _____, 2019.

PRELIMINARY,
THIS DOCUMENT SHALL NOT BE
RECORDED FOR ANY PURPOSE AND SHALL NOT BE
USED OR VIEWED OR RELIED UPON AS A FINAL
SURVEY DOCUMENT

Michael Dan Davis
Registered Professional Land Surveyor
Texas Registration No. 4838



REPLAT
OF
LOTS 1 & 2, BLOCK 1
**FIRST NATIONAL BANK
ADDITION**

BEING A REPLAT OF A PORTION OF PYLE, AN
ADDITION TO THE CITY OF WILLOW PARK, PARKER
COUNTY, TEXAS, ACCORDING TO THE PLAT RECORDED
IN CABINET C, PAGE 134, PLAT RECORDS, PARKER
COUNTY, TEXAS AND BEING 3.358 ACRES OUT OF
JOHN COLE SURVEY, ABSTRACT NO. 218
CITY OF WILLOW PARK, PARKER COUNTY, TEXAS

2 LOTS
PREPARATION DATE: JUNE 2019
SHEET 2 OF 2

ENGINEER / SURVEYOR:
BANNISTER ENGINEERING, LLC
240 NORTH MITCHELL ROAD
MANSFIELD, TEXAS 76063
CONTACT: MICHAEL DAVIS, RPLS
PHONE: 817-842-2094
Mike@bannistereng.com

OWNER / DEVELOPER:
FIRST NATIONAL BANK OF
WEATHERFORD
220 PALO PINTO STREET
WEATHERFORD, TEXAS 76068
PHONE: 817-842-2095
CONTACT: ZAN PRINCE
Zan@zanprince.com

PREPARED BY: PROJECT NO. 140-18-009

BANNISTER
ENGINEERING
240 North Mitchell Road
Mansfield, TX 76063 817.842.2094
TBPLS REGISTRATION NO. 10193823

This plat filed in Instrument No. _____, Date: _____



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

| | | |
|---------------------------------|-------------------------------|------------------------------------|
| Council Date: 8/13/19 | Department: Finance | Presented By: Jake Weber |
|---------------------------------|-------------------------------|------------------------------------|

AGENDA ITEM:

Financial update by Jake Weber, CPA.

BACKGROUND:

Review and provide an update on the 3rd fiscal quarter 2018-2019 financial activity of the city. This will be the third quarterly financial report for the 2018-2019 fiscal year.

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

Financial Reports as of June 30, 2019.

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



City of Willow Park
Financial Update
Financial Reports as of June 30, 2019

Financial Highlights

| | General | Water | Wastewater |
|--|--------------|--------------|------------|
| -FYTD 2018-2019 Revenue Actual | \$ 5,275,428 | \$ 1,783,104 | \$ 528,048 |
| -FYTD 2018-2019 Expense Actual | 4,860,689 | 1,689,490 | 449,526 |
| -FYTD 2018-2019 Net Change | \$ 414,739 | \$ 93,613 | \$ 78,522 |
| -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 % | 135% | 46% | 75% |
| -FYTD 2018-2019 Expense - Actual to Budget % | 125% | 46% | 78% |

Capital Project Tracker

| | Public Works Building | Ranch House Road | Temporary Package Plant |
|----------------------------|--------------------------|---------------------|----------------------------|
| Original Net Bond Proceeds | \$ 5,205,000 | \$ 3,110,000 | \$ 2,660,000 |
| Interest Earned to Date | 137,760 | 55,372 | 15,160 |
| Costs Incurred to Date | (3,494,343) | (3,052,662) | (2,551,084) |
| Remaining to Spend | \$ 1,848,417 | \$ 112,710 | \$ 124,076 |

Monthly Performance

| | Jun-19 | Jun-18 | Change |
|--|--------------|-------------|--------------|
| <u>General Fund</u> | | | |
| Revenue | | | |
| Property Tax & Other Taxes | \$ 88,018 | \$ 96,125 | \$ (8,106) |
| Franchise Fees | - | 289 | (289) |
| Development & Permit Fees | 10,400 | 53,541 | (43,141) |
| Fines & Forfeitures/Other Revenue | 8,671 | 18,415 | (9,744) |
| Expenses | | | |
| Personnel Expense | 163,827 | 155,231 | 8,596 |
| Supplies (Maintenance & Operations) | 46,660 | 42,352 | 4,308 |
| Utilities | 8,470 | 10,417 | (1,946) |
| Operational & Contractual Services | 112,414 | 36,548 | 75,866 |
| Capital Outlay & Interfund Transfer | 74,480 | - | 74,480 |
| Net Income (Loss) | \$ (298,763) | \$ (76,179) | \$ (222,584) |
| <u>Water & Wastewater Funds</u> | | | |
| Revenue | \$ 228,544 | \$ 279,028 | \$ (50,484) |
| Expense | | | |
| Personnel Expense | 48,796 | 41,049 | 7,747 |
| Supplies (Maintenance & Operations) | 20,940 | 19,755 | 1,184 |
| Utilities | 11,856 | 11,816 | 40 |
| Operational & Contractual Services | 99,082 | 18,823 | 80,259 |
| Capital Outlay/Debt Service | (26,921) | 7,265 | (34,186) |
| Net Income (Loss) | \$ 74,791 | \$ 180,320 | \$ (105,529) |

General Fund
Profit & Loss Budget vs Actual
For the Fiscal Year to Date June 30, 2019

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|--------------------------------------|-------------------|----------------|---------------|---------------------|-------------------------|
| Revenue | | | | | |
| Property Tax & Other Taxes | | | | | |
| M & O TAX | \$ 1,451,391 | \$ 1,352,525 | \$ 1,445,403 | \$ 5,988 | 100% |
| SALES TAX | 975,000 | 693,372 | 827,879 | 147,121 | 85% |
| MIXED BEVERAGE TAX | 24,506 | 18,380 | 16,769 | 7,737 | 68% |
| AUTO/TRAILER TAXES | 325 | 243 | 2,660 | (2,335) | 819% |
| DELINQUENT TAXES | 6,977 | 5,281 | 14,379 | (7,402) | 206% |
| Total Property Tax & Other Taxes | 2,458,199 | 2,069,801 | 2,307,091 | 151,108 | 94% |
| Franchise Fees | | | | | |
| TXU ELECTRIC | 165,836 | 164,836 | 193,934 | (28,098) | 117% |
| A T & T | 70,000 | 45,132 | 38,809 | 31,191 | 55% |
| TEXAS GAS | 7,500 | 4,345 | 2,652 | 4,848 | 35% |
| MISC FRANCHISE | 5,000 | 5,327 | 5,489 | (489) | 110% |
| MESH NET | 3,024 | 2,016 | 2,016 | 1,008 | 67% |
| WATER FRANCHISE FEE | 98,020 | - | - | 98,020 | 0% |
| WASTEWATER FRANCHISE FEES | 28,553 | - | - | 28,553 | 0% |
| Total Franchise Fees | 377,933 | 221,656 | 242,900 | 135,033 | 64% |
| Development & Permit Fees | | | | | |
| BUILDING PERMITS | 175,000 | 201,343 | 121,817 | 53,183 | 70% |
| HEALTH PERMITS | 9,000 | 11,165 | 12,560 | (3,560) | 140% |
| SUBCONTRACTORS PERMITS | 15,000 | 16,067 | 18,024 | (3,024) | 120% |
| REGISTRATION FEES | 4,500 | 5,990 | 4,230 | 270 | 94% |
| OSSF PERMITS | 1,200 | 3,600 | 5,800 | (4,600) | 483% |
| WELL APPLICATION FEE | - | - | 3,000 | (3,000) | 0% |
| PLAN REVIEW | 35,000 | 53,058 | 103,929 | (68,929) | 297% |
| BACKFLOW INSPECTIONS | - | 100 | - | - | 0% |
| RE - INSPECTION | - | 400 | 650 | (650) | 0% |
| SPECIAL EVENT PERMITS | - | - | 75 | (75) | 0% |
| REVIEWS/REQUESTS | 600 | 2,300 | 3,700 | (3,100) | 617% |
| METER RELEASE | - | 7,750 | 3,250 | (3,250) | 0% |
| RENTAL INSPECTIONS | 400 | - | - | 400 | 0% |
| IRRIGATION | - | 300 | - | - | 0% |
| LATE HOURS ALOCHOL PERMIT FEE | - | 770 | - | - | 0% |
| FIRE ALARMS | 1,000 | 9,000 | 3,000 | (2,000) | 300% |
| FIRE SPRINKLER | 1,000 | - | 2,000 | (1,000) | 200% |
| CERTIFICATE OF OCCUPANCY | 1,000 | 750 | 300 | 700 | 30% |
| Total Development & Permit Fees | 243,700 | 312,594 | 282,335 | (38,635) | 116% |
| Fines & Forfeitures | | | | | |
| NON-PARKING | 200,000 | 113,471 | 62,092 | 137,908 | 31% |
| PARKING | 1,000 | 770 | 800 | 200 | 80% |
| WARRANTS/CAPIAS | 1,300 | 959 | 994 | 306 | 76% |
| STATE LAW - CLASS C | 15,000 | 11,127 | 8,750 | 6,250 | 58% |
| COURT ADMINISTRATION | 25,000 | 16,618 | 38,524 | (13,524) | 154% |
| COURT SECURITY | 4,700 | 4,340 | - | 4,700 | 0% |

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|-------------------------------------|-------------------|----------------|---------------|---------------------|-------------------------|
| TIME PAYMENT | 500 | 238 | 100 | 400 | 20% |
| MC TECH FEE | 6,700 | 6,385 | - | 6,700 | 0% |
| SEAT BELT | 1,000 | 570 | 300 | 700 | 30% |
| TEEN COURT FEE | - | - | 220 | (220) | 0% |
| Total Fines & Forfeitures | 255,200 | 154,477 | 111,781 | 143,419 | 44% |
| Other Revenue | | | | | |
| INTEREST - OPERATING FUND | 15,000 | 15,052 | 34,085 | (19,085) | 227% |
| REFUNDS/BANK CREDITS | 100 | 658 | 1,120 | (1,020) | 1120% |
| MISCELLANEOUS | 1,135 | 728 | 1,672 | (537) | 147% |
| OTHER REIMBURSEABLES | 200 | (136) | 5,000 | (4,800) | 2500% |
| REVENUE RECOVERY | 5,000 | 5,019 | 5,616 | (616) | 112% |
| FIRE SPRINKLER | 10,000 | 9,500 | - | 10,000 | 0% |
| OPEN RECORDS FEES | 150 | 138 | - | 150 | 0% |
| ACCIDENT REPORTS | 500 | 343 | 524 | (24) | 105% |
| POLICE CONTRIBUTIONS | - | 1,054 | 405 | (405) | 0% |
| ROAD CONTRIBUTIONS | - | 138 | 226 | (226) | 0% |
| PARK CONTRIBUTIONS | - | 76 | 183 | (183) | 0% |
| VFD CONTRIBUTIONS | - | 1,629 | 1,181 | (1,181) | 0% |
| USPS CONTRACT UNIT | - | 4,105 | - | - | 0% |
| FOUND PROPERTY | - | 192 | - | - | 0% |
| SALE OF ASSETS | - | - | 153,230 | (153,230) | 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 | 110,250 | 2,331,321 | (1,764,236) | 411% |
| Total Revenue | 3,902,117 | 2,868,778 | 5,275,428 | (1,373,311) | 135% |
| Expenditures | | | | | |
| Personnel | | | | | |
| SALARIES | 1,738,506 | 1,212,866 | 1,238,142 | 500,364 | 71% |
| PAYROLL EXPENSE | 26,508 | 17,622 | 18,782 | 7,726 | 71% |
| WORKERS COMPENSATION | 33,152 | 29,679 | 35,288 | (2,136) | 106% |
| HEALTH INSURANCE | 261,644 | 144,711 | 160,194 | 101,450 | 61% |
| RETIREMENT | 133,765 | 92,182 | 97,150 | 36,615 | 73% |
| UNEMPLOYMENT INSURANCE | 5,184 | 4,828 | 4,458 | 726 | 86% |
| CELL PHONE STIPEND | 6,808 | 4,618 | 5,845 | 963 | 86% |
| EXTRA HELP | - | - | 37 | (37) | 0% |
| CERTIFICATE PAY | 26,155 | 8,675 | 20,761 | 5,394 | 79% |
| OVERTIME | 77,173 | 48,779 | 55,304 | 21,869 | 72% |
| FLOATER SHIFTS | 16,000 | 2,526 | 5,732 | 10,268 | 36% |
| DENTAL INSURANCE | 16,432 | 10,276 | 10,792 | 5,640 | 66% |
| LIFE INSURANCE | 4,428 | 3,165 | 3,666 | 762 | 83% |
| PHYSICALS & GYM MEMBERSHIPS | 5,800 | 3,560 | 4,571 | 1,229 | 79% |
| ACCRUED COMP & VACATION | - | 4,623 | 2,553 | (2,553) | 0% |
| PERSONNEL SUPPORT | - | 1,182 | - | - | 0% |
| BAILIFF DUTIES | 1,500 | 925 | 800 | 700 | 53% |
| Total Personnel | 2,353,055 | 1,590,216 | 1,664,076 | 688,979 | 71% |
| Supplies (Maintenance & Operations) | | | | | |
| POSTAGE & SHIPPING | 10,622 | 2,178 | 271 | 10,351 | 3% |

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|---|-------------------|----------------|---------------|---------------------|-------------------------|
| OFFICE SUPPLIES | 15,075 | 9,486 | 8,521 | 6,554 | 57% |
| FLOWERS/GIFTS/PLAQUES | 4,937 | 4,795 | 2,916 | 2,021 | 59% |
| BASIC OPERATING SUPPLIES | 14,132 | 4,226 | 6,497 | 7,635 | 46% |
| PRINTING & BINDING | 1,854 | 644 | 1,372 | 482 | 74% |
| MINOR EQUIPMENT: OFFICE | 8,248 | 3,732 | 10,377 | (2,129) | 126% |
| MV OILS, LUBRICANTS & FLUIDS | 515 | 218 | - | 515 | 0% |
| MV REPAIR & MAINTENANCE | 73,446 | 45,301 | 42,324 | 31,122 | 58% |
| UNIFORMS & SUPPLIES | 24,929 | 14,261 | 19,853 | 5,076 | 80% |
| TRAFFIC & STREET SIGNS | 3,605 | 1,254 | 1,000 | 2,605 | 28% |
| FINANCE CHARGES | 300 | 389 | 497 | (197) | 166% |
| USPS CONTRACT UNIT | - | 796 | - | - | 0% |
| PPE AND SUPPLIES | 57,525 | 15,431 | 45,764 | 11,761 | 80% |
| MEDICAL SUPPLIES | 13,217 | 2,957 | 4,732 | 8,485 | 36% |
| FOAM SUPPLIES | 1,803 | 1,716 | 1,778 | 25 | 99% |
| ROAD ABSORBENT SUPPLIES | 1,654 | 1,500 | 1,442 | 212 | 87% |
| MINOR TOOLS | 2,060 | - | 186 | 1,874 | 9% |
| EQUIPMENT | 515 | - | - | 515 | 0% |
| MISC TOOLS/SUPPLIES | 2,060 | 210 | 483 | 1,577 | 23% |
| ASPHALT MATERIALS | 35,000 | 5,047 | 4,525 | 30,475 | 13% |
| ROAD BASE MATERIALS - PAVING | 20,000 | 1,775 | 15,901 | 4,099 | 80% |
| ICE & INCLEMENT WEATHER | 4,635 | - | 1,560 | 3,075 | 34% |
| CONCRETE REPLACEMENT | 15,450 | 975 | 3,642 | 11,808 | 24% |
| DRAINAGE | 21,115 | - | 8,928 | 12,187 | 42% |
| BARRICADES/MARKERS | 2,575 | - | - | 2,575 | 0% |
| SAFETY EQUIPMENT & SUPPLIES | 44,549 | 7,210 | 30,262 | 14,287 | 68% |
| BUILDING & FACILITIES REPAIRS | 9,829 | 6,250 | 11,525 | (1,696) | 117% |
| PUBLIC WORKS BUILDING | 1,030 | - | 6 | 1,024 | 1% |
| FACILITIES MAINT SUPPLIES | 4,090 | 2,166 | 1,774 | 2,316 | 43% |
| MINOR EQUIPMENT: FIELD | 8,500 | 5,279 | 7,308 | 1,192 | 86% |
| OPERATING SUPPLIES NON CONSUMABLES | 1,030 | 1,013 | 773 | 257 | 75% |
| SUBSCRIPTIONS & PUBLICATIONS | 3,376 | 1,500 | 1,500 | 1,876 | 44% |
| PROMOTIONS | 4,600 | - | 4,412 | 188 | 96% |
| MV FUEL | 39,420 | 28,474 | 26,373 | 13,047 | 67% |
| MV TIRES, TUBES & BATTERIES | 4,120 | 1,792 | 1,251 | 2,869 | 30% |
| SPECIAL EVENTS | 515 | - | 2,182 | (1,667) | 424% |
| AMMUNITION & WEAPONS RELATED | 824 | 698 | 657 | 167 | 80% |
| EMERGENCY RESPONSE SUPPLIES | 8,000 | 1,426 | 3,631 | 4,369 | 45% |
| Total Supplies (Maintenance & Operations) | 465,155 | 172,701 | 274,223 | 190,932 | 59% |
| Utilities | | | | | |
| ELECTRICITY | 33,372 | 24,702 | 24,245 | 9,127 | 73% |
| GAS | 3,770 | 2,427 | 2,923 | 847 | 78% |
| TELEPHONE | 16,583 | - | - | 16,583 | 0% |
| MOBILE TELEPHONE | - | - | - | - | 0% |
| COMMUNICATION SERVICES | 54,218 | 38,839 | 42,867 | 11,351 | 79% |
| Total Utilities | 107,943 | 65,968 | 70,035 | 37,908 | 65% |
| Operational & Contractual Services | | | | | |
| TRAVEL & TRAINING | 66,519 | 38,305 | 26,652 | 39,867 | 40% |
| CONSULTANTS & PROFESSIONALS | 119,755 | 93,290 | 73,096 | 46,659 | 61% |
| ADVERTISING & LEGAL NOTICES | 8,753 | 2,941 | 3,886 | 4,867 | 44% |
| PRINTING & BINDING | 824 | 685 | 1,715 | (891) | 208% |

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|--|-------------------|----------------|---------------|---------------------|-------------------------|
| PROPERTY & LIABILITY | 47,730 | 38,191 | 37,757 | 9,973 | 79% |
| REPAIR & MAINTENANCE | - | 604 | (922) | 922 | 0% |
| PROFESSIONAL LICENSE | 915 | 158 | 158 | 758 | 17% |
| DUES & MEMBERSHIPS | 12,600 | 11,615 | 19,107 | (6,507) | 152% |
| SPECIAL EVENTS | 12,500 | 618 | 15,736 | (3,236) | 126% |
| PERMITS & APPLICATIONS | - | 30 | 70 | (70) | 0% |
| LAB TESTING | - | 98 | - | - | 0% |
| OTHER RENTAL | - | 202 | 785 | (785) | 0% |
| FINANCE CHARGES | - | 5 | - | - | 0% |
| FINES & PENALTIES | - | - | 5 | (5) | 0% |
| LEGAL/CITY ATTORNEY | 60,000 | 44,903 | 33,033 | 26,967 | 55% |
| ACCOUNTING & AUDITOR | 40,000 | 42,261 | 30,409 | 9,591 | 76% |
| CONTRACTUAL SERVICES | 193,601 | 162,262 | 116,603 | 76,998 | 60% |
| ELECTIONS ADMINISTRATION | 5,200 | 4,868 | 5,258 | (58) | 101% |
| INMATE HOUSING | 1,200 | 1,375 | 141 | 1,059 | 12% |
| MUNICIPAL JUDGE | 14,400 | 6,500 | 9,600 | 4,800 | 67% |
| MAGISTRATE | 2,000 | 2,000 | 2,200 | (200) | 110% |
| FOOD SERVICE INSPECTOR | 5,870 | 6,925 | 4,715 | 1,155 | 80% |
| ENGINEERING/CITY ENGINEER | 5,150 | 645 | 30,788 | (25,638) | 598% |
| SOLID WASTE COLLECTION | - | - | 2,244 | (2,244) | 0% |
| SOFTWARE TECH SUPPORT | 3,500 | 11,413 | 14,818 | (11,318) | 423% |
| EQUIPMENT TECH SUPPORT | 18,566 | 11,055 | 12,021 | 6,545 | 65% |
| POOL INSPECTOR | 1,700 | - | - | 1,700 | 0% |
| BLACKBOARD CONNECT | 5,963 | 3,824 | 3,824 | 2,139 | 64% |
| IT CONTRACT | 27,692 | 20,487 | 21,004 | 6,688 | 76% |
| JURY SERVICE | 200 | - | - | 200 | 0% |
| GOVERNMENT & MISC OPERATING | 47,335 | 4,764 | 24,096 | 23,239 | 51% |
| EQUIPMENT RENTAL | 11,660 | 5,631 | 11,807 | (147) | 101% |
| ANIMAL CONTROL | 55,000 | - | 40,838 | 14,163 | 74% |
| ECONOMIC DEVELOPMENT | 5,000 | - | 15,270 | (10,270) | 305% |
| REIMBURSABLES & REFUNDS | - | 80 | - | - | 0% |
| Total Operational & Contractual Services | 773,633 | 515,734 | 556,712 | 216,921 | 72% |
| Capital Outlay | | | | | |
| VEHICLES | 40,000 | - | 1,573,485 | (1,533,485) | 3934% |
| TECHNOLOGY PROJECTS | - | - | (3,816) | 3,816 | 0% |
| EQUIPMENT: HEAVY | - | - | 43,524 | (43,524) | 0% |
| FACILITIES: PARKS | 40,000 | - | 14,843 | 25,157 | 37% |
| FACILITIES: CITY BUILDINGS | - | - | 6,159 | (6,159) | 0% |
| SOFTWARE | - | - | 17,242 | (17,242) | 0% |
| EQUIPMENT PURCHASE | - | 71,755 | 5,186 | (5,186) | 0% |
| UTILITIES: DRAINAGE | - | - | 15,000 | (15,000) | 0% |
| CAPITAL EQUIPMENT REPLACEMENT | - | - | 373,069 | (373,069) | 0% |
| PREDETERMINED PROJECT EXPENDITURE | - | - | 151,672 | (151,672) | 0% |
| PARKER CO STREET IMPROVEMENTS (ILA) | 100,000 | - | - | 100,000 | 0% |
| PAYING AGENT FEES | - | - | 300 | (300) | 0% |
| Total Capital Outlay | 180,000 | 71,755 | 2,196,665 | (2,016,665) | 1220% |

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|------------------------------|-------------------|----------------|---------------|---------------------|-------------------------|
| Transfers & Restricted Funds | | | | | |
| INTERFUND TRANSFER | - | - | 87,049 | (87,049) | 0% |
| TRANSFER TO LEOSE FUND | 11,930 | 11,930 | 11,930 | - | 100% |
| Total Expenditures | 3,891,716 | 2,428,303 | 4,860,689 | (968,973) | 125% |
| Net Income | \$ 10,401 | \$ 440,475 | \$ 414,739 | \$ (404,338) | |

Water Fund
Profit & Loss Budget vs Actual
For the Fiscal Year to Date June 30, 2019

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|--|-------------------|------------------|------------------|---------------------|-------------------------|
| Revenue | | | | | |
| USER CHARGES | \$ 2,119,966 | \$ 1,467,660 | \$ 1,372,817 | \$ 747,149 | 65% |
| PENALTIES | 30,000 | 18,162 | 19,678 | 10,322 | 66% |
| NEW ACCOUNT FEES | 13,000 | 10,891 | 10,230 | 2,770 | 79% |
| TAP FEES | 3,000 | 2,350 | 3,000 | - | 100% |
| IMPACT FEES | 165,000 | 135,533 | 160,071 | 4,929 | 97% |
| INTEREST REVENUE | 10,000 | 31,097 | 48,785 | (38,785) | 488% |
| METER FEE | 25,000 | 23,998 | 17,214 | 7,786 | 69% |
| METER BOX FEE | 4,500 | 3,250 | 5,250 | (750) | 117% |
| RECONNECT FEES | 10,000 | 9,240 | 12,145 | (2,145) | 121% |
| RETURNED CHECK FEES | 600 | 400 | 750 | (150) | 125% |
| MISCELLANEOUS REVENUE | 1,200 | 1,031 | (135) | 1,335 | -11% |
| SALE OF ASSETS | - | - | 46,250 | (46,250) | 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 | 1,703,611 | 1,783,104 | 2,129,162 | 46% |
| Expenditures | | | | | |
| Personnel | | | | | |
| SALARIES | 406,227 | 234,365 | 291,357 | 114,870 | 72% |
| PAYROLL EXPENSE | 12,000 | 3,560 | 4,565 | 7,435 | 38% |
| WORKERS COMPENSATION | 10,360 | 7,914 | 9,461 | 899 | 91% |
| HEALTH INSURANCE | 79,286 | 37,161 | 49,163 | 30,123 | 62% |
| RETIREMENT | 30,544 | 18,254 | 23,333 | 7,211 | 76% |
| UNEMPLOYMENT INSURANCE | 1,620 | 1,308 | 1,536 | 84 | 95% |
| CELL PHONE STIPEND | 4,320 | 2,305 | 2,939 | 1,381 | 68% |
| CERTIFICATE PAY | 2,280 | 369 | 369 | 1,911 | 16% |
| OVERTIME | 20,000 | 14,152 | 25,498 | (5,498) | 127% |
| DENTAL INSURANCE | 4,968 | 2,590 | 3,162 | 1,806 | 64% |
| LIFE INSURANCE | 1,172 | 876 | 1,210 | (38) | 103% |
| ACCRUED COMP & VACATION | - | - | 515 | (515) | 0% |
| Total Personnel | 572,777 | 322,854 | 413,106 | 159,671 | 72% |
| Supplies (Maintenance & Operations) | | | | | |
| POSTAGE & SHIPPING | 15,000 | 12,114 | 12,000 | 3,000 | 80% |
| OFFICE SUPPLIES | 7,500 | 3,437 | 4,345 | 3,155 | 58% |
| FLOWERS/GIFTS/PLAQUES | 300 | 92 | 331 | (31) | 110% |
| BASIC OPERATING SUPPLIES | 2,000 | 611 | 717 | 1,283 | 36% |
| PRINTING & BINDING | - | - | (50) | 50 | 0% |
| MINOR EQUIPMENT: OFFICE | 3,000 | 1,206 | 2,675 | 325 | 89% |
| MV REPAIR & MAINTENANCE | 17,000 | 6,577 | 9,137 | 7,863 | 54% |
| UNIFORMS & SUPPLIES | 5,370 | 2,339 | 2,464 | 2,906 | 46% |
| FINANCE CHARGES | 1,800 | 2,651 | 2,634 | (834) | 146% |
| MISC TOOLS/SUPPLIES | 2,850 | 618 | 1,479 | 1,371 | 52% |
| ROAD BASE MATERIALS - PAVING | - | - | 129 | (129) | 0% |
| CHEMICALS | 10,048 | 5,486 | 4,221 | 5,827 | 42% |
| FIRE HYDRANTS | 10,400 | 1,470 | - | 10,400 | 0% |
| TOP SOIL | - | 611 | - | - | 0% |

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|---|-------------------|----------------|---------------|---------------------|-------------------------|
| SAFETY EQUIPMENT & SUPPLIES | 3,074 | 18 | 2,075 | 999 | 68% |
| BUILDING & FACILITIES REPAIRS | 2,984 | 3,056 | 9,193 | (6,209) | 308% |
| FACILITIES MAINT SUPPLIES | 5,000 | 499 | 91 | 4,909 | 2% |
| MINOR EQUIPMENT: FIELD | 2,650 | 1,304 | 1,244 | 1,406 | 47% |
| SUBSCRIPTIONS & PUBLICATIONS | 1,000 | 315 | - | 1,000 | 0% |
| MV FUEL | 27,000 | 10,247 | 19,468 | 7,532 | 72% |
| WATER DISTRIBUTION SUPPLIES | 115,000 | 28,395 | 33,603 | 81,397 | 29% |
| WATER PRODUCTION SUPPLIES | 50,000 | 133 | 1,223 | 48,777 | 2% |
| Total Supplies (Maintenance & Operations) | 281,976 | 81,179 | 106,980 | 174,996 | 38% |
| Utilities | | | | | |
| ELECTRICITY | 100,000 | 57,230 | 54,023 | 45,977 | 54% |
| MOBILE TELEPHONE | 5,700 | 4,634 | 3,476 | 2,224 | 61% |
| COMMUNICATION SERVICES | 6,132 | 4,390 | 5,382 | 750 | 88% |
| Total Utilities | 111,832 | 66,255 | 62,881 | 48,951 | 56% |
| Operational & Contractual Services | | | | | |
| TRAVEL & TRAINING | 4,050 | 1,507 | 4,444 | (394) | 110% |
| CONSULTANTS & PROFESSIONALS | 25,000 | 15,746 | 17,858 | 7,142 | 71% |
| ADVERTISING & LEGAL NOTICES | 1,000 | - | - | 1,000 | 0% |
| PROPERTY & LIABILITY | 5,500 | 5,462 | 5,394 | 106 | 98% |
| REPAIR & MAINTENANCE | - | 80 | (492) | 492 | 0% |
| DUES & MEMBERSHIPS | 555 | 50 | - | 555 | 0% |
| PERMITS & APPLICATIONS | 5,000 | 4,550 | - | 5,000 | 0% |
| PROPERTY DAMAGE | 2,500 | - | - | 2,500 | 0% |
| FINANCE CHARGES | - | 12 | - | - | 0% |
| ACCOUNTING & AUDITOR | 13,500 | 10,044 | 14,900 | (1,400) | 110% |
| ENGINEERING/CITY ENGINEER | 36,000 | 25,033 | 41,235 | (5,235) | 115% |
| SOLID WASTE COLLECTION | - | 2,417 | 127 | (127) | 0% |
| SOFTWARE TECH SUPPORT | 1,000 | 66 | 1,671 | (671) | 167% |
| BLACKBOARD CONNECT | 2,750 | 956 | 956 | 1,794 | 35% |
| IT CONTRACT | 3,852 | 2,887 | 2,887 | 965 | 75% |
| WELL SITE MAINTENANCE | 17,458 | 15,207 | 424 | 17,034 | 2% |
| EQUIPMENT MAINTENANCE | 4,540 | - | - | 4,540 | 0% |
| WATER TANK MAINTENANCE | 6,000 | 2,772 | 70 | 5,930 | 1% |
| BUILDING MAINT - WELL SITES | 3,000 | - | 1,345 | 1,655 | 45% |
| EQUIPMENT RENTAL | 5,000 | 3,182 | 7,799 | (2,799) | 156% |
| WATER DISTRIBUTION CONTRACTUAL | 45,000 | 6,735 | 11,295 | 33,705 | 25% |
| WATER PRODUCTION CONTRACTUAL | 50,000 | 42,696 | 21,731 | 28,269 | 43% |
| Total Operational & Contractual Services | 231,705 | 139,402 | 131,644 | 100,061 | 57% |

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|-------------------------------|-------------------|----------------|---------------|---------------------|-------------------------|
| Capital Outlay | | | | | |
| VEHICLES | 100,000 | - | 9,767 | 90,233 | 10% |
| EQUIPMENT: HEAVY | 185,500 | - | 142,023 | 43,477 | 77% |
| CAPITAL IMPROVEMENTS | 45,000 | - | 6,450 | 38,550 | 14% |
| WATER PURCHASES (EMER WATER) | - | - | 7,620 | (7,620) | 0% |
| SOFTWARE | - | - | 3,749 | (3,749) | 0% |
| UTILITIES: WATER DISTRIBUTION | 1,085,875 | 20,663 | 27,713 | 1,058,162 | 3% |
| UTILITIES: WATER PRODUCTION | 140,000 | 21,342 | 456,519 | (316,519) | 326% |
| WELL REPLACEMENT | - | - | 750 | (750) | 0% |
| PAYING AGENT FEES | - | 3,125 | 1,575 | (1,575) | 0% |
| FRANCHISE FEES | 98,020 | - | - | 98,020 | 0% |
| DEBT SERVICE PAYMENTS | 340,965 | 511,585 | 318,712 | 22,253 | 93% |
| TRANSFER TO GENERAL FUND | 500,000 | - | - | 500,000 | 0% |
| Total Capital Outlay | 2,495,360 | 556,715 | 974,879 | 1,520,481 | 39% |
| Total Expenditures | 3,693,650 | 1,166,405 | 1,689,490 | 2,004,160 | 46% |
| Net Income | \$ 218,616 | \$ 537,206 | \$ 93,613 | \$ 125,003 | |

Wastewater Fund
Profit & Loss Budget vs Actual
For the Fiscal Year to Date June 30, 2019

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|---|-------------------|----------------|---------------|---------------------|-------------------------|
| Revenue | | | | | |
| USER CHARGES | \$ 568,309 | \$ 407,973 | \$ 425,299 | \$ 143,010 | 75% |
| TAP FEES | 667 | 500 | 1,500 | (833) | 225% |
| IMPACT FEES | 119,493 | 99,361 | 88,341 | 31,152 | 74% |
| INTEREST REVENUE | 15,468 | 16,969 | 12,908 | 2,560 | 83% |
| REFUNDS/BANK CREDITS | 3,261 | 2,446 | - | 3,261 | 0% |
| Total Revenue | 707,198 | 527,250 | 528,048 | 179,150 | 75% |
| Expenditures | | | | | |
| Personnel | | | | | |
| SALARIES | 79,229 | 59,982 | 47,173 | 32,056 | 60% |
| PAYROLL EXPENSE | 2,072 | 925 | 726 | 1,346 | 35% |
| WORKERS COMPENSATION | 2,072 | 1,979 | 2,365 | (293) | 114% |
| HEALTH INSURANCE | 15,857 | 9,925 | 7,577 | 8,280 | 48% |
| RETIREMENT | 5,875 | 4,628 | 3,670 | 2,205 | 62% |
| UNEMPLOYMENT INSURANCE | 324 | 327 | 146 | 178 | 45% |
| CELL PHONE STIPEND | 1,080 | 831 | 602 | 478 | 56% |
| CERTIFICATE PAY | 1,080 | 831 | 438 | 642 | 41% |
| OVERTIME | 2,142 | 2,381 | 2,252 | (110) | 105% |
| DENTAL INSURANCE | 994 | 695 | 500 | 494 | 50% |
| LIFE INSURANCE | 234 | 237 | 191 | 43 | 82% |
| Total Personnel | 110,959 | 82,741 | 65,642 | 45,317 | 59% |
| Supplies (Maintenance & Operations) | | | | | |
| POSTAGE & SHIPPING | 2,000 | - | - | 2,000 | 0% |
| OFFICE SUPPLIES | 1,200 | 595 | 637 | 563 | 53% |
| BASIC OPERATING SUPPLIES | 1,200 | - | 151 | 1,049 | 13% |
| MINOR EQUIPMENT: OFFICE | 1,000 | - | 920 | 80 | 92% |
| MV OILS, LUBRICANTS & FLUIDS | 500 | - | - | 500 | 0% |
| MV REPAIR & MAINTENANCE | 4,000 | 255 | - | 4,000 | 0% |
| UNIFORMS & SUPPLIES | 1,930 | 178 | 786 | 1,144 | 41% |
| WASTEWATER SUPPLIES | 2,206 | 430 | 1,242 | 964 | 56% |
| MINOR TOOLS | - | 169 | - | - | 0% |
| EQUIPMENT | 2,900 | 562 | 439 | 2,461 | 15% |
| MISC TOOLS/SUPPLIES | 1,000 | 706 | 446 | 554 | 45% |
| CHEMICALS | 15,000 | 5,587 | 13,234 | 1,767 | 88% |
| BELT PRESS SUPPLIES | - | 1,915 | - | - | 0% |
| SAFETY EQUIPMENT & SUPPLIES | 2,775 | 562 | 589 | 2,187 | 21% |
| BUILDING & FACILITIES REPAIRS | 970 | 928 | 966 | 4 | 100% |
| FACILITIES MAINT SUPPLIES | 15,000 | 824 | 3,191 | 11,809 | 21% |
| MINOR EQUIPMENT: FIELD | - | 87 | - | - | 0% |
| MV FUEL | 3,875 | 1,797 | 2,063 | 1,812 | 53% |
| WASTEWATER COLLECTION | 5,000 | 8,195 | 6,007 | (1,007) | 120% |
| WASTEWATER TREATMENT | 5,000 | 839 | 4,478 | 522 | 90% |
| Total Supplies (Maintenance & Operations) | 65,556 | 23,628 | 35,149 | 30,407 | 54% |

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|--|-------------------|----------------|---------------|---------------------|-------------------------|
| Utilities | | | | | |
| ELECTRICITY | 40,500 | 37,572 | 44,324 | (3,824) | 109% |
| MOBILE TELEPHONE | - | - | - | - | 0% |
| COMMUNICATION SERVICES | - | - | - | - | 0% |
| Total Utilities | 40,500 | 37,572 | 44,324 | (3,824) | 109% |
| Operational & Contractual Services | | | | | |
| TRAVEL & TRAINING | 3,500 | 1,920 | 1,369 | 2,131 | 39% |
| 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 | 4,278 | - | 7,650 | 0% |
| DUES & MEMBERSHIPS | 555 | 111 | - | 555 | 0% |
| PERMITS & APPLICATIONS | 3,500 | - | - | 3,500 | 0% |
| LAB TESTING | 13,700 | 7,162 | 12,606 | 1,094 | 92% |
| ACCOUNTING & AUDITOR | 10,000 | 5,000 | 7,917 | 2,083 | 79% |
| CONTRACTUAL SERVICES | 12,000 | 28,761 | 10,420 | 1,580 | 87% |
| ENGINEERING/CITY ENGINEER | 12,000 | 1,143 | 591 | 11,409 | 5% |
| SLUDGE HAULING | 36,000 | 36,721 | 78,401 | (42,401) | 218% |
| IT CONTRACT | 3,852 | 2,887 | 2,887 | 965 | 75% |
| LIFT STATION EQUIPMENT MAINT | 55,550 | 27,319 | 129,418 | (73,868) | 233% |
| GOVERNMENT & MISC OPERATING | 3,000 | - | - | 3,000 | 0% |
| EQUIPMENT RENTAL | 1,000 | 428 | 13,702 | (12,702) | 1370% |
| Total Operational & Contractual Services | 167,807 | 182,411 | 263,908 | (96,101) | 157% |
| 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 | - | 1,100 | - | - | 0% |
| FRANCHISE FEES | 28,553 | - | - | 28,553 | 0% |
| DEBT SERVICE PAYMENTS | 74,665 | 68,443 | 37,333 | 37,333 | 50% |
| Total Capital Outlay | 194,218 | 69,543 | 40,504 | 153,714 | 21% |
| Total Expenditures | 579,040 | 395,895 | 449,526 | 129,514 | 78% |
| Net Income | \$ 128,158 | \$ 131,354 | \$ 78,522 | \$ 49,636 | |

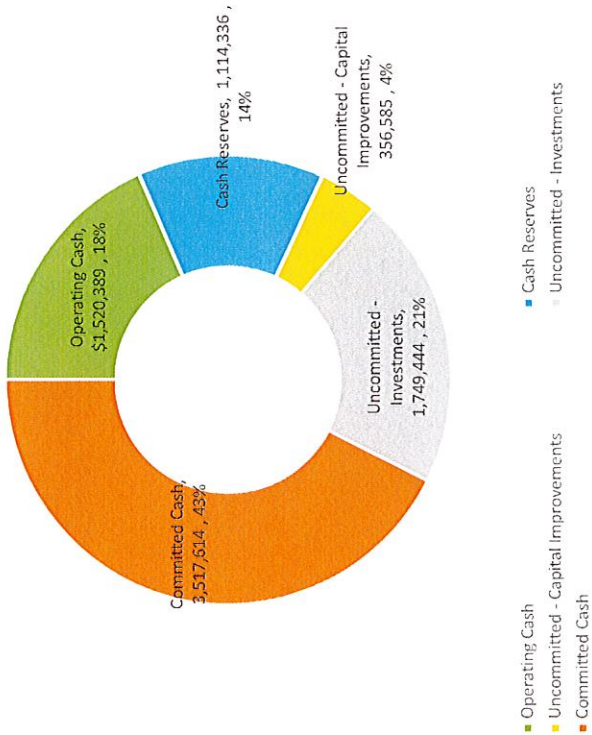
**City of Willow Park
Bank Account Balances**

| | <u>At 6/30/2019</u> | <u>At 3/31/2019</u> | <u>At 09/30/2018</u> |
|--|---------------------|----------------------|----------------------|
| <u>General Fund</u> | | | |
| Operating Cash - General | \$ 706,121 | \$ 1,657,092 | \$ 645,411 |
| General Fund Cash Reserve | 234,542 | 233,336 | 231,008 |
| TexStar General Fund Capital Improvements | - | - | 1,032 |
| TexStar General Fund Investment | 507,906 | 504,875 | 116,206 |
| General Fund CD - 431549 | - | - | 125,957 |
| General Fund CD - 65686 | 123,668 | 123,668 | 123,668 |
| | <u>1,572,236</u> | <u>2,518,970</u> | <u>1,243,282</u> |
| <u>Water Fund</u> | | | |
| Operating Cash - Water | 133,307 | 262,594 | 1,188,636 |
| Water Cash Reserve | 879,794 | 875,270 | 127,455 |
| Water Capital Improvements | - | - | 287,469 |
| TexStar Water Capital Improvements | 641,712 | 1,162,208 | 1,537,427 |
| TexStar Water Investment | 1,065,646 | 534,964 | 128,194 |
| Water Fund CD - 65712 | - | - | 63,414 |
| Water Fund CD - 90271 | - | - | 50,227 |
| Water Deposits - 56788 | 105,345 | 105,345 | 105,345 |
| | <u>2,825,805</u> | <u>2,940,381</u> | <u>3,488,167</u> |
| <u>Wastewater Fund</u> | | | |
| Operating Cash - Wastewater | 262,920 | 301,788 | 550,185 |
| Wastewater Package Plant | 124,076 | 125,079 | 154,181 |
| Wastewater Capital Improvements | 356,585 | 354,752 | 1,646 |
| TexStar Wastewater | 52,225 | 51,913 | 23,521 |
| Wastewater Fund CD - 431557 | - | - | 27,695 |
| | <u>795,806</u> | <u>833,532</u> | <u>757,228</u> |
| <u>Other Funds</u> | | | |
| Operating Cash - Solid Waste | 418,040 | 393,533 | 353,847 |
| Operating Cash - Court Security | 34,835 | 33,903 | 31,370 |
| Operating Cash - Court Technology | 54,951 | 53,589 | 49,810 |
| Operating Cash - General (Police Training) | 11,992 | 2,022 | 7,690 |
| Capital Equipment/Replacement Fund | - | - | 158,919 |
| Police Contributions | 444 | - | - |
| Construction Fund - Building | 1,848,417 | 2,466,148 | 4,461,110 |
| Construction Fund - Roads | 112,710 | 428,666 | 1,770,377 |
| Debt Service (I&S) | 507,118 | 541,767 | 424,845 |
| Police Seizure (Federal) | 1,644 | 1,635 | 1,619 |
| Police Seizure (State) | 7,428 | 12,690 | 12,563 |
| Tourism | 62,749 | 62,426 | 56,814 |
| TIRZ Reimbursement Fund | 4,194 | 42,721 | 36,330 |
| TexStar Capital Equipment/Replacement | - | - | 43,402 |
| TexStar Economic Development | - | - | 53,345 |
| | <u>3,064,521</u> | <u>4,039,100</u> | <u>7,462,041</u> |
| Total Cash | \$ 8,258,367 | \$ 10,331,983 | \$ 12,950,718 |

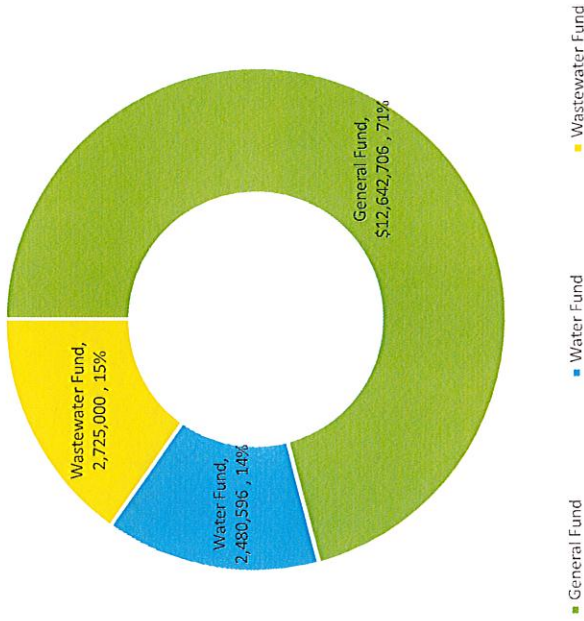


City of Willow Park
Key Metrics & Trends
As of June 30, 2019

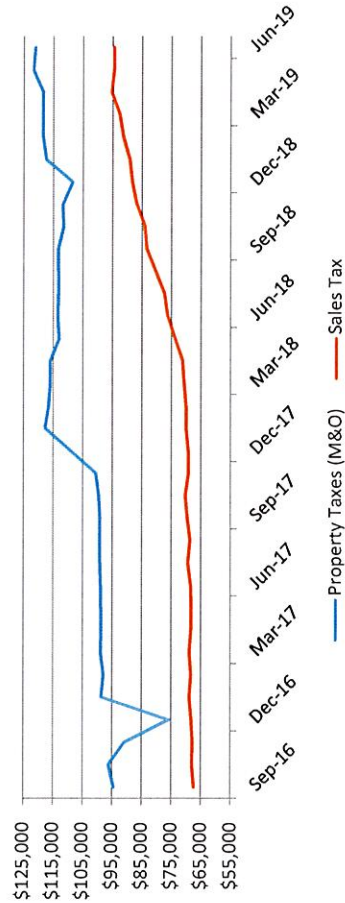
Cash Balances as of June 30, 2019



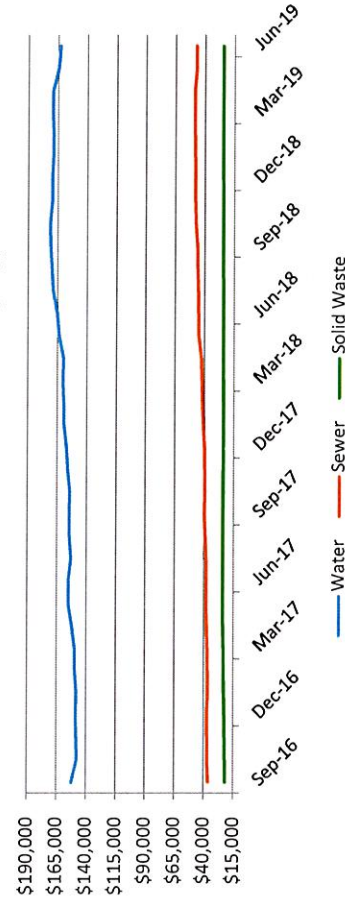
Debt Balance by Fund as of June 30, 2019



General Fund Tax Revenues (12 M Moving Avg)



User Charge Billings (12 M Moving Avg)





CITY COUNCIL AGENDA ITEM BRIEFING SHEET

| | | |
|--|---|--------------------------------------|
| Council Date: August 13 2019 | Department: Fire / Emergency Management | Presented By: City Manager |
|--|---|--------------------------------------|

AGENDA ITEM:

Authorizing the Mayor to execute TDEM 147 Form; Appointing an Emergency Management Coordinator

BACKGROUND:

TDEM 147 form appoints an Emergency Management Coordinator for the City of Willow Park. TDEM has requested that we use the TDEM 147 form to provide them with updated information when a change occurs.

Because Parker County has a new Emergency Management Coordinator, Sean Hughes, TDEM 147 needs to be updated and requires the Mayor's signature.

This appointment keeps Willow Park from having to figure out what you need to do, who you need to call, and where you need to get additional resources. Parker County Office of Emergency Management will work with the City of Willow Park and is the vehicle for requesting resources from other jurisdictions, outside the county, and from the State and to provide the City of Willow Park with assistance related to our emergency management activities and needs.

The Texas Legislature has entrusted the Texas Division of Emergency Management (TDEM) with the responsibility to work with local governments who will from time to time provide information to the correct individuals in a timely manner.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Approval of the TDEM 147 and authorizing the Mayor to execute the document.

EXHIBITS:

Updated TDEM 147

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

EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR NOTIFICATION

Section 418.101 of the Texas Government Code states: "The presiding officer of the governing body of each political subdivision will notify the Division of Emergency Management of the manner in which the political subdivision is providing or securing an emergency management program, identify the person who heads the agency responsible for the program, and furnish additional pertinent information." This form is used to make the required notification to TDEM.

The information on this form may be released to those inquiring about local emergency management programs pursuant to the Texas Open Records Act. Hence, TDEM recommends that you provide business addresses and mobile telephone numbers rather than home addresses and telephone numbers.

| | | |
|--------------------------|---|---|
| COUNTY: | Parker | (Required) |
| Jurisdiction: | Parker County | (City or County Name) |
| Official's Title: | Judge | (Mayor/Judge) |
| Name: | Pat Deen | (First & Last Name) |
| Mailing Address: | 1 Courthouse Square, Office of the County Judge | (The best address to receive mail) |
| City, State, Zip: | Weatherford, TX 76086 | |
| Office Number: | 817-598-6148 | |
| Cell Number: | 817-8815790 | |
| Fax Number: | 817-598-6199 | |
| E-mail: | pat.deen@parkercountytx.com | (Please include -- this is a back-up for mailing) |

EMERGENCY MANAGEMENT PROGRAM APPOINTMENT STATUS

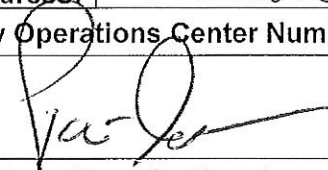
- ☐ I HAVE NOT appointed an Emergency Management Coordinator and will personally direct the local emergency management program.
- ☒ I HAVE appointed/re-appointed the Emergency Management Coordinator identified below to conduct the emergency management program for this jurisdiction. The effective date of the appointment is: 6-10-2019
- ☐ We share our EMC with _____ (name of jurisdiction).

*If the COUNTY Emergency Management Coordinator has been appointed to other jurisdictions within the county, the County Judge and the participating City Mayors must sign this form.
(See the third page for additional signature blocks.)*

The EMC for this jurisdiction is (please select one):

- ☐ Paid, Full Time, EMC only
- ☒ Paid, Full Time, EMC and other job duties (Fire Chief, Fire Marshall, Police Chief, EMS Director, Etc.) (please specify other duty/duties) Fire Marshal
- ☐ Paid part time, EMC only
- ☐ Paid, Part Time, EMC and other job duties (Fire Chief, Fire Marshall, Police Chief, EMS Director, Etc.) (please specify other duty/duties) _____
- ☐ Unpaid/volunteer EMC only
- ☐ Unpaid/Volunteer, EMC and other volunteer job duties (Fire Chief, Fire Marshall, Police Chief, EMS Director, Etc.) (please specify other duty/duties) _____
- ☐ Other (please describe) _____

| EMERGENCY MANAGEMENT COORDINATOR | | |
|---|--------------------------------|---------------------------------|
| | Coordinator | Asst Coordinator |
| Name: | Sean Hughes | Kit Marshal |
| Mailing Address: | 215 Trinity Street | 215 Trinity Street |
| City, State, Zip: | Weatherford, TX 76086 | Weatherford, TX 76086 |
| Office Phone: | 817-598-0969 | 817-598-0969 |
| Cell Number: | 817-475-9303 | 817-395-3159 |
| Fax Number: | | |
| E-mail Address: | sean.hughes@parkercountytx.com | Kit.Marshall@parkercountytx.com |
| Emergency Operations Center Number: 817-589-0969 | | |


 Judge's or Mayor's Signature


 Date

| | |
|---|--|
| PLEASE RETURN TO: Texas Division of Emergency Management Operations Section PO Box 4087 Austin, TX 78773-0220 Phone: (512) 424-2208 Email: Click to Submit Form to SOC | |
|---|--|

FOR SHARED EMC USE ONLY

By signing this form, you agree the appointed Emergency Management Coordinator (EMC) listed on the first page is also your EMC. If you have a separate EMC, you must submit the first page for your jurisdiction.

| | Mayor |
|-------------------|-------|
| City: | |
| Name: | |
| Mailing Address: | |
| City, State, Zip: | |
| Office Phone: | |
| Cell Number: | |
| Fax Number: | |
| E-mail Address: | |
| Signature: | |
| DATE: | |

| | Mayor |
|-------------------|-------|
| City: | |
| Name: | |
| Mailing Address: | |
| City, State, Zip: | |
| Office Phone: | |
| Cell Number: | |
| Fax Number: | |
| E-mail Address: | |
| Signature: | |
| | |

| | Mayor |
|-------------------|-------|
| City: | |
| Name: | |
| Mailing Address: | |
| City, State, Zip: | |
| Office Phone: | |
| Cell Number: | |
| Fax Number: | |
| E-mail Address: | |
| Signature: | |
| | |