



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

Call to Order

Invocation & Pledge of Allegiance

Dr. Ted Kitchens, Senior Pastor, Christ Chapel, will lead the invocation and pledge of allegiance.

Presentations & Proclamations

Trinity Christian Academy State Championship Football Team

Aledo High School State Championship Football Team

Public Comments (Limited to five minutes per person)

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

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

Consent Agenda

All matters listed in the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

A. Approve City Council Meeting Minutes – January 08 & January 22, 2019

Regular Agenda Items

1. Discussion/ Action: To consider and take action on appointing 3 citizen members and one City Council member to the TIRZ Board for two year terms.
2. Discussion/ Action: To consider and take action on all matters incident and related to approving and authorizing the filing of an application for financial assistance with the Texas Water Development Board, including the adoption of a resolution pertaining thereto.
3. Discussion/ Action: To consider and take action on accepting and awarding a bid for drilling new water wells.
4. Presentation – 2018 Racial Profiling Reports, as mandated by the State of Texas.
5. Presentation – 2018/2019 - 1st Quarter, Quarterly Financial Report.
6. Presentation - Public Safety Building Update.
7. Discussion/ Action: To consider and take action on setting a date and time for the next council meeting.

Executive Session

§ 551.071. Texas Government Code. Consultation with Attorney. The City Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:

- A. Section 551.072 – Real Estate - A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
- B. Any Posted Item

Informational

A. Mayor & Council Member Comments

B. City Manager's Comments

Adjournment

I certify that the above notice of this meeting posted on the bulletin board at the municipal complex of the City of Willow Park, Texas on or before February 8, 2019, 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 fax (817) 441-6900 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



A Proclamation Honoring the Trinity Christian Academy Eagles Varsity Football Team

***WHEREAS**, tonight we honor The Trinity Christian Academy Eagles Varsity Football team for winning the 2018 TAPPS Division 3 State Championship; and*

***WHEREAS**, this team finished their season with an overall record of 11 win - 3 loss record and district record of 6 wins and 0 losses; and*

***WHEREAS**, this team exhibits not only astounding athletic abilities, but scholastic abilities also, this team has 8 named to the Academic All-State Team and 8 players who earned all-state honors; and*

***WHEREAS**, their outstanding achievements provide examples for others to emulate and demonstrate the difference that hard work and teamwork can make; and*

***WHEREAS**, the City of Willow Park City Council wishes to congratulate the TCA Eagles Varsity Football Team on its most recent successful season and Coach Joe Hamstra and his coaching staff on their accomplishments in the sport of football;*

NOW, THEREFORE, I, Doyle Moss, Mayor of the City of Willow Park, along with the Willow Park City Council, do hereby recognize the Trinity Christian Academy Varsity Football Team for achieving victory.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Willow Park, Texas, to be affixed this the 12th day of February, 2019.

Doyle Moss, Mayor



A Proclamation Honoring Aledo High School Bearcats Varsity Football

WHEREAS, tonight we honor The Aledo High School Bearcats Varsity Football team for winning the 2018 Conference 5A D2 Texas State Championship; and

WHEREAS, this team finished the season with an overall record of 16 wins - 0 losses, and a state record of 86 consecutive district wins; and

WHEREAS, this team exhibits not only astounding athletic abilities, but scholastic abilities also, as 23 team members were named to the Academic All-State Team and 41 were named to the Academic All-District team; and

WHEREAS, their outstanding achievements provide examples for others to emulate and demonstrate the difference that hard work and teamwork can make; and

WHEREAS, the City of Willow Park City Council wishes to congratulate the Aledo Bearcats Varsity Football Team on its most recent successful season and Coach Steve Wood and his coaching staff on their accomplishments in the sport of football;

NOW, THEREFORE, I, Doyle Moss, Mayor of the City of Willow Park, along with the Willow Park City Council, do hereby recognize the Aledo High School football Team for achieving victory.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Willow Park, Texas, to be affixed this the 12th day of February, 2019.

Doyle Moss, Mayor



**City of Willow Park
Regular Council Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, January 08, 2019 at 7:00 p.m.**

Call to Order

Mayor Doyle Moss called the meeting to order at 7:00 pm.

Determination of Quorum

Present:

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

Staff Present:

City Administrator Bryan Grimes
City Secretary Alicia Smith

Invocation & Pledge of Allegiance

Ramon Johnson, Public Works Director, led the invocation and pledge to the U.S. flag.

Public Comments

Citizens participating:

KJ Hannah 177 Melbourne Willow Park, Texas (typed statement attached to minutes)

Consent Agenda

A. Approve City Council Meeting Minutes – December 11 & December 18, 2018

Motion made by Councilmember Runnebaum

To approve the minutes from the December 11 & December 18, 2018, meeting.

Seconded by Councilmember Young

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 take action on appointments to the Board of Adjustment.

Motion made by Councilmember Young

To appoint Michael Chandler and Richard Kasparian to the Board of Adjustments.

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0

2. Discussion/ Action: To consider and take action on Ordinance 786-19, an ordinance ordering a municipal election to be held on May 4, 2019.

Motion made by Councilmember Runnebaum

To adopt Ordinance 786-19, an ordinance ordering a municipal election on May 4, 2019.

Seconded by Councilmember Fennell

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

Motion passed with a vote of 5-0

3. Discussion: Discussion only Willow Park Drought Contingency Plan

Discussion only, no action was taken

4. Discussion/ Action: To consider and take action on adopting an ordinance amending the number of members of the Board of the Tax Increment Reinvestment Zone from 9 to 5, the composition of the Board and requiring that the Board meet quarterly.

Motion made by Councilmember McKaughan

To adopt Ordinance 787-19, an ordinance amending the number of members of the Board of the Tax Increment Reinvestment Zone from 9 to 5, the composition of the Board and requiring that the Board meet quarterly, with the stipulation that citizens submit an application.

Seconded by Councilmember Runnebaum

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

Motion passed with a vote of 5-0

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

Motion made by Councilmember Young

To set a Special Meeting for January 22, 2019, at 7:00 PM

Seconded by Councilmember Fennell

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

Motion passed with a vote of 5-0

Adjournment@ 7:38 pm

Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0

APPROVED:

Doyle Moss, Mayor
City of Willow Park, Texas

ATTEST:

Alicia Smith TRMC, CMC
City Secretary
City of Willow Park, Texas



**City of Willow Park
Special Called Meeting Minutes
City Council
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, January 22, 2019 at 7:00 p.m.**

Call to Order

Mayor Moss called the meeting to order at 7:00 pm.

Present:

Councilmember Eric Contreras
Councilmember Amy Fennell
Councilmember Greg Runnebaum
Councilmember Lea Young

Absent:

Mayor Doyle Moss
Councilmember Gary McKaughan

Staff:

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

Regular Agenda Items

- 1. Discussion/ Action: To consider and act on awarding a bid for the construction of 1,100 linear feet of Ranch House Road.**

Motion was made by Councilmember Runnebaum

To award the bid for the construction/ repair of 1100 linear feet of Ranch House Road to Quality Construction.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Fennell, Runnebaum and Young

Motion passed with a vote of 4-0

2. Discussion/Action: To consider and act on an ordinance establishing a cross connection program to protect the City's water distribution system from contamination.

Motion made by Councilmember Runnebaum

To approve Ordinance 788-19, an ordinance establishing a cross connection program to protect the City's water distribution system from contamination.

Seconded by Councilmember Fennell

Aye votes: Councilmembers Contreras, Fennell, Runnebaum and Young

Motion passed with a vote of 4-0

3. Discussion/Action: To consider and act on a Joint Ordinance and ETJ release agreement with the City of Fort Worth.

Motion made by Councilmember Fennell

To approve a Joint Ordinance and ETJ release agreement with the City of Fort Worth.

Seconded by Councilmember Contreras

Aye votes: Councilmember Contreras, Fennell, Runnebaum and Young

Motion passes with a vote of 4-0

4. Update on Water Well Replacement Program

City Engineer Derek Turner, gave an update on the water well rehab and replacement project.

5. Presentation by Aaron Farmer with Retail Coach

Aaron Farmer with Retail Coach gave a presentation on the retail forecast for the City of Willow Park.

Adjournment

Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember Contreras

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

Motion passed with a vote of 4-0

APPROVED:

Lea Young, Mayor ProTem
City of Willow Park, Texas

ATTEST:

Alicia Smith TRMC CMC, City
Secretary
City of Willow Park, Texas

Tax Increment Reinvestment Zone Board Member Application and Questionnaire

Please complete entire form and submit to: Alicia Smith, City Secretary
516 Ranch House Rd, Willow Park, Texas 76087 or asmith@willowpark.org

Personal			
First	MI	Last	Familiar
COREY	S.	TUCKER	
Address			
1707 SADDLE TR. Willow Park, TX 76087			
Home Phone	Work Phone	Cell Phone	E-mail
Employer		Title	
FNB OF GRANBURY		VP - Commercial Lender	
Employer Address			
PO Box 400 GRANBURY, TX 76048			
Type of business or organization			
BANK			
Have you ever been convicted, plead guilty or plead no contest to a crime, other than traffic violations? (if yes please explain).			
No.			

Education	
Institution	Degree and Major
TARLETON STATE University	FINANCE
Institution	Degree and Major

City of Willow Park, Texas
Tax Increment Reinvestment Zone Board Application

Please list your past and present memberships on boards, committees and organizations: (business, civic, community, fraternal, political, professional, recreational, religious and social).

Organization	Role/Title	Date of Service
CENTER OF HOPE	BOARD	2008-2011
Organization	Role/Title	Date of Service
WEATHERFORD NOON LIONS	PRESIDENT, PROGRAM	2001-2012
Organization	Role/Title	Date of Service
WEATHERFORD CHAMBER	AMBASSADOR	2008-2012
Organization	Role/Title	Date of Service
Organization	Role/Title	Date of Service

Why do you want to become a member of the TIRZ Board?

SUPPORT LOCAL GOVERNMENT.

What Are Tax Increment Reinvestment Zones (TIRZs)?

Tax Increment Reinvestment Zones (TIRZs) are special zones created by City Council to attract new investment in an area. These zones help finance costs of redevelopment and promote growth in areas that would otherwise not attract sufficient market development in a timely manner.

Overview

The Tax Increment Reinvestment Zone Board does the following duties:

- Ensures compliance of Chapter 311 in the Texas Tax Code for the operation of the TIRZ district
- Carries out other tasks designated by the Willow Park City Council
- Reviews the annual report to be distributed to the attorney general and Parker County
- Reviews project and finance plans makes recommendations to City Council for approval

City of Willow Park, Texas
Tax Increment Reinvestment Zone Board Application

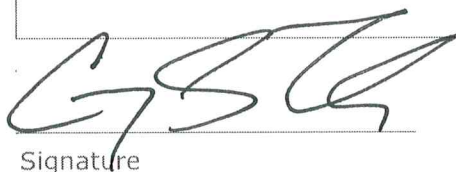
Please mark the skills and/or interest you bring to our board:					
<input checked="" type="checkbox"/>	Reading Financials		Business Management		Accounting
	Human Resources		Fundraising		Grant Writing
	Administration		Outreach/Advocacy	<input checked="" type="checkbox"/>	Nonprofit Experience
	Community Service		Leadership Development		Law/Legal Issues
	Policy Development	<input checked="" type="checkbox"/>	Real Estate	<input checked="" type="checkbox"/>	Banking
	Program Evaluation		Information Technology		Web Design
	Public Relations		Strategic Planning		Event Planning
	Campaign Planning		Education/Instruction		Medical/Healthcare
	Membership Growth		Marketing/Social Media		Child Development

Other unique talents or skill sets you bring as a board member?

EASY to DEAL WITH

Time commitment: Board meetings are held at least once a quarter. Can you reasonably commit this amount of time?

YES.



Signature

2/5/19

Date

Tax Increment Reinvestment Zone Board Member Application and Questionnaire

Please complete entire form and submit to: Alicia Smith, City Secretary
516 Ranch House Rd, Willow Park, Texas 76087 or asmith@willowpark.org

Personal			
First	MI	Last	Familiar
BARRY	K	TATUM	
Address			
1233 FOX HUNT TRAIL WP TX 76087			
Home Phone (nn)	Work Phone	Cell Phone	E-mail
Employer			Title
MIKE DUNIGAN			
Employer Address			
5332 BIRCHMAN FT WORTH TX 76107			
Type of business or organization			
NUMISMATICS			
Have you ever been convicted, plead guilty or plead no contest to a crime, other than traffic violations? (if yes please explain).			
NO			

Education	
Institution	Degree and Major
SOME COLLEGE	
Institution	Degree and Major

City of Willow Park, Texas
Tax Increment Reinvestment Zone Board Application

Please list your past and present memberships on boards, committees and organizations: (business, civic, community, fraternal, political, professional, recreational, religious and social).

Organization CITY Council WP	Role/Title PLACE 1	Date of Service 5.6 - 5.11
Organization	Role/Title	Date of Service
Organization	Role/Title	Date of Service
Organization	Role/Title	Date of Service
Organization	Role/Title	Date of Service

Why do you want to become a member of the TIRZ Board?

WE HAVE A VOLUNTEER City - I AM A
 VOLUNTEER

What Are Tax Increment Reinvestment Zones (TIRZs)?

Tax Increment Reinvestment Zones (TIRZs) are special zones created by City Council to attract new investment in an area. These zones help finance costs of redevelopment and promote growth in areas that would otherwise not attract sufficient market development in a timely manner.

Overview

The Tax Increment Reinvestment Zone Board does the following duties:

- Ensures compliance of Chapter 311 in the Texas Tax Code for the operation of the TIRZ district
- Carries out other tasks designated by the Willow Park City Council
- Reviews the annual report to be distributed to the attorney general and Parker County
- Reviews project and finance plans makes recommendations to City Council for approval

City of Willow Park, Texas
Tax Increment Reinvestment Zone Board Application

Please mark the skills and/or interest you bring to our board:

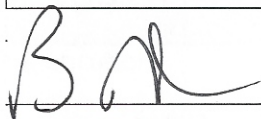
	Reading Financials		Business Management		Accounting
	Human Resources		Fundraising		Grant Writing
	Administration		Outreach/Advocacy		Nonprofit Experience
	Community Service		Leadership Development		Law/Legal Issues
	Policy Development		Real Estate		Banking
	Program Evaluation		Information Technology		Web Design
	Public Relations		Strategic Planning		Event Planning
	Campaign Planning		Education/Instruction		Medical/Healthcare
	Membership Growth		Marketing/Social Media		Child Development

Other unique talents or skill sets you bring as a board member?

Common Sense - Logic - NO Agenda

Time commitment: Board meetings are held at least once a quarter. Can you reasonably commit this amount of time?

SURE -



Signature

2.5.2019

Date

Tax Increment Reinvestment Zone Board Member Application and Questionnaire

Please complete entire form and submit to: Alicia Smith, City Secretary
516 Ranch House Rd, Willow Park, Texas 76087 or asmith@willowpark.org

Personal			
First	MI	Last	Familiar
Ronald	D.	Miller	RON
Address			
708 Queensway Road Willow Park, TX 76087			
Home Phone	Work Phone	Cell Phone	E-mail
—	—	[REDACTED]	[REDACTED]
Employer			Title
Retired - 48 years in			Education
Employer Address			
Type of business or organization			
Have you ever been convicted, plead guilty or plead no contest to a crime, other than traffic violations? (if yes please explain).			
NO			

Education	
Institution	Degree and Major
University of North Texas	B.S. - Education
Institution	Degree and Major
Tx. Christian University	Masters - Education

City of Willow Park, Texas
Tax Increment Reinvestment Zone Board Application

Please list your past and present memberships on boards, committees and organizations: (business, civic, community, fraternal, political, professional, recreational, religious and social).

Organization <i>Aledo ISD District wide strategic Planning Committee</i>	Role/Title <i>Member</i>	Date of Service <i>12 years</i>
Organization	Role/Title	Date of Service
Organization	Role/Title	Date of Service
Organization	Role/Title	Date of Service
Organization	Role/Title	Date of Service

Why do you want to become a member of the TIRZ Board?
Give back To The Community

What Are Tax Increment Reinvestment Zones (TIRZs)?

Tax Increment Reinvestment Zones (TIRZs) are special zones created by City Council to attract new investment in an area. These zones help finance costs of redevelopment and promote growth in areas that would otherwise not attract sufficient market development in a timely manner.

Overview

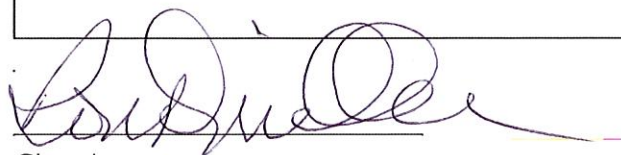
The Tax Increment Reinvestment Zone Board does the following duties:

- Ensures compliance of Chapter 311 in the Texas Tax Code for the operation of the TIRZ district
- Carries out other tasks designated by the Willow Park City Council
- Reviews the annual report to be distributed to the attorney general and Parker County
- Reviews project and finance plans makes recommendations to City Council for approval

City of Willow Park, Texas
Tax Increment Reinvestment Zone Board Application

Please mark the skills and/or interest you bring to our board:					
	Reading Financials		Business Management		Accounting
✓	Human Resources		Fundraising		Grant Writing
✓	Administration		Outreach/Advocacy		Nonprofit Experience
	Community Service		Leadership Development		Law/Legal Issues
✓	Policy Development		Real Estate		Banking
	Program Evaluation		Information Technology		Web Design
✓	Public Relations	✓	Strategic Planning		Event Planning
	Campaign Planning	✓	Education/Instruction		Medical/Healthcare
	Membership Growth		Marketing/Social Media		Child Development
Other unique talents or skill sets you bring as a board member?					

Time commitment: Board meetings are held at least once a quarter. Can you reasonably commit this amount of time? *yes*


 Signature

2-8-2019
 Date



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: February 12, 2019	Department: Public Works	Presented By: City Manager
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AGENDA ITEM:

2. Discussion/ Action: To consider and take action on all matters incident and related to approving and authorizing the filing of an application for financial assistance with the Texas Water Development Board, including the adoption of a resolution pertaining thereto.

BACKGROUND:

Funding documents prepared by Bond Counsel for the Texas Water Development Board relating to the Fort Worth Water Project. Funding request is for \$13,393,000.00. This will cover all engineering and construction costs related to the project. Per our agreement with Hudson Oaks, this funding will be split 52 / 48%, Willow Park – Hudson Oaks specifically.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Adoption of all related documents as presented.

EXHIBITS:

Related Documents

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

Application Filing and Authorized Representative Resolution

A RESOLUTION by the City Council of the
City of Willow Park, Texas requesting financial assistance from the Texas Water
Development Board; authorizing the filing of an application for assistance; and making certain findings in
connection therewith.

BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF WILLOW PARK:

SECTION 1: That an application is hereby approved and authorized to be filed with the Texas Water
Development Board seeking financial assistance in an amount not to exceed \$ 13,393,000.00 to provide
for the costs of water supply improvements.

SECTION 2: That the City Administrator be and is hereby
designated the authorized representative of the City of Willow Park for purposes
of furnishing such information and executing such documents as may be required in connection with the preparation
and filing of such application for financial assistance and the rules of the Texas Water Development Board.

SECTION 3: That the following firms and individuals are hereby authorized and directed to aid and assist
in the preparation and submission of such application and appear on behalf of and represent the
City of Willow park before any hearing held by the Texas Water
Development Board on such application, to wit:

Financial Advisor: Hilltop Securities
1201 Elm St, Ste 3500, Dallas, Tx 75270

Engineer: Jacob & Martin, LLC
1508 Santa Fe Dr, Ste 203, Weatherford, Tx 76086

Bond Counsel: Norton Rose Fulbright
2200 Ross Av, Ste 2800, Dallas, Tx 75201

PASSED AND APPROVED, this the _____ day of _____, 20 19.

ATTEST: _____

By: _____

(Seal)

(SEAL)



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: February 12, 2019	Department: Public Works	Presented By: D. Turner
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AGENDA ITEM:

To consider and take action on accepting and awarding a bid for drilling new water wells.

BACKGROUND:

The bids were for three new trinity wells at the Well 9, Foxhunt, and city hall locations. These wells will help alleviate supply deficiencies at the foxhunt elevated tank site.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval

EXHIBITS:

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



INTEGRITY
EXCELLENCE
TRUST

February 7, 2019

Mr. Bryan Grimes
City Administrator
City of Willow Park
516 Ranch House Road
Willow Park, Texas 76087

Re: New Wells 11386, 11387, and Well 16T Replacement

Dear Mr. Grimes:

We have reviewed the bids for the above referenced project. There were four bids received and accepted. Each well was bid as a separate bid schedule. The low bid was provided by Erwin Water Well Drilling in the following amounts:

Bid Schedule A	\$162,186.53	Well 11386
Bid Schedule B	\$166,774.52	Well 11387
Bid Schedule C	\$157,386.53	Well 16T Replacement

The total low bid for all three schedules is \$486,347.58 and I have enclosed a copy of the bid tabulation for your review. We've found no reason to disqualify either bidder and don't believe that rebidding will result in better pricing at this time. We would recommend award of the bid to Erwin Water Well Drilling for the total bid the amount of **\$486,347.58**.

Assuming Council concurs, we will begin preparing executable contract documents. Please feel free to contact me if you have any questions or concerns.

Sincerely,

JACOB | MARTIN

Derek Turner, P.E.
Firm No. F-2448

Enclosures



325.695.1070
817.594.9880



info@jacobmartin.com
www.jacobmartin.com



3465 Curry Lane
Abilene, TX 76906

1508 Santa Fe, Suite 203
Weatherford, TX 76086

TBPE Firm #: 2448

TBAE Firm #: BR 2261

TBPLS Firm #: 10024300 – Abilene

TBPLS Firm #: 10193992 - Weatherford

BASE BID SCHEDULE A

Well 11386				Erwin Water Well Drilling		Leonard Water Services		Hydro Resources, Inc.		Associated Well Services, Inc.	
For all Labor, Materials, Equipment, and Incidentals to				6991 FM 4		6799 U.S. Hwy 277 N.		11536 Old Lockhard Rd		PO Box 16	
Furnish and Install the Following:				Jacksboro, TX 76458		Abilene, TX 79601		Creedmoore, TX 78610		Stephenville, TX 76401	
Item #	Item Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Test Hole	750	FT	\$ 25.00	\$ 18,750.00	\$ 68.25	\$ 51,187.50 *	\$ 51.00	\$ 38,250.00	\$ 30.00	\$ 22,500.00
2	Ream 14.75" Hole	750	FT	\$ 45.00	\$ 33,750.00	\$ 106.40	\$ 79,800.00	\$ 97.00	\$ 72,750.00	\$ 145.00	\$ 108,750.00
3	Submersible Turbine Pump with Motor with 750 Feet of Submersible Cable. With Well Watch 670 well transducer.	1	LS	\$ 18,516.00	\$ 18,516.00	\$ 13,800.00	\$ 13,800.00	\$ 48,714.00	\$ 48,714.00	\$ 27,533.00	\$ 27,533.00
4	Column Pipe	720	FT	\$ 18.50	\$ 13,320.00	\$ 13.88	\$ 9,994.66 *	\$ 14.00	\$ 10,080.00	\$ 15.00	\$ 10,800.00
5	New Well Plate and Discharge Head (all aboveground improvements per plans and specs)	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 14,688.00	\$ 14,688.00	\$ 7,286.00	\$ 7,286.00	\$ 19,500.00	\$ 19,500.00
6	Electrical	1	LS	\$ 4,702.84	\$ 4,702.84	\$ 10,285.00	\$ 10,285.00	\$ 25,643.00	\$ 25,643.00	\$ 15,000.00	\$ 15,000.00
7	Casing	590	FT	\$ 42.00	\$ 24,780.00	\$ 30.66	\$ 18,089.40 *	\$ 33.00	\$ 19,470.00	\$ 35.00	\$ 20,650.00
8	Steel Screen	160	FT	\$ 129.00	\$ 20,640.00	\$ 105.00	\$ 16,800.00	\$ 89.00	\$ 14,240.00	\$ 135.00	\$ 21,600.00
9	Gravel Pack	200	FT	\$ 22.19	\$ 4,438.00	\$ 57.75	\$ 11,550.00	\$ 20.00	\$ 4,000.00	\$ 40.00	\$ 8,000.00
10	Cementing	1	LS	\$ 8,084.69	\$ 8,084.69	\$ 17,535.00	\$ 17,535.00	\$ 13,720.00	\$ 13,720.00	\$ 15,000.00	\$ 15,000.00
11	Geological Log and Description of Formations	1	EA	\$ 805.00	\$ 805.00	\$ 525.00	\$ 525.00	\$ 9,038.00	\$ 9,038.00	\$ 10,000.00	\$ 10,000.00
12	36-Hour Pump Test	1	EA	\$ 6,000.00	\$ 6,000.00	\$ 10,500.00	\$ 10,500.00	\$ 17,791.00	\$ 17,791.00	\$ 11,000.00	\$ 11,000.00
13	General Chemical Analysis for Drinking water from a NELAP Accredited Laboratory	1	EA	\$ 600.00	\$ 600.00	\$ 788.00	\$ 788.00	\$ 3,429.00	\$ 3,429.00	\$ 3,500.00	\$ 3,500.00
14	Chain Link Fence	64	FT	\$ 75.00	\$ 4,800.00	\$ -	\$ -	\$ 96.00	\$ 6,144.00	\$ -	\$ -
TOTAL BASE BID A (Items 1 - 13)				\$ 162,186.53		\$ 255,542.56		\$ 290,555.00		\$ 293,833.00	



BASE BID SCHEDULE B

Well 11387

For all Labor, Materials, Equipment, and Incidentals to
Furnish and Install the Following:

				Erwin Water Well Drilling 6991 FM 4 Jacksboro, TX 76458		Leonard Water Services 6799 U.S. Hwy 277 N. Abilene, TX 79601		Hydro Resources, Inc. 11536 Old Lockhard Rd Creedmoore, TX 78610		Associated Well Services, Inc. PO Box 16 Stephenville, TX 76401	
Item #	Item Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Test Hole	750	FT	\$ 25.00	\$ 18,750.00	\$ 68.25	\$ 51,187.50 *	\$ 41.00	\$ 30,750.00	\$ 30.00	\$ 22,500.00
2	Ream 14.75" Hole	750	FT	\$ 45.00	\$ 33,750.00	\$ 106.40	\$ 79,800.00	\$ 74.00	\$ 55,500.00	\$ 150.00	\$ 112,500.00
3	Submersible Turbine Pump with Motor with 750 Feet of Submersible Cable. With Well Watch 670 well transducer.	1	LS	\$ 18,516.00	\$ 18,516.00	\$ 13,800.00	\$ 13,800.00	\$ 48,714.00	\$ 48,714.00	\$ 27,533.00	\$ 27,533.00
4	Column Pipe	720	FT	\$ 18.50	\$ 13,320.00	\$ 13.88	\$ 9,994.66 *	\$ 14.00	\$ 10,080.00	\$ 15.00	\$ 10,800.00
5	New Well Plate and Discharge Head (all aboveground improvements per plans and specs)	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 14,688.00	\$ 14,688.00	\$ 7,286.00	\$ 7,286.00	\$ 19,500.00	\$ 19,500.00
6	Electrical	1	LS	\$ 14,090.83	\$ 14,090.83	\$ 18,000.00	\$ 18,000.00	\$ 25,643.00	\$ 25,643.00	\$ 33,000.00	\$ 33,000.00
7	Casing	590	FT	\$ 42.00	\$ 24,780.00	\$ 30.66	\$ 18,089.40 *	\$ 33.00	\$ 19,470.00	\$ 35.00	\$ 20,650.00
8	Steel Screen	160	FT	\$ 129.00	\$ 20,640.00	\$ 105.00	\$ 16,800.00	\$ 89.00	\$ 14,240.00	\$ 135.00	\$ 21,600.00
9	Gravel Pack	200	FT	\$ 22.19	\$ 4,438.00	\$ 57.75	\$ 11,550.00	\$ 20.00	\$ 4,000.00	\$ 40.00	\$ 8,000.00
10	Cementing	1	LS	\$ 8,084.69	\$ 8,084.69	\$ 17,535.00	\$ 17,535.00	\$ 13,720.00	\$ 13,720.00	\$ 15,000.00	\$ 15,000.00
11	Geological Log and Description of Formations	1	EA	\$ 805.00	\$ 805.00	\$ 525.00	\$ 525.00	\$ 9,038.00	\$ 9,038.00	\$ 10,000.00	\$ 10,000.00
12	36-Hour Pump Test	1	EA	\$ 6,000.00	\$ 6,000.00	\$ 10,500.00	\$ 10,500.00	\$ 17,791.00	\$ 17,791.00	\$ 11,000.00	\$ 11,000.00
13	General Chemical Analysis for Drinking water from a NELAP Accredited Laboratory	1	EA	\$ 600.00	\$ 600.00	\$ 788.00	\$ 788.00	\$ 3,429.00	\$ 3,429.00	\$ 3,500.00	\$ 3,500.00
TOTAL BASE BID B (Items 1 - 12)				\$ 166,774.52		\$ 263,257.56		\$ 259,661.00		\$ 315,583.00	



BASE BID SCHEDULE C

Well 16T

For all Labor, Materials, Equipment, and Incidentals to
Furnish and Install the Following:

				Erwin Water Well Drilling 6991 FM 4 Jacksboro, TX 76458		Leonard Water Services 6799 U.S. Hwy 277 N. Abilene, TX 79601		Hydro Resources, Inc. 11536 Old Lockhard Rd Creedmoore, TX 78610		Associated Well Services, Inc. PO Box 16 Stephenville, TX 76401	
Item #	Item Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
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3	Submersible Turbine Pump with Motor with 750 Feet of Submersible Cable. With Well Watch 670 well transducer.	1	LS	\$ 18,516.00	\$ 18,516.00	\$ 13,800.00	\$ 13,800.00	\$ 48,714.00	\$ 48,714.00	\$ 27,533.00	\$ 27,533.00
4	Column Pipe	720	FT	\$ 18.50	\$ 13,320.00	\$ 13.88	\$ 9,994.66 *	\$ 14.00	\$ 10,080.00	\$ 15.00	\$ 10,800.00
5	New Well Plate and Discharge Head (all aboveground improvements per plans and specs)	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 14,688.00	\$ 14,688.00	\$ 7,286.00	\$ 7,286.00	\$ 24,500.00	\$ 24,500.00
6	Electrical	1	LS	\$ 4,702.84	\$ 4,702.84	\$ 10,285.00	\$ 10,285.00	\$ 25,643.00	\$ 25,643.00	\$ 9,320.00	\$ 9,320.00
7	Casing	590	FT	\$ 42.00	\$ 24,780.00	\$ 30.66	\$ 18,089.40 *	\$ 33.00	\$ 19,470.00	\$ 35.00	\$ 20,650.00
8	Steel Screen	160	FT	\$ 129.00	\$ 20,640.00	\$ 105.00	\$ 16,800.00	\$ 89.00	\$ 14,240.00	\$ 135.00	\$ 21,600.00
9	Gravel Pack	200	FT	\$ 22.19	\$ 4,438.00	\$ 57.75	\$ 11,550.00	\$ 20.00	\$ 4,000.00	\$ 40.00	\$ 8,000.00
10	Cementing	1	LS	\$ 8,084.69	\$ 8,084.69	\$ 17,535.00	\$ 17,535.00	\$ 13,720.00	\$ 13,720.00	\$ 15,000.00	\$ 15,000.00
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12	36-Hour Pump Test	1	EA	\$ 6,000.00	\$ 6,000.00	\$ 10,500.00	\$ 10,500.00	\$ 17,791.00	\$ 17,791.00	\$ 11,000.00	\$ 11,000.00
13	General Chemical Analysis for Drinking water from a NELAP Accredited Laboratory	1	EA	\$ 600.00	\$ 600.00	\$ 788.00	\$ 788.00	\$ 3,429.00	\$ 3,429.00	\$ 3,500.00	\$ 3,500.00
TOTAL BASE BID C (Items 1 - 12)				\$ 157,386.53		\$ 255,542.56		\$ 259,661.00		\$ 281,903.00	



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: February 12, 2019	Department: Police	Presented By: Chief Carrie West
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AGENDA ITEM:
2018 Racial Profiling Report

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

STAFF/BOARD/COMMISSION RECOMMENDATION:
No action is required

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$ 0.00
	Source of Funding	\$ 0.00



Willow Park
Police
Department
Racial Profiling
Report

2018

January 30, 2019



February 1, 2019

Honorable Mayor Doyle Moss
Members of the Willow Park City Council
516 Ranch House Road
Willow Park, Texas 76087

Honorable Mayor and Members of Council,

The following document is a compilation and analysis of data regarding motor vehicle stops as required by the Texas Code of Criminal Procedure. The Chief Administrator of a law enforcement agency is required to submit a written report to the governing body and the Texas Commission on Law Enforcement no later than March 1 of each year. The data in this report has been reviewed and analyzed and the Willow Park Police Department is in compliance with all applicable State requirements.

This report meets all requirements as outlined in the Texas Code of Criminal Procedure. The Willow Park Police Department's annual Racial Profiling Report has also been submitted to and accepted by the Texas Commission on Law Enforcement.

Should you have any questions or require clarification on any of the information presented in this report, please do not hesitate to contact me at 817-441-9747.

Respectfully,

Carrie L. West
Chief of Police

Carrie West
Chief of Police

Willow Park Police Department
101 Stagecoach Trail
Willow Park, Texas 76087

817-441-9747

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Article 2.131-2.132

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

Art. 2.131. Racial Profiling Prohibited.

A peace officer may not engage in racial profiling.

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

Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING.

(a) In this article:

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

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

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

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

(1) clearly define acts constituting racial profiling;

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

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

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

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

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

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

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

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

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

(E) the location of the stop; and

(F) the reason for the stop; and

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

(A) the Texas Commission on Law Enforcement; and

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

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

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

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

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

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

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

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

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

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

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

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

Article 2.133-2.136

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

Art. 2.133. Reports Required for Motor Vehicle Stops

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

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

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

(A) the person's gender; and

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

(2) the initial reason for the stop;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Art. 2.134. Compilation and Analysis of Information Collected.

(a) In this article:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Amended by:

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


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

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

Willow Park Police Department

General Orders 5300 Bias Based Policing

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

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

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

INDEX WORDS:

Audio and Video Recording
Collection of Information
Complaint
Ethnicity
Race

Racial Profiling
Reporting
Review
Training

I. PURPOSE

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

II. POLICY

- A. It is the policy of this department to police in a proactive manner and to aggressively investigate suspected violations of the law. Officers shall actively enforce local, state and federal laws in a responsible and professional manner without regard to race, ethnicity, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group. Officers are strictly prohibited from engaging in racial

profiling as defined in this policy. Racial profiling is an unacceptable police tactic and will not be condoned.

- B. This General Order is adopted in compliance with the requirements of Articles 2.131 through 2.136, Texas Code of Criminal Procedure, which prohibits Texas peace officers from engaging in racial profiling.

III. DEFINITIONS

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

IV. PROHIBITION

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

V. COMPLAINT PROCESS

- A. No person shall be discouraged, intimidated or coerced from filing a complaint, or be discriminated against because they have filed a complaint.
- B. Any person who believes that a peace officer employed by the Willow Park Police Department has engaged in racial profiling with respect to that person, may file a

complaint in accordance with the provisions of General Order 300, Discipline/Complaints against Police Personnel.

1. An employee who is contacted regarding a complaint against an officer shall follow the procedures set forth in General Order 300, Section X. Investigation of Externally Originated Complaints.
 2. Citizens who appear in person wishing to file a complaint shall be provided with a departmental brochure, "How to File a Complaint." Brochures are maintained in the Willow Park Police Department lobby, and at Willow Park City Hall. Citizens may also be directed to the Departmental website to file a complaint.
- C. Any supervisor who becomes aware of an alleged or suspected violation of this General Order shall report the alleged violation in accordance with General Order 300, Discipline, Section XI. Investigation of Internally Originated Complaints.
- D. Complaints of racial profiling shall be classified as a Level I complaint and shall be investigated by the Office of the Chief of Police, unless otherwise directed by the Chief of Police. A log of all Racial Profiling Complaints will be maintained by the Office of the Chief of Police.

VI. DISCIPLINARY AND CORRECTIVE ACTIONS

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

VII. PUBLIC EDUCATION

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

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

- A. For each motor vehicle stop in which a citation or warning is issued and for each arrest resulting from a motor vehicle stop, an officer involved in the stop shall collect the following information:

1. Information identifying the gender of the individual detained
 - a. Female
 - b. Male
2. Information identifying the race or ethnicity of the individual detained. The following codes will be used to identify the individual's race:

A = Asian
B = Black
H = Hispanic/Latino
I = Alaska Native/American Indian
W = White

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

3. Whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
4. Reason for the stop
 - a. Violation of law
 - b. Preexisting knowledge
 - c. Moving traffic violation
 - d. Vehicle traffic violation
5. Street Address or approximate location of the stop
 - a. City Street
 - b. U.S. Highway
 - c. County Road
 - d. State Highway
 - e. Private Property or other
6. Was a search conducted?
7. Reason for the search
 - a. Consent
 - b. Contraband in plain view
 - c. Probable cause
 - d. Inventory
 - e. Incident to arrest
8. Was contraband discovered?
 - a. Yes
 - b. No

9. Description of contraband
 - a. Drugs
 - b. Currency
 - c. Weapons
 - d. Alcohol
 - e. Stolen Property
 - f. Other
 10. Result of the stop
 - a. Verbal warning
 - b. Written warning
 - c. Citation
 - d. Written warning and arrest
 - e. Citation and arrest
 - f. Arrest
 11. What was the arrest based on?
 - a. Violation of Penal Code
 - b. Violation of Traffic Law
 - c. Violation of City Ordinance
 - d. Outstanding Warrant
 12. Whether the peace officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop; and
- B. The information collected shall be entered in to the Racial Profiling module in the Cardinal ticket writing program by the officer in a timely manner. All stops requiring Racial Profiling data collection must be entered.
- C. The Captain shall ensure all Racial Profiling Data is collected and reported to the Chief of Police. The data collected shall be compiled in an annual report covering the period January 1 through December 31 of each year and shall be submitted to the governing body of the City of Willow Park no later than March 1 of the following year. The report will include:
1. A breakdown of citations by race or ethnicity;
 2. Number of citations that resulted in a search;
 3. Number of searches that were consensual;
 4. Number of citations that resulted in custodial arrest; and

5. Public education efforts concerning the racial profiling complaint process.
- D. The annual report shall not include identifying information about any individual stopped or arrested and shall not include identifying information about any peace officer involved in a stop or arrest.
- E. Racial Profiling Data will also be reported to the Texas Commission on Law Enforcement (TCOLE) by March 1 of each year, following the Commission's prescribed format.

IX. AUDIO AND VIDEO EQUIPMENT

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

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

X. REVIEW OF VIDEO AND AUDIO DOCUMENTATION

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

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

XI. TRAINING

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

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

XII. EFFECTIVE DATE

- A. Any previous directive, rule, order or regulation that pertains to this subject matter and

its amendments shall remain in full force and effect for any violation(s) which occur prior to the effective date of this General Order.

- B. If any section, sentence, clause or phrase of this General Order is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this General Order.
- C. All training on this General Order will be in accordance with General Order 100, Written Directive System, Chapter VIII, Training.
- D. The effective date is stated in the header block of this General Order.

2018 Data Compilation

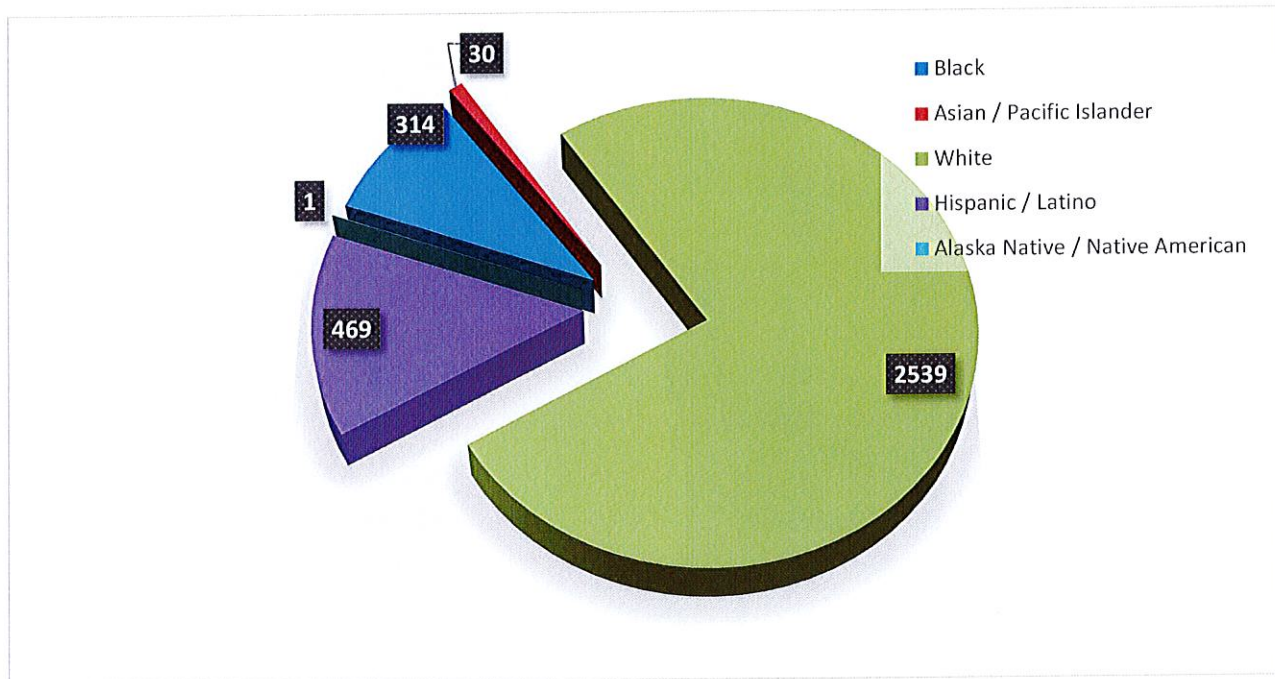
Total by Raw Number

Race	Traffic Related contacts Resulting in Search Arrest or Citation	Total Searches from Traffic Related Contacts	Consent Searches	Probable Cause Searches
Black	314	18	0	18
Asian / Pacific Islander	30	0	0	0
White	2539	87	9	78
Hispanic / Latino	469	25	1	24
Alaska Native / Native American	1	1	0	1
TOTAL	3353	131	10	121

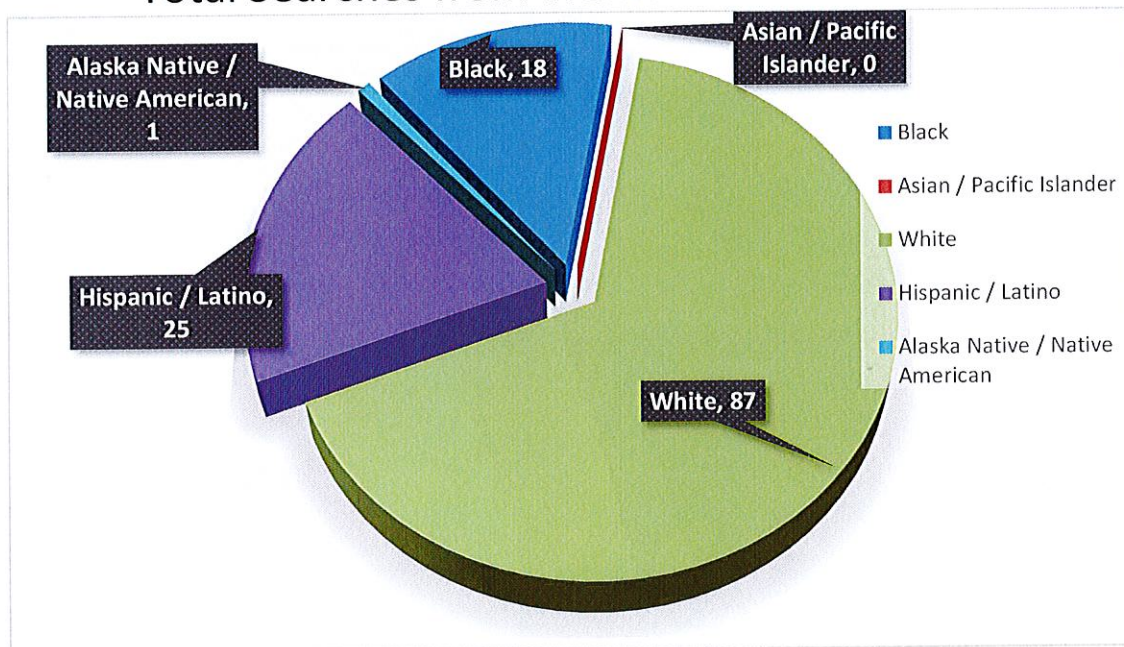
Total by Percentage

Race	Traffic Related contacts Resulting in Search Arrest or Citation	Total Searches from Traffic Related Contacts	Consent Searches	Probable Cause Searches
Black	9.4%	13.7%	0.0%	14.9%
Asian / Pacific Islander	0.9%	0.0%	0.0%	0.0%
White	75.7%	66.4%	90.0%	64.5%
Hispanic / Latino	14.0%	19.1%	10.0%	19.8%
Alaska Native / Native American	0.0%	0.8%	0.00%	0.8%
Total	100.00%	100.00%	100.00%	100.00%

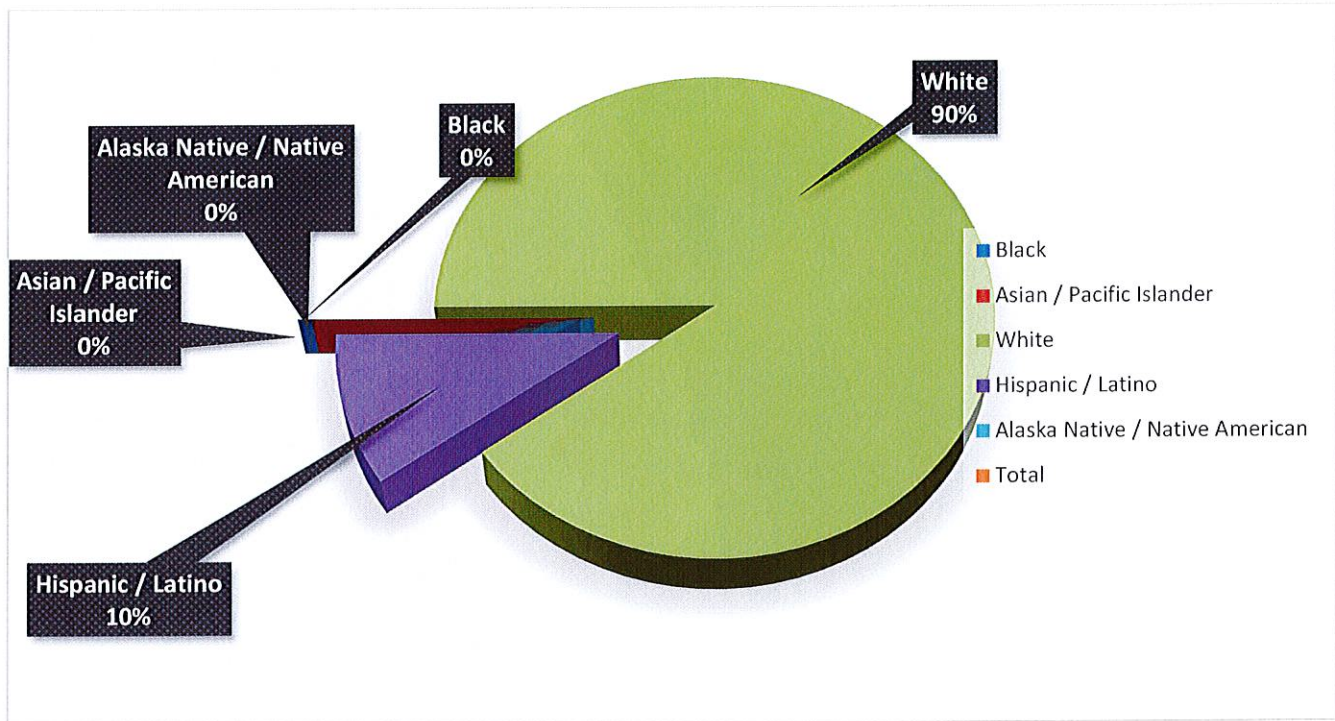
Traffic Related contacts Resulting in Search, Arrest, or Citation



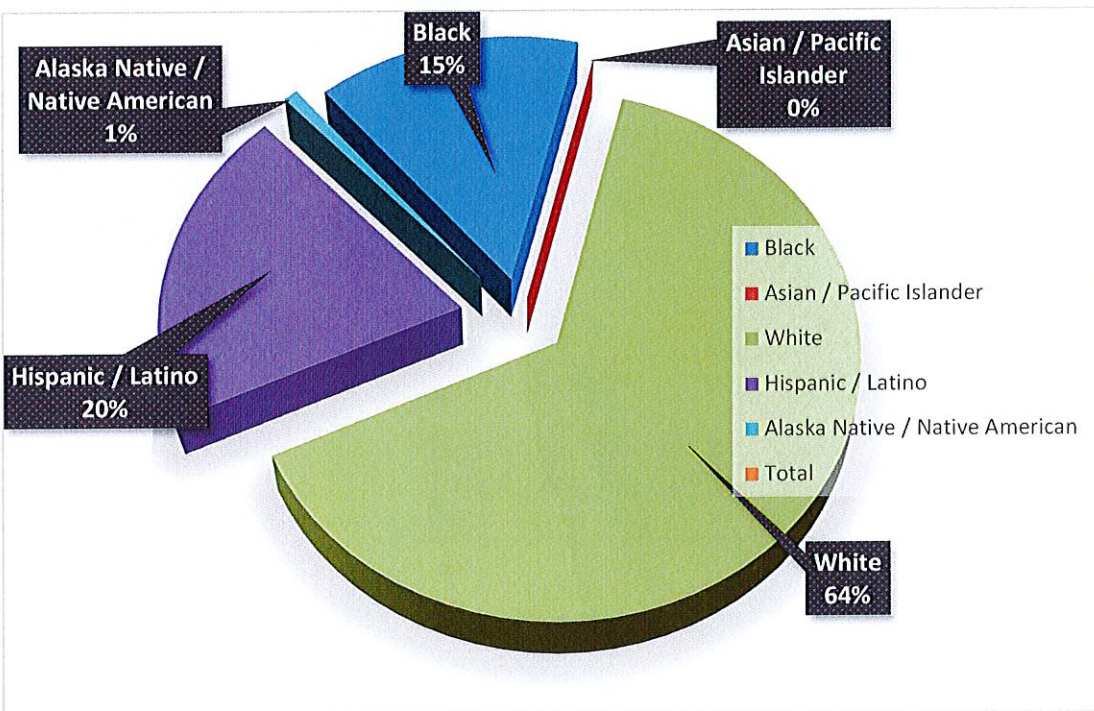
Total Searches from Traffic Related Contacts



Consent Searches



Probable Cause Searches



Complaints Made

There were no allegations of Racial Profiling in 2018.

Conclusion

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

Racial Profiling Report | Full report

Agency Name:	Willow Park Police Department
Reporting Date:	01/30/2019
TCOLE Agency Number:	367202
Chief Administrator:	Carrie West
Agency Contact Information:	
Phone:	817-441-9747
Email:	dfranklin@willowpark.org
Mailing Address:	101 Stagecoach Trail Willow Park, Texas 76087

This Agency filed a full report

Willow Park Police Department has adopted a detailed written policy on racial profiling.
Our policy:

- 1.) clearly defines acts constituting racial profiling;
- 2.) strictly prohibit peace officers employed by the Willow Park Police Department from engaging in racial profiling;
- 3.) implements a process by which an individual may file a complaint with the Willow Park Police Department if the individual believes that a peace officer employed by the Willow Park Police Department has engaged in racial profiling with respect to the individual;
- 4.) provides public education relating to the agency's complaint process;
- 5.) requires appropriate corrective action to be taken against a peace officer employed by the Willow Park Police Department who, after an investigation, is shown to have engaged in racial profiling in violation of the Willow Park Police Department's

policy adopted under this article;

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

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

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

- a.) the Commission on Law Enforcement; and
- b.) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Executed by:

Carrie West Chief

Administrator

Willow Park Police

Department Date:

01/30/2019

Total stops: 3353

Gender

Female: 1186

Male: 2167

Race or ethnicity

Black: 314

Asian/Pacific Islander: 30

White: 2539

Hispanic/Latino: 469

Alaska Native/American Indian: 1

Was race or ethnicity known prior to stop?

Yes: 18

No: 3335

Reason for stop?

Violation of law: 169

Preexisting knowledge: 11

Moving traffic violation: 2499

Vehicle traffic violation: 674

Street address or approximate location of the stop?

City street: 850

US highway: 2160

State highway: 0

County road: 12

Private property or other: 331

Was a search conducted?

Yes: 131

No: 3222

Reason for Search?

Consent: 10

Contraband: 0

Probable cause: 21

Inventory: 43

Incident to arrest: 57

Was Contraband discovered?

Yes: 49

No: 82

Description of contraband?

Drugs: 30

Currency: 0

Weapons: 4

Alcohol: 14

Stolen property: 0

Other: 1

Result of the stop?

Verbal warning: 473

Written warning: 557

Citation: 2163

Written warning and arrest: 5

Citation and arrest: 106 Arrest: 49

Arrest Total

Total: 160

Arrest based on?

Violation of Penal Code: 95

Violation of Traffic Law: 29

Violation of City Ordinance: 0

Outstanding Warrant 36

Was physical force resulting in bodily injury used during stop?

Yes: 1

No: 3352

Submitted electronically to the



The Texas Commission on Law Enforcement



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 2/12/19	Department: Finance	Presented By: Jake Weber
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AGENDA ITEM:

Financial update by Jake Weber, CPA.

BACKGROUND:

Review and provide an update on the 1st fiscal quarter 2018-2019 financial activity of the city. This will be the first quarterly financial report for the 2018-2019 fiscal year.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

Financial Reports as of December 31, 2018.

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



City of Willow Park
Financial Update
Financial Reports as of December 31, 2018

Financial Highlights

	General	Water	Wastewater
-FYTD 2018-2019 Revenue Actual	\$ 1,633,987	\$ 505,411	\$ 163,278
-FYTD 2018-2019 Expense Actual	892,334	707,047	78,890
-FYTD 2018-2019 Net Change	\$ 741,653	\$ (201,635)	\$ 84,388
-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 %	42%	13%	23%
-FYTD 2018-2019 Expense - Actual to Budget %	23%	19%	14%

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	109,144	51,032	13,789
Costs Incurred to Date	(1,651,880)	(2,355,125)	(2,533,827)
Remaining to Spend	\$ 3,662,264	\$ 805,907	\$ 139,962

Monthly Performance

	Dec-18	Dec-17	Change
<u>General Fund</u>			
Revenue			
Property Tax & Other Taxes	\$ 578,808	\$ 601,362	\$ (22,554)
Franchise Fees	252	252	-
Development & Permit Fees	12,142	18,763	(6,621)
Fines & Forfeitures/Other Revenue	14,460	10,753	3,707
Expenses			
Personnel Expense	172,297	163,416	8,882
Supplies (Maintenance & Operations)	26,131	24,347	1,784
Utilities	252	6,837	(6,585)
Operational & Contractual Services	53,924	46,946	6,978
Capital Outlay & Interfund Transfer	3,000	-	3,000
Net Income (Loss)	\$ 350,058	\$ 389,586	\$ (39,528)
<u>Water & Wastewater Funds</u>			
Revenue	\$ 208,738	\$ 220,726	\$ (11,988)
Expense			
Personnel Expense	45,033	40,979	4,054
Supplies (Maintenance & Operations)	11,991	11,609	382
Utilities	306	9,545	(9,240)
Operational & Contractual Services	23,076	38,406	(15,331)
Capital Outlay/Debt Service	34,875	-	34,875
Net Income (Loss)	\$ 93,458	\$ 120,187	\$ (26,728)

General Fund
Profit & Loss Budget vs Actual
For the Fiscal Year to Date December 31, 2018

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue					
Property Tax & Other Taxes					
M & O TAX	\$ 1,451,391	\$ 639,603	\$ 582,437	\$ 868,954	40%
SALES TAX	975,000	204,286	263,797	711,203	27%
MIXED BEVERAGE TAX	24,506	6,257	8,816	15,690	36%
AUTO/TRAILER TAXES	325	-	-	325	0%
DELINQUENT TAXES	6,977	2,464	9,860	(2,883)	141%
Total Property Tax & Other Taxes	2,458,199	852,610	864,910	1,593,289	35%
Franchise Fees					
TXU ELECTRIC	165,836	-	-	165,836	0%
A T & T	70,000	17,205	13,940	56,060	20%
TEXAS GAS	7,500	-	-	7,500	0%
MISC FRANCHISE	5,000	662	1,185	3,815	24%
MESH NET	3,024	504	756	2,268	25%
WATER FRANCHISE FEE	98,020	-	-	98,020	0%
WASTEWATER FRANCHISE FEES	28,553	-	-	28,553	0%
Total Franchise Fees	377,933	18,370	15,881	362,052	4%
Development & Permit Fees					
BUILDING PERMITS	175,000	63,733	40,618	134,382	23%
HEALTH PERMITS	9,000	615	7,580	1,420	84%
SUBCONTRACTORS PERMITS	15,000	2,462	4,946	10,054	33%
REGISTRATION FEES	4,500	1,100	630	3,870	14%
OSSF PERMITS	1,200	1,200	600	600	50%
WELL APPLICATION FEE	-	-	1,500	(1,500)	0%
PLAN REVIEW	35,000	14,359	6,000	29,000	17%
BACKFLOW INSPECTIONS	-	100	-	-	0%
REVIEWS/REQUESTS	600	150	1,875	(1,275)	313%
METER RELEASE	-	-	1,000	(1,000)	0%
RENTAL INSPECTIONS	400	-	-	400	0%
LATE HOURS ALOCHOL PERMIT FEE	-	770	-	-	0%
FIRE ALARMS	1,000	4,000	500	500	50%
FIRE SPRINKLER	1,000	-	500	500	50%
CERTIFICATE OF OCCUPANCY	1,000	150	-	1,000	0%
Total Development & Permit Fees	243,700	88,639	65,749	177,951	27%
Fines & Forfeitures					
NON-PARKING	200,000	33,956	22,274	177,726	11%
PARKING	1,000	230	320	680	32%
WARRANTS/CAPIAS	1,300	100	394	906	30%
STATE LAW - CLASS C	15,000	2,851	3,094	11,906	21%
COURT ADMINISTRATION	25,000	-	14,702	10,298	59%
COURT SECURITY	4,700	1,104	-	4,700	0%
TIME PAYMENT	500	88	50	450	10%
MC TECH FEE	6,700	1,578	-	6,700	0%
SEAT BELT	1,000	320	300	700	30%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
TEEN COURT FEE	-	-	100	(100)	0%
Total Fines & Forfeitures	255,200	40,226	41,235	213,965	16%
Other Revenue					
INTEREST - OPERATING FUND	15,000	2,961	9,878	5,122	66%
REFUNDS/BANK CREDITS	100	-	89	11	89%
MISCELLANEOUS	1,135	203	928	207	82%
OTHER REIMBURSEABLES	200	-	5,000	(4,800)	2500%
REVENUE RECOVERY	5,000	3,055	396	4,604	8%
FIRE SPRINKLER	10,000	3,000	-	10,000	0%
OPEN RECORDS FEES	150	138	-	150	0%
ACCIDENT REPORTS	500	195	154	346	31%
POLICE CONTRIBUTIONS	-	165	237	(237)	0%
ROAD CONTRIBUTIONS	-	37	63	(63)	0%
PARK CONTRIBUTIONS	-	18	47	(47)	0%
VFD CONTRIBUTIONS	-	468	345	(345)	0%
USPS CONTRACT UNIT	-	1,561	-	-	0%
FOUND PROPERTY	-	192	-	-	0%
BOND PROCEEDS	-	-	373,072	(373,072)	0%
FROM GENERAL FUND RESERVES	35,000	-	-	35,000	0%
ACCOUNT TRANSFERS	500,000	-	256,003	243,997	51%
Other Revenue	567,085	11,994	646,212	(79,127)	114%
Total Revenue	3,902,117	1,011,840	1,633,987	2,268,130	42%
Expenditures					
Personnel					
SALARIES	1,738,506	398,338	441,694	1,296,812	25%
PAYROLL EXPENSE	26,508	5,667	6,776	19,732	26%
WORKERS COMPENSATION	33,152	29,679	35,288	(2,136)	106%
HEALTH INSURANCE	261,644	44,018	56,197	205,447	21%
RETIREMENT	133,765	29,083	35,209	98,556	26%
UNEMPLOYMENT INSURANCE	5,184	87	36	5,148	1%
CELL PHONE STIPEND	6,808	1,442	1,881	4,927	28%
CERTIFICATE PAY	26,155	3,101	7,071	19,084	27%
OVERTIME	77,173	16,337	26,454	50,719	34%
FLOATER SHIFTS	16,000	121	5,970	10,030	37%
DENTAL INSURANCE	16,432	3,145	3,778	12,654	23%
LIFE INSURANCE	4,428	1,172	1,283	3,145	29%
PHYSICALS & GYM MEMBERSHIPS	5,800	505	-	5,800	0%
ACCRUED COMP & VACATION	-	4,623	-	-	0%
BAILIFF DUTIES	1,500	300	175	1,325	12%
Total Personnel	2,353,055	537,618	621,811	1,731,244	26%
Supplies (Maintenance & Operations)					
POSTAGE & SHIPPING	10,622	874	53	10,569	0%
OFFICE SUPPLIES	15,075	2,449	2,948	12,127	20%
FLOWERS/GIFTS/PLAQUES	4,937	842	1,551	3,386	31%
BASIC OPERATING SUPPLIES	14,132	245	2,464	11,668	17%
PRINTING & BINDING	1,854	68	298	1,556	16%
MINOR EQUIPMENT: OFFICE	8,248	534	2,202	6,046	27%
MV OILS, LUBRICANTS & FLUIDS	515	-	-	515	0%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
MV REPAIR & MAINTENANCE	73,446	14,783	4,766	68,680	6%
UNIFORMS & SUPPLIES	24,929	5,704	3,295	21,634	13%
TRAFFIC & STREET SIGNS	3,605	253	125	3,480	3%
FINANCE CHARGES	300	102	163	137	54%
USPS CONTRACT UNIT	-	507	-	-	0%
PPE AND SUPPLIES	57,525	536	7,008	50,517	12%
MEDICAL SUPPLIES	13,217	991	1,821	11,396	14%
FOAM SUPPLIES	1,803	-	1,750	53	97%
ROAD ABSORBENT SUPPLIES	1,654	-	-	1,654	0%
MINOR TOOLS	2,060	-	-	2,060	0%
EQUIPMENT	515	-	-	515	0%
MISC TOOLS/SUPPLIES	2,060	-	292	1,768	14%
ASPHALT MATERIALS	35,000	2,584	2,086	32,915	6%
ROAD BASE MATERIALS - PAVING	20,000	-	4,569	15,431	23%
ICE & INCLEMENT WEATHER	4,635	-	-	4,635	0%
CONCRETE REPLACEMENT	15,450	-	3,600	11,850	23%
DRAINAGE	21,115	-	-	21,115	0%
BARRICADES/MARKERS	2,575	-	-	2,575	0%
SAFETY EQUIPMENT & SUPPLIES	44,549	3,600	12,000	32,549	27%
BUILDING & FACILITIES REPAIRS	9,829	(2,776)	4,314	5,515	44%
PUBLIC WORKS BUILDING	1,030	-	-	1,030	0%
FACILITIES MAINT SUPPLIES	4,090	892	232	3,858	6%
MINOR EQUIPMENT: FIELD	8,500	3,576	-	8,500	0%
OPERATING SUPPLIES NON CONSUMABLES	1,030	545	46	984	5%
SUBSCRIPTIONS & PUBLICATIONS	3,376	-	-	3,376	0%
PROMOTIONS	4,600	-	3,110	1,490	68%
MV FUEL	39,420	7,441	5,383	34,037	14%
MV TIRES, TUBES & BATTERIES	4,120	-	573	3,547	14%
SPECIAL EVENTS	515	-	-	515	0%
AMMUNITION & WEAPONS RELATED	824	-	481	343	58%
EMERGENCY RESPONSE SUPPLIES	8,000	602	3,631	4,369	45%
Total Supplies (Maintenance & Operations)	465,155	44,349	68,763	396,392	15%
Utilities					
ELECTRICITY	33,372	8,312	5,575	27,797	17%
GAS	3,770	216	210	3,560	6%
TELEPHONE	16,583	-	-	16,583	0%
MOBILE TELEPHONE	-	-	-	-	0%
COMMUNICATION SERVICES	54,218	9,526	8,596	45,622	16%
Total Utilities	107,943	18,053	14,381	93,562	13%
Operational & Contractual Services					
TRAVEL & TRAINING	66,519	5,717	3,506	63,013	5%
CONSULTANTS & PROFESSIONALS	119,755	27,294	32,610	87,145	27%
ADVERTISING & LEGAL NOTICES	8,753	549	3,549	5,204	41%
PRINTING & BINDING	824	-	313	511	38%
PROPERTY & LIABILITY	47,730	38,237	37,757	9,973	79%
REPAIR & MAINTENANCE	-	170	423	(423)	0%
PROFESSIONAL LICENSE	915	-	-	915	0%
DUES & MEMBERSHIPS	12,600	7,365	8,220	4,380	65%
SPECIAL EVENTS	12,500	-	5,801	6,699	46%
LAB TESTING	-	-	-	-	0%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
FINANCE CHARGES	-	5	-	-	0%
LEGAL/CITY ATTORNEY	60,000	34,008	8,808	51,192	15%
ACCOUNTING & AUDITOR	40,000	3,500	2,700	37,300	7%
CONTRACTUAL SERVICES	193,601	45,049	27,977	165,624	14%
ELECTIONS ADMINISTRATION	5,200	-	-	5,200	0%
INMATE HOUSING	1,200	635	-	1,200	0%
MUNICIPAL JUDGE	14,400	3,000	2,400	12,000	17%
MAGISTRATE	2,000	1,000	200	1,800	10%
FOOD SERVICE INSPECTOR	5,870	2,125	3,695	2,175	63%
ENGINEERING/CITY ENGINEER	5,150	-	7,056	(1,906)	137%
SOLID WASTE COLLECTION	-	-	561	(561)	0%
SOFTWARE TECH SUPPORT	3,500	4,347	5,014	(1,514)	143%
EQUIPMENT TECH SUPPORT	18,566	3,981	-	18,566	0%
POOL INSPECTOR	1,700	-	-	1,700	0%
BLACKBOARD CONNECT	5,963	3,824	3,824	2,139	64%
IT CONTRACT	27,692	6,758	6,736	20,956	24%
JURY SERVICE	200	-	-	200	0%
GOVERNMENT & MISC OPERATING	47,335	379	11,190	36,145	24%
EQUIPMENT RENTAL	11,660	1,655	1,945	9,715	17%
ANIMAL CONTROL	55,000	-	13,613	41,388	25%
ECONOMIC DEVELOPMENT	5,000	-	-	5,000	0%
Total Operational & Contractual Services	773,633	189,598	187,896	585,737	24%
Capital Outlay					
TECHNOLOGY PROJECTS	-	-	(3,816)	3,816	0%
VEHICLES	40,000	-	-	40,000	0%
FACILITIES: PARKS	40,000	-	3,000	37,000	8%
PARKER CO STREET IMPROVEMENTS (ILA)	100,000	-	-	100,000	0%
PAYING AGENT FEES	-	-	300	(300)	0%
Total Capital Outlay	180,000	-	(516)	180,516	0%
Transfers & Restricted Funds					
TRANSFER TO LEOSE FUND	11,930	-	-	11,930	0%
Total Expenditures	3,891,716	789,619	892,334	2,999,382	23%
Net Income	\$ 10,401	\$ 222,221	\$ 741,653	\$ (731,252)	

Water Fund
Profit & Loss Budget vs Actual
For the Fiscal Year to Date December 31, 2018

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue					
USER CHARGES	\$ 2,119,966	\$ 461,374	\$ 447,162	\$ 1,672,804	21%
PENALTIES	30,000	7,404	6,807	23,193	23%
NEW ACCOUNT FEES	13,000	2,740	3,490	9,510	27%
TAP FEES	3,000	1,850	-	3,000	0%
IMPACT FEES	165,000	37,647	23,825	141,175	14%
INTEREST REVENUE	10,000	8,670	16,465	(6,465)	165%
METER FEE	25,000	8,180	3,662	21,338	15%
METER BOX FEE	4,500	1,500	1,250	3,250	28%
RECONNECT FEES	10,000	1,435	2,555	7,445	26%
RETURNED CHECK FEES	600	160	270	330	45%
MISCELLANEOUS REVENUE	1,200	260	(75)	1,275	-6%
TRANSFER FROM RESERVE (FOR METERS)	1,530,000	-	-	1,530,000	0%
Total Revenue	3,912,266	531,221	505,411	3,406,855	13%
Expenditures					
Personnel					
SALARIES	406,227	80,248	99,406	306,821	24%
PAYROLL EXPENSE	12,000	1,184	1,526	10,474	13%
WORKERS COMPENSATION	10,360	7,914	9,461	899	91%
HEALTH INSURANCE	79,286	12,247	16,098	63,188	20%
RETIREMENT	30,544	6,042	7,759	22,785	25%
UNEMPLOYMENT INSURANCE	1,620	12	270	1,350	17%
CELL PHONE STIPEND	4,320	727	976	3,344	23%
CERTIFICATE PAY	2,280	129	129	2,151	6%
OVERTIME	20,000	3,627	5,925	14,075	30%
DENTAL INSURANCE	4,968	852	1,060	3,908	21%
LIFE INSURANCE	1,172	322	406	766	35%
Total Personnel	572,777	113,305	143,016	429,761	25%
Supplies (Maintenance & Operations)					
POSTAGE & SHIPPING	15,000	3,072	4,500	10,500	30%
OFFICE SUPPLIES	7,500	1,185	1,466	6,034	20%
FLOWERS/GIFTS/PLAQUES	300	30	-	300	0%
BASIC OPERATING SUPPLIES	2,000	153	21	1,979	1%
MINOR EQUIPMENT: OFFICE	3,000	149	514	2,486	17%
MV REPAIR & MAINTENANCE	17,000	2,819	278	16,722	2%
UNIFORMS & SUPPLIES	5,370	1,186	1,697	3,673	32%
FINANCE CHARGES	1,800	961	918	882	51%
MISC TOOLS/SUPPLIES	2,850	291	165	2,685	6%
ROAD BASE MATERIALS - PAVING	-	-	129	(129)	0%
CHEMICALS	10,048	1,505	1,270	8,779	13%
FIRE HYDRANTS	10,400	-	-	10,400	0%
TOP SOIL	-	185	-	-	0%
SAFETY EQUIPMENT & SUPPLIES	3,074	-	2,075	999	68%
BUILDING & FACILITIES REPAIRS	2,984	(3,929)	1,633	1,352	55%
FACILITIES MAINT SUPPLIES	5,000	-	28	4,972	1%
MINOR EQUIPMENT: FIELD	2,650	-	-	2,650	0%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
SUBSCRIPTIONS & PUBLICATIONS	1,000	-	-	1,000	0%
MV FUEL	27,000	2,087	4,074	22,926	15%
WATER DISTRIBUTION SUPPLIES	115,000	5,140	9,386	105,614	8%
WATER PRODUCTION SUPPLIES	50,000	-	-	50,000	0%
Total Supplies (Maintenance & Operations)	281,976	14,833	28,153	253,823	10%
Utilities					
ELECTRICITY	100,000	20,170	11,295	88,705	11%
MOBILE TELEPHONE	5,700	1,481	750	4,950	13%
COMMUNICATION SERVICES	6,132	1,145	1,004	5,128	16%
Total Utilities	111,832	22,796	13,049	98,783	12%
Operational & Contractual Services					
TRAVEL & TRAINING	4,050	250	1,200	2,850	30%
CONSULTANTS & PROFESSIONALS	25,000	-	3,595	21,405	14%
ADVERTISING & LEGAL NOTICES	1,000	-	-	1,000	0%
PROPERTY & LIABILITY	5,500	5,462	5,394	106	98%
REPAIR & MAINTENANCE	-	80	-	-	0%
DUES & MEMBERSHIPS	555	-	-	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	-	-	13,500	0%
ENGINEERING/CITY ENGINEER	36,000	3,223	6,130	29,870	17%
SOFTWARE TECH SUPPORT	1,000	-	-	1,000	0%
BLACKBOARD CONNECT	2,750	956	956	1,794	35%
IT CONTRACT	3,852	962	962	2,890	25%
WELL SITE MAINTENANCE	17,458	6,499	360	17,098	2%
EQUIPMENT MAINTENANCE	4,540	-	-	4,540	0%
WATER TANK MAINTENANCE	6,000	-	-	6,000	0%
BUILDING MAINT - WELL SITES	3,000	-	1	2,999	0%
EQUIPMENT RENTAL	5,000	752	1,005	3,995	20%
WATER DISTRIBUTION CONTRACTUAL	45,000	776	354	44,646	1%
WATER PRODUCTION CONTRACTUAL	50,000	32,313	8,592	41,408	17%
Total Operational & Contractual Services	231,705	55,835	28,549	203,156	12%
Capital Outlay					
VEHICLES	100,000	-	-	100,000	0%
EQUIPMENT: HEAVY	185,500	-	-	185,500	0%
CAPITAL IMPROVEMENTS	45,000	-	-	45,000	0%
WATER PURCHASES (EMER WATER)	-	-	21,044	(21,044)	0%
UTILITIES: WATER DISTRIBUTION	1,085,875	760	14,338	1,071,537	1%
UTILITIES: WATER PRODUCTION	140,000	7,062	458,623	(318,623)	328%
PAYING AGENT FEES	-	750	275	(275)	0%
FRANCHISE FEES	98,020	-	-	98,020	0%
DEBT SERVICE PAYMENTS	340,965	-	-	340,965	0%
TRANSFER TO GENERAL FUND	500,000	-	-	500,000	0%
Total Capital Outlay	2,495,360	8,572	494,280	2,001,080	20%
Total Expenditures	3,693,650	215,341	707,047	2,986,603	19%
Net Income	\$ 218,616	\$ 315,880	\$ (201,635)	\$ 420,251	

Wastewater Fund
Profit & Loss Budget vs Actual
For the Fiscal Year to Date December 31, 2018

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue					
USER CHARGES	\$ 568,309	\$ 114,144	\$ 142,170	\$ 426,139	25%
TAP FEES	667	-	500	167	75%
IMPACT FEES	119,493	23,379	16,546	102,947	14%
INTEREST REVENUE	15,468	5,616	4,062	11,406	26%
DEVELOPMENT CONTRIBUTION	-	-	-	-	0%
REFUNDS/BANK CREDITS	3,261	-	-	3,261	0%
Total Revenue	707,198	143,139	163,278	543,920	23%
Expenditures					
Personnel					
SALARIES	79,229	21,125	18,531	60,698	23%
PAYROLL EXPENSE	2,072	323	275	1,797	13%
WORKERS COMPENSATION	2,072	1,979	2,365	(293)	114%
HEALTH INSURANCE	15,857	3,450	2,633	13,225	17%
RETIREMENT	5,875	1,592	1,391	4,484	24%
UNEMPLOYMENT INSURANCE	324	3	-	324	0%
CELL PHONE STIPEND	1,080	291	208	872	19%
CERTIFICATE PAY	1,080	291	198	882	18%
OVERTIME	2,142	638	125	2,017	6%
DENTAL INSURANCE	994	243	174	820	17%
LIFE INSURANCE	234	92	67	168	28%
Total Personnel	110,959	30,027	25,966	84,993	23%
Supplies (Maintenance & Operations)					
POSTAGE & SHIPPING	2,000	-	-	2,000	0%
OFFICE SUPPLIES	1,200	162	240	960	20%
BASIC OPERATING SUPPLIES	1,200	-	136	1,064	11%
MINOR EQUIPMENT: OFFICE	1,000	-	920	80	92%
MV OILS, LUBRICANTS & FLUIDS	500	-	-	500	0%
MV REPAIR & MAINTENANCE	4,000	-	-	4,000	0%
UNIFORMS & SUPPLIES	1,930	-	629	1,301	33%
WASTEWATER SUPPLIES	2,206	-	-	2,206	0%
MINOR TOOLS	-	132	-	-	0%
EQUIPMENT	2,900	-	-	2,900	0%
MISC TOOLS/SUPPLIES	1,000	54	320	680	32%
CHEMICALS	15,000	1,707	2,205	12,795	15%
BELT PRESS SUPPLIES	-	948	-	-	0%
SAFETY EQUIPMENT & SUPPLIES	2,775	100	199	2,577	7%
BUILDING & FACILITIES REPAIRS	970	755	-	970	0%
FACILITIES MAINT SUPPLIES	15,000	70	16	14,984	0%
MINOR EQUIPMENT: FIELD	-	87	-	-	0%
MV FUEL	3,875	-	40	3,835	1%
WASTEWATER COLLECTION	5,000	-	81	4,919	2%
WASTEWATER TREATMENT	5,000	746	399	4,601	8%
Total Supplies (Maintenance & Operations)	65,556	4,762	5,186	60,371	8%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Utilities					
ELECTRICITY	40,500	11,392	10,499	30,001	26%
MOBILE TELEPHONE	-	-	-	-	0%
COMMUNICATION SERVICES	-	-	-	-	0%
Total Utilities	40,500	11,392	10,499	30,001	26%
Operational & Contractual Services					
TRAVEL & TRAINING	3,500	-	297	3,203	8%
CONSULTANTS & PROFESSIONALS	-	4,239	-	-	0%
ADVERTISING & LEGAL NOTICES	-	952	-	-	0%
PROPERTY & LIABILITY	5,500	5,462	5,394	106	98%
REPAIR & MAINTENANCE	7,650	1,124	-	7,650	0%
DUES & MEMBERSHIPS	555	-	-	555	0%
PERMITS & APPLICATIONS	3,500	-	-	3,500	0%
LAB TESTING	13,700	1,480	3,111	10,589	23%
ACCOUNTING & AUDITOR	10,000	-	-	10,000	0%
CONTRACTUAL SERVICES	12,000	8,113	1,637	10,363	14%
ENGINEERING/CITY ENGINEER	12,000	-	-	12,000	0%
SLUDGE HAULING	36,000	6,906	9,607	26,393	27%
IT CONTRACT	3,852	962	962	2,890	25%
LIFT STATION EQUIPMENT MAINT	55,550	5,856	16,232	39,318	29%
GOVERNMENT & MISC OPERATING	3,000	-	-	3,000	0%
EQUIPMENT RENTAL	1,000	-	-	1,000	0%
Total Operational & Contractual Services	167,807	35,095	37,240	130,567	22%
Capital Outlay					
VEHICLES	38,000	-	-	38,000	0%
CAPITAL IMPROVEMENTS	20,000	-	-	20,000	0%
FACILITIES: CITY BUILDINGS	33,000	-	-	33,000	0%
FRANCHISE FEES	28,553	-	-	28,553	0%
DEBT SERVICE PAYMENTS	74,665	-	-	74,665	0%
Total Capital Outlay	194,218	-	-	194,218	0%
Total Expenditures	579,040	81,276	78,890	500,150	14%
Net Income	\$ 128,158	\$ 61,863	\$ 84,388	\$ 43,770	

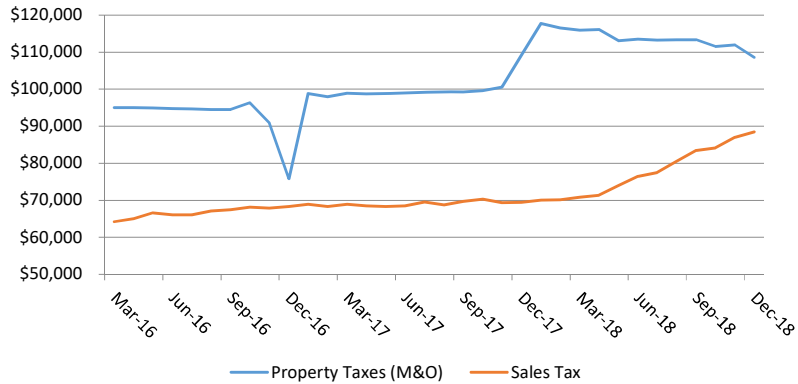
**City of Willow Park
Bank Account Balances**

	<u>At 12/31/2018</u>	<u>At 09/30/2018</u>	<u>At 12/31/2017</u>
<u>General Fund</u>			
Operating Cash - General	\$ 1,142,702	\$ 645,411	\$ 809,424
General Fund Cash Reserve	232,145	231,008	228,452
TexStar General Fund Capital Improvements	-	1,032	1,019
TexStar General Fund Investment	501,897	116,206	114,751
General Fund CD - 431549	-	125,957	125,957
General Fund CD - 65686	123,667	123,668	122,763
	<u>2,000,412</u>	<u>1,243,282</u>	<u>1,402,366</u>
<u>Water Fund</u>			
Operating Cash - Water	593,128	1,188,636	928,134
Water Cash Reserve	870,805	127,455	126,045
Water Capital Improvements	-	287,469	284,288
TexStar Water Capital Improvements	1,155,352	1,537,427	1,518,187
TexStar Water Investment	468,272	128,194	126,590
Water Fund CD - 65712	63,583	63,414	62,972
Water Fund CD - 90271	-	50,227	50,227
Water Deposits - 56788	105,345	105,345	105,005
	<u>3,256,485</u>	<u>3,488,167</u>	<u>3,201,447</u>
<u>Wastewater Fund</u>			
Operating Cash - Wastewater	281,859	550,185	1,899,400
Wastewater Package Plant	139,962	154,181	-
Wastewater Capital Improvements	352,942	1,646	1,628
TexStar Wastewater	51,607	23,521	23,227
Wastewater Fund CD - 431557	-	27,695	27,695
	<u>826,370</u>	<u>757,228</u>	<u>1,951,950</u>
<u>Other Funds</u>			
Operating Cash - Solid Waste	390,873	353,847	312,454
Operating Cash - Court Security	32,605	31,370	-
Operating Cash - Court Technology	51,611	49,810	-
Operating Cash - General (Police Training)	1,005	7,690	583
Capital Equipment/Replacement Fund	-	158,919	157,161
Construction Fund - Building	3,662,264	4,461,110	4,417,623
Construction Fund - Roads	805,907	1,770,377	2,164,049
Debt Service (I&S)	864,479	424,845	768,756
Police Seizure (Federal)	1,627	1,619	1,602
Police Seizure (State)	12,625	12,563	17,335
Tourism	57,094	56,814	43,540
TIRZ Reimbursement Fund	33,055	36,330	-
TexStar Capital Equipment/Replacement	-	43,402	42,859
TexStar Economic Development	-	53,345	52,678
	<u>5,913,145</u>	<u>7,462,041</u>	<u>7,978,640</u>
Total Cash	\$ 11,996,412	\$ 12,950,718	\$ 14,534,403

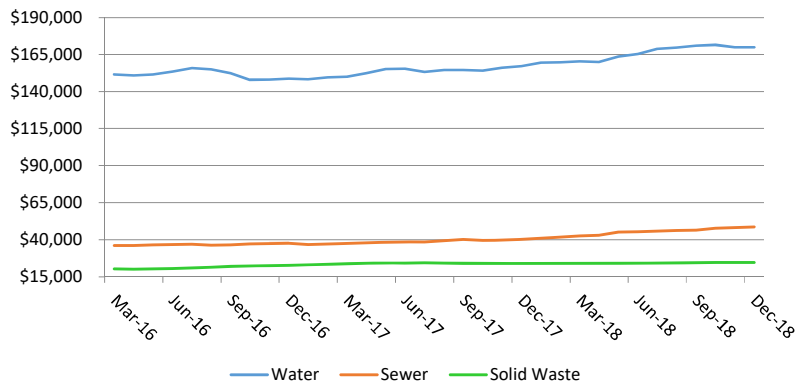


City of Willow Park
Key Metrics & Trends
 As of December 31, 2018

General Fund Tax Revenues (12 M Moving Avg)



User Charge Billings (12 M Moving Avg)



Cash Balances as of December 31, 2018

