



**City of Willow Park
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, February 13, 2018 at 7:00 p.m.**

Section I – Presentations

- 1. Call to Order**
- 2. Determination Of Quorum**
- 3. Invocation & Pledge of Allegiance**
 - A. Stan Moore, Worship Pastor, First Baptist Church Willow Park
- 4. Presentations & Comments**
 - A. Proclamation recognizing the City of Willow Park Fire and Police Departments

Section II – Minutes

- 5. Approve and Act on Minutes**
 - A. Approve City Council Meeting Minutes – January 09, January 16, January 31, and February 6, 2018

Section III – General Items

- 6. Discussion/Action:** To consider and take action to adopt Resolution 02-2018, designating The Community News as the official newspaper of the City.
- 7. Presentation** of first quarter financial reports by Jake Weber.
- 8. Discussion/ Action:** To consider and take action on the 2017 Racial Profiling report.
- 9. Discussion/ Action:** To consider and take action on Ranch House Road Construction project.
- 10. Presentation:** Update on construction of Public Safety Building by Dewberry and Associates representative.

11. Discussion/ Action: To consider and approve membership in the Texas Smart Buy Membership Program.
12. Discussion/ Action: Resolution 03-2018 allowing Government Capital to finance cameras and other related equipment for the Police Department.
13. Presentation from Fire Chief Lenoir on the January 22, grass fire.
14. Discussion/ Action: To consider and take action on renewal of Post Office Service Center contract with USPS.

Section IV- Executive Session

The City Council will conduct a closed meeting in order to discuss matters permitted by the following section(s) of Chapter 551 of the Texas Government Code:

- A. Section 551.072; DELIBERATIONS REGARDING REAL PROPERTY
Deliberate the purchase, sale, lease or value of real property where deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third party. - Fort Worth Water Supply Agreement.
- B. The City Council may reconvene in open session in the City Council Conference Room and act on any item listed on the Executive Session Agenda in accordance with Chapter 551 of the Texas Government Code.

Section V- Informational

15. Mayor & Council Member Announcements
16. City Administrator's Report

Section VI – Adjournment

17. 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 9, 2018 at 3:00 p.m.

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

If you plan to attend this public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (817) 441-7108 ext. 6 or fax (817) 441-6900 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



A Proclamation Honoring the City of Willow Park Fire and Police Departments

WHEREAS, *at a moment's notice, on January 22, 2018, the City of Willow Park Firefighters and Police Officers quickly responded to an uncertain situation to mitigate danger and combat the threat of a destructive fire in order to protect individuals, families, property and the economic well-being of our community; and*

WHEREAS, *it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their fire and police officers; and*

WHEREAS, *firefighters and police officers follow a long line of tradition and honor that inspires them to help neighbors, colleagues and strangers alike; and*

WHEREAS, *we are here today to express our appreciation to City of Willow Park Fire and Police Departments and honor them for their dedicated service to the residents of Willow Park; and*

NOW, THEREFORE, I, Doyle Moss, Mayor of the City of Willow Park, along with the Willow Park City Council, do hereby recognize the City of Willow Park Fire and Police Departments for extraordinary service to the citizens and businesses of Willow Park.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Willow Park, Texas, to be affixed this the 13th day of February, 2018.

Doyle Moss, Mayor



**City of Willow Park
Special Meeting
516 Ranch House Rd., Willow Park, TX 76087
Wednesday, January 16, 2018 at 7:00 p.m.
Minutes**

Section I – Presentations

1. Call to Order

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

2. Determination Of Quorum

Present:

Mayor Pro tem John Gholson

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Norman Hogue

Absent:

Councilmember Bruce Williams

Mayor Doyle Moss

Staff Present:

City Administrator Bryan Grimes

City Secretary Alicia Smith

Section II – General Items

3. Motion made by Councilmember Fennell

To accept a application requesting annexation of an 11.69 acre tract of land, situated in the J. Ozer Survey, Abstract No. 1029, Parker County, Texas, owned by 4G Sports Enterprises, LLC, located at 8892 East Bankhead Hwy.

Seconded by Councilmember Hogue

Aye votes: Councilmembers Hogue, Fennell, Runnebaum and Gholson

Motion passed with a vote of 4-0

4. Motion made by Councilmember Hogue

To adopt Resolution No. 01-2018, setting two (2) public hearings for January 31, 2018, at 10:00 A.M. and 5:30 P.M. regarding the voluntary annexation of property located at 8892 East Bankhead Hwy.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Hogue, Fennell, Runnebaum and Gholson

Section VI – Adjournment

5. Motion made by Councilmember Runnebaum

To adjourn.

Seconded by Councilmember Fennell

Aye votes: Councilmembers Hogue, Fennell, Runnebaum and Gholson

Motion passed with a vote of 4-0

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 Meeting
516 Ranch House Rd., Willow Park, TX 76087
Wednesday, January 31, 2018 at 10:00 a.m.
Minutes**

Section I – Presentations

1. Call to Order

Mayor Moss called the meeting to order at 10:00 a.m.

2. Determination Of Quorum

Present:

Mayor Doyle Moss

Mayor Pro tem John Gholson

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Bruce Williams (arrived at approximately 15 minutes late)

Absent:

Councilmember Norman Hogue

Staff Present:

City Administrator Bryan Grimes

City Secretary Alicia Smith

Section II – General Items

- 3. A.** Public Hearing on the annexation application of property located at 8892 Bankhead Highway was opened at 10:02 am. This is the first public hearing concerning this application.
29 citizens were in attendance.
7 citizens made comments.

B. Public Hearing was closed at 11:14 am.

Section VI – Adjournment

- 4.** Motion made by Councilmember Gholson

To adjourn.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Fennell, Runnebaum, Gholson and Williams

Motion passed with a vote of 4-0

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 Meeting
516 Ranch House Rd., Willow Park, TX 76087
Wednesday, January 31, 2018 at 5:30 p.m.
Minutes**

Section I – Presentations

1. Call to Order

Mayor Moss called the meeting to order at 5:30 p.m.

2. Determination Of Quorum

Present:

Mayor Doyle Moss

Mayor Pro tem John Gholson

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Bruce Williams

Councilmember Norman Hogue

Staff Present:

City Administrator Bryan Grimes

City Secretary Alicia Smith

Section II – General Items

- 3. A.** Public Hearing on the annexation application of property located at 8892 Bankhead Highway was opened at 5:30 p.m. This is the first public hearing concerning this application.
33 citizens were in attendance.
6 citizens made comments.

B. Public Hearing was closed at 6:46 p.m.

Section VI – Adjournment

- 4.** Motion made by Councilmember Runnebaum
To adjourn.

Seconded by Councilmember Gholson

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson and Williams

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 Meeting
516 Ranch House Rd., Willow Park, TX 76087
Tuesday, February 06, 2018 at 7:00 p.m.
Minutes**

Section I – Presentations

1. Call to Order

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

2. Determination Of Quorum

Present:

Mayor Doyle Moss

Mayor Pro tem John Gholson

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Bruce Williams (arrived at approximately 15 minutes late)

Absent:

Councilmember Norman Hogue

Staff Present:

City Administrator Bryan Grimes

City Secretary Alicia Smith

Section II – General Items

- 3. A.** Public Hearing on the annexation application of property located at 8892 Bankhead Highway was opened at 10:02 am. This is the first public hearing concerning this application.
29 citizens were in attendance.
7 citizens made comments.

B. Public Hearing was closed at 11:14 am.

Section VI – Adjournment

- 4.** Motion made by Councilmember Gholson

To adjourn.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Fennell, Runnebaum, Gholson and Williams

Motion passed with a vote of 4-0

APPROVED:

Doyle Moss, Mayor
City of Willow Park, Texas

ATTEST:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

| | | |
|--------------------------------------|-----------------------------------|----------------------------------|
| Council Date: FEB 13, 2018 | Department: LEGISLATIVE | Presented By: A. SMITH |
|--------------------------------------|-----------------------------------|----------------------------------|

AGENDA ITEM:

Designating official newspaper for the FY 2017-18

BACKGROUND:

State law requires that at the beginning of the fiscal year, the city council of a Type A city designate its official newspaper by resolution or ordinance and contract with that paper to publish required notices. TEX. LOC. GOV'T CODE § 52.004(a). Each ordinance, notice, and any other matter required by law or ordinance to be published must be published in the official paper, regardless of where else it is published. *Id.* § 52.004(b).

STAFF/BOARD/COMMISSION RECOMMENDATION:

Approval of the Community News as the official newspaper for FY 2017-2018

EXHIBITS:

Attached handout

Legal Q&A

By Christy Drake-Adams, TML Legal Counsel

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

Legal Q&A

By Christy Drake-Adams, TML Legal Counsel

Must a city designate an official newspaper?

Yes. State law requires that at the beginning of the fiscal year, the city council of a Type A city designate its official newspaper by resolution or ordinance and contract with that paper to publish required notices. TEX. LOC. GOV'T CODE § 52.004(a). Each ordinance, notice, and any other matter required by law or ordinance to be published must be published in the official paper, regardless of where else it is published. *Id.* § 52.004(b).

These requirements are not expressly provided in state law for other types of general law cities. However, they arguably apply because of the “borrowing provisions.” Specifically, Type B cities have the same duties as a Type A city, unless there is a conflicting state provision regarding only Type B cities. *Id.* § 51.035. And, depending on its population, a Type C city has either the same duties as a Type B city or a Type A city. *Id.* § 51.051.

State law also seems to anticipate that a home rule city designate an official newspaper. *See id.* § 52.013(b) (“If the charter . . . does not provide for the method of publication of an ordinance, the full text of the ordinance or a caption that summarizes the purpose of the ordinance and the penalty for violating the ordinance may be published at least twice in the municipality’s official newspaper.”). In some cities, the charter actually “name[s] the official newspaper in which to publish the official city notices.” TERRELL BLODGETT, TEXAS HOME RULE CHARTERS 93 (2d. ed. 2010). Any details regarding the designation, such as the timing and form of designation, are found in the city’s charter, as well.

Must a city seek competitive bids or proposals in designating its official newspaper?

Maybe. With certain exceptions, a city is required to follow the bidding or proposal procedures outlined in Local Government Code Chapter 252 when it plans to make an expenditure of more than \$50,000 in city funds. TEX. LOC. GOV'T CODE § 252.021; *id.* § 252.022(a)(16) (providing that Chapter 252 does not apply to an expenditure for advertising, other than legal notices). An informal survey conducted by the Texas Municipal League in 2012 indicates that only the largest cities (500,000-plus population) reach this \$50,000 spending threshold for newspaper publications. However, it is important to note that a city may impose on itself a lower dollar threshold and, in that way, trigger the need to competitively bid for an official newspaper.

What criteria must a newspaper meet in order to qualify as the official newspaper?

While there is some dispute among attorneys as to the exact requirements that apply in designating an official newspaper, a city using the criteria in Government Code Sections 2051.044 and 2051.048 is on strong legal footing. Section 2051.044 provides that a newspaper used to convey official notices must as a general matter:

- (1) devote not less than 25 percent of its total column lineage to general interest items;
- (2) be published at least once each week;

- (3) be entered as second-class postal matter in the county where published; and
- (4) have been published regularly and continuously for at least 12 months before the governmental entity or representative publishes notice.

TEX. GOV'T CODE § 2051.044(a).

Section 2051.048 provides that a notice published by a city must, as a general matter, be published in a newspaper:

- (1) that is published in the city; and
- (2) that will publish the notice at or below the legal rate.

Id. § 2051.048(b). (Note: Section 2051.048 provides alternative requirements when no newspaper is published in the city at the specified rate. *Id.* § 2051.048(c)-(d).)

A home rule city must also look to its charter for any additional criteria. *See, e.g., State ex rel. Winn v. City of San Antonio*, 259 S.W.2d 248, 251-52 (Tex. Civ. App.—San Antonio 1953, writ ref'd n.r.e.) (discussing a charter provision that required publication in a “daily newspaper”).

Has a city’s designation of a particular newspaper as its “official newspaper” ever been challenged?

Yes. From time to time, we hear from cities that receive threatening letters from a newspaper claiming that the city has not complied with the law in its designation of an official newspaper. This often arises when a city is located in more than one county and has multiple papers to choose from, or when a city is changing its official newspaper. Some newspapers have actually sued cities in conjunction with the designation of an official newspaper. *See, e.g., Forney Messenger, Inc. v. Tennon*, 959 F.Supp. 389, 390 (N.D. Tex. 1997) (alleging that city officials conducted a sham bidding process and then voted to switch all city advertising to a different newspaper in violation of the Open Meetings Act).

Is an “official newspaper” the same thing as a newspaper of “general circulation”?

No, not necessarily. The attorney general has opined that a newspaper of general circulation is one that: (1) has more than a de minimis number of subscribers within a specific geographic region; (2) has a diverse readership; and (3) publishes some items of general interest to the community. Tex. Att’y Gen. Op. No. JC-0223 (2000). Thus, if your city is acting under one of the many statutes that requires notice be published in a newspaper of general circulation, the newspaper must meet the three criteria set out above.

In addition, assuming the law under which the city is acting does not specify a contrary manner of publication, the attorney general has opined that a newspaper of general circulation must also meet the requirements of an official newspaper. *Id.* (discussing county publications and concluding that “a newspaper of general circulation must be a newspaper for the purposes of section 2051.044, in addition to having more than a de minimis number of subscribers and a diverse subscribership”).

What could happen if a city is required, but fails, to use a newspaper of general circulation?

A city that takes an action for which notice must be published in a newspaper of general circulation is subject to having that action challenged if a proper newspaper is not used. *See, e.g., Christy v. Williams*, 292 S.W.2d 348, 350-51 (Tex. Civ. App.—Galveston 1956, writ diss’d) (challenging a bond election notice because the paper was not entered as a second class postal matter); Tex. Att’y Gen. Op. No. GA-0380 (2005) (discussing possible consequences of county’s failure to use a newspaper of general circulation).

How much should a newspaper charge your city to publish a notice?

Section 2051.045 of the Government Code provides that the legal rate for publication of a notice in a newspaper by a governmental entity is the newspaper’s lowest published rate for classified advertising.

If no newspaper published in either the city or the county in which the city is located will publish the notice at or below this legal rate, a city should post the notice at the door of the county courthouse in the court in which the city is located. TEX. GOV’T CODE § 2051.048(d); *see also* Tex. Att’y Gen. Op. No. GA-0856 (2011).

Where is a newspaper published?

The attorney general has opined that, under Texas law, the location of publication is where the newspaper is released to the public. Tex. Att’y Gen. Op. No. GA-0838 (2011) (citing *Christy v. Williams*, 292 S.W.2d 348, 352 (Tex. Civ. App.—Galveston 1956, writ diss’d) and Tex. Att’y Gen. Op. No. O-7112 (1946)).

Which state statutes require a city to publish notice in the newspaper?

A non-comprehensive review of the state law identified more than 100 statutes that require cities to publish some type of notice in a newspaper. Many statutes require publication of the same notice multiple times. Following are some of the most common situations in which state law requires a city to publish a notice in a newspaper:

- Adopting an Ordinance. *See, e.g.,* TEX. LOC. GOV’T CODE §§ 52.011-.013.
- Holding an Election. *See, e.g.,* TEX. ELEC. CODE § 4.003, TEX. LOC. GOV’T CODE §9.004 (charter amendment).
- Conducting a Hearing. *See, e.g.,* TEX. LOC. GOV’T CODE §§ 43.0561 (annexation), 102.0065 (budget), 211.006 (zoning).
- Making a Purchase. *See, e.g., id.* § 252.041.

What is one of the most common questions the attorneys at the League receive regarding newspaper notice?

One of the most frequent inquiries our attorneys receive in relation to newspaper notice is whether state law requires a city to advertise job openings in a newspaper. The answer is no. There is no law that requires a city to advertise every job opening in a newspaper. Nevertheless, one way to prevent having an Equal Employment Opportunity Commission (EEOC) discrimination complaint or lawsuit filed against the city is to sufficiently advertise job openings, which may include advertisement in a newspaper.

To avoid a discrimination claim, a city should advertise a job opening so that it reaches a large cross-section of the population. Federal, state, and sometimes local laws prohibit hiring practices that discriminate on the grounds of age, disability, race, color, religion, sex, pregnancy, citizenship, military service, and national origin. Thus, a city's hiring practice of merely advertising an opening to a certain geographic area, for example, may be used as evidence of discriminatory intent if a claim is filed against the city. For that reason, many cities choose to advertise job openings not only in a newspaper of general circulation, but in places like trade magazines and on the Internet.

If your city does not have a hiring policy, including a policy regarding the advertisement of a job opening, you should seriously consider adopting one. Before advertising a job vacancy, the city should have a written job description in place that provides objective qualifications and responsibilities necessary to perform the job. The description should be devoid of any reference to sex, race, national origin, or any other protected class. In addition, a job description should include the essential functions of the position and other requirements, such as education, skills, and work experience. The job description should be used as a template for the job advertisement.

By taking the time to adopt a hiring policy and to advertise a job opening to a wide range of people, your city: (1) increases its chance of hiring the best qualified person for the job; and (2) decreases the chance of facing a discrimination claim or lawsuit.

CITY OF WILLOW PARK, TEXAS

RESOLUTION NO. 02-2018

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, NAMING THE COMMUNITY NEWS AS THE OFFICIAL NEWSPAPER OF THE CITY FOR FISCAL YEAR 2017-2018; PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Article XI, Sec. 11.02 of the City Charter and applicable statutes of the Texas Local Government Code, the City Council of the City of Willow Park, Texas, does by this Resolution hereby designate a public newspaper of general circulation in the City as the official newspaper of the City; and

WHEREAS, the City of Willow Park shall cause to be published therein all ordinances, notices and other matters required to be published by the Charter, City ordinance, or the Constitution and laws of the State of Texas, in the official newspaper; and

WHEREAS, Section 2051.0441 Texas Government Code sets out the criteria of a newspaper in which a notice must be published and *The Community News* meets that criterion;

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

Section 1. That the foregoing recitals are hereby found to be true and correct findings of the City of Willow Park, Texas, and are fully incorporated into the body of this Resolution.

Section 2. That the City Council of the City of Willow Park hereby designates *The Community News* as the official newspaper of the City of Willow Park for all official city publications.

Section 3. That this Resolution shall take effect immediately upon passage and approval, and it is so resolved.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, this 13TH day of February, 2018.

ATTEST:

Doyle Moss, Mayor

Alicia Smith TRMC, City Secretary



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

| | | |
|---------------------------------|-------------------------------|------------------------------------|
| Council Date: 2/13/18 | Department: Finance | Presented By: Jake Weber |
|---------------------------------|-------------------------------|------------------------------------|

AGENDA ITEM:

Financial update by Jake Weber, CPA.

BACKGROUND:

Review and provide an update on the 1st fiscal quarter 2017-2018 financial activity of the city. This will be the first quarterly financial report for the 2017-2018 fiscal year.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

Financial Reports as of December 31, 2017.

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



City of Willow Park
Quarterly Financial Update
Financial Reports as of December 31, 2017

| Financial Highlights | <u>General</u> | <u>Water</u> | <u>Wastewater</u> | <u>Solid Waste</u> |
|--|----------------|--------------|-------------------|--------------------|
| -FY 2017-2018 Revenue Actual | \$ 1,011,840 | \$ 534,177 | \$ 143,139 | \$ 73,874 |
| -FY 2017-2018 Expense Actual | 799,150 | 237,410 | 85,210 | 17,782 |
| -FY 2017-2018 Net Change | \$ 212,689 | \$ 296,766 | \$ 57,929 | \$ 56,092 |
| | | | | |
| -FY 2017-2018 Revenue Budget | \$ 4,031,030 | \$ 1,988,948 | \$ 588,944 | |
| -FY 2017-2018 Expense Budget | \$ 4,028,143 | \$ 1,923,724 | \$ 487,721 | |
| | | | | |
| -FY 2017-2018 Revenue - Actual to Budget % | 25% | 27% | 24% | |
| -FY 2017-2018 Expense - Actual to Budget % | 20% | 12% | 17% | |

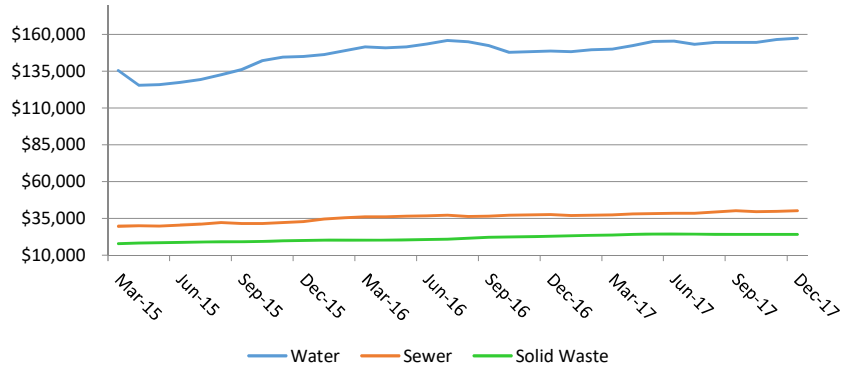
| Capital Project Tracker | <u>Public Works Building</u> | <u>Ranch House Road</u> | <u>Temporary Package Plant</u> | <u>TWDB Water Line</u> |
|--------------------------------|----------------------------------|-----------------------------|------------------------------------|----------------------------|
| Original Net Bond Proceeds | \$ 4,605,000 | \$ 2,275,000 | \$ 2,660,000 | \$ 1,561,361 |
| Interest Earned to Date | 38,299 | 18,281 | 15,698 | 9,134 |
| Costs Incurred to Date | (225,676) | (129,232) | (1,243,018) | (1,409,975) |
| Remaining to Spend | \$ 4,417,623 | \$ 2,164,049 | \$ 1,432,680 | \$ 160,520 |

| Quarterly Comparison | <u>Q4 2017</u> | <u>Q3 2017</u> | <u>Q2 2017</u> | <u>Q1 2017</u> |
|--|----------------|----------------|----------------|----------------|
| <u>General Fund</u> | | | | |
| Revenue | | | | |
| Property Tax & Other Taxes | \$ 852,610 | \$ 237,959 | \$ 216,786 | \$ 877,404 |
| Franchise Fees | 18,370 | 118,119 | 19,889 | 193,375 |
| Development & Permit Fees | 84,489 | 87,671 | 104,584 | 48,653 |
| Fines & Forfeitures/Other Revenue | 56,370 | 72,486 | 441,234 | 74,897 |
| Expenses | | | | |
| Personnel Expense | 537,618 | 423,035 | 514,898 | 464,133 |
| Supplies (Maintenance & Operations) | 44,349 | 57,653 | 61,378 | 48,962 |
| Utilities | 18,053 | 28,765 | 20,861 | 21,170 |
| Operational & Contractual Services | 199,129 | 125,638 | 109,075 | 212,195 |
| Capital Outlay & Interfund Transfer | - | 15,492 | 338,750 | 10,300 |
| Net Income (Loss) | \$ 212,689 | \$ (134,348) | \$ (262,469) | \$ 437,570 |
| | | | | |
| <u>Water & Wastewater Funds</u> | | | | |
| Revenue | \$ 677,316 | \$ 785,680 | \$ 854,066 | \$ 563,858 |
| Expense | | | | |
| Personnel Expense | 143,332 | 113,341 | 143,151 | 119,290 |
| Supplies (Maintenance & Operations) | 19,595 | 93,225 | 77,422 | 61,771 |
| Utilities | 34,188 | 26,489 | 41,535 | 35,766 |
| Operational & Contractual Services | 97,170 | 35,699 | 99,660 | 105,107 |
| Capital Outlay/Debt Service | 28,336 | 153,429 | 23,361 | 530,694 |
| Net Income (Loss) | \$ 354,695 | \$ 363,495 | \$ 468,937 | \$ (288,770) |

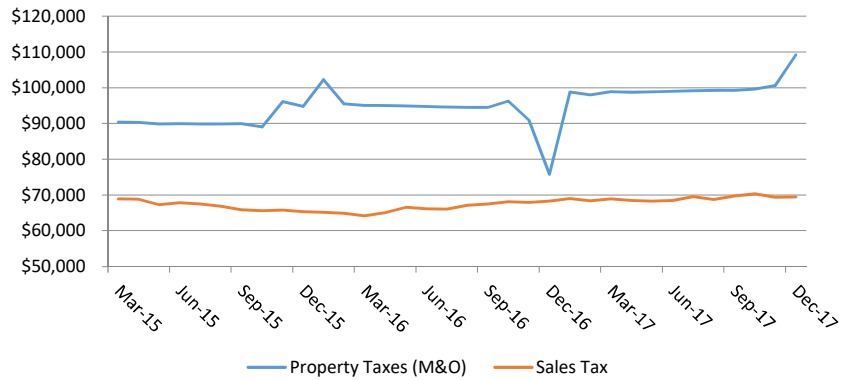


**City of Willow Park
Key Metrics & Trends
As of December 31, 2017**

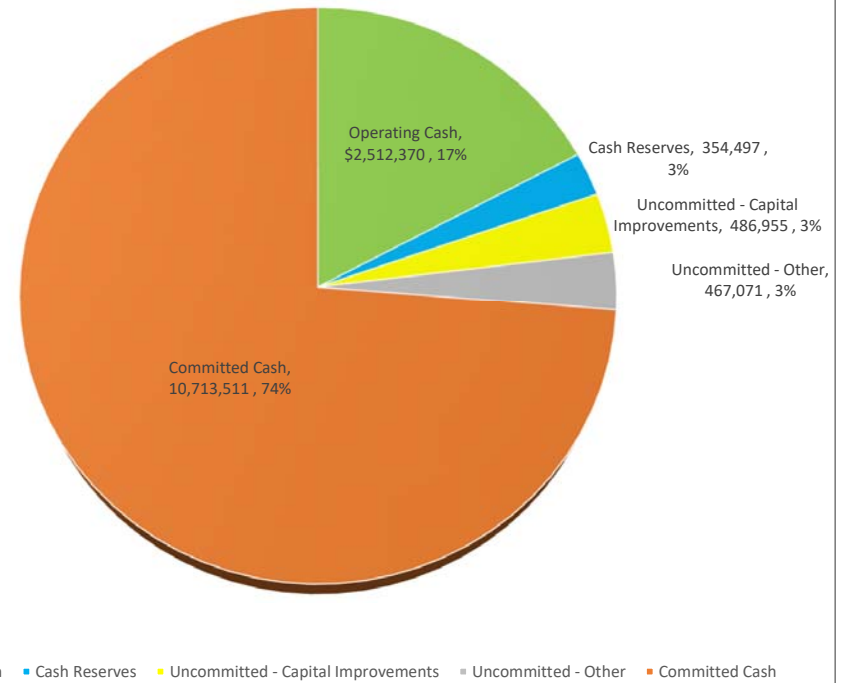
User Charge Billings (12 M Moving Avg)



General Fund Tax Revenues (12 M Moving Avg)



Cash Balances as of December 31, 2017



General Fund
Profit & Loss Budget vs Actual
For the Three Months Ended December 31, 2017

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|----------------------------------|-------------------|----------------|---------------|---------------------|-------------------------|
| Revenue | | | | | |
| Property Tax & Other Taxes | | | | | |
| M & O TAX | \$ 1,511,672 | \$ 519,814 | \$ 639,603 | \$ 872,069 | 42% |
| SALES TAX | 896,426 | 207,730 | 204,286 | 692,140 | 23% |
| MIXED BEVERAGE TAX | 20,440 | 5,604 | 6,257 | 14,183 | 31% |
| DELINQUENT TAXES | 15,000 | 711 | 2,464 | 12,536 | 16% |
| Total Property Tax & Other Taxes | 2,443,538 | 733,859 | 852,610 | 1,590,928 | 35% |
| Franchise Fees | | | | | |
| TXU ELECTRIC | 168,500 | - | - | 168,500 | 0% |
| A T & T | 71,016 | 18,433 | 17,205 | 53,811 | 24% |
| TEXAS GAS | 3,700 | - | - | 3,700 | 0% |
| MISC. FRANCHISE | 2,700 | 2,136 | 662 | 2,038 | 25% |
| MESH NET | 3,024 | 756 | 504 | 2,520 | 17% |
| WATER FRANCHISE FEE | 98,020 | - | - | 98,020 | 0% |
| WASTEWATER FRANCHISE FEES | 28,553 | - | - | 28,553 | 0% |
| Total Franchise Fees | 375,513 | 21,325 | 18,370 | 357,143 | 5% |
| Development & Permit Fees | | | | | |
| BUILDING PERMITS | 120,000 | 15,963 | 47,082 | 72,918 | 39% |
| HEALTH PERMITS | 9,000 | 5,705 | 615 | 8,385 | 7% |
| SUBCONTRACTORS PERMITS | 12,000 | 1,560 | 19,113 | (7,113) | 159% |
| REGISTRATION FEES | 7,500 | 1,200 | 1,100 | 6,400 | 15% |
| OSSF PERMITS | 1,200 | 2,400 | 1,200 | - | 100% |
| PLAN REVIEW | 25,000 | 5,364 | 14,359 | 10,641 | 57% |
| BACKFLOW INSPECTIONS | - | - | 100 | (100) | 0% |
| REVIEWS/ REQUESTS | 2,000 | 450 | 150 | 1,850 | 8% |
| RENTAL INSPECTIONS | 400 | 200 | - | 400 | 0% |
| LATE HOURS ALOCHOL PERMIT FEE | - | - | 770 | (770) | 0% |
| Total Development & Permit Fees | 177,100 | 32,842 | 84,489 | 92,611 | 48% |
| Fines & Forfeitures | | | | | |
| NON-PARKING | 195,000 | 46,346 | 33,956 | 161,044 | 17% |
| PARKING | 1,000 | 580 | 230 | 770 | 23% |
| WARRANTS/CAPIAS | 1,200 | 300 | 100 | 1,100 | 8% |
| STATE LAW - CLASS C | 13,500 | 4,651 | 2,851 | 10,649 | 21% |
| COURT ADMINISTRATION | 100 | 8 | - | 100 | 0% |
| COURT SECURITY | 3,500 | - | 1,104 | 2,396 | 32% |
| COURT TECHNOLOGY | - | 186 | - | - | 0% |
| TIME PAYMENT | 600 | 145 | 88 | 513 | 15% |
| MC TECH FEE | 5,500 | - | 1,578 | 3,922 | 29% |
| SEAT BELT | 1,000 | 216 | 320 | 680 | 32% |
| Total Fines & Forfeitures | 221,400 | 52,431 | 40,226 | 181,174 | 18% |
| Other Revenue | | | | | |
| INTEREST - OPERATING FUND | - | 774 | 2,961 | (2,961) | 0% |
| USPS CONTRACT UNIT | 5,004 | 1,383 | 1,561 | 3,443 | 31% |

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|-------------------------------------|-------------------|----------------|---------------|---------------------|-------------------------|
| REFUNDS/BANK CREDITS | - | 2,831 | - | - | 0% |
| MISCELLANEOUS | - | 10,841 | 203 | (203) | 0% |
| OTHER REIMBURSEABLES | - | 638 | - | - | 0% |
| FROM GENERAL FUND RESERVES | 15,000 | - | - | 15,000 | 0% |
| CERTIFICATE OF OCCUPANCY | 1,000 | 300 | 150 | 850 | 15% |
| FIRE ALARMS | 1,000 | - | 4,000 | (3,000) | 400% |
| FIRE SPRINKLER | 1,000 | - | 3,000 | (2,000) | 300% |
| VFD CONTRIBUTIONS | - | 348 | 468 | (468) | 0% |
| POLICE CONTRIBUTIONS | - | 183 | 165 | (165) | 0% |
| ROAD CONTRIBUTIONS | - | 61 | 37 | (37) | 0% |
| PARK CONTRIBUTIONS | - | 18 | 18 | (18) | 0% |
| REVENUE RECOVERY | - | - | 3,055 | (3,055) | 0% |
| OPEN RECORDS FEES | - | - | 138 | (138) | 0% |
| ACCIDENT REPORTS | 600 | 246 | 195 | 405 | 33% |
| GRANT FUNDS | 19,875 | - | - | 19,875 | 0% |
| FOUND PROPERTY | - | - | 192 | (192) | 0% |
| FROM GENERAL FUND RESERVES | 770,000 | - | - | 770,000 | 0% |
| Other Revenue | 813,479 | 17,623 | 16,144 | 797,335 | 2% |
| Total Revenue | 4,031,030 | 858,080 | 1,011,840 | 3,019,190 | 25% |
| Expenditures | | | | | |
| Personnel | | | | | |
| SALARIES | 1,587,659 | 430,955 | 398,338 | 1,189,321 | 25% |
| PAYROLL EXPENSE | 24,256 | 5,863 | 5,667 | 18,589 | 23% |
| WORKERS COMPENSATION | 37,296 | 30,498 | 29,679 | 7,617 | 80% |
| HEALTH INSURANCE | 224,273 | 25,599 | 44,018 | 180,255 | 20% |
| RETIREMENT | 120,779 | 29,381 | 29,083 | 91,696 | 24% |
| UNEMPLOYMENT INSURANCE | 5,985 | 420 | 87 | 5,898 | 1% |
| CELL PHONE STIPEND | 6,480 | - | 1,442 | 5,038 | 22% |
| CERTIFICATE PAY | 14,399 | - | 3,101 | 11,298 | 22% |
| OVERTIME | 68,898 | 8,172 | 16,337 | 52,561 | 24% |
| FLOATER SHIFTS | 16,000 | 242 | 121 | 15,879 | 1% |
| DENTAL INSURANCE | 15,809 | 1,882 | 3,145 | 12,664 | 20% |
| LIFE INSURANCE | 5,250 | 770 | 1,172 | 4,079 | 22% |
| PHYSICALS & GYM MEMBERSHIPS | 4,640 | 59 | 505 | 4,135 | 11% |
| ACCRUED COMP & VACATION | - | - | 4,623 | (4,623) | 0% |
| BAILIFF DUTIES | 1,400 | - | 300 | 1,100 | 21% |
| Total Personnel | 2,133,124 | 533,842 | 537,618 | 1,595,506 | 25% |
| Supplies (Maintenance & Operations) | | | | | |
| POSTAGE & SHIPPING | 10,216 | 8 | 874 | 9,342 | 9% |
| OFFICE SUPPLIES | 12,360 | 2,021 | 2,449 | 9,911 | 20% |
| FLOWERS/GIFTS/PLAQUES | 1,700 | 429 | 842 | 858 | 50% |
| BASIC OPERATING SUPPLIES | 13,729 | 1,583 | 245 | 13,484 | 2% |
| PRINTING & BINDING | 1,800 | 984 | 68 | 1,732 | 4% |
| MINOR EQUIPMENT: OFFICE | 5,168 | 37 | 534 | 4,634 | 10% |
| MV OILS, LUBRICANTS & FLUIDS | 500 | - | - | 500 | 0% |
| MV REPAIR & MAINTENACE | 33,399 | 5,643 | 14,783 | 18,616 | 44% |
| UNIFORMS & SUPPLIES | 21,481 | 1,044 | 5,704 | 15,777 | 27% |
| PAVING MATERIALS | - | 7,977 | - | - | 0% |
| TRAFFIC & STREET SIGNS | 3,500 | - | 253 | 3,247 | 7% |

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|---|-------------------|----------------|---------------|---------------------|-------------------------|
| FINANCE CHARGES | 200 | - | 102 | 98 | 51% |
| USPS CONTRACT UNIT | 1,500 | 330 | 507 | 993 | 34% |
| PPE AND SUPPLIES | 23,942 | - | 536 | 23,406 | 2% |
| MEDICAL SUPPLIES | 5,840 | 872 | 991 | 4,849 | 17% |
| FOAM SUPPLIES | 1,750 | - | - | 1,750 | 0% |
| ROAD ABSORBENT SUPPLIES | 1,606 | - | - | 1,606 | 0% |
| MINOR TOOLS | 2,000 | - | - | 2,000 | 0% |
| EQUIPMENT | 500 | - | - | 500 | 0% |
| MISC. TOOLS/SUPPLIES | 2,000 | - | - | 2,000 | 0% |
| ASPHALT MATERIALS | 31,200 | - | 2,584 | 28,616 | 8% |
| ROAD BASE MATERIALS - PAVING | 20,000 | - | - | 20,000 | 0% |
| ICE & INCLEMENT WEATHER | 4,500 | - | - | 4,500 | 0% |
| CONCRETE REPLACEMENT | 15,000 | - | - | 15,000 | 0% |
| DRAINAGE | 20,500 | - | - | 20,500 | 0% |
| BARRICADES/MARKERS | 2,500 | - | - | 2,500 | 0% |
| SAFETY EQUIPMENT & SUPPLIES | 10,709 | 456 | 3,600 | 7,109 | 34% |
| BUILDING & FACILITIES REPAIRS | 9,543 | 716 | (2,776) | 12,319 | -29% |
| PUBLIC WORKS BUILDING | 1,000 | - | - | 1,000 | 0% |
| FACILITIES MAINT SUPPLIES | 3,000 | 3,345 | 892 | 2,108 | 30% |
| MINOR EQUIPMENT: FIELD | 4,832 | 284 | 3,576 | 1,257 | 74% |
| OPERATING SUPPLIES NON CONSUMA | 1,000 | - | 545 | 455 | 55% |
| SUBSCRIPTIONS & PUBLICATIONS | 3,278 | - | - | 3,278 | 0% |
| PROMOTIONS | 3,000 | 3,000 | - | 3,000 | 0% |
| MV FUEL | 34,000 | 6,303 | 7,441 | 26,559 | 22% |
| MV TIRES, TUBES & BATTERIES | 4,000 | - | - | 4,000 | 0% |
| SPECIAL EVENTS | 500 | - | - | 500 | 0% |
| AMMUNITION & WEAPONS RELATED | 800 | - | - | 800 | 0% |
| EMERGENCY RESPONSE SUPPLIES | 7,120 | 4,473 | 602 | 6,518 | 8% |
| Total Supplies (Maintenance & Operations) | 319,673 | 39,505 | 44,349 | 275,324 | 14% |
| Utilities | | | | | |
| ELECTRICITY | 32,400 | 7,328 | 8,312 | 24,088 | 26% |
| GAS | 3,660 | 376 | 216 | 3,444 | 6% |
| TELEPHONE | 14,400 | 32 | - | 14,400 | 0% |
| MOBILE TELEPHONE | 1,700 | - | - | 1,700 | 0% |
| COMMUNICATION SERVICES | 55,638 | 15,957 | 9,526 | 46,112 | 17% |
| Total Utilities | 107,798 | 23,694 | 18,053 | 89,745 | 17% |
| Operational & Contractual Services | | | | | |
| TRAVEL & TRAINING | 46,665 | 3,313 | 5,717 | 40,948 | 12% |
| CONSULTANTS & PROFESSIONALS | 116,500 | 54,346 | 36,826 | 79,674 | 32% |
| ADVERTISING & LEGAL NOTICES | 5,000 | 1,030 | 549 | 4,451 | 11% |
| PRINTING & BINDING | 800 | - | - | 800 | 0% |
| PROPERTY & LIABILITY | 46,000 | 41,154 | 38,237 | 7,763 | 83% |
| REPAIR & MAINTENANCE | - | 560 | 170 | (170) | 0% |
| PROFESSIONAL LICENSE | 500 | - | - | 500 | 0% |
| DUES & MEMBERSHIPS | 5,546 | 7,084 | 7,365 | (1,819) | 133% |
| SPECIAL EVENTS | - | 40 | - | - | 0% |
| SUBSCRIPTIONS & PUBLICATIONS | - | 36 | - | - | 0% |
| FINANCE CHARGES | - | 45 | 5 | (5) | 0% |
| LEGAL/CITY ATTORNEY | 42,000 | 1,100 | 34,008 | 7,993 | 81% |
| ACCOUNTING & AUDITOR | 56,700 | 11,224 | 3,500 | 53,200 | 6% |

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|--|-------------------|----------------|---------------|---------------------|-------------------------|
| CONTRACTUAL SERVICES | 136,448 | 13,674 | 45,049 | 91,399 | 33% |
| ELECTIONS ADMINISTRATION | 5,000 | - | - | 5,000 | 0% |
| INMATE HOUSING | 1,000 | 705 | 635 | 366 | 63% |
| MUNICIPAL JUDGE | 12,000 | 1,000 | 3,000 | 9,000 | 25% |
| MAGISTRATE | 2,000 | 600 | 1,000 | 1,000 | 50% |
| FOOD SERVICE INSPECTOR | 5,700 | 900 | 2,125 | 3,575 | 37% |
| ENGINEERING/CITY ENGINEER | 5,000 | - | - | 5,000 | 0% |
| SOFTWARE TECH SUPPORT | 6,400 | 3,465 | 4,347 | 2,053 | 68% |
| EQUIPMENT TECH SUPPORT | 18,025 | - | 3,981 | 14,044 | 22% |
| POOL INSPECTOR | 1,650 | - | - | 1,650 | 0% |
| BLACKBOARD CONNECT | 4,160 | - | 3,824 | 336 | 92% |
| IT CONTRACT | 26,964 | 4,968 | 6,758 | 20,206 | 25% |
| JURY SERVICE | 200 | - | - | 200 | 0% |
| GOVERNMENT & MISC OPERATING | 46,000 | 208 | 379 | 45,621 | 1% |
| EQUIPMENT RENTAL | 9,560 | 1,620 | 1,655 | 7,905 | 17% |
| ANIMAL CONTROL | 49,500 | 11,250 | - | 49,500 | 0% |
| Total Operational & Contractual Services | 649,318 | 158,322 | 199,129 | 450,189 | 31% |
| Capital Outlay | | | | | |
| EQUIPMENT PURCHASE | 25,000 | - | - | 25,000 | 0% |
| PREDETERMINED PROJECT EXPENDIT | 120,000 | - | - | 120,000 | 0% |
| CAPITAL PROJECTS-RESERVE FUNDS | 650,000 | - | - | 650,000 | 0% |
| COURT TECHNOLOGY | 11,300 | - | - | 11,300 | 0% |
| Total Capital Outlay | 806,300 | - | - | 806,300 | 0% |
| Transfers & Restricted Funds | | | | | |
| TRANSFER TO LEOSE FUND | 11,930 | - | - | 11,930 | 0% |
| Total Expenditures | 4,028,143 | 755,362 | 799,150 | 3,228,993 | 20% |
| Net Income | \$ 2,887 | \$ 102,718 | \$ 212,689 | \$ (209,802) | |

Water Fund
Profit & Loss Budget vs Actual
For the Three Months Ended December 31, 2017

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|--|-------------------|----------------|----------------|---------------------|-------------------------|
| Revenue | | | | | |
| USER CHARGES | \$ 1,873,882 | \$ 423,038 | \$ 464,517 | \$ 1,409,365 | 25% |
| PENALTIES | 15,000 | 6,753 | 7,467 | 7,533 | 50% |
| NEW ACCOUNT FEES | 15,700 | 2,630 | 2,490 | 13,210 | 16% |
| TAP FEES | 10,000 | 4,000 | 1,850 | 8,150 | 19% |
| IMPACT FEES | 50,180 | 31,280 | 37,647 | 12,533 | 75% |
| INTEREST REVENUE | 9,936 | 2,120 | 8,670 | 1,266 | 87% |
| METER FEE | 5,000 | 500 | 8,180 | (3,180) | 164% |
| METER BOX FEE | 5,000 | - | 1,500 | 3,500 | 30% |
| RECONNECT FEES | 2,500 | - | 1,435 | 1,065 | 57% |
| RETURNED CHECK FEES | 250 | (139) | 160 | 90 | 64% |
| REFUNDS/ BANK CREDITS | 1,500 | 2,176 | - | 1,500 | 0% |
| MISCELLANEOUS REVENUE | - | 949 | 260 | (260) | 0% |
| ADJUSTMENT TO REVENUE | - | (3) | - | - | 0% |
| Total Revenue | 1,988,948 | 473,303 | 534,177 | 1,454,771 | 27% |
| Expenditures | | | | | |
| Personnel | | | | | |
| SALARIES | 257,131 | 82,528 | 80,248 | 176,883 | 31% |
| PAYROLL EXPENSE | 3,972 | 8,997 | 1,184 | 2,788 | 30% |
| WORKERS COMPENSATION | 6,216 | 6,100 | 7,914 | (1,698) | 127% |
| HEALTH INSURANCE | 38,447 | 5,878 | 12,247 | 26,200 | 32% |
| RETIREMENT | 19,779 | 5,908 | 6,042 | 13,737 | 31% |
| UNEMPLOYMENT INSURANCE | 1,026 | 137 | 12 | 1,014 | 1% |
| CELL PHONE STIPEND | 1,080 | - | 727 | 353 | 67% |
| EXTRA HELP | - | 7,758 | - | - | 0% |
| CERTIFICATE PAY | 2,280 | - | 129 | 2,151 | 6% |
| OVERTIME | 16,817 | 6,145 | 3,627 | 13,190 | 22% |
| DENTAL INSURANCE | 2,710 | 452 | 852 | 1,858 | 31% |
| LIFE INSURANCE | 900 | 171 | 322 | 578 | 36% |
| Total Personnel | 350,358 | 124,074 | 113,305 | 237,053 | 32% |
| Supplies (Maintenance & Operations) | | | | | |
| POSTAGE & SHIPPING | 11,520 | 2,079 | 3,072 | 8,448 | 27% |
| OFFICE SUPPLIES | 3,500 | 1,131 | 1,185 | 2,315 | 34% |
| FLOWERS/GIFTS/PLAQUES | 300 | - | 30 | 270 | 10% |
| BASIC OPERATING SUPPLIES | 2,000 | 339 | 153 | 1,847 | 8% |
| MINOR EQUIPMENT: OFFICE | 3,000 | - | 149 | 2,851 | 5% |
| MV REPAIR & MAINTENANCE | 16,000 | 1,734 | 2,819 | 13,181 | 18% |
| UNIFORMS & SUPPLIES | 6,500 | 921 | 1,186 | 5,314 | 18% |
| FINANCE CHARGES | 1,800 | - | 961 | 839 | 53% |
| MISC. TOOLS/SUPPLIES | 4,000 | - | 291 | 3,709 | 7% |
| ICE & INCLEMENT WEATHER | 2,000 | - | - | 2,000 | 0% |
| CHEMICALS | 10,000 | - | 1,505 | 8,495 | 15% |
| FIRE HYDRANTS | 10,500 | - | - | 10,500 | 0% |
| ROAD BASE MATERIAL - MAIN BREA | 6,000 | - | - | 6,000 | 0% |
| SAND | 4,000 | - | - | 4,000 | 0% |

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|---|-------------------|----------------|---------------|---------------------|-------------------------|
| TOP SOIL | 3,000 | - | 185 | 2,815 | 6% |
| SAFETY EQUIPMENT & SUPPLIES | 2,500 | - | - | 2,500 | 0% |
| BUILDING & FACILITIES REPAIRS | 5,800 | 3,070 | (3,929) | 9,729 | -68% |
| FACILITIES MAINT SUPPLIES | 3,000 | 3,664 | - | 3,000 | 0% |
| MINOR EQUIPMENT: FIELD | 3,000 | - | - | 3,000 | 0% |
| SUBSCRIPTIONS & PUBLICATIONS | 2,000 | - | - | 2,000 | 0% |
| MV FUEL | 30,000 | 4,340 | 2,087 | 27,913 | 7% |
| WATER DISTRIBUTION SUPPLIES | 90,000 | 11,372 | 5,140 | 84,860 | 6% |
| WATER PRODUCTION SUPPLIES | 40,000 | 6,520 | - | 40,000 | 0% |
| Total Supplies (Maintenance & Operations) | 260,420 | 35,170 | 14,833 | 245,587 | 6% |
| Utilities | | | | | |
| ELECTRICITY | 100,000 | 28,340 | 20,170 | 79,830 | 20% |
| TELEPHONE | - | 354 | - | - | 0% |
| MOBILE TELEPHONE | 5,700 | 967 | 1,481 | 4,219 | 26% |
| COMMUNICATION SERVICES | 6,132 | 1,440 | 1,145 | 4,987 | 19% |
| Total Utilities | 111,832 | 31,100 | 22,796 | 89,036 | 20% |
| Operational & Contractual Services | | | | | |
| TRAVEL & TRAINING | 3,000 | 117 | 250 | 2,750 | 8% |
| CONSULTANTS & PROFESSIONALS | 25,000 | 6,791 | - | 25,000 | 0% |
| ADVERTISING & LEGAL NOTICES | 1,000 | 69 | - | 1,000 | 0% |
| PROPERTY & LIABILITY | 5,000 | 4,408 | 5,462 | (462) | 109% |
| REPAIR & MAINTENANCE | - | 1,762 | 80 | (80) | 0% |
| DUES & MEMBERSHIPS | 1,000 | - | - | 1,000 | 0% |
| PERMITS & APPLICATIONS | 5,000 | 4,550 | 4,550 | 450 | 91% |
| PROPERTY DAMAGE | 2,500 | - | - | 2,500 | 0% |
| FINANCE CHARGES | - | 431 | 12 | (12) | 0% |
| FINES & PENALTIES | - | 39 | - | - | 0% |
| ACCOUNTING & AUDITOR | 8,200 | 1,666 | - | 8,200 | 0% |
| CONTRACTUAL SERVICES | - | 312 | - | - | 0% |
| ENGINEERING/CITY ENGINEER | 36,000 | (6,746) | 3,223 | 32,777 | 9% |
| SOFTWARE TECH SUPPORT | 4,000 | 144 | - | 4,000 | 0% |
| BLACKBOARD CONNECT | 1,040 | - | 956 | 84 | 92% |
| IT CONTRACT | 3,850 | 825 | 962 | 2,888 | 25% |
| WELL SITE MAINTENANCE | 20,000 | 26,602 | 6,499 | 13,501 | 32% |
| EQUIPMENT MAINTENANCE | 2,000 | 517 | - | 2,000 | 0% |
| WATER TANK MAINTENANCE | 6,000 | - | - | 6,000 | 0% |
| BUILDING MAINT - WELL SITES | 3,000 | - | - | 3,000 | 0% |
| GOVERNMENT & MISC. OPERATING | - | 320 | - | - | 0% |
| EQUIPMENT RENTAL | 5,000 | - | 752 | 4,248 | 15% |
| WATER DISTRIBUTION CONTRACTUAL | 45,000 | 1,544 | 3,082 | 41,918 | 7% |
| WATER PRODUCTION CONTRACTUAL | 50,000 | 895 | 32,313 | 17,687 | 65% |
| Total Operational & Contractual Services | 226,590 | 44,245 | 58,141 | 168,449 | 26% |
| Capital Outlay | | | | | |
| CAPITAL PROJECT CONTRACTS | 10,000 | - | - | 10,000 | 0% |
| CAPITAL IMPROVEMENTS | - | - | 19,764 | (19,764) | 0% |
| UTILITIES: WATER DISTRIBUTION | 65,000 | 9,689 | 760 | 64,240 | 1% |
| UTILITIES: WATER PRODUCTION | 264,500 | - | 7,062 | 257,438 | 3% |
| PAYING AGENT FEES | - | 625 | 750 | (750) | 0% |
| DEBT SERVICE PAYMENTS | 635,024 | - | - | 635,024 | 0% |

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|----------------------|-------------------|----------------|---------------|---------------------|-------------------------|
| Total Capital Outlay | 974,524 | 10,314 | 28,336 | 946,188 | 3% |
| Total Expenditures | 1,923,724 | 244,903 | 237,410 | 1,686,314 | 12% |
| Net Income | \$ 65,224 | \$ 228,400 | \$ 296,766 | \$ (231,542) | |

Wastewater Fund
Profit & Loss Budget vs Actual
For the Three Months Ended December 31, 2017

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|---|-------------------|----------------|---------------|---------------------|-------------------------|
| Revenue | | | | | |
| USER CHARGES | \$ 549,979 | \$ 114,186 | \$ 114,144 | \$ 435,835 | 21% |
| TAP FEES | - | 3,500 | - | - | 0% |
| IMPACT FEES | 38,965 | 14,568 | 23,379 | 15,586 | 60% |
| INTEREST REVENUE | - | 27 | 5,616 | (5,616) | 0% |
| REFUNDS/BANK CREDITS | - | 220 | - | - | 0% |
| Total Revenue | 588,944 | 132,501 | 143,139 | 445,805 | 24% |
| Expenditures | | | | | |
| Personnel | | | | | |
| SALARIES | 75,802 | 22,288 | 21,125 | 54,677 | 28% |
| PAYROLL EXPENSE | 1,130 | 322 | 323 | 807 | 29% |
| WORKERS COMPENSATION | 2,072 | 2,033 | 1,979 | 93 | 95% |
| HEALTH INSURANCE | 12,816 | 1,953 | 3,450 | 9,366 | 27% |
| RETIREMENT | 5,628 | 1,476 | 1,592 | 4,036 | 28% |
| UNEMPLOYMENT INSURANCE | 1,800 | - | 3 | 1,797 | 0% |
| CELL PHONE STIPEND | 1,080 | - | 291 | 789 | 27% |
| CERTIFICATE PAY | 1,080 | - | 291 | 789 | 27% |
| OVERTIME | 2,142 | - | 638 | 1,504 | 30% |
| DENTAL INSURANCE | 903 | 151 | 243 | 660 | 27% |
| LIFE INSURANCE | 300 | 57 | 92 | 208 | 31% |
| Total Personnel | 104,753 | 28,279 | 30,027 | 74,726 | 29% |
| Supplies (Maintenance & Operations) | | | | | |
| OFFICE SUPPLIES | 1,200 | - | 162 | 1,038 | 14% |
| MINOR EQUIPMENT: OFFICE | 1,000 | - | - | 1,000 | 0% |
| MV OILS, LUBRICANTS & FLUIDS | 1,800 | - | - | 1,800 | 0% |
| MV REPAIR & MAINTENANCE | 4,000 | 441 | - | 4,000 | 0% |
| UNIFORMS & SUPPLIES | 2,000 | - | - | 2,000 | 0% |
| WASTEWATER SUPPLIES | 2,500 | 1,982 | - | 2,500 | 0% |
| MINOR TOOLS | 1,000 | - | 132 | 868 | 13% |
| EQUIPMENT | 4,000 | - | - | 4,000 | 0% |
| MISC. TOOLS/SUPPLIES | 1,000 | - | 54 | 946 | 5% |
| CHEMICALS | 10,000 | - | 1,707 | 8,293 | 17% |
| BELT PRESS SUPPLIES | 5,000 | - | 948 | 4,052 | 19% |
| SAFETY EQUIPMENT & SUPPLIES | 2,000 | - | 100 | 1,900 | 5% |
| BUILDING & FACILITIES REPAIRS | 1,000 | - | 755 | 245 | 76% |
| FACILITIES MAINT SUPPLIES | - | 7,493 | 70 | (70) | 0% |
| MINOR EQUIPMENT: FIELD | - | 83 | 87 | (87) | 0% |
| MV FUEL | 4,100 | - | - | 4,100 | 0% |
| WASTEWATER COLLECTION | 5,000 | 96 | - | 5,000 | 0% |
| WASTEWATER TREATMENT | 5,000 | 7,014 | 746 | 4,254 | 15% |
| Total Supplies (Maintenance & Operations) | 50,600 | 17,107 | 4,762 | 45,838 | 9% |
| Utilities | | | | | |
| ELECTRICITY | 40,500 | 4,783 | 11,392 | 29,108 | 28% |
| Total Utilities | 40,500 | 4,783 | 11,392 | 29,108 | 28% |

| | Adopted Budget | PYTD Actual | YTD Actual | Amount Remaining | Pct Spent/ Collected |
|--|-------------------|----------------|---------------|---------------------|-------------------------|
| Operational & Contractual Services | | | | | |
| TRAVEL & TRAINING | 3,000 | 530 | - | 3,000 | 0% |
| CONSULTANTS & PROFESSIONALS | - | - | 4,239 | (4,239) | 0% |
| ADVERTISING & LEGAL NOTICES | - | - | 952 | (952) | 0% |
| PROPERTY & LIABILITY | 5,000 | 4,408 | 5,462 | (462) | 109% |
| REPAIR & MAINTENANCE | 12,000 | - | 1,124 | 10,876 | 9% |
| DUES & MEMBERSHIPS | 1,000 | - | - | 1,000 | 0% |
| PERMITS & APPLICATIONS | - | 1,746 | - | - | 0% |
| LAB TESTING | 12,500 | 440 | 1,480 | 11,020 | 12% |
| FINES & PENALTIES | - | 3,669 | - | - | 0% |
| ACCOUNTING & AUDITOR | 8,200 | - | - | 8,200 | 0% |
| CONTRACTUAL SERVICES | 12,000 | 2,024 | 8,113 | 3,887 | 68% |
| ENGINEERING/CITY ENGINEER | 12,000 | - | - | 12,000 | 0% |
| SLUDGE HAULING | 32,500 | 5,742 | 10,841 | 21,659 | 33% |
| IT CONTRACT | 4,000 | 825 | 962 | 3,038 | 24% |
| LIFT STATION EQUIPMENT MAINT | 15,000 | 2,604 | 5,856 | 9,144 | 39% |
| EQUIPMENT RENTAL | 1,000 | - | - | 1,000 | 0% |
| Total Operational & Contractual Services | 118,200 | 21,988 | 39,029 | 79,171 | 33% |
| Capital Outlay | | | | | |
| CAPITAL PROJECT CONTRACTS | 10,000 | 8,563 | - | 10,000 | 0% |
| FRANCHISE FEES | 28,553 | - | - | 28,553 | 0% |
| DEBT ISSUANCE COSTS | 135,115 | - | - | 135,115 | 0% |
| Total Capital Outlay | 173,668 | 8,563 | - | 173,668 | 0% |
| Total Expenditures | 487,721 | 80,719 | 85,210 | 402,511 | 17% |
| Net Income | \$ 101,223 | \$ 51,782 | \$ 57,929 | \$ 43,294 | |

**City of Willow Park
Bank Account Balances**

| | <u>At 12/31/2017</u> | <u>At 9/30/2017</u> |
|--|----------------------|----------------------|
| <u>General Fund</u> | | |
| Operating Cash - General | \$ 809,424 | \$ 659,748 |
| General Fund Cash Reserve | 228,452 | 227,903 |
| Operating Cash - General (Police Training) | 583 | 1,329 |
| TexStar General Fund Capital Improvements | 1,019 | 1,016 |
| TexStar Fund Investment | 114,751 | 114,434 |
| General Fund CD - 431549 | 125,957 | 125,316 |
| General Fund CD - 65686 | 122,763 | 122,713 |
| | <u>1,402,950</u> | <u>1,252,460</u> |
| <u>Water Fund</u> | | |
| Operating Cash - Water | 928,134 | 822,731 |
| Water Cash Reserve | 126,045 | 125,742 |
| Water Capital Improvements | 284,288 | 283,606 |
| TexStar Water Capital Improvements | 1,518,187 | 1,513,992 |
| TexStar Water Investment | 126,590 | 126,240 |
| Water Fund CD - 65712 | 62,972 | 62,972 |
| Water Fund CD - 90271 | 50,227 | 49,971 |
| | <u>3,096,442</u> | <u>2,985,254</u> |
| <u>Wastewater Fund</u> | | |
| Operating Cash - Wastewater | 1,899,400 | 3,053,026 |
| Wastewater Capital Improvements | 1,628 | 1,624 |
| TexStar Wastewater | 23,227 | 23,163 |
| Wastewater Fund CD - 431557 | 27,695 | 27,554 |
| | <u>1,951,950</u> | <u>3,105,367</u> |
| <u>Other Funds</u> | | |
| Capital Equipment/Replacement Fund | 157,161 | 35,216 |
| Construction Fund - Building | 4,417,623 | 4,576,222 |
| Construction Fund - Roads | 2,164,049 | 2,196,781 |
| Debt Service (I&S) | 768,756 | 292,523 |
| Operating Cash - Solid Waste | 312,454 | 259,164 |
| Police Seizure (Federal) | 1,602 | 1,599 |
| Police Seizure (State) | 17,335 | 19,217 |
| Tourism | 43,540 | 43,438 |
| TexStar Capital Equipment/Replacement | 42,859 | 42,740 |
| TexStar Economic Development | 52,678 | 52,532 |
| Water Deposits - 56788 | 105,005 | 105,005 |
| | <u>8,083,061</u> | <u>7,624,437</u> |
| Total Cash | \$ 14,534,403 | \$ 14,967,518 |



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

| | | |
|------------------------------------|---|------------------------------------|
| Council Date: 02/13/2018 | Department: Police Department | Presented By: Chief West |
|------------------------------------|---|------------------------------------|

AGENDA ITEM:

2017 Racial Profiling Report

BACKGROUND:

Texas Occupations Code 1701.164 specifies that TCOLE collect incident-based data in accordance with the [Code of Criminal Procedure Article 2.131 – 2.138](#). Chief administrators of law enforcement agencies that meet the criteria must submit racial profiling reports to *their governing body*, as well as TCOLE.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends accepting the report

EXHIBITS:

2017 Racial Profiling Report

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



February 13, 2018

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.

It is important to note, however, the statutes quoted in this report reflect changes through the 85th Legislative Session. The new reporting requirements will take effect in 2018 and will be included in the report submitted to Council prior to March 2019. In addition, the Willow Park Police Department Policy quoted in this report does not reflect the updated requirements, but is currently under review and rewrite.

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



Willow Park
Police
Department
Racial Profiling
Report

2017

February 13, 2017

Contents

| | |
|---|----|
| Texas Code of Criminal Procedure..... | 2 |
| Article 2.131-2.132..... | 2 |
| Art. 2.131. Racial Profiling Prohibited..... | 3 |
| Texas Code of Criminal Procedure..... | 6 |
| Article 2.133-2.136..... | 6 |
| Art. 2.133. Reports Required for Motor Vehicle Stops..... | 7 |
| Art. 2.134. Compilation and Analysis of Information Collected. | 9 |
| Willow Park Police Department..... | 12 |
| 2017 Data Compilation | 17 |
| Total by Raw Number..... | 17 |
| Total by Percentage..... | 17 |
| Graphical Analysis | 18 |
| Complaints Made..... | 20 |
| Conclusion..... | 20 |
| TCOLE Submission..... | 21 |
| TCOLE 2017 Racial Profile Agency Report Exemption | 22 |

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 not required
- Willow Park Police Department is exempt from reporting additional identifying information pertaining to motor vehicle stops

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

Art. 2.135. PARTIAL EXEMPTION FOR AGENCIES USING VIDEO AND AUDIO EQUIPMENT.

(a) A peace officer is exempt from the reporting requirement under Article 2.133 and the chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is exempt from the compilation, analysis, and reporting requirements under Article 2.134 if:

(1) during the calendar year preceding the date that a report under Article 2.134 is required to be submitted:

(A) each law enforcement motor vehicle regularly used by an officer employed by the agency to make motor vehicle stops is equipped with video camera and transmitter-activated equipment and each law enforcement motorcycle regularly used to make motor vehicle stops is equipped with transmitter-activated equipment; and

(B) each motor vehicle stop made by an officer employed by the agency that is capable of being recorded by video and audio or audio equipment, as appropriate, is recorded by using the equipment; or

(2) the governing body of the county or municipality served by the law enforcement agency, in conjunction with the law enforcement agency, certifies to the Department of Public Safety, not later than the date specified by rule by the department, that the law enforcement agency needs funds or video and audio equipment for the purpose of installing video and audio equipment as described by Subsection (a)(1)(A) and the agency does not receive from the state funds or video and audio equipment sufficient, as determined by the department, for the agency to accomplish that purpose.

(b) Except as otherwise provided by this subsection, a law enforcement agency that is exempt from the requirements under Article 2.134 shall retain the video and audio or audio documentation of each motor vehicle stop for at least 90 days after the date of the stop. If a complaint is filed with the law enforcement agency alleging that a peace officer employed by the agency has engaged in racial profiling with respect to a motor vehicle stop, the agency shall retain the video and audio or audio record of the stop until final disposition of the complaint.

(c) This article does not affect the collection or reporting requirements under Article 2.132.

(d) In this article, "motor vehicle stop" has the meaning assigned by Article 2.132(a).

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. 28, eff. September 1, 2009.

Art. 2.136. LIABILITY. A peace officer is not liable for damages arising from an act relating to the collection or reporting of information as required by Article 2.133 or under a policy adopted under Article 2.132.

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

Art. 2.136. LIABILITY. A peace officer is not liable for damages arising from an act relating to the collection or reporting of information as required by Article 2.133 or under a policy adopted under Article 2.132.

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

Willow Park Police Department

General Orders 2.2 Bias Based Policing

- Policy effective April 2013
- Establishes policy
- States purpose
- Prohibits discriminatory practices
- Establishes complaint process
- Establishes disciplinary actions
- Establishes guidelines for data collection

| | |
|---|------------------|
| WILLOW PARK POLICE DEPARTMENT | |
| Policy 2.2 Bias Based Policing | |
| Effective Date: | Replaces: |
| Approved: _____ Chief of Police | |
| Reference: | |

I. POLICY

We are committed to a respect for constitutional rights in the performance of our duties. Our success is based on the respect we give to our communities, and the respect members of the community observe toward law enforcement. To this end, we shall exercise our sworn duties, responsibilities, and obligations in a manner that does not discriminate on the basis of race, sex, gender, national origin, ethnicity, age, or religion. All people carry biases: in law enforcement, however, the failure to control our biases can lead to illegal arrests, searches, and detentions, thus thwarting the mission of our department. Most importantly, actions guided by bias destroy the trust and respect essential for our mission to succeed. We live and work in communities very diverse in population: respect for diversity and equitable enforcement of the law are essential to our mission.

All enforcement actions, particularly stops of individuals (for traffic and other purposes), investigative detentions, arrests, searches and seizures of persons or property, shall be based on the standards of reasonable suspicion or probable cause as required by the Fourth Amendment to the U. S. Constitution and statutory authority. In all enforcement decisions, officers shall be able to articulate specific facts, circumstances, and conclusions which support probable cause or reasonable suspicion for arrests, searches, seizures, and stops of individuals. Officers shall not stop, detain, arrest, search, or attempt to search anyone based solely upon the person's race, sex, sexual orientation, gender, national origin, ethnicity, age, or religion. Officers shall base all such actions on a reasonable suspicion that the person or an occupant of a vehicle committed an offense.

All departmental orders are informed and guided by this directive. Nothing in this order limits non-enforcement contacts between officers and the public.

II. PURPOSE

The purpose of this order is to provide general guidance on reducing the presence of bias in law enforcement actions, to identify key contexts in which bias may influence these actions, and emphasize the importance of the constitutional guidelines within which we operate.

III. DEFINITIONS

Most of the following terms appear in this order. In any case, these terms appear in the larger public discourse about alleged biased enforcement behavior and in other orders. These definitions are intended to facilitate on-going discussion and analysis of our enforcement practices.

- A. Bias: Prejudice or partiality which may be based on preconceived ideas, a person's upbringing, culture, experience, or education.
- B. Biased policing: Stopping, detaining, searching, or attempting to search, or using force against a person based upon his or her race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.
- C. Ethnicity: A cluster of characteristics which may include race but also cultural characteristics or traits which are shared by a group with a common experience or history.
- D. Gender: Unlike sex, a psychological classification based on cultural characteristics or traits.
- E. Probable cause: Facts or apparent facts and circumstances within an officer's knowledge and of which the officer had reasonable, trustworthy information to lead a reasonable person to believe that an offense has been or is being committed, and that the suspect has committed it.
- F. Race: A category of people of a particular decent, including Caucasian, African, Hispanic, Asian, or Native American descent. As distinct from ethnicity, race only refers to physical characteristics sufficiently distinctive to group people under a classification.
- G. Racial profiling: A law-enforcement initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.
- H. Reasonable suspicion: Articulable, objective facts which lead an experienced officer to suspect that a person has committed, is committing, or may be about to commit a crime. A well-founded suspicion is based on the totality of the circumstances and does not exist unless it can be articulated. Reasonable suspicion supports a stop of a person. Courts require that stops based on reasonable suspicion be "objectively reasonable."
- I. Sex: A biological classification, male or female, based on physical and genetic characteristics.
- J. Stop: The detention of a subject for a brief period of time, based on reasonable suspicion. A stop is investigative detention.

IV. PROCEDURES

A. General responsibilities

1. Officers are prohibited from engaging in bias based profiling or stopping, detaining, searching, arresting, or taking any enforcement action including seizure or forfeiture activities, against any person based solely on the person's race, national origin, citizenship, religion, ethnicity, age, gender, color, creed, sexual orientation, disability, or economic status. These characteristics, however, may form part of reasonable suspicion or probable cause when officers are seeking a suspect with one or more of these attributes.
2. Reasonable suspicion or probable cause shall form the basis for any enforcement actions or decisions. Individuals shall only be subjected to stops, seizures, or detention upon reasonable suspicion that they have committed, are committing, or are about to commit an offense.

Officers shall document the elements of reasonable suspicion and probable cause in appropriate reports.

3. Officers shall observe all constitutional safeguards and shall respect the constitutional rights of all persons.
 - a. As traffic stops furnish a primary source of bias-related complaints, officers shall have a firm understanding of the warrantless searches allowed by law, particularly the use of consent. How the officer disengages from a traffic stop may be crucial to a person's perception of fairness or discrimination.
 - b. Officers shall not use the refusal or lack of cooperation to justify a search of the person or vehicle or a prolonged detention once reasonable suspicion has been dispelled.
4. All personnel shall treat everyone with the same courtesy and respect that they would have others observe to department personnel. To this end, personnel are reminded that the exercise of courtesy and respect engenders a future willingness to cooperate with law enforcement.
 - a. Personnel shall facilitate an individual's access to other governmental services whenever possible, and shall actively provide referrals to other appropriate agencies.
 - b. All personnel shall courteously accept, document, and forward to the Chief of Police any complaints made by an individual against the department.
5. When feasible, personnel shall offer explanations of the reasons for enforcement actions or other decisions that bear on individual's well-being unless the explanation would undermine an investigation or jeopardize an officer's safety. When concluding an encounter, personnel shall thank him or her for cooperating.
6. When feasible, all personnel shall identify themselves by name. When a person requests the information, personnel shall give their departmental identification number, name of the immediate supervisor, or any other reasonable information.
7. All personnel are accountable for their actions. Personnel shall justify their actions when required.

B. Supervisory responsibilities

1. Supervisors shall be held accountable for the observance of constitutional safeguards during the performance of their duties. Supervisors shall identify and correct instances of bias in the work of their subordinates.
2. Supervisors shall use the disciplinary mechanisms of the department to ensure compliance with this order and the constitutional requirements of law enforcement.
3. Supervisors shall be mindful that in accounting for the actions and performance of subordinates, supervisors are key to maintaining community trust in law enforcement. Supervisors shall continually reinforce the ethic of impartial enforcement of the laws, and

shall ensure that personnel, by their actions, maintain the community's trust in law enforcement.

4. Supervisors are reminded that biased enforcement of the laws engenders not only mistrust of law enforcement, but increases safety risks to personnel. Lack of control over bias also exposes the department to liability consequences. Supervisors shall be held accountable for repeated instances of biased enforcement of their subordinates.
5. Supervisors shall ensure that all enforcement actions are duly documented per departmental policy. Supervisors shall ensure that all reports show adequate documentation of reasonable suspicion and probable cause, if applicable.
6. Supervisors shall facilitate the filing of any complaints about law enforcement service.

C. Disciplinary consequences

Actions prohibited by this order shall be cause for disciplinary action, up to and including dismissal.

D. Training

1. Officers shall complete all training required by state law regarding bias based profiling.

V. COMPLAINTS

- A. The department shall publish "How to Make a Complaint" folders and make them available at all city facilities and other public locations throughout the city. The department's complaint process and its bias based profiling policy will be posted on the department's website. Whenever possible, the media will be used to inform the public of the department's policy and complaint process.
- B. Complaints alleging incidents of bias based profiling will be fully investigated as described under Policy 2.4.
- C. Complainants will be notified of the results of the investigations when such investigation is completed.

VI. RECORD KEEPING

- A. The department will maintain all required records on traffic stops where a citation is issued or where an arrest is made subsequent to a traffic stop pursuant to state law.
- B. The information collected above will be reported to the city council annually.
- C. The information will also be reported to TCLEOSE in the required format.

2017 Data Compilation

Total by Raw Number

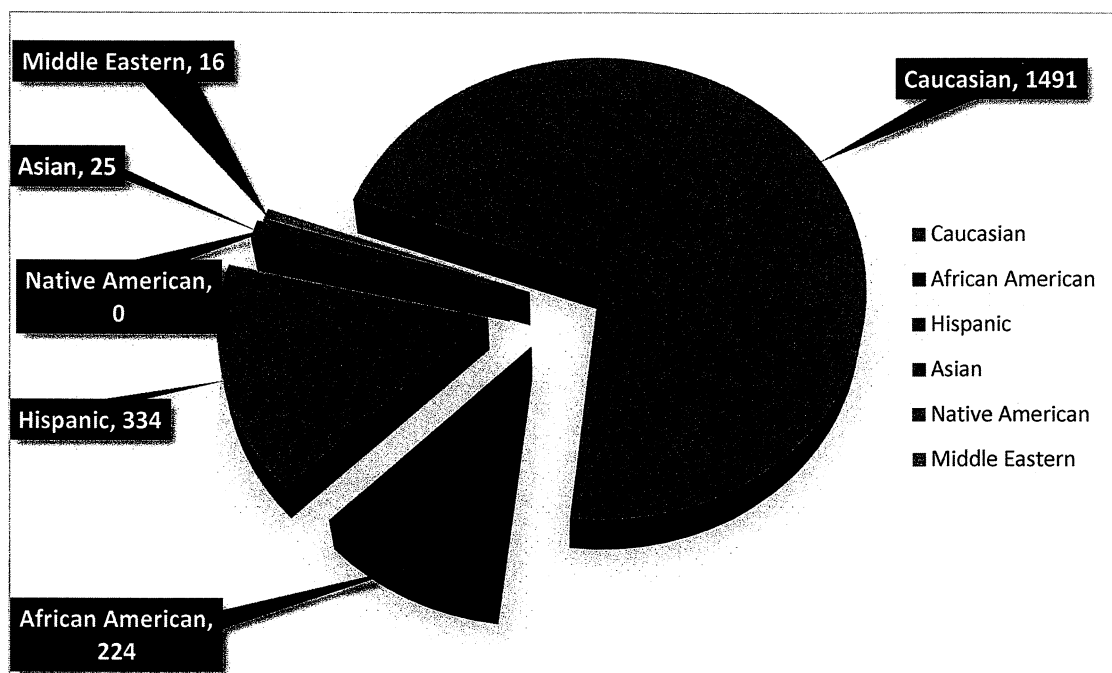
| Race | Traffic Related contacts Resulting in Search Arrest or Citation | Total Searches from Traffic Related Contacts | Consent Searches | Probable Cause Searches |
|------------------|---|---|---------------------|----------------------------|
| Caucasian | 1491 | 95 | 13 | 82 |
| African American | 224 | 21 | 0 | 21 |
| Hispanic | 334 | 43 | 2 | 41 |
| Asian | 25 | 0 | 0 | 0 |
| Native American | 0 | 0 | 0 | 0 |
| Middle Eastern | 16 | 0 | 0 | 0 |
| TOTAL | 2090 | 159 | 15 | 144 |

Total by Percentage

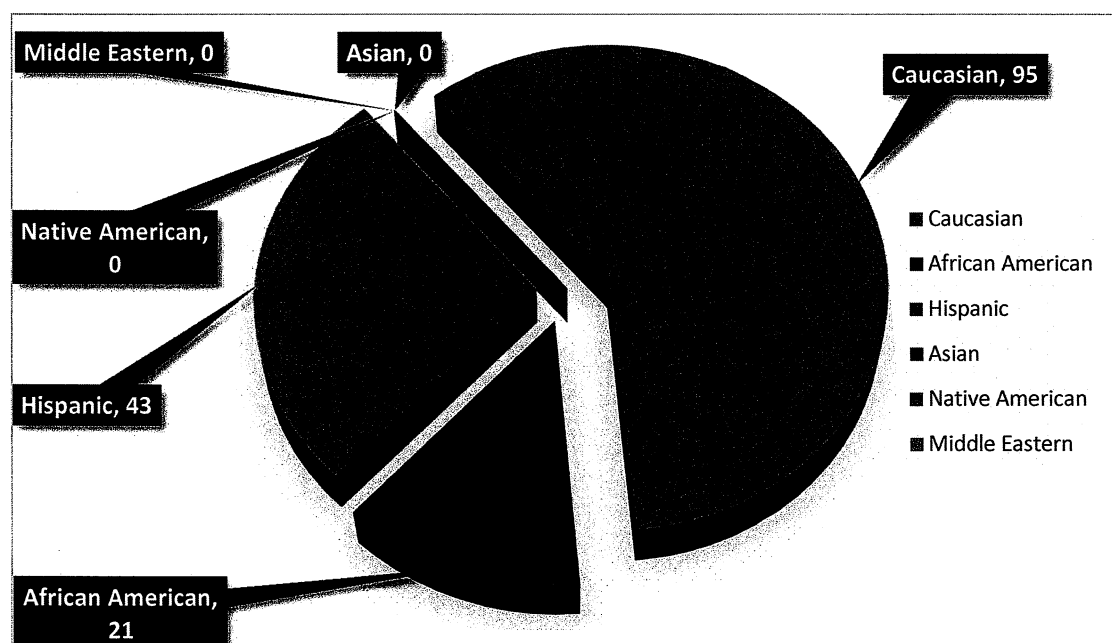
| Race | Traffic Related contacts Resulting in Search Arrest or Citation | Total Searches from Traffic Related Contacts | Consent Searches | Probable Cause Searches |
|------------------|---|---|---------------------|----------------------------|
| Caucasian | 71.30% | 59.75% | 86.70% | 56.90% |
| African American | 10.70% | 13.21% | 0.00% | 14.60% |
| Hispanic | 16.00% | 27.04% | 13.30% | 28.50% |
| Asian | 1.20% | 0.00% | 0.00% | 0.00% |
| Native American | 0.00% | 0.00% | 0.00% | 0.00% |
| Middle Eastern | 0.80% | 0.00% | 0.00% | 0.00% |
| Total | 100.00% | 100.00% | 100.00% | 100.00% |

Graphical Analysis

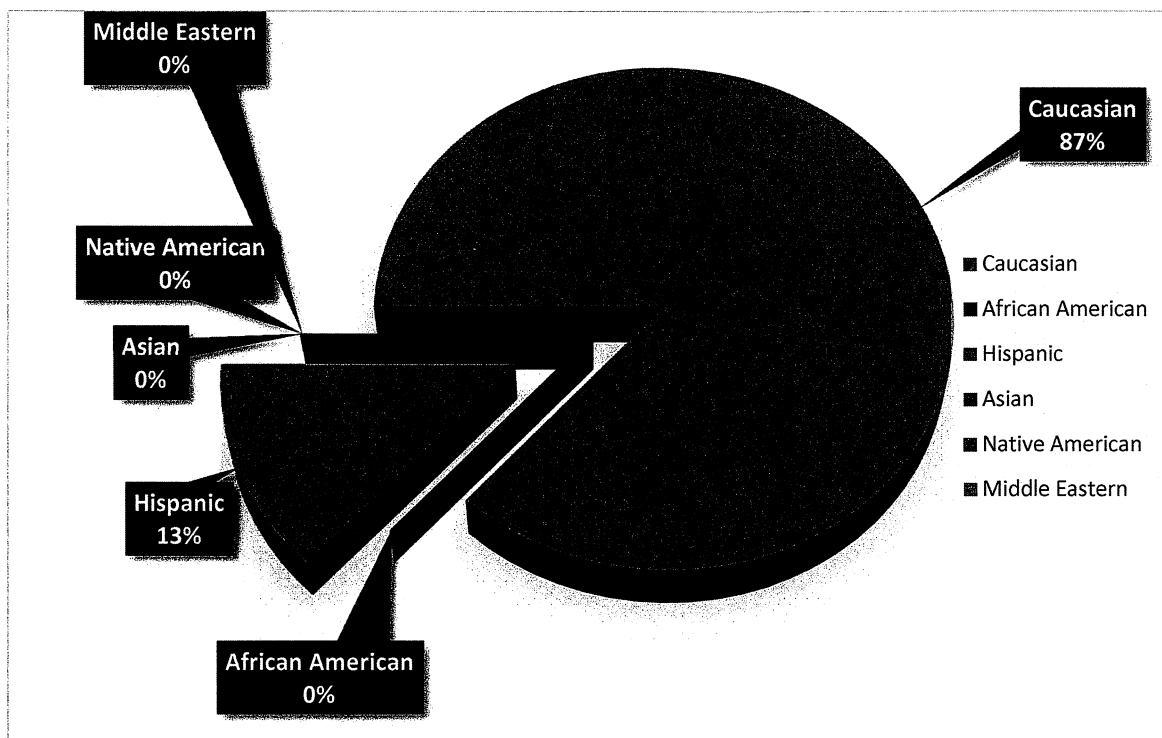
Traffic Related contacts Resulting in Search, Arrest, or Citation



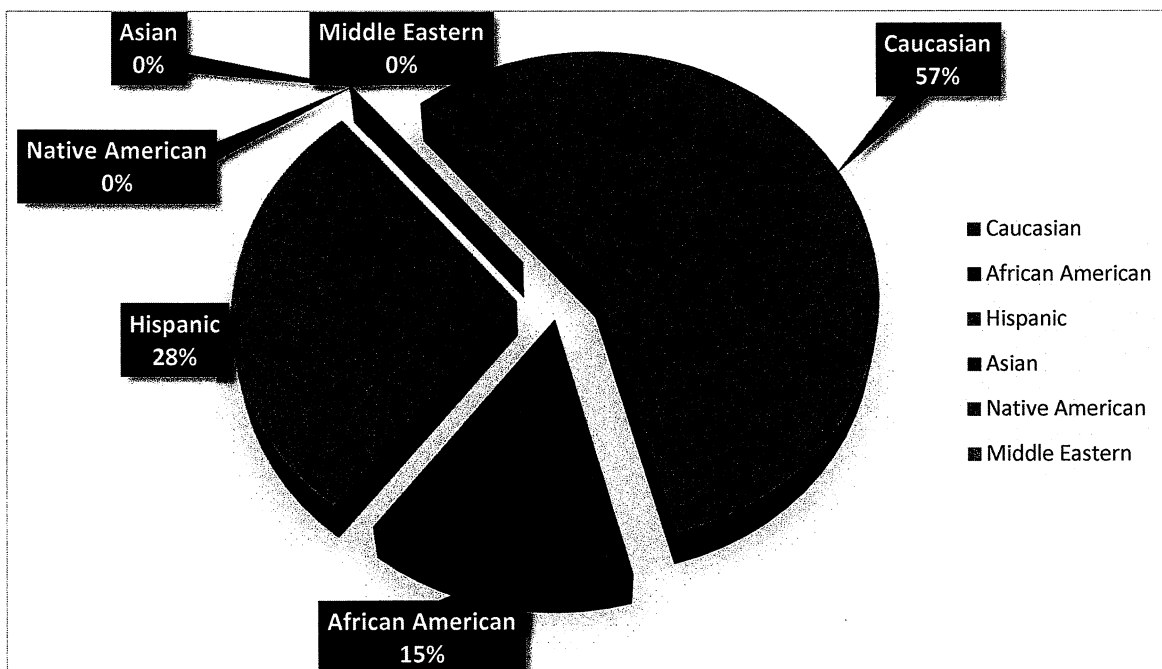
Total Searches from Traffic Related Contacts



Consent Searches



Probable Cause Searches



Complaints Made

There were no allegations of Racial Profiling in 2017.

Conclusion

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

TCOLE Submission

Willow Park Police Department

2017 Racial Profiling Report

Number of Motor Vehicle Stops

| | | | | |
|----|------|--|--|--|
| 1. | 1892 | Citation Only | | |
| 2. | 120 | Arrest Only | | |
| 3. | 78 | Both | | |
| 4. | 2090 | Total (Lines 4, 11, 14 and 17 must be equal) | | |

Race or Ethnicity:

| | | | | |
|-----|------|--|--|--|
| 5. | 224 | African | | |
| 6. | 25 | Asian | | |
| 7. | 1491 | Caucasian | | |
| 8. | 334 | Hispanic | | |
| 9. | 16 | Middle Eastern | | |
| 10. | 0 | Native American | | |
| 11. | 0 | Unknown/Other | | |
| 11. | 2090 | Total (Lines 4, 11, 14 and 17 must be equal) | | |

Race or Ethnicity known prior to stop?

| | | | | |
|-----|------|--|--|--|
| 12. | 47 | Yes | | |
| 13. | 2043 | No | | |
| 14. | 2090 | Total (Lines 4, 11, 14 and 17 must be equal) | | |

Search conducted?

| | | | | |
|-----|------|--|--|--|
| 15. | 159 | Yes | | |
| 16. | 1931 | No | | |
| 17. | 2090 | Total (Lines 4, 11, 14 and 17 must be equal) | | |

Was search consented?

| | | | | |
|-----|-----|----------------------------|--|--|
| 18. | 15 | Yes | | |
| 19. | 144 | No | | |
| 20. | 159 | Total (must equal line 15) | | |

Racial Profiling Report | Tier one

Agency Name: Willow Park Police Department

Reporting Date: 02/02/2018

TCOLE Agency Number: 367202

Chief Administrator: Carrie West

Agency Contact Information:

Phone: 817-441-9747

Email: cwest@willowpark.org

Mailing Address: 101 Stagecoach Trail, Willow Park, Texas 76087

This Agency claims partial racial profiling report exemption because:

Our vehicles that conduct motor vehicle stops are equipped with video and audio equipment and we maintain videos for 90 days.

Certification to This Report 2.132 (Tier 1), Partial Exemption

Article 2.132(b) CCP Law Enforcement Policy on Racial Profiling

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

- 1.) Clearly defines acts constituting racial profiling;
- 2.) Strictly prohibits 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: 02/02/2018

Willow Park Police Department Motor Vehicle Racial Profiling Information - Submitted electronically to the Texas Commission on Law Enforcement (TCOLE).

This page intentionally left blank.

CITY OF WILLOW PARK
PROJECT NAME: 2017 STREET REHABILITATION

Engineer: Jacob & Martin, LLC.
Weatherford, Texas

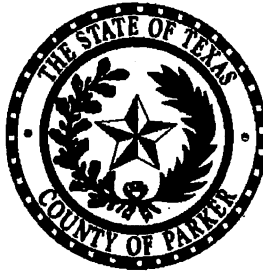
Bid Date: November 30, 2017 at 3:00PM

| | | | | | | | | | | | | | | | | | |
|-------|---|--------|------|--|---------------|---|---------------|--|---------------|--|---------------|--|---------------|--|---------------|---|---------------|
| | | | | Lone Wolf Construction LLC PO Box 2067 Colleyville, TX 76034 | | Quality Excavation LTD 5580 US Highway 377 Aubrey, TX 76227 | | Jay Mills Contracting, Inc. PO Box 1669 Stephenville, TX 76401 | | Tex Global Contractors 115 W 7th Ste 1500 Fort Worth, TX 76102 | | FNH Construction LLC 4099 McEwen Rd STE 600 Farmers Branch, TX 75244 | | Pavecon Public Works, LP 3022 Roy Orr Blvd Grand Prairie, TX 75050 | | TexasBit 420 Decker Drive #200 Irving, TX 75062 | |
| | | Qty | Unit | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount |
| | For all Labor, Materials, Equipment and Incidentals to Furnish and Install the Following: | | | | | | | | | | | | | | | | |
| | BASE BID SCHEDULE | | | | | | | | | | | | | | | | |
| 1 | Mobilization, Bond, and Insurance | 1 | LS | \$ 220,000.00 | \$ 220,000.00 | \$ 172,570.00 | \$ 172,570.00 | \$ 250,000.00 | \$ 250,000.00 | \$ 281,233.00 | \$ 281,233.00 | \$ 280,000.00 | \$ 280,000.00 | \$ 240,725.00 | \$ 240,725.00 | \$ 252,020.12 | \$ 252,020.12 |
| 2 | Excavation | 3,320 | CY | \$ 21.00 | \$ 69,720.00 | \$ 14.00 | \$ 46,480.00 | \$ 25.00 | \$ 83,000.00 | \$ 12.00 | \$ 39,840.00 | \$ 20.00 | \$ 66,400.00 | \$ 27.50 | \$ 91,300.00 | \$ 59.38 | \$ 197,141.60 |
| 3 | Crushed Aggregate Base Course | 7,490 | CY | \$ 52.75 | \$ 395,097.50 | \$ 40.45 | \$ 302,970.50 | \$ 47.00 | \$ 352,030.00 | \$ 28.50 | \$ 213,465.00 | \$ 50.00 | \$ 374,500.00 | \$ 54.00 | \$ 404,460.00 | \$ 58.96 | \$ 441,610.40 |
| 4 | 10" Pulverized (Road-Mixed) Cement Stabilized Asphalt & Base | 18,150 | SY | \$ 7.15 | \$ 129,772.50 | \$ 8.30 | \$ 150,645.00 | \$ 6.25 | \$ 113,437.50 | \$ 11.10 | \$ 201,465.00 | \$ 4.00 | \$ 72,600.00 | \$ 9.55 | \$ 173,332.50 | \$ 6.11 | \$ 110,896.50 |
| 5 | 8" Pulverized (Road-Mixed) Cement Stabilized Asphalt & Base | 15,600 | SY | \$ 5.75 | \$ 89,700.00 | \$ 7.25 | \$ 113,100.00 | \$ 5.75 | \$ 89,700.00 | \$ 8.80 | \$ 137,280.00 | \$ 4.00 | \$ 62,400.00 | \$ 10.65 | \$ 166,140.00 | \$ 6.82 | \$ 106,392.00 |
| 6 | 4.75" Pulverized (Road-Mixed) Cement Stabilized Asphalt & Base | 4,050 | SY | \$ 4.25 | \$ 17,212.50 | \$ 6.60 | \$ 26,730.00 | \$ 4.75 | \$ 19,237.50 | \$ 5.10 | \$ 20,655.00 | \$ 3.00 | \$ 12,150.00 | \$ 11.00 | \$ 44,550.00 | \$ 7.13 | \$ 28,876.50 |
| 7 | 3.75" Pulverized (Road-Mixed) Cement Stabilized Asphalt & Base | 6,650 | SY | \$ 4.00 | \$ 26,600.00 | \$ 5.75 | \$ 38,237.50 | \$ 4.25 | \$ 28,262.50 | \$ 5.10 | \$ 33,915.00 | \$ 3.00 | \$ 19,950.00 | \$ 8.25 | \$ 54,862.50 | \$ 6.85 | \$ 45,552.50 |
| 8 | Prime Coat | 10,890 | Gal | \$ 3.75 | \$ 40,837.50 | \$ 5.25 | \$ 57,172.50 | \$ 4.00 | \$ 43,560.00 | \$ 5.06 | \$ 55,103.40 | \$ 8.00 | \$ 87,120.00 | \$ 2.25 | \$ 24,502.50 | \$ 5.75 | \$ 62,617.50 |
| 9 | 2" Type "C" Hot Mix Asphalt | 43,550 | SY | \$ 10.80 | \$ 470,340.00 | \$ 11.25 | \$ 489,937.50 | \$ 9.65 | \$ 420,257.50 | \$ 16.88 | \$ 735,124.00 | \$ 14.50 | \$ 631,475.00 | \$ 8.80 | \$ 383,240.00 | \$ 10.00 | \$ 435,500.00 |
| 10 | Concrete Flat Curb | 27,000 | LF | \$ 7.00 | \$ 189,000.00 | \$ 14.60 | \$ 394,200.00 | \$ 10.00 | \$ 270,000.00 | \$ 12.00 | \$ 324,000.00 | \$ 15.00 | \$ 405,000.00 | \$ 25.35 | \$ 684,450.00 | \$ 26.44 | \$ 713,880.00 |
| 11 | Concrete Driveway Paving | 4,270 | SY | \$ 42.00 | \$ 179,340.00 | \$ 44.75 | \$ 191,082.50 | \$ 62.00 | \$ 264,740.00 | \$ 50.00 | \$ 213,500.00 | \$ 85.00 | \$ 362,950.00 | \$ 93.20 | \$ 397,964.00 | \$ 143.67 | \$ 613,470.90 |
| 12 | 18" RCP Culverts (Includes Concrete End Treatments) | 1,285 | LF | \$ 151.00 | \$ 194,035.00 | \$ 128.70 | \$ 165,379.50 | \$ 140.00 | \$ 179,900.00 | \$ 145.00 | \$ 186,325.00 | \$ 85.00 | \$ 109,225.00 | \$ 130.00 | \$ 167,050.00 | \$ 149.42 | \$ 192,004.70 |
| 13 | 24" RCP Culverts (Includes Concrete End Treatments) | 48 | LF | \$ 280.00 | \$ 13,440.00 | \$ 184.95 | \$ 8,877.60 | \$ 220.00 | \$ 10,560.00 | \$ 195.00 | \$ 9,360.00 | \$ 105.00 | \$ 5,040.00 | \$ 167.00 | \$ 8,016.00 | \$ 258.62 | \$ 12,413.76 |
| 14 | 36" RCP Culverts (Includes Concrete Headwalls) | 70 | LF | \$ 335.00 | \$ 23,450.00 | \$ 316.90 | \$ 22,183.00 | \$ 600.00 | \$ 42,000.00 | \$ 350.00 | \$ 24,500.00 | \$ 125.00 | \$ 8,750.00 | \$ 352.00 | \$ 24,640.00 | \$ 574.71 | \$ 40,229.70 |
| 15 | Concrete Parallel Headwall on Existing Culvert | 1 | LS | \$ 25,000.00 | \$ 25,000.00 | \$ 17,585.00 | \$ 17,585.00 | \$ 24,000.00 | \$ 24,000.00 | \$ 18,000.00 | \$ 18,000.00 | \$ 35,000.00 | \$ 35,000.00 | \$ 6,600.00 | \$ 6,600.00 | \$ 8,620.70 | \$ 8,620.70 |
| 16 | R.O.W. Grading | 48,000 | SY | \$ 2.00 | \$ 96,000.00 | \$ 1.56 | \$ 74,880.00 | \$ 2.75 | \$ 132,000.00 | \$ 2.10 | \$ 100,800.00 | \$ 3.00 | \$ 144,000.00 | \$ 3.05 | \$ 146,400.00 | \$ 3.43 | \$ 164,640.00 |
| 17 | Traffic Control | 1 | LS | \$ 20,000.00 | \$ 20,000.00 | \$ 11,850.00 | \$ 11,850.00 | \$ 200,000.00 | \$ 200,000.00 | \$ 63,000.00 | \$ 63,000.00 | \$ 120,000.00 | \$ 120,000.00 | \$ 19,500.00 | \$ 19,500.00 | \$ 206,896.55 | \$ 206,896.55 |
| 18 | Erosion Control | 1 | LS | \$ 15,000.00 | \$ 15,000.00 | \$ 26,735.00 | \$ 26,735.00 | \$ 75,000.00 | \$ 75,000.00 | \$ 75,000.00 | \$ 75,000.00 | \$ 30,000.00 | \$ 30,000.00 | \$ 20,350.00 | \$ 20,350.00 | \$ 22,988.51 | \$ 22,988.51 |
| | TOTAL BASE BID (Items 1-18) | | | \$ 2,214,545.00 | | \$ 2,310,615.60 | | \$ 2,597,685.00 | | \$ 2,732,565.40 * | | \$ 2,826,560.00 | | \$ 3,058,082.50 | | \$ 3,655,751.94 | |
| | DEDUCTIBLE ALTERNATE BID SCHEDULE 1 | | | | | | | | | | | | | | | | |
| DA1-1 | Excavation | 2,580 | CY | | \$ - | \$ 10.60 | \$ 27,348.00 | \$ 25.00 | \$ 64,500.00 | \$ 12.00 | \$ 30,960.00 | \$ 20.00 | \$ 51,600.00 | \$ 26.20 | \$ 67,596.00 | \$ 49.07 | \$ 126,600.60 |
| DA1-2 | Crushed Aggregate Base Course | 5,200 | CY | | \$ - | \$ 38.65 | \$ 200,980.00 | \$ 47.00 | \$ 244,400.00 | \$ 28.50 | \$ 148,200.00 | \$ 50.00 | \$ 260,000.00 | \$ 25.75 | \$ 133,900.00 | \$ 51.58 | \$ 268,216.00 |
| DA1-3 | 10" Pulverized (Road-Mixed) Cement Stabilized Asphalt & Base | 18,150 | SY | | \$ - | \$ 8.85 | \$ 160,627.50 | \$ 6.00 | \$ 108,900.00 | \$ 11.10 | \$ 201,465.00 | \$ 4.00 | \$ 72,600.00 | \$ 9.35 | \$ 169,702.50 | \$ 4.90 | \$ 88,935.00 |
| DA1-4 | 4.75" Pulverized (Road-Mixed) Cement Stabilized Asphalt & Base | 4,045 | SY | | \$ - | \$ 7.20 | \$ 29,124.00 | \$ 4.75 | \$ 19,213.75 | \$ 5.10 | \$ 20,629.50 | \$ 3.00 | \$ 12,135.00 | \$ 10.80 | \$ 43,686.00 | \$ 4.90 | \$ 19,820.50 |
| DA1-5 | 3.75" Pulverized (Road-Mixed) Cement Stabilized Asphalt & Base | 6,645 | SY | | \$ - | \$ 5.65 | \$ 37,544.25 | \$ 4.25 | \$ 28,241.25 | \$ 5.10 | \$ 33,889.50 | \$ 3.00 | \$ 19,935.00 | \$ 8.00 | \$ 53,160.00 | \$ 5.68 | \$ 37,743.60 |
| DA1-6 | Prime Coat | 7,350 | Gal | | \$ - | \$ 5.10 | \$ 37,485.00 | \$ 4.00 | \$ 29,400.00 | \$ 5.06 | \$ 37,191.00 | \$ 8.00 | \$ 58,800.00 | \$ 2.15 | \$ 15,802.50 | \$ 4.85 | \$ 35,647.50 |
| DA1-7 | 2" Type "C" Hot Mix Asphalt | 29,375 | SY | | \$ - | \$ 11.25 | \$ 330,468.75 | \$ 9.65 | \$ 283,468.75 | \$ 16.88 | \$ 495,850.00 | \$ 14.50 | \$ 425,937.50 | \$ 8.25 | \$ 242,343.75 | \$ 7.74 | \$ 227,362.50 |
| DA1-8 | Concrete Flat Curb | 19,945 | LF | | \$ - | \$ 32.00 | \$ 638,240.00 | \$ 8.00 | \$ 159,560.00 | \$ 12.00 | \$ 239,340.00 | \$ 15.00 | \$ 299,175.00 | \$ 24.95 | \$ 497,627.75 | \$ 24.21 | \$ 482,868.45 |
| | TOTAL DEDUTIBLE ALTERNATE BID 1 (Items DA1-1 - DA1-8) | | | NO BID | | \$ 1,461,817.50 | | \$ 937,683.75 | | \$ 1,207,525.00 | | \$ 1,200,182.50 | | \$ 1,223,818.50 | | \$ 1,287,194.15 * | |

| | | | | | | | | | | | | | | | | | |
|---------------------------------------|--|--------|------|--|---------------|---|-----------------|--|-----------------|--|-----------------|--|-----------------|--|-----------------|---|-----------------|
| Bid Date: November 30, 2017 at 3:00PM | | | | Lone Wolf Construction LLC PO Box 2067 Colleyville, TX 76034 | | Quality Excavation LTD 5580 US Highway 377 Aubrey, TX 76227 | | Jay Mills Contracting, Inc. PO Box 1669 Stephenville, TX 76401 | | Tex Global Contractors 115 W 7th Ste 1500 Fort Worth, TX 76102 | | FNH Construction LLC 4099 McEwen Rd STE 600 Farmers Branch, TX 75244 | | Pavecon Public Works, LP 3022 Roy Orr Blvd Grand Prairie, TX 75050 | | TexasBit 420 Decker Drive #200 Irving, TX 75062 | |
| | | Qty | Unit | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount |
| | For all Labor, Materials, Equipment and Incidentals to | | | | | | | | | | | | | | | | |
| | ADDITIVE ALTERNATE BID SCHEDULE 1 | | | | | | | | | | | | | | | | |
| AA1-1 | Excavation | 340 | CY | | \$ - | \$ 11.00 | \$ 3,740.00 | \$ 35.00 | \$ 11,900.00 | \$ 12.00 | \$ 4,080.00 | \$ 20.00 | \$ 6,800.00 | \$ 32.60 | \$ 11,084.00 | \$ 76.43 | \$ 25,986.20 |
| AA1-2 | Crushed Aggregate Base Course | 3,390 | CY | | \$ - | \$ 42.10 | \$ 142,719.00 | \$ 47.00 | \$ 159,330.00 | \$ 28.50 | \$ 96,615.00 | \$ 50.00 | \$ 169,500.00 | \$ 56.65 | \$ 192,043.50 | \$ 61.03 | \$ 206,891.70 |
| | 6" Pulverized (Road-Mixed) Cement | | | | | | | | | | | | | | | | |
| AA1-3 | Stabilized Asphalt & Base | 32,115 | SY | | \$ - | \$ 7.20 | \$ 231,228.00 | \$ 5.50 | \$ 176,632.50 | \$ 8.80 | \$ 282,612.00 | \$ 3.50 | \$ 112,402.50 | \$ 9.60 | \$ 308,304.00 | \$ 9.23 | \$ 296,421.45 |
| AA1-4 | 6" Concrete Paving | 32,115 | SY | | \$ - | \$ 43.85 | \$ 1,408,242.75 | \$ 46.00 | \$ 1,477,290.00 | \$ 49.50 | \$ 1,589,692.50 | \$ 48.00 | \$ 1,541,520.00 | \$ 43.00 | \$ 1,380,945.00 | \$ 113.64 | \$ 3,649,548.60 |
| | TOTAL ADDITIVE ALTERNATE BID 1 (Items AA1-1 - AA1-4) | | | NO BID | | \$ 1,785,929.75 | | \$ 1,825,152.50 | | | | \$ 1,972,999.50 * | | \$ 1,830,222.50 | | \$ 1,892,376.50 | |
| | | | | | | | | | | | | | | | | | |
| | | Qty | Unit | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount |
| | For all Labor, Materials, Equipment and Incidentals to | | | | | | | | | | | | | | | | |
| | ADDITIVE ALTERNATE BID SCHEDULE 2 | | | | | | | | | | | | | | | | |
| AA2-1 | Excavate and Remove 6" Existing Surface | 578 | CY | \$ 15.00 | \$ 8,670.00 | \$ 18.45 | \$ 10,664.10 | \$ 30.00 | \$ 17,340.00 | \$ 12.00 | \$ 6,936.00 | \$ 20.00 | \$ 11,560.00 | \$ 36.15 | \$ 20,894.70 | \$ 86.29 | \$ 49,875.62 |
| AA2-2 | Subgrade Preparation | 3,465 | SY | \$ 1.50 | \$ 5,197.50 | \$ 4.30 | \$ 14,899.50 | \$ 1.50 | \$ 5,197.50 | \$ 4.10 | \$ 14,206.50 | \$ 3.50 | \$ 12,127.50 | \$ 2.00 | \$ 6,930.00 | \$ 4.33 | \$ 15,003.45 |
| AA2-3 | Lime Stabilization | 3,465 | SY | \$ 7.00 | \$ 24,255.00 | \$ 9.20 | \$ 31,878.00 | \$ 7.00 | \$ 24,255.00 | \$ 4.00 | \$ 13,860.00 | \$ 9.00 | \$ 31,185.00 | \$ 9.80 | \$ 33,957.00 | \$ 10.19 | \$ 35,308.35 |
| AA2-4 | Crushed Aggregate Base Course | 578 | CY | \$ 60.00 | \$ 34,680.00 | \$ 49.45 | \$ 28,582.10 | \$ 50.00 | \$ 28,900.00 | \$ 28.50 | \$ 16,473.00 | \$ 50.00 | \$ 28,900.00 | \$ 53.40 | \$ 30,865.20 | \$ 75.41 | \$ 43,586.98 |
| AA2-5 | Prime Coat | 838 | Gal | \$ 5.00 | \$ 4,190.00 | \$ 6.45 | \$ 5,405.10 | \$ 4.50 | \$ 3,771.00 | \$ 5.63 | \$ 4,717.94 | \$ 8.00 | \$ 6,704.00 | \$ 2.25 | \$ 1,885.50 | \$ 9.66 | \$ 8,095.08 |
| AA2-6 | 2" Type "C" Hot Mix Asphalt | 3,350 | SY | \$ 22.00 | \$ 73,700.00 | \$ 11.45 | \$ 38,357.50 | \$ 13.20 | \$ 44,220.00 | \$ 20.25 | \$ 67,837.50 | \$ 16.50 | \$ 55,275.00 | \$ 8.80 | \$ 29,480.00 | \$ 10.24 | \$ 34,304.00 |
| AA2-7 | Traffic Control | 1 | LS | \$ 1,500.00 | \$ 1,500.00 | \$ 11,840.00 | \$ 11,840.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 21,000.00 | \$ 21,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 1,900.00 | \$ 1,900.00 | \$ 35,277.27 | \$ 35,277.27 |
| AA2-8 | Erosion Control | 1 | LS | \$ 800.00 | \$ 800.00 | \$ 26,740.00 | \$ 26,740.00 | \$ 6,500.00 | \$ 6,500.00 | \$ 8,333.00 | \$ 8,333.00 | \$ 8,500.00 | \$ 8,500.00 | \$ 2,560.00 | \$ 2,560.00 | \$ 5,681.82 | \$ 5,681.82 |
| | TOTAL ADDITIVE ALTERNATE BID 2 (Items AA2-1 - AA2-8) | | | \$ 152,992.50 | | \$ 168,366.30 | | \$ 145,183.50 | | \$ 153,363.94 | | \$ 179,251.50 | | \$ 128,472.40 | | \$ 227,132.57 | |
| | | | | | | | | | | | | | | | | | |
| | | Qty | Unit | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount |
| | For all Labor, Materials, Equipment and Incidentals to | | | | | | | | | | | | | | | | |
| | ADDITIVE ALTERNATE BID SCHEDULE 3 | | | | | | | | | | | | | | | | |
| AA3-1 | Use Fiber Reinforced Polymer Rebar in Lieu of Steel | 1 | LS | | \$ - | \$ (29,123.00) | \$ (29,123.00) | \$ (30,000.00) | \$ (30,000.00) | \$ 16,000.00 | \$ 16,000.00 | \$ 80,000.00 | \$ 80,000.00 | \$ 18,100.00 | \$ 18,100.00 | \$ 3,611,112.80 | \$ 3,611,112.80 |
| | TOTAL ADDITIVE ALTERNATE BID 3 (Item AA3-1) | | | NO BID | | \$ (29,123.00) | | \$ (30,000.00) | | \$ 16,000.00 | | \$ 80,000.00 | | \$ 18,100.00 | | \$ 3,611,112.80 | |
| | | | | | | | | | | | | | | | | | |
| | | Qty | Unit | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount |
| | For all Labor, Materials, Equipment and Incidentals to | | | | | | | | | | | | | | | | |
| | ADDITIVE ALTERNATE BID SCHEDULE 4 | | | | | | | | | | | | | | | | |
| AA4-1 | Demo Existing Overhang and Guard Rail | 1 | LS | \$ 12,000.00 | \$ 12,000.00 | \$ 10,200.00 | \$ 10,200.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 35,000.00 | \$ 35,000.00 | \$ 51,250.00 | \$ 51,250.00 | \$ 24,060.14 | \$ 24,060.14 |
| AA4-2 | Install Gabion Protection System | 1 | LS | \$ 75,000.00 | \$ 75,000.00 | \$ 88,200.00 | \$ 88,200.00 | \$ 75,000.00 | \$ 75,000.00 | \$ 110,000.00 | \$ 110,000.00 | \$ 135,000.00 | \$ 135,000.00 | \$ 111,200.00 | \$ 111,200.00 | \$ 22,727.27 | \$ 22,727.27 |
| AA4-3 | Install New Guard Rail | 280 | LF | \$ 40.00 | \$ 11,200.00 | \$ 26.00 | \$ 7,280.00 | \$ 100.00 | \$ 28,000.00 | \$ 37.50 | \$ 10,500.00 | \$ 25.00 | \$ 7,000.00 | \$ 115.00 | \$ 32,200.00 | \$ 34.09 | \$ 9,545.20 |
| | TOTAL ADDITIVE ALTERNATE BID 4 (Items AA4-1 - AA4-3) | | | \$ 98,200.00 | | \$ 105,680.00 | | \$ 113,000.00 | | \$ 145,500.00 | | \$ 177,000.00 | | \$ 194,650.00 | | \$ 56,332.61 | |
| | | | | | | | | | | | | | | | | | |
| | | Qty | Unit | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount |
| | For all Labor, Materials, Equipment and Incidentals to | | | | | | | | | | | | | | | | |
| | ADDITIVE ALTERNATE BID SCHEDULE 5 | | | | | | | | | | | | | | | | |
| AA5-1 | 54" RCP Storm Drain and Endwall | 600 | LF | \$ 335.00 | \$ 201,000.00 | \$ 315.00 | \$ 189,000.00 | \$ 350.00 | \$ 210,000.00 | \$ 375.00 | \$ 225,000.00 | \$ 550.00 | \$ 330,000.00 | \$ 372.50 | \$ 223,500.00 | \$ 698.86 | \$ 419,316.00 |
| AA5-2 | 6' x 6' Area Inlet/Junction Box | 1 | EA | \$ 9,500.00 | \$ 9,500.00 | \$ 8,990.00 | \$ 8,990.00 | \$ 7,500.00 | \$ 7,500.00 | \$ 8,000.00 | \$ 8,000.00 | \$ 8,500.00 | \$ 8,500.00 | \$ 6,250.00 | \$ 6,250.00 | \$ 11,136.36 | \$ 11,136.36 |
| | 36" RCP Culverts (Includes Concrete Headwall) | | | | | | | | | | | | | | | | |
| AA5-3 | | 40 | LF | \$ 480.00 | \$ 19,200.00 | \$ 402.00 | \$ 16,080.00 | \$ 330.00 | \$ 13,200.00 | \$ 350.00 | \$ 14,000.00 | \$ 500.00 | \$ 20,000.00 | \$ 437.00 | \$ 17,480.00 | \$ 590.95 | \$ 23,638.00 |
| | TOTAL ADDITIVE ALTERNATE BID 5 (Items AA5-1 - AA5-3) | | | \$ 229,700.00 | | \$ 214,070.00 | | \$ 230,700.00 | | \$ 247,000.00 | | \$ 358,500.00 | | \$ 247,230.00 | | \$ 454,090.36 | |

* = extension error

Steve Dugan, Commissioner
Parker County Precinct 4



1320 Airport Road
Aledo, TX 76088
817-596-0004

City of Willow Park

2/18/2018

Estimate for street repair:

Approx. 14,047 sq yd

- Clear brush to allow repairs

Labor & Equipment: \$1,400.00

- Reclaim existing road beds, compact and prep for paving

Labor & Equipment: \$19,200.00

- Prime and lay HMAC at 2" compacted

Labor & Equipment: \$14,200.00

City to purchase material direct from county approved vendors.

Est. Prime Oil 3800 gal - \$7,030.00

Est. HMAC 1800 ton - \$99,000.00

Steve Dugan

From: Derek Turner [adt@jacobmartin.com]
Sent: Thursday, February 01, 2018 8:37 AM
To: Steve Dugan
Cc: Bryan Grimes
Subject: Willow Parking Street Paving

Commissioner,

As discussed, the dimensions of the streets we reviewed this morning are as follows:

| <u>Street</u> | <u>Length</u> | <u>Width</u> |
|------------------|---------------|----------------------|
| Spanish Oak Road | 745' | 18' |
| Navajo Trail | 1,140' | 18' (has cul-de-sac) |
| Cherokee Court | 450' | 18' (has cul-de-sac) |
| Lori Drive | 1,600' | 28' |
| Fairway Drive | 1,410' | 24' |
| Fairway Court | 240' | 24' (has cul-de-sac) |

The City would like to reconstruct the street with 2" HMA. They may be interested in having you mill the existing street and recompact as well. I'll check and see if they want to cut the brush back or if they want to have your guys do it. Please let me know if you need any additional information.

DEREK TURNER, P.E.

JACOB | MARTIN

1508 Santa Fe Drive, Suite 203
Weatherford, TX 76086
Ofc) 817.594.9880
jacobmartin.com



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

| | | |
|------------------------------------|-------------------------------|--------------------------------------|
| Council Date: 02/13/2018 | Department: Finance | Presented By: Bryan Grimes |
|------------------------------------|-------------------------------|--------------------------------------|

AGENDA ITEM:

Texas SmartBuy Membership Program

BACKGROUND:

Created by legislation in 1979, the Texas Comptroller of Public Accounts' (CPA) Texas SmartBuy Membership Program offers members a unique opportunity to make the most of their purchasing dollars and efforts by using the State of Texas volume buying power.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Approve membership in the program.

EXHIBITS:

Informational documents, Membership Application

| ADDITIONAL INFO: | FINANCIAL INFO: | |
|------------------|--------------------------|--------------------|
| | Cost | \$ 100.00 Annually |
| | Source of Funding | \$ General Fund |
| | | |
| | | |
| | | |



Texas SmartBuy Membership Program

What is the the Texas SmartBuy Membership Program?

Created by legislation in 1979, the Texas Comptroller of Public Accounts' (CPA) Texas SmartBuy Membership Program offers members a unique opportunity to make the most of their purchasing dollars and efforts by using the State of Texas volume buying power.

Who can join?

- Local governments
- School Districts
- Utility Districts
- Appraisal Districts
- Junior Colleges
- MHMR community centers
- State-funded assistance organizations
- Housing and Transportation Authorities
- Assistance organizations

Sections 271.081-271.083, Local Government Code, and Sections 2155.202 and 2175.001(1), Government Code, provide the legal authority for the program.

Why should you join the Texas SmartBuy Membership Program?

- **Get Best Value for Your Purchases** – Our purchasers competitively bid and award hundreds of contracts in accordance with state purchasing statutes and competitive bidding requirements. You reap the savings for your organization and ultimately for the citizens of Texas.
- **Save Valuable Time and Effort** – No bidding, just order from hundreds of established state contracts.
- **Search Thousands of Vendors** – Looking for something not on one of our negotiated contracts? Use our Centralized Master Bidder's List to identify vendors from our database of over 9,000 companies (including HUBs). <https://comptroller.texas.gov/purchasing/vendor/cmbl/>
- **Post Bid and Award Notices on the Electronic State Business Daily** – As a member, set up FREE password access to the Electronic State Business Daily (ESBD) where you can post your entity's solicitations to increase vendor participation and provide public notice of awards. <http://esbd.cpa.state.tx.us/>
- **Save Money on Travel** – Qualified members may use the State Travel Management Program for discounted rates on rental cars, thousands of hotels and airline tickets.

If you have any questions or need more information about our program please feel free to e-mail members@cpa.texas.gov or call 512-463-3368.



Texas SmartBuy Membership Program

Accessing the Texas SmartBuy Membership Program on the Internet

Go to the Texas SmartBuy Membership web site: comptroller.texas.gov/purchasing/members/

- **Membership Forms:** Includes the application, name change form, proof of eligibility and school bus specifications.
- **TxSmartBuy.com:** The state's online ordering system, Texas SmartBuy, will generate a state purchase order on your behalf, forwarding a copy to you and to the vendor. The vendor will then ship the merchandise and invoice your entity directly. CPA has awarded contracts for many commodities and services, including:

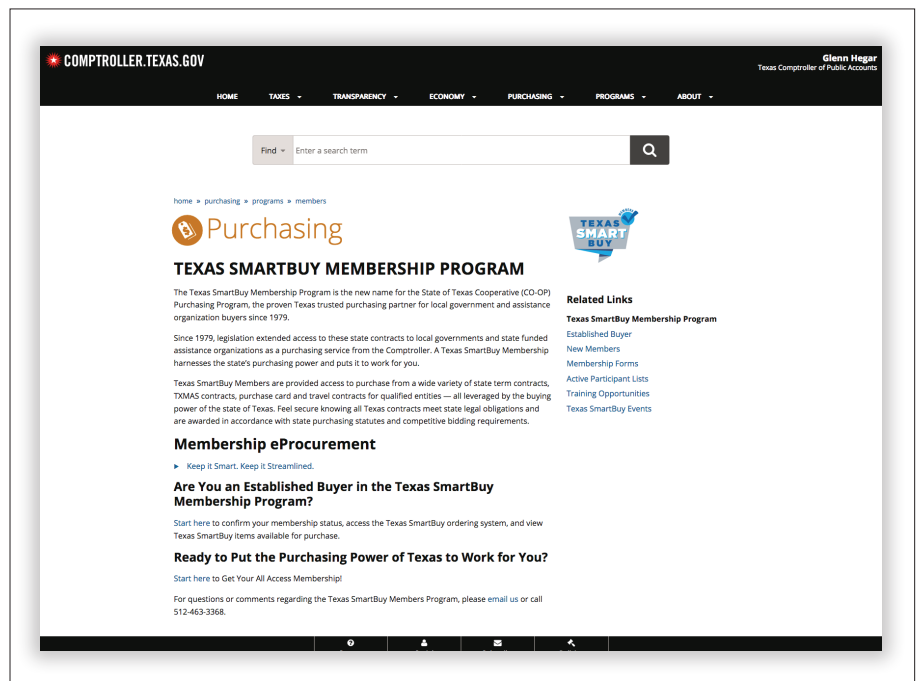
- Vehicles
- Office Supplies
- Furniture
- Procurement Card Services
- Appliances
- Road and Highway Equipment
- Police Equipment
- Pharmaceuticals
- Cleaning Supplies
- Food

- **TXMAS Information:** Texas Multiple Award Schedules (TXMAS). TXMAS contracts feature the most favored customer pricing and the possibility of negotiation. TXMAS can be used as alternative volume contracts.

- **CMBL Search:** This feature enables you to access the state Centralized Master Bidders List (CMBL) to create a bid list by product/service code. You may narrow the search

by entering a county, city or zip code. This is a vendor list only. You should use this only as a vendor resource. You will need to follow your local bid requirements to purchase from these vendors.

- **State Travel Management Program:** Texas Government Code, Sections 2171.001-2171.055 extend the state travel management contracts to certain members of the Texas SmartBuy Membership program. Eligible entities include Municipalities, Counties, School Districts, Public Junior and Community Colleges, and Emergency Communication Districts, hospital districts and transit/transportation districts.





Texas SmartBuy Membership Program

Texas SmartBuy Membership Application

Name of Authorized Individual

Name of Authorized Individual (secondary contact)

(NOTE: Please list 2 people who are authorized to sign for purchases and will receive all correspondence from CPA. Additional authorized signers or Agents of Record may be listed on the resolution with the signatures documented at the bottom of the resolution.)

Organization/Qualified Entity Name

Address

City, State, Zip Code

Primary Email Address

Secondary Email Address

Phone Numbers

Fax Number

The annual membership fee for participation in the Texas SmartBuy Membership Program is:
\$100.00 – FEE IS NON-REFUNDABLE

Please make checks payable to:

Texas Comptroller of Public Accounts

Please mail to:

**Texas Comptroller of Public Accounts
P.O. Box 13186
Austin, TX 78711**

**PLEASE RETURN THIS FORM WITH PAYMENT
AND ALL REQUIRED DOCUMENTS AND SIGNATURES**

Questions? Contact the Texas SmartBuy Membership Program at 512-463-3368 or at members@cpa.texas.gov.



RESOLUTION

State of Texas

County of _____

Whereas, the Texas Comptroller of Public Accounts is authorized to provide purchasing services for local governments pursuant to §§ 271.082 and 271.083 of the Local Government Code;

and **WHEREAS**, the _____
(e.g., Commissioner's Court, City Council, School Board, Board of Directors)

of _____, is a: (Check one of the following.)
(Name of Qualified Entity)

- | | |
|--|--|
| <input type="radio"/> County | <input type="radio"/> Independent School District |
| <input type="radio"/> Municipality | <input type="radio"/> Junior College District |
| <input type="radio"/> Political Subdivision (Utility, Appraisal Districts) | <input type="radio"/> Mental Health and Mental Disability Community Center |
| <input type="radio"/> State-funded Assistance Organization | <input type="radio"/> Housing and Transportation Authority |

defined as an entity qualified to participate in the Texas SmartBuy Membership Program of the Texas Comptroller of Public Accounts pursuant to § 271.081 of the Local Government Code; and

WHEREAS, in accordance with the requirements of 34 TAC §20.85 administrative rules, the Agent(s) of Record,

_____, _____
(Name of Person, primary contact) (Title)

(and _____, _____) is/are authorized to execute
(Name of Person, secondary contact) (Title)

any and all documentation for _____ pertaining to its participation in the Texas
(Entity Name)

Comptroller of Public Accounts Cooperative Purchasing Program; and

WHEREAS, _____ acknowledges its obligation to pay annual participation fees
(Entity Name)

established by the Texas Comptroller of Public Accounts.

NOW, THEREFORE BE IT RESOLVED, that request be made to the Texas Comptroller of Public Accounts to approve
_____ for participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program.
(Entity Name)

Adopted this _____ day of _____, _____ by _____.
(Entity Name)

By: _____
(Signature of Chair)

(Printed Name)

(Title of Chair)

(Signature of primary Agent of Record)

(Name/Title of primary Agent of Record)

(Signature of secondary Agent of Record)

(Name/Title of secondary Agent of Record)



Texas SmartBuy Membership Program

Documents required for proof of eligibility

Submit all documentation required as proof of eligibility at the time you apply for membership in the program. All documentation must be on file with the Texas SmartBuy Membership Program BEFORE a determination of eligibility can be made.

Local Governments

County, Independent School District, Municipality, Jr. College District, Volunteer Fire Department

Documents required:

- ✓ Board approved resolution

MHMR Community Centers

Documents required:

- ✓ Board approved resolution

Special Districts or Other Legally Constituted Political Subdivisions of the State

Documents required:

- ✓ Board approved resolution
- ✓ Documentation evidencing creation of entity including statutory citation.
This can be in the form of:
 - a. Legislation in which the entity was created by name
 - b. A resolution passed by a city or a county stating that there is a need for the entity to exist and actually creating the entity

Assistance Organizations

Non-profit organizations that receive state funds and provide educational, health, or human services or provide assistance to homeless individuals

Documents required:

- ✓ Board approved resolution
- ✓ Articles of Incorporation and Certificate of Incorporation. A letter from the Secretary of State with the entity's charter number evidencing that the entity filed for incorporation will be accepted in lieu of a Certificate of Incorporation. **The State of Texas CO-OP cannot accept by-laws in lieu of Articles of Incorporation**
- ✓ Current contract or grant from a State agency to prove State funding. This document must show beginning and end dates for the current State of Texas Fiscal Year, and these dates must be valid at the time the application is reviewed.

Texas Rising Star Providers

Childcare providers certified as Texas Rising Star Providers by Texas Workforce Commission

Documents required:

- ✓ Board Approved Resolution



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

| | | |
|---------------------------------|-----------------------------------|---------------------------------------|
| Council Date: Feb. 13 | Department: Police Dept | Presented By: Chief C. West |
|---------------------------------|-----------------------------------|---------------------------------------|

AGENDA ITEM:

Accept Resolution 03-2018 allowing Government Capital to finance cameras and other equipment for the Police Dept.

BACKGROUND:

Resolution 03-2018 allows Government Capital to finance new cameras and other equipment for the police dept. This was a budgeted item.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval

EXHIBITS:

Resolution is attached

| ADDITIONAL INFO: | FINANCIAL INFO: | |
|------------------|--------------------------|--------------|
| | Cost | \$24,781.05 |
| | Source of Funding | General Fund |
| | | |
| | | |
| | | |

RESOLUTION No. 03-2018

A RESOLUTION REGARDING A CONTRACT FOR THE PURPOSE OF FINANCING ***"CAMERA SYSTEM(S) & RELATED EQUIPMENT"***.

WHEREAS, City of Willow Park (the "Issuer") desires to enter into that certain Finance Contract, by and between the Issuer and Government Capital Corporation ("GCC") for the purpose of financing a "Camera System(s) & Related Equipment". The Issuer desires to designate this Finance Contract as a "qualified tax exempt obligation" of the Issuer for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

NOW THEREFORE, BE IT RESOLVED BY CITY OF WILLOW PARK:

Section 1. That the Issuer will enter into a Finance Contract with GCC for the purpose of financing a "Camera System(s) & Related Equipment".

Section 2. That the Finance Contract by and between the City of Willow Park and GCC is designated by the Issuer as a "qualified tax exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

Section 3. That the Issuer will designate Doyle Moss, Mayor, as an authorized signer of the Finance Contract by and between the City of Willow Park and GCC.

PASSED AND APPROVED by the Board of the City of Willow Park in a meeting held on the 13th day of February, 2018.

Issuer: City of Willow Park

Witness Signature

Doyle Moss, Mayor

Alicia Smith TRMC, City Secretary



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

| | | |
|---------------------------------|--------------------------------------|-----------------------------------|
| Council Date: Feb. 13 | Department: Administration | Presented By: B. Grimes |
|---------------------------------|--------------------------------------|-----------------------------------|

AGENDA ITEM:

To consider the renewal or cancellation of the USPS contract.

BACKGROUND:

The contract for the Postal Unit now housed at City Hall has expired. The USPS wishes for the city to sign a new contract.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends NOT renewing contract.

EXHIBITS:

Contract is attached

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

| | | | | |
|---|------------------------------------|--|--------------------------------|---------|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | 1. CONTRACT ID CODE | PAGE 1 | OF 1 |
| 2. AMENDMENT/MODIFICATION NO. | 3. EFFECTIVE DATE See Block 16C | 4. REQUISITION/PURCHASE REQ.NO. | 5. PROJECT NO. (If applicable) | |
| 6. ISSUED BY SHAUN D. LABAY Alternate Access/CPAC/CPU Customer Products & Fulfillment CMC United States Postal Service 3300 South Parker Road, Suite 400 Aurora CO 80014-3500 (303) 743-1230 | CODE 2DCPAC | 7. ADMINISTERED BY (If other than Item 6) Alternate Access/CPAC/CPU Customer Products & Fulfillment CMC United States Postal Service 3300 South Parker Road, Suite 400 Aurora CO 80014-3500 | CODE | 2DCPAC |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CITY OF WILLOW PARK 516 RANCH HOUSE RD Willow Park TX 76087-7626 | | (x) 9A. AMENDMENT OF SOLICITATION NO. | | |
| | | 9B. DATED (SEE ITEM 11) | | |
| | | x 10A. MODIFICATION OF CONTRACT/ORDER NO. 2DCPAC-18-B-0397 | | |
| | | 10B. DATED (SEE ITEM 13) 01/29/2018 | | |
| SUPPLIER CODE 000396339 | FACILITY CODE | | | |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required.)

See Schedule

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

| | |
|-------------------------------------|---|
| (x) | A. THIS CHANGE BY CLAUSE IS ISSUED PURSUANT TO: (Specify clause) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. |
| <input type="checkbox"/> | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14. |
| <input type="checkbox"/> | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF: THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. |
| <input checked="" type="checkbox"/> | D. OTHER (such as no cost change/cancellation, termination, etc.) (Specify type of modification and authority): THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A Update Terms and Conditions, Attachment 1, and Renumber Contract |

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

THIS MODIFICATION IS ISSUED TO UPDATE/CHANGE THE FOLLOWING:

1. TO UPDATE THIS CONTRACT # 2BCPAC-05-B-3292 WITH A NEW CONTRACT # 2DCPAC-18-B-0397
2. TO UPDATE THE TERMS AND CONDITIONS OF YOUR CONTRACT AND ATTACHMENT 1

SUPPLIER HEREBY ABSOLUTELY AND IRREVOCABLY WAIVES, RELEASES, RELINQUISHES, AND DISCHARGES FOREVER THE POSTAL SERVICE AND ITS AGENTS, OFFICERS, AND EMPLOYEES FROM ANY AND ALL, KNOWN OR UNKNOWN, CLAIMS, SUITS, DAMAGES, COSTS, FEES OR EXPENSES (INCLUDING ALL TYPES OF ATTORNEY'S COSTS, FEES AND EXPENSES), ACTIONS, OR MANNER OF ACTIONS WHICH SUPPLIER EVER HAD, NOW HAS, OR HEREAFTER MAY HAVE AGAINST THE POSTAL SERVICE, AND ITS AGENTS, OFFICERS, AND EMPLOYEES WHETHER THE SAME BE IN ADMINISTRATIVE PROCEEDINGS, IN ARBITRATION, IN LAW, AT EQUITY, OR MIXED, THAT RELATE TO, ARISE OUT OF, OR INVOLVE CONTRACT NO. 2BCPAC-05-B-3292, OR TERMS AND CONDITIONS CHANGED BY CONTRACT NO. 2DCPAC-18-B-0397.

THESE CHANGES SHALL BECOME EFFECTIVE IMMEDIATELY UPON ACCEPTANCE. Period of Performance: 08/01/2005 to 12/31/2099

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

| | | | |
|---|------------------|---|------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Linda C. Cooper | |
| 15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) | 15C. DATE SIGNED | 16B. CONTRACT AUTHORITY (Signature of Contracting Officer) | 16C. DATE SIGNED |