



# TOWN COUNCIL REGULAR MEETING AGENDA

June 17, 2025 at 6:00 PM

Town Hall - 1941 E. Jeter Road, Bartonville, TX 76226

## A. CALL BUDGET WORKSHOP TO ORDER @ 6:00 PM

- [1.](#) Discuss and provide direction on Town Council priorities related to the FY2025-2026 Budget.
- [2.](#) Discuss and provide direction on the Proposed Tax Rate related to the FY2025-2026 Budget.

## B. ADJOURN BUDGET WORKSHOP

## C. CALL REGULAR SESSION TO ORDER @ 6:30 PM

## D. PLEDGE OF ALLEGIANCE

## E. PUBLIC PARTICIPATION

*If you wish to address the Council, please fill out a "Public Meeting Appearance Card" and present it to the Town Secretary, preferably before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Council for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may either address the Council during the Public Participation portion of the meeting or when the item is considered by the Town Council.*

## F. PRESENTATIONS

1. Issue Certificates of Election, Statement of Elected Official, and provide the Oath of Office to newly elected Officials.

## G. CLOSED SESSION

*Pursuant to the Open Meetings Act, Chapter 551, the Town Council will meet in a Closed Executive Session in accordance with the Texas Government Code.*

1. Section 551.074 Personnel Matters to deliberate and consider the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: Town Attorney.

## H. RECONVENE OPEN MEETING

*The Town Council to reconvene into an open meeting and consider action, if any, on items discussed in closed session.*

## I. APPOINTED REPRESENTATIVE/LIAISON REPORTS

1. Upper Trinity Regional Water District Report.
- [2.](#) Denton County Emergency Services District #1.

3. Police Department – May 2025 Statistics/Activities.
4. Administration – May 2025 Reports: Financial, Animal Control and Code Enforcement, Engineering, Municipal Court, Permits, and Board Member Attendance.

## J. CONSENT AGENDA

*This agenda consists of non-controversial, or “housekeeping” items required by law. Items may be approved with a single motion. Items may be removed from the Consent Agenda by any Councilmember by making such request prior to a motion and vote on the Consent Agenda.*

1. Consider approval of the May 20, 2025, Regular Meeting Minutes.

## K. PUBLIC HEARINGS AND REGULAR ITEMS

1. Presentation and consideration of the Fiscal Year 2022-2023 Audit.
2. Discuss and consider a Final Plat for 89.261-acre property situated in the Pinson Wiles Survey, Abstract Number 1339, in the Extraterritorial Jurisdiction (ETJ) of the Town of Bartonville, Denton County, Texas. The property is located generally east of State Highway 377 between Keith Road and Smoot Lane. The applicant is GM Civil on behalf of Spur Furst Ranch Development, L.P. [Town of Bartonville File Number FP-2025-001.] ***(The Planning & Zoning Commission recommended approval by a vote of 5-0 at its June 4, 2025, meeting.)***
3. Discuss and consider a Preliminary Plat for a 32.029-acre property situated in the J. Burke Survey, Abstract Number 42, in the Town of Bartonville, Denton County, Texas. The property is located near the southeastern corner of Broome Road and Porter Road, in Bartonville, Texas. The applicant is McAdams, Inc., on behalf of Philip R. and Martha S. Rice. [Town of Bartonville File Number PP-2025-001.] ***(The Planning & Zoning Commission recommended approval by a vote of 5-0 at its June 4, 2025, meeting.)***
4. Discuss and consider a Resolution amending the Personnel and Administrative Regulations Manual (PARM), Title I, “Personnel Regulations”, Chapter 7, “Discipline and Appeal Procedures” by changing the appeal review process from the Town Administrator to the Mayor.
5. Discuss and consider a Resolution appointing new member(s) to the Bartonville Community Development Corporation.
6. Discuss and consider moving forward with a town hall parking lot expansion.

## L. CLOSED SESSION

*Pursuant to the Open Meetings Act, Chapter 551, the Town Council will meet in a Closed Executive Session in accordance with the Texas Government Code.*

1. Section 551.074 Personnel Matters to deliberate and consider the appointment and employment of a public officer or employee; to wit: Mayor Pro Tem.
2. Section 551.074 Personnel Matters to deliberate and consider the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: Town Administrator.

**M. RECONVENE OPEN MEETING**

*The Town Council to reconvene into an open meeting and consider action, if any, on items discussed in closed session.*

**N. FUTURE ITEMS**

**O. ADJOURNMENT**

*The Town Council reserves the right to adjourn into a closed meeting or executive session as authorized by Texas Government Code, Sections 551.001, et seq. (the Texas Open Meetings Act) on any item on its open meeting agenda in accordance with the Texas Open Meetings Act, including, without limitation Sections 551.071-551.088 of the Texas Open Meetings Act. Any final action, decision, or vote on a matter deliberated in a closed meeting will only be taken in an open meeting that is held in compliance with Texas Government Code, Chapter 551.*

**CERTIFICATION**

I hereby certify that this Notice of Meeting was posted on the Town Website, and on the bulletin board, at Town Hall of the Town of Bartonville, Texas, a place convenient and readily accessible to the public at all times. Said Notice was posted on the following date and time; and remained posted continuously prior to the scheduled time of said meeting and shall remain posted until meeting is adjourned.

/s/ Shannon Montgomery, Town Secretary

Posted: Friday, June 13, 2025, prior to 4:00 pm.

*Agenda Removed from Town of Bartonville Bulletin Board on:* \_\_\_\_\_

*By:* \_\_\_\_\_, *Title:* \_\_\_\_\_



# TOWN COUNCIL COMMUNICATION

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**DATE:** June 17, 2025

**FROM:** Kirk Riggs, Town Administrator/Chief of Police

**AGENDA ITEM:** Discuss and provide direction from Town Council on priorities related to the FY2025-2026 Budget.

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## **SUMMARY:**

This work session is intended to be an open discussion regarding Town Council's budget priorities for the next fiscal year starting October 1, 2025.

This can include both revenue and expense items as well as any new projects or improved services that you would like to fund next fiscal year.

The priorities identified during this session will provide staff with valuable guidance as we begin to prepare the FY 2025-2026 budget.

The following items have been identified as possible topics to help guide the discussion; however, they are not meant to limit or define the conversation:

- Ongoing Commitment to Public Safety
  - Increased Visibility
  - Traffic Enforcement Efforts
- Increasing the Town's Reserve Fund
- Planning for Future Street Improvement Projects
- Tree Maintenance and Trimming
- Upgrading the Council's Video and Audio Systems, including Chromebooks





# TOWN COUNCIL COMMUNICATION

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**DATE:** June 17, 2025

**FROM:** Kirk Riggs, Town Administrator/Chief of Police

**AGENDA ITEM:** Discuss and provide direction on the Proposed Tax Rate related to FY2025-2026 Budget.

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## **SUMMARY:**

Town Council direction is being requested to assist in making revenue projections for the 2025-2026 Budget. The tax rates per \$100 valuation for the past five years have been:

2024-2025: \$0.173646

2023-2024: \$0.173646

2022-2023: \$0.173646

2021-2022: \$0.173646

2020-2021: \$0.192940

2019-2020: \$0.192940



# TOWN COUNCIL COMMUNICATION

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**DATE:** June 17, 2025

**FROM:** Ricky Vaughan, Fire Chief, Denton County ESD No. 1

**AGENDA ITEM:** Denton County Emergency Services District #1 Monthly Report

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**SUMMARY:**

Department Statistics/Activities

**ATTACHMENTS:**

- Monthly Report

# Denton County ESD

## No. 1 & No. 2

### Monthly Report



### Monthly Activity Report

MAY  
2025



## Denton County ESD No. 1 & No. 2

MAY 2025

### Table of Contents

Basic Analytics	Page
DCESD 1 Personnel	3
Incident Counts	4-5
Municipality Volume	6
Response Times – 90 <sup>th</sup> Percentile and Average Response Times	7
Community Outreach Events & Fire Inspection Reports & Training Division	8

**Denton County ESD No. 1 & No. 2****MAY 2025****DCESD1 Personnel****Operations**

Battalion Chiefs	3
Officers - Captains	9
Apparatus Operators (Engineers)	9
Full-Time Firefighters (active)	36
Part-Time Employees (active)	11
Injuries/light duty/inactive	0
<b>Total Members</b>	<b>68</b>

**Fire Administration**

Fire Chief	1
Assistant Chief	1
Division Chiefs	3
Assistant Fire Marshal	1
Administrative Assistant	1
Workforce Manager	1
Director of Communications & Public Outreach	1
<b>Total</b>	<b>9</b>

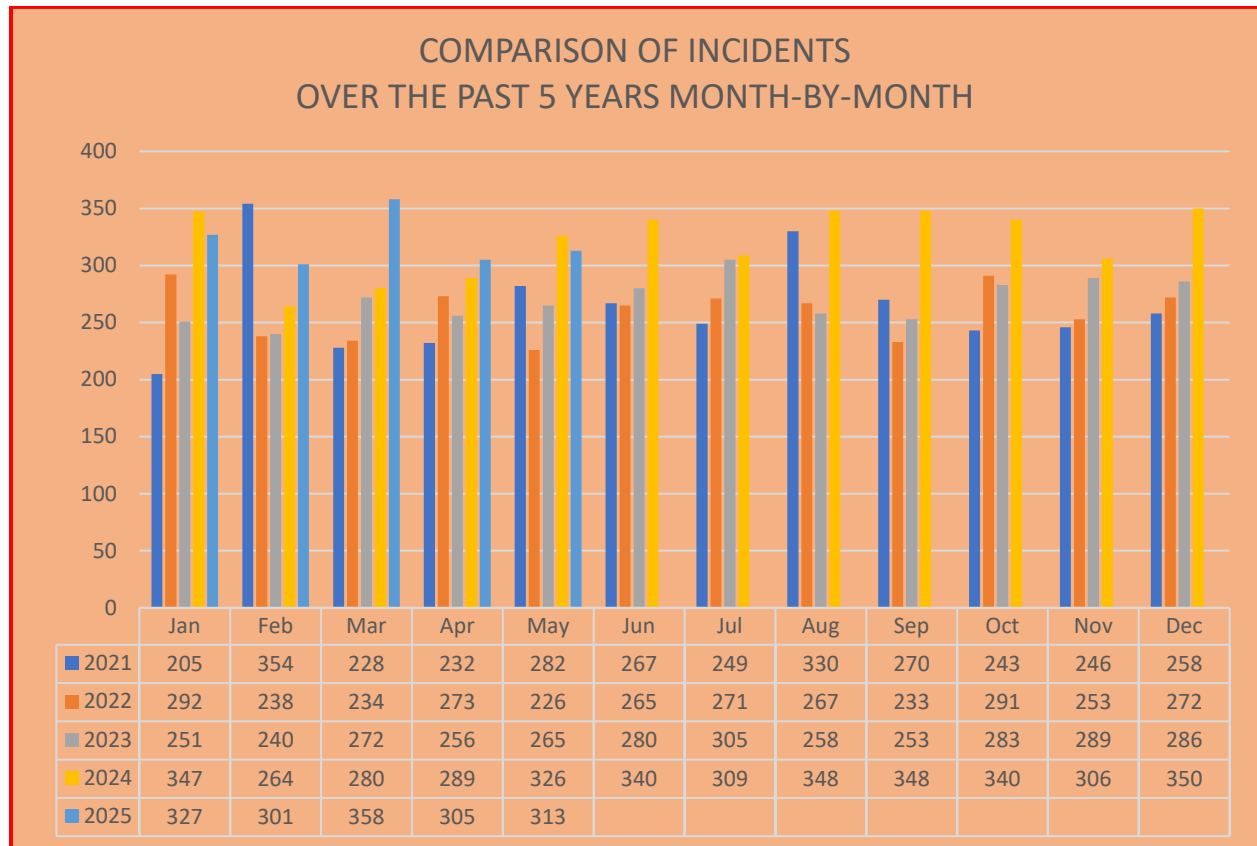
**Department Paid Total** 77Sworn Staff 74Civilians 3Operational Volunteers 2**Department Total** 79



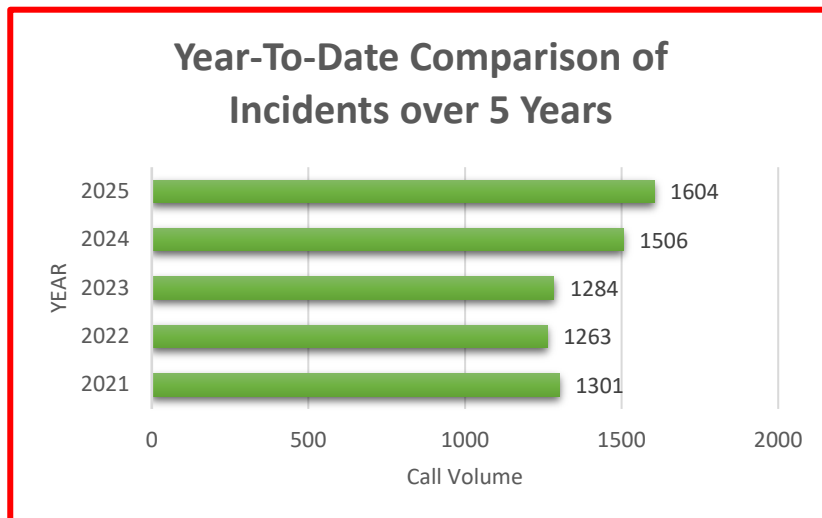
## Denton County ESD No. 1 & No. 2

MAY 2025

### DCESD Total Incident Count



### Year-to-Date Totals



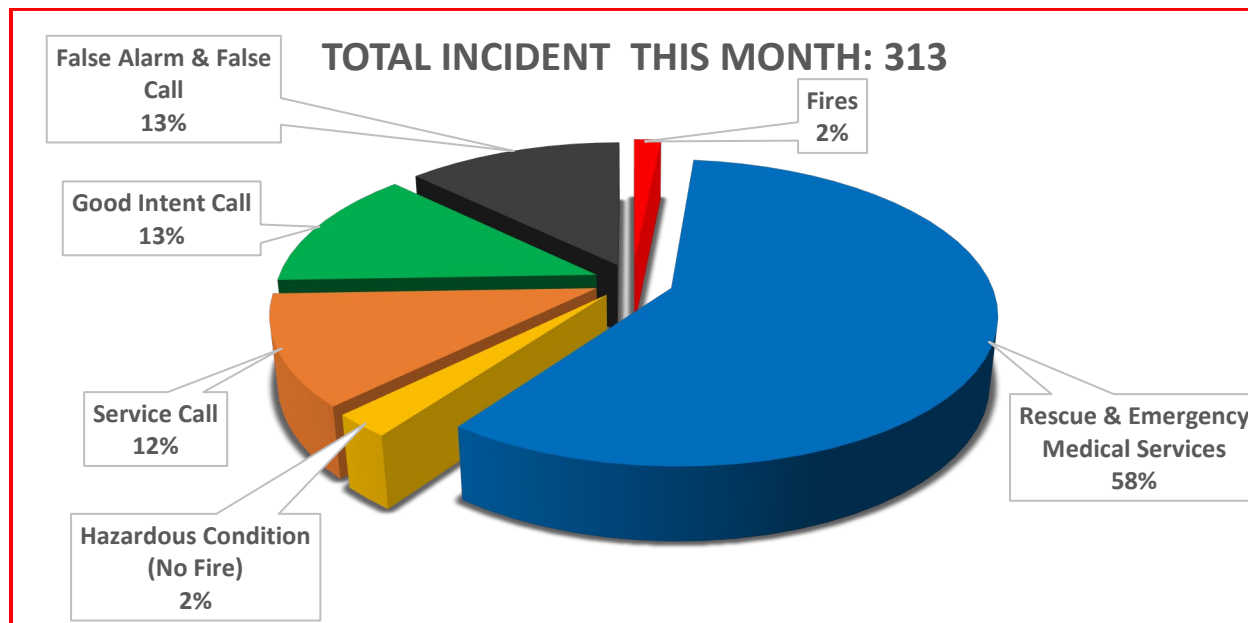
DCESD	YTD	Year End
2021	1301	3164
2022	1263	3115
2023	1284	3238
2024	1506	3847
2025	1604	TBD



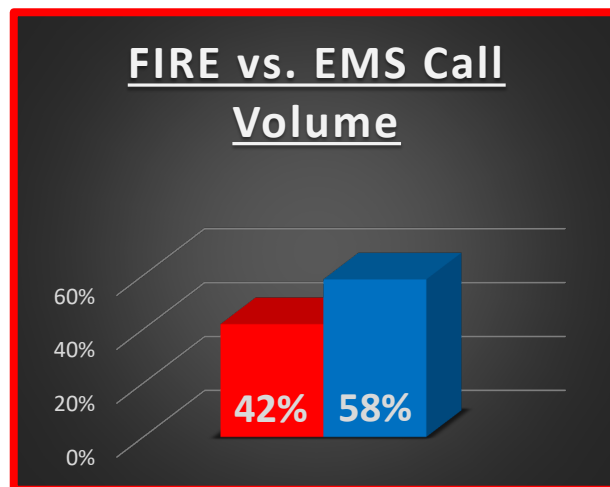
## Denton County ESD No. 1 & No. 2

MAY 2025

### INCIDENT STATISTICS



Major Incident Types		
Fires	100's	5
Overpressure rupture, explosion – no fire	200's	0
Rescue & Emergency Medical Services	300's	183
Hazardous Condition (No Fire)	400's	8
Service Call	500's	37
Good Intent Call	600's	40
False Alarm / False Call	700's	40
Severe Weather & Natural Disaster	800's	0
Special Incident Type	900's	0



### Percentage of Overlapping Calls

Overlapping Calls	
# OVERLAPPING	% OVERLAPPING
152	49%
>3 Calls Overlapping	(13) 9%
0 overlapping incidents caused a mutual aid response need	

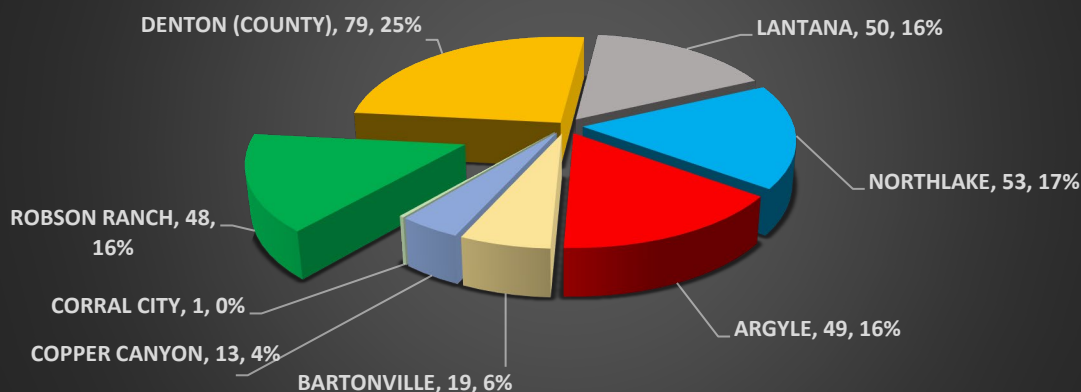


## Denton County ESD No. 1 & No. 2

MAY 2025

### Municipality Call Volume Breakdown

#### Volume by Municipality



#### NFIRS INCIDENT TYPE

	NFIRS #	ARGYLE	BARTONVILLE	COPPER CANYON	CORRAL CITY	LANTANA	NORTHLAKE	Robson Ranch	DENTON COUNTY
Fire	100's	1		1		1			1
Overpressure Rupture, Explosion, Overheat	200's								
Rescue & Emergency Medical Services	300's	34	11	5	1	28	26	29	50
Hazardous Condition	400's	1	2			2	2		1
Service Call	500's	2	3	2		5	1	11	12
Good Intent Call	600's	6		1		7	13	6	7
False Alarm False Call	700's	5	3	4		7	11	2	8
Severe Weather & Natural Disaster	800's								
Special Incident Type	900's								
Municipality Totals		49	19	13	1	50	53	48	79

#### NFIRS Breakdown

##### 100's – Fire Group

Structure, wildland, and vehicle fires.

##### 200's – Overpressure Rupture, explosion, overheat – No Fire Group

Steam, air, gas, chemical, explosions(no-fire), etc.

##### 300's – Rescue & Emergency Medical Service Group

EMS incidents, lock-in, missing person, extrication, motor vehicle accidents, rescues, etc.

##### 400's – Hazardous Conditions – No Fire Group

Gas leak, chemical hazards, power line down, biological incident, bomb removal, etc.

##### 500's – Service Call Group

Person in distress, water evacuation, smoke/odor removal, animal rescue, assist PD, etc.

##### 600's – Good Intent Group

Cancelled en route, controlled burning, wrong location, prescribed burn, etc.

##### 700's – False Alarm & False Call Group

False alarm, malicious false call, unintentional system/detector operation and malfunction

##### 800's – Severe Weather & Natural Disaster Group

Flood, wind, lightning, natural disaster assessment

##### 900's – Special Incident Type

Citizen Complaint, Code Violation



## Incident Response Times

### 90<sup>th</sup> Percentile Assessment

Lights and Sirens – 90 <sup>TH</sup> Percentile Time (Dispatch to Arrival)	
Overall Fire/EMS	10:03
Overall FIRE	11:28
Overall EMS	9:35

**Internal Compliance Goal:** Less than 8-minute response time from dispatch to first unit on arrival time. Assessment is performed by taking the total number of incidents where lights and sirens were utilized while responding to the incident.

**NFPA 1710 Response Recommendations:** Key performance objectives for...

**FIRE Response:** (bunker gear required)

1. Turnout time: < 80 seconds  
(1 minute: 20 seconds)
2. First Unit on scene: < 240 seconds  
(4 minutes)

**EMS Response:** (no bunker gear required)

1. Turnout time: < 60 seconds  
(1 minute)
2. First Unit on scene: < 240 seconds  
(4 minutes)

90th Percentile per Municipality					
ARGYLE	BARTONVILLE	COPPER CANYON	CORRAL CITY	LANTANA	NORTHLAKE
11:02	9:30	10:28	4:28	10:00	10:38

## Average Response and Turnout Time Assessment

RESPONSE MODE	TOTAL RESPONDING UNITS	AVERAGE RESPONSE TIME (minutes)
Initial Lights and Sirens, Downgraded to No Lights or Sirens	2	8:15
Initial No Lights or Sirens, Upgraded to Lights and Sirens	0	0:00
<b>Lights and Sirens</b>	<b>272</b>	<b>6:58</b>
No Lights or Sirens	14	3:20

Average Response Time per Municipality					
ARGYLE	BARTONVILLE	COPPER CANYON	CORRAL CITY	LANTANA	NORTHLAKE
7:20	6:58	8:08	4:28	7:47	7:35

**Denton County ESD No. 1 & No. 2****MAY 2025****Public Education****Community Outreach Events**

Fire Station Tours	3
Public Education Events	8
Ride Along (EMS Students/Orientation)	21
Community CPR Classes	2
- Total CPR Students	<b>30</b>
<b>Total Events</b>	<b>31</b>

**Training Division**

<b>Total ISO Training Hours Logged / Month</b>	<b>2545</b>
- EMS Training Hours Logged / Month	304
- FIRE Training Hours Logged / Month	2095.8
- LIVE FIRE Training / Month	529
- Administrative Training / Month	163.2

**Fire Inspection Report**

INSPECTION TYPE	MONTHLY	YEAR TO DATE
*Fire Protection- Fire Alarm (Total)	3	5
*Fire Protection Commercial Sprinkler (Total)	4	16
Fire & Life Safety (Total)	0	1
*Annual (Total)	46	88
*Residential Sprinkler (Total)	14	66
*Fire Protection Inspection: Underground (Total)	0	15
* Controlled Access (Total)	0	0
* Certificate of Occupancy (New Structure) (Total)	5	20
* Compliant (Total)	1	1
Certificate Of Occupancy (Existing Structure) (Total)	5	5
<b>Total:</b>	<b>78</b>	<b>217</b>



# TOWN COUNCIL COMMUNICATION

---

**DATE:** June 17, 2025

**FROM:** Kirk Riggs, Town Administrator / Chief of Police

**AGENDA ITEM:** Police Department – Department Statistics/Activities

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**SUMMARY:**

Department Statistics/Activities.

**ATTACHMENTS:**

- Monthly Report

# Town of Bartonville Police Department

## May 2025 Monthly Report



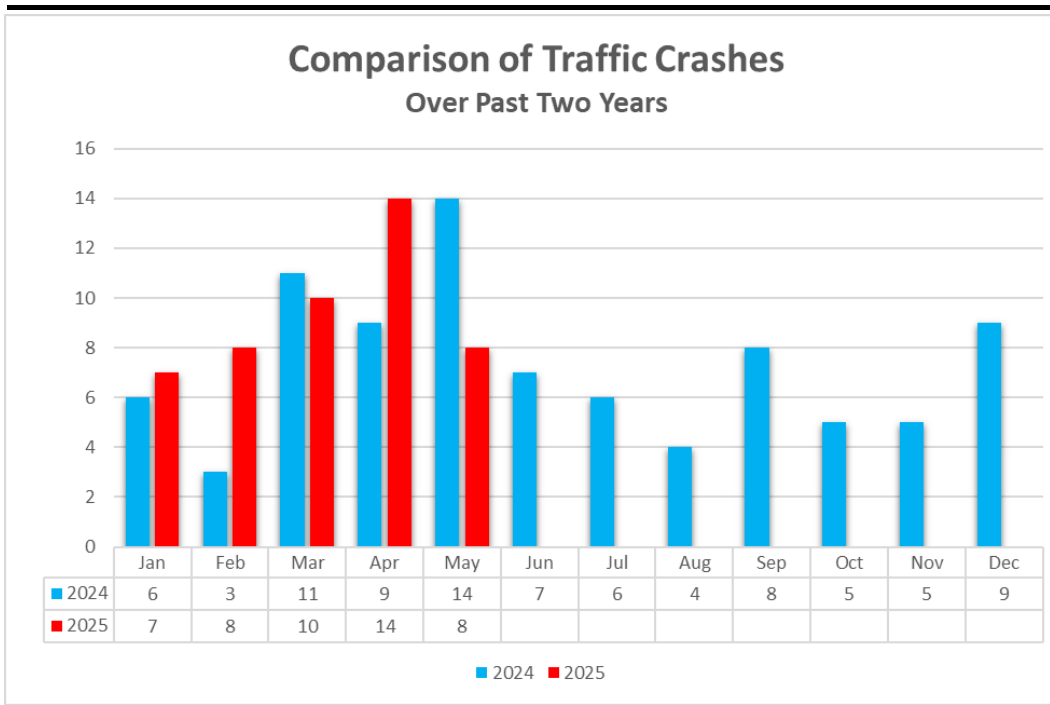
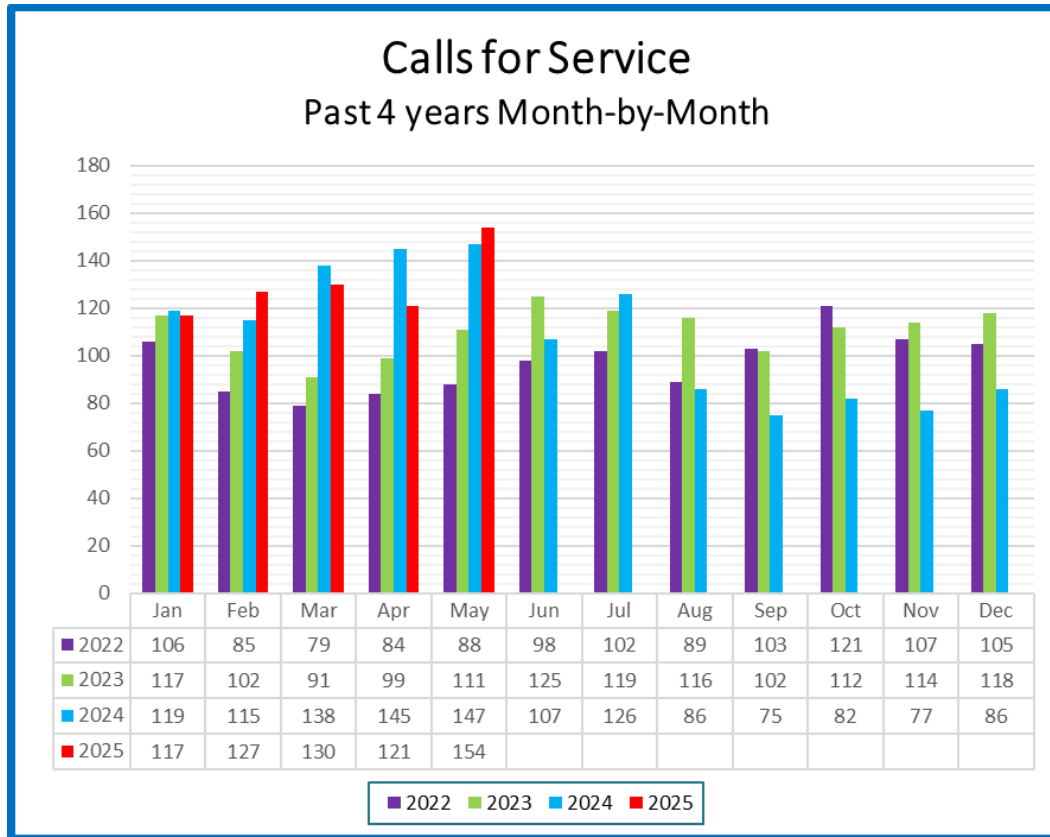
**Bartonville Police Department****May 2025****Table of Contents**

	<b>Page</b>
Calls for Service	3
Types of calls for service	4
Uniformed Crime Reports/Officer initiated activity	5
Officer initiated continued/Misc. Information	6

# Bartonville Police Department

May 2025

## Total Calls for Service



# Bartonville Police Department

May 2025

Abandoned Vehicle	1
Agency Assist	7
Alarm- Commercial	13
Alarm- Residential	12
Animal Bite Report	1
Animal Complaint	5
Animal Cruelty	0
Assault	0
Auto Theft	0
Burglary	2
Cardiac Arrest	1
Citizen Assist	1
Civil Standby	0
Child Custody Issues	1
Criminal Mischief	0
Criminal Trespass	1
Disturbance	3
Domestic Disturbance	2
Fight	0
Fireworks Complaint	0
Follow-up Investigation	7
Forgery/Fraud	1
Found Property	0
Gunshots Heard	0
Hang-up 911	5
Harassment	1
Illegal Dumping	0
Indecent Exposure	0
Intoxicated Person	0
Juvenile Complaint	1
Loose Livestock	1
Meet Complainant	10
Motorist Assist	2
Narcotics	0
Noise Complaint	4
Open Door Investigation	1
Ordinance Violation	2
Person with a Gun	0
Psych/Suicide Attempt	1
Reckless Driver	0
Road Blockage/Hazard	11
Stabbing/Gunshot	0
Suspicious Person/Veh/Activity	13
TABC- Alcohol Violation	1
Theft	1
Traffic Complaint	24
Traffic Transport Incident (Accidents)	8
Vehicle Complaint	2
Warrant Service	0
Welfare Concern	6

# Bartonville Police Department

May 2025

## Uniformed Crime Reporting

May-2025			
ACTIVITY	Current Month	Current Year	Last Year
UCR	0	2025	2024
PART 1 OFFENSES			
Homicide / Manslaughter	0	0	0
Sexual Assault	0	1	1
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	1	3
Larceny	0	1	25
Motor Vehicle Theft	0	0	1
Human Trafficking	0	0	1
Arson	0	0	0
<b>TOTAL PART I</b>	<b>0</b>	<b>3</b>	<b>31</b>

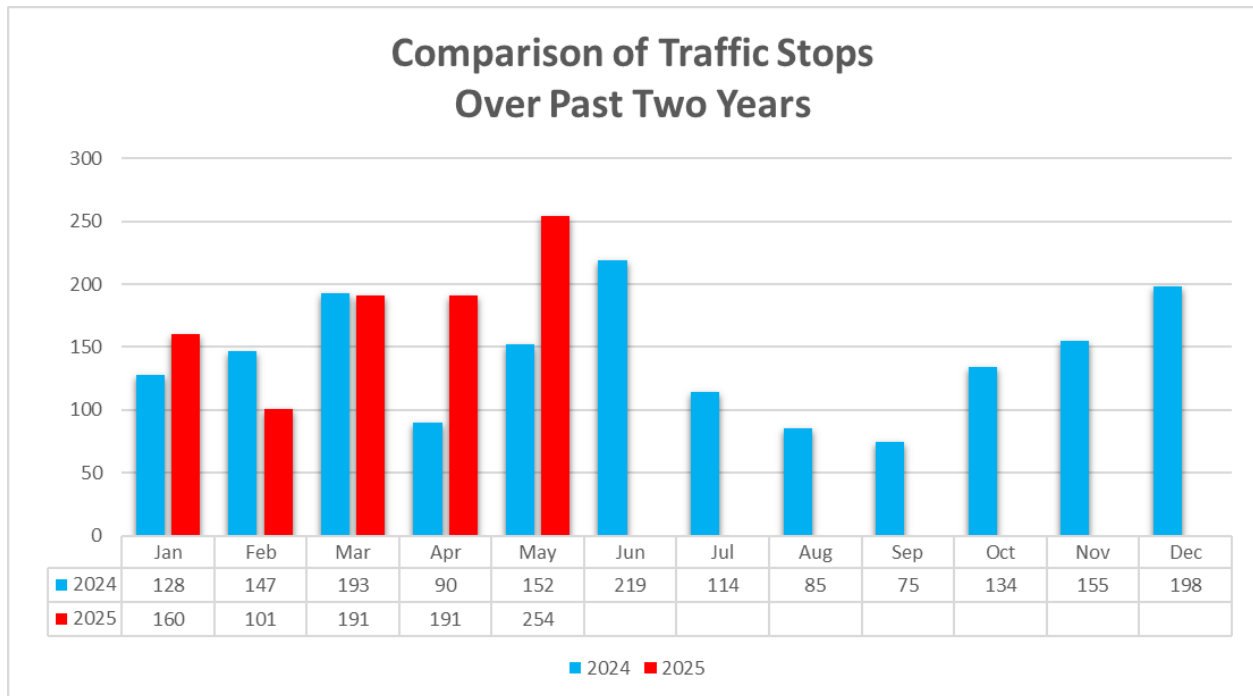
## Officer Initiated Activity

<u>Officer Activity by Type</u>	Total
Building Checks, Close Patrols	149
Investigations (Sus veh/activity)	9
Traffic Stops	254
Vacation Watch	4
Walk Thru (Business contacts)	3
Total	419



# Bartonville Police Department

May 2025



## Misc. Information

1. Our last marked unit is expected to be placed in service in the next couple of weeks per Defender.
2. Officer Richey and Lieutenant Scudder participated in EP Rayzor Elementary's career day.
3. Chief Riggs participated in the Carry the Load event.
4. A DWI and an impersonating security guard arrest.
5. No Part 1 crimes reported.
6. Our agency participated in Operation Soteria Shield as a representative of our affiliate agency on the FBI's Internet Crimes Against Children (ICAC) Task Force. While no arrests were made within our jurisdiction, Lt. Scudder provided valuable support to the multi-agency operation, which resulted in 244 offenders being arrested, 109 children rescued, and the seizure of 213 terabytes of illicit data related to child exploitation.
7. Spirt Day Event



# TOWN COUNCIL COMMUNICATION

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**DATE:** June 17, 2025

**FROM:** Shannon Montgomery, Town Secretary

**AGENDA ITEM:** Administration – May 2025 Reports

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**SUMMARY:**

Monthly Reports May 2025.

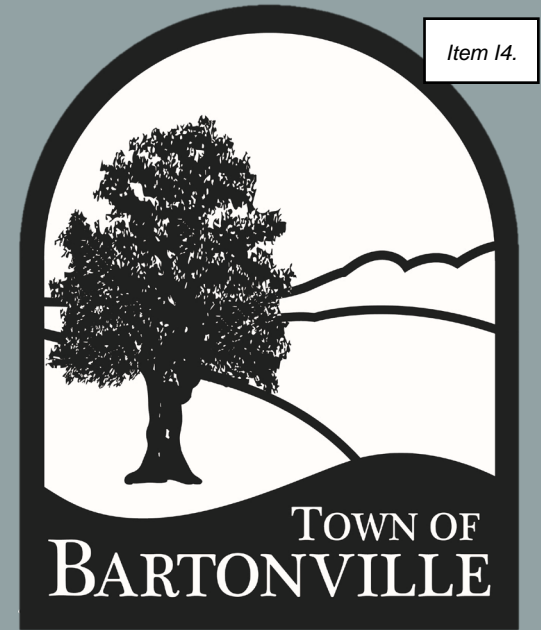
**ATTACHMENTS:**

- Monthly Financial Report
- Monthly Animal Control & Code Enforcement Combined Report
- Monthly Engineering Report
- Monthly Municipal Court Report
- Monthly Permits Report
- Monthly Board Attendance Report

# Town of Bartonville

## Monthly Financial Report

Month Ending  
May 2025



PRESENTED:  
JUNE 17, 2025

## All General Fund Revenues

Category	May 2025 Revenue	Year to Date Revenue	Current Budget	Budget Remaining	% of Budget Remaining	Prior YTD Balance	Prior Year End Balance
Property Tax	\$1,993.04	\$1,203,033.36	\$1,200,000	(\$3,033.36)	-0.25%	\$1,042,434.09	\$1,092,674.69
Sales Tax	\$111,453.68	\$649,764.91	\$890,000	\$240,235.09	26.99%	\$477,860.81	\$931,315.39
Franchise Fees	\$2,388.40	\$202,469.85	\$260,000	\$57,530.15	22.13%	\$205,031.43	\$262,891.74
<b>Other/Transfer:</b>	<b>\$11,147.91</b>	<b>\$140,618.14</b>	<b>\$223,500</b>	<b>\$82,881.86</b>	<b>37.08%</b>	<b>\$103,493.09</b>	<b>\$198,874.65</b>
<i>General Revenue</i>	<i>(\$199.46)</i>	<i>\$2,478.00</i>	<i>\$0</i>	<i>(\$2,478.00)</i>	<i>0.00%</i>	<i>\$7,320.99</i>	<i>\$13,320.99</i>
<i>Child Safety Collected</i>	<i>\$0.00</i>	<i>\$2,098.15</i>	<i>\$2,000</i>	<i>(\$98.15)</i>	<i>-4.91%</i>	<i>\$2,049.67</i>	<i>\$2,049.67</i>
<i>Open Records</i>	<i>\$0.00</i>	<i>\$15.00</i>	<i>\$0</i>	<i>(\$15.00)</i>	<i>0.00%</i>	<i>\$12.00</i>	<i>\$18.00</i>
<i>LOESE Training Funds</i>	<i>\$0.00</i>	<i>\$1,986.41</i>	<i>\$1,000</i>	<i>(\$986.41)</i>	<i>-98.64%</i>	<i>\$1,975.00</i>	<i>\$1,975.00</i>
<i>Use of Reserves (Fund</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$40,500</i>	<i>\$40,500.00</i>	<i>100.00%</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Interest Earned</i>	<i>\$11,347.37</i>	<i>\$94,040.58</i>	<i>\$140,000</i>	<i>\$45,959.42</i>	<i>32.83%</i>	<i>\$92,135.43</i>	<i>\$143,820.39</i>
<i>Transfer In from CCPD</i>	<i>\$0.00</i>	<i>\$30,000.00</i>	<i>\$30,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Transfer in from BCDC</i>	<i>\$0.00</i>	<i>\$10,000.00</i>	<i>\$10,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$37,690.60</i>
Development Fees	\$6,845.00	\$9,939.75	\$4,000	(\$5,939.75)	-148.49%	\$11,886.75	\$16,636.75
Permit Fees	\$29,529.65	\$215,942.47	\$175,000	(\$40,942.47)	-23.40%	\$154,584.05	\$245,775.70
Municipal Court	\$9,194.60	\$69,045.68	\$100,000	\$30,954.32	30.95%	\$66,011.72	\$102,102.15
<b>Total Revenue</b>	<b>\$172,552.28</b>	<b>\$2,490,814.16</b>	<b>\$2,852,500</b>	<b>\$361,685.84</b>	<b>12.68%</b>	<b>\$2,061,301.94</b>	<b>\$2,850,271.07</b>

## Sales Tax Collections



## All General Fund Expenditures

Category	May 2025 Expenditures	Year to Date Expenditures	Current Budget	Budget Remaining	% of Budget Remaining	Prior YTD Balance	Prior Year End Balance
Administration	\$96,884.61	\$704,066.24	\$1,264,103	\$560,036.76	44.30%	\$588,217.50	\$951,670.07
Police	\$66,400.85	\$566,783.91	\$1,138,128	\$571,344.09	50.20%	\$536,117.07	\$866,184.71
Municipal Court	\$800.00	\$6,400.00	\$12,000	\$5,600.00	46.67%	\$6,400.00	\$10,600.00
Transfers	\$34,150.18	\$149,305.39	\$210,000	\$60,694.61	28.90%	\$163,734.13	\$223,050.74
<b>Total Expenses</b>	<b>\$198,235.64</b>	<b>\$1,426,555.54</b>	<b>\$2,624,231</b>	<b>\$1,197,675.46</b>	<b>45.64%</b>	<b>\$1,294,468.70</b>	<b>\$2,051,505.52</b>

# Expenditures by Department - Administration

Category	May 2025 Expenditures	Year to Date Expenditures	Current Budget	Budget Remaining	% of Budget Remaining	Prior YTD Balance	Prior Year End Balance
Salary & Benefits	\$45,489.72	\$343,684.85	\$573,383	\$229,698.15	40.06%	\$339,278.05	\$502,776.92
<b>Other</b>	<b>\$8,750.40</b>	<b>\$23,512.01</b>	<b>\$75,500</b>	<b>\$51,987.99</b>	<b>68.86%</b>	<b>\$36,041.03</b>	<b>\$53,354.38</b>
<i>Advertisements &amp;</i>	<i>\$35.36</i>	<i>\$1,388.40</i>	<i>\$4,500</i>	<i>\$3,111.60</i>	<i>69.15%</i>	<i>\$1,523.92</i>	<i>\$3,569.48</i>
<i>Banners &amp; Signs</i>	<i>\$17.96</i>	<i>\$1,133.27</i>	<i>\$8,000</i>	<i>\$6,866.73</i>	<i>85.83%</i>	<i>\$3,875.71</i>	<i>\$7,475.91</i>
<i>Clean Up Day</i>	<i>\$400.00</i>	<i>\$2,800.00</i>	<i>\$5,000</i>	<i>\$2,200.00</i>	<i>44.00%</i>	<i>\$8,213.26</i>	<i>\$10,563.26</i>
<i>Datamax Project</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$5,000</i>	<i>\$5,000.00</i>	<i>100.00%</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Dues &amp; Memberships</i>	<i>\$0.00</i>	<i>\$1,510.50</i>	<i>\$5,000</i>	<i>\$3,489.50</i>	<i>69.79%</i>	<i>\$1,196.00</i>	<i>\$1,881.50</i>
<i>Election Expense</i>	<i>\$244.58</i>	<i>\$244.58</i>	<i>\$14,000</i>	<i>\$13,755.42</i>	<i>98.25%</i>	<i>\$118.24</i>	<i>\$118.24</i>
<i>Postage</i>	<i>\$501.02</i>	<i>\$1,671.81</i>	<i>\$3,500</i>	<i>\$1,828.19</i>	<i>52.23%</i>	<i>\$2,235.70</i>	<i>\$2,905.20</i>
<i>Publications &amp;</i>	<i>\$0.00</i>	<i>\$738.11</i>	<i>\$1,500</i>	<i>\$761.89</i>	<i>50.79%</i>	<i>\$709.24</i>	<i>\$709.24</i>
<i>Special Events</i>	<i>\$5,626.50</i>	<i>\$10,269.26</i>	<i>\$12,000</i>	<i>\$1,730.74</i>	<i>14.42%</i>	<i>\$15,996.28</i>	<i>\$17,772.36</i>
<i>Meetings &amp; Events</i>	<i>\$1,849.98</i>	<i>\$2,184.25</i>	<i>\$5,000</i>	<i>\$2,815.75</i>	<i>56.32%</i>	<i>\$1,962.68</i>	<i>\$3,259.36</i>
<i>Travel &amp; Training</i>	<i>\$75.00</i>	<i>\$1,571.83</i>	<i>\$12,000</i>	<i>\$10,428.17</i>	<i>86.90%</i>	<i>\$210.00</i>	<i>\$5,099.83</i>
Contracted Services	\$32,830.21	\$229,033.16	\$405,750	\$176,716.84	43.55%	\$155,666.57	\$288,408.15
Fees & Service Charges	\$25.00	\$681.57	\$1,470	\$788.43	53.63%	\$575.75	\$870.50
Supplies	\$6,283.52	\$65,341.79	\$102,500	\$37,158.21	36.25%	\$31,942.35	\$65,642.95
Maintenance	\$3,505.76	\$35,749.86	\$55,500	\$19,750.14	35.59%	\$24,713.75	\$40,617.17
Capital Improvements	\$0.00	\$6,063.00	\$50,000	\$43,937.00	87.87%	\$0.00	\$0.00
<b>Total Administration</b>	<b>\$96,884.61</b>	<b>\$704,066.24</b>	<b>\$1,264,103</b>	<b>\$560,036.76</b>	<b>44.30%</b>	<b>\$588,217.50</b>	<b>\$951,670.07</b>

# Expenditures by Department - Police

Category	May 2025 Expenditures	Year to Date Expenditures	Current Budget	Budget Remaining	% of Budget Remaining	Prior YTD Balance	Prior Year End Balance
Salary & Benefits	\$54,536.83	\$513,209.62	\$1,032,497	\$519,287.38	50.29%	\$493,886.16	\$784,112.59
Maintenance	\$1,655.43	\$26,951.92	\$41,631	\$14,679.08	35.26%	\$22,615.43	\$41,671.99
Contracted Services	\$8,038.00	\$8,038.00	\$10,000	\$1,962.00	19.62%	\$1,776.50	\$1,776.50
<b>Other</b>	<b>\$243.35</b>	<b>\$3,828.31</b>	<b>\$8,000</b>	<b>\$4,171.69</b>	<b>52.15%</b>	<b>\$4,386.81</b>	<b>\$4,975.24</b>
<i>Dues &amp; Memberships</i>	<i>\$0.00</i>	<i>\$484.50</i>	<i>\$2,000</i>	<i>\$1,515.50</i>	<i>75.78%</i>	<i>\$120.00</i>	<i>\$170.00</i>
<i>Meetings &amp; Events</i>	<i>\$243.35</i>	<i>\$974.90</i>	<i>\$1,500</i>	<i>\$525.10</i>	<i>35.01%</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Travel &amp; Training</i>	<i>\$0.00</i>	<i>\$2,368.91</i>	<i>\$4,500</i>	<i>\$2,131.09</i>	<i>47.36%</i>	<i>\$4,266.81</i>	<i>\$4,805.24</i>
<b>Supplies</b>	<b>\$1,927.24</b>	<b>\$14,756.06</b>	<b>\$46,000</b>	<b>\$31,243.94</b>	<b>67.92%</b>	<b>\$13,452.17</b>	<b>\$33,648.39</b>
<i>Fuel &amp; Lubricants</i>	<i>\$1,927.24</i>	<i>\$11,714.35</i>	<i>\$22,000</i>	<i>\$10,285.65</i>	<i>46.75%</i>	<i>\$10,124.00</i>	<i>\$19,218.58</i>
<i>Operations &amp; Supplies</i>	<i>\$0.00</i>	<i>\$3,005.86</i>	<i>\$20,000</i>	<i>\$16,994.14</i>	<i>84.97%</i>	<i>\$2,199.51</i>	<i>\$11,083.06</i>
<i>Uniforms</i>	<i>\$0.00</i>	<i>\$35.85</i>	<i>\$4,000</i>	<i>\$3,964.15</i>	<i>99.10%</i>	<i>\$1,128.66</i>	<i>\$3,346.75</i>
<b>Total Police</b>	<b>\$66,400.85</b>	<b>\$566,783.91</b>	<b>\$1,138,128</b>	<b>\$571,344.09</b>	<b>50.20%</b>	<b>\$536,117.07</b>	<b>\$866,184.71</b>



**Call Type Summary:**

Dead Animal (1)  
Loose Animal (1)  
Patrol (7)  
Permit Violation (1)  
Special Assignment (1)  
Tall Grass and Weeds (10)  
Trash and Debris (2)  
Wildlife (1)

**Call**

Address	Notes	Service / Type
5/7/2025 185 Coyote Court	Caller stated there is a skunk on his property and would like it removed.	Animal Control Wildlife
5/12/2025 1113 Brasher Dr	Citation issued for trash/debris. No improvement since last citation on 12/9/24.	Code Enforcement Trash and Debris
5/27/2025 1113 Brasher Dr	No improvement	Code Enforcement Trash and Debris
5/12/2025 Fm 407 Pi#111282	Empty lot is overgrown and needs to be maintained back to fence area from road.	Code Enforcement Tall Grass and Weeds

5/27/2025 Fm 407 Pi#111282	Property abated for tall grass/weeds.	Code Enforcement Tall Grass and Weeds
5/16/2025 1210 Brasher Dr	There is a dog that is reported loose in the area repeatedly and killing livestock. No one was home when I stopped by, but I left a doorhanger.	Animal Control Loose Animal
5/27/2025 1484 Land Fall Cir	Investigated complaint about tall grass/weeds along E Jeter Rd Warning issued for tall grass/weeds.	Code Enforcement Tall Grass and Weeds
5/27/2025 1288 Porter Rd	Warning issued for tall grass/weeds, roadside bar ditch easement needs to be maintained.	Code Enforcement Tall Grass and Weeds
5/27/2025 1040 Rockgate Rd	Citation issued for un-permitted fence.	Code Enforcement Permit Violation
5/27/2025 Gene Perry Ct Pi#253911	Warning issued for tall grass/weeds.	Code Enforcement Tall Grass and Weeds
5/27/2025 568 Seals Rd	Investigated complaint about tall grass/weeds on Hat Creek Rd. Warning issued for tall grass/weeds, bar ditch on Hat Creek Rd	Code Enforcement Tall Grass and Weeds
5/27/2025 909 Hat Creek Ct	Warning issued for tall grass/weeds.	Code Enforcement Tall Grass and Weeds
5/27/2025 Seals Rd Pi#211410	Warning issued for tall grass/weeds.	Code Enforcement Tall Grass and Weeds

5/1/2025 - 5/31/2025

5/27/2025 1200 Brasher Dr	Warning issued for tall grass/weeds.	Code Enforcement Tall Grass and Weeds
5/27/2025 Gibbons Rd Pi#1007823	Warning issued for tall grass/weeds.	Code Enforcement Tall Grass and Weeds
5/9/2025 Stonewood Blvd & Briarwood Cir	A deceased animal was reported in this area. I patrolled the area and was unable to locate.	Animal Control Dead Animal
5/20/2025 1207 Pecan Dr	There was a copperhead reported on the porch. The snake was gone when I arrived.	Animal Control Special Assignment

## Patrol

Address	Notes	Service / Type
5/7/2025	Patrolled the area of Bartonville spoke to Chief Riggs was advised of no current issues . 9:30 am - 10:00 am   Duration: .5 hours	Animal Control Patrol
5/2/2025	Patrolled the city for loose, stray, and deceased animal Sherri at PD 2:00 pm - 3:00 pm   Duration: 1 hours	Animal Control Patrol
5/12/2025	Patrolled city limits, followed up on previous warnings and citations. Checked in at City Hall and there are no new complaints. 8:45 am - 11:00 am   Duration: 2.25 hours	Code Enforcement Patrol

5/16/2025

Patrolled Bartonville spoke to Shari was advised of no issues.

Animal Control

9:45 am - 10:15 am | Duration: .5 hours

Patrol

5/27/2025

Patrolled city limits. Followed up on complaints received by the city and previous warnings.

Code Enforcement

8:45 am - 12:45 pm | Duration: 4 hours

Patrol

5/20/2025

Patrolled the city for loose, stray, and deceased animals.

Animal Control

10:30 am - 11:30 am | Duration: 1 hours

Patrol

5/29/2025

Patrolled the city for loose, stray, and deceased animals.

Animal Control

12:00 pm - 1:00 pm | Duration: 1 hours

Patrol



# Westwood

## Town of Bartonville Status Report

**Date: June 10, 2025**

### Plat Review

- N/A

### ROW Permits

- CoServ – Glenview and Jeter
- CoServ – Frenchtown and Jeter

### Subdivision Construction

- Knights Landing – Finishing Construction

### Street Fund

- Jeter Phase 2 Construction Awarded – Construction ongoing – Scheduled for completion end of July

### General Consultation

- N/A

### Grading Plans Reviewed

- 1402 Clydesdale
- 1317 Post Oak Road
- 1032 Roadrunner

**westwoodps.com**  
(888) 937-5150

Town of Bartonville  
Municipal Court Council Report  
From 5/1/2025 to 5/31/2025

6/2/2025 3:10

Item 14.

**Violations by Type**

Traffic	Penal	City Ordinance	Parking	Other	Total
112	0	6	4	0	122

**Financial**

State Fees	Court Costs	Fines	Tech Fund	Building Security	Total
\$6,070.10	\$1,925.20	\$7,631.00	\$276.00	\$338.10	\$16,240.40

**Warrants**

Issued	Served	Closed	Total
0	0	0	0

**FTAs/VPTAs**

FTAs	VPTAs	Total
0	0	0

**Dispositions**

Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
24	0	25	16	25	90

**Trials & Hearings**

Jury	Bench	Appeal	Total
0	0	0	0

**Omni/Scofflaw/Collection**

Omni	Scofflaw	Collections	Total
28	0	28	56

# PermitReport

6/2/2025 11:5

Item 14.

Permit #	Contact	Property	Permit Type	Issued Date	Estimated Value	Square Footage	Paid Amount
25-00003-01	Kroger #572 Bakery	3400 FM 407	Food Establishment Permit	5/28/2025			\$300.00
25-00004-01	Kroger #572 Coffee Shop	3400 FM 407	Food Establishment Permit	5/28/2025			\$300.00
25-00005-01	Kroger #572 Deli	3400 FM 407	Food Establishment Permit	5/28/2025			\$300.00
25-00006-01	Kroger #572 Meat	3400 FM 407	Food Establishment Permit	5/28/2025			\$300.00
25-00007-01	Kroger #572 Seafood	3400 FM 407	Food Establishment Permit	5/28/2025			\$300.00
25-00049-22	MTC Merchant Fairs, LLC	96 McMakin Rd	Temporary Food Permit	5/5/2025			\$35.00
25-00165-01	Brawler Ventures LLC	1016 Hat Creek Road	OSSF Permit - Residential	5/13/2025			\$410.00
25-00214-01	YTL Inc	101 Knights Crest-Entrance	Entrance Gate, Retaining Wall, Columns	5/7/2025		12000	\$280.00
25-00224-01	HatCreek Construction	201 Knights Crest	Accessory Bldg (1,001 +) Non AC	5/21/2025	\$300,000.00	3600	\$942.00
25-00265-01	Ace Cons LLC	2005 High Meadow Ct	Pool/Spa (inground)	5/21/2025	\$85,000.00		\$725.00
25-00278-01	Royal Homes of Texas	1672 Barrington Hills Blvd	Accessory Bldg AC (1,001 +)	5/1/2025	\$170,000.00	1040	\$815.70
25-00279-01	Royal Homes of Texas	1672 Barrington Hills Blvd	Accessory Bldg AC (1,001 +)	5/1/2025	\$130,000.00	1682	\$1,075.24
25-00286-01	T2outdoors	1101 Vera Court	Pool/Spa (inground)	5/2/2025	\$180,000.00		\$800.00
25-00287-01	Cantera General Contractors	861 Ginger's Way	Pool/Spa (inground)	5/2/2025	\$200,000.00	1726	\$725.00
25-00288-01	Jody Roberts Construction, Inc.	1355 W Jeter Rd	Accessory Bldg (1,001 +) Non AC	5/1/2025	\$167,000.00	2695	\$722.90
25-00289-01	DFW Custom Pool	1134 Vera Court	Pool/Spa (inground)	5/1/2025			\$725.00
25-00290-01	Thomas Carbone	1005 James Price Ct	Fence Permit	5/2/2025			\$75.00
25-00291-01	Thomas Carbone	1005 James Price Ct	Electrical Permit	5/2/2025	\$25,000.00	100	\$130.00
25-00292-01	E Salas Electric & Lighting LCC		Contractor Registration - Electrical	5/2/2025			\$0.00
25-00293-01	Royal Flush Septic	1118 Pitner Court	OSSF Permit - Residential	5/12/2025			\$410.00
25-00294-01	Lane VL Plumbing LLC		Contractor Registration - Plumbing	5/5/2025			\$0.00
25-00295-01	Advent Air Conditioning		Contractor Registration - Mechanical	5/5/2025			\$0.00
25-00296-01	Metro-Flow Plumbing		Contractor Registration - Plumbing	5/5/2025			\$0.00
25-00297-01	Advent Air Conditioning	483 Wolf Run Rd	Mechanical Permit	5/6/2025	\$13,171.00		\$130.00
25-00298-01	Xalted Construction Group, LLC		Contractor Registration - General	5/6/2025			\$125.00
25-00299-01	YTL Inc	701 E Jeter Rd, Knights Landing Entrance	Flatwork, Paving, Gate & Columns	5/7/2025	\$60,000.00	25000	\$280.00
25-00300-01	YTL Inc	701 E Jeter Rd, Knights Landing Entrance	Fence Permit	5/8/2025			\$75.00
25-00301-01	YTL Inc	701 E Jeter Rd, Knights Landing Entrance	Sprinkler/Irrigation Permit	5/8/2025	\$10,000.00	25,000	\$110.00
25-00302-01	The Landscape Wizard, LLC		Contractor Registration - Irrigation	5/8/2025			\$125.00
25-00303-01	Lingenfelter Luxury Homes		Contractor Registration - General	5/7/2025			\$125.00
25-00304-01	Northside A/C, GP LLC		Contractor Registration - Mechanical	5/7/2025			\$0.00
25-00305-01	OAM Builders LLC dba Dublin Homes		Contractor Registration - General	5/7/2025			\$125.00
25-00306-01	CR Plumbing	1148 Triple Crown Ct	Plumbing Permit	5/8/2025	\$2,870.32		\$130.00
25-00307-01	DFW Well Service LLC	201 Knights Crest	Water Well	5/8/2025			\$250.00
25-00308-01	Metrotech Electric		Contractor Registration - Electrical	5/8/2025			\$0.00
25-00309-01	John & Michelle Boyle	1501 Landfall Cir	Fence Permit	5/8/2025			\$75.00
25-00310-01	The Landscape Wizard, LLC	861 Hat Creek Road	Sprinkler/Irrigation Permit	5/14/2025	\$3,000.00		\$110.00
25-00311-01	Tuff Toro Fence		Contractor Registration - General	5/13/2025			\$125.00
25-00312-01	Tuff Toro Fence	2741 Kentucky Derby Drive	Fence Permit	5/14/2025			\$75.00
25-00313-01	Alliance Pro Electric		Contractor Registration - Electrical	5/13/2025			\$0.00
25-00314-01	Reed Plumbing Inc		Contractor Registration - Plumbing	5/13/2025			\$0.00
25-00316-01	Nick Lokken Construction and Contracting		Contractor Registration - Electrical	5/13/2025			\$0.00
25-00318-01	Integrated Mechanical & Electrical Services LLC		Contractor Registration - Mechanical	5/14/2025			\$0.00
25-00319-01	Integrated Mechanical & Electrical Services LLC		Contractor Registration - Electrical	5/14/2025			\$0.00
25-00321-01	Efficient Construction LLC	151 Knights Crest	Fence Permit	5/15/2025			\$75.00
25-00322-01	Efficient Construction LLC	201 Knights Crest	Fence Permit	5/15/2025			\$75.00
25-00323-01	Fine Cut Land & Construction LLC.	1032 Roadrunner Rd	Accessory Bldg (1,001 +) Non AC	5/15/2025	\$236,810.96	2400	\$733.00
25-00324-01	Sabre Luxury Homes	1118 Pitner Court	New Residence Permit	5/15/2025	\$2,600,000.00	6541	\$4,251.65
25-00324-02	Sabre Luxury Homes	1118 Pitner Court	New Residence (Non AC)	5/15/2025		2576	\$1,159.20
25-00324-04	Sabre Luxury Homes	1118 Pitner Court	Grading and Drainage Permit	5/15/2025		9117	\$275.00
25-00324-05	Sabre Luxury Homes	1118 Pitner Court	Culvert/Driveway	5/15/2025			\$120.00
25-00325-01	Couto Homes	2725 Romero Way	New Residence Permit	5/16/2025	\$1,258,231.94	4897	\$3,183.05
25-00325-02	Couto Homes	2725 Romero Way	New Residence (Non AC)	5/16/2025		2262	\$1,017.90
25-00325-04	Couto Homes	2725 Romero Way	Grading and Drainage Permit	5/16/2025		5602	\$275.00
25-00325-05	Couto Homes	2725 Romero Way	Culvert/Driveway	5/16/2025			\$120.00
25-00326-01	J & M Electrical		Contractor Registration - Electrical	5/15/2025			\$0.00
25-00327-01	J M Electrical/Mechanical		Contractor Registration - Mechanical	5/15/2025			\$0.00
25-00328-01	Double L Fencing, LLC dba Stand Strong Fencing of Argyle		Contractor Registration - General	5/15/2025			\$125.00
25-00329-01	4F Electric		Contractor Registration - Electrical	5/15/2025			\$0.00
25-00330-01	Bisidas Water Well/B&B Pump		Contractor Registration - General	5/19/2025			\$125.00

Permit #	Contact	Property	Permit Type	Issued Date	Estimated Value	Square Footage	Paid Amount
25-00331-01	Galloway Plumbing Service		Contractor Registration - Plumbing	5/15/2025			\$0.00
25-00332-01	Double L Fencing, LLC dba Stand Strong Fencing of Argyle	1267 Rockgate Rd	Fence Permit	5/19/2025			\$75.00
25-00333-01	Daniel's Plumbing Repair		Contractor Registration - Plumbing	5/19/2025			\$0.00
25-00334-01	North Texas Solar		Contractor Registration - Electrical	5/19/2025			\$0.00
25-00335-01	Perma Pier Foundation Repair of Texas		Contractor Registration - General	5/22/2025			\$125.00
25-00337-01	AirCo Ltd		Contractor Registration - Mechanical	5/22/2025			\$0.00
25-00338-01	AirCo Ltd	1649 Barrington Hills Blvd	Mechanical Permit	5/23/2025	\$14,393.00		\$130.00
25-00339-01	ELO Air Conditioning & Heating		Contractor Registration - Mechanical	5/22/2025			\$0.00
25-00340-01	JKZ Texas Build LLC		Contractor Registration - General	5/29/2025			\$125.00
25-00341-01	Perma Pier Foundation Repair of Texas	744 E Jeter Rd	Foundation	5/23/2025	\$6,000.00		\$75.00
25-00342-01	Royal Homes of Texas	1672 Barrington Hills Blvd	Tree Removal Permit	5/23/2025			\$125.00
25-00345-01	Dustin Smith	1031 Shiloh Cir	Fence Permit	5/28/2025			\$75.00
25-00346-01	JKZ Texas Build LLC	1031 Shiloh Cir	Culvert/Driveway	5/30/2025	\$17,000.00		\$120.00
25-00349-01	Baker Commercial Services LLC		Contractor Registration - Electrical	5/27/2025			\$0.00
25-00350-01	CR Plumbing	1408 E Jeter Rd	Plumbing Permit	5/27/2025	\$6,537.40		\$130.00
25-00351-01	Baker Commercial Services LLC	1636 Broome Rd	Electrical Permit	5/28/2025			\$130.00
25-00352-01	Terry Skodac	1267 Rockgate Rd	Covered Patio/Carport/Arbor Permit	5/28/2025			\$150.00
25-00353-01	CR Plumbing	568 Wolf Run Rd	Plumbing Permit	5/29/2025		2400	\$130.00
25-00354-01	Tillco Construction, Inc.		Contractor Registration - General	5/29/2025			\$125.00
25-00355-01	L&S Mechanical, LLC		Contractor Registration - Electrical	5/29/2025			\$0.00
25-00356-01	FlexPro Renovation LLC	918 Noble Champions Way	Addition/REmodel Permit (AC)	5/29/2025		750	\$487.50
25-00357-01	FlexPro Renovation LLC		Contractor Registration - General	5/29/2025			\$125.00



# FY2025 Boards and Commission Attendance Report

Item 14.

			Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	4/1	4/30	Jun 25	Jul 25	Aug 25	Sep 25
<b>Board of Adjustment (BOA)</b>														
Position	Term	Director												
Chair	2024-2026	Donna Baumgarner (2014)	NO MEETING	NO MEETING	P	NO MEETING	NO MEETING	NO MEETING	P	P				
Vice Chair	2023-2025	Jim Lieber (2016)			E				P	P				
Director	2023-2025	Del Knowler (2011)			P				P	P				
Director	2024-2026	Kathy Daum (2003)			P				A	E				
Director	2023-2025	Siobhan O'Brien (2022)			P				P	P				
Alternate #1	2024-2026	Rebecca Jenkins (2022)			P				P	P				
Alternate #2	2023-2025	Heather Head (2023)			E				P	P				

All Terms are two (2) Years

P - Present

A - Absent

E - Excused - Staff Notified

			Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25
<b>Planning &amp; Zoning Commission (P&amp;Z)</b>														
Position	Term	Commissioner												
Chair	2024-2026	Ralph Arment (1988)	P	NO MEETING	NO MEETING	NO MEETING	NO MEETING	P	NO MEETING	NO MEETING				
Vice Chair	2024-2026	Gloria McDonald (1998)	E					E						
Commissioner	2024-2026	Brenda Hoyt-Stenovich (2014)	P					P						
Commissioner	2023-2025	Don Abernathy (2000)	P					P						
Commissioner	2023-2025	Larry Hayes (2021)	P					P						
Alternate #1	2024-2026	Pat Adams (2022)	P					P						
Alternate #2	2023-2025	Rick Lawrence (2023)	P					P						

All Terms are two (2) Years

P - Present

A - Absent

E - Excused - Staff Notified

## FY2025 Boards and Commission Attendance Report

Item 14.

Oct 24    Nov 24    Dec 24    Jan 25    Feb 25    Mar 25    Apr 25    May 25    Jun 25    Jul 25    Aug 25    Sep 25

Bartonville Community Development Corporation (BCDC)														
Position	Term	Director												
Chair	2023-2025	Randy Van Alstine (2014)	P	P	P	NO MEETING	P	P	P	NO QUORUM				
Vice Chair	2024-2026	Brenda Latham (2021)	P	P	E		P	P	P					
Director	2023-2025	Jennifer Buck(2023)	A	A	P		P	P	P					
Director	2023-2025	Jim Langford (2015)	A	E	E		P	P	P					
Director	2024-2026	Lacy Burrhus (2023)	P	P	P		A	P	P					
Director	2024-2026	Scott Daum (2024)	A	P	P		P	P	E					
Director	2024-2026	Tyler Ochoa (2024)	P	E	E		P	E	E					

All Terms are two (2) Years

P - Present

A - Absent

E - Excused - Staff Notified

Oct 24    Nov 24    Dec 24    Jan 25    Feb 25    Mar 25    Apr 25    May 25    Jun 25    Jul 25    Aug 25    Sep 25

Crime Control and Prevention District (CCPD)														
Position	Term	Director												
Chair	2023-2025	Jeff Grubb (2011)	E	P	NO MEETING	NO MEETING	P	NO MEETING	P	P				
Vice Chair	2024-2026	Johnny Jones (2012)	P	E			P		P	P				
Director	2023-2025	Chris Colbert (2011)	P	P			P		P	P				
Director	2023-2025	Jarod Root (2024)	P	P			E		P	P				
Director	2024-2026	Jim Murphy (2024)	P	P			P		P	P				
Director	2024-2026	Lori Van Alstine (2014)	P	P			P		P	P				
Director	2024-2026	Steve Weiss (2023)	P	P			P		P	P				

All Terms are two (2) Years

P - Present

A - Absent

E - Excused - Staff Notified

## FY2025 Boards and Commission Attendance Report

Item 14.

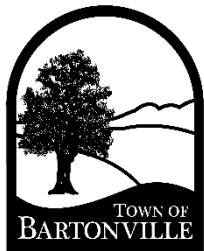
10/8   10/22   11/12   12/3   12/16   2/4   3/4   3/19   4/7   5/5

<b>Special Events Committee (SEC)</b>														
<b>Position</b>	<b>Term</b>	<b>Committee Member</b>												
Chair	2024-2026	Lori Van Alstine	P	P	P	P	P	P	P	P	P	P		
Vice Chair	2024-2026	Kathy Daum	P	E	P	P	P	P	P	A	P	P		
Member	2024-2025	CM Keith Crandall	P	P	P	P	P	P	E	P	P	P		
Member	2024-2025	CM Margie Arens	P	P	P	P	E	P	P	P	P	P		
Member	2024-2026	Donna Baumgarner	E	P	P	A	E	E	P	P	P	P		
Member	2024-2026	Randy Van Alstine	P	P	P	P	E	P	P	P	P	P		
Member	2024-2025	Sean Stenovitch	E	P	P	P	P	P	P	P	P	P		

P - Present

A - Absent

E - Excused - Staff Notified



# TOWN COUNCIL COMMUNICATION

---

**DATE:** June 17, 2025

**FROM:** Shannon Montgomery, Town Secretary

**AGENDA ITEM:** Consider approval of the May 20, 2025, Regular Meeting Minutes.

---

**SUMMARY:**

The Town Council held a Regular Meeting on May 20, 2025.

**RECOMMENDED MOTION OR ACTION:**

Approve May 20, 2025, Regular Meeting Minutes as presented.

**ATTACHMENT:**

- May 20, 2025, Regular Meeting Minutes

**THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE MET IN REGULAR SESSION ON THE 20TH DAY OF MAY 2025 AT THE TOWN OF BARTONVILLE TOWN HALL, LOCATED AT 1941 E JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING COUNCIL MEMBERS PRESENT, CONSTITUTING A QUORUM:**

Jaclyn Carrington, Mayor  
 Clay Sams, Council Member Place 3  
 Keith Crandall, Council Member Place 4  
 Margie Arens, Council Member Place 5

**Council Members Absent:**

Jim Roberts, Council Member Place 1  
 Matt Chapman, Mayor Pro Tem/Place 2

**Town Staff Present:**

Kirk Riggs, Town Administrator / Chief of Police  
 Shannon Montgomery, Town Secretary  
 Dean Roggia, Town Attorney

**A. CALL MEETING TO ORDER**

Mayor Carrington called the Regular Session to order at 6:30 pm.

**B. PLEDGE OF ALLEGIANCE**

Mayor Carrington led the Pledge.

**C. PUBLIC PARTICIPATION**

*If you wish to address the Council, please fill out a "Public Meeting Appearance Card" and present it to the Town Secretary, preferably before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Council for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may either address the Council during the Public Participation portion of the meeting or when the item is considered by the Town Council.*

There were no Public Presentations made.

**D. PRESENTATIONS**

**1. Issue Certificates of Election, Statement of Elected Official, and provide the Oath of Office to newly elected Officials.**

Mayor Carrington presented Council Members Sams and Arens with their Certificates of Election and administered their Statement of Elected Official and Oath of Office.

**E. APPOINTED REPRESENTATIVE/LIAISON REPORTS**

**1. Upper Trinity Regional Water District Report.**

There was no update.

**2. Denton County Emergency Services District #1.**

Chief Vaughan of Denton County Emergency Services District No. 1 provided an update and addressed questions from Council.

**3. Police Department – April 2025 Statistics/Activities.**

Town Administrator/Chief of Police Riggs summarized the monthly statistics and addressed questions from Council.

**4. Administration – April 2025 Reports: Financial, Animal Control and Code Enforcement, Engineering, Municipal Court, Permits, and Board Member Attendance.**

Town Secretary Montgomery provided a summary of the April 2025 financials and addressed questions from Council.

**F. CONSENT AGENDA**

*This agenda consists of non-controversial, or “housekeeping” items required by law. Items may be approved with a single motion. Items may be removed from the Consent Agenda by any Councilmember by making such request prior to a motion and vote on the Consent Agenda.*

**1. Consider approval of the April 15, 2025, Regular Meeting Minutes.**

Motion made by Council Member Arens, seconded by Council Member Sams, to **APPROVE** Consent Agenda Item #1 as presented.

**VOTE ON THE MOTION**

AYES: Sams, Crandall, and Arens

NAYS: None

VOTE: 3-0

**G. PUBLIC HEARINGS AND REGULAR ITEMS****1. Discuss and consider an Interlocal Cooperation Agreement between Denton County and the Town of Bartonville for Property Tax Assessment and Collection; and authorize the Town Administrator to execute same on behalf of the Town.**

Motion made by Council Member Crandall, seconded by Council Member Arens, to **APPROVE** an Interlocal Cooperation Agreement between Denton County and the Town of Bartonville for Property Tax Assessment and Collection; and authorize the Town Administrator to execute same on behalf of the Town.

**VOTE ON THE MOTION**

AYES: Sams, Crandall, and Arens

NAYS: None

VOTE: 3-0

2. **Discuss and consider a FY2025-2026 Interlocal Cooperation Agreement between Denton County and the Town of Bartonville Police Department for Shared Governance Communications and Dispatch Services System; and authorize the Mayor to execute same on behalf of the Town.**

Motion made by Council Member Sams, seconded by Council Member Arens, to **APPROVE** a FY2025-2026 Interlocal Cooperation Agreement between Denton County and the Town of Bartonville Police Department for Shared Governance Communications and Dispatch Services System; and authorize the Mayor to execute same on behalf of the Town.

**VOTE ON THE MOTION**

AYES: Sams, Crandall, and Arens

NAYS: None

VOTE: 3-0

3. **Discuss and consider a FY2025-2026 Interlocal Cooperation Agreement between Denton County and the Town of Bartonville Police Department for the use of the Denton County Radio Communications System; and authorize the Mayor to execute same on behalf of the Town.**

Motion made by Council Member Crandall, seconded by Council Member Arens, to **APPROVE** a FY2025-2026 Interlocal Cooperation Agreement between Denton County and the Town of Bartonville Police Department for the use of the Denton County Radio Communications System; and authorize the Mayor to execute same on behalf of the Town.

**VOTE ON THE MOTION**

AYES: Sams, Crandall, and Arens

NAYS: None

VOTE: 3-0

4. **Discuss and consider the FY2025-2026 Budget Calendar.**

Town Secretary Montgomery presented the Budget Calendar and summarized the workshop start times and attendance requirements for special meetings. No action taken; discussion only.

**H. CLOSED SESSION**

***Pursuant to the Open Meetings Act, Chapter 551, the Town Council will meet in a Closed Executive Session in accordance with the Texas Government Code.***

1. **Section 551.074 Personnel Matters to deliberate and consider the appointment and employment of a public officer or employee; to wit: Mayor Pro Tem.**

The Town Council did not convene into Closed Session.

**I. RECONVENE OPEN MEETING**

The Town Council did not convene into Closed Session.

**J. FUTURE ITEMS**

Discussion only, no action taken.

**K. ADJOURNMENT**

Mayor Carrington declared the meeting adjourned at 7:03 pm.

**APPROVED this the 17th day of June 2025.**

**APPROVED:**

---

Jaclyn Carrington,  
Mayor

**ATTEST:**

---

Shannon Montgomery, TRMC  
Town Secretary





# TOWN COUNCIL COMMUNICATION

---

**DATE:** June 17, 2025

**FROM:** Shannon Montgomery, Town Secretary

**AGENDA ITEM:** Presentation and consideration of the Fiscal Year 2022-2023 Audit.

---

**SUMMARY:**

The Local Government Code states a “municipality shall have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit.”

The annual audit includes an examination of the financial statements of all accounts and funds of the Town and all component entities. The examination is made in accordance with all generally accepted auditing standards for local governments as established by the American Institute of Certified Public Accountants and in accordance with all applicable federal and state laws. The annual audit also reports on the adequacy of the Town’s system of internal accounting controls and policies.

Valerie Halverson, MWH Group, will present the Fiscal Year 2022-2023 audit during the meeting.

**FISCAL INFORMATION:** N/A

**RECOMMENDED MOTION OR ACTION:**

Move to accept the Fiscal Year 2022-2023 Audit as presented.

**ATTACHMENTS:**

- Town of Bartonville Management Rep Letter
- Town of Bartonville Governance Letter
- Town of Bartonville Annual Financial Statements 09.30.2023



June 13, 2025

MWH Group, P.C.  
P.O. Box 97000  
Wichita Falls, Texas 76307-7000

This representation letter is provided in connection with your audit of the financial statements of the Town of Bartonville, Texas, which comprise the respective financial position of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of September 30, 2023, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of June 13, 2025, the following representations made to you during your audit.

#### **Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 1, 2023, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings.
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.

MWH Group, P.C.  
 Wichita Falls, Texas  
 June 13, 2025

Page 2

- 10)** Guarantees, whether written or oral, under which the Town is contingently liable, if any, have been properly recorded or disclosed.

**Information Provided**

- 11) We have provided you with:
- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the Town from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of Town Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the Town and involves:
- a) Management,
  - b) Employees who have significant roles in internal control, or
  - c) Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the Town's financial statements communicated by employees, former employees, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
- 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 18) We have disclosed to you the names of the Town's related parties and all the related party relationships and transactions, including any side agreements.

**Government - specific**

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have a process to track the status of audit findings and recommendations.
- 21) We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
- 22) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
- 23) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 24) The Town has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.

MWH Group, P.C.  
Wichita Falls, Texas  
June 13, 2025

Page 3

- 25) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- 26) We have appropriately identified, recorded, and disclosed all leases in accordance with [GASBS No. 87](#).
- 27) We have appropriately disclosed or recognized conduit debt obligations and/or certain arrangements associated with conduit debt obligations in accordance with [GASBS No. 91](#)
- 28) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements that we believe have a material effect on the financial statements.
- 29) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 30) As part of your audit, you assisted with preparing the financial statements, proposing adjustments, maintaining the depreciation schedule, and preparing the government-wide conversion. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related disclosures.
- 31) The Town has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 32) The Town has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 33) The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 34) The financial statements include all fiduciary activities required by GASBS No. 84.
- 35) The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34, as amended.
- 36) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 37) Components of net position (net investment in capital assets; restricted; and unrestricted), and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 38) Investments, derivative instrument transactions, and land and other real estate held by endowments are properly valued.
- 39) Provisions for uncollectible receivables have been properly identified and recorded.
- 40) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 41) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 42) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

MWH Group, P.C.  
Wichita Falls, Texas  
June 13, 2025

Page 4

- 43) Deposits and investment securities and derivative instrument transactions are properly classified as to risk and are properly disclosed.
- 44) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 45) We have appropriately disclosed the Town's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 46) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 47) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

Signature: \_\_\_\_\_



Signature: \_\_\_\_\_



Title: Town Administrator/Chief of Police

Title: Town Secretary

Client:

Engagement:

Period Ending:

Trial Balance:

Workpaper:

Fund Level:

Index:

040000 - Town of Bartonville

09.23 - Town of Bartonville

9/30/2023

D-00-01 - GASB Fund Trial Balance

D-01-01 - AJEs

All

All

Account	Description	Debit	Credit
<b>Adjusting Journal Entries</b>			
<b>Adjusting Journal Entries JE # 12</b>			
To recognize grant revenue that was previously deferred and correct beginning fund balance.			
100-3000	Fund Balance	40,213.00	
100-4400	Grants and Donations		40,213.00
<b>Total</b>		<b>40,213.00</b>	<b>40,213.00</b>
	<b>Total Adjusting Journal Entries</b>	<b>40,213.00</b>	<b>40,213.00</b>
	<b>Total All Journal Entries</b>	<b>40,213.00</b>	<b>40,213.00</b>



June 13, 2025

The Honorable Mayor and  
Town Council  
Town of Bartonville, Texas

We have audited the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town of Bartonville, Texas for the year ended September 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 1, 2023. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Matters

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Bartonville, Texas are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2023. We noted no transactions entered into by the Town of Bartonville, Texas during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Town of Bartonville, Texas' financial statements were:

Management's estimate of the depreciable lives and residual value of capital assets is based on historical experience in collections. We evaluated the key factors and assumptions used to develop the depreciable lives and residual value of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimates of its net pension liability and total OPEB liability are based on reports received from the Texas Municipal Retirement System (TMRS). The net pension liability and total OPEB liability reported by TMRS are based on actuarial valuations that utilize various assumptions including the remaining amortization period, discount rate, expected rates of investment return, salary increases, payroll growth rates and mortality rates. The financial statements of the TMRS plan were audited by CliftonLarsonAllen, LLP. These financial statements received unmodified opinions. We evaluated the audited financial statements, census data submitted by the Town to TMRS and the Town's controls over the census submission process that were used to develop the estimate of its net pension liability and total OPEB liability to determine that the estimate is reasonable in relation to the financial statements taken as a whole.

Page 2

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosures of the defined benefit pension plan and postemployment benefits other than pensions (OPEB) in Notes 6 and 7 to the financial statements are based on various reports provided by TMRS. The reports are based on the audited financial statements of the pension plan and actuarial reports provided by a third party.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The attached "adjusting journal entries report" summarized misstatements detected as a result of audit procedures and corrected by management.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated June 13, 2025.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town of Bartonville, Texas' financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.



Honorable Mayor and  
Town Council  
Town of Bartonville, Texas  
June 13, 2025

Page 3

Other Matters

Texas Municipal Retirement System Schedule of Changes in Net Pension Liability and Related Ratios, Texas Municipal Retirement System Schedule of Contributions, and Texas Municipal Retirement System Schedule of Changes in Total OPEB Liability and Related Ratios, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report Budget to Actual Schedules for the Capital Improvement Fund, Community Development Corporation and Crime control and Prevention District, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Town Council and management of the Town of Bartonville, Texas and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

*MWH Group, P.C.*

MWH GROUP, P.C.

Client: **040000 - Town of Bartonville**  
 Engagement: **09.23 - Town of Bartonville**  
 Period Ending: **9/30/2023**  
 Trial Balance: **D-00-01 - GASB Fund Trial Balance**  
 Workpaper: **D-01-01 - AJEs**  
 Fund Level: **All**  
 Index: **All**

Account	Description	Debit	Credit
<b>Adjusting Journal Entries</b>			
<b>Adjusting Journal Entries JE # 12</b>			
To recognize grant revenue that was previously deferred and correct beginning fund balance.			
100-3000	Fund Balance	40,213.00	
100-4400	Grants and Donations		40,213.00
<b>Total</b>		<b>40,213.00</b>	<b>40,213.00</b>
<b>Total Adjusting Journal Entries</b>			
		<b>40,213.00</b>	<b>40,213.00</b>
<b>Total All Journal Entries</b>			
		<b>40,213.00</b>	<b>40,213.00</b>

# **TOWN OF BARTONVILLE, TEXAS**

## **ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED SEPTEMBER 30, 2023**



**TOWN OF BARTONVILLE, TEXAS  
ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

TABLE OF CONTENTS

	<u>Page</u>	<u>Exhibit</u>
INDEPENDENT AUDITOR'S REPORT	1	
TOWN OFFICIALS	4	
REQUIRED SUPPLEMENTARY INFORMATION:		
Management's Discussion and Analysis	5-10	
BASIC FINANCIAL STATEMENTS:		
Government-wide Financial Statements:		
Statement of Net Position	11	A-1
Statement of Activities	12	A-2
Fund Financial Statements:		
Balance Sheet - Governmental Funds	13	A-3
Reconciliation of the Government Funds		
Balance Sheet to the Statement of Net Position	14	A-4
Statement of Revenues, Expenditures and		
Changes in Fund Balance - Governmental Funds	15	A-5
Reconciliation of the Statement of Revenues, Expenditures, and Changes in		
Fund Balance of Governmental Funds to the Statement of Activities	16	A-6
Notes to Financial Statements	17 - 33	
REQUIRED SUPPLEMENTARY INFORMATION:		
Budgetary Comparison Schedule - General Fund	34	B-1
Notes to Required Supplementary Information	35	
Schedule of Changes in Net Pension Liability and Related Ratios	36	B-2
Schedule of Pension Contributions	37	B-3
Schedule of Changes in Total OPEB Liability and Related Ratios	38	B-4
OTHER SUPPLEMENTARY INFORMATION:		
Budgetary Comparison Schedule - Capital Improvement Fund	39	C-1
Budgetary Comparison Schedule - Community Development Corporation	40	C-2
Budgetary Comparison Schedule - Crime Control & Prevention District	41	C-3
INTERNAL CONTROL AND COMPLIANCE SECTION:		
Report on Internal Control over Financial Reporting and on Compliance and		
Other Matters Based on an Audit of Financial Statements Performed in		
Accordance with Government Auditing Standards	42	

*Financial Section*



## Independent Auditor's Report on Financial Statements

Honorable Mayor and Town Council  
Town of Bartonville, Texas  
1941 E. Jeter Road  
Bartonville, Texas 76226

### Report on the Audit of the Financial Statements

#### **Opinions**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Bartonville, Texas, as of and for the year ended September 30, 2023 and the related notes to the financial statements, which collectively comprise the Town of Bartonville, Texas' basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Bartonville, Texas, as of September 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Bartonville, Texas and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Bartonville, Texas' ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of

internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Bartonville, Texas' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Bartonville, Texas' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, Budgetary Comparison Schedule – General Fund, Texas Municipal Retirement System Schedule of Changes in Net Pension Liability and Related Ratios, Texas Municipal Retirement System Schedule of Contributions, and Texas Municipal Retirement System Schedule of Changes in Total OPEB Liability and Related Ratios on pages 5 through 10 and 34 through 38, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Information***

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If,

based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated June 13, 2025, on our consideration of the Town of Bartonville, Texas' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Bartonville, Texas' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Bartonville, Texas' internal control over financial reporting and compliance.

Respectfully submitted,

*MWH Group, P.C.*

MWH GROUP, P.C.

Wichita Falls, Texas  
June 13, 2025



TOWN OF BARTONVILLE, TEXAS

TOWN OFFICIALS

September 30, 2023

MAYOR	Jaclyn Carrington
MAYOR PRO TEM	Matt Chapman, Place 2
COUNCIL MEMBERS	Jim Roberts, Place 1
	Clay Sams, Place 3
	Keith Crandall, Place 4
	Margie Arens, Place 5
TOWN ADMINISTRATOR	Thad Chambers
TOWN SECRETARY	Shannon Montgomery
POLICE CHIEF	Vacant
MUNICIPAL COURT JUDGE	Robin Ramsay
ATTORNEY	Ed Voss



## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Bartonville, we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended September 30, 2023. The information provided here should be used in conjunction with the basic financial statements.

Management's discussion and analysis ("MD&A") has been designed to (1) assist readers and interested parties in focusing on significant financial issues (2) provide an overview of the Town's financial activity, (3) identify changes in the Town's financial position, including its ability to address the next and subsequent years' challenges, (4) identify material deviations from the approved budgets adopted by the Town Council (those charged with governance), and (5) identify individual fund issues or concerns.

Because MD&A focuses on the current year's activity, resulting changes and currently known facts, you are encouraged to read it in conjunction with the basic financial statements including notes thereto, required supplemental information, and other supplementary data provided below.

### FINANCIAL HIGHLIGHTS

- The Town's government-wide assets and deferred outflows exceeded its government-wide liabilities and deferred inflows at September 30, 2023, by \$8,205,331, an increase of \$678,594 from the prior year.
- At September 30, 2023, the Town's governmental funds reported combined fund balances of \$5,271,221, an increase of \$119,397 from the prior year.
- At September 30, 2023 the Town's capital assets, reported at cost less accumulated depreciation, totaled \$3,457,734 at September 30, 2023, while the Town's long-term debt totaled \$311,000.

### USING THIS ANNUAL REPORT

We intend this discussion and analysis to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.

## **Reporting the Town as a Whole - Government-wide Financial Statements**

### **The Statement of Net Position and the Statement of Activities**

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances in a manner similar to a private-sector business.

The Statement of Net Position (page 11) presents information on the Town's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The Statement of Activities (page 12) presents information showing how the Town's net position changed during the fiscal year. All changes in net position are reported when the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. uncollected taxes and earned but unused compensated absences). Capital grant funds are reported as revenues in the Statement of Activities.

The Town currently only provides governmental activities. Governmental activities include basic services such as police, municipal court, inspection, streets, and general administration. Permit revenues, sales taxes, and franchise fees finance most of these activities. The Town does not provide any business-type activities such as water and sewer service or related fees.

## **Reporting the Town's Most Significant Funds**

### **Fund Financial Statements**

All Town activities are accounted for in governmental funds. Governmental funds focus on how money flows into and out of the funds and the balances left at the end of the year that are available to spend. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed short-term view of the Town's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in reconciliation at the bottom of the fund financial statements.

### **Notes to Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements begin on page 17.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS

The Town's net position is as follows:

NET POSITION GOVERNMENTAL ACTIVITIES		
	2023	2022
Current and Other Assets	\$ 5,755,323	\$ 5,543,309
Capital Assets	3,457,734	3,220,101
Total Assets	<u>9,213,057</u>	<u>8,763,410</u>
Deferred Outflows of Resources	<u>185,233</u>	<u>74,718</u>
Current Liabilities	808,421	663,337
Net Pension & OPEB Liability	362,385	252,779
Long-Term Liabilities	-	311,000
Total Liabilities	<u>1,170,806</u>	<u>1,227,116</u>
Deferred Inflows of Resources	<u>22,153</u>	<u>84,275</u>
Net Position:		
Invested in Capital Assets, net of debt	3,146,860	2,658,490
Restricted	1,572,747	1,513,801
Unrestricted	3,485,724	3,354,446
Total Net Position	<u>\$ 8,205,331</u>	<u>\$ 7,526,737</u>

The Town's net position increased by \$678,594 during the fiscal year ended September 30, 2023, to \$8,205,331. A large portion of the Town's net position is its investment in capital assets (land, building, equipment, and infrastructure.) The Town uses these capital assets to provide services to the Town's citizens; consequently these assets are not available for future spending.

### Analysis of Town's Operations

For the fiscal year ended September 30, 2023, the Town's revenues totaled \$3,552,217, an increase of \$148,926 (4%) from 2022. Property tax revenues increased \$168,636 (18%) due to the increase in property appraisals. Sales and beverage tax revenue increased \$152,197 (10%) due to the continued increase in residential and business development projects in 2023. Contributions and grants decreased \$632,694 (99%) due to the receipt of Coronavirus Local Fiscal Recovery grant funds in the prior year which was discontinued in the current year.

Total government-wide expenses increased \$740,510 (35%) in 2023 compared to 2022. General government expenses increased \$327,268 (29%) in 2023 compared to 2022. The increase was primarily driven by the increase in salaries (\$106,544) grant expenses (\$72,500), and banner and signs expenses (\$59,106).

Public safety expenditures increased \$246,411 (44%) in 2023. The increase was mainly due to salaries \$154,195 (52%) and employee benefits \$33,340 (67%). The Town increased staffing at the end 2022 that remained on staff for the full fiscal year of 2023, which resulted in significantly higher payroll costs.

Public works expenditures increased \$176,634 (42%) compared to 2022 due to multiple street maintenance and repairs throughout the Town.

A summary of the Town's operations for the years ended September 30, 2023 and 2022 is as follows:

	2023	2022
Program Revenues:		
Permits & Fees	\$ 244,270	\$ 199,931
Municipal Court	120,025	62,262
Contributions & Grants	7,197	639,891
General Revenues:		
Property Taxes	980,482	811,846
Sales & Beverage Taxes	1,615,101	1,462,904
Franchise Fees	239,305	211,360
Interest Income	345,837	15,097
Total Revenues	<u>3,552,217</u>	<u>3,403,291</u>
 PROGRAM EXPENSES		
General Government	1,456,374	1,129,106
Public Safety	811,220	564,809
Public Works	598,126	421,492
Interest on Long-Term Debt	7,903	17,706
Total Expenses	<u>2,873,623</u>	<u>2,133,113</u>
 Increase in Net Position	<u>\$ 678,594</u>	<u>\$ 1,270,178</u>

### GOVERNMENTAL FUND ANALYSIS

The focus of the Town's governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. The unreserved fund balance may serve as a measure of a government's net resources available for spending at the end of the fiscal year.

A comparison of fiscal years 2023 and 2022 fund basis revenues is as follows:

	2023	2022
REVENUES		
Property Taxes	\$ 986,184	\$ 810,247
Sales & Beverage Taxes	1,615,101	1,462,904
Franchise Taxes	239,305	211,360
Permits & Fees	233,073	198,010
Municipal Court	120,025	62,262
Intergovernmental	46,160	593,898
Grants & Donations	1,250	5,780
Interest Income	11,198	15,095
Other Income	345,837	1,922
Total Revenues	<u>\$ 3,598,133</u>	<u>\$ 3,361,478</u>

The Town's property and sales taxes revenues increased \$328,134 (14%) from 2022 to 2023. The increase was primarily due to higher commercial businesses sales in 2023 compared to 2022. The Town's property tax rate was \$0.173646 in 2023, which was unchanged from 2022. Notably, the Town approved a resolution to change the allocation of sales tax that is distributed to its streets and Community Development Corporation during 2023. While the overall tax allocation amount was unchanged, beginning June 1, 2023, the CDC allocation was reduced from 0.25% to 0.125% and street allocation was increased from 0.5% to 0.625% to provide greater revenue for maintenance and repair of municipal streets.

A comparison of fiscal years 2023 and 2022 fund basis expenditures is as follows:

	2023	2022
EXPENDITURES		
General Government	\$ 1,443,834	\$ 1,033,906
Public Safety	803,711	644,457
Public Works	326,699	152,845
Capital Outlay		
Community Development Corp	19,346	-
General Fund	567,828	112,474
Debt Service - Principal	303,000	296,000
Debt Service - Interest	14,318	21,242
Total Expenditures	\$ 3,478,736	\$ 2,260,924

Total governmental fund basis expenditures increased \$1,217,812 (54%). Public works and capital outlay represented significant increases in 2023 of \$173,853 (or 114%) and \$474,701 (or 422%), respectively. Public works expenses were all related to street maintenance and repair work. The major capital outlay expenses during fiscal year 2023 included: a 2022 Chevy Tahoe for the police department (\$60,996), Charter broadband infrastructure (\$112,350), and construction in progress that includes improvements on E. Jeter Road (\$378,522).

### GENERAL FUND BUDGETARY HIGHLIGHTS

The original 2023 budget was amended by the Town Council. The amendments were made to more accurately reflect changes in revenues and expenses incurred by the Town.

The Town's actual General Fund revenues were \$757,407 more than budgeted revenues. Sales and beverage taxes were \$316,574 over the budgeted amount and interest income was \$273,175 over the budgeted amount.

General Fund expenditures totaled \$3,233,988 which were \$423,824 under final budgeted General Fund expenditures.

The Town budgeted for the General Fund to have a deficit of \$1,168,943 while the actual General Fund surplus was \$47,341.

### CAPITAL ASSETS

The Town's investment in capital assets as of September 30, 2023, amounts to \$3,457,734 (net of depreciation). The investment in capital assets includes land, buildings, equipment, and infrastructure. The Town's capital assets, net of accumulated depreciation, are as follows:

	2023	2022
Land	\$ 119,275	\$ 119,275
Construction in progress	378,522	-
Buildings	228,486	272,732
Equipment	184,190	86,972
Infrastructure	2,547,261	2,966,487
Total	<u>\$ 3,457,734</u>	<u>\$ 3,445,466</u>

Additional information on the Town's capital assets can be found in Note 4.

### DEBT ADMINISTRATION

There were no new debt issuances in fiscal year 2023. Outstanding long-term debts are as follows:

	2023	2022
Tax Notes	\$ 311,000	\$ 614,000
Total	<u>\$ 311,000</u>	<u>\$ 614,000</u>

Additional information on the Town's long-term debts can be found in Note 5.

### ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

Budgeted General Fund revenues for fiscal year 2024 are \$2,469,300 and exceed expenditures by \$51,851. Of the 2024 budgeted revenues property tax revenues represent \$1,050,000, based upon a tax rate of 0.173646 per \$100 of valuation. The property tax rate remained the same in 2022 and 2023. The 2024 budget anticipates the Town collecting \$785,000 of sales and beverage tax revenues, \$200,000 of franchise fees and \$180,000 of permits and fee revenues.

Budgeted General Fund expenditures total \$2,417,449 including \$344,610 for contracted services, \$506,669 for administrative staff personnel costs, \$779,942 for police department personnel costs, \$210,000 for sales tax economic development grant payments, \$50,000 for capital improvements, and \$94,000 for vehicles and equipment capital additions.

### REQUEST FOR INFORMATION

This financial report is designed to provide our citizens, customers, investors, and creditors with a general overview of the Town of Bartonville. If you have questions about this report or need any additional information, contact the Town Secretary at 1941 E. Jeter Road, Bartonville, TX 76226 or at (817) 693-5280.

*Basic Financial Statements*



**TOWN OF BARTONVILLE, TEXAS**  
**GOVERNMENT-WIDE**  
**STATEMENT OF NET POSITION**  
**SEPTEMBER 30, 2023**

	<b>Governmental Activities</b>
<b>Assets</b>	
Cash	\$ 1,485,383
Receivables	418,948
Prepaid expenses	9,853
Restricted cash & cash equivalents	3,841,139
Capital assets	
Land	119,275
Construction in progress	378,522
Buildings & improvements	551,111
Equipment	581,857
Infrastructure	7,738,907
Less: accumulated depreciation	<u>(5,911,938)</u>
Capital assets, net	<u>3,457,734</u>
Total assets	<u><u>9,213,057</u></u>
<b>Deferred outflows of resources</b>	
Deferred outflows of resources related to pension	181,934
Deferred outflows of resources related to OPEB	<u>3,299</u>
Total deferred outflows of resources	<u><u>185,233</u></u>
<b>Liabilities</b>	
Accounts payable	467,292
Accrued liabilities	4,736
Accrued compensated absences	24,472
Accrued interest payable	921
General obligation bonds due within one year	311,000
General obligation bonds due in more than one year	-
Net pension liability	334,635
Total OPEB liability	<u>27,750</u>
Total liabilities	<u><u>1,170,806</u></u>
<b>Deferred inflows of resources</b>	
Deferred inflows of resources related to pension	14,512
Deferred inflows of resources related to OPEB	<u>7,641</u>
Total deferred inflows of resources	<u><u>22,153</u></u>
<b>Net position</b>	
Invested in capital asset, net of related debt	3,146,860
Restricted for:	
Community development	828,585
Crime control & prevention	278,226
Other purposes	465,936
Unrestricted	<u>3,485,724</u>
Total net position	<u><u>\$ 8,205,331</u></u>

**TOWN OF BARTONVILLE, TEXAS**  
GOVERNMENT-WIDE  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2023

Functions/Programs	Program Revenues				Net (Expense) Revenues & Changes in Net Position
	Expenses	Charges for Services	Operating Grants & Contributions	Capital Grants & Contributions	
Governmental activities:					
General Government	\$ (1,456,374)	\$ 244,270	\$ 2,382	\$ -	\$ (1,209,722)
Public Safety	(811,220)	120,025	4,815	-	(686,380)
Public Works	(598,126)	-	-	-	(598,126)
Interest on Long-Term Debt	(7,903)	-	-	-	(7,903)
<b>Total Governmental activities</b>	<b>\$ (2,873,623)</b>	<b>\$ 364,295</b>	<b>\$ 7,197</b>	<b>\$ -</b>	<b>(2,502,131)</b>
<b>General Revenues:</b>					
					980,482
					1,615,101
					239,305
					345,837
<b>Total general revenues</b>					<b>3,180,725</b>
			<b>Change in net position</b>		<b>678,594</b>
			<b>Net position, beginning</b>		<b>7,526,737</b>
			<b>Net position, ending</b>		<b>\$ 8,205,331</b>

**TOWN OF BARTONVILLE, TEXAS**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2023**

	General Fund	Capital Improvement Fund	Community Development Fund	Crime Control & Prevention District	Total Governmental Funds
<b>Assets:</b>					
Cash	\$ 4,226,728	\$ 35,866	\$ 806,306	\$ 257,622	\$ 5,326,522
Receivables:					
Sales & beverage taxes, franchise fees & other	364,348	-	22,460	20,066	406,874
Developer	-	-	-	-	-
Property taxes	12,074	-	-	-	12,074
Grants	-	-	-	-	-
Prepaid expenses	6,602	-	-	3,251	9,853
<b>Total Assets</b>	<b>\$ 4,609,752</b>	<b>\$ 35,866</b>	<b>\$ 828,766</b>	<b>\$ 280,939</b>	<b>\$ 5,755,323</b>
<b>Liabilities:</b>					
Accounts payable	\$ 441,261	\$ 23,137	\$ 181	\$ 2,713	\$ 467,292
Accrued liabilities	4,736	-	-	-	4,736
Interfund	-	-	-	-	-
<b>Total Liabilities</b>	<b>445,997</b>	<b>23,137</b>	<b>181</b>	<b>2,713</b>	<b>472,028</b>
<b>Deferred inflows:</b>					
Unavailable revenue-property taxes	12,074	-	-	-	12,074
	<u>12,074</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,074</u>
<b>Fund balance:</b>					
Non-spendable - prepaid expenses	6,602	-	-	-	6,602
Restricted for:					
Community development	-	-	828,585	-	828,585
Crime control & prevention	-	-	-	278,226	278,226
Covid-19	443,957	-	-	-	443,957
Court related	21,853	-	-	-	21,853
Street Improvements	126	-	-	-	126
Committed To:					
Capital improvements	-	12,729	-	-	12,729
Debt service	656,646	-	-	-	656,646
Vehicle & equipment replacement	30,435	-	-	-	30,435
Streets	1,154,168	-	-	-	1,154,168
Unassigned	1,837,894	-	-	-	1,837,894
<b>Total Fund balance</b>	<b>4,151,681</b>	<b>12,729</b>	<b>828,585</b>	<b>278,226</b>	<b>5,271,221</b>
<b>Total Liabilities, deferred inflows and fund balances</b>	<b>\$ 4,609,752</b>	<b>\$ 35,866</b>	<b>\$ 828,766</b>	<b>\$ 280,939</b>	<b>\$ 5,755,323</b>

**TOWN OF BARTONVILLE, TEXAS**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET**  
**TO STATEMENT OF NET POSITION**

Fund Balance - gpvernmental funds balance sheet	\$ 5,271,221
Amounts reported for governmental activities in the Statement of Net Assets are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the Fund Balance Sheet.	3,457,734
Property taxes receivable are not available to pay for current period expenditures and, therefore, are deferred in the Fund Balance Sheet.	12,074
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the Fund Balance Sheet:	
2019 Tax Notes	(311,000)
Accrued compensated absences	(24,472)
Accrued interest	(921)
Net OPEB Liability and related deferred inflows and deferred outflows of resources	(32,092)
Net Pension Liability and related deferred inflows and deferred outflows of resources	(167,213)
<b>Net position of governmental activities - statement of net position</b>	<b>\$ <u>8,205,331</u></b>

**TOWN OF BARTONVILLE, TEXAS**  
**STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	<b>GENERAL FUND</b>	<b>CAPITAL IMPROVEMENT FUND</b>	<b>COMMUNITY DEVELOPMENT CORPORATION</b>	<b>CRIME CONTROL &amp; PREVENTION DISTRICT</b>	<b>TOTAL GOVERNMENTAL FUNDS</b>
<b>Revenues</b>					
Property taxes	\$ 986,184	\$ -	\$ -	\$ -	\$ 986,184
Sales & beverage taxes	1,341,374	-	158,347	115,380	1,615,101
Franchise fees	239,305	-	-	-	239,305
Permits & fees	233,073	-	-	-	233,073
Municipal court	120,025	-	-	-	120,025
Intergovernmental revenues	46,160	-	-	-	46,160
Grants & donations	-	-	-	1,250	1,250
Miscellaneous revenues	11,180	-	-	18	11,198
Interest income	278,975	3,214	50,044	13,604	345,837
<b>Total revenues</b>	<b>3,256,276</b>	<b>3,214</b>	<b>208,391</b>	<b>130,252</b>	<b>3,598,133</b>
<b>Expenditures</b>					
General government	1,285,492	30,876	127,466	-	1,443,834
Public safety	736,651	-	-	67,060	803,711
Public works	326,699	-	-	-	326,699
Debt service - principal	303,000	-	-	-	303,000
Debt service - interest	14,318	-	-	-	14,318
Capital outlay	567,828	-	19,346	-	587,174
<b>Total expenditures</b>	<b>3,233,988</b>	<b>30,876</b>	<b>146,812</b>	<b>67,060</b>	<b>3,478,736</b>
<b>Excess of revenues over (under) expenditures before other sources</b>	<b>22,288</b>	<b>(27,662)</b>	<b>61,579</b>	<b>63,192</b>	<b>119,397</b>
<b>Other financing sources (uses)</b>					
Transfer from Community Development	20,000	-	(20,000)	-	-
Transfer from Capital Improvement	5,053	(5,053)	-	-	-
<b>Total other financing sources</b>	<b>25,053</b>	<b>(5,053)</b>	<b>(20,000)</b>	<b>-</b>	<b>-</b>
<b>Excess of revenues and other sources over (under) expenditures</b>	<b>47,341</b>	<b>(32,715)</b>	<b>41,579</b>	<b>63,192</b>	<b>119,397</b>
<b>Fund balance - beginning</b>	<b>4,104,340</b>	<b>45,444</b>	<b>787,006</b>	<b>215,034</b>	<b>5,151,824</b>
<b>Fund balance - ending</b>	<b>\$ 4,151,681</b>	<b>\$ 12,729</b>	<b>\$ 828,585</b>	<b>\$ 278,226</b>	<b>\$ 5,271,221</b>

**TOWN OF BARTONVILLE**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS TO THE**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2023**

Net Change in Fund Balance - Governmental Funds	\$	119,397
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Amounts reported for governmental activities in the  
Statement of Activities are different because:

Governmental funds report capital outlay as expenditures. However, in the statement of activities the cost of these assets is allocated over their estimated useful lives as depreciation expense:

Capital assets recorded in the current period	587,174
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Depreciation expense on capital assets	(349,541)
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Loss on disposal of equipment	-
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Repayment on debt principle is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position:	303,000
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Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds:

Deferred revenues - property taxes	(45,915)
------------------------------------	----------

Some expenses in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:

Compensated absences	(4,967)
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Accrued Interest on long-term debts	6,415
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Governmental funds report pension and OPEB expenses as they are paid into the retirement plan during the fiscal year. However, in the statement of activities, pension and OPEB expenses reflects the change in net pension and OPEB liabilities during the plan fiscal year (calendar year 2022):	63,031
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<b>Change in net position of governmental activities - statement of activities</b>	<b>\$</b>	<b><u>678,594</u></b>
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**TOWN OF BARTONVILLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

Item K1.

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Town of Bartonville operates under a Council-Mayor form of government, following the laws of a General Law town as defined by the State of Texas. The Town provides the following services: inspection, municipal court, police, public works, and general administrative services.

The Town's financial statements are prepared in accordance with generally accepted accounting principles accepted in the United States of America (GAAP) applicable to local governments. GAAP for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB). The more significant accounting policies of the Town are discussed below:

**A. Reporting entity**

As required by generally accepted accounting principles, the financial statements of the reporting entity include those of the Town of Bartonville (the primary government) and its component units. The following component units are included in the Town's reporting entity because of their operational and financial relationship with the Town.

Blended component units:

The Bartonville Community Development Corporation (the B.C.D.C.) is governed by a board of seven directors, who are appointed by the Town Council of the Town of Bartonville; any of whom can be removed from office by the Town's Council at its will. The B.C.D.C. was incorporated in the state of Texas as a non-profit industrial development corporation under the Development Corporation Act of 1979. The purpose of the B.C.D.C. is to promote economic development within the Town of Bartonville.

At its May 2010 election the citizens of the Town of Bartonville approved the creation of the Town of Bartonville Crime Control and Prevention District (the B.C.C.D.) and adopted a local sales and use tax of one-quarter of one percent (.25%) to fund the B.C.C.D. The District is governed by a board of seven directors, who are appointed by the Town Council of the Town of Bartonville. The purpose of the B.C.C.D. is to provide training for the Town's police officers, purchase necessary equipment and technology needed to provide a higher level of crime prevention and crime control in the District and to provide avenues to inform and educate the citizens of the District in multiple crime control topics and applications. The B.C.C.D. began collecting sales tax revenues in October 2010.

Individual audited financial statements of the component units are not issued. Financial statements for these component units may be obtained from the Town's administrative offices.

**B. Basic Financial Statements - Government-wide Statements**

The Town's basic financial statements include both government-wide (reporting the Town as a whole) and fund financial statements (reporting the Town's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. The Town's inspection, police, municipal court, public works, and general administrative services are classified as governmental activities. The Town does not provide any business-type activities.

**TOWN OF BARTONVILLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

Item K1.

In the government-wide Statement of Net Position governmental activities are presented on a consolidated basis and are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Town's net position is reported in three parts - invested in capital assets, net of related debt; restricted net position; and unrestricted net position. The Town first utilizes restricted resources to finance qualifying activities.

The government-wide Statement of Activities reports both the gross and net costs of each of the Town's functions (general government, public safety, and public works). The functions are also supported by general government revenues (property, sales, and franchise taxes). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function (police, inspection). Operating grants include operating-specific and discretionary grants while capital grants reflect capital specific grants. Developer contributions for public works infrastructure are included in capital grants.

The net costs (by function) are normally covered by general revenue (property, sales, franchise taxes).

The Town does not allocate indirect costs.

This government-wide focus is more on the sustainability of the Town as an entity and the change in the Town's net position resulting from the current year's activities.

**C. Basic Financial Statements - Fund Financial Statements**

The financial transactions of the Town are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The Town only provides Governmental Fund type activities. The Town has presented the following major funds:

**General Fund** - The General Fund is the general operating fund of the Town. It is used to account for all financial resources not accounted for in other funds.

**Capital Improvement Fund** - The Capital Improvement Fund is used to account for funds restricted or designated for future capital improvements.

**Community Development Corporation Fund** - The Community Development Corporation Fund is used to account for the financial resources of the Bartonville Community Development Corporation, a blended component unit of the Town. The fund balance of the Community Development Corporation is reserved to signify amounts that are restricted to be used for economic development within the scope of the Bartonville Community Development Corporation's by-laws.



Crime Control and Prevention District Fund - The Crime Control and Prevention District Fund is used to account for the financial resources of the Bartonville Crime Control and Prevention District, a blended component unit of the Town. The fund balance of the Crime Control and Prevention District is reserved to signify amounts that are restricted to be used for crime control and prevention within the scope of the Bartonville Crime Control and Prevention District's governing code.

The Town does not provide any business-type activities or have any fiduciary funds.

**D. Measurement Focus / Basis of Accounting**

Measurement focus refers to what is being measured; basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. Basis of accounting related to the timing of the measurements made, regardless of the measurement focus applied.

1. Government-wide financial statements: These financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net position and the operating statements present increases (revenues) and decreases (expenses) in total assets. Under the accrual basis of accounting revenues are recognized when earned and expenses are recognized at the time the liability is incurred.
2. Governmental fund financial statements: These financial statements are presented using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e. both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period (typically within 60 days after year end). Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized only when payment is due.
3. Revenue Recognition: The Town considers property, sales, and franchise taxes as available if collected within 60 days after year end. All other governmental revenues are recognized when received.
4. Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles to local governments in the United States of America requires management and those charged with governance to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**E. Financial Statement Amounts**

**1. Cash and Cash Equivalents**

The Town has defined cash and cash equivalents to include cash on hand and demand deposits and time deposits with an original maturity of 90 days or less.

**2. Capital Assets**

Capital assets which include land, buildings, office equipment, police equipment and infrastructure (roads, bridges, and drainage systems) purchased or acquired with an original cost of \$1,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, or improvements and other capital outlays that significantly extend the useful lives of assets are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation is provided using the straight-line basis over the following estimated useful lives:

Buildings	5 - 40 years
Equipment	3 - 10 years
Infrastructure	15 years

**3. Restricted Resources**

When an expense is incurred for purposes for which both restricted and unrestricted resources are available the Town first applies restricted resources.

**4. Compensated Absences**

The Town accrues accumulated unpaid compensated and vacation time when earned by the employee. Unused compensatory time is paid upon termination. All comp and vacation time is accrued in the government-wide statements. A liability for these amounts is not recorded in the governmental fund statements and represents a reconciling item between the fund and government-wide presentations.

**5. Deferred Outflows of Resources**

The Town reports decreases in net assets that relate to future periods as deferred outflows of resources in a separate section of its government-wide statement of net position. Deferred outflows of resources reported in this year's financial statement include (1) deferred outflow of resources for contributions made to the Town's retirement plan between the measurement date of the net pension liability from the plan and the end of the Town's fiscal year end (2) deferred outflow of resources for contributions made to the Town's OPEB plan between the measurement date of the OPEB liability from the plan and the end of the Town's fiscal year end (3) deferred outflows of resources related to differences between expected and actual pension experience.

The deferred outflows for pension contributions will be recognized in the subsequent fiscal year. The deferred outflows related to the difference between expected and actual pension experience will be amortized to pension expense over a closed period equal to the average of the expected remaining service lives of all employees participating in the plan. The deferred outflows related to differences between actuarial assumptions for demographic factors will be amortized over a closed period equal to the average of the expected remaining service lives of all employees participating in the plan.

No deferred outflows of resources affect the governmental funds financial statements in the current year.

**6. Deferred Inflows of Resources**

The Town reports increases in net assets that relate to future periods as deferred inflows of revenues. This separate financial statement element reflects an increase in net assets that applies to a future period(s). Deferred inflows of resources reported in this year's financial statements include (1) a deferred inflow of resources for revenues that are not considered available and (2) differences between expected and actual economic experience for pension and OPEB.

For revenues that are not considered available, the Town will not recognize the related revenues until they are available (collected no later than 60 days after the end of the Town's fiscal year) under the modified accrual basis of accounting. Accordingly, unavailable revenues from property taxes are reported in the governmental funds balance sheet as deferred inflows of resources. The deferred inflows related to differences between expected and actual pension experience will be amortized over the expected remaining service lives of all employees participating in the plan. Deferred inflows related differences between the plan's projected and actual earnings on pension assets will be amortized over a total of five years, including the current fiscal year. The deferred inflows related to differences between expected and actual OPEB experience will be amortized over the expected remaining service lives of all employees participating in the plan.

**7. Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the Fiduciary Net Position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS's Fiduciary Net Position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**8. Equity Classifications**

*Government-wide Statements*

Equity is classified as net position and displayed in three components:

- a. Invested in capital assets, net of related debt - Consists of capital assets net of accumulated depreciation and reduced by outstanding balances of any bonds, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Any outstanding debt is reduced by any unspent debt proceeds at the end of the fiscal year before the reduction.
- b. Restricted net position - Consists of net assets with constraints placed on the use either (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

**TOWN OF BARTONVILLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

Item K1.

- c. Unrestricted net position - All other net assets that do not meet the criteria of "restricted" or "invested in capital assets, net of related debt."

*Fund Statements*

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable (prepaid expenses), restricted (by parties outside of the government or by enabling legislation), committed (by Town Council ordinance or resolution) and unassigned.

**F. Budgets and Budgetary Accounting**

The Town follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Prior to September 1st, the Town Administrator submits to the Town Council a proposed operating budget for the fiscal year commencing the following October 1st. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain taxpayer comments.
3. Prior to October 1st, the budget is legally enacted through the passage of an ordinance.
4. Budgets for the General Fund are adopted on a basis consistent with generally accepted accounting principles (GAAP).
5. Unused appropriations for all of the above annually budgeted funds lapse at the end of the fiscal year.

For the fiscal year ending September 30, 2023, no departments had expenditures that exceeded appropriations.

**NOTE 2: DEPOSITS**

At September 30, 2023, the Town's cash and cash equivalents were made up of the following:

Petty cash accounts	\$	200
Held at a local bank		5,326,196
Held at LOGIC		126
Total Cash & Cash Equivalents	\$	<u>5,326,522</u>

Cash and cash equivalents include the Town's investments in LOGIC a Texas Local Government Investment Pools. These investment pool funds are readily available and are recorded at cost.

**Deposit and Investment risk Disclosures:**

- (1) Custodial credit risk:

Custodial credit risk for deposits is the risk that, in the event of the failure of depository financial institution, the Town will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of outside parties.

**TOWN OF BARTONVILLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

Item K1.

At September 30, 2023, the Town's bank balances (per bank) totaled \$5,406,506. Of the bank balances, \$250,000 was covered by federal depository insurance and \$5,156,506 was secured by collateral held by the pledging Bank's agent in the name of the Town. The Town was not exposed to custodial credit risk at September 30, 2023.

Securities pledged by the Town's depository institution at September 30, 2023, are as follows:

	PAR	FMV
US Treasury Notes	\$ 400,000	\$ 409,529
US Treasury Bond	250,000	265,033
US Treasury N/B	400,000	400,404
US Treasury Notes	200,000	196,065
FFCB Call	250,000	250,000
FHLMC Gold #G18469	1,000,000	121,023
FHLMC #SB8155	50,000	42,434
Panther Creek TX Cons ISD BQ GO	435,000	435,000
Ysleta TX ISD GO Call	4,500,000	4,997,810
	<u>\$ 7,485,000</u>	<u>\$ 7,117,298</u>

(2) Credit Risk:

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of an investment. The Town does not currently own any investments and, therefore, is not exposed to credit risk.

(3) Concentration of credit risk:

This is the risk of loss attributable to the magnitude of the Town's investment in a single issuer. The Town does not currently own any investments and, therefore, is not exposed to concentration of credit risk.

(4) Interest rate risk:

This is the risk that changes in interest rates will adversely affect the fair value of an investment. The Town does not currently own any investments and, therefore, is not exposed to interest rate risk.

**NOTE 3: COMMITTED CASH**

By Town Council resolution, funds held in the "Capital Improvement" account at a local bank are committed for Town capital improvements. At September 30, 2023, the Town had committed capital improvement funds totaling \$12,729.

By Town Council resolution, funds held in the "Vehicle & Equipment" account at a local bank are committed for future vehicle and equipment purchases. At September 30, 2023, the Town had committed vehicle and equipment funds totaling \$30,435.

By Town Council resolution, funds held in the "Street Maintenance" accounts at a local bank are committed for Town road improvements. At September 30, 2023, the Town had committed road improvement funds totaling \$1,154,168.

**TOWN OF BARTONVILLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

Item K1.

By Town Council resolution, funds held in the "Debt Service" accounts at a local bank are committed for Town future debt service needs. At September 30, 2023, the Town had committed debt service funds totaling \$656,646.

**NOTE 4: CAPITAL ASSETS**

Capital asset activity for the fiscal year ended September 30, 2023, is as follows:

Governmental activities:	Beginning	Increases	Decreases	Ending
Capital assets not being depreciated				
Land	\$ 119,275	\$ -	\$ -	\$ 119,275
Construction in progress	-	378,522	-	378,522
Total non-depreciable assets	119,275	378,522	-	497,797
Capital assets being depreciated:				
Building & Improvements	551,111	-	-	551,111
Equipment	92,930	12,796	(1,200)	104,526
Police Equipment	453,734	75,007	(51,410)	477,331
Infrastructure	7,618,058	120,849	-	7,738,907
Total assets being depreciated	8,715,833	208,652	(52,610)	8,871,875
Total assets as historical cost	8,835,108	587,174	(52,610)	9,369,672
Less: accumulated depreciation				
Building & Improvements	298,487	24,138	-	322,625
Equipment	35,007	12,762	(1,200)	46,569
Police Equipment	361,295	41,213	(51,410)	351,098
Infrastructure	4,920,218	271,428	-	5,191,646
Total accumulated depreciation	5,615,007	349,541	(52,610)	5,911,938
Total capital assets, net	\$ 3,220,101	\$ 237,633	\$ -	\$ 3,457,734

Depreciation expense was charged to governmental activities as follows:

General Government	\$ 36,900
Police	41,213
Public Works	271,428
Total depreciation expense	\$ 349,541

**TOWN OF BARTONVILLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

Item K1.

**NOTE 5: LONG-TERM DEBT**

General long-term debt activity for the fiscal year is as follows:

	Beginning	Additions	Payments	Ending	Current Portion
2019 Tax Notes	\$ 614,000	\$ -	\$ (303,000)	\$ 311,000	\$ 311,000
Total Tax Notes	614,000	-	(303,000)	311,000	311,000
Compensated Absences	19,505	-	(4,967)	24,472	-
Total Long-term Debt	\$ 633,505	\$ -	\$ (307,967)	\$ 335,472	\$ 311,000

A description of the Town's long-term debt is as follows:

**Tax Notes:**

In June 2019, the Town issued \$1,477,000 of tax notes for the purpose of constructing and improving streets within the Town. The notes bear interest at 2.37%, require annual principal and interest payments and have a final maturity date of August 2024. The notes are secured by an annual ad valorem tax to be assessed by the Town for payment of the notes.

Annual note payments for the Town's tax notes are as follows:

Year Ending September 30,	Principal	Interest	Total
2024	\$ 311,000	\$ 7,371	\$ 318,371
Total	\$ 311,000	\$ 7,371	\$ 318,371

**NOTE 6: RETIREMENT PLAN**

**A. Plan Description**

The Town participates as one of 919 plans in the non-traditional, joint contributory, hybrid defined benefit plan administered by the Texas Municipal Retirement System (TMRS). TMRS is an agency created by the State of Texas and administered in accordance with the TMRS Act, Subtitle G, Title 8, Texas Government Code (the TMRS Act) as an agent multiple-employer retirement system for municipal employees in the State of Texas. The TMRS Act places the general administration and management of the System with a six-member Board of Trustees. Although the Governor, with the advice and consent of the Senate, appoints the Board, TMRS is not fiscally dependent on the State of Texas. TMRS's defined benefit pension plan is a tax-qualified plan under Section 401(a) of the Internal Revenue Code. TMRS issues a publicly available Annual Comprehensive Financial Report (ACFR) that can be obtained at [www.TMRS.com](http://www.TMRS.com).

All eligible employees of the Town are required to participate in TMRS.

**TOWN OF BARTONVILLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

Item K1.

**B. Benefits Provided**

TMRS provides retirement, disability, and death benefits. Benefits are adopted by the governing body of the Town, within the options available in the state statutes governing TMRS.

At retirement, the benefit is calculated as if the sum of the employee's contributions, with interest, and the Town-financed monetary credits with interest were used to purchase an annuity. Members choose to receive their retirement benefit in one of seven payment options. Members may also choose to receive a portion of their benefit as a partial lump sum distribution in an amount equal to 12, 24 or 36 monthly payments, which cannot exceed 75% of the member's deposits and interest.

The Town has adopted the following plan provisions:

	Plan Year 2022	Plan Year 2023
Employee deposit rate	7.00%	7.00%
Matching ratio (Town to employee)	2 to 1	2 to 1
Years required for vesting	5	5
Service retirement eligibility (expressed as age/years of service)	60/5 or 0/20	60/5 or 0/20

At the December 31, 2022, valuation and measurement date, the following number of employees were covered by the benefit terms was:

Inactive employees or beneficiaries currently receiving benefits	8
Inactive employees entitled to but not yet receiving benefits	16
Active employees	10
	<u>34</u>

**C. Contributions**

The contribution rates for employees in TMRS are either 5%, 6% or 7% of employee gross earnings, and the Town matching percentages are either 100%, 150% or 200%, both as adopted by the governing body of the Town. Under the state law governing TMRS, the contribution rate for each Town is determined annually by the actuary, using the Entry Age Normal (EAN) actuarial cost method. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Employees of the Town were required to contribute 7% of their annual gross earnings during the fiscal year. The contribution rates for the Town were 14.93% and 16.02% for the calendar years 2022 and 2023, respectively. The Town's contributions to TMRS for the fiscal year ended September 30, 2023, were \$123,968 and were equal to the required contributions.

**D. Net Pension Liability or Asset**

The Town's Net Pension Liability (NPL) was measured as of December 31, 2022, and the Total Pension Liability (TPL) used to calculate the Net pension Liability was determined by



**TOWN OF BARTONVILLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

Item K1.

actuarial valuation as of that date.

***Actuarial Assumptions:***

The Total Pension Liability in the December 31, 2022, actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.50% per year
Overall payroll growth	2.75% per year
Investment rate of return	6.75%, net of pension plan investment expense, including inflation

Salary increases were based on a service-related table. Mortality rates for active members are based on the PUB (10) mortality tables with the Public Safety table used for males and the general Employee table used for females. Mortality tables for healthy retirees and beneficiaries are based on the gender-distinct 2019 Municipal Retirees of Texas mortality tables. The rates for actives, healthy retirees and beneficiaries are projected on a fully generational basis by Scale UMP to account for future mortality improvements. For disabled annuitants, the same mortality tables for healthy retirees is used with a 4-year set-forward for males and a 3-year set-forward for females. In addition, a 3.5% and 3% minimum mortality rate is applied, for males and females respectively, to reflect the impairment for younger members who become disabled. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements subject to the floor.

Actuarial assumptions were developed from the actuarial investigation of the experience of TMRS over the four-year period December 31, 2014, through December 31, 2018. They were adopted in 2019 and first used in the December 31, 2019, actuarial valuation. The post-retirement mortality assumption for Annuity Purchase Rates (APRs) is based on the Mortality Experience Investigation Study covering 2009 through 2011 and dated December 31, 2013. Plan assets are managed on a total return basis with an emphasis on both capital appreciation as well as the production of income in order to satisfy the short-term and long-term funding needs of TMRS.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. In determining their best estimate of a recommended investment return assumption under the various alternative asset allocation portfolios, GRS focused on the area between (1) arithmetic mean (aggressive) without an adjustment for time (conservative) and (2) the geometric mean (conservative) with an adjustment for time (aggressive).

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

**TOWN OF BARTONVILLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

Item K1.

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return (Arithmetic)
Global Equity	35%	7.7%
Core Fixed Income	6%	4.9%
Non-Core Fixed Income	20%	8.7%
Other Public & Private Markets	12%	8.1%
Real Estate	12%	5.8%
Hedge Funds	5%	6.9%
Private Equity	10%	11.8%
Total	100%	

***Discount Rate:***

The discount rate used to measure the Total Pension Liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability.

***Changes in Net Pension Liability:***

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance at December 31, 2021	\$ 1,491,693	\$ 1,279,831	\$ 211,862
Service Cost	88,472	-	88,472
Interest	101,349	-	101,349
Change in benefit terms	-	-	-
Differences between expected and actual results	(24,436)	-	(24,436)
Changes in assumptions	-	-	-
Contributions - employer	-	92,408	(92,408)
Contributions - employee	-	43,736	(43,736)
Net investment income	-	(93,688)	93,688
Benefit Payments, including refunds of employee contributions	(68,937)	(68,937)	-
Administrative expense	-	(808)	808
Other	-	964	(964)
Net Changes	96,448	(26,325)	122,773
Balance at December 31, 2022	\$ 1,588,141	\$ 1,253,506	\$ 334,635

**TOWN OF BARTONVILLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

Item K1.

***Sensitivity of the net pension liability to changes in the discount rate:***

The following presents the net pension liability of the Town, calculated using the discount rate of 6.75%, as well as what the Town's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75%) or 1-percentage-point higher (7.75%) than the current rate:

	1% Decrease in Discount Rate (5.75%)	Discount Rate (6.75%)	1% Increase in Discount Rate (7.75%)
Town's Net Pension Liability	\$ <u>551,776</u>	\$ <u>334,635</u>	\$ <u>158,275</u>

***Pension Plan Fiduciary Net Position:***

Detailed information about the pension plan's Fiduciary Net Position is available in a separately issued TMRS financial report. That report may be obtained on the Internet at [www.tmrs.com](http://www.tmrs.com).

**E: Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

For the year ended September 30, 2023, the Town recognized pension expense of \$60,696.

At September 30, 2023, the Town reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net
Differences between expected and actual economic experience	\$ -	\$ (14,512)	\$ (14,512)
Differences in assumptions	-	-	-
Differences between projected and actual investment earnings	84,988	-	84,988
To be recognized in the future	<u>84,988</u>	<u>(14,512)</u>	<u>\$ 70,476</u>
Contributions subsequent to the measurement date	<u>96,946</u>	<u>-</u>	
Total	\$ <u>181,934</u>	\$ <u>(14,512)</u>	

Deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date of \$96,946 will be recognized as a reduction of the net pension liability for the year ending September 30, 2023. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

**TOWN OF BARTONVILLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

Item K1.

Year Ending December 31,	
2023	\$ (8,308)
2024	20,550
2025	22,221
2026	36,013
2027	-
Thereafter	-
	<u>\$ 70,476</u>

**NOTE 7: POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)**

A. Benefit Plan Description

The Town participates in the Texas Municipal Retirement System (TMRS) administered defined benefit group-term life insurance plan known as the Supplemental Death Benefits Fund (SBDF). This is a voluntary program in which participating member cities may elect, by ordinance, to provide group-term life insurance coverage for their active members, including or not including retirees. The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employer's actual earnings, for the 12-month period preceding the month of death). The death benefit for retirees is considered an other postemployment benefit (OPEB) and is a fixed amount of \$7,500. As the SBDF covers both active and retiree participants, with no segregation of assets, the SBDF is considered to be an unfunded OPEB plan (i.e., no assets are accumulated).

The member Town contributes to the SBDF at a contractually required rate as determined by an annual actuarial valuation. The rate is equal to the cost of providing one-year term life insurance. The funding policy for the SBDF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year. The intent is not to pre-fund retiree term life insurance during employee's entire careers.

There are no assets accumulated in a trust that meets the criteria in paragraph 4 of GASB No. 75.

At the December 31, 2022, valuation and measurement date, the following number of employees were covered by the SBDF benefit plan:

Inactive employees or beneficiaries currently receiving benefits	6
Inactive employees entitled to but not yet receiving benefits	3
Active employees	<u>10</u>
	<u>19</u>

B. Total OPEB Liability

The Town's Total OPEB Liability was measured as of December 31, 2022, and the Total OPEB Liability was determined by actuarial valuation as of that date.

***Actuarial Assumptions:***

The Total OPEB Liability in the December 31, 2022, actuarial valuation was determined using the

**TOWN OF BARTONVILLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

Item K1.

following actuarial assumptions:

Inflation	2.50%
Salary increases	3.5% to 11.5% including inflation
Discount rate	4.05%
Retirees' share of benefit costs	\$0
Administrative expenses	All administrative expenses are paid through the Pension Trust and are accounted for under reporting requirements under GASB Statement NO. 68.
Mortality rates-service retirees	2019 Municipal Retirees of Texas Morality Tables, the rates are projected on a fully generational basis with scale UMP.
Mortality rates-disabled retirees	2019 Municipal Retirees of Texas Mortality Tables with a 4 year setforward for males and a 3 year set-forward for females. In addition, a 3.5% and 3% minimum mortality rate will be applied to reflect the impairment for younger members who become disabled for males and females, respectively. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements subject to the floor.

The discount rate was based on the Fidelity Index's "20-year Municipal GO AA index" rate as of December 31, 2022.

The actuarial assumptions used in the December 31, 2022 valuation were based on the results of an actuarial experience study for the period December 31, 2014, to December 31, 2018.

***Changes in Total OPEB Liability:***

Balance at December 31, 2021	\$	40,917
Changes for the year		
Service Cost		1,687
Interest on Total OPEB Liability		764
Changes in benefit terms		-
Differences between expected and actual experience		1,998
Changes in assumptions or other inputs		(17,179)
Benefit Payments *		(437)
Net Changes		<u>(13,167)</u>
Balance at December 31, 2022	\$	<u>27,750</u>

\* Due to SDBF being considered an unfunded OPEB plan under GASB No. 75, benefit payments are treated as being equal to employer's yearly contribution for retirees.

***Sensitivity of the OPEB liability to changes in the discount rate:***

The following presents the Total OPEB liability of the Town, calculated using the discount rate of (4.05)%, as well as what the Town's Total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.05%) or 1-percentage-point higher (5.05%) than the current rate:

**TOWN OF BARTONVILLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

Item K1.

	1% Decrease (3.05%)	Current (4.05%)	1% Increase (5.05%)
Total OPEB Liability	\$ <u>34,195</u>	\$ <u>27,750</u>	\$ <u>22,856</u>

**C. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended September 30, 2023, the Town recognized OPEB expense of \$3,894.

At September 30, 2023, the Town reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following Sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net
Differences between expected and actual experience	\$ 2,560	\$ -	\$ 2,560
Differences in assumptions	-	(7,641)	(7,641)
To be recognized in the future	2,560	(7,641)	\$ (5,081)
Contributions subsequent to the measurement date	739	-	
Total	\$ <u>3,299</u>	\$ <u>(7,641)</u>	

Deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date of \$739 will be recognized as a reduction of the OPEB liability for the year ending September 30, 2023. Other amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ending December 31,	
2023	\$ (1,642)
2024	(1,730)
2025	(1,709)
2026	-
2027	-
Thereafter	-
	\$ <u>(5,081)</u>

**NOTE 8: PROPERTY TAX**

Property tax is levied each October 1 on the assessed (appraised) value as of the prior January 1 for all real and personal property located in the Town. Taxes are due October 1, the levy date, and are delinquent after the following January 31. Property taxes at the fund level are recorded as receivables and deferred revenues at the time taxes are assessed. Revenues are recognized as the related taxes are collected.

**TOWN OF BARTONVILLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

*Item K1.*

**NOTE 9: RISK MANAGEMENT**

The Town is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town is a member of the Texas Municipal League Intergovernmental Risk Pool ("TMLIRP") which is a public entity insurance risk pool. Annual contributions to TML are reported in the general fund. Management believes coverage presently purchased from TMLIRP is sufficient to preclude significant uninsured losses to the Town.

**NOTE 10: SUBSEQUENT EVENTS**

The Town has evaluated all events and transactions that occurred after September 30, 2023, through the date the financial statement was available to be issued. During this period there were no subsequent events requiring disclosure.

*Required Supplementary Information*

Required supplementary information includes financial information and disclosures required by the Governmental Accounting Standards Board but not considered a part of the basic financial statements.



**TOWN OF BARTONVILLE, TEXAS**  
**GENERAL FUND**  
**BUDGETARY COMPARISON SCHEDULE**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2023**

**EXHIBIT B-1**

	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Actual</b>	<b>Variance with Budget Positive Negative</b>
<b>Resources (inflows):</b>				
Property taxes	\$ 943,000	\$ 943,000	\$ 986,184	\$ 43,184
Sales & beverage taxes	1,024,800	1,024,800	1,341,374	316,574
Franchise fees	157,500	157,500	239,305	81,805
Permits & development fees	162,900	162,900	233,073	70,173
Municipal court	65,400	65,400	120,025	54,625
Intergovernmental revenues	-	5,469	46,160	40,691
Other revenues	64,000	134,000	11,180	(122,820)
Interest income	5,800	5,800	278,975	273,175
<b>Total resources</b>	<b>\$ 2,423,400</b>	<b>\$ 2,498,869</b>	<b>\$ 3,256,276</b>	<b>\$ 757,407</b>
<b>Charges to appropriations:</b>				
Administration	\$ 1,052,716	\$ 1,622,045	\$ 1,485,674	\$ 136,371
Public safety	812,125	878,215	736,651	141,564
Public works	840,000	840,000	694,346	145,654
Debt service - principal and interest	317,552	317,552	317,318	234
<b>Total expenditures</b>	<b>3,022,393</b>	<b>3,657,812</b>	<b>3,233,989</b>	<b>423,823</b>
<b>Transfers &amp; other sources</b>				
Transfers	(10,000)	(10,000)	25,053	35,053
Total transfers & other sources	(10,000)	(10,000)	25,053	35,053
<b>Excess of revenues over (under) expenditures</b>	<b>\$ (608,993)</b>	<b>\$ (1,168,943)</b>	<b>\$ 47,340</b>	<b>\$ 368,637</b>
<b>Fund balance - beginning of year</b>			4,104,340	
<b>Fund balance - end of year</b>			<b>\$ 4,151,680</b>	

**TOWN OF BARTONVILLE**  
**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION**  
**SEPTEMBER 30, 2023**

Item K1.

**Budget and Budgetary Accounting**

The Town Council adopts an annual budget for the General Fund. The General Fund budget is legally adopted on a modified accrual basis.

The following procedures are followed in establishing the budgetary data reflected in the Basic Financial Statements:

Prior to the beginning of the fiscal year, the Town prepares a budget for the next succeeding fiscal year. The operating budget includes proposed expenditures and the means of financing them. A meeting of the Town Council is then called for the purpose of adopting the proposed budget. At least ten days public notice of the meeting must have been given. Prior to the start of the fiscal year, the budget is legally enacted through passage of a resolution by the Town Council.

Once a budget is approved, it can only be amended by approval of a majority of the members of Town Council. As required by law, such amendments are made before the fact, are reflected in the official minutes of Town Council and are not made after fiscal year end. All budget appropriations lapse at year end.

**Budget Amendments**

The budget was amended three times during the year ended September 30, 2023.

**TOWN OF BARTONVILLE, TEXAS**  
TEXAS MUNICIPAL RETIREMENT SYSTEM  
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS  
DECEMBER 31, 2022

	2015	2016	2017	2018	2019	2020	2021	2022
<b>Total pension liability</b>								
Service Cost	\$ 55,319	\$ 64,881	\$ 59,627	\$ 59,355	\$ 60,133	\$ 67,596	\$ 65,561	\$ 88,472
Interest (on the total pension liability)	60,634	66,333	71,891	77,079	82,839	89,720	95,065	101,349
Changes in benefit terms	-	-	-	-	-	-	-	-
Difference between expected and actual experience	15,412	5,787	(1,885)	8,185	15,336	(13,394)	(13,067)	(24,436)
Change of assumptions	32,978	-	-	-	5,524	-	-	-
Benefit payments, including refunds of employee contributions	(53,782)	(51,439)	(52,636)	(52,636)	(66,706)	(64,544)	(62,905)	(68,937)
<b>Net change in pension liability</b>	110,561	85,562	76,997	91,983	97,126	79,378	84,654	96,448
<b>Total pension liability - beginning</b>	865,432	975,993	1,061,555	1,138,552	1,230,535	1,327,661	1,407,039	1,491,693
<b>Total pension liability - ending</b>	<u>975,993</u>	<u>1,061,555</u>	<u>1,138,552</u>	<u>1,230,535</u>	<u>1,327,661</u>	<u>1,407,039</u>	<u>1,491,693</u>	<u>1,588,141</u>
<b>Plan fiduciary net position</b>								
Contributions - Employer	\$ 40,164	\$ 46,233	\$ 54,423	\$ 62,240	\$ 64,889	\$ 74,337	\$ 75,670	\$ 92,408
Contributions - Employee	27,483	30,177	28,394	28,974	29,727	33,463	33,064	43,736
Net investment income	889	41,694	94,693	(24,205)	127,143	74,162	142,687	(93,688)
Benefit payments, including refunds of employee contributions	(53,782)	(51,439)	(52,636)	(52,636)	(66,706)	(64,544)	(62,905)	(68,937)
Administrative expense	(541)	(470)	(490)	(467)	(717)	(479)	(659)	(808)
Other	(27)	(25)	(24)	(24)	(22)	(19)	5	964
<b>Net change in plan fiduciary net position</b>	14,186	66,170	124,360	13,882	154,314	116,920	187,862	(26,325)
<b>Net fiduciary position - beginning</b>	602,137	616,323	682,493	806,853	820,735	975,049	1,091,969	1,279,831
<b>Net fiduciary position - ending</b>	<u>\$ 616,323</u>	<u>\$ 682,493</u>	<u>\$ 806,853</u>	<u>\$ 820,735</u>	<u>\$ 975,049</u>	<u>\$ 1,091,969</u>	<u>\$ 1,279,831</u>	<u>\$ 1,253,506</u>
<b>Net pension liability (a) - (b)</b>	<u>\$ 359,670</u>	<u>\$ 379,062</u>	<u>\$ 331,699</u>	<u>\$ 409,800</u>	<u>\$ 352,612</u>	<u>\$ 315,070</u>	<u>\$ 211,862</u>	<u>\$ 334,635</u>
Plan fiduciary net position as a percentage of total pension liability	63.15%	64.29%	70.87%	66.70%	73.44%	77.61%	85.80%	78.93%
Covered employee payroll	\$ 392,611	\$ 431,101	\$ 405,629	\$ 413,912	\$ 424,666	\$ 478,049	\$ 472,345	\$ 624,800
Net pension liability as a percentage of covered payroll	91.61%	87.93%	81.77%	99.01%	83.03%	65.91%	44.85%	53.56%

**TOWN OF BARTONVILLE, TEXAS**  
**TEXAS MUNICIPAL RETIREMENT SYSTEM**  
**SCHEDULE OF PENSION CONTRIBUTIONS**  
**SEPTEMBER 30, 2023**

	2016	2017	2018	2019	2020	2021	2022	2023
Actuarially Determined Contribution	\$ 45,993	\$ 54,687	\$ 57,849	\$ 66,194	\$ 71,613	\$ 81,958	\$ 81,880	\$ 125,948
Contributions in relation to the actuarially determined contribution	45,993	54,687	57,849	66,194	71,613	81,958	81,880	125,948
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered employee payroll	\$ 430,043	\$ 428,159	\$ 386,369	\$ 431,475	\$ 459,929	\$ 510,933	\$ 547,707	\$ 624,800
Contributions as a percentage of covered employee payroll	10.69%	12.77%	14.97%	15.34%	15.57%	16.04%	14.95%	20.16%

**Valuation Date:**

Notes Actuarially determined contribution rates are calculated as of December 31 and become effective in January 13 months later.

**Methods and Assumptions Used to Determine Contribution Rates:**

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage of Payroll, Closed
Remaining Amortization Period	21 Years (longest amortization ladder)
Asset Valuation Method	10 Year smoothed market; 12% soft corridor
Inflation	2.50%
Salary Increases	3.5% to 11.5%, including inflation
Investment Rate of Return	6.75%
Retirement Age	Experience-based table of rates that are specific to the Town's plan of benefits. Last updated for the 2019 valuation pursuant to an experience study of the period 2014 - 2018.
Mortality	Post-retirement: 2019 Municipal Retirees of Texas Mortality Tables. The rates are projected on a fully generational basis with scale UMP.  Pre-retirement: PUB (10) mortality tables, with the Public Safety table used for males and the Generational Employee table used for females. The rates are projected on a fully generational basis with scale UMP.

**Other Information:**

Notes There were no benefit changes during the year.

**TOWN OF BARTONVILLE, TEXAS**  
**TEXAS MUNICIPAL RETIREMENT SYSTEM**  
**SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS**  
**DECEMBER 31, 2022**

Plan Year	2017	2018	2019	2020	2021	2022
<b>TOTAL OPEB LIABILITY</b>						
Total OPEB Liability Beginning of Year	\$ 18,434	\$ 22,062	\$ 21,721	\$ 28,553	\$ 35,142	\$ 40,917
Changes for the year						
Service Cost	852	952	849	1,482	1,275	1,687
Interest on Total OPEB Liability	712	745	820	804	712	764
Changes in benefit terms	-	-	-	-	-	-
Difference between expected and actual experience	-	(61)	(195)	(948)	2,631	1,998
Change of assumptions or other inputs	2,105	(1,894)	5,443	5,347	1,535	(17,179)
Benefit payments	(41)	(83)	(85)	(96)	(378)	(437)
<b>NET CHANGE IN OPEB LIABILITY</b>	<u>3,628</u>	<u>(341)</u>	<u>6,832</u>	<u>6,589</u>	<u>5,775</u>	<u>(13,167)</u>
<b>TOTAL OPEB LIABILITY - END OF YEAR</b>	<u><u>\$ 22,062</u></u>	<u><u>\$ 21,721</u></u>	<u><u>\$ 28,553</u></u>	<u><u>\$ 35,142</u></u>	<u><u>\$ 40,917</u></u>	<u><u>\$ 27,750</u></u>
Covered employee payroll	\$ 405,629	\$ 413,912	\$ 424,666	\$ 478,049	\$ 472,345	\$ 624,800
OPEB Liability as a percentage of covered payroll	5.44%	5.25%	6.72%	7.35%	8.66%	4.44%

**NOTES TO SCHEDULE**

Changes of assumptions:

Changes of assumptions and other inputs reflect the change in the municipal bond rate index, which is used as a basis for the discount rate.

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB statement No. 75 to pay related benefits.

### *Other Supplementary Information*

*This section includes financial information and disclosures not required by the Governmental Accounting Standards Board and not considered a part of the basic financial statements. It may, however, include information which is required by other entities.*

**TOWN OF BARTONVILLE, TEXAS**  
**CAPITAL IMPROVEMENT FUND**  
**BUDGETARY COMPARISON SCHEDULE**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Amended		
<b>Revenues:</b>				
Interest income	\$ 300	\$ 300	\$ 3,214	\$ 2,914
<b>Total revenues</b>	<u>300</u>	<u>300</u>	<u>3,214</u>	<u>2,914</u>
<b>Expenditures:</b>				
Capital outlay				
Equipment purchases	15,000	15,000	30,876	(15,876)
Total capital outlay	<u>15,000</u>	<u>15,000</u>	<u>30,876</u>	<u>(15,876)</u>
<b>Transfers &amp; other uses</b>				
Transfer to General Fund	10,000	10,000	(5,053)	15,053
<b>Excess of revenues over (under) expenditures</b>	<u>\$ (4,700)</u>	<u>\$ (4,700)</u>	(32,715)	<u>\$ 2,091</u>
<b>Fund balance - beginning of year</b>			45,444	
<b>Fund balance - end of year</b>			<u>\$ 12,729</u>	

**TOWN OF BARTONVILLE, TEXAS**  
**COMMUNITY DEVELOPMENT CORPORATION**  
**BUDGETARY COMPARISON SCHEDULE**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	<u>Original Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
<b>Revenues:</b>			
Sales taxes	\$ 197,950	\$ 158,347	\$ (39,603)
Interest income	2,000	50,044	48,044
<b>Total revenues</b>	<u>199,950</u>	<u>208,391</u>	<u>8,441</u>
<b>Expenditures:</b>			
Administration			
Accounting & auditing services	-	-	-
Consulting fees	62,100	2,500	59,600
Development grants	100,000	82,400	17,600
IT services & software	-	4,382	(4,382)
Legal services	-	2,031	(2,031)
Marketing	20,875	22,740	(1,865)
Old Town maintenance & repair	40,000	27,209	12,791
Postage	-	-	-
Professional development	-	150	(150)
Supplies	4,500	-	4,500
Traffic study	-	5,400	(5,400)
Total administration	<u>227,475</u>	<u>146,812</u>	<u>80,663</u>
<b>Transfers &amp; other uses</b>			
Transfer to General Fund	<u>(20,000)</u>	<u>(20,000)</u>	<u>-</u>
<b>Excess of revenues over (under) expenditures</b>	<u>\$ (47,525)</u>	41,579	<u>\$ 89,104</u>
<b>Fund balance - beginning of year</b>		787,006	
<b>Fund balance - end of year</b>		<u>\$ 828,585</u>	



TOWN OF BARTONVILLE, TEXAS

CRIME CONTROL & PREVENTION DISTRICT

BUDGETARY COMPARISON SCHEDULE

FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Original	Actual	Variance with Final Budget Positive (Negative)
<b>Revenues:</b>			
Sales taxes	\$ 96,750	\$ 115,380	\$ 18,630
Grants & donations	400	1,250	850
Miscellaneous revenues		18	18
Interest income	1,500	13,604	12,104
<b>Total revenues</b>	<u>98,650</u>	<u>130,252</u>	<u>31,602</u>
<b>Expenditures:</b>			
Public safety			
Contracted services	250	-	250
Other	200	-	200
Police/other	36,500	4,210	32,290
Police/supplies	70,500	62,850	7,650
Total administration	<u>107,450</u>	<u>67,060</u>	<u>40,390</u>
<b>Excess of revenues over (under) expenditures</b>	<u>\$ (8,800)</u>	63,192	<u>\$ 71,992</u>
<b>Fund balance - beginning of year</b>		215,034	
<b>Fund balance - end of year</b>		<u>\$ 278,226</u>	

*Internal Control and Compliance*



## Independent Auditors' Report

### Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Town Council  
Town of Bartonville, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Town of Bartonville, Texas, as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise Town of Bartonville, Texas' basic financial statements, and have issued our report thereon dated June 13, 2025.

#### Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Town of Bartonville, Texas' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town of Bartonville, Texas' internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Bartonville, Texas' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

#### Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Town of Bartonville, Texas' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

*MWH Group, P.C.*

MWH GROUP, P.C.

June 13, 2025

**TOWN OF BARTONVILLE, TEXAS  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

**A. Summary of Auditor's Results - Financial Statements**

Type of auditor's report issued:

Unmodified

Internal control over financial reporting:

Material weakness identified?

\_\_\_\_\_ Yes      X   No

Significant deficiency identified that is not  
considered to be material weaknesses?

\_\_\_\_\_ Yes      X   No

Noncompliance material to financial  
statements noted?

\_\_\_\_\_ Yes      X   No

**B. Financial Statement Finding**

There were no findings to report for the year ended September 30, 2023.



# TOWN COUNCIL COMMUNICATION

**DATE:** June 17, 2025

**FROM:** Ryan Wells, Town Planner

**AGENDA ITEM:** Discuss and consider a Final Plat for 89.261-acre property situated in the Pinson Wiles Survey, Abstract Number 1339, in the Extraterritorial Jurisdiction (ETJ) of the Town of Bartonville, Denton County, Texas. The property is located generally east of State Highway 377 between Keith Road and Smoot Lane. The applicant is GM Civil on behalf of Spur Furst Ranch Development, L.P. [Town of Bartonville File Number FP-2025-001.] ***(The Planning & Zoning Commission recommended approval by a vote of 5-0 at its June 4, 2025, meeting.)***

**Land Use and Zoning:** The property is located in the Bartonville ETJ, thus no land use or zoning designations apply.

**Summary:** The High Plains at Furst Ranch project includes five tracts of land, totaling 461.858 acres, located in the western Extraterritorial Jurisdiction (ETJ) of the Town of Bartonville, generally east of State Highway 377 between Keith Road and Smoot Lane. The legal description of the property is A1339A PINSON WILES, TR 3B, .28 ACRES; A1339A PINSON WILES, TR 9, 131.307 ACRES; A1339A PINSON WILES, TR 10, 72.7 ACRES; A1339A PINSON WILES, TR 14, 164.34 ACRES; and A1595A A.M. FELTUS, TR 29, 79.82 ACRES. The corresponding Denton CAD parcel numbers are 270706, 64921, 64910, 64909, and 64879. The preliminary plat for this project was approved by the Bartonville Town Council on August 20, 2024, and was designed to create 1,150 legal lots, including 1,115 single-family residential lots and 35 non-residential lots, including one mixed-use lot. This final plat constitutes Phase 1 of the project, covering 89.261 acres and including 267 residential lots and three non-residential lots.

The subject property is part of a former agricultural tract. The property is undeveloped.

## *Final Plat*

Bartonville Development Ordinance (BDO) Section 2.5.g lists the criteria of approval for a final plat:

1. The plat substantially conforms with the approved preliminary plat or other studies and plans, as applicable;
2. The complete engineering/construction plans for all required public improvements and Town utilities have been submitted to the Town for review/approval by the Town's Engineer (whether specifically stated or not, final plat approval shall always be subject to any additions and/or alterations to the engineering/construction plans as deemed necessary by the Town Engineer, as needed, to ensure the safe, efficient and proper construction of public improvements within the subdivision); and
3. The plat conforms to applicable zoning and other regulations.
4. The plat has been approved by the Permitting Authority, as defined in Chapter 285 of the Texas Administrative Code, in accordance with Title 30, Texas Administrative Code, Chapter 285, Section 285.4(c) relating to the review of subdivision plans prior to the application for a permit for an on-site sewage facility.

In accordance with criterion 1, the final plat was reviewed against the approved preliminary plat as well as the conditions of approval adopted by the Bartonville Town Council. A comparison of the final plat against the approved preliminary plat shows general conformance with the lot number and configurations, with one exception being an additional residential lot being located within Block 12, which had 14 lots in the preliminary plat and shows 15 lots within the final plat. As this constitutes a 0.4% change in overall lot count for phase 1, this is an acceptable change. The street configurations are generally the same as those shown in the approved preliminary plat, including the 140-foot offset between the intersections of Bushlands Trail and Peppervine Lane, and its intersection with Marigold Trail, which does not meet the Town's intersection spacing requirements but was approved as a waiver to the standard in the approval of the preliminary plat by the Town Council.

The final plat reflects conformance to the applicable conditions of approval, described as follows:

1. On the final plat, a minimum 15-foot public utility easement for water and sewer utilities shall be established on the following lots to correspond with either or both utilities traversing the lot:
  - a. Block 48, Lot 1X (water, sewer)
    - i. Not within Phase 1
  - b. Block 48, Lot 2X (water, sewer)
    - i. Not within Phase 1
  - c. Block 14, Lot 8 (sewer)
    - i. Not within Phase 1
  - d. Block 1, Lot 5 (sewer)
    - i. Within Phase 1; Met
  - e. Block 47, Lot 1X (sewer)
    - i. Not within Phase 1
  - f. Block 25, Lot 25 (sewer)
    - i. Not within Phase 1
  - g. Block 25, Lot 40 (sewer)
    - i. Not within Phase 1
2. On the final plat, a 10-foot-wide utility easement shall be located along the front property line (i.e., street frontage) of all lots and adjacent to a right-of-way.
  - i. Met.
3. The final plat shall show Marigold Trail and Peppervine Lane meeting as a four-way intersection at Brushlands Trail, rather than creating an offset of less than 300 feet.
  - i. Not applicable – approved as part of a waiver.
4. A second access point from State Highway 377, other than High Plains Trail, shall be constructed, installed, or otherwise established on the final plat for the first phase of the development, and this secondary access shall be maintained until such time as another secondary access road (e.g., Street A) is completed.
  - i. Met via off-site access.
5. In the preliminary sewer layout, the sewer section in the vicinity of Blocks 25, 26, 27, and 35 (located within Streets BB, CC, DD, and JJ) is not connected to the greater system. Check grades and provide for a positive drainage connection to the remainder of the system within the civil design set.

- i. Not applicable to final plat.
6. On the final plat, the 20-foot-wide water easement located on Block 14, lots 48 & 49 shall be labeled "20' W.E. by this plat"
- i. Not located within Phase 1.
7. On the final plat, the Notes section on Sheet 8 of 8 of the preliminary plat shall have a new Note 7, which shall read, "All parcels ending in 'X', with the exception of Block 48, Lot 1X, are open space parcels to be owned and maintained by the HOA. Said parcels shall be encumbered with a public access and utility easement over their entirety."
- i. Phase 1 contains Lot 6X, Block 1; Lot 26X, Block 21; and Lot 2X, Block 22. In lieu of a general note as described above, Lot 6X, Block 1 and Lot 26X, Block 21 have a "Private Open Space & Drainage Easement" over their entirety. Lot 2X, Block 22 is the proposed amenity center for the development; however, the preliminary drainage layout shows a stormwater outlet from the public street system discharging onto the lot. Therefore, a Drainage Easement shall be established over the lot to protect and permit the receipt of stormwater flows; this shall be a recommended condition of approval for the final plat. The proposed easements as shown on the final plat otherwise meet the intent of the condition of approval from the preliminary plat.
8. The final plat shall show a drainage easement over the entirety of all open space lots containing the revised 100-year floodplain, as determined by the Flood Study performed by GM Civil, dated July 2024.
- i. 100-year floodplain is not located within Phase 1.
9. A Letter of Map Revision (LOMR) shall be submitted to FEMA for the revised Zone AE flood plain for the portion of Whites Branch as established in the Flood Study performed by GM Civil, dated July 2024. The zone AE floodplain boundary shall be reflected on the final plat.
- i. Not applicable to Phase 1.
10. General correction: Under the Owner's Certification, the fifth to last "Thence" appears to be superfluous.
- i. Met.

The construction plans are not reviewed by the Town of Bartonville per the Interlocal Cooperation Agreement (ICA) between the Town of Bartonville and Denton County, so criterion 2 does not apply. Because this preliminary plat is in the Bartonville ETJ, where zoning does not apply, and the project is intended to be served by sewer, criteria 3 and 4 do not apply.

**Planning & Zoning Commission Recommendation:** Approve with Conditions.

**Planning & Zoning Commission Recommended Conditions of Approval:**

- 1. Prior to recordation, a Drainage Easement shall be established over the entirety of Lot 2X, Block 22 on the final plat in order to protect and permit the receipt of stormwater flows.

**Exhibits:**

- 1. Final Plat Application Packet



## Exhibit A



# TOWN OF BARTONVILLE DEVELOPMENT APPLICATION

Item K2.

Application Type (check all applicable):

- ☐ Sketch Plat                      ☐ Land Study                      ☐ Preliminary                      ☒ Final
- ☐ Development                      ☐ Replat                      ☐ Amending Plat

Current Legal Description: 89.261 Acres Situated in the Pinson Wiles Survey, Abstract No. 1339, Denton Co., Texas

Proposed Subdivision Name: High Plains at Furst Ranch, Phase 1                      ☐ In Town Limits    ☒ In ETJ

Current Zoning: ETJ                      Concurrent Zoning Change Req.?    ☐ Yes (zoning change request attached)    ☒ No

Proposed Zoning (if applicable): N/A                      No. Proposed Lots: 270                      Total Acres: 89.261

Seeking Waiver/Suspension:    ☐ Yes    ☒ No    If yes, please submit required information pursuant to Sec. 1.11 of Ordinance No. 336-03

Owner: Spur Furst Ranch Development, L.P.                      Phone: 941-388-0707

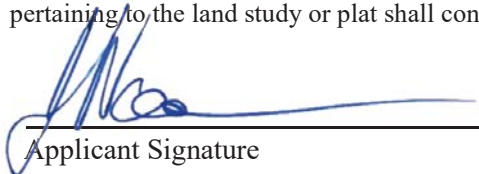
Address: 8433 Enterprise Circle, Suite 100, Lakewood Ranch, FL 34202

**Please Note: If applicant is different from current owner a notarized statement, authorizing the applicant to act as owner's agent, must accompany this application along with submittal fees in accordance with the Town's adopted Fee schedule**

Applicant: GMcivil/Jason Weaver P.E.                      Phone: 817-329-4373

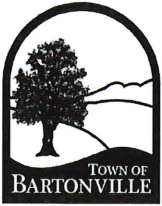
Address: 2559 SW Grapevine Pkwy, Grapevine, TX 76051                      Fax: \_\_\_\_\_

I understand that it is unlawful for any person to knowingly or willfully misrepresent, or fail to include, any information required by the Development Ordinance on this application. I further understand that misrepresentation, or deliberate omission, of facts pertaining to the land study or plat shall constitute grounds for denial of the land study or plat.

  
Applicant Signature

04/22/2025  
Date

Office Use Only:	Fee Pd: _____	Check # _____	Date: _____
Schedule:	DRC: _____	P&Z: _____	TC: _____
Zoning Change? <input type="checkbox"/> Y <input type="checkbox"/> N	From _____ to _____	Publish Date: _____	Hearing Date: _____
<input type="checkbox"/> Street Construction	<input type="checkbox"/> Public Improvements	<input type="checkbox"/> Easements	<input type="checkbox"/> Simultaneous Submit
Hearing Req? <input type="checkbox"/> Y <input type="checkbox"/> N	Tax Certificate? <input type="checkbox"/> Y <input type="checkbox"/> N		
Disbursement: <input type="checkbox"/> Gas Co. <input type="checkbox"/> Town Engineer/Planner <input type="checkbox"/> Town Attorney <input type="checkbox"/> DRC Members	<input type="checkbox"/> Elec Co. <input type="checkbox"/> Cable Co. <input type="checkbox"/> Fire Chief <input type="checkbox"/> Water Supply		



## NOTARY FORM Town of Bartonville

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 04/22/2025

I, John Brian / Spur Furst Ranch Development, L.P., owner of the Property located at High Plains at Furst Ranch, Phase 1 do hereby certify that I have given my permission to Jason Weaver, P.E. / GMcivil, to make an application (check one) on my behalf.

- ☐ Sketch Plat  
☐ Development  
☐ Land Study  
☐ Replat  
☐ Preliminary  
☐ Amending Plat  
☒ Final Plat

John Brian / Spur Furst Ranch Development, L.P.  
Print Name

[Signature]  
Signature of Owner

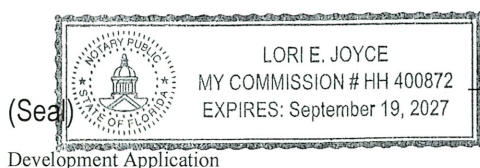
8433 Enterprise Circle, Suite 100, Lakewood Ranch, FL 34202  
Address

941-388-0707  
Phone No.

State of Florida §  
County of manatee §

Before me, Lori E. Joyce, a Notary Public in and for said County and State, on this day personally appeared John Brian known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

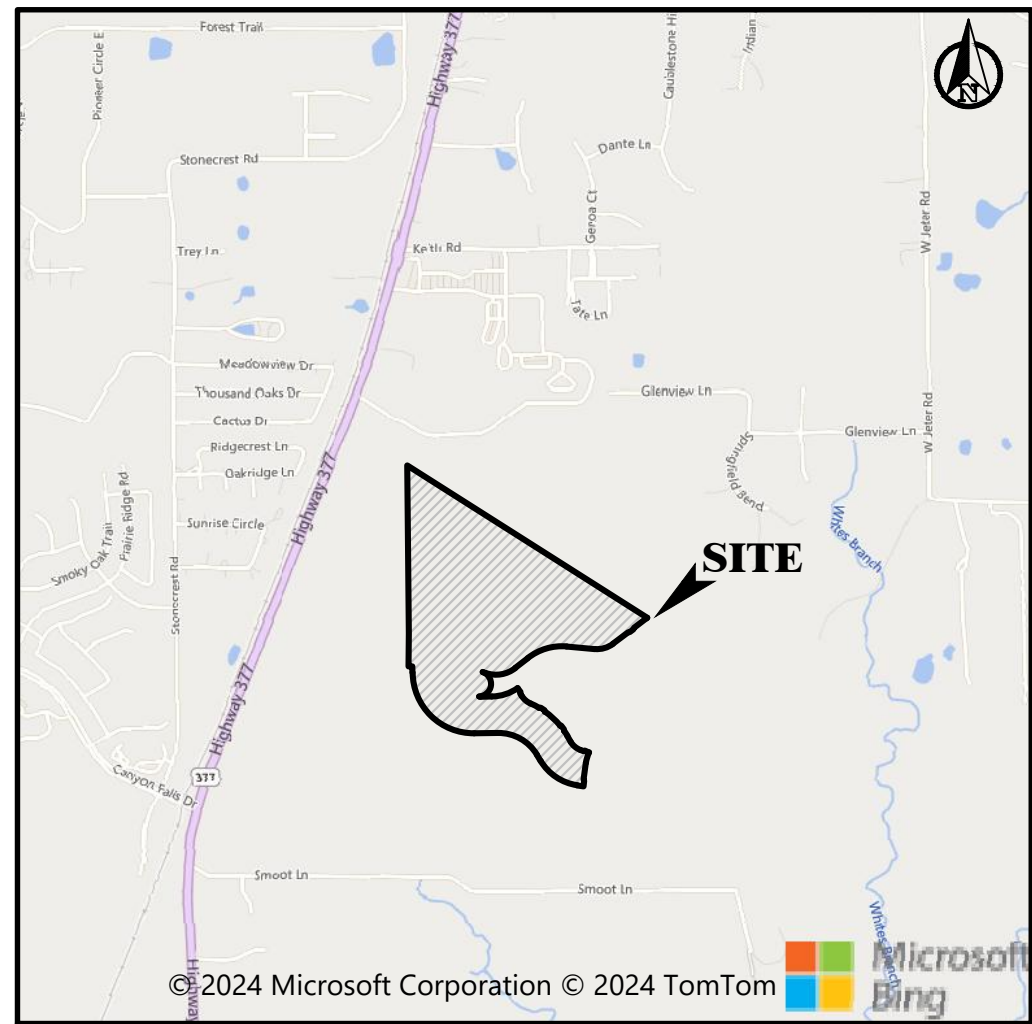
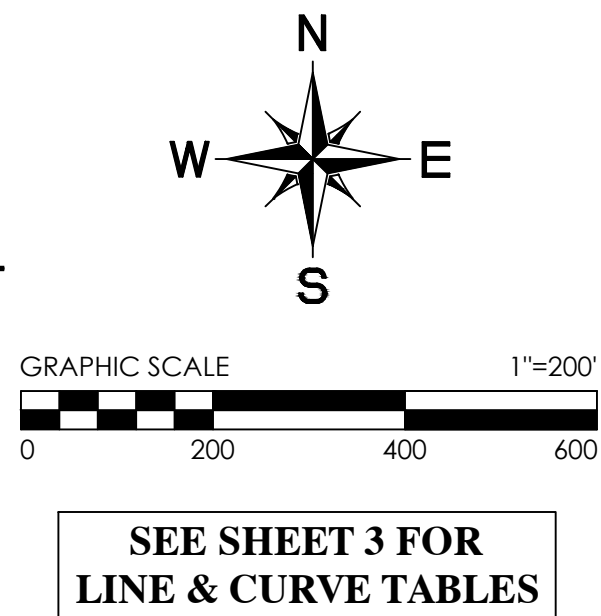
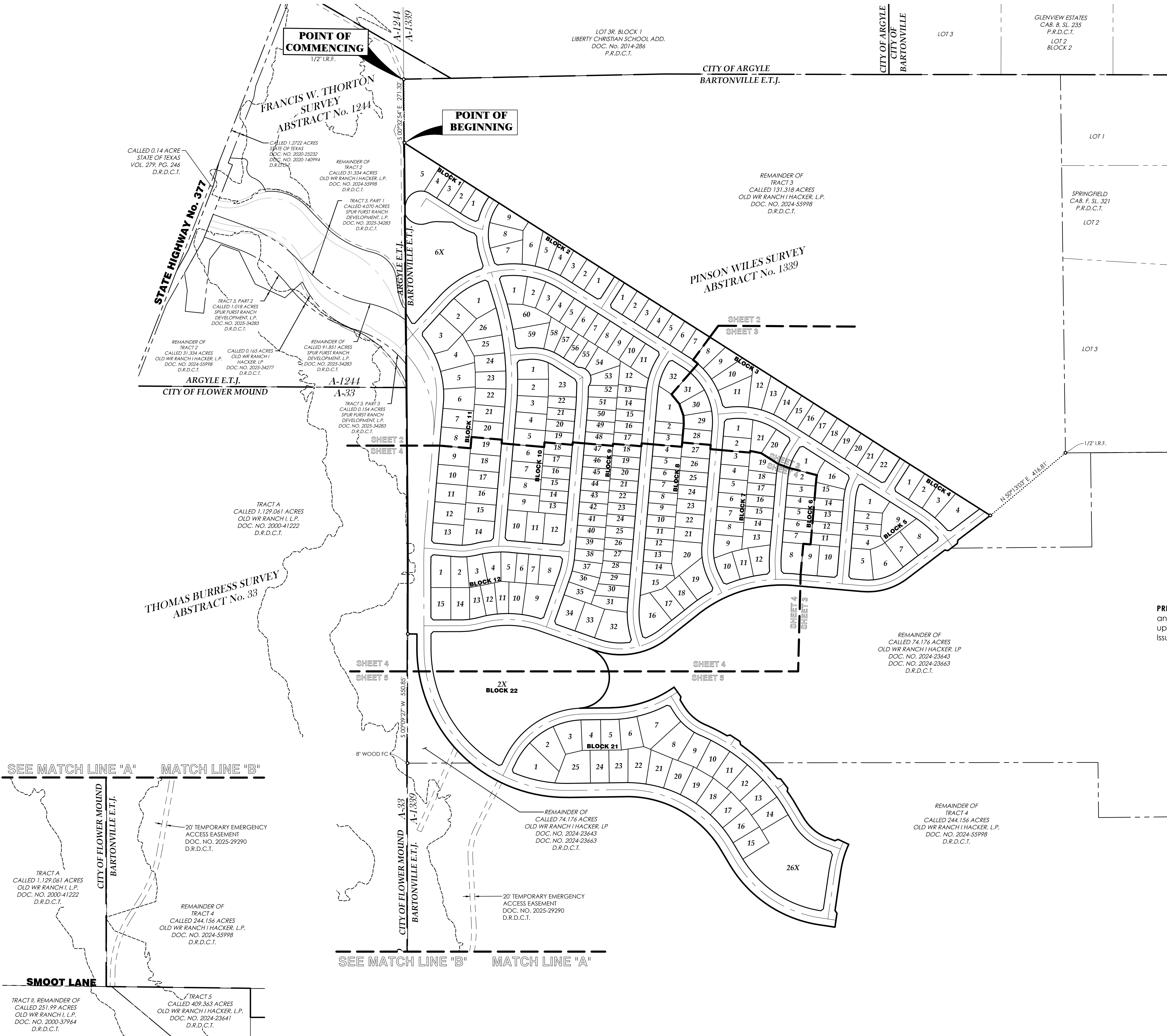
Given under my hand and seal of office this 22 day of April, 2025



[Signature]  
Notary Public's Signature

page 3 of 3





SITE AREA SUMMARY	
GROSS AREA	89.261 ACRES
PUBLIC RIGHT-OF-WAY	23.628 ACRES
LOTS	54,798 ACRES
NON-RESIDENTIAL LOTS	10,836 ACRES

LEGEND	
O	1/2" CAPPED IRON ROD SET "GMCIVIL" UNLESS OTHERWISE NOTED
SQ. FT.	SQUARE FEET
DOC. NO.	DOCUMENT NUMBER
VOL.	VOLUME
PG.	PAGE
CAB.	CABINET
SL.	SLIDE
D.R.D.C.T.	DEED RECORDS; DENTON COUNTY, TEXAS
P.R.D.C.T.	PLAT RECORDS; DENTON COUNTY, TEXAS
I.R.F.	IRON ROD FOUND
C.I.R.S.	CAPPED IRON ROD SET (GMCIVIL)
B.L.	BUILDING LINE
U.E.	UTILITY EASEMENT
D.E.	DRAINAGE EASEMENT
---	BOUNDARY LINE
---	ADJOINER LINE
---	EASEMENT LINE
---	CENTERLINE
---	BUILDING LINE
---	ABSTRACT LINE
---	CITY LIMIT LINE
---	100-YEAR ULTIMATE FLOODPLAIN PER GMCIVIL FLOOD STUDY

**PRELIMINARY**, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.  
Issued for review 4/22/2025 2:35 PM

OWNER/DEVELOPER:



**STARWOOD LAND**  
8433 ENTERPRISE CIRCLE, SUITE 100  
LAKEWOOD RANCH, FL 34202  
(941) 388-0707

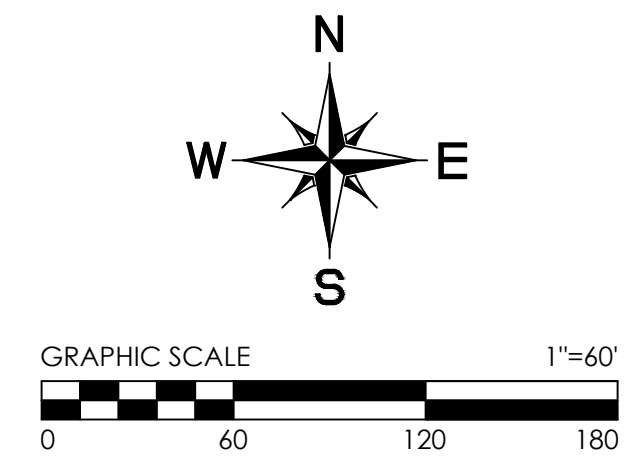
PREPARED BY:



**GMcivil**  
Engineering & Surveying  
2559 SW Grapevine Pkwy, Grapevine, Texas 76051  
817-329-4373  
TxEng Firm # F-2944 | TxSurv Firm # 10021700

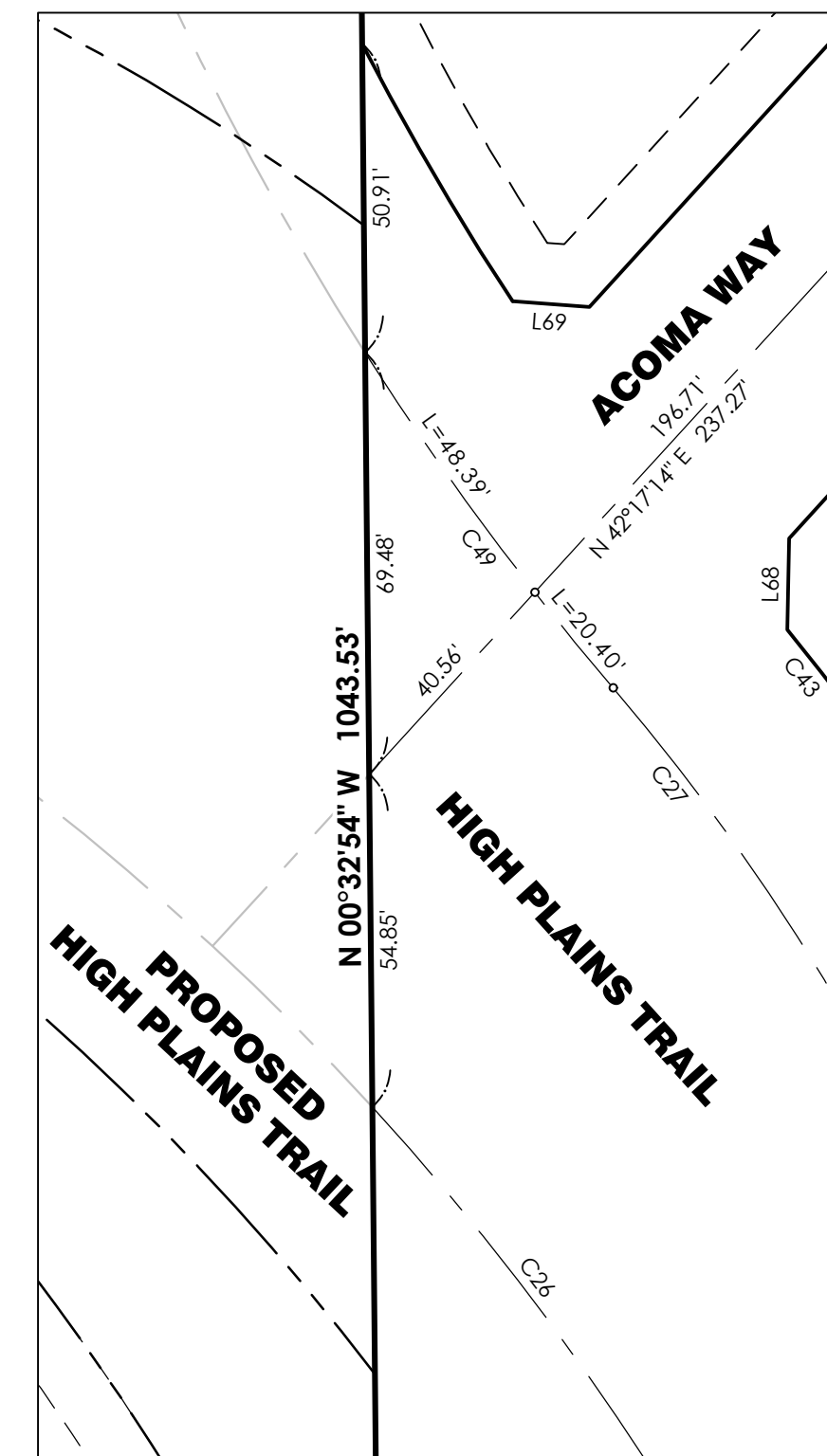
**FINAL PLAT**  
OF  
LOTS 1-5, 6X, BLOCK 1; LOTS 1-9, BLOCK 2; LOTS 1-22, BLOCK 3; LOTS 1-4, BLOCK 4;  
LOTS 1-9, BLOCK 5; LOTS 1-16, BLOCK 6; LOTS 1-21, BLOCK 7; LOTS 1-32, BLOCK 8;  
LOTS 1-60, BLOCK 9; LOTS 1-23, BLOCK 10; LOTS 1-26, BLOCK 11; LOTS 1-15, BLOCK 12;  
LOTS 1-25, 26X, BLOCK 21 & LOT 2X, BLOCK 22  
**HIGH PLAINS AT FURST RANCH,**  
**PHASE 1**  
BEING  
89.261 ACRES  
SITUATED IN THE  
PINSON WILES SURVEY, ABSTRACT No. 1339  
DENTON COUNTY, TEXAS  
267 RESIDENTIAL LOTS, 3 NON-RESIDENTIAL LOTS  
Date: April 2025





SEE SHEET 3 FOR  
LINE & CURVE TABLES

DETAIL "A"  
1" = 30'



REMAINDER OF  
TRACT 3  
CALLED 131.318 ACRES  
OLD WR RANCH HACKER, LP  
DOC. NO. 2024-55998  
D.R.D.C.T.

PINSON WILES SURVEY  
ABSTRACT No. 1339

OWNER/DEVELOPER:



PREPARED BY:  
**GMcivil**  
Engineering & Surveying  
2559 SW Grapevine Pkwy, Grapevine, Texas 76051  
817-329-4373  
TxEng Firm # F-2944 | TxSurv Firm # 10021700

PRELIMINARY, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.  
Issued for review 4/22/2025 2:36 PM

FINAL PLAT  
OF

LOTS 1-5, 6X, BLOCK 1; LOTS 1-9, BLOCK 2; LOTS 1-22, BLOCK 3; LOTS 1-4, BLOCK 4;  
LOTS 1-9, BLOCK 5; LOTS 1-16, BLOCK 6; LOTS 1-21, BLOCK 7; LOTS 1-32, BLOCK 8;  
LOTS 1-60, BLOCK 9; LOTS 1-23, BLOCK 10; LOTS 1-26, BLOCK 11, LOTS 1-15, BLOCK 12;  
LOTS 1-25, 26X, BLOCK 21 & LOT 2X, BLOCK 22

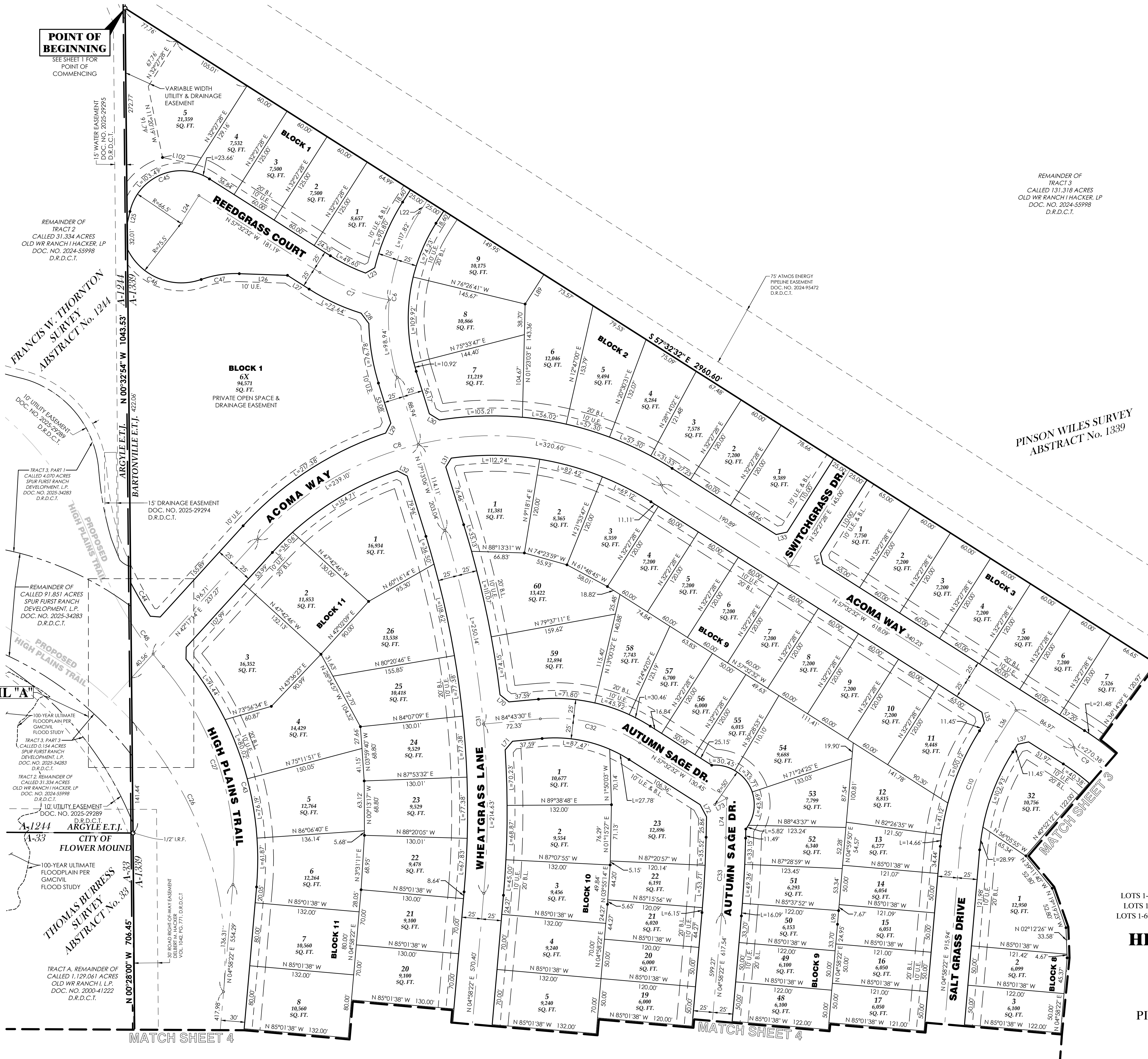
**HIGH PLAINS AT FURST RANCH,  
PHASE 1**  
BEING  
89.261 ACRES  
SITUATED IN THE  
PINSON WILES SURVEY, ABSTRACT No. 1339  
DENTON COUNTY, TEXAS

267 RESIDENTIAL LOTS, 3 NON-RESIDENTIAL LOTS  
Date: April 2025

SHEET 2 of 6

SEE DETAIL "A"

POINT OF  
BEGINNING  
SEE SHEET 1 FOR  
POINT OF  
COMMENCING

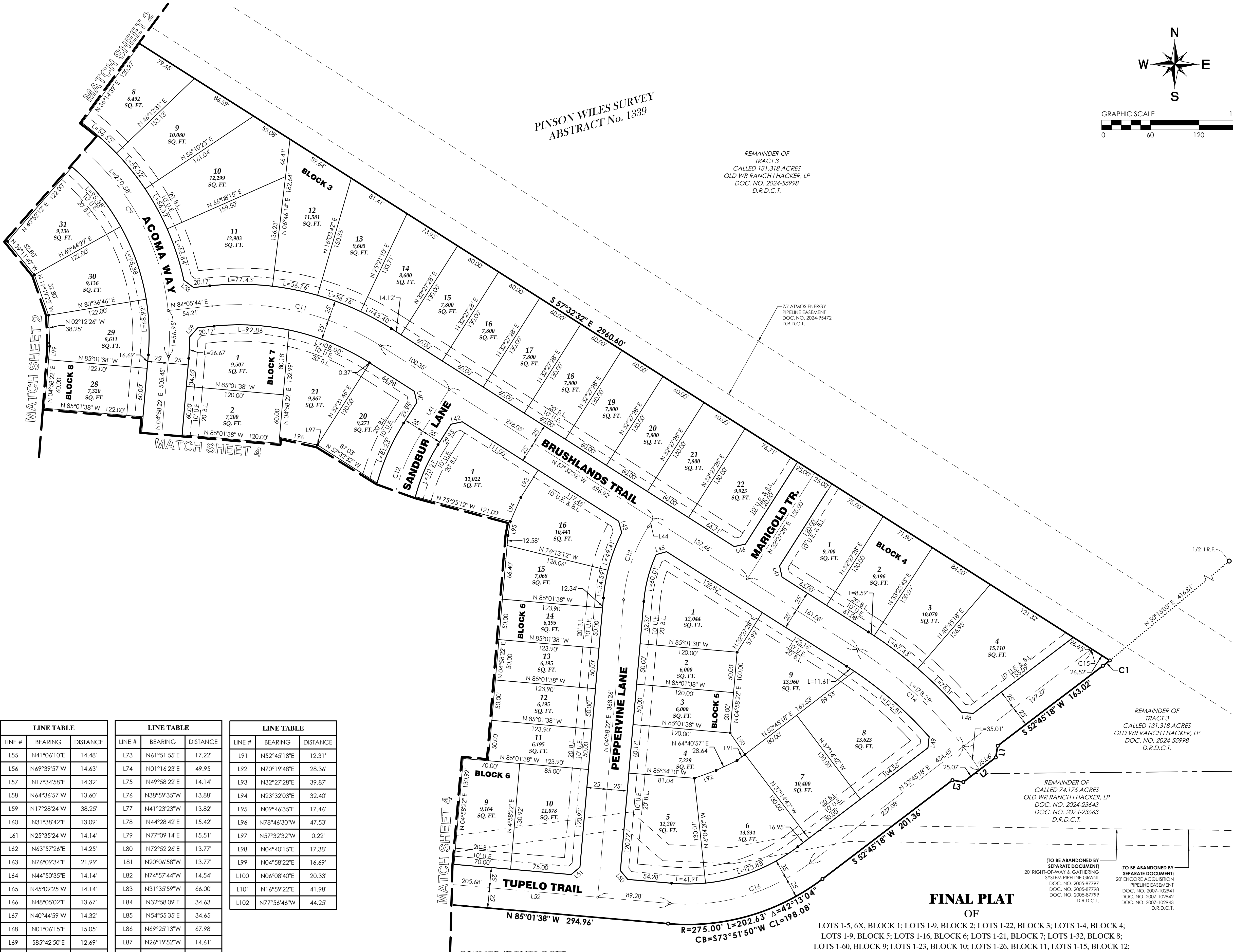


MATCH SHEET 4

MATCH SHEET 4



CURVE TABLE				
CURVE #	RADIUS	ARC LENGTH	DELTA ANGLE	CHORD BEARING
C1	425.00'	10.63'	1°25'57"	S52°02'19"W
C2	132.00'	363.26'	157°40'34"	S08°14'53"W
C3	375.00'	14.09'	2°09'12"	N88°09'46"E
C4	835.00'	63.21'	4°20'13"	S33°02'21"E
C5	635.00'	1004.14'	90°36'12"	N45°27'32"W
C6	250.00'	216.75'	49°40'34"	N07°37'11"E
C7	250.00'	95.18'	21°48'46"	S68°26'55"E
C8	400.00'	559.70'	80°10'14"	S82°22'21"W
C9	300.00'	327.33'	62°30'54"	N26°17'05"W
C10	300.00'	143.91'	27°29'06"	N18°42'55"E
C11	325.00'	217.60'	38°21'44"	S76°43'24"E
C12	250.00'	119.93'	27°29'06"	N18°42'55"E
C13	200.00'	95.94'	27°29'06"	N18°42'55"E
C14	500.00'	213.30'	24°26'32"	S45°19'16"E
C15	400.00'	1.43'	0°12'15"	N52°39'10"E
C16	250.00'	184.21'	42°13'04"	N73°51'50"E
C17	350.00'	45.78'	7°29'41"	N01°13'31"E
C18	600.00'	455.17'	43°27'55"	N73°14'24"E
C19	250.00'	138.17'	31°40'01"	N10°51'39"W
C20	300.00'	303.18'	57°54'09"	N80°27'31"E
C21	350.00'	137.12'	22°26'46"	N06°15'01"W
C22	435.00'	252.44'	33°15'02"	S87°12'55"E
C23	300.00'	71.65'	13°41'01"	N83°00'04"E
C24	605.00'	956.70'	90°36'12"	S45°27'32"E
C25	1505.00'	134.75'	5°07'47"	S02°24'28"W
C26	450.00'	371.94'	47°21'25"	S18°42'20"E
C27	375.00'	297.05'	45°23'08"	S17°43'12"E
C28	250.00'	77.75'	17°49'08"	N86°03'48"E
C29	450.00'	139.95'	17°49'08"	N86°03'48"E
C30	1188.00'	31.85'	1°32'11"	N04°12'17"E
C31	1200.00'	464.77'	22°11'28"	N06°07'22"W
C32	200.00'	131.71'	37°43'58"	N76°24'31"W
C33	1502.00'	96.99'	3°41'59"	N03°07'22"E
C34	350.00'	88.19'	14°26'14"	N12°11'29"E
C35	350.00'	383.99'	62°51'38"	N57°48'33"E
C36	500.00'	302.47'	34°39'36"	N71°54'34"E
C37	225.00'	137.03'	34°53'44"	S49°02'52"E
C38	810.00'	503.63'	35°37'29"	S48°40'59"E
C39	225.00'	151.38'	38°32'59"	S50°08'44"E
C40	425.00'	123.51'	16°39'02"	S16°42'44"W
C41	505.00'	447.24'	50°44'33"	S56°14'31"E
C42	495.00'	517.41'	59°53'23"	S60°48'56"E
C43	400.00'	309.52'	44°20'08"	N17°11'42"W
C44	475.00'	49.14'	5°55'37"	N30°16'39"W
C45	66.50'	127.15'	109°32'52"	S67°41'02"W
C46	75.50'	110.53'	83°52'41"	S67°34'28"E
C47	130.50'	49.04'	21°31'50"	S81°15'07"W
C48	500.00'	68.79'	7°52'56"	S36°28'18"E



LINE TABLE		
LINE #	BEARING	DISTANCE
L1	S09°27'21"W	14.56'
L2	S52°45'34"W	50.13'
L3	N80°21'54"W	13.67'
L4	N70°35'24"W	29.94'
L5	N89°14'22"E	118.54'
L6	S35°25'14"E	50.00'
L7	S11°45'45"W	14.54'
L8	S31°35'59"E	31.60'
L9	N76°56'24"E	14.39'
L10	S57°01'51"E	50.00'
L11	S11°00'05"E	14.39'
L12	S82°22'22"E	14.70'
L13	S37°36'41"E	50.05'
L14	S09°41'11"W	14.08'
L15	S69°56'41"E	33.68'
L16	N67°29'25"E	14.61'
L17	S64°57'45"E	50.00'
L18	S36°36'47"E	14.14'

LINE TABLE		
LINE #	BEARING	DISTANCE
L19	S08°23'13"W	60.00'
L20	N00°09'25"W	63.90'
L21	N89°50'33"W	38.68'
L22	N32°27'28"E	18.60'
L23	N60°31'34"E	13.38'
L24	N32°27'28"E	41.50'
L25	N12°54'36"E	15.91'
L26	N87°58'59"W	60.98'
L27	N57°32'32"W	32.46'
L28	N36°56'57"W	16.02'
L29	N27°31'28"E	14.21'
L30	N58°25'22"W	15.05'
L31	N32°05'10"E	13.04'
L32	N62°30'35"W	14.07'
L33	N77°27'28"E	14.14'
L34	N12°32'32"W	14.14'
L35	N12°32'32"W	14.14'
L36	N32°27'28"E	46.45'

LINE TABLE		
LINE #	BEARING	DISTANCE
L37	N77°27'28"E	14.14'
L38	N53°33'03"W	14.78'
L39	N41°44'32"E	14.78'
L40	N12°32'32"W	14.14'
L41	N32°27'28"E	64.95'
L42	N77°27'28"E	14.14'
L43	N14°57'11"W	14.72'
L44	N32°27'28"E	11.07'
L45	N74°21'26"E	13.36'
L46	N77°27'28"E	14.14'
L47	N12°31'28"E	14.14'
L48	N83°49'09"W	14.53'
L49	N06°00'54"E	13.71'
L50	N40°01'38"W	14.14'
L51	N49°58'22"E	14.14'
L52	N85°01'38"W	294.96'
L53	N45°04'31"W	14.73'
L54	N02°31'19"W	61.08'

LINE TABLE		
LINE #	BEARING	DISTANCE
L55	N41°06'10"E	14.48'
L56	N69°39'57"W	14.63'
L57	N17°34'58"E	14.32'
L58	N64°36'57"W	13.60'
L59	N17°28'24"W	38.25'
L60	N31°38'42"E	13.09'
L61	N25°35'24"W	14.14'
L62	N63°57'26"E	14.25'
L63	N76°09'34"E	21.99'
L64	N44°50'35"E	14.14'
L65	N45°09'25"W	14.14'
L66	N48°05'02"E	13.67'
L67	N40°44'59"W	14.32'
L68	N01°06'15"E	15.05'
L69	S85°42'50"E	12.69'
L70	N50°58'36"W	14.31'
L71	N40°25'36"E	14.31'
L72	N28°08'05"W	17.42'

LINE TABLE		
LINE #	BEARING	DISTANCE
L73	N61°51'55"E	17.22'
L74	N01°16'23"E	49.95'
L75	N49°58'22"E	14.14'
L76	N38°59'35"W	13.88'
L77	N41°23'23"W	13.82'
L78	N44°28'42"E	15.42'
L79	N77°09'14"E	15.51'
L80	N72°52'26"E	13.77'
L81	N20°06'58"W	13.77'
L82	N74°57'44"W	14.54'
L83	N31°35'59"W	66.00'
L84	N32°58'09"E	34.63'
L85	N54°55'35"E	34.65'
L86	N69°25'13"W	67.98'
L87	N26°19'52"W	14.61'
L88	N53°24'48"E	14.14'
L89	N32°27'28"E	44.30'
L90	N34°44'09"W	32.33'

LINE TABLE		
LINE #	BEARING	DISTANCE
L91	N52°45'18"E	12.31'
L92	N70°19'48"E	28.36'
L93	N32°27'28"E	39.87'
L94	N23°32'03"E	32.40'
L95	N09°44'35"E	17.46'
L96	N78°46'30"W	47.53'
L97	N57°32'32"W	0.22'
L98	N04°40'15"E	17.38'
L99	N04°58'22"E	16.69'
L100	N06°08'40"E	20.33'
L101	N16°59'22"E	41.98'
L102	N77°56'46"W	44.25'

OWNER/DEVELOPER:



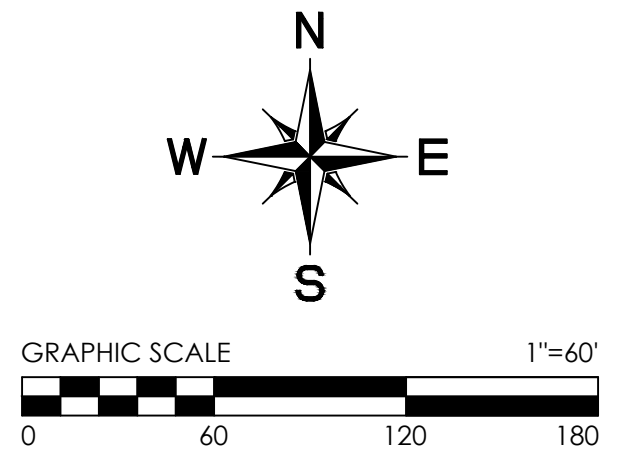
PREPARED BY:



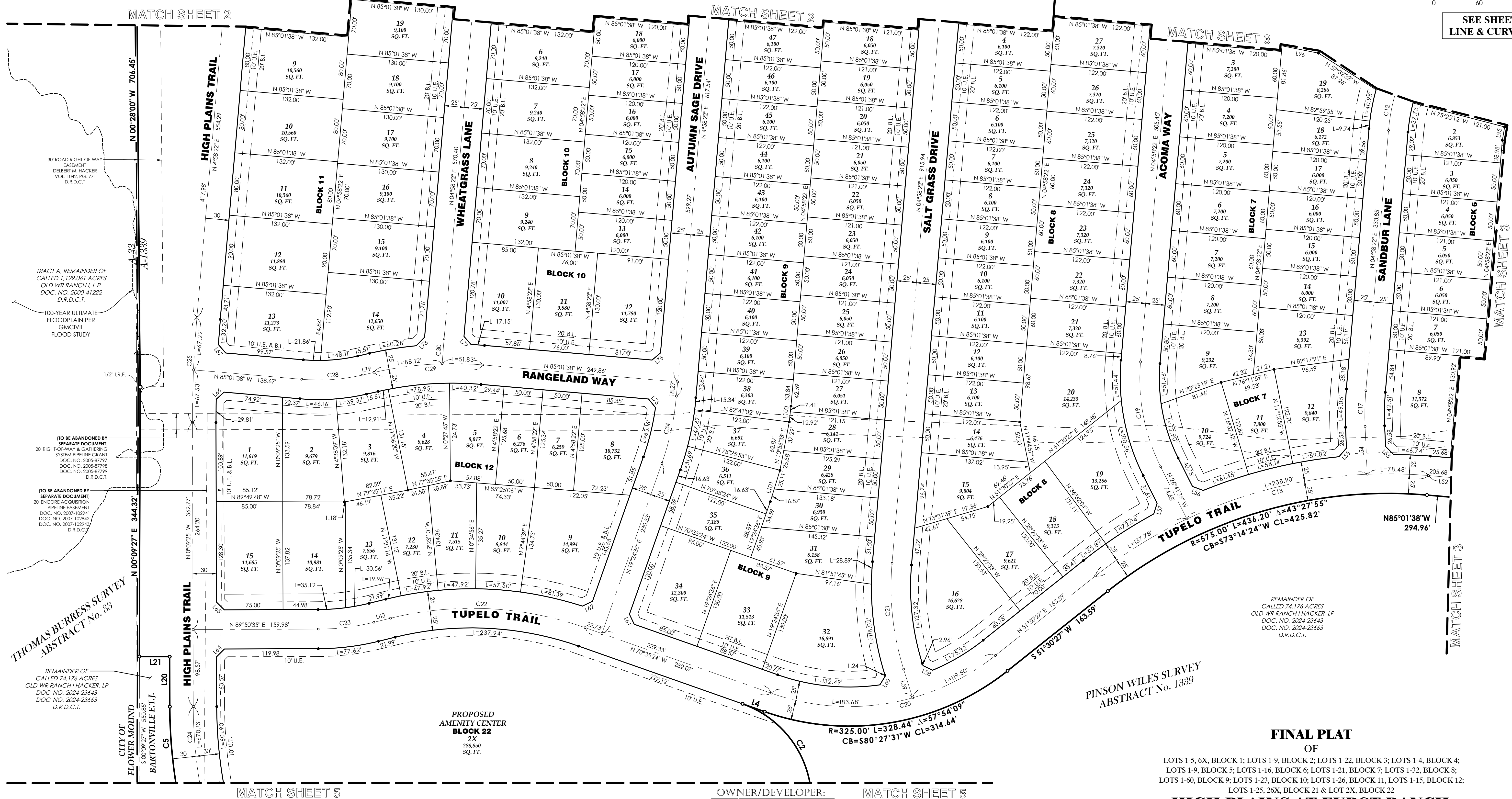
LOTS 1-5, 6X, BLOCK 1; LOTS 1-9, BLOCK 2; LOTS 1-22, BLOCK 3; LOTS 1-4, BLOCK 4; LOTS 1-9, BLOCK 5; LOTS 1-16, BLOCK 6; LOTS 1-21, BLOCK 7; LOTS 1-32, BLOCK 8; LOTS 1-60, BLOCK 9; LOTS 1-23, BLOCK 10; LOTS 1-26, BLOCK 11; LOTS 1-15, BLOCK 12; LOTS 1-25, 26X, BLOCK 21 & LOT 2X, BLOCK 22

**HIGH PLAINS AT FURST RANCH, PHASE 1**  
BEING  
89.261 ACRES  
SITUATED IN THE  
PINSON WILES SURVEY, ABSTRACT No. 1339  
DENTON COUNTY, TEXAS  
267 RESIDENTIAL LOTS, 3 NON-RESIDENTIAL LOTS  
Date: April 2025





SEE SHEET 3 FOR  
LINE & CURVE TABLES



**PRELIMINARY**, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.  
Issued for review 4/22/2025 2:36 PM

**OWNER/DEVELOPER:**  
**STARWOOD LAND**  
8433 ENTERPRISE CIRCLE, SUITE 100  
LAKEWOOD RANCH, FL 34202  
(941) 388-0707

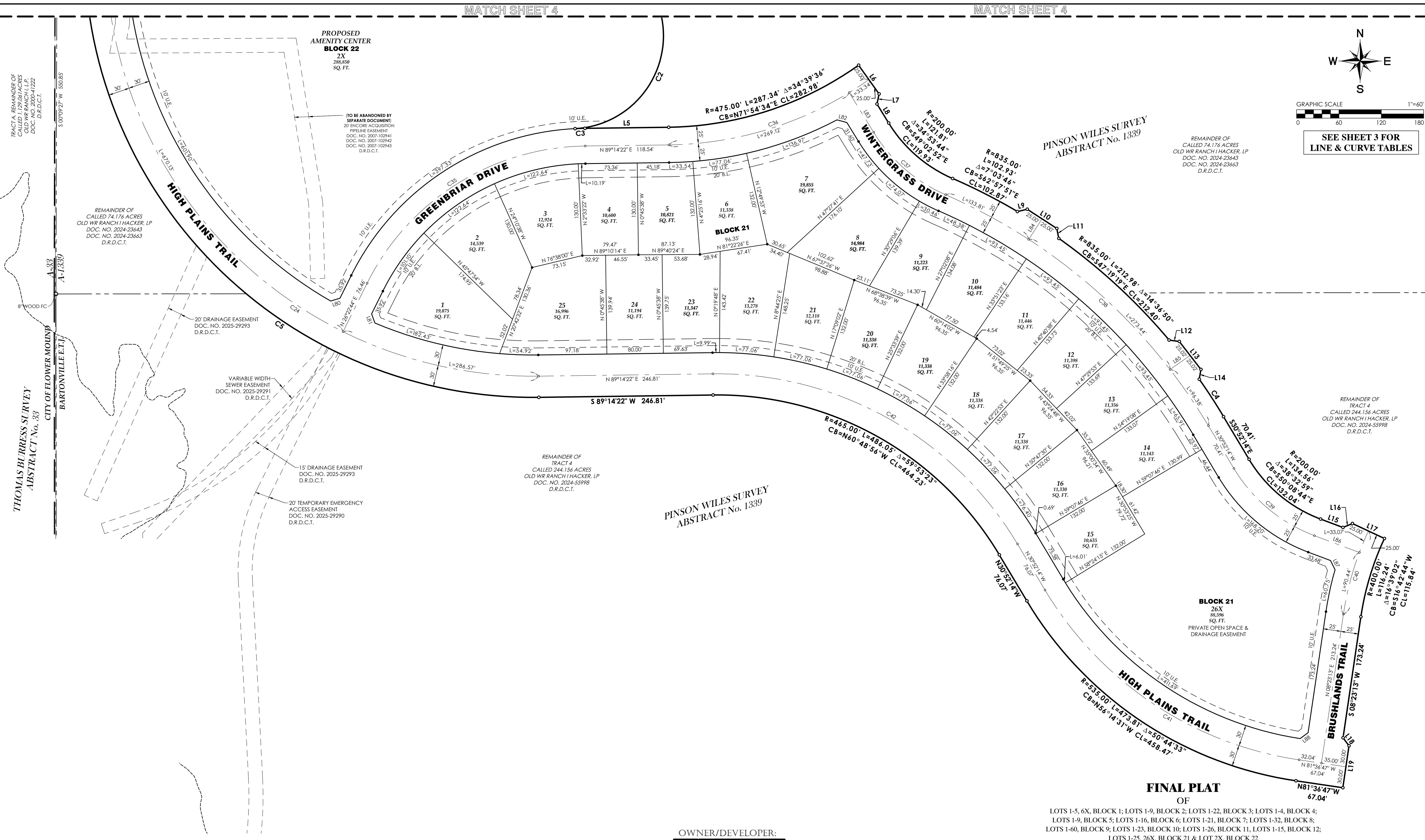
**PREPARED BY:**  
**GMcivil**  
Engineering & Surveying  
2559 SW Grapevine Pkwy, Grapevine, Texas 76051  
817-329-4373  
TxEng Firm # F-2944 | TxSurv Firm # 10021700

**FINAL PLAT**  
OF  
LOTS 1-5, 6X, BLOCK 1; LOTS 1-9, BLOCK 2; LOTS 1-22, BLOCK 3; LOTS 1-4, BLOCK 4;  
LOTS 1-9, BLOCK 5; LOTS 1-16, BLOCK 6; LOTS 1-21, BLOCK 7; LOTS 1-32, BLOCK 8;  
LOTS 1-60, BLOCK 9; LOTS 1-23, BLOCK 10; LOTS 1-26, BLOCK 11; LOTS 1-15, BLOCK 12;  
LOTS 1-25, 26X, BLOCK 21 & LOT 2X, BLOCK 22

**HIGH PLAINS AT FURST RANCH,**  
**PHASE 1**  
BEING  
89.261 ACRES  
SITUATED IN THE  
PINSON WILES SURVEY, ABSTRACT No. 1339  
DENTON COUNTY, TEXAS  
267 RESIDENTIAL LOTS, 3 NON-RESIDENTIAL LOTS  
Date: April 2025

**SHEET 4 of 6**





OWNER/DEVELOPER:



8433 ENTERPRISE CIRCLE, SUITE 100  
LAKEWOOD RANCH, FL 34202  
(941) 388-0707

PREPARED BY:



2559 SW Grapevine Pkwy, Grapevine, Texas 76051  
817-329-4373  
TxEng Firm # F-2944 | TxSurv Firm # 10021700

**PRELIMINARY.** this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.  
Issued for review 4/22/2025 2:36 PM

**FINAL PLAT**  
OF

LOTS 1-5, 6X, BLOCK 1; LOTS 1-9, BLOCK 2; LOTS 1-22, BLOCK 3; LOTS 1-4, BLOCK 4;  
LOTS 1-9, BLOCK 5; LOTS 1-16, BLOCK 6; LOTS 1-21, BLOCK 7; LOTS 1-32, BLOCK 8;  
LOTS 1-60, BLOCK 9; LOTS 1-23, BLOCK 10; LOTS 1-26, BLOCK 11, LOTS 1-15, BLOCK 12;  
LOTS 1-25, 26X, BLOCK 21 & LOT 2X, BLOCK 22

**HIGH PLAINS AT FURST RANCH,  
PHASE 1**

BEING  
89.261 ACRES  
SITUATED IN THE  
PINSON WILES SURVEY, ABSTRACT No. 1339  
DENTON COUNTY, TEXAS

267 RESIDENTIAL LOTS, 3 NON-RESIDENTIAL LOTS  
Date: April 2025

SHEET 5 of 6



## 117



## TOWN COUNCIL COMMUNICATION

**DATE:** June 17, 2025

**FROM:** Ryan Wells, Town Planner

**AGENDA ITEM:** Discuss and consider a Preliminary Plat for a 32.029-acre property situated in the J. Burke Survey, Abstract Number 42, in the Town of Bartonville, Denton County, Texas. The property is located near the southeastern corner of Broome Road and Porter Road, in Bartonville, Texas. The applicant is McAdams, Inc., on behalf of Philip R. and Martha S. Rice. [Town of Bartonville File Number PP-2025-001.] ***(The Planning & Zoning Commission recommended approval by a vote of 5-0 at its June 4, 2025, meeting.)***

**Land Use and Zoning:** Current land use category is Residential Estates – 2 Acre Lots (RE-2). Current zoning is Residential Estates 2 (2-Acre Lots; RE-2) and Agricultural (AG).

**Summary:** The subject property comprises two parcels encompassing 32.029 acres, located near the southeastern corner of Broome Road and Porter Road. The legal description of the property is RICE RANCH ADDITION BLK A LOT 2R-1 and RICE RANCH ADDITION BLK A LOT 1R. The corresponding Denton CAD parcel numbers are 748022 and 1055331. The applicant has applied for a preliminary plat on (see Exhibit A) in order to facilitate large lot residential development. The applicant previously had a minor plat approved on 28.029 acres (MP-2024-003); Lot 2R-1 from the previous minor plat is included in the current preliminary plat being considered herein.

The subject property consists of two agricultural and residential parcels.

### *Preliminary Plat*

Bartonville Development Ordinance (BDO) Section 2.5.g lists the criteria of approval for a preliminary plat:

1. The plat substantially conforms with the approved land study or other studies and plans, as applicable;
2. The preliminary layouts of required public improvements and Town utilities have been approved by the Town Engineer; and
3. The plat conforms to applicable zoning and other regulations.
4. The plat has been approved by the Permitting Authority, as defined in Chapter 285 of the Texas Administrative Code, in accordance with Title 30, Texas Administrative Code, Chapter 285, Section 285.4(c) relating to the review of subdivision plans prior to the application for a permit for an on-site sewage facility.

The submitted preliminary plat is designed to create five legal lots totaling 32.029 acres. The resulting lots will range from 2.00 to 16.029 acres. The subject property abuts Porter Road on its western boundary and Boome Road on its northern boundary. Porter Road is designated as a “Minor Collector” and Broome Road is designated as a “Local Thoroughfare” on the Town of Bartonville’s Thoroughfare Plan.



The western end of the property abutting Porter Road is zoned RE-2, which covers the three proposed 2.00-acre lots included in the preliminary plat. These proposed lots meet or exceed the regulations for the RE-2 zoning district and match those parcels created in a previous minor plat (MP-2024-003) immediately to the north, which was approved by the Town of Bartonville in September of 2024. The two lots to the east are within the Agricultural zoning district, which has a 10-acre minimum lot area standard. Both lots are at least 10 acres in size. The lots do not meet two of the dimensional criteria for the Agricultural zone, these being: 1) all building setbacks for both properties must be 50 feet; and 2) Lot 1R1, Block A does not meet the minimum street frontage width of 300 feet; these dimensional standards are found in Charts 4.2 and 4.3, respectively. In order to correct this, recommended conditions of approval will be to 1) adjust all setbacks for Lots 1R1 and 2R2, Block A to 50 feet on the final plat, and 2) adjust the street frontage width of Lot 1R1, Block A to be a minimum of 300 feet at Broome Road on the final plat. The change in the interior side yard setbacks may affect the conformity of the existing buildings on Lot 1R1 to meet the Agricultural setback standards, notably an accessory structure located west of the principal residence on the lot and approximately 34 feet (as measured on Denton CAD's interactive online map) from the proposed shared lot line as shown on the preliminary plat. A recommended condition of approval will be that the shared lot line between Lots 1R1 and 2R2, Block A shall be adjusted on the final plat to avoid creation of any nonconformities between existing structures and dimensional standards as they apply to the new lots.

According to the applicant there is no public infrastructure to be constructed to serve the new lots, as there are existing utilities in the adjacent streets sufficient to serve the lots, so criterion 3 does not apply.

As the new parcels will be served by on-site sewage (septic) facilities, a recommended condition of approval is that the proposed plat be reviewed and approved by the registered sanitarian for the Town of Bartonville, in accordance with approval criterion 4, above.

**Planning & Zoning Commission Recommendation:** Approve with Conditions.

**Planning & Zoning Commission Recommended Conditions of Approval:**

1. Prior to recordation of the final plat, the plat and accompanying planning materials shall be reviewed and approved by the registered sanitarian for the Town of Bartonville, in accordance with Title 30, Texas Administrative Code, Chapter 285, Section 285.4(c).
2. Prior to approval of the final plat, all setbacks for Lots 1R1 and 2R2, Block A shall be 50 feet.
3. Prior to approval of the final plat, the Broome Road street frontage width for Lot 1R1, Block A shall be increased to no less than 300 feet.
4. Prior to approval of the final plat, the shared lot line between Lots 1R1 and 2R2, Block A shall be adjusted to avoid creation of any nonconformities between existing structures and dimensional standards as they apply to the new lots.
5. Minor correction: The setback label for Lot 8, Block A shall read "50' setback line" or be adjusted to be 20 feet from Lot 2, Block C, Barrington Hills Phase II.
6. Minor correction: Note 5 shall reference Preliminary Plat rather than Minor Replat.
7. Gated driveways shall have the gate or, if present, callbox, located no less than 55 feet from the edge of the Broome Road or Porter Road rights-of-way.

**Exhibits:**

1. Preliminary Plat Application Packet

## Exhibit A



# TOWN OF BARTONVILLE DEVELOPMENT APPLICATION

Item K3.

Application Type (check all applicable):

☐ Sketch Plat

☐ Land Study

☒ Preliminary

☐ Final

☐ Development

☒ Replat

☐ Amending Plat

Current Legal Description: Lots 1R & 2R-1, Block A, Rice Ranch Addition

Proposed Subdivision Name: Rice Ranch Addition

☒ In Town Limits ☐ In ETJ

Current Zoning: RE-2

Concurrent Zoning Change Req.? ☐ Yes (zoning change request attached) ☒ No

Proposed Zoning (if applicable): N/A

No. Proposed Lots: 5

Total Acres: 32.029

Seeking Waiver/Suspension: ☐ Yes ☒ No If yes, please submit required information pursuant to Sec. 1.11 of Ordinance No. 336-03

Owner: Philip R. & Martha S. Rice

Phone: 214-205-2699

Address: 1086 Broome Rd, Bartonville, TX 76226

*Please Note: If applicant is different from current owner a notarized statement, authorizing the applicant to act as owner's agent, must accompany this application along with submittal fees in accordance with the Town's adopted Fee schedule*

Applicant: Philip Rice

Phone: 214-205-2699

Address: 1086 Broome Rd, Bartonville, Tx 76226

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

I understand that it is unlawful for any person to knowingly or willfully misrepresent, or fail to include, any information required by the Development Ordinance on this application. I further understand that misrepresentation, or deliberate omission, of facts pertaining to the land study or plat shall constitute grounds for denial of the land study or plat.

Philip R. Rice  
Applicant Signature

2/28/25

Date

Office Use Only:	Fee Pd: _____	Check # _____	Date: _____
Schedule:	DRC: _____	P&Z: _____	TC: _____
Zoning Change? <input type="checkbox"/> Y <input type="checkbox"/> N	From _____ to _____	Publish Date: _____	Hearing Date: _____
<input type="checkbox"/> Street Construction	<input type="checkbox"/> Public Improvements	<input type="checkbox"/> Easements	<input type="checkbox"/> Simultaneous Submit
Hearing Req? <input type="checkbox"/> Y <input type="checkbox"/> N	Tax Certificate? <input type="checkbox"/> Y <input type="checkbox"/> N		
Disbursement: <input type="checkbox"/> Gas Co.	<input type="checkbox"/> Town Engineer/Planner	<input type="checkbox"/> Town Attorney	<input type="checkbox"/> DRC Members
<input type="checkbox"/> Elec Co.	<input type="checkbox"/> Cable Co.	<input type="checkbox"/> Fire Chief	<input type="checkbox"/> Water Supply



4400 State Highway 121  
Suite 800  
Lewisville, TX 75056  
972. 436. 9712

Item K3.

SPEC23572

May 5, 2025

Shannon Montgomery  
Town Secretary  
Town of Bartonville  
1941 E Jeter Road  
Bartonville, Tx 76226

**RE: Rice Ranch Addition – Preliminary Plat Application**

Dear Shannon:

Please accept this letter, on behalf of our client, as an explanation of the proposed application. We are submitting, for review and approval, a Preliminary Plat Application and Replat Application for the Rice Ranch Addition. The property is located at 1086 Broome Road, in the Town of Bartonville, and is currently platted as Lot 1R, Block A, and Lot 2R-1, Block A, Rice Ranch Addition. There are no proposed changes or additions to utilities or drainage plans as the property is serviced with water from Porter Road and drains to existing Ponds per the original drainage plan for the Barrington Hills construction plans, attached as part of this submittal.

We appreciate your consideration of this application. Please feel free to contact me if you have any questions or comments regarding this submittal.

Sincerely,

McAdams

A handwritten signature in blue ink, appearing to read 'W. Thad Murley III'.

W. Thad Murley III | Director, Geomatics  
[tmurley@mcadamsco.com](mailto:tmurley@mcadamsco.com) | 972. 436. 9712

## PROCEDURES:

Please see the attached submittal schedule. The Town strictly adheres to this schedule due to legal requirements; **no exceptions will be made.**

1. Submit sketch plat for staff review and Development Review Committee (DRC), if necessary.
2. Submit Land Study for DRC if one of the following circumstances exists:
  - a. Any tract of land over fifty (50) acres in size, or for a smaller tract, where the land is part of a larger parcel over fifty (50) acres in size, which is ultimately to be developed under the Town's Development Ordinance.
  - b. In conjunction with a development plat; or
  - c. In any case where a road is to be established or realigned.
3. Submit Preliminary Plat, including utility plans, tax certificate, and related documents (a final plat may be submitted concurrently, but must include all required information).
  - a. DRC Meeting on Preliminary Plat, if needed.
  - b. P&Z Meeting on Preliminary Plat
  - c. Council Meeting on Preliminary Plat
4. Submit Final Plat, engineering and construction plans and related documents.
  - a. DRC Meeting on Final Plat, if needed.
  - b. P&Z Meeting on Final Plat
  - c. Council Meeting on Final Plat (If Infrastructure is to be constructed)
5. Submit approved Final Plat for filing, along with necessary filing fees.

## SUBMITTAL REQUIREMENTS:

Sketch Plat -	If a DRC meeting is required, Copies can be submitted electronically.
Land Study -	Prepared by a qualified civil engineer, land planner, architect, or surveyor; Please submit all copies electronically.
Preliminary Plat, Final Plat, Development Plat, Replat, Amending Plat -	DRC – Please submit Electronically P&Z - Please submit all copies electronically. Council -Please submit all copies electronically.
Filing Requirements -	1 copy measuring 18" X 24" Filing Fees in the form of a business check make payable to the Denton County Clerk's Office. A call to the Clerk's office at 940.349.2000, will confirm the fee amount.

The John R. McAdams Company, Inc.  
4400 State Highway 121, Suite 800  
Lewisville, Texas 75056

phone 972. 436. 9712  
fax 972. 436. 9715  
TBPLS FIRM #  
PE:19762 RPLS: 10194440  
[www.mcadamsco.com](http://www.mcadamsco.com)

## CLIENT

PHILIP R. RICE & MARTHA S. RICE  
1086 BROOME ROAD  
BARTONVILLE, TX 76226  
PHONE: 214-205-2699

## SURVEYOR

W. THAD MURLEY III, RPLS  
4400 STATE HIGHWAY 121, SUITE 800  
LEWISVILLE, TX 75056  
EMAIL: [tmurley@mcadamsco.com](mailto:tmurley@mcadamsco.com)

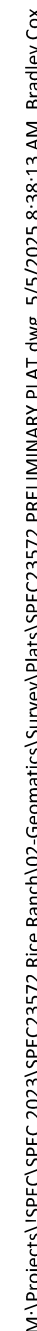
# PRELIMINARY PLAT OF THE

RICE RANCH ADDITION  
LOTS 1R-1, 2R-2, 6, 7, & 8, BLOCK A  
BEING A REPLAT OF LOT 1R, BLOCK A, RICE RANCH ADDITION,  
AN ADDITION TO THE TOWN OF BARTONVILLE, TEXAS, RECORDED AS PLAT #2018-528,  
PLAT RECORDS, DENTON COUNTY, TEXAS, AND LOT 2R-1, BLOCK A,  
RICE RANCH ADDITION, AN ADDITION TO THE TOWN OF BARTONVILLE,  
TEXAS, RECORDED AS PLAT #2024-368, PLAT RECORDS, DENTON COUNTY, TEXAS,  
32.029 ACRES

## PLAN INFORMATION

PROJECT NO.	SPEC23572
CHECKED BY	TM
DRAWN BY	BC
SCALE	1"=100'
DATE	4.1.2025

PAGE 1 OF 2





M:\Projects\USPEC\SPEC-2023\SPEC23572 Rice Ranch\02-Geomatics\Survey\Plats\SPEC23572 PRELIMINARY PLAT.dwg, 5/5/2025 8:38:13 AM, Bradley Cox

STATE OF TEXAS §  
COUNTY OF DENTON §

WHEREAS, Philip R. Rice & Martha S. Rice are the owners of all that certain lot, tract or parcel of land, situated in the J. Burke Survey, Abstract Number 42, Town of Bartonville, Denton County, Texas, being all of Lot 2R-1, Block A, Rice Ranch Addition, an addition to the Town of Bartonville, according to the plat thereof, recorded in Document Number 2024-368, Plat Records, Denton County, Texas, and Lot 1R, Block A, Rice Ranch Addition, an addition to the Town of Bartonville, according to the plat thereof, recorded in Document Number 2018-528, Plat Records, Denton County, Texas, and being more particularly described as follows:

BEGINNING at a 1/2" rebar found at the northernmost northeast corner of said Lot 2R-1, same being the northwest corner of Lot 17, Block B, Barrington Hills, an addition to the Town of Bartonville, recorded in Cabinet U, Page 825, Plat Records, Denton County, Texas, same being the southeast corner of a certain called 35' Right-of-way (ROW) dedication to the Town of Bartonville, recorded in Document Number 2013-14, Plat Records, Denton County, Texas, same being the southwest corner of a certain called 35' Right-of-way (ROW) dedication to the Town of Bartonville, according to said Barrington Hills plat, and being in the south line of Broome Road;

THENCE S 00°19'50" E, with an east line of said Lot 2R-1, same being the west line of Block B, of said Barrington Hills, a distance of 976.97 feet to a 1/2" capped rebar found, stamped "G&A" at an inner ell corner of said Lot 2R-1, same being the south corner of Lot 15, Block B, of said Barrington Hills, and being the southwest corner of Lot 14, Block B, of said Barrington Hills;

THENCE N 88°55'41" E, with a north line of said Lot 2R-1, same being the south line of said Lot 14, a distance of 500.03 feet to a 1/2" capped rebar found, stamped "G&A" at the southeast corner of said Lot 2R-1, same being the southeast corner of said Lot 14, and being a westerly corner of Lot 13, Block B, of said Barrington Hills;

THENCE S 01°04'19" E, with an east line of said Lot 2R-1, same being the west line of said Lot 13, a distance of 304.44 feet to a 1/2" capped rebar found, stamped "G&A" at the southernmost northeast corner of said Lot 2R-1, same being the southwest corner of said Lot 13, same being the northwest corner of Lot 6, Block A, of said Barrington Hills, and being the northeast corner of Lot 1, Block X, (common space, drainage easement), of said Barrington Hills;

THENCE S 89°40'10" W, with the south line of said Lot 2R1, same being the north line of said Lot 1, passing the northwest corner thereof, same being the northeast corner of Lot 2, Block C, Barrington Hills Addition, Phase II, an addition to the Town of Bartonville, according to the plat thereof, recorded in Cabinet W, Page 43, Plat Records, Denton County, Texas, passing the easternmost southwest corner of said Lot 2R-1, same being the southeast corner of said Lot 1R, continuing with the south line thereof, a distance of 1,702.96 feet to a 1/2" capped rebar found, stamped "G&A" at the southwest corner of said Lot 1R, same being the northwest corner of said Lot 2, Block C, being in the east line of said 35' ROW Dedication (2013-14), and being in the east line of Porter Road;

THENCE N 01°02'27" E, with the west line of said Lot 1R, same being the east line of Porter Road, passing the northwest corner of said Lot 1R, same being the westernmost southwest corner of said Lot 2R-1, continuing with a west line thereof a total distance of 620.04 feet to a 1/2" capped rebar found, stamped "MCADAMS" at the southernmost northwest corner of said Lot 2R-1, same being the southwest corner of Lot 5, Block A, of said Rice Ranch Addition;

THENCE N 89°40'10" E, with the southerly north line of said Lot 2R-1, same being the south line of said Lot 5, a distance of 410.13 feet to a 1/2" capped rebar found, stamped "MCADAMS" at an inner ell corner of said Lot 2R-1, same being the southeast corner of said Lot 5;

THENCE N 00°19'50" W, with a west line of said Lot 2R-1, same being the east line of said Lot 5, passing at a distance of 213.75 feet a 1/2" capped rebar found, stamped "MCADAMS" at the northeast corner thereof, same being the southeast corner of Lot 4, Block A, Rice Ranch Addition, continuing with the east line thereof, passing at a distance of 430.24 feet a 1/2" capped rebar found, stamped "MCADAMS" at the northeast corner thereof, same being the southeast corner of Lot 3, Block A, Rice Ranch Addition, continuing with the east line thereof a total distance of 650.69 feet to a 1/2" capped rebar found, stamped "MCADAMS" at the northeast corner thereof, same being the northernmost northwest corner of said Lot 2R-1, being in the south line of said 35' ROW Dedication (2013-14), and being in the south line of said Broome Road;

THENCE N 89°20'48" E, with a north line of said Lot 2R-1, same being the south line of Broome Road, a distance of 774.08 feet to the POINT OF BEGINNING and containing approximately 32.029 acres of land.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That Philip R. Rice & Martha S. Rice, the owners, do hereby adopt this plat designating the herein above described property as Rice Ranch Addition, an addition to the Town of Bartonville, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets and easements shown thereon. The streets are dedicated for street purposes. The easements and public use areas, as shown, are dedicated, for the public use forever, for the purposes indicated on this plat. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements, if approved by the Town of Bartonville. In addition, utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the public's and Town of Bartonville's use thereof. The Town of Bartonville and public utility entities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems in said easements. The Town of Bartonville and public utility entities shall at all times have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity at any time procuring permission from anyone.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the Town of Bartonville, Texas

WITNESS, my hand, this the \_\_\_\_ day of \_\_\_\_\_, 2025.  
BY:

Philip R. Rice Martha S. Rice  
Owner Owner

STATE OF TEXAS §  
COUNTY OF DENTON §

BEFORE ME, THE UNDERSIGNED AUTHORITY, personally appeared Philip R. Rice known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged that he executed the same for the purpose and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_\_ day of \_\_\_\_\_, 2025.

Notary Public  
State of Texas

My commission expires the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

STATE OF TEXAS §  
COUNTY OF DENTON §

BEFORE ME, THE UNDERSIGNED AUTHORITY, personally appeared Martha S. Rice, known to me to be the person whose name in subscribed to the foregoing instrument and acknowledged that she executed the same for the purpose and consideration therein expressed and in the capacity therein stated.

Martha S. Rice, known to me to be the person whose name is subscribed to the foregoing instrument

GIVEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_\_ day of \_\_\_\_\_, 2025.

Notary Public  
State of Texas

My commission expires the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

NOTES:

1. Bearings based on plat of Barrington Hills Addition recorded in Cabinet U, Page 825 in the Plat Records, Denton County, Texas.

2. Surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate abstract of title may disclose.

3. No flood zone area analysis has been performed by McAdams on the subject property.

4. According to Community/Panel No. 48121C0510 G, effective April 18, 2011, of the FLOOD INSURANCE RATE MAP for Denton County, Texas & Incorporated Areas, by graphic plotting only, this property appears to be within Flood Zone "X" (areas of minimal flooding). This flood statement does not imply that the property and/or the structures thereon will be free from flooding or flood damage. On rare occasions, greater floods can and will occur and flood heights may be increased by man-made or natural causes.

This flood statement shall not create liability on the part of the surveyor.

5. The purpose of this Minor Replat is to subdivide Lots 2R-1 and 1R into 5 buildable Lots, and create a 25' Water Line Easement.

6. NOTICE: Selling a portion of this addition by metes and bounds is a violation of Town ordinance and State law, and is subject to fines and/or withholding of utilities and building permits.

7. 150-foot rear Building Line per developers request to match deed restrictions recorded in Instrument Number 2025-9075, Official Records, Denton county, Texas.

Approved for Preparation of Final Plat for the subdivision shown on this Plat.  
APPROVED BY: Planning and Zoning Commision

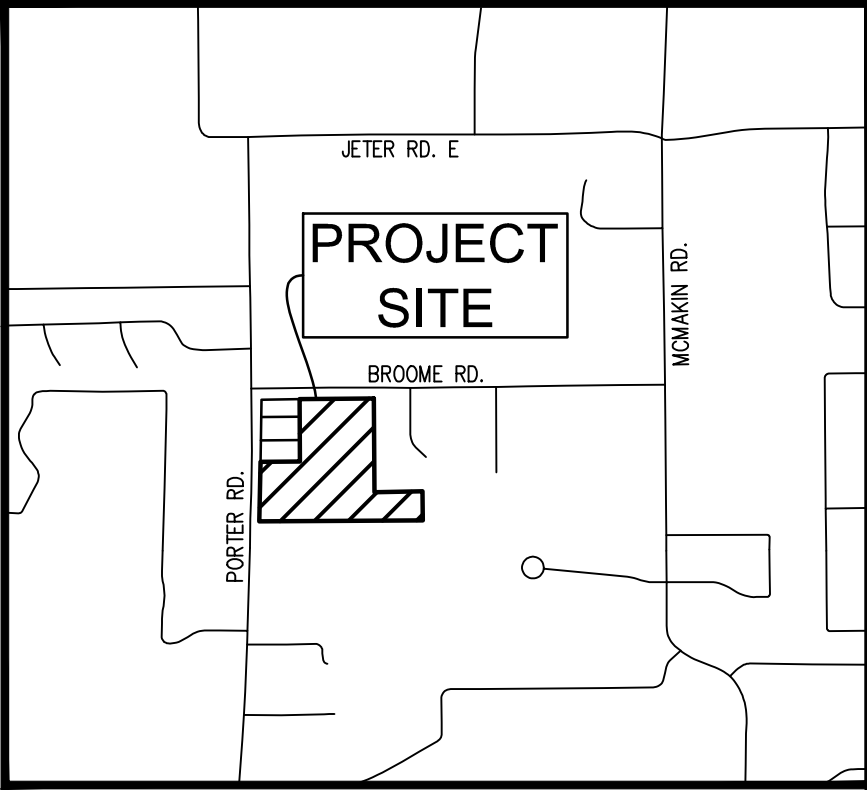
Signature of Chairman Date

APPROVED BY: Town Council  
Town of Bartonville, Texas

Signature of Mayor Date

ATTEST:

Town Secretary Date



VICINITY MAP  
1"=2000'

Item K3.



McADAMS

The John R. McAdams Company, Inc.  
4400 State Highway 121, Suite 800  
Lewisville, Texas 75056

phone 972. 436. 9712  
fax 972. 436. 9715  
TBPLS FIRM #  
PE:19762 RPLS: 10194440  
www.mcadamsco.com

CLIENT

PHILIP R. RICE & MARTHA S. RICE  
1086 BROOME ROAD  
BARTONVILLE, TX 76226  
PHONE: 214-205-2699

SURVEYOR

W. THAD MURLEY III, RPLS  
4400 STATE HIGHWAY 121, SUITE 800  
LEWISVILLE, TX 75056  
EMAIL: tmurley@mcadamsco.com

PRELIMINARY PLAT  
OF THE

RICE RANCH ADDITION

LOTS 1R-1, 2R-2, 6, 7, & 8, BLOCK A

BEING A REPLAT OF LOT 1R, BLOCK A, RICE RANCH ADDITION,  
AN ADDITION TO THE TOWN OF BARTONVILLE, TEXAS, RECORDED AS PLAT #2018-528,

PLAT RECORDS, DENTON COUNTY, TEXAS, AND LOT 2R-1, BLOCK A,

RICE RANCH ADDITION, AN ADDITION TO THE TOWN OF BARTONVILLE,

TEXAS, RECORDED AS PLAT #2024-368. PLAT RECORDS, DENTON COUNTY, TEXAS,

32.029 ACRES

J. BURKE SURVEY, ABSTRACT NO. 42  
TOWN OF BARTONVILLE, DENTON COUNTY, TEXAS

PLAN INFORMATION

PROJECT NO. SPEC23572  
CHECKED BY TM  
DRAWN BY BC  
SCALE 1"=100'  
DATE 4.1.2025

PAGE 2 OF 2



# TOWN COUNCIL COMMUNICATION

---

**DATE:** June 17, 2025

**FROM:** Kirk Riggs, Town Administrator/Chief of Police

**AGENDA ITEM:** Discuss and consider a Resolution amending the Personnel and Administrative Regulations Manual (PARM), Title I, "Personnel Regulations", Chapter 7, "Discipline and Appeal Procedures" by changing the appeal review process from the Town Administrator to the Mayor.

---

## **SUMMARY:**

Staff is presenting for discussion and consideration a resolution to amend the Personnel and Administrative Regulations Manual (PARM), Chapter 7, "Discipline and Appeal Procedures. This change is intended to enhance transparency and maintain impartiality in the appeal process by removing the direct administrative supervisor from the role of final authority in such matters. If approved, all future appeals of disciplinary action termination, demotion, or suspension—would be submitted to and reviewed by the mayor.

**FISCAL INFORMATION:** N/A

## **RECOMMENDED MOTION OR ACTION:**

Motion to approve a Resolution amending the Personnel and Administrative Regulations Manual (PARM), Title I, "Personnel Regulations", Chapter 7, "Discipline and Appeal Procedures" by changing the appeal review process from the Town Administrator to the Mayor as presented.

## **ATTACHMENTS:**

- Chapter 7, Discipline and Appeal Procedures" Proposed Changes
- Draft Resolution

## TOWN OF BARTONVILLE PERSONNEL REGULATIONS

### Chapter 7. Discipline and Appeal Procedures

#### 7.01 Fair and Equitable Standards

It is the intent of the Discipline and Appeal Procedures to safeguard the rights of all employees, to ensure that all employee actions are judged by fair and equitable standards, and to require that all rules are applied on an equitable basis. A statement of reasons for disciplinary action, up to and including termination, is intended to benefit the employee in assisting the employee to retain employment or to improve performance and is not intended to, nor does it, create a contract, either express or implied, or a property interest in continued employment.

#### 7.02 Types of Disciplinary Action

- A. In making a decision as to what type of discipline should be imposed, the Department Head should consider such factors as the type and severity of the offense(s), the employee's work record, and any mitigating circumstances which may be relative to the situation.
- B. The following disciplinary actions are not exclusive and may be initiated against an employee for violations of the regulations and/or Town of departmental rules and regulations:

- 1. Employee Counseling:

Employee counseling is designed to provide constructive feedback to the employee for infractions that need improvement. This type of action is generally of a non-disciplinary nature. A written notation of this session shall be maintained in the department file, which, upon separation from employment, shall become a permanent part of the employee's personnel file.

- 2. Documented Oral Reprimand

An oral reprimand is best suited for a minor rule infraction or incident of substandard performance. An oral reprimand should identify violations and indicate areas needing improvements. A written record of this warning shall become a permanent part of the employee's personnel file.

- 3. Written Reprimand

A written reprimand is a formal warning of an infraction that may result in suspension, demotion, or termination should the violation recur. Included in the written reprimand shall be a statement(s) of the specific violation(s) of policy, the specific incident(s) causing the action, what changes in behavior are expected what penalty shall be imposed if no changes are made by the employee, and the right to appeal. The employee shall be given the opportunity to respond in written form to the written reprimand. Both the disciplining supervisor and the employee should sign the written reprimand. Copies of

the written reprimand and all supporting documentation, if any, shall become a permanent part of the employee's personnel file.

#### 4. Suspension

A suspension is to bring about a change in behavior and results in time off without pay. The employee should be encouraged to reflect on his/her behavior during the suspension and to decide whether he/she wishes to correct the offending behavior or terminate his employment. A Department Head may suspend an employee without pay for a period of not less than one (1) hour nor more than the (10) working days. Prior to suspending an employee, the Department Head shall confer with the Town Administrator. Suspensions for more than ten (10) working days require the written approval of the Town Administrator. The Department Head contemplating a suspension shall give written notice to the employee stating (1) the type of disciplinary action contemplated, (2) the specific rule(s) or policy(s) violated, (3) the specific incident(s) cause the action, (4) the employee's right to appeal to the ~~Town Administrator~~Mayor within a specified time, and (5) the finality of the action if the employee fails to appeal within the specified time period, and (6) an opportunity for the employee to provide a written or verbal statement in response to the allegations. Upon review of any information provided by the employee, the Department Head shall make his/her final determination in writing. The suspension documentation shall become a permanent part of the employee's personnel file.

#### 5. Demotion

A Department Head may demote an employee for a disregard or violation of the regulations and/or any Town or departmental rule or regulation, or for repeated refusal or inability to improve performance. Prior to demoting an employee, the Department Head shall confer with the Town Administrator regarding the proposed demotion. Demotions may be either permanent or for a predetermined specified period of time and shall result in a reduction of salary. The Department Head contemplating a demotion shall give written notice to the employees stating:

- a. The type of disciplinary action contemplated;
- b. The Specific rule(s) or policy(s) violated;
- c. The specific incident(s) causing the action;
- d. The employee's right to appeal to the ~~Town Administrator~~Mayor within a specified time;
- e. The finality of the action if the employee fails to appeal within the specified time period; and
- f. An opportunity for the employee to provide a written or verbal statement in response to the allegations.

Upon review of any information provided by the employee, the Department Head shall make his/her final determination in writing. The demotion documents shall become a permanent part of the employee's file.

#### 6. Termination

A Department Head contemplating a termination shall give written notice to the employee stating:

- a. The type of disciplinary action contemplated;
- b. The specific rule(s) or policy(s) violated;
- c. The specific incident(s) causing the action;
- d. The employee's right to appeal to the ~~Town Administrator~~ Mayor within a specified time;
- e. The finality of the action if the employee fails to appeal within the specified time period; and
- f. An opportunity for the employee to provide a written or verbal statement in response to the allegations.

Upon review of any information provided by the employee, the Department Head shall make ~~their~~ his/her final determination in writing. The termination documents shall become a permanent part of the employee's file.

### 7.03 Procedures to Appeal a Written Reprimand

- A. Any employee dissatisfied with any written reprimand received by that employee may file a written appeal to ~~their~~ his/her Department Head within three (3) working days of the action taken. In the event the Department Head or Town Administrator has rendered the written reprimand, the Department Head or Town Administrators action shall be non-appealable.
- B. The written appeal must be submitted to the Department Head and shall contain the following information:
  1. The type of disciplinary action being appealed and the effective date of the action;
  2. The specific reason the discipline is judged to be unjust or otherwise in error;
  3. The remedy or solution sought; and
  4. The signature of the disciplined employee.
- C. The Department Head shall discuss the facts surrounding the disciplinary action with the affected employee. A careful review of the charges and evidence of the action and/or omission shall be conducted by the Department Head. The Department Head shall respond in writing to the employee, stating the disposition of the written reprimand within three (3) working days of the discussion. The Department Head may sustain, reverse, modify, or



amend the action taken as he determines is just and equitable under all the facts and circumstances of the case.

#### **7.04 Procedures to Appeal a Termination, Demotion, or Suspension**

- A. An employee who is terminated, demoted, or suspended without pay shall have a right to appeal that decision to the ~~Town Administrator~~Mayor. The right to appeal must be exercised within three (3) working days of the date of the decision, by filing a written request with the ~~Town Administrator~~Mayor. If the employee fails to appeal the decision of the Department Head in accordance with these provisions, the decision of the Department Head shall become final and non-appealable.
- B. In the event an appeal is requested, the ~~Town Administrator~~Mayor shall hear the appeal within a reasonable amount of time. The ~~Town Administrator~~Mayor shall render a written recommendation within a reasonable amount of time after the conclusion of a review. The ~~Town Administrator~~Mayor may recommend the Department Head sustain, reverse, modify or amend the action taken.
- C. Any appeal conducted for termination, demotion or suspension shall proceed as follows:  

The ~~Town Administrator~~Mayor shall be allowed to make a presentation of the Town's case, explaining, and detailing, the reasons for the disciplinary action imposed. Such presentation may include the production of witnesses and/or documentation supporting the disciplinary action imposed. After the Town's presentation, the employee or his attorney shall be permitted to ask questions and/or cross examine witnesses. Thereafter, the affected employee or his attorney shall be permitted to make any statements or produce witnesses and/or documentation on the employee's behalf. After the employee's presentation, the Town representative or the Town's attorney shall be permitted to ask questions and/or cross examine witnesses. Both sides shall be permitted to make a closing statement, if desired. Further, the failure to follow any hearing presentation or procedure referenced herein does not create any additional appeal rights.

#### **7.05 ~~Town Administrators~~Mayors Review and Determination**

The ~~Town Administrator~~Mayor shall have twenty (20) working days to make a determination or to conduct a hearing if ~~they~~he/she deems that further information is needed to render a final decision. After reviewing evidence presented, the ~~Town Administrator~~Mayor may sustain, reverse, modify or amend the action taken as he/she determines is just and equitable under all the facts and circumstances of the case. The decision of the ~~Town Administrator~~Mayor is final and non-appealable.

### **7.06 Failure to Follow Appeal Procedure**

If any employee fails to appeal an action within the time limits specified in this chapter or in accordance with the guidelines and procedures promulgated the disciplinary action shall be final and non-appealable.

### **7.07 “Working Days” Defined**

Working days, as referenced in this section, means the scheduled workdays of the person responsible for initiating an action in these rules and regulations for which a time limit is established. Time limits begin to run the working days following the incident, event, or notice.

### **7.08 Time Limits**

Any time limit specified in the procedures under this chapter may be extended by mutual agreement.

### **7.09 Inapplicability**

A reduction in force is not an appealable personnel action and any employee separated from Town employment as a result of a reduction in force has no right to appeal such separation.

**TOWN OF BARTONVILLE, TEXAS  
RESOLUTION 2025-05**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, DENTON COUNTY, TEXAS, AMENDING THE PERSONNEL AND ADMINISTRATIVE REGULATIONS MANUAL (PARM), CHAPTER 7, "DISCIPLINE AND APPEAL PROCEDURES" BY CHANGING THE APPEAL REVIEW PROCESS FROM THE TOWN ADMINISTRATOR TO THE MAYOR; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Bartonville desires to adopt certain policies regulating personnel and administrative regulations; and

**WHEREAS**, the Town Council of the Town of Bartonville, by Resolution 2015-07, adopted the Personnel and Administrative Regulations Manual for the Town of Bartonville; and

**WHEREAS**, the Town Council finds that it is in the best interest of the Town to adopt an amendment to Chapter 7, "Discipline and Appeal Procedures" by changing the appeal review process from the Town Administrator to the Mayor.

**THEREFORE, BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS:**

**SECTION 1:** The foregoing recital is hereby found to be true and correct legislative findings of the Town of Bartonville, Texas, and are fully incorporated into the body of the Resolution.

**SECTION 2:** That this Resolution hereby approves the amendment to Chapter 7, "Discipline and Appeal Procedures" of the Town of Bartonville Personnel and Administrative Regulations Manual", a copy of which is attached hereto as *Exhibit A* and incorporated herein for all purposes.

**SECTION 3.** This Resolution shall be effective immediately upon its passage.

**PASSED AND APPROVED** by the Town Council of the Town of Bartonville, Texas, on this the 17th day of June 2025.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Jaclyn Carrington,  
Mayor

\_\_\_\_\_  
Shannon Montgomery, TRMC  
Town Secretary



## **EXHIBIT A**

### **TOWN OF BARTONVILLE**

### **PERSONNEL REGULATIONS**

#### **Chapter 7. Discipline and Appeal Procedures**

##### **7.01 Fair and Equitable Standards**

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A suspension is to bring about a change in behavior and results in time off without pay. The employee should be encouraged to reflect on his/her behavior during the suspension and to decide whether he/she wishes to correct the offending behavior or terminate his employment. A Department Head may suspend an employee without pay for a period of not less than one (1) hour nor more than the (10) working days. Prior to suspending an employee, the Department Head shall confer with the Town Administrator. Suspensions for more than ten (10) working days require the written approval of the Town Administrator. The Department Head contemplating a suspension shall give written notice to the employee stating (1) the type of disciplinary action contemplated, (2) the specific rule(s) or policy(s) violated, (3) the specific incident(s) cause the action, (4) the employee's right to appeal to the Mayor within a specified time, and (5) the finality of the action if the employee fails to appeal within the specified time period, and (6) an opportunity for the employee to provide a written or verbal statement in response to the allegations. Upon review of any information provided by the employee, the Department Head shall make his/her final determination in writing. The suspension documentation shall become a permanent part of the employee's personnel file.

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Upon review of any information provided by the employee, the Department Head shall make his/her final determination in writing. The demotion documents shall become a permanent part of the employee's file.

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- a. The type of disciplinary action contemplated;
- b. The specific rule(s) or policy(s) violated;

- c. The specific incident(s) causing the action;
- d. The employee's right to appeal to the Mayor within a specified time;
- e. The finality of the action if the employee fails to appeal within the specified time period; and
- f. An opportunity for the employee to provide a written or verbal statement in response to the allegations.

Upon review of any information provided by the employee, the Department Head shall make their final determination in writing. The termination documents shall become a permanent part of the employee's file.

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- A. Any employee dissatisfied with any written reprimand received by that employee may file a written appeal to their Department Head within three (3) working days of the action taken. In the event the Department Head or Town Administrator has rendered the written reprimand, the Department Head or Town Administrator's action shall be non-appealable.
- B. The written appeal must be submitted to the Department Head and shall contain the following information:
  - 1. The type of disciplinary action being appealed and the effective date of the action;
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### **7.04 Procedures to Appeal a Termination, Demotion, or Suspension**

- A. An employee who is terminated, demoted, or suspended without pay shall have a right to appeal that decision to the Mayor. The right to appeal must be exercised within three (3) working days of the date of the decision, by filing a written request with the Mayor. If the employee fails to appeal the decision of the Department Head in accordance with these provisions, the decision of the Department Head shall become final and non-appealable.
- B. In the event an appeal is requested, the Mayor shall hear the appeal within a reasonable amount of time. The Mayor shall render a written recommendation within a reasonable amount of time after the conclusion of a review. The Mayor may recommend the Department Head sustain, reverse, modify or amend the action taken.

C. Any appeal conducted for termination, demotion or suspension shall proceed as follows:

The Mayor shall be allowed to make a presentation of the Town's case, explaining, and detailing, the reasons for the disciplinary action imposed. Such presentation may include the production of witnesses and/or documentation supporting the disciplinary action imposed. After the Town's presentation, the employee or his attorney shall be permitted to ask questions and/or cross examine witnesses. Thereafter, the affected employee or his attorney shall be permitted to make any statements or produce witnesses and/or documentation on the employee's behalf. After the employee's presentation, the Town representative or the Town's attorney shall be permitted to ask questions and/or cross examine witnesses. Both sides shall be permitted to make a closing statement, if desired. Further, the failure to follow any hearing presentation or procedure referenced herein does not create any additional appeal rights.

### **7.05 Mayors Review and Determination**

The Mayor shall have twenty (20) working days to make a determination or to conduct a hearing if they deems that further information is needed to render a final decision. After reviewing evidence presented, the Mayor may sustain, reverse, modify or amend the action taken as he/she determines is just and equitable under all the facts and circumstances of the case. The decision of the Mayor is final and non-appealable.

### **7.06 Failure to Follow Appeal Procedure**

If any employee fails to appeal an action within the time limits specified in this chapter or in accordance with the guidelines and procedures promulgated the disciplinary action shall be final and non-appealable.

### **7.07 "Working Days" Defined**

Working days, as referenced in this section, means the scheduled workdays of the person responsible for initiating an action in these rules and regulations for which a time limit is established. Time limits begin to run the working days following the incident, event, or notice.

### **7.08 Time Limits**

Any time limit specified in the procedures under this chapter may be extended by mutual agreement.

### **7.09 Inapplicability**

A reduction in force is not an appealable personnel action and any employee separated from Town employment as a result of a reduction in force has no right to appeal such separation.



# TOWN COUNCIL COMMUNICATION

---

**DATE** June 17, 2025

**FROM:** Shannon Montgomery, Town Secretary

**AGENDA ITEM:** Discuss and consider a Resolution appointing new member(s) to the Bartonville Community Development Corporation.

---

**SUMMARY:**

Three positions are currently vacant on the Bartonville Community Development Corporation (BCDC), and one application has been received.

**RECOMMENDED MOTION OR ACTION:**

Move to approve a Resolution appointing Laura Karbash-Smith to the Bartonville Community Development Corporation with a term expiration of September 30, 2026.

**ATTACHMENTS:**

- Application received
- Draft Resolution

**Application for Boards and Commissions - Submission #6910****Date Submitted: 5/30/2025**

This application and all information contained herein is a public record. Public service opportunities are offered by the Town of Bartonville without regard to race, color, national origin, religion, sex, genetic information or disability

Date &amp; Time

5/30/2025

07:15 AM

**First Name\***

Laura

**Last Name\***

Karbash-Smith

**Address1\***

185 Coyote Court

**City\***

Bartonville

**State\***

TX

**Zip\***

76226

**Phone Number\***

[REDACTED]

**Email Address**

[REDACTED]

**Are you a registered voter\***☒ Yes☐ No**Voter Registration Number**

[REDACTED]

To verify your voter registration number go to [www.votedenton.com](http://www.votedenton.com), voter information, voter lookup

**Length of Residency in Bartonville\***

25 years

In order to serve as an appointed official, you must be a resident of the Town for at least six (6) months. In order to serve on the Planning and Zoning Commission or Board of Adjustment, you must be a resident property owner of the Town for a least six months.

Please select which board(s) you are interested in. If more than one, prioritize your selections using the choice options below as applicable.

**Choice 1\***

Community Development Corporation ▼

**Choice 2**

-- Select One -- ▼

**Choice 3**

-- Select One -- ▼

**Choice 4**

-- Select One -- ▼

**Occupation (if retired, indicate former occupation/profession)\***

Retired/Business Owner-Web Based 7+ years/ Director Business Development-Beverage Industry-North America

**List any experience that qualifies you to serve in the position(s) sought:**

I was raised in a family owned and run business that was successful for 47 years in Wholesale and Retail markets. Founder of our web-based business that held a solid customer following from web positioning and customer care.

**Are you currently serving on a Board, Commissions, or other capacity?\***

☐ Yes

☒ No

**If yes, which**

**Have you served on a Board, Commission, or Committee before?\***

☐ Yes

☒ No

**If yes, which**

**Please list organization memberships and positions held**

**Please List Areas of Special Interest**

I am very interested in keeping Bartonville "country" and at the same time, finding avenues for our retail trade to thrive.

## References

*Item K5.*

Frankly, as I have been retired (early) for over 13 years, I no longer keep in touch with my business clients or team members. I have several local personal references as friends if that is of interest to you. Mayor Carrington suggested I apply for this position.



**TOWN OF BARTONVILLE, TEXAS  
RESOLUTION 2025-06**

**A RESOLUTION OF THE TOWN OF BARTONVILLE, DENTON COUNTY, TEXAS,  
PROVIDING FOR THE APPOINTMENT OF A PERSON TO FILL A VACANCY OF AN  
UNEXPIRED TWO-YEAR TERM ON THE BOARD OF DIRECTORS OF THE  
BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION.**

**WHEREAS**, the Town of Bartonville, Texas is a Type "A" General Law Municipality located in Denton County, Texas, created in accordance with the provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, on February 4, 2002, Town of Bartonville voters approved the adoption an additional Sales and Use Tax for projects authorized by Section 4B of the Development Corporation Act of 1979, Tex. Rev. Civ. Stat. Ann. Art. 5190.6, as amended (hereinafter "The Development Corporation Act"); and

**WHEREAS**, Article II, Section 1(B), of the Bartonville Community Development Corporation Bylaws, provides that vacancies on the Board shall be filled by appointment of the Town Council.

**THEREFORE, BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS:**

**SECTION 1:** THAT ALL matters stated in the preamble are true and correct and are incorporated herein by reference, as if copied in their entirety.

**SECTION 2:** THAT the following person is hereby appointed to fill a vacancy of an unexpired term on the Board of Directors of the Bartonville Community Development Corporation, effective June 17, 2025, for a two-year term expiring as noted below:

**Regular Member:**

1. Laura Karbash-Smith (expires September 2026)

**SECTION 3:** THAT this resolution shall take effect immediately upon passage by the Town Council.

**PASSED AND APPROVED** by the Town Council of the Town of Bartonville, Texas, on this the 17th day of June 2025.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Jaclyn Carrington,  
Mayor

\_\_\_\_\_  
Shannon Montgomery, TRMC,  
Town Secretary



# TOWN COUNCIL COMMUNICATION

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**DATE:** June 17, 2025

**FROM:** Kirk Riggs, Town Administrator/Chief of Police

**AGENDA ITEM:** Discuss and consider moving forward with a town hall parking lot expansion.

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## **SUMMARY:**

As directed by Town Council, staff obtained a proposal from G Rod Construction LLC to expand the Town Hall parking lot. The quote includes two options for the construction of the new parking area:

### **Option 1: Parking Lot with Compacted Subgrade**

- **Total Estimate (Concrete):** \$106,800
- **Total Estimate (Asphalt Alternative):** \$75,767

#### **Scope of Work Includes:**

- Mobilization
- Stripping 7,000 SF of topsoil
- 500 CY of embankment
- 6,650 SF of 6" concrete pavement
- Backfill and final grading
- Striping

### **Option 2: Parking Lot with 6" Flex Base Subgrade**

- **Total Estimate (Concrete):** \$113,340
- **Total Estimate (Asphalt Alternative):** \$82,307

#### **Scope of Work Includes:**

- Mobilization
- Stripping 7,000 SF of topsoil
- 350 CY of embankment
- 780 SY of 6" flex base (per NCTCOG spec)
- 6,650 SF of 6" concrete pavement
- Backfill and final grading
- Striping

**FISCAL INFORMATION:** This expense will be covered by the Street Repair account.

## **RECOMMENDED MOTION OR ACTION:**

## **ATTACHMENTS:**

- G Rod Construction Proposal

# Proposal



## G Rod Construction, LLC

889 E.Rock Island Avenue

Boyd, Texas 76023

Contact: Guillermo Rodriguez

Phone: 682 302 3219

Fax: 682 204 0191

Quote To: Town Of Bartonville

Job Name: Townhall Concrete Parking Lot

Date of Plans: N/A

Phone:

Revision Date:

Fax:

Estimate # 250609C

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<b>***Concrete Parking Lot W/Compacted Subgrade***</b>				
01	Mobilization	1.00	LS	2,500.00	2,500.00
02	Strip Topsoil	7,000.00	SF	1.00	7,000.00
03	Embankment	500.00	CY	50.00	25,000.00
04	6" Concrete Pavement <b>ASPHALT \$5.33 SF</b>	6,650.00	SF	10.00	66,500.00
05	Backfill & Final Grade	300.00	LF	10.00	3,000.00
06	Striping	1.00	LS	2,800.00	2,800.00
	<b>Concrete Subtotal</b>				<b>106,800.00</b>
	<b>***Concrete Parking Lot W/6" Flexbase Subgrade***</b>				<b>\$75,766.67</b>
01	Mobilization	1.00	LS	2,500.00	2,500.00
02	Strip Topsoil	7,000.00	SF	1.00	7,000.00
03	Embankment	350.00	CY	50.00	17,500.00
13	6" Flex Base Subgrade (Spec No. NCTCOG 301.5)	780.00	SY	18.00	14,040.00
04	6" Concrete Pavement <b>ASPHALT \$5.33 SF</b>	6,650.00	SY	10.00	66,500.00
05	Backfill & Final Grade	300.00	LF	10.00	3,000.00
06	Striping	1.00	LS	2,800.00	2,800.00
	<b>Concrete Subtotal</b>				<b>113,340.00</b>

### NOTES:

EXCLUSIONS &amp; CLARIFICATIONS

**BID FOR JETER PHASE 2****ASPHALT \$48 SY (B-\$30 / D-\$18)= \$5.33 SF****\$82,306.67**

Exclusions:

-Sales Tax, -Asphalt Material, -Traffic Control Plan, -Flagman, -Survey & Layout, -Material Testing, -Site ROW Prep, -Utilities Adjustments, -Fire Hydrant Meter & Water Usage Cost, -Erosion Control, -Engineering Excluded, -City fees, -City Permits, -P&P Bond, -Maint Bond, -Landscaping, -Irrigation

Clarifications:

Work not listed billed separately

Pricing to be modified if scope removed from bid

Proposal Valid for 30 Days  
Please contact me with any questions,

*Item K6.*

Thank you,

G Rod Construction, LLC  
(682) 302-3219  
grod@grodconstruction.com