



CITY COUNCIL REGULAR MEETING AGENDA

Municipal Complex, 516 Ranch House Rd, Willow Park, TX 76087

Tuesday, January 24, 2023 at 6:00 PM

CALL TO ORDER AND THE ROLL OF ELECTED AND APPOINTED OFFICERS WILL BE TAKEN

PLEDGE OF ALLEGIANCE AND INVOCATION

PUBLIC COMMENTS (Limited to three minutes per person)

Residents may address the Council regarding an item that is not listed on the agenda. Residents must complete a speaker form and turn it in to the City Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that comments are to be limited to three (3) minutes. The Texas Open Meetings Act provides the following:

A. If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:

- (1) A statement of specific factual information given in response to the inquiry; or
- (2) A recitation of existing policy in response to the inquiry.

B. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

CONSENT AGENDA

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

1. Approve City Council Meeting Minutes - Regular City Council Meeting Minutes December 13, 2022.

REGULAR AGENDA ITEMS

2. Discussion/Action: to adopt an ordinance to Order the May 6, 2023 General Election.
3. Discussion/Action: Consider and Reappoint Board of Adjustment Commissioners for Place Numbers 1, 3, and 5.

4. Discussion/Action: Consider and Reappoint Planning & Zoning Commissioners for Place Numbers 1, 3, 5, and Alternate 1.
5. Discussion/Action: Consider and Reappoint Parks Board Members for Place Numbers 1, 3, and 5.
6. Discussion/Action: Consider approval of proposal by Baird, Hampton & Brown to amend Parks & Trails Master Plan.
7. Discussion/Action: to approve furniture purchase for New City Hall.
8. Consideration/Action: award construction contracts to JRM Construction Services, LLC, and RK Construction, LLC for the Wastewater Effluent Line project.
9. Consideration/Action: to Approve Agreement With NewGen Strategies & Solutions to Provide Water and Sewer Rate Analysis Study.
10. Discussion/Action: to adopt a resolution approving the 2023 Steering Committee Membership Assessment for cities served by Oncor.

INFORMATIONAL

Mayor and Council Comments

City Manager Comments

EXECUTIVE SESSION *It is anticipated that all, or a portion of the discussion of the foregoing item will be conducted in closed executive session under authority of the Section 551 of the Texas Open Meetings Act. However, no action will be taken on this item until the City Council reconvenes in open session.*

11. 551.072 Discussing the purchase, exchange, lease, or value of real property - Willow Park Public Safety Building.

RECONVENE *into Open Session and consider action, if any, on the item discussed in Executive Session.*

ADJOURNMENT

As authorized by Section 551.127, of the Texas Government Code, one or more Council Members or employees may attend this meeting remotely using video conferencing technology.

The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072; (3) discussing a prospective gift or

donation, § 551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, § 551.076.

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 516 Ranch House Road, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: January 20, 2023, at 2:30 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

Crystal R. Dozier, TRMC

City Secretary

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-441-7108, or by email at cdozier@willowpark.org. Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at www.willowpark.org



CITY COUNCIL REGULAR MEETING MINUTES

Municipal Complex, 516 Ranch House Rd, Willow Park, TX 76087

Tuesday, December 13, 2022 at 6:00 PM

CALL TO ORDER AND THE ROLL OF ELECTED AND APPOINTED OFFICERS WILL BE TAKEN

PLEDGE OF ALLEGIANCE AND INVOCATION

Matt Lantz with Christ Chapel Bible Church West gave the invocation followed by the Pledge of Allegiance.

PUBLIC COMMENTS (Limited to three minutes per person)

Residents may address the Council regarding an item that is not listed on the agenda. Residents must complete a speaker form and turn it in to the City Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that comments are to be limited to three (3) minutes. The Texas Open Meetings Act provides the following:

A. If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:

- (1) A statement of specific factual information given in response to the inquiry; or
- (2) A recitation of existing policy in response to the inquiry.

B. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

There were no public comments.

CONSENT AGENDA

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

1. Approve City Council Meeting Minutes - Regular City Council Meeting Minutes November 15, 2022.

2. Approve City Council Meeting Minutes - Special City Council Meeting Minutes November 28, 2022.

To approve the Approve City Council Meeting Minutes - Regular City Council Meeting Minutes November 15, 2022 and Special City Council Meeting Minutes November 28, 2022.

Motion made by Councilmember Young, Seconded by Councilmember Crummel. Voting Yea: Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

REGULAR AGENDA ITEMS

3. Consideration/Action: to award a construction contract to Humphrey & Morton Construction Company, Inc. for the 2022 Drainage Improvements, Phase I project.

To award a construction contract to Humphrey & Morton Construction Company, Inc. for the 2022 Drainage Improvements, Phase I project in the amount of \$731,035.00.

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum. Voting Yea: Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

INFORMATIONAL

Mayor and Council Comments

Mayor Moss thanked everyone who attended the Staff Christmas Party. It was a great time and enjoyed all the children that attended as well. He mentioned the city has a lot of great things going on in Willow Park and 2022 was a good year. Wished everyone a Merry Christmas and Happy New Year.

Mayor Pro Tem Lea Young mentioned the ordering of the 2023 General Election being on the January 10, 2023 City Council Agenda. City Secretary, Crystal Dozier mentioned the Notice of Election has been posted on the bulletin board and on the city website.

Councilman Gilliland wished everyone a Merry Christmas and he couldn't of a better group of people to work with and everyone having the best interest for the city.

Councilman Runnebaum wished everyone and Merry Christmas and a Happy New Year. He thanked City Manager, Bryan Grimes for a job well done this year.

Councilman Crummel agreed with Councilman Runnebaum comments and also thanked the citizens of city for their involvement over the last year. He mentioned it's been a good productive year and he hopes the Council listened to the citizens and represented them well. He is very grateful for the opportunity to serve and wished everyone a Merry Christmas.

City Manager Comments

Bryan Grimes, City Manager thanked the Council for his 5% increase in salary. Informed the Council the auditors are here and conducting the annual city audit. The audit report should come before the Council February of 2023. He also mentioned the City executed a lease agreement to lease a building for city hall effective January 1, 2023.

EXECUTIVE SESSION *It is anticipated that all, or a portion of the discussion of the foregoing item will be conducted in closed executive session under authority of the Section 551 of the Texas Open Meetings Act. However, no action will be taken on this item until the City Council reconvenes in open session.*

Mayor Moss adjourned the open meeting at 6:06 PM.

4. Section 551.074 Personnel Matters; City Manager Review

To increase the City Manager's salary by 5%.

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.

Voting Yea: Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

5. 551.072 Discussing the purchase, exchange, lease, or value of real property – Willow Park Public Safety Building.

No action taken.

RECONVENE *into Open Session and consider action, if any, on the item discussed in Executive Session.*

Mayor Moss reconvened the open meeting at 6:48 PM.

ADJOURNMENT

Motion made by Councilmember Gilliland, Seconded by Councilmember Young.

Voting Yea: Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

Mayor Moss adjourned the meeting at 6:52 PM.

These minutes were approved on the 24th of January, 2023.

/s/
Doyle Moss, Mayor

/s/
Crystal R. Dozier, TRMC
City Secretary



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: January 24, 2023	Department: City Secretary	Presented By: Crystal Dozier
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AGENDA ITEM

Discussion/Action: to adopt an ordinance to Order the May 6, 2023 General Election.

BACKGROUND:

STAFF/BOARD/COMMISSION RECOMMENDATION:

TO ADOPT AN ORDINANCE ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 6, 2023 FOR THE PURPOSE OF ELECTING CERTAIN MUNICIPAL OFFICERS FOR THE CITY OF WILLOW PARK, SPECIFICALLY A MAYOR AND CITY COUNCILMEMBERS FOR PLACES NO. 1 AND NO. 2; DESIGNATING A POLLING PLACE, WITHIN THE MUNICIPAL LIMITS; APPOINTING A PRESIDING ELECTION JUDGE AND ALTERNATE PRESIDING ELECTION JUDGE; ESTABLISHING OTHER PROCEDURES FOR THE CONDUCT OF THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION OF NOTICE; AND PROVIDING FOR AN EFFECTIVE DATE.

EXHIBITS:

Proposed Ordinance

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	

CITY OF WILLOWPARK

ORDINANCE NO. _____

AN ORDINANCE ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 6, 2023 FOR THE PURPOSE OF ELECTING CERTAIN MUNICIPAL OFFICERS FOR THE CITY OF WILLOW PARK, SPECIFICALLY A MAYOR AND CITY COUNCILMEMBERS FOR PLACES NO. 1 AND NO. 2; DESIGNATING A POLLING PLACE, WITHIN THE MUNICIPAL LIMITS; APPOINTING A PRESIDING ELECTION JUDGE AND ALTERNATE PRESIDING ELECTION JUDGE; ESTABLISHING OTHER PROCEDURES FOR THE CONDUCT OF THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION OF NOTICE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a general election for certain municipal officers of the City of Willow Park, Texas is ordered herein for MAY 6, 2023 under the authority of law; and

WHEREAS, Jenise Miller, the Elections Administrator for Parker County, is designated under §83.005 TEX. ELECTION CODE as the Early Voting Clerk for elections ordered on behalf of a municipality; and

WHEREAS, the City will enter into an agreement with Parker County for the provision of election services and said agreement provides for an election judge and the dates on which early voting shall occur; and

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

SECTION 1. INCORPORATION

All of the above precatory statements are true and correct and incorporated herein for all purposes.

SECTION 2. DATE OF ELECTION

It is hereby ordered that an election for certain municipal officers shall be held in and throughout the City of Willow Park, Texas on MAY 6, 2023.

SECTION 3. PURPOSE OF ELECTION

The purpose of the election is to provide for the general election of city officers, specifically: Mayor, Council Members Place No. 1, and Place No. 2. The term for Mayor, Council Member Place No. 1, and Councilmember Place No. 2 are for a term of two years, ending May 2025.

SECTION 4. POLLING PLACE

The polling location for election day shall be the City of Willow Park City Hall located at 120 El Chico Trail, Suite A, Willow Park, Texas. In accordance with §41.031(b) TEX. ELECTION CODE, said polling place shall be open between the hours of 7:00 a.m. and 7:00 p.m. on the date of election.

SECTION 5. ELECTION JUDGES

The Presiding Election Judge and Alternate Presiding Election Judge shall be as appointed by Parker County pursuant to an agreement with the County.

All Election Judges herein appointed, shall appoint not more than two eligible persons as clerks to serve and assist in the conduct of election. Provided, however, that if the Election Judge named herein actually serves, the Alternate Election Judge shall serve as one of the clerks. All election clerks shall be qualified voters of the City.

SECTION 6. EARLY VOTING CLERK

Jenise Miller, the Elections Administrator for Parker County, is hereby designated as the Early Voting Clerk pursuant to §83.05 TEX. ELECTION CODE for the election ordered herein. The official mailing address of the early voting clerk is 1112 Santa Fe Drive, Weatherford, Texas 76086. The email address and telephone number of the early voting clerk is crickett.miller@parkercountytexas.com and 817-598-6185. The City Secretary is further ordered to procure and allocate the supplies necessary to conduct the election pursuant to §51.003(3) TEX. ELECTION CODE and to provide written notice to the presiding and alternate presiding judge of the election as specified by §32.009 TEX. ELECTION CODE.

SECTION 7. PUBLICATION AND POSTING OF NOTICE

Notice of the City election shall be given by posting a Notice of Election at the City of Willow Park City Hall on the bulletin board or other location used for posting notices of the meetings of the City Council, not later than 21 days prior to the date of the election, and by publication of said notice at least once in the newspaper published in the City, or if none, in a newspaper of general circulation. The date of said publication to be not less than 10 days nor more than 30 days prior to the date set for the election. Upon publication of the election notice, the City Secretary shall secure a Publisher's Affidavit or copy of the notice which complies with the requirements of §4.005 TEX. ELECTION CODE.

SECTION 8. EARLY VOTING

Early voting by personal appearance shall commence on April 24, 2023 and shall continue Monday through Friday from 8:00 a.m. until 5:00 p.m. until May 2, 2023 at a location to be determined by the City and the Early Voting Clerk. Extended hours for early voting shall be determined by the Early Voting Clerk and the City. A supplemental notice shall be issued stating the early voting location and the dates for the extended hours of early voting. Early voting shall be conducted in accordance with the requirements of the TEX. ELECTION CODE.

Applications for voting by mail shall be delivered to the Early Voting Clerk at the same address not later than the close-of-business on April 25, 2023.

The Early Voting Clerk's address to which ballots voted by mail may be sent is:

Jenise Miller
 Early Voting Clerk
 1112 Santa Fe Drive Weatherford, TX
 76086

SECTION 9. NECESSARY ACTIONS

The Mayor, City Council, or City Secretary, in consultation with the City Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of the TEX. ELECTION CODE in carrying out and conducting the election whether or not specifically authorized herein.

The City Secretary is directed to send a copy of the executed Order of Election to the Parker County Clerk and Election Administrator on or before March 7, 2023 pursuant to § 4.008 TEX. ELECTION CODE.

SECTION 10. SEVERABILITY

If for any reason any section, paragraph, subdivision, clause, phrase or provision of this Ordinance shall be held invalid, it shall not affect any valid provisions of this or any other Ordinance of the City of Willow Park to which these rules and regulations relate.

SECTION 11. EFFECTIVE DATE

This Ordinance shall take effect from and after the date of its adoption.

PASSED, APPROVED AND ADOPTED on this 24th day of January 2023.

Doyle Moss, Mayor

ATTEST:

Crystal Dozier, City Secretary

The Willow Park City Council is acting on Ordinance No. 869-23, did on the 24th day of January 2023 vote as follows:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss	_____	_____	_____
Eric Contreras, Place 1	_____	_____	_____
Chawn Gilliland, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____
Nathan Crummel Place 5	_____	_____	_____



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 10, 2023	Department: Administration	Presented By: Mayor Doyle Moss
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AGENDA ITEM:

Discussion & Action: Consider And Reappoint Board Of Adjustment Commissioners for Place Numbers 1, 3, And 5.

BACKGROUND:

The following Board of Adjustment Commissioners are recommended for reappointment:

- Michael Chandler – Place 1
- Cynthia Neverdousky – Place 3
- Michael Caldwell - Place 5

ADMINISTRATION’S RECOMMENDATION:

Recommend reappointment of all commissioners, as listed.

EXHIBITS:

Board of Adjustment Commission Applications of Michael Chandler, Cynthia Neverdousky, and Mike Caldwell.

RECOMMENDED MOTION:

Approve reappointment of all place members, as stated.

CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: MICHAEL CHANDLER
(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest: BOARD OF ADJUSTMENT

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>204 KINGSWOOD RD</u>	Business Name: <u>PARKER COUNTY REB PCT4</u>
Mailing Address: <u>204 KINGSWOOD RD</u>	Occupation: <u>EQUIPMENT OPER.</u>
Telephone: <u>936 329 5177</u> Fax: <u>—</u>	Address: <u>1320 AIRPORT RD ANNETTA</u>
E-Mail: <u>MSAND BOYS @ GMAIL</u>	Telephone: <u>817 596 0004</u> Fax: <u>—</u>
Willow Park Resident for <u>6</u> years County: <u>6</u>	E-Mail: <u>—</u>
Voters Registration No.: <u>—</u>	
Preferred method of contact: <u>CALL, TEXT, EMAIL</u>	

Have you served on a board in another city before? NO

Prior or current work experience: *(please include dates)*

BUILD ROADS, BRIDGES, DRAINAGE, DITCHES, R.O.W. MAINTENANCE, TRIMMING
CUT TREES, OPERATE ALL TYPES OF EQUIP. WORK WITH CITIES, COUNTIES, STATE,
FEDERAL AGENCIES, SCHOOLS, CHURCHES, DEVELOPERS 1996 - PRESENT

Educational Achievement:

High School Graduate? Yes No Year Graduated/Left School? 1990

Business College, Correspondence School, Adult Education, Other? —

Name of College/University: — Bachelor's Master's PhD

Volunteer Work: *(please include dates)*

1996 - PRESENT FUNDRAISER FOR SCHOOLS, CHURCHES, DIFFERENT ORGANIZATIONS,
NATURAL DISASTERS OF ALL TYPES, NEIGHBORS, COMMUNITIES

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? Yes No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee? Yes No

If so, which one? PLACE 1 BOARD OF ADJUSTMENTS

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?

I AM ALREADY A MEMBER AND ENJOY HELPING MY CITY AND COMMUNITY FOR THE BETTER.

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1) COMMUNICATION - ABILITY TO COMMUNICATE WITH PUBLIC, CITY OFFICIALS, EACH MEMBER PROPERLY AND EFFECTIVELY.

2) KNOWLEDGE - KNOWING OUR CITY, CITY ORDINANCES, LAWS, MAKING THE RIGHT DECISIONS WITH INFORMATION PROVIDED.

3) CONSISTENCY - ABSTAIN FROM DEVIATION

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

EVERYTHING I HAVE WORKED FOR TO MAKE THE BEST DECISIONS FOR OUR CITY AND COMMUNITY FROM MY WORK HISTORY.

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

NONE

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? Yes No

Comments: I HAVE NOT MISSED A MEETING.

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature:

Date:

12-2-22

CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: Cynthia Neucrdousky 'Cindi'
(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest: BOA

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>504 Queens way Rd.</u>	Business Name: _____
Mailing Address: <u>WP 76087</u>	Occupation: <u>Retired</u>
Telephone: <u>817-228-7028</u> Fax: _____	Address: _____
E-Mail: <u>Cynlyn19@aol.com</u>	Telephone: _____ Fax: _____
Willow Park Resident for <u>38</u> years County: <u>Parker</u>	E-Mail: _____
Voters Registration No.: _____	
Preferred method of contact: <u>email, text, or telephone</u>	

Have you served on a board in another city before? NO

Prior or current work experience: *(please include dates)*
47 years in Education, Consultant for TEA, Director of Special Ed. FWISD
Various seminars

Educational Achievement:

High School Graduate? Yes No Year Graduated/Left School? _____

Business College, Correspondence School, Adult Education, Other? Masters

Name of College/University: University of North Texas Bachelor's Master's PhD

Volunteer Work: *(please include dates)*
Weatherfor Art Association, Woman's Club of FtWorth Pres + Chair of Art Chair Stewardship Cross Timbers Baptist, Sandy School Teacher

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? Yes No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee? Yes No

If so, which one? BOA

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?

Continue

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1) There are issues that need to be resolved by the planning & zoning. ie signs, garage doors

2) Lack of communication with P+Z + City Council

3)

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

Administrative, ability to lead groups, training in Roberts Rules

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

None

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? Yes No

Comments: In chair.

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: Cynthia Herculesky

Date: 12-6-22

CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: Michael Caldwell

(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest:

BOA commission

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>1118 Sam Bass Rd</u>	Business Name: <u>Brookshire's</u>
Mailing Address: <u>1118 Sam Bass Rd</u>	Occupation: <u>Store Director</u>
Telephone: <u>817-371-3941</u> Fax: _____	Address: <u>601 Palo Pinto, Weatherford, TX 76086</u>
E-Mail: <u>mjcaldwell1987@att.net</u>	Telephone: <u>817-596-8151</u> Fax: _____
Willow Park Resident for <u>20</u> years County: <u>Parker</u>	E-Mail: <u>MichaelCaldwell@brookshires.com</u>
Voters Registration No.: _____	
Preferred method of contact: _____	

Have you served on a board in another city before? BOA

Prior or current work experience: (please include dates)

Store Director for Brookshire Grocery Company 36 years to date. April 7, 1086 was my hire date.

Educational Achievement:

High School Graduate? Yes No Year Graduated/Left School? 1984

Business College, Correspondence School, Adult Education, Other? Some College

Name of College/University: Kilgore Junior College Bachelor's Master's PhD

Volunteer Work: (please include dates)

East Parker County Chamber (Treasurer)

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? Yes No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee? Yes No

If so, which one? BOA commission

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?

To help keep the city on track to look its best.

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1)

[Handwritten response for issue 1]

2)

[Handwritten response for issue 2]

3)

[Handwritten response for issue 3]

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

[Handwritten response]

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

[Handwritten response]

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? Yes No

Comments: [Handwritten response]

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: Michael Caldwell

Date: 11/29/2022



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 10, 2023	Department: Administration	Presented By: Mayor Doyle Moss
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AGENDA ITEM:

Discussion & Action: Consider and Reappoint Planning & Zoning Commissioners for Place Numbers 1, 3, 5, and Alternate 1.

BACKGROUND:

The following Planning & Zoning Board Commissioners are recommended for reappointment:

- Rodney Wilkins – Place 1
- Billy Weikert – Place 3
- Jared Fowler – Place 5
- Zachary Walker – Alternate 1

ADMINISTRATION’S RECOMMENDATION:

Recommend reappointment of all commissioners, as listed.

EXHIBITS:

Planning & Zoning Commission Applications of Rodney Wilkins, Billy Weikert, Jared Fowler, and Zachary Walker.

RECOMMENDED MOTION:

Approve reappointment of all place members, as stated.

CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: James Rodney Wilkins
(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest:
Planning & Zoning

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>136 Whitetail Dr. Willow Park, TX 76008</u>	Business Name: <u>WICD, LLC</u>
Mailing Address: <u>Same</u>	Occupation: <u>Owner - Commercial Security Integrator</u>
Telephone: <u>817-798-5982</u> Fax: _____	Address: <u>7510 Pebble Dr. Ft. Worth, TX 76118</u>
E-Mail: <u>jamesrodneylwilkins@gmail.com</u>	Telephone: <u>817-616-3027</u> Fax: _____
Willow Park Resident for <u>8</u> years County: <u>Parker</u>	E-Mail: <u>jrw@wicdllc.com</u>
Voters Registration No.: <u>2135877178</u>	
Preferred method of contact: <u>Email or Phone</u>	

Have you served on a board in another city before? No

Prior or current work experience: *(please include dates)*
I have been in the security industry for over 22 years.

Educational Achievement:

High School Graduate? Yes No Year Graduated/Left School? 1995 - Aledo High School
Business College, Correspondence School, Adult Education, Other? 2006 - Purvis Real Estate School

Name of College/University: 1996-1998 - Weatherford College Bachelor's Master's PhD

Volunteer Work: *(please include dates)*

I have coached many different sports teams that he has played on as well as chaperoned many school functions and field trips.

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? Yes No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee? Yes No
If so, which one? Planning & Zoning

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?
I want to become a member of the Willow Park Planning & Zoning committee so that I can contribute to the positive growth and impact that is happening and will continue to happen in this great city that I call home. I have experience being a resident and I feel that my experience in the commercial market place will be beneficial when it comes to the business growth that will benefit our community.

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1) Economic Growth through business development that is beneficial to the positive impact of the City and its residents.

2) Residential Growth through proper development that will be beneficial to the positive impact of the City and its residents.

3) Safety for the City of Willow Park's Police Department, Fire Department, Residents and all guests that come to visit or are just passing through. That is why being careful in planning so that we attract the right kind of growth so that we all remain safe.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:
I am a licensed security integrator with the Texas Department of Public Safety. I hold many certificates and have specialized training in the field of security and safety as well as Environmental, Health and Safety (EHS).

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:
I do not have any business or personal relationships with the City that might create a serious conflict of interest.

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? Yes No

Comments: _____

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: 

Date: 12/6/2022

CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: William (Billy) Weikert
(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest:
Planning and Zoning

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>513 Ranch House Rd.</u>	Business Name: _____
Mailing Address: <u>Same</u>	Occupation: _____
Telephone: <u>559-816-4657</u> Fax: _____	Address: _____
E-Mail: <u>bsweikert04@gmail.com</u>	Telephone: _____ Fax: _____
Willow Park Resident for <u>7</u> years County: <u>Parker</u>	E-Mail: _____
Voters Registration No.: _____	
Preferred method of contact: <u>Call/Text</u>	

Have you served on a board in another city before? No

Prior or current work experience: *(please include dates)*
Lockheed Martin from 2009 to present
US Navy from 2001 to 2009

Educational Achievement:

High School Graduate? Yes No Year Graduated/Left School? 2000
Business College, Correspondence School, Adult Education, Other? _____

Name of College/University: Embry Riddle Aeronautical University Bachelor's Master's PhD

Volunteer Work: *(please include dates)*

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? Yes No
If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee? Yes No

If so, which one? P&Z

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?
Same as original application.

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1) Same as original application.

2) Same as original application.

3) Same as original application.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:
Same as original application.

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

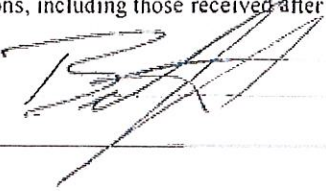
Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? Yes No

Comments: This is for re-appointment to existing position on the board.

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature



Date.

11/7/2022

CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: Jared Fowler
(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest: PT 2

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>1210 Saddle Trail</u>	Business Name: <u>Lockheed Martin</u>
Mailing Address: <u>Willow Park TX 76087</u>	Occupation: <u>Manager</u>
Telephone: <u>817 832-2650</u> Fax: _____	Address: <u>1 Lockheed Blvd</u>
E-Mail: <u>jared.fowler97@yahoo.com</u>	Telephone: _____ Fax: _____
Willow Park Resident for <u>10</u> years County: <u>Parker</u>	E-Mail: _____
Voters Registration No.: _____	
Preferred method of contact: _____	

Have you served on a board in another city before? NO

Prior or current work experience: *(please include dates)*
8 years PT 2

Educational Achievement:

High School Graduate? Yes No Year Graduated/Left School? _____

Business College, Correspondence School, Adult Education, Other? _____

Name of College/University: TSIC Bachelor's Master's PhD

Volunteer Work: *(please include dates)*

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? Yes No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee? Yes No

If so, which one? P+Z

Why do you want to become a member of this particular board /commission (*how would you use this experience to benefit the City*) ?

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1) Continuity

2)

3)

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? Yes No

Comments: _____

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: [Handwritten Signature]

Date: 12/7/22

CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: Zachary Walker
(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest: Planning and Zoning Commissioners

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>3308 Camelot</u>	Business Name: <u>Hurst Fire Charitable Realty</u>
Mailing Address: _____	Occupation: <u>Medic/FF - Realtor</u>
Telephone: <u>806-252-6645</u> Fax: _____	Address: _____
E-Mail: <u>Zac.Walker.realty@gmail.com</u>	Telephone: _____ Fax: _____
Willow Park Resident for <u>8</u> years County: _____	E-Mail: _____
Voters Registration No.: _____	
Preferred method of contact: <u>Text & Call</u>	

Have you served on a board in another city before? Yes PTZ for Willow Park

Prior or current work experience: *(please include dates)*
Public Service / Civil Servant / Realtor

Educational Achievement:

High School Graduate? Yes No Year Graduated/Left School? _____

Business College, Correspondence School, Adult Education, Other? _____

Name of College/University: SPC / Texas Tech Bachelor's Master's PhD

Volunteer Work: *(please include dates)*

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? Yes No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee? Yes No

If so, which one? _____

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?

Planning & Zoning

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1) I want to help make decision for the betterment of the community that I live in.

2) Fast growing communities like ours need measured planning.

3) If someone needs help I would like to help.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

Being a Realtor for community Development.

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? Yes No

Comments: Applying for P&Z alternate year 2.

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: [Handwritten Signature]

Date: 12-6-22



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 10, 2023	Department: Planning & Development/Parks	Presented By: Toni Fisher
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AGENDA ITEM:

Discussion & Action: Consider And Reappoint Parks Board Members for Place Numbers 1, 3, And 5.

BACKGROUND:

With regard to January’s expiring positions, Staff has received Parks Board Applications requesting reappointment from the following:

- Lea Young, Ex-Officio – Place 1
- James McKibben – Place 3
- David Wagner – Place 5

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends reappointment of all members, as listed.

EXHIBITS:

Parks Board Applications of Lea Young, James McKibben, and David Wagner

RECOMMENDED MOTION:

Approve reappointment of all place members, as stated.

CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: Lea Young
(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest;
Parks Board

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>817 Sam Bass Ct</u>	Business Name: _____
Mailing Address: _____	Occupation: _____
Telephone: <u>817-992-6115</u> Fax: _____	Address: _____
E-Mail: <u>Lyoung@willowpark.org</u>	Telephone: _____ Fax: _____
Willow Park Resident for <u>28</u> years County: <u>28</u>	E-Mail: _____
Voters Registration No.: _____	
Preferred method of contact: _____	

Have you served on a board in another city before? Just WP

Prior or current work experience: *(please include dates)*
Civil engineer

Educational Achievement:

High School Graduate? Yes No Year Graduated/Left School? LaPorte HS 1985
Business College, Correspondence School, Adult Education, Other? _____

Name of College/University: TAMU 1989 Bachelor's Master's PhD

Volunteer Work: *(please include dates)*
Aledo Advocates Aledo Athletic Booster Holy Redeemer
EPCC Chamber Foundation (current)

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? Yes No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee? Yes No

If so, which one? Council Place 4, Parks - Ex officio

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?

Continue work on Parks + Trails

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1) Update of Trails Plan

2) Funding for additional facilities + improvements

3) Involvement of citizens in Community events

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

Attended Trails Labs with staff in April 2022

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

None

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? Yes No

Comments: _____

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: _____

Lee Gray

Date: _____

12-12-22

CITY OF WILLOW PARK APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: James A McKibben

(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest:

Parks Board

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: 1215 Saddle Trail	Business Name:
Mailing Address: same	Occupation: retired
Telephone: 817-706-0195 Fax:	Address:
E-Mail: jam960@sbcglobal.net	Telephone: Fax:
Willow Park Resident for 16 years County: 16	E-Mail:
Voters Registration No.: 104401098	
Preferred method of contact: email or text	

Have you served on a board in another city before? yes

Prior or current work experience: (please include dates)

Educational Achievement:

High School Graduate? Yes No Year Graduated/Left School?

Business College, Correspondence School, Adult Education, Other?

Name of College/University: Bachelor's Master's PhD

Volunteer Work: (please include dates)

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? Yes No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee? Yes No

If so, which one? Park & Recreation

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?
As a resident of this city I've seen the need to increase our parks and green spaces for the community.

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1) Expanding current parks in our city by working with City Council and residents of our city.

2) Adding new Parks and green spaces to the city, by working with City Council and the residents of the city.

3) Beautifying entrances to Willow Park, Joint effort with city and TDOT.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:
None

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? Yes No

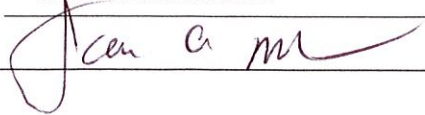
Comments: _____

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: James A McKibben

Date: 12/07/2022



CITY OF WILLOW PARK

APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: David Wagner
(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest:
Parks Board

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information

Home Address: 328 Fairway Dr,
Mailing Address: Willow Park, TX 76087
Telephone: 817 441-5674 Fax: _____
E-Mail: cdw91@yahoo.com
Willow Park Resident for 11 years County: Parker
Voters Registration No.: 1011750789
Preferred method of contact: phone 214 929-3433

Occupational Information

Business Name: Tx DOT
Occupation: Civil Engineer
Address: 2501 SW, Loop 820 Ft. Worth, TX
Telephone: 817 370-6764 Fax: 76133
E-Mail: david.wagner@txdot.gov

Have you served on a board in another city before? no

Prior or current work experience: (please include dates)

Transportation Engineer in various roles, including design, construction, asset management, alternative transportation projects selection, scheduling, managed offices; total of 30 years

Educational Achievement:

High School Graduate? Yes No Year Graduated/Left School? 1983
Business College, Correspondence School, Adult Education, Other? _____

Name of College/University: Texas A&M University Bachelor's Master's PhD

Volunteer Work: (please include dates)

Bikes for Tykes 2017 - present; repair & re-furbish donated bicycles that are then made available (free of charge) to children & adults who need them.

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? Yes No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

N/A

Application held for 12 months from date received

Are you presently serving on a City board or committee? Yes No

If so, which one? Parks Board

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?

- 1) have related transportation infrastructure experience that might be helpful
- 2) have served since 2019 & want to see positive momentum re. parks continue
- 3) very supportive of the new "EPCOT" concept & the city's role in that

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1) potential dealings with golf course; pursue all negotiations with golf course re. potential park land & trails, and follow up on all matters the City has control over; Also, follow up on all dealings re. grants from the state, I believe these have been started.

2) East Parker Co. Trails "EPCOT" system; proactively work with others (promoters, volunteer groups, local governments, developers) to develop the elements of this regional network that fall within Willow Park, or maybe it's ETJ

3) a) City's Master Plan & funding; a) review revisions to the Master Plan to look for reasonable ways incorporate parks & trails & develop a Parks & Trails plan within the master plan.
 b) Parks Board should provide City Council with clear recommendations re. parks, trails, etc.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission: experience serving on Parks Board, Certified Floodplain Manager, former pavement management engineer, former bridge inspector, active cyclist in the area

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

none; not aware of any

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? Yes No

Comments: current member of Parks Board; present at every meeting since 2019

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: Ward Wayne

Date: 12/6/2022



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 10, 2023	Department: Planning & Development/Parks	Presented By: Toni Fisher
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AGENDA ITEM:

Discussion & Action: Consider approval of proposal by Baird, Hampton & Brown to amend Parks & Trails Master Plan

BACKGROUND:

Larry Colvin is a Senior Designer for Civil, Landscape, and Trails for Baird, Hampton & Brown, Inc. and the President of the Weatherford Mountain Bike Club. He, who was instrumental in the design and implementation of the Parks of Aledo Trail system, has spent many uncompensated hours for the past 1.5 years working with Mayor Doyle Moss, Mayor Pro Tem Lea Young, and City Staff with designing a single-track trail plan for the City of Willow Park.

It was requested that Baird, Hampton & Brown submit the attached proposal for an official addendum to the City’s Parks & Trails Master Plan to include a final design of the Willow Park Trail System. The total proposal is \$44,235, divided and paid in increments as benchmark tasks are completed, including some of which that have already been.

Staff and Mayor Pro Tem Young believe that updating our Parks & Trails Master Plan with a current, realistic, and implementable trail plan and map will help to validate the project and build momentum within the residential and business community and increase fundraising opportunities.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the proposal by Baird, Hampton & Brown.

EXHIBITS:

- Proposal for “Professional Services for Amending the City of Willow Park October 2019 Parks and Trails Master Plan”
- “East Parker County Trails” draft map

RECOMMENDED MOTION:

Approve the proposal by Baird, Hampton & Brown to amend Parks & Trails Master Plan.

December 6, 2022

Mr. Bill Funderburk
Assistant City Manager
City of Willow Park
516 Ranch House Road
Willow Park, Texas 76087

RE: PROFESSIONAL SERVICES FOR AMENDING THE CITY OF WILLOW PARK OCTOBER 2019 PARKS AND TRAILS MASTER PLAN.

Dear Mr. Funderburk,

Baird, Hampton & Brown, Inc. (BHB) is pleased to submit this letter proposal to you (City of Willow Park) for providing professional services for amending the October 2019 Willow Park Parks and Trails Master Plan. The purpose of this revision is to include soft-surface, nature trails (commonly referred to as singletrack) to the master plan. Singletrack trails are used for off-road bicycling, hiking, trail running, backpacking and dog walking. BHB will be tasked with performing a study within the city limits and extra-territorial jurisdiction (ETJ) to identify areas that are suitable for development of singletrack trails.

Additionally, BHB will study public roadway rights-of-way and off-street, paved trailways open to the public to identify routes where people on bicycle or foot can recreate and/or commute within the city limits of Willow Park.

Goals for amending the October 2019 Willow Park Parks and Trails Master Plan will accomplish the following:

- Identify areas on public and private lands that are suitable for trail development within the city limits and ETJ of Willow Park.
- Establish a framework of cooperation between the City of Willow Park, trail steward nonprofits, private property owners and land developers to create singletrack trails and bikeways.
- Provide land developers with a concept plan for public/private trail development partnerships.
- Identify bikeways within the city that connect singletrack trail networks with one another.
- Create a forum to educate the public on the stewardship responsibilities of singletrack trail sustainability.
- Partner with municipalities adjacent to Willow Park and the NCTCOG to create a cohesive trail network in Eastern Parker County.

SCOPE OF WORK

TASK 1 – PREPARATION OF AUTOCAD BASE FILE INFORMATION (90 Hours)

City of Willow Park to provide BHB:

- Digital file (PDF, SHP, or DWG file) of approved Willow Park Future Land Use Plan.
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- Digital file (SHP or DWG file) of approved parcels, city limits and ETJ of Willow Park.
- Digital file (PDF, SHP, or DWG file) of approved Willow Park concept trail alignment from the [October 2019 Willow Park Parks and Trails Master Plan](#) (page 30 of 48).

BHB to provide:

- LiDAR topography of Willow Park city limits and ETJ.
- FEMA floodplain and floodway limits.
- Nearmap aerial photo of Willow Park city limits and ETJ.

BHB file will create an AutoCAD BASE DWG file with all the above information. This file will be used to create our design for the project, exhibits for the report and KMZ files for site visits. Additionally, the file will contain the following information:

- Existing and concept trail alignments discussed by BHB in meetings with the City of Willow Park per the East Parker County Trail Plan as of December 1, 2022.
- City limits and ETJ boundaries of the adjacent communities of Hudson Oaks, Weatherford, Annetta, Willow Park, Annetta North, and Fort Worth.
- Existing, proposed and/or conceptualize trails in Hudson Oaks, Weatherford, Annetta, Willow Park, Annetta North, and Fort Worth.
- Existing, proposed and/or conceptualize trails defined by [NCTCOG](#).

TASK 2 – MEETINGS WITH CITY STAFF, OTHER GOVERNMENTAL ENTITIES AND STAKEHOLDERS (85 Hours)

MEETINGS WITH WILLOW PARK CITY STAFF (36 Hours)

BHB will meet with Willow Park city staff to provide hard copy and digital PDF of the project BASE DWG file for approval of the information.

MEETINGS WITH WILLOW PARK PARKS BOARD (12 Hours)

BHB will attend Willow Park parks board meetings to discuss the goals of project, share ideas and progress reports.

INFORMING NCTCOG ABOUT THE PROJECT SCOPE (8 Hours)

BHB will work with Willow Park city staff to collaborate with the [NCTCOG and Mobility 2045 Plan](#). (Note: I really believe that [Chad Marbut at the City of Weatherford](#) will be our NCTCOG contact)

PARKER CO. SOIL AND WATER CONSERVATION DIST. #558 (6 Hours)

BHB will meet with [PCS #558](#) to discuss where and where not trail can be constructed on property under their jurisdiction.

PARKER COUNTY COMMISSIONER (4 Hours)

BHB will work with Willow Park city and Parker County Commissioner staff to detail the project scope and its impact on any county-maintained roadways within the city limits and ETJ of Willow Park.

TxDOT (4 Hours)

BHB will work with Willow Park city staff and TxDOT to schedule a meeting to discuss creating a trail from East Bankhead north to Kings Gate Road under the Interstate 20 bridge adjacent to the Trinity River.

LOCAL BUSINESS STAKEHOLDERS (10 Hours)

BHB will:

- Work with Willow Park city staff to update the BASE DWG file as new street infrastructure projects come online that impact the Willow Park Parks and Trail Master Plan and the EPCoT Trail until the project is approved.
- Meet with business leaders where BHB has conceptually defined trail per the East Parker County Trail Plan as of July 20, 2022.

THE WEATHERFORD MOUNTAIN BIKE CLUB AND THE FORT WORTH BICYCLE ASSOCIATION (5 Hours)

BHB will schedule a meeting at Willow Park city hall with officers of the Weatherford Mountain Bike Club ([WMBC](#)) and the Fort Worth Bicycle Association ([FWBA](#)) to explain the vision of the Willow Park Parks and Trail Master Plan and the EPCoT Trail.

The goal of the meeting will be:

- Create a team of stakeholders from the mountain bike and road bike community to share ideas and thoughts on the project.
- Discuss ideas about bringing awareness of the project to their members.

TASK 3 – THE EAST PARKER COUNTY TRAIL MEETING (6 Hours)**EAST PARKER COUNTY TRAIL**

The EPCoT Trail is a proposed 25.5-mile bicycle/hiking route from downtown Aledo to Quannah Hill MTB Trail and around Lake Weatherford.

BHB will work with Willow Park city staff to schedule a meeting at Willow Park city hall with city representatives of the five communities to be served by the East Park County Trail (aka The EPCoT Trail).

Those communities are:

- Willow Park
- Weatherford
- Annetta North
- Annetta
- Aledo
- Hudson Oaks

The goal of the meeting will be:

- Inform the adjacent city staff about amending the Willow Park Parks and Trail Master Plan and the EPCoT Trail.
- Establish an environment of teamwork to share ideas to create a cohesive trail plan.

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BHB will revise the BASE DWG file based on input from the stakeholders attending this meeting.

TASK 4 – SITE VISITS AND DATA COLLECTION (40 Hours)

BHB will:

- Visit the trail alignments and city owned parks as defined in the October 2019 Willow Park Parks and Trails Master Plan.
- Utilize Nearmap aerial and oblique photos and other satellite imagery to investigate undeveloped areas of Willow Park for trail development.
- Work with Willow Park city staff to meet interested landowners who would like to be involved in the project.

City of Willow Park will:

- Provide new site and street infrastructure improvements that impact the trail study.

TASK 5 – PRELIMINARY DESIGN REPORTS (80 Hours)

EXISTING CONDITIONS AND PRELIMINARY DESIGN REPORT

BHB will meet with Willow Park city staff with a hard copy and digital PDF of the updated BASE DWG file of following:

- Update BASE DWG file based on findings from site visits and data collection.
- Note where paved [bikeways](#) can be constructed on and/or adjacent to public roadways and open spaces.
- Highlight areas where singletrack trail development can happen.
- Locations of trailhead facilities (parking, trailhead kiosks).
- Locations of kid's MTB skills areas.
- Willow Park trail connections with NCTCOG concept trails and trails from adjacent cities.
- Revise the BASE DWG file based on input from this meeting.

FIRST SUBMITTAL

BHB will:

- Meet with Willow Park city staff to submit the first draft of amending the Willow Park Parks and Trail Master Plan.
- Present exhibits and narrative of the trail amendment goals
- Gather feedback from staff.
- Update project plans per comments.

TASK 6 – PUBLIC INPUT MEETING (10 Hours)

City of Willow Park will schedule a public input meeting at Willow Park city hall to present the findings of the project.

BHB will:

- Lead a presentation outlining the goals for amending the October 2019 Willow Park Parks and Trails Master Plan.

- Provide exhibits of the trail amendment discoveries for public viewing and review.
- Listen and take notes of citizens ideas and concerns.
- Revise the amendment based on input from the stakeholders attending this meeting.

TASK 7 – FINAL DESIGN REPORT AND PRESENTATION TO CITY COUNCIL (10 Hours)

BHB will attend a city council meeting to present the report of amending the City of Willow Park Parks and Trail Master Plan. The report will include the following:

- A PDF of the amendment narrative.
- AutoCAD file of the concept trail alignments and all trail infrastructure concepts.
- KMZ files of the trail alignments.

COMPENSATION

Task	Description	Compensation	CLIENT Initials
1	Preparation of AutoCAD BASE File	\$12,150.00	
2	Meetings with City Staff, Other Governmental Entities and Stakeholders	\$12,375.00	
3	East Parker County Trail (EPCoT Trail)	\$810.00	
4	Site Visits and Data Collection	\$5,400.00	
5	Preliminary Design Reports	\$10,800.00	
6	Public Input Meeting	\$1,350.00	
7	Final Design Report and Presentation to City Council	\$1,350.00	
	TOTAL	\$44,235.00	

ASSUMPTIONS

- a. Any additional work not specifically included in the above “Scope of Work” will be accomplished as an additional service under a separate written agreement with the CLIENT, to be negotiated at the time the work is requested.
- b. This proposal does not include an archeological assessment or any Environmental Study.
- c. This proposal does not include review fees of any kind from city, state, federal or other sources, such fees are the responsibility of the Client.
- d. This proposal does not include a Traffic Impact Analysis (TIA).
- e. This proposal does not include submittal of plans to the TDLR for review of Architectural Barriers Texas Accessibility Standards (TAS).

NOTICE TO PROCEED

Once a signed copy of this letter of proposal is received by BHB, work will be authorized and will begin. We appreciate this opportunity to submit this proposal. If additional information or clarification is desired, please do not hesitate to contact Larry Colvin or myself by phone at (817) 596-7575 or by e-mail at olee@bhbin.com. If you agree with the services described above and wish for BHB to proceed with this assignment, please sign below and return one copy of the agreement for our files.

Respectfully,
Baird, Hampton & Brown

Client : City of Willow Park



Ottis Lee, III, PE
Vice president of Land Development

By: _____
Bill Funderburk
Assistant City Manager

Date: _____

Address: _____ 516 Ranch House Road

Address: _____ Willow Park, TX 76087

Phone: _____ 817.441.7108

Email: _____ bfunderburk@willowpark.org

Attachment: General Conditions

GENERAL CONDITIONS

THE GENERAL CONDITIONS HEREIN ARE MADE A PART OF THE AGREEMENT BETWEEN BAIRD, HAMPTON & BROWN, INC., HEREIN AFTER REFERRED TO AS “BHB” AND CITY OF WILLOW PARK HEREIN AFTER REFERRED TO AS “THE CLIENT”.

Services under this agreement will be performed in a manner consistent with that level of care and skill ordinarily exercised by members of this profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty or guarantee is included or intended.

Baird, Hampton & Brown, Inc. shall not be responsible for Contractor’s failure to construct the work in accordance with the Contract Documents.

COMPENSATION

Compensation to BHB for the basic services shall be as described in the agreement. If BHB sees the Scope of Services Changing so that additional services are needed, BHB will notify the client for approval before proceeding. Additional Services shall be computed based on the BHB hourly rate schedule as shown below:

Engineering:		Surveying:	
Engineering & Management – Principal/VP	\$ 285.00 /hr.	Engineering & Management –Principal/VP	\$ 285.00 /hr.
Project Management	\$ 190.00 /hr.	Surveying Services – Senior RPLS	\$ 190.00 /hr.
Engineering – Senior PE	\$ 190.00 /hr.	Surveying Services – RPLS	\$ 145.00 /hr.
Landscape Architect	\$ 135.00 /hr.	CAD/Tech. Survey Services – Sr Tech.	\$ 135.00 /hr.
Landscape Architect Intern	\$ 90.00 /hr.	CAD/Tech. Survey Services	\$ 90.00 /hr.
Engineering Services – PE	\$ 135.00 /hr.	Land Surveying Research	\$ 90.00 /hr.
Engineering Services – EIT	\$ 100.00 /hr.	Field Surveying – 1 Person Crew	\$ 175.00 /hr.
Design Services – Senior Designer	\$ 135.00 /hr.	Field Surveying – 2 Person Crew	\$ 205.00 /hr.
Design Services – Designer	\$ 100.00 /hr.	Construction Staking – 2 Person Crew	\$ 225.00 /hr.
CAD / Drafting Services	\$ 70.00 /hr.	GIS Technical Services	\$ 90.00 /hr.
Clerical Services	\$ 65.00 /hr.		

The hourly rate schedule will be adjusted annually.

Baird, Hampton & Brown, Inc. reserves the right to determine the project team arrangement and / or crew size and equipment usage for each project, allowing us to utilize our experience to maximize project efficiency and production.

The standard workday includes travel time to and from Baird, Hampton & Brown, Inc.’s office. Variation in work time, to include weekends, holidays or overtime must be agreed to in writing before working. A minimum of two (2) hours of survey crew time will be billed for each scheduled site visit. We require two (2) working days notice when scheduling additional work.

DIRECT EXPENSES - Direct expenses are reimbursed at actual cost times a multiplier of 1.10. They include any review or permit fees paid by BHB, outside printing and reproduction expenses, travel, transportation, and subsistence away from the DFW metroplex and other miscellaneous expenses directly related to the work, including costs of laboratory analysis, tests, and other work to be done by independent persons other than staff members. Travel will be reimbursed at \$0.575 per mile or the current reimbursement rate allowed by the IRS at the time of this agreement.

OPINION OF PROBABLE CONSTRUCTION COST - In providing opinions of probable construction cost, the Client understands that BHB has no control over the cost or availability of labor, equipment or materials, or over market conditions or the

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Contractor's method of pricing, and that BHB's opinion of probable construction costs are made on the basis of BHB's professional judgment and experience. BHB makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from BHB's opinion of probable construction cost.

VERIFICATION OF EXISTING CONDITIONS - Inasmuch as the remodeling and/or rehabilitation of the existing structure requires that certain assumptions be made by BHB regarding existing conditions, and because some of these assumptions may not be verifiable without the Client's expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, the Client agrees to bear all costs, losses and expenses, including the cost of the Consultant's Additional Services, arising from the discovery of concealed or unknown conditions in the existing structure.

DURATION OF AGREEMENT - This proposal assumes that the total duration of the project, including design, construction, commissioning and certificate of occupation will not exceed 24 months. If this project continues longer than 24 months and BHB is required to provide engineering services, then services will be payable as additional services.

PAYMENT DUE. Invoices will be submitted based upon the work performed during the billing period and are due upon presentation and shall be considered past due if not paid within 30 calendar days of the due date.

INTEREST. If payment in full is not received by BHB within 90 calendar days of the due date, invoices shall bear interest at one percent of the past due amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

COLLECTION COSTS. If the Client fails to make payments when due and BHB incurs any costs in order to collect overdue sums from the Client, the Client agrees that all such collection costs incurred shall immediately become due and payable to BHB. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds and reasonable BHB staff costs at standard billing rates for BHB's time spent in efforts to collect. This obligation of the Client to pay BHB's collection costs shall survive the term of this Agreement or any earlier termination by either party.

SUSPENSION OF SERVICES. If the Client fails to make payments when due or otherwise is in breach of this Agreement, BHB may suspend performance of services upon seven calendar days' notice to the Client. BHB shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, BHB may choose to resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for the Consultant to resume performance.

TERMINATION OF SERVICES. If the Client fails to make payment to BHB in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by BHB.

SET-OFFS, BACKCHARGES, DISCOUNTS. Payment of invoices shall not be subject to any discounts or set-offs by the Client unless agreed to in writing by BHB. Payment to the Consultant for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.

AMERICANS WITH DISABILITIES ACT – TEXAS DEPARTMENT OF LICENSING AND REGULATION – ARCHITECTURAL BARRIERS – Unless specifically included within BHB's proposed scope of work, the project Architect, Client and/or Owner are responsible for the timely project registration, and submittal of the issued/sealed "for construction" engineering plans prepared by BHB and/or its sub-consultants, per Government Code, Chapter 469, Subchapter C, Section 469.101 & 469.012.

INFORMATION PROVIDED BY OTHERS - The Client shall furnish, at the Client's expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. BHB may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. BHB shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Client and/or the Client's consultants and contractors.

DEFINITION OF HAZARDOUS MATERIALS - As used in this Agreement, the term *hazardous materials* shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under

any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site.

HAZARDOUS MATERIALS – SUSPENSION OF SERVICES - Both parties acknowledge that BHB's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event BHB or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to BHB that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of BHB's services, BHB may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

HAZARDOUS MATERIALS INDEMNITY - The Client agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless BHB, its officers, partners and employees from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of BHB.

JOBSITE SAFETY - Neither the professional activities of BHB, nor the presence of BHB or its employees and subconsultants at a construction/project site, shall impose any duty on BHB, nor relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. BHB and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite and worker safety and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the General Contractor shall defend and indemnify the Client, BHB and BHB's subconsultants.

CONSTRUCTION OBSERVATION - BHB will visit the site at intervals stated within this Agreement, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow BHB to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. Based on this general observation, BHB shall keep the Client informed about the progress of the Work and shall advise the Client about observed deficiencies in the Work.

If the Client desires more extensive project observation or full-time project representation, the Client shall request that such services be provided by BHB as Additional Services in accordance with the terms of this Agreement.

BHB shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents.

BHB shall not be responsible for any acts or omissions of the Contractor, any subcontractor, any entity performing any portions of the Work or any agents or employees of any of them. BHB does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

SHOP DRAWING REVIEW - BHB shall review and approve or take other appropriate action on the Contractor submittals, such as shop drawings, product data, samples and other data, which the Contractor is required to submit, but only for the limited purpose of checking for conformance with the design concept and the information shown in the Construction Documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or

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construction safety precautions, all of which are the sole responsibility of the Contractor. BHB's review shall be conducted with reasonable promptness while allowing sufficient time in BHB's judgment to permit adequate review. Review of a specific item shall not indicate that BHB has reviewed the entire assembly of which the item is a component. BHB shall not be responsible for any deviations from the Construction Documents not brought to the attention of BHB in writing by the Contractor. BHB shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

CERTIFICATIONS, GUARANTEES AND WARRANTIES - BHB shall not be required to sign any documents, no matter by whom requested, that would result in BHB's having to certify, guarantee or warrant the existence of conditions whose existence BHB cannot ascertain. The Client also agrees not to make resolution of any dispute with BHB or payment of any amount due to BHB in any way contingent upon BHB's signing any such certification.

OWNERSHIP OF INSTRUMENTS OF SERVICE - All reports, drawings, specifications, computer files, field data, notes and other documents and instruments prepared by BHB as instruments of service shall remain the property of BHB. BHB shall retain all common law, statutory and other reserved rights, including, without limitation, the copyrights thereto.

If provided, accepting and utilizing any electronic CAD drawings, reports and data on any form of electronic media generated and furnished by BHB, the Recipient agrees that all such electronic files are instruments of service of BHB, who shall be deemed author, and shall retain all common law and other rights, including copyrights. Said files are transmitted without warranty as to their accuracy or suitability for the purpose to which the recipient intends to use them.

The Recipient agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The Recipient agrees not to transfer these electronic files to others without the prior written consent of BHB.

Recipient is aware that differences may exist between the electronic files and printed hard-copy documents. In the event of a conflict between signed documents prepared by BHB and the electronic files, the signed or sealed hard-copy documents shall govern.

In addition, the Recipient agrees, to the fullest extent permitted by law, to indemnify and hold harmless BHB, its officers, directors, employees and sub-consultants against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising from any use of the electronic files.

Under no circumstances shall delivery of electronic files for use by the Recipient be deemed a sale by BHB, and BHB makes no warranties, either express or implied, of merchantability and fitness for any particular purpose.

RECORD DOCUMENTS – If requested by the Client, upon completion of the Work, BHB shall compile for and deliver to the Client an electronic set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor or other third parties. These Record Documents may show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which BHB is entitled to assume will be reliable, BHB cannot and does not warrant their accuracy. If not specifically stated in the basic scope of work, BHB will provide these services as Additional Services as authorized in writing by the Client in accordance with the compensation provisions of this agreement.

MEDIATION - In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and BHB agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation.

The Client and BHB further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements.

TERMINATION - In the event of termination of this Agreement by either party, the Client shall within fourteen calendar days of termination pay BHB for all services rendered and all reimbursable costs incurred by BHB up to the date of termination, in accordance with the payment provisions of this Agreement.

The Client may terminate this Agreement for the Client's convenience and without cause upon giving BHB not less than seven calendar days' written notice.

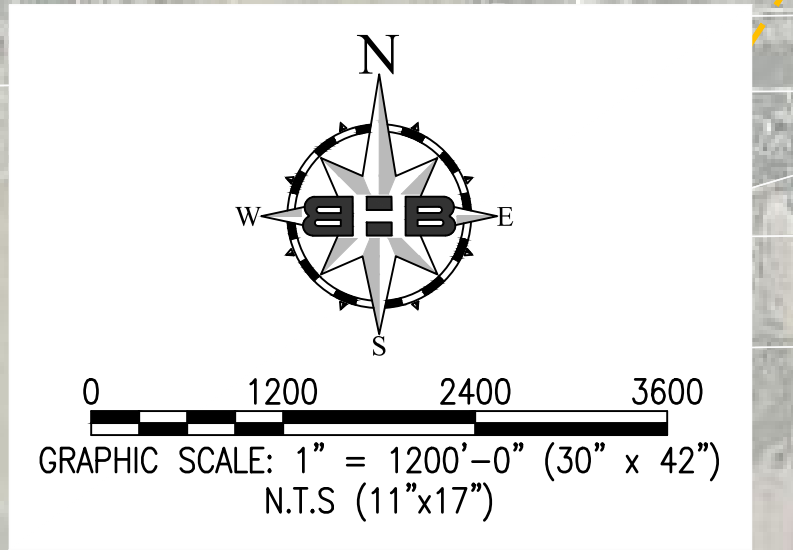
Either party may terminate this Agreement for cause upon giving the other party not less than seven calendar days written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or BHB's services by the Client for more than ninety calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of BHB, the Client shall pay BHB, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by BHB in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

ASSIGNMENT – Neither party to this agreement shall transfer, sublet, or assign any rights or duties under or interest in this Agreement, including, but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by the Consultant as a generally accepted business practice shall not be considered an assignment for the purposes of this Agreement.

STATEMENT OF JURISDICTION - The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as landscape architects in Texas. The TBAE may be reached 333 Guadalupe, Suite 2-350, Austin, TX 78701 or PO Box 1237, Austin, TX 78711; Telephone 512-305-9000.

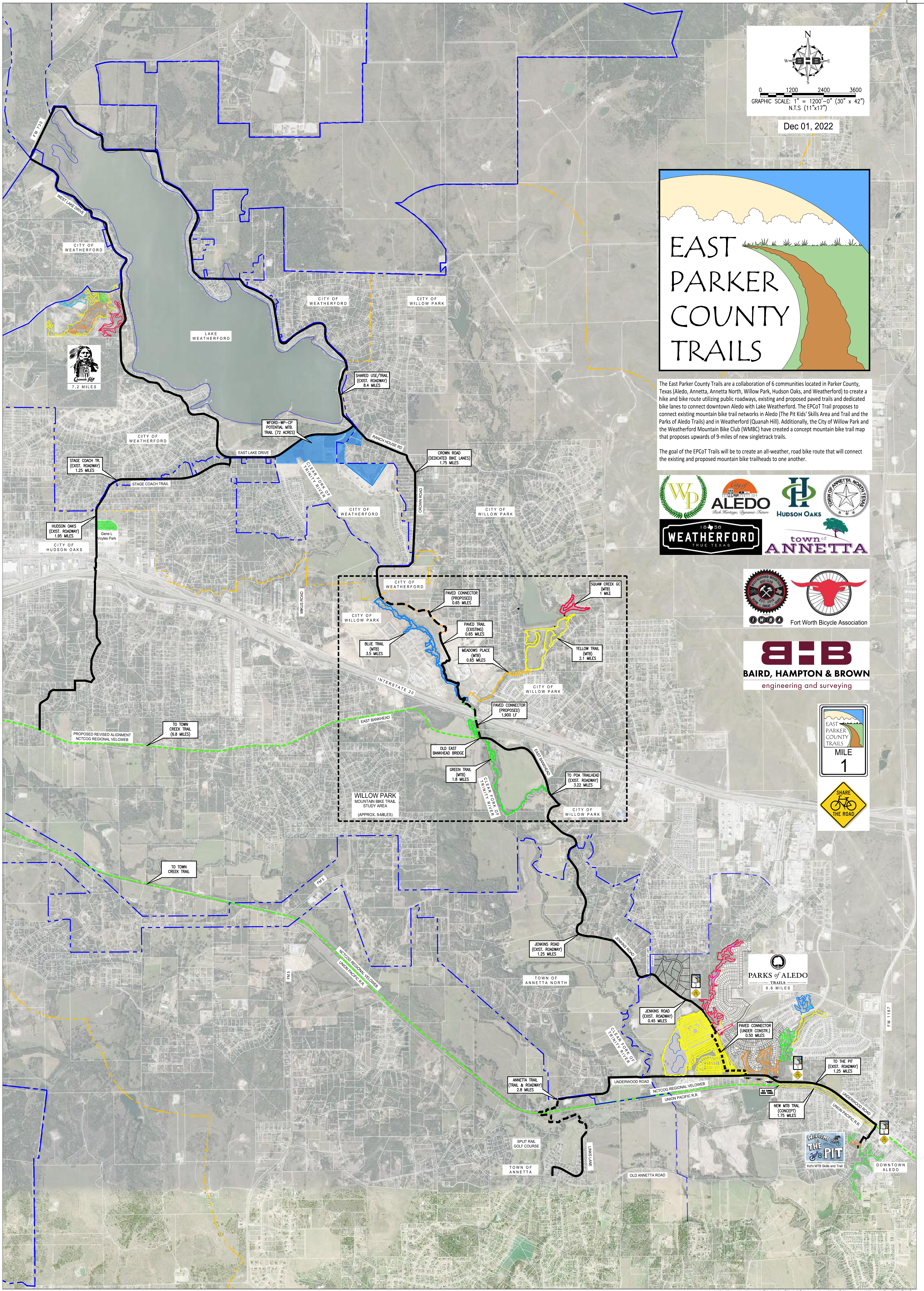


Dec 01, 2022

EAST PARKER COUNTY TRAILS

The East Parker County Trails are a collaboration of 6 communities located in Parker County, Texas (Aledo, Annetta, Annetta North, Willow Park, Hudson Oaks, and Weatherford) to create a hike and bike route utilizing public roadways, existing and proposed paved trails and dedicated bike lanes to connect downtown Aledo with Lake Weatherford. The EPCoT Trail proposes to connect existing mountain bike trail networks in Aledo (The Pit Kids' Skills Area and Trail and the Parks of Aledo Trails) and in Weatherford (Quannah Hill). Additionally, the City of Willow Park and the Weatherford Mountain Bike Club (WMBC) have created a concept mountain bike trail map that proposes upwards of 9-miles of new singletrack trails.

The goal of the EPCoT Trails will be to create an all-weather, road bike route that will connect the existing and proposed mountain bike trailheads to one another.





CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: January 24, 2023	Department: City Administration	Presented By: Bryan Grimes
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AGENDA ITEM

Discussion/Action: to approve furniture purchase for New City Hall.

BACKGROUND:

Staff received a verbal agreement however we are waiting for an actual purchase agreement for the office furniture. This item may be postponed to a future meeting.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 24, 2023	Department: Public Works	Presented By: Bryan Grimes
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AGENDA ITEM:

Consideration & Action: Award construction contracts to JRM Construction Services, LLC, and RK Construction, LLC for the Wastewater Effluent Line project.

BACKGROUND:

On January 10, 2023, a bid opening was conducted at City Hall for the Wastewater Effluent Line project. A total of five (5) bids were received for four (4) separate bid schedules. Bid schedules A through C consists of furnishing and installing effluent pipe and related appurtenances. Bid schedule D consists of furnishing and installing a lift station and necessary appurtenances.

The low bid for base bid schedules A through C was submitted by JRM Construction Services, LLC. It is recommended that base bid schedule D be awarded as a separate contract to the low bidder for that schedule.

Staff recommends award of the contract to the lowest responsive bidder, JRM Construction Services, LLC for base bid schedules A through C and RK Construction, LLC for base bid schedule D. The total contract will include the following amounts: \$637,745.00 (Bid Schedule A), \$149,816.00 (Bid Schedule B), and \$121,328.00 (Bid Schedule C), and \$315,000.00 (Bid Schedule D) for a total project cost of \$1,223,889.00.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends Council award a construction contract to JRM Construction Services, LLC, Inc. for base bid schedules A through C in the amount of \$908,889.00 and a separate contract to RK Construction, LLC for base bid schedule D in the amount of \$315,000.00. Award of the construction contracts are contingent upon the Texas Water Development Board (TWDB) approval.

EXHIBITS:

- Wastewater Effluent Line Bid Award Recommendation Letter – JRM Construction Services, LLC
- Wastewater Effluent Line Bid Award Recommendation Letter – RK Construction, LLC
- Bid Tabulation

RECOMMENDED MOTION:

Approval and recommendation of the City Council to award a contract to JRM Construction Services, LLC in the amount of \$908,889.00 and a separate contract to RK Construction, LLC in the amount of \$315,000.00. Award of the construction contracts for the Wastewater Effluent Line are contingent upon the Texas Water Development Board (TWDB) approval.



INTEGRITY
EXCELLENCE
TRUST

January 16, 2023

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

Re: TWDB CWSRF No. 73890 Wastewater Effluent Line

Dear Mr. Grimes,

We have reviewed the bids for the above referenced project. There were five bids received and accepted for 4 different base bid schedules. Base bid schedules A through C consisted of furnishing and installing effluent pipe and related appurtenances. Base bid schedule D consisted of furnishing and installing a lift station and necessary appurtenances. The low bid for base bid schedules A through C was submitted by JRM Construction Services, LLC for a total amount of \$908,889.00.

We have found no reason to disqualify JRM Construction Services, LLC and recommend award of base bid schedules A through C to JRM Construction Services, LLC for a total of **\$908,889.00**.

It is recommended that Base Bid Schedule D be awarded as a separate contract to the low bidder for that schedule.

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

Sincerely,

JACOB | MARTIN

Derek Turner, P.E.



3465 Curry Lane
Abilene, TX 79606
325.695.1070

908 S. Main Street, Suite 100
Boerne, TX 78006
325-695-1070

4920 S. Loop 289, Suite 104
Lubbock, TX 79414
806.368.6375

1925 Fort Worth Highway
Weatherford, TX 76086
817.594.9880



INTEGRITY
EXCELLENCE
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January 16, 2023

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

Re: TWDB CWSRF No. 73890 Wastewater Effluent Line

Dear Mr. Grimes,

We have reviewed the bids for the above referenced project. There were five bids received and accepted for 4 different base bid schedules. Base bid schedules A through C consisted of furnishing and installing effluent pipe and related appurtenances. Base bid schedule D consisted of furnishing and installing a lift station and necessary appurtenances. The low bid for base bid schedule D was submitted by RK Construction, LLC for a total amount of \$315,000.00.

We have found no reason to disqualify RK Construction, LLC and recommend award of base bid schedule D to RK Construction, LLC for a total of **\$315,000.00**.

Base bid schedules A through C are recommended to be awarded as a separate contract to the low bidder for those schedules.

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

Sincerely,

JACOB | MARTIN

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BID TABULATION

BASE BID SCHEDULE A

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

		JRM Construction PO Box 1840 Aledo, TX 76008				B&L Construction Co. 11922 CR 218 Hico, TX 76457		Western Municipal Construction of TX 402 Gulf Avenue Justin, TX 76247		RK Construction 226 E Bethel Rd Coppell, TX 75019		Canary Construction, LLC 802 N Kealy St, Ste 101 Lewisville, TX 75057		
Item #	Item Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
1	Mobilization, Bonds, and Insurance	1	LS	\$ 38,220.00	\$ 38,220.00	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00	\$ 40,000.00	\$ 73,080.00	\$ 73,080.00	\$ 48,000.00	\$ 48,000.00	
2	Trench Safety	90	LF	\$ 5.00	\$ 450.00	\$ 50.00	\$ 4,500.00	\$ 10.00	\$ 900.00	\$ 2.60	\$ 234.00	\$ 5.00	\$ 450.00	
3	10" DR11 HDPE Effluent Pipe	5,200	LF	\$ 75.00	\$ 390,000.00	\$ 75.00	\$ 390,000.00	\$ 98.00	\$ 509,600.00	\$ 139.00	\$ 722,800.00	*	\$ 165.00	\$ 858,000.00
4	Clear Fork River Bore	1	LS	\$ 60,000.00	\$ 60,000.00	\$ 85,000.00	\$ 85,000.00	\$ 92,000.00	\$ 92,000.00	\$ 146,109.60	\$ 146,109.60	\$ 120,000.00	\$ 120,000.00	
5	Golf Course Fairway Bore	1	LS	\$ 44,200.00	\$ 44,200.00	\$ 75,000.00	\$ 75,000.00	\$ 59,000.00	\$ 59,000.00	\$ 19,656.00	\$ 19,656.00	\$ 165,000.00	\$ 165,000.00	
6	10" Slick Bore	65	LF	\$ 170.00	\$ 11,050.00	\$ 100.00	\$ 6,500.00	\$ 152.00	\$ 9,880.00	\$ 655.20	\$ 42,588.00	\$ 290.00	\$ 18,850.00	
7	18" Bore & Encasement	245	LF	\$ 265.00	\$ 64,925.00	\$ 220.00	\$ 53,900.00	\$ 260.00	\$ 63,700.00	\$ 655.20	\$ 160,524.00	\$ 600.00	\$ 147,000.00	
8	10" Gate Valve w/ Box	2	EA	\$ 4,000.00	\$ 8,000.00	\$ 7,500.00	\$ 15,000.00	\$ 6,000.00	\$ 12,000.00	\$ 5,040.00	\$ 10,080.00	\$ 4,500.00	\$ 9,000.00	
9	Combination Air Valve	1	EA	\$ 3,500.00	\$ 3,500.00	\$ 5,500.00	\$ 5,500.00	\$ 12,000.00	\$ 12,000.00	\$ 7,560.00	\$ 7,560.00	\$ 29,800.00	\$ 29,800.00	
10	Metal Detectable Tape	5,200	LF	\$ 2.00	\$ 10,400.00	\$ 0.75	\$ 3,900.00	\$ 1.00	\$ 5,200.00	\$ 1.30	\$ 6,760.00	*	\$ 5.00	\$ 26,000.00
11	Sewer Line Marker	1	EA	\$ 2,500.00	\$ 2,500.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 630.00	\$ 630.00	\$ 600.00	\$ 600.00	
12	Outlet Headwall and Rip Rap	1	LS	\$ 4,500.00	\$ 4,500.00	\$ 15,000.00	\$ 15,000.00	\$ 18,000.00	\$ 18,000.00	\$ 6,300.00	\$ 6,300.00	\$ 4,500.00	\$ 4,500.00	
TOTAL BASE BID A (Items 1 - 12)					\$ 637,745.00		\$ 674,800.00		\$ 823,280.00		\$ 1,196,321.60	*	\$ 1,427,200.00	

BASE BID SCHEDULE B

Item #	Item Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization, Bonds, and Insurance	1	LS	\$ 9,300.00	\$ 9,300.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 22,680.00	\$ 22,680.00	\$ 8,000.00	\$ 8,000.00
2	12" DR11 HDPE Effluent Pipe	1,110	LF	\$ 109.20	\$ 121,212.00	\$ 100.00	\$ 111,000.00	\$ 142.00	\$ 157,620.00	\$ 165.80	\$ 184,038.00	\$ 185.00	\$ 205,350.00
3	12" Gate Valve w/ Box	3	EA	\$ 4,528.00	\$ 13,584.00	\$ 8,500.00	\$ 25,500.00	\$ 8,500.00	\$ 25,500.00	\$ 6,300.00	\$ 18,900.00	\$ 4,800.00	\$ 14,400.00
4	Metal Detectable Tape	1,110	LF	\$ 2.00	\$ 2,220.00	\$ 0.75	\$ 832.50	\$ 1.00	\$ 1,110.00	\$ 1.30	\$ 1,443.00	\$ 5.00	\$ 5,550.00
5	Existing Sewer Line Connection	1	EA	\$ 3,500.00	\$ 3,500.00	\$ 11,500.00	\$ 11,500.00	\$ 17,000.00	\$ 17,000.00	\$ 1,856.10	\$ 1,856.10	\$ 5,000.00	\$ 5,000.00
TOTAL BASE BID B (Items 1 - 5)					\$ 149,816.00		\$ 153,832.50		\$ 211,230.00		\$ 228,917.10		\$ 238,300.00

BASE BID SCHEDULE C

Item #	Item Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
1	Mobilization, Bonds, and Insurance	1	LS	\$ 7,500.00	\$ 7,500.00	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	\$ 20,160.00	\$ 20,160.00	\$ 6,400.00	\$ 6,400.00	
2	12" DR11 HDPE Effluent Pipe	870	LF	\$ 109.20	\$ 95,004.00	\$ 100.00	\$ 87,000.00	\$ 142.00	\$ 123,540.00	\$ 165.80	\$ 144,246.00	*	\$ 185.00	\$ 160,950.00
3	12" Gate Valve w/ Box	3	EA	\$ 4,528.00	\$ 13,584.00	\$ 8,500.00	\$ 25,500.00	\$ 8,500.00	\$ 25,500.00	\$ 6,300.00	\$ 18,900.00	\$ 4,800.00	\$ 14,400.00	
4	Metal Detectable Tape	870	LF	\$ 2.00	\$ 1,740.00	\$ 0.75	\$ 652.50	\$ 1.00	\$ 870.00	\$ 1.30	\$ 1,131.00	*	\$ 5.00	\$ 4,350.00
5	Existing Sewer Line Connection	1	EA	\$ 3,500.00	\$ 3,500.00	\$ 11,500.00	\$ 11,500.00	\$ 17,000.00	\$ 17,000.00	\$ 1,856.10	\$ 1,856.10	\$ 5,000.00	\$ 5,000.00	
TOTAL BASE BID C (Items 1 - 5)					\$ 121,328.00		\$ 129,652.50		\$ 174,910.00		\$ 186,293.10	*	\$ 191,100.00	

BASE BID SCHEDULE D

Item #	Item Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization, Bonds, and Insurance	1	LS	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00	\$ 30,000.00	\$ 25,200.00	\$ 25,200.00	\$ 25,000.00	\$ 25,000.00
2	Lift Station (including basin, pumps, railing, valve vault, valves, fittings, sensors, site work, and any other incidental items)	1	LS	\$ -	\$ -	\$ 255,000.00	\$ 255,000.00	\$ 473,000.00	\$ 473,000.00	\$ 252,000.00	\$ 252,000.00	\$ 485,000.00	\$ 485,000.00
3	Lift Station Electrical	1	LS	\$ -	\$ -	\$ 160,000.00	\$ 160,000.00	\$ 191,000.00	\$ 191,000.00	\$ 37,800.00	\$ 37,800.00	\$ 255,500.00	\$ 255,500.00
TOTAL BASE BID D (Items 1 - 3)					NO BID		\$ 425,000.00		\$ 694,000.00		\$ 315,000.00		\$ 765,500.00

(*) = Extension error



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 24, 2023	Department: Planning & Development	Presented By: Bill Funderburk
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AGENDA ITEM:

Consideration/Action to Approve Agreement With NewGen Strategies & Solutions to Provide Water and Sewer Rate Analysis Study

BACKGROUND:

In February of this year it has been one year since the last update was presented to City Council. NewGen will analyze the water and sewer financials for the previous and current fiscal years including debt service.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends the City Council approve agreement with NewGen.

EXHIBITS:

Proposal agreement.

RECOMMENDED MOTION:

Motion to approve Open Services Agreement with NewGen Strategies & Solutions.



275 W. Campbell Rd.
Suite 440
Richardson, TX 75080
Phone: (972) 680-2000

January 12, 2023

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

Re: Open Services Agreement – Water and Sewer Rate Projection for FY 2024 and Beyond

Dear Mr. Grimes:

Based on our conversations, it is our understanding that the City of Willow Park, Texas (City) is interested in engaging NewGen Strategies and Solutions, LLC (NewGen) to assist the City with updating the Water and Sewer Water Rate Analysis Study (Study) previously conducted by our Project Team. As part of this engagement, NewGen will assist the City as requested and directed by the City Manager or other designated City staff.

This open services agreement is meant to simplify the administration of our consulting services and allow NewGen to work on an “on-call” basis with the City and provide services as may be requested.

This assistance may include, but is not limited to, the following:

- Updating the previously prepared Water and Sewer Water model reflective of budgeted expenses in Fiscal Year (FY) 2024;
- Prepare a projection of expenses for a five-year period inclusive of FY 2024 and beyond;
- Determine the adequacy of current Water and Sewer Water Fees as compared to projected expenses and develop recommendations for Fee adjustment;
- Preparing a regional comparison of Water and Sewer charges to determine the City’s overall competitive position;
- Prepare presentation materials for the City Council detailing the analysis conducted and results of the Project Team’s work;
- Participation and/or presentation in meetings with customers, decision-makers, and/or key stakeholders as may be requested; and
- Other services as may be requested.

As services are requested and performed, NewGen will invoice the City on a monthly basis for actual hours worked at our then applicable hourly billing rates, plus out of pocket expenses incurred at cost.

Costs incurred by NewGen under this agreement, inclusive of out-of-pocket expenses, will not exceed \$18,000 without prior written authorization of the City. NewGen shall not be required to furnish services or incur expenses above \$18,000 without prior written authorization and additional funding committed by the City. This agreement is subject to cancellation by the City with thirty (30) days prior written notice

Mr. Bryan Grimes
January 12, 2023
Page 2

provided to NewGen. In the event of cancellation, all labor and expense charges incurred by NewGen through the date of cancellation will be considered due at the time notice of cancellation is delivered, regardless of work product and/or engagement status.

NewGen’s hourly billing rates, effective through December 31, 2023, are as follows:

**NewGen Strategies and Solutions
2023 Billing Rates**

Position	Hourly Billing Rate
Partner	\$235 – \$370
Principal	\$235 – \$360
Senior Manager	\$225 – \$270
Manager	\$180 – \$225
Senior Consultant	\$150 – \$180
Consultant	\$125 – \$150
Administrative Services	\$110 – \$125

Note: Billing rates are subject to change based on annual reviews and salary increases.

All payments made under this engagement should be remitted to:

NewGen Strategies and Solutions, LLC
275 W. Campbell Rd. Suite 440
Richardson, Texas 75080

By executing this letter, you agree that the services rendered by NewGen will be performed in accordance with instructions or specifications received by the City and will be provided with the degree of skill and judgment exercised by recognized professionals performing services of similar nature and consistent with the applicable industry best practices.

If this letter and its terms and conditions are acceptable, please execute via DocuSign or physically and return via email or mail to our Richardson, Texas office. If you should have any questions regarding this letter and/or require additional information, please contact Chris Ekrut at (972) 232-2234.

Very truly yours,

DocuSigned by:
Chris D. Ekrut
FB62F346CFA8440...

Chris D. Ekrut
Chief Financial Officer
NewGen Strategies and Solutions

Mr. Bryan Grimes

January 12, 2023

Page 3

City of Willow Park, Texas (\$18,000 Open Services)

Accepted By: _____ Title: _____
(Signature)

Printed Name: _____ Date: _____



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 24, 2023	Department: Administration	Presented By: Bryan Grimes
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AGENDA ITEM:

Discussion/Action: to adopt a resolution approving the 2023 Steering Committee Membership Assessment for cities served by Oncor.

BACKGROUND:

The City of Willow Park is a member of a 171-member city coalition known as the Steering Committee of Cities Served by Oncor (Steering Committee). The resolution approves the assessment of a ten cent (\$0.10) per capita fee to fund the activities of the Steering Committee.

Why this Resolution is Necessary

The Steering Committee undertakes activities on behalf of municipalities for which it needs funding support from its members. Municipalities have original jurisdiction over the electric distribution rates and services within the city. The Steering Committee has been in existence since the late 1980s. It took on a formal structure in the early 1990s. Empowered by city resolutions and funded by per capita assessments, the Steering Committee has been the primary public interest advocate before the Public Utility Commission, ERCOT, the courts, and the Legislature on electric utility regulation matters for over three decades.

The Steering Committee is actively involved in rate cases, appeals, rulemakings, and legislative efforts impacting the rates charged by Oncor Electric Delivery Company, LLC within the City. Steering Committee representation is also strong at ERCOT. It is possible that additional efforts will be necessary on new issues that arise during the year, and it is important that the Steering Committee be able to fund its participation on behalf of its member cities. A per capita assessment has historically been used and is a fair method for the members to bear the burdens associated with the benefits received from that membership.

Explanation of “Be It Resolved” Paragraphs

- I. The City is currently a member of the Steering Committee; this paragraph authorizes the continuation of the City’s membership.
- II. This paragraph authorizes payment of the City’s assessment to the Steering Committee in the amount of ten cents (\$0.10) per capita, based on the population figure for the City as shown in the latest TML Directory of City Officials.
- III. This paragraph requires payment of the 2023 assessment be made and a copy of the resolution be sent to the Steering Committee.

Payment of Assessment

A copy of the resolution should be mailed with payment of the fee to Brandi Stigler, Steering Committee of Cities Served by Oncor, c/o City Attorney’s Office, Mail Stop 63-0300, 101 S. Mesquite St., Suite 300, Arlington, Texas 76010. Checks should be made payable to: *Steering Committee of Cities Served by Oncor.*

EXHIBITS:

- Resolution

RECOMMENDED MOTION:

To adopt a resolution approving the 2023 Steering Committee Membership Assessment for cities served by Oncor.

RESOLUTION NO. 2023-01

A RESOLUTION AUTHORIZING CONTINUED PARTICIPATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR; AND AUTHORIZING THE PAYMENT OF SIX CENTS PER CAPITA TO THE STEERING COMMITTEE TO FUND REGULATORY AND LEGAL PROCEEDINGS AND ACTIVITIES RELATED TO ONCOR ELECTRIC DELIVERY COMPANY, LLC.

WHEREAS, the City of Willow Park is a regulatory authority under the Public Utility Regulatory Act (PURA) and has exclusive original jurisdiction over the rates and services of Oncor Electric Delivery Company, LLC (Oncor) within the municipal boundaries of the city; and

WHEREAS, the Steering Committee of Cities Served By Oncor (Steering Committee) has historically intervened in Oncor rate proceedings and electric utility related rulemakings to protect the interests of municipalities and electric customers residing within municipal boundaries; and

WHEREAS, the Steering Committee is participating in Public Utility Commission dockets and projects, as well as court proceedings, and legislative activity, affecting transmission and distribution utility rates; and

WHEREAS, the City is a member of the Steering Committee; and

WHEREAS, the Steering Committee functions under the direction of an Executive Committee which sets an annual budget and directs interventions before state and federal agencies, courts and legislatures, subject to the right of any member to request and cause its party status to be withdrawn from such activities; and

WHEREAS, the Steering Committee at its December 2022 meeting set a budget for 2023 that compels an assessment of ten cents (\$0.10) per capita; and

WHEREAS, in order for the Steering Committee to continue its participation in these activities which affects the provision of electric utility service and the rates to be charged, it must assess its members for such costs.

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

I.

That the City is authorized to continue its membership with the Steering Committee of Cities Served by Oncor to protect the interests of the City of Willow Park and protect the interests of the customers of Oncor Electric Delivery Company, LLC residing and conducting business within the City limits.

II.

The City is further authorized to pay its assessment to the Steering Committee of ten cents (\$0.10) per capita based on the population figures for the City shown in the latest TML Directory of City Officials.

III.

A copy of this Resolution and the assessment payment check made payable to “*Steering Committee of Cities Served by Oncor*” shall be sent to Brandi Stigler, Steering Committee of Cities Served by Oncor, c/o City Attorney’s Office, Mail Stop 63-0300, 101 S. Mesquite St., Suite 300, Arlington, Texas 76010.

PRESENTED AND PASSED on this the 24th day of January, 2023, by a vote of _____ ayes and _____ nays at a regular meeting of the City Council of the City of Willow Park, Texas.

Signature
Mayor

ATTEST:

Signature
City Secretary

APPROVED AS TO FORM:

Signature
City Attorney

Invoice

City of Arlington, c/o Oncor Cities
 Steering Committee
 Attn: Brandi Stigler
 101 S. Mesquite St., Ste. 300
 MS # 63-0300
 Arlington, TX 76010

Date	Invoice #
1/9/2023	23-154

Bill To
City of Willow Park

Item	Population	Per Capita	Amount
2023 Membership Assessment	5,994	0.10	599.40
Please make check payable to: Oncor Cities Steering Committee and mail to Oncor Cities Steering Committee, Attn: Brandi Stigler, Arlington City Attorney's Office, 101 S. Mesquite St., Ste. 300, MS #63-0300, Arlington, Texas 76010			Total \$599.40