



CITY COUNCIL MEETING JULY 28, 2026 AGENDA

City Hall, 120 El Chico Trl., Suite A, Willow Park, TX 76087

Tuesday, July 28, 2026 at 6:00 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE

- 1. Mayor Comments: 1) Bible Verse 2) Business Recognition**

PROCLAMATION: Recognition of Aledo High School Baseball Team

PUBLIC COMMENTS (Limited to five minutes per person)

To address the City Council, residents must complete a speaker form and turn it in to the City Secretary at least five (5) minutes before the start of the meeting. The Rules of Procedure state that all comments are to be limited to five (5) minutes for each speaker provided that there are no more than ten (10) speakers. If there are more than ten (10) speakers, the Mayor and/or the City Council may reduce the applicable time limits to speak to three (3) minutes. Pursuant to the Texas Open Meetings Act, the Council is not permitted to take action on or discuss any item not listed on the agenda. The Council may: (1) make a statement of fact regarding the item; (2) make a statement concerning the policy regarding the item; (3) propose the item be placed on a future agenda (Tex. Govt. Code §551.042). Each speaker shall approach the podium or designated speaker location and state his/her name and address before speaking. Speakers shall address the City Council with civility that is conducive to appropriate public discussion. Speakers may only address the City Council and not individual officials, commission members, committee members, or employees. The public cannot speak from the gallery, but only from the podium or designated speaker location.

CONSENT AGENDA

All items listed below are considered routine or "housekeeping" by the City Council and will be enacted with one motion. There will be no separate discussion of items unless a Council Member requests, in which event the item will be removed from the general order of business and considered in its normal sequence. Approval of the Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendation.

- 2. Approval of Regular City Council Meeting Minutes: July 14, 2026**

REGULAR AGENDA ITEMS

3. **Discussion: Texas Parks and Wildlife Representative to discuss deer issues.**
4. **Discussion: Update on the Wastewater Treatment Plant.** *(Councilmember Eric Contreras, Director of Public Works Chase McBride)*
5. **Discussion/Action: to consider possible Subdivision regulations in the Extraterritorial Jurisdiction in Willow Park as it relates to Data Centers.** *(Councilmember Eric Contreras)*
6. **Discussion/Action: City Manager Toni Fisher employment contract** *(Councilmember Scott Smith)*
7. **Discussion/Action: to address the mayor being abruptly removed from the agenda setting process.** *(Mayor Teresa Palmer)*

REPORTS: Staff Reports for 2nd and 3rd quarters

8. Quarterly Staff Reports

EXECUTIVE SESSION

In accordance with the Texas Government Code, Chapter 551, Subchapter D, the City Council will recess in Executive Session (closed meeting) to discuss the following:

9. **Section 551.071, Consultation with City Attorney: City of Aledo, Texas and City of Fort Worth, Texas v. City of Willow Park, Texas, Beall-Dean Ranch and Parker County cause number: CV26-0175 in Parker County District Court, 43rd District.**
10. **Section 551.071, Consultation with City Attorney: Charter and Charter Commission legal issues.**
11. **Section 551.074 Personnel, Section 551.071 Consultation with City Attorney: (Police Chief Position)**
12. **Section 551.071, Consultation with City Attorney, Section 551.087, Economic Development negotiations (BANDIDAS WILLOW PARK, LLC)**

RECONVENE INTO OPEN SESSION

In accordance with the Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.

INFORMATIONAL COMMENTS

13. **City Manager Comments - Response/Reaction to meeting.**

Community Interest - Come See Us at "Bearcat Nation 101", a Back-to-School event hosted by Aledo ISD - Saturday, August 1, 2026 - 9:00 am-12:00 noon at Aledo High School.

"National Night Out" Event - October 6, 2026 @ The District of Willow Park

Muni-versity schedule

14. City Council/Mayor Comments: Response/Reaction to meeting

ADJOURN

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, 120 El Chico Trail, Suite A, Willow Park, TX 76087, a place convenient and readily accessible to the general public at all times and was posted on the city website, and said Notice was posted on the following date and time: July 22, 2026, at/by 6:00 p.m. and remained so posted continuously for at least three (3) business days before said meeting is to convene.

Deana McMullen
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 dmcmullen@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 <http://www.willowparktx.gov/>



CITY COUNCIL MEETING JULY 14, 2026 MINUTES

City Hall, 120 El Chico Trl., Suite A, Willow Park, TX 76087

Tuesday, July 14, 2026 at 6:00 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Teresa Palmer called the meeting to order at 6:00 pm and determined a quorum was present for this meeting.

PRESENT

Mayor Teresa Palmer
Councilmember Eric Contreras
Councilmember Chawn Gilliland
Councilmember Buddy Wright
Councilmember Scott Smith
Councilmember Nathan Crummel

Staff Present:

City Manager - Toni Fisher

City Secretary - Deana McMullen

City Attorney - Judy El Masri in for Andy Messer

INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE

Detective Brian Roberts of Willow Park PD gave the Invocation and led the Pledge of Allegiance and Texas Pledge.

1. Mayor Comments: 1) Bible Verse 2) Business Recognition

Mayor Teresa Palmer read Bible Verse: Proverbs 21:41

Mayor Teresa Palmer recognized the following businesses:

Vintage Floors & Finishes - On South Ranch House Road across from Railhead.

Connect - Wellness And Health - Also on South Ranch House Road.

PROCLAMATION(S)

Due to the Coach and the team being out of Town for this meeting the Proclamation will be postponed to the next meeting on July 28th.

2. Aledo High School Baseball Team

PUBLIC COMMENTS (Limited to five minutes per person)

To address the City Council, residents must complete a speaker form and turn it in to the City Secretary at least five (5) minutes before the start of the meeting. The Rules of Procedure state that all comments are to be limited to five (5) minutes for each speaker provided that there are no more than ten (10) speakers. If there are more than ten (10) speakers, the Mayor and/or the City Council may reduce the applicable time limits to speak to three (3) minutes. Pursuant to the Texas Open Meetings Act, the Council is not permitted to take action on or discuss any item not listed on the agenda. The Council may: (1) make a statement of fact regarding the item; (2) make a statement concerning the policy regarding the item; (3) propose the item be placed on a future agenda (Tex. Govt. Code §551.042). Each speaker shall approach the podium or designated speaker location and state his/her name and address before speaking. Speakers shall address the City Council with civility that is conducive to appropriate public discussion. Speakers may only address the City Council and not individual officials, commission members, committee members, or employees. The public cannot speak from the gallery, but only from the podium or designated speaker location.

The following Citizens were here to speak:

- 1) Gene Martin 700 Kings Gate Road
- 2) Houston Wingard 709 Kings Gate Road

CONSENT AGENDA

All items listed below are considered routine or "housekeeping" by the City Council and will be enacted with one motion. There will be no separate discussion of items unless a Council Member requests, in which event the item will be removed from the general order of business and considered in its normal sequence. Approval of the Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendation.

3. Approval of Regular City Council Meeting Minutes: June 23, 2026

Motion was made to approve the minutes from the June 23rd regular council meeting as presented.

Motion made by Councilmember Wright, Seconded by Councilmember Contreras.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Wright, Councilmember Smith, Councilmember Crummel

REGULAR AGENDA ITEMS

4. **Discussion: Recognition of City Employees.** (*City Manager Toni Fisher*)

City Manager Toni Fisher wanted to recognize the following employees on their recent accomplishments:

Parks Director - Mandy McCarley - Certification for Local Government Project Procedures Qualification from the Texas Department of Transportation.

Municipal Court Administrator - Michelle Lowe - completion of Level III Court Clerk Certification, the highest level of Certification for Court Clerks in Texas

Fire Marshal- Charlie Schneider and Assistant Fire Marshal Kevin Lockwood, attending Texas A&M Engineering and Extension Service 36 hour code enforcement class. Charlie passed his Texas Dept of Licensing and Regulation exam and Kevin is set to take his exam next month.

Texas Economic Development & Tourism Office within the office of the Governor announced that the City of Willow Park has been designated by the Texas Film Commission as a Film Friendly Texas Certified Community. Ms. Fisher thanked Communications Director Rosealee Hoffman for her work in completing the multi step training and certification process.

Ms. Fisher then thanked both Rosalee Hoffman and Mandy McCarley for the outstanding Celebration of USA 250th Anniversary Celebration. Ms. Fisher also thanked Andy Taylor, Charlie Schneider and all of the Police Personnel who helped with this event.

"Thank you all for being valuable employees for our city and committed to personal and professional improvement"

5. **Discussion/Action: for potential park dedication to Lea Young.** (*Councilmember Scott Smith, Councilmember Buddy Wright*)

Councilmember Buddy Wright and Councilmember Scott Smith wanted discussion for a possible park dedication to former City Councilmember Lea Young who served Willow Park for over 20 years being on the board of adjustment and serving 7 years on the City Council. She was a tireless advocate for Willow Park's community spaces. Ms. Fisher stated that the dedication would most likely come when the city opens a new park.

There was no formal action taken on this item at this time.

6. **Discussion/Action: to consider possible Subdivision regulations in the Extraterritorial Jurisdiction in Willow Park as it relates to Data Centers.** (*Councilmember Eric Contreras*)

This item was tabled to the next regular meeting.

No action was taken on this item.

7. Discussion and possible action to approve an Ordinance to approve a new City Code of Conduct to ensure the professional conduct of City Council, Staff, Boards and Commissions to increase public confidence and efficient, respectful governance. (Mayor Teresa Palmer)

Mayor Teresa Palmer addressed the City Council to discuss an Ordinance to approve a new City Code of Conduct to ensure the professional conduct of City Council, Staff, Boards and Commissions to increase public confidence and efficient respectful governance. Mayor Palmer stated she had asked for this item to be put on Agenda because she received an email from a Council person in another city that said the City Manager and City Planner of Willow Park were speaking with someone at a TML Meeting and they were saying False, Viscious and Malicious things about me (Mayor Palmer) She asked council to consider adopting an Ordinance for a new City Code of Conduct.

Citizen Chris Wood spoke on this item.

Citizen Gene Martin deferred his comments on this item.

Following discussion, there was no action taken on this item.

EXECUTIVE SESSION

In accordance with the Texas Government Code, Chapter 551, Subchapter D, the City Council will recess in Executive Session (closed meeting) to discuss the following:

Mayor Teresa Palmer adjourned the regular session of the Willow Park City Council into Executive Session at 6:37 pm to discuss items listed on the Agenda.

Those in attendance were: Mayor Teresa Palmer, Mayor Pro Tem Nathan Crummel, Councilmember Eric Contreras, Councilmember Chawn Gilliland, Councilmember Buddy Wright, Councilmember Scott Smith, City Manager Toni Fisher and City Attorney Judy El Masri.

- 8. Section 551.071, Consultation with Attorney: City of Willow Park v. Halff & Associates. (Fort Worth Water Project)**
- 9. Section 551.071, Consultation with City Attorney: City of Aledo, Texas and City of Fort Worth, Texas v. City of Willow Park, Texas, Beall-Dean Ranch and Parker County cause number: CV26-0175 in Parker County District Court, 43rd District.**
- 10. Section 551.071, Consultation with City Attorney: Charter and Charter Commission legal issues.**
- 11. Section 551.074 Personnel; Section 551.071 Consultation with City Attorney: Police Chief Position**
- 12. Section 551.074 Personnel; Section 551.071 Consultation with City Attorney: City Manager Agreement**

RECONVENE INTO OPEN SESSION

In accordance with the Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.

Mayor Teresa Palmer called the regular session of the City Council meeting back to order at 8:59 pm and asked if there is any action on any items discussed in the Executive Session meeting.

There were no motions/actions on any item discussed in Executive Session.

13. Discussion/Action: Regarding City Charter and possible City Council appointment of a Charter Commission and assigned tasks.

Ms. Carol Brackeen spoke on this item.

Gene Martin also spoke on this item.

There was no formal action taken on this item at this time.

INFORMATIONAL COMMENTS

14. City Manager Comments: Response/Reaction to Meeting

Community Interest:

"National Night Out" Event - October 6, 2026 @The District of Willow Park.

City Manager Toni Fisher informed the Council of the National Night Out Event that will be held on October 6, 2026 at the District.

Also, the city will start holding a Muni-Versity event every other month to give the residents knowledge of what each department actually does for the City. This will start this Saturday, July 18th and will go over the budget process and property taxes. Meeting will start at 8:00 am and go until 9:00 am then we will hold our City Budget Worksession with the City Council at 9:00 am.

15. City Council/Mayor Comments: Response/Reaction to Meeting

Councilmember Eric Contreras thanked Michelle/Charlie/Kevin and all the incredible City Staff we have working for us and the outstanding job that they do. And thank you to all of them for their great job on the Willow Spark event.

Councilmember Scott Smith stated that his Coffee with Councilmember will start up again on Friday August 7th from 8:30 - 9:30 am and will be held monthly on the first Friday of each month.

Mayor Teresa Palmer requested that the City Manager contract be public and the document should be put online.

16. Future Agenda Items requested by Mayor, City Council or City Staff

Mayor Palmer requested that an item be added to the next Agenda to set policies for preparation of the meeting Agenda.

Councilmember Eric Contreras asked for an item to be added from Michelle and Chase to update on the progress of the wastewater treatment plant.

ADJOURN

With nothing further to discuss or consider, Mayor Teresa Palmer asked for a motion to adjourn the regular meeting of the City Council.

Motion was made to adjourn the regular meeting at 9:15 pm

Motion made by Councilmember Contreras, Seconded by Councilmember Smith.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Wright, Councilmember Smith, Councilmember Crummel

THESE MINUTES WERE APPROVED BY WILLOW PARK CITY COUNCIL:

Mayor

Date

City Secretary

**CITY OF WILLOW PARK
EMPLOYMENT AGREEMENT**

THE STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF PARKER §

THIS CITY MANAGER EMPLOYMENT AGREEMENT ("Agreement") is made and entered into, effective the 9th day of June 2026, by and between the Employer, City of Willow Park, Texas, a Texas municipal corporation (the "City") and Employee, Antonette A. "Toni" Fisher (the "Employee").

W I T N E S S E T H:

WHEREAS, the City Council of the City of Willow Park (the "Council") and the Employee believe that an employment agreement negotiated between the Council, on behalf of the City, and the Employee can be mutually beneficial to the City, the Employee, and the community they serve;

WHEREAS, the Council and the Employee believe an employment agreement can strengthen the Council-Manager relationship by enhancing the excellence and continuity of the management of the City for the benefit of its citizens;

WHEREAS, the Council, on behalf of the City, desires to employ the services of the Employee, as the City Manager of the City of Willow Park ("City Manager"), pursuant to the terms, conditions and provisions of this Agreement;

WHEREAS, Employee has agreed to accept employment as the City Manager, subject to the terms, conditions and provisions of this Agreement.

NOW, THEREFORE, the City and the Employee, for and in consideration of the terms, conditions and provisions hereinafter established, have agreed, and do hereby agree as follows:

I. **Employment.** Effective as of the date hereof Employee shall faithfully and competently and to the best of her abilities, serve Employer as City Manager, and she shall devote her working time to the duties and responsibilities set forth by City Ordinance.

Employee shall serve as the chief administrative and executive officer of the City and faithfully perform the duties of the City Manager to the best of her abilities as prescribed by the job description, as set forth in the City Ordinances, and as may be lawfully assigned by the Council. Further, the Manager shall comply with (collectively "Applicable Laws and Authorities"): state and federal law; the City's Charter, if any; all City policies, rules, regulations and ordinances as they exist or may hereinafter be amended; and, all lawful Council directives. All duties assigned to the Manager by the Council shall be appropriate to and consistent with the professional role and responsibility of the City Manager position.

Manager shall also perform each of the additional following duties not prohibited by or in material conflict with any existing provisions of the City Ordinances:

- a. Develop and establish internal regulations, rules, and procedures as deemed necessary for the efficient and effective operation of the City.
- b. Direct, assign, create, describe, organize, arrange, evaluate, and compensate all City employee positions who report to the Manager, in accordance with city policies and ordinances, subject to limitations established by the City's annual budget, and with prudence.
- c. Accept all resignations of employees of the City, except for those employees that report directly to the Council and whose resignation must be accepted by Council.

II. **Term of Employment.** The term of this Agreement shall be for an initial term of two (2) years beginning on June 9, 2026 (the "Commencement Date") of this employment agreement, and shall remain in effect, at the pleasure of the Council, until June 30, 2028, or until terminated as provided herein. The Employer may, by action of the Council, and with the consent and approval of the Manager, extend the term of this Agreement for two (2) additional terms of one (1) year each.

III. **Criticisms, Complaints, Requests, Inquiries, and Suggestions.** The Mayor and/or Council, individually and collectively, shall refer all substantive criticisms, complaints, requests, inquiries, and suggestions, in a timely manner, to the Employee for her study, response and/or appropriate action, and the Employee shall refer the matter(s) to the appropriate City employee or shall investigate such matter(s) and inform the Mayor and Council of the results of such efforts.

IV. **Reassignment.** The Employee cannot be reassigned from the position of City Manager to another position without the Employee's prior written consent.

V. **Compensation; Base Salary; Adjustment to Base Salary.** As compensation of Employee's services under this Agreement, Employer shall pay and Employee shall accept a base salary of One Hundred Eighty-Seven Thousand Five Hundred Dollars and .00/100 (\$187,500.00),

subject to market adjustments of such kind and nature as are offered to all City management employees. Any additional compensation will follow all policies as set out in the Employer's Employment Policies and Procedures. Amendments and/or extensions to the Term of this Agreement may, at the discretion of the City Council, include an increase in the Employee's base salary.

VI. **Benefits.** During the term of the Employee's employment pursuant to this Agreement, Employer shall provide Employee with employment benefits of such kind and nature as are offered to all City management employees and described in Employer's Employment Policies and Procedures, as the same now exists or may from time to time hereafter be amended. Employer shall provide Employee with the following benefits:

- a. **Vacation and Holidays.** Employee shall accrue vacation hours at a rate of twenty (20) hours per month during the term of this Agreement (thirty (30) days per year). The maximum vacation balance that may be carried over from year to year shall be 240 hours. Upon mutual ratification of this Agreement, Employee shall be credited with forty (40) hours of vacation leave.

Employee shall be authorized holiday leave as provided to other full-time employees through the Employer's Employment Policies and Procedures.

- b. **Sick Leave.** Employee shall accrue sick leave at the rate of eight (8) hours per calendar month as provided in the Employer's Employee Handbook. The maximum sick balance that may be carried over from year to year shall be 240 hours.
- c. **Insurance Benefits.** Employer shall provide Employee with insurance benefits consistent with those provided to all other management employees and pursuant to the Employer's Employee Handbook.
- d. **Retirement.** Employer shall make reasonable and customary contributions on the Employee's behalf to the Texas Municipal Retirement System (TMRS), with City contributions consistent with those provided to all other management employees and pursuant to the City's Employment Policies and Procedure. Employee is responsible for her portion of such payments.
- e. **Professional Memberships.** Employer shall pay the professional dues and subscriptions necessary for Employee's continued participation in national, regional, state, and local professional associations and organizations necessary and desirable for her continued professional growth and advancement, and for the good of Employer. Expenses incurred shall be subject to limitations established by the Employer's annual budget.
- f. **Professional Conferences.** Employer shall pay the conference tuition, travel, food, lodging and incidental expenses of Employee for professional and official

travel, meetings and occasions relating to Employer business as approved according to Employer's policies. Expenses incurred shall be subject to limitations established by the Employer's annual budget.

- g. **Civic organizations.** Employer shall pay the annual dues and expenses of Employee for membership in such area civic organizations as Employee may choose to join. Expenses incurred shall be subject to limitations established by the Employer's annual budget.
- h. **Equipment.** The City agrees to pay Manager, during the term of this Agreement or any extension thereto, and in addition to other salary and benefits herein provided, the sum of Ten Thousand Dollars and 00/100 (\$10,000.00) per year, payable in monthly installments as a vehicle allowance.

Employee shall be issued all necessary and required technology for performance of her duties, including cell phone, laptop computer, related technology, and equipment.

- i. **Educational Reimbursement.** The employee is eligible to participate in the Tuition Reimbursement Program for a future degree program for professional development upon approval by the City Council, subject to the provisions in the Employer's Policies and Procedures.
- j. **Hours of Work.** The Council recognizes that Employee is expected engage in the hours of work that are necessary to fulfill the obligations of the City Manager position and must devote a great deal of time outside the normal office hour to the business of the City. Employee acknowledges the proper performance of the duties of the City manager of the City will require Employee to generally observe normal business hours in-person and will also often require the performance of necessary services outside of normal business hours. Employee agrees to devote such additional time as is necessary for the full and proper performance of her duties and that the compensation provided includes compensation for the performance of all such services. However, the City intends that reasonable time off be permitted to Employee, such as is customary for exempt employees so long as the time off does not interfere with the normal job responsibilities of the City Manager.

VII. **Termination of Employment.** Employee's employment may be terminated before the expiration of the term of this Agreement only as follows:

- a. Employee's employment pursuant to this Agreement shall terminate automatically upon the death of the Employee. Promptly thereafter, Employer shall pay the Employee's estate Employee's base salary at the then current rate through the date of death, plus a lump sum cash payment in an amount equal to Employee's accrued but unused vacation time and accrued sick leave, up to a maximum of 240 hours, all as provided in the Employer's Employment Policies and Procedures.

- b. Employee may terminate her employment pursuant to this Agreement upon no less than thirty (30) days prior written notice to the Employer, which notice requirement may be waived in whole or in part by the Mayor with the consent of the Council in their sole discretion. Promptly following the effective date of Employee's termination of her employment pursuant to this section Employer shall pay to Employee her base salary through the effective date of termination, at the then current rate, plus a lump sum cash payment in an amount equal to Employee's accrued unused vacation time and accrued sick leave, up to a maximum of 240 hours, as provided in the Employer's Employment Policies and Procedures.
- c. Employee's employment pursuant to her Agreement may be terminated at any time in the sole and exclusive discretion of Employer for any reason or for no reason. Such termination shall only become effective upon thirty (30) days-notice given to Employee, and the following provisions:
 - 1. If such termination is not for cause, as that term is defined herein, the Employee shall receive her base salary to the effective date of her termination, plus a lump sum cash payment in an amount equal to Employee's accrued, unused vacation time and accrued sick leave, up to a maximum of 240 hours, all as provided in Employer's Employment Policies and Procedures. Employee shall further receive severance pay in the amount of equivalent to twenty (20) weeks of the Employee's salary. All severance pay shall be paid in a lump sum amount subject to all applicable withholding, including TMRS contributions, unless otherwise agreed by both parties. Payment of severance is conditional upon Employee's execution of a separation agreement and release of claims.
 - 2. If such termination is for cause, as that term is defined herein, the Employer shall within thirty (30) days after the effective date of termination of Employee's employment pursuant to this subsection pay to Employee her base salary through the date of termination, plus lump sum cash payment in an amount equivalent to her accrued but unused vacation time. "Cause" shall be limited to the following:
 - i. Material breach of this Agreement or misconduct by Employee. A determination of "cause" as described in this section shall be within the province of the Employer. Employee's failure or refusal to carry out, implement, or adhere to lawful policies, directives, duties, or instructions constitute cause.
 - ii. Unreasonable neglect or refusal to perform the duties and responsibilities assigned to Employee, or failure to provide an acceptable quality of professional service. "Acceptable quality of professional service" means a quality that would be generally acceptable in the opinion of a majority of the Mayor and Council.

- iii. Any misconduct by Employee involving an act of moral turpitude, criminal illegality (excepting minor traffic violations), or habitual violations of the traffic laws, whether or not related to Employee's official duties hereunder. Cause as defined in subparagraph (c)2(iii) shall be grounds for immediate termination and Employee shall not be entitled to notice.
- iv. Disability of employee as determined by the Mayor and City Council following a continuous absence of employee for a serious health condition or incapacity which prevents Employee from performing the essential functions of her position.
- d. Immediately upon the effective date of termination of employee, Employee shall cease to perform any activities on behalf of, and will cease to hold himself out as representing Employer, and will forfeit and return all Employer issued equipment and other Employer owned property assigned to, or in the possession of the Employee.

VIII. Provisions of General Applicability.

- a. Performance Evaluations. The Council shall conduct a performance review at its own discretion and at least once annually, and no later than November 15th of each year, effective as of the date of this Agreement. Merit compensation, by additional value or percentage, in addition to Manager's annual salary and above market adjustments to all City management employees, is at the discretion of the Council.
- b. Amendment. No amendment or modification of this Agreement shall become effective unless authorized by the City Council and made in writing and signed by both Employer and Employee, except that the Mayor and Council may approve and authorize adjustments in compensation without amendment to this Agreement.
- c. Integration. Except for documents expressly referred to within this contract, which are hereby incorporated by reference as though fully set forth herein, this document expresses the complete agreement between Employer and Employee, and they have not entered into any other agreements, either oral or written.
- d. Severability. To the extent any provision of this Agreement shall be found invalid or unenforceable, it shall be considered deleted here from, and the remainder of such provision and of this Agreement shall be unaffected and shall continue in full force and effect.
- e. Notice. All notices required or permitted to the given hereunder shall be in writing and shall be given to the parties addressed as follows:

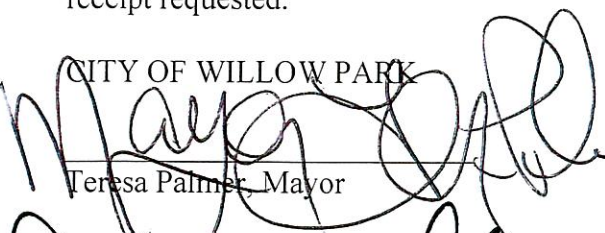
To Employee: Antonette A. "Toni" Fisher
[At address on file with Human Resources Dept.]

To Employer: Teresa Palmer; Mayor
City of Willow Park, Texas

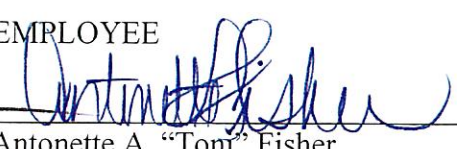
With a copy: Messer Fort, PLLC
6371 Preston Ave; Suite 200
Frisco, Texas 79034

Or at such other address as a party may be noticed direct. Notices shall be deemed given only upon personal service on the party or upon confirmation of receipt by US Mail, certified mail, return receipt requested.

CITY OF WILLOW PARK


Teresa Palmer, Mayor

EMPLOYEE


Antonette A. "Toni" Fisher

Attest:


Deana McMullen, City Secretary

Approved as to form:

Wm. Andrew Messer
City Attorney

CITY OF WILLOW PARK, TEXAS
ORDINANCE NO. 926-25

AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS AMENDING THE CITY OF WILLOW PARK CODE OF ORDINANCES, CHAPTER 1 "GENERAL PROVISIONS", ARTICLE 1.03 "CITY COUNCIL", DIVISION 2 "GOVERNANCE POLICY AND RULES OF PROCEDURE", §1.03.035 "MEETINGS", SUBSECTION (m) "AGENDA"; PROVIDING MAYOR AND THE CITY ADMINISTRATOR HAVE CONTROL OF THE CITY COUNCIL AGENDA, INCLUDING SUPPLEMENTS AND AMENDMENTS AND PROVIDING AN AGENDA SCHEDULE; PROVIDING FOR SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Willow Park, Texas is a Type-A general law municipality (the "City") located in Parker County, created in accordance with the provisions of Chapter 6 of the Local Government Code, and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the City of Willow Park desires to revise its City ordinance regarding policies and procedures for placing items on the agenda; and

WHEREAS, the City of Willow Park submitted the revisions to Chapter 1 "General Provisions", Article 1.03 "City Council" to the City Council for its review, all in compliance with Chapter 1 "General Provisions", Article 1 "Code of Ordinances" §1.01.007 "Amendments or additions to code" of the City of Willow Park Code of Ordinances; and

WHEREAS, the City of Willow Park City Council finds and determines that the revision of the City ordinance regarding meetings will be in the best interest of the citizens of Willow Park.

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

SECTION 1. All the above premises are hereby found to be true and correct and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2: Amendment. That Chapter 1 "General Provisions", Article 1.03 "City Council", §1.03.035 "Meetings", of the City's Code of Ordinances is hereby amended and Subsection (m) is replaced in its entirety as set forth below with all other provisions of Chapter 1, Article 1.03 not herein affected to remain in full force and effect:

§ 1.03.035. Meetings.

(m) Agenda

- (1) The mayor and/or city administrator or designee shall set the agenda and have control over the agenda, including supplements and amendments. The mayor and any council member may, either verbally or in writing, request an item be placed on a future agenda. The requested agenda item shall be included on the next agenda of a regularly

scheduled meeting but no later than the second regularly scheduled meeting after receiving the request unless otherwise agreed upon by the city council.

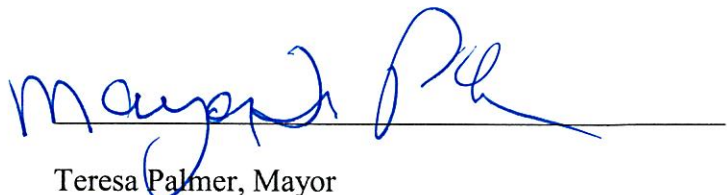
- (2) A preliminary agenda shall be provided by the city secretary or designee to the council by 12:00pm on the Monday, or five business days, prior to a scheduled city council meeting.
- (3) A final agenda shall be provided by the city secretary or designee to the council by 12:00pm on the Tuesday, or four business days, prior to a scheduled city council meeting.
- (4) The “consent agenda” consists of operational items and previously discussed items that do not require deliberation by the council.
- (5) Any council member may remove an item from the consent agenda for separate discussion and consideration of action.
- (6) During a council meeting, any item may be deferred or postponed to a later date by the mayor if there is no objection. If a member of the city council objects, a majority vote of the council is required to defer or postpone the item.
- (7) The city administrator may remove an item from the consent agenda items by providing notice to the city council prior to the convening of the meeting. The chair shall announce the removal of an item from the consent agenda prior to requesting a motion.

SECTION 3: Savings/Repealing Clause. All provisions of any ordinance in conflict with this Ordinance are hereby repealed; but such repeal shall not abate any pending prosecution for violation of the repealed Ordinance, nor shall the repeal prevent prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining portions of conflicting ordinances shall remain in full force and effect.

SECTION 4: Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Willow Park hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 5: Effective Date. This Ordinance shall become effective upon its passage.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, THIS 17th DAY OF November 2025.


Teresa Palmer, Mayor

ATTEST:


Deana McMullen, City Secretary



/



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: JULY 28, 2026	Department: Municipal Court	Prepared By: Michelle Lowe
---------------------------------------	---------------------------------------	--------------------------------------

AGENDA ITEM

MUNICIPAL COURT 2ND AND 3RD QUARTER FY 2025-2026 REPORT

BACKGROUND:

MUNICIPAL COURT REPORT

STAFF/BOARD/COMMISSION RECOMMENDATION:

- EXHIBITS:**
REPORT SUMMARIES
CITATION LISTING REPORT
REVENUE BY OFFENSE TYPE REPORT
OFFENSE BY YEAR REPORT

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	



Municipal Court

2ND & 3RD Quarter Report

January 01, 2026 – June 30, 2026

The mission of the Willow Park Municipal Court is to remain independent and impartial; provide service and ensure due process of the law to the public with fairness, and integrity, completing court business in a timely and efficient manner while following the rule of law; treating everyone individually with respect; and addressing individual situations on a case by case basis and providing defendants with necessary information and options to complete their business in an informed manner.

Municipal Court Judge – Josh Norrell
 Municipal Court Prosecutor – Ashley McSwain
 Court Administrator – Michelle Lowe
 Deputy Court Clerk/Juvenile Case Manager – Crystal Frazier

RESPONSIBILITIES

Processing the clerical work for the Municipal Court
 Setting Trial Dockets
 Collecting Court Fines and Fees
 Maintaining Court Records
 Performing administrative duties delegated by the Municipal Court Judge.

New Cases Filed 2nd and 3rd quarter: 430

Dispositions:

Fine Paid – 184
 Compliance Dismissals – 46
 Financial Responsibility Dismissals – 4
 Satisfied Deferred – 98
 Satisfied Driving Safety Course – 45
 Appeal to County – 0
 Jail Credit Given – 6
 Indigent - 4

Total Cases Closed Out – 387

Revenue:**Kept by the City: \$66,209.01**

Of that amount \$5,338.42 goes to the special funds below that are only to be used for the court as approved by the Judge.

LCF 1 (Security Fund) -\$167.94

LCF 2 (Truancy Prevention Fund) -\$1,919.06

LCF 3 (Technology Fund)-\$137.08

LCF 4(Jury Fund)-\$38.30

LCF 5(Security and Technology Consolidated Fund) - \$3,111.04

Remitted to State: \$34,225.20**Total: \$100,434.21**

51 Cases were sent to Collections during this quarter that totaled the amount of \$18,547.00

Closed Collection cases this quarter totaled \$2,653.33

Attached Reports:

2nd & 3Rd Quarter Citation Listing

2nd & 3rd Quarter Revenue Report

2nd & 3rd Quarter Offense Report

Updates:

The court has been updating or creating SOPs for all daily, monthly and yearly processes for operating the court.

Working on Fine Study for possible update of fines for the court.

Working with Architect and Contractor on a possible start date for new court space renovations.

Upcoming:

August Court Docket: 08/26/2026

September Court Docket: 09/23/2026

October Court Docket: 10/28/2026

Court Dockets are typically held every 4th Wednesday of the month. Some months may be different due to Holidays or Conflicts.

Only the Judge Dockets are open to the public except for Juvenile and Indigent Dockets.

11:00am – Attorney Plea Docket – Prosecutor

11:30am – Discovery Conference – Prosecutor

1:00pm – Pre Trial – Prosecutor

2:00pm – Plea Court – Judge

3:00pm – Juvenile – Judge

3:00pm – Minor and Indigent Docket – Judge

4:00pm – Show cause Docket – Judge



Item 8.

Citation Listing
Willow Park Municipal Court
7/21/2026 11:30:36 AM
Citation Listing Report
Totals For 01/01/2026 - 06/30/2026

Report Totals

By Race

	3
A - Asian or Pacific Islander	10
B - Black	27
H - H	29
I - American India or Alaskan Nat	1
W - White	327

Report Totals

Report Totals

By Gender

	3
F - Female	125
M - Male	269

Report Totals

Report Totals

By Age Code

	3
A - Adult	307
J - Juvenile	6
M - Minor	45
U - Under 25	36

Report Totals

Report Totals:

Number Of Citations:	397
Number Of Violations:	430

Willow Park Municipal Court

Citation Listing Report

Totals For 01/01/2026 - 06/30/2026

[illegible]

3

R - Regular

394

Report Totals

397

Number Of Citations:

397

Number Of Violations:

430



Revenue By Offense Type

Willow Park Municipal Court

7/21/2026 11:36:40 AM

Original Offense Type

Fee Code Totals For Transaction Date From 01/01/2026 To 06/30/2026

Item 8.

Fee Code	Fee Description	Count	Amount	Non Cash	Disbursement	Total
City Ordinance						
AF	ARREST FEE	12	\$60.00	\$0.00	\$0.00	\$60.00
COLL	COLLECTIONS	1	\$144.30	\$0.00	\$0.00	\$144.30
FINE	FINE	12	\$3,960.00	\$0.00	\$0.00	\$3,960.00
LATE	LATE FEE	7	\$350.00	\$0.00	\$0.00	\$350.00
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	5	\$24.50	\$0.00	\$0.00	\$24.50
LCF2	LOCAL CONSOLIDATED FEE (YOUTH DIVERSION FUND)	12	\$60.00	\$0.00	\$0.00	\$60.00
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	5	\$20.00	\$0.00	\$0.00	\$20.00
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	12	\$1.20	\$0.00	\$0.00	\$1.20
LCF5	LOCAL CONSOLIDATED FEE (SECURITY & TECHNOLOGY)	7	\$62.30	\$0.00	\$0.00	\$62.30
SCF	STATE CONSOLIDATED FEE	7	\$434.00	\$0.00	\$0.00	\$434.00
City Ordinance		80	\$5,116.30	\$0.00	\$0.00	\$5,116.30
Parking						
AF	ARREST FEE	2	\$10.00	\$0.00	\$0.00	\$10.00
LATE	LATE FEE	1	\$50.00	\$0.00	\$0.00	\$50.00
LCF2	LOCAL CONSOLIDATED FEE (YOUTH DIVERSION FUND)	2	\$10.00	\$0.00	\$0.00	\$10.00
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	2	\$0.20	\$0.00	\$0.00	\$0.20
LCF5	LOCAL CONSOLIDATED FEE (SECURITY & TECHNOLOGY)	2	\$17.80	\$0.00	\$0.00	\$17.80
PARKING	PARKING	2	\$200.00	\$0.00	\$0.00	\$200.00
Parking		11	\$288.00	\$0.00	\$0.00	\$288.00
State						
3000	LATE FEE	1	\$50.00	\$0.00	\$0.00	\$50.00
AF	ARREST FEE	19	\$40.00	\$25.00	\$0.00	\$65.00
COLL	COLLECTIONS	1	\$0.00	\$129.30	\$0.00	\$129.30
EXP	EXPENSE FEE	2	\$100.00	\$0.00	\$0.00	\$100.00
FINE	FINE	19	\$2,073.67	\$1,200.00	\$0.00	\$3,273.67
LATE	LATE FEE	3	\$83.33	\$50.00	\$0.00	\$133.33
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	1	\$0.00	\$4.90	\$0.00	\$4.90
LCF2	LOCAL CONSOLIDATED FEE (YOUTH DIVERSION FUND)	19	\$40.00	\$25.00	\$0.00	\$65.00
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	1	\$0.00	\$4.00	\$0.00	\$4.00
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	19	\$0.80	\$0.50	\$0.00	\$1.30
LCF5	LOCAL CONSOLIDATED FEE (SECURITY & TECHNOLOGY)	18	\$71.20	\$35.60	\$0.00	\$106.80
SCF	STATE CONSOLIDATED FEE	19	\$496.00	\$310.00	\$0.00	\$806.00
State		122	\$2,955.00	\$1,784.30	\$0.00	\$4,739.30
Traffic						
3000	LATE FEE	3	\$78.99	\$0.00	\$0.00	\$78.99



Revenue By Offense Type

Willow Park Municipal Court

7/21/2026 11:36:40 AM

Original Offense Type

Fee Code Totals For Transaction Date From 01/01/2026 To 06/30/2026

Item 8.

Fee Code	Fee Description	Count	Amount	Non Cash	Disbursement	Total
Traffic						
AF	ARREST FEE	397	\$1,759.14	\$50.00	\$0.00	\$1,809.14
CJF-C	CIVIL JUSTICE FUND - CITY	2	\$0.01	\$0.01	\$0.00	\$0.02
CJF-S	CIVIL JUSTICE FUND - STATE	2	\$0.09	\$0.09	\$0.00	\$0.18
COLL	COLLECTIONS	43	\$2,509.03	\$234.30	\$0.00	\$2,743.33
CS	CHILD SAFETY	5	\$125.00	\$0.00	\$0.00	\$125.00
DS10	COMPLIANCE DISMISSAL \$10	1	\$10.00	\$0.00	\$0.00	\$10.00
DS20	COMPLIANCE DISMISSAL \$20	37	\$740.00	\$0.00	\$0.00	\$740.00
DDC	DEFENSIVE DRIVING FEE	70	\$690.70	\$0.00	\$0.00	\$690.70
EXP	EXPENSE FEE	84	\$4,039.00	\$0.00	\$0.00	\$4,039.00
FINE	FINE	73	\$9,538.73	\$1,053.00	\$0.00	\$10,591.73
IDF	INDIGENT DEFENSIVE FEE	4	\$4.00	\$4.00	\$0.00	\$8.00
JS-C	JUDICIAL SUPPORT - CITY	4	\$1.20	\$1.20	\$0.00	\$2.40
JS-S	JUDICIAL SUPPORT - STATE	4	\$10.80	\$8.80	\$0.00	\$19.60
LATE	LATE FEE	89	\$4,036.05	\$59.70	\$0.00	\$4,095.75
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	36	\$128.74	\$9.80	\$0.00	\$138.54
LCF2	LOCAL CONSOLIDATED FEE (YOUTH DIVERSION FUND)	393	\$1,744.06	\$40.00	\$0.00	\$1,784.06
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	36	\$105.08	\$8.00	\$0.00	\$113.08
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	387	\$34.80	\$0.80	\$0.00	\$35.60
LCF5	LOCAL CONSOLIDATED FEE (SECURITY & TECHNOLOGY)	357	\$2,870.74	\$53.40	\$0.00	\$2,924.14
LTF	LOCAL TRAFFIC FINE	314	\$860.49	\$12.00	\$0.00	\$872.49
MCTF	MUNICIPAL COURT TECHNOLOGY FUND	4	\$8.00	\$8.00	\$0.00	\$16.00
OMNIC	OMNIBASE FEE CITY REIMBURSEMENT	1	\$0.00	\$4.00	\$0.00	\$4.00
OMNI-C	OMNIBASE FEE CITY REIMBURSEMENT	1	\$4.00	\$0.00	\$0.00	\$4.00
OMNIO	OMNIBASE FEE REIMBURSEMENT	1	\$0.00	\$6.00	\$0.00	\$6.00
OMNI-O	OMNIBASE FEE REIMBURSEMENT	1	\$6.00	\$0.00	\$0.00	\$6.00
OMNIS	OMNIBASE STATE FEE REIMBURSEMENT	1	\$0.00	\$20.00	\$0.00	\$20.00
OMNI-S	OMNIBASE STATE FEE REIMBURSEMENT	1	\$20.00	\$0.00	\$0.00	\$20.00
PP-JE	PAYMENT PLAN- JUDICIAL EFFICIENCY	19	\$152.79	\$0.00	\$0.00	\$152.79
SCF	STATE CONSOLIDATED FEE	397	\$21,708.59	\$576.00	\$0.00	\$22,284.59
SJF	STATE JUROR FEE	4	\$8.00	\$8.00	\$0.00	\$16.00
STF	STATE TRAFFIC FINE	313	\$14,322.17	\$130.00	\$0.00	\$14,452.17
TITLE7	TITLE 7 TRANS CODE FINES	239	\$26,017.71	\$379.96	\$0.00	\$26,397.67
TPDF	TRUANCY PREVENTION AND DIVERSION FUND	3	\$4.00	\$2.00	\$0.00	\$6.00



Revenue By Offense Type

Willow Park Municipal Court

7/21/2026 11:36:40 AM

Original Offense Type

Fee Code Totals For Transaction Date From 01/01/2026 To 06/30/2026

Item 8.

Fee Code	Fee Description	Count	Amount	Non Cash	Disbursement	Total
Traffic						
WRT	WARRANT FEE	1	\$50.00	\$0.00	\$0.00	\$50.00
Traffic		3327	\$91,587.91	\$2,669.06	\$0.00	\$94,256.97

Report Totals:

3540

\$99,947.21

\$4,453.36

\$0.00

\$104,400.57



Revenue By Offense Type

Willow Park Municipal Court

7/21/2026 11:36:40 AM

Original Offense Type

Transaction Totals For Transaction Date From 01/01/2026 To 06/30/2026

Item 8.

Transaction Description	Trans Code	Count	Amount	Non Cash	Disbursement	Total
City Ordinance						
Payments	P	80	\$5,116.30	\$0.00	\$0.00	\$5,116.30
	City Ordinance	80	\$5,116.30	\$0.00	\$0.00	\$5,116.30
Parking						
Payments	P	11	\$288.00	\$0.00	\$0.00	\$288.00
	Parking	11	\$288.00	\$0.00	\$0.00	\$288.00
State						
Applied Bond		6	\$281.00	\$0.00	\$0.00	\$281.00
Bond Escrow	BE	6	\$281.00	\$0.00	\$0.00	\$281.00
CHECK FROM CITY	CHK	7	(\$312.00)	\$0.00	\$0.00	(\$312.00)
Jail Credit	JT	33	\$0.00	\$1,784.30	\$0.00	\$1,784.30
Payments	P	64	\$2,986.00	\$0.00	\$0.00	\$2,986.00
VOIDED CASH PAYMENT	V	6	(\$281.00)	\$0.00	\$0.00	(\$281.00)
	State	122	\$2,955.00	\$1,784.30	\$0.00	\$4,739.30
Traffic						
CHECK FROM CITY	CHK	2	(\$175.00)	\$0.00	\$0.00	(\$175.00)
Indigent	IN	26	\$0.00	\$1,055.00	\$0.00	\$1,055.00
Jail Credit	JT	51	\$0.00	\$1,409.40	\$0.00	\$1,409.40
Payments	P	3240	\$91,762.91	\$0.00	\$0.00	\$91,762.91
Waived By Judge	WV	8	\$0.00	\$204.66	\$0.00	\$204.66
	Traffic	3327	\$91,587.91	\$2,669.06	\$0.00	\$94,256.97

Report Totals:	3540	\$99,947.21	\$4,453.36	\$0.00	\$104,400.57
----------------	------	-------------	------------	--------	--------------



Offense By Year Report

Municipal Court
7/21/2026 11:38:35 AM

Violations For Filed Date From 01/01/2026 To 06/30/2026

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0453 CITY ORD. DISOBEY TRAFFIC CONTROL DEVICE				1									1
1693 PARKING - FIRE LANE						3							3
1830 ANIMAL(S) AT LARGE				1									1
2003 HOTEL OCCUPANCY TAX (HOT)			4										4
3001 SPEEDING	13	4	20	8	11	1							57
3006 RAN STOP SIGN	1		8	2									11
3008 SPEEDING 25 MILES AND OVER POSTED SPEED LIMIT	3	2	7	3	4	2							21
3049 NO MOTOR VEHICLE LIABILITY INSURANCE	4		2		4								10
3049A NO MOTOR VEHICLE INSURANCE (UVFR)			1	1									2
3050 FAIL TO CONTROL SPEED	1				1								2
3084 FAILURE TO SIGNAL TURN, LANE CHANGE, OR TO START FROM STOPPED	2	1	1										4
3101 DRIVING WHILE LICENSE INVALID	1			1									2
3103 NO VALID DRIVERS LICENSE	1		3		2								6
3106 VIOLATE D.L. RESTRICTION - UNDER 18				1									1
3127 DROVE INTO/FW CONTROLLED ACCESS HIGHWAY	1		8	64	82	69							224
3259 EXPIRED OPERATORS LICENSE	1	1	1			1							4
3263 FAIL TO DISPLAY DRIVERS LICENSE			1										1
3338 FAILURE TO IDENTIFY		1											1
3596 SPEEDING 10% OVER LIMIT SCHOOL ZONE	4				1								5
3656 EXPIRED VEHICLE REGISTRATION	21	3	11	8	8	4							55
3657 DISPLAY WRONG LICENSE PLATE			1										1
3667 OPERATE MOTOR VEHICLE W/O LICENSE PLATES, OR W/O REGISTRATION INSIGNIA			1										1
5030 ASSAULT - PHYSICAL CONTACT	1												1
5070 FIREWORKS VIOLATION		1											1
5083 CONSUMPTION OF ALCOHOL BY MINOR				1									1
5095 MINOR IN POSSESSION OF TOBACCO			1										1
5130 POSSESSION OF DRUG PARAPHERNALIA		1	1	3									4



Offense By Year Report

Municipal Court
7/21/2026 11:38:35 AM

Violations For Filed Date From 01/01/2026 To 06/30/2026

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
5140 PUBLIC INTOXICATION	2	1		1		1							5

Report Totals:	56	14	71	95	113	81							430
----------------	----	----	----	----	-----	----	--	--	--	--	--	--	-----

PARKS
DEPARTMENT
MID-YEAR
REPORT
JANUARY-JUNE
2026

PARKS DIRECTOR
MANDY McCARLEY



MEETINGS

TRAININGS

ADMINISTRATIVE TASKS

- January 15 – Gretchen Vazquez and I met with TxDOT and had a Workshop/Project Kick-Off for the Transportation Alternatives Grant for sidewalk extensions and bike lanes at Kings Gate Park and Meadow Place Drive.
- February 15 – Initial meeting with Wilks Development about teaming up for a celebration of America's 250th. Several city staff were in attendance.
- February 25 – 2nd Annual EPCOT Trails Meeting – Gretchen Vazquez and I attended this meeting hosted by the Weatherford Mountain Bike Club.
- March 24 – Playground inspection completed at Cross Timbers and Kings Gate Parks
- May 6 – Received seven bids for Kings Gate Park restroom/pavilion facility.
- June 17-18 – TxDOT Local Government Procedures 101 Training and Certification. This is a three-year certification that must be renewed to work on TxDOT projects.

MEMORIAL PARK

- **REPURPOSED RED YUCCA THAT WERE OVERGROWN IN THE CITY HALL FLOWER BEDS AND PLANTED THEM AT MEMORIAL PARK AND THE PUBLIC SAFETY BUILDING.**
- **ADDED MUCH NEEDED MULCH TO CURRENT FLOWER BEDS AT MEMORIAL PARK.**





760 FEST
APRIL 25

Item 8.

**EVERYONE LOVED THE ROCK 'N
ROLL DUCKS AND THE MUSICAL
WILLOW PARK STICKERS.**





PARKER COUNTY CHAMBER OF COMMERCE GOLF TOURNAMENT – MAY 7

Item 8.

The City of Willow Park golf tees were loved by everyone.
The event was fantastic as always.



WILLOW PARK PALOOZA

MAY 16

It was a fun and VERY windy day at WP Palooza. The prize wheel is always a hit with the kids (and the bigger kids too).



LAMAR BILLBOARDS



ID: WillowPark_p60084-Nov25_12x40-b

Job Details	Project Details
Size: 120' X 40' Order #: 60084-25-12x40-b Event: Willow Park Nov 25, 2024 4412 Bar Street W P.O. Box 60084	001



ID: WillowPark_p60084-May26_12x40-c

Job Details	Project Details
Size: 120' X 40' Artist: Cypress Media Order #: 60084-26-12x40-c 4412 Bar Street W P.O. Box 60084	001



City of Willow Park Fire Marshal's Office

120 El Chico Item 8.
Willow Park, TX 76087
817-441-7108x221
willowpark.org

Mid-Year Report 2026

The Fire Marshal's Office has been conducting annual fire inspections for commercial occupancies, acceptance inspections for new occupancies, plan review, attending development meetings for all future developments, Fire Investigations, public education, and code enforcement.

In February, the department underwent a comprehensive compliance inspection by the Texas Commission on Fire Protection (TCFP). TCFP reported that the agency is meeting all of compliance requirements and had no violations.



Activity

- 132 fire inspections;
- 15 certificate of occupancy inspections;
- 12 fire protection system inspections;
- 16 fire suppression or Hydro inspections;
- 84 Plan reviews;
- 38 Code enforcement cases.

Projects For 2026

Item 8.

The Fire Marshal's office completed several projects this quarter to include:

- The Fire Marshal's office has selected and began the on-boarding process of new inspection and code enforcement software to replace the current software that is no longer supported by ESO.
- Placed Two new Fire Marshal/Code Enforcement vehicles in service.



Training

Employees of the Fire Marshal's office hold multiple advanced certifications across multiple disciplines including Code Enforcement, EMS, Fire, and Law Enforcement. The state requires continuing education hours for each of those certifications. Each employee of the Fire Marshal's office completes around 100 hours of continuing education hours every year to stay current with their certifications. Over the last six months employees have attended conferences, seminars, webinars, and other classes to stay current with required certifications. Some of the courses attended this year are Firefighter Fatality Investigations, National Fire Academy Residential Sprinkler Plan Review, IAAI Basic Electricity, FPANT Fire Alarm 101, and TDLR Basic Code Enforcement



NATIONAL FIRE
ACADEMY





Department Objectives in the upcoming Quarter:

- Continue prioritizing development with quick turnaround times on plan reviews and inspections.
- Remain on track for annual inspections for commercial occupancies .
- Participate in public education of fire prevention.
- Continue to promote excellence by prioritizing training and continuing education.

**TEXAS COMMISSION ON FIRE PROTECTION**

TIM GARDNER, COMPLIANCE OFFICER

PHONE: (512) 944-3109

P.O. BOX 2286, AUSTIN, TEXAS 78768-2286

AUSTIN HQ PHONE: (512) 936-3838

February 5, 2026

John Schneider, Fire Marshal
Willow Park Fire Marshal's Office
120 El Chico Trail Suite A
Willow Park, Texas 76087

Fire Marshal Schneider:

I am pleased to report that no violations were noted following the compliance inspection conducted at your agency on February 5, 2026. I will note that your agency has met the compliance requirements, and this inspection cycle is closed.

Thank you for your kind cooperation in the compliance inspection process, and for your dedicated support toward the mission and safety of the fire service in Texas.

Please contact me at tim.gardner@tcfp.texas.gov or 512-944-3109 if you have any questions or comments regarding the Texas Commission on Fire Protection.

Sincerely,

Tim Gardner

Tim Gardner, Compliance Officer
Texas Commission on Fire Protection
San Antonio Field Office

Project Update

Engineering/Public Works

FY 2025-26

2nd and 3rd Quarter Reports

King's Gate Road Bridge Replacement Project

Item 8.

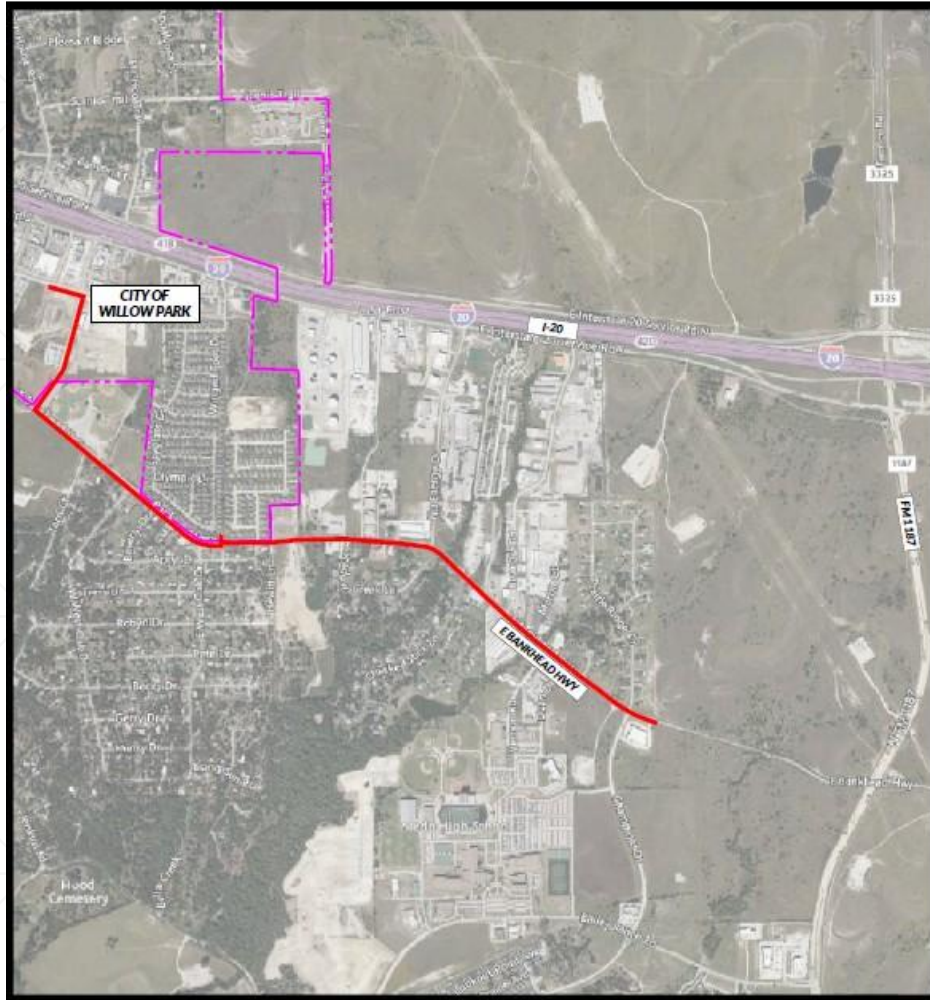


Site photo looking northeast

- ▶ **Let date:** August 2025
- ▶ **Engineer:** Bartlett & West (Texas Department of Transportation's Consultant)
- ▶ **Contractor:** New contractor to be determined
- ▶ **Total Contract Amount:** \$1,536,598.58
- ▶ **Project Description:** The project consists of the removal and replacement of the King's Gate Road bridge over Clear Fork Trinity River. The project includes the approach roadways approximately 200' south of the bridge to the IH 20 frontage road and 100' north of the bridge.
- ▶ **Timeline:** To be determined.
- ▶ **Project Update:** Since the last project update the contractor working on the King's Gate bridge has gone out of business. The Surety has taken control of the project and is in the process of acquiring a new contractor to complete the work. TxDOT is waiting to hear from the Surety when they are ready to proceed. TxDOT is keeping an eye on the project site to ensure no site conditions change and that safety measures remain in place.

E. Bankhead Highway Utility Extensions, Phase 2

Item 8.



PROJECT LOCATIONS: ■

- ▶ **Engineer:** Jacob Martin, LLC
- ▶ **Contractor:** Skyblue Utilities, Inc.
- ▶ **Total Contract Amount:** \$4,122,003.40
- ▶ **Project Description:** The project consists of approximately 4,850 linear feet of 8" HDPE water line, 4,970 linear feet of 10" C-900 PVC sewer line, bores, valves, manholes and associated appurtenances.
- ▶ **Timeline:** 450 calendar days
- ▶ **Project Update:** City Council approved a construction contract with Skyblue Utilities on April 14th, 2026. Crews with BlueSky Utilities began work July 21st on the first phase of construction. Each section is expected to take 2-4 weeks to complete, weather permitting.
 - Section A (Cold Track Drive to Beverly Drive)
 - Section B (Cold Track Drive to Shadow Creek Lane)
 - Section C (Shadow Creek Lane to Nu Energy)

Texas Department of Transportation's 2025 Transportation Alternatives (TA) Set-Aside "Call for Projects"

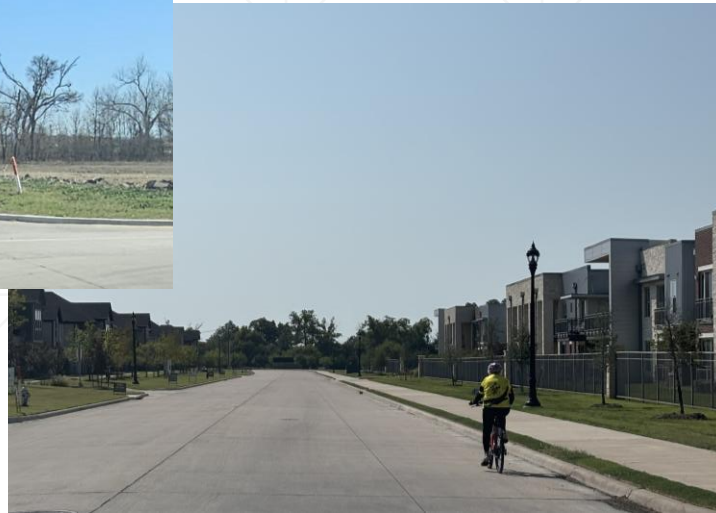
Item 8.



- ▶ The City of Willow Park Transportation Alternatives (TA) project was selected to receive federal funding for the construction of pedestrian and bicycle infrastructure.
- ▶ The City Council adopted a Resolution to enter into an Advance Funding Agreement (AFA) with the Texas Department of Transportation (TxDOT) for the design and construction of sidewalks, corner clips, crosswalks and bike lanes on Kings Gate and Meadow Place Drive.

▶ Awaiting Authorization of the Project

- TxDOT must have an executed Federal Project Authorization and Agreement (FPAA) from the Federal Government, and
- Local Government must have State Letter of Authority (SLOA)
 - Prior to Professional Services Procurement (RFQ)
 - Prior to Preliminary Engineering



Bankhead West Water Line Project

Item 8.



- ▶ **Engineer:** Jacob Martin, LLC
- ▶ **Contractor:** Contractor to be determined
- ▶ **Project Description:** The project consists of approximately 3,100 linear feet of 8" water line and river crossing with all associated appurtenances.
- ▶ **Project Update:** The City Council approved a water line loop along the I-20 service road and East Bankhead Highway. This water loop project has been in the City's Capital Improvement Plan since 2017. This project will improve water capacities and level out system pressures along the I-20 corridor, along with removing a dead-end main that requires monthly flushing. The 90% plans have been submitted to the city for review. The estimated project cost is \$647,300. The source of funding is from Impact Fees. The next step is to advertise for bids.

Water Supply and Infrastructure Grant (WSIG)

Item 8.

Eligible Projects. The grant must address at least one:

- **Water Loss**
- **TCEQ violation**
- **Provide additional water supply**

- ▶ House Bill 500, passed during the 89th Texas Legislative Session, appropriated a one-time \$1.038 billion in general revenue to the Texas Water Development Board (TWDB) for water supply and infrastructure projects and grants.
- ▶ City Council approved a Resolution authorizing the preparation and submission of a grant application to the TWDB.
- ▶ Jacob Martin Engineers are assisting staff with the application process.
- ▶ Application deadline is July 30th, 2026.

Removal of Existing Wastewater Treatment Plant

- ▶ **Engineer:** Jacob Martin, LLC
- ▶ **Bid Opening:** July 28th, 2026
- ▶ **Contractor:** TBD
- ▶ **Project Description:** This project consists of removal, demolition, and storage of an existing 0.495 MGD municipal wastewater treatment plant, including all associated equipment and appurtenances. Work includes decommissioning, cleaning, disinfection, sludge removal and dewatering, disposal of materials, protection of stored equipment, and site restoration.
- ▶ **Timeline:** 30 calendar days



Willow Park
TEXAS

PLANNING & DEVELOPMENT DEPARTMENT

FY2025-26 2ND AND 3RD QUARTER REPORT

PREPARED BY CHELSEA
KIRKLAND

CITY OF Willow Park TEXAS

Wow, what a busy year it has been so far! Here is the Development Department's 6month update! 😊

The 2nd and 3rd Quarter of 25-26 included exciting beginnings of new buildings, continued investments, new business openings, tenant improvements, and continued collaboration in development.

The most visible dirt moving projects are Adobe Interiors going in on Jimma Dr, Baylor Scott and White going in on the Southern side of I-20, and Goddard School going in on Willow Crossing.

Due to start early grading will be the lot East of Kenmark Homes which will be the proposed I-20 West Business Park.

Looking forward to more exciting opportunities for our local businesses and incoming development.



TOTAL PERMITS PROCESSED: 415

COMMERCIAL PERMITS: 79

Type of Permit	# of Permits
Clean and Show	4
Irrigation	5
TABC Liquor License	2
Mechanical	10
New Addition Building	0
New Building	4
Plumbing	20
Revised/Certificate of Occupancy	13
Sign	11
Temporary Sign	2
Site Delopment Plan - Review	1
Tenant Remodel	5
C/R Electrical Permit	2
TOTAL COMMERCIAL PERMITS:	79

RESIDENTIAL PERMITS: 190

Type of Permit	# of Permits
Accessory Building	1
Accessory Garage Building	10
Drive Approach	23
Electrical	14
Fence/Retaining Wall	31
Foundation Repair	3
Irrigation	24
Mechanical	10
On-Site Sewage Facility	3
Plumbing	21
Pool/Spa	7
Remodel/Addition to Building	1
Single-Family Dwelling	32
Window Replacement	10
TOTAL RESIDENTIAL PERMITS:	190

DEVELOPMENT & MISCELLANEOUS PERMITS:146

Type of Permit	# of Permits
Grading	3
ReZoning/Zoning Verification Letter	7
Fire Alarm	15
Fire Hood Suppression	4
Fire Suppression	21
Health	22
Annexation/Community Facilities	
Agreements	3
Peddler	1
Preliminary Plat	4
Re-Plat	6
Right-of-Way	28
Solar Panel System Electrical	6
Special Event	21
Special Use (SUP) and ZBOA	5
TOTAL DVMT & MISC PERMITS:	146



CITY OF
Willow Park
TEXAS

FY2025-26

2nd and 3rd Quarter

Building Inspections

Conducted:914

Plan Reviews Conducted:147

Tenant Remodels and Certificates of Occupancy - issued Jan 1 – June 30

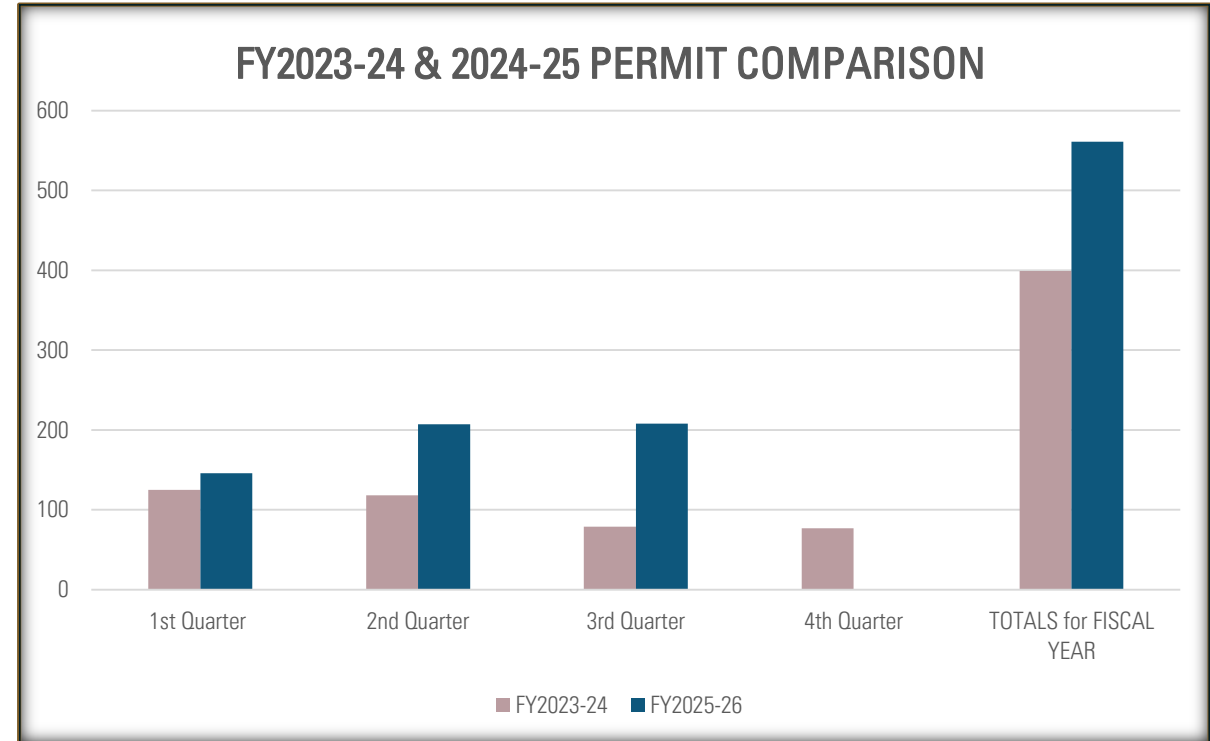
Aledo Endodontist	1/9/2026
Clean EatZ	2/2/2026
Pulidos	2/17/2026
Rotos Craft and Crust	2/23/2026
Beard Bar – Tenant Remodel and	2/23/2026
Lucchese Bootmaker – Tenant Remodel and C.O.	2/27/2026
Toastique – Tenant Remodel and C.O.	3/2/2026
Pure Barre – Tenant Remodel and C.O.	3/29/2026
The Little Gym – Tenant Remodel and C.O.	3/29/2026
Whit's Frozen Custard – Tenant Remodel and C.O.	3/30/2026
THE BACK NINE GOLF – Tenant Remodel and C.O.	4/2/2026
Gym/Classroom Remodel – Trinity Christian Academy	4/9/2026
Modular Classroom – Trinity Christian Academy	4/9/2026
NTX Retina – Tenant Remodel and C.O.	4/13/2026
Totality Medispa – Tenant Remodel and C.O.	4/20/2026
POPEYES – Tenant Remodel	4/26/2026
TX Pain Institute – Tenant Remodel	4/28/2026
The Atkins Agency – Tenant Remodel	5/4/2026
New Worship Building – Trinity Bible Church – C.O.	5/20/2026
TEXAS HIP AND KNEE – Tenant Remodel	6/12/2026
VINTAGE FLOORS – Tenant Remodel and C.O.	6/18/2026
SOUR BOULE – Tenant Remodel and C.O.	6/18/2026



CITY OF Willow Park TEXAS

Item 8.

	Completed Projects& Permits
FY2024-25	
1st Quarter	125
2nd Quarter	118
3rd Quarter	79
4th Quarter	77
TOTALS for FY2024-25	399
	Completed Projects& Permits
FY2025-26	
1st Quarter	146
2nd Quarter	207
3rd Quarter	208
4th Quarter	-
TOTALS for FY2025-26	561



CHARTS INCLUDED FOR PRIOR FY COMPARISONS



Willow Park
TEXAS

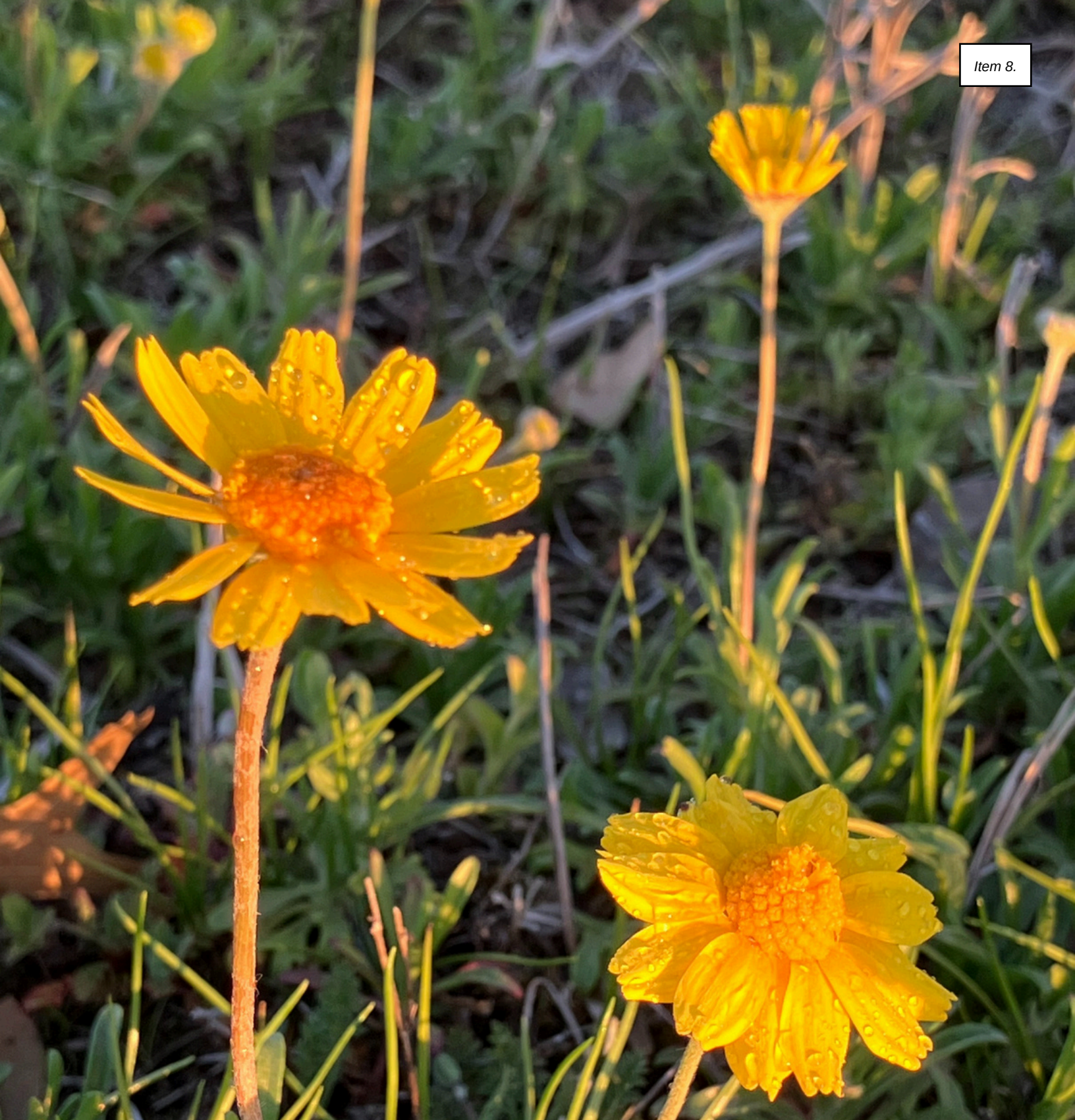
***PLANNING & DEVELOPMENT DEPARTMENT
STAFF***

Randy Law – Certified Building Official

Gretchen Vazquez, P.E. – City Engineer

Christine Rosas – Certified Permit Technician

Chelsea Kirkland – City Planner

A close-up photograph of several yellow daisy-like flowers with bright orange centers. The petals are covered in small, glistening dew drops. The flowers are set against a background of green foliage and thin, brown stems. The lighting is soft, suggesting early morning or late afternoon.

COMMUNICATIONS AND MARKETING REPORT

Q2-3 2026 // PREPARED BY ROSE HOFFMAN

City of Willow Park

ECONOMIC DEVELOPMENT



WELCOME TO THE WILLOW PARK FAMILY OF BUSINESSES!

This spring and summer we've welcomed a slew of new businesses with a gift basket of Willow Park swag and a visit from Mayor Palmer.

- Clean Eatz
- Authentic Pilates
- Pulido's
- Rotolo's Craft and Crust
- Kings Gate Co-working
- BackNine Golf
- Whit's Frozen Custard
- Toastique
- Lucchese (grand re-opening)
- Totality Medi-Spa
- And the groundbreaking for Baylor Scott White Health.



In addition to routine messaging and news from the city, our communications department also managed some campaigns that were not routine:

- Creation and maintenance of the city's website hub for all things home rule, including meeting agendas, minutes, and up-to-date copies of the charter draft;
- Regular updates and news on the Squaw Creek Road project;
- Emergency messaging during the January severe winter weather event and the tornado-warned storm in April;
- Trash cart conversion from Republic Services;
- A gas leak in the western portion of the city;
- A boil water notice and rescindment;
- The Kings Gate Bridge project.

HIGHLIGHTS

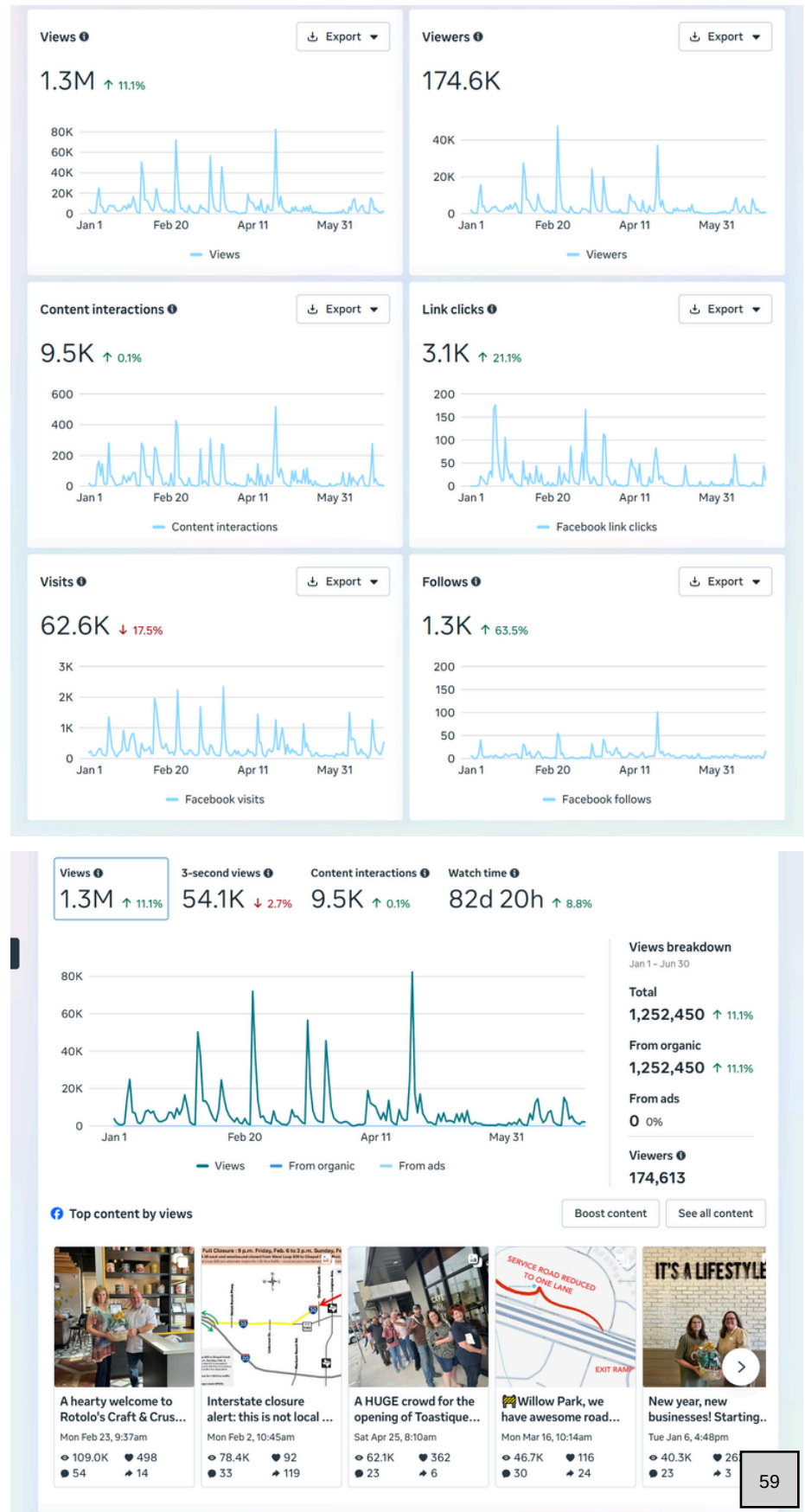


BY THE NUMBERS

KEY METRICS



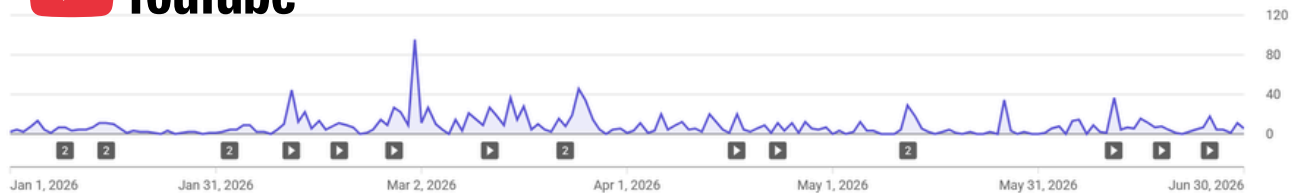
- We are still seeing record numbers on followers, engagement, and views.
- Our most popular content is anything construction related, new businesses, and development updates.
- It is possible these metrics reflect a minor restriction on our page, which seems to stem from our Juneteenth closure post, which had some comments that were reported to Facebook by our audience.





- Our audience continues to be dominated by women, mostly in the age 35-44 category.
- Our YouTube views continue to increase but historically viewers don't watch the majority of any single video. This is true across platforms for many other cities. That platform does appear to be gaining popularity among our audience.

Title		Date published ↑↓	Views ↑ ↓	Reach ↑ ↓	Viewers ↑ ↓
 A hearty welcome to Rotolo's Craft & Crust... Multi media • City of Willow Park, TX	Boost ...	Mon Feb 23, 9:37am	108,958	71,315	71,511
 Interstate closure alert: this is not local to ... Photo • City of Willow Park, TX	Boost ...	Mon Feb 2, 10:45am	78,422	43,170	43,670
 A HUGE crowd for the opening of Toastiqu... Photo • City of Willow Park, TX	Boost ...	Sat Apr 25, 8:10am	62,054	38,892	39,077
 Willow Park, we have awesome road clo... Photo • City of Willow Park, TX	Boost ...	Mon Mar 16, 10:14am	46,677	24,342	24,478
 New year, new businesses! Starting off str... Multi media • City of Willow Park, TX	Boost ...	Tue Jan 6, 4:48pm	40,306	24,038	26,363
 Commercial development roundup: March ... Photo • City of Willow Park, TX	Boost ...	Mon Mar 23, 1:39pm	38,464	21,513	22,006
 At last night's City Council meeting, the me... Photo • City of Willow Park, TX	Boost ...	Wed Feb 11, 4:20pm	38,265	19,031	18,612
 We were thrilled to join Baylor Scott & Whit... Multi media • City of Willow Park, TX	Boost ...	Mon Mar 16, 9:33am	37,318	23,361	23,443
 Quick road construction update from TxDO... Photo • City of Willow Park, TX	Boost ...	Wed Apr 8, 2:43pm	33,473	19,248	19,120
 Mayor Teresa Palmer and Communications... Multi media • City of Willow Park, TX	Boost ...	Tue Feb 3, 3:13pm	33,424	19,912	19,908
 Another new business to welcome in Will... Multi media • City of Willow Park, TX	Boost ...	Mon Mar 23, 8:41am	27,551	16,413	16,536

Views
1.5KImpressions
12.6KImpressions click-through rate
5.4%Average view duration
9:24

How viewers find your videos

Views · Jan 1 – Jun 30, 2026

Overall

External

YouTube search

Suggested videos

Playlists

External

28.5%

Channel pages

28.3%

YouTube search

12.2%

Browse features

11.1%

Suggested videos

6.6%

Others

13.4%

Top videos

Views · Jan 1 – Jun 30, 2026

	February 10 2026 City Council Meeting	223
	February 24 2026 City Council Meeting	139
	March 10 2026 City Council Meeting	121
	March 24 2026 City Council Meeting	90
	June 9 2026 City Council Meeting	68

[See more](#)

COMMUNITY ENGAGEMENT

COMP PLAN SURVEY

As part of the city's commitment to closing the feedback loop with our stakeholders, the first phase of our comprehensive plan update included a 12-week public survey.

A wide net was cast with flyers, postcards, social media and website pushes and the results were posted when complete.



FILM FRIENDLY CERTIFIED!

The Texas Economic Development & Tourism Office within the Office of the Governor announced last week the City of Willow Park has been designated by the Texas Film Commission (TFC) as a Film Friendly Texas Certified Community after completing the multi-step training and certification process.

More than 200 Film Friendly Texas Certified Communities across the state receive ongoing training and guidance from the Texas Film Commission on media industry standards, best practices, and how to effectively accommodate on-location filming activity in their community.



SPRING 2026

- Communications director Rose Hoffman was a speaker at the annual Texas Association of Municipal Information Officers conference, speaking on the foundation of municipal communications. She attended several days of training at the conference as well.
- Our office was part of the teaching team for a PIO 101 class hosted by Parker County, where local agencies collaborated on regional communications issues;
- Our office also served as the evaluator for training sessions for FIFA World Cup preparedness;
- And assisted Parker County with media relations and messaging following the April tornadoes.



1. Ongoing messaging and community engagement on Bankhead project;
2. Implementation of Muni-versity
3. Analysis on mass notifications systems to determine scaling for growth;
4. Continue to diversify messaging systems



Fourth quarter

SUMMARY

**Willow Park
Y'all**

Willow Park Police Department – Quarterly update
July 28, 2026

- Completed a complete upgrade of our radio system.
- Received new vehicles and installed new camera systems. All new patrol vehicles are now in service.
- Officers were fitted with new vests which have since been ordered.
- Interviewed multiple applicants and have now filled the majority of our open positions.

Over the last six months we have improved overall morale and made some necessary changes to how we operate day to day. Our policies are now easily accessible to officers with our PMAM software which also tracks whether they have reviewed them. We have also changed our processes to accurately issue and track our department issued equipment. We are in the process of changing our Records Management System as the software we have now is no longer a viable option. We are looking at multiple web-based systems which will improve officer efficiency. The last six months has been a period of transition for us and we have worked diligently to put our department in a better position moving forward.

STATS as of 01/01/2026 to 06/30/2026

1201 Calls for Service
1587 Security check or close patrols
44 arrests
430 Citations
370 Warnings