



## **CITY COUNCIL MEETING NOVEMBER 17, 2025 AGENDA**

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

**Monday, November 17, 2025 at 6:00 PM**

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### **CALL TO ORDER AND DETERMINATION OF QUORUM**

### **INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE**

### **Mayor Comments**

- 1. Mayor Opening Comments - Billed Legal Expenses; Cork & Pig**

### **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**

*These items consist of non-controversial or "housekeeping" items required by law. Items may be considered individually by any Council member making such request prior to a motion and vote on the Consent Items.*

- 2. Approval of Regular City Council Meeting Minutes:**

**October 14, 2025**

**October 28, 2025**

### **REGULAR AGENDA ITEMS**

- 3. 4th Quarter Financial Update - CPA Jake Weber**

- 4. Discussion and Action: Presentation by Erick Macha of Hilltop Securities; Consideration of funding for the Squaw Creek Road Project (*Interim City Manager Michelle Guelker, Councilmember Buddy Wright*)**
- 5. Discussion and Action: to consider approval of contract for professional services with Jacob & Martin for update to the City of Willow Park Comp Plan and CIP (*Interim City Manager Michelle Guelker*)**
- 6. Discussion and Action: to review a process/policy approving legal work. (*Mayor Teresa Palmer*)**
- 7. Discussion: Update on Home Rule Committee Meeting(s) and Town Hall Meeting by Gene Martin (*Mayor Teresa Palmer*)**
- 8. Presentation: New City Website (*Communications Director Rose Hoffman*)**
- 9. Discussion and Action: to consider a Partnership with local elementary schools to provide Thanksgiving Meals to families in need with project not to exceed \$2,000.00 (*Mayor Teresa Palmer*)**
- 10. Discussion & Action: To approve an Ordinance of the City Of Willow Park, Texas amending the City Of Willow Park Code Of Ordinances, Chapter 1 "General Provisions", Article 1.05 "Boards, Commissions And Committees", Division 1 adding §1.05.001 "Commissions And Advisory Boards", adding §1.05.002 "Appointments for Committees, Boards and Commissions", adding §1.05.003 "Member Conduct and Removal from Committees, Boards and Commissions", and adding §1.05.004 "Operations of Committees, Boards and Commissions"; Providing For Repeal, Savings And Severability Clauses; And Providing For An Effective Date Of This Ordinance. (*Interim City Manager Toni Fisher; Mayor Pro Tem Nathan Crummel*)**
- 11. Discussion only: to discuss and consider an Ordinance of the City Of Willow Park, Texas Amending The City Of Willow Park Code Of Ordinances, Chapter 14 Zoning, Article 16 "Commissions", § 14.16.003 "Membership And Terms", § 14.16.004 "Procedure", § 14.16.005 "Duties And Powers", And §14.16.006 "Staff Support"; Providing For Repeal; Providing For Savings And Severability; Providing For Publication And Establishing An Effective Date. (*Interim City Manager Toni Fisher; Mayor Pro Tem Nathan Crummel*)**
- 12. Discussion & Action: to approve the Creation of a Citizen Financial Oversight Advisory Committee. (*Mayor Teresa Palmer*)**
- 13. Discussion & Action: to consider approval of amending Ordinance 802-19, an Ordinance of the City of Willow Park, Texas, Amending 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 the mayor and city administrator have control of the city council agenda including supplements and amendments, Providing for a Savings Clause and Severability Clauses and an Effective Date. (*City Attorney Andy Messer*)**

14. **Discussion: regarding October 30, 2025 Water Leak and Boil Notice** (Mayor Teresa Palmer; Councilmember Scott Smith; Interim City Manager Toni Fisher)

## **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:*

- 15. Section 551.071; Consultation with Attorney; City of Willow Park v. Halff & Associates**
16. **Section 551.071, Consultation with City Attorney regarding pending or contemplated litigation: Beall Dean Ranch Development and East Bankhead Highway/claims of Aledo, Fort Worth against Willow Park.**
- 17. Section 551.074; Personnel Matters,**
- Assistant City Manager, Toni Fisher**
- Assistant City Manager, C. Michelle Guelker**
- Public Works Director, Chase McBride**
- Finance Director, Andi Saylor**
- Utility Billing Clerk, Priscilla Brown**
- Chief Building Official, Randy Law**
- Certified Permits Technician, Christine Rosas**
- City Engineer, Gretchen Vazquez**
- City Planner, Chelsea Kirkland**
- Parks Director, Mandy McCarley**
- Communications & Marketing Director, Rose Hoffman**
- Fire Marshal/Code Enforcement, John “Charlie” Schneider**
- Assistant Fire Marshal/Code Enforcement, Kevin Lockwood**
- City Secretary, Deana McMullen**
- Police Chief, Ray Lacy**
- 18. Section 551.074, Personnel Matters; review of City Manager resumes/applications**

## **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.*

19. **Discussion & Action: to consider a budget amendment for potential one-time incentive, (retention) payout to the staff listed in item 17. (Scott Smith)**

## **INFORMATIONAL COMMENTS**

20. **City Council Comments:**

**Councilmember Smith:** Responsiveness and professionalism with Staff

**Councilmember Contreras:** Thanksgiving message

21. **Interim City Managers' Comments:** Thanks to Veterans

22. **Mayor Comments**

23. **Items of Community Interest:**

City of Willow Park's **4th Annual Tree Lighting** - *"How Willow Park Stole Christmas" with Who-ish Family Fun, Food Trucks, and Santa* - **Tuesday, December 2, 2025 at 5:30 p.m.** at Willow Park City Hall.

Christmas Charity Donation opportunities at City Hall:

**\*Angel Tree gift tags** to benefit the **Children's Advocacy Center, Parker County**, will be available for selection the week of November 10, 2025 in City Hall.

**\*Fluffy Friends gift drop box** to benefit the dogs and cats of the **Weatherford Animal Shelter** will be available for drop-off donations. There is a gift list available on the City of Willow Park's Facebook Page and in City Hall which includes new toys, unopened food/treats, and new blankets/towels.

24. Future Agenda Items requested by Mayor, City Councilmembers or Staff

## **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: November 10, 2025, at/by 6:00 p.m. and remained so posted continuously for at least three (3) business days before said meeting is to convene.

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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](mailto: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 OCTOBER 14, 2025 MINUTES

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

Tuesday, October 14, 2025 at 6:00 PM

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### CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Teresa Palmer called the meeting to order at 6:00 p.m.

There was a quorum present for this meeting.

### PRESENT

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

Also Present:

Andy Messer - City Attorney

Deana McMullen-City Secretary

**PLEDGE OF ALLEGIANCE AND INVOCATION - Michael Fernihough Associate Pastor of West Campus Christ Chapel Baptist Church will do the Invocation and Led the Pledge of Allegiance.**

Kelton Gunter, Republic Chair of Parker County Conservatives gave the Invocation and led the Pledge of Allegiance given by all present.

### PUBLIC COMMENTS (Limited to five minutes per person)

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*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 gave comments at this meeting:

- 1) Roy Ramos
- 2) Alicia
- 3) Tandy Blackstock
- 4) Nick Jones
- 5) Marcy/Gwendolyn Galle - Also spoke on items #10, #6 and #16
- 6) Spencer Hodge
- 7) Kelton Gunter - Republican Chair Parker County Conservatives
- 8) Gene Martin
- 9) Judge Roy Kurban
- 10) Paul Kenney

## **INFORMATIONAL COMMENTS**

### **1. Mayor Comments-City Manager Separation Details**

Mayor Teresa Palmer gave the details of the City Manager Bryan Grimes separation agreement stating that many citizens had asked her for the information.

Former City Manager Bryan Grimes was paid \$143,000 by the City of Willow Park. TML Insurance Company will pay \$32,000 for a total of \$175,000. and Mr. Grimes waived all legal actions and did not sign a Non Disclosure agreement.

## **PROCLAMATION**

### **2. Proclamation: Mayor Teresa Palmer will present a Proclamation to Allison Hudnall of Freedom House.**

Mayor Teresa Palmer read aloud the Proclamation that proclaims October as Domestic Violence Awareness Month in the City of Willow Park. Mayor Palmer and Councilmember Chawn Gilliland presented the Proclamation to Ms. Carol Sutton of Freedom House who was present for Ms. Allison Hudnall.

## CONSENT AGENDA

*These items consist of non-controversial or "housekeeping" items required by law. Items may be considered individually by any Council member making such request prior to a motion and vote on the Consent Items.*

### 3. Approval of Regular City Council Meeting Minutes:

**July 28, 2025 for correction, September 9, 2025, September 23, 2025, September 24, 2025**

City Secretary Deana McMullen asked for minutes from the September 24, 2025 meeting be removed from the consent agenda and moved to the next regular meeting for consideration as they were not complete.

Motion was made to approve the July 28, 2025 regular city council minutes, September 9, 2025 regular city council minutes, September 23, 2025 regular city council minutes and remove the September 24, 2025 Special City Council minutes to the next regular meeting for approval.

Motion made by Councilmember Contreras, Seconded by Councilmember Smith. Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Wright, Councilmember Smith, Councilmember Crummel

## REGULAR AGENDA ITEMS

### 4. Discussion and action: Representative from Oncor to address tree trimming issues in Willow Park (Mayor Teresa Palmer)

Mr. Rick Beall was in attendance at this meeting at the request of Mayor Teresa Palmer due to the many complaints from citizens regarding the trimming of the trees by Oncor.

Mr. Beall stated that Oncor has invested over \$3 billion dollars into Fire protection and automated repairs in this area. There are over 1500 poles and they are 77% complete. Part of the program is remove of vegetation for Fire Protection and automated repair systems.

Residents complained that there has been excessive removal of trees, some 100 year old trees not just trimmed, but cut to the ground.

Mr. Beall said that he would speak to those with complaints and questions in the other room after he presented to council. He stated the best way to make a complaint is to go to [oncor.com/Claims](http://oncor.com/Claims).

The Council stated that Oncor should put out notifications of where they are going to be working and what citizens could expect as well as before crews were to start working so that everyone would be aware of what was happening.

Mr. Beall met with several citizens in the city conference room to file claims for their properties.

No action was taken on this item.

**5. Status Report on Home Rule from Gene Martin (Mayor Teresa Palmer)**

Mr. Gene Martin, Chair of the Home Rule Charter Committee gave an update of the committee progress to the Council. Mr. Martin stated that there would be two (2) Town Hall meetings held at the Willow Park Baptist Church Fellowship Hall on Thursday, October 16, 2025 at 6:30 pm as well as Thursday, November 13, 2025 at 6:30 pm at the same location. Everyone is invited to attend.

No action was taken on this item.

**6. Discussion/Action: to approve an amendment to Developer's Obligation terms of "Chapter 380 Economic Development Agreement Between the City of Willow Park and Pulido's Westland Willow Park, LLC". (City Staff)**

Staff requested this item be pulled from this Agenda.

No action taken.

**7. Discussion/Action: to approve FY2025-26 Holiday Schedule. (Assistant City Manager Toni Fisher; Assistant City Manager Michelle Guelker)**

Assistant City manager Toni Fisher addressed the Council in reference to the Holiday schedule for the 2025-2026 Fund Year. She stated there were 2 options in the packet for City Council to consider. Option one is the regular schedule with the normal days off. Option two would allow to take away the November 11th - Veterans Day Holiday and June 19th- Juneteenth Holiday and allow for Offices to be closed and extend the holiday for Christmas and New Year's to have the Friday after Christmas and the Friday after New Year's off as well since it would be a skeleton crew for those days.

Motion was made to approve Option 2 Holiday Schedule with the following change: Move Veteran's Day Holiday to Monday, November 10th and be open on the 11th and allow for the Friday after Christmas and Friday after New Years to be scheduled days off this year.

Motion made by Councilmember Gilliland, Seconded by Councilmember Smith.

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

**8. Discussion and Action: to consider approval of a Resolution to submit candidate director nominations for Parker County Appraisal District for terms expiring December 31, 2025. (City Secretary Deana McMullen)**

Motion was made to approve the Resolution to submit candidate nominations for Parker County Appraisal District for terms expiring December 31, 2025, naming Richard Barret and Jerry Durant as the nominee(s) for Willow Park.

Motion made by Councilmember Gilliland, Seconded by Councilmember Wright.

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

**9. Discussion only: for the repeated request of the Willow Park resident's name who created the Request for Qualifications document for legal services, dated May 2025, for Mayor Teresa Palmer. (Eric Contreras)**

Councilmember Eric Contreras stated that he would like Mayor Palmer to answer the repeated request of the Willow Park resident's name who created the Request for Qualifications document for legal services, dated May 2025, for Mayor Palmer. Mr. Contreras stated that 75 days have passed since the initial request for who wrote the RFP came in and we still do not have any answers. There have also been several FOIA requests for this information that has

Mayor Palmer stated that anyone can look for forms on the computer. It was a google document.

There was no action on this item.

**10. Discussion and Action: to consider approval of amending Ordinance 802-9, an Ordinance of the City of Willow Park Texas Amending 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 the mayor and city administrator have control of the city council agenda including supplements and amendments, Providing for Savings and Severability Clauses and an Effective Date. (City Attorney Andy Messer)**

There was discussion regarding the possible removing the Mayor from the Agenda process and let the City Administrator be the one to finalize the Agenda. There has to be a process in regards to removing/adding items to the Agenda. It creates issues for staff when changes are being made 20 minutes prior to the requirement posting date/time. City Secretary Deana McMullen stated there needs to be firm deadlines for any changes on the Agenda as there is more to posting an Agenda than just pushing a button or hanging it on the bulletin board. City Attorney Andy Messer stated that we can set a dead line, however it is normally a process that follows policy. Councilmember Eric Contreras stated that he was ok with leaving the Mayor/ City Administrator as both being able to make changes on the Agenda, as long as there is some kind of deadline to make things easier for staff. Tuesday at noon before the Agenda has to be posted on Wednesday would make everything work correctly and would take care of the issue.

City Attorney stated that he would work on all the changes that were discussed and bring the new Ordinance back to the next regular meeting for consideration. No action was taken on this item at this meeting.

**11. Discussion and Action: Approval of Resolution of Advanced Funding Agreement with the Texas Department of Transportation for the Green Ribbon Program for Beautification Improvements (City Staff)**

Motion was made to approve the Resolution of Advanced Funding Agreement with the Texas Department of Transportation for the Green Ribbon Program for Beautification improvements.

Motion made by Councilmember Contreras, Seconded by Councilmember Smith.

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

**12. Discussion & Action: Approval of Texas Department of Transportation Landscape Maintenance Agreement for the Green Ribbon Grant (City Staff)**

Motion was made to approve the Texas Department of Transportation Landscape Maintenance Agreement for the Green Ribbon Grant as discussed.

Motion made by Councilmember Contreras, Seconded by Councilmember Smith.

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

**13. Discussion and Action: to approve a budget amendment for employee retention (Scott Smith)**

Councilmember Scott Smith requested this item be removed from this Agenda for consideration.

No action on this item.

**14. Discussion only - to receive an update on the City Hall spacing plan being developed by Jacob & Martin approved in November, 2024, with recommendations to council no later than May 2025. (Mayor Teresa Palmer)**

Mayor Palmer asked for this item to be on the Agenda. She said that this item was supposed to come back to the City Council by May of 2025. In discussion with Derek Turner of Jacob & Martin it was said that the item was discussed at the December 2024 City Council meeting and was placed on hold due to the lack of a scope of work or any specifications and plans for work to be done on the city hall building.

No action was 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 City Council meeting into Executive Session at 8:19 pm to discuss the items listed on this Agenda under Executive Session.



Those in attendance of the Executive session were Mayor Teresa Palmer, Mayor Pro Tem Nathan Crummel, Councilmember Eric Contreras, Councilmember Chawn Gilliland, Councilmember Buddy Wright, Councilmember Scott Smith, Assistant City manager(s) Michelle Guelker and Toni Fisher. and City Attorney Andy Messer.

- 15. Section 551.071 (Consultation with Attorney); 551.072 (Deliberation Regarding Real Property) - 120 El Chico Trail Lease Agreements.**
- 16. Section 551. 071, Consultation with City Attorney; Section 551.087, Economic Development Negotiations, Economic Development Negotiations, proposed residential development consisting of approximate 82.37 acres, situated in the McCarver Survey, Abstract 910, the W. Franklin Survey, Abstract Number 468, the M.M. Edwards Survey, Abstract 195, & the JB Wynn Survey, Abstract 1637, a portion being within the Extraterritorial Jurisdiction and remainder within the city limits of the City of Willow Park, Parker County, Texas.**
- 17. Pursuant to the Texas Government Code, Section 551.071 Consultation with Attorney, Section 551.074 (Personnel Matters: Closed Meeting): to deliberate the appointment, employment, and evaluation of a public officer or employee.**

**Interim City Manager**

- 18. Executive Session, Section 551.071 Consultation with City Attorney, Texas Open Meetings Act, Decorum for Mayor and City Councilmembers**

## **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 Willow Park City Council back to order at 9:48 pm.

Motion was made to appoint both Toni Fisher and Michelle Guelker as Interim City Manager with Toni Fisher taking the lead, and give both a temporary raise of \$4,000 per month for the additional duties they will be doing in addition to their regular jobs.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

## **INFORMATIONAL COMMENTS**

- 19. City Council Comments- There were no City Council Comments**

**Mayor Comments:**

**Mayor Teresa Palmer - Criticism of Councilmember Contreras for verbally attacking private citizens.**

**Items of Community Interest:**

**Future Agenda Items requested by the Mayor, City Councilmembers or City Staff.**

**Mayor Teresa Palmer: to discuss the appointment of a Financial Oversight Advisory Committee.**

**Mayor Teresa Palmer - to discuss beginning the process to update our 2014 Comprehensive Plan.**

City Council Comments: There were no Council comments at this meeting.

Mayor Comments: Had no specific comments for this item

Mayor Teresa Palmer - Criticism of Councilmember Contreras for verbally attacking private citizens. We had discussions about decorum, so will not go back over that and we have to work on that. There will be no more verbal attacks on private citizens coming from the Dais.

This kind if outburst is embarrassing and I will not allow it any more.

This was a big Agenda and we have had a lot of meetings, I would suggest we take the next meeting off, October 28th. The Council stated they would like to keep the schedule and hold the meeting on the 28th.

Future Agenda Items requested by Mayor, Council members or Staff:

Mayor Teresa Palmer requested to discuss the appointment of a Financial Oversight Advisory Committee.

Mayor Teresa Palmer-to discuss beginning the process to update our 2014 Comprehensive Plan.

Councilmember Buddy Wright stated he would like to add an Update on the Squaw Creek Project with Engineering updates and Summary from Town Hall meeting with Citizen feed back.

Councilmember Buddy Wright requested Bankhead Highway Extension Status.

**ADJOURN**

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

Motion was made to adjourn the regular meeting of the Willow Park City Council at 9:57 pm.

Motion made by Councilmember Contreras, Seconded by Councilmember Wright.

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 COUNCIL MEETING OCTOBER 28, 2025 MINUTES

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

Tuesday, October 28, 2025 at 6:00 PM

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### CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Pro Tem Nathan Crummel called the meeting to order at 6:00 pm A quorum was present for this meeting.

#### PRESENT

Councilmember Chawn Gilliland  
Councilmember Buddy Wright  
Councilmember Scott Smith  
Councilmember Nathan Crummel

#### ABSENT

Mayor Teresa Palmer

Councilmember Eric Contreras

Staff Present were:

Interim City Manager Toni Fisher

Interim City Manager Michelle Guelker

City Secretary Deana McMullen

City Attorney Andy Messer

### INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE

Councilmember Scott Smith gave the Invocation and Led the Pledge of Allegiance and the Texas Pledge given by all present.

### PUBLIC COMMENTS (Limited to five minutes per person)

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*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.*

**1) Gene Martin** - gave an update about the Home Rule Charter Committee meetings and the attendance at the Town Hall meeting held last week. A second Town Hall meeting will be held on Thursday, November 13, 2025 at 6:30 pm at the Fellowship Hall at Willow Park Baptist Church.

## **CONSENT AGENDA**

*These items consist of non-controversial or "housekeeping" items required by law. Items may be considered individually by any Council member making such request prior to a motion and vote on the Consent Items.*

### **1. Approval of Regular City Council Meeting Minutes:**

#### **September 24, 2025 Special meeting minutes**

Motion was made to approve the minutes from the September 24, 2025 Special meeting without the addendum attached.

Motion made by Councilmember Smith, Seconded by Councilmember Gilliland.

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

## **REGULAR AGENDA ITEMS**

### **2. Discussion & Action: to approve a revised Chapter 380 Agreement with an amendment to Developer's obligations between the City of Willow Park and Pulido's Westland Willow Park, LLC. (Interim City Manager Toni Fisher; City Planner Chelsea Kirkland)**

Motion was made to approve the revised Chapter 380 agreement with the amendment to the Developer's obligations between the City of Willow Park and Pulido's Westland Willow Park, LLC as presented.

Motion made by Councilmember Wright, Seconded by Councilmember Gilliland.

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

### **3. Discussion & Action: for a possible City Council meeting date change for November due to the holidays of Veterans Day & Thanksgiving. (Interim City Manager Toni Fisher)**

At the last City Council meeting on October 14, 2025 the City Council approved the 2025-2026 Holiday Calendar. There was no clear answer for Veterans Day holiday on November 11, 2025. This holiday falls on a regular scheduled City Council date. Staff recommends that the City Council meeting be held on Monday, November 10, 2025 and the City offices be closed on Tuesday, November 11, 2025.

Motion was made to move the City council meeting that was regularly scheduled for November 11, 2025 to Monday, November 17, 2025 at 6:00 pm due to the Veteran's Day Holiday. City Offices will be closed on November 11, 2025 in observance of Veteran's Day.

Motion made by Councilmember Gilliland, Seconded by Councilmember Wright.

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

4. **Discussion & Action: To approve an Ordinance of the City Of Willow Park, Texas amending the City Of Willow Park Code Of Ordinances, Chapter 1 "General Provisions", Article 1.05 "Boards, Commissions And Committees", Division 1 adding §1.05.001 "Commissions And Advisory Boards", adding §1.05.002 "Appointments for Committees, Boards and Commissions", adding §1.05.003 "Member Conduct and Removal from Committees, Boards and Commissions", and adding §1.05.004 "Operations of Committees, Boards and Commissions"; Providing For Repeal, Savings And Severability Clauses; And Providing For An Effective Date Of This Ordinance.** *(Interim City Manager Toni Fisher; Mayor Pro Tem Nathan Crummel)*

Motion was made to table item number 4 and 5 to the next regular meeting.

Motion made by Councilmember Gilliland, Seconded by Councilmember Smith.

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

5. **Discussion: to discuss and consider an Ordinance of the City Of Willow Park, Texas Amending The City Of Willow Park Code Of Ordinances, Chapter 14 Zoning, Article 16 "Commissions", § 14.16.003 "Membership And Terms", § 14.16.004 "Procedure", § 14.16.005 "Duties And Powers", And §14.16.006 "Staff Support"; Providing For Repeal; Providing For Savings And Severability; Providing For Publication And Establishing An Effective Date.** *(Interim City Manager Toni Fisher; Mayor Pro Tem Nathan Crummel)*

Motion was made to table this item until the next regular meeting.

Motion made by Councilmember Gilliland, Seconded by Councilmember Smith.

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

**6. Discussion & Action: to approve the Creation of a Citizen Financial Oversight Committee.** *(Mayor Teresa Palmer)*

Due to Mayor Palmer not being present at this meeting, this item was postponed to the next regular council meeting.

Motion was made to move this item to the next regular city council meeting.

Motion made by Councilmember Smith, Seconded by Councilmember Wright.

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

**7. Discussion & Action: Derek Turner of Jacob and Martin to present proposed update of the City's Comprehensive Plan and Capital Improvement Plan; and, to authorize Staff to proceed with the proposed update.** *(Mayor Teresa Palmer, Councilmember Buddy Wright)*

Mr. Derek Turner of Jacob & Martin presented a proposed update of the City's Comprehensive Plan and Capital Improvement Plan. Mr. Turner stated that the current Plan was updated in 2022 with wastewater updates in July 2024. CIP's are typically updated every five (5) years and contain: Water System; Sewer System; Streets; Drainage. The 2022 plan did not anticipate expanded areas to FM1187. The 2024 update included this area. The possible funds needed for updating new CIP = updating the current CIP \$25,000-\$20,000 Create a new document - \$75,000 - \$100,000. The Possibilities for creating a new Comp Plan would be \$50,000 -\$75,000 for an update. To create a new document in line with the City's current goals would be \$200,000 - \$250,000. City Attorney informed the Council that they should consider doing new documents as this would bring everything current and would benefit the city in the long run.

Motion was made for staff to start working on a new CIP/COMP Plan for the City of Willow Park and to have Jacob & Martin to come back at a later date with a Scope of Work and contract to consider for approval.

Motion made by Councilmember Wright, Seconded by Councilmember Crummel.

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

**8. Discussion & Action: Update on Squaw Creek Road Project's communication efforts and feedback, engineering status, and pursuit of funding.** *(Council Member Buddy Wright)*

Communications Director Rose Hoffman addressed the Council regarding the Squaw Creek Road Project communication efforts and feedback.

Ms. Hoffman stated that the City has had positive feedback on the communication efforts of the City. The City Staff has sent out letters to all the citizens that will be affected by the Squaw Creek Road Project. There have been two (2) Town Hall meetings to discuss the project. There have been one on one meetings with property



owners. Letters mailed to update the residents. Door notices placed on the properties. Notices on City hall bulleting boards and social media as well as in the community news, Notifications on the City Alert System.

Most of the Public concerns fall under the following categories:

Traffic disruption during the project; Damage to property/driveway approaches; Communication during the project; Road quality/durability expectations/ asphalt vs. concrete; Impact to taxpayers.

Completion of engineering is 90% done. We will secure funding; Take bids and award contract; Once the first shovel turns the project will take approximately one year; The City will stay in contact with the residents; emergency services; and the schools to make sure the disruption is minimal.

There was no action on this item.

**9. Presentation: New City Website.** *(Communications Director Rose Hoffman, I.T. Contractor Todd Covington)*

This item was postponed to a future council meeting due to staff working out issues on the website and conflicting schedules.

**10. Discussion & Action: to consider approval of Resolution 2025-16 updating signatories for City bank accounts.** *(Interim City Manager Michelle Guelker)*

*Motion was made to consider approval of Resolution 2025-16 updating signatories for City bank accounts with the following to be named as signatories:*

Motion was made to approve Resolution 2025-16 updating signatories for the City Bank accounts to remove former Councilmember Lea Young and former City Manager Bryan Grimes and to have signatories listed as Mayor Teresa Palmer, Councilmember/Mayor Pro Tem Nathan Crummel, City Councilmember Eric Contreras, Finance Manager Andrea Saylor and Assistant City Manager Michelle Guelker.

Motion made by Councilmember Crummel, Seconded by Councilmember Wright.

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

**11. Discussion & Action: to consider approval of proposed ordinance that amends Ordinance 740-19 changing City Attorney to Officer of City and reports to Council.** *(Interim City Manager Toni Fisher)*

Interim City Manager Toni Fisher asked the council to consider approval of a proposed ordinance that will amend Ordinance 740-19 that will change the City Attorney to an officer of the city and report to the City Council. This item was acted upon and approved by City Council in August of 2025, however a new ordinance was never passed.

Motion was made to approve Ordinance 928-25 that will change the City Attorney to an officer of the City and will report to the City Council.

Motion made by Councilmember Gilliland, Seconded by Councilmember Smith.

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

**12. Discussion & Action: to consider approval of amending Ordinance 802-19, an Ordinance of the City of Willow Park, Texas, Amending 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 the mayor and city administrator have control of the city council agenda including supplements and amendments, Providing for a Savings Clause and Severability Clauses and an Effective Date. (City Attorney Andy Messer)**

This item was tabled at the regular meeting on October 14, 2025. After much discussion it was asked by Council to have the City attorney amend the ordinance according to the discussion at the previous council meeting.

The ordinance 926-25 amends 802-19 the Governance policy per city council direction.

Motion was made to table this item until the next regular meeting.

Motion made by Councilmember Smith, Seconded by Councilmember Gilliland.

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

**REPORTS- For Informational Purposes only. (Staff available for Council Questions)**

The Quarterly Staff reports were for informational purposes only with Staff present to answer any questions.

There were no questions of staff at this time.

**13. 2024 - 2025 4th QUARTER STAFF REPORT - PUBLIC WORKS**

**14. 2024-2025 4th QUARTER STAFF REPORT - ENGINEERING PROJECT UPDATE**

**15. 2024-2025 4th QUARTER STAFF REPORT - DEVELOPMENT DEPARTMENT**

**16. 2024-2025 4th QUARTER STAFF REPORT - PARKS DEPARTMENT**

**17. 2024-2025 4th QUARTER STAFF REPORT - COMMUNICATIONS DEPARTMENT**

**18. 2024-2025 4th QUARTER STAFF REPORTS - POLICE DEPARTMENT**

**19. 2024-2025 4th QUARTER STAFF REPORT - MUNICIPAL COURT**

**20. 2024-2025 4th QUARTER STAFF REPORT - FIRE MARSHAL'S OFFICE**

## 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 Pro Tem Nathan Crummel adjourned the regular session into Executive Session at 6:48 pm. to discuss the items listed on the Agenda.

Those in attendance were Mayor Pro Tem Nathan Crummel, Councilmember Eric Contreras, Councilmember Chawn Gilliland, Councilmember Buddy Wright, Councilmember Scott Smith, Interim City Manager Toni Fisher, Interim City Manager Michelle Guelker and City Attorney Andy Messer.

- 21. Section 551.071 (Consultation with Attorney); Section 551.072 (Deliberation Regarding Real Property) - 120 El Chico Trail Lease Agreements.**
- 22. Section 551.071, Consultation with City Attorney regarding pending or contemplated litigation: Beall Dean Ranch Development (Demand Letter from City of Fort Worth and City of Aledo).**
- 23. Section 551.071, Consultation with City Attorney, Section 551.087, Economic Development negotiations, Bearcat Blooms.**

## 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 Pro Tem Nathan Crummel reconvened the regular session at 7:49 pm to consider action on any items discussed in Executive Session.

For item #22 motion was made to direct the city attorney to prepare notice

For item #23 motion was made to approve the Mayor Palmer, Mayor Pro Tem Crummel, Interim City manager(s) Toni Fisher and Michelle Guelker and City attorney to start negotiations for a new boundary agreement with City of Fort Worth and City of Aledo.

Motion made by Councilmember Smith, Seconded by Councilmember Gilliland.

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

There was no action for item number 23.

## INFORMATIONAL COMMENTS

### 24. City Council Comments:

**City Councilmember Buddy Wright:** Would like to express personal thanks to the Willow Park PD and Parker County Emergency Services for their help last week.

Councilmember Buddy Wright expressed his personal thank you to Willow Park Police Department and Parker County Emergency Services for their help last week. It was the best possible outcome. So Thank you to everyone involved.

## **25. City Managers' Comments:**

**Interim City Manager Toni Fisher:** Thank you to Mayor & City Council; Notice of upcoming Staff Training; Happy Birthday, Scott

Interim City Manager Toni Fisher thanked the Mayor and City Council for having confidence in herself and Michelle Guelker by appointing them as Interim City Managers until a permanent City Manager can be hired. She also thanked the Mayor and City Council for giving the staff an extra day off for the Christmas and New Year Holiday.

Ms. Fisher stated that personnel would be out of the office for training on October 29, 30, 31, 2025. Michelle Guelker will be out of the office next week to attend Water School. Ms. Fisher also wanted to wish Councilmember Scott Smith a Happy Birthday.

## **26. Mayor Comments:**

Mayor Teresa Palmer is out of town for this meeting. There were no Mayor comments.

## **27. Items of Community Interest**

Interim City Manager Toni Fisher stated that the Kings Gate Bridge repair will begin on Monday and could take up to 6 months to be completed.

The Christmas Tree Lighting will be held on December 2, 2025 at 5:30 at City hall. There will be an Angel Tree at City hall that will benefit the Children's Advocacy Program of Parker County and a box for donations for the Weatherford Animal Shelter. Staff is also considering taking donations for the Senior center around Valentines day.

## **28. Future Agenda Items requested by the Mayor, City Councilmembers or City Staff.**

Councilmember Buddy Wright asked if the item regarding the West Side Bankhead project could come back to the Agenda for further discussion and the next steps.

## **ADJOURN**

With there being nothing further to discuss or consider Mayor Pro Tem Nathan Crummel asked for a motion to adjourn the regular meeting of the Willow Park City Council 7:56 pm.

Motion was made to adjourn the regular meeting of the Willow Park City Council at 7:56 pm

Motion made by Councilmember Gilliland, Seconded by Councilmember Wright.

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

**THESE MINUTES WERE APPROVED BY WILLOW PARK CITY COUNCIL:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Secretary



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> 11/11/25	<b>Department:</b> Finance	<b>Presented By:</b> Jake Weber
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**AGENDA ITEM:**  
Financial update by Jake Weber, CPA.

**BACKGROUND:**  
Review and provide an update on the 4<sup>th</sup> fiscal quarter 2024-2025 financial activity of the city.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

**EXHIBITS:**  
Financial Reports as of September 30, 2025.

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



**City of Willow Park**  
**Financial Update**  
**Financial Reports as of September 30, 2025**

Item 3.

<b>Financial Highlights</b>			
	General	Water	Wastewater
-FY 2024-2025 Revenue Actual	\$ 5,588,674	\$ 3,937,235	\$ 2,220,470
-FY 2024-2025 Expense Actual	5,657,376	4,536,374	1,876,159
-FY 2024-2025 Net Change	\$ (68,702)	\$ (599,139)	\$ 344,311
-FY 2024-2025 Revenue Budget	\$ 5,699,910	\$ 3,970,418	\$ 1,819,396
-FY 2024-2025 Expense Budget	\$ 5,422,611	\$ 3,950,014	\$ 1,808,624
-FY 2024-2025 Revenue - Actual to Budget %	98%	99%	122%
-FY 2024-2025 Expense - Actual to Budget %	104%	115%	104%

<b>Capital Project Tracker</b>	Fort Worth	Wastewater	Water/Sewer
	Water Line (100%)	Package Plant	Line Extension
Original Net Bond Proceeds	\$ 20,040,000	\$ 18,130,000	\$ 5,000,000
Interest Earned to Date	204,298	1,202,040	-
Cost Reimbursement/Buy-In	-	1,383,740	-
Costs Incurred to Date	(19,215,830)	(15,125,596)	(864,022)
Remaining to Spend	\$ 1,028,468	\$ 5,590,184	\$ 4,135,978

<b>YTD Activity vs Prior Year</b>			
	Oct - Sept 2025	Oct - Sept 2024	Change
<b><u>General Fund</u></b>			
Revenue			
Property Tax & Other Taxes	\$ 4,143,503	\$ 3,706,614	\$ 436,889
Franchise Fees	394,216	401,648	(7,432)
Development & Permit Fees	373,523	510,069	(136,546)
Fines & Forfeitures/Other Revenue	677,432	623,897	53,535
Expenses			
Personnel Expense	3,137,527	2,869,055	268,472
Supplies (Maintenance & Operations)	515,461	359,618	155,843
Utilities	122,735	103,230	19,505
Operational & Contractual Services	1,308,924	1,454,665	(145,741)
Capital Outlay & Interfund Transfer	572,729	174,278	398,451
Net Income (Loss)	\$ (68,702)	\$ 281,382	\$ (350,084)
<b><u>Water &amp; Wastewater Funds</u></b>			
Revenue	\$ 6,157,705	\$ 6,071,300	\$ 86,405
Expense			
Personnel Expense	1,280,434	1,276,262	4,172
Supplies (Maintenance & Operations)	476,010	526,511	(50,501)
Utilities	244,773	267,133	(22,360)
Operational & Contractual Services	947,502	801,712	145,790
Capital Outlay/Debt Service	3,463,814	2,886,202	577,612
Net Income (Loss)	\$ (254,828)	\$ 313,480	\$ (568,308)



**City of Willow Park  
Bank Account Balances**

Item 3.

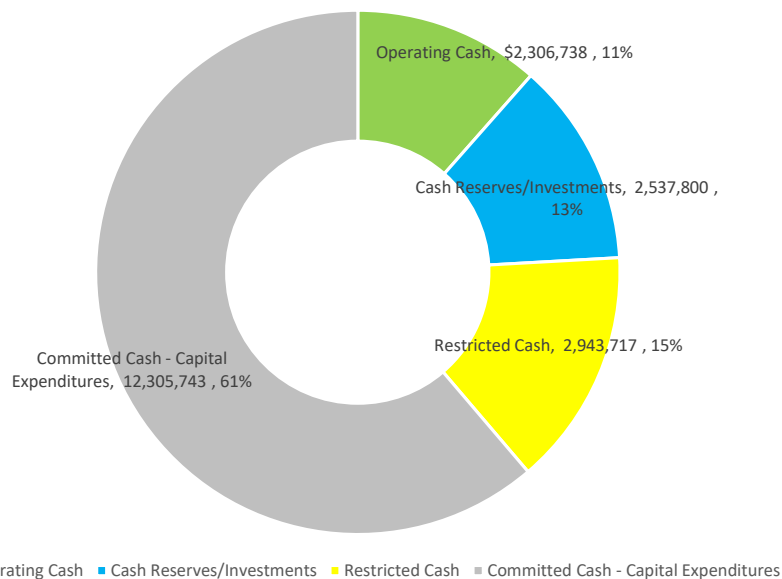
	<u>9/30/2025</u>	<u>6/30/2025</u>	<u>9/30/2024</u>
<b><u>General Fund</u></b>			
Operating Cash - General	\$ 890,381	\$ 1,458,906	\$ 925,106
General Fund Cash Reserve	267,874	265,416	258,017
TexStar General Fund Investment	1,017,205	1,006,348	973,379
Police Holding Fund	5,221	5,173	5,029
General Fund CD - 65686	144,130	142,101	138,144
	<u>2,324,812</u>	<u>2,877,944</u>	<u>2,299,675</u>
<b><u>Water Fund</u></b>			
Operating Cash - Water	128,976	264,805	319,871
Water Cash - Project Funds	649,607	1,279,665	-
Water Cash Reserve	484	480	286,097
Water Impact Fees	677,069	573,616	479,292
TWDB I&S Water	365,471	109,289	314,139
Water Capital Improvements (52%)	272,543	270,042	262,552
UMB TWDB Escrow (52%)	262,260	259,845	252,341
TexStar Water Investment	1,046,608	1,432,445	1,676,608
Water Deposits - 56788	113,410	112,850	111,034
	<u>3,516,429</u>	<u>4,303,036</u>	<u>3,701,934</u>
<b><u>Wastewater Fund</u></b>			
Operating Cash - Wastewater	90,677	370,178	377,640
Wastewater Cash - Project Funds	3,486,371	3,500,000	-
Wastewater Package Plant	-	-	124,645
Wastewater Impact Fees	400,146	346,344	282,859
TWDB I&S Wastewater	311,703	119,267	170,447
US Bank CO S21	1,197,350	1,184,857	1,146,413
FFB CO S21	95,209	1,520,742	7,654,350
Wastewater Capital Improvements	4,422,270	4,380,601	4,135,498
TexStar Wastewater	61,498	60,841	58,848
	<u>10,065,225</u>	<u>11,482,831</u>	<u>13,950,699</u>
<b><u>Other Funds</u></b>			
Operating Cash - Solid Waste	453,634	410,214	419,513
Operating Cash - Drainage Fund	1,433,291	1,388,395	1,334,151
Construction Fund - Building	13,442	13,316	12,943
Construction Fund - Roads	1,216,469	1,521,933	3,236
Debt Service (I&S)	125,026	536,486	77,477
Operating Cash - Court Security & Technology	1,255	-	-
Operating Cash - Court Security	69,570	69,135	64,021
Operating Cash - Court Technology	72,114	71,755	67,568
Operating Cash - General (Police Training)	4,447	4,447	4,447
Operating Cash - Police Contributions	544	544	544
Operating Cash - JE Fee	1,391	1,338	935
Operating Cash - Truancy Prevention	38,772	37,682	32,464
Police Seizure (Federal)	0	0	0
Police Seizure (State)	5,604	6,859	5,072
Tourism	564,282	548,974	632,149
TIRZ Reimbursement Fund	2,545	2,522	7,498
First Responder	130,195	129,000	125,394
TexStar Parks & Recreation	54,951	54,364	52,583
	<u>4,187,532</u>	<u>4,796,964</u>	<u>2,839,996</u>
<b>Total Cash</b>	<u>\$ 20,093,998</u>	<u>\$ 23,460,775</u>	<u>\$ 22,792,303</u>



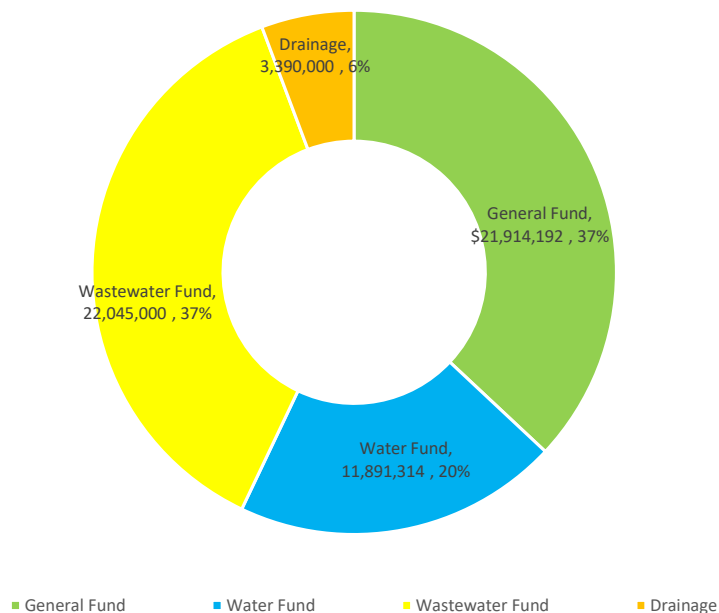
City of Willow Park  
Key Metrics & Trends  
As of September 30, 2025

Item 3.

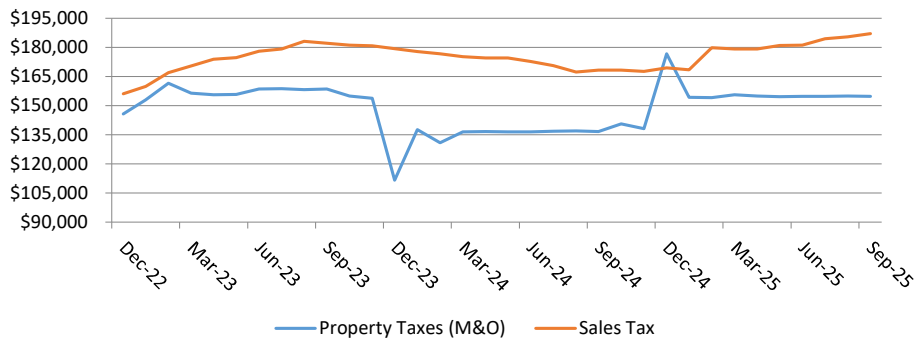
Cash Balances as of September 30, 2025



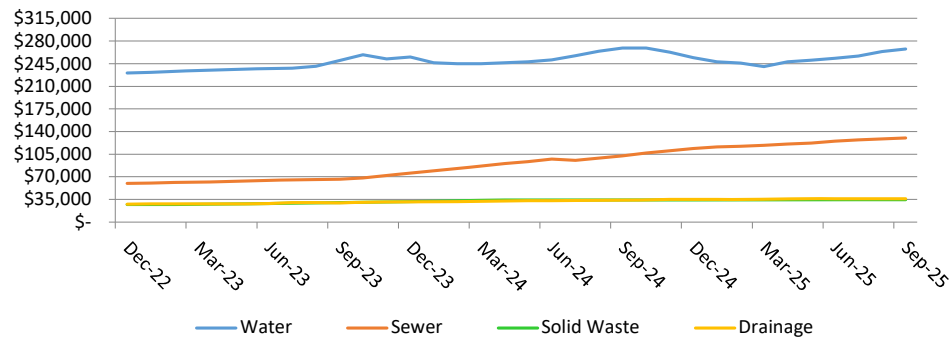
Debt Balance by Fund as of September 30, 2025



General Fund Tax Revenues (12 M Moving Avg)



User Charge Billings (12 M Moving Avg)





Willow Park, TX

# Detail vs Budget Report Account Summary

Item 3.

Date Range: 10/01/2024 - 09/30/2025

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>10 - GENERAL FUND</b>							
Revenue							
Fund: 10 - GENERAL FUND							
Group: 10 - TAXES							
<a href="#">10-001-46000</a>	M & O TAX	-1,858,385.00	0.00	-1,858,054.76	-1,858,054.76	-330.24	-0.02%
<a href="#">10-001-46001</a>	SALES TAX	-2,050,000.00	0.00	-2,245,247.07	-2,245,247.07	195,247.07	9.52%
<a href="#">10-001-46002</a>	MIXED BEVERAGE TAX	-45,000.00	0.00	-40,201.15	-40,201.15	-4,798.85	-10.66%
<a href="#">10-001-46003</a>	AUTO/TRAILER TAXES	-325.00	0.00	0.00	0.00	-325.00	-100.00%
<a href="#">10-001-46007</a>	DELINQUENT TAXES	-6,977.00	0.00	0.00	0.00	-6,977.00	-100.00%
<b>10 - TAXES Totals:</b>		<b>-3,960,687.00</b>	<b>0.00</b>	<b>-4,143,502.98</b>	<b>-4,143,502.98</b>	<b>182,815.98</b>	<b>4.62%</b>
Group: 12 - FRANCHISE FEES							
<a href="#">10-001-46020</a>	ONCOR ELECTRIC FRANCHISE	-225,000.00	0.00	-211,132.53	-211,132.53	-13,867.47	-6.16%
<a href="#">10-001-46021</a>	A T & T FRANCHISE	-10,000.00	0.00	-5,632.15	-5,632.15	-4,367.85	-43.68%
<a href="#">10-001-46022</a>	TEXAS GAS FRANCHISE	-7,500.00	0.00	-3,799.82	-3,799.82	-3,700.18	-49.34%
<a href="#">10-001-46025</a>	MISC. FRANCHISE	-5,000.00	0.00	-5,193.36	-5,193.36	193.36	3.87%
<a href="#">10-001-46027</a>	MESH NET	-3,024.00	0.00	-1,260.00	-1,260.00	-1,764.00	-58.33%
<a href="#">10-001-46028</a>	WATER FRANCHISE FEE	-129,978.00	0.00	-129,978.00	-129,978.00	0.00	0.00%
<a href="#">10-001-46029</a>	WASTEWATER FRANCHISE FEE	-37,220.00	0.00	-37,220.00	-37,220.00	0.00	0.00%
<b>12 - FRANCHISE FEES Totals:</b>		<b>-417,722.00</b>	<b>0.00</b>	<b>-394,215.86</b>	<b>-394,215.86</b>	<b>-23,506.14</b>	<b>-5.63%</b>
Group: 15 - ADMINISTRATIVE FEES							
<a href="#">10-001-46005</a>	INTEREST REVENUE	-75,000.00	0.00	-114,492.75	-114,492.75	39,492.75	52.66%
<a href="#">10-003-46091</a>	TABC PERMIT FEE	0.00	0.00	-300.00	-300.00	300.00	0.00%
<a href="#">10-005-46036</a>	OPEN RECORD REQUEST FEES	-150.00	0.00	-50.00	-50.00	-100.00	-66.67%
<a href="#">10-007-46053</a>	ACCIDENT REPORTS	-600.00	0.00	-113.40	-113.40	-486.60	-81.10%
<a href="#">10-007-46087</a>	CREDIT CARD FEES	0.00	0.00	-4,125.64	-4,125.64	4,125.64	0.00%
<b>15 - ADMINISTRATIVE FEES Totals:</b>		<b>-75,750.00</b>	<b>0.00</b>	<b>-119,081.79</b>	<b>-119,081.79</b>	<b>43,331.79</b>	<b>57.20%</b>
Group: 20 - LICENSES & PERMITS							
<a href="#">10-003-46023</a>	CERTIFICATE OF OCCUPANCY	-1,000.00	0.00	-150.00	-150.00	-850.00	-85.00%
<a href="#">10-003-46070</a>	BUILDING PERMITS	-600,000.00	0.00	-224,515.04	-224,515.04	-375,484.96	-62.58%
<a href="#">10-003-46071</a>	HEALTH PERMITS	-12,500.00	0.00	-13,670.00	-13,670.00	1,170.00	9.36%
<a href="#">10-003-46073</a>	REGISTRATION FEES	0.00	0.00	-500.00	-500.00	500.00	0.00%
<a href="#">10-003-46075</a>	OSSF PERMITS	-1,200.00	0.00	-7,200.00	-7,200.00	6,000.00	500.00%
<a href="#">10-003-46077</a>	PLAN REVIEW	-50,000.00	0.00	-86,585.98	-86,585.98	36,585.98	73.17%
<a href="#">10-003-46079</a>	BACKFLOW INSPECTIONS	-1,500.00	0.00	0.00	0.00	-1,500.00	-100.00%
<a href="#">10-003-46080</a>	RE - INSPECTION	-1,000.00	0.00	0.00	0.00	-1,000.00	-100.00%
<a href="#">10-003-46081</a>	SPECIAL EVENT PERMITS	-300.00	0.00	-950.00	-950.00	650.00	216.67%
<a href="#">10-003-46082</a>	REVIEWS/ REQUESTS	-600.00	0.00	0.00	0.00	-600.00	-100.00%

Detail vs Budget Report

Date Range: 10/01/2024 - 10/30/2025

Item 3.

5

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">10-003-46089</a>	IRRIGATION	0.00	0.00	-3,100.00	-3,100.00	3,100.00	0.00%
<a href="#">10-003-46095</a>	ALARM PERMIT FEES	-3,000.00	0.00	-11,850.00	-11,850.00	8,850.00	295.00%
<a href="#">10-003-46099</a>	FIRE SPRINKLER	-7,500.00	0.00	-11,050.00	-11,050.00	3,550.00	47.33%
<a href="#">10-003-46105</a>	ZONING/RE-ZONING	0.00	0.00	-607.96	-607.96	607.96	0.00%
<a href="#">10-003-46106</a>	PLATS/RE-PLATS	-5,000.00	0.00	-12,068.66	-12,068.66	7,068.66	141.37%
<a href="#">10-004-46114</a>	FIRE INSPECTIONS	0.00	0.00	-950.00	-950.00	950.00	0.00%
<a href="#">10-007-46095</a>	ALARM PERMIT FEES	0.00	0.00	-325.00	-325.00	325.00	0.00%
<b>20 - LICENSES &amp; PERMITS Totals:</b>		<b>-683,600.00</b>	<b>0.00</b>	<b>-373,522.64</b>	<b>-373,522.64</b>	<b>-310,077.36</b>	<b>-45.36%</b>
<b>Group: 25 - FINES &amp; FORFITURES</b>							
<a href="#">10-006-46060</a>	NON-PARKING	-215,000.00	0.00	-159,917.89	-159,917.89	-55,082.11	-25.62%
<a href="#">10-006-46061</a>	PARKING	-1,000.00	0.00	-600.00	-600.00	-400.00	-40.00%
<a href="#">10-006-46062</a>	WARRANTS/CAPIAS	-1,300.00	0.00	-50.00	-50.00	-1,250.00	-96.15%
<a href="#">10-006-46063</a>	STATE LAW - CLASS C	-15,000.00	0.00	-7,165.16	-7,165.16	-7,834.84	-52.23%
<a href="#">10-006-46064</a>	COURT ADMINISTRATION FEES	-10,000.00	0.00	-15,670.05	-15,670.05	5,670.05	56.70%
<a href="#">10-006-46065</a>	COURT SECURITY FEE	-4,700.00	0.00	0.00	0.00	-4,700.00	-100.00%
<a href="#">10-006-46066</a>	TIME PAYMENT	-400.00	0.00	0.00	0.00	-400.00	-100.00%
<a href="#">10-006-46067</a>	MC TECH FEE	-6,700.00	0.00	0.00	0.00	-6,700.00	-100.00%
<a href="#">10-006-46085</a>	SEAT BELT	-500.00	0.00	0.00	0.00	-500.00	-100.00%
<b>25 - FINES &amp; FORFITURES Totals:</b>		<b>-254,600.00</b>	<b>0.00</b>	<b>-183,403.10</b>	<b>-183,403.10</b>	<b>-71,196.90</b>	<b>-27.96%</b>
<b>Group: 35 - OTHER REVENUE</b>							
<a href="#">10-001-46041</a>	REFUNDS/BANK CREDITS	-100.00	0.00	-2,006.40	-2,006.40	1,906.40	1,906.40%
<a href="#">10-001-46046</a>	OTHER REIMBURSEABLES	-200.00	0.00	0.00	0.00	-200.00	-100.00%
<a href="#">10-001-46047</a>	BOND PROCEEDS	0.00	0.00	-11,068.57	-11,068.57	11,068.57	0.00%
<a href="#">10-001-46109</a>	RENTAL INCOME	-250,000.00	0.00	-240,986.88	-240,986.88	-9,013.12	-3.61%
<a href="#">10-005-46024</a>	SPECIAL EVENT SPONSORSHIP	0.00	0.00	-1,059.20	-1,059.20	1,059.20	0.00%
<a href="#">10-005-46042</a>	MISCELLANEOUS	-1,100.00	0.00	0.00	0.00	-1,100.00	-100.00%
<a href="#">10-006-46042</a>	MISCELLANEOUS	0.00	0.00	-1,332.43	-1,332.43	1,332.43	0.00%
<a href="#">10-007-46050</a>	POLICE TRAINING	0.00	0.00	1,005.03	1,005.03	-1,005.03	0.00%
<a href="#">10-007-46051</a>	POLICE CONTRIBUTIONS	0.00	0.00	-73.00	-73.00	73.00	0.00%
<a href="#">10-007-46088</a>	SALE OF ASSETS	0.00	0.00	-38,075.00	-38,075.00	38,075.00	0.00%
<a href="#">10-007-46093</a>	GRANT FUNDS	0.00	0.00	-7,344.28	-7,344.28	7,344.28	0.00%
<a href="#">10-007-46103</a>	SCHOOL RESOURCE OFFICER FUNDING	-56,151.00	0.00	-66,041.28	-66,041.28	9,890.28	17.61%
<a href="#">10-007-46110</a>	OPIOID ABATEMENT FUNDS	0.00	0.00	-7,966.08	-7,966.08	7,966.08	0.00%
<b>35 - OTHER REVENUE Totals:</b>		<b>-307,551.00</b>	<b>0.00</b>	<b>-374,948.09</b>	<b>-374,948.09</b>	<b>67,397.09</b>	<b>21.91%</b>
<b>10 - GENERAL FUND Totals:</b>		<b>-5,699,910.00</b>	<b>0.00</b>	<b>-5,588,674.46</b>	<b>-5,588,674.46</b>	<b>-111,235.54</b>	<b>-1.95%</b>
<b>Revenue Totals:</b>		<b>-5,699,910.00</b>	<b>0.00</b>	<b>-5,588,674.46</b>	<b>-5,588,674.46</b>	<b>-111,235.54</b>	<b>-1.95%</b>
<b>Expense</b>							
<b>Fund: 10 - GENERAL FUND</b>							
<b>Group: 50 - PERSONNEL</b>							
<a href="#">10-001-58100</a>	SALARIES	186,895.00	0.00	190,874.53	190,874.53	-3,979.53	-2.13%
<a href="#">10-001-58101</a>	PAYROLL EXPENSE	2,710.00	0.00	2,797.77	2,797.77	-87.77	-3.24%
<a href="#">10-001-58102</a>	WORKERS COMPENSATION	1,124.00	0.00	726.87	726.87	397.13	35.33%

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<a href="#">10-001-58103</a>	HEALTH INSURANCE	58,788.00	0.00	20,612.29	20,612.29	38,175.71	64.94%
<a href="#">10-001-58104</a>	RETIREMENT	64,255.00	0.00	32,585.82	32,585.82	31,669.18	49.29%
<a href="#">10-001-58105</a>	UNEMPLOYMENT INSURANCE	360.00	0.00	132.64	132.64	227.36	63.16%
<a href="#">10-001-58107</a>	CELL PHONE STIPEND	2,820.00	0.00	1,428.37	1,428.37	1,391.63	49.35%
<a href="#">10-001-58125</a>	DENTAL INSURANCE	3,660.00	0.00	1,268.58	1,268.58	2,391.42	65.34%
<a href="#">10-001-58126</a>	LIFE INSURANCE	692.00	0.00	195.33	195.33	496.67	71.77%
<a href="#">10-001-58129</a>	LONGEVITY PAY	1,200.00	0.00	0.00	0.00	1,200.00	100.00%
<a href="#">10-001-58130</a>	VISION INSURANCE	690.00	0.00	198.88	198.88	491.12	71.18%
<a href="#">10-003-58100</a>	SALARIES	428,716.00	0.00	425,190.18	425,190.18	3,525.82	0.82%
<a href="#">10-003-58101</a>	PAYROLL EXPENSE	5,999.00	0.00	6,010.06	6,010.06	-11.06	-0.18%
<a href="#">10-003-58102</a>	WORKERS COMPENSATION	1,405.00	0.00	969.18	969.18	435.82	31.02%
<a href="#">10-003-58103</a>	HEALTH INSURANCE	19,608.00	0.00	43,540.83	43,540.83	-23,932.83	-122.06%
<a href="#">10-003-58104</a>	RETIREMENT	52,937.00	0.00	72,731.28	72,731.28	-19,794.28	-37.39%
<a href="#">10-003-58105</a>	UNEMPLOYMENT INSURANCE	270.00	0.00	290.05	290.05	-20.05	-7.43%
<a href="#">10-003-58107</a>	CELL PHONE STIPEND	1,620.00	0.00	747.72	747.72	872.28	53.84%
<a href="#">10-003-58125</a>	DENTAL INSURANCE	1,800.00	0.00	1,662.83	1,662.83	137.17	7.62%
<a href="#">10-003-58126</a>	LIFE INSURANCE	519.00	0.00	536.95	536.95	-17.95	-3.46%
<a href="#">10-003-58129</a>	LONGEVITY PAY	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
<a href="#">10-003-58130</a>	VISION INSURANCE	450.00	0.00	323.25	323.25	126.75	28.17%
<a href="#">10-004-58100</a>	SALARIES	205,666.00	0.00	216,661.89	216,661.89	-10,995.89	-5.35%
<a href="#">10-004-58101</a>	PAYROLL EXPENSE	2,939.00	0.00	3,166.80	3,166.80	-227.80	-7.75%
<a href="#">10-004-58102</a>	WORKERS COMPENSATION	7,933.00	0.00	5,782.65	5,782.65	2,150.35	27.11%
<a href="#">10-004-58103</a>	HEALTH INSURANCE	19,608.00	0.00	1,090.81	1,090.81	18,517.19	94.44%
<a href="#">10-004-58104</a>	RETIREMENT	37,838.00	0.00	37,619.75	37,619.75	218.25	0.58%
<a href="#">10-004-58105</a>	UNEMPLOYMENT INSURANCE	180.00	0.00	134.31	134.31	45.69	25.38%
<a href="#">10-004-58109</a>	CERTIFICATE PAY	6,500.00	0.00	3,250.00	3,250.00	3,250.00	50.00%
<a href="#">10-004-58125</a>	DENTAL INSURANCE	1,200.00	0.00	770.64	770.64	429.36	35.78%
<a href="#">10-004-58126</a>	LIFE INSURANCE	346.00	0.00	239.20	239.20	106.80	30.87%
<a href="#">10-004-58127</a>	PHYSICALS & GYM MEMBERSHIPS	1,000.00	0.00	755.98	755.98	244.02	24.40%
<a href="#">10-004-58129</a>	LONGEVITY PAY	600.00	0.00	0.00	0.00	600.00	100.00%
<a href="#">10-004-58130</a>	VISION INSURANCE	180.00	0.00	149.76	149.76	30.24	16.80%
<a href="#">10-005-58100</a>	SALARIES	84,893.00	0.00	62,955.47	62,955.47	21,937.53	25.84%
<a href="#">10-005-58101</a>	PAYROLL EXPENSE	1,231.00	0.00	915.47	915.47	315.53	25.63%
<a href="#">10-005-58102</a>	WORKERS COMPENSATION	281.00	0.00	242.29	242.29	38.71	13.78%
<a href="#">10-005-58103</a>	HEALTH INSURANCE	9,804.00	0.00	8,057.65	8,057.65	1,746.35	17.81%
<a href="#">10-005-58104</a>	RETIREMENT	14,593.00	0.00	10,745.19	10,745.19	3,847.81	26.37%
<a href="#">10-005-58105</a>	UNEMPLOYMENT INSURANCE	90.00	0.00	67.17	67.17	22.83	25.37%
<a href="#">10-005-58107</a>	CELL PHONE STIPEND	249.00	0.00	83.08	83.08	165.92	66.63%
<a href="#">10-005-58125</a>	DENTAL INSURANCE	600.00	0.00	296.40	296.40	303.60	50.60%
<a href="#">10-005-58126</a>	LIFE INSURANCE	173.00	0.00	92.00	92.00	81.00	46.82%
<a href="#">10-005-58129</a>	LONGEVITY PAY	300.00	0.00	0.00	0.00	300.00	100.00%
<a href="#">10-005-58130</a>	VISION INSURANCE	90.00	0.00	0.00	0.00	90.00	100.00%
<a href="#">10-006-58100</a>	SALARIES	112,752.00	0.00	112,514.02	112,514.02	237.98	0.21%
<a href="#">10-006-58101</a>	PAYROLL EXPENSE	1,635.00	0.00	1,665.82	1,665.82	-30.82	-1.89%

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<a href="#">10-006-58102</a>	WORKERS COMPENSATION	562.00	0.00	484.58	484.58	77.42	13.78%
<a href="#">10-006-58103</a>	HEALTH INSURANCE	19,608.00	0.00	20,369.44	20,369.44	-761.44	-3.88%
<a href="#">10-006-58104</a>	RETIREMENT	18,866.00	0.00	19,790.04	19,790.04	-924.04	-4.90%
<a href="#">10-006-58105</a>	UNEMPLOYMENT INSURANCE	180.00	0.00	135.81	135.81	44.19	24.55%
<a href="#">10-006-58107</a>	CELL PHONE STIPEND	249.00	0.00	540.02	540.02	-291.02	-116.88%
<a href="#">10-006-58109</a>	CERTIFICATE PAY	221.00	0.00	478.66	478.66	-257.66	-116.59%
<a href="#">10-006-58125</a>	DENTAL INSURANCE	1,200.00	0.00	785.65	785.65	414.35	34.53%
<a href="#">10-006-58126</a>	LIFE INSURANCE	346.00	0.00	243.91	243.91	102.09	29.51%
<a href="#">10-006-58129</a>	LONGEVITY PAY	600.00	0.00	0.00	0.00	600.00	100.00%
<a href="#">10-006-58130</a>	VISION INSURANCE	180.00	0.00	152.41	152.41	27.59	15.33%
<a href="#">10-006-58132</a>	BAILIFF DUTIES	3,000.00	0.00	2,762.28	2,762.28	237.72	7.92%
<a href="#">10-007-58100</a>	SALARIES	1,253,771.00	0.00	1,203,288.47	1,203,288.47	50,482.53	4.03%
<a href="#">10-007-58101</a>	PAYROLL EXPENSE	17,876.00	0.00	17,813.14	17,813.14	62.86	0.35%
<a href="#">10-007-58102</a>	WORKERS COMPENSATION	74,197.00	0.00	28,870.99	28,870.99	45,326.01	61.09%
<a href="#">10-007-58103</a>	HEALTH INSURANCE	166,668.00	0.00	196,012.16	196,012.16	-29,344.16	-17.61%
<a href="#">10-007-58104</a>	RETIREMENT	201,958.00	0.00	205,185.87	205,185.87	-3,227.87	-1.60%
<a href="#">10-007-58105</a>	UNEMPLOYMENT INSURANCE	1,530.00	0.00	1,324.79	1,324.79	205.21	13.41%
<a href="#">10-007-58107</a>	CELL PHONE STIPEND	249.00	0.00	0.00	0.00	249.00	100.00%
<a href="#">10-007-58109</a>	CERTIFICATE PAY	2,100.00	0.00	6,598.42	6,598.42	-4,498.42	-214.21%
<a href="#">10-007-58110</a>	OVERTIME	58,000.00	0.00	73,233.21	73,233.21	-15,233.21	-26.26%
<a href="#">10-007-58125</a>	DENTAL INSURANCE	10,200.00	0.00	6,135.29	6,135.29	4,064.71	39.85%
<a href="#">10-007-58126</a>	LIFE INSURANCE	2,940.00	0.00	1,904.29	1,904.29	1,035.71	35.23%
<a href="#">10-007-58127</a>	PHYSICALS & GYM MEMBERSHIPS	2,000.00	0.00	4,671.00	4,671.00	-2,671.00	-133.55%
<a href="#">10-007-58129</a>	LONGEVITY PAY	5,100.00	0.00	0.00	0.00	5,100.00	100.00%
<a href="#">10-007-58130</a>	VISION INSURANCE	1,530.00	0.00	1,117.67	1,117.67	412.33	26.95%
<a href="#">10-008-58100</a>	SALARIES	0.00	0.00	445.35	445.35	-445.35	0.00%
<a href="#">10-008-58103</a>	HEALTH INSURANCE	0.00	0.00	14.00	14.00	-14.00	0.00%
<a href="#">10-009-58100</a>	SALARIES	63,000.00	0.00	63,000.03	63,000.03	-0.03	0.00%
<a href="#">10-009-58101</a>	PAYROLL EXPENSE	914.00	0.00	882.66	882.66	31.34	3.43%
<a href="#">10-009-58102</a>	WORKERS COMPENSATION	281.00	0.00	0.00	0.00	281.00	100.00%
<a href="#">10-009-58103</a>	HEALTH INSURANCE	9,804.00	0.00	112.08	112.08	9,691.92	98.86%
<a href="#">10-009-58104</a>	RETIREMENT	10,667.00	0.00	10,395.49	10,395.49	271.51	2.55%
<a href="#">10-009-58105</a>	UNEMPLOYMENT INSURANCE	90.00	0.00	119.82	119.82	-29.82	-33.13%
<a href="#">10-009-58107</a>	CELL PHONE STIPEND	249.00	0.00	0.00	0.00	249.00	100.00%
<a href="#">10-009-58125</a>	DENTAL INSURANCE	600.00	0.00	385.32	385.32	214.68	35.78%
<a href="#">10-009-58126</a>	LIFE INSURANCE	173.00	0.00	119.60	119.60	53.40	30.87%
<a href="#">10-009-58129</a>	LONGEVITY PAY	300.00	0.00	0.00	0.00	300.00	100.00%
<a href="#">10-009-58130</a>	VISION INSURANCE	90.00	0.00	74.88	74.88	15.12	16.80%
<b>50 - PERSONNEL Totals:</b>		<b>3,277,998.00</b>	<b>0.00</b>	<b>3,137,527.09</b>	<b>3,137,527.09</b>	<b>140,470.91</b>	<b>4.29%</b>
<b>Group: 55 - SUPPLIES</b>							
<a href="#">10-001-58200</a>	POSTAGE & SHIPPING	2,070.00	0.00	3,535.31	3,535.31	-1,465.31	-70.79%
<a href="#">10-001-58201</a>	OFFICE SUPPLIES	4,658.00	0.00	3,294.01	3,294.01	1,363.99	29.28%
<a href="#">10-001-58202</a>	FLOWERS/GIFTS/PLAQUES	2,070.00	0.00	271.11	271.11	1,798.89	86.90%

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<a href="#">10-001-58203</a>	BASIC OPERATING SUPPLIES	0.00	0.00	11,105.30	11,105.30	-11,105.30	0.00%
<a href="#">10-001-58204</a>	PRINTING & BINDING	0.00	0.00	715.43	715.43	-715.43	0.00%
<a href="#">10-001-58205</a>	MINOR EQUIPMENT: OFFICE	533.00	0.00	12,660.59	12,660.59	-12,127.59	-2,275.35%
<a href="#">10-001-58207</a>	MV REPAIR & MAINTENANCE	0.00	0.00	25.88	25.88	-25.88	0.00%
<a href="#">10-001-58208</a>	UNIFORMS & SUPPLIES	311.00	0.00	594.95	594.95	-283.95	-91.30%
<a href="#">10-001-58214</a>	FINANCE CHARGES	2,500.00	0.00	1,432.46	1,432.46	1,067.54	42.70%
<a href="#">10-001-58223</a>	EQUIPMENT	533.00	0.00	0.00	0.00	533.00	100.00%
<a href="#">10-001-58265</a>	FACILITIES MAINT SUPPLIES	515.00	0.00	178.87	178.87	336.13	65.27%
<a href="#">10-001-58268</a>	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	4,664.04	4,664.04	-4,664.04	0.00%
<a href="#">10-001-58269</a>	PROMOTIONAL SUPPLIES	0.00	0.00	281.86	281.86	-281.86	0.00%
<a href="#">10-001-58270</a>	MV FUEL	0.00	0.00	410.52	410.52	-410.52	0.00%
<a href="#">10-003-58200</a>	POSTAGE & SHIPPING	515.00	0.00	0.00	0.00	515.00	100.00%
<a href="#">10-003-58201</a>	OFFICE SUPPLIES	3,000.00	0.00	416.93	416.93	2,583.07	86.10%
<a href="#">10-003-58202</a>	FLOWERS/GIFTS/PLAQUES	100.00	0.00	64.94	64.94	35.06	35.06%
<a href="#">10-003-58203</a>	BASIC OPERATING SUPPLIES	750.00	0.00	1,368.45	1,368.45	-618.45	-82.46%
<a href="#">10-003-58204</a>	PRINTING & BINDING	300.00	0.00	0.00	0.00	300.00	100.00%
<a href="#">10-003-58205</a>	MINOR EQUIPMENT: OFFICE	400.00	0.00	0.00	0.00	400.00	100.00%
<a href="#">10-003-58207</a>	MV REPAIR & MAINTENANCE	200.00	0.00	75.02	75.02	124.98	62.49%
<a href="#">10-003-58208</a>	UNIFORMS & SUPPLIES	300.00	0.00	12.27	12.27	287.73	95.91%
<a href="#">10-003-58214</a>	FINANCE CHARGES	0.00	0.00	3,937.81	3,937.81	-3,937.81	0.00%
<a href="#">10-003-58265</a>	FACILITIES MAINT SUPPLIES	500.00	0.00	465.54	465.54	34.46	6.89%
<a href="#">10-003-58268</a>	SUBSCRIPTIONS & PUBLICATIONS	500.00	0.00	170.00	170.00	330.00	66.00%
<a href="#">10-003-58270</a>	MV FUEL	0.00	0.00	381.30	381.30	-381.30	0.00%
<a href="#">10-004-58200</a>	POSTAGE & SHIPPING	1,000.00	0.00	17.86	17.86	982.14	98.21%
<a href="#">10-004-58201</a>	OFFICE SUPPLIES	500.00	0.00	373.09	373.09	126.91	25.38%
<a href="#">10-004-58202</a>	FLOWERS/GIFTS/PLAQUES	500.00	0.00	0.00	0.00	500.00	100.00%
<a href="#">10-004-58203</a>	BASIC OPERATING SUPPLIES	4,000.00	0.00	1,426.18	1,426.18	2,573.82	64.35%
<a href="#">10-004-58206</a>	MV OILS, LUBRICANTS & FLUIDS	0.00	0.00	286.40	286.40	-286.40	0.00%
<a href="#">10-004-58207</a>	MV REPAIR & MAINTENANCE	8,700.00	0.00	4,091.08	4,091.08	4,608.92	52.98%
<a href="#">10-004-58208</a>	UNIFORMS & SUPPLIES	2,000.00	0.00	258.35	258.35	1,741.65	87.08%
<a href="#">10-004-58214</a>	FINANCE CHARGES	0.00	0.00	56.94	56.94	-56.94	0.00%
<a href="#">10-004-58216</a>	PPE AND SUPPLIES	2,500.00	0.00	909.28	909.28	1,590.72	63.63%
<a href="#">10-004-58268</a>	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	174.99	174.99	-174.99	0.00%
<a href="#">10-004-58270</a>	MV FUEL	0.00	0.00	315.50	315.50	-315.50	0.00%
<a href="#">10-005-58200</a>	POSTAGE & SHIPPING	104.00	0.00	0.00	0.00	104.00	100.00%
<a href="#">10-005-58201</a>	OFFICE SUPPLIES	1,553.00	0.00	914.60	914.60	638.40	41.11%
<a href="#">10-005-58202</a>	FLOWERS/GIFTS/PLAQUES	1,553.00	0.00	1,311.60	1,311.60	241.40	15.54%
<a href="#">10-005-58203</a>	BASIC OPERATING SUPPLIES	569.00	0.00	100.57	100.57	468.43	82.33%
<a href="#">10-005-58204</a>	PRINTING & BINDING	533.00	0.00	1,982.49	1,982.49	-1,449.49	-271.95%
<a href="#">10-005-58205</a>	MINOR EQUIPMENT: OFFICE	3,002.00	0.00	0.00	0.00	3,002.00	100.00%
<a href="#">10-005-58208</a>	UNIFORMS & SUPPLIES	1,397.00	0.00	267.42	267.42	1,129.58	80.86%
<a href="#">10-005-58265</a>	FACILITIES MAINT SUPPLIES	0.00	0.00	17.99	17.99	-17.99	0.00%
<a href="#">10-005-58266</a>	MINOR EQUIPMENT: FIELD	518.00	0.00	0.00	0.00	518.00	100.00%
<a href="#">10-005-58267</a>	OPERATING SUPPLIES NON CONSUMA	0.00	0.00	10.81	10.81	-10.81	0.00%



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<a href="#">10-005-58269</a>	PROMOTIONAL SUPPLIES	25,000.00	0.00	8,725.12	8,725.12	16,274.88	65.10%
<a href="#">10-006-58201</a>	OFFICE SUPPLIES	1,035.00	0.00	206.62	206.62	828.38	80.04%
<a href="#">10-006-58202</a>	FLOWERS/GIFTS/PLAQUES	207.00	0.00	0.00	0.00	207.00	100.00%
<a href="#">10-006-58214</a>	FINANCE CHARGES	15,000.00	0.00	21,878.44	21,878.44	-6,878.44	-45.86%
<a href="#">10-007-58200</a>	POSTAGE & SHIPPING	320.00	0.00	256.29	256.29	63.71	19.91%
<a href="#">10-007-58201</a>	OFFICE SUPPLIES	5,693.00	0.00	4,466.74	4,466.74	1,226.26	21.54%
<a href="#">10-007-58202</a>	FLOWERS/GIFTS/PLAQUES	453.00	0.00	305.95	305.95	147.05	32.46%
<a href="#">10-007-58203</a>	BASIC OPERATING SUPPLIES	3,105.00	0.00	2,612.55	2,612.55	492.45	15.86%
<a href="#">10-007-58204</a>	PRINTING & BINDING	853.00	0.00	219.85	219.85	633.15	74.23%
<a href="#">10-007-58205</a>	MINOR EQUIPMENT: OFFICE	5,382.00	0.00	31,360.79	31,360.79	-25,978.79	-482.70%
<a href="#">10-007-58206</a>	MV OILS, LUBRICANTS & FLUIDS	533.00	0.00	91.59	91.59	441.41	82.82%
<a href="#">10-007-58207</a>	MV REPAIR & MAINTENANCE	12,000.00	0.00	25,749.66	25,749.66	-13,749.66	-114.58%
<a href="#">10-007-58208</a>	UNIFORMS & SUPPLIES	14,283.00	0.00	36,697.11	36,697.11	-22,414.11	-156.93%
<a href="#">10-007-58214</a>	FINANCE CHARGES	1,200.00	0.00	2,074.01	2,074.01	-874.01	-72.83%
<a href="#">10-007-58227</a>	ICE & INCLEMENT WEATHER	0.00	0.00	74.97	74.97	-74.97	0.00%
<a href="#">10-007-58253</a>	SAFETY EQUIPMENT & SUPPLIES	2,962.00	0.00	6,900.31	6,900.31	-3,938.31	-132.96%
<a href="#">10-007-58260</a>	BUILDING & FACILITIES REPAIRS	6,396.00	0.00	31,900.24	31,900.24	-25,504.24	-398.75%
<a href="#">10-007-58265</a>	FACILITIES MAINT SUPPLIES	14,464.00	0.00	7,094.90	7,094.90	7,369.10	50.95%
<a href="#">10-007-58266</a>	MINOR EQUIPMENT: FIELD	33,248.00	0.00	22,114.82	22,114.82	11,133.18	33.49%
<a href="#">10-007-58267</a>	OPERATING SUPPLIES NON CONSUMA	1,066.00	0.00	1,318.71	1,318.71	-252.71	-23.71%
<a href="#">10-007-58268</a>	SUBSCRIPTIONS & PUBLICATIONS	3,494.00	0.00	4,021.65	4,021.65	-527.65	-15.10%
<a href="#">10-007-58270</a>	MV FUEL	25,875.00	0.00	48,849.98	48,849.98	-22,974.98	-88.79%
<a href="#">10-007-58271</a>	MV TIRES, TUBES & BATTERIES	10,000.00	0.00	5,580.67	5,580.67	4,419.33	44.19%
<a href="#">10-007-58275</a>	SPECIAL EVENTS	1,035.00	0.00	2,936.27	2,936.27	-1,901.27	-183.70%
<a href="#">10-007-58276</a>	AMMUNITION & WEAPONS RELATED	9,134.00	0.00	11,034.45	11,034.45	-1,900.45	-20.81%
<a href="#">10-008-58201</a>	OFFICE SUPPLIES	0.00	0.00	2,933.26	2,933.26	-2,933.26	0.00%
<a href="#">10-008-58202</a>	FLOWERS/GIFTS/PLAQUES	0.00	0.00	50.30	50.30	-50.30	0.00%
<a href="#">10-008-58203</a>	BASIC OPERATING SUPPLIES	1,139.00	0.00	1,486.50	1,486.50	-347.50	-30.51%
<a href="#">10-008-58205</a>	MINOR EQUIPMENT: OFFICE	0.00	0.00	1,817.12	1,817.12	-1,817.12	0.00%
<a href="#">10-008-58207</a>	MV REPAIR & MAINTENANCE	2,588.00	0.00	851.62	851.62	1,736.38	67.09%
<a href="#">10-008-58208</a>	UNIFORMS & SUPPLIES	1,035.00	0.00	0.00	0.00	1,035.00	100.00%
<a href="#">10-008-58214</a>	FINANCE CHARGES	0.00	0.00	14.96	14.96	-14.96	0.00%
<a href="#">10-008-58222</a>	MINOR TOOLS	3,167.00	0.00	0.00	0.00	3,167.00	100.00%
<a href="#">10-008-58224</a>	MISC. TOOLS/SUPPLIES	0.00	0.00	288.34	288.34	-288.34	0.00%
<a href="#">10-008-58253</a>	SAFETY EQUIPMENT & SUPPLIES	1,066.00	0.00	1,520.00	1,520.00	-454.00	-42.59%
<a href="#">10-008-58260</a>	BUILDING & FACILITIES REPAIRS	24,840.00	0.00	21,958.43	21,958.43	2,881.57	11.60%
<a href="#">10-008-58265</a>	FACILITIES MAINT SUPPLIES	5,175.00	0.00	10,253.15	10,253.15	-5,078.15	-98.13%
<a href="#">10-008-58266</a>	MINOR EQUIPMENT: FIELD	4,140.00	0.00	1,160.78	1,160.78	2,979.22	71.96%
<a href="#">10-008-58270</a>	MV FUEL	57,491.00	0.00	189.18	189.18	57,301.82	99.67%
<a href="#">10-008-58271</a>	MV TIRES, TUBES & BATTERIES	0.00	0.00	33.15	33.15	-33.15	0.00%
<a href="#">10-008-58275</a>	SPECIAL EVENTS	0.00	0.00	56.54	56.54	-56.54	0.00%
<a href="#">10-008-58278</a>	EMERGENCY RESPONSE SUPPLIES	0.00	0.00	2,748.52	2,748.52	-2,748.52	0.00%
<a href="#">10-009-58265</a>	FACILITIES MAINT SUPPLIES	0.00	0.00	10,151.98	10,151.98	-10,151.98	0.00%
<a href="#">10-009-58454</a>	PARKS MAINTENANCE	40,000.00	0.00	72,643.33	72,643.33	-32,643.33	-81.61%

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<a href="#">10-010-58210</a>	TRAFFIC & STREET SIGNS	7,500.00	0.00	8,376.63	8,376.63	-876.63	-11.69%
<a href="#">10-010-58225</a>	ASPHALT MATERIALS	50,000.00	0.00	20,078.24	20,078.24	29,921.76	59.84%
<a href="#">10-010-58226</a>	ROAD BASE MATERIALS - PAVING	30,000.00	0.00	23,800.00	23,800.00	6,200.00	20.67%
<a href="#">10-010-58227</a>	ICE & INCLEMENT WEATHER	4,500.00	0.00	0.00	0.00	4,500.00	100.00%
<a href="#">10-010-58251</a>	BARRICADES/MARKERS	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
<b>55 - SUPPLIES Totals:</b>		<b>476,063.00</b>	<b>0.00</b>	<b>515,461.46</b>	<b>515,461.46</b>	<b>-39,398.46</b>	<b>-8.28%</b>
<b>Group: 60 - UTILITIES</b>							
<a href="#">10-003-58305</a>	COMMUNICATION SERVICES	0.00	0.00	1,202.98	1,202.98	-1,202.98	0.00%
<a href="#">10-004-58305</a>	COMMUNICATION SERVICES	8,500.00	0.00	6,908.08	6,908.08	1,591.92	18.73%
<a href="#">10-005-58305</a>	COMMUNICATION SERVICES	0.00	0.00	4,562.75	4,562.75	-4,562.75	0.00%
<a href="#">10-007-58304</a>	MOBILE TELEPHONE	0.00	0.00	33.26	33.26	-33.26	0.00%
<a href="#">10-007-58305</a>	COMMUNICATION SERVICES	4,451.00	0.00	8,515.19	8,515.19	-4,064.19	-91.31%
<a href="#">10-008-58300</a>	ELECTRICITY	50,000.00	0.00	69,602.79	69,602.79	-19,602.79	-39.21%
<a href="#">10-008-58301</a>	NATURAL GAS	5,175.00	0.00	10,777.42	10,777.42	-5,602.42	-108.26%
<a href="#">10-008-58302</a>	TELEPHONE	15,525.00	0.00	2,331.65	2,331.65	13,193.35	84.98%
<a href="#">10-008-58304</a>	MOBILE TELEPHONE	0.00	0.00	329.47	329.47	-329.47	0.00%
<a href="#">10-008-58305</a>	COMMUNICATION SERVICES	46,575.00	0.00	18,470.93	18,470.93	28,104.07	60.34%
<b>60 - UTILITIES Totals:</b>		<b>130,226.00</b>	<b>0.00</b>	<b>122,734.52</b>	<b>122,734.52</b>	<b>7,491.48</b>	<b>5.75%</b>
<b>Group: 65 - CONTRACTUAL SERVICES</b>							
<a href="#">10-001-58400</a>	TRAVEL & TRAINING	16,000.00	0.00	13,073.25	13,073.25	2,926.75	18.29%
<a href="#">10-001-58401</a>	CONSULTANTS & PROFESSIONALS	25,875.00	0.00	9,500.00	9,500.00	16,375.00	63.29%
<a href="#">10-001-58402</a>	ADVERTISING & LEGAL NOTICES	1,553.00	0.00	3,391.00	3,391.00	-1,838.00	-118.35%
<a href="#">10-001-58403</a>	PRINTING & BINDING	3,726.00	0.00	0.00	0.00	3,726.00	100.00%
<a href="#">10-001-58404</a>	PROPERTY & LIABILITY	8,100.00	0.00	20,421.42	20,421.42	-12,321.42	-152.12%
<a href="#">10-001-58406</a>	PROFESSIONAL LICENSE	1,035.00	0.00	0.00	0.00	1,035.00	100.00%
<a href="#">10-001-58407</a>	DUES & MEMBERSHIPS	3,105.00	0.00	1,030.00	1,030.00	2,075.00	66.83%
<a href="#">10-001-58408</a>	SPECIAL EVENTS	10,000.00	0.00	5,050.71	5,050.71	4,949.29	49.49%
<a href="#">10-001-58414</a>	FINANCE CHARGES	0.00	0.00	124.00	124.00	-124.00	0.00%
<a href="#">10-001-58417</a>	ACCOUNTING & AUDITOR	58,800.00	0.00	38,181.01	38,181.01	20,618.99	35.07%
<a href="#">10-001-58418</a>	CONTRACTUAL SERVICES	67,000.00	0.00	66,883.00	66,883.00	117.00	0.17%
<a href="#">10-001-58426</a>	SOFTWARE TECH SUPPORT	70,000.00	0.00	109,743.30	109,743.30	-39,743.30	-56.78%
<a href="#">10-001-58437</a>	PUBLIC SAFETY ALERT SYSTEM	2,846.00	0.00	2,846.00	2,846.00	0.00	0.00%
<a href="#">10-001-58438</a>	IT CONTRACT	3,987.00	0.00	411.53	411.53	3,575.47	89.68%
<a href="#">10-001-58450</a>	GOVERNMENT & MISC OPERATING	0.00	0.00	145.34	145.34	-145.34	0.00%
<a href="#">10-001-58451</a>	EQUIPMENT RENTAL	9,936.00	0.00	10,455.70	10,455.70	-519.70	-5.23%
<a href="#">10-003-58400</a>	TRAVEL & TRAINING	10,000.00	0.00	9,640.62	9,640.62	359.38	3.59%
<a href="#">10-003-58401</a>	CONSULTANTS & PROFESSIONALS	10,000.00	0.00	900.00	900.00	9,100.00	91.00%
<a href="#">10-003-58402</a>	ADVERTISING & LEGAL NOTICES	4,000.00	0.00	0.00	0.00	4,000.00	100.00%
<a href="#">10-003-58404</a>	PROPERTY & LIABILITY	8,100.00	0.00	2,037.86	2,037.86	6,062.14	74.84%
<a href="#">10-003-58406</a>	PROFESSIONAL LICENSE	100.00	0.00	55.00	55.00	45.00	45.00%
<a href="#">10-003-58407</a>	DUES & MEMBERSHIPS	750.00	0.00	6,638.45	6,638.45	-5,888.45	-785.13%
<a href="#">10-003-58409</a>	PERMITS & APPLICATIONS	0.00	0.00	348.00	348.00	-348.00	0.00%
<a href="#">10-003-58418</a>	CONTRACTUAL SERVICES	55,000.00	0.00	0.00	0.00	55,000.00	100.00%

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<a href="#">10-003-58423</a>	FOOD SERVICE INSPECTOR	12,500.00	0.00	13,950.00	13,950.00	-1,450.00	-11.60%
<a href="#">10-003-58424</a>	ENGINEERING/CITY ENGINEER	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
<a href="#">10-003-58426</a>	SOFTWARE TECH SUPPORT	15,000.00	0.00	3,803.96	3,803.96	11,196.04	74.64%
<a href="#">10-003-58438</a>	IT CONTRACT	4,000.00	0.00	10,478.53	10,478.53	-6,478.53	-161.96%
<a href="#">10-003-58463</a>	ECONOMIC DEVELOPMENT	1,000.00	0.00	67.00	67.00	933.00	93.30%
<a href="#">10-004-58400</a>	TRAVEL & TRAINING	13,000.00	0.00	4,022.70	4,022.70	8,977.30	69.06%
<a href="#">10-004-58404</a>	PROPERTY & LIABILITY	0.00	0.00	3,102.14	3,102.14	-3,102.14	0.00%
<a href="#">10-004-58407</a>	DUES & MEMBERSHIPS	5,825.00	0.00	524.78	524.78	5,300.22	90.99%
<a href="#">10-004-58418</a>	CONTRACTUAL SERVICES	16,600.00	0.00	17,161.93	17,161.93	-561.93	-3.39%
<a href="#">10-004-58426</a>	SOFTWARE TECH SUPPORT	0.00	0.00	2,200.00	2,200.00	-2,200.00	0.00%
<a href="#">10-004-58427</a>	EQUIPMENT TECH SUPPORT	8,500.00	0.00	4,699.42	4,699.42	3,800.58	44.71%
<a href="#">10-004-58452</a>	VEHICLE LEASE	22,649.00	0.00	19,825.43	19,825.43	2,823.57	12.47%
<a href="#">10-004-58455</a>	EMERGENCY MANAGEMENT	11,000.00	0.00	770.00	770.00	10,230.00	93.00%
<a href="#">10-005-58400</a>	TRAVEL & TRAINING	10,350.00	0.00	4,912.12	4,912.12	5,437.88	52.54%
<a href="#">10-005-58401</a>	CONSULTANTS & PROFESSIONALS	8,280.00	0.00	1,195.00	1,195.00	7,085.00	85.57%
<a href="#">10-005-58402</a>	ADVERTISING & LEGAL NOTICES	2,070.00	0.00	0.00	0.00	2,070.00	100.00%
<a href="#">10-005-58404</a>	PROPERTY & LIABILITY	8,100.00	0.00	1,406.74	1,406.74	6,693.26	82.63%
<a href="#">10-005-58406</a>	PROFESSIONAL LICENSE	414.00	0.00	0.00	0.00	414.00	100.00%
<a href="#">10-005-58407</a>	DUES & MEMBERSHIPS	12,000.00	0.00	2,889.92	2,889.92	9,110.08	75.92%
<a href="#">10-005-58408</a>	SPECIAL EVENTS	25,000.00	0.00	10,457.33	10,457.33	14,542.67	58.17%
<a href="#">10-005-58416</a>	LEGAL/CITY ATTORNEY	50,000.00	0.00	106,926.94	106,926.94	-56,926.94	-113.85%
<a href="#">10-005-58418</a>	CONTRACTUAL SERVICES	4,554.00	0.00	330.00	330.00	4,224.00	92.75%
<a href="#">10-005-58419</a>	ELECTIONS ADMINISTRATION	5,900.00	0.00	8,721.64	8,721.64	-2,821.64	-47.82%
<a href="#">10-005-58426</a>	SOFTWARE TECH SUPPORT	518.00	0.00	3,930.00	3,930.00	-3,412.00	-658.69%
<a href="#">10-005-58437</a>	PUBLIC SAFETY ALERT SYSTEM	1,108.00	0.00	1,108.00	1,108.00	0.00	0.00%
<a href="#">10-005-58438</a>	IT CONTRACT	4,107.00	0.00	411.54	411.54	3,695.46	89.98%
<a href="#">10-005-58450</a>	GOVERNMENT & MISC OPERATING	1,553.00	0.00	0.00	0.00	1,553.00	100.00%
<a href="#">10-006-58400</a>	TRAVEL & TRAINING	3,000.00	0.00	2,467.39	2,467.39	532.61	17.75%
<a href="#">10-006-58403</a>	PRINTING & BINDING	0.00	0.00	52.81	52.81	-52.81	0.00%
<a href="#">10-006-58404</a>	PROPERTY & LIABILITY	8,100.00	0.00	1,406.74	1,406.74	6,693.26	82.63%
<a href="#">10-006-58406</a>	PROFESSIONAL LICENSE	0.00	0.00	157.50	157.50	-157.50	0.00%
<a href="#">10-006-58407</a>	DUES & MEMBERSHIPS	85.00	0.00	185.00	185.00	-100.00	-117.65%
<a href="#">10-006-58416</a>	LEGAL/CITY ATTORNEY	10,000.00	0.00	9,000.00	9,000.00	1,000.00	10.00%
<a href="#">10-006-58418</a>	CONTRACTUAL SERVICES	0.00	0.00	628.00	628.00	-628.00	0.00%
<a href="#">10-006-58421</a>	MUNICIPAL JUDGE	18,500.00	0.00	18,000.00	18,000.00	500.00	2.70%
<a href="#">10-006-58422</a>	MAGISTRATE	3,105.00	0.00	2,600.00	2,600.00	505.00	16.26%
<a href="#">10-006-58426</a>	SOFTWARE TECH SUPPORT	3,000.00	0.00	3,252.50	3,252.50	-252.50	-8.42%
<a href="#">10-006-58427</a>	EQUIPMENT TECH SUPPORT	0.00	0.00	1,104.00	1,104.00	-1,104.00	0.00%
<a href="#">10-006-58438</a>	IT CONTRACT	4,140.00	0.00	411.54	411.54	3,728.46	90.06%
<a href="#">10-006-58441</a>	JURY SERVICE	207.00	0.00	0.00	0.00	207.00	100.00%
<a href="#">10-006-58476</a>	REIMBURSABLES & REFUNDS	0.00	0.00	144.00	144.00	-144.00	0.00%
<a href="#">10-007-58400</a>	TRAVEL & TRAINING	10,000.00	0.00	10,976.74	10,976.74	-976.74	-9.77%
<a href="#">10-007-58402</a>	ADVERTISING & LEGAL NOTICES	107.00	0.00	1,028.50	1,028.50	-921.50	-861.21%
<a href="#">10-007-58403</a>	PRINTING & BINDING	0.00	0.00	94.18	94.18	-94.18	0.00%

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<a href="#">10-007-58404</a>	PROPERTY & LIABILITY	8,100.00	0.00	34,440.58	34,440.58	-26,340.58	-325.19%
<a href="#">10-007-58407</a>	DUES & MEMBERSHIPS	1,760.00	0.00	1,295.00	1,295.00	465.00	26.42%
<a href="#">10-007-58408</a>	SPECIAL EVENTS	0.00	0.00	434.66	434.66	-434.66	0.00%
<a href="#">10-007-58410</a>	LAB TESTING	6,000.00	0.00	1,045.98	1,045.98	4,954.02	82.57%
<a href="#">10-007-58418</a>	CONTRACTUAL SERVICES	112,000.00	0.00	99,449.31	99,449.31	12,550.69	11.21%
<a href="#">10-007-58420</a>	INMATE HOUSING	1,242.00	0.00	235.50	235.50	1,006.50	81.04%
<a href="#">10-007-58426</a>	SOFTWARE TECH SUPPORT	0.00	0.00	41,442.89	41,442.89	-41,442.89	0.00%
<a href="#">10-007-58427</a>	EQUIPMENT TECH SUPPORT	0.00	0.00	8,859.91	8,859.91	-8,859.91	0.00%
<a href="#">10-007-58437</a>	PUBLIC SAFETY ALERT SYSTEM	1,108.00	0.00	1,108.00	1,108.00	0.00	0.00%
<a href="#">10-007-58438</a>	IT CONTRACT	4,107.00	0.00	411.54	411.54	3,695.46	89.98%
<a href="#">10-007-58450</a>	GOVERNMENT & MISC OPERATING	673.00	0.00	0.00	0.00	673.00	100.00%
<a href="#">10-007-58451</a>	EQUIPMENT RENTAL	0.00	0.00	5,582.41	5,582.41	-5,582.41	0.00%
<a href="#">10-007-58452</a>	VEHICLE LEASE	125,570.00	0.00	106,050.03	106,050.03	19,519.97	15.55%
<a href="#">10-007-58462</a>	ANIMAL CONTROL	56,000.00	0.00	54,450.00	54,450.00	1,550.00	2.77%
<a href="#">10-008-58400</a>	TRAVEL & TRAINING	3,105.00	0.00	2,691.25	2,691.25	413.75	13.33%
<a href="#">10-008-58401</a>	CONSULTANTS & PROFESSIONALS	0.00	0.00	1,200.00	1,200.00	-1,200.00	0.00%
<a href="#">10-008-58404</a>	PROPERTY & LIABILITY	8,100.00	0.00	15,199.26	15,199.26	-7,099.26	-87.65%
<a href="#">10-008-58405</a>	REPAIR & MAINTENANCE	0.00	0.00	1,996.75	1,996.75	-1,996.75	0.00%
<a href="#">10-008-58407</a>	DUES & MEMBERSHIPS	0.00	0.00	7,858.70	7,858.70	-7,858.70	0.00%
<a href="#">10-008-58408</a>	SPECIAL EVENTS	40,000.00	0.00	6,205.00	6,205.00	33,795.00	84.49%
<a href="#">10-008-58412</a>	OTHER RENTAL	0.00	0.00	258.58	258.58	-258.58	0.00%
<a href="#">10-008-58414</a>	FINANCE CHARGES	0.00	0.00	234.20	234.20	-234.20	0.00%
<a href="#">10-008-58418</a>	CONTRACTUAL SERVICES	15,525.00	0.00	103,688.68	103,688.68	-88,163.68	-567.88%
<a href="#">10-008-58424</a>	ENGINEERING/CITY ENGINEER	0.00	0.00	9,600.00	9,600.00	-9,600.00	0.00%
<a href="#">10-008-58425</a>	SOLID WASTE COLLECTION	7,245.00	0.00	0.31	0.31	7,244.69	100.00%
<a href="#">10-008-58426</a>	SOFTWARE TECH SUPPORT	0.00	0.00	47,321.94	47,321.94	-47,321.94	0.00%
<a href="#">10-008-58427</a>	EQUIPMENT TECH SUPPORT	0.00	0.00	2,938.00	2,938.00	-2,938.00	0.00%
<a href="#">10-008-58438</a>	IT CONTRACT	4,140.00	0.00	8,537.36	8,537.36	-4,397.36	-106.22%
<a href="#">10-008-58450</a>	GOVERNMENT & MISC OPERATING	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
<a href="#">10-008-58451</a>	EQUIPMENT RENTAL	2,132.00	0.00	0.00	0.00	2,132.00	100.00%
<a href="#">10-008-58452</a>	VEHICLE LEASE	0.00	0.00	6,572.70	6,572.70	-6,572.70	0.00%
<a href="#">10-008-58476</a>	REIMBURSABLES & REFUNDS	0.00	0.00	577.40	577.40	-577.40	0.00%
<a href="#">10-008-58479</a>	LANDSCAPING CONTRACT	50,000.00	0.00	102,550.00	102,550.00	-52,550.00	-105.10%
<a href="#">10-009-58401</a>	CONSULTANTS & PROFESSIONALS	25,000.00	0.00	0.00	0.00	25,000.00	100.00%
<a href="#">10-009-58418</a>	CONTRACTUAL SERVICES	0.00	0.00	1,190.00	1,190.00	-1,190.00	0.00%
<a href="#">10-009-58424</a>	ENGINEERING/CITY ENGINEER	0.00	0.00	6,653.55	6,653.55	-6,653.55	0.00%
<a href="#">10-009-58426</a>	SOFTWARE TECH SUPPORT	0.00	0.00	163.85	163.85	-163.85	0.00%
<a href="#">10-010-58401</a>	CONSULTANTS & PROFESSIONALS	10,000.00	0.00	1,340.00	1,340.00	8,660.00	86.60%
<a href="#">10-010-58413</a>	CONTRACT STREET REPAIR	25,000.00	0.00	52,060.27	52,060.27	-27,060.27	-108.24%
<a href="#">10-010-58424</a>	ENGINEERING/CITY ENGINEER	25,000.00	0.00	0.00	0.00	25,000.00	100.00%
<b>65 - CONTRACTUAL SERVICES Totals:</b>		<b>1,220,992.00</b>	<b>0.00</b>	<b>1,308,923.82</b>	<b>1,308,923.82</b>	<b>-87,931.82</b>	<b>-7.20%</b>
<b>Group: 75 - CAPITAL OUTLAY</b>							
<a href="#">10-001-58600</a>	OFFICE EQUIPMENT	2,500.00	0.00	0.00	0.00	2,500.00	100.00%

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<a href="#">10-001-58612</a>	SOFTWARE	0.00	0.00	12,688.23	12,688.23	-12,688.23	0.00%
<a href="#">10-001-58651</a>	COUNCIL APPROVED EXPENDITURES	100,000.00	0.00	0.00	0.00	100,000.00	100.00%
<a href="#">10-003-58600</a>	OFFICE EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
<a href="#">10-003-58612</a>	SOFTWARE	0.00	0.00	3,634.00	3,634.00	-3,634.00	0.00%
<a href="#">10-006-58612</a>	SOFTWARE	0.00	0.00	1,877.73	1,877.73	-1,877.73	0.00%
<a href="#">10-007-58601</a>	VEHICLE EQUIPMENT	50,000.00	0.00	36,084.51	36,084.51	13,915.49	27.83%
<a href="#">10-007-58624</a>	EQUIPMENT PURCHASE	0.00	0.00	450.00	450.00	-450.00	0.00%
<a href="#">10-008-58607</a>	CAPITAL IMPROVEMENTS	0.00	0.00	71,052.85	71,052.85	-71,052.85	0.00%
<a href="#">10-008-58624</a>	EQUIPMENT PURCHASE	0.00	0.00	20,002.93	20,002.93	-20,002.93	0.00%
<a href="#">10-009-58609</a>	PARKS IMPROVEMENTS	163,832.00	0.00	109,785.93	109,785.93	54,046.07	32.99%
<a href="#">10-010-58603</a>	STREET IMPROVEMENTS	0.00	0.00	317,153.50	317,153.50	-317,153.50	0.00%
<b>75 - CAPITAL OUTLAY Totals:</b>		<b>317,332.00</b>	<b>0.00</b>	<b>572,729.68</b>	<b>572,729.68</b>	<b>-255,397.68</b>	<b>-80.48%</b>
<b>10 - GENERAL FUND Totals:</b>		<b>5,422,611.00</b>	<b>0.00</b>	<b>5,657,376.57</b>	<b>5,657,376.57</b>	<b>-234,765.57</b>	<b>-4.33%</b>
<b>Expense Totals:</b>		<b>5,422,611.00</b>	<b>0.00</b>	<b>5,657,376.57</b>	<b>5,657,376.57</b>	<b>-234,765.57</b>	<b>-4.33%</b>
<b>10 - GENERAL FUND Totals:</b>		<b>-277,299.00</b>	<b>0.00</b>	<b>68,702.11</b>	<b>68,702.11</b>	<b>-346,001.11</b>	
<b>20 - WATER FUND</b>							
<b>Revenue</b>							
<b>Fund: 20 - WATER FUND</b>							
<b>Group: 15 - ADMINISTRATIVE FEES</b>							
<a href="#">20-020-45005</a>	INTEREST REVENUE	-125,000.00	0.00	-175,129.09	-175,129.09	50,129.09	40.10%
<b>15 - ADMINISTRATIVE FEES Totals:</b>		<b>-125,000.00</b>	<b>0.00</b>	<b>-175,129.09</b>	<b>-175,129.09</b>	<b>50,129.09</b>	<b>40.10%</b>
<b>Group: 20 - LICENSES &amp; PERMITS</b>							
<a href="#">20-020-45053</a>	SITE DEVELOPMENT INSPECTIONS	0.00	0.00	-21,840.00	-21,840.00	21,840.00	0.00%
<b>20 - LICENSES &amp; PERMITS Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>-21,840.00</b>	<b>-21,840.00</b>	<b>21,840.00</b>	<b>0.00%</b>
<b>Group: 35 - OTHER REVENUE</b>							
<a href="#">20-020-45032</a>	REIMBURSEMENT FOR REPAIRS	0.00	0.00	-2,138.50	-2,138.50	2,138.50	0.00%
<a href="#">20-020-45041</a>	REFUNDS/ BANK CREDITS	0.00	0.00	-438.00	-438.00	438.00	0.00%
<a href="#">20-020-45042</a>	MISCELLANEOUS REVENUE	-1,200.00	0.00	-519.88	-519.88	-680.12	-56.68%
<b>35 - OTHER REVENUE Totals:</b>		<b>-1,200.00</b>	<b>0.00</b>	<b>-3,096.38</b>	<b>-3,096.38</b>	<b>1,896.38</b>	<b>158.03%</b>
<b>Group: 40 - TRANSFERS</b>							
<a href="#">20-020-48756</a>	2019 COOS - TWDB - FT WORTH WT	-244,414.00	0.00	-244,413.60	-244,413.60	-0.40	0.00%
<a href="#">20-020-48757</a>	WP CO S21	-163,704.00	0.00	-163,704.00	-163,704.00	0.00	0.00%
<b>40 - TRANSFERS Totals:</b>		<b>-408,118.00</b>	<b>0.00</b>	<b>-408,117.60</b>	<b>-408,117.60</b>	<b>-0.40</b>	<b>0.00%</b>
<b>Group: 45 - UTILITY REVENUE</b>							
<a href="#">20-020-45000</a>	USER CHARGES	-3,300,000.00	0.00	-3,045,085.83	-3,045,085.83	-254,914.17	-7.72%
<a href="#">20-020-45001</a>	PENALTIES	-30,000.00	0.00	-27,229.88	-27,229.88	-2,770.12	-9.23%
<a href="#">20-020-45002</a>	NEW ACCOUNT FEES	-13,000.00	0.00	-5,880.79	-5,880.79	-7,119.21	-54.76%
<a href="#">20-020-45003</a>	TAP FEES	-3,000.00	0.00	-1,130.57	-1,130.57	-1,869.43	-62.31%
<a href="#">20-020-45004</a>	IMPACT FEES	-50,000.00	0.00	-194,765.00	-194,765.00	144,765.00	289.53%
<a href="#">20-020-45007</a>	METER FEE	-25,000.00	0.00	-30,060.98	-30,060.98	5,060.98	20.24%
<a href="#">20-020-45008</a>	METER BOX FEE	-4,500.00	0.00	-5,909.77	-5,909.77	1,409.77	31.33%

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<a href="#">20-020-45030</a>	RECONNECT FEES	-10,000.00	0.00	-17,550.00	-17,550.00	7,550.00	75.50%
<a href="#">20-020-45031</a>	NSF FEES	-600.00	0.00	-1,438.71	-1,438.71	838.71	139.79%
<b>45 - UTILITY REVENUE Totals:</b>		<b>-3,436,100.00</b>	<b>0.00</b>	<b>-3,329,051.53</b>	<b>-3,329,051.53</b>	<b>-107,048.47</b>	<b>-3.12%</b>
<b>20 - WATER FUND Totals:</b>		<b>-3,970,418.00</b>	<b>0.00</b>	<b>-3,937,234.60</b>	<b>-3,937,234.60</b>	<b>-33,183.40</b>	<b>-0.84%</b>
<b>Revenue Totals:</b>		<b>-3,970,418.00</b>	<b>0.00</b>	<b>-3,937,234.60</b>	<b>-3,937,234.60</b>	<b>-33,183.40</b>	<b>-0.84%</b>
<b>Expense</b>							
<b>Fund: 20 - WATER FUND</b>							
<b>Group: 50 - PERSONNEL</b>							
<a href="#">20-020-58100</a>	SALARIES	854,984.00	0.00	789,058.84	789,058.84	65,925.16	7.71%
<a href="#">20-020-58101</a>	PAYROLL EXPENSE	12,397.00	0.00	11,772.34	11,772.34	624.66	5.04%
<a href="#">20-020-58102</a>	WORKERS COMPENSATION	16,358.00	0.00	12,923.57	12,923.57	3,434.43	21.00%
<a href="#">20-020-58103</a>	HEALTH INSURANCE	88,236.00	0.00	112,373.78	112,373.78	-24,137.78	-27.36%
<a href="#">20-020-58104</a>	RETIREMENT	95,919.00	0.00	137,007.29	137,007.29	-41,088.29	-42.84%
<a href="#">20-020-58105</a>	UNEMPLOYMENT INSURANCE	810.00	0.00	853.83	853.83	-43.83	-5.41%
<a href="#">20-020-58107</a>	CELL PHONE STIPEND	4,320.00	0.00	4,091.69	4,091.69	228.31	5.28%
<a href="#">20-020-58109</a>	CERTIFICATE PAY	6,917.00	0.00	3,618.16	3,618.16	3,298.84	47.69%
<a href="#">20-020-58110</a>	OVERTIME	31,800.00	0.00	29,044.47	29,044.47	2,755.53	8.67%
<a href="#">20-020-58125</a>	DENTAL INSURANCE	5,400.00	0.00	4,580.38	4,580.38	819.62	15.18%
<a href="#">20-020-58126</a>	LIFE INSURANCE	1,556.00	0.00	1,142.96	1,142.96	413.04	26.54%
<a href="#">20-020-58129</a>	LONGEVITY PAY	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
<a href="#">20-020-58130</a>	VISION INSURANCE	810.00	0.00	779.25	779.25	30.75	3.80%
<b>50 - PERSONNEL Totals:</b>		<b>1,122,507.00</b>	<b>0.00</b>	<b>1,107,246.56</b>	<b>1,107,246.56</b>	<b>15,260.44</b>	<b>1.36%</b>
<b>Group: 55 - SUPPLIES</b>							
<a href="#">20-020-58200</a>	POSTAGE & SHIPPING	15,000.00	0.00	30.75	30.75	14,969.25	99.80%
<a href="#">20-020-58201</a>	OFFICE SUPPLIES	5,000.00	0.00	2,500.92	2,500.92	2,499.08	49.98%
<a href="#">20-020-58202</a>	FLOWERS/GIFTS/PLAQUES	300.00	0.00	0.00	0.00	300.00	100.00%
<a href="#">20-020-58203</a>	BASIC OPERATING SUPPLIES	2,000.00	0.00	439.26	439.26	1,560.74	78.04%
<a href="#">20-020-58204</a>	PRINTING & BINDING	0.00	0.00	966.51	966.51	-966.51	0.00%
<a href="#">20-020-58205</a>	MINOR EQUIPMENT: OFFICE	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
<a href="#">20-020-58207</a>	MV REPAIR & MAINTENANCE	10,400.00	0.00	5,235.94	5,235.94	5,164.06	49.65%
<a href="#">20-020-58208</a>	UNIFORMS & SUPPLIES	6,000.00	0.00	2,019.39	2,019.39	3,980.61	66.34%
<a href="#">20-020-58211</a>	WATER SUPPLIES	0.00	0.00	12.97	12.97	-12.97	0.00%
<a href="#">20-020-58214</a>	FINANCE CHARGES	60,000.00	0.00	179,668.35	179,668.35	-119,668.35	-199.45%
<a href="#">20-020-58222</a>	MINOR TOOLS	0.00	0.00	3,719.00	3,719.00	-3,719.00	0.00%
<a href="#">20-020-58223</a>	EQUIPMENT	3,000.00	0.00	16,871.35	16,871.35	-13,871.35	-462.38%
<a href="#">20-020-58224</a>	MISC. TOOLS/SUPPLIES	4,000.00	0.00	10,407.13	10,407.13	-6,407.13	-160.18%
<a href="#">20-020-58230</a>	CHEMICALS	25,000.00	0.00	12,676.45	12,676.45	12,323.55	49.29%
<a href="#">20-020-58231</a>	WATER METERS	20,000.00	0.00	61,463.99	61,463.99	-41,463.99	-207.32%
<a href="#">20-020-58232</a>	FIRE HYDRANTS	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
<a href="#">20-020-58234</a>	SAND	0.00	0.00	1,155.64	1,155.64	-1,155.64	0.00%
<a href="#">20-020-58253</a>	SAFETY EQUIPMENT & SUPPLIES	2,874.00	0.00	928.27	928.27	1,945.73	67.70%
<a href="#">20-020-58260</a>	BUILDING & FACILITIES REPAIRS	3,984.00	0.00	148.38	148.38	3,835.62	96.28%

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<a href="#">20-020-58265</a>	FACILITIES MAINT SUPPLIES	500.00	0.00	1,196.74	1,196.74	-696.74	-139.35%
<a href="#">20-020-58266</a>	MINOR EQUIPMENT: FIELD	2,850.00	0.00	109.28	109.28	2,740.72	96.17%
<a href="#">20-020-58268</a>	SUBSCRIPTIONS & PUBLICATIONS	750.00	0.00	0.00	0.00	750.00	100.00%
<a href="#">20-020-58270</a>	MV FUEL	50,000.00	0.00	32,820.03	32,820.03	17,179.97	34.36%
<a href="#">20-020-58281</a>	WATER DISTRIBUTION SUPPLIES	135,000.00	0.00	86,274.49	86,274.49	48,725.51	36.09%
<a href="#">20-020-58282</a>	WATER PRODUCTION SUPPLIES	25,000.00	0.00	2,690.09	2,690.09	22,309.91	89.24%
<b>55 - SUPPLIES Totals:</b>		<b>384,658.00</b>	<b>0.00</b>	<b>421,334.93</b>	<b>421,334.93</b>	<b>-36,676.93</b>	<b>-9.53%</b>
<b>Group: 60 - UTILITIES</b>							
<a href="#">20-020-58300</a>	ELECTRICITY	115,000.00	0.00	113,027.96	113,027.96	1,972.04	1.71%
<a href="#">20-020-58301</a>	NATURAL GAS	0.00	0.00	596.50	596.50	-596.50	0.00%
<a href="#">20-020-58304</a>	MOBILE TELEPHONE	5,700.00	0.00	1,890.85	1,890.85	3,809.15	66.83%
<a href="#">20-020-58305</a>	COMMUNICATION SERVICES	6,132.00	0.00	1,928.83	1,928.83	4,203.17	68.54%
<b>60 - UTILITIES Totals:</b>		<b>126,832.00</b>	<b>0.00</b>	<b>117,444.14</b>	<b>117,444.14</b>	<b>9,387.86</b>	<b>7.40%</b>
<b>Group: 65 - CONTRACTUAL SERVICES</b>							
<a href="#">20-020-58400</a>	TRAVEL & TRAINING	5,000.00	0.00	5,991.41	5,991.41	-991.41	-19.83%
<a href="#">20-020-58401</a>	CONSULTANTS & PROFESSIONALS	25,000.00	0.00	2,639.10	2,639.10	22,360.90	89.44%
<a href="#">20-020-58402</a>	ADVERTISING & LEGAL NOTICES	1,000.00	0.00	366.49	366.49	633.51	63.35%
<a href="#">20-020-58404</a>	PROPERTY & LIABILITY	8,100.00	0.00	42,996.96	42,996.96	-34,896.96	-430.83%
<a href="#">20-020-58405</a>	REPAIR & MAINTENANCE	0.00	0.00	6,210.00	6,210.00	-6,210.00	0.00%
<a href="#">20-020-58407</a>	DUES & MEMBERSHIPS	555.00	0.00	0.00	0.00	555.00	100.00%
<a href="#">20-020-58409</a>	PERMITS & APPLICATIONS	5,500.00	0.00	12,497.51	12,497.51	-6,997.51	-127.23%
<a href="#">20-020-58410</a>	LAB TESTING	20,000.00	0.00	12,848.70	12,848.70	7,151.30	35.76%
<a href="#">20-020-58411</a>	PROPERTY DAMAGE	2,500.00	0.00	48,691.25	48,691.25	-46,191.25	-1,847.65%
<a href="#">20-020-58414</a>	FINANCE CHARGES	0.00	0.00	16,652.24	16,652.24	-16,652.24	0.00%
<a href="#">20-020-58416</a>	LEGAL/CITY ATTORNEY	50,000.00	0.00	308,835.28	308,835.28	-258,835.28	-517.67%
<a href="#">20-020-58417</a>	ACCOUNTING & AUDITOR	13,500.00	0.00	20,124.99	20,124.99	-6,624.99	-49.07%
<a href="#">20-020-58418</a>	CONTRACTUAL SERVICES	20,000.00	0.00	29,279.28	29,279.28	-9,279.28	-46.40%
<a href="#">20-020-58424</a>	ENGINEERING/CITY ENGINEER	236,000.00	0.00	4,640.80	4,640.80	231,359.20	98.03%
<a href="#">20-020-58425</a>	SOLID WASTE COLLECTION	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
<a href="#">20-020-58426</a>	SOFTWARE TECH SUPPORT	30,000.00	0.00	30,773.00	30,773.00	-773.00	-2.58%
<a href="#">20-020-58427</a>	EQUIPMENT TECH SUPPORT	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
<a href="#">20-020-58437</a>	PUBLIC SAFETY ALERT SYSTEM	2,750.00	0.00	1,289.18	1,289.18	1,460.82	53.12%
<a href="#">20-020-58438</a>	IT CONTRACT	3,852.00	0.00	411.54	411.54	3,440.46	89.32%
<a href="#">20-020-58442</a>	WATER MAIN MAINTENANCE	0.00	0.00	25,716.00	25,716.00	-25,716.00	0.00%
<a href="#">20-020-58443</a>	WELL SITE MAINTENANCE	25,000.00	0.00	36,767.83	36,767.83	-11,767.83	-47.07%
<a href="#">20-020-58444</a>	EQUIPMENT MAINTENANCE	5,000.00	0.00	30.45	30.45	4,969.55	99.39%
<a href="#">20-020-58447</a>	WATER TANK MAINTENANCE	35,000.00	0.00	39,430.00	39,430.00	-4,430.00	-12.66%
<a href="#">20-020-58448</a>	BUILDING MAINT - WELL SITES	3,000.00	0.00	258.78	258.78	2,741.22	91.37%
<a href="#">20-020-58451</a>	EQUIPMENT RENTAL	8,000.00	0.00	22,080.34	22,080.34	-14,080.34	-176.00%
<a href="#">20-020-58452</a>	VEHICLE LEASE	52,000.00	0.00	98,602.32	98,602.32	-46,602.32	-89.62%
<a href="#">20-020-58469</a>	WATER DISTRIBUTION CONTRACTUAL	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
<a href="#">20-020-58470</a>	WATER PRODUCTION CONTRACTUAL	40,000.00	0.00	2,889.00	2,889.00	37,111.00	92.78%
<b>65 - CONTRACTUAL SERVICES Totals:</b>		<b>608,757.00</b>	<b>0.00</b>	<b>770,022.45</b>	<b>770,022.45</b>	<b>-161,265.45</b>	<b>-26.49%</b>



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Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
Group: 70 - TRANSFERS & RESTRICTED FUNDS							
<a href="#">20-020-58716</a>	PAYING AGENT FEES	0.00	0.00	1,850.00	1,850.00	-1,850.00	0.00%
<a href="#">20-020-58725</a>	DEBT ISSUANCE COSTS	0.00	0.00	42,173.78	42,173.78	-42,173.78	0.00%
<a href="#">20-020-58745</a>	FRANCHISE FEES	129,978.00	0.00	129,978.00	129,978.00	0.00	0.00%
<a href="#">20-020-58746</a>	2014 TWDB COB	43,809.00	0.00	43,809.00	43,809.00	0.00	0.00%
<a href="#">20-020-58748</a>	2016 TWDB COB	58,423.00	0.00	58,145.50	58,145.50	277.50	0.47%
<a href="#">20-020-58750</a>	2019 TWDB COB INTEREST	509,195.00	0.00	0.00	0.00	509,195.00	100.00%
<a href="#">20-020-58753</a>	TRANSFER TO DEBT SERVICE	0.00	0.00	-735.58	-735.58	735.58	0.00%
<a href="#">20-020-58755</a>	2015 COB	29,932.00	0.00	29,931.88	29,931.88	0.12	0.00%
<a href="#">20-020-58756</a>	2019 COOS - TWDB - FT WORTH WT	0.00	0.00	509,195.00	509,195.00	-509,195.00	0.00%
<a href="#">20-020-58757</a>	WP CO S21 DEBT SERVICE	341,050.00	0.00	341,050.00	341,050.00	0.00	0.00%
<a href="#">20-020-58758</a>	GOV CAP 9371 DEBT SERVICE	82,373.00	0.00	82,372.55	82,372.55	0.45	0.00%
<a href="#">20-020-58759</a>	SERIES 2024A COB	0.00	0.00	45,026.72	45,026.72	-45,026.72	0.00%
<a href="#">20-020-58764</a>	TRANSFER TO WASTEWATER FUND	100,000.00	0.00	0.00	0.00	100,000.00	100.00%
70 - TRANSFERS & RESTRICTED FUNDS Totals:		1,294,760.00	0.00	1,282,796.85	1,282,796.85	11,963.15	0.92%
Group: 75 - CAPITAL OUTLAY							
<a href="#">20-020-58601</a>	VEHICLE EQUIPMENT	0.00	0.00	1,548.04	1,548.04	-1,548.04	0.00%
<a href="#">20-020-58602</a>	TECHNOLOGY PROJECTS	12,500.00	0.00	0.00	0.00	12,500.00	100.00%
<a href="#">20-020-58604</a>	EQUIPMENT: HEAVY	0.00	0.00	367,453.09	367,453.09	-367,453.09	0.00%
<a href="#">20-020-58606</a>	CAPITAL PROJECTS CONTRACTS	0.00	0.00	3,883.80	3,883.80	-3,883.80	0.00%
<a href="#">20-020-58611</a>	WATER PURCHASES	400,000.00	0.00	458,419.81	458,419.81	-58,419.81	-14.60%
<a href="#">20-020-58652</a>	LAND ACQUISITION	0.00	0.00	6,224.24	6,224.24	-6,224.24	0.00%
75 - CAPITAL OUTLAY Totals:		412,500.00	0.00	837,528.98	837,528.98	-425,028.98	-103.04%
20 - WATER FUND Totals:		3,950,014.00	0.00	4,536,373.91	4,536,373.91	-586,359.91	-14.84%
Expense Totals:		3,950,014.00	0.00	4,536,373.91	4,536,373.91	-586,359.91	-14.84%
20 - WATER FUND Totals:		-20,404.00	0.00	599,139.31	599,139.31	-619,543.31	
30 - WASTEWATER FUND							
Revenue							
Fund: 30 - WASTEWATER FUND							
Group: 15 - ADMINISTRATIVE FEES							
<a href="#">30-030-45005</a>	INTEREST REVENUE	-15,468.00	0.00	-496,107.39	-496,107.39	480,639.39	3,107.31%
15 - ADMINISTRATIVE FEES Totals:		-15,468.00	0.00	-496,107.39	-496,107.39	480,639.39	3,107.31%
Group: 20 - LICENSES & PERMITS							
<a href="#">30-030-45353</a>	SITE DEVELOPMENT INSPECTIONS	0.00	0.00	-20,280.00	-20,280.00	20,280.00	0.00%
20 - LICENSES & PERMITS Totals:		0.00	0.00	-20,280.00	-20,280.00	20,280.00	0.00%
Group: 35 - OTHER REVENUE							
<a href="#">30-030-45041</a>	REFUNDS/BANK CREDITS	-3,261.00	0.00	0.00	0.00	-3,261.00	-100.00%
35 - OTHER REVENUE Totals:		-3,261.00	0.00	0.00	0.00	-3,261.00	-100.00%
Group: 40 - TRANSFERS							
<a href="#">30-030-46094</a>	TRANSFER IN	-175,000.00	0.00	0.00	0.00	-175,000.00	-100.00%
40 - TRANSFERS Totals:		-175,000.00	0.00	0.00	0.00	-175,000.00	-100.00%



## Detail vs Budget Report

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Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>Group: 45 - UTILITY REVENUE</b>							
<a href="#">30-030-45000</a>	USER CHARGES	-1,500,000.00	0.00	-1,586,077.57	-1,586,077.57	86,077.57	5.74%
<a href="#">30-030-45003</a>	TAP FEES	-667.00	0.00	0.00	0.00	-667.00	-100.00%
<a href="#">30-030-45004</a>	IMPACT FEES	-125,000.00	0.00	-118,005.00	-118,005.00	-6,995.00	-5.60%
<b>45 - UTILITY REVENUE Totals:</b>		<b>-1,625,667.00</b>	<b>0.00</b>	<b>-1,704,082.57</b>	<b>-1,704,082.57</b>	<b>78,415.57</b>	<b>4.82%</b>
<b>30 - WASTEWATER FUND Totals:</b>		<b>-1,819,396.00</b>	<b>0.00</b>	<b>-2,220,469.96</b>	<b>-2,220,469.96</b>	<b>401,073.96</b>	<b>22.04%</b>
<b>Revenue Totals:</b>		<b>-1,819,396.00</b>	<b>0.00</b>	<b>-2,220,469.96</b>	<b>-2,220,469.96</b>	<b>401,073.96</b>	<b>22.04%</b>
<b>Expense</b>							
<b>Fund: 30 - WASTEWATER FUND</b>							
<b>Group: 50 - PERSONNEL</b>							
<a href="#">30-030-58100</a>	SALARIES	115,806.00	0.00	108,091.94	108,091.94	7,714.06	6.66%
<a href="#">30-030-58101</a>	PAYROLL EXPENSE	1,879.00	0.00	1,817.35	1,817.35	61.65	3.28%
<a href="#">30-030-58102</a>	WORKERS COMPENSATION	3,383.00	0.00	2,515.09	2,515.09	867.91	25.66%
<a href="#">30-030-58103</a>	HEALTH INSURANCE	19,608.00	0.00	20,222.43	20,222.43	-614.43	-3.13%
<a href="#">30-030-58104</a>	RETIREMENT	17,844.00	0.00	21,387.08	21,387.08	-3,543.08	-19.86%
<a href="#">30-030-58105</a>	UNEMPLOYMENT INSURANCE	180.00	0.00	135.68	135.68	44.32	24.62%
<a href="#">30-030-58107</a>	CELL PHONE STIPEND	1,080.00	0.00	1,080.04	1,080.04	-0.04	0.00%
<a href="#">30-030-58109</a>	CERTIFICATE PAY	2,160.00	0.00	3,415.10	3,415.10	-1,255.10	-58.11%
<a href="#">30-030-58110</a>	OVERTIME	12,000.00	0.00	13,352.18	13,352.18	-1,352.18	-11.27%
<a href="#">30-030-58125</a>	DENTAL INSURANCE	1,200.00	0.00	778.31	778.31	421.69	35.14%
<a href="#">30-030-58126</a>	LIFE INSURANCE	346.00	0.00	240.76	240.76	105.24	30.42%
<a href="#">30-030-58129</a>	LONGEVITY PAY	600.00	0.00	0.00	0.00	600.00	100.00%
<a href="#">30-030-58130</a>	VISION INSURANCE	180.00	0.00	150.90	150.90	29.10	16.17%
<b>50 - PERSONNEL Totals:</b>		<b>176,266.00</b>	<b>0.00</b>	<b>173,186.86</b>	<b>173,186.86</b>	<b>3,079.14</b>	<b>1.75%</b>
<b>Group: 55 - SUPPLIES</b>							
<a href="#">30-030-58200</a>	POSTAGE & SHIPPING	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
<a href="#">30-030-58201</a>	OFFICE SUPPLIES	1,200.00	0.00	0.00	0.00	1,200.00	100.00%
<a href="#">30-030-58203</a>	BASIC OPERATING SUPPLIES	1,200.00	0.00	680.23	680.23	519.77	43.31%
<a href="#">30-030-58205</a>	MINOR EQUIPMENT: OFFICE	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
<a href="#">30-030-58206</a>	MV OILS, LUBRICANTS & FLUIDS	500.00	0.00	0.00	0.00	500.00	100.00%
<a href="#">30-030-58207</a>	MV REPAIR & MAINTENANCE	2,400.00	0.00	867.28	867.28	1,532.72	63.86%
<a href="#">30-030-58208</a>	UNIFORMS & SUPPLIES	2,000.00	0.00	350.55	350.55	1,649.45	82.47%
<a href="#">30-030-58212</a>	WASTEWATER SUPPLIES	4,000.00	0.00	0.00	0.00	4,000.00	100.00%
<a href="#">30-030-58223</a>	EQUIPMENT	2,900.00	0.00	0.00	0.00	2,900.00	100.00%
<a href="#">30-030-58224</a>	MISC. TOOLS/SUPPLIES	1,000.00	0.00	709.93	709.93	290.07	29.01%
<a href="#">30-030-58230</a>	CHEMICALS	75,000.00	0.00	38,682.31	38,682.31	36,317.69	48.42%
<a href="#">30-030-58240</a>	BELT PRESS SUPPLIES	0.00	0.00	3,798.25	3,798.25	-3,798.25	0.00%
<a href="#">30-030-58253</a>	SAFETY EQUIPMENT & SUPPLIES	2,775.00	0.00	1,119.85	1,119.85	1,655.15	59.65%
<a href="#">30-030-58260</a>	BUILDING & FACILITIES REPAIRS	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
<a href="#">30-030-58264</a>	WW CHEMICALS	0.00	0.00	2,952.28	2,952.28	-2,952.28	0.00%
<a href="#">30-030-58270</a>	MV FUEL	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
<a href="#">30-030-58279</a>	WASTEWATER COLLECTION	35,000.00	0.00	4,216.06	4,216.06	30,783.94	87.95%

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Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">30-030-58280</a>	WASTEWATER TREATMENT	10,000.00	0.00	1,298.72	1,298.72	8,701.28	87.01%
<b>55 - SUPPLIES Totals:</b>		<b>150,975.00</b>	<b>0.00</b>	<b>54,675.46</b>	<b>54,675.46</b>	<b>96,299.54</b>	<b>63.79%</b>
<b>Group: 60 - UTILITIES</b>							
<a href="#">30-030-58300</a>	ELECTRICITY	90,000.00	0.00	127,296.28	127,296.28	-37,296.28	-41.44%
<a href="#">30-030-58304</a>	MOBILE TELEPHONE	0.00	0.00	33.17	33.17	-33.17	0.00%
<b>60 - UTILITIES Totals:</b>		<b>90,000.00</b>	<b>0.00</b>	<b>127,329.45</b>	<b>127,329.45</b>	<b>-37,329.45</b>	<b>-41.48%</b>
<b>Group: 65 - CONTRACTUAL SERVICES</b>							
<a href="#">30-030-58400</a>	TRAVEL & TRAINING	3,500.00	0.00	2,085.29	2,085.29	1,414.71	40.42%
<a href="#">30-030-58404</a>	PROPERTY & LIABILITY	8,100.00	0.00	6,269.50	6,269.50	1,830.50	22.60%
<a href="#">30-030-58405</a>	REPAIR & MAINTENANCE	7,650.00	0.00	461.95	461.95	7,188.05	93.96%
<a href="#">30-030-58407</a>	DUES & MEMBERSHIPS	500.00	0.00	0.00	0.00	500.00	100.00%
<a href="#">30-030-58409</a>	PERMITS & APPLICATIONS	3,500.00	0.00	5,450.83	5,450.83	-1,950.83	-55.74%
<a href="#">30-030-58410</a>	LAB TESTING	21,000.00	0.00	18,570.58	18,570.58	2,429.42	11.57%
<a href="#">30-030-58417</a>	ACCOUNTING & AUDITOR	10,000.00	0.00	11,875.00	11,875.00	-1,875.00	-18.75%
<a href="#">30-030-58418</a>	CONTRACTUAL SERVICES	12,000.00	0.00	7,154.70	7,154.70	4,845.30	40.38%
<a href="#">30-030-58424</a>	ENGINEERING/CITY ENGINEER	62,000.00	0.00	24,850.00	24,850.00	37,150.00	59.92%
<a href="#">30-030-58425</a>	SLUDGE HAULING	90,000.00	0.00	81,784.98	81,784.98	8,215.02	9.13%
<a href="#">30-030-58438</a>	IT CONTRACT	3,852.00	0.00	411.54	411.54	3,440.46	89.32%
<a href="#">30-030-58445</a>	LIFT STATION EQUIPMENT MAINT	30,000.00	0.00	7,538.59	7,538.59	22,461.41	74.87%
<a href="#">30-030-58449</a>	LIFT STATION MAINTENANCE	0.00	0.00	4,093.14	4,093.14	-4,093.14	0.00%
<a href="#">30-030-58450</a>	GOVERNMENT & MISC OPERATING	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
<a href="#">30-030-58451</a>	EQUIPMENT RENTAL	500.00	0.00	0.00	0.00	500.00	100.00%
<a href="#">30-030-58467</a>	WASTEWATER COLLECTION	0.00	0.00	6,933.50	6,933.50	-6,933.50	0.00%
<b>65 - CONTRACTUAL SERVICES Totals:</b>		<b>255,602.00</b>	<b>0.00</b>	<b>177,479.60</b>	<b>177,479.60</b>	<b>78,122.40</b>	<b>30.56%</b>
<b>Group: 70 - TRANSFERS &amp; RESTRICTED FUNDS</b>							
<a href="#">30-030-58716</a>	PAYING AGENT FEES	0.00	0.00	600.00	600.00	-600.00	0.00%
<a href="#">30-030-58725</a>	DEBT ISSUANCE COSTS	0.00	0.00	98,591.49	98,591.49	-98,591.49	0.00%
<a href="#">30-030-58745</a>	FRANCHISE FEES	37,220.00	0.00	37,220.00	37,220.00	0.00	0.00%
<a href="#">30-030-58750</a>	SERIES 2017 DEBT	264,526.00	0.00	264,509.14	264,509.14	16.86	0.01%
<a href="#">30-030-58753</a>	TRANSFER TO DEBT SERVICE	0.00	0.00	3,350.41	3,350.41	-3,350.41	0.00%
<a href="#">30-030-58766</a>	TWDB SERIES 2021A	594,260.00	0.00	594,260.00	594,260.00	0.00	0.00%
<a href="#">30-030-58772</a>	SERIES 2024 COB	239,775.00	0.00	239,775.00	239,775.00	0.00	0.00%
<a href="#">30-030-58773</a>	SERIES 2024A COB	0.00	0.00	105,181.88	105,181.88	-105,181.88	0.00%
<b>70 - TRANSFERS &amp; RESTRICTED FUNDS Totals:</b>		<b>1,135,781.00</b>	<b>0.00</b>	<b>1,343,487.92</b>	<b>1,343,487.92</b>	<b>-207,706.92</b>	<b>-18.29%</b>
<b>30 - WASTEWATER FUND Totals:</b>		<b>1,808,624.00</b>	<b>0.00</b>	<b>1,876,159.29</b>	<b>1,876,159.29</b>	<b>-67,535.29</b>	<b>-3.73%</b>
<b>Expense Totals:</b>		<b>1,808,624.00</b>	<b>0.00</b>	<b>1,876,159.29</b>	<b>1,876,159.29</b>	<b>-67,535.29</b>	<b>-3.73%</b>
<b>30 - WASTEWATER FUND Totals:</b>		<b>-10,772.00</b>	<b>0.00</b>	<b>-344,310.67</b>	<b>-344,310.67</b>	<b>333,538.67</b>	
<b>Report Total:</b>		<b>-308,475.00</b>	<b>0.00</b>	<b>323,530.75</b>	<b>323,530.75</b>	<b>-632,005.75</b>	



**Willow Park**  
TEXAS

# CITY OF WILLOW PARK, TX

## CAPITAL FINANCING INFORMATION

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NOVEMBER 17, 2025

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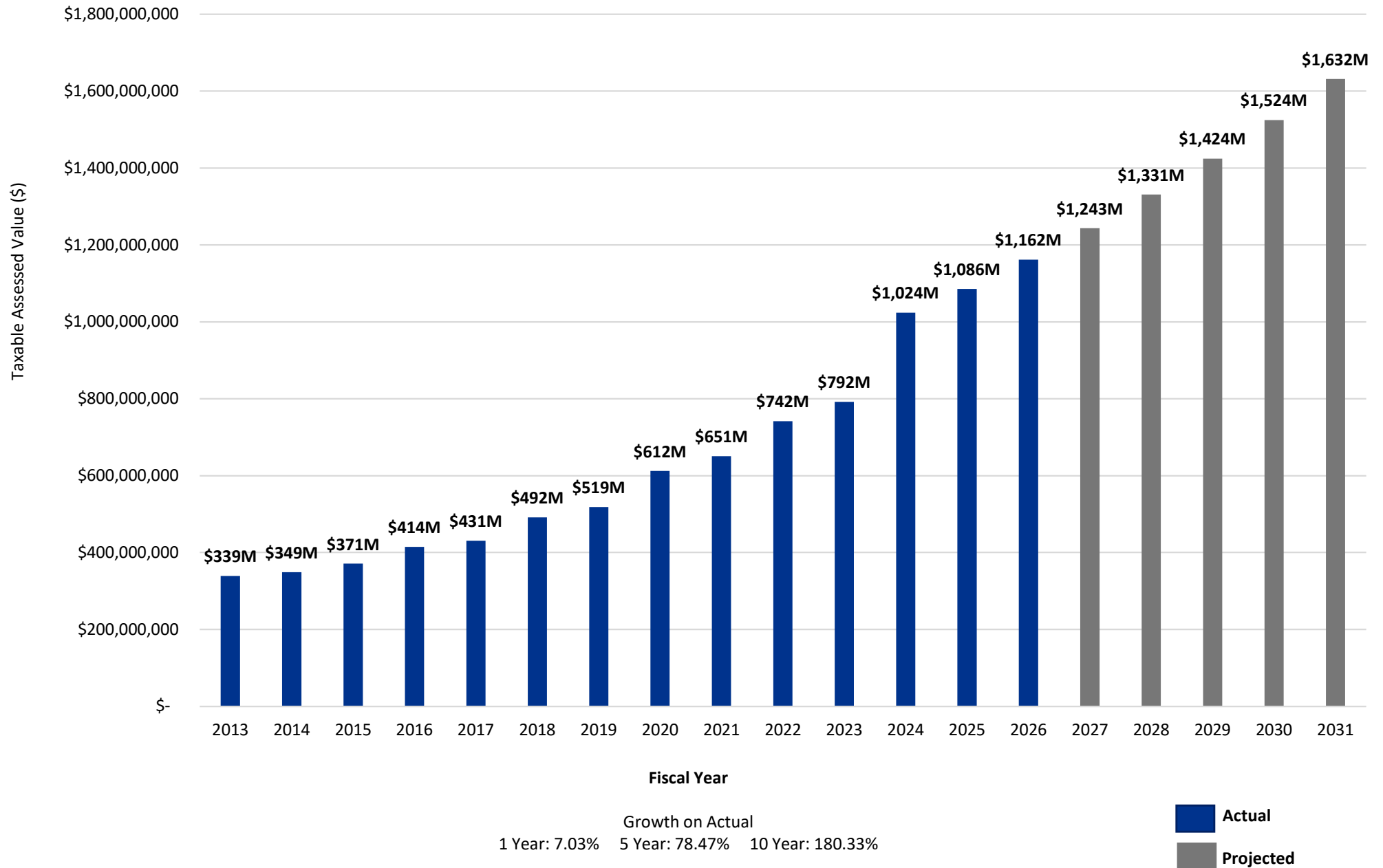


# CITY PROFILE

## TAB A

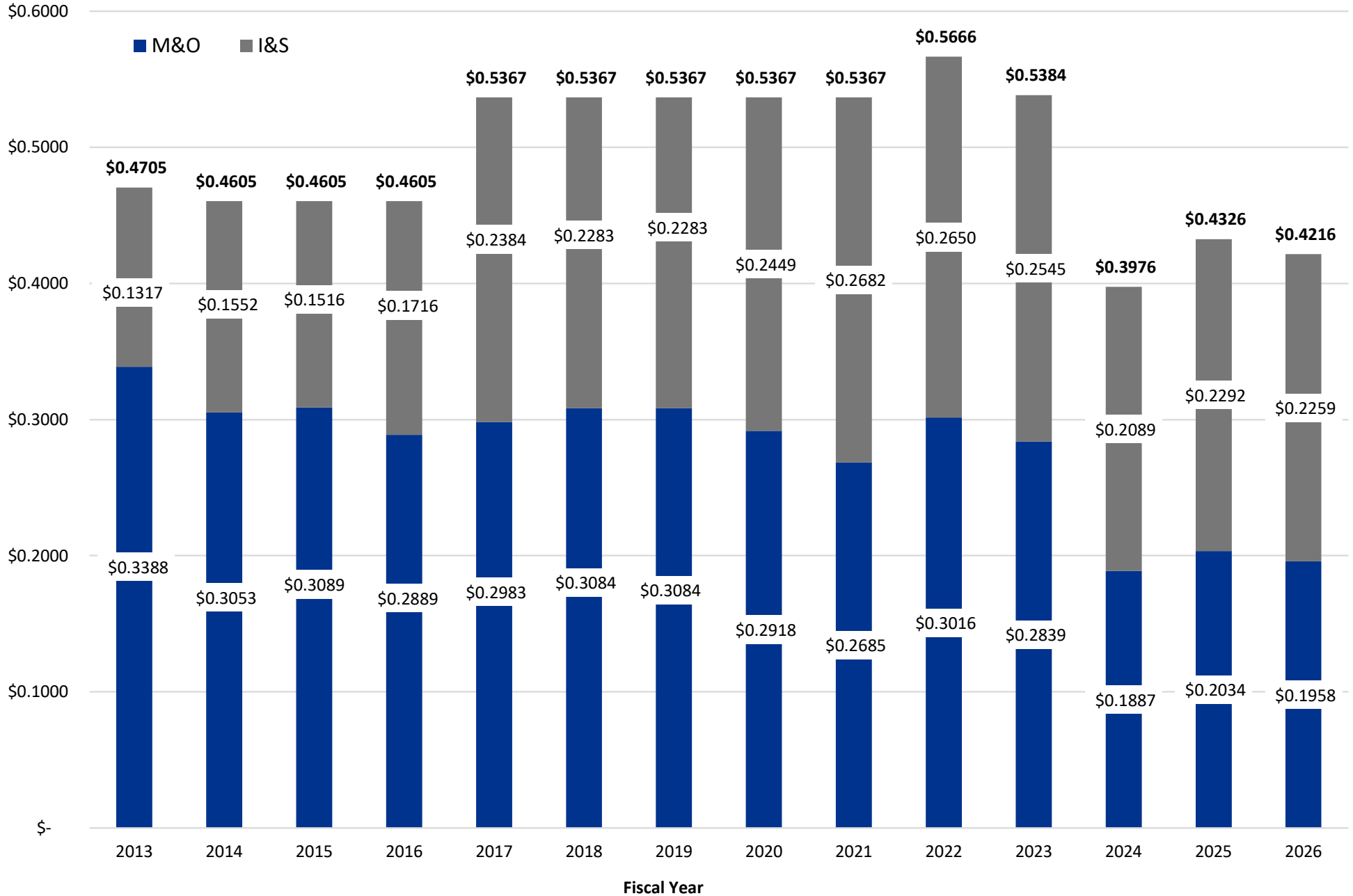
# HISTORICAL (AND PROJECTED) TAXABLE ASSESSED VALUATION

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# HISTORICAL TAX RATES

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# OUTSTANDING DEBT SERVICE

Item 4.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Aggregate			Aggregate			Aggregate			Aggregate			
	Utility Portion - Water			Utility Portion - Sewer			Utility Portion - Drainage			Tax Portion			
FYE	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	FYE
2025	1,196,468	664,725	1,861,193	215,000	154,707	369,707	200,000	167,400	367,400	1,148,532	867,397	2,015,929	2025
2026	1,201,475	674,421	1,875,896	225,000	199,323	424,323	210,000	157,150	367,150	1,203,525	907,715	2,111,240	2026
2027	1,210,386	663,007	1,873,393	230,000	193,089	423,089	225,000	146,275	371,275	784,614	861,300	1,645,914	2027
2028	1,252,694	649,791	1,902,485	305,000	184,969	489,969	235,000	134,775	369,775	822,306	828,132	1,650,439	2028
2029	1,272,694	635,044	1,907,738	310,000	174,961	484,961	245,000	122,775	367,775	852,306	793,297	1,645,604	2029
2030	1,282,694	619,546	1,902,240	325,000	164,623	489,623	260,000	110,150	370,150	892,306	756,707	1,649,013	2030
2031	1,310,002	602,188	1,912,190	335,000	153,830	488,830	275,000	96,775	371,775	974,998	717,697	1,692,695	2031
2032	1,295,000	583,408	1,878,408	350,000	142,581	492,581	285,000	82,775	367,775	1,020,000	675,548	1,695,548	2032
2033	1,310,000	564,258	1,874,258	90,000	134,575	224,575	300,000	68,150	368,150	765,000	636,483	1,401,483	2033
2034	1,335,000	544,180	1,879,180	90,000	130,075	220,075	315,000	52,775	367,775	800,000	601,125	1,401,125	2034
2035	1,355,000	522,684	1,877,684	95,000	125,450	220,450	330,000	36,650	366,650	835,000	563,910	1,398,910	2035
2036	1,340,000	499,952	1,839,952	100,000	120,575	220,575	350,000	21,400	371,400	870,000	525,028	1,395,028	2036
2037	1,355,000	476,229	1,831,229	105,000	115,450	220,450	360,000	7,200	367,200	910,000	487,665	1,397,665	2037
2038	1,330,000	451,455	1,781,455	110,000	110,075	220,075	-	-	-	945,000	452,945	1,397,945	2038
2039	1,350,000	425,886	1,775,886	120,000	104,925	224,925	-	-	-	980,000	417,725	1,397,725	2039
2040	1,375,000	399,295	1,774,295	120,000	100,125	220,125	-	-	-	1,020,000	381,670	1,401,670	2040
2041	1,405,000	372,121	1,777,121	125,000	95,225	220,225	-	-	-	1,055,000	344,910	1,399,910	2041
2042	1,435,000	344,318	1,779,318	130,000	90,125	220,125	-	-	-	1,095,000	306,740	1,401,740	2042
2043	1,460,000	315,216	1,775,216	140,000	84,725	224,725	-	-	-	585,000	274,898	859,898	2043
2044	1,490,000	284,921	1,774,921	145,000	79,025	224,025	-	-	-	610,000	249,425	859,425	2044
2045	1,525,000	253,388	1,778,388	150,000	73,031	223,031	-	-	-	635,000	222,718	857,718	2045
2046	1,555,000	220,629	1,775,629	155,000	66,741	221,741	-	-	-	670,000	194,635	864,635	2046
2047	1,595,000	186,647	1,781,647	160,000	60,244	220,244	-	-	-	420,000	169,265	589,265	2047
2048	1,625,000	151,460	1,776,460	170,000	53,438	223,438	-	-	-	445,000	146,758	591,758	2048
2049	1,665,000	115,057	1,780,057	175,000	46,322	221,322	-	-	-	465,000	123,063	588,063	2049
2050	1,710,000	77,178	1,787,178	185,000	38,781	223,781	-	-	-	490,000	98,180	588,180	2050
2051	880,000	45,590	925,590	190,000	30,813	220,813	-	-	-	515,000	71,963	586,963	2051
2052	910,000	20,593	930,593	200,000	22,525	222,525	-	-	-	545,000	44,298	589,298	2052
2053	90,000	5,950	95,950	210,000	13,813	223,813	-	-	-	575,000	15,038	590,038	2053
2054	95,000	2,019	97,019	220,000	4,675	224,675	-	-	-	-	-	-	2054
2055	-	-	-	-	-	-	-	-	-	-	-	-	2055
	38,211,411	11,371,155	49,582,566	5,480,000	3,068,813	8,548,813	3,590,000	1,204,250	4,794,250	22,928,589	12,736,230	35,664,819	

\*Excludes capital leases.



# ESTIMATED DEBT SERVICE IMPACT

## TAB B

## SERIES 2026 ISSUANCE ASSUMPTIONS

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Item 4.

- Assumes issuance of Certificates of Obligation
- **Total project proceeds: \$9,910,000**
  - Street projects: \$6,350,000 – supported by I&S
  - Water projects: \$3,560,000 – supported by utility revenues
- 20-year level repayment
- Assumes issuance early 2026
- First debt service scheduled for FY 2027

# PROJECTED TAX IMPACT – STREET PROJECTS

Item 4.

A	B	C	D	E	F	G	H	I	J	K	L	M
9/30 FYE	Assessed Valuation <sup>(1)</sup>	Growth	Existing Tax Supported Debt Service <sup>(2)</sup>	Calculated I&S Tax Rate <sup>(3)</sup>	\$6,350,000 Project Proceeds 2/26/2026 - 4.33%				City Contribution and / or Cap. Interest	Aggregate Tax Supported Debt Service	Calculated I&S Tax Rate <sup>(3)</sup>	9/30 FYE
					Principal <sup>(4)</sup>	Interest	Debt Service	Tax Impact <sup>(3)</sup>				
2025	\$ 1,085,581,785		\$ 2,015,929	0.2292					\$ -	\$ 2,015,929	0.2292	2025
2026	1,161,858,159	7.03%	2,111,240	0.2259	\$ -	\$ -	\$ -		-	2,111,240	0.2259	2026
2027	1,179,286,031	1.50%	1,645,914	0.1424	45,000	445,586	490,586	0.0424	-	2,136,500	0.1849	2027
2028	1,196,975,322	1.50%	1,650,439	0.1407	195,000	296,875	491,875	0.0419	-	2,142,314	0.1826	2028
2029	1,214,929,952	1.50%	1,645,604	0.1382	205,000	286,875	491,875	0.0413	-	2,137,479	0.1795	2029
2030	1,233,153,901	1.50%	1,649,013	0.1365	215,000	276,375	491,375	0.0407	-	2,140,388	0.1771	2030
2031	1,251,651,209	1.50%	1,692,695	0.1380	225,000	265,375	490,375	0.0400	-	2,183,070	0.1780	2031
2032	1,270,425,978	1.50%	1,695,548	0.1362	240,000	253,750	493,750	0.0397	-	2,189,298	0.1758	2032
2033	1,289,482,367	1.50%	1,401,483	0.1109	250,000	241,500	491,500	0.0389	-	1,892,983	0.1498	2033
2034	1,308,824,603	1.50%	1,401,125	0.1092	265,000	228,625	493,625	0.0385	-	1,894,750	0.1477	2034
2035	1,328,456,972	1.50%	1,398,910	0.1075	275,000	215,125	490,125	0.0376	-	1,889,035	0.1451	2035
2036	1,348,383,826	1.50%	1,395,028	0.1056	290,000	201,000	491,000	0.0372	-	1,886,028	0.1427	2036
2037	1,368,609,584	1.50%	1,397,665	0.1042	305,000	186,125	491,125	0.0366	-	1,888,790	0.1408	2037
2038	1,389,138,728	1.50%	1,397,945	0.1027	320,000	170,500	490,500	0.0360	-	1,888,445	0.1387	2038
2039	1,409,975,808	1.50%	1,397,725	0.1012	340,000	154,000	494,000	0.0358	-	1,891,725	0.1369	2039
2040	1,431,125,446	1.50%	1,401,670	0.0999	355,000	136,625	491,625	0.0351	-	1,893,295	0.1350	2040
2041	1,452,592,327	1.50%	1,399,910	0.0983	375,000	118,375	493,375	0.0347	-	1,893,285	0.1330	2041
2042	1,474,381,212	1.50%	1,401,740	0.0970	395,000	99,125	494,125	0.0342	-	1,895,865	0.1312	2042
2043	1,496,496,930	1.50%	859,898	0.0586	415,000	78,875	493,875	0.0337	-	1,353,773	0.0923	2043
2044	1,518,944,384	1.50%	859,425	0.0577	435,000	57,625	492,625	0.0331	-	1,352,050	0.0908	2044
2045	1,541,728,550	1.50%	857,718	0.0568	455,000	35,375	490,375	0.0325	-	1,348,093	0.0892	2045
2046	1,564,854,478	1.50%	864,635	0.0564	480,000	12,000	492,000	0.0321	-	1,356,635	0.0885	2046
2047	1,588,327,296	1.50%	589,265	0.0379					-	589,265	0.0379	2047
2048	1,612,152,205	1.50%	591,758	0.0375					-	591,758	0.0375	2048
2049	1,636,334,488	1.50%	588,063	0.0367					-	588,063	0.0367	2049
2050	1,660,879,505	1.50%	588,180	0.0361					-	588,180	0.0361	2050
2051	1,685,792,698	1.50%	586,963	0.0355					-	586,963	0.0355	2051
2052	1,711,079,588	1.50%	589,298	0.0351					-	589,298	0.0351	2052
2053	1,736,745,782	1.50%	590,038	0.0347					-	590,038	0.0347	2053
2054	1,762,796,969	1.50%	-	0.0000					-	-	0.0000	2054
					\$ 6,080,000	\$ 3,759,711	\$ 9,839,711		\$ -	\$ 45,504,530		

Notes:

<sup>(1)</sup> Certified FY 2025 and FY 2026 assessed valuation provided by the City.

<sup>(2)</sup> Excludes capital leases.

<sup>(3)</sup> Tax collection percentage of 98%. Actual tax rate for FY 2025 and FY 2026.

<sup>(4)</sup> Includes estimated financing costs.

Maximum: 0.0424

Maximum After FY 2026: 0.1849  
Increase/(Decrease) From FY 2026: (0.0410)

# HOMEOWNER TAX IMPACT CHART – FOR ILLUSTRATION

Item 4.

I&S Tax Rate	Tax Impact Based on Taxable Value									
	\$200,000		\$300,000		\$400,000		\$500,000		\$600,000	
	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly
\$0.0200	\$40.00	\$3.33	\$60.00	\$5.00	\$80.00	\$6.67	\$100.00	\$8.33	\$120.00	\$10.00
\$0.0400	\$80.00	\$6.67	\$120.00	\$10.00	\$160.00	\$13.33	\$200.00	\$16.67	\$240.00	\$20.00
\$0.0600	\$120.00	\$10.00	\$180.00	\$15.00	\$240.00	\$20.00	\$300.00	\$25.00	\$360.00	\$30.00
\$0.0800	\$160.00	\$13.33	\$240.00	\$20.00	\$320.00	\$26.67	\$400.00	\$33.33	\$480.00	\$40.00
\$0.1000	\$200.00	\$16.67	\$300.00	\$25.00	\$400.00	\$33.33	\$500.00	\$41.67	\$600.00	\$50.00
\$0.1200	\$240.00	\$20.00	\$360.00	\$30.00	\$480.00	\$40.00	\$600.00	\$50.00	\$720.00	\$60.00
\$0.1400	\$280.00	\$23.33	\$420.00	\$35.00	\$560.00	\$46.67	\$700.00	\$58.33	\$840.00	\$70.00
\$0.1600	\$320.00	\$26.67	\$480.00	\$40.00	\$640.00	\$53.33	\$800.00	\$66.67	\$960.00	\$80.00
\$0.1800	\$360.00	\$30.00	\$540.00	\$45.00	\$720.00	\$60.00	\$900.00	\$75.00	\$1,080.00	\$90.00
\$0.2000	\$400.00	\$33.33	\$600.00	\$50.00	\$800.00	\$66.67	\$1,000.00	\$83.33	\$1,200.00	\$100.00
\$0.2200	\$440.00	\$36.67	\$660.00	\$55.00	\$880.00	\$73.33	\$1,100.00	\$91.67	\$1,320.00	\$110.00
\$0.2400	\$480.00	\$40.00	\$720.00	\$60.00	\$960.00	\$80.00	\$1,200.00	\$100.00	\$1,440.00	\$120.00

# SERIES 2026 ISSUANCE – WATER PROJECTS

Item 4.

A	B	C	D	E	F	G	H	I
9/30 FYE	Existing Self-Supported			\$3,560,000 Project Proceeds 2/26/2026 - 4.33%			Aggregate Self Supported Debt Service	9/30 FYE
	Water & Sewer Debt Service <sup>(1)</sup>	Drainage Debt Service <sup>(1)</sup>	Total Debt Service <sup>(1)</sup>	Principal <sup>(2)</sup>	Interest	Debt Service		
2025	\$ 2,230,900	\$ 367,400	\$ 2,598,300				\$ 2,598,300	2025
2026	2,300,218	367,150	2,667,368	\$ -	\$ -	\$ -	2,667,368	2026
2027	2,296,482	371,275	2,667,757	25,000	249,548	274,548	2,942,305	2027
2028	2,392,453	369,775	2,762,228	110,000	166,250	276,250	3,038,478	2028
2029	2,392,699	367,775	2,760,474	115,000	160,625	275,625	3,036,099	2029
2030	2,391,863	370,150	2,762,013	120,000	154,750	274,750	3,036,763	2030
2031	2,401,019	371,775	2,772,794	125,000	148,625	273,625	3,046,419	2031
2032	2,370,989	367,775	2,738,764	135,000	142,125	277,125	3,015,889	2032
2033	2,098,833	368,150	2,466,983	140,000	135,250	275,250	2,742,233	2033
2034	2,099,255	367,775	2,467,030	145,000	128,125	273,125	2,740,155	2034
2035	2,098,134	366,650	2,464,784	155,000	120,625	275,625	2,740,409	2035
2036	2,060,527	371,400	2,431,927	165,000	112,625	277,625	2,709,552	2036
2037	2,051,679	367,200	2,418,879	170,000	104,250	274,250	2,693,129	2037
2038	2,001,530		2,001,530	180,000	95,500	275,500	2,277,030	2038
2039	2,000,811		2,000,811	190,000	86,250	276,250	2,277,061	2039
2040	1,994,420		1,994,420	200,000	76,500	276,500	2,270,920	2040
2041	1,997,346		1,997,346	210,000	66,250	276,250	2,273,596	2041
2042	1,999,443		1,999,443	220,000	55,500	275,500	2,274,943	2042
2043	1,999,941		1,999,941	230,000	44,250	274,250	2,274,191	2043
2044	1,998,946		1,998,946	245,000	32,375	277,375	2,276,321	2044
2045	2,001,419		2,001,419	255,000	19,875	274,875	2,276,294	2045
2046	1,997,370		1,997,370	270,000	6,750	276,750	2,274,120	2046
2047	2,001,891		2,001,891				2,001,891	2047
2048	1,999,897		1,999,897				1,999,897	2048
2049	2,001,379		2,001,379				2,001,379	2049
2050	2,010,959		2,010,959				2,010,959	2050
2051	1,146,403		1,146,403				1,146,403	2051
2052	1,153,118		1,153,118				1,153,118	2052
2053	319,763		319,763				319,763	2053
2054	321,694		321,694				321,694	2054
	<u>\$ 58,131,379</u>	<u>\$ 4,794,250</u>	<u>\$ 62,925,629</u>	<u>\$ 3,405,000</u>	<u>\$ 2,106,048</u>	<u>\$ 5,511,048</u>	<u>\$ 68,436,677</u>	

Notes:

<sup>(1)</sup> Existing general obligation bonds that are self-supported by W&S revenue and excludes capital leases.

<sup>(2)</sup> Includes estimated financing costs.

# **RATING INFORMATION**

## **TAB C**

# BOND RATING

Item 4.

- There are three major agencies that provide credit ratings for debt issuers in the U.S. municipal market and other sectors
  - Moody's Investors Service ("Moody's")
  - S&P Global Ratings ("S&P")
  - Fitch Ratings ("Fitch")
- A credit rating is an **opinion** about the **relative risk** and potential for default associated with a particular security
- It is not a recommendation to buy, sell or hold that security
- A credit rating is expressed in alphanumeric symbols across a spectrum from highest to lowest
- S&P affirmed the City's "AA" rating on 11/5/2024.**

Investment Grade	Moody's	S&P	Fitch	HIGHEST ↑
	Aaa	AAA	AAA	
	Aa1	AA+	AA+	
	Aa2	<b>AA</b>	AA	
	Aa3	AA-	AA-	
	A1	A+	A+	
	A2	A	A	
	A3	A-	A-	
	Baa1	BBB+	BBB+	
	Baa2	BBB	BBB	
	Baa3	BBB-	BBB-	
Speculative Grade	Ba1	BB+	BB+	↓ LOWEST
	Ba2	BB	BB	
	Ba3	BB-	BB-	
	B1	B+	B+	
	B2	B	B	
	B3	B-	B-	
	Caa1	CCC+	CCC+	
	Caa2	CCC	CCC	
	Caa3	CCC-	CCC-	
	Ca	CC	CC	
	C	C	C	
	D	D	D	

## NUMBER OF TEXAS CITIES BY RATING

Item 4.

Number of Texas Cities by Rating  
As of August 1, 2025

Moody's	Cities
Aaa	11
Aa1	28
Aa2	33
Aa3	23
A1	22
A2	7
A3	3
Baa1	2
Baa2	2
Baa3	3

S&P	Cities
AAA	38
AA+	64
AA	89
AA-	101
A+	71
A	21
A-	7
BBB+	2
BBB	5
BBB-	2

Fitch	Cities
AAA	9
AA+	17
AA	25
AA-	1
A+	1
A	--
A-	--
BBB+	--
BBB	--
BBB-	--

Source: Moody's, Standard & Poor's, & Fitch Ratings



# **FINANCING ALTERNATIVES: TEXAS CITIES**

## **TAB D**

# FINANCING OF CAPITAL PROJECTS – TEXAS CITIES

Item 4.

## AUTHORIZED DEBT INSTRUMENTS FOR TEXAS CITIES

Instrument	General Obligation Bonds	Certificates of Obligation	Revenue Bonds	Tax Notes	Public Property Finance Contractual Obligations (PPFCO)	Contract Revenue Bonds
Purpose	General Purpose	General Purpose (HB 1869)	Specific Income Producing Projects/Systems	General Purpose	Personal Property and Equipment	Capital Improvements for Revenue Systems
Voter Authorization	Yes	No <sup>(1)</sup>	No	No	No	No
Security/Source of Payment	Taxes	Taxes and/or Revenues	Revenues	Taxes	Taxes and/or Revenues	Taxes and/or Revenues
Specifics	Strongest Credit Best Rates	Same as General Obligation Bonds - Strong Credit/Best Rates	Interest rates generally higher than General Obligation bonds. Usually Requires a Debt Service Reserve Fund and Mandated Coverage.	Limit to Seven Repayment Year Term Same as General Obligation Bonds - Strong Credit/Best Rates	Limit to 25 Year Term	Sell at Interest Rates Similar to Revenue Bonds

(1) Publication of notice required; petition during notice period could require election.

## GENERAL OBLIGATION BONDS “GO”

---

- Requires bond election for authorization
- Issued for any public purpose
  - Real Property
  - Personal Property
  - Legal Judgment
  - Land Acquisition
- Amortization not to exceed 40 years
- Secured in Texas by issuer’s ad valorem taxing power
  - Viewed as a city’s most secure obligation
  - General Law City (under 5,000 population) - up to \$1.50 tax (\$1.00 I&S)
  - Home Rule City (over 5,000 population) - up to \$2.50 tax (\$1.50 I&S) as determined by individual charter
- Attracts lowest interest rate
- I&S tax rate is not subject to the voter-approval tax rate (rollback rate)
- **If failed election, prohibited from alternative financing for the same project in the following three years**

- Requires no voter authorization
  - A petition signed by 5% of the registered voters can force an election
- Notice of Intent to Issue is required
  - Published in the local paper on the same day of two consecutive weeks
  - First publication must be at least 45 days prior to sale date
  - Notice to also be posted on entities website
- Amortization not to exceed 40 years
- When secured solely by ad valorem taxes available purposes are limited to land acquisition, judgment funding, or purchase of heavy equipment
- When secured by an ad valorem tax and a revenue pledge, they can be issued for the same lawful purposes as GO bonds
- Sell at interest rates similar to GO bonds
- I&S tax rate is not subject to the voter-approval tax rate (rollback rate)

- H.B.1869 effective September 1, 2021
  - Relating to the definition of ‘debt’, meets one of the following requirements:
    - Approved at an election
    - Includes self-supporting debt
    - Loan under a State or Federal program
    - Refunding bond
    - Issued in response to an emergency
    - Renovating or improving existing buildings or facilities
    - Issued for vehicles or equipment
    - Issued for ‘designated infrastructure’
      - Streets, roads, highways, bridges, sidewalks, parks, landfills, parking structures, airports, telecommunications, information technology systems, cybersecurity, part of any utility system, water plant, wastewater plant, conveyance facility, wharf, dock, flood control, drainage, police stations, fire stations, other public safety facilities, jails, juvenile detention facilities, judicial facilities (and any facilities physically attached)

# **SAMPLE C/O ISSUANCE CALENDAR**

## **TAB E**

# SAMPLE C/O ISSUANCE CALENDAR

Item 4.

Dec 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Date	Day	Event
Dec 8, 2025	Monday	HilltopSecurities receives requested information and begins preparation of the Preliminary Official Statement (POS)
<b>Dec 9, 2025</b>	<b>Tuesday</b>	<b>Council meeting to approve publication of Notice of Intent for CO's</b>
Dec 10, 2025	Wednesday	Draft POS distributed to the City and Bond Counsel
<b>Dec 15, 2025</b>	<b>Monday</b>	<b>1st Notice of Intent published for CO's</b>
Dec 17, 2025	Wednesday	HilltopSecurities receives comments on draft POS
Dec 19, 2025	Friday	Distribute POS to rating agencies
<b>Dec 22, 2025</b>	<b>Monday</b>	<b>2nd Notice of Intent published for CO's</b>
Week of Jan. 5th - 9th		Rating calls
Jan 16, 2026	Friday	Receive ratings
Jan 20, 2026	Tuesday	Electronically post POS to the market
Jan 27, 2026	Tuesday	Pricing
<b>Jan 27, 2026</b>	<b>Tuesday</b>	<b>City Council passes Ordinance authorizing issuance of CO's</b>
Feb 26, 2026	Thursday	Certificate closing and delivery of funds to the City



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> 11/17/2025	<b>Department:</b> Admin	<b>Presented By:</b> Michelle Guelker
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**AGENDA ITEM**

Discussion and Action on funding the Squaw Creek Road project.

**BACKGROUND:**

As requested by Council Member Wright, Erick Macha will give a presentation on the types of funding options available to the city for the Squaw Creek Road project and possible time frame for the funding options.

The project cost is estimated to be \$9,910,000 with \$3,560,000 for water line replacement and \$6,350,000 for the streets. This price is with the recommendation that Squaw Creek be done in concrete.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

To authorize staff and Hilltop Securities to move forward with funding the Squaw Creek Road project.

**EXHIBITS:**

Presentation from Erick Macha  
Cost Estimates from Jacob and Martin

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	





**CITY OF WILLOW PARK**  
**SQUAW CREEK WATER SYSTEM IMPROVEMENTS**

**PRELIMINARY OPINION OF PROBABLE COST**

OCTOBER 7, 2025

**CONSTRUCTION COSTS**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	Mobilization, Insurance, Etc	1	LS	\$100,000	\$100,000
2	8" Water Line	6,936	LF	\$114	\$790,704
3	8" Water Line with Directional Bore	665	LF	\$250	\$166,250
4	8" Water Line with Open Cut & Encasement	453	LF	\$200	\$90,600
5	Gate Valves	10	EA	\$3,500	\$35,000
6	Fire Hydrants	12	EA	\$8,500	\$102,000
7	Main Line Connections	7	EA	\$8,500	\$59,500
8	Fire Hydrant Reconnections	6	EA	\$4,000	\$24,000
9	Water Meter Reconnections	68	EA	\$2,700	\$183,600
10	Erosion Control	1	LS	\$2,500	\$2,500
11	Misc Components	1	LS	\$25,000	\$25,000
12	Traffic Control	1	LS	\$10,000	\$10,000
<b>SUBTOTAL</b>					<b>\$1,589,154</b>
Owner's Allowance (20%)					\$318,000
<b>TOTAL CONSTRUCTION COSTS:</b>					<b>\$1,907,154</b>

**NONCONSTRUCTION COSTS**

Financial & Legal	\$150,000
Planning & Environmental	\$25,000
Basic Engineering (Design, Bidding and Construction Review)	\$151,000
Surveying	\$23,000
Materials Testing	\$20,000
<b>TOTAL NONCONSTRUCTION COSTS:</b>	<b>\$174,000</b>

**PROJECT TOTAL**

**\$2,081,154**

**NOTES:**

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**CITY OF WILLOW PARK**  
**SQUAW CREEK STREET IMPROVEMENTS**  
 (Option 1: Asphalt)

**PRELIMINARY OPINION OF PROBABLE COST**

OCTOBER 7, 2025

**CONSTRUCTION COSTS**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	Mobilization, Insurance, Etc	1	LS	\$100,000	\$100,000
2	12" Pulverized (Road Mixed) Stabilized Asphalt & Base	23,007	SY	\$16	\$368,112
3	P2 Stabilizer	34,511	GAL	\$5	\$172,555
4	Prime Coat	11,208	GAL	\$5	\$56,040
5	4" HMA Surface Course TY B	21,343	SY	\$35	\$747,005
6	2" HMA Surface Course TY D	21,343	SY	\$18	\$384,174
7	9" Ribbon Curb	15,928	LF	\$33	\$525,624
8	5" Concrete Paving	1,069	SY	\$60	\$64,140
9	Reflective Pavement Markers	15,928	LF	\$3	\$47,784
10	Drainage Improvements	1	LS	\$450,000	\$450,000
11	MSE Wall Design and Construction	1	LS	\$300,000	\$300,000
12	Hydromulch	17,700	SY	\$3	\$53,100
13	Erosion Control	1	LS	\$30,000	\$30,000
14	Misc Components	1	LS	\$25,000	\$25,000
15	Traffic Control	1	LS	\$25,000	\$25,000
<b>SUBTOTAL</b>					<b>\$3,348,534</b>
Owner's Allowance (20%)					\$670,000
<b>TOTAL CONSTRUCTION COSTS:</b>					<b>\$4,018,534</b>

**NONCONSTRUCTION COSTS**

Financial & Legal	\$175,000
Planning & Environmental	\$50,000
Basic Engineering (Design, Bidding and Construction Review)	\$294,000
Surveying	\$80,000
Materials Testing	\$75,000
<b>TOTAL NONCONSTRUCTION COSTS:</b>	<b>\$374,000</b>

**PROJECT TOTAL**

**\$4,392,534**

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**CITY OF WILLOW PARK**  
**SQUAW CREEK STREET IMPROVEMENTS**  
 (Option 2: Concrete)

**PRELIMINARY OPINION OF PROBABLE COST**

OCTOBER 7, 2025

**CONSTRUCTION COSTS**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	Mobilization, Insurance, Etc	1	LS	\$100,000	\$100,000
2	8" Pulverized (Road Mixed) Stabilized Subgrade	23,007	SY	\$7	\$161,049
3	P2 Stabilizer	34,511	GAL	\$5	\$172,555
4	8" Concrete Paving	21,343	SY	\$95	\$2,027,585
5	5" Concrete Paving	1,069	SY	\$60	\$64,140
6	Reflective Pavement Markers	15,928	LF	\$3	\$47,784
7	Drainage Improvements	1	LS	\$450,000	\$450,000
8	MSE Wall Design and Construction	1	LS	\$300,000	\$300,000
9	Hydromulch	17,700	SY	\$3	\$53,100
10	Erosion Control	1	LS	\$30,000	\$30,000
11	Misc Components	1	LS	\$25,000	\$25,000
12	Traffic Control	1	LS	\$25,000	\$25,000
<b>SUBTOTAL</b>					<b>\$3,456,213</b>
Owner's Allowance (20%)					\$692,000
<b>TOTAL CONSTRUCTION COSTS:</b>					<b>\$4,148,213</b>

**NONCONSTRUCTION COSTS**

Financial & Legal	\$175,000
Planning & Environmental	\$50,000
Basic Engineering (Design, Bidding and Construction Review)	\$303,000
Surveying	\$80,000
Materials Testing	\$75,000
<b>TOTAL NONCONSTRUCTION COSTS:</b>	<b>\$383,000</b>

**PROJECT TOTAL**

**\$4,531,213**

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**CITY OF WILLOW PARK**  
**YUCCA ET AL WATER SYSTEM IMPROVEMENTS**

**PRELIMINARY OPINION OF PROBABLE COST**

OCTOBER 7, 2025

**CONSTRUCTION COSTS**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	Mobilization, Insurance, Etc	1	LS	\$100,000	\$100,000
2	6" Water Line	4,643	LF	\$92	\$427,156
3	6" Water Line with Directional Bore	810	LF	\$175	\$141,750
4	6" Water Line with Bore & Encasement	318	LF	\$450	\$143,100
5	2" Water Line	218	LF	\$25	\$5,450
6	Gate Valves	12	EA	\$3,500	\$42,000
7	Fire Hydrants	8	EA	\$7,500	\$60,000
8	Main Line Connections	4	EA	\$8,500	\$34,000
9	Fire Hydrant Reconnections	2	EA	\$3,000	\$6,000
10	Water Meter Reconnections	46	EA	\$2,700	\$124,200
11	Erosion Control	1	LS	\$2,500	\$2,500
12	Misc Components	1	LS	\$25,000	\$25,000
13	Traffic Control	1	LS	\$10,000	\$10,000
<b>SUBTOTAL</b>					<b>\$1,121,156</b>
Owner's Allowance (20%)					\$225,000
<b>TOTAL CONSTRUCTION COSTS:</b>					<b>\$1,346,156</b>

**NONCONSTRUCTION COSTS**

Financial & Legal	\$125,000
Planning & Environmental	\$25,000
Basic Engineering (Design, Bidding and Construction Review)	\$110,000
Surveying	\$20,000
Materials Testing	\$15,000
<b>TOTAL NONCONSTRUCTION COSTS:</b>	<b>\$130,000</b>

**PROJECT TOTAL**

**\$1,476,156**

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**CITY OF WILLOW PARK**  
**YUCCA ET AL STREET IMPROVEMENTS**

**PRELIMINARY OPINION OF PROBABLE COST**

OCTOBER 7, 2025

**CONSTRUCTION COSTS**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	Mobilization, Insurance, Etc	1	LS	\$75,000	\$75,000
2	8" Pulverized (Road Mixed) Stabilized Asphalt & Base	14,990	SY	\$15	\$224,850
3	P2 Stabilizer	22,150	GAL	\$5	\$110,750
4	Prime Coat	6,820	GAL	\$5	\$34,100
5	2" HMAC Surface Courser TY D	14,475	SY	\$18	\$260,550
6	5" Concrete Paving	253	SY	\$60	\$15,180
7	Drainage Improvements	1	LS	\$220,000	\$220,000
8	Hydromulch	13,625	SY	\$3	\$34,063
9	Erosion Control	1	LS	\$25,000	\$25,000
10	Misc Components	1	LS	\$25,000	\$25,000
11	Traffic Control	1	LS	\$10,000	\$10,000
<b>SUBTOTAL</b>					<b>\$1,034,493</b>
Owner's Allowance (20%)					\$207,000
<b>TOTAL CONSTRUCTION COSTS:</b>					<b>\$1,241,493</b>

**NONCONSTRUCTION COSTS**

Financial & Legal	\$125,000
Planning & Environmental	\$25,000
Basic Engineering (Design, Bidding and Construction Review)	\$101,000
Surveying	\$75,000
Inspection and Materials Testing	\$250,000
<b>TOTAL NONCONSTRUCTION COSTS:</b>	<b>\$576,000</b>

**PROJECT TOTAL**

**\$1,817,493**

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## AGREEMENT FOR PROFESSIONAL SERVICES

This Professional Services Agreement is entered into between **City of Willow Park (CLIENT)** and **Jacob & Martin, LLC. (ENGINEER)**

**Client:** City of Willow Park


**Project:** Comprehensive Plan

**Scope of Services:** Provide engineering services for the above referenced project as described in Attachment A.

**Compensation:** Fees associated with the outlined services will be provided as described in Attachments B and C.

**General Conditions:** See attached General Conditions.

Client has read, understands and agrees to the General Conditions, the Scope of Services, Compensation and any Addenda Incorporated into this Agreement by reference. This Agreement, including the General Conditions, Scope of Services, Jacob & Martin Addenda and Fee Schedule, represents the entire Agreement between the parties and supersedes any and all agreements between the parties, either oral or in writing, including any purchase order issued by Client. This Agreement is entered into at Willow Park, Texas and is made effective upon signature by both parties.

<b>Client:</b>	City of Willow Park	<b>Engineer:</b>	Jacob & Martin, LLC
<b>By:</b>		<b>By:</b>	
<b>Name:</b>	Teresa Palmer	<b>Name:</b>	Derek Turner, P.E.
<b>Title:</b>	Mayor	<b>Title:</b>	Principal
<b>Date:</b>		<b>Date:</b>	11/6/25

Project #: 17514



325.695.1070  
817.594.9880



info@jacobmartin.com  
www.jacobmartin.com



3465 Curry Lane  
Abilene, TX 76906

1508 Santa Fe, Suite 203  
Weatherford, TX 76086

TBPE Firm #: 2448

TBAE Firm #: BR 2261

TBPLS Firm #: 10024300 – Abilene

TBPLS Firm #: 10193992 - Weatherford

## ATTACHMENT A TO CONTRACT FOR PROFESSIONAL SERVICES

### SCOPE OF WORK

Jacob & Martin, LLC will provide the following project-related engineering services to the City of Willow Park, including but not limited to engineering services to update the City's Comprehensive Plan to include population, land use, housing, thoroughfares, and development strategies and to update the City's Capital Improvement Plan to include water, sewer, streets, and drainage systems.

It is the intent of this project to update specific aspects of the City's current Comprehensive Plan and Capital Improvement Plan including the above stated items. The City does not intend to revise the currently stated Community Vision or Objectives stated in the Visions, Goals, and Objectives section of the current Comprehensive Plan.

The scope for this project has been developed so that individual components may be accomplished on a time and expense basis with a total not-to-exceed amount for the completion of the entire scope. Expanded scope may be performed, upon request by the City, for a fee negotiated at the time of the request.

#### **A. Description of Comprehensive Plan Scope**

The Comprehensive Plan scope includes specific plan updates as follows:

1. Project Initiation and Scoping:
  - Kickoff meeting with JM, staff and/or Comp Plan Committee members
  - Review of current comprehensive plan and accomplishments
  - Verify scope and timeline
  - Gather baseline data and mapping resources
2. Existing Conditions and Needs Assessment
  - Analyze demographics, housing, economy, and land use
  - Review infrastructure, environment, and city services
  - Identify challenges, opportunities, and policy gaps
  - Summarize findings in a Needs Assessment Report
3. Plan Framework and Development
  - Update City Boundary Maps and supporting maps
  - Update Planning Area Maps and supporting maps
  - Update Existing and Future Land Use Plans and supporting maps

- Update Transportation Plan and supporting maps
  - Update Bike & Pedestrian Plan for current infrastructure and completed projects
  - Update the City's Development Strategies
4. Draft Plan Preparation and Review
- Incorporate updates into plan – Assemble draft plan and maps
  - Refine content based on community and staff feedback
5. Adoption and Implementation
- Present at public hearings with Planning & Zoning and City Council
  - Prepare final plan

## **B. Description of Capital Improvement Plan Scope**

The Water Capital Improvement Plan scope includes specific plan updates as follows:

1. Prepare Updated Water Connection Projections
  - Review historical water connection data
  - Create water connection projections based on population projections, historical patterns, and land use assumptions
2. Prepare Updated Water Use Projections
  - Review historical per capita water demands, water use, and water loss
  - Create water use projections for average day, peak day, and peak hour
3. Prepare an Inventory of the Water System
  - Update inventory of all water system infrastructure
  - Evaluate the condition of the existing infrastructure
  - Evaluate current water loss
  - Update existing water system maps as necessary
  - Update water system steady state hydraulic model
4. Evaluate Existing and Potential Water Supplies
  - Review existing sources/contracts and quantity allocations
  - Identify potential new sources
  - Evaluate adequacy of existing sources and feasibility of new sources



5. Evaluate Existing Water System Facilities
  - Evaluate existing infrastructure using data from Section 2 and 3
  - Evaluate impact of increased demand using hydraulic model
  - Discuss relevant, current and anticipated regulatory requirements
6. Prepare Recommendations for Proposed Improvements
  - Prepare recommendations for proposed water supply improvements including increasing current supplies/allocations, implementing new water supply strategies, and conservation
  - Prepare recommendations for proposed distribution improvements including line replacement, looping, upsizing, and extensions, etc.
7. Prepare Cost Estimates and Schedule for Proposed Improvements
  - Prepare cost estimates for the recommendations from Section 6 with consideration for inflation
  - Discuss the projected schedule of implementation based on demand and operation and maintenance cost impact, and regulatory impacts

The Wastewater Capital Improvement Plan scope includes specific plan updates as follows:

1. Prepare Updated Wastewater Flow Projections
  - Review historical per capita wastewater flows, dry and wet weather flow, and average and peak day flows
  - Create wastewater flow projections for average day, peak day, and peak hour
2. Prepare an Inventory of the Wastewater System
  - Prepare and inventory of all wastewater system infrastructure
  - Evaluate the condition of the existing infrastructure
  - Update existing wastewater system maps as necessary
  - Create/update wastewater collection system model
3. Evaluate Existing and Potential Treatment Options
  - Evaluate historical and projected wastewater plant influent quality
  - Review historical wastewater treatment effluent parameters
  - Evaluate the condition and effectiveness of the existing treatment system
  - Discuss relevant, current and anticipated regulatory requirements
  - Evaluate the capacity of the existing wastewater treatment plant
  - Explore options for achieving future treatment needs
4. Evaluate Existing Wastewater Collection System Facilities
  - Evaluate the condition of the existing wastewater collection infrastructure using information from Sections 1 & 2

- Evaluate impact of increased flow on the system
  - Discuss relevant, current and anticipated regulatory requirements
5. Prepare Recommendations for Proposed Improvements
    - Prepare recommendations for proposed wastewater treatment improvements
    - Prepare recommendations for proposed wastewater collection system improvements
  6. Prepare Cost Estimates and Schedule for Proposed Improvements
    - Prepare cost estimates for the recommendations from Section 5 with consideration for inflation
    - Discuss the projected schedule of implementation based on growth, operation and maintenance cost impact, and regulatory impacts

The Drainage Capital Improvement Plan scope includes specific plan updates as follows:

1. Prepare an Inventory of the Drainage System
  - Prepare and inventory of all drainage infrastructure
  - Update existing drainage system maps as necessary
2. Evaluate Existing Drainage System Facilities
  - Evaluate the condition of the existing drainage infrastructure
  - Evaluate impact of future development on the system
  - Prepare drainage area maps
3. Prepare Recommendations for Proposed Improvements
  - Prepare recommendations for proposed drainage improvements
4. Prepare Cost Estimates and Schedule for Proposed Improvements
  - Prepare cost estimates for the recommendations from Section 3 with consideration for inflation
  - Discuss the projected schedule of implementation based on growth, operation and maintenance cost impact, and regulatory impacts

The Street Capital Improvement Plan scope includes specific plan updates as follows:

1. Prepare an Inventory of the Street System
  - Prepare and inventory of all street infrastructure
2. Evaluate Existing Street System Facilities
  - Evaluate the condition of the existing street infrastructure
  - Evaluate impact of future development on the system
  - Prepare street maps

3. Prepare Recommendations for Proposed Improvements
  - Prepare recommendations for proposed street improvements
4. Prepare Cost Estimates and Schedule for Proposed Improvements
  - Prepare cost estimates for the recommendations from Section 3 with consideration for inflation
  - Discuss the projected schedule of implementation based on growth, operation and maintenance cost impact, and regulatory impacts

**C. Compensation Payment Schedule**

Compensation for Basic Engineering Services for the Comprehensive Plan as described in the Scope of Services shall be at a lump sum price not to exceed \$75,000.00. The fees will be invoiced monthly on a time and expense basis up to the total amount of \$75,000. Items requested by the City that are not included in the stated scope will be performed based on a negotiated fee. Compensation for Basic Engineering Services for the Capital Improvement Plan as described in the Scope of Services shall be at a lump sum price not to exceed \$30,000.00. The fees will be invoiced monthly on a time and expense basis up to the total amount of \$30,000. Items requested by the City that are not included in the stated scope will be performed based on a negotiated fee.

Time and expense items including mileage, vehicle, lodging, meal and other incidentals will be charged at the standard rates attached.



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**ATTACHMENT B  
TO AGREEMENT FOR PROFESSIONAL SERVICES  
HOURLY RATES FOR PROFESSIONAL SERVICES**

**ENGINEERING SERVICES**

Senior Principal Engineer	\$ 235.00
Principal Engineer	215.00
Registered Professional Engineer - 1	200.00
Registered Professional Engineer - 2	165.00
Engineer-in-Training (E.I.T.)	135.00
Engineering Technician - 1	140.00
Engineering Technician - 2	110.00
CAD Draftsman - 1	105.00
CAD Draftsman - 2	90.00
Engineering Intern	75.00

**ARCHITECTURAL SERVICES**

Principal Architect	\$ 215.00
Licensed Architect - 1	200.00
Licensed Architect - 2	165.00
Licensed Interior Designer	125.00
Architectural Associate	110.00
Architectural Intern	75.00

**ANCILLARY SERVICES**

Environmental Scientist	\$ 135.00
Environmental Technician	90.00
GIS Technician - 1	135.00
GIS Technician - 2	90.00
Senior Land Man	120.00
Clerical - 1	100.00
Clerical - 2	75.00

*Effective 1/1/2025*



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 106  
Lubbock, TX 79414  
806.368.6375

36 E. Twohig, Suite 101  
San Angelo, TX 76903  
325.695.1070

1925 Fort Worth Highway  
Weatherford, TX 76086  
817.594.9880



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### SURVEYING SERVICES

Principal Surveyor	\$ 175.00
Registered Professional Land Surveyor	165.00
Surveyor-in-Training (S.I.T.)	110.00
Survey Technician	100.00
1-Man Survey Team	180.00
General Overtime (Weekends, Holidays or before 8 am or after 5 pm)	205.00
2-Man Survey Team	205.00
General Overtime (Weekends, Holidays or before 8 am or after 5 pm)	230.00
3-Man Survey Team	230.00
General Overtime (Weekends, Holidays or before 8 am or after 5 pm)	255.00
Vehicle Charge (per day) plus IRS rate per mile	50.00

### FIELD SERVICES

Resident Project Representative - 1	\$ 115.00
General Overtime (Weekends, Holidays or before 8 am or after 5 pm)	140.00
Resident Project Representative - 2	80.00
General Overtime (Weekends, Holidays or before 8 am or after 5 pm)	105.00
Licensed Water/Wastewater Operator (A/B)	105.00
Licensed Water/Wastewater Operator (C/D)	85.00
Vehicle Charge (per day) plus IRS rate per mile	50.00

### A FACTOR OF 1.1 SHALL BE APPLIED TO THE FOLLOWING

1. Actual cost of subsistence and lodging
2. Actual cost of postage and shipping fees
3. Actual cost of materials required for the project used in surveying, drafting and associated activities
4. Actual cost of special tests and services of special consultants, if required

*Effective 1/1/2025*



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Lubbock, TX 79414  
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## ATTACHMENT C TO AGREEMENT FOR PROFESSIONAL SERVICES

### GENERAL CONDITIONS

1. Parties to This Agreement  
CLIENT as used herein is the entity who authorizes performance of services by Jacob & Martin, Ltd. (JACOB & MARTIN) under the conditions stated herein.  
JACOB & MARTIN as used herein includes Jacob & Martin, Ltd., its employees and officers.
2. JACOB & MARTIN will perform its services consistent with that level of care and skill ordinarily exercised by persons in the same line of work under similar conditions in the same or similar location.
3. This Agreement creates no warranty or guarantee, express or implied, nor does it create a fiduciary responsibility to CLIENT by JACOB & MARTIN.
4. CLIENT acknowledges that conditions may vary from those anticipated onsite and that JACOB & MARTIN's data, interpretations, and recommendations are based solely on the information available to JACOB & MARTIN, and JACOB & MARTIN is not responsible for the interpretation by others of the information developed.
5. Invoices will be submitted for services rendered. Payment is due upon presentation of the invoice and is past due thirty (30) days from invoice date. CLIENT agrees to pay a financing charge of one percent (1%) per month (or the maximum rate allowable by law, whichever is less), on past due accounts, and agrees to pay attorney's fees and other costs incurred in collecting delinquent amounts.  
CLIENT fails to pay an invoice when due, JACOB & MARTIN may, upon five (5) days' notice to CLIENT, suspend all services until paid in full, and may terminate the agreement.
6. CLIENT agrees that any and all limitations of JACOB & MARTIN's liability and indemnifications by the CLIENT to JACOB & MARTIN shall include and extend to those individuals and entities JACOB & MARTIN retains for performance of the services under this Agreement, including but not limited to JACOB & MARTIN's officers, employees and heirs and assigns, as well as JACOB & MARTIN's sub-consultants and their officers, employees, heirs and assigns.
7. Notwithstanding any other provision of the Agreement, CLIENT and JACOB & MARTIN waive and release any claim against the other for loss of revenue, profit or use of capital, loss of services, business interruption and/or delay, loss of product, production delays, losses resulting from failure to meet other contractual commitments or deadlines, downtime of facilities, or for any special, indirect, delay or consequential damages resulting from or arising out of this Agreement, or as a result of or in connection with the work, and whether based on negligence, breach of warranty, breach of contract, strict liability or otherwise.
8. JACOB & MARTIN's reports, maps, field data, drawings, and other work product are part of JACOB & MARTIN's professional services, and do not constitute goods or products. Pertinent records relating to JACOB & MARTIN's services shall be retained for a minimum of two (2) years after completion of the work. CLIENT shall have access to the records at all reasonable times during said period.
9. In no event shall JACOB & MARTIN be responsible for the means and methods of construction or for the safety procedures employed by CLIENT's contractor. CLIENT shall hold its contractor solely responsible for the quality and completion of the Project, including but not limited to its construction in accordance with the construction documents.
10. CLIENT shall notify JACOB & MARTIN at least forty-eight (48) hours in advance of any necessary construction surveying or materials testing.
11. CLIENT shall bear sole responsibility for notifying all prospective purchasers or other appropriate third parties including, but not limited to, all appropriate municipal, regional, state or federal agencies of the existence of any hazardous or dangerous material located in or around the Project site.
12. CLIENT shall provide JACOB & MARTIN with all information regarding existing conditions, including the existence of hazardous or dangerous material, and proposed uses of the Project site and shall correctly designate the location of all property lines of the Project site and all subsurface installations, such as pipes, tanks, cables, electrical lines, telephone lines and utilities within the Project site. CLIENT shall immediately provide JACOB & MARTIN with any new information, including any change in plans.

Project #: 17514



325.695.1070  
817.594.9880



info@jacobmartin.com  
www.jacobmartin.com



3465 Curry Lane  
Abilene, TX 76906

1508 Santa Fe, Suite 203  
Weatherford, TX 76086



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**CLIENT hereby releases JACOB & MARTIN from liability for any incorrect advice, judgment or decision based on any inaccurate information furnished by CLIENT or others.** If reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including hazardous materials, encountered on the site by JACOB & MARTIN, JACOB & MARTIN shall, upon recognizing the condition, immediately stop work in the affected area and report the condition to CLIENT.

13. JACOB & MARTIN will take reasonable precautions to reduce damage to land and other property caused by JACOB & MARTIN's operations. However, CLIENT understands that damage may occur and JACOB & MARTIN's fee does not include the cost of repairing such damage. If CLIENT desires JACOB & MARTIN to repair and/or pay for damages, JACOB & MARTIN will undertake the repairs and add the pre-agreed cost to JACOB & MARTIN's fee.
14. Unless otherwise agreed, CLIENT will furnish unfettered right-of-entry and obtain permits as required for JACOB & MARTIN to perform the fieldwork.
15. JACOB & MARTIN is not responsible for the job site safety of others, nor does JACOB & MARTIN have stop-work authority over work by others. However JACOB & MARTIN will conduct its work in a safe, workman-like manner, and will observe the work site safety requirements of CLIENT that have been communicated to JACOB & MARTIN in writing.
16. JACOB & MARTIN's potential liability to CLIENT and others is grossly disproportionate to JACOB & MARTIN's fee due to the size, scope, and value of the Project. Therefore, unless CLIENT and JACOB & MARTIN otherwise agree in writing in consideration for an increase in JACOB & MARTIN's fee, CLIENT agrees to (1) limit JACOB & MARTIN's liability to the greater of \$2,000.00 or the amount of JACOB & MARTIN's fee, and (2) to the extent allowed by Texas law, indemnify JACOB & MARTIN against all claims, liability, damages, or expenses (except for JACOB & MARTIN's sole negligence or willful misconduct) arising out of or relating to all acts, failures to act, or other conduct of JACOB & MARTIN, including but not limited to, claims, liability, damages, or expenses arising out of or relating to the active negligence or other fault of JACOB & MARTIN. CLIENT, to the extent allowed by Texas law, shall indemnify JACOB & MARTIN even if CLIENT is partially or wholly without fault for such claims, liability, damages, or expenses.
17. All disputes between JACOB & MARTIN and CLIENT, with the exception of non-payment issues, shall first be subject to non-binding mediation. Either party may demand mediation by serving a written notice stating the essential nature of the dispute and demanding the mediation proceed within sixty (60) days of service of notice. The mediation shall be administered by the American Arbitration Association or by such other person or organization as the parties may agree upon. No action or suit may be commenced unless (1) the mediation does not occur within ninety (90) days after service of notice, (2) the mediation occurs within ninety (90) days after service of notice but does not resolve the dispute, or (3) a statute of limitation would elapse if suit were not filed prior to ninety (90) days after service of notice.
18. Except for actions such as for enforcement of mechanic's liens that are required by statute to be brought in a specific venue, in the event that litigation is instituted under the terms of this Agreement, the same is to be brought and tried in Parker County, Texas. CLIENT waives the right to have the suit brought, or tried in, or removed to, any other county or judicial jurisdiction.
19. This Agreement, including JACOB & MARTIN's Addenda and Schedule of Fees, represents the entire Agreement and understanding between the parties, and supersedes any and all agreements, either oral or in writing, including any purchase order, between the parties. Any modification to this Agreement shall be effective only if it is in writing signed by the party to be bound. One or more waivers of any term, condition or covenant by either party shall not be construed as a waiver of any other term, condition or covenant.
20. These GENERAL CONDITIONS have been established in large measure to allocate certain risks between CLIENT and JACOB & MARTIN. JACOB & MARTIN will not initiate service without formal agreement on the terms and conditions set forth in these GENERAL CONDITIONS. Acceptance or authorization to initiate services shall be considered by both parties to constitute formal acceptance of all terms and conditions of these GENERAL CONDITIONS.
21. The laws of the State of Texas shall govern interpretation of this Agreement. If any term of this Agreement is deemed unenforceable, the remainder of the the Agreement shall stay in full force and effect. If services of an attorney are required by any party to secure performance under this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs.
22. CLIENT and JACOB & MARTIN may terminate services at any time upon ten (10) days written notice. In the event of termination, CLIENT agrees to fully compensate JACOB & MARTIN for services performed including reimbursable expenses to the termination date, as well as demobilization expenses. CLIENT further agrees that a termination of services by JACOB & MARTIN pursuant to this paragraph shall not constitute a waiver of a claim by JACOB & MARTIN or give rise to liability on the part of JACOB & MARTIN.

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TBPE Firm #: 2448

TBAE Firm #: BR 2261

TBPLS Firm #: 10024300 – Abilene

TBPLS Firm #: 10193992 - Weatherford



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## ATTACHMENT A TO CONTRACT FOR PROFESSIONAL SERVICES

### SCOPE OF WORK

Jacob & Martin, LLC will provide the following project-related engineering services to the City of Willow Park, including but not limited to engineering services to update the City's Comprehensive Plan to include population, land use, housing, thoroughfares, and development strategies and to update the City's Capital Improvement Plan to include water, sewer, streets, and drainage systems.

It is the intent of this project to update specific aspects of the City's current Comprehensive Plan and Capital Improvement Plan including the above stated items. The City does not intend to revise the currently stated Community Vision or Objectives stated in the Visions, Goals, and Objectives section of the current Comprehensive Plan.

The scope for this project has been developed so that individual components may be accomplished on a time and expense basis with a total not-to-exceed amount for the completion of the entire scope. Expanded scope may be performed, upon request by the City, for a fee negotiated at the time of the request.

#### **A. Description of Comprehensive Plan Scope**

The Comprehensive Plan scope includes specific plan updates as follows:

1. Project Initiation and Scoping:
  - Kickoff meeting with JM, staff and/or Comp Plan Committee members
  - Review of current comprehensive plan and accomplishments
  - Verify scope and timeline
  - Gather baseline data and mapping resources
2. Existing Conditions and Needs Assessment
  - Analyze demographics, housing, economy, and land use
  - Review infrastructure, environment, and city services
  - Identify challenges, opportunities, and policy gaps
  - Summarize findings in a Needs Assessment Report
3. Plan Framework and Development
  - Update City Boundary Maps and supporting maps
  - Update Planning Area Maps and supporting maps
  - Update Existing and Future Land Use Plans and supporting maps

- Update Transportation Plan and supporting maps
  - Update Bike & Pedestrian Plan for current infrastructure and completed projects
  - Update the City's Development Strategies
4. Draft Plan Preparation and Review
- Incorporate updates into plan – Assemble draft plan and maps
  - Refine content based on community and staff feedback
5. Adoption and Implementation
- Present at public hearings with Planning & Zoning and City Council
  - Prepare final plan

## **B. Description of Capital Improvement Plan Scope**

The Water Capital Improvement Plan scope includes specific plan updates as follows:

1. Prepare Updated Water Connection Projections
  - Review historical water connection data
  - Create water connection projections based on population projections, historical patterns, and land use assumptions
2. Prepare Updated Water Use Projections
  - Review historical per capita water demands, water use, and water loss
  - Create water use projections for average day, peak day, and peak hour
3. Prepare an Inventory of the Water System
  - Update inventory of all water system infrastructure
  - Evaluate the condition of the existing infrastructure
  - Evaluate current water loss
  - Update existing water system maps as necessary
  - Update water system steady state hydraulic model
4. Evaluate Existing and Potential Water Supplies
  - Review existing sources/contracts and quantity allocations
  - Identify potential new sources
  - Evaluate adequacy of existing sources and feasibility of new sources

5. Evaluate Existing Water System Facilities
  - Evaluate existing infrastructure using data from Section 2 and 3
  - Evaluate impact of increased demand using hydraulic model
  - Discuss relevant, current and anticipated regulatory requirements
6. Prepare Recommendations for Proposed Improvements
  - Prepare recommendations for proposed water supply improvements including increasing current supplies/allocations, implementing new water supply strategies, and conservation
  - Prepare recommendations for proposed distribution improvements including line replacement, looping, upsizing, and extensions, etc.
7. Prepare Cost Estimates and Schedule for Proposed Improvements
  - Prepare cost estimates for the recommendations from Section 6 with consideration for inflation
  - Discuss the projected schedule of implementation based on demand and operation and maintenance cost impact, and regulatory impacts

The Wastewater Capital Improvement Plan scope includes specific plan updates as follows:

1. Prepare Updated Wastewater Flow Projections
  - Review historical per capita wastewater flows, dry and wet weather flow, and average and peak day flows
  - Create wastewater flow projections for average day, peak day, and peak hour
2. Prepare an Inventory of the Wastewater System
  - Prepare and inventory of all wastewater system infrastructure
  - Evaluate the condition of the existing infrastructure
  - Update existing wastewater system maps as necessary
  - Create/update wastewater collection system model
3. Evaluate Existing and Potential Treatment Options
  - Evaluate historical and projected wastewater plant influent quality
  - Review historical wastewater treatment effluent parameters
  - Evaluate the condition and effectiveness of the existing treatment system
  - Discuss relevant, current and anticipated regulatory requirements
  - Evaluate the capacity of the existing wastewater treatment plant
  - Explore options for achieving future treatment needs
4. Evaluate Existing Wastewater Collection System Facilities
  - Evaluate the condition of the existing wastewater collection infrastructure using information from Sections 1 & 2

- Evaluate impact of increased flow on the system
  - Discuss relevant, current and anticipated regulatory requirements
5. Prepare Recommendations for Proposed Improvements
    - Prepare recommendations for proposed wastewater treatment improvements
    - Prepare recommendations for proposed wastewater collection system improvements
  6. Prepare Cost Estimates and Schedule for Proposed Improvements
    - Prepare cost estimates for the recommendations from Section 5 with consideration for inflation
    - Discuss the projected schedule of implementation based on growth, operation and maintenance cost impact, and regulatory impacts

The Drainage Capital Improvement Plan scope includes specific plan updates as follows:

1. Prepare an Inventory of the Drainage System
  - Prepare and inventory of all drainage infrastructure
  - Update existing drainage system maps as necessary
2. Evaluate Existing Drainage System Facilities
  - Evaluate the condition of the existing drainage infrastructure
  - Evaluate impact of future development on the system
  - Prepare drainage area maps
3. Prepare Recommendations for Proposed Improvements
  - Prepare recommendations for proposed drainage improvements
4. Prepare Cost Estimates and Schedule for Proposed Improvements
  - Prepare cost estimates for the recommendations from Section 3 with consideration for inflation
  - Discuss the projected schedule of implementation based on growth, operation and maintenance cost impact, and regulatory impacts

The Street Capital Improvement Plan scope includes specific plan updates as follows:

1. Prepare an Inventory of the Street System
  - Prepare and inventory of all street infrastructure
2. Evaluate Existing Street System Facilities
  - Evaluate the condition of the existing street infrastructure
  - Evaluate impact of future development on the system
  - Prepare street maps

3. Prepare Recommendations for Proposed Improvements
  - Prepare recommendations for proposed street improvements
4. Prepare Cost Estimates and Schedule for Proposed Improvements
  - Prepare cost estimates for the recommendations from Section 3 with consideration for inflation
  - Discuss the projected schedule of implementation based on growth, operation and maintenance cost impact, and regulatory impacts

**C. Compensation Payment Schedule**

Compensation for Basic Engineering Services for the Comprehensive Plan as described in the Scope of Services shall be at a lump sum price not to exceed \$75,000.00. The fees will be invoiced monthly on a time and expense basis up to the total amount of \$75,000. Items requested by the City that are not included in the stated scope will be performed based on a negotiated fee. Compensation for Basic Engineering Services for the Capital Improvement Plan as described in the Scope of Services shall be at a lump sum price not to exceed \$30,000.00. The fees will be invoiced monthly on a time and expense basis up to the total amount of \$30,000. Items requested by the City that are not included in the stated scope will be performed based on a negotiated fee.

Time and expense items including mileage, vehicle, lodging, meal and other incidentals will be charged at the standard rates attached.



MESSER ★ FORT

THE MUNICIPAL LAW FIRM

FRISCO | DALLAS | AUSTIN | ABILENE

Item 6.

August 12, 2025

**VIA EMAIL: [bgrimes@willowpark.org](mailto:bgrimes@willowpark.org)**

Bryan Grimes, City Manager  
City of Willow Park  
120 El Chico Trail  
Willow Park, TX 76087

RE: City of Willow Park Legal Services Agreement

Dear Mr. Grimes:

Messer Fort, PLLC ("M&F" or "Firm") and I appreciate the opportunity to represent the City of Willow Park for interim city attorney services. This letter outlines the specific terms of our engagement. If you have any questions about these matters, please call me.

1. **Client:** Our client will be the City of Willow Park ("City"). Our representation in this matter is limited to the City and the term "City" does not include, and we do not represent, any other entities or individuals. Throughout the term of this Agreement and at all times while performing services under this Agreement, the Firm will be a wholly independent contractor.
2. **Scope of Work:** The City hereby engages M&F to perform the above-described services and other services as may be requested by elected officials and employees of the City; however, either party may request an addendum to this Agreement in a form mutually agreeable to the parties prior to the provision of additional services hereunder.
3. **Conflicts and Confidentiality:** M&F represents that it has reviewed its records and has no conflicts of interest involving the City. M&F will do all within reason to prevent and avoid any situation that might constitute a conflict. In the event a conflict arises, M&F shall promptly advise the City of such, in writing, and shall notify the City of M&F's proposal to resolve the conflict.
4. **Personnel:** M&F has over twenty attorneys, including six partners, in its North Texas office. Andy Messer will have the primary responsibility for providing or supervising these services for the City. Other M&F lawyers and legal assistants may be involved when M&F believes it would be beneficial or necessary to serve the City, but Andy Messer will be the primary contact on matters assigned to M&F under this Engagement Agreement. Attorney resumes can be viewed at [www.txmunicipallaw.com](http://www.txmunicipallaw.com).
5. **Results:** Any views M&F expresses about a likely outcome are only expressions of judgment, we do not make representations or guarantees to the City as to the probability of ultimate success or any particular result. The City acknowledges and agrees that M&F's entitlement to

payment for fees and expenses shall not be contingent upon the results obtained or the final disposition of the services for which M&F has been retained.

6. **Records**: The City should retain all originals and copies of documents the City desires for future reference. At its expense, M&F will retain its file(s) for a period of seven (7) years from the date a client-matter is concluded, but ultimately the file will be destroyed in accordance with our record retention schedule. If for any reason M&F dissolves or stops its business activities, the Firm will notify the City and provide it with an opportunity to take possession of its client files. Any charges presented to the City in connection with the delivery of client files will not exceed the actual costs incurred for the delivery. The City recognizes that working papers shall be assembled and accumulated by M&F in connection with this representation, and that same shall belong to and remain the property of M&F.
7. **Litigation Matters**: M&F will represent/defend the City in lawsuits upon the request of the City. Likewise, M&F will initiate litigation only at the request of the City. This Agreement does not obligate the City to refer to M&F any legal matter in connection with which it seeks legal services. At all times the City may refer any legal matter to whichever firm or attorney it may deem appropriate in its sole discretion.
8. **Fees**: M&F shall bill the City monthly for services rendered and expenses incurred, in the manner agreed to herein, until such time as this Agreement has expired by its own terms or has been terminated. M&F shall separate invoices as requested by the City. Attorney fees are based upon a consideration of time and labor involved, the skill requisite to perform the services properly, the preclusion of other employment by M&F due to acceptance of the matters identified herein, time limitations imposed by the City or other circumstances, results achieved, experience, reputation and ability, extraordinary time requirements, and M&F's hourly rates. The Firm will bill the city at the following hourly rates:

\$230	per attorney hour for general municipal services
\$350	per attorney hour for employment, litigation, and utility services
\$150	per hour for law clerks and planners
\$105	per hour for paralegals

Time for legal work and travel is billed in tenth of an hour increments, as follows:

.1 = 6 minutes	.5 = 30 minutes	.9 = 54 minutes
.2 = 12 minutes	.6 = 36 minutes	1.0 = 60 minutes
.3 = 18 minutes	.7 = 42 minutes	
.4 = 24 minutes	.8 = 48 minutes	

Opinion letters for bonds are a flat fee paid from the bond proceeds, if requested. Market rates (non-governmental rates) will be charged when the City is fully reimbursed for legal expenses, such as by a developer or a debt issuance, if applicable. The City understands that the costs of services can be estimated in advance on a per case basis, but no particular amount is guaranteed as the amount of time necessary to spend on a legal matter can be influenced by the actions of third parties. The City further understands that M&F may propose hourly rates be modestly

increased from time to time, but that any annual increase shall be no more than ten (10%) percent of the current rate. As directed by City Council, the City Administrator is hereby authorized to negotiate and agree to hourly rates on an annual basis.

9. **Billing Practices and Payment:** M&F bills for matters on a monthly basis, and payment is due within 30 days of receipt of the invoice. We do not bill for expenses associated with our representation except for filing and recording fees, litigation costs, copy costs, research database costs, and charges for extraordinary items which may be generated by the particular demands of the project involved. The amount charged, if any, by M&F for expenses it incurs will be the amount of the actual cost incurred without any mark-up.

If experts or consultants are retained or if other support services are required, e.g., mediators, engineers, court reporters, investigators, etc., these individuals or firms will be retained based upon the City's consent or directly by the City. The City will be responsible for paying the fees of these individuals or firms, and such payments should be made within thirty days of receipt of their invoice or M&F's invoice containing the charges for the third party. We will advise these individuals or firms that they are being retained by and for the benefit of the City and that the City is responsible for payment of their fees.

If the City has a question about M&F's billing procedures or statements, please ask Andy Messer. M&F prefers that questions be raised as soon as possible so that we can address the concerns and be certain the City understands our procedures and our statements and is fully satisfied with them.

10. **Termination:** Either party may terminate our representation at any time by notifying the other in writing. In either case, M&F's withdrawal will be accomplished pursuant to applicable ethical requirements. Upon termination of the representation, the City will be obligated to pay for all services rendered and expenses incurred to the date of termination.
11. **Independent Legal Review:** M&F has written this engagement letter on its own behalf. Please feel free to seek independent legal advice from legal counsel of your choosing in order to review this engagement letter. M&F wishes to provide you ample opportunity to consult with independent counsel; we do not require that you return a signed copy of this letter immediately.
12. **Attorney Complaint Information:** M&F intends to maintain the highest standard of ethical conduct towards the City and others as set out and enforced by the State Bar of Texas. If for any reason the City believes an attorney in M&F has violated the written rules of professional conduct for lawyers and/or has questions prior to filing a grievance, the City may either contact the Office of the Chief Disciplinary Counsel of the State Bar of Texas by calling 1-866-224-5999 (toll free) or writing to P.O. Box 12487, Austin, Texas 78711-2487. Please note that by signing a grievance form any attorney-client privilege, which would otherwise keep discussions between your attorney and you confidential, will be waived.
13. **Press Inquiries:** From time to time, we may receive media inquiries concerning the City. Applicable ethical requirements may preclude or limit our response to those inquiries. Subject to ethical limitations, M&F will abide by your instructions concerning whether and in what



manner we respond to media inquiries. In the absence of specific instructions, we will respond to such inquiries in accordance with our best judgment, revealing non-confidential information when it is ethical to do so and appears to advance the City's interests. M&F will advise the Mayor and/or City Manager of any and all media inquiries received pertaining to the City.

14. **Electronic Mail:** In the course of our representation, we may have occasion to communicate with you or with others by electronic mail. Such communications will not be encrypted. Although interception of such communications by a third party would constitute a violation of federal law, we can offer no assurance that such interception will not occur. We will abide by any instructions you may give us concerning electronic mail communications; in the absence of such instructions, we will use our own judgment regarding the advisability of using such means of communication.
15. **Miscellaneous:** Duplicate counterparts of this Agreement may be or may have been executed by the parties hereto. Each such executed copy or counterpart shall have the full force and effect of an original executed instrument.

Any notice or communication required or permitted hereunder shall be in writing, and shall be sent by (a) personal delivery (provided that such delivery is confirmed by the courier delivery service), or (b) expedited delivery service with proof of delivery, or by United States mail, postage pre-paid, registered or certified mail, addressed as follows:

**If to the City of Willow Park:**

Bryan Grimes, City Manager  
City of Willow Park  
120 El Chico Trail  
Willow Park, TX 76087

**If to the Firm:**

Messer Fort, PLLC  
Attn: Andy Messer  
6371 Preston Road, Ste. 200  
Frisco, TX 75034

or to such other address or for the attention of such other person as thereafter shall be designated in writing by the applicable parties sent in accordance herewith. Any such notice or communication shall be deemed to have been given at either the time of personal delivery or, in the case of delivery service or certified or registered mail, as of the date of deposit or delivery to the United States Postal Service or expedited delivery service in the manner provided herein, or, in the case of facsimile, upon receipt. Any notice required by this Agreement shall be void and of no effect unless given in accordance with the provisions of this paragraph. Either party hereto may change the address for notice specified above for giving the other party two (2) days' advance, written notice of such change of address.

This Agreement shall be construed under and in accordance with the laws of the State of Texas. This Agreement is executed by the authorized agent of the City and M&F, effective from the date executed by the City as directed by the City Council.

16. **Texas Lawyer's Creed:** On November 7, 1989, the Texas Supreme Court adopted the Texas Lawyer's Creed - a Mandate for Professionalism. Paragraph II, subparagraph 1 of the Creed

requires us to advise you of its contents when we undertake representation. A copy of the Creed is available for your review at <https://www.legalethicstexas.com/texas-lawyers-creed-details/>.

If the City agrees with the foregoing, please sign and return this letter and retain a copy for your records.

Again, we appreciate you engaging Messer Fort, PLLC to represent you and we look forward to working with you and establishing a mutually beneficial relationship.

Sincerely,  
**Messer Fort, PLLC**



Andy Messer, Partner

THE CITY OF WILLOW PARK AGREES TO RETAIN MESSER FORT, PLLC ON THE FOREGOING TERMS.

---

Bryan Grimes, City Manager  
City of Willow Park

**CITY COUNCIL AGENDA ITEM BRIEFING SHEET**

<b>Meeting Date:</b>	<b>Department:</b>	<b>Presented By:</b>
November 17, 2025	Administration	Toni Fisher, Interim City Manager

**AGENDA ITEM:**

**Discussion & Action:** To approve an Ordinance of the City Of Willow Park, Texas amending the City Of Willow Park Code Of Ordinances, Chapter 1 “General Provisions”, Article 1.05 “Boards, Commissions And Committees”, Division 1 adding §1.05.001 “Commissions And Advisory Boards”, adding §1.05.002 “Appointments for Committees, Boards and Commissions”, adding §1.05.003 “Member Conduct and Removal from Committees, Boards and Commissions”, and adding §1.05.004 “Operations of Committees, Boards and Commissions”; Providing For Repeal, Savings And Severability Clauses; And Providing For An Effective Date Of This Ordinance.

**BACKGROUND:**

The City of Willow Park currently has no procedures in place for the creation, advertisement, application process, and selection of and for Boards, Commissions, and Committees. The following Ordinance creates a definitive, clear, and transparent procedure for City Council, City Staff, and Residents. It should be noted that this Ordinance may conflict with some of the provisions of §1.05.032 “Parks and Recreation Advisory Board”, but it, too, will also be revised to coincide with this revision.

**STAFF RECOMMENDATION:**

Staff recommend approval of Ordinance, as presented.

**EXHIBITS:**

- City of Willow Park Ordinance regarding Code of Ordinances, Chapter 1, Article 1.05, “Boards, Commissions, and Committees”, Division 1.

**RECOMMENDED MOTION:**

To approve an Ordinance of the City Of Willow Park, Texas amending the City Of Willow Park Code Of Ordinances, Chapter 1 “General Provisions”, Article 1.05 “Boards, Commissions And Committees”, Division 1 adding §1.05.001 “Commissions And Advisory Boards”, adding §1.05.002 “Appointments for Committees, Boards and Commissions”, adding §1.05.003 “Member Conduct and Removal from Committees, Boards and Commissions”, and adding §1.05.004 “Operations of Committees, Boards and Commissions”; Providing For Repeal, Savings And Severability Clauses; And Providing For An Effective Date Of This Ordinance.

CITY OF WILLOW PARK, TEXAS  
ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS AMENDING THE CITY OF WILLOW PARK CODE OF ORDINANCES, CHAPTER 1 “GENERAL PROVISIONS”, ARTICLE 1.05 “BOARDS, COMMISSIONS AND COMMITTEES”, DIVISION 1 ADDING §1.05.001 “COMMISSIONS AND ADVISORY BOARDS”, ADDING §1.05.002 “APPOINTMENTS FOR COMMITTEES, BOARDS AND COMMISSIONS”, ADDING §1.05.003 “MEMBER CONDUCT AND REMOVAL FROM COMMITTEES, BOARDS AND COMMISSIONS”, AND ADDING §1.05.004 “OPERATIONS OF COMMITTEES, BOARDS AND COMMISSIONS”; PROVIDING FOR REPEAL, SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE.**

**WHEREAS**, the City of Willow Park, Texas (“City”) is a Type-A general law municipality 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 adopt regulations and procedures to govern the creation of commissions and advisory boards within the City; and

**WHEREAS**, the City of Willow Park City Council finds that adopting this Ordinance is 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. Findings Incorporated.** The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

**SECTION 2. Amendment.** That Chapter 1 “General Provisions”, Article 1.05 “Boards, Commissions and Committees”, of the City’s Code of Ordinances is hereby amended to add a new article § **1.05.001**, to be entitled “Committees, Boards and Commissions” as set forth below with all other provisions of Chapter 1, Article 1.05 not herein affected to remain in full force and effect:

**§ 1.05.001. “Committees, Boards and Commissions”**

This Chapter shall be applicable to all City Committees, Boards and Commissions whether in existence now or in the future. A committee, board or commission (“CBC”) may be created by the City Council, and the creation of a CBC requires a majority vote of City Council. A CBC may be created to address a specific issue, fulfill a long-range goal, or provide citizen input to the City Council. The City Council desires to establish standardized procedures for the appointment, membership, dismissal, and code of conduct for the City’s CBCs.

- (a) The guidelines contained here within shall apply to all CBC created or formed by formal action of the City Council of the City of Willow Park. These guidelines are intended to supplement the existing ordinances regarding the Planning & Zoning Commission and the Parks and Recreation Advisory Board, as amended.
- (b) All applicants must be at least eighteen (18) years age of age, qualified voters and reside

- within the corporate limits of the City of Willow Park.
- (c) Members shall have no outstanding debts to the City nor any pending litigation, and no history of being terminated from a CBC for cause.
  - (d) A member cannot serve on more than two (2) CBC boards.
  - (e) No city employee may serve as a CBC member except as a staff liaison in a non-voting support role.
  - (f) No member of City Council may serve as a member of a CBC.
  - (g) Members of boards, committees and commissions serve as volunteers, without pay.
  - (h) Members of boards, committees and commissions may not be related to the Mayor nor a City Council member in office at the time of consideration or application.

**SECTION 3. Amendment.** That Chapter 1 “General Provisions”, Article 1.05 “Boards, Commissions and Committees”, of the City’s Code of Ordinances is hereby amended to add a new article § 1.05.002, to be entitled “Appointments for Committees, Boards and Commissions” as set forth below with all other provisions of Chapter 1, Article 1.05 not herein affected to remain in full force and effect:

**§ 1.05.002. “Appointments for Committees, Boards and Commissions”**

- (1) Appointments for Committees, Boards, Commissions
  - (1) Existing CBC members who are eligible for reappointment and whose terms expire during the year are not automatically reappointed. Instead, they are offered the opportunity and shall follow the application and interview procedures herein specified.
  - (2) The terms of each member of a CBC are for two (2) years and expire on January 31st of the second (2nd) year following the member’s appointment, unless the member is appointed to fill a vacancy for an unexpired term.
  - (3) A person appointed to fill a vacancy on a CBC that occurs prior to the scheduled expiration of the incumbent member’s term shall serve the remainder of the incumbent member’s term. For the purpose of reappointments, the term is not considered a full term.
  - (4) Members shall continue to serve until the City Council has appointed a replacement or upon voluntary resignation by the appointee.
- (2) Applications and Selection Process
  - (1) Vacancies. Whether they result from a member’s resignation or term expiration, vacancies shall be advertised to the community via news media, bulletin board, city social media, the City website, and/or City newsletters.
  - (2) Application Requirements. To be considered for an appointment to a City Board, Commission, or Committee, the interested person shall submit a completed “Application for Appointment” form prescribed by the City to the City Secretary for submission to the City Council. Applications will be due to the City on the last working day of October of each year. The City Council may extend the application period if additional time is needed to complete the process.
  - (3) City staff and City Council shall review all applications, staff recommendations shall be presented to Council, and appointments shall be made by a majority vote of City Council members present at the meeting.
  - (4) Special Circumstances. In the event of a vacancy on a CBC during the CBC’s regular term, the City Council may utilize the list of applicants from the previous posting or advertisement and selection process to fill the vacancy, and the City Secretary shall retain all applications.

**SECTION 4. Amendment.** That Chapter 1 “General Provisions”, Article 1.05 “Boards, Commissions and Committees”, of the City’s Code of Ordinances is hereby amended to add a new article § 1.05.003, to be entitled “Appointments for Committees, Boards and Commissions” as set forth below with all other provisions of Chapter 1, Article 1.05 not herein affected to remain in full force and effect:

**§ 1.05.003. “Member Conduct and Removal from Committees, Boards and Commissions**

CBC members are expected to conduct themselves at CBC meetings in a fair, courteous, and professional manner. Members of all CBCs serve at the pleasure of the City Council and are subject to removal by a majority vote and at the discretion of the City Council. Reasons for removal may include, but are not limited to:

- (a) Excessive absences from CBC meetings. It is expected that CBC members will attend all regular and called meetings of the CBC to which they are appointed. A member may be subject to removal for missing more than three (3) consecutive regular or called meetings.
- (b) Conviction of a felony, which will result in the members’ immediate dismissal.
- (c) Change of legal residence to outside the corporate limits of the City of Willow Park.

**SECTION 5. Amendment.** That Chapter 1 “General Provisions”, Article 1.05 “Boards, Commissions and Committees”, of the City’s Code of Ordinances is hereby amended to add a new article § 1.05.004, to be entitled “Operations of Committees, Boards and Commissions” as set forth below with all other provisions of Chapter 1, Article 1.05 not herein affected to remain in full force and effect:

**§ 1.05.004. “Operations of Committees, Boards and Commissions”**

- (a) The following provisions may be approved by the City Council for each CBC:
  - (1) Each CBC at a minimum shall present a quarterly report to the Council. The Council reserves the right to require additional reporting. The report may be in the form of a written report and shall contain such information as may be deemed necessary by the Council.
  - (2) A quorum shall consist of a majority of the members.
  - (3) All CBC meetings shall be duly posted and shall be open to the public in accordance with the State of Texas Open Meetings Act, Government Code Chapter 551, et seq., as amended. All actions and decisions must be made in accordance with the Texas Open Meetings Act.
  - (4) Individuals appointed to any Commission, Board, or Committee must, at a minimum, complete one hour of training relative to the Texas Open Meetings Act.
  - (5) Parliamentary procedures in all CBC meetings shall be governed by Robert’s Rules of Order, and other procedures as may be established.
  - (6) Minutes are required for all meetings of CBCs.
  - (7) All CBC’s created by the City may make recommendations to the City Council regarding revisions and changes to this article.
  - (8) CBC members shall maintain objectivity and be free of conflicts of interest in discharging their duties. Members shall be independent in fact and appearance when hearing matters brought before the CBC. When a CBC member has any reason to believe that he or she cannot be impartial, intellectually honest and free of conflicts of interest, the member shall disclose the facts and circumstances which create the conflict and shall not vote or otherwise participate in consideration of the matter.
  - (9) Any CBC may seek any necessary assistance or resources from the City Council and/or

City Manager/Mayor regarding support needed to carry out the commission's duties. All CBCs shall receive from the city such administrative support as reasonably necessary to carry out the duties of the committee, board or commission and the city shall assist the CBC with maintenance of its records in compliance with the city's records retention schedule.

- (10) For CBC members which deal with confidential information, a Non-Disclosure Agreement (NDA) may be required.
- (11) Members of Committees, Boards and Commissions agree to utilize email accounts assigned to them on the City's domain for Committee business and provide information as may be requested under Public Information Act.

(b) Special Committees

"Ad Hoc" or "Special" Committees may be temporarily set up by the City Council to deal with specific short-term items that cannot be handled by or may be impractical for a regular standing committee. These committees will be dissolved as soon as the purpose for which the committee was created has been fulfilled.

**SECTION 6: 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 7: 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 8: Effective Date.** This Ordinance shall become effective upon its passage and publication.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.**

\_\_\_\_\_  
Teresa Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Deana McMullen, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Wm. Andrew Messer, City Attorney

§ 1.05.001

§ 1.05.001

Item 10.

DIVISION 1  
**Generally**

**§ 1.05.001. through § 1.05.030. (Reserved)**





## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b>	<b>Department:</b>	<b>Presented By:</b>
November 17, 2025	Administration	Toni Fisher, Interim City Manager

### **AGENDA ITEM:**

**Discussion:** To discuss and consider An Ordinance Of The City Of Willow Park, Texas Amending The City Of Willow Park Code Of Ordinances, Chapter 14 Zoning, Article 16 “Commissions”, § 14.16.003 “Membership And Terms”, § 14.16.004 “Procedure”, § 14.16.005 “Duties And Powers”, And §14.16.006 “Staff Support”; Providing For Repeal; Providing For Savings And Severability; Providing For Publication And Establishing An Effective Date.

### **BACKGROUND:**

The City of Willow Park currently has no procedures in place for the creation, advertisement, and application process for Planning & Zoning Commission, and the commissioners’ selection process is contradictory and poorly worded. The following Ordinance is aligned with the City of Willow Park Code of Ordinances, Chapter 1, Article 1.05, “Boards, Commissions, and Committees”, presented earlier at this meeting.

Changes in this Ordinance include:

1. Definitive, transparent, and honest procedure for the Commission’s application process
2. Affirmation of authority by the mayor, city council, and city staff for commissioner recommendations
3. Clarifying ambiguous and conflicting language for the appointment of commissioners
4. Elimination of alternate positions to align with the Parks Board (also an advisory board) and the City Council (the city’s governing body), neither of which have alternates
5. More flexible schedule for meetings to meet the city’s needs, and quorum requirements
6. Addition of more defined rules and regulations to increase commission understanding
7. More specific scope of duties and powers to assure proper commission function
8. Amendment of staff liaison reporting requirements

City Staff are confident that these changes will enhance understanding of the Commission, for its body and for the public, and ensure clarity in the commissioners’ roles.

This item is scheduled for presentation by Staff to the Planning & Zoning Commission, and return to City Council with the Commission’s recommendation for passage.

**STAFF RECOMMENDATION:** N/A

### **EXHIBITS:**

- Redlined and Proposed “City of Willow Park Ordinance regarding Code of Ordinances, Chapter 14, Article 16”

CITY OF WILLOW PARK, TEXAS  
ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS AMENDING THE CITY OF WILLOW PARK CODE OF ORDINANCES, CHAPTER 14 ZONING, ARTICLE 16 “COMMISSIONS”, § 14.16.003 “MEMBERSHIP AND TERMS”, § 14.16.004 “PROCEDURE”, § 14.16.005 “DUTIES AND POWERS”, AND §14.16.006 “STAFF SUPPORT”; PROVIDING FOR REPEAL; PROVIDING FOR SAVINGS AND SEVERABILITY; PROVIDING FOR PUBLICATION AND ESTABLISHING 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 zoning ordinance regarding policies and procedures for the planning and zoning commission; and

**WHEREAS**, the City of Willow Park submitted the revisions to Chapter 14 “Zoning”, Article 16 “Commissions” to the planning and zoning commission for its review, held public hearings with both the planning and zoning commission and the city council and published notice, all in compliance with Chapter 14 “Zoning”, Article 21 “Amendments” of the City of Willow Park Code of Ordinances and Chapter 211 of the Texas Local Government Code; and

**WHEREAS**, the City of Willow Park City Council finds and determines that the revision of the zoning ordinance regarding the city planning and zoning commission will be in the best interests 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 14 “Zoning”, Article 16 “Commissions”, §14.16.003 “Membership and Terms”; of the City’s Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

**§ 14.16.003. Membership and terms.**

(a) Membership.

(1) The planning and zoning commission ("commission") shall consist of five voting commissioners separately appointed to specific offices designated as: Place 1, Place 2, Place 3, Place 4, and Place 5. Applications are required for each commissioner position and must be submitted to the city secretary, where they will remain on file.

All applications received for a vacant or expiring commission place position will be presented to city council with staff recommendations. The mayor and/or members of city council may make commission recommendations from the presented applications. Each commissioner shall be selected and appointed by a majority vote of the city council.

(2) Vacancies shall be filled for the unexpired term of any member whose place becomes vacant for any cause in the same manner as the original appointment was made.

(3) The city secretary shall maintain a list of the names, addresses, telephone numbers and terms of each commissioner and shall make such list available to the commission and city council after each commission appointment.

(4) To qualify as a commissioner, the persons must be resident citizens for a minimum of one-year, current taxpayers, real property owners, and qualified voters of the City of Willow Park who are not employees of the city.

(5) The city will make training opportunities available for each commissioner and allow attendance at seminars and workshops relating to the basics of municipal planning and zoning in Texas, with tuition, if any, paid by the city.

(6) Commissioners may resign from their office at any time by submitting written notice to the secretary. The city may remove a commissioner at any time for any reason by a majority vote of the city council.

(b) Term.

(1) Each member of the commission will be appointed to a two-year term, with the term beginning in January as follows:

(A) Place 1, Place 3, and Place 5 in odd-numbered years.

(B) Place 2 and Place 4 in even-numbered years.

(2) A commissioner vacancy shall be filled in accordance with subsection (a)(1) for the unexpired term of the office vacated.

**SECTION 3: Amendment.** That Chapter 14 “Zoning”, Article 16 “Commissions”, §14.16.004 “Procedure.”; of the City’s Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

**§ 14.16.004. Procedure.**

(a) Meetings. The members of the commission shall regularly attend meetings and public hearings of the commission and shall serve without compensation. The commission shall meet once a month on such dates and times as determined by the commission and/or as appropriate to conduct the business of the commission, as determined by city staff. Special meetings may be scheduled by city staff for time-sensitive items which require

the commission's recommendation.

- (b) Quorum. A majority of the commissioners shall constitute a quorum to conduct business. An affirmative vote of a majority of those present and qualified to vote at any meeting, shall be necessary to pass any motion, recommendation or resolution. In the absence of a quorum, city staff may call a special meeting to address time-sensitive items which require the commission's recommendation.

- (c) Presiding officers.

- (1) Each year during its first meeting in January, or as soon as practicable, the commission shall elect presiding officers from the commissioners, including, at a minimum, a chair and a vice-chair.
  - (2) The chair, or in absence of the chair, the vice chair, shall preside at all meetings of the commission.

- (d) Rules and regulations. The commission shall have the power to make rules, regulations and bylaws for its own governance, which shall conform with those set forth by the city council, and such rules, regulations and bylaws shall be subject to approval by the city council. Such rules and bylaws shall include, among other items, provisions for:

- (1) Regular and special meetings, open to the public;
  - (2) A record of its proceedings in accordance with the Texas Open Meetings Act
  - (3) Reporting to the governing body, from time to time; and
  - (4). Meeting rules of order and the commission public hearings

**SECTION 4: Amendment.** That Chapter 14 Zoning, Article 16 Commissions, §14.16.005 “Duties and Powers.”; of the City’s Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

#### **§ 14.16.005 Duties and Powers.**

- (a) General. The commission shall exercise all powers, privileges and authority authorized and granted by the Texas Constitution, the Statutes of the State of Texas granting municipalities the power of zoning and subdivision regulation as found in chapters 211 and 212, Texas Local Government Code, subject to final approval by the city council.
- (b) The planning and zoning commission shall be an advisory body and adjunct to the city council and shall make recommendations regarding amendments to the comprehensive plan, changes of zoning for real property, zoning and subdivision ordinance amendments, zoning to be given to newly annexed areas, approval of plats of subdivisions, and other planning-related matters.
- (c) The planning and zoning commission shall review the city's comprehensive plan and shall be prepared to make recommendations to the city council, as deemed necessary, to keep the city's comprehensive plan current with changing conditions and trends and with the planning needs of the city.
- (d) The planning and zoning commission shall also serve in an advisory capacity on any other planning-related matter(s) in the city.

- (e) Joint meetings with the city council: Whenever the city council and the planning and zoning commission are required by the laws of the State of Texas to conduct public hearings in matters pertaining to planning, zoning or subdividing property, and at other times when it is in the best interest of the city to do so, the city council and the planning and zoning commission are hereby authorized, after published notice as required by law, to hold joint meetings and to conduct joint public hearings.

**SECTION 5: Amendment.** That Chapter 14 “Zoning”, Article 16 “Commissions”, §14.16.006 “Staff Support.”; of the City’s Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

**§ 14.16.006 Staff Support.**

- (a) Staff liaison. A city employee will be designated as staff liaison by the city manager to handle routine correspondence for the commission, prepare and post all required agendas, notices, maintain documents and files on all matters to be considered by the commission, prepare reports for the commission, provide relevant information to be considered by the commission to assist them in performing their functions, and ensure proper agenda item wording, notification and compliance with Texas Open Meetings Act.
- (b) Minutes. A recording secretary shall be designated by the city manager to keep complete and accurate minutes of the commission meetings. The city secretary shall be the custodian of commission records. Minutes shall include, at a minimum, a written narrative of all motions and votes taken as well as all relevant discussions, recommendations, findings and resolutions of the commission. After approval by a majority of the commission, the minutes shall be made public.
- (c) Reporting. For the city council meeting following a commission meeting, city staff shall provide a written report to the city council summarizing any recommendations of the commission to be presented to city council.

**SECTION 6: 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 7: 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. Crandall 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 8: Effective Date.** This Ordinance shall become effective upon its passage and publication.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF  
WILLOW PARK, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.

\_\_\_\_\_  
Teresa Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Deana McMullen, City Secretary

CITY OF WILLOW PARK, TEXAS  
ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS AMENDING THE CITY OF WILLOW PARK CODE OF ORDINANCES, CHAPTER 14 ZONING, ARTICLE 16 "COMMISSIONS", § 14.16.003 "MEMBERSHIP AND TERMS", § 14.16.004 "PROCEDURE", § 14.16.005 "DUTIES AND POWERS", AND §14.16.006 "STAFF SUPPORT"; PROVIDING FOR REPEAL; PROVIDING FOR SAVINGS AND SEVERABILITY; PROVIDING FOR PUBLICATION AND ESTABLISHING 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

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**WHEREAS**, the City of Willow Park desires to revise its zoning ordinance regarding policies and procedures for the planning and zoning commission; and

**WHEREAS**, the City of Willow Park submitted the revisions to Chapter 14 "Zoning", Article 16 "Commissions" to the planning and zoning commission for its review, held public hearings with both the planning and zoning commission and the city council and published notice, all in compliance with Chapter 14 "Zoning", Article 21 "Amendments" of the City of Willow Park Code of Ordinances and Chapter 211 of the Texas Local Government Code; and

**WHEREAS**, the City of Willow Park City Council finds and determines that the revision of the zoning ordinance regarding the city planning and zoning commission will be in the best interests 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 14 "Zoning", Article 16 "Commissions", §14.16.003 "Membership and Terms"; of the City's Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

**§ 14.16.003. Membership and terms.**

(a) Membership.

(1) The planning and zoning commission ("commission") shall consist of five voting commissioners separately appointed to specific offices designated as: Place 1, Place 2, Place 3, Place 4, and Place 5. ~~The mayor shall make a recommendation of qualified persons to the city council to serve as commissioners. Each commissioner shall be selected and appointed~~

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~~by a majority vote of the city council. Applications are required for each commissioner position and must be submitted to the city secretary, where they will remain on file.~~

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~~(2) The commission shall consist of the five commissioners and two alternates appointed by the mayor. The alternates shall be appointed to specific offices designated as: Alternate 1 and Alternate 2.~~

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~~(3) Alternate commissioners may attend and participate in all commission meetings and discussions. Only in the absence of one or more commissioners can an alternate be counted for quorum determination or vote on commission business or matters appearing on the agenda. A vote cast by an alternate commissioner, when eligible to vote, shall be cast first by Alternate Place 1 and by Alternate Place 2, only in the absence of two or more commissioners or the Alternate Place 1 person.~~

~~(4) The All applications received for a vacant or expiring commission place position will be presented to city council with staff recommendations. The mayor and/or members of city council may make commission recommendations from the presented applications. Each commissioner shall be selected and appointed by a majority vote of the city council.~~

~~(2) Vacancies shall be filled for the unexpired term of any member whose place becomes vacant for any cause in the same manner as the original appointment was made.~~

~~(3) The city secretary shall maintain a list of the names, addresses, telephone numbers and terms of each commissioner and alternates and shall make such list available to the commission and city council after each commission appointment. The secretary shall also provide the city council at least 60 days' notice of the expiration of a commissioner's term of office.~~

~~(54) To qualify as a commissioner, the person persons must have been abc resident of the city citizens for a minimum of one year, current taxpayers, real property owners, and qualified voters of the City of Willow Park who are not employees of the city.~~

~~(65) The city will make training opportunities available for each commissioner and allow attendance at seminars and workshops relating to the basics of municipal planning and zoning in Texas, with tuition, if any, paid by the city.~~

~~(76) Commissioners may resign from their office at any time by submitting written notice to the secretary. The city may remove a commissioner or alternate at any time for any reason by a majority vote of the city council.~~

~~(b) (b) Term.~~

~~(1) Each member of the commission will be appointed to a two-year term, with the term beginning in January as follows:~~

~~(A) (A) Place 1, Place 3, and Place 5 in odd-numbered years.~~

~~(B) (B) Place 2 and Place 4 in even-numbered years.~~



~~(2) Each alternate will be appointed for a one-year term with the term beginning in January of each year.~~

~~(2) (3) A commissioner vacancy shall be filled in accordance with subsection (a)(1) for the unexpired term of the office vacated.~~

**SECTION 3: Amendment.** That Chapter 14 "Zoning", Article 16 "Commissions", §14.16.004 "Procedure"; of the City's Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

**§ 14.16.004. Procedure.**

(a) ~~Meetings. The commission shall schedule regular monthly meetings. The members of the commission shall regularly attend meetings and public hearings of the commission and shall serve without compensation. The commission shall meet once a month on such dates and times as determined by the commission and/or as appropriate to conduct the business of the commission, as determined by city staff. Special meetings may be scheduled by city staff for time-sensitive items which require the commission's recommendation.~~

(b) ~~Quorum. A majority of the commissioners shall constitute a quorum to conduct business. An affirmative vote of a majority of those present and qualified to vote at any meeting, shall be necessary to pass any motion, recommendation or resolution. In the absence of a quorum, city staff may call a special meeting to address time-sensitive items which require the commission's recommendation.~~

~~(c) Presiding officers.~~

- ~~(1) Each year during its first meeting in January, or as soon after as practicable, the commission shall elect presiding officers from the commissioners, including, at a minimum, a chair and a vice-chair. An alternate commissioner is not eligible to be an officer.~~
- ~~(2) The chair, or in absence of the chair, the vice-chair, shall preside at all meetings of the commission.~~

~~(d) Rules and regulations. The city staff shall recommend, in consultation with the commission, and shall have the city council will consider power to make rules and regulations and bylaws for the practical and efficient transaction of commission business. Such rules and its own governance, which shall conform with those set forth by the city council, and such rules, regulations may address but is not limited to, and bylaws shall be subject to approval by the city council. Such rules and bylaws shall include, among other items such as: rules of order, plat application requirements, production of documents, ethics, provisions for:~~

- ~~(1) Regular and special meetings, open to the public;~~
- ~~(2) A record of its proceedings in accordance with the Texas Open Meetings Act~~
- ~~(3) Reporting to the governing body, from time to time; and~~
- ~~(4). Meeting rules of order and the commission public hearings~~

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**SECTION 4: Amendment.** That Chapter 14 Zoning, Article 16 Commissions, §14.16.005 "Duties and Powers."; of the City's Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

**§ 14.16.005 Duties and Powers.**

(a) General. The commission shall exercise all powers ~~necessary, privileges and appropriate to recommend authority authorized and granted by the approval or disapproval~~ Texas Constitution, the Statutes of plans, plats, replats, or other the State of Texas granting municipalities the power of zoning and subdivision regulation of land as authorized by found in chapters 211 and 212, Texas Local Government Code, subject to final approval by the city council.

(b) Enumerated duties. The planning and powers:

- (1) Recommend approval or disapproval of boundaries for the original zoning districts, proposed changes to a zoning district or map, or changes to zoning regulations for any district.
- (2) Recommend approval or disapproval of the platting of land within the corporate limits; commission shall be an advisory body and extraterritorial jurisdiction of the city as permitted by law, with the exception of amending plats and minor plats as provided in section 212.0065 Texas Local Government Code.
- (3) Recommend adjunct to the city council a comprehensive plan for the orderly development of the city. The commission shall, from time to time, recommend changes or updates to the comprehensive plan as necessary and appropriate.
- (4) Under council direction, and with input from city staff, study and and shall make recommendations on the location, extension and planning of public rights-of-way, parks or other public places, including the vacating or closing of same.
- (5) Under council direction, and with input from city staff, study and make recommendations on the general design and location of public buildings, bridges, viaducts, street fixtures and other structures and appurtenances.
- (6) Notice and conduct public hearings or motions for the city:

(A) For the opening, vacating or closing of public rights-of-way, parks or other public places;

(B)(b) For the regarding amendments to the comprehensive plan, changes of zoning for real property, zoning and subdivision ordinance amendments, zoning

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~~of recently to be given to newly annexed areas; or, approval of plats of subdivisions, and other planning-related matters.~~

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~~(C) For a change of zoning district boundaries or regulations.~~

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~~(7) Submit each June a progress report to the city council summarizing the work and major accomplishments of the commission during the past year, accompanied with a proposed work program for the next fiscal year. The report shall contain a meeting attendance record for all members of the commission.~~

- ~~(c) The planning and zoning commission shall review the city's comprehensive plan and shall be prepared to make recommendations to the city council, as deemed necessary, to keep the city's comprehensive plan current with changing conditions and trends and with the planning needs of the city.~~
- ~~(d) The planning and zoning commission shall also serve in an advisory capacity on any other planning-related matter(s) in the city.~~
- ~~(e) Joint meetings with the city council: Whenever the city council and the planning and zoning commission are required by the laws of the State of Texas to conduct public hearings in matters pertaining to planning, zoning or subdividing property, and at other times when it is in the best interest of the city to do so, the city council and the planning and zoning commission are hereby authorized, after published notice as required by law, to hold joint meetings and to conduct joint public hearings.~~

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**SECTION 5: Amendment.** That Chapter 14 "Zoning", Article 16 "Commissions", §14.16.006 "Staff Support."; of the City's Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

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#### § 14.16.006 Staff Support.

- (a) Staff liaison. A city employee will be designated as staff liaison by the city manager to handle routine correspondence for the commission, prepare and post all required agendas, notices, maintain documents and files on all matters to be considered by the commission, prepare reports for the commission, provide relevant information to be considered by the commission to assist them in performing their functions, and ensure proper agenda item wording, notification and compliance with Texas Open Meetings Act.
- (b) Minutes. A recording secretary shall be designated by the city manager to keep complete and accurate minutes of the commission meetings. The city secretary shall be the custodian of commission records. Minutes shall include, at a minimum, a written narrative of all motions and votes taken as well as all relevant discussions, recommendations, findings and resolutions of the commission. After approval by a majority of the commission, the minutes shall be made public.
- (c) Reporting. For each regular city council meeting following a commission meeting, city staff shall provide a written report to each member of the city council summarizing any recommendations of the commission to be presented to council at that meeting. Such written report shall identify the matter in question, the date when the matter was declared administratively complete, the timeline for review, any unresolved issues, the

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~~recommendation of the commission, and the individual votes cast by the commissioners or alternates-city council.~~

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**SECTION 6: 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 7: 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. Crandall 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 8: Effective Date.** This Ordinance shall become effective upon its passage and publication.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF  
WILLOW PARK, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.

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Teresa Palmer, Mayor

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ATTEST:

Deana McMullen, City Secretary

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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 \_\_\_\_ DAY OF \_\_\_\_\_ 2025.

---

Teresa Palmer, Mayor

ATTEST:

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Deana McMullen, City Secretary



CITY OF WILLOW PARK, TEXAS  
ORDINANCE NO. \_\_\_\_\_

**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 HAS CONTROL OF THE CITY COUNCIL AGENDA, INCLUDING SUPPLEMENTS AND AMENDMENTS; 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

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**§ 1.03.035. Meetings.**

**(m) Agenda**

(1) The mayor and 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.

(42) The “consent agenda” consists of operational items and previously discussed items that do not require deliberation by the council.

(53) Any council member may remove an item from the consent agenda for separate discussion and consideration of action.

(64) During a city 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.

(75) 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.

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**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 \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.

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Teresa Palmer, Mayor

ATTEST:

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Deana McMullen, City Secretary



## After Action Report

### Boil Water Notice Incident 10.30.25–11.1.25

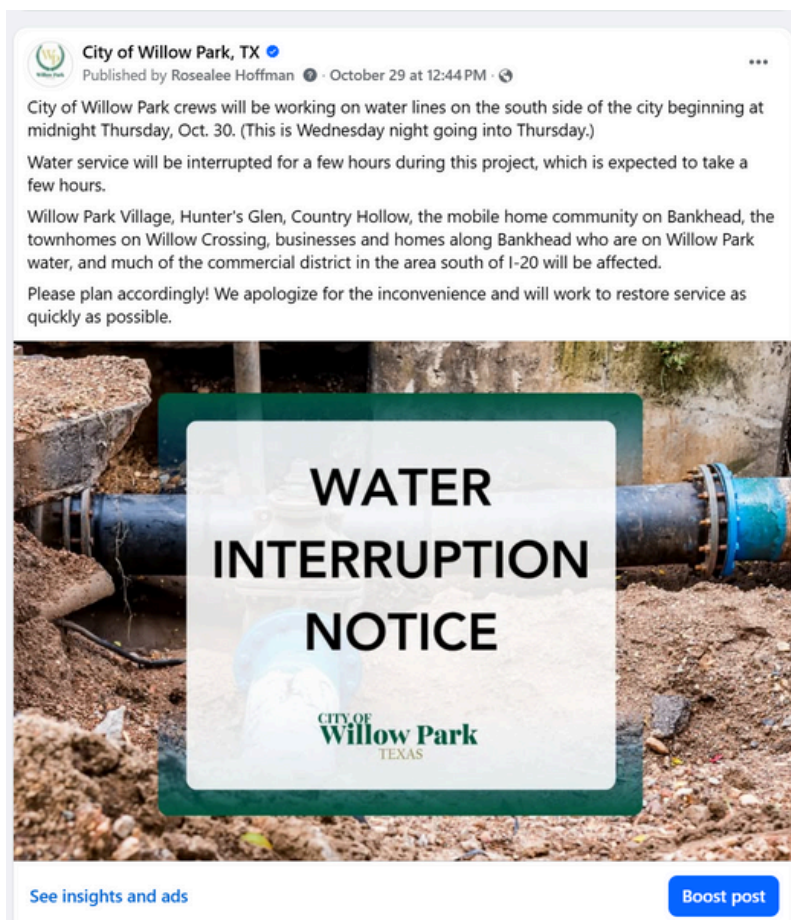
*This report covers the events of an operational period spanning from noon  
Wednesday, Oct. 29, through Friday, Nov. 1.*

#### **Wednesday, October 29: (standard messaging procedure for utility work)**

12:40 p.m. – notice of the water interruption during the overnight hours was posted on the city website, and an alert was sent to all website subscribers

12:44 p.m. – notice was posted on the city's social media channels Facebook and NextDoor. The post was shared to the police department page and some community groups on Facebook as well. The post reached 9,887, including a large percentage of people who do not follow our pages

12:49 p.m. – the city's callout system was activated, which sent an email, text message, and phone call to all subscribers in the system. We also sent an alert out via the TextMyGov system, which is not an emergency system, but it was utilized as an extra layer of notification



## Thursday, October 30:

6:58 a.m. - During the project in the overnight hours, the crews working the site discovered there was an issue with getting the pipes to align, causing an unforeseen and unexpected delay. The communications department was notified. At the time, water was expected to be back on within the next hour.

8:39 a.m. – Interim City Manager Michelle Guelker informed Communications Director Rose Hoffman that she expected the city to need to issue a Boil Water Notice now that service was restored. A crisis communications strategy was prepared

9:40 a.m. – **Language required by the state for the boil water notice was prepared and a crisis communication plan was followed.** The following steps took place, in this order: (SEE ATTACHED MATERIALS THAT WERE PUBLISHED)

a. Staff was informed of the issue, and a script was provided for anyone answering phones to be able to answer questions.

b. The mayor and council, as well as emergency personnel, were notified via email

c. A notice was posted to the city website and delivered to website subscribers

d. Notices were sent through the city's callout system, **which was activated in emergency mode**, sending a wireless emergency alert to all white page and yellow page listings within the affected area. As a failsafe, we also sent callout messages to everyone on those routes, and a textmygov alert was also issued

e. Notices were placed on social media channels. The local media was called to assist in spreading the word




f. A spreadsheet listing all commercial accounts was created, and the Communications Director and Parks Director personally called every impacted business, in the following order of importance:

1. Health care facilities
2. Schools
3. Restaurants
4. Other businesses

## Friday, October 31:

4:30 p.m. (approximately) – the notice of boil water was rescinded. Steps a-e were followed, and calls were placed to the schools and larger restaurants to inform them of the update

## BOIL WATER NOTICE

<b>Boil Water For:</b>  <ul style="list-style-type: none"><li>• Drinking</li><li>• Brushing Teeth</li><li>• Washing fruits &amp; vegetables</li><li>• Preparing food</li><li>• Mixing baby formula</li><li>• Making ice</li><li>• Giving water to pets</li><li>• Coffee makers</li><li>• Dish washing by hand, rinsing with bottled, boiled or chlorinated water</li></ul>	<b>Use Caution:</b>  <ul style="list-style-type: none"><li>• Water filters in most kitchens and households do NOT re-move bacteria or viruses</li><li>• Bathing babies and young children (give sponge bath; use boiled water that has cooled)</li></ul>	<b>DO NOT Need to Boil Water For:</b>  <ul style="list-style-type: none"><li>• Washing clothes in washing machine</li><li>• Taking showers (adults &amp; older children)</li><li>• Flushing toilets</li><li>• Car Washing</li><li>• Household cleaning</li></ul>
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**Boiling Water Instructions**

1. Heat a pot of water on the stove until bubbles come from the bottom of the pot to the top
2. Once the water reaches a rolling boil, let it boil for 1 minute
3. Let the water cool completely, then pour into a clean container for storage

GRAPHIC  
POSTED TO  
WEBSITE AND  
SOCIAL  
MEDIA

During a routine water project last night, crews encountered an unexpected issue with the pipes that caused a lengthy delay. Due to the delay, water pressure was interrupted for an extended period of time. As a precautionary measure, we are issuing a [boil water notice](#) for the following areas:

- Bankhead Hwy from Trinity Christian to Nu Energy
- South Ranch House
- Willow Crossing
- Willow Bend
- Willow Park Village subdivision (Bay Hill Dr., Spyglass Dr., Winged Foot Dr., Troon Dr., Sawgrass Dr., Firestone Dr., Muirfield Dr., Castlepines Dr., Olympic Dr., and Prairie Dunes Dr.)
- Hunter's Glen subdivision (Cold Track Dr., Whitetail Dr., and Camouflage Cir.)
- West Oak subdivision (Torri Ct., West Oak Dr., Beverly Dr., Apryl Dr., Terry Dr., Robyn Dr., Pete Dr., Becky Dr., Merry Dr., Rising Sun Rd, and Rising Sun Ct.)
- Country Hollow subdivision (Deer Ridge Dr., Whitetail Dr., and Morning Dew Dr.)

We are expecting this notice to last at least 48 hours. We will notify the public as soon as we receive test results indicating the [boil](#) water notice can be lifted.

**Boiling Water Instructions**

1. Heat a pot of water on the stove until bubbles come from the bottom of the pot to the top
2. Once the water reaches a rolling boil, let it **boil for 1 minute**
3. Let the water cool completely, then pour into a clean container for storage

SCRIPT GIVEN  
TO STAFF TO  
PROVIDE  
INSTRUCTIONS  
TO CALLERS

## **Post incident analysis from the communications department:**

*The vast majority of residents and businesses provided positive feedback on the efforts by the city to get the right information to the right people at the right time. Some businesses expressed appreciation for the in-person calls to ensure they got the word. A few residents and businesses reported they did not get any sort of alert for the boil water itself, even using the emergency override, so research is needed to determine the cause of the issue. Communications Director Hoffman is troubleshooting the system and will partner with CivicReady if needed to address any corrections.*

*Based on reporting from the system, it appears that the people who did not receive notifications are not registered with our system. This is symptomatic of ongoing issues with getting the public enrolled to receive our updates, and emphasizes the need for a unified communications strategy and a “one message, many voices” approach that points the community to one central location for messaging. The communications department plans a campaign for the first quarter of 2026 to help address the enrollment issue.*





TAYLOR·OLSON·ADKINS·SRALLA·ELAM

ATTORNEYS & COUNSELORS

6000 WESTERN PLACE, SUITE 200  
I-30 AT BRYANT IRVIN ROAD  
FORT WORTH, TEXAS 76107  
EMAIL: TOASE@TOASE.COM

TELEPHONE: (817) 332-2580  
TOLL FREE: (800) 318-3400  
FACSIMILE: (817) 332-4740  
WEBSITE: [WWW.TOASE.COM](http://WWW.TOASE.COM)

Alicia Kreh  
[akreh@toase.com](mailto:akreh@toase.com)

August 11, 2025

**Via Certified Mail – Return Receipt Requested**

9589 0710 5270 0577 6085 45

City of Willow Park – City Attorney  
c/o Teresa Palmer  
120 El Chico Trail  
Willow Park, Texas 76087

**Re: Annexation of property located within the extraterritorial jurisdiction of the cities of Aledo and Fort Worth**

Dear City Attorney,

This letter is submitted on behalf of the Cities of Fort Worth and Aledo, Texas regarding the above-referenced matter. The Cities have been made aware of Ordinance 917-25, passed by the City of Willow Park on or about February 11, 2025, attached hereto as Exhibit A. By that ordinance, the City of Willow Park attempted to annex the right-of-way along Bankhead Highway that was located outside of the City of Willow Park's extraterritorial jurisdiction. See City of Willow Park extraterritorial jurisdiction map, attached hereto as Exhibit B. Not only was the property the City of Willow Park sought to annex not within its ETJ, as required by Section 43.014 of the Texas Local Government Code, the property was located within the ETJ of the cities of Aledo and Fort Worth. See ETJ maps of the City of Aledo and City of Fort Worth, attached hereto as Exhibits C and D. As a result, Ordinance 917-25 is void.

Please respond no later than August 28, 2025 regarding your intended steps to correct the unlawful annexation. We are willing to schedule a meeting if you have any questions or would like to discuss these issues further.

Sincerely,

Melinda Ramos, Deputy City Attorney  
City of Fort Worth

Alicia K. Kreh, City Attorney  
City of Aledo, Texas

AKK/es



August 11, 2025  
Page 2

## EXHIBIT A

Item 3.

### ORDINANCE NO. 917-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS ANNEXING APPROXIMATELY 7,313 FEET OF EAST BANKHEAD RIGHT-OF-WAY, COMPRISING APPROXIMATELY 10.98 ACRES OF LAND, PURSUANT TO SECTION 43.1055, SUBCHAPTER C-1 OF CHAPTER 43 OF THE TEXAS LOCAL GOVERNMENT CODE, AND PROVIDING FOR THE EXTENSION OF THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID 10.98 ACRES WITHIN THE CITY LIMITS, AND GRANTING TO SAID PROPERTY AND TO ALL FUTURE INHABITANTS OF SAID PROPERTY ALL OF THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID FUTURE INHABITANTS BY ALL OF THE ACTS AND ORDINANCES OF THE SAID CITY; APPROVING AN ANNEXATION SERVICE PLAN FOR THE AREA; DIRECTING FILING OF A CERTIFIED COPY OF THE ORDINANCE AND ANNEXATION SERVICE PLAN WITH THE PARKER COUNTY CLERK; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City of Willow Park (the "City"), at its meeting on November 26, 2024, passed a resolution declaring the City's intent to annex approximately 7,313 feet of East Bankhead Highway, comprising approximately 10.98 acres of land (the "Annexed Property") into the territorial limits of the City pursuant to Section 43.1055 of the Local Gov't Code, in accordance with the procedures provided under Subchapter C-1 of Chapter 43 of the Local Gov't Code; directing staff to prepare a Service Plan for the Annexed Property; and scheduling two (2) public hearings on the proposed annexation for January 14, 2025; and

WHEREAS, the City received a request to annex the Property from Parker County, the political subdivision that owns and maintains the East Bankhead Highway right-of-way, in accordance with Section 43.1055 (c) of the Local Gov't Code and/or has not provided a written objection to the annexation after the City provided written notice of the annexation to Parker County not later than the 61<sup>st</sup> day before the date of the proposed annexation; and

WHEREAS, at its January 14, 2025 meeting, the City Council conducted two public hearings on the proposed annexation of the Annexed Property, after properly publishing notice of the public hearings in the Community News, a newspaper having general circulation in the City, on or after the 20<sup>th</sup> day but before the 10<sup>th</sup> day before the public hearings, and the public hearings gave all interested persons the right to appear and be heard on the proposed annexation; and

WHEREAS, the above-mentioned public hearings were conducted not more than forty (40) days nor less than twenty (20) days prior to the institution of annexation proceedings; and

WHEREAS, the Annexed Property is contiguous and adjacent to the territorial boundaries of the City; and

WHEREAS, the requirements for annexation of the Annexed Property as stated in Chapter 43 of the Texas Local Government Code have been met.

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

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Item 3.

Section 1. That the Annexed Property, approximately 7,313 feet of East Bankhead Highway, comprising approximately 10.98 acres, and described and depicted in attached Exhibit "A," which is incorporated herein as though set out in full, is hereby annexed to the City of Willow Park, Parker County, Texas, and that the boundary limits of the City of Willow Park be, and the same, hereby, are extended to include the Annexed Property within the city limits of the City of Willow Park, and the same shall hereafter be included within the territorial limits of said city, and the inhabitants thereof shall hereafter be entitled to all the rights and privileges of other citizens of the City of Willow Park, and they shall be bound by the acts, ordinances, resolutions, and regulations of said city.

Section 2. That the Annexation Service Plan, a copy of which is attached hereto as Exhibit "B", is approved for the Annexed Property and is the service plan for the Annexed Property.

Section 3. The City Secretary is hereby directed to file with the County Clerk of Parker County, Texas, a certified copy of this Ordinance, along with a copy of the Annexation Service Plan attached hereto as Exhibit "B".

Section 4. This Ordinance shall be effective upon its approval and adoption by the City Council on the date set forth below.

PASSED AND APPROVED on this the \_\_\_\_ day of February, 2025.

DOYLE MOSS, Mayor

ATTEST:

TONI FISHER, Interim City Secretary

APPROVED AS TO FORM:

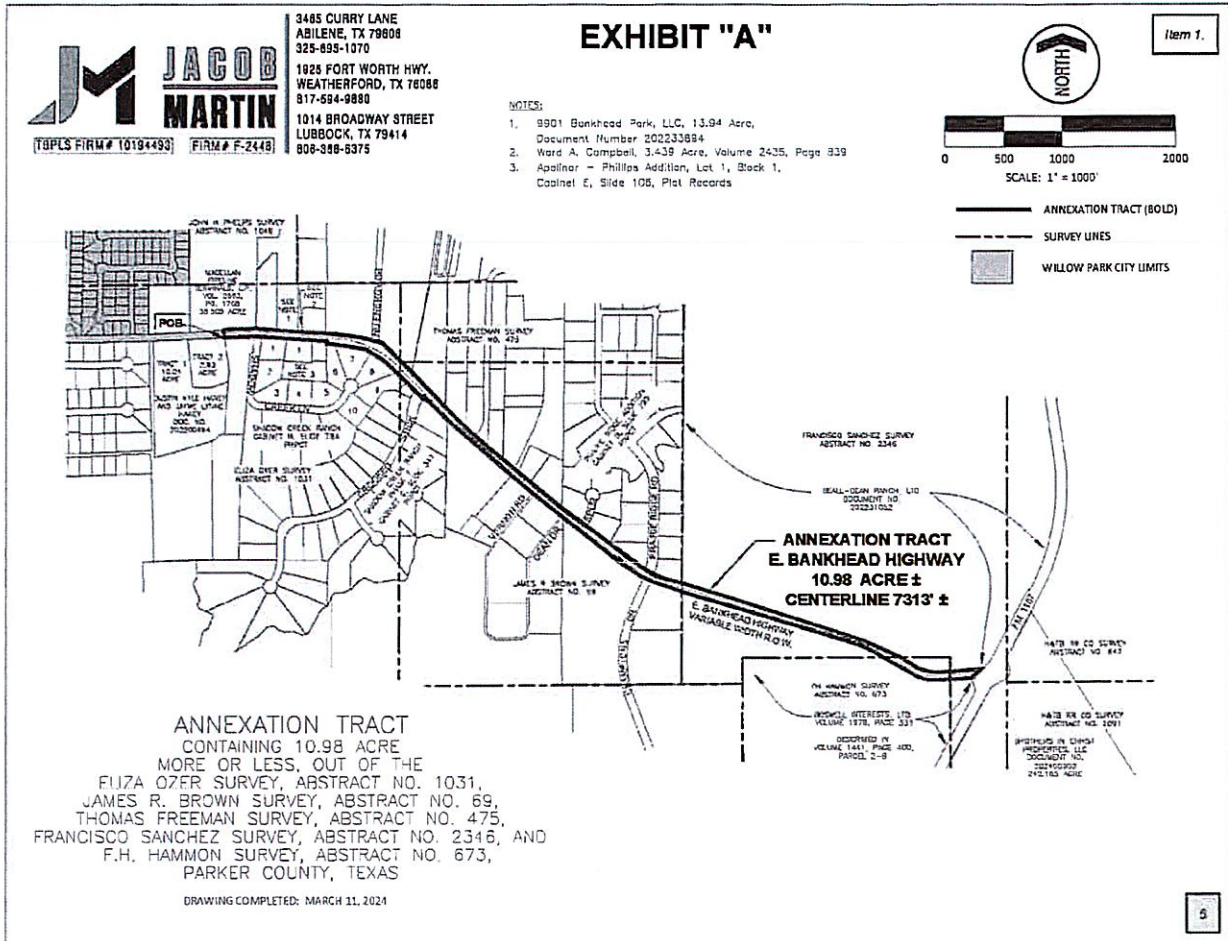
WILLIAM P. CHESSER, City Attorney

The Willow Park City Council, acting on Ordinance No. \_\_\_\_, did on the \_\_\_\_ day of February, 2025 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 of Willow Park/Annexation East Bankhead (10.98 acres) Annexation Ordinance 02/2025

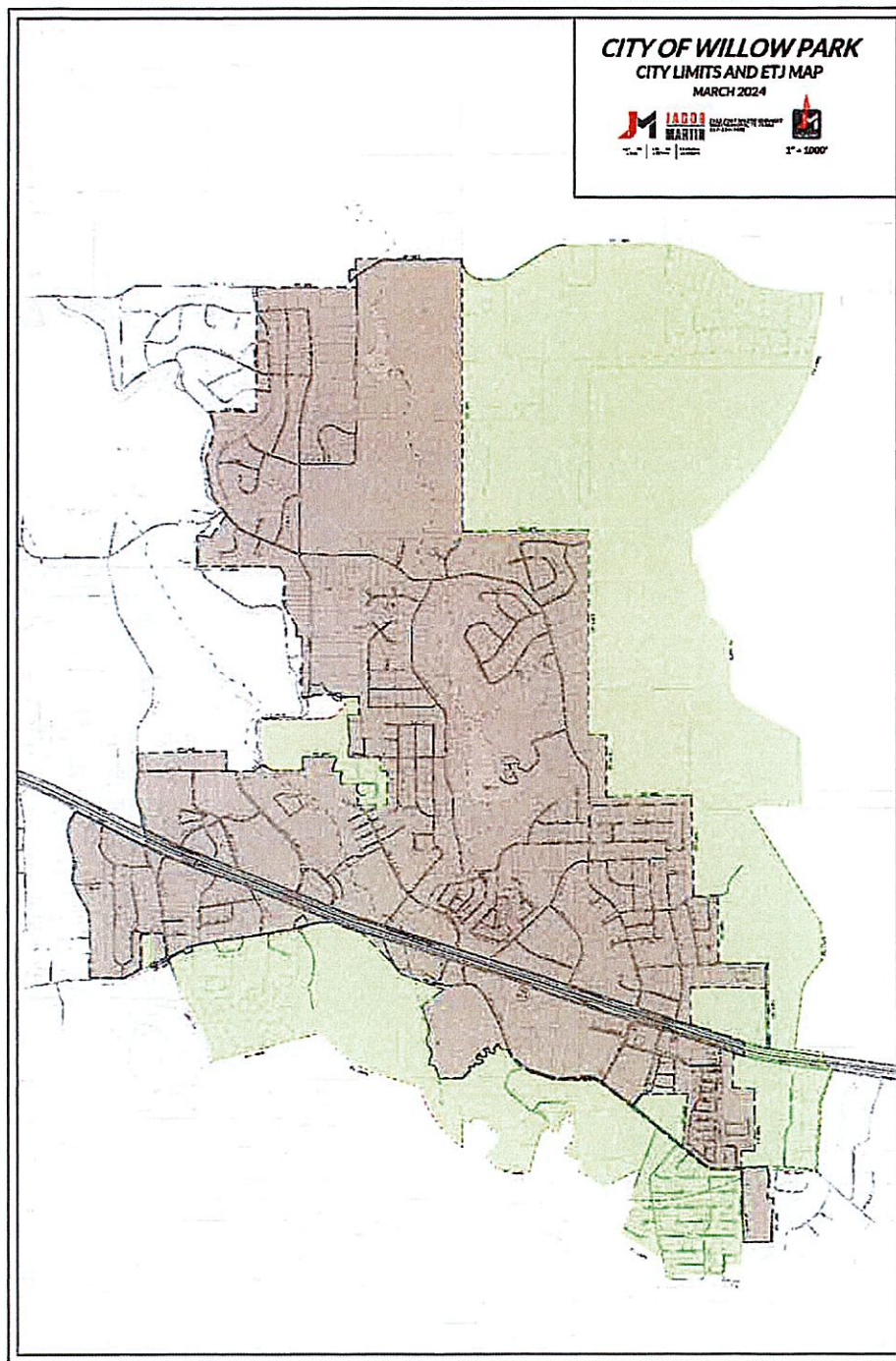
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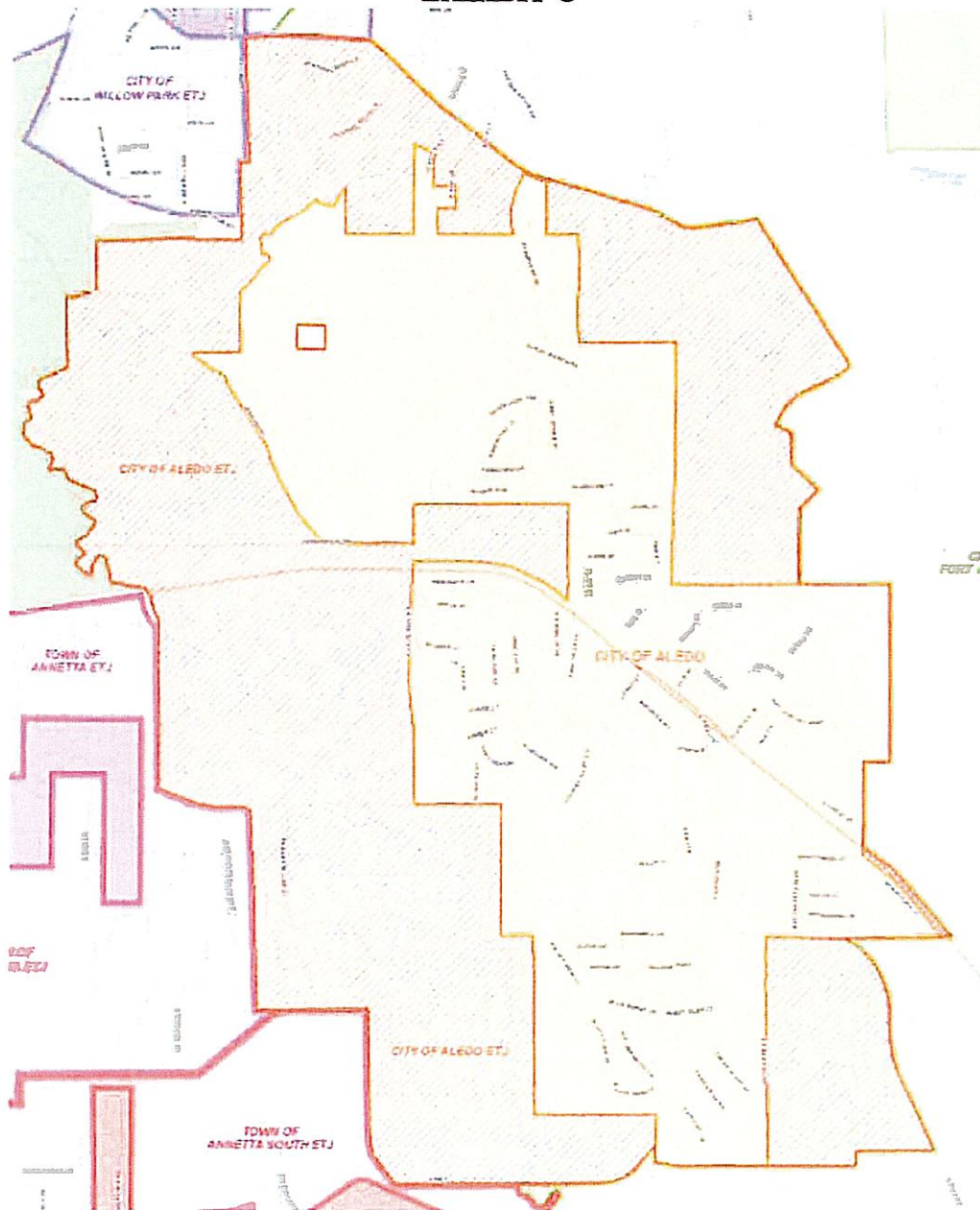
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**EXHIBIT B**



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**EXHIBIT C**



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## EXHIBIT D

