



CITY COUNCIL MEETING OCTOBER 20, 2026 AGENDA

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

Tuesday, October 20, 2026 at 6:00 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE - Pastor Ted Kitchens from Christ Chapel Baptist Church will give the Invocation.

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

PUBLIC COMMENTS (Limited to five minutes per person)

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

CONSENT AGENDA

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

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

September 15, 2026 Special Meeting Minutes

September 22, 2026 Regular Meeting Minutes

- 3. Approval of a Resolution to update the City's Annual Investment Policy for Fund Year 2026-2027.** *(Deputy City Manager/CFO Michelle Guelker; City Manager Toni Fisher)*
- 4. Approval of a Resolution designating "The Community News" as the newspaper of record for the City of Willow Park and The "Weatherford Democrat" as the secondary back up official newspaper as needed for special publication needs.** *(City Secretary Deana McMullen; City Manager Toni Fisher)*

REGULAR AGENDA ITEMS

- 5. Discussion/Action: to consider approval of Final Plat for the "Alameda Estates," Block 1 Lot 1 Thru Lot 10, Being a subdivision of a 12.032 acre tract of land out of the B.B.B.&C. RR. CO. Survey, Abstract No. 147, City of Willow Park, Parker County, TX (Property ID: 36676 and 36709) on Ranch House Road.** *(Development Director Chelsea Kirkland; City Manager Toni Fisher)*
- 6. Discussion/Action: to consider and adopt a Resolution awarding an Application and Administration Contract related to a 2027/2028 Texas Community Development Block Grant (CDBG) for future water project as presented by Project Manager Kristen Boswell of Public Management, Inc.** *(City Manager Toni Fisher; Deputy City Manager/CFO Michelle Guelker)*
- 7. Discussion/Action: to consider and adopt a Resolution authorizing the submission of a 2027/2028 Texas Community Development Block Grant (CDBG) Application to the Texas Department of Agriculture as presented by Project Manager Kristen Boswell of Public Management, Inc.** *(City Manager Toni Fisher; Deputy City Manager/CFO Michelle Guelker)*
- 8. Discussion/Action: consider casting a vote for the TML Region 8 Director Election.** *(City Secretary Deana McMullen; City Manager Toni Fisher)*
- 9. Discussion/Action: to consider and approve reimbursement expenses for discretionary city cell phone usage fees; discussion regarding the creation of a policy for reimbursement of discretionary city cell phone usage fees and determine budget amount for fee allocation; and, to consider approval of a Resolution adopting a proposed Mobile Device and Telecommunications Policy regarding city-issued cell phone usage and charges.** *(Mayor Pro Tem Nathan Crummel; Deputy City Manager/CFO Michelle Guelker; 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:

- 10. Section 551.074, Personnel; Section 551.071 Consultation with Attorney: Police Chief Position.**

11. **Section 551.074, Personnel; Section 551.071, Consultation with Attorney: Annual Review of City Manager.**
12. **Section 551.071, Consultation with City Attorney: City of Aledo, Texas and City of Fort Worth, Texas v. City of Willow Park, Texas, Beall-Dean Ranch and Parker County cause number: CV26-0175 in Parker County District Court, 43rd District; Mediated Settlement Agreement & Mutual Release.**
13. **Section 551. 071, Consultation with City Attorney; Section 551.087, Economic Development Negotiations: James Assets Development.**

RECONVENE INTO OPEN SESSION

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

INFORMATIONAL COMMENTS

14. City Manager Comments:

Staff Thanks & Recognition

Announcement of Staff Changes in Position & Introduction of New Employees

Response/Reaction to meeting

Community Interest:

1. Fall Fest @ The District at Willow Park - Saturday, October 24 @ 10a-2p

2. City of Willow Park Comprehensive Planning Public Workshop #2 (come & go event) - Saturday, November 21 @ 10a-1p at Willow Park City Hall

15. City Council/Mayor Comments:

Response/Reaction to meeting

16. Future Agenda Items requested by Mayor, City Council or City 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: October 14, 2026, at/by 6:00 p.m. and remained so posted continuously for at least three (3) business days before said meeting is to convene.

Deana McMullen
City Secretary

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



CITY COUNCIL SPECIAL MEETING 9/15/2026 5:30 PM MINUTES

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

Tuesday, September 15, 2026 at 5:30 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Teresa Palmer called the Special Meeting to order at 5:30 p.m. and determined a quorum was present for this meeting.

PRESENT

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

STAFF PRESENT:

City Manager Toni Fisher

City Secretary Deana McMullen

INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE

Mayor Palmer gave the Invocation and led the Pledge of Allegiance and the Texas Pledge given by all present.

REGULAR AGENDA ITEMS

1. Discussion: Accepting applications for the Comprehensive Planning Advisory Committee *(City Manager Toni Fisher)*

City Manager Toni Fisher informed the Council that we would be accepting applications for the Comprehensive Planning Advisory Committee until the end of the week. This item will be discussed at the Council meeting on September 22, 2026.

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 Special meeting into Executive Session at 5:33 pm. to discuss the items listed on the Agenda.

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 and City Manager Toni Fisher.

2. Section 551.071, Consultation with City Attorney: City of Aledo, Texas and City of Fort Worth, Texas v. City of Willow Park, Texas, Beall-Dean Ranch and Parker County cause number: CV26-0175 in Parker County District Court, 43rd District; Mediation Settlement Agreement.

3. Section 551.074 Personnel; Police Chief Position In Person Interviews

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 Special meeting back to order at 9:17 pm and asked if there were any motions from the executive session.

There was no action on any items discussed in Executive Session.

ADJOURN

With there being nothing further to discuss or consider Mayor Teresa Palmer asked for a motion to adjourn.

Motion was made to adjourn the Special meeting at 9:18 pm

Motion made by Councilmember Wright, Seconded by Councilmember Contreras.

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

PASSED AND APPROVED THIS THE ____ DAY OF OCTOBER, 2026.

Mayor Teresa Palmer

Deana McMullen
City Secretary



CITY COUNCIL MEETING SEPTEMBER 22, 2026 MINUTES

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

Tuesday, September 22, 2026 at 6:00 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Teresa Palmer called the regular meeting of Willow Park City Council to order at 6:00 pm. and determined a quorum was present for this meeting.

PRESENT

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

ABSENT

Councilmember Chawn Gilliland

STAFF PRESENT:

City Manager Toni Fisher

City Secretary Deana McMullen

City Attorney Judy El Masri

INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE

Pastor Clark Boshier of Willow Park Baptist Church will give the Invocation.

Pastor Clark Boshier of Willow Park Baptist Church gave the Invocation and led the Pledge of Allegiance and the Texas Pledge.

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

Mayor Teresa Palmer read Bible verse: Isaiah 26.3

Mayor Palmer recognized Business: 589 Hickory BBQ at 480 Shops Blvd. Owners Amanda and Scott Hamilton. Encouraged everyone to shop local and eat at all the great restaurants.

PUBLIC COMMENTS (Limited to five minutes per person)

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The Following were present to give Citizen comments:

- 1) Chris Wood
- 2) Bill Green
- 3) Lee Miller
- 4) Gene Martin

CONSENT AGENDA

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Motion was made to approve the items 2, 3 and 4 on Consent Agenda as presented.

Motion made by Councilmember Smith, Seconded by Councilmember Wright.

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

- 2. Approval of Regular City Council Meeting Minutes: September 8, 2026**
- 3. Approval of a Resolution appointing a Voting Member and Alternate to the Fort Worth Water and Wastewater Wholesale Advisory Committee. (Public Works Director Chase McBride, Assistant City Manager Michelle Guelker)**

4. **Approval of the Weatherford Mountain Bike Club (WMBC) User Agreement renewal.** *(City Manager Toni Fisher; Parks Director Mandy McCarley; Public Works Director Chase McBride)*

REGULAR AGENDA ITEMS

5. **Discussion/Action: to consider approval of a Resolution to participate in the Parker County Utility Agency program.** *(Freese & Nichols; Assistant City Manager, Michelle Guelker)*

Motion was made to approve item number 5, 6 & 7 approving Resolution No 2026-36 for Willow Park to participate in the Parker County Utility Agency program; Approval of the Inter local Agreement for the creation of the Parker County Utility Agency and Resolution number 2026-37 appointing Chase McBride and Michelle Guelker as a Director and Alternate Director for the Parker County Utility Agency as presented by Freese & Nichols and Assistant City Manager Michelle Guelker.

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

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

6. **Discussion/Action: to consider approval of the Interlocal Agreement for the creation of the Parker County Utility Agency.** *(Freese & Nichols; Asst City Manager Michelle Guelker)*

This item was approved with one motion for items 5, 6 & 7.

7. **Discussion/Action: to consider appointments of a Director and an Alternate for the Parker County Utility Agency** *(Freese & Nichols; Assistant City Manager Michelle Guelker, City Manager Toni Fisher)*

This item was approved with one motion under item number 5, including items 5, 6 & 7.

8. **Notice of Public Hearing: to consider the establishment of an initial zoning classification of Class III – Business: “C” Commercial District upon approximately 0.82 acres of land, more or less, currently located within the city limits of the City of Willow Park, TX. The property being legally described as being situated in the James Ozer Survey, Abstract No. 1029, Parker County, Texas. (Owner: BAR-KO Land Company, LLC)**

Mayor Teresa Palmer opened the public hearing for anyone wishing to speak for or against the consideration of the establishment of an initial zoning classification of Class III – Business: “C” Commercial District upon approximately 0.82 acres of land, more or less, currently located within the city limits of the City of Willow Park, TX. The property being legally described as being situated in the James Ozer Survey, Abstract No. 1029, Parker County, Texas at 6:33 pm.

With no one wishing to speak for or against this item Mayor Teresa Palmer closed the Public Hearing at 6:33 pm

9. **Discussion/Action:** to consider the establishment of an initial zoning classification of Class III – Business: “C” Commercial District upon approximately 0.82 acres of land, more or less, currently located within the of the City of Willow Park. The property being legally described as being situated in the James Oxer Survey, Abstract No. 1029, Parker County, Texas. (Owner: BAR-KO Land Company, LLC) (City Planner Chelsea Kirkland; City Manager Toni Fisher)

Motion was made to approve Ordinance No. 951-26 approving the establishment of an initial zoning classification of Class III – Business: “C” Commercial District upon approximately 0.82 acres of land, more or less, currently located within the of the City of Willow Park. The property being legally described as being situated in the James Oxer Survey, Abstract No. 1029, Parker County, Texas as presented.

Motion made by Councilmember Smith, Seconded by Councilmember Crummel.

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

10. **Notice of Public Hearing:** to consider the establishment of an initial zoning classification of Class III Business: “C” Commercial District upon approximately 0.33 acres of land, more or less, currently located within the city limits of the City of Willow Park. The property being legally described as being situated in the James Oxer Survey, Abstract No. 1029, Parker County, Texas, and being a portion of Lot 2, Block 1, in the Bankhead Commons Addition, an addition to Willow Park, Texas, as recorded in Cabinet F, Slide 494, in the Parker County, Texas Plat Records. (Owner: Willow Park Services, LLC)

Mayor Teresa Palmer opened the Public Hearing at 6:35 pm for anyone wishing to speak for or against the establishment of an initial zoning classification of Class III Business: “C” Commercial District upon approximately 0.33 acres of land, more or less, currently located within the city limits of the City of Willow Park. The property being legally described as being situated in the James Oxer Survey, Abstract No. 1029, Parker County, Texas, and being a portion of Lot 2, Block 1, in the Bankhead Commons Addition, an addition to Willow Park, Texas, as recorded in Cabinet F, Slide 494, in the Parker County, Texas Plat Records. (Owner: Willow Park Services, LLC)

With no one wishing to speak for or against this item, Mayor Teresa Palmer closed the public hearing at 6:36 pm

11. **Discussion/Action:** to consider the establishment of an initial zoning classification of Class III – Business: “C” Commercial District upon approximately 0.33 acres of land, more or less, currently located within the city limits of the City of Willow Park. The property being legally described as being situated in the James Oxer Survey, Abstract No. 1029, Parker County, Texas, and being a portion of Lot 2, Block 1, in the Bankhead Commons Addition, an addition to Willow Park, Texas, as recorded in Cabinet F, Slide 494, in the Parker County, Texas Plat Records. (Owner: Willow Park Services, LLC) (City Planner Chelsea Kirkland; City Manager Toni Fisher)

Motion was made to approve Ordinance No. 952-26 that establishes an initial zoning classification of Class III – Business: “C” Commercial District upon approximately 0.33 acres of land, more or less, currently located within the city limits of the City of Willow Park. The property being legally described as being situated in the James Oxer Survey, Abstract No. 1029, Parker County, Texas, and being a portion of Lot 2, Block 1, in the Bankhead Commons Addition, an addition to Willow Park, Texas, as recorded in Cabinet F, Slide 494, in the Parker County, Texas Plat Records. (Owner: Willow Park Services, LLC) as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

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

12. Discussion/Action: to consider approval of the Final Plat for Tractor Supply Addition being 8.441 Acres, Lot 1 and Lot 2, Block 1, in the James Oxer Survey, AbstractNo. 1029 City of Willow Park, Texas. Property ID: 118980 (City Planner, Chelsea Kirkland; City Manager Toni Fisher)

Motion was made to approve the Final Plat for tractor Supply Addition being 8.441 Acres, Lot 1 and Lot 2, Block 1, in the James Oxer Survey, AbstractNo. 1029 City of Willow Park, Texas contingent upon correcting Travis County to Parker County on the actual plat.

Motion made by Councilmember Wright, Seconded by Councilmember Contreras.

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

13. Discussion/Action: to consider appointment of 7-11 members of the Comprehensive Planning Advisory Committee (City Manager Toni Fisher)

City Manager Toni Fisher informed the City Council that we only had four (4) citizens that were interested and applied for the Comprehensive Planning Committee and after discussing with Jacob & Martin we would like to recommend that the City move forward with only the Public Meetings, which will be three (3) meetings. Meeting One will be Monday October 5, 2026 from 5pm-9pm here at city hall. The second one would be Saturday November 21, 2026 from 10:00 am to 1:00 pm at City Hall, and the last one will be determined at a later date.

Ms. Fisher requested that no action be taken on this item and no committee be appointed.

No action was taken on this item.

14. Discussion/Action: to consider approval of Information Technology 2026-2027 Annual Contract with Covington Services. (Assistant City Manager Michelle Guelker; City Manager Toni Fisher)

Motion was made to brring this item back to a future meeting for further discussion regarding an itemized contract for Information Technology with Covington Services.

Motion made by Councilmember Contreras, Seconded by Councilmember Wright.

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

15. Discussion/Action: to authorize Jacob & Martin Engineering to solicit bids for the replacement of the ground storage tank at the El Chico Pump Station. (*Jacob & Martin; Public Works Director Chase McBride*)

Motion was made to authorize Jacob & Martin Engineering to solicit bids for the replacement of the ground storage tank at the El Chico Pump Station as discussed.

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

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

16. Discussion and Action: to consider approval of Utility Fee Ordinance for Fiscal Year 2026-27. (*Public Works Director Chase McBride; Assistant City Manager Michelle Guelker*)

Following discussion motion was made to approve Ordinance No. 953-26 that approves the Utility Fee Ordinance for Fiscal Year 2026-2027 as discussed following a final legal review.

Motion made by Councilmember Wright, Seconded by Councilmember Contreras.

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

17. Discussion/Action: Consideration and approval of a voter information document for the November 3, 2026, special election regarding certificates of obligation, including the adoption of an ordinance pertaining thereto. (*Assistant City Manager Michelle Guelker*)

Motion was made to approve ordinance 954-26 that approves of a voter information document for the November 3, 2026, special election regarding certificates of obligation, including the adoption of an ordinance pertaining thereto as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Smith.

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

EXECUTIVE SESSION

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

Mayor Teresa Palmer adjourned the regular session into Executive Session to discuss the items that are listed on the Agenda for Executive Session at 7:05 pm

Those Present were:
 Mayor Teresa Palmer
 Councilmember Eric Contreras
 Councilmember Buddy Wright
 Councilmember Scott Smith
 Councilmember Nathan Crummel

ABSENT
 Councilmember Chawn Gilliland

STAFF PRESENT Were:

City Manager Toni Fisher

City Attorney Judy El Masri

City Attorney Melissa Cromwell via Video Conference

- 18. Section 551.071, Consultation with City Attorney: City of Aledo, Texas and City of Fort Worth, Texas v. City of Willow Park, Texas, Beall-Dean Ranch and Parker County cause number: CV26-0175 in Parker County District Court, 43rd District; Mediated Settlement Agreement & Mutual Release.**
- 19. Section 551.074 Personnel; Section 551.071 Consultation with Attorney: Police Chief Position**
- 20. Section 551.071(2): Consultation with the City Attorney on a matter in which the duty of the attorney to the government body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act regarding: Discussion regarding employee complaints.**
- 21. Section 551.071 (2): Consultation with the City Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act regarding: Discussion of Mayor requests for confidential documents.**
- 22. Section 551.074 Personnel Matters: (a) (2) to hear a complaint or a charge against an officer of employee and 551.074 (b) Subsection (a) does not apply if the officer or employee who is the subject to the deliberation or hearing requests a public hearing; Public hearing to discuss a complaint submitted by the City Manager against the Mayor.**

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 reconvened the regular meeting of the City of Willow Park City Council at 8:11 pm and asked if there were any motions following the Executive Session.

Motion was made by Councilmember Buddy Wright, Seconded by Councilmember Eric Contreras to authorize the City Attorney to conduct an investigation and engage an independent investigator for a privileged investigation and to postpone any public hearing until that privileged report has been received by the council.

Motion carried with four (4) votes in approval and zero (0) votes opposed.

Motion was made by Councilmember Scott Smith, seconded by Councilmember Eric Contreras to accept and sign the Beall-Dean and Parker County CV26-0175 in Parker County District Court, 43rd District mediated settlement agreement mutual release to accept the terms and sign.

Motion carried with four (4) votes in approval and zero (0) votes opposed.

23. Discussion/Action: to consider action related to the complaint submitted by the City Manager against the Mayor. (Mayor Teresa Palmer)

Mayor Teresa Palmer stated that she wanted to table this item for now as she cannot speak of it in the public.

No action was taken on this item.

INFORMATIONAL COMMENTS

24. City Manager Comments - Staff Thanks/ Recognition(s); Response/Reaction to meeting.

Community Interest - "National Night Out Event " - October 6, 2026, 6-8 pm @The District at Willow Park

City Manager Toni Fisher said Thank You to our amazing staff for an incredible fiscal year. We have a Phenomenal Team and I am honored to work with all of them and to have the opportunity to lead them.

Recognition for our Utility Clerk Robyn Collette for obtaining her FEMA PIO Certificate.

Willow Park Resident Cynty West is a 1950 Graduate of Baylor University and will be performing at the half time show at the Baylor Game on Saturday at 11:00 am

National Night Out is Tuesday, October 6, 2026 from 6-8pm at the District of Willow Park. We will have a Super Time honoring our Super Heroes, our Police Dept.. We look forward to seeing everyone there.

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

Councilmember Scott Smith reminded everyone that Coffee with a Councilmember will be held on Friday October 2, 2026 from 8:30 am to 9:30 pm in the conference room.

Hope everyone can attend.

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

There were no requests for Future Agenda items at this time.

ADJOURN

With there being nothing further to discuss or consider Mayor Teresa Palmer asked for a motion to adjourn the regular meeting.

Motion was made to adjourn the regular meeting at 8:14 pm.

Motion made by Councilmember Contreras, Seconded by Councilmember Smith.

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

THESE MINUTES WERE APPROVED BY WILLOW PARK CITY COUNCIL:

Mayor-Teresa Palmer

Date

City Secretary - Deana McMullen

CITY OF WILLOW PARK INVESTMENT POLICY

INTRODUCTION

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Willow Park in order to achieve the goals of safety, liquidity, yield, and public trust for all investment activity. The City Council of the City of Willow Park shall review and adopt, by resolution, its investment strategies and policy not less than once a year. The resolution shall include a record of changes made to either the investment policy or strategy. This policy serves to satisfy the statutory requirement specifically the Texas Public Funds Investment Act, Texas Government Code Chapter 2256. (the “Act”) to define, adopt and review a formal investment strategy and policy.

INVESTMENT STRATEGY

The City of Willow Park maintains portfolios, which utilize four specific investment strategy considerations, designed to address the unique characteristics of the fund groups represented in the portfolios:

- A. Investment strategies for operating funds and commingled pools (i. e. Tex-Pool) containing operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure, which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short to medium-term securities which will complement each other in a laddered or barbell maturity structure. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity date of each security.
- B. Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date which exceeds the debt service payment date.
- C. Investment strategies for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Securities should be of high quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities. Volatility shall be further controlled through the purchase of securities carrying the highest coupon available, within the desired maturity and quality range, without paying a premium, if at all possible.
- D. Investment strategies for special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate

investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates of securities held will not exceed the estimated project completion date.

INVESTMENT POLICY

I. SCOPE

This investment policy applies to all financial assets of the City of Willow Park. These funds are accounted for in the City's Annual Audit Report (CAAR) and include:

- A. General Fund
- B. Water Fund
- C. Wastewater Fund
- D. Debt Service Funds
- E. Project Improvement Funds
- F. All Other Funds and Accounts

II. OBJECTIVES

The City of Willow Park shall manage and invest its cash with four objectives, listed in order of priority: *Safety, Liquidity, Yield, and Public Trust*. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with all Federal, State, and Local laws.

The City shall maintain a comprehensive cash management program that includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to ensure maximum cash availability and maximum yield on short-term investment of pooled cash.

A. Safety

The primary objective of the City's investment activity is the preservation of capital in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid capital losses, whether they are from securities default or erosion of market value.

B. Liquidity

The City's investment portfolio shall be structured in order that the City is able to meet all financial obligations in a timely manner. This shall be achieved by matching investment

maturities with forecasted cash flow requirements and by investing in securities with active secondary markets.

C. Yield

The City's cash management portfolio shall be designed with the objective of regularly exceeding the average rate of return on U.S. Treasury Bills at a maturity level comparable to the City's weighted average maturity in days. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies and within legal and policy constraints.

E. Public Trust

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction which might impair public confidence in the City's ability to govern effectively.

III. RESPONSIBILITY AND CONTROL

A. Delegation of Authority and Training

Authority to manage the City's investment program is derived from a resolution of the City Council. The City's Treasurer, or the City Manager, or designee, is designated as the investment officer of the City. The investment officer is responsible for investment decisions and activities. The investment officer shall attend at least one training session relating to the officer's responsibility under the Act within 12 months after assuming duties. The investment officer will also be required to attend a training session not less than once every two years in accordance with Texas Government Code §2256.008 and receive 10 hours of training. The two-year period begins on the first day of the City of Willow Park fiscal year. Such training from an independent source shall be approved or endorsed by either the Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League, or the North Central Texas Council of Governments.

B. Internal Controls

The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the investment officer shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The results of

this review shall be reported to the City Council. The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and record keeping.
- Custodial safekeeping.
- A voidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation for telephone (voice) transactions for investments and wire transfers.
- Development of a wire transfer agreement with the depository bank or third-party custodian.

C. Prudence

The standard of prudence to be applied by the investment officer shall be the "prudent investor" rule, which states: *"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not in speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived"* In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all funds, or funds under the City's control, over which the officer had responsibility rather than the prudence of a single investment.
- Whether the investment decision was consistent with the written investment policy of the City.

The investment officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

D. Ethics and Conflicts of Interest

City staff involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or that could impair the employee's ability to make impartial investment decisions. City staff shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the City and they shall further disclose positions that could be related to the performance of the City's portfolio.

An investment officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree of affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity.

IV. REPORTING

A. Quarterly Reporting

A quarterly investment report shall be prepared by the Investment Officer and presented to the city council in accordance with the Act.

B. Methods

The annual investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last year. This management summary will be prepared in a manner that will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be prepared in compliance with generally accepted accounting principles. The report will include the following:

- A detailed listing of individual securities held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired.
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from which the security was purchased.
- Additions and changes to the market value. during the period.
- Fully accrued interest for the reporting period.
- Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks.
- Listing of investments by maturity date.
- The percentage of the total portfolio which each type of investment represents.
- Statement of compliance of the City's investment portfolio with Texas Law, the Act, and the investment strategy and policy approved by the City Council.

V. INVESTMENT PORTFOLIO

A. Active Portfolio Management

The City shall pursue an active versus a passive portfolio management philosophy. That is, securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade. The investment officer will routinely monitor the

contents of the portfolio, the available markets, and the relative value of competing instruments, and will adjust the portfolio accordingly.

B. Investments

Assets of the City of Willow Park may be invested in the following instruments; provided, however, that at no time shall assets of the City be invested in any instrument or security not authorized for investment under the Act, as the Act may from time to time be amended. The City is not required to liquidate investments that were authorized investments at the time of purchase.

C. Authorized Investments.

- Obligations of the United States of America, its agencies and instrumentalities, which have a liquid market with a readily determinable market value.
- Direct obligations of the State of Texas and agencies thereof.
- Other obligations, the principal of and interest on which are unconditionally guaranteed by the State of Texas or United States of America.
- Obligations of the States, agencies thereof, Counties, Cities, and other political subdivisions of any state having been rated as investment quality by a nationally recognized investment rating firm, and having received a rating of not less than “A” or it's equivalent
- Certificates of Deposit of state and national banks domiciled in Texas, guaranteed or insured by the Federal Deposit Insurance or it's successor or secured by obligations described in A through D above, which are intended to include all direct agency or instrumentality issued mortgage backed securities rated AAA by a nationally recognized rating agency, or by Article 2529b-1, V.T.C.S., and that have a market value of not less than the principal amount of the certificates.
- Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or it's agencies and instrumentalities pledged with a third party, selected by the Director of Finance, other than an agency for the pledgor. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a bank domiciled in Texas. A Master Repurchase Agreement must be signed by the bank/dealer prior to investment in a repurchase agreement
- Joint pools of political subdivisions in the State of Texas which invest in instruments and follow practices allowed by current law. Investment in such pools shall be limited to 15% of the City's entire portfolio. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

D. Not Authorized

The City's authorized investments options are more restrictive than those allowed by State law. State law specifically prohibits investment in the following investment securities.

- Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
- Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.
- Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

E. Holding Period

The City of Willow Park intends to match the holding periods of investment funds with liquidity needs of the City. In no case will the average maturity of investments of the City's operating funds exceed one year. The maximum final stated maturity of any investment shall not exceed two years.

F. Risk and Diversification

The City of Willow Park recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification that shall be achieved by the following general guidelines:

- Risk of issuer defaults is controlled by limiting investments to those instruments allowed by the Act, which are described herein.
- Risk of market price changes shall be controlled by avoiding over-concentration of assets in a specific maturity sector, limitation of average, maturity of operating funds investments to one year, and avoidance of over-concentration of assets in specific instruments other than U.S. Treasury Securities and Insured or Collateralized Certificates of Deposits.
- Risk of liquidity due to technical complications shall be controlled by the selection of securities dealers as described herein.

VI. SELECTION OF BANKS AND DEALERS

A. Depository

Typically, between three and five years a Depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal

(RFP) as set out in Texas Local Government Code Chapter 105. In selecting a depository, the credit worthiness of institutions shall be considered, and the investment officer shall conduct a comprehensive review of prospective depository's credit characteristics and financial history.

B. Certificates of Deposit

Banks seeking to establish eligibility for the City's competitive certificate of deposit purchase programs shall submit for review annual financial statements, evidence of federal insurance and other information as required by the investment officer.

C. Securities Dealers

For brokers and dealers of government securities, the City shall select only those dealers reporting to the Market Reports Division of the Federal Reserve Board of New York, also known as the "Primary Government Security Dealers", unless a comprehensive credit and capitalization analysis reveals that other firms are adequately financed to conduct public business. Only brokers and dealers with a Texas or Willow Park, Texas office shall be selected. Investment officials shall not knowingly conduct business with any firm with whom public entities have sustained losses on investments. All Securities dealers shall provide the City with references from public entities that they are currently serving. The investment officer shall adopt and annually review a list of qualified brokers authorized to engage in investment transactions with the entity.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read the City's investment policy signed by a qualified representative of the organization.
- Acknowledgment that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization.

Qualified representative means a person who holds a position with a business organization, who is authorized to act on behalf of the business organization, and who is one of the following:

- For a business organization doing business that is regulated by or registered with a securities commission, a person who is registered under the rules of the National Association of Securities Dealers;
- For a state or federal bank, a savings bank, or a state or federal credit union, a member of the loan committee for the bank or branch or the bank or a person authorized by corporate resolution to act on behalf of and bind the banking institution; or
- For an investment pool, the person authorized by the elected official or board with authority to sign the certification on behalf of the investment pool.

D. Investment Pools

A thorough investigation of the pool is required prior to investing, and on a continual basis. All investment pools must supply the following information in order to be eligible to receive funds and the pool must be continuously rated “AAA” or “AAA-M” as set out in Texas Government Code §2256.016:

- The types of investments in which money is allowed to be invested.
- The maximum average dollar-weighted maturity allowed, based on the stated maturity date of the pool.
- The maximum stated maturity date any investment security within the portfolio has.
- The objectives of the pool.
- The size of the pool.
- The names of the members of the advisory board of the pool and the dates their terms expire.
- The custodian bank that will safekeep the pool's assets.
- Whether the intent of the pool is to maintain a net asset value of one dollar and the risk of marketplace fluctuation.
- Whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment;
- The name and address of the independent auditor of the pool.
- The requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool.
- The performance history of the pool, including yield, average dollar weighted maturities, and expense ratios.
- The pool's policy regarding holding deposits in cash.

- A description of interest calculations and how interest is distributed, and how gains and losses are treated

The City Council must authorize investment in any pool by resolution or ordinance. An annual review of the financial condition and registration of qualified bidders will be conducted by the investment officer.

VII. SAFEKEEPING AND CUSTODY

A. Insurance or Collateral

All deposits and investments of City funds other than direct purchases of U.S. Treasuries or agencies shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC or FSLIC. Evidence of the pledged collateral shall be maintained by the investment officer or a third-party financial institution. Repurchase agreements shall be documented by a specific agreement noting the collateral pledge in each agreement. Collateral shall be reviewed monthly to assure that the market value of the pledged securities is adequate.

B. Safekeeping Agreement

Collateral pledged to secure deposits of the City shall be held by a safekeeping institution in accordance with a Safekeeping Agreement which clearly defines the procedural steps for gaining access to the collateral should the City of Willow Park determine that the City's funds are in jeopardy. The safekeeping institution, or Trustee, shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral. The safekeeping agreement shall include the signatures of authorized representatives of the City of Willow Park, the firm pledging the collateral, and the Trustee.

C. Collateral Defined

The City of Willow Park shall accept only the following securities as collateral:

- FDIC and FSLIC insurance coverage.
- A bond, certificate of indebtedness, or Treasury Note of the United States that is guaranteed as to principal and interest by the United States.
- Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.
- A bond of the State of Texas or of a county, city or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or it's equivalent) by a nationally recognized rating agency with a remaining maturity of ten (10) years or less.

D. Subject to Audit

All collateral shall be subject to inspection and audit by the investment officer or the City's independent auditors.

E. Delivery vs. Payment

Treasury Bills, Notes, Bonds, Repurchase Agreements and Government Agencies' securities shall be purchased using the delivery vs. payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the Trustee. The security shall be held in the name of the City or held on behalf of the City. The Trustee's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

VIII. INVESTMENT POLICY ADOPTION

The City of Willow Park investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed for effectiveness on an annual basis as required by Texas Government Code §2256.005(e) and any modifications shall be recorded and approved by the City Council.

RESOLUTION NO. 2026 – 41**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR THE ANNUAL REVIEW BY CITY COUNCIL AND ADOPTING THE MUNICIPAL INVESTMENT POLICY PURSUANT TO THE "PUBLIC FUNDS INVESTMENT ACT" CHAPTER 2256 TEXAS GOVERNMENT CODE; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Willow Park, Texas (the “City”) is a general law municipally located in Parker County, created in accordance with the Laws of the State of Texas; and

WHEREAS, Chapter 2256 of the Texas Government Code, commonly known as the "Public Funds Investment Act," requires the City to adopt an investment policy by rule, order, ordinance, or resolution; and

WHEREAS, the Public Funds Investment Act also requires the City Council to review the investment policies and investment strategies no less than annually and to adopt a resolution or order stating the review has been completed and recording any changes made to either the investment policies or investment strategies; and

WHEREAS, the investment of public funds, to promote public confidence and trust, should be open and transparent; based on an investment policy that promotes safety of principal and liquidity of funds; and be guided by an investment strategy emphasizing preservation of principal, liquidity, marketability, diversification, and yield.

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

SECTION 1. FINDINGS.

The findings and recitations set out in the preamble to this Resolution are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes.

SECTION 2. POLICY REVIEW

The governing body of the City of Willow Park, Texas has reviewed the Investment Policy and investment strategies set out within the policy, attached hereto as Exhibit “A,” and incorporated herein, and finds said Investment Policy to have set the degree of prudence, standard of discretion and investment management required pursuant to the Public Funds Investment Act.

SECTION 3. ADOPTION

The City Council, after giving due deliberation, hereby adopts and implements the Investment Policy attached hereto as Exhibit "A" as the City of Willow Park Investment Policy.

SECTION 3. EFFECTIVE DATE

This Resolution shall be effective upon its passage and approval by City Council.

DULY RESOLVED AND ADOPTED by the City Council of the City of Willow Park, Texas this the _____ day of October 2026.

Teresa Palmer, Mayor

ATTEST:

Deana McMullen, City Secretary

**CITY OF WILLOW PARK
RESOLUTION NO. 2026-40**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, DESIGNATING AN OFFICIAL NEWSPAPER AND SECONDARY BACKUP OFFICAL NEWSPAPER AS NEEDED FOR THE CITY OF WILLOW PARK, FOR THE FISCAL YEAR 2026-2027; PROVIDING FOR SEVERABILITY; 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, Chapter 52, Subchapter A, Section 52.004 (a) of the Texas Local Government Code provides that the governing body of a municipality shall designate an Official Newspaper for the City, and, in accordance therewith, the City desires to designate its Official Newspaper for fiscal year 2026-2027 and a secondary backup official newspaper.

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

SECTION 1. Findings Incorporated. The findings and recitations set out in the preamble to this Resolution are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes.

SECTION 2. That The Community News is hereby designated as the Official Newspaper for the City of Willow Park, Texas, for Fiscal Year 2026-2027 and The Weatherford Democrat is hereby designated as the secondary, back up official newspaper for the City of Willow Park. The City Secretary is hereby directed to publish all Fiscal 2026-2027 notices and advertisements in **THE COMMUNITY NEWS** in accordance with law and the Weatherford Democrat only as necessary to meet publication requirements.

SECTION 3. Severability. That should any sentence, paragraph, subdivision, clause, phrase or section of this Resolution be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Resolution as a whole, or any part or provision hereof other than the part so decided to be invalid, illegal, or unconstitutional, and the City Council of the City of Willow Park, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

SECTION 4. Effective Date. This Resolution shall be effective upon its passage and approval by City Council.

DULY RESOLVED AND ADOPTED by the City Council of the City of Willow Park, Texas, on the 20th day of October 2026.

Mayor Teresa Palmer

ATTEST:

City Secretary Deana McMullen



PLANNING AND ZONING AGENDA ITEM BRIEFING SHEET

Meeting Date: October 20, 2026	Department: Planning & Development	Presented By: Chelsea Kirkland, Development Director Toni Fisher, City Manager
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AGENDA ITEM:

Discussion/Action: to consider approval of Final Plat for Alameda Estates, Block 1, Lots 1-10, located on Ranch House Rd, being a subdivision of a 12.032-acre tract of land out of the B.B.B. & C. RR. Co. Survey, Abstract No. 147, Parker County, Texas.

BACKGROUND:

This land is currently zoned R-1 and is proposed for development of 1-acre custom homes. The site currently has an unoccupied residence on it that is planned for removal.

The developer has been in close communication with the city on all plat-related comments. The proposed development meets our R-1 zoning ordinance, city street standards, and complies with the city's Future Land Use plan.

At the Planning & Zoning Commission meeting on October 13, 2026, Commissioners approved this item with the condition of all staff comments being met. The developer plans to be present for City Council questions.

STAFF RECOMMENDATION:

City Staff recommend approval of Final Plat, as presented.

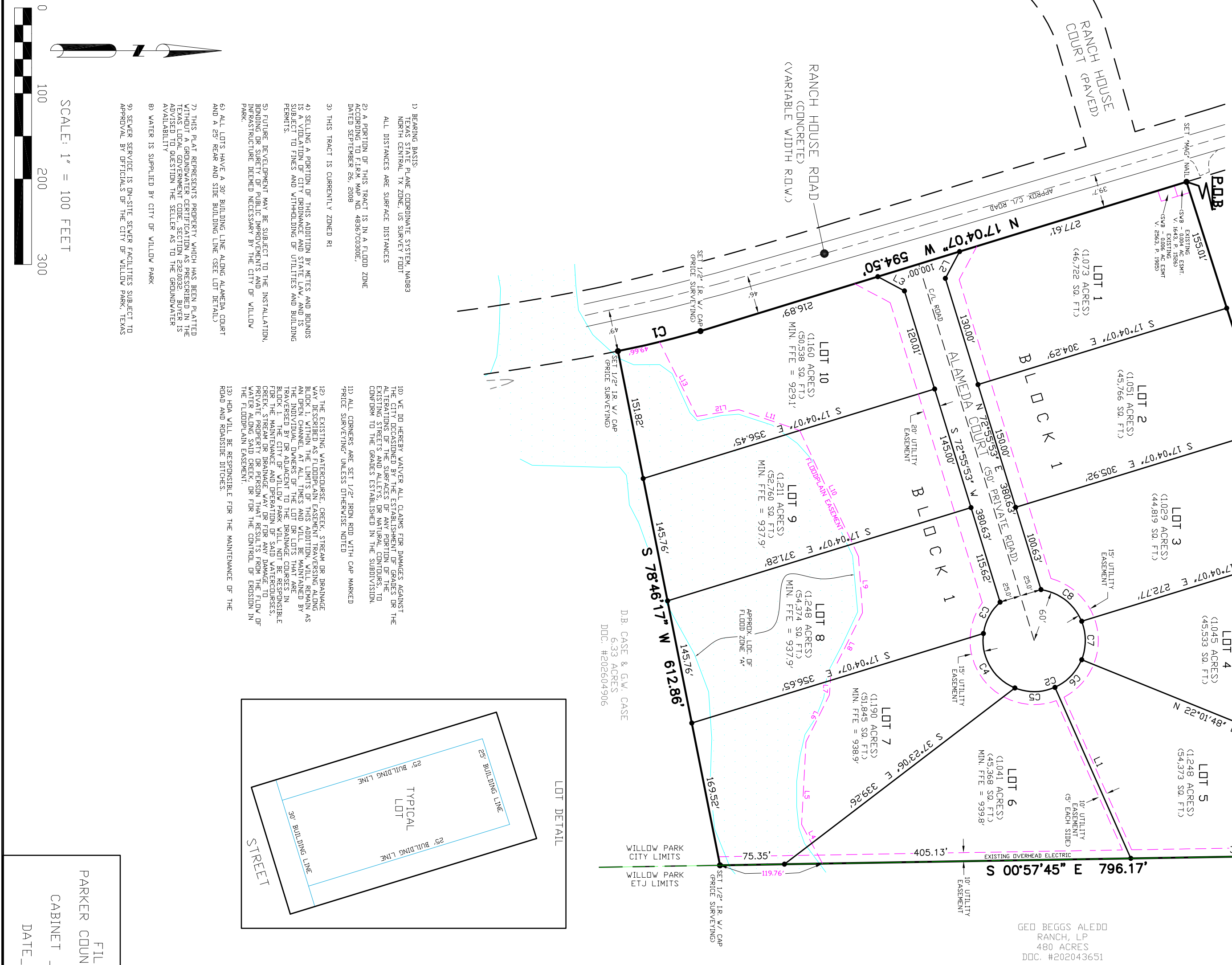
EXHIBITS:

- Final Plat

RECOMMENDED MOTION:

Motion to approve Final Plat for Alameda Estates, as presented.

Item 5.	DEGREE OF CURVE	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH	ARC LENGTH
1	4°22'33"	1308.90'	4°20'51"	N 13°35'17" W	99.29'	99.32'
2	95°29'35"	60.00'	310°45'05"	S 17°04'07" E	50.00'	325.42'
3	95°29'35"	60.00'	40°34'23"	N 61°58'46" E	41.61'	42.45'
4	95°29'35"	60.00'	93°29'35"	N 30°52'00" E	43.66'	48.30'
5	95°29'35"	60.00'	45°55'07"	N 30°52'00" E	43.66'	48.30'
6	95°29'35"	60.00'	44°02'55"	N 45°56'44" W	45.00'	46.13'
7	95°29'35"	60.00'	44°02'55"	N 89°59'39" W	45.00'	46.13'
8	95°29'35"	60.00'	60°25'32"	S 37°46'07" W	60.39'	63.28'
9	95°29'35"	60.00'	60°25'32"	S 37°46'07" W	60.39'	63.28'
10	95°29'35"	60.00'	60°25'32"	S 37°46'07" W	60.39'	63.28'
11	95°29'35"	60.00'	60°25'32"	S 37°46'07" W	60.39'	63.28'
12	95°29'35"	60.00'	60°25'32"	S 37°46'07" W	60.39'	63.28'
13	95°29'35"	60.00'	60°25'32"	S 37°46'07" W	60.39'	63.28'



STATE OF TEXAS

COUNTY OF PARKER

That I, BOGGY LAND CO., LLC, the owner of the land shown on this plat, and designated herein as ALAMEDA ESTATES to the City of Willow Park, Parker County, Texas, and whose name is subscribed hereto, do hereby dedicate to the use of the public forever all streets, alleys, parks, water courses, drains, easements and public places thereon shown for the purpose and consideration therein expressed.

This plat approved subject to all platting ordinances, rules, regulations, and resolutions of the City of Willow Park, Parker County, Texas.

GRANT READ, Manager

Date

STATE OF TEXAS

COUNTY OF

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared GRANT READ known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity stated.

GIVEN under my hand and seal of office this ____ day of ____, 2026

Signature

Printed

Title

STATE OF

COUNTY OF

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed and in the capacity stated.

GIVEN under my hand and seal of office this ____ day of ____, 2026

Signature

LEGAL DESCRIPTION

Of a 12.032 acre tract of land out of the B.B.B. & C. R. Co. Survey, Abstract No. 147, Parker County, Texas; being the same tract described in Document No. 202624510 of the Official Public Records of Parker County, Texas; and being further described by metes and bounds as follows:

Beginning at a set "MAG" nail on the east right of way line of Ranch House Road (concrete) and at the southwest corner of Lot 9-R-A-2 of Ranch House Road Estates, according to plat recorded in Cabinet B, Slide 389 of the Plat Records, for the northwest and beginning corner of this tract.

Thence N. 72 deg. 18 min. 34 sec. E. 824.57 feet to a set 1/2" iron rod with cap (PRICE SURVEYING) at the southeast corner of said Lot 9-R-A-2 and on the west line of a certain 480 acre tract described in Document No. 202043651 of the Official Public Records for the northeast corner of this tract.

Thence S. 00 deg. 57 min. 45 sec. E. 796.17 feet along the west line of said 480 acre tract to a set 1/2" iron rod with cap (PRICE SURVEYING) at the northeast corner of a certain 6.33 acre tract described in Document No. 202604906 of said Official Public Records for the southeast corner of this tract.

Thence S. 78 deg. 46 min. 17 sec. W. 612.86 feet to a set 1/2" iron rod with cap (PRICE SURVEYING) on the east right of way line of said Ranch House Road and at the northwest corner of said 6.33 acre tract for the southwest corner of this tract.

Thence along the east right of way line of said Ranch House Road the following courses and distances:

- Northerly along the arc of a 04 deg. 22 min. 39 sec. curve to the left with a radius of 1308.90 feet, a central angle of 04 deg. 20 min. 51 sec., a chord of N. 13 deg. 35 min. 17 sec. W. 99.29 feet and an arc length of 99.32 feet to a set 1/2" iron rod with cap (PRICE SURVEYING)
- N. 17 deg. 04 min. 07 sec. W. 594.50 feet to the place of beginning and containing 12.032 acres (524,131.61 square feet) of land

SURVEYORS CERTIFICATE

This is to certify that I, PHILIP E. COLVIN, JR., Registered Professional Land Surveyor of the State of Texas, have plotted the above tract from an actual survey on the ground and that all lot corners, angle points, and points of curves are properly marked on the ground, and that this plat correctly represents that survey made by me or under my direct supervision on SEPTEMBER 3, 2025.

PRELIMINARY. THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

Philip E. Colvin, Jr., R.P.L.S. No. 6258
JN251047D 25876.crd FN260947

APPROVED BY CITY OF WILLOW PARK

BY: MAYOR

DATE:

BY: CITY SECRETARY

DATE:

FINAL PLAT

ALAMEDA ESTATES

BLOCK 1

LOT 1 THRU LOT 10

BEING A SUBDIVISION OF A 12.032 ACRES TRACT OF LAND TO THE CITY OF WILLOW PARK AND BEING OUT OF THE B.B.B. & C. R. CO. SURVEY, ABSTRACT NO. 147, PARKER COUNTY, TEXAS

PLAT DATE: OCTOBER 1, 2026

SURVEYOR

PHILIP E. COLVIN, JR.
PRICE SURVEYING, LP
FIRM #10034200
213 SOUTH DAK AVENUE
MINERAL WELLS, TX 76067
940-325-4841

DEVELOPER

BOGGY LAND CO., LLC
GRANT READ, MANAGER
5500 VOLDER DRIVE
FLOPT, WORTH, TX 76114
940-452-1057

RESOLUTION

A RESOLUTION OF THE CITY OF WILLOW PARK, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER SELECTION FOR A 2027-2028 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – COMMUNITY DEVELOPMENT FUND PROJECT (CDBG) THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE (TDA).

WHEREAS, participation in the CDBG requires implementation by professionals experienced in the application/administration/project delivery of federally-funded projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for application and administration services has been completed in accordance with the TDA requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive provider for the professional service giving consideration to ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources

NOW, THEREFORE, BE IT RESOLVED:

- Section 1. That _____ is selected to provide application and project-related administration/project delivery services for a 2027-2028 Community Development Fund grant for the City in the amount of \$_____.
- Section 2. That a cost-price analysis has been conducted and determined the proposed fee to be appropriate and reasonable based upon program requirements and rules.
- Section 3. That any and all project-related services contracts or commitments made with the above-named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s).

PASSED AND APPROVED ON _____, 2026.

APPROVED:

Teresa Palmer, Mayor

ATTEST:

Deana McMullen, City Secretary

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE COMMUNITY DEVELOPMENT FUND.

WHEREAS, the City Council of the City of Willow Park desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, it is necessary and in the best interests of the City of Willow Park to apply for funding under the Texas Community Development Block Grant Program;

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

1. That a Texas Community Development Block Grant Program application for the 2027-2028 Community Development Fund is hereby authorized to be filed on behalf of the City with the Texas Department of Agriculture, and to be placed in competition for funding under the Community Development Fund.
2. That the City of Willow Park commits to dedicating no less than 51% of grant funds for activities identified by the state planning region as First Priority.
3. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.
4. That the City of Willow Park is committing to provide \$75,000 in matching funds toward the application's activities, with the specific usage and funding source to be determined prior to any award of grant funding.

Passed and approved this ____ day of _____, 2026.

Teresa Palmer, Mayor
City of Willow Park, Texas

Deana McMullen, City Secretary
City of Willow Park, Texas

Deana McMullen

From: Texas Municipal League <tmladmin@tml.org>
Sent: Monday, September 21, 2026 9:01 AM
To: Deana McMullen
Subject: Region 8 Director Election

Follow Up Flag: Follow up
Flag Status: Flagged



TML Region 8 Officials,

Attached is your city's ballot for the regional director on the TML Board: REGION 8 CITY BALLOT. Completed ballots must be received by TML by November 5, 2026.

TML has 15 regions, and each has a seat on the Board. During even-numbered years, the even-numbered regions are up for election. Terms are two years, and new terms will begin on November 13, 2026, upon adjournment of the TML Annual Conference and end on November 3, 2028, upon adjournment of the TML Annual Conference.

If you have any questions, contact Rachael Pitts on the TML staff at rpitts@tml.org or 512-231-7472.

Texas Municipal League | 1821 Rutherford Lane Suite 400 | Austin, TX 78754 US

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OFFICIAL BALLOT

Texas Municipal League (TML) Region 8 Director Election

This is the official ballot for the election of the Region 8 director of the TML Board of Directors. You received this ballot because you are the city's primary contact person with TML. Each TML member city is entitled to one vote, which vote must be cast by a majority vote of the city's governing body. Please record your city's choice by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate.

The officials listed on this ballot have been nominated to serve a two-year term on the TML Board of Directors. A brief biography for each candidate is included after the ballot.

Ballots must reach the TML office by 5:00 p.m. Central Time on November 5, 2026. Ballots received after this date cannot be counted. **The ballot must be properly signed and mailed to: Rachael Pitts, Texas Municipal League, 1821 Rutherford Lane, Suite 400, Austin, TX 78754, or scanned and emailed to rpitts@tml.org. If the ballot is not signed, it will not be counted.**

Region 8 Director (select one)

☐

Mike Browning, Councilmember, Aubrey

☐

Mary Sarver, Mayor Pro Tem, Grandview (Incumbent)

Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the city named below.

Witness my hand, this _____ day of _____, 2026.

Signature of Authorized Official

Title

Printed Name of Authorized Official

Printed Name of City

Region 8 Director Candidate Biographies (printed on both sides)



Mike Browning, Councilmember, Aubrey

Mike Browning serves on the Aubrey City Council, where he is passionate about responsible growth, transportation planning, economic development, and regional collaboration. With more than 25 years of executive leadership experience in manufacturing, technology, and entrepreneurship, he brings a practical, results-driven perspective to public service. Aubrey is experiencing firsthand the transformation occurring across North Texas. Rapid population growth brings tremendous opportunity but also difficult decisions about infrastructure, transportation, public safety, economic development, housing, and the cost of providing services. Browning believes communities can embrace growth while protecting their character, strengthening their financial position, and planning proactively for the future. He is actively involved in transportation initiatives affecting North

Texas, including improvements along US Highway 377 and key farm-to-market corridors, as well as long-range planning for the future East-West Outer Loop. He also participates in regional transportation initiatives and is pursuing his certified municipal official designation through the Texas Municipal League (TML). As founder and CEO of Symbios Additive LLC, he understands firsthand how infrastructure, transportation, workforce development, and a strong business environment influence economic growth and investment. Browning's municipal priorities include practical solutions, regional cooperation, responsible growth, and the preservation of local decision-making. His experience in Aubrey, one of North Texas' rapidly growing communities, has provided him with perspective on the opportunities and challenges associated with municipal growth. Through service with TML Region 8, he seeks to collaborate with municipal leaders, share ideas, address common challenges, and contribute to discussions affecting communities throughout the region.



Mary Sarver, Mayor Pro Tem, Grandview (Incumbent)

Mary Sarver serves as the mayor pro tem for the City of Grandview, where she has served on the City Council since June 2022. She is actively involved in municipal leadership at the local, regional, state, and national levels, with a strong focus on economic development, collaboration, and advocacy for cities. Since her election, Sarver has actively engaged in a wide array of trainings and conferences hosted by the Texas Municipal League (TML), demonstrating a strong commitment to her professional development and the advancement of municipal governance. Her participation in these events underscores her dedication to staying informed about best practices, emerging trends, and legislative changes affecting local governments. In addition to her personal involvement, Sarver takes a proactive approach in promoting the benefits of TML to her colleagues and elected officials in neighboring cities.

She encourages her peers to leverage the extensive resources and networking opportunities provided by TML, recognizing the value these resources bring to effective municipal management and collaboration. Her efforts not only enhance her own capabilities but also foster a broader culture of informed and collaborative leadership across the region. Her TML leadership includes serving as Region 8 vice president in 2025, Region 8 president in 2026, a member of the TML Board of Directors in 2026, and a member of the 2026 TML Policy Summit Committee. At the national level, Sarver is actively involved with the National League of Cities (NLC). She served as vice chair of the Small Cities Council from 2024–2025 and as chair from 2025–2026. She has served in NLC's Community and Economic Development federal advocacy work since 2023, served on the Nominating Committee in 2024, and serves on the NLC Board of Directors for the 2025–2027 term. Sarver's commitment to economic development also includes service with the City of Grandview's Type A Economic Development organization since 2022 and as an Economic Development District Board member with the North Central Texas Council of Governments from 2024–2026. Sarver recognizes TML's

Deana McMullen

From: Mary Sarver <msarver@cityofgrandview.org>
Sent: Tuesday, October 6, 2026 6:14 PM
Subject: TML Region 8 BOD vote

Dear Region 8 Mayors and Council Members,

I hope your fall is off to a good start. As many of you know, our Region 8 Director, Jon McKenzie, was named TML President-Elect, which is a great thing for our region. When he moved into that role in August, I stepped into the Region 8 Director seat on the TML Board. The Director ballot will be coming before your council soon, and I'm asking for your vote so I can serve a full two-year term and give this position the time and attention it deserves.

For those I haven't had the chance to meet yet, I'm Mary Sarver, Mayor Pro Tem in City of Grandview. I've been on our council since 2022, and like a lot of you, I came into this job with plenty to learn. TML's trainings and the people I met through them made a real difference for me, and that's a big part of why I got involved in regional leadership in the first place.

Outside of city hall, I own a Commercial HVAC company here in Texas. Making relationships with general contractors and negotiating contracts at a high level for many projects certainly grooms one in how to work problems and find solutions. Our crews have done work in cities all over this region, so I know a lot of your communities from the ground up, not just from a meeting room.

One of the things I'm proudest of from my time on council is our PFAS ordinance. Our farmers and residents were worried about what was being spread on land near them, so I worked collectively with my council to put a policy in place, and Grandview became the first city in Texas to restrict the use of fertilizer containing PFAS. It took a lot of homework and a lot of conversations, and it showed me what a city our size can do when it decides to act.

I've worked my way up through Region 8, serving as Vice President in 2025 and President this year, along with a seat on the TML Policy Summit Committee. Leading the region as President is about as good a preparation for the Director role as there is. I've run our meetings, gotten to know the officials and issues across our cities, and seen how Region 8's priorities make it to the TML Board. Moving from President to Director is the natural next step, and I feel ready to take it on.

A big part of my time as President went into reaching out to cities and getting more of them involved. A regional organization is only as strong as the people who show up, and it has been encouraging to see more cities taking part in Region 8 than when I started. More voices at the table means better ideas and more weight when we speak up for our cities.

That participation has paid off in practical ways. I've worked to help officials get a better handle on the legislative and policy issues coming at us, learn how to go after funding, and share what's working in one city so the rest of us don't have to figure it out from scratch. I've also spent time in Austin speaking up for Region 8 cities when state decisions were being made that affect all of us.

On the national side, I sit on the National League of Cities Board and have chaired NLC's Small Cities Council, which has given me a good look at how decisions in Washington land on cities like ours. Serving as Chair for Small Cities nationwide I became passionate to share with all cities what TML's resources are and how to use them. Closer to home, I serve on Grandview's Type A economic development board and on the NCTCOG Economic Development District Board, where a lot of the conversation is about how North Texas handles growth, roads, and jobs.

With one of our own about to lead TML statewide, Region 8 has a real opportunity over the next two years, and I'd like to help make the most of it. Our region has fast-growing cities and small rural ones, and both deserve a director who already knows how TML works and can keep things moving without missing a step. The 2027 legislative session will be here in a few months, and local control will be under pressure again. I want to make sure Region 8 cities are heard in Austin, and that more of our council members, especially new ones, are using what TML has to offer and have someone they can call when they're stuck.

When the ballot comes up on your agenda, I'd be grateful for your support. If your city secretary or city manager hasn't scheduled it yet, it may be worth a quick check so your city's vote gets counted. And if there's something on your city's mind that you'd like me to carry forward, please reach out. I'd like to hear it.

Thank you for all you do for your community.

Mary Sarver
Mayor Pro Tem, City of Grandview
Msarver@cityofgrandview.org

\$199.67

August
31 - Sept 5th
2024

Item 9.

Date

August 31

Transaction Number

9046793

Cruise
Internet
for
phone

Purchased By

Teresa Palmer Wooten

Wireless continued

Phone, 817.374.2498
MAYOR TERESA PARMER

Activity since last bill

Oct 02 - Nov 01

Other Activity

1. Custom International Daily Fee	Oct 29	\$10.00	< One-time charge
2. Custom International Daily Fee	Oct 30	\$10.00	< One-time charge
3. Roaming - Data 420,728KB		\$841.45	< Usage, Roaming Data detail shown after all service activity
4. Roaming - Minutes 3 minutes		\$9.00	< Usage, Roaming Call detail shown after all service activity

Monthly charges

Oct 02 - Nov 01

5. FirstNet Mbl Unl Enhc iPhone 5G VVM	\$44.99
6. Credit for FirstNet Mbl Unl Enhc iPhone 5G VVM	-\$4.00
7. FirstNet Messaging	\$0.00

Usage summary

Talk	Used
Daytime minutes (unlimited)	467
Night & Weekend minutes (unlimited)	1

Company fees & surcharges

8. Federal Universal Service Charge	\$9.26
9. Regulatory Cost Recovery Charge	\$1.25
0. TX State Cost Recovery Charge	\$3.25
1. Texas Universal Service	\$1.01

Data

Data	Used
FirstNet Mbl Unl Enhc iPhone 5G VVM (unlimited MB)	482

1 Gigabyte (GB) = 1024MB, 1 Megabyte (MB) = 1024KB

Government fees & taxes

2. 9-1-1 Service Fee	\$0.50
3. 911 Equalization Surcharge	\$0.06
4. City Sales Tax - Telecom	\$0.65
5. County Sales Tax - Telecom	\$0.22
6. TX State Sales Tax - Telecom	\$2.70

Total for 817.374.2498

\$930.34

Roaming Call Details

Place Called	Number Called	Rate Code	Feature Code	Min	Airtime Charges	LD/Addl Charges
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CEL CL, CS

pm	INTERN CL	817.925.7134	INC3	3	\$9.00	\$0.00
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Rate for Roaming Call Detail

Rate code:

= IR_DEFAULT_RATE_300

Roaming Data Details

Time	To/From	Type/Unit	Rate Code	Charges
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MARITIME SERVICES, CS

Data Plans

Sunday, Oct 26

06:07pm	Dyn Traffic Mgt	12KB	MK20	\$0.02
06:07pm	Dyn Traffic Mgt	488KB	MK20	\$0.98
06:08pm	Dyn Traffic Mgt	856KB	MK20	\$1.71
06:08pm	Dyn Traffic Mgt	11KB	MK20	\$0.02
06:08pm	Dyn Traffic Mgt	212KB	MK20	\$0.42
06:31pm	Dyn Traffic Mgt	4,239KB	MK20	\$8.48
10:03pm	Dyn Traffic Mgt	1,731KB	MK20	\$3.46

Monday, Oct 27

02:04am	Dyn Traffic Mgt	2,691KB	MK20	\$5.38
05:02am	Dyn Traffic Mgt	1,048KB	MK20	\$2.10
06:05am	Dyn Traffic Mgt	685KB	MK20	\$1.37
10:19am	Dyn Traffic Mgt	465KB	MK20	\$0.93
11:50am	Dyn Traffic Mgt	62KB	MK20	\$0.12



Celebrity ASCENT

TERESA PALMER WOOTEN

STATEROOM: 8105

EMBARKATION DATE: 03/27/2026

DEBARKATION DATE: 04/06/2026

BOOKING NO. 4218793

PAYMENT METHOD: Credit Card

Mid-Cruise Guest Statement

DATE	CATEGORY	CHECK	DESCRIPTION	AMOUNT (USD)
SHELBY JUSTISS				
3/30	EXCURSIONS	HYAT2029757991	SHORE EXCURSION	166.99
3/30	REFUND - EXCURSIONS	HYAT2029757991	SHORE EXCURSION	-25.05
3/30	REFUND - EXCURSIONS	HYAT2029757990	SHORE EXCURSION	-21.29
CHARGES AND CREDITS FOR SHELBY JUSTISS				120.65
TERESA PALMER WOOTEN				
3/28	BEVERAGES	1016735	CAFE AL BACIO	11.70
3/28	SPA	981245	SPA	127.44
3/29	COMMUNICATIONS	10267099	INTERNET CAFE	235.06
3/29	BEVERAGES	12027147	POOL BAR	16.80
3/30	EXCURSIONS	HYAT2029756700	SHORE EXCURSION	152.99
3/30	REFUND - EXCURSIONS	HYAT2029756700	SHORE EXCURSION	-22.95
CHARGES AND CREDITS FOR TERESA PALMER WOOTEN				521.04
TOTAL CHARGES AND CREDITS				641.69
BALANCE DUE:				641.69 USD

This is your preliminary statement as of 8:53 PM on March 30, 2026.

Kindly review the information and direct any inquiries to the Guest Relations Desk located on Deck 3, mid ship. A final version of this statement will be e-mailed to you on departure morning.

CREDIT CARD ON FILE

MASTERCARD ***4760 EXP 07/29

Credit card accounts will be settled automatically.

Onboard Purchases

As with land-based hotels, guests can expect to see an initial \$100 pending charge or authorization on their credit card to secure funds for anticipated onboard purchases. Purchases over \$100 will generate additional holds. While the holds aren't charges, they do reduce your available credit. Most holds are released by the time your cruise ends; however, some may take up to 30 days. Celebrity Cruises® does not control how long the holds remain, your bank or financial institution determines the duration of these holds. If you register a card and change to another card or cash during your sailing, you may still see holds on the original card.

Thank you for sailing with Celebrity ASCENT.

* OBR: Onboard Credits - Refundable

** OBN: Onboard Credits - Non-Refundable (Ship Credit, No Cash Back & No Cash Value)

**CITY OF WILLOW PARK
RESOLUTION NO. 2026-**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS ADOPTING A SUPPLEMENTAL MOBILE DEVICE AND TELECOMMUNICATIONS POLICY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Willow Park has adopted the City of Willow Park Employee Handbook, last revised in 2015 which includes provisions regarding the use of city equipment and city issued mobile phones and the City wishes to supplement any existing policy with standards regarding the use and costs of city issued mobile or cellular phones or devices; and

WHEREAS, the City Council of the City of Willow Park desires that clear procedures and standards shall support the use of public funds regarding mobile phone or mobile device usage by employees and city officials; and

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

SECTION 1. Findings Incorporated. The findings and recitations set out in the preamble to this Resolution are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes.

SECTION 2. The City Council of the City of Willow Park hereby approves the City of Willow Park Mobile Device and Telecommunication Policy attached hereto as Attachment "A" which shall be applicable to all mobile phones and devices currently owned by the City and includes any devices obtained in the future and this policy serves to supplement any existing policy regarding mobile devices.

SECTION 3. Severability. In the event any clause, phrase, provision, sentence or part of this Resolution or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Willow Park, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

SECTION 4. Effective Date. This Resolution shall be effective upon its passage and approval by City Council.

DULY RESOLVED AND ADOPTED by the City Council of the City of Willow Park, Texas this the _____ day of October 2026.

Teresa Palmer, Mayor

ATTEST:

Deana McMullen, City Secretary

EXHIBIT A
CITY OF WILLOW PARK
MOBILE DEVICE AND TELECOMMUNICATIONS POLICY

1. Purpose and Scope

The purpose of this policy is to establish usage requirements for the use, management, and security of any City of Willow Park issued mobile devices and telecommunications services issued to employees, officials, and any other authorized user. This policy serves to clarify the use of mobile devices outside of the city of Willow Park and is designed to ensure responsible use of public resources, appropriate oversight of telecommunications expenses, and compliance with the city records retention requirements and Texas Public Information Act.

2. Ownership

City-issued mobile devices shall be used for city business purposes only, and all devices, assigned phone numbers, subscriber accounts, and service plans remain City property. City-issued devices shall not be used for personal business ventures, political campaign activities, or excessive personal communications.

Users should have no expectation of absolute privacy when using City-issued devices. Communications and records maintained on these devices are subject to City and Texas records retention policies and the Texas Public Information Act. All users may be required to surrender their mobile device as a result of a Public Information Act Request, or pursuant to a municipal investigation or a subpoena.

3. Prohibited International Use

City issued mobile devices shall not be used outside of the United State of America. International calling, roaming, and additional charges for cellular data services shall remain disabled by default on all City-issued mobile devices. The City shall not activate, pay for, or reimburse international calling, roaming, cellular data, or related telecommunications expenses incurred during personal travel, vacations, or other activities.

Exceptions may be granted only for official City business and must receive prior approval from the City Council. Requests shall be submitted in writing to the City Manager's Office at least ten (10) business days before the anticipated travel date, and must identify the official business purpose, destination, travel dates, and services requested.

No employee, elected official, contractor, or other authorized user may independently activate international telecommunications services or make changes to City telecommunications accounts without the required approval. Individuals who independently purchase or activate international telecommunications services without prior authorization shall be personally responsible for those expenses, and the City shall not reimburse such charges.

Approved international services shall be limited to the duration and scope of the authorized City business purpose and shall be disabled upon completion of the approved travel.

4. Mobile Device Management

All mobile device applications, software, and device configurations shall be installed, approved, or modified only by authorized IT personnel. Mobile device users shall not independently install applications, disable security features, remove device management software, or otherwise circumvent established security controls promulgated by the City or the mobile service provider.

Applications or communication features that automatically delete messages, conceal official communications, or prevent the preservation of City records are prohibited on City-issued devices. The City reserves the right to remotely manage, secure, lock, or erase City-issued devices when necessary to protect City information, subject to applicable law and records retention requirements. All mobile device users shall cooperate with authorized IT personnel in maintaining device security, performing updates, and addressing identified security concerns.

5. Security, Loss, and Damage

Mobile device users are responsible for taking reasonable precautions to protect City-issued mobile devices from loss, theft, damage, and unauthorized access. Any lost or stolen devices must be reported immediately to the City Manager's Office and authorized IT personnel to activate the appropriate security measures.

Mobile device users shall not share device passwords, access codes, or other security credentials with unauthorized individuals.

Damage or loss resulting from intentional misconduct, gross negligence, or unauthorized use may be reviewed to determine whether reimbursement or other corrective action is appropriate. Any financial responsibility or corrective action shall be determined in accordance with City ordinances or policies.

6. Policy Administration

The City Manager, or designee, shall be responsible for administering this policy, maintaining records of issued devices and assigned telephone numbers, and coordinating telecommunications services with authorized IT personnel and service providers.

The City Manager or designee shall ensure that employees, city officials, and other authorized users receive a copy of this policy and complete the required acknowledgment form upon issuance of a City-owned mobile device. Current users shall also receive the policy and complete the acknowledgment following adoption.

Mobile Device and Telecommunications Policy Acknowledgment

Assigned User: _____

Department / Position: _____

Device Make / Model: _____

Serial Number / IMEI: _____

Assigned Telephone Number: _____

Date Issued: _____

I acknowledge that I have received, read and understand all of the terms set out in the City of Willow Park Mobile Device and Telecommunications Policy.

I acknowledge that the mobile device, assigned telephone number, and associated telecommunications services remain the property of the City of Willow Park.

User Signature: _____ Date: _____

Issued By: _____ Date: _____