



## CITY COUNCIL MEETING JANUARY 13, 2026 AGENDA

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

Tuesday, January 13, 2026 at 6:00 PM

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### CALL TO ORDER AND DETERMINATION OF QUORUM

**INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE.-** Christ Chapel Bible Church West Associate Pastor Michael Fernihough will be present to give Invocation and lead the Pledge.

#### 1. Mayor Comments

Happy New Year message.

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

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### CONSENT AGENDA

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

2. Approval of Minutes from November 17, 2025 Regular City Council Meeting
3. Approval of Minutes from December 9, 2025 Regular City Council Meeting
4. Approval of Minutes from December 16, 2025 Special City Council Meeting

## **PUBLIC HEARING**

- 5. PUBLIC HEARING: to consider AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS AMENDING THE CITY OF WILLOW PARK CODE OF ORDINANCES, CHAPTER 14 ZONING, ARTICLE 16 “COMMISSIONS”, § 14.16.003 “MEMBERSHIP AND TERMS”, § 14.16.004 “PROCEDURE”, § 14.16.005 “DUTIES AND POWERS”, AND §14.16.006 “STAFF SUPPORT”; PROVIDING FOR REPEAL; PROVIDING FOR SAVINGS AND SEVERABILITY; PROVIDING FOR PUBLICATION AND ESTABLISHING AN EFFECTIVE DATE.**

**OPEN PUBLIC HEARING:**

**CLOSE PUBLIC HEARING:**

- 6. PUBLIC HEARING: to consider AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR AN AMENDMENT TO EXISTING PD ZONING ORDINANCE 830-21 ALLOWING FOR CERTAIN COMMERCIAL USES WITHIN THE PLANNED DEVELOPMENT WITH A SPECIAL USE PERMIT PROVISION, FOR 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**OPEN PUBLIC HEARING:**

**CLOSE PUBLIC HEARING:**

## **REGULAR AGENDA ITEMS**

- 7. Discussion and Action: to adopt an Ordinance ordering the May 2, 2026 General Election. (*City Secretary Deana McMullen*)**
- 8. Discussion and Action: to consider approval of the Water Conservation Plan (*Interim City Manager Michelle Guelker*)**
- 9. Discussion and Action: to consider an Ordinance of the City Of Willow Park, Texas Amending The City Of Willow Park Code Of Ordinances, Chapter 14 Zoning, Article 16 “Commissions”, § 14.16.003 “Membership And Terms”, § 14.16.004 “Procedure”, § 14.16.005 “Duties And Powers”, And §14.16.006 “Staff Support”; Providing For Repeal; Providing For Savings And Severability; Providing For Publication And Establishing An Effective Date. (*Mayor Pro Tem Nathan Crummel, Interim City Manager Toni Fisher*)**
- 10. Report and Discussion: on the progress and status of the Home Rule Charter. (*Commission Chairperson Gene Martin; Mayor Teresa Palmer*)**
- 11. Discussion and Action: for approval of a Policy and Sponsorship Request Application regarding Hotel Occupancy Tax (HOT) funds. (*Communications Director Rose Hoffman, Interim City Manager Michelle Guelker, Interim City Manager Toni Fisher*)**

- 12. Discussion and Action: to consider the renewal of two Lamar Billboard contract leases for City Hall frontage at eastbound and westbound I-20 (Parks Director Mandy McCarley, Interim City Manager Toni Fisher)**
- 13. Discussion Only: regarding a Policy and a Sponsorship Request Application for community fundraising, donation contributions, etc. (Mayor Teresa Palmer; Interim City Manager Michelle Guelker; Interim City Manager Toni Fisher; Communications Director Rose Hoffman)**
- 14. Discussion and Action: to consider an Ordinance Of The City Of Willow Park, Texas Providing For An Amendment To Existing PD Zoning Ordinance 830-21 Allowing For Certain Commercial Uses Within The Planned Development With A Special Use Permit Provision, For 12.49 Acres Situated In The David Addington Survey, Abstract No. 468 And Mckinney & Williams Survey, Abstract No. 21, City Of Willow Park, Texas; Repealing Conflicting Ordinances; Providing For A Severability; And Providing For An Effective Date. (City Planner Chelsea Kirkland; Interim City Manager Toni Fisher)**

**EXECUTIVE SESSION**

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

- 15. Section 551.071, Consultation with Attorney; Section 551.072 (Deliberation Regarding Real Property) - 120 El Chico Trail Lease Agreements.**
- 16. Section 551.071, Consultation with City Attorney regarding pending or contemplated litigation: Beall Dean Ranch Development and East Bankhead Highway/claims of Aledo, Fort Worth against Willow Park.**
- 17. Section 551. 071, Consultation with City Attorney; Section 551.87, Economic Development Negotiations, proposed residential development (currently known as "Clearion") consisting of approximate 82.37-acres, situated in the McCarver Survey, Abstract 910, the W. Franklin Survey, Abstract Number 468, The M.M. Edwards Survey, Abstract 1955, & the J.B. Wynn Survey, Abstract 1637, a portion being within the Extraterritorial Jurisdiction and remainder within the city limits of the City of Willow Park, Parker County, Texas.**
- 18. Section 551.074, Personnel Matters; review of City Manager resumes and selection of five (5) applicants for interviewing.**
- 19. Section 551.074, Personnel Matters; Interim City Manager performance - Toni Fisher.**

**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**

20. **City Council Comments**

21. **City Manager Comments:**

A huge "thank you" to Council Member **Eric Contreras** for the purchase of the entree for our employee Christmas potluck luncheon; Resident & P&Z Commissioner, **Michael Chandler**, for the donation of his time and cooking expertise smoking the incredible entree with the variety of delicious meat; and, Resident, **Chris Bryant** for his amazing buttermilk pies. Staff greatly appreciates your exceptional kindness and generosity.

22. **Mayor Comments**

23. **Future Agenda Items Requested by Mayor, City Council or Staff**

Mayor requests:

1. Updating the Comprehensive Plan
2. Updating Employee Handbook with job descriptions/roles & responsibilities

**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: January 7, 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.

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Deana McMullen  
City Secretary

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



## CITY COUNCIL MEETING NOVEMBER 17, 2025 MINUTES

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

Monday, November 17, 2025 at 6:00 PM

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### CALL TO ORDER AND DETERMINATION OF QUORUM

### INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE

### Mayor Comments

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

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

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### CONSENT AGENDA

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

2. Approval of Regular City Council Meeting Minutes:

**October 14, 2025**

**October 28, 2025**

## REGULAR AGENDA ITEMS

3. **4th Quarter Financial Update - CPA Jake Weber**
4. **Discussion and Action: Presentation by Erick Macha of Hilltop Securities; Consideration of funding for the Squaw Creek Road Project** (*Interim City Manager Michelle Guelker, Councilmember Buddy Wright*)
5. **Discussion and Action: to consider approval of contract for professional services with Jacob & Martin for update to the City of Willow Park Comp Plan and CIP** (*Interim City Manager Michelle Guelker*)
6. **Discussion and Action: to review a process/policy approving legal work.** (*Mayor Teresa Palmer*)
7. **Discussion: Update on Home Rule Committee Meeting(s) and Town Hall Meeting by Gene Martin** (*Mayor Teresa Palmer*)
8. **Presentation: New City Website** (*Communications Director Rose Hoffman*)
9. **Discussion and Action: to consider a Partnership with local elementary schools to provide Thanksgiving Meals to families in need with project not to exceed \$2,000.00** (*Mayor Teresa Palmer*)
10. **Discussion & Action: To approve an Ordinance of the City Of Willow Park, Texas amending the City Of Willow Park Code Of Ordinances, Chapter 1 "General Provisions", Article 1.05 "Boards, Commissions And Committees", Division 1 adding §1.05.001 "Commissions And Advisory Boards", adding §1.05.002 "Appointments for Committees, Boards and Commissions", adding §1.05.003 "Member Conduct and Removal from Committees, Boards and Commissions", and adding §1.05.004 "Operations of Committees, Boards and Commissions"; Providing For Repeal, Savings And Severability Clauses; And Providing For An Effective Date Of This Ordinance.** (*Interim City Manager Toni Fisher; Mayor Pro Tem Nathan Crummel*)
11. **Discussion only: to discuss and consider an Ordinance of the City Of Willow Park, Texas Amending The City Of Willow Park Code Of Ordinances, Chapter 14 Zoning, Article 16 "Commissions", § 14.16.003 "Membership And Terms", § 14.16.004 "Procedure", § 14.16.005 "Duties And Powers", And §14.16.006 "Staff Support"; Providing For Repeal; Providing For Savings And Severability; Providing For Publication And Establishing An Effective Date.** (*Interim City Manager Toni Fisher; Mayor Pro Tem Nathan Crummel*)
12. **Discussion & Action: to approve the Creation of a Citizen Financial Oversight Advisory Committee.** (*Mayor Teresa Palmer*)
13. **Discussion & Action: to consider approval of amending Ordinance 802-19, an Ordinance of the City of Willow Park, Texas, Amending Chapter 1 "General Provisions", Article 1.03 "City Council", Division 2 "Governance Policy and Rules of Procedure", 1.03.035 "Meetings" Subsection (m) "Agenda" providing the mayor and city administrator have control of the city council agenda including**

**supplements and amendments, Providing for a Savings Clause and Severability Clauses and an Effective Date. (City Attorney Andy Messer)**

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

## **EXECUTIVE SESSION**

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

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

**18. Section 551.074, Personnel Matters; review of City Manager resumes/applications**

**RECONVENE INTO OPEN SESSION**

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

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

**INFORMATIONAL COMMENTS**

**20. City Council Comments:**

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

**Councilmember Contreras:** Thanksgiving message

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

**22. Mayor Comments**

**23. Items of Community Interest:**

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

Christmas Charity Donation opportunities at City Hall:

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

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

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

**ADJOURN**

**With nothing further to discuss or consider motion was made by Mayor Pro Tem Nathan Crummel, seconded by Councilmember Scott Smith to adjourn the regular meeting of the City of Willow Park at 11:15 pm. Motion carried with five votes in approval and zero votes opposed.**

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

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



## CITY COUNCIL REGULAR MEETING DECEMBER 9, 2025 MINUTES

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

Tuesday, December 09, 2025 at 6:00 PM

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### CALL TO ORDER AND DETERMINATION OF QUORUM

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

### INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE

Mr. Bill Green gave the Invocation and led the Pledge of Allegiance and the Texas Pledge.

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

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- 1) Bill Green
- 2) Bryan Holland
- 3) Gene Martin
- 4) Carol Waggoner

**1. Mayor Comments: Bible Verse; Decorum for Citizens, Council and Mayor**

Mayor Palmer read aloud a bible verse; She then addressed the decorum that will be expected by Citizens, Council and herself during City Council meetings.

**CONSENT AGENDA**

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

The item on the Consent Agenda regarding approval of the minutes was removed as corrections needed to be made.

**2. Approval of Regular City Council Meeting Minutes: November 17, 2025**

Motion was made to pull approval of the regular City Council meeting minutes from November 17, 2025 for corrections.

Motion made by Councilmember Crummel, Seconded by Councilmember Gilliland.

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

**3. Approval to cancel Regular City Council Meeting scheduled for December 23, 2025 due to the Christmas Holiday.**

Motion was made to cancel the regular scheduled meeting on December 23, 2025 due to the Christmas Holidays.

Motion made by Councilmember Gilliland, Seconded by Councilmember Crummel.

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

**PUBLIC HEARING**

**4. PUBLIC HEARING to consider Zoning Change Request from "CLASS II - RESIDENTIAL: 'R-1' SINGLE-FAMILY DISTRICT." TO "CLASS IV - INDUSTRIAL: 'LI' LIGHT INDUSTRIAL DISTRICT." FOR 4.656 ACRES TRACT OF LAND OUT OF THE I. HEADLEY SURVEY, ABSTRACT NO. 619, PARKER COUNTY, TEXAS, AND WITHIN THE CITY OF WILLOW PARK, TEXAS. (City Planner Chelsea Kirkland, Interim City Manager Toni Fisher)**

Mayor Palmer Opened the Public Hearing for anyone wishing to speak for or against the item to consider a Zoning Change Request from "CLASS II - RESIDENTIAL: 'R-1' SINGLE-FAMILY DISTRICT." TO "CLASS IV - INDUSTRIAL: 'LI' LIGHT INDUSTRIAL DISTRICT." FOR 4.656 ACRES TRACT OF LAND OUT OF THE I. HEADLEY SURVEY, ABSTRACT NO. 619, PARKER COUNTY, TEXAS, AND WITHIN THE CITY OF WILLOW PARK, TEXAS at 6:13 pm.

Those speaking in Favor of the request for Zoning Change:

None

Those speaking Against the request for Zoning Change:

None

Mayor Teresa Palmer closed the Public Hearing for the Zoning Change at 6:20 pm.

5. **PUBLIC HEARING to consider amending the Planned Development Agreement ORDINANCE NO. 740-16 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, PROVIDING FOR A CHANGE IN ZONING TO PD PLANNED DEVELOPMENT ZONING DISTRICT CLASSIFICATION AND USE DESIGNATION FOR THAT CERTAIN 140.3 ACRES OF LAND LOCATED IN THE A. MCCARVER SURVEY, ABSTRACT NO. 910, THE W. FRANKLIN SURVEY, ABSTRACT NO. 468, THE I. HENDLEY SURVEY, ABSTRACT NO. 619, THE M. EDWARDS SURVEY, ABSTRACT NO, 1955, AND THE J. FROMAN SURVEY, ABSTRACT NO. 471, ALL IN PARKER COUNTY AND THE CITY OF WILLOW PARK, TEXAS.** *(City Planner Chelsea Kirkland, Interim City Manager Toni Fisher)*

Mayor Teresa Palmer opened the Public Hearing at **6:35** pm for anyone wishing to speak for or against the item to consider amending the Planned Development Agreement ORDINANCE NO. 740-16 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, PROVIDING FOR A CHANGE IN ZONING TO PD PLANNED DEVELOPMENT ZONING DISTRICT CLASSIFICATION AND USE DESIGNATION FOR THAT CERTAIN 140.3 ACRES OF LAND LOCATED IN THE A. MCCARVER SURVEY, ABSTRACT NO. 910, THE W. FRANKLIN SURVEY, ABSTRACT NO. 468, THE I. HENDLEY SURVEY, ABSTRACT NO. 619, THE M. EDWARDS SURVEY, ABSTRACT NO, 1955, AND THE J. FROMAN SURVEY, ABSTRACT NO. 471, ALL IN PARKER COUNTY AND THE CITY OF WILLOW PARK, TEXAS.

Those speaking in Favor of the item: None

Those speaking Against the item: Gene Martin - stated a blanket change does not seem correct due to the TIRZ Zoning.

Marcy Galle - Asked Council to not approve the change.

Bill Green - Asked how many houses does that change affect.

Josh Stager- The reduction of the size of house will give larger yards. The lot sizes are not changing. This is being market driven.

Mayor Teresa Palmer closed the public hearing at 6:29 pm.

## REGULAR AGENDA ITEMS

**6. Discussion and Action: to consider approval of a Professional Services Agreement with Jacob & Martin for Design of Restroom Facilities at Kings Gate Park (Parks Director Mandy McCarley; Interim City Manager Toni Fisher)**

Parks Director Mandy McCarley addressed the Council regarding the consideration of approving the Professional Services Agreement with Jacob & Martin for Design of the Restroom Facilities at Kings Gate Park.

Motion was made to approve the professional services agreement with Jacob & Martin for the design of the restroom facilities at Kings Gate Park

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

**7. Discussion and Action: To consider and act on all matters incident and related to approving and authorizing publication and posting of notice of intention to issue certificates of obligation in an amount not to exceed \$10,110,000 for the purpose of paying contractual obligations to be incurred for (i) constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving waterworks and sewer system properties and facilities, including the acquisition of land and rights-of-way therefor, (ii) constructing, acquiring, maintaining, improving and equipping streets, roads, and intersections, including drainage, landscaping, curbs, gutters, sidewalks, entryways, pedestrian pathways, signage and traffic signalization, the relocation of utilities in connection therewith and the acquisition of land and rights-of-way therefor, (iii) designing, constructing, acquiring, improving, enlarging, and equipping the City's municipal drainage utility system and the acquisition of land and rights-of-way therefor, and (iv) professional services rendered in connection with such projects and the financing thereof; including the adoption of Resolution 2025-17 pertaining thereto. (Erick Macha, Interim City Manager Toni Fisher, Interim City Manager Michelle Guelker)**

Mr. Erick Macha, Financial Consultant with Hilltop Securities was present to address the Council as to the steps needed to approve and authorize publication and posting of notice of intention to issue certificates of obligation in an amount not to exceed \$10,110,000 for the purpose of paying contractual obligations to be incurred for (i) constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving waterworks and sewer system properties and facilities, including the acquisition of land and rights-of-way therefor, (ii) constructing, acquiring, maintaining, improving and equipping streets, roads, and intersections, including drainage, landscaping, curbs, gutters, sidewalks, entryways, pedestrian pathways, signage and traffic signalization, the relocation of utilities in connection therewith and the acquisition of land and rights-of-way therefor, (iii) designing, constructing, acquiring, improving, enlarging, and equipping the City's municipal drainage utility system and the acquisition of land and rights-of-way therefor, and (iv) professional services rendered in connection with such projects and the financing thereof; including the adoption of Resolution 2025-17 pertaining thereto.

**Motion was made to approve and authorize posting and publication the notice of intent to issue Certificate of Obligation Bonds in the amount not to exceed \$10,110,000.**

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

- 8. DISCUSSION AND ACTION: to consider and approve a Zoning Change Request from “CLASS II - RESIDENTIAL: ‘R-1’ SINGLE-FAMILY DISTRICT.” TO “CLASS IV - INDUSTRIAL: ‘LI’ LIGHT INDUSTRIAL DISTRICT.” FOR 4.656 ACRES TRACT OF LAND OUT OF THE I. HEADLEY SURVEY, ABSTRACT NO. 619, PARKER COUNTY, TEXAS, AND WITHIN THE CITY OF WILLOW PARK, TEXAS. (City Planner Chelsea Kirkland, Interim City Manager Toni Fisher)**

Motion was made to approve a Zoning Change from: “CLASS II - RESIDENTIAL: ‘R-1’ SINGLE-FAMILY DISTRICT.” TO “CLASS IV - INDUSTRIAL: ‘LI’ LIGHT INDUSTRIAL DISTRICT.” FOR 4.656 ACRES TRACT OF LAND OUT OF THE I. HEADLEY SURVEY, ABSTRACT NO. 619, PARKER COUNTY, TEXAS, AND WITHIN THE CITY OF WILLOW PARK, TEXAS.

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

- 9. DISCUSSION AND ACTION: to consider and approve a Zoning Change Request to Amend Ordinance No. 740-16 Planned Development Standards for The Reserves at Trinity Phase 2, also known as 140.3 ACRES OF LAND LOCATED IN THE A. MCCARVER SURVEY, ABSTRACT NO. 910, THE W, FRANKLIN SURVEY, ABSTRACT NO. 468, THE I. HENDLEY SURVEY, ABSTRACT NO. 619, THE M. EDWARDS SURVEY, ABSTRACT NO, 1955, AND THE J, FROMAN SURVEY, ABSTRACT NO. 471, ALL IN PARKER COUNTY AND THE CITY OF WILLOW PARK, TEXAS. (City Planner Chelsea Kirkland, Interim City Manager Toni Fisher)**

Motion was made to approve a Zoning Change Request to Amend Ordinance No. 740-16 Planned Development Standards for The Reserves at Trinity Phase 2, also known as 140.3 ACRES OF LAND LOCATED IN THE A. MCCARVER SURVEY, ABSTRACT NO. 910, THE W, FRANKLIN SURVEY, ABSTRACT NO. 468, THE I. HENDLEY SURVEY, ABSTRACT NO. 619, THE M. EDWARDS SURVEY, ABSTRACT NO, 1955, AND THE J, FROMAN SURVEY, ABSTRACT NO. 471, ALL IN PARKER COUNTY AND THE CITY OF WILLOW PARK, TEXAS as presented.

Motion made by Councilmember Crummel, Seconded by Councilmember Smith.

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

Voting Nay: Councilmember Gilliland

**10. Discussion & Action: to consider approval of a Chapter 380 Economic Development Agreement between the City of Willow Park, Texas, and Cork & Pig Tavern - Willow Park, LLC. (Interim City Manager Toni Fisher, City Planner Chelsea Kirkland)**

Motion was made to approve a Chapter 380 Economic Development Agreement between the City of Willow Park, Texas and Cork & Pig Tavern-Willow Park, LLC.

Motion made by Councilmember Contreras, Seconded by Councilmember Smith.

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

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

Motion was made to approve Resolution 2025-18 to cast votes for candidate(s) for Parker County Appraisal District Board of Directors for terms expiring December 31, 2025 with votes as follows: All votes (22) for Candidate Joe Wilkinson.

Motion made by Councilmember Gilliland, Seconded by Councilmember Contreras.

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

**12. Discussion: Update on Willow Park Wastewater Treatment Plant (Interim City Manager Michelle Guelker, Public Works Director Chase McBride)**

Public Works Director Chase McBride and Interim City Manager Michelle Guelker addressed the City Council and gave a brief update on the Wastewater Treatment Plant.

No action was taken on this item.

**13. Discussion And Action: to consider a budget amendment for a one-time \$200 longevity pay for each of the current forty-one full-time City Staff employees. (Council member Scott Smith)**

Councilmember Scott Smith stated he was the one who put this item on the Agenda and wanted to do this for the employees to say we appreciate them and thank them for being loyal during all the changes that have happened the past few months.

During discussion Interim City Manager Toni Fisher explained that the money in question was actually in the budget for all city employees marked as Longevity pay.

Following discussion motion was made to grant the budgeted \$300 to all 41 employees of the City of Willow Park.

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

#### **14. Discussion and Update from Chairperson Gene Martin regarding the Home Rule Charter**

Mr. Gene Martin addressed the City Council regarding the update and progress of the Home Rule Charter and Committee meetings. Mr. Martin stated they had the 7th meeting of the Home Rule Commission on December 3rd. with the next scheduled meeting for December 17th. At the meeting on the 17th the Commission will address comments from Council, Staff, and City Attorney. We will discuss the process of getting the Charter on the ballot and when to get a final draft to the City Council for review. Chapter 9.003 of Texas Local Gov't Code says that the Commission will have the final say as to what actually goes to the voters. City Attorney Andy Messer stated that this is correct. He also recommended that the City Council and the Charter Committee consider having a joint Town Hall work session.

Mayor Pro Tem Nathan Crummel thanked Mr. Gene Martin for keeping things on task even during controversial times.

No action was taken on this item.

### **EXECUTIVE SESSION**

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

Mayor Teresa Palmer adjourned the regular meeting of the Willow Park City Council at 8:01 p.m. to discuss the items listed on the Agenda for Executive Session. Those present in the Executive Session were Mayor Teresa Palmer, Mayor Pro Tem Nathan Crummel, Councilmember Eric Contreras, Councilmember Chawn Gilliland, Councilmember Buddy Wright, Councilmember Scott Smith, Interim City Manager Toni Fisher, and City Attorney Andy Messer.

#### **15. Section 551.071 (Consultation with Attorney); Section 551.072 (Deliberation Regarding Real Property) - 120 El Chico Trail Lease Agreements.**

#### **16. Section 551.071, Consultation with City Attorney regarding pending or contemplated litigation: Beall Dean Ranch Development and East Bankhead Highway/claims of Aledo, Fort Worth against Willow Park.**

#### **17. Section 551.071, Consultation with City Attorney; Section 551.87, Economic Development Negotiations, proposed residential development (currently known as "Clearion") consisting of approximate 82.37-acres, situated in the McCarver Survey, Abstract 910, the W. Franklin Survey, Abstract Number 468, The M.M. Edwards Survey, Abstract 1955, & the J.B. Wynn Survey, Abstract 1637, a portion being within the Extraterritorial Jurisdiction and remainder within the city limits of the City of Willow Park, Parker County, Texas.**

#### **18. Section 551.074, Personnel Matters; review of City Manager resumes/applications**

## RECONVENE INTO OPEN SESSION

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

Mayor Teresa Palmer called the regular meeting back to order at 9:18 pm.

Action on Item# 15. Motion was made by Councilmember Buddy Wright, seconded by Councilmember Chawn Gilliland to negotiate the lease agreement with the tenant at 120 El Chico Trail.

Motion carried 5-0

Action taken on Item #16. Motion was made by Mayor Pro Tem Nathan Crummel, seconded by Councilmember Scott Smith to call for a Special Meeting on Tuesday, December 16, 2025 at 5:30 pm. to discuss and consider approval of Jacob & Martin to proceed with obtaining bids for the water/wastewater extension project on Bankhead Hwy,

Motion carried 5-0

## INFORMATIONAL COMMENTS

### 19. City Council Comments:

Mayor Pro Tem Nathan Crummel - Merry Christmas

Mayor Pro Tem Nathan Crummel wished everyone a Merry Christmas and a Happy New Year to Willow Park. Thank you for turning out, support and the questions. Discord does not mean disrespect. Merry Christmas. Peace and Goodwill.

### 20. City Manager Comments:

***Thanks to citizen volunteers***, Dave Lorenzo & Paul Kenney!

***Having an issue?*** Contact City Staff at 817-441-7108

***City Hall Holiday Closings:*** Christmas - Closed Wed, 12/24 through Fri, 12/26; New Year's - Closed Wed, 12/31 through Fri, 1/02. **In case of emergency, call 817-773-4594.**

***Happy Holidays*** from our "family" to yours!

Interim City Manager Toni Fisher had the following comments:

***Thanks to citizen volunteers***, Dave Lorenzo & Paul Kenney!

***Having an issue?*** Contact City Staff at 817-441-7108

***City Hall Holiday Closings:*** Christmas - Closed Wed, 12/24 through Fri, 12/26; New Year's - Closed Wed, 12/31 through Fri, 1/02. **In case of emergency, call 817-773-4594.**

**Happy Holidays** from our "family" to yours!

## 21. Mayor Comments: Holiday Wishes

Mayor Teresa Palmer wished everyone Happy Holidays.

## 22. Items of Community Interest:

Christmas Charity Donation opportunities at City Hall:

**\*Angel Tree gift tags** to benefit the **Children's Advocacy Center, Parker County**, on the Who-ish trees in the foyer at City Hall. Bagged, tagged, unwrapped gifts are due at City Hall by **Thu, Dec. 11**.

**\*Fluffy Friends gifts** of new toys, unopened food/treats, and new blankets/towels to benefit the dogs and cats of the **Weatherford Animal Shelter** are being collected at City Hall. There is also a gift list available on the City of Willow Park's Facebook Page.

**Interim City Manager updated everyone with the following information:**

### Items of Community Interest:

Christmas Charity Donation opportunities at City Hall:

**\*Angel Tree gift tags** to benefit the **Children's Advocacy Center, Parker County**, on the Who-ish trees in the foyer at City Hall. Bagged, tagged, unwrapped gifts are due at City Hall by **Thu, Dec. 11**.

**\*Fluffy Friends gifts** of new toys, unopened food/treats, and new blankets/towels to benefit the dogs and cats of the **Weatherford Animal Shelter** are being collected at City Hall. There is also a gift list available on the City of Willow Park's Facebook Page.

## 23. Future Agenda Items Requested by Mayor, City Council or City Staff:

There were no future items requested for the Agenda at this meeting.

## ADJOURN

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

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

Motion was made to adjourn the regular meeting of the Willow Park City Council at 9:25 pm.

Merry Christmas Everyone!

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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

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



# CITY COUNCIL SPECIAL CALLED MEETING DECEMBER 16, 2025 MINUTES

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

Tuesday, December 16, 2025 at 5:30 PM

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## CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Teresa Palmer called the meeting to order at 5:30 pm and confirmed there was a quorum for the meeting.

### PRESENT

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

### Staff Present:

Interim City Managers Toni Fisher & Michelle Guelker

Deputy City Secretary Andi Saylor

### Absent:

City Attorney Andi Messer

City Secretary Deana McMullen

## REGULAR AGENDA ITEMS

1. **Discussion/Action: to consider authorizing Engineer Jacob & Martin to proceed to seek bids for Bankhead Highway Phase II Water and Waste Water utility extension project.**

Interim City Manager Michelle Guelker explained the Water and Waste Water Utility Extension Project and the projected cost of the project.

Councilmember Scott Smith asked questions regarding the extension project and expected timeline. Ms. Guelker answered Mr. Smith's questions.

Motion to authorize Engineer Jacob & Martin to proceed to seek bids for the Bankhead Highway Phase II Water and Waste Water Utility extension project.

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

## ADJOURN

*As authorized by Texas Government Code, §551.127, one or more Council members or employees may attend this meeting remotely using video conferencing technology.*

Mayor Palmer asked for a motion to adjourn

Motion was made to adjourn this special meeting of the Willow Park City Council at 5:45 pm.

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

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Deana McMullen  
City Secretary

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



## City of Willow Park

### Notice of Public Hearing

The City of Willow Park City Council will hold a public hearing on the matters listed below:

- 1. PUBLIC HEARING: to consider AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR AN AMENDMENT TO EXISTING PD ZONING ORDINANCE 830-21 ALLOWING FOR CERTAIN COMMERCIAL USES WITHIN THE PLANNED DEVELOPMENT WITH A SPECIAL USE PERMIT PROVISION, FOR 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**
- 2. PUBLIC HEARING: to consider An Ordinance Of The City Of Willow Park, Texas Amending The City Of Willow Park Code Of Ordinances, Chapter 14 Zoning, Article 16 “Commissions”, § 14.16.003 “Membership And Terms”, § 14.16.004 “Procedure”, § 14.16.005 “Duties And Powers”, And §14.16.006 “Staff Support”; Providing For Repeal; Providing For Savings And Severability; Providing For Publication And Establishing An Effective Date.**

City Council Meeting:  
Time:

Tuesday, January 13, 2025  
6:00 PM

Location:

Willow Park City Hall  
120 El Chico Trail, Ste A  
Willow Park, TX 76087

Any member of the public has the right to appear at the Public Hearing. Please contact the Planning & Development Department at 817-441-7108 x100 or [ckirkland@willowpark.org](mailto:ckirkland@willowpark.org) with any questions.



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> January 13, 2026	<b>Department:</b> Legislative	<b>Presented By:</b> Deana McMullen, City Secretary
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**AGENDA ITEM:**

**Discussion/Action: to adopt an ordinance to Order the May 2, 2026 General Election.**

**BACKGROUND:**

Per state law (Section 3.004 of the Texas Election Code) the city is required to order the general election of the political subdivision. This year the city will order the general election for City Council Places 3, 4, and 5. The 2025 General Election will be held May 2, 2026.

Candidate packets are available on the city’s website.

**STAFF RECOMMENDATION:**

**EXHIBITS:**

- Proposed Ordinance No. 930-26

**REQUIRED MOTION:**

***MOTION TO ADOPT AN ORDINANCE ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 2, 2026 FOR THE PURPOSE OF ELECTING CERTAIN MUNICIPAL OFFICERS FOR THE CITY OF WILLOW PARK, SPECIFICALLY CITY COUNCILMEMBERS FOR PLACE NO. 3, PLACE NO. 4, AND PLACE NO. 5; APPROVING CONTRACT WITH PARKER COUNTY ELECTION OFFICE TO CONDUCT ELECTION, DESIGNATING A POLLING PLACE, WITHIN THE MUNICIPAL LIMITS; APPOINTING A PRESIDING ELECTION JUDGE AND ALTERNATE PRESIDING ELECTION JUDGE; ESTABLISHING OTHER PROCEDURES FOR THE CONDUCT OF THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING***

**FOR PUBLICATION OF NOTICE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**CITY OF WILLOWPARK**  
**ORDINANCE NO. 930-26**

**AN ORDINANCE ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 2, 2026 FOR THE PURPOSE OF ELECTING CERTAIN MUNICIPAL OFFICERS FOR THE CITY OF WILLOW PARK, SPECIFICALLY CITY COUNCILMEMBERS FOR PLACE NO. 3, PLACE NO. 4 AND PLACE NO. 5; DESIGNATING A POLLING PLACE, WITHIN THE MUNICIPAL LIMITS; APPOINTING A PRESIDING ELECTION JUDGE AND ALTERNATE PRESIDING ELECTION JUDGE; ESTABLISHING OTHER PROCEDURES FOR THE CONDUCT OF THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION OF NOTICE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, a general election for certain municipal officers of the City of Willow Park, Texas is ordered herein for May 2, 2026 under the authority of law; and

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

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

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

**SECTION 1. INCORPORATION**

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

**SECTION 2. DATE OF ELECTION**

It is hereby ordered that an election for certain municipal officers shall be held in and throughout the City of Willow Park, Texas on MAY 2, 2026.

**SECTION 3. PURPOSE OF ELECTION**

The purpose of the election is to provide for the general election of city officers, specifically: Councilmember Place No. 3, Councilmember Place No. 4, and Councilmember Place No.5. The term for Councilmember Place No. 3; Councilmember Place No. 4 and Councilmember Place No. 5 will be for a term of two years, ending May 2028.

**SECTION 4. POLLING PLACE**

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

## **SECTION 5. ELECTION JUDGES**

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

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

## **SECTION 6. EARLY VOTING CLERK**

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

## **SECTION 7. PUBLICATION AND POSTING OF NOTICE**

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

## **SECTION 8. EARLY VOTING**

Early voting by personal appearance shall commence on April 20, 2026 and shall continue Monday through Friday from 8:00 a.m. until 5:00 p.m. April 20, 2025 to April 28, 2025; and from 7:00 am until 7:00 pm on April 21 & 27, 2026; at a location to be determined by the City and the Early Voting Clerk. Extended hours for early voting shall be determined by the Early Voting Clerk and the City. A supplemental notice shall be issued stating the early voting location and the dates for the extended hours of early voting. Early voting shall be conducted in accordance with the requirements of the Texas Election Code.

Applications for voting by mail shall be delivered to the Early Voting Clerk at the same address not later than the close-of-business on April 21, 2026.

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

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

**SECTION 9. NECESSARY ACTIONS**

The Mayor, City Council, or City Secretary, in consultation with the City Attorney, are hereby authorized and directed to take all actions necessary to comply with the provisions of the TEX. ELECTION CODE in carrying out and conducting the election whether specifically authorized herein.

The City Secretary is directed to send a copy of the executed Order of Election to the Parker County Clerk and Election Administrator on or before February 27, 2026, pursuant to § 4.008 TEX. ELECTION CODE.

**SECTION 10. SEVERABILITY**

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

**SECTION 11. EFFECTIVE DATE**

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

**PASSED, APPROVED AND ADOPTED** on this 13<sup>th</sup> day of January 2026.

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

**ATTEST:**

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

The Willow Park City Council is acting on **Ordinance No. 930-26**, did on the 1<sup>th</sup> day of January 2026 vote as follows:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Teresa Palmer	_____	_____	_____
Eric Contreras, Place 1	_____	_____	_____
Chawn Gilliland, Place 2	_____	_____	_____
Buddy Wright, Place 3	_____	_____	_____
Scott Smith, Place 4	_____	_____	_____
Nathan Crummel Place 5	_____	_____	_____



*Jenise "Crickett" Miller*  
 ELECTIONS ADMINISTRATOR  
 Parker County, TX  
 PO BOX 639, Weatherford, 76086  
 817-598-6185

### Checklist for Entities Holding Election on May 2, 2026

- **FEBRUARY 13, 2026**, Deadline for additional early vote and/or election day polling locations
- **FEBRUARY 13, 2026**, Last day to order election and last day to file for General Election  
 Email Order of Election to Parker County Election's Office, type of election (General and/or Special) [crickett.miller@parkercountytexas.com](mailto:crickett.miller@parkercountytexas.com)
- **FEBRUARY 17, 2026**, Write-in deadline
- **FEBRUARY 19, 2026**, Street index list of the entity due
- **FEBRUARY 23, 2026, by 1 PM** Email ballot title of races, candidate names and order of position beside each name or list them in the order needed on the ballot – *You may send the ballot wording sooner*
- **FEBRUARY 27, 2026**, Contract and deposit due to Parker County Elections Office – PO Box 369, Weatherford, TX 76086
- Once Parker County receives proofs for the ballots, they will be emailed to each entity to sign off (this may occur several times until all ballots are correct).
- Once Parker County receives audio proofs for the ballot, they will be emailed to each entity to sign off
- Bond election notices Due to Parker County Election Office by **APRIL 7, 2026**
- If you have an attorney helping with bond election please email Crickett the name of attorney, email and phone number
- Last day to register to vote: **April 2, 2026**
- Last day to request ballot by mail (Received in office): **April 21, 2026 5:00 pm.**
- **June 13, 2026**, Runoff Election Day

### Checklist for AFTER the Election

- Canvass date set on or after: **May 11, 2026, AT 3:00 pm or later**
- Canvass Packet will be ready at noon: **May 11, 2026, BY 3:00 pm**
- Last day to canvass results: **MAY 13, 2026**
- Final Invoice from the Elections Administrator will be emailed and mailed after the election.  
 Return payment to Parker County Elections PO Box 639, Weatherford, TX 76086
- If refund from deposit is due to an entity, an email will be sent to inform you of the amount being returned.

Amy Gregory  
 (817) 598-6031  
[amy.gregory@parkercountytexas.com](mailto:amy.gregory@parkercountytexas.com)

Jenise "Crickett" Miller  
 (817) 598-6028  
[crickett.miller@parkercountytexas.com](mailto:crickett.miller@parkercountytexas.com)

*Jenise "Crickett" Miller*  
ELECTIONS ADMINISTRATOR  
Parker County, TX  
1112 Santa Fe Drive, Weatherford, 76086  
PO BOX 639, Weatherford, 76086  
817-598-6185



December 12, 2025

Thank you for considering contracting with Parker County to conduct your election on **MAY 2, 2026**. The contract is attached with a checklist. The Contract contains early voting and Election Day dates and hours and a cost estimate for the election.

Special Note: Section XV: Miscellaneous Provisions in the contract – The Parker County Election Office needs an up-to-date street index with addresses and ranges for your entity by **February 13, 2026, or sooner**. The final cost will be compiled after the election, and an invoice with the remaining balance to be paid will be emailed. If a refund should be issued, an invoice with the refund balance will be emailed. Please send this contract and the 75% deposit on or prior to **February 27, 2026**.

Requests for Special Polling locations and hours must be made by **FEBRAURY 13, 2026 (last day to order election)**, please email to [crickett.miller@parkercountytexas.com](mailto:crickett.miller@parkercountytexas.com). If your entity should request additional early voting sites and hours, other than the original lists in this packet, your entity will be held accountable for the total cost of the polling location(s) requested. The Entity requesting the additional polling sites may have to assist in finding poll workers if the Election Office is not able to obtain staff.

Canvass paperwork will be ready by 3 pm on **MAY 11, 2026**; please **do not plan your canvass before this date**. If prefer to have your canvass report mailed to you, let me know, otherwise everyone will receive their canvass via email. As always, if you have any questions please feel free to call the office at any time.

*Jenise "Crickett" Miller*

Jenise "Crickett" Miller  
ELECTIONS ADMINISTRATOR  
Parker County



THE STATE OF TEXAS  
COUNTY OF PARKER

**JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES**

THIS CONTRACT for election services is made by and between Parker County Elections Administrator and the following political subdivisions.

**Independent School Districts**

- ALEDO
- AZLE
- BROCK
- GARNER
- GRANBURY
- LIPAN
- MILLSAP
- MINERAL WELLS
- PEASTER
- POOLVILLE
- PERRIN-WHITT
- SPRINGTOWN
- WEATHERFORD

**Cities**

- ALEDO
- ANNETTA
- ANNETTA NORTH
- ANNETTA SOUTH
- AZLE
- BROCK
- COOL
- CRESSON
- DENNIS
- FORT WORTH
- HUDSON OAKS
- MILLSAP
- MINERAL WELLS
- PEASTER
- PERRIN WHITT CISD
- RENO
- SANCTUARY
- SPRINGTOWN
- WEATHERFORD
- WILLOW PARK

**Emergency Service Districts**

- No. 1
- No. 3
- No. 6
- No. 7
- No. 8
- No. 9

**College**

**WEATHERFORD COLLEGE**

**Hospital**

**PARKER COUNTY HOSPITAL DISTRICT**

**MUD**

**CRESSON CROSSROADS MUD #2**

**SUD**

**WALNUT CREEK SPECIAL UTILITU DISTRICT**  
**SANTO SPECIAL UTILITY DISTRICT**

**APPRAISAL DISTRICT**

**PARKER COUNTY**



This contract is made pursuant to Texas Election Code Sections 31.092 and 271.002 and Texas Education Code Section 11.0581 for a joint **MAY 2, 2026**, election to be administered by Jenise “Crickett” Miller, Parker County Elections Administrator, hereinafter referred to as “Elections Administrator.”

*RECITALS*

Each participating authority listed above plans to hold a special or general election **MAY 2, 2026**.

The county owns an electronic voting system, the HART InterCivic Verity DUO Voting System (Version 2.7), which has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122 as amended, and is compliant with the accessibility requirements for persons with disabilities set forth by Texas Election Code Section 61.012. The contracting political subdivisions desire to use the County’s electronic voting system and compensate the County for such use and to share in certain other expenses connected with joint elections in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code, as amended.

NOW THEREFORE, in consideration of the mutual, agreements, and benefits to the parties, IT IS AGREED as follows:

I: ADMINISTRATION

The parties agree to hold a “Joint election” with Parker County and each other in accordance with chapter 271 of the Texas Election Code and this agreement. The Parker County Elections Administrator shall coordinate, supervise, and handle all aspects of administering the joint Election as provided in this agreement. Each participating authority agrees to pay the Parker County Elections Administrator for equipment, supplies, services, and administrative costs as provided in this agreement. The Parker County Elections Administrator shall serve as the administrator for the Joint Election; however, each participating authority shall remain responsible for the decisions and actions of its officers necessary for the lawful conduct of its election. The Elections Administrator shall provide advisory services in connection with decisions to be made and actions to be taken by the officers of each participating authority as necessary.

It is understood that other political subdivisions may wish to participate in the use of the County’s electronic voting system and polling places, and it is agreed that the Elections Administrator may enter into other contracts for election services for those purposes on terms and conditions generally similar to those set forth in this contract. In such cases, costs shall be pro-rated among the participants according to Section XI of this contract.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those polling locations where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling locations where jurisdictions do not overlap.



II: LEGAL DOCUMENTS

Each participating authority shall be responsible for the preparation, adoption, and publication of all required election orders, resolutions, and other pertinent documents required by the Texas Election Code and/or the participating authority’s governing body, charter, or ordinances, except that the Elections Administrator shall be responsible for the preparation and publication of all voting system testing notices and election notice’s that are required by the Texas Election Code.

Preparation of the necessary materials for the notices and the official ballot shall be the responsibility of each participating authority, including translation to Spanish. Each participating authority shall provide a copy of their respective election orders and notices to Parker County Elections Administrator.

III: POLLING LOCATIONS

The Elections Administrator shall select and arrange for the use of and payment for all Election Day polling locations. Polling locations will be, whenever possible, the usual polling location for each election precinct in elections conducted by the county, and shall be compliant with the accessibility requirements established by Texas Election Code Section 43.034 and the Americans with Disabilities act (ADA). The proposed EARLY VOTING polling locations are listed in Exhibit A of this Agreement. In the event that a polling location is not available or appropriate, the Elections Administrator will arrange for use of an alternate location with the approval of the affected participating authorities. The Elections Administrator shall notify the participating authorities of any changes from the polling locations listed in Exhibit A.

If polling locations for the **MAY 2, 2026** joint election are different from the polling locations used by a participating authority in its most recent election, the Elections Administrator agrees to post a notice no later than **APRIL 30, 2026** at the entrance to any previous polling places in the jurisdiction stating that the polling location has changed and stating the political subdivisions’ polling location name and address in affect for the **MAY 2, 2026**. This notice shall be written in both English and Spanish languages.

IV: ELECTION JUDGES, CLERKS, AND OTHER PERSONNEL

Parker County shall be responsible for the appointment of the presiding judge and alternate judge for each polling location. The Elections Administrator shall make emergency appointments of the election officials if necessary.

Upon request by the Elections Administrator, each participating authority agrees to assist in recruiting polling location officials who are bilingual (fluent in both English and Spanish). In compliance with the Federal Voting Rights Act of 1965, as amended, each polling location containing more than 5% Hispanic populations as determined by the 2020 Census shall have one or more election officials who are fluent in both English and Spanish languages. If a presiding judge is not bilingual, and is unable to appoint a bilingual clerk, the Elections Administrator may recommend a bilingual worker for the polling location. If the Elections Administrator is unable to recommend or recruit a bilingual worker, the participating authority or authorities served by the polling location shall be responsible for recruiting a bilingual worker for translation services at that polling location.



The Elections Administrator shall notify all election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code, and will take the necessary steps to ensure that all judges appointed for the Joint Election are eligible to serve.

The Elections Administrator shall arrange for the training and compensation of all election judges and clerks. The Elections Administrator shall arrange for the date, time, and place for presiding judges to pick up their election supplies. Each presiding election judge will be sent a letter from the Elections Administrator notifying them of his/her appointment, the time and location of training and distribution of election supplies, and the number of election clerks that the presiding judge may appoint.

Each election judge and clerk will receive compensation at the hourly rate established by Parker County pursuant to Texas Election Code Section 32.091. The election judge will receive an additional sum of \$25.00 for picking up the election supplies prior to the Election Day and for returning the supplies and equipment to the central counting station after the polls close.

Election judges and clerks who attend voting equipment training and /or procedures training shall be compensated at the same hourly rate that they are to be paid on Election Day.

The Election Administrator may employ other personnel necessary for the proper administration of the election, including such part time help as is necessary to prepare for the election to ensure the timely delivery of supplies during early voting and on Election Day, and for the efficient tabulation of ballots at the central counting station. Part Time personnel working as members of the Early Voting Ballot Board and/or central counting station on election night will be compensated at the hourly rate set by Parker County in accordance with Election Code Sections 87.005, 127.004, and 127.006.

V: PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

The Elections Administrator shall arrange for all election supplies and voting equipment including, but not limited to, official ballots, sample ballots, voter registration lists, and all forms, signs, maps, and other materials used by the election judge at the polling locations. The Elections Administrator shall ensure availability of tables, and chairs at each polling place and shall procure rented tables and chairs for those polling locations that do not have tables or chairs.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those precincts where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling locations where jurisdictions do not overlap. The Elections Administrator shall provide the necessary voter registration information, instructions, and other information needed to enable the election judges in the polling locations that have more than one ballot style to conduct proper elections.

Each participating authority shall furnish the Elections Administrator a list of candidates and/or propositions showing the order and the exact manner in which the candidate name and/or propositions are to appear on the official ballot (including titles and text in each language in which the authority's ballot is to be printed). Each participating authority shall be responsible for proofreading and approving the ballot insofar as it pertains to that authority's candidates and/or propositions.

The Elections Administrator shall be responsible for the preparation, testing and delivery of the voting equipment for the election as required by Texas Election Code.



The Elections Administrator shall conduct criminal background checks on relevant employees upon hiring as required by Texas Election Code Section 129.051(g).

IV: EARLY VOTING

The participating authorities agree to conduct joint early voting and to appoint the Elections Administrator as the Early Voting clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. Each participating authority agrees to appoint the Elections Administrator’s permanent county employees as deputy early voting clerks. The participating authorities further agree that the Elections Administrator may appoint other deputy early voting clerks to assist in the conduct of early voting necessary, and that these additional deputy early voting clerks shall be compensated at an hourly rate set by Parker County pursuant to Section 83.052 of the Texas Election Code. Deputy early voting clerks who are permanent employees of the Parker County Elections Administrator or any participating authority shall serve in that capacity without additional compensation.

Early Voting by personal appearance will be held at the polling locations, dates, and times listed in Exhibit “A” of this document and shall be the Early Voting sites to be used in the Parker County GENERAL/SPECIAL ELECTION to be held on **MAY 2, 2026**. Any qualified voter of the Joint Election may vote early by personal appearance at any of the joint early voting locations.

As Early Voting Clerk, the Elections Administrator shall receive applications for early voting ballots to be voted by mail in accordance with Chapters 31 and 86 of the Texas Election Code. Any requests for early voting ballots to be voted by mail received by the participating authorities shall be forwarded immediately by fax or courier to the Elections Administrator for processing.

The Elections Administrator shall provide each participating authority a copy of the early voting report on a daily basis and a cumulative final early voting report following the election. In accordance with Section 87.121 (g) of the Texas Election Code, the daily reports showing the previous day’s early voting activity will be distributed to each authority no later than 5pm each business day if requested in writing.

VII: EARLY VOTING BALLOT BOARD

Parker County shall appoint an Early Voting Ballot Board (EVBB) to process early voting results from the Joint Election. The Presiding Judge, with the assistance of the Elections Administrator, shall appoint two or more additional members to constitute the EVBB. The Elections Administrator shall determine the number of EVBB members required to efficiently process the early voting ballots.

VIII: CENTRAL COUNTING STATION AND ELECTION RETURNS

The Elections Administrator shall be responsible for establishing and operating the central counting station to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code and of this agreement.



Parker County hereby in accordance with Sections 127.002, 127.003 and 127.005 of the Texas Election Code, appoint the following central counting station officials:

<b>Early Voting Clerk:</b>	<b>Jenise “Crickett” Miller</b>
<b>Central Counting Station Manager/Tabulation:</b>	<b>Stacey Bryan</b>
<b>Assistant Tabulation Supervisor:</b>	<b>Amy Gregory</b>
<b>Central Count Assistants:</b>	<b>Lori Williams</b>
	<b>Angie Hudson</b>

The counting station manager or his/her representative shall deliver timely cumulative reports of the election results as precincts report to the central count station. The manager shall be responsible for releasing unofficial cumulative totals and precinct returns from the election to the joint participants, candidates, press, and general public on the Parker County Elections Website ([www.parkercountytexas.com/482/Election-Results](http://www.parkercountytexas.com/482/Election-Results)). To ensure the accuracy of reported election returns, results printed on the tapes produced by Parker County’s voting equipment will not be released to the participating authorities at the remote collection sites or by phone from individual polling locations.

The Elections Administrator will prepare OFFICIAL canvass reports that are necessary for the compliance with Texas Election Code Section 67.004 after all precincts have been counted and will deliver a copy of these OFFICIAL canvass reports to each participating authority as soon as possible after all returns have been tabulated. Each participating authority shall be responsible for the official canvass of its respective election(s).

The Elections Administrator will prepare the electronic precinct by precinct results for uploading to the Secretary of State as required by section 67.017 of the Texas Election Code.

The Elections Administrator shall be responsible for conducting the Post-Election Hand Count Audit (formerly known as the Partial Manual Count – changed by Senate Bill 827, effective Sept. 1, 2025) required by Section 127.201 of the Texas Election Code.

IX: PARTICIPATING AUTHORITIES WITH TERRITORY OUTSIDE PARKER COUNTY

Each participating authority must contract with every county their territory falls within according to the Texas Election Code.

X: RUN-OFF ELECTIONS

Each participating authority shall have the option of extending the terms of this agreement through its run-off election, if applicable. In the event of such run-off election, the terms of the agreement shall automatically extend unless the participating authority notifies the Elections administrator in writing within 3 business days of the original election.

Each participating authority shall reserve the right to reduce the number of early voting and /or Election Day polling locations in a run-off election. If necessary, any voting changes (polling locations) made by a participating authority between the original election and the run-off election shall be submitted by the authority making the change to the United States Department of Justice for the preclearance required by the Federal Voting Rights Act of 1965, as amended.



Each participating authority agrees to order any run-off election(s) at or before its meeting for canvassing the votes from the **MAY 2, 2026**, election and to conduct its drawing for ballot positions at or immediately following such meeting in order to expedite preparations for its run-off election. Runoff date will be **TBD**, if runoff is needed.

Each participating authority eligible to hold run-off elections agrees that the date of the run-off election, if necessary, shall be determined jointly by the participating authority(ies) and the Elections Administrator.

XI: ELECTION EXPENSE AND ALLOCATION OF COSTS

The participating authorities agree to share the costs of administering the Joint Election. Allocation of costs will be estimated and where multiple participants are utilizing polling location, costs will be shared. Costs for Early Voting by Personal Appearance, Early Voting by Mail, and ballot programming shall be allocated based upon the fees agreed to by the participating authorities.

Costs for Early Voting by Mail shall be allocated according to the actual number of ballots mailed to each participating authority's voters.

Each participating authority agrees to pay the Parker County Elections Administrator an administrative fee equal to ten percent (10%) of its total billable costs in accordance with Section 31.100(d) of the Texas Election Code.

The Parker County Elections Administrator shall deposit all funds payable under this contract into the appropriate fund(s) within the county treasurer in accordance with Election Code Section 31.100.

XII: WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

Any participating authority may withdraw from this agreement and the Joint Election should it cancel its election in accordance with Sections 2.051-2.053 of the Texas Election Code. The withdrawing authority is fully liable for any expenses incurred by the Parker County Elections Administrator on behalf of the authority plus an administrative fee of ten percent (10%) of such expenses. The minimum fee shall be \$75.00. Any monies over the \$75.00 minimum fee will be due within thirty days of the withdrawal from the contract.

XII: RECORDS OF THE ELECTION

The Elections Administrator is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code.

Access to the election records shall be available to each participating authority as well as to the public in accordance with applicable provisions of the Texas Election Code and the Texas Public Information Act. The election records shall be stored at the offices of the Elections Administrator or at an alternate facility used for storage of county records. The Elections Administrator shall ensure that the records are maintained in an orderly manner so that the records are clearly identifiable and retrievable.

Records of the election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the election are involved in any pending election contest, investigation, litigation, or open records request, the Elections Administrator shall maintain the records until final resolution or until final judgement, whichever



is applicable. It is the responsibility of each participating authority to bring to the attention of the Elections Administrator any notice of pending election contest, investigation, litigation, or open records request which may be filed with the authority.

XIV: RECOUNTS

A recount may be obtained as provided by Title 13 of the Texas Election Code. By signing this document, the presiding officer of the contracting participating authority agrees that any recount shall take place at the offices of the Elections Administrator, and that the Elections Administrator shall serve as Recount Supervisor, and the participating authority’s official or employee who performs the duties of the secretary under the Texas Election Code shall serve as Recount Coordinator.

The Elections Administrator agrees to provide advisory services to each participating authority as necessary to conduct a proper recount.

XV: MISCELLANEOUS PROVISIONS

1. Each participating entity shall be solely responsible for providing the Elections Administrator with a street index along with the ranges for their entity’s district for the **MAY 2, 2026**, election by **FEBRUARY 19, 2026**.
2. It is understood that to the extent space is available, other districts and political subdivisions may wish to participate in the use of the county’s election equipment and polling locations, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes, and that in such event there may be an adjustment of the pro-rata share to be paid to the County by the participating authorities.
3. The Elections Administrator shall file copies of this document within the Parker County Elections Administrator Office, Parker County Auditor, and the Parker County Treasurer in accordance with Section 31.099 of the Texas Election Code.
4. Nothing in this contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this contract or a violation of the Texas Election Code.
5. This agreement shall be constructed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Parker County, Texas.
6. In the event that one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this agreement shall be constructed as if such invalid, illegal, or unforce able provision had never been contained herein.
7. All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and other entities with local jurisdiction.
8. The waiver by any party of a breach of any provision of this agreement shall not operate as or be construed as a waiver of any subsequent breach.
9. Any amendments of this agreement shall be of no effect unless in writing and signed by all parties hereto.



**XVI: COSTS ESTIMATES AND DEPOSIT OF FUNDS**

Each participating authority agrees to pay the Parker County Elections Administrator 75% due with the signed contract. The exact amount of each participating authority's obligation under the terms of this agreement shall be calculated after the **MAY 2, 2026**, election (or run-off election, if applicable), and the authority shall pay to the Elections Administrator the balance due within 30 days after receipt of the invoice from the Parker County Treasurer's Office.

The total estimated obligation and required deposit for each participating authority under the terms of this agreement are attached Exhibit B. Deposit is due by **FEBRUARY 27, 2026.**

**XVII: JOINT CONTRACT ACCEPTANCE AND APPROVAL**

IN TESTIMONY HEREOF, this Agreement has been executed on behalf of the Parties hereto as follows, to wit:

1. It has on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ been executed on behalf of the PARTICIPATING AUTHORITY, TEXAS PURSUANT TO AN ACTION OF THE PARTICIPATING AUTHORITY so authorizing;

ACCEPTED AND AGREED TO BY THE PARTICIPATING AUTHORITY

\_\_\_\_\_  
**ALEDO INDEPENDENT SCHOOL DISTRICT**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**AZLE INDEPENDENT SCHOOL DISTRICT**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**BROCK INDEPENDENT SCHOOL DISTRICT**  
**TITLE:** \_\_\_\_\_



\_\_\_\_\_  
**GARNER INDEPENDENT SCHOOL DISTRICT**  
TITLE: \_\_\_\_\_

\_\_\_\_\_  
**GRANBURY INDEPENDENT SCHOOL DISTRICT**  
TITLE: \_\_\_\_\_

\_\_\_\_\_  
**LIPAN INDEPENDENT SCHOOL DISTRICT**  
TITLE: \_\_\_\_\_

\_\_\_\_\_  
**MILLSAP INDEPENDENT SCHOOL DISTRICT**  
TITLE: \_\_\_\_\_

\_\_\_\_\_  
**MINERAL WELLS INDEPENDENT SCHOOL DISTRICT**  
TITLE: \_\_\_\_\_

\_\_\_\_\_  
**PEASTER INDEPENDENT SCHOOL DISTRICT**  
TITLE: \_\_\_\_\_

\_\_\_\_\_  
**POOLVILLE INDEPENDENT SCHOOL DISTRICT**  
TITLE: \_\_\_\_\_



**PERRIN-WHITT C INDEPENDENT SCHOOL DISTRICT**  
TITLE: \_\_\_\_\_

**SPRINGTOWN INDEPENDENT SCHOOL DISTRICT**  
TITLE: \_\_\_\_\_

**WEATHERFORD INDEPENDENT SCHOOL DISTRICT**  
TITLE: \_\_\_\_\_

**CITY OF ALEDO**  
TITLE: \_\_\_\_\_

**TOWN OF ANNETTA**  
TITLE: \_\_\_\_\_

**TOWN OF ANNETTA NORTH**  
TITLE: \_\_\_\_\_



\_\_\_\_\_  
**TOWN OF ANNETTA SOUTH**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**CITY OF AZLE**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**TOWN OF BROCK**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**CITY OF COOL**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**CITY OF CRESSON**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**TOWN OF DENNIS**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**CITY OF FORT WORTH**  
**TITLE:** \_\_\_\_\_



\_\_\_\_\_  
**CITY OF HUDSON OAKS**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**CITY OF MILLSAP**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**CITY OF MINERAL WELLS**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**TOWN OF PEASTER**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**CITY OF SANCTUARY**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**CITY OF RENO**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**CITY OF SPRINGTOWN**  
**TITLE:** \_\_\_\_\_



\_\_\_\_\_  
**CITY OF WEATHERFORD**

**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**CITY OF WILLOW PARK**

**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**ESD NO. 1**

**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**ESD NO. 3**

**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**ESD NO. 6**

**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**ESD NO. 7**

**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**ESD NO. 8**



**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**ESD NO. 9**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**WEATHERFORD COLLEGE**  
**TITLE:** \_\_\_\_\_

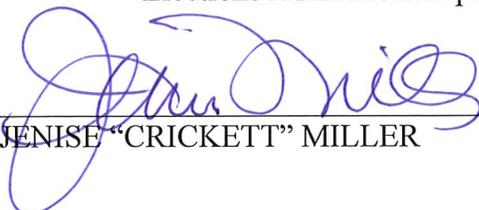
\_\_\_\_\_  
**WALNUT CREEK SPECIAL UTILITY DISTRICT**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**SANTO SPECIAL UTILITY DISTRICT**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**PARKER COUNTY HOSPITAL DISTRICT**  
**TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**CRESSON CROSSROADS MUD #2**  
**TITLE:** \_\_\_\_\_

- 2. It has on the 18<sup>th</sup> day of **December 2025** been executed by the Parker County Elections Administrator pursuant to the Texas Elections code so authorizing;

  
\_\_\_\_\_  
JENISE "CRICKETT" MILLER



PARKER COUNTY ELECTIONS ADMINISTRATOR

3. It has on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ been executed on behalf of the Parker County Attorney pursuant to the Texas Elections code so authorizing.

\_\_\_\_\_  
JOHN FORREST, COUNTY ATTORNEY  
PARKER COUNTY, TEXAS



**EXHIBIT A: ELECTION DATE AND TIMES**

**EARLY VOTING**

Main Voting Site (Sitio de votacion principal)

**Election Building**  
801 Santa Fe Dr  
Weatherford, 76086

Branch Voting Sites

**Springtown Senior Center**  
Community Room  
1070 N Main St  
Springtown, 76082

**Peaster ISD Rock Gym**  
Back Room of Gym  
8512 FM RD 920  
Peaster, 76088

**Aledo ISD Admin Building**  
Louden Room  
1008 Bailey Ranch Rd  
Aledo, 76008

**Hudson Oaks Public Safety Building**  
Training Room  
150 N Oakridge Dr  
Hudson Oaks, 76087

**Azle City Hall**  
Community Room  
505 W Main St  
Azle, 76020

**Olive Branch Masonic Lodge #792**  
201 Grindstone Rd  
Brock, 76087

Regular Early Voting Hours and Days (Horas y dias regulares de votacion anticipada)

Monday, April 20, 2026 ( <i>Lunes 20 de abril de 2026</i> )	8:00AM-5:00PM
Tuesday, April 21, 2026 ( <i>Martes 21 de abril de 2026</i> )	7:00AM-7:00PM
Wednesday, April 22, 2026 ( <i>Miercols 22 de abril de 2026</i> )	8:00AM-5:00PM
Thursday, April 23, 2026 ( <i>Jueves 23 de abril e de 2026</i> )	8:00AM-5:00PM
Friday, April 24, 2026 ( <i>Viernes 24 de abril de 2026</i> )	8:00AM-5:00PM
Monday, April 27, 2026 ( <i>Lunes 27 de abril de 2026</i> )	7:00AM-7:00PM
Tuesday, April 28, 2026 ( <i>Martes 28 de abril de 2026</i> )	8:00AM-5:00PM

**ELECTION DAY SITES MAY 2, 2026, 7:00AM-7:00PM**

<b>Azle City Hall</b>	505 W Main St, Azle 76020	Community Room
<b>Springtown Senior Center</b>	1070 N Main St, Springtown 76082	Community Room
<b>Peaster ISD Rock Gym</b>	8512 FM RD 920, Peaster 76088	Back Room of Gym
<b>Olive Branch Masonic Lodge #792</b>	201 Grindstone Rd, Brock 76087	
<b>Hudson Oaks Public Safety Bldg.</b>	150 Oakridge Dr, Hudson Oaks 76087	Training Room
<b>Aledo ISD Admin Building</b>	1008 Bailey Ranch Rd, Aledo 76008	Louden Room
<b>Parker County Election Bldg.</b>	801 Santa Fe Dr, Weatherford 76086	

Applications for Ballot by Mail may be obtained by calling **(817) 598-6185**

Applications for ballots by mail must be received by the Early Voting Clerk

**NO later than** the close of business day on Tuesday, April 21, 2026

Applications for ballot by mail shall be mailed to:

*(Las solicitudes de boletas por correo deben ser recibidas por el Secretario de Voatcion Anticipada*

*No mas tarde que el cierre del dia habil el Martes 21 de Abril de 2026*

*Las solicitudes de bolete electoral por correo se enviaran por correo a:)*

Early Voting Clerk, PO Box 639, Weatherford, 76086

Email: [s.bryan@parkercountytexas.com](mailto:s.bryan@parkercountytexas.com)

Fax: (817) 598-6183



**EXHIBIT B: COST ESTIMATE FOR ELECTION**

**May 2, 2026, ELECTION**

	ESTIMATE
PROGRAMMING	\$1,500.00
SHIPPING	\$15.00
TEST BALLOTS	\$15.00
COPIES FOR BOND TO POLL SITES	
EARLY VOTING SUPPLIES	\$20.00
ELECTION DAY SUPPLIES	\$20.00
ELECTION WORKER PAYROLL	\$900.00
EARLY VOTING BY MAIL (based upon how many voters request ballot by mail)	\$5.00
EARLY VOTING BY MAIL (Office Payroll Help)	\$0.00
BALLOT PAPER (based on how many voters vote)	\$50.00
MILEAGE DURING EARLY VOTING AND ELECTION DAY	\$0.00
PREPARATION AND DISTRIBUTION OF EARLY VOTING SUPPLIES	\$25.00
PREPARATION AND DISTRIBUTION OF ELECTION DAY SUPPLIES	\$50.00
VERIZON MIF (TOTAL DIVIDED BY # ENTITIES INVOLVED (\$1367.64))	\$120.00
LAT NOTICE - No longer required	\$0
NOTICE OF ELECTION NEWSPAPERS	\$80.00
TOTAL	\$2,800.00
10% ADMINISTRATIVE	\$280.00
EQUIPMENT RENTAL - \$1,000 per entity flat fee	\$1,000.00
TOTAL DUE	\$4,080.00
<b>DOWN PAYMENT (75% of Total Due)</b>	<b>\$3,060.00</b>

**Note: The election worker payroll will vary depending on number of workers used for the election, and the cost is based off the percentage of registered voters are in each entity. Entities with a larger registered voter count will receive a higher amount to pay for the election workers, than an entity with a smaller number of voters**



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> December 9, 2025	<b>Department:</b> Public Works	<b>Presented By:</b> Michelle Guelker
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**AGENDA ITEM**

Discussion/Action:

A REVISED AND UPDATED ORDINANCE OF THE CITY COUNCIL, ADOPTING A DROUGHT CONTIGENCY PLAN AND WATER CONSERVATION PLAN FOR THE CITY OF WILLOW PARK AND PROVIDING FOR DECLARATIONS OF POLICY EDUCATION; COORDINATION WITH REGIONAL PLANNING GROUPS; AUTHORIZATION; APPLICATIONS; DEFINITIONS; TRIGGERING CRITERIA FOR INITIATION AND TERMINATION OF DROUGHT RESPONSE STAGES; ENFORCEMENT; VARIANCES; SEVERABILITY'S PUBLICATION; AND AN EFFECTIVE DATE.

**BACKGROUND:**

The City is required to maintain an updated Water Conservation Plan to ensure efficient use of water resources, support long-term supply sustainability, and comply with state and regional planning requirements. The plan outlines current water usage conditions, identifies opportunities for reduction, and establishes measurable goals.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

**To approve the ordinance and plan as provided.**

**EXHIBITS:**

- Ordinance
- Conservation Plan

<b>ADDITIONAL INFO:</b>	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	
	<b>Source of Funding</b>	

# Water Conservation City of Willow Park 2025

*Prepared By:*

**JACOB | MARTIN**

3465 Curry Lane / Abilene, TX / 79606

[jacobmartin.com](http://jacobmartin.com)

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- Section 1.2* Utility Profile
- Section 1.3* Water Conservation Goals
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- Section 1.5* Tracking Targets and Goals
- Section 1.6* Metering Devices
- Section 1.7* Water Use/ Water Loss
- Section 1.8* Continuing Public Education Information
- Section 1.9* Non-Promotional Water Rate Structure
- Section 1.10* Enforcement Procedure & Plan Adoption
- Section 1.11* Coordination with Region O Planning Group
- Section 1.12* Plan Review and Update

## ATTACHMENTS

- Attachment 1* Ordinance Adopting Water Conservation Plan
- Attachment 2* Public Water Supply Utility Profile, Water Loss Audit, Goal Table
- Attachment 3* Letter to Regional Water Planning Group

**WATER CONSERVATION PLAN**

**1.1 General**

This Conservation Plan has been developed to meet the requirements of 30 TAC §288.2 for the City of Willow Park which is a retail public water supplier of treated water to residents located in Parker County.

**1.2 Utility Profile**

See Attachment #2- Texas Water Development Board (TWDB) Utility Profile (Form --TWDB-1965)

The City of Willow Park currently provides water for a retail population of approximately 6,630. The municipal use public water supply utility profile for Willow Park is included in Attachment #2.

The City's treated water is stored in three elevated storage tanks, 625,000 gallons, and eleven ground storage tanks, 1,308,000 gallons. The City of Willow Park serves approximately 2,361 service connections.

**1.3 Water Conservation Goals**

Five year (2025-2030) per capita water usage figures are shown in the table below for residential usage and overall usage. Five and ten-year reductions are also shown for both types. These 5- and 10-year goals are in line with the overall water conservation goals outlined by both the State of Texas and the Region C Planning Group.

	<b>5-yr. avg</b>	<b>5-year (2030) goal</b>	<b>10-year {2035}goal</b>
Residential (gpcd)	81	78	75
Total (gpcd)	137	134	131
Water Loss (gpcd)	22	19	17

**1.4 Schedule for Implementing Plan to Achieve Targets and Goals**

The City will adhere to the following schedule, to achieve the targets and goals for water conservation:

1. Production meters on wells shall be tested annually
2. The City meter replacement program includes monitoring of the accuracy of existing meters annually and replacing meters as needed
3. Water audits shall be conducted annually:
  - Real water losses shall be identified and corrected

- Real water losses shall be minimized by replacement of deteriorating water mains and appurtenances by the City staff on an on-going basis
4. The City will make available for viewing at City Hall water conservation materials developed by the staff, materials obtained from the Texas Water Development Board, Texas Commission on Environmental Quality or other sources.

### **1.5 Tracking Targets and Goals**

The City's Designed Conservation Coordinator, the Public Works Director or his or her representative, shall track targets and goals by utilizing the following procedures:

- Logs shall be maintained for meter calibration, meter testing, and meter replacement programs
- Annual water audits shall be documented and kept in the Utility Department files
- Rates shall be tracked by means of ordinances adopted

### **1.6 Metering Devices**

All metering devices used by the City to meter water are accurate to within plus or minus 5%. The City repairs or replaces meters, which appear to have high or low water usage. Incorporated into the Water Conservation Plan, the City has set up the following meter testing schedule:

- Master Meters - calibrated once a year
- All distribution meters - monitored and tested when unusual flows are observed

The City has a computer billing system, which handles all the billing. The system compares meter readings monthly and notes dramatic changes.

### **1.7 Water Use/ Water Loss**

The City utilizes a record management program which includes water purchased, water sold, water loss and daily average water usage. In addition, the City separates water users and sales into categories of residential, commercial and industrial on the Excel Spread sheet that tracks monthly gallons of water for each category. The detailed record management can be found on both the City's Excel Spread sheet and Billing Software. The City's Designed Conservation Coordinator, the Public Works Director or his or her representative, visually inspects distribution lines for leaks on a daily basis and repairs reported and visually detected leaks in a timely manner.

### **1.8 Continuing Public Education Information**

At their main office, the City has posted information. As well as provided pre-printed brochures, etc. pertaining to water conservation, which water customers can view and pickup at their convenience. The City also holds monthly council meetings that are open to the public, where questions and comments can be discussed with the City's Designed Conservation Coordinator, the Public Works Director or his or her representative, pertaining to water conservation. The City periodically sends mail outs to its customers. The mail outs include information and educational tips pertaining to water conservation.

**1.9 Non-Promotional Water Rate Structure**

The City has adopted a non-promotional water rate structure as outlined below. With a water rate structure which includes a per thousand gallon charge, the City shifts the cost of supplying water to those customers who use water the most. The rates contained in this plan are subject to change as deemed appropriate and necessary by City Council.

Volumetric Charge	Residential	Residential Sr.	Res. Outside (ETJ)
0-9,000 gal	\$3.97	\$2.92	\$5.96
9,000-20,000 gal	\$4.97	\$4.97	\$7.46
20,001- 40,000 gal	\$6.20	\$6.20	\$9.30
40,000 + gal	\$7.75	\$7.75	\$11.63

Volumetric Charge	Commercial	Irrigation
0-25,000 gal	\$3.97	\$4.97
25,001-50,000 gal	\$4.97	\$6.20
50,001 + gal	\$6.20	\$7.75

**1.10 Enforcement Procedure & Plan Adoption**

This water conservation plan has been adopted by the City on and a copy of the Ordinance adopting the Plan is included in Attachment #1. The adopted Plan will be enforced by the City by providing water service only to customers complying with the Plan and discontinuing service to customers who do not pay their water bills or refuse to comply with the Plan.

**1.11 Coordination with Region C Planning Group**

The service area of the City of Willow Park is located within the Region C water planning area and the City has provided a copy of this water conservation plan to Region C Planning Group. A copy of the cover letter is provided in Attachment #3.

**1.12 Plan Review and Update**

The City will review and update this water conservation plan, as needed, based on new or updated information, such as adoption or revision of the regional water plan. The water conservation plan will be updated again before July 4, 2030 and every five (5) years thereafter.

# Attachment 1: Ordinance Adopting Water Conservation Plan

**ORDINANCE ADOPTION OF A  
PUBLIC WATER SUPPLIERS  
WATER CONSERVATION PLAN**

**ORDINANCE NO. \_\_\_\_\_**

**A REVISED AND UPDATED ORDINANCE OF THE CITY COUNCIL, ADOPTING A  
WATER CONSERVATION PLAN FOR THE CITY OF WILLOW PARK AND  
PROVIDING FOR DECLARATIONS OF POLICY EDUCATION; COORDINATION  
WITH REGIONAL PLANNING GROUPS; AUTHORIZATION; APPLICATIONS;  
DEFINITIONS; TRIGGERING CRITERIA FOR INITIATION AND TERMINATION  
OF DROUGHT RESPONSE STAGES; ENFORCEMENT; VARIANCES;  
SEVERABILITY'S PUBLICATION; AND AN EFFECTIVE DATE.**

WHEREAS, the City Council recognizes that the amount of water available to the City of WILLOW PARK and to its water customers is limited and subject to depletion during periods of extended drought;

WHEREAS, the City of WILLOW PARK recognizes that natural limitations due to drought conditions and other acts of God cannot guarantee an uninterrupted water supply for all purposes;

WHEREAS, as authorized under law, and in the best interest of customers of the City of WILLOW PARK, the City Council deems it expedient and necessary to establish certain rules and policies for the orderly and efficient management of limited water supplies during drought and other water supply emergencies;

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

SECTION 1. That the Water Conservation Plan attached hereto are hereby adopted as the official policy of the City of WILLOW PARK.

SECTION 2. That the City Secretary is hereby directed to implement, administer, and enforce the Water Conservation Plan.

SECTION 3. That this ordinance shall take effect \_\_\_\_\_ after publication per chapter 52.01 of the Local Government Code.

DULY PASSED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, ON

---

**APPROVED:**

\_\_\_\_\_  
**MAYOR**

**ATTESTED TO:**

\_\_\_\_\_  
**CITY SECRETARY**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**City Attorney**

# Attachment 2: Public Water Supply Utility Profile, Water Loss Audit, Goal Table



## UTILITY PROFILE FOR RETAIL WATER SUPPLIER

### CONTACT INFORMATION

Name of Utility: CITY OF WILLOW PARK

Public Water Supply Identification Number (PWS ID): TX1840027

Certificate of Convenience and Necessity (CCN) Number: 11814

Surface Water Right ID Number: \_\_\_\_\_

Wastewater ID Number: 20773

Contact: First Name: Christine Last Name: Guelker  
 Title: Public Works Director

Address: 120 El Chico, Suite A City: WILLOW PARK State: TX

Zip Code: 76087 Zip+4: 0 Email: mguelker@willowpark.org

Telephone Number: 8174417708 Date: 4/24/2024

Is this person the designated Conservation Coordinator?  Yes  No

Regional Water Planning Group: C

Groundwater Conservation District: \_\_\_\_\_

Our records indicate that you:

- Received financial assistance of \$500,000 or more from TWDB
- Have 3,300 or more retail connections
- Have a surface water right with TCEQ

#### A. Population and Service Area Data

1. Current service area size in square miles: \_\_\_\_\_

Attached file(s):

File Name	File Description
WP_WATER_GRID_200 (002).pdf	Water Map



### UTILITY PROFILE FOR RETAIL WATER SUPPLIER

2. Historical service area population for the previous five years, starting with the most current year.

Year	Historical Population Served By Retail Water Service	Historical Population Served By Wholesale Water Service	Historical Population Served By Wastewater Water Service
2023	5,670	0	1,012
2022	5,585	0	952
2021	7,500	0	870
2020	7,500	0	810
2019	5,500	0	810

3. Projected service area population for the following decades.

Year	Projected Population Served By Retail Water Service	Projected Population Served By Wholesale Water Service	Projected Population Served By Wastewater Water Service
2030	8,080	0	2,990
2040	9,714	0	3,886
2050	11,560	0	5,202
2060	13,501	0	6,251
2070	15,638	0	8,601

4. Described source(s)/method(s) for estimating current and projected populations.

TWDB Adopted Projected Population.



## UTILITY PROFILE FOR RETAIL WATER SUPPLIER

### B. System Input

System input data for the previous five years.  
 Total System Input = Self-supplied + Imported – Exported

Year	Water Produced in Gallons	Purchased/Imported Water in Gallons	Exported Water in Gallons	Total System Input	Total GPCD
2023	231,643,630	125,159,073	0	356,802,703	172
2022	239,076,717	97,853,750	0	336,930,467	165
2021	268,112,159	32,087,783	0	300,199,942	110
2020	279,739,452	794,179	0	280,533,631	102
2019	268,768,552	0	0	268,768,552	134
<b>Historic Average</b>	257,468,102	51,178,957	0	308,647,059	137

### C. Water Supply System

1. Designed daily capacity of system in gallons	5,000,000
2. Storage Capacity	
2a. Elevated storage in gallons:	625,000
2b. Ground storage in gallons:	1,308,000



## UTILITY PROFILE FOR RETAIL WATER SUPPLIER

### D. Projected Demands

1. The estimated water supply requirements for the next ten years using population trends, historical water use, economic growth, etc.

Year	Population	Water Demand (gallons)
2025	6,160	770,000
2026	6,460	807,500
2027	6,817	852,125
2028	7,203	900,375
2029	7,610	951,250
2030	8,080	1,010,000
2031	8,280	1,035,000
2032	8,530	1,066,250
2033	8,790	1,098,750
2034	9,060	1,132,500

2. Description of source data and how projected water demands were determined.

TWDB Projections interpolation to year.

### E. High Volume Customers

1. The annual water use for the five highest volume **RETAIL** customers.

Customer	Water Use Category	Annual Water Use	Treated or Raw
WHATABURGER	Agricultural	10,594,600	Treated
GATES AT MEADOW PLACE	Residential	7,989,470	Treated
OLYMPUS	Residential	6,610,590	Treated
CANVAS	Residential	6,306,530	Treated
CANVAS	Agricultural	4,530,560	Treated

2. The annual water use for the five highest volume **WHOLESALE** customers.

Customer	Water Use Category	Annual Water Use	Treated or Raw
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## UTILITY PROFILE FOR RETAIL WATER SUPPLIER

### F. Utility Data Comment Section

Additional comments about utility data.

Attached file(s):

File Name	File Description
Consumption Summary Report.xlsx	

### Section II: System Data

#### A. Retail Water Supplier Connections

1. List of active retail connections by major water use category.

Water Use Category Type	Total Retail Connections (Active + Inactive)	Percent of Total Connections
Residential - Single Family	2,065	81.78 %
Residential - Multi-Family	261	10.34 %
Industrial	0	0.00 %
Commercial	108	4.28 %
Institutional	29	1.15 %
Agricultural	62	2.46 %
<b>Total</b>	2,525	100.00 %

2. Net number of new retail connections by water use category for the previous five years.

Net Number of New Retail Connections							
Year	Residential - Single Family	Residential - Multi-Family	Industrial	Commercial	Institutional	Agricultural	Total
<b>2023</b>	2,065	7		108	29	62	2,271
<b>2022</b>	2,042	6		152	28	10	2,238
<b>2021</b>	1,974			164		11	2,149
<b>2020</b>	1,913			140		8	2,061
<b>2019</b>	1,893			128	16		2,037



## UTILITY PROFILE FOR RETAIL WATER SUPPLIER

### B. Accounting Data

The previous five years' gallons of RETAIL water provided in each major water use category.

Year	Residential - Single Family	Residential - Multi-Family	Industrial	Commercial	Institutional	Agricultural	Total
2023	203,019,496	26,655,439	0	31,409,865	12,193,782	51,434,716	324,713,298
2022	208,546,534	15,278,630	0	31,584,535	13,432,251	37,905,333	306,747,283
2021	101,105,382	62,893,851	0	54,442,378	11,572,599	10,217,445	240,231,655
2020	132,684,157	9,365,493	0	39,793,858	14,834,249	8,025,495	204,703,252
2019	142,854,614	0	0	45,502,193	5,646,595	0	194,003,402

### C. Residential Water Use

The previous five years residential GPCD for single family and multi-family units.

Year	Total Residential GPCD
2023	113
2022	110
2021	60
2020	52
2019	71
Historic Average	81



## UTILITY PROFILE FOR RETAIL WATER SUPPLIER

### D. Annual and Seasonal Water Use

1. The previous five years' gallons of treated water provided to RETAIL customers.

Month	Total Gallons of Treated Water				
	2023	2022	2021	2020	2019
January	21,794,411	18,995,334	17,831,000	16,808,349	16,250,909
February	21,317,082	19,406,105	17,610,932	16,922,354	14,984,635
March	19,519,592	17,251,240	19,674,984	18,141,469	17,625,051
April	27,101,062	25,833,731	22,997,059	20,281,748	19,397,939
May	32,640,953	31,615,561	19,733,277	23,614,477	19,278,879
June	33,192,231	36,389,767	20,081,448	29,874,493	21,546,168
July	45,120,953	42,924,365	32,672,771	34,703,964	29,504,534
August	51,007,972	42,559,117	42,152,953	34,414,585	33,393,867
September	42,621,695	30,444,463	32,750,055	23,076,823	31,058,448
October	24,524,093	24,063,999	24,022,473	23,763,947	23,256,333
November	20,328,015	24,311,044	221,961,182	20,071,307	18,893,835
December	15,545,107	23,135,741	19,508,938	18,065,936	18,202,583
<b>Total</b>	354,713,166	336,930,467	490,997,072	279,739,452	263,393,181



## UTILITY PROFILE FOR RETAIL WATER SUPPLIER

2. The previous five years' gallons of raw water provided to RETAIL customers.

Month	Total Gallons of Raw Water				
	2023	2022	2021	2020	2019
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
<b>Total</b>					

3. Summary of seasonal and annual water use.

	Summer RETAIL (Treated + Raw)	Total RETAIL (Treated + Raw)
<b>2023</b>	129,321,156	354,713,166
<b>2022</b>	121,873,249	336,930,467
<b>2021</b>	94,907,172	490,997,072
<b>2020</b>	98,993,042	279,739,452
<b>2019</b>	84,444,569	263,393,181
<b>Average in Gallons</b>	105,907,837.60	345,154,667.60



## UTILITY PROFILE FOR RETAIL WATER SUPPLIER

### E. Water Loss

Water Loss data for the previous five years.

Year	Total Water Loss in Gallons	Water Loss in GPCD	Water Loss as a Percentage
2023	31,277,622	15	8.19 %
2022	23,033,875	11	6.66 %
2021	56,074,808	20	18.18 %
2020	70,893,714	26	25.49 %
2019	71,405,543	36	26.86 %
<b>Average</b>	50,537,112	22	17.08 %

### F. Peak Day Use

Average Daily Water Use and Peak Day Water Use for the previous five years.

Year	Average Daily Use (gal)	Peak Day Use (gal)	Ratio (peak/avg)
2023	971,816	1405664	1.4464
2022	923,097	1324709	1.4351
2021	1,345,197	1031599	0.7669
2020	766,409	1076011	1.4040
2019	721,625	917875	1.2720

### G. Summary of Historic Water Use

Water Use Category	Historic Average	Percent of Connections	Percent of Water Use
<b>Residential - Single Family</b>	157,642,036	81.78 %	62.04 %
<b>Residential - Multi-Family</b>	22,838,682	10.34 %	8.99 %
<b>Industrial</b>	0	0.00 %	0.00 %
<b>Commercial</b>	40,546,565	4.28 %	15.96 %
<b>Institutional</b>	11,535,895	1.15 %	4.54 %
<b>Agricultural</b>	21,516,597	2.46 %	8.47 %



## UTILITY PROFILE FOR RETAIL WATER SUPPLIER

### H. System Data Comment Section

I don't have any data for 2019 that is reliable. I came to the City in July of 2020, but any data prior to that point was incomplete. TWDB did assist by providing me with information from 2019 submissions.

### Section III: Wastewater System Data

#### A. Wastewater System Data

Attached file(s):

File Name	File Description
WP_MAP_SEWER SYSTEM_06-24-2019.pdf	

1. Design capacity of wastewater treatment plant(s) in gallons per day: 500,000

2. List of active wastewater connections by major water use category.

Water Use Category	Metered	Unmetered	Total Connections	Percent of Total Connections
<b>Municipal</b>	1,001		1,001	89.94 %
<b>Industrial</b>	5		5	0.45 %
<b>Commercial</b>	0		0	0.00 %
<b>Institutional</b>	100		100	8.98 %
<b>Agricultural</b>	7		7	0.63 %
<b>Total</b>	1,113		1,113	100.00 %

3. Percentage of water serviced by the wastewater system: 0.33 %



### UTILITY PROFILE FOR RETAIL WATER SUPPLIER

4. Number of gallons of wastewater that was treated by the utility for the previous five years.

Month	Total Gallons of Treated Water				
	2023	2022	2021	2020	2019
January	8,527,005	7,135,184	7,765,353	8,653,830	9,501,976
February	9,709,570	6,960,083	7,411,200	9,113,816	6,708,863
March	10,140,840	7,243,460	8,509,841	13,726,237	8,028,702
April	8,344,618	6,161,275	8,384,669	8,071,981	9,632,743
May	9,449,086	8,035,216	14,499,752	8,811,623	13,788,082
June	8,046,239	12,195,981	12,195,981	8,231,189	9,250,222
July	8,048,881	7,498,161	8,459,768	7,083,115	6,410,167
August	7,720,837	8,235,984	8,523,196	6,389,134	6,319,310
September	7,600,889	7,469,256	7,677,467	7,444,120	5,954,088
October	9,901,816	7,801,478	7,749,780	6,423,306	6,806,242
November	9,365,589	7,219,759	7,219,759	6,368,985	7,150,224
December	9,770,458	7,422,503	7,422,503	6,703,369	6,996,458
<b>Total</b>	106,625,828	93,378,340	105,819,269	97,020,705	96,547,077

5. Could treated wastewater be substituted for potable water?

Yes
  No

**B. Reuse Data**

1. Data by type of recycling and reuse activities implemented during the current reporting period.

Type of Reuse	Total Annual Volume (in gallons)
On-site Irrigation	
Plant wash down	
Chlorination/de-chlorination	
Industrial	
Landscape irrigation (park,golf courses)	0
Agricultural	
Discharge to surface water	0
Evaporation Pond	0
Other	
<b>Total</b>	0



## UTILITY PROFILE FOR RETAIL WATER SUPPLIER

### C. Wastewater System Data Comment

Additional comments and files to support or explain wastewater system data listed below.

**TEXAS WATER DEVELOPMENT BOARD**  
P.O. BOX 13231, CAPITOL STATION  
AUSTIN, TX 78711-3231  
**2024 WATER AUDIT REPORT**

**A. Water Utility General Information**

1. Water Utility Name	<u>CITY OF WILLOW PARK</u>		
1a. Regional Water Planning Area	<u>C</u>		
1b. Address	<u>516 RANCH HOUSE RD</u>		
	<u>WILLOW PARK, TX 76087-7626</u>		
2. Contact Information			
2a. Name	<u>Christine Guelker</u>	Have you completed Water Loss Auditor Training?	
2b. Telephone Number	<u>(817) 441-7708</u>	<input checked="" type="radio"/> Yes	
2c. Email Address	<u>mguelker@willowpark.org</u>	<input type="radio"/> No	
3. Reporting Period			
3a. Start Date	<u>12/16/2023</u>		
3b. End Date	<u>12/15/2024</u>		
4. Source Water Utilization			
4a. Surface Water	<u>42.00</u>	%	
4b. Ground Water	<u>58.00</u>	%	
5. Population Served			
5a. Retail Population Served	<u>6,630</u>		Assessment Scale
5b. Wholesale Population Served	<u>0</u>		
6. Utility's Length of Main Lines	<u>57.00</u>	miles	<u>4.5</u>
7. Total Retail Metered Connections - Active and Inactive	<u>2,299</u>		
7b. Service Connections	<u>2,361</u>		<u>4</u>
8. Number of Wholesale Connections Served	<u>0</u>		
9. Service Connection Density	<u>41.42</u>	connections per mile	
10. Average Yearly System Operating Pressure	<u>72.64</u>	psi	<u>3.5</u>
11. Volume Units of Measure	<u>Gallons</u>		

**B. System Input Volume**

12. Volume of Water Intake	<u>201,711,527</u>	gallons	
13. Produced Water	<u>201,711,527</u>	gallons	<u>3.5</u>
13a. Production Meter Accuracy	<u>99.34</u>	%	<u>1.5</u>
13b. Corrected Input Volume	<u>203,051,668</u>	gallons	
14. Total Treated Purchased Water	<u>162,292,269</u>	gallons	<u>5</u>
14a. Treated Purchased Water Meter Accuracy	<u>101.00</u>	%	<u>4.5</u>

**TEXAS WATER DEVELOPMENT BOARD**  
P.O. BOX 13231, CAPITOL STATION  
AUSTIN, TX 78711-3231  
**2024 WATER AUDIT REPORT**

14b. Corrected Treated Purchased Water Volume	160,685,415	gallons	
15. Total Treated Wholesale Water Sales	0	gallons	N/A
15a. Treated Wholesale Water Meter Accuracy	0.00	%	N/A
15b. Corrected Treated Wholesale Water Sales Volume	0	gallons	
<b>16. Total System Input Volume</b> Line 13b + Line 14b - Line 15b	<b>363,737,083</b>	gallons	
<b>C. Authorized Consumption</b>			Assessment Scale
17. Billed Metered	315,035,244	gallons	4
18. Billed Unmetered	0	gallons	5
19. Unbilled Metered	0	gallons	5
20. Unbilled Unmetered	787,588	gallons	1.5
<b>21. Total Authorized Consumption</b>	<b>315,822,832</b>	gallons	
<b>D. Water Losses</b>			
<b>22. Water Losses</b> Line 16 - Line 21	<b>47,914,251</b>	gallons	
<b>E. Apparent Losses</b>			
23. Average Customer Meter Accuracy	98.00	%	2
24. Customer Meter Accuracy Loss	6,429,291	gallons	
25. Systematic Data Handling Discrepancy	787,588	gallons	4.5
26. Unauthorized Consumption	787,588	gallons	3.5
<b>27. Total Apparent Losses</b>	<b>8,004,467</b>	gallons	
<b>F. Real Losses</b>			
28. Reported Breaks and Leaks	7,081,500	gallons	2.5
29. Unreported Loss	32,828,284	gallons	1.5
<b>30. Total Real Losses</b> Line 28 + Line 29	<b>39,909,784</b>	gallons	
<b>31. Total Water Losses</b> Line 27 + Line 30	<b>47,914,251</b>	gallons	
32. Non-Revenue Water Line 31 + Line 19 + Line 20	48,701,839	gallons	
<b>G. Technical Performance Indicator for Apparent Loss</b>			
33. Apparent Losses Normalized Line 27 / Line 7b / 365	9.29	gallons lost per connection per day	

**TEXAS WATER DEVELOPMENT BOARD**  
P.O. BOX 13231, CAPITOL STATION  
AUSTIN, TX 78711-3231  
**2024 WATER AUDIT REPORT**

**H. Technical Performance Indicators for Real Loss**

34. Real Loss Volume Line 30	<u>39,909,784</u>	gallons
35. Unavoidable Annual Real Losses Volume (5.41 * Line 6 + (Line 7b * 0.15)) * 365 * Line 10	<u>0</u>	gallons
36. Infrastructure Leakage Index Line 34 / Line 35	<u>0.00</u>	I.L.I
37. Real Losses Normalized - Service Connections Line 34 / Line 7b / 365	<u>46.31</u>	gallons lost per connection per day
38. Real Losses Normalized - Main Lines Line 34 / Line 6 / 365	<u>0.00</u>	gallons lost per mile per day

**I. Financial Performance Indicators**

Assessment  
Scale

39. Total Apparent Losses Line 27	<u>8,004,467</u>	gallons
40. Retail Price of Water	<u>0.00635</u>	\$/gallons <u>4</u>
41. Cost of Apparent Losses Line 39 x Line 40	<u>\$50,828</u>	
42. Total Real Losses Line 30	<u>39,909,784</u>	gallons
43. Variable Production Cost of Water	<u>0.001800</u>	\$/gallons <u>4</u>
44. Cost of Real Losses Line 42 x Line 43	<u>\$71,838</u>	
45. Total Cost Impact of Apparent and Real Losses Line 41 + Line 44	<u>\$122,666</u>	
46. Total Assessment Score	<u>74</u>	

**J. System Losses and Gallons Per Capita per Day (GPCD)**

47. Total Water Loss per Connection per Day Line 22 / Line 7b / 365	<u>55.60</u>	gallons
	<u>150</u>	
48. GPCD Input Line 16 / Line 5a / 365	<u>20</u>	
49. GPCD Loss Line 31 / Line 5a / 365		

**K. Wholesale Factor Adjustments**

50. Percent of Treated Wholesale Water Traveling through General Distribution System	<u>100.00</u>	%
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**TEXAS WATER DEVELOPMENT BOARD**  
**P.O. BOX 13231, CAPITOL STATION**  
**AUSTIN, TX 78711-3231**  
**2024 WATER AUDIT REPORT**

51. Volume of Treated Wholesale Water Traveling through General Distribution System (Line 50/100) * Line 15b	0	gallons
52. Wholesale Factor Line 15b / (Line 13b + Line 14b)	0.00	
53. Adjusted Real Loss Volume ((1 - Line 52) x (Line 30 * Line 50 / 100)) + (Line 30 - (Line 30 * Line 50/100))	39,909,784	gallons
54. Adjusted Cost of Real Losses ((1 - Line 52) x (Line 44 * Line 50 / 100)) + (Line 44 - (Line 44 * Line 50/100))	\$71,838	
55. Adjusted Total Water Loss Volume ((1 - Line 52) x (Line 31 * Line 50 / 100)) + (Line 31 - (Line 31 * Line 50/100))	47,914,251	gallons
56. Adjusted Total Cost Impact of Apparent and Real Losses ((1 - Line 52) x (Line 45 * Line 50 / 100)) + (Line 45 - (Line 45 * Line 50/100))	\$122,666	
57. Adjusted Real Loss Per Connection ((1 - Line 52) x (Line 37 * Line 50 / 100)) + (Line 37 - (Line 37 * Line 50/100))	46.31	gallons lost per connection per day
58. Adjusted Real Loss Per Mile ((1 - Line 52) x (Line 38 * Line 50 / 100)) + (Line 38 - (Line 38 * Line 50/100))	0.00	gallons lost per mile per day
59. Adjusted Infrastructure Leakage Index ((1 - Line 52) x (Line 36 * Line 50 / 100)) + (Line 36 - (Line 36 * Line 50/100))	0.00	I.L.I
60. Adjusted Total Water Loss Per Connection Per Day (((1 - Line 52) x (Line 37 * Line 50 / 100)) + (Line 37 - (Line 37 * Line 50/100))) + Line 33	55.60	gallons
61. Adjusted GPCD Loss (Line 49 - (Line 49 * Line 50/100)) + (1 - Line 52) x (Line 49 * Line 50 / 100)	20	

**Comments**

## WATER CONSERVATION PLAN 5- AND 10-YR GOALS FOR WATER SAVINGS

Facility Name: City of Willow Park

Water Conservation Plan Year: 2024

	Historic 5yr Average	Baseline	5-yr Goal for year <u>2029</u>	10-yr Goal for year <u>2034</u>
Total GPCD <sup>1</sup>	137	137	134	129
Residential GPCD <sup>2</sup>	81	81	78	75
Water Loss (GPCD) <sup>3</sup>	22	22	19	17

1. Total GPCD = (Total Gallons in System ÷ Permanent Population) ÷ 365
2. Residential GPCD = (Gallons Used for Residential Use ÷ Residential Population) ÷ 365
3. Water Loss GPCD = (Total Water Loss ÷ Permanent Population) ÷ 365

# Attachment 3: Letter to Regional Water Planning Group

Date:

Mr. Kevin Smith

Team Lead

Regional Water Planner

5300 S. Collins, Arlington, TX 76018

Dear Mr. Smith:

This letter is to notify you that the City of Willow Park recently adopted a water conservation and drought contingency plan, this notice is in accordance with the Texas Water Development Board and Texas Commission on Environmental Quality rules.

Sincerely,

C. Michelle Guelker

Assistant City Manager of Operations

A REVISED AND UPDATED ORDINANCE OF THE CITY COUNCIL, ADOPTING A DROUGHT CONTINGENCY PLAN AND WATER CONSERVATION PLAN FOR THE CITY OF WILLOW PARK AND PROVIDING FOR DECLARATIONS OF POLICY EDUCATION; COORDINATION WITH REGIONAL PLANNING GROUPS; AUTHORIZATION; APPLICATIONS; DEFINITIONS; TRIGGERING CRITERIA FOR INITIATION AND TERMINATION OF DROUGHT RESPONSE STAGES; ENFORCEMENT; VARIANCES; SEVERABILITY'S PUBLICATION; AND AN EFFECTIVE DATE.

WHEREAS, the City Council recognizes that the amount of water available to the City of WILLOW PARK and to its wholesale water customers is limited and subject to depletion during periods of extended drought;

WHEREAS, the City of WILLOW PARK recognizes that natural limitations due to drought conditions and other acts of God cannot guarantee an uninterrupted water supply for all purposes;

WHEREAS, Section 11.1272 of the Texas Water Code and applicable rules of the Texas Natural Resource Conservation Commission require all public water supply systems in Texas to prepare a drought contingency plan;

WHEREAS, Section 11.039 of the Texas Water Code authorizes water suppliers to distribute available water supplies on a pro rata basis during times of water supply shortage; and

WHEREAS, as authorized under law, and in the best interest of customers of the City of WILLOW PARK, the City Council deems it expedient and necessary to establish certain rules and policies for the orderly and efficient management of limited water supplies during drought and other water supply emergencies;

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

SECTION 1. That the Water Conservation Plan and the Drought Contingency Plan attached hereto are hereby adopted as the official policy of the City of WILLOW PARK.

SECTION 2. That the City Secretary is hereby directed to implement, administer, and enforce the Water Conservation Plan and the Drought Contingency Plan.

SECTION 3. That this ordinance shall take effect \_\_\_\_\_ after publication per chapter 52.01 of the Local Government Code.



**PLANNING & ZONING COMMISSION AGENDA ITEM BRIEFING SHEET**

<b>Meeting Date:</b> January 13 <sup>th</sup> , 2026	<b>Department:</b> Administration	<b>Presented By:</b> Toni Fisher, Interim City Manager
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**AGENDA ITEM:**

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

**BACKGROUND:**

The City of Willow Park currently has no procedures in place for the creation, advertisement, and application process for Planning & Zoning Commission, and the commissioners’ selection process is contradictory and poorly worded. The following Ordinance is aligned with the City of Willow Park Code of Ordinances, Chapter 1, Article 1.05, “Boards, Commissions, and Committees”, which was presented to the City Council at the November 17, 2025 meeting.

Changes in this Zoning Ordinance include:

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

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

This item was presented to the Planning & Zoning Commission on December 16, 2025, and was passed with a unanimous vote of 4-0.

**STAFF RECOMMENDATION:**

The City Staff have reviewed this request, concur with the advice of P&Z Commissioners, and recommend its approval.

**EXHIBITS:**

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

**RECOMMENDED MOTION:**

Motion to approve the amendment to The City of Willow Park Code of Ordinances, Chapter 14, Article 16 as presented.

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

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

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

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

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

**WHEREAS**, the City of Willow Park City Council finds and determines that the revision of the zoning ordinance regarding the city planning and zoning commission will be in the best interests of the citizens of Willow Park.

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

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

**SECTION 2: Amendment.** That Chapter 14 “Zoning”, Article 16 “Commissions”, §14.16.003 “Membership and Terms”; of the City’s Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

**§ 14.16.003. Membership and terms.**

(a) Membership.

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

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

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

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

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

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

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

(b) Term.

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

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

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

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

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

**§ 14.16.004. Procedure.**

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

the commission's recommendation.

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

(c) Presiding officers.

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

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

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

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

**§ 14.16.005 Duties and Powers.**

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

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

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

**§ 14.16.006 Staff Support.**

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

**SECTION 6: Savings/Repealing Clause.** All provisions of any ordinance in conflict with this Ordinance are hereby repealed; but such repeal shall not abate any pending prosecution for violation of the repealed Ordinance, nor shall the repeal prevent prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining portions of conflicting ordinances shall remain in full force and effect.

**SECTION 7: Severability.** Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Willow Park hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

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

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

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

ATTEST:

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

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

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

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

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

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

**WHEREAS**, the City of Willow Park City Council finds and determines that the revision of the zoning ordinance regarding the city planning and zoning commission will be in the best interests of the citizens of Willow Park.

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

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

**SECTION 2: Amendment.** That Chapter 14 "Zoning", Article 16 "Commissions", §14.16.003 "Membership and Terms"; of the City's Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

**§ 14.16.003. Membership and terms.**

(a) Membership.

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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**§ 14.16.005 Duties and Powers.**

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

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(b) ~~Enumerated duties-The planning and powers:~~

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(1) ~~Recommend approval or disapproval of boundaries for the original zoning districts, proposed changes to a zoning district or map, or changes to zoning regulations for any district.~~

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(2) ~~Recommend approval or disapproval of the platting of land within the corporate limits- commission shall be an advisory body and-extraterritorial jurisdiction of the city as permitted by law, with the exception of amending plats and minor plats as provided in section 212.0065 Texas Local Government Code.~~

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(3) ~~Recommend adjunct to the city council a-comprehensive plan for the orderly development of the city. The commission shall, from time to time, recommend changes or updates to the comprehensive plan as necessary and appropriate.~~

(4) ~~Under council direction, and with input from city staff, study and and shall make recommendations on the location, extension and planning of public rights-of-way, parks or other public places, including the vacating or closing of same.~~

(5) ~~Under council direction, and with input from city staff, study and make recommendations on the general design and location of public buildings, bridges, viaducts, street fixtures and other structures and appurtenances.~~

(6) ~~Notice and conduct public hearings or motions for the city:~~

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

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

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

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

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

~~(c) The planning and zoning commission shall review the city's comprehensive plan and shall be prepared to make recommendations to the city council, as deemed necessary, to keep the city's comprehensive plan current with changing conditions and trends and with the planning needs of the city.~~

~~(d) The planning and zoning commission shall also serve in an advisory capacity on any other planning-related matter(s) in the city.~~

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

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

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**§ 14.16.006 Staff Support.**

(a) Staff liaison. A city employee will be designated as staff liaison by the city manager to handle routine correspondence for the commission, prepare and post all required agendas, notices, maintain documents and files on all matters to be considered by the commission, prepare reports for the commission, provide relevant information to be considered by the commission to assist them in performing their functions, and ensure proper agenda item wording, notification and compliance with Texas Open Meetings Act.

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(b) Minutes. A recording secretary shall be designated by the city manager to keep complete and accurate minutes of the commission meetings. The city secretary shall be the custodian of commission records. Minutes shall include, at a minimum, a written narrative of all motions and votes taken as well as all relevant discussions, recommendations, findings and resolutions of the commission. After approval by a majority of the commission, the minutes shall be made public.

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(c) Reporting. For each regular city council meeting following a commission meeting, city staff shall provide a written report to each member of the city council summarizing any recommendations of the commission to be presented to council at that meeting. Such written report shall identify the matter in question, the date when the matter was declared administratively complete, the timeline for review, any unresolved issues, the

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

(e)

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**SECTION 6: Savings/Repealing Clause.** All provisions of any ordinance in conflict with this Ordinance are hereby repealed; but such repeal shall not abate any pending prosecution for violation of the repealed Ordinance, nor shall the repeal prevent prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining portions of conflicting ordinances shall remain in full force and effect.

**SECTION 7: Severability.** Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Crandall hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

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

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

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Teresa Palmer, Mayor

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ATTEST:

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

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**Author**

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**DRAFT**

# Home Rule Charter for the City of Willow Park, Texas

**DRAFT**

Home Rule Charter Commission members:

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This draft version represents the consensus of the Willow Park Home Rule Charter Commission discussions through and including December 17, 2025.

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## INTRODUCTION

The City of Willow Park is located in Parker County, Texas, adjacent to Weatherford in the same County. The City of Willow Park was incorporated in 1963. The City of Willow Park has been operating as a Type A general law City. The City initially exceeded 5,000 in population in 2016.

**PREAMBLE** - We the people of the City of Willow Park, Texas, under the constitution and laws of the State of Texas, in order to secure the benefits of local self-government and to provide for an honest and accountable City-Manager government, do hereby adopt this Charter and confer upon the City the powers stated in this Charter, and prescribe by the following procedures and governmental structure. By this action, we secure the benefits of home rule and affirm the values of representative democracy, professional management, strong political leadership, public engagement, diversity, inclusiveness, and regional cooperation. We also affirm the conviction of our founding fathers that we are all created equal and are endowed by our Creator with certain God-given and unalienable rights, including the right to life, liberty, and the pursuit of happiness. Therefore, we affirm the value and inherent worth of every person, and we affirm every individual’s freedom of thought, speech, and belief.

## ARTICLE I FORM OF GOVERNMENT

§ 1.01 **Incorporation.** The citizens of the City of Willow Park, Parker County, Texas, hereby constitute the City of Willow Park, Texas, to be a municipal body incorporated in perpetuity under the name of the “City of Willow Park,” hereinafter referred to as the “City” with such powers, privileges, rights, duties, and immunities as are herein provided.

§ 1.02 **Form of Government.** The City’s municipal government provided by this Charter shall be a “Council-Manager Government.” Pursuant to the provisions of and subject only to the limitations imposed by the State Constitution, the state laws, and this Charter, all powers of the City shall be vested in and exercised by an elective Council, hereinafter referred to as “the City Council” which shall enact legislation, adopt budgets, determine policies, and appoint the City Manager who shall execute the laws and administer the government of the City.

## ARTICLE II POWERS OF CITY

§ 2.01 **General Powers.** The City shall have all the powers granted to cities by the Constitution and laws of the State of Texas together with all of the implied powers necessary to carry into execution such granted powers. The City may use a corporate seal; may sue and be sued; may contract and be contracted with; may cooperate with the government of the State of Texas or any agency or any political subdivision thereof; or with the federal government or any agency thereof, to accomplish any lawful purpose. The City shall have the power to regulate a wide range of local activities in order to promote the health, welfare, morals, comfort, and safety of the City and its inhabitants.

### § 2.02 **Specific Powers.**

#### 2.02.01 **Annexation and Disannexation of Territory**

- a) **Annexation.** The City Council may fix the boundary limits of the City upon the introduction and passage of an ordinance in compliance with all requirements of state law.
- b) **Annexed Territory.** The inhabitants of annexed territory are entitled to all the rights and privileges of City citizenship and are bound by all such duties of citizenship. The inhabitants of any annexed territory are bound by all the acts, resolutions, ordinances, and regulations of the City.
- c) **Disannexation.** The City Council may detach and disannex any territory within the City limits upon the introduction and passage of an ordinance in compliance with all requirements of state law.

### 2.02.02 Public Property.

The City may acquire property within or out of its corporate limits for any municipal purpose in fee simple, in any lesser interest or estate, by purchase, gift, device, lease or condemnation, and, subject to the provisions of this Charter, may sell, lease, mortgage, hold, manage, improve, and control such property as may now or hereafter be owned by it; may pass ordinances and enact such regulations as may be expedient for the maintenance of good government, order, and peace of the City and the welfare, health, morals, comfort, safety, and convenience of its inhabitants.

### 2.02.03 Streets

The City shall have exclusive dominion, control, and jurisdiction in, upon, over, and under the public streets, sidewalks, alleys, highways, public squares, and public ways (except those under County or State or Federal control) that are within the corporate limits of the City, and in, upon, over, and under all public property of the City. With respect to each and every public street, sidewalk, alley, highway, public square, public park, or other public way (except those under County or State or Federal Control) that are within the corporate limits of the City, the City shall have the power to establish, maintain, improve, alter, abandon, or vacate the same; to regulate the use thereof including but not limited to the right to erect traffic signals, lights, and signs thereon; and to abate and remove in a summary manner any encroachment thereon.

The City shall have the power to develop and improve, or cause to be developed and improved, any and all public streets or ways (except those under State control) within the corporate limits of the City by laying out, opening, narrowing, widening, straightening, extending, lighting, and establishing building lines along the same, by purchasing, condemning, and taking property therefor; by filling, grading, raising, lowering, paving, repaving, and repairing, in a permanent manner, the same; and by constructing, reconstructing, altering, repairing, and realigning curbs, gutters, drains, sidewalks, culverts, and other appurtenances and incidentals in connection with such development and improvement authorized hereinabove, or any combination or parts thereof. The cost of such development and improvement may be paid partly or entirely by assessments levied as a lien against the property abutting thereon and against the owners thereof, and such assessments may be levied in any amounts and under any procedure not prohibited by state law; provided, that no assessment shall be made against such land or owners in excess of the enhancement in value of such property occasioned by such improvement.

## § 2.03 Construction of the Provisions of the Charter.

The powers of the City under this Charter shall be construed liberally in favor of the City, and the specific mention of particular powers in the Charter shall not be construed as limiting in any way the general power granted in this article.

## ARTICLE III MAYOR AND CITY COUNCIL

### § 3.01 Council Composition.

The Council shall be composed of the Mayor and six (6) Council members. The Mayor and Council members shall be elected 'at-large,' and each Council member shall occupy a position on the Council enumerated from one (1) to six (6), consecutively. The Mayor and Council shall be elected pursuant to [Article V. Elections](#) of this Charter.

### § 3.02 Eligibility, Terms, and Training.

- a) **Eligibility.** A candidate must:
- 1) Be a United States citizen,
  - 2) Be a registered voter of the City,
  - 3) Be at least twenty-one (21) years of age to be eligible for Mayor,
  - 4) Be at least eighteen years of age (18) years to be eligible for Council,
  - 5) Have been a registered voter within the corporate limits of the City, including territory annexed prior to the filing deadline, for at least twelve (12) months as of the deadline for filing for the office;
  - 6) Not have been convicted of a felony for which he or she has not been pardoned or otherwise released from the resulting disabilities.
  - 7) Not have been found mentally incompetent by a final judgment of the Court.
  - 8) Pay a filing fee of fifty (\$50.00) dollars or tender a petition signed by the greater of 25 or one-half of one percent of the total vote received by all candidates for mayor in the most recent mayoral general election. .
- b) **Eligibility for reelection:** The requirements for a candidate currently holding any elected position include the following:
- 1) Any candidate for a City elected position must meet all requirements in § 3.02 (a).
  - 2) An incumbent seeking re-election must file for the same position number presently held and no candidate may file for more than one office or position number per election.
  - 3) To be eligible to file for a City elected position, a candidate must resign from any elected position other than the City elected position currently held by that candidate.
- c) **Terms.** The Mayor shall hold office for a term of three (3) years. All Council members shall serve a three-year staggered term. Council Member Place 3 and Council Member Place 4 shall be elected in years evenly divisible by 3 [e.g., 2028]. Council Member Place 1 and Council Member Place 2, and the Mayor shall be elected in each year preceding a year evenly divisible by 3 [e.g., 2027]. Council Member Place 5 and Council Member Place 6 shall be elected in each year following a year evenly divisible by 3 [e.g., 2026 & 2029].

- d) **Training.** Council members shall receive training on: Open Government, including, Texas Open Meetings Act and Texas Public Information Act; City's Code of Ethics; social media guidelines; cyber security; governmental budget and finance; and parliamentary procedure. Training shall be conducted within ninety (90) days of appointment or election., or as otherwise required by law

### § 3.03 Prohibitions.

- (a) **Holding Other Office.** Except where authorized by law, no Mayor or Council member shall hold any other elected public office during the term for which the member was elected to the Council. No Mayor or Council member shall hold any other City office or employment during the term for which the member was elected to the Council. No former Mayor or Council member shall hold any compensated appointive office or employment with the City until two years after the expiration of the term for which the member was elected to the Council, unless granted a waiver by the City Council. Nothing in this section shall be construed to prohibit the Council from selecting any current or former Council member to represent the City on the governing board of any regional or other intergovernmental agency.
- (b) **Appointments and Removals.** Neither the City Council nor any of its members shall in any manner dictate the appointment, promotion, demotion, discipline, or removal of any City administrative officer or employee other than the City Manager, City Secretary, City Attorney, or Municipal Judges, but any Council member may express his or her views and fully and freely discuss with the City Manager, City Secretary, or City Attorney anything pertaining to the appointment and removal of such officers and employees.
- (c) **Interference with Administration.** Except for the purpose of inquiries and investigations under [Section 3.11](#), the Council or its members shall deal with City officers and employees who are subject to the direction and supervision of the City Manager solely through the City Manager or City Attorney, and neither the Council nor its members shall give orders to any such officer or employee, either publicly or privately.

**Attorney-Client Privilege.** No Mayor or Council member shall disclose any attorney-client privileged communication. The City Council as the governing body of the City solely holds and is entitled to the attorney-client privilege, and it may only be waived by an affirmative vote of two-thirds of the City Council.

### § 3.04 Mayor Powers and Duties.

The City hereby adopts an enumeration of specific powers that may be exercised by the Mayor:

- (a) The mayor shall serve as the ceremonial head of the city government, preside at all meetings of the council, and provide the leadership necessary to ensure good government.
- (b) He or she shall work closely with the Council to obtain legislation in the public interest and with the city manager to ensure that the same is enforced and participate in the discussion on all legislative and other matters coming before the Council.
- (c) The Mayor is the presiding officer of the City Council meetings. The Mayor has a vote, and is counted toward the quorum.
- (d) The Mayor has the express powers to declare a local state of disaster and, as the emergency management director for the City, has statutory powers and duties during an emergency.
- (e) The Mayor may ceremoniously, but not formally, administer oaths of office (i.e., swearing-in ceremonies).
- (f) The Mayor may sign ordinances, resolutions, orders, statements, contracts, deeds, conveyances, easements, bonds, plats, and other documents as directed or authorized by the City Council, except as delegated to the City Manager or designee.
- (g) The Mayor may make appointments to applicable boards and commissions of the City subject to confirmation by the City Council and in accordance with state law or other City ordinances.
- (h) The Mayor shall be responsible for facilitating the orderly and practical management of the City.
- (i) The Mayor may exercise all duties conferred by the Texas Constitution, state law, City ordinance, City resolution, or other applicable law.

### § 3.05 Compensation; Expenses.

The City Council may determine the annual salary of the Mayor and Council members by ordinance, but no ordinance increasing such salary shall become effective, for any position, until the date of commencement of the terms of such position after the next regular election. The Mayor and Council members shall receive their actual and necessary expenses incurred in the performance of their duties of office.

### § 3.06 Relationship to City Manager

The City Council hires the City Manager to serve as the Chief Executive of the City government and may terminate the appointment of the City Manager at any time. It is an ongoing responsibility of the City Council to ensure that the City Manager and staff are accountable for their actions. The City Council shall formally evaluate the City Manager's performance at least once a year. The City Council shall also monitor the policy proposals submitted by the City Manager and the administrative actions taken by the City Manager and staff to ensure that the Council's expectations are being met and that acceptable

standards are being maintained. The City Council shall document and post the evaluation criteria for the City Manager's expected performance.

### § 3.07 Mayor Pro Tem.

The Mayor Pro Tem shall act as Mayor during the temporary absence or disability of the Mayor, and shall have the power to perform every act the Mayor could perform if present. At its first meeting following each regular election of Council members, the Council shall, by election, designate one of its members as Mayor Pro Tem, who shall serve in such capacity for one (1) year.

### § 3.08 City Council.

All powers of the City shall be vested in the City Council, except as otherwise provided for by law or this Charter, and the Council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the City by law.

### § 3.09 Vacancies; Forfeiture of Office; Filling of Vacancies.

- a) **Vacancies.** The office of a Council member, or the Mayor, shall become vacant upon their death, resignation, removal from office, or forfeiture of office in any manner authorized by law.
- b) **Forfeiture of Office.** A Council member, or the Mayor, shall forfeit that office if the Council member or Mayor:
  - 1) Fails to maintain the qualifications as required in [Section 3.02](#),
  - 2) Violates any express prohibition of this Charter,
  - 3) Is convicted of a crime involving moral turpitude, or
  - 4) Fails to attend three consecutive regular meetings of the Council without being excused by the Council.

The Council shall, at its next regular meeting, after validation of any of the above, declare the office to be vacant and shall fill such vacancy as set forth in Subsection (c) below.

- c) A vacancy in the office of Mayor or the office of a Councilmember shall be filled by special election held within one hundred twenty (120) days after such vacancy occurs, in accordance with the Texas Constitution and the Texas Election Code. Notwithstanding the foregoing, in the event that a vacancy occurs on the City Council where the remainder of the unexpired term for such office is twelve (12) months or less, the City Council may fill such vacancy by majority vote approval of a person who meets all qualifications of state law and this Charter to hold office.

- d) If the vacated office is that of Mayor Pro-Tem, the City Council shall elect a new Mayor Pro-Tem at the next regular meeting following such vacancy or as soon thereafter as practicable.
- e) Vacancies filled by special election or by appointment, as applicable, shall be for the remainder of the term vacated.

### § 3.10 Judge of Qualifications.

The City Council shall be the judge of the election returns and qualifications of its members, and of the grounds for forfeiture of their office. A member charged with conduct constituting grounds for forfeiture of office shall be entitled to a public hearing on demand, and notice of such hearing shall be published in one or more newspapers of general circulation or any City managed social media and websites in the City at least one week in advance of the hearing.

### § 3.11 Investigations.

The City Council shall have the power to adopt ordinances permitting the Council to inquire into the official conduct of any department, office, agency, or employee of the City and permitting the Council to subpoena witnesses, administer oaths, and compel the appearance of witnesses and the production of evidence to a specific inquiry. Such ordinances adopted by the Council shall include provisions for penalties for contempt in failing or refusing to obey orders issued by the Council as authorized by such ordinances, and such ordinances shall provide for punishment for any such contempt in a manner provided by such ordinances.

### § 3.12 Meetings of Council.

The Council may hold up to two (2) regular meetings each month and as many additional meetings as it deems necessary to transact the business of the City. The Council shall establish, by ordinance, the days, and times of the regular meetings. The Mayor or three (3) Council members may call a special meeting of the Council. The Mayor or two (2) Council members may call an emergency meeting of the Council. All regular, special, and emergency meetings of the Council shall comply with Chapter 551 of the Texas Government Code (the "Open Meetings Act") as amended hereafter.

### § 3.13 Quorum and Voting

Four (4) Council members, or the Mayor and three (3) Council Members shall constitute a quorum for the purpose of transacting City business. No action of the Council shall be valid or binding unless adopted by the affirmative vote of a majority of members present in quorum. Any Council member may request in advance that a roll call vote be taken on any motion. An affirmative vote by five (5) elected City officials shall be required to approve the

annual budget and to adopt the annual property tax rate, if any. Failure to approve a specific property tax rate in accordance with the deadlines required by state law shall result in the City tax rate being the lower of the no-new-revenue tax rate calculated for that tax year or the tax rate adopted by the taxing unit for the preceding tax year.

### § 3.14 Rules of Procedure.

The City Council shall determine, adopt, and amend its own rules, procedures, and order of business. The Rules of Procedure shall provide for minutes of all meetings to be taken and recorded, except those meetings held in executive session. Such minutes shall be a public record.

### § 3.15 Ordinances in General

- a) **Form.** Every proposed ordinance shall be introduced in writing and in the form required for final adoption. No ordinance shall contain more than one subject, which shall be clearly expressed in its title. The enacting clause shall be "The City of Willow Park, Texas hereby ordains . . ." Any ordinance that repeals or amends an existing ordinance or part of the City code shall set out in full the ordinance, sections, or subsections to be repealed or amended, and shall indicate matters to be omitted by enclosing it in brackets or by strikeout type and shall indicate new matters by underscoring or by italics. All ordinances that levy a fine or penalty and those that deal with the budget, taxes, franchises, public utilities, or the setting of their rates shall be read in full or by caption at a regular meeting followed by publication in full or by caption in at least one (1) issue of the official newspaper of the City before the same shall become effective. In addition, all ordinances that levy a fine or penalty and those that deal with the budget, taxes, franchises, public utilities, or the setting of their rates shall be published in the City managed social media and website.
- b) **Procedure.** The City Council shall adopt rules for the introduction, reading, adoption, and codification of ordinances.
- c) The City Council shall adopt rules and mandate a process that will ensure publication of changes to the municipal code of ordinances in not more than sixty (60) days from the date of adopting the source ordinance.

### § 3.16 Emergency Ordinances.

To meet a public emergency affecting life, health, property, or the public peace, the City Council may adopt emergency ordinances, but such ordinances may not levy taxes; grant, renew, or extend a franchise; change zoning, regulate the rate charged by any public utility for its services; or authorize the borrowing of money except as provided in Article VII. An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall be plainly designated as an emergency ordinance and shall

contain, after the enacting clause, a declaration stating that an emergency exists and describing it in clear and specific terms. An emergency ordinance may be adopted with or without amendment or rejected at the meeting at which it is introduced, but the affirmative vote of the majority of the Council members present shall be required for adoption. After its adoption, the ordinance shall be published as prescribed for other adopted ordinances. It shall become effective in the same manner. Every emergency ordinance except one authorizing the borrowing of money as described herein, shall automatically stand repealed as of the sixty-first (61st) day following the date on which it was adopted, but this shall not prevent re-enactment of the ordinance in the manner specified in this section if the emergency still exists. An emergency ordinance may also be repealed by adoption of a repealing ordinance in the same manner specified in this section for adoption of emergency ordinances.

## Article IV Administration and Personnel

### § 4.01. General Provisions.

- a) **Creation of Departments.** The City Council may establish City departments, offices, or agencies in addition to those created by this Charter and may prescribe the functions of all departments, offices, and agencies. No function assigned by this Charter to a particular department, office, or agency may be discontinued or assigned to any other unless this Charter specifically so provides.
- b) **Direction by City Manager.** All departments, offices, and agencies under the direction and supervision of the City Manager shall be administered by a director appointed by and subject to the direction and supervision of the City Manager. With the consent of Council, the City Manager may serve as the head of one or more such departments, offices, or agencies or may appoint one person as the head of two (2) or more of them.
- c) **Organization.** The work, duties, responsibilities, and organization of each department may be established by ordinance not inconsistent with this Charter; provided that no such ordinance shall be adopted until the City Manager has an opportunity to make recommendations with respect thereto. The City Manager may establish divisions or sections in any department and not inconsistent with this Charter, establish or modify the duties and responsibilities of the departments.

### § 4.02. Personnel System.

- a) **Merit Principle.** All appointments and promotions of City officers and employees shall be made solely on the basis of merit and fitness demonstrated by a valid and reliable examination or other evidence of competence.
- b) **Merit System.** Consistent with all applicable federal and state laws, the City Council shall provide by ordinance for the establishment, regulation, and maintenance of a merit

system governing personnel policies necessary to the effective administration of the employees of the City's departments, offices, and agencies, including but not limited to classification and pay plans, examinations, force reduction, removals, working conditions, provisional and exempt appointments, in-service training, grievances and relationships with employee organizations.

- c) The City Council shall by ordinance establish (1) City Employment expectations, (2) Standards for Training for both new employees and continuing education, and (3) performance reviews and expectations.

### § 4.03. City Manager.

The City Council by a majority vote of its total membership shall appoint a City Manager. The City Manager shall be appointed solely based on qualifications and experience in the accepted competencies and practices of local government management. Selection criteria for this position shall be documented and all candidates will be scored against this criteria to facilitate a fair and objective selection process. The City Manager shall receive compensation as may be established by the City Council according to qualifications, experience, and training. Any residency requirements for the City Manager shall be as determined by the City Council. The position of Manager is hereby established as that of a municipal officer of the City. The City Council may suspend or remove the City Manager at its discretion.

### § 4.04. Powers and Duties of the City Manager.

The City Manager shall be the Chief Executive Officer of the City, responsible to the Council for the management of all City affairs placed in the Manager's charge by or under this Charter. The City Manager shall:

- a) Appoint, suspend, or remove all City employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law, this Charter, or personnel rules adopted pursuant to this Charter. The City Manager may authorize any administrative officer or department head, subject to the Manager's direction and supervision to exercise these powers in relation to employees in that officer's department, office, or agency;
- b) Direct and supervise the administration of all departments, offices, and agencies of the City, except as otherwise provided by this Charter or by law;
- c) Attend all City Council meetings, unless excused by Council. The City Manager shall have the right to take part in discussion but shall not vote;
- d) See that all laws, provisions of this Charter, ordinances, resolutions, and acts of the City Council, subject to enforcement by the City Manager or by officers subject to the Manager's direction and supervision, are faithfully executed;

- e) Prepare and submit the annual budget and capital programs to the City Council, and implement the final budget approved by Council to achieve the goals of the City;
- f) Submit to the City Council and make available and accessible to the public a complete report on the finances and administrative activities of the City quarterly and provide information needed by the Council for its annual evaluation of performance;
- g) Make available and accessible such other reports as the City Council may require concerning operations;
- h) Keep the City Council fully advised as to the financial condition and future needs of the City;
- i) Make recommendations to the City Council concerning the affairs of the City and facilitate the work of the City Council in developing policy;
- j) Provide staff support services for the Mayor and Council members;
- k) Assist the Council to develop long-term goals for the City and strategies to implement these goals;
- l) Encourage and provide staff support for partnerships with community organizations and for regional and intergovernmental cooperation;
- m) Promote partnerships among Council, staff, and community members in developing public policy and building a sense of community; and
- n) Be Responsible for documenting policies of access and usage at all City physical facilities.
- o) Any other duty or responsibility as assigned by City Council.

#### § 4.05. City Attorney.

The City Council shall appoint a duly licensed attorney practicing municipal law with relevant experience in the State of Texas, to be evaluated by City Council, who shall be the City Attorney. The City Council may also appoint a law firm to act as City Attorney. When a law firm is hired as City Attorney, the firm must designate an attorney to act as the City Attorney for purposes of any requirement in law. The City Attorney shall be the chief legal officer of the City and shall represent the City in all legal matters. The City Attorney shall be the legal advisor and attorney for the Council, its directors, officers, and all of its Departments, Boards, and Commissions in all matters involving City business. The City Attorney may employ consultants on legal matters as necessary and may employ outside legal counsel subject to ratification by the Council. The City Attorney shall serve until removed from office by the Council.

#### § 4.06. City Secretary.

The City Council shall appoint a City Secretary. The position shall be appointed and removed at the discretion of the City Council. The City Secretary may appoint Deputy City Secretaries as may be needed and authorized by City Council.

## § 4.07. Duties of the City Secretary.

The City Secretary shall perform the following duties for the City Council:

- a) Attend each meeting of the City Council, unless excused by Council, and keep accurate minutes of the City Council's proceedings;
- b) Engross and enroll all laws, resolutions, and ordinances of the City;
- c) Keep and maintain the City's corporate seal;
- d) Take charge of, arrange, and maintain the records of the City Council;
- e) Prepare all notices required under any regulation or ordinance of the City;
- f) Notify the Texas Judicial Council of the name of each person who is elected or appointed as Mayor;
- g) Keep all contracts made by the City;
- h) Supervise all Deputy City Secretaries, Deputy City Clerks, and other office staff as determined by the City Council;
- i) Coordinate all elections;
- j) Provide support to all boards and commissions of the City as directed by the City Council; and
- k) Perform all other duties required by law, ordinance, resolution, or order of the Mayor or City Council.

## § 4.08. Municipal Court

- a) There is hereby created the "Municipal Court in the City of Willow Park, Texas" for the process and trial of misdemeanor offenses, with all such powers and duties as prescribed by the laws of the State of Texas. The Municipal Court shall be comprised of as many divisions as the City Council deems necessary. The City Council shall adopt ordinances for the procedures and regulations of the Court.
- b) The City Council shall appoint the Presiding Municipal Judge and any Associate Judges. The judges shall have a current license to practice law in good standing with the State Bar of Texas.
- c) There shall be a Court Clerk/Administrator of said court appointed by the City Manager.
- d) All costs, fees, special expenses, and fines imposed and collected by the Municipal Court shall be paid into the City Treasury for the use and benefit of the City except as otherwise required by state law.

## § 4.09. Public Safety: Police / Fire

- a) **Department(s).** The City Council may establish and maintain one or more departments, for example, fire and/or police, to maintain law and order within the City and to protect the citizens from violence and threats of violence and to protect property from damage or loss.

- b) **Department Head(s).** The City Manager shall appoint, subject to approval by the Council, a department head for each department who shall be fully responsible to the City Manager for administration of their department. Such department head(s) shall be selected based upon training, knowledge, experience, certification, and demonstrated ability in providing for public safety, shall be appointed for an indefinite term, and shall establish and maintain written policies including, but not limited to departmental operations, disciplinary procedures, general order, job descriptions, and dress code.
- c) **Special Police.** No person, except as authorized by general law, by this Charter or by the ordinances passed pursuant hereto, shall act as special police or special detective.

## § 4.10. Public Works Department / Utilities

There shall be a Public Works Department to administer, supervise, and coordinate the construction and maintenance of the streets and thoroughfares, the water system, the sewer system, the wastewater system, the drainage system, and all public property and equipment not the responsibility of another department. The department shall have and be responsible for other duties, projects, and works as provided by ordinance or assigned by the City Manager. The Director of Public Works shall administer and manage the department.

# Article V NOMINATIONS AND ELECTIONS

## § 5.01. City Elections.

- a) **Conduct of Elections.** The provisions of the general election laws of the state of Texas shall apply to elections held under this Charter. All elections provided for by the Charter shall be conducted by the election authorities established by law. Candidates shall run for office without party designation. For the conduct of City elections, for the prevention of fraud in such elections, and for the recount of ballots in cases of doubt or fraud, the City Council shall adopt ordinances consistent with law and this Charter, and the election authorities may adopt further regulations consistent with law and this Charter and the ordinances of the Council. Such ordinances and regulations pertaining to elections shall be publicized in the manner of City ordinances generally.
- b) **Elections.** The regular City elections shall be held on the May general election date established by the Texas Election Code unless another date is required by state law.
- c) **Special Elections.** The City Council, by ordinance or resolution, may call such special or run-off elections as are authorized by law or this Charter, shall fix the time and place of holding the same, and shall provide all means for holding such elections.
- d) **Beginning of term.** The term of an elected Council member or Mayor shall begin on the date of the first regular or special meeting of City Council held on or after the date that City Council canvasses the results of the election for such Council members.

## § 5.02. Run-Off Elections.

When an election for office with a term longer than two years does not result in one candidate receiving a majority vote, City Council shall call a run-off election. A run-off election shall be held between the two candidates receiving the most votes on the date provided by state law, and in accordance with state law.

## § 5.03. Candidates; Filing for Office.

Any qualified person as prescribed by Article III § 3.02 may submit an application to have their name placed on the official ballot for the position of Council member or Mayor. Such application shall be signed and sworn to by the applicant and shall otherwise meet the requirements of the Texas Election Code and other applicable state law. The City Secretary shall review the application, with the guidance of the City Attorney or other City staff, as needed, and notify the applicant candidate whether or not the application satisfies the form, content, and procedural requirements of this Charter and the Texas Election Code. If an application does not comply with applicable requirements, the City Secretary shall return it immediately to the applicant with a statement of such insufficiency. The applicant may file a new application within the regular time for filing applications. The City Secretary shall keep on file all applications found sufficient at least until the expiration of the term of office for which such candidates filed.

# Article VI INITIATIVE, REFERENDUM, AND RECALL

## § 6.01 - GENERAL AUTHORITY

**Initiative:** The qualified voters of the city shall have power to propose ordinances to the City Council and if the City Council fails to adopt an ordinance so proposed without any change in substance, the voters shall adopt or reject it at a city election. Such power shall not extend to the budget or capital program or any ordinance not subject to initiative as provided by state law, relating to appropriation of money, issuing of bonds, and levy of taxes or salaries of city officers or employees.

**Referendum:** The qualified voters of the city shall have power to require reconsideration by the City Council of any adopted ordinance or passed resolution and, if the City Council fails to repeal an ordinance or resolution so reconsidered, the voters shall approve or reject it at a city election.

**Recall:** The qualified voters of the city shall have power to remove any official serving in an elective office.

## § 6.02 - PETITIONERS COMMITTEE

- a) Any ten (10) qualified voters may commence proceedings contemplated by this Article by filing with the City Secretary an affidavit stating that they will constitute the petitioners committee. They will be responsible for preparing, printing and circulating the petition. They will file it in proper form and specify the address to which all notices to the committee are to be sent. The affidavit shall set out in full the proposed initiative ordinance or cite the ordinance or resolution sought to be reconsidered, or in the case of recall, state the identity of the official whose recall is being sought.
- b) In case of recall, the City Secretary shall immediately notify in writing the officer(s) to be removed that the affidavit has been filed.

## § 6.03 - PETITION CIRCULATION

- a) All petition blanks used for circulation by the members of the petitioners committee or their designees shall be numbered, dated and bear the signature of the City Secretary.
- b) No petition may be circulated and no signatures obtained until after the affidavit is filed.

## § 6.04 - FORM OF PETITION

- a) All pages of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signer of a petition must be a qualified voter of the City of Willow Park and shall personally sign the person's own name thereto in ink or indelible pencil, and shall write after the person's name the person's place of residence within the boundaries of the city, giving name of street and number, if any, and shall also write thereon the date, including the month, day, and year when the person signed the petition. Petitions shall contain or have attached thereto throughout their circulation the full text of the ordinance proposed or of the ordinance or resolution sought to be reconsidered, or in the case of a recall petition, the identity of the official whose recall is being sought.
- b) Each page of a petition shall have attached to it, when filed, an affidavit executed by the circulator thereof stating that the circulator personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in the circulator's presence, that the circulator believes them to be genuine signatures of the persons whose names they purport to be, and that each signer had an opportunity before signing to read the full text of the ordinance proposed, the ordinance or resolution sought to be reconsidered, or the identity of the official whose recall is being sought.
- c) Locations for ten (10) signatures shall be provided on each blank petition.

## § 6.05 - PRESENTATION OF PETITIONS

- a) A petition to the City Council for initiative or referendum, containing the signatures of qualified voters equal in number to the lesser of (1) thirty (30) percent of those who voted

in the most recent general municipal election, or (2) ten (10) percent of Willow Park residents who are current registered voters, shall be filed with the City Secretary not later than sixty (60) days following the filing of the affidavit by the petitioners committee. Once the petition is filed, no signature may be withdrawn.

- b) A petition to the City Council for recall, containing the signatures of qualified voters equal in number to the lesser of (1) thirty (30) percent of those who voted in the most recent general municipal election, or (2) ten (10) percent of Willow Park residents who are current registered voters, shall be filed with the City Secretary no later than sixty (60) days following the filing of the affidavit by the petitioners committee. Once the petition is filed, no signature may be withdrawn.

## § 6.06 - SUSPENSION OF EFFECT OF ORDINANCE FOR REFERENDUM PETITIONS

When a referendum petition is filed with the City Secretary, the ordinance sought to be reconsidered shall be suspended from taking effect unless such suspension will create an immediate breach of public health and safety. Such suspension shall terminate when:

- a) There is a final determination of insufficiency of the petition; or  
b) The City Council repeals the ordinance; or  
c) Upon the certification of election results by the election officials.

## § 6.07 - CERTIFICATION OF PETITIONS AND PRESENTATION TO CITY COUNCIL

- a) Within ten (10) days after the petition is presented, the City Secretary shall complete a certificate of sufficiency or insufficiency. Sufficiency shall be determined by compliance with this Article.
- b) If the petition is certified sufficient, the City Secretary shall present the certificate to the City Council at the next regular City Council meeting. The City Council shall verify determination of the sufficiency of the petition.
- c) If a petition has been certified insufficient, the City Secretary shall send the committee a Certificate of Insufficiency by registered mail which shall include the particulars in which the petition is defective. The committee may, within five (5) working days after receiving the copy of such certificate, file a request that it be reviewed by the City Council. The City Council shall review the certificate at its next regular meeting following such a request and approve or disapprove it. Such determination shall then be final. If no City Council review is requested within five (5) working days, the City Secretary's certificate is final.

## § 6.08 - ACTION ON INITIATIVE AND REFERENDUM PETITIONS

- a) When an initiative or referendum petition has been finally determined sufficient, the City Council shall promptly consider the proposed initiative ordinance in the manner prescribed for enacting ordinances or reconsider the referred ordinance by voting its repeal. If the City Council fails to adopt a proposed initiative ordinance without any change in substance within sixty (60) days, or fails to repeal a referred ordinance within thirty (30) days after the date the petition was finally determined sufficient, it shall submit the proposed or referred ordinance to the voters of the city not less than thirty (30) days nor more than sixty (60) days following the failure of the City Council to act as specified herein. Any election order so issued shall comply fully with the Texas Election Code.
- b) The called election may coincide with a regular city election should such city election fall within the specified period. No ordinance substantially the same as an initiated ordinance which has been defeated or one substantially the same as a referred ordinance which has been approved at any election may be initiated by the voters within two (2) years from the date of such election. Copies of the proposed or referred ordinance shall be made available at the polls and shall be published at least once in the official newspaper of the city not more than fifteen (15) days immediately prior to the date of the election.

## § 6.09 - CALLING OF RECALL ELECTION

If the officer whose removal is sought does not resign, then the City Council shall order an election and set the date for holding such recall election. The City Council shall, not less than 25 days nor more than 35 days after the petition is presented to the City Council, call a recall election for a date authorized by state law. If, after the recall election date is established, the officer vacates the officer's position, the election shall be cancelled. Any election order so issued shall fully comply with the Texas Election Code.

## § 6.10 - WITHDRAWAL OF PETITIONS

An initiative, referendum or recall petition may be withdrawn at any time prior to determination of sufficiency by filing with the City Secretary a request for withdrawal signed by at least seven (7) members of the petitioners committee. Upon the filing of such request the petition shall have no further force or effect and all proceedings thereon shall be terminated.

## § 6.11 - FORM OF BALLOTS

- a) Initiative. Ordinances shall be submitted by ballot title, which shall be prepared in all cases by the city attorney. The ballot title may be different from the legal title of any such initiated or referred ordinance and it shall be a clear, concise statement, without argument or prejudice, descriptive of the substance of such ordinance. Immediately

below the ballot title shall be printed the following two statements, one above the other, in the order indicated:

- 1) "For adoption of the Ordinance" and
  - 2) "Against adoption of the Ordinance"
  - 3) Immediately below or immediately adjacent to each statement shall appear a square in which the voter may cast a vote by making a mark.
- b) Ordinances being considered for repeal shall be submitted by ballot title, which shall be prepared in all cases by the city attorney. The ballot title may be different from the legal title of any such ordinance and it shall be a clear, concise statement, without argument or prejudice, descriptive of the substance of such ordinance. Immediately below the ballot title shall be printed the following two statements:
- 1) "For repeal of the Ordinance" and
  - 2) "Against repeal of the Ordinance"
  - 3) Immediately below or immediately adjacent to each statement shall appear a square in which the voter may cast a vote by making a mark.
- c) Ballots used at recall elections shall, with respect to each person whose removal is sought, submit the question:
- 1) "Shall (name of person) be removed from the office (name of office) by recall?"
  - 2) Immediately below each question there shall be printed the two following statements, one above the other, in the order indicated.
    - i) "For the removal of..... by recall"
    - ii) "Against the removal of..... by recall"
    - iii) Immediately below or immediately adjacent to each statement shall appear a square in which the voter may cast a vote by making a mark.

## § 6.12 - RESULTS OF ELECTION

If a majority of qualified electors voting on a proposed initiative ordinance vote in its favor, it shall be considered adopted upon certification of the election results by the City Secretary and shall be treated in all respects in the same manner as ordinances of the same kind adopted by the City Council. If conflicting ordinances are approved at the same election, the one receiving the greater number of affirmative votes shall prevail.

An ordinance adopted by initiative may be repealed or amended at any time after the expiration of two (2) years by a majority vote, or after one (1) year by unanimous vote, of all City Council members.

If a majority of the qualified electors voting on a referred ordinance vote against the ordinance, it shall be considered repealed upon certification of the election results by the City Secretary. If a majority of the qualified electors voting on a referred ordinance vote for the ordinance, the ordinance shall be considered in effect.

An ordinance repealed by referendum may be reenacted at any time after the expiration of two (2) years by a majority vote, or after one (1) year by unanimous vote, of all City Council members.

If a majority of the votes cast on the question of recall at a recall election shall be against the removal of the elected official named on the ballot, such official shall continue in office for the remainder of such official's unexpired term, subject to recall as before within the limitations of Section 6.13 below. If a majority of the votes cast on the question of recall at a recall election shall be for the removal of the elected official named on the ballot, such official shall, regardless of any technical defects in the recall petition, be deemed removed from office upon certification of the election results by the City Secretary and the vacancy shall be filled in accordance with the provisions of this Charter for the filling of vacancies.

## § 6.13 - LIMITATIONS AND RESTRICTIONS

- a) No recall petition shall be filed against any officer of the city within six (6) months after such officer's election, or within six (6) months of such a petition being filed and found insufficient, or within one (1) year after an election for such officer's recall. No such limitations shall apply to appointed City Council members.
- b) Unless withdrawn, no petition shall again be filed on a proposed or referred ordinance of substantially the same content within a period of twenty-four (24) months of the failure of the petition at a city election.

## § 6.14 - FAILURE OF CITY COUNCIL TO CALL AN ELECTION

In case all of the requirements of this Charter have been met and the City Council shall fail or refuse to receive an initiative, referendum or recall petition, or order such initiative, referendum or recall election, or discharge other duties imposed upon said City Council by the provisions of this Charter with reference to initiative, referendum or recall, then the district judge may issue appropriate orders to compel performance of such duties herein provided to be discharged by the City Secretary or by the City Council. In addition, any qualified voter in the city may seek judicial relief to have any of the provisions of this Charter pertaining to initiative, referendum or recall carried out by the proper official.

# Article VII FINANCE

## § 7.01. Fiscal Year.

The fiscal year of the City shall begin on the first day of October and end on the last day of September of each year.

## § 7.02. Submission of Budget and Financial Reports by the City Manager.

The City Manager shall prepare and submit the annual budget and capital programs to the City Council and implement the final budget each year in accordance with state law. The City Manager shall submit to the City Council and make available and accessible to the public a complete report on the finances of the City quarterly and provide information needed by City Council for its annual evaluation of performance. The City Manager shall keep the City Council fully advised as to the financial condition and future needs of the City.

## § 7.03. Budget Message.

The City Manager's complete report on the finances of the City shall explain the budget both in fiscal terms and in terms of the work programs, linking those programs to the City's Comprehensive Plan and community priorities. It shall outline the proposed financial policies of the City for the ensuing fiscal year and the impact of those policies on future years. It shall describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the City's debt position, including factors affecting the ability to raise resources through debt issues, and include such other material as the City Manager deems desirable.

## § 7.04. Budget.

The budget shall provide a complete financial statement of all City funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or the City Council may require by ordinance for effective management and an understanding of the relationship between the budget and the City's strategic goals. The budget shall begin with a clear general summary of its contents; shall show as definitively as possible each of the projects for which expenditures are set up in the budget and the estimated amount of money carried in the budget for each fund; shall show in detail all funds received from all sources during the preceding year and the estimated income required to cover the budget, indicating the proposed property tax rate, and all proposed expenditures, including debt service, for the ensuing fiscal year; shall show the outstanding obligations of the municipality; shall show the cash on hand to the credit of each fund and the funds available from all sources during the ensuing year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year. It shall indicate in separate sections:

- a) The proposed goals and expenditures for current operations during the ensuing fiscal year, detailed for each fund by department or by other organization unit, and program,

purpose or activity, method of financing such expenditures, and methods to measure outcomes and performance related to the goals;

- b) Proposed longer-term goals and capital expenditures during the ensuing fiscal year, detailed for each fund by department or by other organization unit when practical, the proposed method of financing each such capital expenditure, and methods to measure outcomes and performance related to the goals; and
- c) The proposed goals, anticipated income and expense, profit, and loss for the ensuing year for each utility or other enterprise fund or internal service fund operated by the City, and methods to measure outcomes and performance related to the goals. For any fund, the total of proposed expenditures shall not exceed the total of estimated income plus carried forward fund balance exclusive of reserves.
- d) Budget Reserves, maintained according to adopted financial policy, applicable state and federal laws, and best practices, including then current guidance from Government Finance Officers Association (GFOA).

### § 7.05. City Council Action on Budget.

- a) **Notice and Hearing.** The City Manager shall file a proposed budget with the City Secretary in accordance with state law. The City Council shall hold a public hearing on the proposed budget, and shall, before such public hearing publish a notice stating:
  - 1) The times and places where copies of the message and budget are available for inspection by the public,
  - 2) The time and place of such public hearing on the budget, and
  - 3) All other information required to be included under state law and this Charter.
- b) **Amendment Before Adoption.** After the public hearing, the City Council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for an estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than total estimated income.
- c) **Adoption.** The City Council shall adopt the budget on or before the deadline provided by state law. If it fails to adopt the budget by this date, the current budget shall remain in effect until a new budget is adopted.

### § 7.06. Amendments After Adoption.

City Council may only amend an adopted budget in accordance with state law. Add notification process.

## § 7.07. Capital Improvement Plan.

- a) **Submission to City Council.** The City Manager shall prepare and submit to the City Council a multi-year capital improvement plan no later than three (3) months before the final date for filing of the proposed budget with the City Secretary.
- b) **Contents.** The capital improvement plan shall include:
  - 1) A clear general summary of its contents;
  - 2) Identification of the goals as defined in the City's Comprehensive Plan;
  - 3) A list of all capital improvements and other capital expenditures which are proposed to be undertaken during the fiscal years next ensuing, with appropriate supporting information as to the necessity for each;
  - 4) Cost estimates and recommended time schedules for each improvement or other capital expenditure;
  - 5) Method of financing upon which each capital expenditure is to be reliant;
  - 6) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired;
  - 7) A commentary on how the plan addresses the sustainability of the community and the region of which it is a part; and
  - 8) Methods to measure outcomes and performance of the capital plan related to the long-term goals of the community.
- c) The City Council shall adopt the capital improvement plan by resolution, unless otherwise required by state law to be adopted by ordinance.

## § 7.8. Independent Audit.

The City Council shall provide for an independent annual audit of all City accounts and may provide for more frequent audits as it deems necessary. An independent certified public accountant or firm of such accountants shall conduct such audits. Such audits should be performed in accordance with Generally Accepted Auditing Standards (GAAS) and Generally Accepted Governmental Auditing Standards (GAGAS). The City may consider an independent forensic audit based on a recommendation by the City Manager, the City Auditor, or the Mayor.

## § 7.9. Public Records.

Copies of the final drafts of the employee contracts, budget, Capital Improvement Plan, independent audits, and appropriation and revenue ordinances shall be public records.

## § 7.10. Sales and Purchasing.

All sales of City property, purchases made, and contracts executed by the City shall be made in accordance with the requirements of the Constitution and laws of the State of Texas. The City Council will adopt a Financial Policy, including a Purchasing and

Contracting Policy, based on Governmental Accounting Standards Board (GASB) policy and current best practices.

### § 7.11. Issuance of Bonds and Other Obligations of the City.

The City shall have the right and power to borrow money on the credit of the City for permanent public improvements or for other public purposes as determined by the City Council, and the power to issue bonds, certificates of obligation, warrants, or other evidence of indebtedness of the City as authorized by the laws of the State of Texas. Notwithstanding any other provisions of this Charter to the contrary, ordinances authorizing the issuance of bonds, certificates of obligation, warrants or other evidence of indebtedness, or ordinances authorizing the levy of taxes or the pledge of revenues to secure payment of indebtedness shall require only one reading of the full ordinance or caption thereof, shall become effective immediately, and shall not be subject to referendum. The City Council may only authorize the issuance of general obligation bonds by a bond ordinance passed by the City Council and, when required by state law, approved by a majority of the qualified voters voting in an election called for the purpose of authorizing the issuance of such bonds.

Any proposal to issue any debt instrument that affects the Interest & Sinking Fund portion of the City property tax rate shall require a public hearing with a notice of at least thirty (30) days.

### § 7.12. Taxation.

- a) The City shall have the power, within the limits of the laws of the State of Texas, to levy and collect annual taxes on all property, real, personal, or mixed, that is located within the City on January 1st of each year.
- b) The City Council, as soon as practicable after receipt of appraisal rolls from the Parker County Appraisal District but not later than the date required by state law shall enact the annual tax levy ordinance levying the tax rate per one hundred dollars (\$100.00) of taxable value, after meeting all requirements and laws of the State of Texas. Failure of the Council to enact a tax levy ordinance for a particular year shall not invalidate the collection of taxes for that year.
- c) If a property owner to whom the City owes a debt is in arrears in payment of City taxes, the City Manager may reduce the debt by an amount equal to the unpaid taxes. This right of setoff and counterclaim for taxes and arrears shall apply to any debt, claim, demand, or account owned by the City. No assignment or transfer, after taxes are due to a debt or any other claim shall affect the right of the City to set off taxes against the debt or other claim.

## Article VIII Charter Amendments

### § 8.01. Proposal of Amendment.

Amendments to this Charter may be framed and submitted to the qualified voters of the City in the manner provided by the Constitution and the laws of the State of Texas as presently enacted or hereafter amended. Amendments to this Charter may be framed and proposed:

- a) In the manner provided by law, or
- b) By ordinance of the Council containing the full text of the proposed amendment and effective upon adoption, or
- c) By report of a Charter Commission created by ordinance, or
- d) By the voters of the City.

Proposal of an amendment must be submitted to the City Secretary in advance of a petition and reviewed by the City Attorney for conformity with this Charter, legality, and for the City Attorney to provide a title to be used on the petition and ballot and a description of the effect of the proposed Charter amendment. Upon approval of sufficiency of the proposed amendment, the amendment will be submitted to the voters of the City.

A proposed amendment initiated by the voters shall be by petition containing the description of the amendment and title approved by the City Attorney and on forms issued by the City Secretary.. The petition must be signed by a number of registered voters of the City that exceeds five (5) percent of the total number of those registered to vote at the last regular City election. The petitioners' committee may withdraw the petition at any time before the City Secretary certifies the petition for sufficiency.

### § 8.02. Election.

Upon delivery to the City election authorities of the report of a Charter Commission or delivery by the City Secretary of an adopted ordinance or a petition finally determined sufficient, proposing an amendment pursuant to [Section 8.01](#), the election authorities shall submit the proposed amendment to the voters of the City at an election. Such election shall be announced by a notice containing the complete text of the proposed amendment, published in a newspaper of general circulation in the City, and posted on the City's official website at least thirty (30) days prior to the date of the election. The election will be held on the next available uniform election date as allowed by law.

### § 8.03. Adoption of Amendment.

If a majority of those voting upon a proposed Charter amendment vote in favor of it, the City Council shall enter an order declaring adoption. The amendment shall become effective at

the time fixed in the amendment or, if no time is therein fixed, upon entry of such order by City Council.

## Article IX General Provisions

### § 9.01. Conflicts of Interest; Board of Ethics.

- a) **Conflicts of Interest.** The use of public office for private gain is prohibited. The City Council shall implement this prohibition by ordinance, the terms of which shall include, but not be limited to: acting in an official capacity on matters in which the official has a private financial interest clearly separate from that of the general public; the acceptance of gifts and other things of value; acting in a private capacity on matters dealt with as a public official; the use of confidential information; and appearances by City officials before other City agencies on behalf of private interests. This ordinance shall include a statement of purpose and shall provide for reasonable public disclosure of finances by officials with major decision-making authority over monetary expenditures and contractual and regulatory matters and, insofar as permissible under State law, shall provide for fines and imprisonment for violations.
- b) **Board of Ethics.** The City Council shall, by ordinance, establish an independent Board of Ethics to administer and enforce the conflict of interest ordinances, financial disclosure ordinances, and the mandated Code of Ethics. No member of the Board may hold elective or appointed office under the City or any other government or hold any political party office. Insofar as possible under State law, the City Council shall authorize the Board to issue binding advisory opinions, conduct investigations on its own initiative and on referral or complaint from officials, city employees or residents, subpoena witnesses and documents, refer cases for prosecution, impose administrative fines, and hire independent counsel. The City Council shall appropriate sufficient funds to the Board of Ethics to enable it to perform the duties assigned to it and to provide annual training and education of city officials and employees, including candidates for public office, regarding the ethics code.

### § 9.02. Prohibitions.

- a) **Activities Prohibited.**
- 1) **No person** shall be appointed to or removed from, or in any way favored or discriminated against with respect to any City position or appointive City administrative office because of race, gender, age, sex, familial status, disability, religion, country of origin, or political affiliation.
  - 2) **No person** shall willfully make any false statement, certificate, mark, rating, or report in regard to any test, certification, or appointment under the provisions of this Charter.
  - 3) **No person** shall knowingly or willfully solicit or assist in soliciting any assessment, subscription, or contribution for any political party or political purpose to be used in conjunction with any City election from any City officer or City employee.

- 4) No City officer or City employee shall knowingly or willfully make, solicit, or receive any contribution to the campaign funds of any political party or committee to be used in a City election or to campaign funds to be used in support of or opposition to any candidate for election to City office. Further, no City employee, in their capacity as an employee, or representing, suggesting, or implying that they are representing the City, shall knowingly or willfully participate in any aspect of any political campaign on behalf of or in opposition to any candidate for City office. This section shall not be construed to limit any person's right to express opinions or to cast a vote nor shall it be construed to prohibit any person from active participation in political campaigns at any other level of government.
- b) **Penalties.** Any person convicted of a violation of this section shall be ineligible for a period of five (5) years following such conviction to hold any City office or position and, if an officer or employee of the City, shall immediately forfeit his or her office or position. The City Council shall establish by ordinance such further penalties as it may deem appropriate.

### § 9.03. Campaign Finance.

- a) **Disclosure.** The City Council shall enact ordinances to protect the ability of City residents to be informed of the financing used in support of, or against, campaigns for locally elected office. The terms of such ordinances shall include, but not be limited to, requirements upon candidates and candidate committees to report in a timely manner to the appropriate City office: contributions received, including the name, address, employer, and occupation of each contributor who has contributed \$250.00 or more; expenditures made; and obligations entered into by such candidate or candidate committee. In so far as is permissible under State law, such regulations shall also provide for fines and imprisonment for violations. The ordinance shall provide for convenient public disclosure of such information by the most appropriate means available to the City.
- b) **Contribution and Spending Limitations.** In order to combat the potential for, and appearance of, corruption, and to preserve the ability of all qualified community members to run for public office, the City shall, in so far as is permitted by state and federal law, have the authority to enact ordinances designed to limit contributions and expenditures by, or on behalf of, candidates for locally elected office. Ordinances pursuant to this section may include but are not limited to: limitations on candidate and candidate committees that affect the amount, time, place, and source of financial and in-kind contributions; and, voluntary limitations on candidate and candidate committee expenditures tied to financial or non-financial incentives.

## § 9.04. Legal Provisions.

- a) **Judicial Notice.** This Charter shall be recorded in the City Secretary's office in a book kept for that purpose. As soon as practicable after its adoption, an authenticated copy of the Charter shall be certified to the Secretary of State of the State of Texas, at which time the Charter becomes a public act and may be read in evidence without pleading or proof, and judicial notice shall be taken thereof in all courts and places without further proof.
- b) **Application.** To the extent there is any conflict between the provisions of this Charter and the provisions of any Ordinance, regulation or rule enacted by the City, the terms of the Charter shall prevail.
- c) **Severability.** If any provision of this Charter is held invalid, the other provisions of the Charter shall not be affected. If the application of the Charter or any of its provisions to any person or circumstance is held invalid, the application of the Charter and its provisions to other persons or circumstances shall not be affected.
- d) **City Not Required to Give Security or Execute Bond.** The City may institute and prosecute suits without giving security therefor, and appeal from judgments of the courts without giving supersedeas or cost bonds, other bonds, or security whatsoever.
- e) **Liens, Assignment, Execution and Garnishments.** The real and personal property belonging to the City shall not be liable for the sale or appropriation under any writ or execution or cost bill, and no lien of any kind shall ever exist against any such property owned by the City except that the lien be created or authorized by this Charter or by state law. The funds belonging to the City in the hands of any person, firm, or corporation shall not be liable to garnishment, attachment, or sequestration. The City shall not be liable to garnishment on account of any debt it may owe or funds or property it may have on hand or owing to any person. Neither the City nor any of its officers or agents shall be required to answer any such writ or garnishment on any account whatever. The City shall not be obligated to recognize any assignment of wages or funds by its employees, agents, or contractors except by court order or as otherwise required by state law.
- f) **Written Notice of Injury.** Before the City shall be liable for damages, for personal injury of any kind, or for damage to property, the person who is injured or whose property is damaged or someone on behalf of that person shall give the City Manager notice of the alleged claim in writing within six (6) months after the date of the alleged injury or damage. The notice shall state specifically when, where, and how the injury or damage was sustained, setting forth the extent of the injury or damage as accurately as possible. The party also shall, whenever possible, give the names and addresses of all witnesses known to the claimant and upon whose testimony the claimant is relying to establish the injury or damage. In case of injury resulting in death, the person or persons claiming damage shall within six (6) months after the death of the injured person give notice as required above. Failure to notify the City of such a claim within six (6) months after the

date of the claim shall exonerate, exempt, and excuse the City from any liability whatsoever. Nothing in this section shall be construed to mean the City waives any rights, privileges, defenses, or immunities in tort action, or otherwise, which are provided under common law and state law.

- g) **Oath of Office.** All officers of the City shall, before entering upon the duties of their respective offices, take and subscribe to the official oath prescribed by state law. The oath shall be administered by the Mayor, Mayor Pro Tem, City Secretary, Municipal Judge, or other person authorized by law to administer oaths.

## § 9.05 Continuity in Change.

- a) **Continuity Generally.** All rights, claims, actions, orders, ordinances, contracts, and legal or administrative proceedings existing before the adoption of this Charter shall continue except as modified by this Charter and shall be maintained, carried on, or dealt with by the City department, office, or agency appropriate under this Charter.
- b) **Disaster Clause.** The City Council shall provide, by ordinance or emergency response plan, for succession of office authority and power in the event of an emergency resulting in the loss or absence of the Mayor, Mayor Pro Tem, City Manager, and other officers exercising critical authority.

# Article X Transitional Provisions

## § 10.01. General Transition Guidelines.

This article provides for a smooth and orderly transition from general law to home rule governance, ensuring continuity and stability in municipal operations.

## § 10.02. Adoption of Charter.

This Charter shall be submitted to the qualified voters of the City of Willow Park, Texas, for adoption or rejection, at which election, if a majority of the qualified voters voting in such election shall vote in favor of the adoption of this Charter, it shall then immediately become the governing law of the City until amended or repealed. It being impracticable to submit this Charter so that each subject may be voted on separately, it is hereby prescribed that the election shall be “for” or “against” adoption of a charter, unless different ballot language is required by state law.

## § 10.03. Methods of Electing Council Members.

Upon a positive determination that this Charter is in effect following the canvas of the vote from the May 2026 election, the five (5) Council Members and the Mayor shall together appoint a Willow Park citizen to serve as Willow Park Council Member Place 6.

Thereafter, at the May 2027 election held under this Charter, Council members for Place 1, Place 2, and the Mayor shall be elected. At the May 2028 election held under this Charter, Council members for Place 3 and Place 4 shall be elected. At the May 2029 election held under this Charter, Council members for Place 5 and Place 6 shall be elected. Unless otherwise required by state law, elections for each position shall be held on the May uniform election date every third (3rd) year thereafter.

#### § 10.04. Effective Date.

This Charter shall take effect immediately following adoption by the voters and entry of the official order by the City Council declaring the same adopted as soon as practicable. After adoption, the Mayor shall certify to the Secretary of State an authenticated copy of the Charter under the City's seal showing approval by the voters. The City Secretary shall record the Charter in a book kept for that purpose and keep and maintain the same as an official record of the City.

#### § 10.05. Continuity of Operations.

- a) **Existing Ordinances.** All codes, ordinances, resolutions, rules and regulations in force on the effective date of this Charter shall remain in force until altered, amended or repealed by the Council. The Council shall review and conform all such codes, ordinances, resolutions, rules and regulations so transferred within three (3) years from the effective date of this Charter.
- b) **Current Officials.** All elected and appointed officials holding office at the time of adoption shall continue to serve until their successors are duly elected or appointed and qualified under the new Charter.

#### § 10.06. Personnel Transition.

- a) **Training.** City personnel shall receive training on the new Charter provisions to ensure a smooth transition and effective governance.
- b) **Reassignments.** Personnel affected by the establishment of new departments shall be reassigned as necessary to maintain continuity of operations and services.

#### § 10.07. Financial Provisions.

- a) **Budget Adjustments.** The City Manager shall prepare budget adjustments to accommodate the new departmental structures and any additional costs associated with the transition.

#### § 10.08. Public Communication.

- a) **Public Notices.** The City shall issue public notices to inform residents about the transition process, including key changes and developments.

- b) **Community Meetings.** The City Council shall hold community meetings to address questions and gather feedback during the transition period.

## ARTICLE 11 - CODE OF ETHICS

### § 11.01. Purpose and Policy.

- (a) The purpose of this Article is to preserve public confidence in the integrity of City government by:
- (1) Prohibiting the use of public office or employment for private gain;
  - (2) Requiring transparency and accountability in the conduct of public business; and
  - (3) Establishing clear ethical standards that are fairly applied to all persons who serve the City.s
- (b) This Article is intended to supplement, and not limit, any requirements or remedies provided by the constitutions and laws of the United States and the State of Texas. In the event of conflict, such higher law shall control.

### § 11.02. Applicability.

The Code of Ethics shall apply to:

- (1) The Mayor and members of the City Council;
- (2) Members of all City boards, commissions, and committees, whether advisory or decision-making;
- (3) The City Manager, City Secretary, City Attorney, and all other City officers and employees, including temporary and contract staff to the extent provided by ordinance; and
- (4) Such vendors, contractors, and consultants as the City Council may designate by ordinance.

### § 11.03. Adoption and Content of the Code of Ethics.

- (a) The City Council shall, by ordinance, adopt and maintain a comprehensive Code of Ethics consistent with this Charter.
- (b) The Code of Ethics shall, at a minimum:
- (1) Prohibit the use of public office or employment for private gain;
  - (2) Address conflicts of interest, including financial conflicts, personal relationships, and incompatible outside employment
  - (6) Require cooperation with investigations and proceedings of the Board of Ethics created in Article 12; and
  - (7) Align sanctions and procedures with the framework established in Article 12.
- (c) The Code of Ethics shall be written in clear, plain language and made readily available to the public.

### § 11.04. Relationship to State Law.

- (a) Nothing in the Code of Ethics shall be construed to permit any conduct that is prohibited by state or federal law.
- (b) The Code of Ethics shall incorporate by reference applicable provisions of Texas law relating to conflicts of interest, financial disclosure, nepotism, gifts, and misuse of public office.

### § 11.05. Periodic Review.

- (a) The Code of Ethics shall be reviewed at least once every three (3) years.
- (b) The Board of Ethics created by Article 12 shall recommend amendments as provided in [§12.11.11](#) of this Charter, and the City Council shall consider such recommendations at a public meeting.

## ARTICLE 12 - INDEPENDENT BOARD OF ETHICS

### § 12.01. Creation and Purpose.

- (a) There is hereby created an independent Board of Ethics (“Board”), which shall administer and enforce this Article, the Code of Ethics, and the City’s ethics-related ordinances.
- (b) The Board shall operate as a quasi-judicial body, separate from and independent of the City Council and City staff, and shall not be subject to their direction or control in the performance of its duties.

### § 12.02. Composition and Qualifications.

- (a) The Board shall consist of seven (7) members and two (2) alternates.
- (b) Each member and alternate shall:
  - (1) Be a resident and qualified voter of the City.
  - (2) Not be an officer or employee of the City.
  - (3) Not hold any office in a political party organization at the county, state, or national level; and
  - (4) Not have served as a campaign treasurer, paid campaign consultant, or paid campaign staff for any City candidate within the three (3) years preceding appointment.
- (c) The Code of Ethics or an implementing ordinance may require that at least:
  - (1) One member be a licensed attorney in good standing with experience in ethics, municipal, or administrative law;
  - (2) One member have substantial experience in auditing, accounting, or compliance; and

- (3) One member have substantial experience in human resources, organizational behavior, or public administration.

### § 12.03. Independent Selection Commission.

- (a) To insulate the Board from political influence, there shall be an Independent Selection Commission (“Selection Commission”) whose sole duty shall be to appoint and, when necessary, remove members and alternates of the Board.
- (b) The Selection Commission shall consist of five (5) members who shall:
- (1) Not be officers or employees of the City;
  - (2) Not hold any office in a political party organization at the county, state, or national level; and
  - (3) Meet any additional qualifications established by ordinance consistent with this Charter.
- (c) The Selection Commission shall be composed of:
- (1) One retired judge residing in or within a reasonable distance of the City, or, if none is available, a licensed attorney of at least ten (10) years’ experience, selected by the presiding judge of the appropriate county court or district court;
  - (2) One member appointed by a recognized local or regional bar association;
  - (3) One member appointed by a recognized local or regional certified public accountants’ or internal auditors’ association;
  - (4) One member appointed by a local institution of higher education with a program in law, public policy, public administration, or a related field; and
  - (5) One at-large member selected by the four other members of the Selection Commission from among
- (d) Members of the Selection Commission shall serve staggered four-year terms as provided by ordinance and may be removed only for cause by the district court upon petition showing substantial neglect of duty, misconduct, or inability to serve.
- (e) No City officer or employee shall participate in, or attempt to influence, the appointment, evaluation, or removal of any member of the Board.

### § 12.04. Appointment, Terms, and Removal of Board Members.

- (a) Appointment.
- (1) The Selection Commission shall appoint all Board members and alternates following a publicly noticed application or nomination process established by ordinance.
  - (2) The City Council shall have no role in selecting, interviewing, ranking, or confirming Board members or alternates.
- (b) Terms.
- (1) Board members shall serve staggered three-year terms, as provided by ordinance, so that approximately one-third of the positions expire each year.

(2) No member shall serve more than two (2) consecutive full terms; partial terms filled due to a vacancy shall not count toward this limit.

(c) Vacancies.

(1) Vacancies shall be filled for the remainder of the unexpired term by the Selection Commission.

(2) Alternates may be elevated to full membership by the Selection Commission.

(d) Removal.

(1) A Board member or alternate may be removed only for cause, including substantial neglect of duty, gross misconduct, or inability to serve.

(2) Removal shall require an affirmative vote of at least four (4) members of the Selection Commission, after written notice of the alleged grounds and an opportunity for the member or alternate to be heard.

## § 12.05. Jurisdiction and Limitations.

(a) The Board shall have jurisdiction to:

(1) Receive, investigate, hear, and decide sworn complaints alleging violations of:

(A) This Article;

(B) The Code of Ethics; and

(C) Any other City ordinance expressly placed within the Board's jurisdiction by the City Council, consistent with this Charter; and

(2) Issue advisory opinions regarding the interpretation or application of such provisions.

(b) The Board shall not exercise jurisdiction over:

(1) Mere disagreements about policy, budget priorities, land-use decisions, or legislative judgment, in the absence of an alleged ethics violation;

(2) The content of a vote, speech, or other expression protected by the constitutions of the United States or the State of Texas, unless such conduct is alleged to violate a specific ethics provision;

(3) Personnel matters governed solely by the City's personnel policies, unless an ethics violation is specifically alleged; or

(4) Matters finally adjudicated by a court of competent jurisdiction, except to consider a distinct ethics violation not resolved in such proceeding.

(c) A complaint must be filed within one (1) year after the complainant knew or reasonably should have known of the facts upon which the complaint is based, unless the Board finds good cause for delay and that consideration of the complaint is in the public interest.

## § 12.06. Complaints and Preliminary Screening.

(a) Standing. A complaint may be filed by any:

(1) Resident or qualified voter of the City;

(2) City officer or employee; or

- (3) Person or entity directly affected by the alleged conduct.
- (b) Sworn Complaint.
  - (1) Complaints shall be in writing, sworn under oath or affirmation, signed, and filed with the officer designated by ordinance (the “Ethics Officer”).
  - (2) The complaint shall identify the respondent, cite the specific provision(s) allegedly violated, state the facts with reasonable particularity, and list known witnesses and relevant documents, if any.
- (c) Notice. Within a reasonable time after filing, the Ethics Officer shall provide a copy of the complaint to the respondent and to the Chair of the Board, along with a summary of the process and the respondent’s rights.
- (d) Screening Panel.
  - (1) A screening panel of two (2) Board members, designated in rotation, shall determine whether the complaint:
    - (A) Falls within the Board’s jurisdiction;
    - (B) Meets the sworn-complaint requirements; and
    - (C) Alleges facts which, if true, would constitute a violation.
  - 2) The screening panel may, by unanimous vote, dismiss a complaint that is outside jurisdiction, facially deficient, untimely, or frivolous.
  - (3) The screening panel shall issue a brief written explanation of any dismissal, which shall be provided to the complainant and respondent.
- (e) Frivolous or Bad-Faith Complaints.
  - (1) A complaint is frivolous if it lacks any arguable basis in fact or law, is filed primarily to harass or gain political advantage, or is knowingly based on false statements.
  - (2) After notice and an opportunity to respond, the Board may:
    - (A) Issue a written warning to a complainant found to have filed a frivolous complaint;
    - (B) Refer suspected false statements under oath to the appropriate prosecuting authority; and
    - (C) Recommend to the City Council that reasonable limitations be placed on the complainant’s ability to file complaints for a defined period, consistent with law.

## § 12.07. Investigations, Hearings, and Due Process.

- (a) Initiation of Investigation.
  - (1) If a complaint is not dismissed at screening, the Board shall determine whether there is reasonable cause to believe a violation may have occurred.
  - (2) The Board may authorize an investigation, including voluntary interviews and requests for documents.
  - (3) To the extent permitted by state law, the Board may seek subpoenas for witnesses or documents through a court of competent jurisdiction or other lawful mechanism.
- (b) Rights of Respondent. The respondent shall have the right to:

- (1) Receive timely written notice of the allegations and the specific provisions at issue;
  - (2) Be represented by counsel at the respondent's expense;
  - (3) Submit a written response and supporting materials;
  - (4) Present witnesses and evidence; and
  - (5) Question adverse witnesses, subject to reasonable procedural rules.
- (c) Hearings.
- (1) If the Board determines that a hearing is warranted, it shall schedule a hearing and provide reasonable advance notice to the complainant and respondent.
  - (2) Hearings shall be conducted in accordance with procedures adopted by the Board, consistent with this Charter, City ordinances, and state law.
  - (3) Hearings on the merits shall be open to the public, except to the extent closure is authorized by state law, including for executive-session deliberations.
- (d) Standard of Proof.
- (1) For the imposition of minor sanctions under § 12.08(b), the Board must find a violation by a preponderance of the evidence.
  - (2) For the imposition or recommendation of more serious sanctions under § 12.08(c)–(d), the Board must find a violation by clear and convincing evidence.
- (e) Voting Requirement. - No finding of violation may be made except upon the affirmative vote of at least five (5) members of the Board. Failure to obtain the required vote shall result in dismissal of the complaint with no finding of violation.
- (f) Written Decision. - The Board shall issue a written decision setting forth findings of fact, conclusions of law, and any sanctions or recommendations, and shall provide it to the complainant, the respondent, and the City Council. The decision shall be made available to the public, except as limited by law.

## § 12.08. Sanctions and Remedies.

### (a) Classification of Violations.

- (1) The Code of Ethics shall assign each prohibited act or requirement to one of the following categories:

**Class I –Technical or Minor Violation.**

Negligent or inadvertent conduct that does not result in substantial personal benefit or public harm, and is promptly corrected when discovered.

**Class II –Significant Violation.**

Knowing or reckless conduct, or conduct that results in substantial personal benefit, material financial impact, or material harm to the public interest, but does not involve corruption, fraud, or a pattern of repeated violations.

**Class III –Egregious Violation.**

Intentional and corrupt conduct, including fraud, concealment, substantial personal financial gain, significant harm to the public, or a pattern of repeated violations after prior sanction.

- (2) The Board shall apply the classification assigned in the Code of Ethics. If the facts demonstrate that a different classification is more appropriate, the Board may reclassify the violation in its written findings and shall state its reasons.
- (3) The Board shall not impose sanctions outside the ranges prescribed for each class in this section.
- (b) General Principles.
- (1) Sanctions shall be proportionate to the class of violation and the specific facts, within the ranges defined below.
- (2) In determining the appropriate sanction within a class, the Board shall consider:
- Intent or state of mind (negligent, reckless, knowing, intentional);
  - Prior history of similar violations;
  - Self-reporting and cooperation;
  - Reliance on a written advisory opinion or advice of counsel; and
  - The extent of personal benefit and public harm.
- (3) The Board shall state in writing how these factors were considered in selecting the sanction.
- (c) Board-Imposed Sanctions by Class (Direct Authority). - The Board has direct authority to impose the sanctions listed in this subsection without City Council approval, subject to the standards of proof and voting thresholds in subsection (f).
- (1) Class I –Technical or Minor Violations.
- For a Class I violation, the Board shall impose at least one of the following sanctions, and may impose more than one, but may not exceed the Class I range:
  - Written advice or guidance regarding future conduct;
  - Mandatory completion of specified ethics training within a defined time;
  - Confidential written warning, where permitted by law;
  - Public written reprimand for repeated or uncorrected Class I conduct.
  - The Board shall not impose censure or civil fines based solely on a single Class I violation.
- (2) Class II –Significant Violations.
- For a Class II violation, the Board shall impose at least one public sanction and may impose multiple sanctions within the following range:
  - Public written reprimand;
  - Mandatory ethics training and/or additional reporting or monitoring conditions;
  - Civil fine in an amount not to exceed the maximum authorized by state law and City ordinance for Class II violations;
  - Formal written censure adopted by the Board and made public.
  - The Board shall issue at least a formal written censure if the Class II violation:
  - Involved a knowing or reckless conflict of interest in a vote or official action; or
  - Resulted in substantial personal financial benefit.
- (3) Class III –Egregious Violations.

- For a Class III violation, the Board shall impose the maximum available public sanctions within its authority, including:
    - Public written reprimand; and
    - Formal written censure; and
    - Civil fine in an amount within the maximum authorized by state law and City ordinance for Class III violations.
  - In every Class III case, the Board shall also issue the recommendations and referrals described in subsection (d), in addition to its direct sanctions.
- (d) Recommendations and Referrals (Higher Rungs). - In addition to the direct sanctions in subsection (c), the Board may, and for Class III violations shall, issue written recommendations and referrals as follows:
- (1) Recommendations to City Council.
    - For elected or appointed officials, the Board may recommend that the City Council:
      - Consider censure by Council resolution;
      - Consider removal from a City board or commission where permitted by this Charter and law; or
      - Place the matter on the agenda for any removal or recall proceedings authorized by this Charter or state law.
  - (2) Recommendations to City Manager.
    - For City employees, the Board may recommend that the City Manager consider appropriate disciplinary action, consistent with personnel policies, civil-service rules, and employment contracts.
  - (3) Referrals to External Authorities.
    - If the Board has reason to believe that the facts may constitute a violation of criminal law or state ethics law, it shall promptly refer the matter, together with its findings, to the appropriate prosecuting authority or state agency.
  - (4) Structural and Policy Remedies.
    - The Board may recommend that the City adopt or modify policies, procedures, or controls (including training, reporting, and disclosure mechanisms) to prevent similar violations in the future.
  - (5) Council's Role on Recommendations.
    - The City Council may accept, reject, or take alternative lawful action on the Board's recommendations, but may not alter or negate the Board's underlying findings of fact or the Board-imposed sanctions in subsection (c).
    - If the City Council takes action, it shall do so by recorded vote at a public meeting within forty-five (45) days after receiving the Board's written decision.
    - Failure to act within forty-five (45) days shall not affect the validity of the Board-imposed sanctions; the recommendations shall be deemed considered and not adopted.
- (e) Effect of Board Censure.

- (1) A formal written censure issued by the Board is an official act of the Board, separate from any censure the City Council may issue.
  - (2) Censure shall consist of a written statement, adopted by the required vote, that:
    - Identifies the specific provisions violated;
    - Summarizes the material facts; and
    - Formally condemns the conduct as inconsistent with the City's ethical standards.
  - (3) The censure shall be delivered to the respondent, provided to the City Council, and made available to the public.
- (f) Standards of Proof and Voting Thresholds.
- (1) For Class I violations, the Board may impose sanctions under subsection (c)(1) upon a finding, by the affirmative vote of at least five (5) Board members, that a violation has been proven by a preponderance of the evidence.
  - (2) For Class II and Class III violations, including any censure, fines, recommendations, or referrals under subsections (c)(2)–(3) and (d), the Board may act only upon a finding, by the affirmative vote of at least five (5) Board members, that a violation has been proven by clear and convincing evidence.
  - (3) Failure to obtain the required vote shall result in dismissal of the complaint with no finding of violation.
- (g) Protection Against Political or Frivolous Use.
- (1) No sanction may be imposed for conduct outside the Board's jurisdiction as defined in this Charter, or based solely on disagreement with the content of a lawful vote, policy position, or political viewpoint.
  - (2) The Board shall not consider or sanction based on complaints that:
    - Fail to meet the sworn-complaint standard;
    - Have been dismissed as frivolous at screening; or
    - Fall outside the applicable time limits, except as permitted for good cause under this Charter.
  - (3) The repeated filing of frivolous or bad-faith complaints may itself be subject to warning or referral to prosecuting authorities, as provided in [§ 12.06\(e\)](#).

## § 12.09. Advisory Opinions.

- (a) Any person subject to the Code of Ethics may request a written advisory opinion from the Board regarding prospective conduct.
- (b) Reliance in good faith on a written advisory opinion issued to the requester shall be a mitigating factor in any subsequent proceeding involving the same or substantially similar facts.

## § 12.10. Training, Annual Report, and Transparency.

- (a) Training.

- (1) The City Council shall provide for periodic ethics training for all persons covered by the Code of Ethics, including orientation for newly elected and appointed officials and newly hired employees.
  - (2) The Board may recommend training content and providers and may participate in such training.
- (b) Annual Report.
- (1) The Board shall prepare an annual public report summarizing its activities, including the number of complaints received, dismissed, investigated, and resolved; the general categories of allegations; the sanctions imposed or recommended; and any recommendations for improvement.
  - (2) The report shall be presented to the City Council at a public meeting and made available to the public.

## § 12.11. Rules and Implementation.

- (a) The Board may adopt rules of procedure consistent with this Charter and City ordinances to govern its operations and hearings.
- (b) Within twelve (12) months after the effective date of this Article, the City Council shall adopt or amend such ordinances as are necessary to fully implement this Article and Article 11, including the Code of Ethics and any necessary enforcement provisions.
- (c) If any provision of this Article is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect to the greatest extent permitted by law.

**DRAFT**

# Home Rule Charter for the City of Willow Park, Texas

**DRAFT**

## Home Rule Charter Commission members:

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This draft version represents the consensus of the Willow Park Home Rule Charter Commission discussions through and including December 17, 2025.

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## INTRODUCTION

The City of Willow Park is located in Parker County, Texas, adjacent to Weatherford in the same County. The City of Willow Park was incorporated in 1963. The City of Willow Park has been operating as a Type A general law City. The City initially exceeded 5,000 in population in 2016.

**PREAMBLE** - We the people of the City of Willow Park, Texas, under the constitution and laws of the State of Texas, in order to secure the benefits of local self-government and to provide for an honest and accountable City-Manager government, do hereby adopt this Charter and confer upon the City the powers stated in this Charter, and prescribe by the following procedures and governmental structure. By this action, we secure the benefits of home rule and affirm the values of representative democracy, professional management, strong political leadership, public engagement, diversity, inclusiveness, and regional cooperation. We also

affirm the conviction of our founding fathers that we are all created equal and are endowed by our Creator with certain God-given and unalienable rights, including the right to life, liberty, and the pursuit of happiness. Therefore, we affirm the value and inherent worth of every person, and we affirm every individual's freedom of thought, speech, and belief.

## ARTICLE I FORM OF GOVERNMENT

**§ 1.01 Incorporation.** The citizens of the City of Willow Park, Parker County, Texas, hereby constitute the City of Willow Park, Texas, to be a municipal body incorporated in perpetuity under the name of the "City of Willow Park," hereinafter referred to as the "City" with such powers, privileges, rights, duties, and immunities as are herein provided.

**§ 1.02 Form of Government.** The City's municipal government provided by this Charter shall be a "Council-Manager Government." Pursuant to the provisions of and subject only to the limitations imposed by the State Constitution, the state laws, and this Charter, all powers of the City shall be vested in and exercised by an elective Council, hereinafter referred to as "the City Council" which shall enact legislation, adopt budgets, determine policies, and appoint the City Manager who shall execute the laws and administer the government of the City.

## ARTICLE II POWERS OF CITY

**§ 2.01 General Powers.** The City shall have all the powers granted to cities by the Constitution and laws of the State of Texas together with all of the implied powers necessary to carry into execution such granted powers. The City may use a corporate seal; may sue and be sued; may contract and be contracted with; may cooperate with the government of the State of Texas or any agency or any political subdivision thereof; or with the federal government or any agency thereof, to accomplish any lawful purpose. The City shall have the power to regulate a wide range of local activities in order to promote the health, welfare, morals, comfort, and safety of the City and its inhabitants.

### § 2.02 Specific Powers.

#### 2.02.01 Annexation and Disannexation of Territory

- a) **Annexation.** The City Council may fix the boundary limits of the City upon the introduction and passage of an ordinance subject in compliance with all requirements of state law.
- b) **Annexed Territory.** The inhabitants of annexed territory are entitled to all the rights and privileges of City citizenship and are bound by all such duties of citizenship. The inhabitants

of any annexed territory are bound by all the acts, resolutions, ordinances, and regulations of the City.

- c) **Disannexation.** The City Council may detach and disannex any territory within the City limits upon the introduction and passage of an ordinance in compliance with all requirements of state law.

### 2.02.02 Public Property.

The City may acquire property within or out of its corporate limits for any municipal purpose in fee simple, in or any lesser interest or estate, by purchase, gift, device, lease or condemnation, and, subject to the provisions of this Charter, may sell, lease, mortgage, hold, manage, improve, and control such property as may now or hereafter be owned by it; may pass ordinances and enact such regulations as may be expedient for the maintenance of good government, order, and peace of the City and the welfare, health, morals, comfort, safety, and convenience of its inhabitants.

### 2.02.03 Streets

The City shall have exclusive dominion, control, and jurisdiction in, upon, over, and under the public streets, sidewalks, alleys, highways, public squares, and public ways (except those under County or State or Federal control) that are within the corporate limits of the City, and in, upon, over, and under all public property of the City. With respect to each and every public street, sidewalk, alley, highway, public square, public park, or other public way (except those under County or State or Federal Control) that are within the corporate limits of the City, the City shall have the power to establish, maintain, improve, alter, abandon, or vacate the same; to regulate the use thereof including but not limited to the right to erect traffic signals, lights, and signs thereon; and to abate and remove in a summary manner any encroachment thereon.

The City shall have the power to develop and improve, or cause to be developed and improved, any and all public streets or ways (except those under State control) within the corporate limits of the City by laying out, opening, narrowing, widening, straightening, extending, lighting, and establishing building lines along the same, by purchasing condemning, and taking property therefor; by filling, grading, raising, lowering, paving, repaving, and repairing, in a permanent manner, the same; and by constructing, reconstructing, altering, repairing, and realigning curbs, gutters, drains, sidewalks, culverts, and other appurtenances and incidentals in connection with such development and improvement authorized hereinabove, or any combination or parts thereof. The cost of such development and improvement may be paid partly or entirely by assessments levied as a lien against the property abutting thereon and against the owners thereof, and such assessments may be levied in any amounts and under any procedure not prohibited by state law; provided, that no assessment shall be made against

such land or owners in excess of the enhancement in value of such property occasioned by such improvement.

### § 2.03 Construction of the Provisions of the Charter.

The powers of the City under this Charter shall be construed liberally in favor of the City, and the specific mention of particular powers in the Charter shall not be construed as limiting in any way the general power granted in this article.

## ARTICLE III MAYOR AND CITY COUNCIL

### § 3.01 Council Composition.

The Council shall be composed of the Mayor and six (6) Council members. The Mayor and Council members shall be elected ‘at-large,’ and each Council member shall occupy a position on the Council enumerated from one (1) to six (6), consecutively. The Mayor and Council shall be elected pursuant to [Article V. Elections](#) of this Charter.

### § 3.02 Eligibility, Terms, and Training.

a) **Eligibility.** A candidate must:

- 1) Be a United States citizen,
- 2) Be a registered voter of the City,
- 3) Be at least twenty-one (21) years of age to be eligible for Mayor,
- 4) Be at least eighteen years of age (18) years to be eligible for Council,
- 5) Have been a registered voter within the corporate limits of the City, including territory annexed prior to the filing deadline, for at least twelve (12) months as of the deadline for filing for the office;
- 6) Not have been convicted of a felony for which he or she has not been pardoned or otherwise released from the resulting disabilities.
- 7) Not have been found mentally incompetent by a final judgment of the Court.
- 8) Pay a filing fee of fifty (\$50.00) dollars or tender a petition signed by at least fifty (50) registered voters of the City.

b) **Eligibility for reelection:** The requirements for a candidate currently holding any elected position include the following:

- 1) Any candidate for a City elected position must meet all requirements in § 3.02 (a).
- 2) An incumbent seeking re-election must file for the same position number presently held and no candidate may file for more than one office or position number per election..

- 3) To be eligible to file for a City elected position, a candidate must resign from any elected position other than the City elected position currently held by that candidate.
- c) **Terms.** The Mayor shall hold office for a term of three (3) years. All Council members shall serve a three-year staggered term. Council Member Place 3 and Council Member Place 4 shall be elected in years evenly divisible by 3 [e.g., 2028]. Council Member Place 1 and Council Member Place 2, and the Mayor shall be elected in each year preceding a year evenly divisible by 3 [e.g., 2027]. Council Member Place 5 and Council Member Place 6 shall be elected in each year following a year evenly divisible by 3 [e.g., 2026 & 2029].
- d) **Training.** Council members shall receive training on: Open Government, including, Texas Open Meetings Act and Texas Public Information Act; City's Code of Ethics; social media guidelines; cyber security; governmental budget and finance; and parliamentary procedure. Training shall be conducted within ninety (90) days of appointment or election.

### § 3.03 Prohibitions.

- (a) **Holding Other Office.** Except where authorized by law, no Mayor or Council member shall hold any other elected public office during the term for which the member was elected to the Council. No Mayor or Council member shall hold any other City office or employment during the term for which the member was elected to the Council. No former Mayor or Council member shall hold any compensated appointive office or employment with the City until two years after the expiration of the term for which the member was elected to the Council, unless granted a waiver by the City Council. Nothing in this section shall be construed to prohibit the Council from selecting any current or former Council member to represent the City on the governing board of any regional or other intergovernmental agency.
- (b) **Appointments and Removals.** Neither the City Council nor any of its members shall in any manner dictate the appointment, promotion, demotion, discipline, or removal of any City administrative officer or employee other than the City Manager, City Secretary, or City Attorney, but any Council member may express its views and fully and freely discuss with the City Manager, City Secretary, or City Attorney anything pertaining to the appointment and removal of such officers and employees.
- (c) **Interference with Administration.** Except for the purpose of inquiries and investigations under [Section 3.11](#), the Council or its members shall deal with City officers and employees who are subject to the direction and supervision of the City Manager solely through the City Manager or City Attorney, and neither the Council nor its members shall give orders to any such officer or employee, either publicly or privately.

**Attorney-Client Privilege.** No Mayor or Council member shall disclose any attorney-client privileged communication. The City Council as the governing body of the City solely holds and

is entitled to the attorney-client privilege, and it may only be waived by an affirmative vote of two-thirds of the City Council.

### § 3.04 Mayor Powers and Duties.

The City hereby adopts an enumeration of specific powers that may be exercised by the Mayor:

- (a) The mayor shall serve as the ceremonial head of the city government, preside at all meetings of the council, and provide the leadership necessary to ensure good government.
- (b) He or she shall work closely with the Council to obtain legislation in the public interest and with the city manager to ensure that the same is enforced and participate in the discussion on all legislative and other matters coming before the Council.
- (c) The Mayor is the presiding officer of the City Council meetings. The Mayor has a vote, and is counted toward the quorum.
- (d) The Mayor has the express powers to declare a local state of disaster and, as the emergency management director for the City, has statutory powers and duties during an emergency.
- (e) The Mayor may administer oaths of office (i.e., swearing-in ceremonies).
- (f) The Mayor may sign ordinances, resolutions, orders, statements, contracts, deeds, conveyances, easements, bonds, plats, and other documents as directed or authorized by the City Council, except as delegated to the City Manager or designee.
- (g) The Mayor may make appointments to applicable boards and commissions of the City subject to confirmation by the City Council and in accordance with state law or other City ordinances.
- (h) The Mayor may call a special or an emergency Council meeting.
- (i) The Mayor shall be responsible for facilitating the orderly and practical management of the City..
- (j) The Mayor may exercise all duties conferred by the Texas Constitution, state law, City ordinance, City resolution, or other applicable law.

### § 3.05 Compensation; Expenses.

The City Council may determine the annual salary of the Mayor and Council members by ordinance, but no ordinance increasing such salary shall become effective, for any position, until the date of commencement of the terms of such position after the next regular election. The Mayor and Council members shall receive their actual and necessary expenses incurred in the performance of their duties of office.

### § 3.06 Relationship to City Manager

The City Council hires the City Manager to serve as the Chief Executive of the City government and may terminate the appointment of the City Manager at any time. It is an ongoing responsibility of the City Council to ensure that the City Manager and staff are accountable for their actions. The City Council shall formally evaluate the City Manager's performance at least twice a year. The City Council shall also monitor the policy proposals submitted by the City Manager and the administrative actions taken by the City Manager and staff to ensure that the Council's expectations are being met and that acceptable standards are being maintained. The City Council shall document and post the evaluation criteria for the City Manager's expected performance.

### § 3.07 Mayor Pro Tem.

The Mayor Pro Tem shall act as Mayor during the temporary absence or disability of the Mayor, and shall have the power to perform every act the Mayor could perform if present; provided, however, that in all cases the Mayor Pro Tem shall be entitled to vote. At its first meeting following each regular election of Council members, the Council shall, by election, designate one of its members as Mayor Pro Tem, who shall serve in such capacity for one (1) year.

### § 3.08 City Council.

All powers of the City shall be vested in the City Council, except as otherwise provided for by law or this Charter, and the Council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the City by law.

### § 3.09 Vacancies; Forfeiture of Office; Filling of Vacancies.

- a) **Vacancies.** The office of a Council member, or the Mayor, shall become vacant upon their death, resignation, removal from office, or forfeiture of office in any manner authorized by law.
- b) **Forfeiture of Office.** A Council member, or the Mayor, shall forfeit that office if the Council member or Mayor:
  - 1) Fails to maintain the qualifications as required in [Section 3.02](#),
  - 2) Violates any express prohibition of this Charter,
  - 3) Is convicted of a crime involving moral turpitude, or
  - 4) Fails to attend three consecutive regular meetings of the Council without being excused by the Council.

The Council shall, at its next regular meeting, after validation of any of the above, declare the office to be vacant and shall fill such vacancy as set forth in Subsection (c) below.

- c) **Filling of Vacancies.** If there is a single vacancy on the Council, the Council by majority vote shall appoint a qualified citizen to fill that vacancy. The appointment shall expire on the date of the next available regular City election available for candidates to submit an application to be on the ballot. That regular City election shall determine the candidate to fill the unexpired term for the vacated elected position.
- d) **Multiple Vacancies Filled by Special Election:** The City Council may not fill any vacancy by appointment if two or more elected positions are vacant simultaneously. In cases of this nature, a Special Election will be held to fill the vacancies on the next uniform election date or within one hundred and twenty (120) days of the determination that the vacancies exist, whichever is less. This Special Election will be held in accordance with Article V of this Charter, and each elected officer shall serve the unexpired term of the vacant office positions.

### § 3.10 Judge of Qualifications.

The City Council shall be the judge of the election returns and qualifications of its members, and of the grounds for forfeiture of their office. A member charged with conduct constituting grounds for forfeiture of office shall be entitled to a public hearing on demand, and notice of such hearing shall be published in one or more newspapers of general circulation or any City managed social media and websites in the City at least one week in advance of the hearing.

### § 3.11 Investigations.

The City Council shall have the power to adopt ordinances permitting the Council to inquire into the official conduct of any department, office, agency, or employee of the City and permitting the Council to subpoena witnesses, administer oaths, and compel the appearance of witnesses and the production of evidence to a specific inquiry. Such ordinances adopted by the Council shall include provisions for penalties for contempt in failing or refusing to obey orders issued by the Council as authorized by such ordinances, and such ordinances shall provide for punishment for any such contempt in a manner provided by such ordinances.

### § 3.12 Meetings of Council.

The Council shall hold at least two (2) regular meetings each month and as many additional meetings as it deems necessary to transact the business of the City. The Council shall establish, by ordinance, the days, and times of the regular meetings. The Mayor or three (3) Council members may call a special meeting of the Council. The Mayor or two (2) Council members may call an emergency meeting of the Council. All regular, special, and emergency meetings of the Council shall comply with Chapter 551 of the Texas Government Code (the "Open Meetings Act") as amended hereafter.

### § 3.13 Quorum and Voting

Four (4) Council members, or the Mayor and three (3) Council Members shall constitute a quorum for the purpose of transacting City business. No action of the Council, except as provided in [Section 3.09](#), shall be valid or binding unless adopted by the affirmative vote of a majority of members present in quorum. Any Council member may request in advance that a roll call vote be taken on any motion. An affirmative vote by five (5) elected City officials shall be required to approve the annual budget and to adopt the annual property tax rate, if any. Failure to approve a specific property tax rate prior to October 1 of each year shall result in the City tax rate being adopted at the lower rate between the property tax rate from the current tax year or the calculated 'No-New-Revenue Rate'.

### § 3.14 Rules of Procedure.

The City Council shall determine, adopt, and amend its own rules, procedures, and order of business. The Rules of Procedure shall provide for minutes of all meetings to be taken and recorded, except those meetings held in executive session. Such minutes shall be a public record.

### § 3.15 Ordinances in General

- a) **Form.** Every proposed ordinance shall be introduced in writing and in the form required for final adoption. No ordinance shall contain more than one subject, which shall be clearly expressed in its title. The enacting clause shall be "The City of Willow Park, Texas hereby ordains . . ." Any ordinance that repeals or amends an existing ordinance or part of the City code shall set out in full the ordinance, sections, or subsections to be repealed or amended, and shall indicate matters to be omitted by enclosing it in brackets or by ~~strikeout~~ type and shall indicate new matters by underscoring or by italics. All ordinances that levy a fine or penalty and those that deal with the budget, taxes, franchises, public utilities, or the setting of their rates shall be read in full or by caption at a regular meeting followed by publication in full or by caption in at least one (1) issue of the official newspaper of the City before the same shall become effective. In addition, all ordinances that levy a fine or penalty and those that deal with the budget, taxes, franchises, public utilities, or the setting of their rates shall be published in the City managed social media and website.
- b) **Procedure.** The City Council shall adopt rules for the introduction, reading, adoption, and codification of ordinances.
- c) The City Council shall adopt rules and mandate a process that will ensure publication of changes to the municipal code of ordinances in not more than sixty (60) days from the date of adopting the source ordinance.

### § 3.16 Emergency Ordinances.

To meet a public emergency affecting life, health, property, or the public peace, the City Council may adopt emergency ordinances, but such ordinances may not levy taxes; grant, renew, or extend a franchise; change zoning, regulate the rate charged by any public utility for its services; or authorize the borrowing of money except as provided in Article VII. An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall be plainly designated as an emergency ordinance and shall contain, after the enacting clause, a declaration stating that an emergency exists and describing it in clear and specific terms. An emergency ordinance may be adopted with or without amendment or rejected at the meeting at which it is introduced, but the affirmative vote of the majority of the Council members present shall be required for adoption. After its adoption, the ordinance shall be published as prescribed for other adopted ordinances. It shall become effective in the same manner. Every emergency ordinance except one authorizing the borrowing of money as described herein, shall automatically stand repealed as of the sixty-first (61st) day following the date on which it was adopted, but this shall not prevent re-enactment of the ordinance in the manner specified in this section if the emergency still exists. An emergency ordinance may also be repealed by adoption of a repealing ordinance in the same manner specified in this section for adoption of emergency ordinances.

## Article IV Administration and Personnel

### § 4.01. General Provisions.

- a) **Creation of Departments.** The City Council may establish City departments, offices, or agencies in addition to those created by this Charter and may prescribe the functions of all departments, offices, and agencies. No function assigned by this Charter to a particular department, office, or agency may be discontinued or assigned to any other unless this Charter specifically so provides.
- b) **Direction by City Manager.** All departments, offices, and agencies under the direction and supervision of the City Manager shall be administered by a director appointed by and subject to the direction and supervision of the City Manager. With the consent of Council, the City Manager may serve as the head of one or more such departments, offices, or agencies or may appoint one person as the head of two (2) or more of them.
- c) **Organization.** The work, duties, responsibilities, and organization of each department may be established by ordinance not inconsistent with this Charter; provided that no such ordinance shall be adopted until the City Manager has an opportunity to make recommendations with respect thereto. The City Manager may establish divisions or

sections in any department and not inconsistent with this Charter, establish or modify the duties and responsibilities of the departments.

#### § 4.02. Personnel System.

- a) **Merit Principle.** All appointments and promotions of City officers and employees shall be made solely on the basis of merit and fitness demonstrated by a valid and reliable examination or other evidence of competence.
- b) **Merit System.** Consistent with all applicable federal and state laws, the City Council shall provide by ordinance for the establishment, regulation, and maintenance of a merit system governing personnel policies necessary to the effective administration of the employees of the City's departments, offices, and agencies, including but not limited to classification and pay plans, examinations, force reduction, removals, working conditions, provisional and exempt appointments, in-service training, grievances and relationships with employee organizations.
- c) The City Council shall by ordinance establish (1) City Employment expectations, (2) Standards for Training for both new employees and continuing education, and (3) performance reviews and expectations.

#### § 4.03. City Manager.

The City Council by a majority vote of its total membership shall appoint a City Manager. The City Manager shall be appointed solely based on qualifications and experience in the accepted competencies and practices of local government management. Selection criteria for this position shall be documented and all candidates will be scored against this criteria to facilitate a fair and objective selection process. The City Manager shall receive compensation as may be established by the City Council according to qualifications, experience, and training. Any residency requirements for the City Manager shall be as determined by the City Council. The position of Manager is hereby established as that of a municipal officer of the City. The City Council may suspend or remove the City Manager at its discretion.

#### § 4.04. Powers and Duties of the City Manager.

The City Manager shall be the Chief Executive Officer of the City, responsible to the Council for the management of all City affairs placed in the Manager's charge by or under this Charter. The City Manager shall:

- a) Appoint, suspend, or remove all City employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law, this Charter, or personnel rules adopted pursuant to this Charter. The City Manager may authorize any administrative officer or department head, subject to the Manager's direction and

supervision to exercise these powers in relation to employees in that officer's department, office, or agency;

- b) Direct and supervise the administration of all departments, offices, and agencies of the City, except as otherwise provided by this Charter or by law;
- c) Attend all City Council meetings, unless excused by Council. The City Manager shall have the right to take part in discussion but shall not vote;
- d) See that all laws, provisions of this Charter, ordinances, resolutions, and acts of the City Council, subject to enforcement by the City Manager or by officers subject to the Manager's direction and supervision, are faithfully executed;
- e) Prepare and submit the annual budget and capital programs to the City Council, and implement the final budget approved by Council to achieve the goals of the City;
- f) Submit to the City Council and make available and accessible to the public a complete report on the finances and administrative activities of the City quarterly and provide information needed by the Council for its annual evaluation of performance;
- g) Make available and accessible such other reports as the City Council may require concerning operations;
- h) Keep the City Council fully advised as to the financial condition and future needs of the City;
- i) Make recommendations to the City Council concerning the affairs of the City and facilitate the work of the City Council in developing policy;
- j) Provide staff support services for the Mayor and Council members;
- k) Assist the Council to develop long-term goals for the City and strategies to implement these goals;
- l) Encourage and provide staff support for partnerships with community organizations and for regional and intergovernmental cooperation;
- m) Promote partnerships among Council, staff, and community members in developing public policy and building a sense of community; and
- n) Be Responsible for documenting policies of access and usage at all City physical facilities.
- o) Any other duty or responsibility as assigned by City Council.

#### § 4.05. City Attorney.

The City Council shall appoint a duly licensed attorney practicing municipal law with relevant experience in the State of Texas, to be evaluated by City Council, who shall be the City Attorney. The City Council may also appoint a law firm to act as City Attorney. When a law firm is hired as City Attorney, the firm must designate an attorney to act as the City Attorney for purposes of any requirement in law. The City Attorney shall be the chief legal officer of the City and shall represent the City in all legal matters. The City Attorney shall be the legal advisor and attorney for the Council, its directors, officers, and all of its Departments, Boards, and Commissions in

all matters involving City business. The City Attorney may employ consultants on legal matters as necessary and may employ outside legal counsel subject to ratification by the Council. The City Attorney shall serve until removed from office by the Council.

#### § 4.06. City Secretary.

The City Council shall appoint a City Secretary. The position shall be appointed and removed at the discretion of the City Council. The City Secretary may appoint Deputy City Secretaries as may be needed and authorized by City Council.

#### § 4.07. Duties of the City Secretary.

The City Secretary shall perform the following duties for the City Council:

- a) Attend each meeting of the City Council, unless excused by Council, and keep accurate minutes of the City Council's proceedings;
- b) Engross and enroll all laws, resolutions, and ordinances of the City;
- c) Keep and maintain the City's corporate seal;
- d) Take charge of, arrange, and maintain the records of the City Council;
- e) Prepare all notices required under any regulation or ordinance of the City;
- f) Notify the state judicial council of the name of each person who is elected or appointed as Mayor;
- g) Keep all contracts made by the City;
- h) Supervise all Deputy City Secretaries, Deputy City Clerks, and other office staff as determined by the City Council;
- i) Coordinate all elections;
- j) Provide support to all boards and commissions of the City as directed by the City Council; and
- k) Perform all other duties required by law, ordinance, resolution, or order of the Mayor or City Council.

#### § 4.08. Municipal Court

- a) There is hereby created the “Municipal Court in the City of Willow Park, Texas” for the process and trial of misdemeanor offenses, with all such powers and duties as prescribed by the laws of the State of Texas. The Municipal Court shall be comprised of as many divisions as the City Council deems necessary. The City Council shall adopt ordinances for the procedures and regulations of the Court.
- b) The City Council shall appoint the Presiding Municipal Judge and any Associate Judges. The judges shall have a current license to practice law in good standing with the State Bar of Texas.

- c) There shall be a Court Clerk/Administrator of said court appointed by the City Manager.
- d) All costs, fees, special expenses, and fines imposed and collected by the Municipal Court shall be paid into the City Treasury for the use and benefit of the City except as otherwise required by state law.

#### § 4.09. Public Safety: Police / Fire

- a) **Department(s).** The City Council may establish and maintain one or more departments, for example, fire and/or police, to maintain law and order within the City and to protect the citizens from violence and threats of violence and to protect property from damage or loss.
- b) **Department Head(s).** The City Manager shall appoint, subject to approval by the Council, a department head for each department who shall be fully responsible to the City Manager for administration of their department. Such department head(s) shall be selected based upon training, knowledge, experience, certification, and demonstrated ability in providing for public safety, shall be appointed for an indefinite term, and shall establish and maintain written policies including, but not limited to departmental operations, disciplinary procedures, general order, job descriptions, and dress code.
- c) **Special Police.** No person, except as authorized by general law, by this Charter or by the ordinances passed pursuant hereto, shall act as special police or special detective.

#### § 4.10. Public Works Department / Utilities

There shall be a Public Works Department to administer, supervise, and coordinate the construction and maintenance of the streets and thoroughfares, the water system, the sewer system, the wastewater system, the drainage system, and all public property and equipment not the responsibility of another department. The department shall have and be responsible for other duties, projects, and works as provided by ordinance or assigned by the City Manager. The Director of Public Works shall administer and manage the department.

## Article V NOMINATIONS AND ELECTIONS

#### § 5.01. City Elections.

- a) **Conduct of Elections.** The provisions of the general election laws of the state of Texas shall apply to elections held under this Charter. All elections provided for by the Charter shall be conducted by the election authorities established by law. Candidates shall run for office without party designation. For the conduct of City elections, for the prevention of fraud in such elections, and for the recount of ballots in cases of doubt or fraud, the City Council shall adopt ordinances consistent with law and this Charter, and the election authorities

may adopt further regulations consistent with law and this Charter and the ordinances of the Council. Such ordinances and regulations pertaining to elections shall be publicized in the manner of City ordinances generally.

- b) **Elections.** The regular City elections shall be held on the May general election date established by the Texas Election Code unless another date is required by state law.
- c) **Special Elections.** The City Council, by ordinance or resolution, may call such special or run-off elections as are authorized by law or this Charter, shall fix the time and place of holding the same, and shall provide all means for holding such elections.
- d) **Beginning of term.** The term of an elected Council member or Mayor shall begin on the date of the first regular or special meeting of City Council held on or after the date that City Council canvasses the results of the election for such Council members.

### § 5.02. Run-Off Elections.

When an election for office with a term longer than two years does not result in one candidate receiving a majority vote, City Council shall call a run-off election. A run-off election shall be held between the two candidates receiving the most votes on the date provided by state law, and in accordance with state law.

### § 5.03. Candidates; Filing for Office.

Any qualified person as prescribed by Article III § 3.02 may submit an application to have their name placed on the official ballot for the position of Council member or Mayor. Such application shall be signed and sworn to by the applicant and shall otherwise meet the requirements of the Texas Election Code and other applicable state law. The City Secretary shall review the application, with the guidance of the City Attorney or other City staff, as needed, and notify the applicant candidate whether or not the application satisfies the form, content, and procedural requirements of this Charter and the Texas Election Code. If an application does not comply with applicable requirements, the City Secretary shall return it immediately to the applicant with a statement of such insufficiency. The applicant may file a new application within the regular time for filing applications. The City Secretary shall keep on file all applications found sufficient at least until the expiration of the term of office for which such candidates filed.

## Article VI INITIATIVE, REFERENDUM, AND RECALL

### § 6.01 - GENERAL AUTHORITY

Initiative: The qualified voters of the city shall have power to propose ordinances to the City Council and if the City Council fails to adopt an ordinance so proposed without any change in substance, the voters shall adopt or reject it at a city election. Such power shall not extend to the budget or capital program or any ordinance not subject to initiative as provided by state law, relating to appropriation of money, issuing of bonds, and levy of taxes or salaries of city officers or employees.

Referendum: The qualified voters of the city shall have power to require reconsideration by the City Council of any adopted ordinance or passed resolution and, if the City Council fails to repeal an ordinance or resolution so reconsidered, the voters shall approve or reject it at a city election.

Recall: The qualified voters of the city shall have power to remove any official serving in an elective office.

### § 6.02 - PETITIONERS COMMITTEE

- a) Any ten (10) qualified voters may commence proceedings contemplated by this Article by filing with the City Secretary an affidavit stating that they will constitute the petitioners committee. They will be responsible for preparing, printing and circulating the petition. They will file it in proper form and specify the address to which all notices to the committee are to be sent. The affidavit shall set out in full the proposed initiative ordinance or cite the ordinance or resolution sought to be reconsidered, or in the case of recall, state the identity of the official whose recall is being sought.
- b) In case of recall, the City Secretary shall immediately notify in writing the officer(s) to be removed that the affidavit has been filed.

### § 6.03 - PETITION CIRCULATION

- a) All petition blanks used for circulation by the members of the petitioners committee or their designees shall be numbered, dated and bear the signature of the City Secretary.
- b) No petition may be circulated and no signatures obtained until after the affidavit is filed.

### § 6.04 - FORM OF PETITION

- a) All pages of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signer of a petition must be a qualified voter of the City of Willow Park and shall personally sign the person's own name thereto in ink or indelible pencil, and

shall write after the person's name the person's place of residence within the boundaries of the city, giving name of street and number, if any, and shall also write thereon the date, including the month, day, and year when the person signed the petition. Petitions shall contain or have attached thereto throughout their circulation the full text of the ordinance proposed or of the ordinance or resolution sought to be reconsidered, or in the case of a recall petition, the identity of the official whose recall is being sought.

- b) Each page of a petition shall have attached to it, when filed, an affidavit executed by the circulator thereof stating that the circulator personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in the circulator's presence, that the circulator believes them to be genuine signatures of the persons whose names they purport to be, and that each signer had an opportunity before signing to read the full text of the ordinance proposed, the ordinance or resolution sought to be reconsidered, or the identity of the official whose recall is being sought.
- c) Locations for ten (10) signatures shall be provided on each blank petition.

## § 6.05 - PRESENTATION OF PETITIONS

- a) A petition to the City Council for initiative or referendum, containing the signatures of qualified voters equal in number to the lesser of (1) thirty (30) percent of those who voted in the most recent general municipal election, or (2) ten (10) percent of Willow Park residents who are current registered voters, shall be filed with the City Secretary not later than sixty (60) days following the filing of the affidavit by the petitioners committee. Once the petition is filed, no signature may be withdrawn.
- b) A petition to the City Council for recall, containing the signatures of qualified voters equal in number to the lesser of (1) thirty (30) percent of those who voted in the most recent general municipal election, or (2) ten (10) percent of Willow Park residents who are current registered voters, shall be filed with the City Secretary no later than sixty (60) days following the filing of the affidavit by the petitioners committee. Once the petition is filed, no signature may be withdrawn.

## § 6.06 - SUSPENSION OF EFFECT OF ORDINANCE OR RESOLUTION FOR REFERENDUM PETITIONS

When a referendum petition is filed with the City Secretary, the ordinance or resolution sought to be reconsidered shall be suspended from taking effect unless such suspension will create an immediate breach of public health and safety. Such suspension shall terminate when:

- a) There is a final determination of insufficiency of the petition; or
- b) The City Council repeals the ordinance or resolution; or

- c) Upon the certification of election results by the election officials.

## § 6.07 - CERTIFICATION OF PETITIONS AND PRESENTATION TO CITY COUNCIL

- a) Within ten (10) days after the petition is presented, the City Secretary shall complete a certificate of sufficiency or insufficiency. Sufficiency shall be determined by compliance with this Article.
- b) If the petition is certified sufficient, the City Secretary shall present the certificate to the City Council at the next regular City Council meeting. The City Council shall verify determination of the sufficiency of the petition.
- c) If a petition has been certified insufficient, the City Secretary shall send the committee a Certificate of Insufficiency by registered mail which shall include the particulars in which the petition is defective. The committee may, within five (5) working days after receiving the copy of such certificate, file a request that it be reviewed by the City Council. The City Council shall review the certificate at its next regular meeting following such a request and approve or disapprove it. Such determination shall then be final. If no City Council review is requested within five (5) working days, the City Secretary's certificate is final.

## § 6.08 - ACTION ON INITIATIVE AND REFERENDUM PETITIONS

- a) When an initiative or referendum petition has been finally determined sufficient, the City Council shall promptly consider the proposed initiative ordinance in the manner prescribed for enacting ordinances or reconsider the referred ordinance or resolution by voting its repeal. If the City Council fails to adopt a proposed initiative ordinance without any change in substance within sixty (60) days, or fails to repeal a referred ordinance or resolution within thirty (30) days after the date the petition was finally determined sufficient, it shall submit the proposed or referred ordinance or the referred resolution to the voters of the city not less than thirty (30) days nor more than sixty (60) days following the failure of the City Council to act as specified herein. Any election order so issued shall comply fully with the Texas Election Code.
- b) The called election may coincide with a regular city election should such city election fall within the specified period. No ordinance substantially the same as an initiated ordinance which has been defeated or one substantially the same as a referred ordinance which has been approved at any election may be initiated by the voters within two (2) years from the date of such election. Copies of the proposed or referred ordinance or the referred resolution shall be made available at the polls and shall be published at least once in the official newspaper of the city not more than fifteen (15) days immediately prior to the date of the election.

## § 6.09 - CALLING OF RECALL ELECTION

If the officer whose removal is sought does not resign, then the City Council shall order an election and set the date for holding such recall election. The City Council shall, not less than 25 days nor more than 35 days after the petition is presented to the City Council, call a recall election for a date authorized by state law. If, after the recall election date is established, the officer vacates the officer's position, the election shall be cancelled. Any election order so issued shall fully comply with the Texas Election Code.

## § 6.10 - WITHDRAWAL OF PETITIONS

An initiative, referendum or recall petition may be withdrawn at any time prior to determination of sufficiency by filing with the City Secretary a request for withdrawal signed by at least seven (7) members of the petitioners committee. Upon the filing of such request the petition shall have no further force or effect and all proceedings thereon shall be terminated.

## § 6.11 - FORM OF BALLOTS

- a) Initiative. Ordinances shall be submitted by ballot title, which shall be prepared in all cases by the city attorney. The ballot title may be different from the legal title of any such initiated or referred ordinance and it shall be a clear, concise statement, without argument or prejudice, descriptive of the substance of such ordinance. Immediately below the ballot title shall be printed the following two statements, one above the other, in the order indicated:
  - 1) "For adoption of the Ordinance" and
  - 2) "Against adoption of the Ordinance"
  - 3) Immediately below or immediately adjacent to each statement shall appear a square in which the voter may cast a vote by making a mark.
- b) Ordinances or resolutions being considered for repeal shall be submitted by ballot title, which shall be prepared in all cases by the city attorney. The ballot title may be different from the legal title of any such ordinance or resolution and it shall be a clear, concise statement, without argument or prejudice, descriptive of the substance of such ordinance or resolution. Immediately below the ballot title shall be printed the following two statements:
  - 1) "For repeal of the Ordinance/Resolution" and
  - 2) "Against repeal of the Ordinance/Resolution"
  - 3) Immediately below or immediately adjacent to each statement shall appear a square in which the voter may cast a vote by making a mark.
- c) Ballots used at recall elections shall, with respect to each person whose removal is sought, submit the question:

- 1) “Shall (name of person) be removed from the office (name of office) by recall?”
- 2) Immediately below each question there shall be printed the two following statements, one above the other, in the order indicated.
  - i) “For the removal of..... by recall”
  - ii) “Against the removal of..... by recall”
  - iii) Immediately below or immediately adjacent to each statement shall appear a square in which the voter may cast a vote by making a mark.

### § 6.12 - RESULTS OF ELECTION

If a majority of qualified electors voting on a proposed initiative ordinance vote in its favor, it shall be considered adopted upon certification of the election results by the City Secretary and shall be treated in all respects in the same manner as ordinances of the same kind adopted by the City Council. If conflicting ordinances are approved at the same election, the one receiving the greater number of affirmative votes shall prevail.

An ordinance adopted by initiative may be repealed or amended at any time after the expiration of two (2) years by a majority vote, or after one (1) year by unanimous vote, of all City Council members.

If a majority of the qualified electors voting on a referred ordinance or resolution vote against the ordinance or resolution, it shall be considered repealed upon certification of the election results by the City Secretary. If a majority of the qualified electors voting on a referred ordinance or resolution vote for the ordinance or resolution, the ordinance or resolution shall be considered in effect.

An ordinance or resolution repealed by referendum may be reenacted at any time after the expiration of two (2) years by a majority vote, or after one (1) year by unanimous vote, of all City Council members.

If a majority of the votes cast on the question of recall at a recall election shall be against the removal of the elected official named on the ballot, such official shall continue in office for the remainder of such official’s unexpired term, subject to recall as before within the limitations of Section 6.13 below. If a majority of the votes cast on the question of recall at a recall election shall be for the removal of the elected official named on the ballot, such official shall, regardless of any technical defects in the recall petition, be deemed removed from office upon certification of the election results by the City Secretary and the vacancy shall be filled in accordance with the provisions of this Charter for the filling of vacancies.

### § 6.13 - LIMITATIONS AND RESTRICTIONS

- a) No recall petition shall be filed against any officer of the city within six (6) months after such officer’s election, or within six (6) months of such a petition being filed and found

insufficient, or within one (1) year after an election for such officer's recall. No such limitations shall apply to appointed City Council members.

- b) Unless withdrawn, no petition shall again be filed on a proposed or referred ordinance or referred resolution of substantially the same content within a period of twenty-four (24) months of the failure of the petition at a city election.

## § 6.14 - FAILURE OF CITY COUNCIL TO CALL AN ELECTION

In case all of the requirements of this Charter have been met and the City Council shall fail or refuse to receive an initiative, referendum or recall petition, or order such initiative, referendum or recall election, or discharge other duties imposed upon said City Council by the provisions of this Charter with reference to initiative, referendum or recall, then the district judge may issue appropriate orders to compel performance of such duties herein provided to be discharged by the City Secretary or by the City Council. In addition, any qualified voter in the city may seek judicial relief to have any of the provisions of this Charter pertaining to initiative, referendum or recall carried out by the proper official.

## Article VII FINANCE

### § 7.01. Fiscal Year.

The fiscal year of the City shall begin on the first day of October and end on the last day of September of each year.

### § 7.02. Submission of Budget and Financial Reports by the City Manager.

The City Manager shall prepare and submit the annual budget and capital programs to the City Council and implement the final budget each year in accordance with state law. The City Manager shall submit to the City Council and make available and accessible to the public a complete report on the finances of the City quarterly and provide information needed by City Council for its annual evaluation of performance. The City Manager shall keep the City Council fully advised as to the financial condition and future needs of the City.

### § 7.03. Budget Message.

The City Manager's complete report on the finances of the City shall explain the budget both in fiscal terms and in terms of the work programs, linking those programs to the City's Comprehensive Plan and community priorities. It shall outline the proposed financial policies of the City for the ensuing fiscal year and the impact of those policies on future years. It shall describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such

changes, summarize the City's debt position, including factors affecting the ability to raise resources through debt issues, and include such other material as the City Manager deems desirable.

#### § 7.04. Budget.

The budget shall provide a complete financial statement of all City funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or the City Council may require by ordinance for effective management and an understanding of the relationship between the budget and the City's strategic goals. The budget shall begin with a clear general summary of its contents; shall show as definitively as possible each of the projects for which expenditures are set up in the budget and the estimated amount of money carried in the budget for each fund; shall show in detail all funds received from all sources during the preceding year and the estimated income required to cover the budget, indicating the proposed property tax rate, and all proposed expenditures, including debt service, for the ensuing fiscal year; shall show the outstanding obligations of the municipality; shall show the cash on hand to the credit of each fund and the funds available from all sources during the ensuing year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year. It shall indicate in separate sections:

- a) The proposed goals and expenditures for current operations during the ensuing fiscal year, detailed for each fund by department or by other organization unit, and program, purpose or activity, method of financing such expenditures, and methods to measure outcomes and performance related to the goals;
- b) Proposed longer-term goals and capital expenditures during the ensuing fiscal year, detailed for each fund by department or by other organization unit when practical, the proposed method of financing each such capital expenditure, and methods to measure outcomes and performance related to the goals; and
- c) The proposed goals, anticipated income and expense, profit, and loss for the ensuing year for each utility or other enterprise fund or internal service fund operated by the City, and methods to measure outcomes and performance related to the goals. For any fund, the total of proposed expenditures shall not exceed the total of estimated income plus carried forward fund balance exclusive of reserves.
- d) Budget Reserves, maintained according to adopted financial policy, applicable state and federal laws, and best practices, including then current guidance from Government Finance Officers Association (GFOA).

### § 7.05. City Council Action on Budget.

- a) **Notice and Hearing.** The City Manager shall file a proposed budget with the City Secretary in accordance with state law. The City Council shall hold a public hearing on the proposed budget, and shall, before such public hearing publish a notice stating:
- 1) The times and places where copies of the message and budget are available for inspection by the public,
  - 2) The time and place of such public hearing on the budget, and
  - 3) All other information required to be included under state law and this Charter.
- b) **Amendment Before Adoption.** After the public hearing, the City Council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for an estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than total estimated income.
- c) **Adoption.** The City Council shall adopt the budget on or before the deadline provided by state law. If it fails to adopt the budget by this date, the current budget shall remain in effect until a new budget is adopted.

### § 7.06. Amendments After Adoption.

City Council may only amend an adopted budget in accordance with state law. Add notification process.

### § 7.07. Capital Improvement Plan.

- a) **Submission to City Council.** The City Manager shall prepare and submit to the City Council a multi-year capital improvement plan no later than three (3) months before the final date for filing of the proposed budget with the City Secretary.
- b) **Contents.** The capital improvement plan shall include:
- 1) A clear general summary of its contents;
  - 2) Identification of the goals as defined in the City's Comprehensive Plan;
  - 3) A list of all capital improvements and other capital expenditures which are proposed to be undertaken during the fiscal years next ensuing, with appropriate supporting information as to the necessity for each;
  - 4) Cost estimates and recommended time schedules for each improvement or other capital expenditure;
  - 5) Method of financing upon which each capital expenditure is to be reliant;
  - 6) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired;

- 7) A commentary on how the plan addresses the sustainability of the community and the region of which it is a part; and
  - 8) Methods to measure outcomes and performance of the capital plan related to the longterm goals of the community.
- c) The City Council shall adopt the capital improvement plan by resolution.

### § 7.8. Independent Audit.

The City Council shall provide for an independent annual audit of all City accounts and may provide for more frequent audits as it deems necessary. An independent certified public accountant or firm of such accountants shall conduct such audits. Such audits should be performed in accordance with Generally Accepted Auditing Standards (GAAS) and Generally Accepted Governmental Auditing Standards (GAGAS). The City may consider an independent forensic audit based on a recommendation by the City Manager, the City Auditor, or the Mayor.

### § 7.9. Public Records.

Copies of the final drafts of the employee contracts, budget, Capital Improvement Plan, independent audits, and appropriation and revenue ordinances shall be public records.

### § 7.10. Sales and Purchasing.

All sales of City property, purchases made, and contracts executed by the City shall be made in accordance with the requirements of the Constitution and laws of the State of Texas. The City Council will adopt a Financial Policy, including a Purchasing and Contracting Policy, based on Governmental Accounting Standards Board (GASB) policy and current best practices.

### § 7.11. Issuance of Bonds and Other Obligations of the City.

The City shall have the right and power to borrow money on the credit of the City for permanent public improvements or for other public purposes as determined by the City Council, and the power to issue bonds, certificates of obligation, warrants, or other evidence of indebtedness of the City as authorized by the laws of the State of Texas. Notwithstanding any other provisions of this Charter to the contrary, ordinances authorizing the issuance of bonds, certificates of obligation, warrants or other evidence of indebtedness, or ordinances authorizing the levy of taxes or the pledge of revenues to secure payment of indebtedness shall require only one reading, shall become effective immediately, and shall not be subject to referendum. The City Council may only authorize the issuance of general obligation bonds by a bond ordinance passed by the City Council and approved by a majority of the qualified voters voting in an election called for the purpose of authorizing the issuance of such bonds.

Any proposal to issue any debt instrument that affects the Interest & Sinking Fund portion of the City property tax rate shall require a public hearing with a notice of at least thirty (30) days.

## § 7.12. Taxation.

- a) The City shall have the power, within the limits of the laws of the State of Texas, to levy and collect annual taxes on all property, real, personal, or mixed, that is located within the City on January 1st of each year.
- b) The City Council, as soon as practicable after receipt of appraisal rolls but not later than September 30 of each year, shall enact the annual tax levy ordinance levying the tax rate per one hundred dollars (\$100.00) of taxable value, as determined by the Parker County Appraisal District, after meeting all requirements and laws of the State of Texas. Failure of the Council to enact a tax levy ordinance for a particular year shall not invalidate the collection of taxes for that year.
- c) If a property owner to whom the City owes a debt is in arrears in payment of City taxes, the City Manager may reduce the debt by an amount equal to the unpaid taxes. This right of setoff and counterclaim for taxes and arrears shall apply to any debt, claim, demand, or account owned by the City. No assignment or transfer, after taxes are due to a debt or any other claim shall affect the right of the City to set off taxes against the debt or other claim.

## Article VIII Charter Amendments

### § 8.01. Proposal of Amendment.

Amendments to this Charter may be framed and submitted to the qualified voters of the City in the manner provided by the Constitution and the laws of the State of Texas as presently enacted or hereafter amended. Amendments to this Charter may be framed and proposed:

- a) In the manner provided by law, or
- b) By ordinance of the Council containing the full text of the proposed amendment and effective upon adoption, or
- c) By report of a Charter Commission created by ordinance, or
- d) By the voters of the City.

Proposal of an amendment must be submitted to the City Secretary in advance of a petition and reviewed by the City Attorney for conformity with this Charter, legality, and for the City Attorney to provide a title to be used on the petition and ballot and a description of the effect of the proposed Charter amendment. Upon approval of sufficiency of the proposed amendment, the amendment will be submitted to the voters of the City.

A proposed amendment initiated by the voters shall be by petition containing the description of the amendment and title approved by the City Attorney and on forms issued by the City Secretary. The subject matter of a Charter amendment must not be legislative and must be directed at the form of government and governance of the City authorizing or limiting its powers and directing the manner of exercise of those powers. The petition must be signed by a number of registered voters of the City that exceeds five (5) percent of the total number of those registered to vote at the last regular City election. The petitioners' committee may withdraw the petition at any time before the City Secretary certifies the petition for sufficiency.

### § 8.02. Election.

Upon delivery to the City election authorities of the report of a Charter Commission or delivery by the City Secretary of an adopted ordinance or a petition finally determined sufficient, proposing an amendment pursuant to [Section 8.01](#), the election authorities shall submit the proposed amendment to the voters of the City at an election. Such election shall be announced by a notice containing the complete text of the proposed amendment, published in a newspaper of general circulation in the City, and posted on the City's official website at least thirty (30) days prior to the date of the election. The election will be held on the next available uniform election date as allowed by law.

### § 8.03. Adoption of Amendment.

If a majority of those voting upon a proposed Charter amendment vote in favor of it, the City Council shall enter an order declaring adoption. The amendment shall become effective at the time fixed in the amendment or, if no time is therein fixed, upon entry of such order by City Council.

## Article IX General Provisions

### § 9.01. Conflicts of Interest.

- a) **Conflicts of Interest.** The use of public office for private gain is prohibited. The City Council shall implement this prohibition by ordinance, the terms of which shall include, but not be limited to: acting in an official capacity on matters in which the official has a private financial interest clearly separate from that of the general public; the acceptance of gifts and other things of value; acting in a private capacity on matters dealt with as a public official; the use of confidential information; and appearances by City officials before other City agencies on behalf of private interests. This ordinance shall include a statement of purpose and shall provide for reasonable public disclosure of finances by officials with major decision-making authority over monetary expenditures and contractual and regulatory matters and, insofar as permissible under State law, shall provide for fines and imprisonment for violations.

### § 9.02. Prohibitions.

- a) **Activities Prohibited.**
- 1) No person shall be appointed to or removed from, or in any way favored or discriminated against with respect to any City position or appointive City administrative office because of race, gender, age, sex, familial status, disability, religion, country of origin, or political affiliation.
  - 2) No person shall willfully make any false statement, certificate, mark, rating, or report in regard to any test, certification, or appointment under the provisions of this Charter.
  - 3) No person shall knowingly or willfully solicit or assist in soliciting any assessment, subscription, or contribution for any political party or political purpose to be used in conjunction with any City election from any City officer or City employee.
  - 4) No City officer or City employee shall knowingly or willfully make, solicit, or receive any contribution to the campaign funds of any political party or committee to be used in a City election or to campaign funds to be used in support of or opposition to any candidate for election to City office. Further, no City employee, in their capacity as an employee, or representing, suggesting, or implying that they are representing the City, shall knowingly or willfully participate in any aspect of any political campaign on behalf of or in opposition to any candidate for City office. This section shall not be construed to limit any person's right to express opinions or to cast a vote nor shall it be construed to prohibit any person from active participation in political campaigns at any other level of government.

- b) **Penalties.** Any person convicted of a violation of this section shall be ineligible for a period of five (5) years following such conviction to hold any City office or position and, if an officer or employee of the City, shall immediately forfeit his or her office or position. The City Council shall establish by ordinance such further penalties as it may deem appropriate.

### § 9.03. Campaign Finance.

- a) **Disclosure.** The City Council shall enact ordinances to protect the ability of City residents to be informed of the financing used in support of, or against, campaigns for locally elected office. The terms of such ordinances shall include, but not be limited to, requirements upon candidates and candidate committees to report in a timely manner to the appropriate City office: contributions received, including the name, address, employer, and occupation of each contributor who has contributed \$250.00 or more; expenditures made; and obligations entered into by such candidate or candidate committee. In so far as is permissible under State law, such regulations shall also provide for fines and imprisonment for violations. The ordinance shall provide for convenient public disclosure of such information by the most appropriate means available to the City.
- b) **Contribution and Spending Limitations.** In order to combat the potential for, and appearance of, corruption, and to preserve the ability of all qualified community members to run for public office, the City shall, in so far as is permitted by state and federal law, have the authority to enact ordinances designed to limit contributions and expenditures by, or on behalf of, candidates for locally elected office. Ordinances pursuant to this section may include but are not limited to: limitations on candidate and candidate committees that affect the amount, time, place, and source of financial and in-kind contributions; and, voluntary limitations on candidate and candidate committee expenditures tied to financial or non-financial incentives.

### § 9.04. Legal Provisions.

- a) **Judicial Notice.** This Charter shall be recorded in the City Secretary's office in a book kept for that purpose. As soon as practicable after its adoption, an authenticated copy of the Charter shall be certified to the Secretary of State of the State of Texas, at which time the Charter becomes a public act and may be read in evidence without pleading or proof, and judicial notice shall be taken thereof in all courts and places without further proof.
- b) **Application.** To the extent there is any conflict between the provisions of this Charter and the provisions of any Ordinance, regulation or rule enacted by the City, the terms of the Charter shall prevail.
- c) **Severability.** If any provision of this Charter is held invalid, the other provisions of the Charter shall not be affected. If the application of the Charter or any of its provisions to any

person or circumstance is held invalid, the application of the Charter and its provisions to other persons or circumstances shall not be affected.

- d) **City Not Required to Give Security or Execute Bond.** The City may institute and prosecute suits without giving security therefor, and appeal from judgments of the courts without giving supersedeas or cost bonds, other bonds, or security whatsoever.
- e) **Liens, Assignment, Execution and Garnishments.** The real and personal property belonging to the City shall not be liable for the sale or appropriation under any writ or execution or cost bill, and no lien of any kind shall ever exist against any such property owned by the City except that the lien be created or authorized by this Charter or by state law. The funds belonging to the City in the hands of any person, firm, or corporation shall not be liable to garnishment, attachment, or sequestration. The City shall not be liable to garnishment on account of any debt it may owe or funds or property it may have on hand or owing to any person. Neither the City nor any of its officers or agents shall be required to answer any such writ or garnishment on any account whatever. The City shall not be obligated to recognize any assignment of wages or funds by its employees, agents, or contractors except by court order or as otherwise required by state law.
- f) **Written Notice of Injury.** Before the City shall be liable for damages, for personal injury of any kind, or for damage to property, the person who is injured or whose property is damaged or someone on behalf of that person shall give the City Manager notice of the alleged claim in writing within six (6) months after the date of the alleged injury or damage. The notice shall state specifically when, where, and how the injury or damage was sustained, setting forth the extent of the injury or damage as accurately as possible. The party also shall, whenever possible, give the names and addresses of all witnesses known to the claimant and upon whose testimony the claimant is relying to establish the injury or damage. In case of injury resulting in death, the person or persons claiming damage shall within six (6) months after the death of the injured person give notice as required above. Failure to notify the City of such a claim within six (6) months after the date of the claim shall exonerate, exempt, and excuse the City from any liability whatsoever. Nothing in this section shall be construed to mean the City waives any rights, privileges, defenses, or immunities in tort action, or otherwise, which are provided under common law and state law.
- g) **Oath of Office.** All officers of the City shall, before entering upon the duties of their respective offices, take and subscribe to the official oath prescribed by state law. The oath shall be administered by the Mayor, Mayor Pro Tem, City Secretary, Municipal Judge, or other person authorized by law to administer oaths.

## § 9.05 Continuity in Change.

- a) **Continuity Generally.** All rights, claims, actions, orders, ordinances, contracts, and legal or administrative proceedings existing before the adoption of this Charter shall continue except as modified by this Charter and shall be maintained, carried on, or dealt with by the City department, office, or agency appropriate under this Charter.
- b) **Disaster Clause.** The City Council shall provide, by ordinance or emergency response plan, for succession of office authority and power in the event of an emergency resulting in the loss or absence of the Mayor, Mayor Pro Tem, City Manager, and other officers exercising critical authority.

## Article X Transitional Provisions

### § 10.01. General Transition Guidelines.

This article provides for a smooth and orderly transition from general law to home rule governance, ensuring continuity and stability in municipal operations.

### § 10.02. Adoption of Charter.

This Charter shall be submitted to the qualified voters of the City of Willow Park, Texas, for adoption or rejection, at which election, if a majority of the qualified voters voting in such election shall vote in favor of the adoption of this Charter, it shall then immediately become the governing law of the City until amended or repealed. It being impracticable to submit this Charter so that each subject may be voted on separately, it is hereby prescribed that the election shall be “for” or “against” adoption of a charter, unless different ballot language is required by state law.

### § 10.03. Methods of Electing Council Members.

Upon a positive determination that this Charter is in effect following the canvas of the vote from the May 2026 election, the five (5) Council Members and the Mayor shall together appoint a Willow Park citizen to serve as Willow Park Council Member Place 6.

Thereafter, at the May 2027 election held under this Charter, Council members for Place 1, Place 2, and the Mayor shall be elected. At the May 2028 election held under this Charter, Council members for Place 3 and Place 4 shall be elected. At the May 2029 election held under this Charter, Council members for Place 5 and Place 6 shall be elected. Unless otherwise required by state law, elections for each position shall be held on the May uniform election date every third (3rd) year thereafter.

#### § 10.04. Effective Date.

This Charter shall take effect immediately following adoption by the voters and entry of the official order by the City Council declaring the same adopted as soon as practicable. After adoption, the Mayor shall certify to the Secretary of State an authenticated copy of the Charter under the City's seal showing approval by the voters. The City Secretary shall record the Charter in a book kept for that purpose and keep and maintain the same as an official record of the City.

#### § 10.05. Continuity of Operations.

- a) **Existing Ordinances.** All codes, ordinances, resolutions, rules and regulations in force on the effective date of this Charter shall remain in force until altered, amended or repealed by the Council. The Council shall review and conform all such codes, ordinances, resolutions, rules and regulations so transferred within three (3) years from the effective date of this Charter.
- b) **Current Officials.** All elected and appointed officials holding office at the time of adoption shall continue to serve until their successors are duly elected or appointed and qualified under the new Charter.

#### § 10.06. Personnel Transition.

- a) **Training.** City personnel shall receive training on the new Charter provisions to ensure a smooth transition and effective governance.
- b) **Reassignments.** Personnel affected by the establishment of new departments shall be reassigned as necessary to maintain continuity of operations and services.

#### § 10.07. Financial Provisions.

- a) **Budget Adjustments.** The City Manager shall prepare budget adjustments to accommodate the new departmental structures and any additional costs associated with the transition.

#### § 10.08. Public Communication.

- a) **Public Notices.** The City shall issue public notices to inform residents about the transition process, including key changes and developments.
- b) **Community Meetings.** The City Council shall hold community meetings to address questions and gather feedback during the transition period.

## ARTICLE 11 - CODE OF ETHICS

### § 11.01. Purpose and Policy.

- (a) The purpose of this Article is to preserve public confidence in the integrity of City government by:
- (1) Prohibiting the use of public office or employment for private gain;
  - (2) Requiring transparency and accountability in the conduct of public business; and
  - (3) Establishing clear ethical standards that are fairly applied to all persons who serve the City.
- (b) This Article is intended to supplement, and not limit, any requirements or remedies provided by the constitutions and laws of the United States and the State of Texas. In the event of conflict, such higher law shall control.

### § 11.02. Applicability.

The Code of Ethics shall apply to:

- (1) The Mayor and members of the City Council;
- (2) Members of all City boards, commissions, and committees, whether advisory or decision-making;
- (3) The City Manager, City Secretary, City Attorney, and all other City officers and employees, including temporary and contract staff to the extent provided by ordinance; and
- (4) Such vendors, contractors, and consultants as the City Council may designate by ordinance.

### § 11.03. Adoption and Content of the Code of Ethics.

- (a) The City Council shall, by ordinance, adopt and maintain a comprehensive Code of Ethics consistent with this Charter.
- (b) The Code of Ethics shall, at a minimum:
- (1) Prohibit the use of public office or employment for private gain;
  - (2) Address conflicts of interest, including financial conflicts, personal relationships, and incompatible outside employment, and incorporate applicable state conflict-of-interest and financial-disclosure requirements;
  - (3) Establish standards regarding gifts, benefits, favors, and honoraria;
  - (4) Prohibit misuse of confidential information and City resources;
  - (5) Establish standards regarding political activity in City facilities and with City resources;
  - (6) Require cooperation with investigations and proceedings of the Board of Ethics created in Article 12; and

- (7) Align sanctions and procedures with the framework established in Article 12.
- (c) The Code of Ethics shall be written in clear, plain language and made readily available to the public.

### § 11.04. Relationship to State Law.

- (a) Nothing in the Code of Ethics shall be construed to permit any conduct that is prohibited by state or federal law.
- (b) The Code of Ethics shall incorporate by reference applicable provisions of Texas law relating to conflicts of interest, financial disclosure, nepotism, gifts, and misuse of public office.

### § 11.05. Periodic Review.

- (a) The Code of Ethics shall be reviewed at least once every three (3) years.
- (b) The Board of Ethics created by Article 12 shall recommend amendments as provided in [§12.11](#) of this Charter, and the City Council shall consider such recommendations at a public meeting.

## ARTICLE 12 - INDEPENDENT BOARD OF ETHICS

### § 12.01. Creation and Purpose.

- (a) There is hereby created an independent Board of Ethics (“Board”), which shall administer and enforce this Article, the Code of Ethics, and the City’s ethics-related ordinances.
- (b) The Board shall operate as a quasi-judicial body, separate from and independent of the City Council and City staff, and shall not be subject to their direction or control in the performance of its duties.

### § 12.02. Composition and Qualifications.

- (a) The Board shall consist of seven (7) members and two (2) alternates.
- (b) Each member and alternate shall:
- (1) Be a resident and qualified voter of the City.
  - (2) Not be an officer or employee of the City.
  - (3) Not hold any office in a political party organization at the county, state, or national level;  
and
  - (4) Not have served as a campaign treasurer, paid campaign consultant, or paid campaign staff for any City candidate within the three (3) years preceding appointment.
- (c) The Code of Ethics or an implementing ordinance may require that at least:
- (1) One member be a licensed attorney in good standing with experience in ethics, municipal, or administrative law;

- (2) One member have substantial experience in auditing, accounting, or compliance; and
- (3) One member have substantial experience in human resources, organizational behavior, or public administration.

### § 12.03. Independent Selection Commission.

- (a) To insulate the Board from political influence, there shall be an Independent Selection Commission (“Selection Commission”) whose sole duty shall be to appoint and, when necessary, remove members and alternates of the Board.
- (b) The Selection Commission shall consist of five (5) members who shall:
  - (1) Not be officers or employees of the City;
  - (2) Not hold any office in a political party organization at the county, state, or national level; and
  - (3) Meet any additional qualifications established by ordinance consistent with this Charter.
- (c) The Selection Commission shall be composed of:
  - (1) One retired judge residing in or within a reasonable distance of the City, or, if none is available, a licensed attorney of at least ten (10) years’ experience, selected by the presiding judge of the appropriate county court or district court;
  - (2) One member appointed by a recognized local or regional bar association;
  - (3) One member appointed by a recognized local or regional certified public accountants’ or internal auditors ‘association;
  - (4) One member appointed by a local institution of higher education with a program in law, public policy, public administration, or a related field; and
  - (5) One at-large member selected by the four other members of the Selection Commission from among
- (d) Members of the Selection Commission shall serve staggered four-year terms as provided by ordinance and may be removed only for cause by the district court upon petition showing substantial neglect of duty, misconduct, or inability to serve.
- (e) No City officer or employee shall participate in, or attempt to influence, the appointment, evaluation, or removal of any member of the Board.

### § 12.04. Appointment, Terms, and Removal of Board Members.

- (a) Appointment.
  - (1) The Selection Commission shall appoint all Board members and alternates following a publicly noticed application or nomination process established by ordinance.
  - (2) The City Council shall have no role in selecting, interviewing, ranking, or confirming Board members or alternates.
- (b) Terms.

- (1) Board members shall serve staggered three-year terms, as provided by ordinance, so that approximately one-third of the positions expire each year.
  - (2) No member shall serve more than two (2) consecutive full terms; partial terms filled due to a vacancy shall not count toward this limit.
- (c) Vacancies.
- (1) Vacancies shall be filled for the remainder of the unexpired term by the Selection Commission.
  - (2) Alternates may be elevated to full membership by the Selection Commission.
- (d) Removal.
- (1) A Board member or alternate may be removed only for cause, including substantial neglect of duty, gross misconduct, or inability to serve.
  - (2) Removal shall require an affirmative vote of at least four (4) members of the Selection Commission, after written notice of the alleged grounds and an opportunity for the member or alternate to be heard.

## § 12.05. Jurisdiction and Limitations.

- (a) The Board shall have jurisdiction to:
- (1) Receive, investigate, hear, and decide sworn complaints alleging violations of:
    - (A) This Article;
    - (B) The Code of Ethics; and
    - (C) Any other City ordinance expressly placed within the Board's jurisdiction by the City Council, consistent with this Charter; and
  - (2) Issue advisory opinions regarding the interpretation or application of such provisions.
- (b) The Board shall not exercise jurisdiction over:
- (1) Mere disagreements about policy, budget priorities, land-use decisions, or legislative judgment, in the absence of an alleged ethics violation;
  - (2) The content of a vote, speech, or other expression protected by the constitutions of the United States or the State of Texas, unless such conduct is alleged to violate a specific ethics provision;
  - (3) Personnel matters governed solely by the City's personnel policies, unless an ethics violation is specifically alleged; or
  - (4) Matters finally adjudicated by a court of competent jurisdiction, except to consider a distinct ethics violation not resolved in such proceeding.
- (c) A complaint must be filed within one (1) year after the complainant knew or reasonably should have known of the facts upon which the complaint is based, unless the Board finds good cause for delay and that consideration of the complaint is in the public interest.

## § 12.06. Complaints and Preliminary Screening.

- (a) Standing. A complaint may be filed by any:
- (1) Resident or qualified voter of the City;
  - (2) City officer or employee; or
  - (3) Person or entity directly affected by the alleged conduct.
- (b) Sworn Complaint.
- (1) Complaints shall be in writing, sworn under oath or affirmation, signed, and filed with the officer designated by ordinance (the “Ethics Officer”).
  - (2) The complaint shall identify the respondent, cite the specific provision(s) allegedly violated, state the facts with reasonable particularity, and list known witnesses and relevant documents, if any.
- (c) Notice. Within a reasonable time after filing, the Ethics Officer shall provide a copy of the complaint to the respondent and to the Chair of the Board, along with a summary of the process and the respondent’s rights.
- (d) Screening Panel.
- (1) A screening panel of two (2) Board members, designated in rotation, shall determine whether the complaint:
    - (A) Falls within the Board’s jurisdiction;
    - (B) Meets the sworn-complaint requirements; and
    - (C) Alleges facts which, if true, would constitute a violation.
  - 2) The screening panel may, by unanimous vote, dismiss a complaint that is outside jurisdiction, facially deficient, untimely, or frivolous.
  - (3) The screening panel shall issue a brief written explanation of any dismissal, which shall be provided to the complainant and respondent.
- (e) Frivolous or Bad-Faith Complaints.
- (1) A complaint is frivolous if it lacks any arguable basis in fact or law, is filed primarily to harass or gain political advantage, or is knowingly based on false statements.
  - (2) After notice and an opportunity to respond, the Board may:
    - (A) Issue a written warning to a complainant found to have filed a frivolous complaint;
    - (B) Refer suspected false statements under oath to the appropriate prosecuting authority; and
    - (C) Recommend to the City Council that reasonable limitations be placed on the complainant’s ability to file complaints for a defined period, consistent with law.

## § 12.07. Investigations, Hearings, and Due Process.

- (a) Initiation of Investigation.

- (1) If a complaint is not dismissed at screening, the Board shall determine whether there is reasonable cause to believe a violation may have occurred.
  - (2) The Board may authorize an investigation, including voluntary interviews and requests for documents.
  - (3) To the extent permitted by state law, the Board may seek subpoenas for witnesses or documents through a court of competent jurisdiction or other lawful mechanism.
- (b) Rights of Respondent. The respondent shall have the right to:
- (1) Receive timely written notice of the allegations and the specific provisions at issue;
  - (2) Be represented by counsel at the respondent's expense;
  - (3) Submit a written response and supporting materials;
  - (4) Present witnesses and evidence; and
  - (5) Question adverse witnesses, subject to reasonable procedural rules.
- (c) Hearings.
- (1) If the Board determines that a hearing is warranted, it shall schedule a hearing and provide reasonable advance notice to the complainant and respondent.
  - (2) Hearings shall be conducted in accordance with procedures adopted by the Board, consistent with this Charter, City ordinances, and state law.
  - (3) Hearings on the merits shall be open to the public, except to the extent closure is authorized by state law, including for executive-session deliberations.
- (d) Standard of Proof.
- (1) For the imposition of minor sanctions under § 12.08(b), the Board must find a violation by a preponderance of the evidence.
  - (2) For the imposition or recommendation of more serious sanctions under § 12.08(c)–(d), the Board must find a violation by clear and convincing evidence.
- (e) Voting Requirement. - No finding of violation may be made except upon the affirmative vote of at least five (5) members of the Board. Failure to obtain the required vote shall result in dismissal of the complaint with no finding of violation.
- (f) Written Decision. - The Board shall issue a written decision setting forth findings of fact, conclusions of law, and any sanctions or recommendations, and shall provide it to the complainant, the respondent, and the City Council. The decision shall be made available to the public, except as limited by law.

## § 12.08. Sanctions and Remedies.

- (a) Classification of Violations.
- (1) The Code of Ethics shall assign each prohibited act or requirement to one of the following categories:  
**Class I – Technical or Minor Violation.**

Negligent or inadvertent conduct that does not result in substantial personal benefit or public harm, and is promptly corrected when discovered.

**Class II –Significant Violation.**

Knowing or reckless conduct, or conduct that results in substantial personal benefit, material financial impact, or material harm to the public interest, but does not involve corruption, fraud, or a pattern of repeated violations.

**Class III –Egregious Violation.**

Intentional and corrupt conduct, including fraud, concealment, substantial personal financial gain, significant harm to the public, or a pattern of repeated violations after prior sanction.

- (2) The Board shall apply the classification assigned in the Code of Ethics. If the facts demonstrate that a different classification is more appropriate, the Board may reclassify the violation in its written findings and shall state its reasons.
- (3) The Board shall not impose sanctions outside the ranges prescribed for each class in this section.

(b) General Principles.

- (1) Sanctions shall be proportionate to the class of violation and the specific facts, within the ranges defined below.
- (2) In determining the appropriate sanction within a class, the Board shall consider:
  - Intent or state of mind (negligent, reckless, knowing, intentional);
  - Prior history of similar violations;
  - Self-reporting and cooperation;
  - Reliance on a written advisory opinion or advice of counsel; and
  - The extent of personal benefit and public harm.
- (3) The Board shall state in writing how these factors were considered in selecting the sanction.

(c) Board-Imposed Sanctions by Class (Direct Authority). - The Board has direct authority to impose the sanctions listed in this subsection without City Council approval, subject to the standards of proof and voting thresholds in subsection (f).

(1) Class I –Technical or Minor Violations.

- For a Class I violation, the Board shall impose at least one of the following sanctions, and may impose more than one, but may not exceed the Class I range:
- Written advice or guidance regarding future conduct;
- Mandatory completion of specified ethics training within a defined time;
- Confidential written warning, where permitted by law;
- Public written reprimand for repeated or uncorrected Class I conduct.

- The Board shall not impose censure or civil fines based solely on a single Class I violation.

## (2) Class II –Significant Violations.

- For a Class II violation, the Board shall impose at least one public sanction and may impose multiple sanctions within the following range:
  - Public written reprimand;
  - Mandatory ethics training and/or additional reporting or monitoring conditions;
  - Civil fine in an amount not to exceed the maximum authorized by state law and City ordinance for Class II violations;
  - Formal written censure adopted by the Board and made public.
- The Board shall issue at least a formal written censure if the Class II violation:
  - Involved a knowing or reckless conflict of interest in a vote or official action; or
  - Resulted in substantial personal financial benefit.

## (3) Class III –Egregious Violations.

- For a Class III violation, the Board shall impose the maximum available public sanctions within its authority, including:
  - Public written reprimand; and
  - Formal written censure; and
  - Civil fine in an amount within the maximum authorized by state law and City ordinance for Class III violations.
- In every Class III case, the Board shall also issue the recommendations and referrals described in subsection (d), in addition to its direct sanctions.

## (d) Recommendations and Referrals (Higher Rungs). - In addition to the direct sanctions in subsection (c), the Board may, and for Class III violations shall, issue written recommendations and referrals as follows:

## (1) Recommendations to City Council.

- For elected or appointed officials, the Board may recommend that the City Council:
  - Consider censure by Council resolution;
  - Consider removal from a City board or commission where permitted by this Charter and law; or
  - Place the matter on the agenda for any removal or recall proceedings authorized by this Charter or state law.

## (2) Recommendations to City Manager.

- For City employees, the Board may recommend that the City Manager consider appropriate disciplinary action, consistent with personnel policies, civil-service rules, and employment contracts.

## (3) Referrals to External Authorities.

- If the Board has reason to believe that the facts may constitute a violation of criminal law or state ethics law, it shall promptly refer the matter, together with its findings, to the appropriate prosecuting authority or state agency.
- (4) Structural and Policy Remedies.
- The Board may recommend that the City adopt or modify policies, procedures, or controls (including training, reporting, and disclosure mechanisms) to prevent similar violations in the future.
- (5) Council's Role on Recommendations.
- The City Council may accept, reject, or take alternative lawful action on the Board's recommendations, but may not alter or negate the Board's underlying findings of fact or the Board-imposed sanctions in subsection (c).
  - If the City Council takes action, it shall do so by recorded vote at a public meeting within forty-five (45) days after receiving the Board's written decision.
  - Failure to act within forty-five (45) days shall not affect the validity of the Board-imposed sanctions; the recommendations shall be deemed considered and not adopted.
- (e) Effect of Board Censure.
- (1) A formal written censure issued by the Board is an official act of the Board, separate from any censure the City Council may issue.
- (2) Censure shall consist of a written statement, adopted by the required vote, that:
- Identifies the specific provisions violated;
  - Summarizes the material facts; and
  - Formally condemns the conduct as inconsistent with the City's ethical standards.
- (3) The censure shall be delivered to the respondent, provided to the City Council, and made available to the public.
- (f) Standards of Proof and Voting Thresholds.
- (1) For Class I violations, the Board may impose sanctions under subsection (c)(1) upon a finding, by the affirmative vote of at least five (5) Board members, that a violation has been proven by a preponderance of the evidence.
- (2) For Class II and Class III violations, including any censure, fines, recommendations, or referrals under subsections (c)(2)–(3) and (d), the Board may act only upon a finding, by the affirmative vote of at least five (5) Board members, that a violation has been proven by clear and convincing evidence.
- (3) Failure to obtain the required vote shall result in dismissal of the complaint with no finding of violation.
- (g) Protection Against Political or Frivolous Use.

- (1) No sanction may be imposed for conduct outside the Board's jurisdiction as defined in this Charter, or based solely on disagreement with the content of a lawful vote, policy position, or political viewpoint.
- (2) The Board shall not consider or sanction based on complaints that:
  - Fail to meet the sworn-complaint standard;
  - Have been dismissed as frivolous at screening; or
  - Fall outside the applicable time limits, except as permitted for good cause under this Charter.
- (3) The repeated filing of frivolous or bad-faith complaints may itself be subject to warning or referral to prosecuting authorities, as provided in [§ 12.06\(e\)](#).

### § 12.09. Advisory Opinions.

- (a) Any person subject to the Code of Ethics may request a written advisory opinion from the Board regarding prospective conduct.
- (b) Reliance in good faith on a written advisory opinion issued to the requester shall be a mitigating factor in any subsequent proceeding involving the same or substantially similar facts.

### § 12.10. Training, Annual Report, and Transparency.

- (a) Training.
  - (1) The City Council shall provide for periodic ethics training for all persons covered by the Code of Ethics, including orientation for newly elected and appointed officials and newly hired employees.
  - (2) The Board may recommend training content and providers and may participate in such training.
- (b) Annual Report.
  - (1) The Board shall prepare an annual public report summarizing its activities, including the number of complaints received, dismissed, investigated, and resolved; the general categories of allegations; the sanctions imposed or recommended; and any recommendations for improvement.
  - (2) The report shall be presented to the City Council at a public meeting and made available to the public.

### § 12.11. Rules and Implementation.

- (a) The Board may adopt rules of procedure consistent with this Charter and City ordinances to govern its operations and hearings.

- (b) Within twelve (12) months after the effective date of this Article, the City Council shall adopt or amend such ordinances as are necessary to fully implement this Article and Article 11, including the Code of Ethics and any necessary enforcement provisions.
- (c) If any provision of this Article is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect to the greatest extent permitted by law.

# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> January 13, 2026	<b>Department:</b> Admin	<b>Presented By:</b> Communications Director
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**AGENDA ITEM:** Discussion/Action: policy/application for HOT funds disbursement

**BACKGROUND:** Hotel Occupancy Taxes collected by the city have very specific uses allowable by state law. This policy ensures compliance with state law and consistency for staff and applicants.

**STAFF/BOARD/COMMISSION RECOMMENDATION:** Staff recommends approving the policy

**EXHIBITS:**

<b>ADDITIONAL INFO:</b>	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	\$
	<b>Source of Funding</b>	\$

# THE HOTEL TAX “TWO-STEP”

By **Bill Longley**, TML Legislative Counsel



In the grand scheme of things, city hotel occupancy taxes account for just a small amount of city revenue. Property taxes and sales taxes are far more important to most cities. Why does it seem, then, that hotel taxes generate so much confusion and controversy?

The answer is this: Hotel taxes, unlike most other taxes, are levied on a specific category of businesses—hotels. As a result, these businesses tend to pay close attention to how cities expend these funds. Spend city sales taxes in a controversial way, and no particular category of business feels singled out enough to raise a fuss. Perceived misuses of hotel taxes, on the other hand, are a different story.

Fortunately, it's very easy for a city official to remember how to legally spend hotel taxes. A city simply needs to remind itself to always follow the "two-part test." The key element of a two-part test is – surprise – that it has two parts! Cities frequently remember to meet one element of the test, but then entirely forget the other part. This article will succinctly describe the two-part test, and then describe some common situations to which we can apply the test.

### Part 1: Heads in Beds

The first element of the two-part test is this: Every expenditure of hotel taxes must put "heads in beds." What this means is that every funded project must attract overnight tourists to the city's hotels and motels, thus promoting the city's hotel industry.

For example, how about a weekend-long arts and crafts show? There's a very good chance that out-of-town guests might come to visit such an event, so expenditure of hotel tax money on that event would likely qualify.

On the other hand, how about a quilting bee at a local nursing home? While a worthy cause, the quilting bee is unlikely to attract overnight tourists and, therefore, probably wouldn't qualify to receive hotel tax funds.

### Part 2: The Nine Categories

Once a project has cleared the first part of the test, it's time for – you guessed it – the second part of the test. Here it is: Every expenditure of hotel taxes must also fit into one of nine statutorily authorized categories. These are the nine categories: (1) convention and visitor centers; (2) convention registration; (3) advertising the city; (4) promotion of the arts; (5) historical restoration and preservation; (6) sporting events in a county under one million in population; (7) enhancing or upgrading existing sports facilities or sports fields (only in certain cities); (8) tourist transportation systems; and (9) signage directing the public to sights and attractions that

are visited frequently by hotel guests in the city.

Thus, even if an event puts heads in beds, it cannot receive hotel tax money unless it also fits into one of the nine categories. For instance, what about a livestock auction that will attract attendees from surrounding counties? While that event is likely to attract overnight tourists, it doesn't fit neatly into one of the nine categories. Therefore, it's likely not a valid recipient of hotel tax money.

It's not enough to meet one of the two prongs of the two-part test. A city must meet both! The following are some real-life examples that have been the focus of inquiries received by the Texas Municipal League (TML) Legal Department.

#### Fireworks, Anyone?

The prototype hotel tax controversy is an event like a fireworks show or a parade. Cities frequently ask if they can fund a fireworks show with hotel tax money.

Let's subject a fireworks show to the two-part test. Does a fireworks show put heads in beds? The answer is "probably not," unless it is a truly spectacular event. But let's give it the benefit of the doubt. Suppose the Town of Pyrotechnic, Texas, truly does put on a fireworks extravaganza that attracts tourists from around the state. So far, so good.

But what about the second part of the test – the nine categories? Do fireworks shows fit neatly into any of the nine? Not really. Some may argue that such shows "advertise" the city, but this is likely not what that category means. Advertising the city literally means some sort of print or other media that explicitly promote the city. Otherwise, a city could simply say that any popular event "advertises" the city that holds it. Direct funding of fireworks displays and the like are, usually, not a very good fit.

#### Signs of the Times?

Another frequent question concerns highway signs promoting the city. May a city fund a billboard touting the city's attractions, restaurants, and hotels? Let's put it to the two-part test. Heads in beds? Well, why not? If a billboard encourages motorists to stop in town, those motorists might stay the night, whereas without the sign they would have driven on to the next city. This is exactly what the statute intends. The nine categories? How about advertising? Prior to 2009, a convincing argument could be made that because a billboard literally advertises the city it refers to, that it would fit within the advertising category. All doubt was erased in 2009, when the Texas Legislature added the ninth category – signage directing the public to



sights and attractions. Travel signs are a perfect fit for hotel occupancy tax expenditures.

### Chambers of Commerce?

Cities frequently wonder if they can fund the local chamber of commerce using hotel tax money. Do chambers put heads in beds? Maybe, maybe not. Chambers of commerce are typically charged with promoting economic development, not tourism. Even assuming a chamber does promote tourism though, how about the nine categories? Funding a chamber doesn't, in itself, fall into any of the nine categories.

Fortunately, there is an easy solution. The laws governing hotel tax expenditures permit the city to delegate expenditure of hotel tax money to another entity, typically a chamber or convention and visitor bureau. As long as the chamber spends the money on projects that otherwise meet the two-part test mentioned above, it's fine to delegate some funds to them. There must be a written contract laying out the duties of the chamber, though. Also, the chamber must keep the hotel funds in an account separate from its general operating fund.

### Arts Organizations

City arts organizations are a common trouble area. It seems that every arts council in the state knows that promotion of the arts is one of the nine categories on which city hotel taxes may be expended. Cities know this because these

arts groups frequently come asking for the money.

The thing to remember about arts groups is this: Direct funding of the organization's operations does nothing in and of itself to put "heads in beds." Put another way, funding the operating budget of an arts council meets the second part of the test (promotion of the arts) but not necessarily the first.

The solution? The city should encourage the group to seek funding only for its festivals and shows that do, in fact, attract tourists to the city. By limiting the expenditure to such events, the city meets both parts of the test.

### Don't Forget to Report

Legislation passed in 2017 that requires cities to annually report hotel occupancy tax information to the comptroller, including information on how the funds are spent. Not later than February 20 of each year, a city that imposes a hotel occupancy tax must submit to the comptroller information that includes the city's hotel occupancy tax rate, the amount of revenue generated by the tax, and the amount and percentage of the revenue spent for each of the following purposes:

- Convention or information centers
- Convention delegates registration
- Advertising to attract tourists
- Arts promotion and improvement
- Historical restoration and preservation projects
- Signage directing the public to sights and attractions

Cities must comply with the annual reporting requirements by either submitting the report to the comptroller on a form prescribed by the comptroller, or alternatively providing the comptroller a direct link to, or a clear statement describing the location of, the information required to be reported that is posted on the city's website.

### What Else?

There are numerous other technical details about how to legally expend hotel tax funds. In truth, by simply learning and remembering the two-part test, city officials are 99 percent of the way toward full compliance with hotel tax laws. City officials with questions about the hotel occupancy tax should call the TML Legal Department at 512-231-7400. ★

# *Hotel Occupancy Taxes*

**A brief tutorial**

# *What are HOT funds?*

**Hotel Occupancy Taxes (commonly referred to as “HOT” funds) are collected from all hotels and motels within a city’s limits. The tax is a surcharge on room fees that is then paid directly to the city.**

**There are very strict rules on how these funds can be spent.**



**PART 1:**

# *Heads in beds*

Every funded project must attract  
overnight tourists

# Part 2: *Allowable uses*

There are nine categories for  
HOT fund spending



Convention Centers



Convention Registration



Advertising the city



Promotion of the arts



Historical restoration  
and preservation



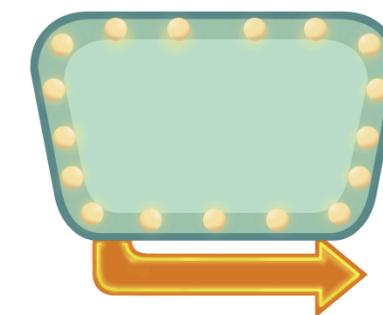
Sporting events



Enhancing or upgrading  
existing sports facilities  
(only in certain cities)



Tourist transportation  
systems



Signage directing the public  
to sights and attractio





Willow Park, TX

Item 11.  
**Detail Report**  
**Account Detail**

Date Range: 01/01/2022 - 12/31/2025

Account		Name		Beginning Balance	Total Activity	Ending Balance		
<b>Fund: 16 - TOURISM</b>								
<b>16-016-58402</b>		<b>ADVERTISING &amp; LEGAL NOTICES</b>		0.00	153,552.00	153,552.00		
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/04/2023	APPKT01074	115449276	15	ACCT #839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,880.00	2,880.00
02/26/2024	APPKT01129	115683074	16	ACCT #839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	5,280.00
03/11/2024	APPKT01153	115731658	17	ACCT #839602 - CONTRACT #4446694	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,880.00	8,160.00
04/05/2024	APPKT01158	115762504	18	ACCT #839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	10,560.00
04/08/2024	APPKT01181	115836446	19	ACCT #839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	12,960.00
04/22/2024	APPKT01181	115871799	19	ACCT #839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	15,360.00
05/06/2024	APPKT01191	115923730	20	ACCT #839602, CONTRACT #4446694	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	17,760.00
05/20/2024	APPKT01205	115959479	21	ACCT #839602, CONTRACT #4396556	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	20,160.00
06/03/2024	APPKT01205	116009894	21	ACCT #839602, CONTRACT #446694	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	22,560.00
06/17/2024	APPKT01211	116047689	22	ACCT #839602, CONTRACT #4396556	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	24,960.00
07/08/2024	APPKT01225	116119798	24	acct #839602, contract #4639635	00932 - LAMAR TEXAS LIMITED PARTNERSH...		720.00	25,680.00
07/15/2024	APPKT01229	116136413	24	ACCT #839602, CONTRACT #4396556	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	28,080.00
07/17/2024	APPKT01230	71724	25	SCOREBOARD SPONSORSHIP	00980 - T.B.C.A, INC		5,000.00	33,080.00
07/29/2024	APPKT01229	2024-2025	23	SCOREBOARD ADVERTISEMENT	00645 - ALEDO ISD		10,000.00	43,080.00
07/29/2024	APPKT01244	116178802	26	ACCT 3839602, CONTRACT #4446694	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	45,480.00
08/15/2024	APPKT01250	116222861	27	ACCT#839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		4,800.00	50,280.00
08/26/2024	APPKT01271	116263721	28	ACCOUNT # 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	52,680.00
09/09/2024	APPKT01282	116304877	29	ACCT #839602, CONTRACT #4396556	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	55,080.00
09/23/2024	APPKT01290	116349126	31	ACCOUNT# 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	57,480.00
09/23/2024	APPKT01290	116349127	31	ACCOUNT# 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		720.00	58,200.00
10/07/2024	APPKT01293	116405549	32	839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	60,600.00
10/21/2024	APPKT01300	116450414	33	MONTHLY RENTAL 10.21-11.17.2024	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	63,000.00
10/28/2024	APPKT01300	102824	36	COWP	01012 - WILLOW PARK HOTEL INVESTMENTS		1,255.00	64,255.00
10/28/2024	APPKT01300	102924.1	36	COWP	01012 - WILLOW PARK HOTEL INVESTMENTS		150.00	64,405.00
11/04/2024	APPKT01322	116495002	35	ACCT# 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	66,805.00
11/07/2024	APPKT01322	116508525	35	ACCT# 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		720.00	67,525.00
11/12/2024	APPKT01322	11122024	36	COWP	01012 - WILLOW PARK HOTEL INVESTMENTS		1,255.00	68,780.00
11/12/2024	APPKT01331	102824-R	36	WILLOW PARK HOTEL INVESTMENTS Re...	01012 - WILLOW PARK HOTEL INVESTMENTS		-1,255.00	67,525.00
11/12/2024	APPKT01331	102924.1-R	36	WILLOW PARK HOTEL INVESTMENTS Re...	01012 - WILLOW PARK HOTEL INVESTMENTS		-150.00	67,375.00
11/12/2024	APPKT01331	11122024-R	36	WILLOW PARK HOTEL INVESTMENTS Re...	01012 - WILLOW PARK HOTEL INVESTMENTS		-1,255.00	66,120.00
12/02/2024	APPKT01355	116582419	40	ACCT#839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	68,520.00
12/05/2024	APPKT01333	116533912	37	COWP	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	70,920.00
12/16/2024	APPKT01355	116620557	40	COWP	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	73,320.00
12/19/2024	APPKT01345	20241219.12A	38	3652976076	00399 - CITIBANK		150.00	73,470.00
12/20/2024	APPKT01348	116601774	39	ACCT#839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		720.00	74,190.00

Detail Report

Date Range: 01/01/2022 Item 11. 5

Account	Name				Beginning Balance	Total Activity	Ending Balance	
<u>16-016-58402</u>	ADVERTISING & LEGAL NOTICES - Continued				0.00	153,552.00	153,552.00	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/30/2024	APPKT01368	116662409	41	ACCT#839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	76,590.00
01/06/2025	APPKT01368	116677450	41	ACCT#839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		720.00	77,310.00
01/13/2025	APPKT01382	116695306	42	COWP	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	79,710.00
01/27/2025	APPKT01390	116725592	43	ACCT#839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		720.00	80,430.00
01/27/2025	APPKT01397	116732531	44	COWP	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	82,902.00
02/10/2025	APPKT01400	116778913	46	CUSTOMER# 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,400.00	85,302.00
02/24/2025	APPKT01411	116808263	47	CUSTOMER NO: 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	87,774.00
03/10/2025	APPKT01421	116858571	48	ACCT#839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	90,246.00
03/31/2025	BRPKT01229	TOURISMReverse Cha...		Reverse Charge			-150.00	90,096.00
04/03/2025	APPKT01425	116898521	49	CUSTOMER # 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	92,568.00
04/03/2025	APPKT01425	116898522	49	CUSTOMER# 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		720.00	93,288.00
04/07/2025	APPKT01432	116963609	50	COWP	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	95,760.00
04/21/2025	APPKT01442	116999244	51	CUSTOMER# 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	98,232.00
05/19/2025	APPKT01464	117096123	52	CUSTOMER# 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	100,704.00
06/02/2025	APPKT01474	117139042	53	CUSTOMER# 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	103,176.00
06/25/2025	APPKT01474	117060609	53	CUSTOMER# 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	105,648.00
06/26/2025	APPKT01474	117180169	53	CUSTOMER# 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	108,120.00
06/26/2025	APPKT01474	117180172	53	CUSTOMER# 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		720.00	108,840.00
07/14/2025	APPKT01478	52725	54	COWP	00980 - T.B.C.A, INC		5,000.00	113,840.00
07/31/2025	APPKT01499	117266840	55	CONTRACT #4803103	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	116,312.00
07/31/2025	APPKT01499	117314776	55	CONTRACT #4819894	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	118,784.00
08/14/2025	APPKT01509	117216786	56	CONTRACT NO: 4819894	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	121,256.00
08/14/2025	APPKT01509	117353493	56	CONTRACT NO: 4803103	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	123,728.00
08/28/2025	APPKT01522	1049	58	COWP	01079 - JOHN TARRANT TARRANT MEDIA		1,800.00	125,528.00
08/28/2025	APPKT01522	117401719	59	CUSTOMER #839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	128,000.00
08/28/2025	APPKT01522	2025-2026	57	City of Willow Park	00645 - ALEDO ISD		10,000.00	138,000.00
09/11/2025	APPKT01539	117438456	60	CITY OF WILLOW PARK #839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	140,472.00
09/25/2025	APPKT01553	117488134	61	CUSTOMER# 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	142,944.00
10/09/2025	APPKT01573	117549198	62	CITY OF WILLOW PARK #839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	145,416.00
10/23/2025	APPKT01581	117566891	63	CITY OF WILLOW PARK - 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		720.00	146,136.00
10/23/2025	APPKT01581	117580740	63	CITY OF WILLOW PARK - 839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	148,608.00
11/05/2025	APPKT01615	117637399	64	CITY OF WILLOW PARK #839602	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	151,080.00
11/20/2025	APPKT01627	117670640	65	CITY OF WILLOW PARK #4819894	00932 - LAMAR TEXAS LIMITED PARTNERSH...		2,472.00	153,552.00
<b>Total Fund: 16 - TOURISM:</b>					<b>Beginning Balance: 0.00</b>	<b>Total Activity: 153,552.00</b>	<b>Ending Balance: 153,552.00</b>	
<b>Grand Totals:</b>					<b>Beginning Balance: 0.00</b>	<b>Total Activity: 153,552.00</b>	<b>Ending Balance: 153,552.00</b>	

<b>Fund</b>	<b>Beginning Balance</b>	<b>Total Activity</b>	<b>Ending Balance</b>
16 - TOURISM	0.00	153,552.00	153,552.00
<b>Grand Total:</b>	<b>0.00</b>	<b>153,552.00</b>	<b>153,552.00</b>



Willow Park, TX

Item 11.  
**Detail Report**  
**Account Detail**

Date Range: 01/01/2022 - 12/31/2025

Account		Name		Beginning Balance	Total Activity	Ending Balance		
<b>Fund: 16 - TOURISM</b>		<b>SPECIAL EVENTS</b>		0.00	12,500.00	12,500.00		
<a href="#">16-016-58275</a>								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/10/2025	APPKT01397	297	45	760FEST	01048 - PAUL CLINTON REESE		12,500.00	12,500.00
<b>Total Fund: 16 - TOURISM:</b>				<b>Beginning Balance: 0.00</b>	<b>Total Activity: 12,500.00</b>	<b>Ending Balance: 12,500.00</b>		
<b>Grand Totals:</b>				<b>Beginning Balance: 0.00</b>	<b>Total Activity: 12,500.00</b>	<b>Ending Balance: 12,500.00</b>		

# Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
16 - TOURISM	0.00	12,500.00	12,500.00
<b>Grand Total:</b>	<b>0.00</b>	<b>12,500.00</b>	<b>12,500.00</b>



### CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b>  January 13, 2026	<b>Department:</b>  Parks	<b>Presented By:</b>  Mandy McCarley, Director Toni Fisher, Int. City Mgr.
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**AGENDA ITEM:**

**Discussion/Action: to Authorize Use of Hotel Occupancy Tax funds for billboard advertising contract renewal.**

**BACKGROUND:**

Since November 28, 2023, the City Council has approved the use of the City’s Hotel Occupancy Tax funds (“HOT Tax”) for one year of advertising space on the eastbound and westbound side of the Lamar billboard located on the southeast corner of the City Hall property. The westbound side was approved by City Council on February 11, 2024. Without renting both sides of the sign, the City would have no control over what advertisements would be sold and displayed; therefore, renting both sides was voted to be in the best interest of the City. The original purpose of renting the billboards was to use this signage as a monument sign for the City of Willow Park.

We have renewed each billboard for a year: **\$33,111 per side** billed in (13) 4-week intervals (\$2547 a month). The fee of \$720 is charged each time the City requests a change in artwork. We change each side twice a year.

City Staff was asked to see if there were different options available with Lamar rather than doing one-year contracts. Lamar staff responded that if we wanted to go on a month-to-month basis we would lose our first right to renew. To hold the right to renew, the lowest we could go on is a 6 month contract, and if we did not renew before that contract expired, it would be made available for sale the day the contract expires. Lamar billboards in our area are currently sold out and in very high demand, so there is a high chance that we would lose the right to the billboard on City Hall property.

Funds for this expense are currently available in the City’s Hotel Occupancy Tax account.

**STAFF RECOMMENDATION:**

Staff recommend authorization of the use of HOT funds for billboard advertising on the eastbound and westbound Lamar billboard signs referenced above, effective as of this date.

**EXHIBITS:**

- Lamar Contract #5251201

**RECOMMENDED MOTION:**

Approval of authorization of the use of Hotel Occupancy Tax funds for billboard advertising, as presented.

# PANEL #60085

📍 I-20 E/O RANCH HOUSE, N/S

Location #2



**ADVERTISING STRENGTHS:** Located on I-20 between Weatherford and Fort Worth, this billboard targets drivers heading east toward Fort Worth and Dallas. It reaches commuters from Weatherford and transient traffic from as far west as El Paso. I-20 is a key route through the DFW Metroplex, connecting major cities like Abilene, Tyler, and Shreveport, offering prime visibility to both local and regional travelers.

**WEEKLY IMPRESSIONS:** 229,321\*

**MEDIA TYPE/STYLE:** Permanent Bulletin - PanelFree

**LAT/LONG:** [32.73391 / -97.62808](#)

**MARKET:** PARKER COUNTY

**GEOGRAPHIC ID:** 392621

**PANEL SIZE:** 12' 0" x 40' 0" [View Spec Sheet](#)

**FACING/READ:** West / Left

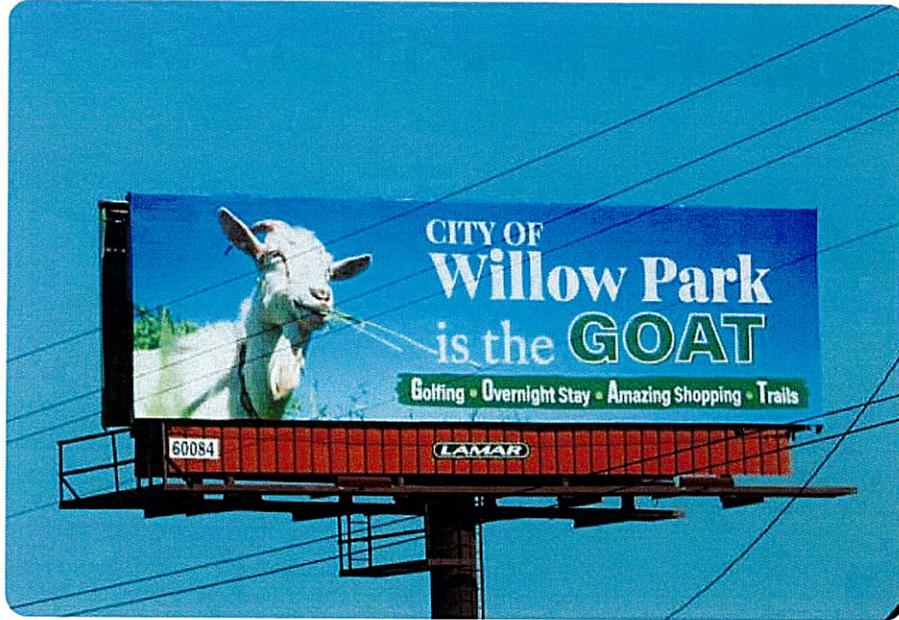
**ILLUMINATED:** YES

**SHIPPING ADDRESS:** 625-109th Street Arlington, TX 76011

# PANEL #60084

📍 I-20 E/O RANCH HOUSE, N/S

Location #1



**ADVERTISING STRENGTHS:** Located on I-20 between Weatherford and Fort Worth, this billboard targets drivers heading west toward Weatherford and Abilene. It reaches commuters from Weatherford and transient traffic traveling from as far west as El Paso. I-20 runs through the DFW Metroplex, connecting major cities like Abilene, Tyler, and Shreveport, offering prime exposure to regional and long-distance travelers.

**WEEKLY IMPRESSIONS:** 393,959\*

**MEDIA TYPE/STYLE:** Permanent Bulletin - PanelFree

**LAT/LONG:** [32.73391 / -97.62808](#)

**MARKET:** PARKER COUNTY

**GEOPATH ID:** 392620

**PANEL SIZE:** 12' 0" x 40' 0" [View Spec Sheet](#)

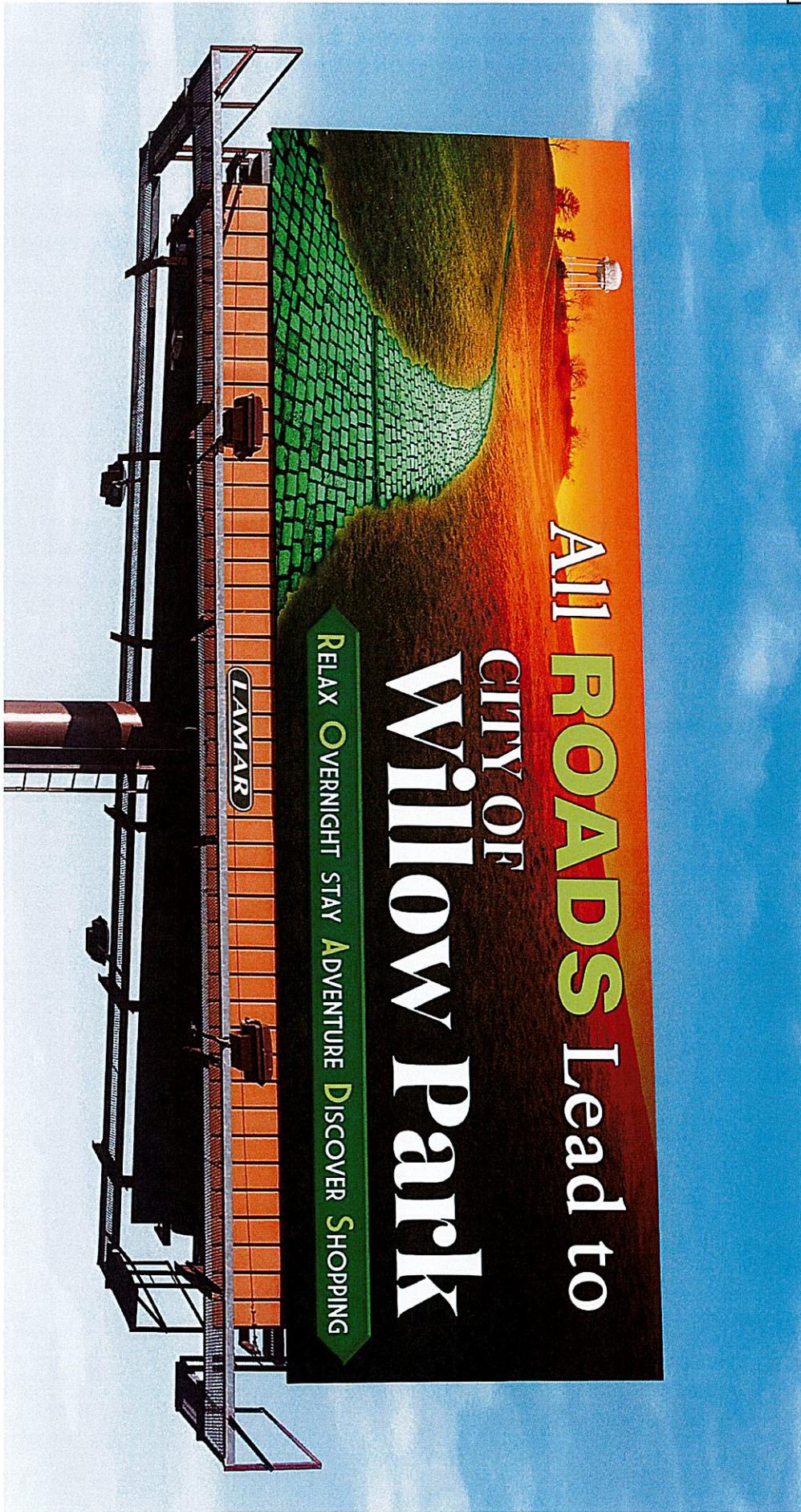
**FACING/READ:** East / Right

**ILLUMINATED:** YES

**SHIPPING ADDRESS:** 625-109th Street Arlington, TX 76011



For illustrative purposes only. Actual structure configuration and appearance may vary.



**ID: WillowPark\_p60084-Nov25\_12x40-b**

Job Details:

Size: 12'0" X 40'0"  
Artist: Robert Whistler  
Date: Tuesday, November 25 2025  
AE: Staci Schofield  
Panel: 60084

Special Notes:

null





2. Copyright/Trademark: Advertiser warrants that all approved designs do not infringe upon any trademark or copyright, state or federal. Advertiser agrees to defend, indemnify and hold Lamar free and harmless from any and all loss, liability, claims and demands, including attorney's fees arising out of the character contents or subject matter of any copy displayed or produced pursuant to this contract.
3. Payment Terms: Lamar will, from time to time at intervals following commencement of service, bill Advertiser at the address on the face hereof. Advertiser will pay Lamar within thirty (30) days after the date of invoice. If Advertiser fails to pay any invoice when it is due, in addition to amounts payable thereunder, Advertiser will promptly reimburse collection costs, including reasonable attorney's fees plus a monthly service charge at the rate of 1.5% of the outstanding balance of the invoice to the extent permitted by applicable law. Delinquent payment will be considered a breach of this contract. Payments will be applied as designated by the Advertiser; non designated payments will be applied to the oldest invoices outstanding.
4. Service Interruptions: If Lamar is prevented from posting or maintaining any of the spaces by causes beyond its control of whatever nature, including but not limited to acts of God, strikes, work stoppages or picketing, or in the event of damage or destruction of any of the spaces, or in the event Lamar is unable to deliver any portion of the service required in this contract, including buses in repair, or maintenance, this contract shall not terminate. Credit shall be allowed to Advertiser at the standard rates of Lamar for such space or service for the period that such space or service shall not be furnished or shall be discontinued or suspended. In the case of illumination, should there be more than a 50% loss of illumination, a 20% pro-rata credit based on four week billing will be given. If this contract requires illumination, it will be provided from dusk until 11:00p.m. Lamar may discharge this credit, at its option, by furnishing advertising service on substitute space, to be reasonably approved by Advertiser, or by extending the term of the advertising service on the same space for a period beyond the expiration date. The substituted or extended service shall be of a value equal to the amount of such credit.
5. Entire Agreement: This contract, all pages, constitutes the entire agreement between Lamar and Advertiser. Lamar shall not be bound by any stipulations, conditions, or agreements not set forth in this contract. Waiver by Lamar of any breach of any provision shall not constitute a waiver of any other breach of that provision or any other provision.
6. Copy Acceptance: Lamar reserves the right to determine if copy and design are in good taste and within the moral standards of the individual communities in which it is to be displayed. Lamar reserves the right to reject or remove any copy either before or after installation, including immediate termination of this contract.
7. Termination: All contracts are non-cancellable by Advertiser without the written consent of Lamar. Breach of any provisions contained in this contract may result in cancellation of this contract by Lamar.
8. Materials/Storage: Production materials will be held at customer's written request. Storage fees may apply.
9. Installation Lead Time: A leeway of five (5) working days from the initial Service Date is required to complete the installation of all non-digital displays.
10. Customer Provided Production: The Advertiser is responsible for producing and shipping copy production. Advertiser is responsible for all space costs involved in the event production does not reach Lamar by the established Service Dates. These materials must be produced in compliance with Lamar production specifications and must come with a 60 day warranty against fading and tearing.
11. Bulletin Enhancements: Cutouts/extensions, where allowed, are limited in size to 5 feet above, and 2 feet to the sides and 1 foot below normal display area. The basic fabrication charge is for a maximum 12 months.
12. Assignment: Advertiser shall not sublet, resell, transfer, donate or assign any advertising space without the prior written consent of Lamar.



Dallas  
 625 109th Street  
 Arlington, TX 76011  
 Phone: 817-640-7555  
 Fax: 817-640-7561



**CONTRACT # 5251201**

**Invoice Schedule**

Date: 10/7/2025  
 New/Renewal: Item 12.  
 Account Executive: Sta  
 Phone: 81

Year	Invoice Date	Service Period	Total Investment
2026	01/26/2026	01/26-02/22	\$2,547.00
	02/23/2026	02/23-03/22	\$2,547.00
	03/09/2026	03/09-04/05	\$2,547.00
	03/23/2026	03/23-04/19	\$2,547.00
	04/06/2026	04/06-05/03	\$2,547.00
	04/20/2026	04/20-05/17	\$2,547.00
	05/04/2026	05/04-05/31	\$2,547.00
	05/18/2026	05/18-06/14	\$2,547.00
	06/01/2026	06/01-06/28	\$2,547.00
	06/15/2026	06/15-07/12	\$2,547.00
	06/29/2026	06/29-07/26	\$2,547.00
	07/13/2026	07/13-08/09	\$2,547.00
	07/27/2026	07/27-08/23	\$2,547.00
	08/10/2026	08/10-09/06	\$2,547.00
	08/24/2026	08/24-09/20	\$2,547.00
	09/07/2026	09/07-10/04	\$2,547.00
	09/21/2026	09/21-10/18	\$2,547.00
	10/05/2026	10/05-11/01	\$2,547.00
	10/19/2026	10/19-11/15	\$2,547.00
	11/02/2026	11/02-11/29	\$2,547.00
	11/16/2026	11/16-12/13	\$2,547.00
	11/30/2026	11/30-12/27	\$2,547.00
	12/14/2026	12/14-01/10	\$2,547.00
	12/28/2026	12/28-01/24	\$2,547.00
2027	01/11/2027	01/11-02/07	\$2,547.00
	02/08/2027	02/08-03/07	\$2,547.00
			<b>\$66,222.00</b>

\* Custom Invoicing Date



Willow Park, TX

# Detail Report Account Detail

Item 13.

Date Range: 01/01/2022 - 12/31/2025

Account	Name		Beginning Balance	Total Activity	Ending Balance			
<b>Fund: 10 - GENERAL FUND</b>								
<b>10-001-58408</b>	<b>SPECIAL EVENTS</b>		7,474.72	27,044.40	34,519.12			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/17/2022	APPKT00436	12082021	108609	COWP	00696 - PARKER PAWS		3,064.00	10,538.72
02/17/2022	APPKT00436	21522	108609	COWP	00696 - PARKER PAWS		12.00	10,550.72
02/17/2022	APPKT00436	6570	108591	COWP	00557 - ALEDO EDUCATION FOUNDATION		2,500.00	13,050.72
02/17/2022	APPKT00449	120821-R	108587	PARKER PAWS Reversal	00696 - PARKER PAWS		-3,064.00	9,986.72
04/03/2022	APPKT00486	40322.3	DFT0001385	ACCT #27-5293	00399 - CITIBANK		274.45	10,261.17
04/21/2022	APPKT00513	042122	DFT0001469	COWP	00691 - PNC BANK		260.50	10,521.67
05/01/2022	APPKT00548	51022	108966	SUPER SAFETY SATURDAY SPONSORSHIP	00746 - TEXAS HEALTH RESOURCES FOUND...		675.00	11,196.67
05/03/2022	APPKT00526	50322.3	DFT0001512	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		176.31	11,372.98
05/10/2022	APPKT00544	51022	108965	SUPER SAFETY SPONSORSHIP	00334 - TEXAS HEALTH RESOURCES		675.00	12,047.98
06/01/2022	APPKT00547	51022-R	108965	TEXAS HEALTH RESOURCES Reversal	00334 - TEXAS HEALTH RESOURCES		-675.00	11,372.98
10/31/2022	APPKT00701	110322.3	DFT0002105	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		315.49	11,688.47
11/30/2022	APPKT00701	113022	109592	EMPLOYEE CHRISTMAS BONUSES FROM...	00801 - FIRST BANK TEXAS		400.00	12,088.47
11/30/2022	GLPKT05890	JN00971		Reclass Expense			-400.00	11,688.47
12/03/2022	APPKT00759	120322.4	DFT0002215	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		338.75	12,027.22
12/07/2022	APPKT00726	120722	109703	COWP CHRISTMAS PARTY	00810 - BRENDA M SMOCK		2,693.94	14,721.16
12/07/2022	APPKT00725	133979-2	109705	cowp	00490 - MWR ENTERPRISES, LLC		566.31	15,287.47
02/28/2023	CLPKT03283	R00055937		Willow Bark sponsorship - First Bank Te...			-250.00	15,037.47
02/28/2023	CLPKT03283	R00055939		Willow Bark vendor fee - Poppys Place S...			-50.00	14,987.47
03/03/2023	APPKT00837	030323.4	DFT0002404	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		747.98	15,735.45
03/29/2023	CLPKT03408	R00057821		PET WANTS - WILLOW BARK SPECIAL EV...			-50.00	15,685.45
03/29/2023	CLPKT03408	R00057823		TWO SISTERS FLOWERS - WILLOW BARK...			-50.00	15,635.45
03/29/2023	CLPKT03408	R00057824		TRI COUNTY ELECTRIC - WILLOW BAR SP...			-500.00	15,135.45
03/29/2023	CLPKT03408	R00057825		FIRST FINANCIAL BANK - WILLOW BARK ...			-250.00	14,885.45
03/29/2023	CLPKT03408	R00057827		ANDREA COOPER - WILLOW BARK SPECI...			-50.00	14,835.45
04/03/2023	APPKT00884	040323.4	DFT0002471	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		1,108.73	15,944.18
04/11/2023	APPKT00849	323106	110080	COWP	00860 - ECOIMPRINT LLC		618.00	16,562.18
04/12/2023	CLPKT03471	R00059252		EAST PARKER COUNTY CHAMBER OF C...			-250.00	16,312.18
04/12/2023	CLPKT03471	R00059253		WILLOW PARK NORTH - WILLOW BARK ...			-250.00	16,062.18
04/12/2023	CLPKT03471	R00059254		MOSS INSURANCE GROUP - WILLOW BA...			-250.00	15,812.18
04/13/2023	APPKT00860	613855	110105	WILLOW BARK SIGNS	00345 - ALPHAGRAPHS OF WEATHERFORD		487.00	16,299.18
04/13/2023	APPKT00879	18620-50	110177	COWP	00687 - TRACI TESKY		29.85	16,329.03
04/14/2023	APPKT00860	0423-15	110113	WILLOW BARK ITEMS	00860 - ECOIMPRINT LLC		884.00	17,213.03
04/14/2023	APPKT00860	0423-36	110113	WILLOW BARK ITEMS	00860 - ECOIMPRINT LLC		480.00	17,693.03
04/15/2023	APPKT00860	69	110109	DJ FOR WILLOW BARK	00864 - BRYAN ANTHONY JONES		400.00	18,093.03
04/17/2023	CLPKT03490	R00059387		PARKER COUNTY MAYORS ASSOCIATION..			-835.10	17,257.93

Detail Report

Date Range: 01/01/2022 Item 13. 5

Account	Name		Beginning Balance	Total Activity	Ending Balance			
<a href="#">10-001-58408</a>	SPECIAL EVENTS - Continued		7,474.72	27,044.40	34,519.12			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/17/2023	APPKT00879	91237	110143	COWP	00673 - A+ PORTA KANS		345.00	17,602.93
04/30/2023	APPKT00878	043023	110180	COWP	00103 - WILLOW PARK ACE HARDWARE		34.75	17,637.68
05/03/2023	APPKT00904	050323.4	DFT0002533	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		1,944.51	19,582.19
05/23/2023	CLPKT03662	R00061586		BEARCAT SPORTS BAR - WILLOW BARK ...			-500.00	19,082.19
05/23/2023	CLPKT03662	R00061587		MAYORS COUNCIL OF PARKER COUNTY -..			-106.62	18,975.57
06/21/2023	APPKT00938	062123	DFT0002634	ACCT #4332	00691 - PNC BANK		247.87	19,223.44
09/26/2023	APPKT01025	92623	110674	PROCEEDS FROM WILLOW BARK EVENT	00696 - PARKER PAWS		1,009.00	20,232.44
09/30/2023	APPKT01054	093023.4	DFT0003010	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		2,124.10	22,356.54
10/02/2023	APPKT01054	100223.4	DFT0003011	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		408.72	22,765.26
10/13/2023	APPKT01039	100323	110733	DJ FOR NATIONAL NIGHT OUT	00921 - JOHN H TORRES		300.00	23,065.26
11/03/2023	APPKT01063	110323.4	DFT0003061	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		189.88	23,255.14
12/03/2023	APPKT01090	120323.4	DFT0003168	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		90.31	23,345.45
12/14/2023	APPKT01078	121423	110922	PARTIAL REIMBURSEMENT ON COUNCIL...	00294 - DOYLE MOSS		547.27	23,892.72
01/03/2024	APPKT01101	010324.2	DFT0003203	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		192.05	24,084.77
01/03/2024	APPKT01101	010324.4	DFT0003204	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		1,553.70	25,638.47
01/03/2024	APPKT01101	010324.6	DFT0003205	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		8.65	25,647.12
03/22/2024	APPKT01155	32433	111227	BRANDED TENT	00860 - ECOIMPRINT LLC		1,331.08	26,978.20
04/03/2024	APPKT01186	040324.4	DFT0003531	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		24.07	27,002.27
05/22/2024	APPKT01191	22458	111357	JOB #22458	00860 - ECOIMPRINT LLC		1,400.00	28,402.27
08/03/2024	APPKT01276	080324.4	DFT0003931	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		149.90	28,552.17
08/06/2024	APPKT01282	100424	111673	NATIONAL NIGHT OUT	00921 - JOHN H TORRES		300.00	28,852.17
08/26/2024	APPKT01264	22993	111594	COWP	00860 - ECOIMPRINT LLC		179.87	29,032.04
09/03/2024	APPKT01304	09032024-011	DFT0004080	COWP	00399 - CITIBANK		250.19	29,282.23
09/11/2024	CLPKT05719	R00094631		NATIONAL NIGHT OUT SPONSORSHIP S...			-500.00	28,782.23
09/11/2024	CLPKT05719	R00094632		NATIONAL NIGHT OUT SPONSORSHIP S...			-250.00	28,532.23
09/11/2024	CLPKT05719	R00094633		NATIONAL NIGHT OUT SPONSORSHIP S...			-2,000.00	26,532.23
09/30/2024	APPKT01306	10032024.011	DFT0004095	COWP	00399 - CITIBANK		23.82	26,556.05
09/30/2024	APPKT01306	10032024.011	DFT0004095	COWP	00399 - CITIBANK		48.67	26,604.72
09/30/2024	APPKT01306	10032024.011	DFT0004095	COWP	00399 - CITIBANK		78.72	26,683.44
09/30/2024	APPKT01306	10032024.011	DFT0004095	COWP	00399 - CITIBANK		1,363.86	28,047.30
09/30/2024	APPKT01306	10032024.011	DFT0004095	COWP	00399 - CITIBANK		158.00	28,205.30
09/30/2024	APPKT01306	10032024.011	DFT0004095	COWP	00399 - CITIBANK		29.14	28,234.44
09/30/2024	APPKT01306	10032024.011	DFT0004095	COWP	00399 - CITIBANK		246.96	28,481.40
09/30/2024	APPKT01306	10032024.011	DFT0004095	COWP	00399 - CITIBANK		18.99	28,500.39
09/30/2024	APPKT01306	10032024.011	DFT0004095	COWP	00399 - CITIBANK		1,102.39	29,602.78
09/30/2024	APPKT01306	10032024.011	DFT0004095	COWP	00399 - CITIBANK		12.79	29,615.57
09/30/2024	APPKT01306	10032024.011	DFT0004095	COWP	00399 - CITIBANK		24.23	29,639.80
10/02/2024	APPKT01300	1462186-0001	111780	1001734 - NATIONAL NIGHT OUT LIGHT...	00494 - TEXAS FIRST RENTAL LLC		190.26	29,830.06
11/03/2024	APPKT01340	32489	111892	COWP	01025 - TEXAS ELITE DISPOSAL, LLC		324.48	30,154.54
11/21/2024	APPKT01321	20241121.13	DFT0004156	COWP	00399 - CITIBANK		59.96	30,214.50
11/21/2024	APPKT01321	20241121.13	DFT0004156	COWP	00399 - CITIBANK		128.88	30,343.38
11/21/2024	APPKT01321	20241121.13	DFT0004156	COWP	00399 - CITIBANK		52.00	30,395.38

Detail Report

Date Range: 01/01/2022 Item 13. 5

Account	Name		Beginning Balance	Total Activity	Ending Balance			
<a href="#">10-001-58408</a>	SPECIAL EVENTS - Continued		7,474.72	27,044.40	34,519.12			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/21/2024	APPKT01321	20241121.13	DFT0004156	COWP	00399 - CITIBANK		416.25	30,811.63
11/22/2024	APPKT01322	00243	111833	COWP	01020 - JOSEPH WELLS		300.00	31,111.63
12/19/2024	APPKT01345	20241219.10	DFT0004276	3652976076	00399 - CITIBANK		28.15	31,139.78
12/19/2024	APPKT01345	20241219.11	DFT0004275	3652976076	00399 - CITIBANK		-1,166.40	29,973.38
12/19/2024	APPKT01345	20241219.11	DFT0004275	3652976076	00399 - CITIBANK		52.00	30,025.38
12/19/2024	APPKT01345	20241219.11	DFT0004275	3652976076	00399 - CITIBANK		1,665.00	31,690.38
01/02/2025	CLPKT06216	R00101777		MCKNIGHT TITLE - SANTA SPONSORSHIP...			-250.00	31,440.38
01/23/2025	APPKT01370	202501175293	DFT0004421	COWP	00399 - CITIBANK		153.46	31,593.84
01/30/2025	APPKT01397	000677	112059	COWP	01045 - JAMES AND DOROTHY DOSS HERIT...		395.00	31,988.84
02/27/2025	APPKT01402	202502272408	DFT0004538	COWP	00399 - CITIBANK		54.13	32,042.97
03/06/2025	APPKT01411	3062025	112096	COWP	00810 - BRENDA M SMOCK		300.00	32,342.97
03/07/2025	APPKT01408	202503044332	DFT0004555	COWP	00691 - PNC BANK		150.00	32,492.97
03/27/2025	APPKT01423	202503272406	DFT0004665	COWP	00399 - CITIBANK		153.58	32,646.55
04/03/2025	APPKT01425	000707	112154	COWP	01045 - JAMES AND DOROTHY DOSS HERIT...		214.20	32,860.75
04/24/2025	APPKT01451	0425-85	112263	COWP	00860 - ECOIMPRINT LLC		280.00	33,140.75
04/25/2025	APPKT01439	2025.04.25.5293	DFT0004732	COWP	00399 - CITIBANK		340.00	33,480.75
05/22/2025	APPKT01451	0425-10	112263	COWP	00860 - ECOIMPRINT LLC		635.00	34,115.75
05/22/2025	APPKT01456	202505222408	DFT0004804	COWP	00399 - CITIBANK		148.01	34,263.76
05/22/2025	APPKT01456	202505225293	DFT0004810	COWP	00399 - CITIBANK		77.61	34,341.37
08/22/2025	APPKT01519	2025.08.22.5293	DFT0005118	COWP	00399 - CITIBANK		49.14	34,390.51
09/11/2025	APPKT01539	9042025	112584	CITY OF WILLOW PARK - NATIONAL NIG...	00921 - JOHN H TORRES		300.00	34,690.51
10/03/2025	APPKT01569	1007	112625	COWP	01086 - ALEDO BRANDING CO		3,691.11	38,381.62
10/08/2025	CLPKT07418	R00121385		460 SHOPS BLVD LLC NATIONAL NIGHT ...			-2,500.00	35,881.62
10/08/2025	CLPKT07419	R00121386		MCKNIGHT TITLE NATIONAL NIGHT OUT...			-100.00	35,781.62
10/08/2025	CLPKT07420	R00121391		AARON VALENCIA NATIONAL NIGHT OU...			-300.00	35,481.62
10/08/2025	CLPKT07421	R00121400		CANVAS WILLOW PARK NATIONAL NIG...			-750.00	34,731.62
10/08/2025	CLPKT07422	R00121411		DAVY VESTAL MEMORIALS NATIONAL N...			-300.00	34,431.62
10/08/2025	CLPKT07423	R00121414		COVINGTON SERVICES NATIONAL NIGHT..			-300.00	34,131.62
10/08/2025	CLPKT07424	R00121415		CHILDRENS ADVOCACY CENTER OF PAR...			-50.00	34,081.62
10/10/2025	APPKT01575	1007-R	112625	ALEDO BRANDING CO Reversal	01086 - ALEDO BRANDING CO		-3,691.11	30,390.51
10/10/2025	APPKT01573	1007	112650	COWP	00685 - ALEDO BRANDING COMPANY		3,691.11	34,081.62
12/01/2025	APPKT01632	1540	112788	COWP	01093 - KEVIN L. HANSON		437.50	34,519.12

**Total Fund: 10 - GENERAL FUND:** Beginning Balance: 7,474.72 Total Activity: 27,044.40 Ending Balance: 34,519.12

**Grand Totals:** Beginning Balance: 7,474.72 Total Activity: 27,044.40 Ending Balance: 34,519.12

# Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
10 - GENERAL FUND	7,474.72	27,044.40	34,519.12
<b>Grand Total:</b>	<b>7,474.72</b>	<b>27,044.40</b>	<b>34,519.12</b>



Willow Park, TX

# Detail Report Account Detail

Item 13.

Date Range: 01/01/2022 - 12/31/2025

Account	Name	Beginning Balance	Total Activity	Ending Balance				
<b>Fund: 10 - GENERAL FUND</b>								
<b>10-005-58408</b>	<b>SPECIAL EVENTS</b>	2,562.17	51,096.06	53,658.23				
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
01/03/2022	APPKT00414	010322.10	108512	ACCT #5567 0900 0529 6954	00399 - CITIBANK		1,300.00	3,862.17
01/21/2022	CLPKT01620	R00027802		COMMUNITY FOOD BANK SPECIAL EVE...			-56.20	3,805.97
02/21/2022	APPKT00457	022122	DFT0001290	COWP	00691 - PNC BANK		50.00	3,855.97
03/03/2022	APPKT00475	30322.11	DFT0001353	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		1,000.00	4,855.97
04/05/2022	APPKT00486	40322.11	DFT0001391	COWP	00399 - CITIBANK		1,500.00	6,355.97
04/27/2022	APPKT00511	42722	108841	COWP	00557 - ALEDO EDUCATION FOUNDATION		1,750.00	8,105.97
05/02/2022	APPKT00558	21579	109013	COWP	00104 - EAST PARKER COUNTY CHAMBER O...		750.00	8,855.97
08/30/2022	APPKT00613	3218	109285	REIMBURSEMENT	00294 - DOYLE MOSS		300.00	9,155.97
09/23/2022	APPKT00643	092322	109365	REIMBURSEMENT FOR LUNCH FOR PW ...	00294 - DOYLE MOSS		274.33	9,430.30
09/28/2022	APPKT00643	092822	109365	COWP	00294 - DOYLE MOSS		129.24	9,559.54
10/04/2022	APPKT00652	100422	109407	REIMBURSEMENT FOR LUNCH MEETINGS	00294 - DOYLE MOSS		367.73	9,927.27
10/20/2022	APPKT00693	102022	109547	REIMBURSEMENT	00294 - DOYLE MOSS		105.95	10,033.22
11/15/2022	APPKT00695	111522	109559	REIMBURSEMENT FOR ADMIN STAFF L...	00294 - DOYLE MOSS		204.02	10,237.24
12/03/2022	APPKT00759	120322.4	DFT0002215	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		367.56	10,604.80
12/27/2022	CLPKT03036	R00051491		City of Hudson Oaks SPECIAL EVENTS - ...			-286.86	10,317.94
01/03/2023	APPKT00762	010323.4	DFT0002232	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		282.42	10,600.36
01/20/2023	APPKT00805	012023	DFT0002371	COWP	00691 - PNC BANK		150.00	10,750.36
02/03/2023	APPKT00792	020323.4	DFT0002339	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		615.23	11,365.59
02/17/2023	APPKT00784	20923	109912	COWP	00363 - PRESSMAN PRINTING, INC		139.54	11,505.13
02/25/2023	APPKT00784	21039	109912	COWP	00363 - PRESSMAN PRINTING, INC		106.72	11,611.85
04/03/2023	APPKT00884	040323.4	DFT0002471	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		322.78	11,934.63
04/12/2023	APPKT00846	7865	DFT0002442	BEARCATS & BOOTS SPONSORSHIP	00557 - ALEDO EDUCATION FOUNDATION		3,000.00	14,934.63
04/20/2023	APPKT00900	042023	DFT0002529	ACCT #4332	00691 - PNC BANK		362.32	15,296.95
04/27/2023	APPKT00873	042723	110141	REIMBURSEMENT	00294 - DOYLE MOSS		106.80	15,403.75
05/03/2023	APPKT00904	050323.4	DFT0002533	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		121.00	15,524.75
08/08/2023	APPKT00961	080823	110511	BVC INAUGURAL CHARITY CLAY SHOOT ...	00901 - TRUSCOTT COMMUNITY FOUNDAT...		750.00	16,274.75
08/18/2023	APPKT01016	081823	110625	BRONZE SPONSORSHIP	00771 - STARS AND STRIDES STABLES		1,000.00	17,274.75
11/03/2023	APPKT01063	110323.11	DFT0003067	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		1,520.00	18,794.75
12/03/2023	APPKT01090	120323.4	DFT0003168	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		224.25	19,019.00
12/04/2023	APPKT01071	120423	110878	CHRISTMAS PARTY DINNER	00810 - BRENDA M SMOCK		2,186.65	21,205.65
12/05/2023	APPKT01071	12072023	110884	ENTERTAINMENT FOR CHRISTMAS PARTY	00931 - JOLIE HOLIDAY BURGESS		2,000.00	23,205.65
01/15/2024	APPKT01096	011524	DFT0003196	ACCT #4332	00691 - PNC BANK		1,186.86	24,392.51
02/03/2024	APPKT01141	020324.11	DFT0003367	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		776.25	25,168.76
03/11/2024	APPKT01144	031124	111162	REIMBURSEMENT	00294 - DOYLE MOSS		83.88	25,252.64
03/19/2024	APPKT01148	031924	DFT0003372	ACCT #4332	00691 - PNC BANK		754.90	26,007.54

Detail Report

Date Range: 01/01/2022 Item 13. 5

Account	Name		Beginning Balance	Total Activity	Ending Balance			
<a href="#">10-005-58408</a>	SPECIAL EVENTS - Continued		2,562.17	51,096.06	53,658.23			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/22/2024	APPKT01153	032224	111208	REIMBURSEMENT FOR POLICE LUNCH	00294 - DOYLE MOSS		190.16	26,197.70
03/25/2024	APPKT01153	32524	111214	SENIOR PROM & GALA SPONSORSHIP	00957 - PARKER COUNTY COMMITTEE ON ...		750.00	26,947.70
04/03/2024	APPKT01186	040324.11	DFT0003537	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		500.00	27,447.70
04/11/2024	APPKT01158	041124	111244	PCCC GOLF SPONSORSHIP - CONF #E.24...	00104 - EAST PARKER COUNTY CHAMBER O...		3,000.00	30,447.70
05/03/2024	APPKT01205	050324.11	DFT0003645	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		1,500.00	31,947.70
05/03/2024	APPKT01205	050324.4	DFT0003640	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		132.71	32,080.41
05/20/2024	CLPKT05220	R00086471		Miscellaneous Receipt SPECIAL EVENTS -...			-1,128.64	30,951.77
06/03/2024	APPKT01221	060324.4	DFT0003723	BILLING ACCT #5567 0900 0529 6954	00399 - CITIBANK		176.65	31,128.42
06/18/2024	APPKT01205	6182024	111400	SPONSORSHIP	00609 - FORE! THE KIDS CHARITY GOLF OUT...		5,000.00	36,128.42
08/13/2024	APPKT01244	81324	111560	BRONZE SPONSORSHIP	00771 - STARS AND STRIDES STABLES		1,000.00	37,128.42
09/03/2024	APPKT01304	09032024.006	DFT0004100	COWP	00399 - CITIBANK		1,030.00	38,158.42
10/01/2024	APPKT01290	100124	111702	COWP	00294 - DOYLE MOSS		40.42	38,198.84
10/21/2024	APPKT01311	10212024	DFT0004104	COWP	00691 - PNC BANK		1,520.00	39,718.84
10/21/2024	APPKT01311	10212024	DFT0004104	COWP	00691 - PNC BANK		1,000.00	40,718.84
10/28/2024	APPKT01340	0924-76	111879	COWP	00860 - ECOIMPRINT LLC		1,075.00	41,793.84
12/17/2024	APPKT01355	00015897	111949	COWP	01035 - FORTIFIED FITNESS		500.00	42,293.84
01/08/2025	APPKT01405	2262025	112076	COWP	00668 - CASA - HOPE FOR CHILDREN		1,000.00	43,293.84
01/13/2025	APPKT01368	20250113	111978	COWP	00957 - PARKER COUNTY COMMITTEE ON ...		750.00	44,043.84
01/16/2025	APPKT01373	8462	111990	COWP	00557 - ALEDO EDUCATION FOUNDATION		3,500.00	47,543.84
01/23/2025	APPKT01374	00015897-R	111949	FORTIFIED FITNESS Reversal	01035 - FORTIFIED FITNESS		-500.00	47,043.84
01/23/2025	APPKT01375	0924-76-R	111879	ECOIMPRINT LLC Reversal	00860 - ECOIMPRINT LLC		-1,075.00	45,968.84
02/18/2025	APPKT01397	2182025	112048	COWP	01049 - BCV OF TEXAS		1,800.00	47,768.84
05/22/2025	APPKT01456	202505225293	DFT0004810	COWP	00399 - CITIBANK		221.40	47,990.24
05/30/2025	APPKT01462	202505304332	DFT0004840	COWP	00691 - PNC BANK		489.94	48,480.18
06/20/2025	APPKT01469	202506202408	DFT0004894	COWP	00399 - CITIBANK		77.78	48,557.96
07/14/2025	APPKT01485	2025.07.14.4332	DFT0004950	COWP	00691 - PNC BANK		20.88	48,578.84
07/25/2025	APPKT01497	202507252408	DFT0004983	COWP	00399 - CITIBANK		36.91	48,615.75
11/13/2025	APPKT01618	11425	112748	COWP	01071 - TERESA PALMER		42.48	48,658.23
11/18/2025	APPKT01627	111725	112755	COWP	01091 - ALEDO ADVOCATS		5,000.00	53,658.23
<b>Total Fund: 10 - GENERAL FUND:</b>			<b>Beginning Balance:</b>	<b>2,562.17</b>	<b>Total Activity:</b>	<b>51,096.06</b>	<b>Ending Balance:</b>	<b>53,658.23</b>
<b>Grand Totals:</b>			<b>Beginning Balance:</b>	<b>2,562.17</b>	<b>Total Activity:</b>	<b>51,096.06</b>	<b>Ending Balance:</b>	<b>53,658.23</b>

Fund	Beginning Balance	Total Activity	Ending Balance
10 - GENERAL FUND	2,562.17	51,096.06	53,658.23
<b>Grand Total:</b>	<b>2,562.17</b>	<b>51,096.06</b>	<b>53,658.23</b>



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b>  January 13, 2026	<b>Department:</b>  Planning & Development	<b>Presented By:</b>  Chelsea Kirkland, City Planner Toni Fisher, Interim City Manager
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**AGENDA ITEM:**

**DISCUSSION AND ACTION to consider AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR AN AMENDMENT TO EXISTING PD ZONING ORDINANCE 830-21 ALLOWING FOR CERTAIN COMMERCIAL USES WITHIN THE PLANNED DEVELOPMENT WITH A SPECIAL USE PERMIT PROVISION, FOR 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**BACKGROUND:**

City Staff were contacted regarding a proposed amendment to the existing planned development (PD) agreement. The requestor seeks to modify the existing PD to allow storage uses not originally outlined in the PD, and the potential for additional uses per Special Use Permits, for maximum usage of the facility.

This item was presented to the Planning & Zoning Commission on December 16, 2025, and was passed with a unanimous vote of 4-0.

**STAFF RECOMMENDATION:**

The City Staff have reviewed this request, concur with the advice of P&Z Commissioners, and recommend its approval.

**EXHIBITS:**

- Original Planned Development Agreement
- Amended Existing Planned Development Agreement

**RECOMMENDED MOTION:**

**Motion to approve the amended Planned Development, as presented.**

**CITY OF WILLOW PARK  
ORDINANCE \_\_\_\_\_-25**

**AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR AN AMENDMENT TO EXISTING PD ZONING ORDINANCE XXX-21 ALLOWING FOR CERTAIN COMMERCIAL USES WITHIN THE PLANED DEVELOPMENT WITH A SPECIAL USE PERMIT PROVISION, FOR 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Willow Park, Texas, is a Type A general law municipality located in Parker County, created in accordance with the provisions of Chapter 211 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, **GLAMPER CAMPER STORAGE LLC** (Owner) has applied for An Amendment to Existing PD Zoning Ordinance XXX-21 allowing for certain commercial uses within the Planned Development with a Special Use Permit Provision, for 12.49 acres situated in the David Addington Survey, Abstract Number 21 (the "Property"); and

**WHEREAS**, the City has complied with all requirements of Chapter 211 of the Local Government Code and all other laws dealing with notice, publication and procedural requirements for the amendment of the PD; and

**WHEREAS**, The City of Willow Park, Texas does hereby deem it advisable and in the public interest to grant the requested PD Amendment.

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

**SECTION 1**

The Zoning Ordinance, and the Official Zoning Map are hereby amended insofar as they relate to certain land located in Willow Park, Texas, as shown on the Zoning Site Plan attached hereto as Exhibit 'A', and described by legal description attached as Exhibit 'B', **by amending the existing PD XXX-21** including any other conditions and restrictions imposed and approved by the City Council, which are incorporated herein.

## SECTION 2 PD DEVELOPMENT STANDARDS

### 2.0 Planned Development – RV Storage

**2.01 General Description:** RV Storage, for the purposes of this PD Ordinance, is defined as “for lease” storage units specifically designated for storage of Recreational Vehicles, Automobiles, Boats, Trailers, and similar vehicles. The storage spaces may be fully enclosed or partially open on the sides. For portions of the property that fall within the IH-20 Overlay District, the Overlay District regulations still apply unless modified herein. Requirements for development of the overall property shall comply with the “C” Commercial Design Standards (Zoning Article 14.06.014). If there are conflicts between the requirements of Article 14.06.014 or Article 14.06.016 and these Planned Development requirements, the Planned Development requirements shall govern.

**2.02 Permitted Uses:** Permitted uses as referenced below shall be permitted within the Planned Development District.

#### **Permitted Uses:**

- Enclosed & Open Storage of Recreational Vehicles, Boats, Campers, Automobiles, Trailers, and similar vehicles.
- Retail sales office or other professional office facilities, including property leasing office and maintenance building.
- Uses incidental to the operation of a vehicle storage facility such as sewage dump station, wash facilities, and detailing facilities.
- Off Street Parking
- Storage of tools, material and equipment used in performance of a trade or service.
- General storage of items and materials consistent with traditional storage facilities

#### **Permitted Uses with a Special Use Permit Requirement:**

Any use permitted in “C” Commercial District (Article 14.06.014) which are compatible with the existing structure, require minimal water & sewer connections, and for which code mandated parking requirements can be met. These Low-Impact Commercial Activities with no office use to include, but not be limited to:

- Sports Training & Instruction
- Golf cart sales or display (no on-site paint work)
- Paintless dent repair (PDR) (by appointment only)
- RV, boat, or vehicle detailing
- Sports training or instruction facility (e.g., baseball cage, golf simulator, or fitness bay)
- Trailer, boat, or equipment display and sales (inventory storage with limited viewing)
- Overlanding, marine, or outdoor recreation accessory retail (appointment-based)
- Custom signage or vinyl graphics application (no paint or spray booth)

- Small-scale fabrication or light assembly (wood, leather, or craftwork — non-industrial)
- Storage and display of goods associated with on-site tenants (e.g., seasonal displays, demo setups)
- Wash, detail, or prep services supporting stored vehicles or equipment
- Seasonal or pop-up retail (e.g., limited weekend events or demo days)
- Sports or hobby-related facilities (e.g., batting, golf, archery, cycling tuning)
- Artisan or specialty workshop spaces (e.g., furniture building, model fabrication, restoration, or craft production)
- Vehicle or equipment preparation areas (e.g., staging, cleaning, outfitting, or inspection work)
- Any other comparable low-impact commercial activity where individuals may spend extended time within a unit for production, preparation, or maintenance purposes, provided all work occurs indoors and does not produce noise, odor, vibration, or dust perceptible beyond the premises.

Prior to occupancy of any use other than those defined in “Permitted Uses” above, applicant shall make application to the City of Willow Park for a Special Use Permit in accordance with the City of Willow Park Regulations in effect at the time.

**2.03 Prohibited uses:** Uses referenced below shall be prohibited within the Planned Development District.

- Single Family, Duplex, or Townhome uses.
- Manufacturing, Assembly, or Automotive Repair Facilities
- Turkish Baths

**2.04 Required Parking:** Parking requirements for any retail or commercial use within the Planned Development shall conform to City of Willow Park standard requirements for such use.

**2.05 Building Materials:** Pre-Engineered standing seam metal building construction shall be used for all storage unit facilities. Leasing and commercial office building to be of conventional construction meeting the requirements of “C” zoning designation.

For proposed uses for which a Special Use Permit is required as defined by Article 2.02 above, the Special Use Permit application shall include all necessary information as may be required by the City of Willow Park to document conformance with applicable electrical, plumbing, and life safety requirements.

**2.06 Architectural Standards:**

- All storage units backing to a public street shall be fully enclosed for any portion of the building facing a public street.

- No roll-up doors shall be permitted to face a public street. Roll-up doors on all units shall face inward.
- Open storage units (roof but no side walls) shall only be permitted within the interior of the development or along the easterly property line adjacent to the existing equipment rental facility.
- Incidental uses such as sewage dump station or wash station shall be located interior to the project, not adjacent to a public roadway.
- Any building façade fronting to the Interstate Highway frontage road shall include a masonry façade for a minimum of height of six feet (72") on all sides which may be viewed from the Interstate frontage road, excluding windows or door frames.
- Minimum Roof Pitch shall be fifteen degrees (15°). No flat roofs shall be allowed.
- Maximum Building Height: 35'

**2.07 Lot Coverage:** A maximum of 70% of the gross project site may be used for construction of primary structures.

**2.08 Front Yard:** The minimum depth of the front yard:

Adjacent to Interstate 20 frontage road:	50'
Adjacent to Local Public Streets:	25'

**2.09 Side Yard:** The minimum side yard on each side of the lot shall be twenty-five (25) feet if adjacent to residentially zoned property and zero (0') feet if adjacent to commercially zoned property.

**2.10 Rear Yard:** The minimum depth of the rear yard shall be twenty-five (25) feet if adjacent to residentially zoned property and zero (0') feet if adjacent to commercially zoned property.

**2.11 Gated Entry:** It is the intent of this Planned Development to provide a secure storage environment. Storage Units shall be accessible only through gated entries and exits. Required parking for retail sales and/or commercial offices will not be within the gated area.

**2.12 Garbage and Trash Collection:** The garbage and trash collection will be provided by a private collection service. All freestanding dumpsters shall be screened on three sides with an opaque masonry enclosure measuring to a height at least six (6) inches above the top of the dumpster. If visible from a public street, the enclosure shall be gated to shield view of the interior with gates a minimum of six (6) feet in height

**2.16 Landscaping:** Landscaping shall be installed in accordance with the attached Exhibit C as a minimum requirement. Additional landscaping is permissible with written approval from the City of Willow Park.

**2.17 Signage:** Signage shall be in accordance with the City of Willow Park standard signage requirements.

**SECTION 3  
SEVERABILITY CLAUSE**

This ordinance shall be cumulative of all provisions of ordinances of the City of Willow Park, Texas except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. To the extent that the provisions of the City of Willow Park's various development ordinances conflict with this ordinance, the terms of this ordinance shall control.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment of decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs an sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence paragraph or section.

**SECTION 4  
EFFECTIVE DATE**

This ordinance shall be in full force and effect from and after its passage and publication as provided by law.

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

**APPROVED:**

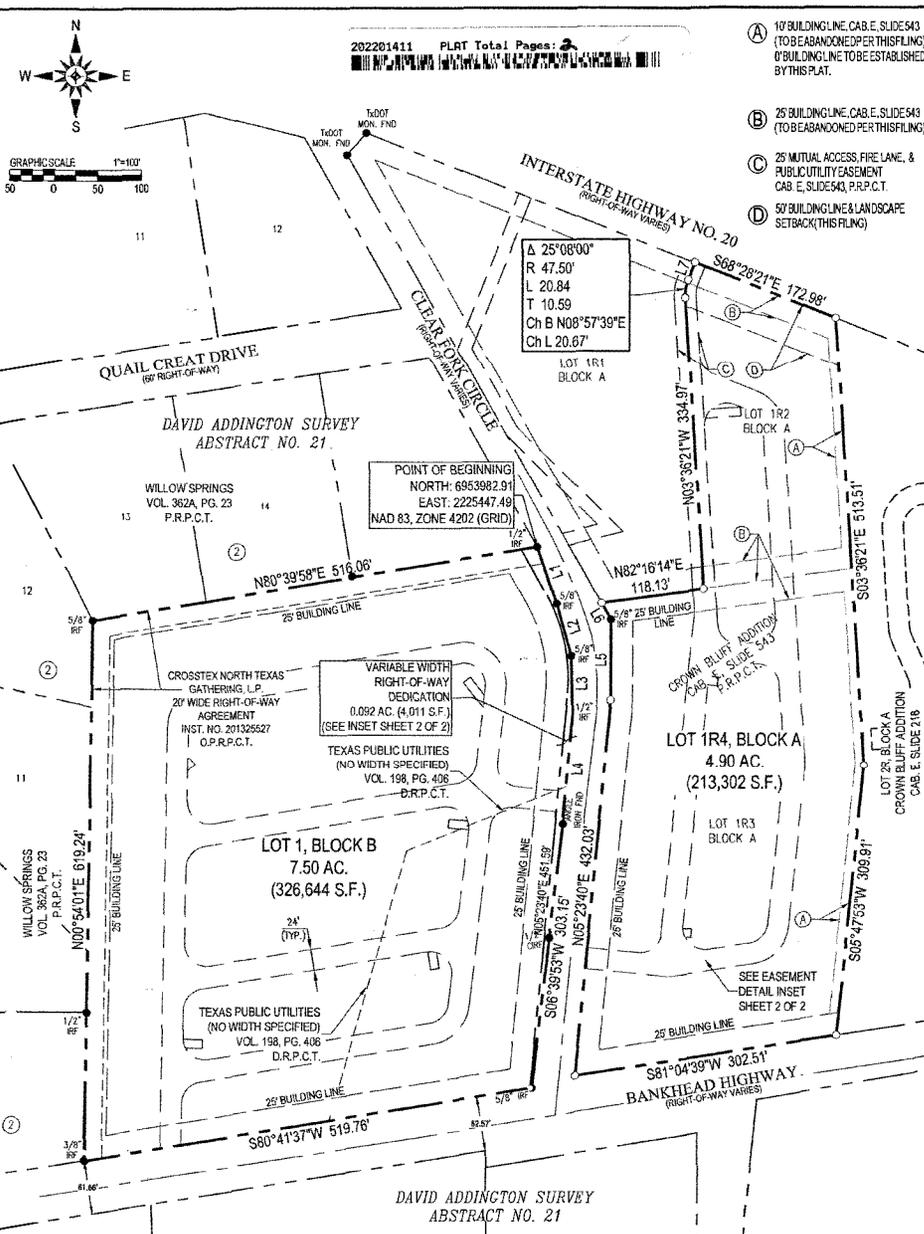
\_\_\_\_\_  
Teresa Palmer, Mayor

**ATTEST:**

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

The Willow Park City Council in acting on Ordinance No. \_\_\_\_\_-25 did on the \_\_\_\_ day of \_\_\_\_\_, 2025 vote as follows:

	FOR	AGAINST	ABSTAIN
Teresa Palmer, Mayor	_____	_____	_____
Eric Contreras, Place 1	_____	_____	_____
Chawn Gilliland, Place 2	_____	_____	_____
Buddy Wright, Place 3	_____	_____	_____
Scott Smith, Place 4	_____	_____	_____
Nathan Crummel, Mayor Pro Tem	_____	_____	_____



LEGAL DESCRIPTION  
7.591 ACRE TRACT

BEING 7.591 acres situated in the DAVID ADDINGTON SURVEY, Abstract No. 21, City of Willow Park, Parker County, Texas, being all of those certain tracts of land described in deed as Tracts 1, 2 and 3 to ADAL Bond, recorded in Instrument Number 20171082, Official Public Records, Parker County, Texas, being more particularly described, as follows:

BEGINNING at a 1/2" iron rod found in the westline of Clear Fork Circle (Right-of-Way varies) being the northeast corner of said ADAL Bond Tract 3 and being the southeast corner of Lot 15, Block 2, WILLOW SPRINGS, an Addition to Parker County, Texas, according to the Plat recorded in Volume 362A, Page 23, Plat Records, Parker County, Texas, said BEGINNING point having a NAD 83, Zone 4202 (Grid) coordinate value of NORTH: 695392.908 and EAST: 2225447.489, for reference;

THENCE along the westline of said Clear Fork Circle, as follows:

S 18°58'20" E, a distance of 68.38 feet to a 5/8" capped iron rod found stamped "Crossway";  
 S 15°58'40" E, a distance of 61.74 feet to a 5/8" iron rod found;  
 S 01°08'29" E, a distance of 65.06 feet to a 1/2" iron rod found;  
 S 05°03'11" W, a distance of 129.14 feet to an angle iron found at the southeast corner of said ADAL Bond Tract 3 and being the northeast corner of said ADA L Bond Tract 2;  
 S 09°39'53" W, at a distance of 130.74 feet, passing a 1/2" capped iron rod found stamped "Stevens Surveying" at the southeast corner of said ADAL Bond Tract 2 and being the northeast corner of said ADA L Bond Tract 1, and continuing, in all, a distance of 303.15 feet to a 5/8" capped iron rod found stamped "Crossway" at the intersection of the westline of said Clear Fork Circle with the north line of Bankhead Highway (Right-of-Way varies) and being the southeast corner of said ADAL Bond Tract 1;

THENCE S 80°41'37" W, along the north line of said Bankhead Highway, a distance of 519.76 feet to a 3/8" iron rod found at the southwest corner of said ADA L Bond Tract 1 and being the southeast corner of Lot 5, Block 2 of said WILLOW SPRINGS;

THENCE N 00°54'01" E, along the common line of said ADA L Bond Tracts 1, 2 and 3 and said Block 2, WILLOW SPRINGS, at a distance of 169.50 feet, passing a 1/2" iron rod found at the common rear corner of Lots 5 and 10 of said Block 2, WILLOW SPRINGS, and continuing, in all, a distance of 619.24 feet to a 5/8" capped iron rod found stamped "Crossway" at the northwest corner of said ADA L Bond Tract 3 and being the common rear corner of Lots 1 and 12 of said Block 2, WILLOW SPRINGS;

THENCE N 80°39'58" E, along the common line of said ADA L Bond Tract 3 and said Block 2, WILLOW SPRINGS, at a distance of 301.53 feet, passing a 5/8" iron rod found at the common rear corner of Lots 14 and 15 of said Block 2, and continuing, in all, a distance of 516.06 feet to the POINT OF BEGINNING and containing 7.59 acres (330,655 square feet) of land, more or less.

OWNER DEDICATION:  
NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That, Glamper Camper Storage, LLC, acting herein by and through its duly authorized officer, does hereby certify and adopt this plat designating the hereinabove described property as, Lot 1R4, Block A and Lot 1, Block B, CROWN BLUFF ADDITION, an addition to the City of Willow Park, Texas ("City") and does hereby dedicate to the public use forever, the fire lanes, easements, and encumbrances shown hereon.

- Glamper Camper Storage, LLC, herein certifies the following:
- The public improvements and dedications shall be free and clear of all debt, liens, and/or encumbrances.
  - The easements, streets, and public use areas, as shown, are dedicated for the public use forever for the purposes indicated or shown on this plat.
  - No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements if approved by the City.
  - The City is not responsible for replacing any improvements in, under, or over any easements caused by maintenance or repair.
  - Utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by the public utilities being subordinate to the public's and the City's use thereof.
  - The City and public utilities shall have the right to remove and keep removed all or part of any building, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems or public use in the easements.
  - The City and public utilities shall at all times have a right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems or public use without the necessity of procuring permission from anyone.
  - Any modification of this document shall be by means of plat and shall be approved by the City.

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

Witness my hand this the 21<sup>ST</sup> day of December, 2021.

Glamper Camper Storage, LLC.,  
*Jamie Mitchell*  
 Jamie Mitchell, Partner



STATE OF TEXAS  
 COUNTY OF TARRANT

Before Me, the undersigned authority, on this day appeared Jamie Mitchell, known to me to be the person whose name is subscribed to the foregoing instrument.

Given under my hand and seal of office this the 21<sup>ST</sup> day of DECEMBER, 2021.

*Cynthia Kay Scoggan*  
 Notary Public in and for the State of Texas

APPROVED BY CITY OF WILLOW PARK

APPROVED BY CITY COUNCIL CITY OF WILLOW PARK

SIGNED *[Signature]* 12.22.21 DATE  
 ATTEST *[Signature]* 12.22.21 DATE  
 CITY SECRETARY



This is to certify that I, Charles F. Stark, a Registered Professional Land Surveyor in the State of Texas, have plotted the above subdivision from an actual survey on the ground and all lot corners, angle points, and points of curve shall be properly marked on the ground upon completion of construction, and that this plat correctly represents the survey from which it is made.

*[Signature]*  
 Charles F. Stark, RPLS  
 Texas Registration No. 5084



Final Plat  
 Lot 1R4, Block A  
 and  
 Lot 1, Block B  
**CROWN BLUFF ADDITION**  
 An Addition to the City of Willow Park, Parker County, Texas

Being a Re Plat of  
 Lot 1R2 and Lot 1R3, Block A (4.90 Acres)  
 an Addition to the City of Willow Park, Parker County, Texas  
 according to the Plat recorded in  
 Cabinet E, Slide 543, Plat Records  
 Parker County, Texas

and

BEING 7.59 Acres of Land Situated in the  
 DAVID ADDINGTON SURVEY, ABSTRACT NO. 21  
 City of Willow Park, Parker County, Texas

LINE TABLE

LINE No.	LENGTH	BEARING
L1	68.38	S18°58'20"E
L2	61.74	S15°58'40"E
L3	65.06	S01°08'29"E
L4	129.14	S05°03'11"W
L5	91.95	N00°08'35"E
L6	21.88	N29°33'55"W
7	20.97	N21°31'39"E

COUNTY CLERK STAMP

NOTE:  
 ○ OPEN CIRCLE INDICATES 1/2" CAPPED IRON ROD SET / FOUND STAMPED C.F. STARK, RPLS 5084  
 ● SOLID CIRCLE INDICATES CONTROL MONUMENT FOUND AS LABELED

6221 Southwest Boulevard, Suite 100  
 Fort Worth, Texas 76132  
 (O) 817.231.8100 (F) 817.231.8144  
 Texas Registered Engineering Firm F-10998  
 Texas Registered Survey Firm F-10158R00

**Barron-Stark**  
 6647 South FM 56  
 Glen Rose, TX 76643

OWNER:  
 Glamper Camper Storage, LLC.

FILED FOR RECORD  
 PARKER COUNTY, TEXAS PLAT RECORD  
 CABINET F SLIDE 142  
112 12022

**EXHIBIT B  
LEGAL DESCRIPTION**

All of Lots 1R4, Block A and Lot 1, Block B, Crown Bluff Addition, an addition to the City of Willow Park, Texas as recorded in Cabinet F, Slide 142, Plat Records Parker County, Texas

**CITY OF WILLOW PARK  
ORDINANCE 830-21**

**AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR A ZONING CHANGE FROM “C” COMMERCIAL AND “IH-20” OVERLAY DISTRICT TO “PD” PLANNED DEVELOPMENT DISTRICT FOR 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Willow Park, Texas, is a Type A general law municipality located in Parker County, created in accordance with the provisions of Chapter 211 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS, BOND TRUST (Owner) and KELLY BOURNE & BOURNE FAMILY IRREVOCABLE TRUST (Owner)** has applied for a change in zoning for 12.49 acres situated in the David Addington Survey, Abstract Number 21 (the “Property”) from “C” Commercial and “IH-20” Overlay District to “PD” Planned Development District, and

**WHEREAS**, the City has complied with all requirements of Chapter 211 of the Local Government Code and all other laws dealing with notice, publication and procedural requirements for the rezoning of the Property; and

**WHEREAS**, The City of Willow Park, Texas does hereby deem it advisable and in the public interest to grant the requested zoning.

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

**SECTION 1**

The Zoning Ordinance, and the Official Zoning Map are hereby amended insofar as they relate to certain land located in Willow Park, Texas, as shown on the Zoning Site Plan attached hereto as Exhibit ‘A’, and described by metes and bounds description attached as Exhibit ‘B’, by changing the zoning of said property from C Commercial and IH-20 Overlay District to PD Planned Development district, including any other conditions and restrictions imposed and approved by the City Council, which are incorporated herein.

## SECTION 2 PD DEVELOPMENT STANDARDS

### **2.0 Planned Development – RV Storage**

**2.01 General Description:** RV Storage, for the purposes of this PD Ordinance, is defined as “for lease” storage units specifically designated for storage of Recreational Vehicles, Automobiles, Boats, Trailers, and similar vehicles. The storage spaces may be fully enclosed or partially open on the sides. For portions of the property that fall within the IH-20 Overlay District, the Overlay District regulations still apply unless modified herein. Requirements for development of the overall property shall comply with the “C” Commercial Design Standards (Zoning Article 14.06.014). If there are conflicts between the requirements of Article 14.06.014 or Article 14.06.016 and these Planned Development requirements, the Planned Development requirements shall govern.

**2.02 Permitted Uses:** Permitted uses as referenced below shall be permitted within the Planned Development District.

**Permitted Uses:**

- Enclosed & Open Storage of Recreational Vehicles, Boats, Campers, Automobiles, Trailers, and similar vehicles.
- Retail sales office or other professional office facilities, including property leasing office and maintenance building.
- Uses incidental to the operation of a vehicle storage facility such as sewage dump station, wash facilities, and detailing facilities.
- Off Street Parking

**2.03 Prohibited uses:** Uses referenced below shall be prohibited within the Planned Development District.

- Single Family, Duplex, or Townhome uses.
- Manufacturing, Assembly, or Automotive Repair Facilities
- Turkish Baths

**2.04 Required Parking:** Parking requirements for any retail or commercial use within the Planned Development shall conform with City of Willow Park standard requirements for such use.

**2.05 Building Materials:** Pre-Engineered standing seam metal building construction shall be used for all storage unit facilities. Leasing and commercial office building to be of conventional construction meeting the requirements of “C” zoning designation.

**2.06 Architectural Standards:**

- All storage units backing to a public street shall be fully enclosed for any portion of the building facing a public street.
- No roll-up doors shall be permitted to face a public street. Roll-up doors on all units shall face inward.
- Open storage units (roof but no side walls) shall only be permitted within the interior of the development or along the easterly property line adjacent to the existing equipment rental facility.
- Incidental uses such as sewage dump station or wash station shall be located interior to the project, not adjacent to a public roadway.
- Any building façade fronting to the Interstate Highway frontage road shall include a masonry façade for a minimum of height of six feet (72") on all sides which may be viewed from the Interstate frontage road, excluding windows or door frames.
- Minimum Roof Pitch shall be fifteen degrees (15°). No flat roofs shall be allowed.
- Maximum Building Height: 35'

**2.07 Lot Coverage:** A maximum of 70% of the gross project site may be used for construction of primary structures.

**2.08 Front Yard:** The minimum depth of the front yard:

Adjacent to Interstate 20 frontage road:	50'
Adjacent to Local Public Streets:	25'

**2.09 Side Yard:** The minimum side yard on each side of the lot shall be twenty-five (25) feet if adjacent to residentially zoned property and zero (0') feet if adjacent to commercially zoned property.

**2.10 Rear Yard:** The minimum depth of the rear yard shall be twenty-five (25) feet if adjacent to residentially zoned property and zero (0') feet if adjacent to commercially zoned property.

**2.11 Gated Entry:** It is the intent of this Planned Development to provide a secure storage environment. Storage Units shall be accessible only through gated entries and exits. Required parking for retail sales and/or commercial offices will not be within the gated area.

**2.12 Garbage and Trash Collection:** The garbage and trash collection will be provided by a private collection service. All freestanding dumpsters shall be screened on three sides with an opaque masonry enclosure measuring to a height at least six (6) inches above the top of the dumpster. If visible from a public street, the enclosure shall be gated to shield view of the interior with gates a minimum of six (6) feet in height

**2.16 Landscaping:** Landscaping shall be installed in accordance with the attached Exhibit C as a minimum requirement. Additional landscaping is permissible with written approval from the City of Willow Park.

2.17 **Signage:** Signage shall be in accordance with the City of Willow Park standard signage requirements.

**SECTION 3  
SEVERABILITY CLAUSE**

This ordinance shall be cumulative of all provisions of ordinances of the City of Willow Park, Texas except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. To the extent that the provisions of the City of Willow Park’s various development ordinances conflict with this ordinance, the terms of this ordinance shall control.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment of decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs an sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence paragraph or section.

**SECTION 4  
EFFECTIVE DATE**

This ordinance shall be in full force and effect from and after its passage and publication as provided by law.

**PASSED AND APPROVED** this the 11th day of May, 2021.

**APPROVED:**

  
Doyle Moss, Mayor

**ATTEST:**

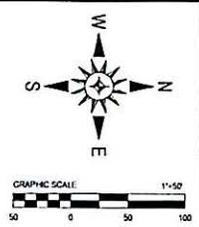
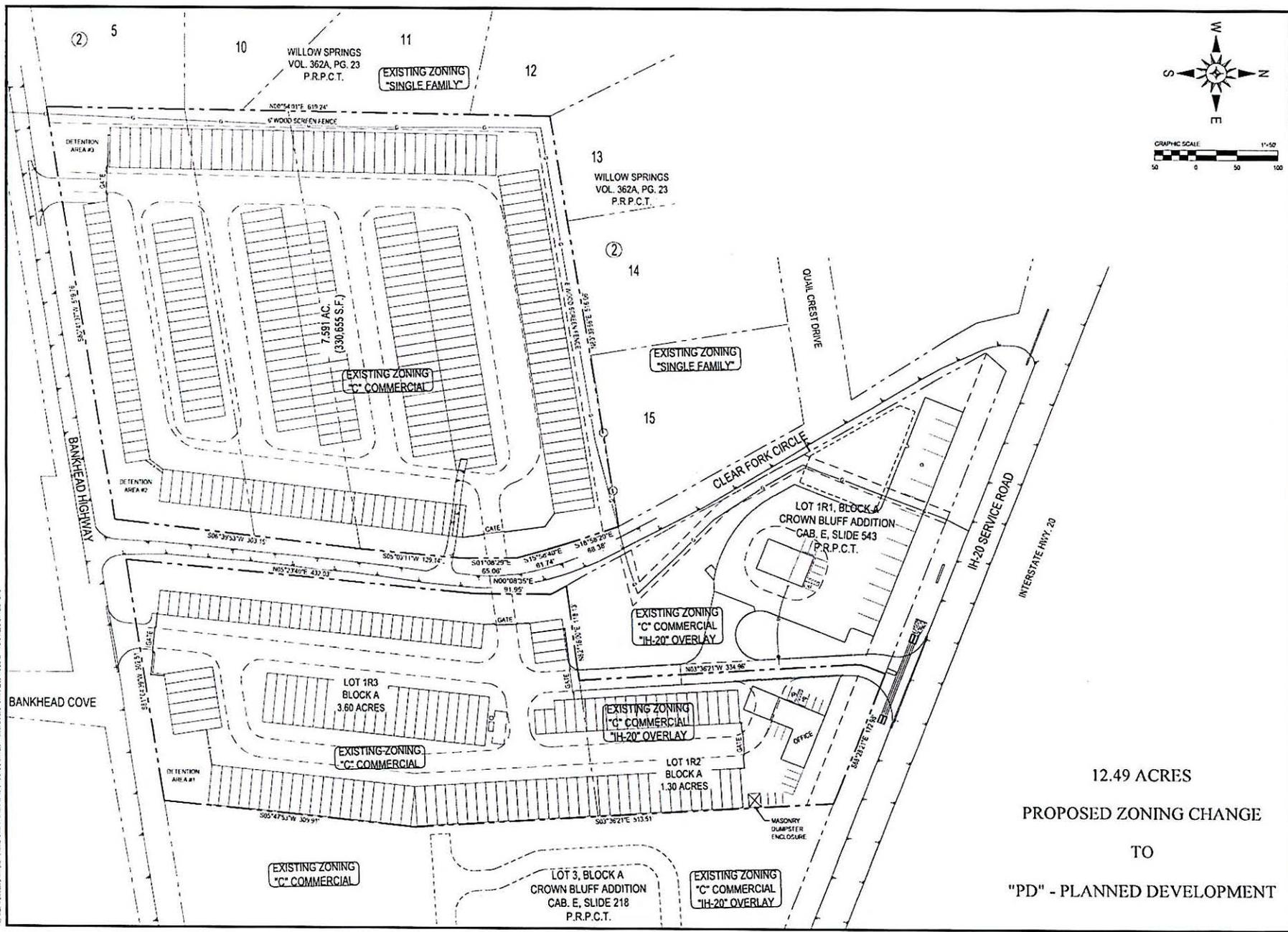
  
Alicia Smith TRMC, City Secretary  
Crystal Dozier



The Willow Park City Council in acting on Ordinance No. 830-21 did on the 11th day of May, 2021 vote as follows:

	FOR	AGAINST	ABSTAIN
Doyle Moss, Mayor	_____	_____	_____
Eric Contreras, Place 1	_____✓_____	_____	_____
Tyler VanSant, Place 2	_____✓_____	_____	_____
Greg Runnebaum, Place 3	_____✓_____	_____	_____
Lea Young, Place 4	_____✓_____	_____	_____
Nathan Crummel, Place 5	_____✓_____	_____	_____

**EXHIBIT A**  
**Site Plan Exhibit**



12.49 ACRES  
 PROPOSED ZONING CHANGE  
 TO  
 "PD" - PLANNED DEVELOPMENT

NO.	DATE	REVISIONS

**Barron-Stark**  
 Engineers

CHARLES T. STARNES  
 LICENSE NO. 12513  
 STATE OF TEXAS  
 PROFESSIONAL ENGINEER  
 CIVIL  
 EXPIRES 09/01/2021

EXHIBIT - ZONING CHANGE  
 LOTS 1R2 & 1R3 CROWN BLUFF ADD  
 TRACTS 1 - 3 ADA BOND  
 CITY OF WILLOW SPRING  
 PARKER COUNTY, TEXAS

CLIENT No.	440
PROJECT No.	9222
DESIGN	CIS
DRAWN	BCP
CHECKED	CIS
DATE	MAR 2021
SHEET	

EX 'A'

EXHIBIT "A"

**EXHIBIT B  
LEGAL DESCRIPTION**

**Tract One**

All of Lots 1R2 and 1R3, Block A, Crown Bluff Addition, an addition to the City of Willow Park as recorded in Cabinet E, Slide 543, Plat Records Parker County, Texas. Totaling 4.90 acres.

**Tract Two**

Being 7.59 acres situated in the David Addington Survey, Abstract No. 21, City of Willow Park, Parker County, Texas and being all of that certain tract of land conveyed to Ada L. Bond, Trustee of the Ada L. Bond Trust as recorded in Document No. 201710362, Deed Records Parker County Texas.

Beginning at a point in the north line of Bankhead Highway for the southwest corner of said Bond tract, said point being the southeast corner of Lot 5, Block 2, Willow Springs, an addition to the City of Willow Park as recorded in Volume 362A, Page 23, Plat Records Parker County, Texas;

Thence North 00°58'28" East with the east line of Willow Springs addition a distance of 169.80 feet to a point;

Thence North 01°02'48" East with the east line of Willow Springs addition a distance of 127.40 feet to a point;

Thence North 00°49'04" East with the east line of Willow Springs addition a distance of 322.08 feet to a point;

Thence North 80°39'57" East with the south line of Willow Springs addition a distance of 516.13 feet to a point in the west line of Clear Creek Circle;

Thence South 18°49'29" East with the Clear Creek Circle west line a distance of 68.47 feet to a point;

Thence South 16°06'40" East with the Clear Creek Circle west line a distance of 61.60 feet to a point;

Thence South 00°59'41" East with the Clear Creek Circle west line a distance of 65.17 feet to a point;

Thence South 05°01'18" West with the Clear Creek Circle west line a distance of 129.20 feet to a point;

Thence South 06°39'02" West with the Clear Creek Circle west line a distance of 130.47 feet to a point;

Thence South  $06^{\circ}36'44''$  West with the Clear Creek Circle west line a distance of 172.47 feet to a point for the intersection of the Clear Creek Circle west line and the north line of Bankhead Highway;

Thence South  $80^{\circ}41'16''$  West with the north line of Bankhead Highway a distance of 520.00 feet to the POINT of BEGINNING and CONTAINING 330,518 square feet, 7.59 acres of land, more or less.



# MESSER ★ FORT

THE MUNICIPAL LAW FIRM

FRISCO | DALLAS | AUSTIN | ABILENE

November 13, 2025

*Via email*

Alicia K. Kreh

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

Re: Rule 408 settlement discussions

Dear Alicia:

Thank you for your letter of November 7. I write to respond.

Your letter addressed the current construction work by Willow Park along Interstate 20. This construction is for a water line extension that is part of a previously planned utility extension project for expansion of water lines and sewer lines by Willow Park that started last year. The coverage area for this work is quite large. The contract documents were awarded in March 2025 at an estimated cost of \$1.446 million dollars. The utility extension project is planned for:

- a portion of the southern side of the Interstate 20 service road; and
- western portions of Bankhead Highway, but not in any contested area.

The planned areas for utility extension are depicted below:



PROJECT LOCATIONS: 

**PROJECT LOCATION MAP**  
SCALE: 1"=1,000'



The utility extension areas along Interstate 20 are within the public right of way and not touching any part of Aledo property. In speaking to the continuation of the southern part of the utility project on the south I-20 service road, I have been assured that no further extension work will occur at this time. In addition, Willow Park is holding off on proceeding with the Bankhead highway utility work hoping for resolution with Aledo and Fort Worth.

When we met, you were going to discuss a mutual boundary line with the Aledo City Council. It is my understanding that the Aledo City Council met on November 6, 2025. Please call me to let me know the direction in Aledo seeks to move.

The City of Willow Park wants peace, not war. But we are prepared for war if necessary.

Very truly yours,

**MESSER FORT, PLLC**

*Andy Messer*  
WM. ANDREW MESSER

WAM/acg

cc: Richard McCracken via email: [Richard.McCracken@fortworthtexas.gov](mailto:Richard.McCracken@fortworthtexas.gov)