



CITY COUNCIL REGULAR MEETING AGENDA

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

Tuesday, July 12, 2022 at 6:00 PM

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

PLEDGE OF ALLEGIANCE AND INVOCATION

PUBLIC COMMENTS (Limited to three minutes per person)

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

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

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

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

CONSENT AGENDA

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

1. A. Approve City Council Meeting Minutes - Regular Meeting on June 28, 2022.

REGULAR AGENDA ITEMS

2. Budget Workshop
3. Discussion/Action: to accept the retirement letter from Mike LeNoir, Fire Chief/Fire Marshal/Emergency Management Coordinator.
4. Discussion/Action: to remove Mike LeNoir as Fire Marshal and Fire Chief.

5. Discussion/Action: to remove Mike LeNoir as Emergency Management Coordinator.
6. Discussion/Action: to appoint John Schneider as Fire Marshal and Fire Chief.
7. Discussion/Action: to appoint John Schneider as Emergency Management Coordinator.
8. Discussion/Action: to approve a contingent fee contract with Perdue Brandon Fielder Collins and Mott, LLP pursuant to Article 103.0031 of the Code of Criminal Procedure, said contract being for the collection of delinquent government receivables owed to City of Willow Park and notice of said contract is posted with the agenda in accordance with Section 2254 of the Government Code.
9. Discussion/Action: Derek Turner may present an update to the Land Use Assumptions, Capital Improvements Plan and the proposed updated water and wastewater impact fees. Following the presentation, the City Council may consider approving a resolution setting a public hearing to consider an update to the Land Use Assumptions, Capital Improvements Plan for water and wastewater impact fees, and proposed water and wastewater impact fees.
10. Consideration/Action: to waiver of penalty and interest for sanitary sewer lien (May 18, 1994) on property located on 5100 Block IH-20 Service Road North.
11. Discuss/Action: To approve a resolution adopting the ARPA/Federal Procurement Policies and Procedures Addendum.

INFORMATIONAL

Mayor and Council Comments

City Manger Comments

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

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

ADJOURNMENT

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

The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the

general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072; (3) discussing a prospective gift or donation, § 551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, § 551.076.

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 516 Ranch House Road, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: July 8, 2022, at 2:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

Crystal R. Dozier, TRMC

City Secretary

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



CITY COUNCIL MINUTES

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

Tuesday, June 28, 2022 at 7:00 PM

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

PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Moss requested a moment of silence followed by the pledge of allegiance.

PUBLIC COMMENTS (Limited to three minutes per person)

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- (2) A recitation of existing policy in response to the inquiry.

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

KJ Hannah at 117 Melbourne Drive spoke before the council regarding agenda item 3.

CONSENT AGENDA

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

1. Approve City Council Meeting Minutes - Regular Meeting June 14, 2022.

To approve the City Council Meeting Minutes of the Regular Meeting on June 14, 2022.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

**Voting Yea: Councilmember Contreras, Councilmember Gilliland,
Councilmember Runnebaum, Councilmember Young**

REGULAR AGENDA ITEMS

2. Discussion/Action: to appoint a Municipal Judge for a two-year term.

To appoint Josh Norrell as Municipal Judge for a two-year term.

Motion made by Councilmember Gilliland, Seconded by Councilmember Contreras.

**Voting Yea: Councilmember Contreras, Councilmember Gilliland,
Councilmember Runnebaum, Councilmember Young**

3. Consideration/Action: regarding a contractual commitment for lease and installation of Christmas lighting and decorations.

To approve a 3-year contractual commitment for lease and installation of Christmas lighting and decorations not to exceed \$17k.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Gilliland.

**Voting Yea: Councilmember Contreras, Councilmember Gilliland,
Councilmember Runnebaum, Councilmember Young**

4. Discussion/Action: to award bid from those received in response to Request for Bid for sale of real property: R-1 Residential Property commonly known as 100 Block Circle Court, Lot 5, Block 3, Hillcrest Subdivision, Parker County, Willow Park, Texas, 76087 consisting of approximately 4,250 square feet (50' x 85') of vacant land.

To award a bid to Shelli Johnson in the amount of \$2,500.00 for the purchase of R-1 Residential Property commonly known as 100 Block Circle Court, Lot 5, Block 3, Hillcrest Subdivision, Parker County, Willow Park, Texas, 76087.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

**Voting Yea: Councilmember Contreras, Councilmember Gilliland,
Councilmember Runnebaum, Councilmember Young**

5. Consideration/Action: on a Final Plat of Blocks 2, 3, 4; Porter Addition, being 21.752 acres J.M. Froman Survey Abstract No. 471, City of Willow Park, Parker County, Texas.

To approve a Final Plat of Blocks 2, 3, 4; Porter Addition, being 21.752 acres J.M. Froman Survey Abstract No. 471, City of Willow Park, Parker County, Texas.

Motion made by Councilmember Contreras, Seconded by Councilmember Young.

**Voting Yea: Councilmember Contreras, Councilmember Gilliland,
Councilmember Runnebaum, Councilmember Young**

6. Discussion/Action: to approve a proposal from Franklin Legal Publishing for codification services.

To approve a proposal from Franklin Legal Publishing for codification services.

Motion made by Councilmember Young, Seconded by Councilmember Contreras.

**Voting Yea: Councilmember Contreras, Councilmember Gilliland,
Councilmember Runnebaum, Councilmember Young**

INFORMATIONAL

Mayor and Council Comments

Mayor Pro Tem mentioned the Budget Workshop being held at the next meeting July 12, 2022 at 6:00 pm. She also informed council to please get with the City Manager if they wish to have any budget items broken down by line item.

Councilman Contreras reminded everyone there is a firework banned within Parker County and wished everyone a safe and happy July 4th.

Mayor Moss thanked Council and Staff for their work and time. He thanked everyone for their efforts with the Christmas lights He wished everyone a happy July 4th.

City Manager Comments

City Manager Bryan Grimes informed everyone he will be filing the Preliminary Budget with the City Secretary on Friday, July 8th.

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

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

ADJOURNMENT

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

Mayor Moss adjourned the meeting at 7:36 pm.

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

Crystal R. Dozier, TRMC

City Secretary

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CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: July 12, 2022	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Discussion Only: FY 2022 – 2023 Budget Workshop

BACKGROUND:

City Manager Bryan Grimes will provide information and answer questions from Council regarding the FY 22- 23 Budget Workshop. A preliminary budget is attached for Council review.

The Budget will contain the following:

- General Fund
- Water Fund
- Wastewater Fund
- Drainage Fund
- Debt

There is no action to take on this agenda item.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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

FY 2022 – 2023

PRELIMINARY BUDGET

ALL FUNDS

FILED: JULY 8, 2022

FY 2022 – 2023

PRELIMINARY BUDGET

GENERAL FUND

FY 2022 – 2023

PRELIMINARY BUDGET

ADMINISTRATION

Fund: 10 - GENERAL FUND

	FY 2019-2020 Total Budget	FY 2019-2020 Total Activity	FY 2020-2021 Total Budget	FY 2020-2021 Total Activity	FY 2021-2022 Total Budget	FY 2021-2022 YTD Activity	FY 2022-2023 PRELIMINARY
Department: 001 - Administration							
Group: 10 - TAXES							
10-001-46000							
10-001-46001							
10-001-46002							
10-001-46003							
10-001-46006							
10-001-46007							
10-001-46020							
10-001-46021							
10-001-46022							
10-001-46025							
10-001-46027							
10-001-46028							
10-001-46029							
Group: 15 - ADMINISTRATIVE FEES							
10-001-46005							
10-001-46056							
10-001-58284							
Group: 35 - OTHER REVENUE							
10-001-46041							
10-001-46042							
10-001-46043							
10-001-46046							
10-001-46047							
Group: 40 - TRANSFERS							
10-001-46100							
Group: 50 - PERSONNEL							
10-001-58100							
10-001-58101							
10-001-58102							
10-001-58103							
10-001-58104							
10-001-58105							
10-001-58107							
10-001-58108							
10-001-58109							
10-001-58110							
10-001-58125							
10-001-58126							
10-001-58127							
10-001-58128							
Group: 55 - SUPPLIES							
10-001-58200							
10-001-58201							
10-001-58202							
10-001-58203							
10-001-58204							
10-001-58205							
10-001-58207							
10-001-58208							
10-001-58214							
10-001-58223							
10-001-58265							
10-001-58266							
10-001-58267							
10-001-58268							
10-001-58269							
10-001-58270							
Group: 60 - UTILITIES							
10-001-58305							

Group: 65 - CONTRACTUAL SERVICES								
10-001-58400	TRAVEL & TRAINING	0	11,249	7,000	6,180	7,000	9,286	10,000
10-001-58401	CONSULTANTS & PROFESSIONALS	0	125	25,000	5,150	25,000	0	25,875
10-001-58402	ADVERTISING & LEGAL NOTICES	0	1,449	1,500	5,237	1,500	3,507	1,553
10-001-58403	PRINTING & BINDING	0	1,597	3,600	0	3,600	0	3,726
10-001-58404	PROPERTY & LIABILITY	0	10,922	7,000	7,003	7,000	6,158	7,245
10-001-58405	REPAIR & MAINTENANCE	0	991	0	0	0	0	0
10-001-58406	PROFESSIONAL LICENSE	0	158	1,000	158	1,000	0	1,035
10-001-58407	DUES & MEMBERSHIPS	0	1,691	3,000	1,140	3,000	688	3,105
10-001-58408	SPECIAL EVENTS	0	2,333	0	-2,568	0	10,261	10,000
10-001-58409	PERMITS & APPLICATIONS	0	70	0	-70	0	0	0
10-001-58410	LAB TESTING	0	1,361	0	0	0	0	0
10-001-58414	FINANCE CHARGES	0	193	0	0	0	0	0
10-001-58415	FINES & PENALTIES	0	0	0	68	0	0	0
10-001-58416	LEGAL/CITY ATTORNEY	0	0	0	0	0	27	0
10-001-58417	ACCOUNTING & AUDITOR	0	28,068	40,000	0	0	20,000	0
10-001-58418	CONTRACTUAL SERVICES	0	45,952	48,000	25,429	40,000	25,844	41,400
10-001-58426	SOFTWARE TECH SUPPORT	0	38,806	15,000	53,809	48,000	28,167	49,680
10-001-58427	EQUIPMENT TECH SUPPORT	0	0	0	40,888	15,000	54,666	55,000
10-001-58437	BLACKBOARD CONNECT	0	0	0	1,573	0	0	0
10-001-58438	IT CONTRACT	0	956	2,750	985	2,750	0	2,846
10-001-58444	EQUIPMENT MAINTENANCE	0	3,849	3,852	3,849	3,852	2,245	3,987
10-001-58450	GOVERNMENT & MISC OPERATING	0	0	0	0	0	0	0
10-001-58451	EQUIPMENT RENTAL	0	-6	0	0	0	0	0
10-001-58464	EQUIPMENT ANNUAL	0	13,397	9,600	14,237	9,600	9,973	9,936
10-001-58476	REIMBURSABLES & REFUNDS	0	0	0	0	0	0	0
10-001-58502	REIMBURSABLES OTHER	0	-94	0	0	0	0	0
Group: 70 - TRANSFERS & RESTRICTED FUNDS								
10-001-58700	TRANSFER TO TOURISM FUND	0	0	0	0	0	0	0
10-001-58705	INTERFUND TRANSFER	0	10,000	0	0	0	0	0
10-001-58706	INTRAFUND ACTIVITY	0	0	0	0	0	0	0
10-001-58716	PAYING AGENT FEES	0	300	0	300	0	0	0
10-001-58719	INTEREST	0	0	0	0	0	0	0
10-001-58724	PRINCIPAL RETIREMENT	0	0	0	0	0	0	0
10-001-58739	TRANSFER TO ABATEMENT FUND	0	0	0	0	0	0	0
10-001-58753	TRANSFER TO DEBT SERVICE	0	0	0	0	0	0	0
10-001-58755	TRANSFER TO GRANT FUND	0	0	0	0	0	0	0
10-001-58756	TRANSFER TO EMERGENCY DISTASTE	0	0	0	0	0	0	0
10-001-58758	TRANSFER TO FIRST RESPONDER FU	0	0	0	0	0	0	0
Group: 75 - CAPITAL OUTLAY								
10-001-58600	OFFICE EQUIPMENT	0	2,484	0	1,314	0	2,273	2,500
10-001-58602	TECHNOLOGY PROJECTS	0	84,234	0	26,733	0	0	0
10-001-58606	CAPITAL PROJECT CONTRACTS	0	0	0	0	0	0	0
10-001-58607	CAPITAL IMPROVEMENTS	0	0	0	0	0	0	0
10-001-58612	SOFTWARE	0	23,086	0	21,345	0	0	0
10-001-58613	PROMOTIONAL MARKETING	0	0	0	972	0	586	0
10-001-58645	CAPITAL EQUIPMENT REPLACEMENT	0	0	0	0	0	0	0

FY 2022 – 2023
PRELIMINARY BUDGET
DEVELOPMENT

		FY 2019-2020 Total Budget	FY 2019-2020 Total Activity	FY 2020-2021 Total Budget	FY 2020-2021 Total Activity	FY 2021-2022 Total Budget	FY 2021-2022 YTD Activity	FY 2022-2023 PRELIMINARY
MA116:M207	Department: 003 - Development							
	Group: 15 - ADMINISTRATIVE FEES							
10-003-46091	TABC PERMIT FEE	0	770	0	235	0	0	
	Group: 20 - LICENSES & PERMITS							
10-003-46023	CERTIFICATE OF OCCUPANCY	0	1,200	1,000	1,650	1,000	450	1,000
10-003-46070	BUILDING PERMITS	0	531,980	200,000	555,218	300,000	336,051	575,000
10-003-46071	HEALTH PERMITS	0	11,850	9,000	12,980	9,000	13,180	10,000
10-003-46072	SUBCONTRACTORS PERMITS	0	38,598	15,000	68,092	50,000	31,448	50,000
10-003-46073	REGISTRATION FEES	0	4,930	4,500	7,135	4,500	4,160	4,500
10-003-46074	BUSINESS ORIENTED	0	1,800	0	0	0	0	0
10-003-46075	OSSF PERMITS	0	7,950	1,200	11,000	1,200	5,350	1,200
10-003-46076	WELL APPLICATION FEE	0	0	0	4,500	0	0	0
10-003-46077	PLAN REVIEW	0	87,006	35,000	79,034	60,000	93,309	80,000
10-003-46078	ENERGY INSPECTION	0	0	0	0	0	0	0
10-003-46079	BACKFLOW INSPECTIONS	0	0	0	100	0	0	0
10-003-46080	RE - INSPECTION	0	60	0	0	0	150	0
10-003-46081	SPECIAL EVENT PERMITS	0	425	0	875	0	550	0
10-003-46082	REVIEWS/ REQUESTS	0	4,515	600	6,950	600	1,817	600
10-003-46083	METER RELEASE	0	8,250	0	15,250	0	15,500	0
10-003-46084	RENTAL INSPECTIONS	0	0	400	0	400	0	400
10-003-46089	IRRIGATION	0	1,450	0	2,040	0	150	0
10-003-46095	FIRE ALARMS	0	4,000	1,000	4,000	1,000	1,500	1,000
10-003-46099	FIRE SPRINKLER	0	6,350	1,000	4,350	1,000	6,000	1,000
10-003-46105	ZONING/RE-ZONING	0	0	0	0	0	650	0
10-003-46106	PLATS/RE-PLATS	0	0	0	0	0	0	0
	Group: 25 - FINES & FORFITURES							
10-003-46060	NON-PARKING	0	0	0	0	0	0	0
	Group: 35 - OTHER REVENUE							
10-003-46041	REFUNDS/BANK CREDITS	0	0	0	0	0	0	0
10-003-46042	MISCELLANEOUS	0	0	0	0	0	0	0
10-003-46043	ADJUSTMENT TO REVENUE	0	0	0	0	0	0	0
10-003-46046	OTHER REIMBURSEABLES	0	0	0	0	0	0	0
10-003-46054	CAPITAL LEASES	0	0	0	0	0	0	0
10-003-46092	NSF FEES	0	90	0	30	0	30	0
								724,700
	Group: 50 - PERSONNEL							
10-003-58100	SALARIES	0	52,047	87,300	84,084	91,665	110,992	259,838
10-003-58101	PAYROLL EXPENSE	0	740	1,266	1,255	1,304	1,601	3,768
10-003-58102	WORKERS COMPENSATION	0	2,124	2,072	2,207	2,207	2,970	2,072
10-003-58103	HEALTH INSURANCE	0	4,410	15,606	8,924	7,094	10,283	8,403
10-003-58104	RETIREMENT	0	3,828	6,303	6,856	6,492	7,939	12,632
10-003-58105	UNEMPLOYMENT INSURANCE	0	72	49	288	288	719	180
10-003-58107	CELL PHONE STIPEND	0	516	540	565	556	727	1,080
10-003-58108	EXTRA HELP	0	0	0	0	0	0	0
10-003-58109	CERTIFICATE PAY	0	0	0	0	0	0	0
10-003-58110	OVERTIME	0	100	0	38	0	30	0
10-003-58125	DENTAL INSURANCE	0	257	994	616	452	690	512
10-003-58126	LIFE INSURANCE	0	91	234	216	241	283	346
10-003-58127	PHYSICALS & GYM MEMBERSHIPS	0	120	0	0	0	0	0
10-003-58128	ACCRUED COMP & VACATION	0	0	0	3,204	0	0	0
	Group: 55 - SUPPLIES							
10-003-58200	POSTAGE & SHIPPING	0	0	515	0	515	0	515
10-003-58201	OFFICE SUPPLIES	0	74	1,030	281	1,030	4,560	5,000
10-003-58202	FLOWERS/GIFTS/PLAQUES	0	954	52	0	52	174	75
10-003-58203	BASIC OPERATING SUPPLIES	0	110	0	1,213	0	436	0
10-003-58204	PRINTING & BINDING	0	0	309	492	309	0	309
10-003-58205	MINOR EQUIPMENT: OFFICE	0	241	515	0	515	0	515
10-003-58207	MV REPAIR & MAINTENANCE	0	0	0	26	0	0	0
10-003-58208	UNIFORMS & SUPPLIES	0	0	309	0	309	475	309
10-003-58265	FACILITIES MAINT SUPPLIES	0	0	0	157	0	3,233	2,500
10-003-58266	MINOR EQUIPMENT: FIELD	0	0	0	0	0	0	0
10-003-58268	SUBSCRIPTIONS & PUBLICATIONS	0	0	0	0	0	0	0
10-003-58270	MV FUEL	0	0	0	0	0	0	0
10-003-58282	HEALTH PLAN REVIEWS	0	0	0	0	0	0	0
	Group: 60 - UTILITIES							
10-003-58305	COMMUNICATION SERVICES	0	0	0	0	0	0	0

Group: 65 - CONTRACTUAL SERVICES									
10-003-58400	TRAVEL & TRAINING	0	1,394	3,000	1,190	3,000	1,198	3,000	
10-003-58401	CONSULTANTS & PROFESSIONALS	0	258,026	108,150	189,451	108,150	151,328	10,000	
10-003-58402	ADVERTISING & LEGAL NOTICES	0	174	5,150	1,669	5,150	800	4,000	
10-003-58403	PRINTING & BINDING	0	0	0	0	0	0	0	
10-003-58404	PROPERTY & LIABILITY	0	5,530	5,150	6,195	5,150	7,510	5,150	
10-003-58405	REPAIR & MAINTENANCE	0	0	0	0	0	0	0	
10-003-58407	DUES & MEMBERSHIPS	0	5,000	721	5,000	721	0	721	
10-003-58408	SPECIAL EVENTS	0	0	0	0	0	0	0	
10-003-58409	PERMITS & APPLICATIONS	0	30	0	0	0	0	0	
10-003-58414	FINANCE CHARGES	0	99	0	578	0	0	0	
10-003-58415	FINES & PENALTIES	0	0	0	0	0	0	0	
10-003-58416	LEGAL/CITY ATTORNEY	0	0	0	0	0	0	0	
10-003-58418	CONTRACTUAL SERVICES	0	35,682	28,100	46,835	28,100	25,484	55,000	
10-003-58423	FOOD SERVICE INSPECTOR	0	7,145	5,870	7,705	5,870	3,860	7,500	
10-003-58424	ENGINEERING/CITY ENGINEER	0	27,022	5,150	39,761	5,150	14,433	15,000	
10-003-58426	SOFTWARE TECH SUPPORT	0	98	0	0	0	320	0	
10-003-58427	EQUIPMENT TECH SUPPORT	0	0	0	2,918	0	0	0	
10-003-58433	CLEANING SERVICE	0	0	0	0	0	0	0	
10-003-58434	OSSF	0	0	0	0	0	0	0	
10-003-58435	POOL INSPECTOR	0	0	1,700	525	1,700	0	1,700	
10-003-58436	PAGER SERVICE	0	0	0	0	0	0	0	
10-003-58437	BLACKBOARD CONNECT	0	0	0	0	0	0	0	
10-003-58438	IT CONTRACT	0	3,849	3,968	4,002	3,968	2,245	4,000	
10-003-58450	GOVERNMENT & MISC OPERATING	0	0	0	0	0	0	0	
10-003-58451	EQUIPMENT RENTAL	0	0	0	0	0	0	0	
10-003-58463	ECONOMIC DEVELOPMENT	0	28,577	5,000	17,500	5,000	0	5,000	
10-003-58476	REIMBURSABLES & REFUNDS	0	0	0	0	0	0	0	
10-003-58502	REIMBURSABLES OTHER	0	0	0	0	0	0	0	
10-003-58504	ADJUSTMENT TO EXPENSES	0	0	0	0	0	0	0	
Group: 70 - TRANSFERS & RESTRICTED FUNDS									
10-003-58705	INTERFUND TRANSFER	0	0	0	0	0	0	0	
10-003-58752	TRANSFER TO ECONOMIC DEVELOPME	0	0	0	0	0	0	0	
Group: 75 - CAPITAL OUTLAY									
10-003-58600	OFFICE EQUIPMENT	0	0	0	0	0	1,143	0	
10-003-58612	SOFTWARE	0	1,320	0	4,830	0	105	0	
									409,125

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PRELIMINARY BUDGET

FIRE

	FY 2019-2020 Total Budget	FY 2019-2020 Total Activity	FY 2020-2021 Total Budget	FY 2020-2021 Total Activity	FY 2021-2022 Total Budget	FY 2021-2022 YTD Activity	FY 2022-2023 PRELIMINARY
Department: 004 - Fire							
Group: 20 - LICENSES & PERMITS							
10-004-46099		0	10,000	0	10,000	0	10,000
Group: 30 - SERVICE REVENUE							
10-004-46031		0	0	0	0	0	
10-004-46032		856	5,000	150	5,000	696	5,000
10-004-46035		0	0	0	0	0	
Group: 35 - OTHER REVENUE							
10-004-46030		1,853	0	1,059	0	100	
10-004-46041		0	0	0	0	0	
10-004-46042		0	0	0	0	0	
10-004-46046		0	0	0	0	0	
10-004-46047		0	0	0	0	0	
10-004-46088		0	0	35,000	0	37,137	
Group: 50 - PERSONNEL							
10-004-58100		532,492	554,732	550,966	713,460	378,539	790,658
10-004-58101		9,676	9,137	12,434	11,993	7,195	11,500
10-004-58102		11,684	13,468	12,136	13,872	16,336	9,324
10-004-58103		74,625	70,227	62,023	85,124	45,833	75,624
10-004-58104		47,515	45,178	50,195	59,235	33,075	57,676
10-004-58105		1,451	316	1,792	1,728	2,855	810
10-004-58107		635	1,620	1,507	1,669	312	540
10-004-58108		0	0	0	0	0	0
10-004-58109		22,896	22,750	22,223	29,900	10,125	24,050
10-004-58110		72,177	55,000	92,368	56,650	49,006	55,000
10-004-58124		11,942	16,000	3,717	16,480	0	17,057
10-004-58125		4,410	4,472	4,737	5,420	3,073	4,609
10-004-58126		1,553	1,055	1,663	2,075	1,144	1,556
10-004-58127		3,120	4,980	2,640	5,129	0	5,000
10-004-58128		0	0	24,354	0	13,189	0
Group: 55 - SUPPLIES							
10-004-58200		190	824	224	824	0	853
10-004-58201		2,010	2,225	2,334	2,225	854	2,250
10-004-58202		111	500	0	500	0	518
10-004-58203		8,269	12,427	9,639	12,427	5,098	12,862
10-004-58204		0	206	150	206	93	213
10-004-58205		1,977	1,900	1,982	1,900	914	1,967
10-004-58206		0	0	1,371	0	1,344	0
10-004-58207		58,637	77,061	53,225	77,061	8,226	79,758
10-004-58208		10,763	20,169	15,816	20,169	15,927	20,875
10-004-58214		0	0	9	0	0	0
10-004-58216		48,175	60,601	47,903	60,601	820	62,722
10-004-58217		12,490	14,906	12,972	14,906	2,206	15,428
10-004-58218		0	0	0	0	0	0
10-004-58219		1,803	1,803	1,425	1,803	0	1,866
10-004-58220		1,641	1,654	-602	1,654	0	1,712
10-004-58227		0	0	0	0	0	0
10-004-58253		11,425	18,563	10,518	18,563	4,122	19,213
10-004-58260		2,020	3,740	3,267	3,740	3,065	3,871
10-004-58265		730	0	715	0	3,179	0
10-004-58266		1,271	0	48	0	329	0
10-004-58267		0	0	451	0	0	0
10-004-58268		0	0	0	0	0	0
10-004-58270		59	0	239	0	0	0
10-004-58278		5,412	8,000	1,641	8,000	750	8,280
Group: 60 - UTILITIES							
10-004-58305		14,006	6,180	6,935	6,180	2,469	6,396

Group: 65 - CONTRACTUAL SERVICES								
10-004-58400	TRAVEL & TRAINING	0	19,957	28,054	15,828	28,054	11,594	29,036
10-004-58401	CONSULTANTS & PROFESSIONALS	0	125	3,605	0	3,605	0	3,731
10-004-58402	ADVERTISING & LEGAL NOTICES	0	0	0	0	0	0	0
10-004-58403	PRINTING & BINDING	0	87	206	0	206	0	213
10-004-58404	PROPERTY & LIABILITY	0	5,530	5,150	6,195	5,150	7,510	5,330
10-004-58405	REPAIR & MAINTENANCE	0	0	0	0	0	0	0
10-004-58406	PROFESSIONAL LICENSE	0	0	0	0	0	0	0
10-004-58407	DUES & MEMBERSHIPS	0	3,151	542	640	542	209	0
10-004-58408	SPECIAL EVENTS	0	0	0	0	0	0	561
10-004-58409	PERMITS & APPLICATIONS	0	0	0	0	0	0	0
10-004-58414	FINANCE CHARGES	0	0	0	15	0	0	0
10-004-58415	FINES & PENALTIES	0	0	0	0	0	0	0
10-004-58416	LEGAL/CITY ATTORNEY	0	0	0	0	0	0	0
10-004-58417	ACCOUNTING & AUDITOR	0	0	0	0	0	0	0
10-004-58418	CONTRACTUAL SERVICES	0	41,658	65,207	49,387	65,207	38,669	67,489
10-004-58426	SOFTWARE TECH SUPPORT	0	8	0	3,017	0	31	0
10-004-58427	EQUIPMENT TECH SUPPORT	0	18,170	20,540	16,086	20,540	3,537	21,259
10-004-58437	BLACKBOARD CONNECT	0	956	1,071	985	1,071	0	1,108
10-004-58438	IT CONTRACT	0	6,181	3,968	5,447	3,968	2,245	4,107
10-004-58440	VFD CONTRIBUTIONS PAID	0	0	0	0	0	0	0
10-004-58450	GOVERNMENT & MISC OPERATING	0	0	0	0	0	0	0
10-004-58451	EQUIPMENT RENTAL	0	0	0	0	0	0	0
10-004-58452	VEHICLE LEASE	0	8,293	0	13,529	0	7,166	0
10-004-58476	REIMBURSABLES & REFUNDS	0	0	0	0	0	0	0
Group: 70 - TRANSFERS & RESTRICTED FUNDS								
10-004-58705	INTERFUND TRANSFER	0	0	0	0	0	0	0
10-004-58719	INTEREST	0	0	0	0	0	0	0
10-004-58753	TRANSFER TO DEBT SERVICE	0	0	0	0	0	0	0
Group: 75 - CAPITAL OUTLAY								
10-004-58601	VEHICLES	0	0	0	0	0	0	0
10-004-58602	TECHNOLOGY PROJECTS	0	0	0	0	0	0	0
10-004-58604	HEAVY EQUIPMENT	0	0	0	0	0	0	0
10-004-58606	TECHNOLOGY: OFFICE & FIELD	0	0	0	0	0	0	0
10-004-58621	HOSE AND NOZZLES	0	0	0	0	0	0	0
10-004-58623	GRANT PURCHASES	0	0	0	0	0	0	0
10-004-58624	EQUIPMENT PURCHASE	0	0	0	0	0	0	0
10-004-58645	CAPITAL EQUIPMENT REPLACEMENT	0	0	0	0	0	0	0

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PRELIMINARY BUDGET

LEGISLATIVE

	FY 2019-2020 Total Budget	FY 2019-2020 Total Activity	FY 2020-2021 Total Budget	FY 2020-2021 Total Activity	FY 2021-2022 Total Budget	FY 2021-2022 YTD Activity	FY 2022-2023 PRELIMINARY
Department: 005 - Legislative							
Group: 15 - ADMINISTRATIVE FEES							
10-005-46036		0	0	150	0	150	0
Group: 35 - OTHER REVENUE							
10-005-46024		0	300	0	-2,500	0	-1,885
10-005-46042		0	0	1,100	0	1,100	0
Group: 50 - PERSONNEL							
10-005-58100		0	66,147	69,010	78,564	72,461	40,116
10-005-58101		0	853	1,001	1,157	1,031	560
10-005-58102		0	1,062	1,036	1,103	1,103	1,485
10-005-58103		0	8,303	7,803	7,683	7,803	4,407
10-005-58104		0	4,917	4,983	6,021	5,065	2,872
10-005-58105		0	144	24	144	144	252
10-005-58107		0	516	540	586	540	312
10-005-58108		0	0	0	0	0	0
10-005-58109		0	0	0	0	0	0
10-005-58110		0	0	0	0	0	0
10-005-58125		0	491	497	530	497	296
10-005-58126		0	173	117	186	173	100
10-005-58127		0	120	0	0	0	173
10-005-58128		0	0	0	3,850	0	0
Group: 55 - SUPPLIES							
10-005-58200		0	151	100	48	100	0
10-005-58201		0	2,482	1,500	1,617	1,500	915
10-005-58202		0	897	1,500	765	1,500	453
10-005-58203		0	795	550	371	550	58
10-005-58204		0	683	515	546	515	589
10-005-58205		0	991	2,900	0	2,900	232
10-005-58208		0	456	1,350	-239	1,350	533
10-005-58265		0	0	0	0	0	0
10-005-58266		0	0	500	0	500	206
10-005-58267		0	0	0	0	0	1,479
10-005-58269		0	916	4,600	780	4,600	0
Group: 60 - UTILITIES							
10-005-58305		0	867	0	0	0	0
Group: 65 - CONTRACTUAL SERVICES							
10-005-58400		0	5,028	10,000	5,240	10,000	0
10-005-58401		0	8,960	8,000	395	8,000	3,909
10-005-58402		0	5,024	2,000	14,671	2,000	10,350
10-005-58404		0	5,530	5,500	6,195	5,500	0
10-005-58405		0	0	0	0	0	8,280
10-005-58406		0	0	400	0	400	315
10-005-58407		0	7,681	10,200	8,903	10,200	7,510
10-005-58408		0	22,312	12,500	15,153	12,500	0
10-005-58409		0	0	0	0	0	9,472
10-005-58411		0	0	0	0	0	6,356
10-005-58414		0	0	0	0	0	0
10-005-58415		0	0	0	0	0	0
10-005-58416		0	0	0	0	0	0
10-005-58418		0	39,040	45,000	48,603	45,000	20,013
10-005-58419		0	2,388	4,400	1,227	4,400	0
10-005-58424		0	0	5,700	0	5,700	0
10-005-58426		0	0	0	0	0	0
10-005-58427		0	1,345	500	7,678	500	823
10-005-58437		0	0	0	0	0	0
10-005-58438		0	956	1,071	985	1,071	0
10-005-58450		0	3,849	3,968	3,849	3,968	2,245
10-005-58451		0	2,944	1,500	2,636	1,500	0
10-005-58476		0	0	0	0	0	0
Group: 70 - TRANSFERS & RESTRICTED FUNDS							
10-005-58705		0	0	0	0	0	0
Group: 75 - CAPITAL OUTLAY							
10-005-58607		0	0	0	0	0	0
10-005-58612		0	0	0	5,360	0	0
10-005-58624		0	540	0	0	0	2,188

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PRELIMINARY BUDGET

MUNICIPAL COURT

	FY 2019-2020 Total Budget	FY 2019-2020 Total Activity	FY 2020-2021 Total Budget	FY 2020-2021 Total Activity	FY 2021-2022 Total Budget	FY 2021-2022 YTD Activity	FY 2022-2023 PRELIMINARY
Department: 006 - Municipal Court							
Group: 15 - ADMINISTRATIVE FEES							
10-006-46064	0	41,434	75,000	37,344	75,000	6,936	75,000
Group: 25 - FINES & FORFITURES							
10-006-44050	0	0	0	0	0	0	
10-006-46060	0	63,265	100,000	95,792	100,000	81,295	150,000
10-006-46061	0	370	1,000	379	1,000	0	1,000
10-006-46062	0	550	1,300	250	1,300	250	1,300
10-006-46063	0	19,223	15,000	-2,384	15,000	3,605	15,000
10-006-46065	0	0	4,700	0	4,700	0	4,700
10-006-46066	0	125	400	49	400	0	400
10-006-46067	0	0	6,700	24	6,700	0	6,700
10-006-46069	0	0	0	0	0	0	0
10-006-46085	0	0	500	-220	500	0	500
10-006-46102	0	146	0	40	0	160	
Group: 35 - OTHER REVENUE							
10-006-46042	0	0	0	50	0	0	
10-006-46043	0	0	0	0	0	0	
10-006-46092	0	0	0	0	0	0	
Group: 50 - PERSONNEL							
10-006-58100	0	95,130	92,998	102,030	97,648	47,889	98,341
10-006-58101	0	1,237	1,456	1,440	1,500	742	2,075
10-006-58102	0	2,124	2,072	2,207	2,207	2,970	2,072
10-006-58103	0	16,753	15,606	15,381	16,074	6,757	8,403
10-006-58104	0	7,048	7,192	7,516	7,408	3,397	4,291
10-006-58105	0	288	49	288	288	350	180
10-006-58107	0	516	540	586	556	312	540
10-006-58108	0	0	0	0	0	0	0
10-006-58109	0	458	1,200	519	1,236	276	479
10-006-58110	0	111	5,212	36	5,368	0	800
10-006-58125	0	987	994	1,062	1,024	453	512
10-006-58126	0	347	234	373	346	153	173
10-006-58127	0	0	0	0	0	0	0
10-006-58128	0	0	0	0	0	0	0
10-006-58132	0	920	1,400	201	1,442	0	1,492
Group: 55 - SUPPLIES							
10-006-58200	0	0	0	0	0	0	0
10-006-58201	0	307	1,000	1,055	1,000	0	1,035
10-006-58202	0	15	200	35	200	0	207
10-006-58203	0	0	0	17	0	0	0
10-006-58204	0	0	0	0	0	0	0
10-006-58205	0	0	0	0	0	0	0
10-006-58208	0	0	0	0	0	0	0
10-006-58214	0	44	0	0	0	0	0
10-006-58214	0	327	300	223	300	0	0
10-006-58253	0	0	0	0	0	0	311
10-006-58265	0	0	0	0	0	0	0
10-006-58267	0	0	0	0	0	1,438	0
10-006-58268	0	0	0	0	0	0	0
Group: 60 - UTILITIES							
10-006-58305	0	0	0	0	0	0	0

Group: 65 - CONTRACTUAL SERVICES								
10-006-58400	TRAVEL & TRAINING	0	508	3,000	1,598	3,000	172	3,105
10-006-58401	CONSULTANTS & PROFESSIONALS	0	0	0	0	0	0	0
10-006-58402	ADVERTISING & LEGAL NOTICES	0	0	0	0	0	0	0
10-006-58403	PRINTING & BINDING	0	0	0	0	0	0	0
10-006-58404	PROPERTY & LIABILITY	0	5,530	5,150	6,195	5,150	7,510	5,330
10-006-58405	REPAIR & MAINTENANCE	0	0	0	0	0	0	0
10-006-58406	PROFESSIONAL LICENSE	0	0	0	0	0	158	0
10-006-58407	DUES & MEMBERSHIPS	0	181	82	0	82	55	85
10-006-58408	SPECIAL EVENTS	0	0	0	0	0	0	0
10-006-58409	PERMITS & APPLICATIONS	0	0	0	0	0	0	0
10-006-58414	FINANCE CHARGES	0	0	0	0	0	0	0
10-006-58415	FINES & PENALTIES	0	0	0	27	0	0	0
10-006-58416	LEGAL/CITY ATTORNEY	0	8,400	10,000	7,500	10,000	5,250	12,000
10-006-58418	CONTRACTUAL SERVICES	0	0	0	0	0	94	0
10-006-58421	MUNICIPAL JUDGE	0	14,400	14,400	14,400	14,400	7,200	14,904
10-006-58422	MAGISTRATE	0	3,200	3,000	3,000	3,000	1,600	3,105
10-006-58426	SOFTWARE TECH SUPPORT	0	0	0	515	0	1,516	0
10-006-58427	EQUIPMENT TECH SUPPORT	0	0	0	551	0	0	0
10-006-58438	IT CONTRACT	0	3,849	4,000	3,849	4,000	2,245	4,140
10-006-58441	JURY SERVICE	0	0	200	0	200	0	207
10-006-58450	GOVERNMENT & MISC OPERATING	0	0	0	0	0	0	0
10-006-58451	EQUIPMENT RENTAL	0	0	0	0	0	0	0
10-006-58476	REIMBURSABLES & REFUNDS	0	0	0	0	0	0	0
Group: 70 - TRANSFERS & RESTRICTED FUNDS								
10-006-58701	TRANSFER TO COURT SECURITY FUN	0	0	0	0	0	0	0
10-006-58702	TRANSFER TO COURT TECHNOLOGY F	0	0	0	0	0	0	0
10-006-58703	COURT TECHNOLOGY	0	0	0	14,408	0	0	0
10-006-58705	INTERFUND TRANSFER	0	0	0	0	0	0	0
10-006-58742	TRANSFER TO CAPITAL/EQUIPMENT	0	0	0	0	0	0	0
Group: 75 - CAPITAL OUTLAY								
10-006-58600	OFFICE EQUIPMENT	0	1,033	0	0	0	1,591	0
10-006-58602	TECHNOLOGY PROJECTS	0	0	0	0	0	0	0
10-006-58612	SOFTWARE	0	19,148	0	17,549	0	0	0
								163,787

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POLICE

	FY 2019-2020 Total Budget	FY 2019-2020 Total Activity	FY 2020-2021 Total Budget	FY 2020-2021 Total Activity	FY 2021-2022 Total Budget	FY 2021-2022 YTD Activity	FY 2022-2023 PRELIMINARY
Department: 007 - Police							
Group: 15 - ADMINISTRATIVE FEES							
10-007-46053	0	575	600	775	600	396	600
Group: 25 - FINES & FORFEITURES							
10-007-46098	0	1	0	0	0	0	
Group: 35 - OTHER REVENUE							
10-007-46041	0	0	0	0	0	0	
10-007-46042	0	0	0	0	0	0	
10-007-46046	0	8	0	0	0	0	
10-007-46047	0	0	0	0	0	0	
10-007-46050	0	0	0	0	0	0	
10-007-46051	0	1,473	0	0	0	0	
10-007-46088	0	8,200	0	8,629	0	0	
10-007-46093	0	0	0	0	0	0	
10-007-46097	0	0	0	0	0	0	
Group: 40 - TRANSFERS							
10-007-46100	0	0	0	0	0	250	
Group: 50 - PERSONNEL							
10-007-58100	0	755,654	822,500	869,803	915,317	527,171	1,072,785
10-007-58101	0	14,439	11,674	9,992	15,345	7,727	15,882
10-007-58102	0	12,747	13,468	13,239	18,756	17,821	19,412
10-007-58103	0	94,672	101,440	103,407	120,593	60,523	124,814
10-007-58104	0	60,786	58,127	68,179	76,195	40,303	78,862
10-007-58105	0	1,872	316	2,518	2,448	3,354	2,534
10-007-58107	0	3,222	0	4,176	0	3,267	0
10-007-58108	0	0	0	0	0	0	0
10-007-58109	0	12,100	12,600	13,629	12,978	8,054	19,200
10-007-58110	0	28,503	36,600	46,020	27,810	27,434	40,000
10-007-58125	0	6,089	6,459	7,214	7,679	4,058	7,948
10-007-58126	0	2,144	1,524	2,533	2,940	1,370	3,043
10-007-58127	0	4,105	4,500	2,371	4,635	832	4,797
10-007-58128	0	0	0	29,798	0	96	0
Group: 55 - SUPPLIES							
10-007-58200	0	279	309	303	309	284	320
10-007-58201	0	4,688	5,500	5,731	5,500	2,723	5,693
10-007-58202	0	402	438	371	438	767	453
10-007-58203	0	3,013	3,000	2,078	3,000	2,525	3,105
10-007-58204	0	731	824	221	824	886	853
10-007-58205	0	4,726	5,200	2,729	5,200	4,535	5,382
10-007-58206	0	0	515	38	515	0	533
10-007-58207	0	13,410	9,000	13,418	9,000	4,385	9,315
10-007-58208	0	8,998	13,800	9,592	13,800	12,044	14,283
10-007-58214	0	143	60	1,843	60	1,192	62
10-007-58227	0	0	0	0	0	0	0
10-007-58253	0	2,404	2,862	2,914	2,862	113	2,962
10-007-58260	0	5,420	6,180	2,750	6,180	2,379	6,396
10-007-58265	0	10,187	13,975	8,375	13,975	7,980	14,464
10-007-58266	0	1,904	2,500	861	32,124	6,483	33,248
10-007-58267	0	1,367	1,030	803	1,030	382	1,066
10-007-58268	0	2,730	3,376	1,492	3,376	1,845	3,494
10-007-58270	0	23,421	25,000	31,491	25,000	16,870	25,875
10-007-58271	0	2,867	4,120	3,570	4,120	3,279	4,264
10-007-58275	0	142	1,000	466	1,000	114	1,035
10-007-58276	0	3,193	3,500	924	8,825	500	9,134
Group: 60 - UTILITIES							
10-007-58302	0	0	0	0	0	0	0
10-007-58303	0	0	0	0	0	0	0
10-007-58304	0	0	0	0	0	0	0
10-007-58305	0	507	4,300	1,950	4,300	519	4,451

Group: 65 - CONTRACTUAL SERVICES									
10-007-58400	TRAVEL & TRAINING	0	3,949	8,500	8,204	8,500	2,444	8,798	0
10-007-58401	CONSULTANTS & PROFESSIONALS	0	0	0	0	0	0	0	0
10-007-58402	ADVERTISING & LEGAL NOTICES	0	0	103	1,989	103	0	107	0
10-007-58403	PRINTING & BINDING	0	645	618	148	618	0	640	0
10-007-58404	PROPERTY & LIABILITY	0	5,530	5,150	6,195	5,150	7,510	5,330	0
10-007-58405	REPAIR & MAINTENANCE	0	0	0	0	0	0	0	0
10-007-58407	DUES & MEMBERSHIPS	0	1,858	1,700	833	1,700	851	1,760	0
10-007-58408	SPECIAL EVENTS	0	0	0	0	0	0	0	0
10-007-58409	PERMITS & APPLICATIONS	0	0	0	0	0	0	0	0
10-007-58410	LAB TESTING	0	632	3,000	80	3,000	215	3,105	0
10-007-58411	PROPERTY DAMAGE	0	0	0	0	0	0	0	0
10-007-58414	FINANCE CHARGES	0	0	0	0	0	0	0	0
10-007-58415	FINES & PENALTIES	0	0	0	0	0	0	0	0
10-007-58416	LEGAL/CITY ATTORNEY	0	0	0	0	0	0	0	0
10-007-58418	CONTRACTUAL SERVICES	0	51,125	88,500	87,886	71,500	18,685	112,000	0
10-007-58420	INMATE HOUSING	0	811	1,200	498	1,200	458	1,242	0
10-007-58426	SOFTWARE TECH SUPPORT	0	3,186	0	3,143	0	3,738	0	0
10-007-58427	EQUIPMENT TECH SUPPORT	0	0	0	0	0	0	0	0
10-007-58429	ACCURINT	0	0	0	0	0	0	0	0
10-007-58437	BLACKBOARD CONNECT	0	956	1,071	985	1,071	0	1,108	0
10-007-58438	IT CONTRACT	0	3,849	3,968	3,849	3,968	2,245	4,107	0
10-007-58450	GOVERNMENT & MISC OPERATING	0	736	650	215	650	94	673	0
10-007-58451	EQUIPMENT RENTAL	0	0	0	0	0	0	0	0
10-007-58452	VEHICLE LEASE	0	45,386	59,745	55,728	59,745	39,923	61,836	0
10-007-58453	REPAIR & MAINTENANCE - OTHER	0	0	0	0	0	0	0	0
10-007-58460	POLICE CONTRIBUTIONS SPENT	0	1,049	0	0	0	0	0	0
10-007-58462	ANIMAL CONTROL	0	54,450	66,550	54,450	66,550	27,225	68,879	0
10-007-58476	REIMBURSABLES & REFUNDS	0	0	0	0	0	0	0	0
10-007-58502	REIMBURSABLES OTHER	0	0	0	0	0	0	0	0
Group: 70 - TRANSFERS & RESTRICTED FUNDS									
10-007-58705	INTERFUND TRANSFER	0	0	0	0	0	0	0	0
10-007-58758	TRANSFER TO FIRST RESPONDER FU	0	0	0	0	0	0	0	0
10-007-58759	TRANSFER TO LEASE FUND	0	0	0	0	0	0	0	0
Group: 75 - CAPITAL OUTLAY									
10-007-58601	VEHICLES	0	0	0	0	94,945	0	98,268	0
10-007-58602	TECHNOLOGY PROJECTS	0	0	0	0	0	0	0	0
10-007-58606	TECHNOLOGY: OFFICE & FIELD	0	0	0	0	0	0	0	0
10-007-58612	SOFTWARE	0	10,000	0	0	0	0	0	0
10-007-58624	EQUIPMENT PURCHASE	0	2,767	7,000	7,040	0	102	0	0

FY 2022 – 2023
PRELIMINARY BUDGET
CITY SERVICES

	FY 2019-2020 Total Budget	FY 2019-2020 Total Activity	FY 2020-2021 Total Budget	FY 2020-2021 Total Activity	FY 2021-2022 Total Budget	FY 2021-2022 YTD Activity	FY 2022-2023 PRELIMINARY	
Department: 008 - City Services								
Group: 35 - OTHER REVENUE								
10-008-46041		REFUNDS/BANK CREDITS	0	0	0	0	0	
10-008-46042		MISCELLANEOUS	0	0	0	0	0	
10-008-46047		BOND PROCEEDS	0	0	0	0	0	
10-008-46049		ROOM RENTAL - COMMUNITY	0	0	0	0	0	
10-008-46050		STORM WATER DRAINAGE FEES	0	0	0	0	0	
10-008-46088		SALE OF ASSETS	0	131	0	0	0	
10-008-46090		ROAD CONTRIBUTIONS	0	258	0	0	0	
10-008-46096		PARK CONTRIBUTIONS	0	140	0	0	0	
Group: 40 - TRANSFERS								
10-008-46100		FROM GENERAL FUND RESERVES	0	0	0	0	0	
Group: 50 - PERSONNEL								
10-008-58100		SALARIES	0	33,593	34,086	33,856	38,220	18,495
10-008-58101		PAYROLL EXPENSE	0	567	621	555	640	256
10-008-58102		WORKERS COMPENSATION	0	1,062	1,036	1,103	1,103	1,485
10-008-58103		HEALTH INSURANCE	0	8,297	7,803	7,683	8,037	881
10-008-58104		RETIREMENT	0	2,938	3,094	2,771	3,521	1,314
10-008-58105		UNEMPLOYMENT INSURANCE	0	144	24	5,257	144	0
10-008-58107		CELL PHONE STIPEND	0	516	540	586	556	0
10-008-58108		EXTRA HELP	0	0	0	0	0	0
10-008-58109		CERTIFICATE PAY	0	240	0	0	0	0
10-008-58110		OVERTIME	0	5,675	4,381	7,618	4,512	0
10-008-58125		DENTAL INSURANCE	0	491	497	530	512	59
10-008-58126		LIFE INSURANCE	0	173	117	186	121	20
10-008-58127		PHYSICALS & GYM MEMBERSHIPS	0	720	0	0	0	0
10-008-58128		ACCRUED COMP & VACATION	0	0	0	0	0	0
Group: 55 - SUPPLIES								
10-008-58200		POSTAGE & SHIPPING	0	0	0	0	0	0
10-008-58201		OFFICE SUPPLIES	0	0	0	0	419	0
10-008-58202		FLOWERS/GIFTS/PLAQUES	0	0	0	0	1,614	0
10-008-58203		BASIC OPERATING SUPPLIES	0	1,043	0	1,405	1,100	547
10-008-58204		PRINTING & BINDING	0	0	0	0	0	1,139
10-008-58205		MINOR EQUIPMENT: OFFICE	0	0	0	373	0	0
10-008-58207		MV REPAIR & MAINTENACE	0	8,743	2,000	2,685	2,500	23
10-008-58208		UNIFORMS & SUPPLIES	0	127	824	940	1,000	0
10-008-58209		PAVING MATERIALS	0	0	0	0	0	1,035
10-008-58210		TRAFFIC & STREET SIGNS	0	4,702	3,605	3,139	3,605	330
10-008-58214		FINANCE CHARGES	0	0	0	0	0	4,847
10-008-58222		MINOR TOOLS	0	473	3,060	1,087	3,060	5
10-008-58223		EQUIPMENT	0	0	0	0	0	3,167
10-008-58224		MISC. TOOLS/SUPPLIES	0	0	0	0	0	0
10-008-58225		ASPHALT MATERIALS	0	11,134	35,000	10,899	35,000	5,238
10-008-58226		ROAD BASE MATERIALS - PAVING	0	3,889	19,800	13	19,800	0
10-008-58227		ICE & INCLEMENT WEATHER	0	0	4,635	441	4,635	864
10-008-58228		CONCRETE REPLACEMENT	0	2,625	15,000	0	15,000	0
10-008-58230		DRAINAGE	0	1,117	20,000	3,065	0	1,816
10-008-58251		BARRICADES/MARKERS	0	72	2,500	0	2,500	0
10-008-58253		SAFETY EQUIPMENT & SUPPLIES	0	0	1,030	1,288	1,030	0
10-008-58260		BUILDING & FACILITIES REPAIRS	0	10,656	24,000	3,792	24,000	3,490
10-008-58262		POLICE/FIRE DEPARTMENT	0	0	0	0	0	0
10-008-58263		PUBLIC WORKS BUILDING	0	0	0	0	0	0
10-008-58265		FACILITIES MAINT SUPPLIES	0	2,614	0	796	5,000	7,146
10-008-58266		MINOR EQUIPMENT: FIELD	0	513	3,800	1,787	4,000	570
10-008-58267		OPERATING SUPPLIES NON CONSUMA	0	0	0	0	0	0
10-008-58268		SUBSCRIPTIONS & PUBLICATIONS	0	0	0	0	0	0
10-008-58270		MV FUEL	0	5,394	10,900	1,205	11,000	654
10-008-58271		MV TIRES, TUBES & BATTERIES	0	245	0	0	0	0
10-008-58272		STREET REPAIR MATERIALS	0	0	0	0	0	0
10-008-58275		SPECIAL EVENTS	0	0	0	230	0	0
10-008-58278		EMERGENCY RESPONSE SUPPLIES	0	0	0	0	0	0
10-008-58454		PARKS MAINTENANCE	0	0	0	0	0	0

Group: 60 - UTILITIES							
10-008-58300	ELECTRICITY	0	45,841	33,372	49,502	35,000	30,843
10-008-58301	GAS	0	8,099	4,000	5,348	5,000	5,413
10-008-58302	TELEPHONE	0	0	15,000	0	15,000	0
10-008-58303	LONG DISTANCE TELEPHONE	0	0	0	0	0	0
10-008-58304	MOBILE TELEPHONE	0	0	0	0	0	0
10-008-58305	COMMUNICATION SERVICES	0	42,758	45,000	13,809	45,000	5,457
Group: 65 - CONTRACTUAL SERVICES							
10-008-58400	TRAVEL & TRAINING	0	26	1,000	2,805	3,000	1,375
10-008-58401	CONSULTANTS & PROFESSIONALS	0	165	0	0	0	0
10-008-58402	ADVERTISING & LEGAL NOTICES	0	0	0	0	0	0
10-008-58404	PROPERTY & LIABILITY	0	5,530	5,150	6,195	6,500	7,510
10-008-58405	REPAIR & MAINTENANCE	0	19	0	145	0	159
10-008-58407	DUES & MEMBERSHIPS	0	0	0	0	0	0
10-008-58408	SPECIAL EVENTS	0	1,572	0	0	0	0
10-008-58409	PERMITS & APPLICATIONS	0	0	0	0	0	0
10-008-58410	LAB TESTING	0	0	0	0	0	0
10-008-58411	PROPERTY DAMAGE	0	0	0	0	0	0
10-008-58412	OTHER RENTAL	0	2,701	0	2,468	0	1,270
10-008-58413	CONTRACT STREET REPAIR	0	0	0	0	0	0
10-008-58414	FINANCE CHARGES	0	17	0	0	0	6
10-008-58415	FINES & PENALTIES	0	0	0	0	0	31
10-008-58418	CONTRACTUAL SERVICES	0	9,031	15,000	2,961	15,000	11,061
10-008-58424	ENGINEERING/CITY ENGINEER	0	64,018	0	18,404	15,000	22,745
10-008-58425	SOLID WASTE COLLECTION	0	4,670	0	6,069	7,000	2,801
10-008-58426	SOFTWARE TECH SUPPORT	0	0	0	247	0	3,251
10-008-58427	EQUIPMENT TECH SUPPORT	0	0	0	0	0	0
10-008-58433	CLEANING SERVICE	0	0	0	0	0	0
10-008-58438	IT CONTRACT	0	3,849	3,968	3,528	4,000	2,245
10-008-58450	GOVERNMENT & MISC OPERATING	0	38,030	45,320	5,549	45,320	0
10-008-58451	EQUIPMENT RENTAL	0	1,145	2,060	0	2,060	0
10-008-58452	VEHICLE LEASE	0	52,366	0	61,225	0	-124
10-008-58453	STREET MAINTENANCE	0	0	0	5,413	0	0
10-008-58461	PARKS & ROADS DONATIONS PAID	0	0	0	0	0	0
10-008-58464	DRAINAGE	0	0	0	0	0	0
10-008-58476	REIMBURSABLES & REFUNDS	0	0	0	0	0	0
Group: 70 - TRANSFERS & RESTRICTED FUNDS							
10-008-58705	INTERFUND TRANSFER	0	0	0	0	0	0
10-008-58719	INTEREST	0	0	0	0	0	0
10-008-58725	DEBT ISSUANCE COST	0	0	0	0	0	0
10-008-58737	TRANSFER TO WATER FUND	0	0	0	0	0	0
10-008-58738	TRANSFER TO WASTEWATER FUND	0	0	0	321	0	0
10-008-58740	TRANSFER TO SOLID WASTE FUND	0	0	0	0	0	0
10-008-58741	TRANSFER TO GENERAL FUND	0	0	0	0	0	0
10-008-58742	TRANSFER TO CAPITAL/EQUIPMENT	0	0	0	0	0	0
10-008-58751	TRANSFER TO PERSONNEL SUPPORT	0	0	0	0	0	0
10-008-58754	TRANSFER TO DRAINAGE FUND	0	0	0	0	0	0
10-008-58756	TRANSFER TO EMERGENCY DISTASTE	0	0	0	0	0	0
10-008-58757	TRANSFER TO PARKS & ROADS DONA	0	0	0	0	0	0
Group: 75 - CAPITAL OUTLAY							
10-008-58601	VEHICLES	0	0	0	0	0	0
10-008-58602	TECHNOLOGY PROJECTS	0	0	0	0	0	0
10-008-58603	STREET IMPROVEMENTS	0	0	0	0	0	0
10-008-58604	EQUIPMENT: HEAVY	0	0	0	0	0	0
10-008-58606	TECHNOLOGY: OFFICE & FIELD	0	0	0	0	0	0
10-008-58607	CAPITAL IMPROVEMENTS	0	0	0	0	0	0
10-008-58609	FACILITIES: PARKS	0	17,868	30,000	194,514	30,000	34,439
10-008-58610	FACILITIES: CITY BUILDINGS	0	0	0	0	0	0
10-008-58624	EQUIPMENT PURCHASE	0	0	0	0	0	0
10-008-58625	UTILITIES: DRAINAGE	0	-13,199	0	19,210	0	0
10-008-58646	PREDETERMINED PROJECT EXPENDIT	0	0	0	0	0	0
10-008-58647	CAPITAL PROJECTS-RESERVE FUNDS	0	138,665	75,000	0	0	0

TOTAL CS EXPENSE 446,314

FY 2022 – 2023
PRELIMINARY BUDGET
WATER FUND

	FY 2019-2020 Total Budget	FY 2019-2020 Total Activity	FY 2020-2021 Total Budget	FY 2020-2021 Total Activity	FY 2021-2022 Total Budget	FY 2021-2022 YTD Activity	FY 2022-2023 PRELIMINARY
Department: 020 - Water							
Group: 15 - ADMINISTRATIVE FEES							
INTEREST REVENUE	0	64,250	0	40,964	10,000	283	10,000
INTEREST - OPERATING FUND	0	0	0	0	0	1,727	
Group: 35 - OTHER REVENUE							
REIMBURSEMENT FOR REPAIRS	0	0	0	0	0	500	
REFUNDS/ BANK CREDITS	0	912	0	500	0	0	
MISCELLANEOUS REVENUE	0	-210	0	63	1,200	-110	1,200
ADJUSTMENT TO REVENUE	0	0	0	0	0	-49	
BALANCE OFFSET	0	0	0	0	1	0	1
SALE OF RECYCLED MATERIALS	0	0	0	2,727	0	0	
SALE OF ASSETS	0	19,570	0	0	0	0	
Group: 40 - TRANSFERS							
2019 COOS - TWDB - FT WORTH WT	0	0	0	26,042	264,782	245,491	264,782
Group: 45 - 45							
USER CHARGES	0	2,021,520	0	2,279,644	2,337,262	1,227,388	2,500,000
PENALTIES	0	25,741	0	15,031	30,000	14,682	30,000
NEW ACCOUNT FEES	0	16,260	0	16,420	13,000	6,950	13,000
TAP FEES	0	5,750	0	-52	3,000	1,500	3,000
IMPACT FEES	0	221,108	0	283,678	165,000	47,856	250,000
METER FEE	0	25,055	0	24,683	25,000	12,560	25,000
METER BOX FEE	0	7,000	0	6,600	4,500	3,000	4,500
RECONNECT FEES	0	13,055	0	2,660	10,000	0	10,000
RETURNED CHECK FEES	0	1,230	0	1,020	600	1,573	600
BORE FEES	0	0	0	0	0	500	
Group: 50 - PERSONNEL							
SALARIES	0	378,961	0	588,281	590,867	388,360	630,000
PAYROLL EXPENSE	0	4,637	0	9,188	9,055	6,072	9,372
WORKERS COMPENSATION	0	9,461	0	8,498	14,504	8,826	15,012
HEALTH INSURANCE	0	61,471	0	52,697	112,959	62,201	116,913
RETIREMENT	0	42,742	0	48,851	45,089	31,225	46,667
UNEMPLOYMENT INSURANCE	0	1,536	0	2,027	340	2,238	352
CELL PHONE STIPEND	0	3,829	0	4,242	4,320	3,218	4,471
CERTIFICATE PAY	0	501	0	646	2,280	314	2,360
OVERTIME	0	36,790	0	36,192	16,817	27,173	17,406
DENTAL INSURANCE	0	4,275	0	6,296	21,184	4,305	21,925
LIFE INSURANCE	0	1,636	0	2,045	1,863	1,394	1,928
PHYSICALS & GYM MEMBERSHIPS	0	0	0	0	0	0	
ACCRUED COMP & VACATION	0	515	0	19,502	0	3,204	
Group: 55 - SUPPLIES							
POSTAGE & SHIPPING	0	13,796	0	13,515	15,000	5,966	15,000
OFFICE SUPPLIES	0	6,304	0	5,698	5,000	4,936	5,000
FLOWERS/GIFTS/PLAQUES	0	365	0	165	300	0	300
BASIC OPERATING SUPPLIES	0	1,777	0	-990	2,000	0	2,000
PRINTING & BINDING	0	-14	0	0	0	0	
MINOR EQUIPMENT: OFFICE	0	3,063	0	1,461	3,000	0	3,000
MV REPAIR & MAINTENANCE	0	5,951	0	9,602	10,400	824	10,400
UNIFORMS & SUPPLIES	0	2,829	0	3,502	5,370	2,541	

FINANCE CHARGES	0	3,291	0	1,675	1,800	7,103	Item 2.
EQUIPMENT	0	0	0	1,667	0	0	3,000
MISC. TOOLS/SUPPLIES	0	1,724	0	330	2,850	2,160	4,000
ROAD BASE MATERIALS - PAVING	0	129	0	0	0	0	0
CHEMICALS	0	11,271	0	12,959	10,048	5,606	35,000
FIRE HYDRANTS	0	0	0	0	10,400	49	10,400
SAFETY EQUIPMENT & SUPPLIES	0	3,427	0	2,028	2,874	0	2,874
BUILDING & FACILITIES REPAIRS	0	9,193	0	1,698	3,984	4,242	3,984
FACILITIES MAINT SUPPLIES	0	915	0	754	0	222	500
MINOR EQUIPMENT: FIELD	0	2,634	0	3,438	2,850	273	2,850
SUBSCRIPTIONS & PUBLICATIONS	0	0	0	206	500	0	750
MV FUEL	0	25,554	0	28,128	27,000	16,703	40,000
WATER DISTRIBUTION SUPPLIES	0	73,399	0	88,050	135,000	23,982	135,000
WATER PRODUCTION SUPPLIES	0	2,051	0	6,374	50,000	39,372	50,000
Group: 60 - UTILITIES							
ELECTRICITY	0	79,058	0	105,565	100,000	55,516	100,000
MOBILE TELEPHONE	0	4,525	0	2,980	5,700	895	5,700
COMMUNICATION SERVICES	0	6,572	0	3,388	6,132	1,044	6,132

Group: 65 - CONTRACTUAL SERVICES

TRAVEL & TRAINING	0	4,904	0	12,223	4,050	2,979	5,000
CONSULTANTS & PROFESSIONALS	0	18,008	0	3,306	25,000	7,092	25,000
ADVERTISING & LEGAL NOTICES	0	0	0	574	1,000	0	1,000
PRINTING & BINDING	0	0	0	792	0	0	0
PROPERTY & LIABILITY	0	5,394	0	5,530	5,500	6,195	5,500
REPAIR & MAINTENANCE	0	-492	0	0	0	504	0
DUES & MEMBERSHIPS	0	50	0	683	555	258	555
PERMITS & APPLICATIONS	0	0	0	6,774	5,000	5,566	5,500
LAB TESTING	0	-1,350	0	730	4,140	18,403	20,000
PROPERTY DAMAGE	0	0	0	0	2,500	0	2,500
FINANCE CHARGES	0	0	0	7	0	0	0
ACCOUNTING & AUDITOR	0	19,493	0	9,026	13,500	7,630	13,500
CONTRACTUAL SERVICES	0	0	0	4,002	0	6,611	0
ENGINEERING/CITY ENGINEER	0	64,219	0	127,433	36,000	25,812	36,000
SOLID WASTE COLLECTION	0	762	0	1,911	0	133	2,000
SOFTWARE TECH SUPPORT	0	2,257	0	7,453	2,000	5,440	3,000
EQUIPMENT TECH SUPPORT	0	0	0	0	0	0	10,000
BLACKBOARD CONNECT	0	956	0	956	2,750	985	2,750
IT CONTRACT	0	3,849	0	3,849	3,852	2,245	3,852
WELL SITE MAINTENANCE	0	424	0	3,481	15,608	10,331	25,000
EQUIPMENT MAINTENANCE	0	0	0	0	4,540	1,929	5,000
WATER TANK MAINTENANCE	0	70	0	495	6,000	17,385	35,000
BUILDING MAINT - WELL SITES	0	1,466	0	81	3,000	0	3,000
EQUIPMENT RENTAL	0	10,450	0	19,553	8,000	6,347	8,000
VEHICLE LEASE	0	0	0	0	52,000	0	52,000
WATER DISTRIBUTION CONTRACTUAL	0	18,052	0	17,654	45,000	3,562	45,000
WATER PRODUCTION CONTRACTUAL	0	33,449	0	19,111	50,000	5,590	100,000

Group: 70 - TRANSFERS & RESTRICTED FUNDS

INTERFUND TRANSFERS	0	-57,049	0	0	0	0	
PAYING AGENT FEES	0	1,975	0	1,703	0	1,256	
DEPRECIATION EXPENSE	0	95,752	0	106,117	0	0	
BAD DEBT	0	25,089	0	26,685	0	0	
DEBT ISSUANCE COST	0	0	0	41,927	0	51,844	
2010 REFUNDING	0	-7,079	0	-4,809	76,500	76,500	76,500
2012 REFUNDING	0	3,384	0	58,203	107,650	104,575	107,650
TRANSFER TO GENERAL FUND	0	0	0	0	200,000	0	200,000
FRANCHISE FEES	0	98,020	0	98,020	129,978	-465	129,978
2014 TWDB COB	0	8,090	0	10,700	40,534	35,330	40,534
2016 TWDB COB	0	6,711	0	8,689	53,689	49,344	53,689
PP FINANCE CONTRACT 6804	0	1,056	0	2,562	18,419	18,419	18,419
2015 COB	0	-11,292	0	6,522	45,675	43,091	45,675
TRANSFER TO WASTEWATER FUND	0	0	0	0	0	0	400,000

Group: 75 - CAPITAL OUTLAY

VEHICLES	0	1,222	0	16,472	85,000	1,439	0
TECHNOLOGY PROJECTS	0	0	0	0	0	19,262	12,500
EQUIPMENT: HEAVY	0	823	0	0	0	0	100,000
FACILITIES: CITY BUILDINGS	0	0	0	1,549	0	0	
WATER PURCHASES (EMER WATER)	0	7,620	0	0	0	0	
SOFTWARE	0	12,746	0	8,498	0	0	
UTILITIES: WATER DISTRIBUTION	0	7,625	0	-100	0	534	

UTILITIES: WATER PRODUCTION
WELL REPLACEMENT

0	10,009	0	18,917	0
0	750	0	0	0

0
0

Item 2.

FY 2022 – 2023

PRELIMINARY BUDGET

WASTEWATER FUND

WASTEWATER FUND

	FY 2019-2020 Total Budget	FY 2019-2020 Total Activity	FY 2020-2021 Total Budget	FY 2020-2021 Total Activity	FY 2021-2022 Total Budget	FY 2021-2022 YTD Activity	FY 2022-2023 PRELIMINARY
Department: 030 - Wastewater							
Group: 15 - ADMINISTRATIVE FEES							
INTEREST REVENUE	0	16,516	0	7,419	15,468	229	15,468
Group: 35 - OTHER REVENUE							
REFUNDS/BANK CREDITS	0	0	0	0	3,261	0	3,261
SALE OF ASSETS	0	0	0	8,000	0	0	
Group: 40 - TRANSFERS							
TRANSFER FROM WATER	0	0	0	0	0	0	400,000
Group: 45 - 45							
USER CHARGES	0	570,930	0	584,783	600,000	347,751	615,000
TAP FEES	0	1,500	0	-500	667	0	667
IMPACT FEES	0	123,298	0	172,358	125,000	25,120	125,000
Group: 50 - PERSONNEL							
SALARIES	0	54,380	0	43,162	33,067	21,661	90,000
PAYROLL EXPENSE	0	898	0	768	542	417	561
WORKERS COMPENSATION	0	2,365	0	2,124	1,036	2,207	1,072
HEALTH INSURANCE	0	11,998	0	18,265	7,803	4,652	8,076
RETIREMENT	0	5,518	0	4,983	2,697	2,175	2,791
UNEMPLOYMENT INSURANCE	0	146	0	267	24	144	25
CELL PHONE STIPEND	0	748	0	665	542	295	561
CERTIFICATE PAY	0	512	0	74	1,080	281	1,118
OVERTIME	0	3,327	0	10,256	2,140	7,529	2,215
DENTAL INSURANCE	0	623	0	685	497	321	514
LIFE INSURANCE	0	238	0	242	117	113	121
ACCRUED COMP & VACATION	0	0	0	748	0	0	0
Group: 55 - SUPPLIES							
POSTAGE & SHIPPING	0	0	0	0	2,000	0	2,000
OFFICE SUPPLIES	0	637	0	0	1,200	70	1,200
BASIC OPERATING SUPPLIES	0	151	0	144	1,200	138	1,200
MINOR EQUIPMENT: OFFICE	0	920	0	185	1,000	0	1,000
MV OILS, LUBRICANTS & FLUIDS	0	0	0	0	500	0	500
MV REPAIR & MAINTENANCE	0	0	0	697	2,400	0	2,400
UNIFORMS & SUPPLIES	0	786	0	506	1,930	159	2,000
WASTEWATER SUPPLIES	0	1,359	0	2,221	4,000	29	4,000
EQUIPMENT	0	-114	0	530	2,900	0	2,900
MISC. TOOLS/SUPPLIES	0	446	0	252	1,000	344	1,000
CHEMICALS	0	24,018	0	26,249	60,478	16,351	75,000
SAFETY EQUIPMENT & SUPPLIES	0	894	0	351	2,775	298	2,775
BUILDING & FACILITIES REPAIRS	0	1,046	0	43	5,000	299	5,000
FACILITIES MAINT SUPPLIES	0	8,201	0	478	0	0	0
MV FUEL	0	9,208	0	1,279	3,875	0	5,000
WASTEWATER COLLECTION	0	7,794	0	1,694	35,000	0	35,000
WASTEWATER TREATMENT	0	8,149	0	5,262	10,000	2,775	10,000
Group: 60 - UTILITIES							
ELECTRICITY	0	60,792	0	59,253	61,200	32,560	65,000
COMMUNICATION SERVICES	0	0	0	0	0	444	0
Group: 65 - CONTRACTUAL SERVICES							
TRAVEL & TRAINING	0	2,167	0	0	3,500	277	3,500

Item 2.

								Item 2.
CONSULTANTS & PROFESSIONALS	0	1,203	0	0	0	0	0	0
ADVERTISING & LEGAL NOTICES	0	0	0	379	0	0	0	0
PROPERTY & LIABILITY	0	5,394	0	5,530	5,500	6,195	5,500	5,500
REPAIR & MAINTENANCE	0	853	0	0	7,650	2,988	7,650	7,650
DUES & MEMBERSHIPS	0	10	0	0	333	0	500	500
PERMITS & APPLICATIONS	0	800	0	4,202	3,500	3,283	3,500	3,500
LAB TESTING	0	23,662	0	33,194	19,700	10,882	21,000	21,000
FINES & PENALTIES	0	0	0	126	0	0	0	0
ACCOUNTING & AUDITOR	0	9,083	0	8,750	10,000	7,485	10,000	10,000
CONTRACTUAL SERVICES	0	13,715	0	21,997	12,000	1,378	12,000	12,000
ENGINEERING/CITY ENGINEER	0	1,253	0	11,066	12,000	5,736	12,000	12,000
SLUDGE HAULING	0	95,047	0	74,884	78,000	25,731	90,000	90,000
IT CONTRACT	0	3,849	0	3,849	3,852	2,245	3,852	3,852
LIFT STATION EQUIPMENT MAINTENANCE	0	82,338	0	765	30,000	8,525	30,000	30,000
GOVERNMENT & MISC OPERATING	0	0	0	0	3,000	222	3,000	3,000
EQUIPMENT RENTAL	0	13,702	0	0	1,000	0	500	500
VEHICLE LEASE	0	0	0	0	80	0	0	0
Group: 70 - TRANSFERS & RESTRICTED FUNDS								
DEPRECIATION EXPENSE	0	448,949	0	464,764	0	0	0	0
BAD DEBT EXPENSE	0	6,159	0	8,520	0	0	0	0
DEBT ISSUANCE COSTS	0	0	0	0	0	0	0	0
FRANCHISE FEES	0	28,553	0	28,553	37,220	0	37,220	37,220
SERIES 2017 DEBT	0	69,053	0	104,135	266,582	232,333	600,000	600,000
Group: 75 - CAPITAL OUTLAY								
VEHICLES	0	54	0	-5,047	0	0	0	0
FACILITIES: CITY BUILDINGS	0	173	0	0	0	0	0	0

FY 2022 – 2023
PRELIMINARY BUDGET
DRAINAGE FUND

Fund: 07 - DRAINAGE FUND

	FY 2019-2020 Total Budget	FY 2019-2020 Total Activity	FY 2020-2021 Total Budget	FY 2020-2021 Total Activity	FY 2021-2022 Total Budget	FY 2021-2022 YTD Activity	FY 2022-2023 PRELIMINARY	Item 2.
Department: 070 - DRAINAGE								
Group: 15 - ADMINISTRATIVE FEES								
07-070-46104	0	0	0	42,444	405,000	248,539	330,000	
07-070-46005	0	0	0	0	0	0	1,500	
Group: 55 - SUPPLIES								
07-070-58230	0	0	0	0	300,000	0		
Group: 65 - CONTRACTUAL SERVICES								
07-070-58424	0	0	0	0	300,000	0		
Group: 75 - CAPITAL OUTLAY								
07-070-58625	0	0	0	0	300,000	0	325,000	
07-070-58705	0	0	0	0	300,000	0		

FY 2022 – 2023
PRELIMINARY BUDGET
DEBT
(ALL FUNDS)

DEBT OVERVIEW

	TOTAL General Fund (I/S)	TOTAL Water	TOTAL Wastewater
2022	\$ 1,692,182.22	\$ 1,143,670.96	\$ 478,791.00
2023	\$ 1,799,009.91	\$ 1,050,718.35	\$ 860,228.50
2024	\$ 1,830,956.10	\$ 1,084,047.91	\$ 857,083.00
2025	\$ 1,854,892.72	\$ 1,064,503.93	\$ 858,785.50
2026	\$ 1,877,256.40	\$ 1,058,092.00	\$ 860,267.50
2027	\$ 1,058,860.08	\$ 973,121.77	\$ 861,529.00
2028	\$ 1,012,098.12	\$ 972,958.37	\$ 857,638.50
2029	\$ 963,293.62	\$ 979,796.48	\$ 858,596.00
2030	\$ 965,802.27	\$ 975,973.33	\$ 859,333.00
2031	\$ 813,947.95	\$ 978,838.55	\$ 859,849.50
2032	\$ 813,100.00	\$ 949,151.75	\$ 865,130.50
2033	\$ 810,900.00	\$ 944,361.75	\$ 593,890.00
2034	\$ 812,800.00	\$ 949,144.00	\$ 596,155.00
2035	\$ 808,800.00	\$ 948,425.25	\$ 592,877.00
2036	\$ 808,900.00	\$ 907,766.25	\$ 593,804.00
2037	\$ 810,275.00	\$ 902,253.75	\$ 593,969.00
2038	\$ 809,150.00	\$ 851,774.00	\$ 593,424.00
2039	\$ 808,450.00	\$ 846,360.00	\$ 592,270.00
2040	\$ 812,075.00	\$ 845,639.00	\$ 595,525.00
2041	\$ 810,025.00	\$ 849,515.50	\$ 593,200.00
2042	\$ 812,300.00	\$ 847,986.50	\$ 595,326.00
2043	\$ 272,075.00	\$ 846,070.25	\$ 591,940.00
2044	\$ 269,650.00	\$ 848,737.50	\$ 593,078.00
2045	\$ 272,000.00	\$ 846,088.75	\$ 593,734.00
2046	\$ 274,050.00	\$ 848,123.00	\$ 593,922.00
2047		\$ 849,764.25	\$ 593,683.00
2048		\$ 851,011.50	\$ 593,036.00
2049		\$ 851,863.75	\$ 591,971.00
2050		\$ 852,345.50	\$ 595,458.00
2051			\$ 593,515.00
2052			\$ 596,225.00
	\$ 23,872,849.39	\$ 26,918,103.90	\$ 20,954,234.00

\$ 71,745,187.29

Debt Service Schedule - All Funds

Issue Date	Type	Maturity Date	Balance Remaining
12/15/2014	2014 Government Capital No. 6802 - CID Vehicle	2/28/2022	4,442.75
12/17/2015	2015 Series COB--Road Equipment; Police Vehicles	9/30/2023	818,694.00
7/25/2012	2012 Series Refunded--2003 and 2008 ***	9/30/2023	1,241,825.00
12/9/2014	2014 Government Capital No. 6804 - Freightliner & Brush Truck	2/28/2024	82,573.08
8/7/2018	2018A Tax Notes - Public Safety Building	9/30/2025	524,463.00
6/12/2018	2018 Tax Notes - Roads	9/30/2025	585,980.25
3/4/2021	2021 Government Capital No. 9371 - Water Meters	3/4/2026	411,862.75
7/10/2019	2019 Tax Notes - Roads, Parks, Drainage	9/30/2026	2,200,931.25
5/11/2017	2017 Government Capital No. 7744 - Fire Engine	4/21/2027	289,749.66
10/5/2018	2018 Government Capital No. 8381	10/30/2028	329,091.98
1/1/2019	2019 Government Capital No. 8526 - Ladder Truck	1/15/2030	1,760,862.15
3/15/2017	2017 Series COB - Temporary Package Plant	9/30/2032	2,930,588.00
4/29/2014	TWDB - Series 2014-- Water System Improvements	9/30/2035	589,947.00
3/6/2016	TWDB - Series 2016--Ranch House Line Water Relocation	9/30/2037	903,347.75
1/13/2022	2022 Series COB - Roads & Parks	9/30/2042	7,619,866.67
8/15/2016	2016 Series GOB --Roads and Public Safety Building	9/30/2046	9,010,500.00
12/12/2019	2019 TWDB COB - Ft Worth Water Connection	9/1/2050	9,624,342.50
12/12/2019	2019 TWDB COB - Ft Worth Water Connection	9/1/2050	14,792,473.50
5/25/2021	2021 TWDB Series 2021A - Sewer Plant (CO S21)	9/30/2052	18,023,646.00
			71,745,187.29

***2008--Street and Roads (Concrete on Stagecoach; El Chico; Repaved Ranch House)
 ***2003--Water System Improvements

**Debt Service Schedule
By Maturity Date**

	Maturity Date	Balance Remaining
2014 Government Capital No. 6802 - CID Vehicle	2/28/2022	4,442.75
2012 Series Refunded--2003 and 2008 ***	9/30/2023	1,241,825.00
2014 Government Capital No. 6804 - Freightliner & Brush Truck	2/28/2024	82,573.08
2018 Tax Notes - Roads	9/30/2025	585,980.25
2018A Tax Notes - Public Safety Building	9/30/2025	524,463.00
2019 Tax Notes - Roads, Parks, Drainage	9/30/2026	2,200,931.25
2021 Government Capital No. 9371 - Water Meters	3/4/2026	411,862.75
2017 Government Capital No. 7744 - Fire Engine	4/21/2027	289,749.66
2018 Government Capital No. 8381	10/30/2028	329,091.98
2019 Government Capital No. 8526	1/15/2030	1,760,862.15
2015 Series COB--Road Equipment; Police Vehicles	9/30/2031	818,694.00
2017 Series COB - Temporary Package Plant	9/30/2032	2,930,588.00
TWDB - Series 2014-- Water System Improvements	9/30/2035	589,947.00
TWDB - Series 2016--Ranch House Line Water Relocation	9/30/2037	903,347.75
2022 Series COB - Roads & Parks	9/30/2042	7,619,866.67
2016 Series GOB --Roads and Public Safety Building	9/30/2046	9,010,500.00
2019 TWDB COB - Ft Worth Water Connection	9/30/2050	14,792,473.50
2021 WP CO S21 - Ft Worth Water Connection	9/30/2050	9,624,342.50
2021 TWDB Series 2021A - Sewer Plant	9/30/1952	18,023,646.00
		71,745,187.29

***2008--Street and Roads (Concrete on Stagecoach; El Chico; Repaved Ranch House)
 ***2003--Water System Improvements

**Debt Service Schedule
By Balance Remaining**

	Maturity Date	Balance Remaining
2014 Government Capital No. 6802 - CID Vehicle	2/28/2022	4,442.75
2014 Government Capital No. 6804 - Freightliner & Brush Truck	2/28/2024	82,573.08
2017 Government Capital No. 7744 - Fire Engine	4/21/2027	289,749.66
2018 Government Capital No. 8381	10/30/2028	329,091.98
2021 Government Capital No. 9371 - Water Meters	3/4/2026	411,862.75
TWDB - Series 2014-- Water System Improvements	9/30/2035	589,947.00
2018A Tax Notes - Public Safety Building	9/30/2025	524,463.00
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TWDB - Series 2016--Ranch House Line Water Relocation	9/30/2037	903,347.75
2012 Series Refunded--2003 and 2008 ***	9/30/2023	1,241,825.00
2019 Government Capital No. 8526	1/15/2030	1,760,862.15
2019 Tax Notes - Roads, Parks, Drainage	9/30/2026	2,200,931.25
2017 Series COB - Temporary Package Plant	9/30/2032	2,930,588.00
2022 Series COB - Roads & Parks	9/30/2042	7,619,866.67
2016 Series GOB --Roads and Public Safety Building	9/30/2046	9,010,500.00
2021 WP CO S21 - Ft Worth Water Connection	9/30/2050	9,624,342.50
2019 TWDB COB - Ft Worth Water Connection	9/30/2050	14,792,473.50
2021 TWDB Series 2021A - Sewer Plant	9/30/2052	18,023,646.00
		71,745,187.29

***2008--Street and Roads (Concrete on Stagecoach; El Chico; Repaved Ranch House)
 ***2003--Water System Improvements



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: July 12, 2022	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Discussion / Action: To accept the retirement letter from Mike LeNoir; Fire Chief, Fire Marshall, Emergency Management Coordinator

BACKGROUND:

On June 20th, Fire Chief Mike LeNoir informed City Manager Bryan Grimes and Candy Scott, HR Director, of his intent to retire from the City of Willow Park, effective August 2, 2022. The letter is attached to this memo.

City staff will deeply miss Mike’s service, personally, and his commitment to the City of Willow Park. We wish nothing but the best for Chief LeNoir and the best in his future endeavors.

Suggested Motion: I move to accept the retirement letter from Chief Mike LeNoir for the City of Willow Park effective August 2, 2022.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



City of Willow Park
516 Ranch House Rd.
Willow Park, Texas 76087
Phone: (817) 441-7108 · Fax: (817) 441-6900

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

June 20, 2022

Mr. Grimes.

This has been one of the toughest decisions I have ever had to make in my lifetime, but today I am tendering my retirement from the Fire Service, the City of Willow Park, and TMRS effective August 2, 2022 at the end of day. This will give me 20 years in the service and the ability to reflect on what the future holds for me. This is my official 4 weeks' notice that is required by city policy under section 10 for department heads. With my vacation for 2 weeks off, today would give the ample time to provide an orderly transition of my position to an interim Fire Chief as well as meet the city handbook requirements.

I would like to recommend placing John Schneider now Assistant Fire Chief to the Interim Fire Chief/Fire Marshal/EMC position until a determination is made.

I would like to thank the City of Willow Park for allowing me the honor and privilege of being the Fire Chief of Willow Park Fire Rescue Department from May 2016 to present. It has been a great pleasure to help grow this Fire Department into the incredible professional service it has become.

Respectfully,

A handwritten signature in black ink, appearing to read 'James Michael LeNoir'. The signature is fluid and cursive.

James Michael LeNoir
Fire Chief/Fire Marshal/EMC



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: July 12, 2022	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Discussion / Action: Removal Mike LeNoir as Fire Marshall and Fire Chief for the City of Willow Park

BACKGROUND:

On June 20th, Fire Chief Mike LeNoir informed City Manager Bryan Grimes and Candy Scott, HR Director, of his intent to retire from the City of Willow Park, effective August 2, 2022. The City of Willow Park has a great appreciation to Mike LeNoir for his commitment to the Fire Department that he transformed from a mainly rural agency to the modern department of today. His leadership is invaluable to WPF.

We wish him well as he begins a new chapter outside of the fire services and welcome him back at anytime.

Suggested Motion: I move to remove Mike LeNoir as Fire Marshall and Fire Chief for the City of Willow Park effective August 2, 2022

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: July 12, 2022	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Discussion / Action: Removal Mike LeNoir as Emergency Management Coordinator for the City of Willow Park

BACKGROUND:

On June 20th, Fire Chief Mike LeNoir informed City Manager Bryan Grimes and Candy Scott, HR Director, of his intent to retire from the City of Willow Park, effective August 2, 2022. The City of Willow Park has a great appreciation to Mike LeNoir for his commitment to the Fire Department that he transformed from a mainly rural agency to the modern department of today. His leadership is invaluable to WPFDD.

We wish him well as he begins a new chapter outside of the fire services and welcome him back at anytime.

Suggested Motion: I move to remove Mike LeNoir as the Emergency Management Coordinator for the City of Willow Park effective August 2, 2022

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: July 12, 2022	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Discussion / Action: Appoint John Schneider as Fire Marshall and Fire Chief for the City of Willow Park

BACKGROUND:

On June 20th, Fire Chief Mike LeNoir informed City Manager Bryan Grimes and Candy Scott, HR Director, of his intent to retire from the City of Willow Park, effective August 2, 2022. City Manager Bryan Grimes has interviewed and discussed with Assistant Chief John Schneider about being appointed to the positions of Fire Marshall and Fire Chief for the City of Willow Park. Asst. Chief Schneider is qualified and experienced to assume these roles with the retirement of Chief LeNoir. Finally, Assistant Chief Schneider has the endorsement of Mike LeNoir for these positions.

Suggested Motion: I move to appoint John Schneider as the Fire Marshall and Fire Chief for the City of Willow Park effective August 2, 2022

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: July 12, 2022	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Discussion / Action: Appoint John Schneider as Emergency Management Coordinator for the City of Willow Park

BACKGROUND:

On June 20th, Fire Chief Mike LeNoir informed City Manager Bryan Grimes and Candy Scott, HR Director, of his intent to retire from the City of Willow Park, effective August 2, 2022. City Manager Bryan Grimes has interviewed and discussed with Assistant Chief John Schneider about being appointed to the position of Emergency Management Coordinator for the City of Willow Park. Asst. Chief Schneider is qualified and experienced to assume this role with the retirement of Chief LeNoir. Finally, Assistant Chief Schneider has the endorsement of Mike LeNoir for this position.

Suggested Motion: I move to appoint John Schneider as the Emergency Management Coordinator for the City of Willow Park effective August 2, 2022

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: 06/14/2022	Department: Municipal Court	Presented By: Michelle Lowe
------------------------------------	------------------------------------	------------------------------------

AGENDA ITEM

New Collection Agency/Perdue Brandon

BACKGROUND:

Court Administrator – Michelle Lowe will be asking for approval for court to start using Perdue Brandon as the new collection agency for the court.

- Agenda Item
- Written Findings
- City of Willow Park Fine Fee Notice
- City of Willow Park Contract and Ordinance

None

STAFF/BOARD/COMMISSION RECOMMENDATION:

Above mentioned Reports enclosed

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	NONE
	Source of Funding	

SECTION III. PERDUE'S COLLECTION OBLIGATIONS

A. Perdue agrees to refer all payments and correspondence directly to the court that has assessed or levied the fines, fees, and court costs being collected pursuant to this Contract. Perdue reserves the right to return any accounts not collected within one (1) year of referral by the City. Neither party will have any obligation to the other with regard to returned accounts.

B. Perdue agrees to use its best efforts to collect the delinquent accounts received from the City and to comply with all provisions of state and federal law and regulations promulgated pursuant thereto in the rendition of collection services contemplated by this Contract.

C. If requested by the City, Perdue agrees to provide legal advice to the City on its delinquent accounts.

SECTION IV. COLLECTION FEE

The City agrees to pay Perdue as follows:

(1) No charge for the collected fines, fees, and court costs referred to Perdue by the City imposed on all unadjudicated offenses committed on or before June 18, 2003.

(2) Thirty percent (30%) of the collected fines, fees, and court costs referred to Perdue imposed on all adjudicated offenses committed on or before June 18, 2003; and

(3) Thirty percent (30%) of the collected fines, fees, and court costs referred to Perdue imposed on all offenses occurring after June 18, 2003.

The thirty percent (30%) collection fee shall be added to the amount owed by a defendant that is more than 60 days past due pursuant to Article 103.0031, Texas Code of Criminal Procedure.

SECTION V. EXCEPTIONS TO THE COLLECTION FEE

Pursuant to Article 103.0031(b), Texas Code of Criminal Procedure, Perdue cannot collect from a defendant the percentages referred to in Section IV. COLLECTION FEE if the defendant has been determined by the court of original jurisdiction to be indigent, or has insufficient resources or income, or is otherwise unable to pay all or part of the underlying fine or costs. The collection fee does not apply to a case that has been dismissed by a court of competent jurisdiction or to any amount that has been satisfied through time-served credit or community service.

The collection fee shall, however, be applied to any balance remaining after a partial credit for time served or community service if the balance is more than 60 days past due.

SECTION VI. METHOD OF PAYMENT

Absent an agreement otherwise, the City shall calculate and receive the amount of any collections due to Perdue. Said fee shall be paid to Perdue by check on a monthly basis. All compensation shall become the property of Perdue at the time of payment.

SECTION VII. COMMENCEMENT AND TERMINATION OF CONTRACT

This Contract shall commence on the _____ day of _____, 2022, and end when both parties mutually agree; provided, however, that either party to this agreement shall have the right to terminate this agreement by giving the other party thirty (30) days written notice of their desire and intention to terminate this Contract. Upon termination Perdue shall have an additional six (6) months to complete work on all delinquent accounts referred from the City prior to the notice of termination and will be entitled to compensation on such accounts if collected.

SECTION VIII. NOTICES

For purposes of sending notice under the terms of this Contract, all notices from the City shall be sent to Perdue by certified United States mail, or delivered by hand or courier, and addressed as follows:

Perdue, Brandon, Fielder, Collins & Mott, LLP
Attn: Elizabeth Banda Calvo
BY U.S. MAIL OR BY COURIER DELIVERY:
500 E. Border Street, Suite 640
Arlington, Texas 76010
Telephone Number: 817-505-4733

All notices from Perdue shall be sent to the City by certified United States mail, or delivered by hand or courier, and addressed as follows:

City of Willow Park
Attn: Bryan Grimes
516 Ranch House Rd.
Willow Park, Texas 76087
Telephone Number: 817-441-7108

SECTION IX. VENUE AND CONTROLLING LAW

This Contract is made and is to be interpreted under the laws of the State of Texas. Venue for any disputes involving this Contract shall be in the appropriate courts in Parker County, Texas.

SECTION X. ACCEPTANCE OF EMPLOYMENT

In consideration of the terms and compensation herein stated, Perdue hereby accepts said employment and undertakes performance of said Contract as set forth above.

SECTION XI. SEVERABILITY

Every provision of this Contract is intended to be severable. If any term or provision hereof is hereafter deemed by a court of competent jurisdiction to be illegal, invalid, void or unenforceable, for any reason or to any extent whatsoever, such illegality, invalidity, or unenforceability shall not affect the validity of the remainder of this Contract, it being intended that such remaining provisions shall be construed in a manner most closely approximating the intention of the parties with respect to the illegal, invalid, void or unenforceable provision or part thereof.

The Firm is compliant with and will comply with all provisions of Chapters 2252 Subchapter F, 2271 and 2274 of the Texas Government Code during the term of this Contract. The State Bar of Texas investigates and prosecutes professional misconduct committed by Texas attorneys. If you have a complaint against or dispute with this firm involving professional misconduct, the State Bar’s Office of Chief Disciplinary Counsel will provide you with information about how to file a complaint.

In support of this contract the City has also adopted written findings pursuant to Section 2254.1036 of the Government Code.

This Contract is executed on behalf of the City by the presiding officer of its governing body who is authorized to execute this instrument by Ordinance heretofore passed and recorded in its minutes. This Contract may be executed in any number of counterparts, and each counterpart shall be deemed an original for all purposes. Signed facsimiles or electronically signed Contracts executed on behalf of the City by the presiding officer of its governing body authorized to execute this instrument shall be binding and enforceable.

WITNESS the signature of all parties hereto this ____ day of _____, 2022.

CITY OF WILLOW PARK, TEXAS

By: _____
Bryan Grimes
City Administrator

PERDUE, BRANDON, FIELDER, COLLINS & MOTT, L.L.P.

By: _____
Elizabeth Banda Calvo
Partner

ORDINANCE NO. _____

ORDINANCE PROVIDING FOR A FEE TO DEFRAY COSTS OF COLLECTING DELINQUENT FINES, FEES, COURT COSTS, AND OTHER DEBTS PURSUANT TO ARTICLE 103.0031 OF THE TEXAS CODE OF CRIMINAL PROCEDURE

STATE OF TEXAS §

COUNTY OF PARKER §

WHEREAS, Article 103.0031 of the Texas Code of Criminal Procedure authorizes the City of Willow Park to contract with a private attorney for the collection of the fees listed above and to impose an additional fee in the amount of thirty percent on each debt or account receivable that is more than sixty days past due and which has been referred to an attorney for collection; and

WHEREAS, the City of Willow Park has determined that it is in the public interest to ensure the prompt payment of delinquent court-imposed fines, fees, court costs, and other debts as provided by said statute; and

WHEREAS, the City of Willow Park, pursuant to Article 103.0031, Texas Code of Criminal Procedure, has entered into a contract with a private firm, Perdue Brandon Fielder Collins & Mott L.L.P. (Perdue), to provide services for the collection of debts and accounts receivables, i.e.: fines, fees, court costs, restitution, and other debts ordered to be paid by a court serving the City of Willow Park;

WHEREAS, the City of Willow Park deems it in the public interest to pass this ordinance authorizing an additional collection fee for the collection of delinquent fines, fees, court costs, and other debts;

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

SECTION 1. FINDINGS. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City of Willow Park and made a part of this ordinance for all purposes and findings of fact.

SECTION 2. COLLECTION FEE. In accordance with Article 103.0031 of the Texas Code of Criminal Procedure, there is hereby imposed an additional fee of thirty percent (30%) on all debts and accounts receivable, i.e.: fines, fees, court costs, restitution, and other debts that are more than sixty (60) days past due and have been referred to a private firm (Perdue) for collection.

SECTION 3. EFFECTIVE DATE. This ordinance shall be effective from and after its date of passage.

SECTION 4. AUTHORIZATION. The City of Willow Park is hereby authorized to enter into a contract with the Perdue Firm to provide services for the collection of fines, fees, court costs, and other debts substantially in the form of the attached contract which is made a part of this ordinance for all purposes.

SECTION 5. SEVERABILITY. If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

SECTION 6. OPEN MEETINGS. It is hereby found and determined that the meetings at which this ordinance is considered are open to the public and that notice of the time, place and purpose thereof was given in accordance with the provisions of the Texas Government Code – Chapter 551, as amended, and that a quorum of the City Council was present.

PASSED AND APPROVED on the ____ day of _____, 2022.

City of Willow Park, Texas

ATTEST:

APPROVED AS TO FORM:

NOTICE PURSUANT TO GOVERNMENT CODE SEC. 2254.1036

WHEREAS, the City of Willow Park, will consider a contingent fee contract with the law firm of Perdue Brandon Fielder Collins & Mott, L.L.P. (“Firm”) and hereby posts this notice pursuant to Sec. 2254.1036 of the Government Code.

WHEREAS, this notice shall be posted before or at the time of giving the written notice required by Government Code Sec. 551.041 for a meeting described by Sec. 2254.1036(a)(2) of the Government Code and shall announce the following:

A. The City of Willow Park is entering into a contract with the Firm for the collection of delinquent fines and fees owed to the City of Willow Park and through this contract the City of Willow Park seeks to increase recovery of its delinquent debts in as expeditious a manner as possible. GOVT. CODE § 2254.1036(a)(1)(A).

B. The City of Willow Park believes the Firm has the competency, qualifications, and experience necessary to fulfill this contract. GOVT. CODE § 2254.1036(a)(1)(B). The Firm has collected delinquent government receivables for 51 years. The Firm currently has 14 primary offices and multiple satellite offices throughout Texas, Oklahoma and Florida. It employs more than 350 individuals, including 56 attorneys. It uses a multi-office, fully integrated team approach allowing the City of Willow Park access to all its offices and resources. Its collection team consists of long-term Firm employees, including attorneys, call center associates, paralegals, law clerks, legal secretaries, collection support personnel and information technology experts. The Firm utilizes proprietary collection software that can be tailored to meet any special need the City of Willow Park may have.

C. The nature of any relationship between the City of Willow Park and the Firm is as follows. GOVT. CODE § 2254.1036(a)(1)(C).

The Firm has no previous relationship with the City of Willow Park.

D. The City of Willow Park is unable to collect its delinquent fines and fees. GOVT. CODE § 2254.1036(a)(1)(D). The City of Willow Park currently does not have adequate support staff, computer software/programming, or experience to internally conduct these collection services and acquiring these will result in substantial expense to the City of Willow Park.

E. These collection services cannot be provided for an hourly fee. GOVT. CODE § 2254.1036(1)(E). The Criminal Procedure/Transportation Codes allow the assessment of a percentage-based fee to recover the costs of collecting delinquent fines and fees. These percentage-based fees are assessed only against the debtor and not the City of Willow Park or taxpayers of the City of Willow Park. The collection of delinquent fines and fees is a high-volume practice, requiring a significant amount of research, mailing, and handling of outbound/inbound calls. An hourly fee for such work will likely exceed amounts of delinquent fines and fees due. Moreover, the City of Willow Park will bear the cost of these hourly fees and not the debtor,

because the Code of Criminal Procedure does not expressly authorize the City to pay for collection services based on an hourly fee.

F. The City believes this contingent fee contract is in its best interest. GOVT. CODE § 2254.1036(a)(1)(F). Under the contingent fee contract, the Firm will be paid the amount of the percentage-based collection fee, regardless the number of hours the Firm spends researching, contacting and mailing to collect the delinquent debt. Additionally, the percentage-based collection penalty is a pass-through expense to the debtor and not an expense to the City of Willow Park or taxpayers in the City of Willow Park.

NOW THEREFORE, be it resolved, this City Council, for the reasons stated above, hereby seeks entry of the contingent fee contract between the City of Willow Park and the law firm of Perdue Brandon Fielder Collins and Mott, LLP for the collection of delinquent fines and fees.

Executed this the ____ day of _____, 2022.

On Behalf of the City Council
City of Willow Park
Parker County, Texas

Written Findings as to the Collections Contract with Perdue Brandon Fielder Collins & Mott, LLP

In an open meeting, the City Council for the City of Willow Park considered all matters listed in Section 2254.1036(a)(1) of the Government Code, as they relate to a contingent fee contract with Perdue Brandon Fielder Collins and Mott, LLP.

The City Council, pursuant to Section 2254.1036(b) of the Government Code, hereby finds the following to be true: 1) there is a substantial need for the legal services specified in said contract; 2) these legal services cannot be adequately performed by the attorneys and supporting personnel of the City of Willow Park; and 3) these legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of the matter for which these services will be obtained or because the City of Willow Park does not have funds to pay the estimated amounts required under a contract providing only for the payment of hourly fees.

Therefore, this City Council hereby approves the contract by and between the City of Willow Park and Perdue Brandon Fielder Collins & Mott, LLP, for professional legal services regarding the collection of delinquent court fines and fees with services to be paid in accordance with Article 103.0031 of the Texas Code of Criminal Procedure.

APPROVED and EXECUTED this the ____ day of _____, 2022.

On Behalf of the City Council for the City of Willow Park
Parker County, Texas



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: July 12, 2022	Department: Planning & Development	Presented By: Betty Chew Bill Funderburk
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AGENDA ITEM:

Consideration & Action: Resolution setting a public hearing to consider an update to the Land Use Assumptions, Capital Improvements Plan for water and wastewater impact fees, and proposed water and wastewater impact fees.

BACKGROUND:

A public hearing to consider the Capital Improvements Committee’s recommendation must be scheduled to proceed.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends adopting the resolution setting Public Hearing for September 13, 2022.

EXHIBITS:

- Resolution 2022-_____

RECOMMENDED MOTION:

Motion to approve resolution to set public hearing for LUA, CIP, and Impact Fees.

RESOLUTION NO. 2022-____

WHEREAS, the City Council of Willow Park (the “City Council”) has received the updates of the land use assumptions, the capital improvements plans for water and wastewater impact fees, along with the proposed amended water and wastewater impact fees; and

WHEREAS, the City Council is required to conduct a public hearing to discuss the amendments to the land use assumptions, the capital improvements plans and the amended impact fees for water and wastewater impact fees pursuant to Section 395.054 of the Local Government Code; and

WHEREAS, the Capital Improvements Advisory Committee, in accordance with Section 395.056 of the Local Government Code, shall review the updated land use assumption, the capital improvements plans and the proposed amended water and wastewater impact fees and file its comments with the City Council before the fifth business day before the date of the public hearing to be conducted by the City Council; and

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

THAT the City Council shall hold a public hearing to consider the amendments to the land use assumptions, capital improvements plans and the water and wastewater impact fees, under which amended water and wastewater impact fees may be imposed; and

THAT the public hearing will be held at a regular called meeting of the City Council of Willow Park, TX on September 13, 2022 at 7:00 p.m. at the following location: Willow Park City Hall, Council Chambers, 516 Ranch House Road, Willow Park, TX.

PASSED, APPROVED, and ADOPTED this 12th day of July, 2022.

CITY OF WILLOW PARK, TEXAS

Doyle Moss, Mayor

ATTEST:

Crystal Dozier, City Secretary
City of Willow Park



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: July 12, 2022	Department: Planning & Development	Presented By: Betty Chew
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AGENDA ITEM:

Consideration & Action: Waiver of penalty and interest for sanitary sewer lien (May 18, 1994) on property located in the 5100 Block IH-20 Service Road North.

BACKGROUND:

This is a request from Doss Property Company (DPC Willow Park Properties, LLC). A sanitary sewer main was installed in 1993 to service this area. Liens were placed on each property along the main for the cost of the pro-rata share. The original lien was \$6,191.97. The Notice of Lien was to Graham and Lynch, predecessors in title.

DPC Willow Park Properties LLC is requesting the Council waive the penalty and interest and allow DPC Willow Park Properties, LLC pay the original lien of \$6,191.97 as well as the cost for the release of lien and recording fees. Council took similar action in 2021 on the sanitary sewer lien for property on Stagecoach Trail.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends waiving the penalty and interest.

EXHIBITS:

- Request Letter
- Sewer Improvement Lien
- Notice of Lien
- Warranty Deed
- Plat

RECOMMENDED MOTION:

Motion to approve waiving of penalty and interest for sanitary sewer lien on property located in the 5100 Block IH-20 Service Road North.

DPC Willow Park Properties, LLC
4521 S. Hulen St, Suite 222
Fort Worth, TX 76109

June 27, 2022

Mayor Doyle Moss and Council
516 Ranch House Rd,
Willow Park, TX 76087

Dear Mayor Moss and Council,

I write to you on behalf of DPC Willow Park Properties, LLC to request a waiver of penalties and interest for a lien placed upon our property by the City of Willow Park on May 18, 1994.

The lien was created by virtue of a city assessment having matured on May 13, 1994. The assessment was related to sewer improvements that were installed and completed by the City at that time.

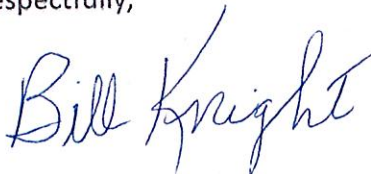
Our office became aware of the lien through a title search. As you can see from the attached Notice of Lien, the property owner is listed as Graham and Lynch, who are predecessors in title. We do not recall ever receiving a bill or a notice that an assessment was due. We endeavor to pay our invoices in a timely fashion and suspect that any notices may have been delivered to the prior owner of the property. At the time the sewer line was constructed we paid for tap fees and for the sewer line extension from our property to connect to the city sewer and believed this was to be the extent of our responsibility.

The original amount due is \$6,191.97. With the passage of time, this amount has grown considerably to \$53,418.78.

I respectfully request a waiver of the penalties and interest and offer to pay the original amount due along with any recording fees and cost of documentation of the release.

Thank you for your consideration in this matter.

Respectfully,



Bill Knight
President
DPC Willow Park Properties, LLC

Ordinance No 347-93 - Sewer Improvement Lien

	Interest (8%) Per Annum	Lien Amount
1994		6,191.97
1995	495.36	6,687.33
1996	534.99	7,222.31
1997	577.79	7,800.10
1998	624.01	8,424.11
1999	673.93	9,098.04
2000	727.84	9,825.88
2001	786.07	10,611.95
2002	848.96	11,460.90
2003	916.87	12,377.78
2004	990.22	13,368.00
2005	1,069.44	14,437.44
2006	1,155.00	15,592.43
2007	1,247.39	16,839.83
2008	1,347.19	18,187.01
2009	1,454.96	19,641.98
2010	1,571.36	21,213.33
2011	1,697.07	22,910.40
2012	1,832.83	24,743.23
2013	1,979.46	26,722.69
2014	2,137.82	28,860.51
2015	2,308.84	31,169.35
2016	2,493.55	33,662.90
2017	2,693.03	36,355.93
2018	2,908.47	39,264.40
2019	3,141.15	42,405.55
2020	3,392.44	45,798.00
2021	3,663.84	49,461.84
2022	3,956.95	53,418.78

254998

NOTICE OF LIEN

STATE OF TEXAS)
)
COUNTY OF PARKER)

Notice is hereby given that the governing body of the City of Willow Park, Texas, by Ordinance No. 347-93, ordered and determined it to be necessary that the sewer improvements on behalf of the City of Willow Park, Parker County, Texas be constructed and that a portion of the cost of such improvements be specifically assessed as a lien upon the property abutting thereon. The abutting property which has been assessed with a lien is:

All that certain lot, tract or parcel of land, including minerals, situated in Parker County, Texas, as more fully described in a warranty deed filed of record in the Parker County Deed Records at Book 1372, Page 1741,

and the owner of said property is Graham and Lynch, et al as recorded by the Deed Records of Parker County, Texas.

The following improvements have been installed and completed by the City of Willow Park as per City specifications and the following amounts have been assessed therefor:

Approximately 5,800 linear feet of 8 inch sewer, 2,480 linear feet of 4 inch force main, one duplex grinder pump lift station, and miscellaneous appurtenances.

TOTAL ASSESSMENT: \$6,191.97, plus interest thereon at the rate of eight percent (8%) per annum from the date of acceptance by the City of said improvements, together with reasonable attorney's fees and costs of collection, if incurred.

Such assessment matured, and a valid lien was thereby imposed, on May 13, 1994, when, by Resolution 04-1994, the City of Willow Park accepted the above referenced improvements.

IN WITNESS WHEREOF, the undersigned has executed this instrument, this the 18th day of May, 1994.

CITY OF WILLOW PARK, TEXAS



254998

RECEIVED

'94 MAY 19 P4:18

JEAN
PAP
BY

[Signature]

5.00
1.00
5.00

11.00 pd.

CITY OF WILLOW PARK
101 STAGECOACH TRAIL
WEATHERFORD TX 76037

PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THIS INCLUDED REAL PROPERTY BECAUSE OF RACE IS INVALID AND UNENFORCEABLE.

RECORDED
MAY 19 1994

[Signature]
62001, Texas, U.S.A.

136795

WARRANTY DEED

THE STATE OF TEXAS §
 §
COUNTY OF PARKER §

KNOW ALL MEN BY THESE PRESENTS:

THAT JESSE W. GRAHAM, GLORIA DEAN GRAHAM (being one and the same person as Gloria Graham), TERRY GRAHAM and CATHERINE GRAHAM LYBCH, not being joined herein by their spouses as the hereinafter described property constitutes no part of their homesteads, hereinafter called Grantors, of the County of Tarrant, and the State of Texas, for and in the consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable consideration to the undersigned paid by the Grantee hereinafter named, the receipt of which is hereby acknowledged, have GRANTED, SOLD AND CONVEYED, and by these presents do GRANT, SELL AND CONVEY unto TEXAS BANK, herein called Grantee, whose address is P. O. Box 760, Weatherford, Texas 76086, of the County of Parker and State of Texas, all of the following described real property in Parker County, Texas, to-wit:

SURFACE ESTATE ONLY in and to all those certain lots, tracts or parcels of land lying and being situated in Parker County, Texas, and being all of Lots 30 through 34, Lots 5 through 9, a portion of lots 10 and 29, Block 58, a portion of Block 70 and a portion of a 20-foot wide alley, EL CHICO ADDITION, an addition to the City of Willow Park, Parker County, Texas, as recorded in Volume 277, Page 358, Parker County Plat Records, and being more particularly described by rates and bounds as follows:

BEGINNING at a 1/2" iron at the Northwest corner of said Lot 34 and the Northeast corner of Lot 35, said Block 58, said point being in the South line of Canyon Court (a 60-foot R.O.W), said point also being the beginning of a non-tangent curve to the right whose radius is 1097.71 feet and whose long chord bears S 72° 34' 57" E, 41.71 feet;

THENCE along the South line of said Canyon Court and along said curve, in an Easterly direction through a central angle of 02° 10' 37", a distance of 41.71 feet to a 1/2" iron at the end of said curve;

THENCE S 71° 29' E, continuing along the South line of said Canyon Court, 243.63 feet to a 1/2" iron;

THENCE S 18° 24' 33" W, 410.0 feet to a 1/2" iron in the South line of said Block 70 and the North line of Interstate Highway No. 20;

THENCE N 71° 29' W, along the North line of said Interstate No. 20, a distance of 286.70 feet to a 1/2" iron;

THENCE N 18° 39' 18" E, 250.00 feet to a 1/2" iron;

THENCE N 18° 31' E, 150.20 feet to the POINT OF BEGINNING and CONTAINING 2.691 acres (117,206 square feet) of land, more or less.

This conveyance is given and accepted SUBJECT TO any and singular the restrictions, mineral reservations, royalties, conditions, easements and covenants, if any, applicable to and enforceable against the above described

EX-1072-1741

120005

RECEIVED

'87 JUN 14 10:05

CASHIER

BY *Jo*

5.00 pd

Texas Bank

THIS DOCUMENT CONTAINS NEITHER
RECOMMENDATIONS NOR
CONCLUSIONS OF THE
FEDERAL BUREAU OF INVESTIGATION
OR THE DEPARTMENT OF JUSTICE
IT IS THE PROPERTY OF THE
FEDERAL BUREAU OF INVESTIGATION
AND IS LOANED TO YOUR AGENCY
IT AND ITS CONTENTS ARE NOT
TO BE DISTRIBUTED OUTSIDE
YOUR AGENCY

COUNTY OF HARRIS
I hereby certify that this document was filed
in the office of the County Clerk of Harris
County, Texas, on the 11th day of July, 1997,
at 10:05 AM, and that the same and page of the
same are on file in the County as required here
by law.

RECORDED JUL 14 1997



Richard
County Clerk Harris County Tex

1372-1743

233138

WARRANTY DEED (with Vendor's Lien)

The State of Texas, } Know All Men by These Presents:
County of Parker

That TEXAS BANK, WEATHERFORD

of the County of Parker State of Texas for and in consideration
of the sum of TEN AND NO/100'S (\$10.00)-----DOLLARS

to paid, and secured to be paid, by
JAMES DOSS, Trustee of Willow Park Trust
P.O. Box 388, Weatherford, Texas 76086 as follows:

Cash, the receipt and sufficiency of which is hereby acknowledged and the further consideration of the execution and delivery by the Grantee herein of one certain promissory note of even date herewith in the original principal sum of \$675,000.00, bearing interest and payable as therein provided to the First National Bank of Central Texas.

have Granted, Sold and Conveyed, and by these presents do Grant, Sell and Convey, unto the said

JAMES DOSS, Trustee of Willow Park Trust
of the County of Parker State of Texas all that certain

lot, tract or parcel of land lying and being situated in Parker County, Texas, and being all of Lots 30 through 34, Lots 5 through 9, a portion of Lots 10 and 29, Block 58, a portion of Block 70 and a portion of a 20 foot wide alley, EL CHICO ADDITION, an addition to the City of Willow Park, Parker County, Texas, as recorded in Volume 277, Page 358, Parker County Plat Records, and being more particularly described by metes and bounds on the attached Exhibit "A".

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and appurtenances thereto in anywise belonging unto the said

JAMES DOSS, Trustee of Willow Park Trust, his heirs and assigns forever and it does hereby bind itself, its heirs, executors and administrators, to Warranty and Forever Defend, all and singular the said premises unto the said

JAMES DOSS, Trustee of Willow Park Trust, his heirs and assigns, against every person whomsoever lawfully claiming, or to claim the same, or any part thereof.

But it is expressly agreed that the VENDOR'S LIEN, as well as the Superior Title in and to the herein described premises, is retained in favor of Beneficiary against the herein described property, premises and improvements until the above described Note, together with all renewals and extensions thereof, and all interest and other charges therein stipulated are fully paid according to the face, tenor, effect and reading thereof, when this Deed shall become absolute; and it shall be the same as if the Vendor's Lien was retained in favor of Grantee herein and assigned by proper assignment to Beneficiary without recourse on Grantee in any manner for the payment of said indebtedness.

WITNESS its hand at Weatherford, Texas this 1st day of February 1993.
Witness at request of Grantee:

ATTEST: *Matthew C. Jolley*

TEXAS BANK, WEATHERFORD

BY: *Vernon Bryant*
VERNON BRYANT, President

BOOK 1553 PAGE 1190

EXHIBIT "A"

SURFACE ESTATE ONLY: in and to all those certain lots, tract or parcels of land lying and being situated in Parker County, Texas, and being all of Lots 30 through 34, Lots 5 through 9, a portion of Lots 10 and 29, Block 58, a portion of Block 70 and a portion of a 20 foot wide alley, EL CHICO ADDITION, an addition to the City of Willow Park, Parker County, Texas, as recorded in Volume 277, Page 358, Parker County Plat Records, and being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2" iron at the Northwest corner of said Lot 34, and the Northeast corner of Lot 35, said Block 58, said point being the South line of Canyon Court (a 60-foot R.O.W), said point also being the beginning of a non-tangent curve to the right whose radius is 1097.71 feet and whose long chord bears S 72° 34' 57" E, 41.71 feet;

TRENCH, along the South line of said Canyon Court and along said curve, in an Easterly direction through a central angle of 02° 10' 37", a distance of 41.71 feet to a 1/2" iron at the end of said curve;

TRENCH, S 71° 29' E, continuing along the South line of said Canyon Court, 243.63 feet to a 1/2" iron;

TRENCH, S 18° 24' 33" W, 410.0 feet to a 1/2" iron in the South Line of said Block 70, and the North line of Interstate Highway No. 20;

TRENCH, N 71° 29' W, along the North line of said Interstate No. 20, a distance of 286.70 feet to a 1/2" iron;

TRENCH, N 18° 39' 18" E, 250.00 feet to a 1/2" iron;

TRENCH, N 18° 31' E, 150.29 feet the POINT OF BEGINNING and CONTAINING 2.691 acres (117,206 square feet) of land, more or less.



GRAPHIC SCALE - FEET
 0 100 200 300 400 500 600 700 800 900 1000
 CONTAINS AGRICULTURAL MEASUREMENT PROVISIONS PER
 CHAPTER 167, TEXAS CIVIL STATUTES

EL CHICO
 BLOCKS 1 THRU 73
 PARKER COUNTY, TEXAS
 SURVEYED SUMMER 1854
 BY JOHN S. BROWN, SURVEYOR, 1854

NOTE: Sections have been adjusted to
 comply with the 60-foot road easements
 as shown on the plat maps
 APPROVED:
 COMMISSIONER'S COURT
 BY: *Charles W. Johnson*
 CLERK OF COURT
 OCTOBER 15, 1955
 NOTE - Being subject to the LAMBERT GRANT
 RIGHTS OF THE STATE OF TEXAS, PARKER COUNTY
 AND THE CITY OF EL CHICO, TEXAS.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: July 12, 2022	Department: Administration	Presented By: Bryan Grimes
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AGENDA ITEM:

Discuss/Action: To adopt the ARPA/Federal Procurement Policies and Procedures Addendum

BACKGROUND:

As part of the ARPA funding, the City is required to formally adopt procurement addendum (attached). It is similar to the existing procurement polices the City must undergo when utilizing Federal Funds, like TWDB for example.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends adopting the ARPA/Federal Procurement Policies and Procedures Addendum

EXHIBITS:

- ARPA/Federal Procurement Policies and Procedures Addendum

RECOMMENDED MOTION:

I move to City of Willow Park adhere to the ARPA / Federal Procurement Policies and Procedures Addendum as presented.

A RESOLUTION ADOPTING THE ATTACHED PROCUREMENT POLICIES AND PROCEDURES IN CONNECTION WITH THE CITY OF WILLOW PARK, TEXAS PARTICIPATION IN FEDERALLY FUNDED PROJECTS ASSOCIATED WITH THE AMERICAN RESCUE PLAN ACT – CORONAVIRUS LOCAL FISCAL RECOVERY FUND (ARPA – CLFRF) AND ADHERENCE TO THE REGULATIONS DESCRIBED THEREIN.

Whereas, the City of Willow Park, Texas, (hereinafter referred to as “City”) has been awarded ARPA - CLFRF funding through an ARP - CLFRF grant from the United States Treasury Department (hereinafter referred to as “TREASURY”);

Whereas, the City is required to follow the procurement standards in 2 CFR 200.317 through 2 CFR 200.327 and Appendix II to Part 200 for procurement actions to be funded with Federal funds;

Whereas, the City desires to follow the procurement standards as required by law to expend Federal funds related to APRA-CLFRF funding;

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

1. It adopts and will follow the attached policy entitled “ARPA/Federal Procurement Policies and Procedures Addendum” when expending ARPA-CLFRF funds; and
2. the Mayor is authorized to sign the policy document.

Passed and approved this 12th day of July, 2022.

Lea Young, Mayor Pro Tem

Attest:

Crystal Dozier, City Secretary



CITY OF WILLOW PARK, TEXAS
ARPA / FEDERAL PROCUREMENT POLICIES AND PROCEDURES ADDENDUM

The City of Willow Park (the "City") follows the procurement standards in 2 CFR 200.317 – 2 CFR 200.327 and Appendix II to Part 200 for procurement actions to be funded with Federal funds. All attempts are made to adhere to these policies and procedures and updates are made as needed. The entirety of the language found in 2 CFR 200.317 – 2 CFR 200.327 may not be applicable in all instances, programs, and/or situations. While the entirety of 2 CFR 200 applies to Federally funded programs/projects; this document contains the most current 2 CFR 200.317 – 2 CFR 200.327 language specifically for procurement - with additional policy plan language - available at the adoption of these policies and procedures.

To be consistent with section 2 CFR 200.318 (a) below; should State of Texas applicable codes for local governments include more stringent requirements for certain procurement sections, the more stringent requirement will apply.

§200.317 Procurements by states.

When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by §200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§200.318 through 200.327.

§200.318 General procurement standards.

(a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§200.317 through 200.327.

The City will have available and provide upon request a copy of their adopted local procurement policies.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The City will ensure contractual reporting and performance requirements specific to an ARPA recipient are included in procurement documents; tracked and passed-through, as applicable, to awarded vendors, contractors, subrecipients, beneficiaries and subcontractors.

(c)

(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

The City will ensure that any employee, officer, or agent of the City who has a conflict of interest (or the appearance of a conflict of interest) will recuse themselves from identification or approval of selected ARPA projects or ARPA planned budget lines; as well as from the selection of a vendor, contractor, subcontractor, subrecipient or beneficiary with whom they may have (or the appearance of) a financial or personal interest. Should an issue arise, it will be addressed per a local ethics policy.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

The City will document their impartial selection of a project, award or sub-award made to a parent, affiliate or subsidiary organization in a non-competitive manner. Ownership records and potential Conflicts of Interest are reviewed as part of the procurement process and in accordance with State law.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

The City will analyze expected procurements and needs via an Independent Cost Analysis (where feasible/applicable) and internal resources analysis and look to break out procurements in a way to reduce unnecessary or duplicative items; as well as provide opportunity for small businesses or Historically Underutilized Businesses (HUBs) to participate in a procurement, while also ensuring that proper

procurement methods for the estimated size of the project are followed. The City would review commodity codes and vendors to ensure uniform purchases and utilization of standard purchase agreements where possible.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.214.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The City will maintain records documenting the history of each procurement – indicating compliance with federal, state and local procurement regulations.

(j) For time-and-materials type contracts, the City will document their decision to follow this type of contract; the ceiling price for the project/contract; methods for tracking materials expenditures for reimbursement with percent caps above estimated pricing; methods for tracking actual labor hours (similar to Certified Payroll or Force Account tracking); a schedule of site visits and adherence to estimated timeline within acceptable variance amounts.

(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[85 FR 49543, Aug. 13, 2020, as amended at 86 FR 10440, Feb. 22, 2021]

§200.319 Competition.

The City will comply with all the regulations within this section as well as with applicable State/Local procurement requirements. Documentation will be maintained that demonstrates all stages and compliance with applicable procurement regulations.

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and §200.320.

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

(f) Noncompetitive procurements can only be awarded in accordance with §200.320(c).

§200.320 Methods of procurement to be followed.

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) **Informal procurement methods.** When the value of the procurement for property or services under a Federal award does not exceed the *simplified acquisition threshold (SAT)*, as defined in §200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) **Micro-purchases—(i) Distribution.** The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of *micro-purchase* in §200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) **Micro-purchase awards.** Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) **Micro-purchase thresholds.** The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) (<https://www.ecfr.gov/current/title-48/chapter-1/subchapter-A/part-2/subpart-2.1>) in accordance with paragraphs (a)(1)(iv) and (v) of this section.

(iv) **Non-Federal entity increase to the micro-purchase threshold up to \$50,000.** Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with §200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

- (A) A qualification as a low-risk auditee, in accordance with the criteria in §200.520 for the most recent audit;
- (B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,
- (C) For public institutions, a higher threshold consistent with State law.

(v) **Non-Federal entity increase to the micro-purchase threshold over \$50,000.** Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) **Small purchases—(i) Small purchase procedures.** The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) **Simplified acquisition thresholds.** The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) **Formal procurement methods.** When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with §200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) **Sealed bids.** A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.

Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) **Proposals.** A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.

(c) **Noncompetitive procurement.** There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);

(2) The item is available only from a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;

(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or

(5) After solicitation of a number of sources, competition is determined inadequate.

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

§200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

- (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

§200.323 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered

materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§200.324 Contract cost and price.

- (a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.
- (b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- (c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under subpart E of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.
- (d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.325 Federal awarding agency or pass-through entity review.

- (a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.
- (b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:
 - (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a “brand name” product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.326 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.327 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to this part.

Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by [41 U.S.C. 1908](#), must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of “federally assisted construction contract” in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with [Executive Order 11246](#), “Equal Employment Opportunity” ([30 FR 12319](#), 12935, [3 CFR Part, 1964-1965 Comp.](#), p. 339), as amended by [Executive Order 11375](#), “Amending [Executive Order 11246](#) Relating to Equal Employment Opportunity,” and implementing regulations at [41 CFR part 60](#), “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- (D) [Davis-Bacon Act](#), as amended ([40 U.S.C. 3141-3148](#)). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the [Davis-Bacon Act](#) ([40 U.S.C. 3141-3144](#), and [3146-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to

which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) [Contract Work Hours and Safety Standards Act](#) (40 U.S.C. [3701-3708](#)). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2](#) (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) [Clean Air Act](#) (42 U.S.C. [7401-7671q.](#)) and the [Federal Water Pollution Control Act](#) (33 U.S.C. [1251-1387](#)), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the [Clean Air Act](#) (42 U.S.C. [7401-7671q](#)) and the [Federal Water Pollution Control Act](#) as amended (33 U.S.C. [1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 ([3 CFR part 1986](#) Comp., p. 189) and 12689 ([3 CFR part 1989](#) Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than [Executive Order 12549](#).

All prime vendors, contractors, and subcontractors must be verified that they are registered and active through the SAM.com website prior to any formal action authorizing the award of the contract which is being paid with ARPA funds. The City/County must follow the requirements of the RFP and/or if the City/County determines it is in their best interest, a "conditional award" requiring registration and active status on SAM.gov could be utilized prior to formal action of executing a contract.

All prime vendors, contractors and subcontractors that enter into a subcontractor agreement after the date of the initial award, will also be responsible to ensure lower-tier contractors are not excluded or disqualified.

(I) Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See § 200.323* Procurement of Recovered Materials

(K) See § 200.216** Prohibition on certain telecommunications and video surveillance services or equipment

(L) See § 200.322*** Domestic preferences for procurements

***§ 200.323 Procurement of recovered materials.**

A [non-Federal entity](#) that is a [state](#) agency or agency of a political subdivision of a [state](#) and its [contractors](#) must comply with section 6002 of the [Solid Waste Disposal Act](#), as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

****§ 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.**

(a) [Recipients](#) and sub [recipients](#) are prohibited from obligating or expending [loan](#) or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a [contract](#) to procure or obtain; or

(3) Enter into a [contract](#) (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any [subsidiary](#) or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any [subsidiary](#) or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under [Public Law 115-232](#), section 889, subsection (f), paragraph (1), heads of executive agencies administering [loan](#), grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See [Public Law 115-232](#), section 889 for additional information.

(d) See also [§ 200.471](#).

*****§ 200.322 Domestic preferences for procurements.**

(a) As appropriate and to the extent consistent with law, the [non-Federal entity](#) should, to the greatest extent practicable under a [Federal award](#), provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United [States](#) (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all [subawards](#) including all [contracts](#) and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

These ARPA Policies and Procedures have been reviewed and adapted as applicable by legal or otherwise authorized representatives of the City of Willow Park and are thereby approved for adoption through the City Council on July 12, 2022.

Doyle Moss, Mayor