



CITY COUNCIL REGULAR MEETING AGENDA

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

Tuesday, July 23, 2024 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. Approve the City Council Meeting Minutes - Regular Meeting June 25, 2024.

REGULAR AGENDA ITEMS

- 2. Willow Park Police Department Accreditation presentation made by Chief Lance Arnold with Texas Police Chiefs Association.
- 3. Presentation of TextMyGov the City's new communications software.
- 4. Discussion/Action: to approve an amendment to the Interlocal Agreement between the City of Willow Park and Parker County for dispatch services.

5. Discussion/Action: to approve advertisement with Trinity Christian Academy.

6. Quarterly Department Reports

a. Development

b. Parks

c. Public Works

e. Projects

f. Police

g. Court

h. Fire Marshal

i. Communications

7. Discussion Only: Budget Workshop for the FY 24-25 Budget.

8. Discussion Only: Certificate of Obligation for Series 2024A Water and Wastewater.

INFORMATIONAL

Mayor and City Council Comments

City Manager 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.*

9. Section 551.071 - Consultation with Attorney; Halff & Associates Litigation.

10. 551.087 - Economic Development Negotiations; 551.071 Consultation with City Attorney; Beall Development Agreement; Second Empire Brewing, LLC Chapter 380; Brothers In Christ Annexation.

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, 120 El Chico Trail, Suite A, Willow Park, TX 76087, 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 19, 2024, at 3:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

Crystal R. Dozier, TRMC, CMC
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 REGULAR MEETING MINUTES

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

Tuesday, June 25, 2024 at 6:00 PM

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

Mayor Moss called the meeting to order at 6:00 pm.

PRESENT

Mayor Doyle Moss
 Councilmember Eric Contreras
 Councilmember Chawn Gilliland
 Councilmember Greg Runnebaum
 Councilmember Lea Young
 Councilmember Nathan Crummel

STAFF PRESENT

City Manager Bryan Grimes
 Assistant City Manager Bill Funderburk
 City Secretary Crystal Dozier

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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- (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.

Public comments were made during 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 the City Council Meeting Minutes - Regular Meeting June 11, 2024.

To approve the City Council Meeting Minutes - Regular Meeting June 11, 2024.

Motion made by Councilmember Gilliland, Seconded by Councilmember Contreras.

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

REGULAR AGENDA ITEMS

2. Discussion/Action: to adopt an ordinance amending Ordinance 879-23, the Original Budget Ordinance for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024.

To adopt an ordinance of the City of Willow Park, Texas amending Ordinance 879-23, the original budget ordinance for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024, for the City of Willow Park, Texas funding accounts in the budget due to unforeseen situations; containing findings; providing for savings and severability; providing an effective date.

Motion made by Councilmember Young, Seconded by Councilmember Contreras.

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

3. Discussion/Action: to consider the expansion of driveway approaches for the 2022 Street Projects.

Frances Horch at 901 Sam Bass Ct.; Jon Ivonen at 49 Crown Rd.; Brad McKerley at 109 Trinity Dr.; Teresa Palmer at 3521 Ranch House Rd.; and Jordan Phillips at 80 Crown Rd. all spoke before the City Council regarding this agenda item. Elizabeth J. Ivonen submitted written comments.

To approve the expansion of driveway approaches as presented by staff.

Motion made by Councilmember Crummel, Seconded by Councilmember Gilliland.

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

4. Discussion/Action: to approve an Interlocal Agreement between the City of Willow Park and the Texas Municipal League for 2024-2025 Cyber Liability and Data Breach Response Coverage.

To authorize the City Manager to execute the 2024-2025 Cyber Liability & Data Breach Response Coverage Interlocal Agreement.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

5. Discussion/Action: to authorize the Mayor to sign a contract with Aledo Independent School District for advertisement.

To authorize the Mayor to sign a contract with the Aledo Independent School District for an advertising campaign promoting the City of Willow Park using Hotel Occupancy Tax Funds.

Motion made by Councilmember Young, Seconded by Councilmember Runnebaum.

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

6. Discussion/Action: to approve a conceptual schematic design for the City Hall's parking lot frontage as prepared by Westwood Professional Services, Inc., and create plans for design development and construction.

To approve the conceptual schematic design for City Hall's parking lot frontage as prepared by Westwood Professional Services, Inc., as presented and create plans for design development and construction.

Motion made by Councilmember Gilliland, Seconded by Councilmember Young.

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

7. Discussion/Action: to approve a resolution to designate the Designated Officer or Employee for Truth in Taxation.

To approve a resolution designating an officer or employee of the City of Willow Park, Texas, to calculate the no0new revenue tax rate and voter-approval tax rate for the City of Willow Park as required by the Texas Tax Code 26.04.

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.

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

8. Discussion/ Action: to approve an Interlocal Agreement between the City of Hudson Oaks and the City of Willow Park providing wastewater treatment service to the City of Hudson Oaks.

To approve an interlocal agreement between the City of Hudson Oaks and the City of Willow Park providing wastewater treatment service to the City of Hudson Oaks.

Motion made by Councilmember Young, Seconded by Councilmember Runnebaum.

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

9. Discussion/Action: to approve a resolution to announce the City's intent to annex an approximately 1.034 acre portion of FM 1187, out of the Francisco Sanchez Survey, Abstract No. 2346, and H&T.B. RR CO Survey, Abstract No. 647.

No action taken.

10. Discussion/Action: to consider a resolution authorizing the City of Willow Park to acquire and/or use the power of eminent domain to acquire the following two described properties for public use, i.e., the replacement of the King's Gate Road Bridge over Clear Fork Trinity River: (a) 0.1185 of an acre of land, situated in the Isaac O. Hendley Survey, Abstract Number 619, City of Willow Park, Parker County, Texas, and being a part of Lot 1, Block 1, Bell's Natural Stone Addition, an addition to the City of Willow Park, Texas recorded in Cabinet C, Slide 117, Plat Records, Parker County, Texas, and also being a part of that certain tract of land described in a Warranty Deed to RTSB Enterprises, Inc. from RTSB Enterprises, Inc, dba Red's recorded in Instrument Number 201911978, Official Public Records, Parker County, Texas, executed on May 15, 2019; and (b) 0.0807 of an acre (3,514 square feet) tract of land, situated in the Isaac O. Headley Survey, Abstract Number 619, City of Willow Park, Parker County, Texas, and being a part of Lot 1, Block 1, Trinity Meadows Addition, an addition to the City of Willow Park, Texas, recorded in Cabinet A, Slide 740, Plat Records, Parker County, Texas, and also being a part of that certain tract of land described in a Warranty Deed to Larry Lawley from Parker County's Squaw Creek Downs, L.P. recorded in Volume 2539, Page 1447, Official Public Records, Parker County, Texas, executed on May 18, 2007.

To approve a resolution of the City Council of the City of Willow Park designating and authorizing the City Manager or his designee to approve the acquisition and execute all contracts and other legal instruments necessary or convenient to acquire two tracts of real property required for the Kings Gate Road Bridge Replacement Project; and to authorize initiation of eminent domain proceedings pursuant to law if necessary.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Gilliland.

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

INFORMATIONAL

Mayor and City Council Comments

Mayor Moss announced the City of Willow Park Public Works Department received a Regional Cooperation Award from the North Texas Council of Governments for their cooperation with the cities for Fort Worth and Hudson Oaks.

Mayor Moss also wished City Manager, Bryan Grimes a happy birthday.

Mayor Pro Tem Young acknowledged the citizens who spoke before the council and requested staff to go over some the specific concerns. She also thanked the citizens for participating during this project. She encouraged the citizens to communicate with city staff regarding their concerns.

City Manager Comments

City Manager Bryan Grimes announced Andrea Saylor, Utility Clerk will be the new Financial Director upon the retirement of Candy Scott, CFO/HR Director. He also mentioned after he returns from vacation he will begin working on the budget calendar and budget.

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.*

Mayor Moss convened into executive session at 6:52 pm.

11. Section 551.072 - Discussing the purchase, exchange, lease, or value of real property; 205 Canyon Ct.
12. Section 551.071 - Consultation with Attorney; Halff & Associates Litigation.
13. 551.087 - Economic Development Negotiations; 551.071 Consultation with City Attorney; Beall Development Agreement and Brothers In Christ Annexation Petition.

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

Mayor Moss reconvened into open session at 8:24 pm.

To approve a contract for the purchase of 205 Canyon Court.

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

ADJOURNMENT

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

Mayor Moss adjourned the meeting at 8:28 pm.

Mayor Doyle Moss

Crystal R. Dozier, TRMC, CMC
City Secretary

DRAFT



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 7-23-24	Department: Marketing and Communications	Presented By: Communications Director
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AGENDA ITEM: Discussion only: demonstration of TextMyGov, a new system for incoming inquires and outgoing notifications

BACKGROUND: The city is launching a new service this month that will allow our community members to text for answers to common questions and get directed to helpful information. It also allows the city to send text messages in a more efficient and effective manner than our current system.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: July 23, 2024	Department: Police	Presented By: Chief Daniel Franklin
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AGENDA ITEM:

Second Addendum to the interlocal cooperation agreement between Parker County and the City of Willow Park.

BACKGROUND:

Second addendum to the Interlocal Cooperation Agreement between Parker County and the City of Willow Park for law enforcement dispatch services to be effective October 1, 2023.

Addendum will raise compensation services from \$91,967.00 to \$101,526.00 in order for Parker County to provide dispatch services to the City of Willow Park.

STAFF/BOARD/COMMISSION RECOMMENDATION:

The City Council to accept and approve the addendum to the dispatch interlocal agreement for a cost increase to provide dispatch services.

EXHIBITS: Addendum

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$101,526.00
	Source of Funding	\$ 0.00

**SECOND ADDENDUM TO THE INTERLOCAL COOPERATION
AGREEMENT BETWEEN COUNTY OF PARKER AND THE CITY
OF WILLOW PARK, TEXAS**

This **Second Addendum** to the Interlocal Cooperation Agreement (AGREEMENT) between Parker County (COUNTY) and the City of Willow Park, Texas (CITY) for law enforcement dispatch services effective on **October 1st, 2024**.

WHEREAS, the parties hereto desire to enter into a Second Addendum for law enforcement dispatch services; and

WHEREAS, the entering into this Addendum is found to be in the best interests of the parties and;

WHEREAS, the Second Addendum is not intended to, and shall not release any person or entity from any obligations established or incurred under the Interlocal Cooperation Agreement (AGREEMENT), effective **October 1st, 2022**, except to the extent specifically superseded by this Second Addendum's express terms and;

NOW, THEREFORE, in consideration of the mutual rights, benefits and obligations herein exchanged, the parties do covenant, agree and bind themselves as follows:

Section III. COMPENSATION is amended by replacing with the following:

III. COMPENSATION

In consideration for the services provided by COUNTY, CITY agrees to pay the below listed portion of minimum labor costs associated with the shared law enforcement dispatch console manned 24 hours a day/7 days a week in the Sheriff's Office Communications Center. Total minimum labor costs of one COUNTY dispatch console, manned 24 hours a day/7 days a week (168 hours), **for budget year 2024-2025 are \$347,655.00**. The actual costs are derived from the average cost

of a dispatcher (salary plus benefits) and is subject to change due to annual raises or cost of living allowance increases. Listed below are all entities percentage share for labor costs associated with the console. For AGREEMENT Year 3 (fiscal year 2024-2025), the amount equivalent to **29.203 %** of the ACTUAL COSTS associated with the dispatch console will be billed. Subsequent year's billed amount will be based on the previous budget year costs and subject to employee raises and/or cost of living allowances, as provided by the COUNTY to the CITY utilizing the below listed percentages, (i.e. budget year 2024-2025 figures will be based on the COUNTY's budget year 2023-2024 labor costs). The COUNTY will provide the CITY with any proposed labor changes by April 1st of the current budget year. CITY's share for fiscal year 2024-2025 is One Hundred One Thousand, Five Hundred Twenty-Six dollars and no/100 cents (**\$101,526.00**). The CITY shall be billed annually commencing on October 1st and shall make payment within thirty (30) days by mailing payments to the Parker County Treasurer, 1112 Santa Fe Drive, Weatherford, Texas 76086 and made payable quarterly at (**\$25,381.50**).

FISCAL YEAR	ACTUAL COSTS	PERCENTAGE	AMOUNT OWED
2024-2025		29.203	\$101,526.00
2025-2026		31.461	
SUBSEQUENT YRS		31.461	

*Fiscal year 2024-2025 cost in the table above is based on current year ('23-'24) salaries and benefits.

End of Contract Billed Percentages for Current Entities

Hudson Oaks	31.461 %
Willow Park	31.461 %
Reno	31.461 %
Aledo ISD	<u>5.617 %</u>
Total	100 %

This cost may be modified upon mutual written agreement of the Parties hereto. Should the CITY fail to appropriate the funds necessary to fund this agreement for any renewal year, this AGREEMENT shall terminate at the end of quarter for which funding was tendered to the County.

Should the PARKER COUNTY Commissioner's Court fail to appropriate funds for that cost of complying with this AGREEMENT for any renewal year, this agreement shall terminate at the end of the fiscal year funded by the County.

Executed this 10th day of June, 2024.



PAT DEEN
COUNTY JUDGE OF PARKER COUNTY

Executed this _____ day of _____, 2024.

DOYLE MOSS
MAYOR OF THE CITY OF WILLOW PARK

Approved as to content:

This 12 day of June, 2024.



RUSS AUTHIER
SHERIFF OF PARKER COUNTY



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 7-23-24	Department: Marketing and Communications	Presented By: Marketing Director
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AGENDA ITEM: Discussion/Action: to authorize the Mayor Pro Tem to sign an agreement with Trinity Christian Academy for an advertising campaign promoting the City of Willow Park

BACKGROUND: Similar to the recent contract signed with Aledo ISD, this opportunity allows the City to promote its branding and name recognition through a partnership with TCA.

The contract is a 3 year agreement at a cost of \$5,000 per year, and can be paid out of HOT Tax Funds

Suggested Motion: I move to authorize the Mayor Pro Tem to sign an agreement with Trinity Christian Academy for an advertising campaign promoting the City of Willow Park

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	

TRINITY CHRISTIAN ACADEMY

July 17, 2024

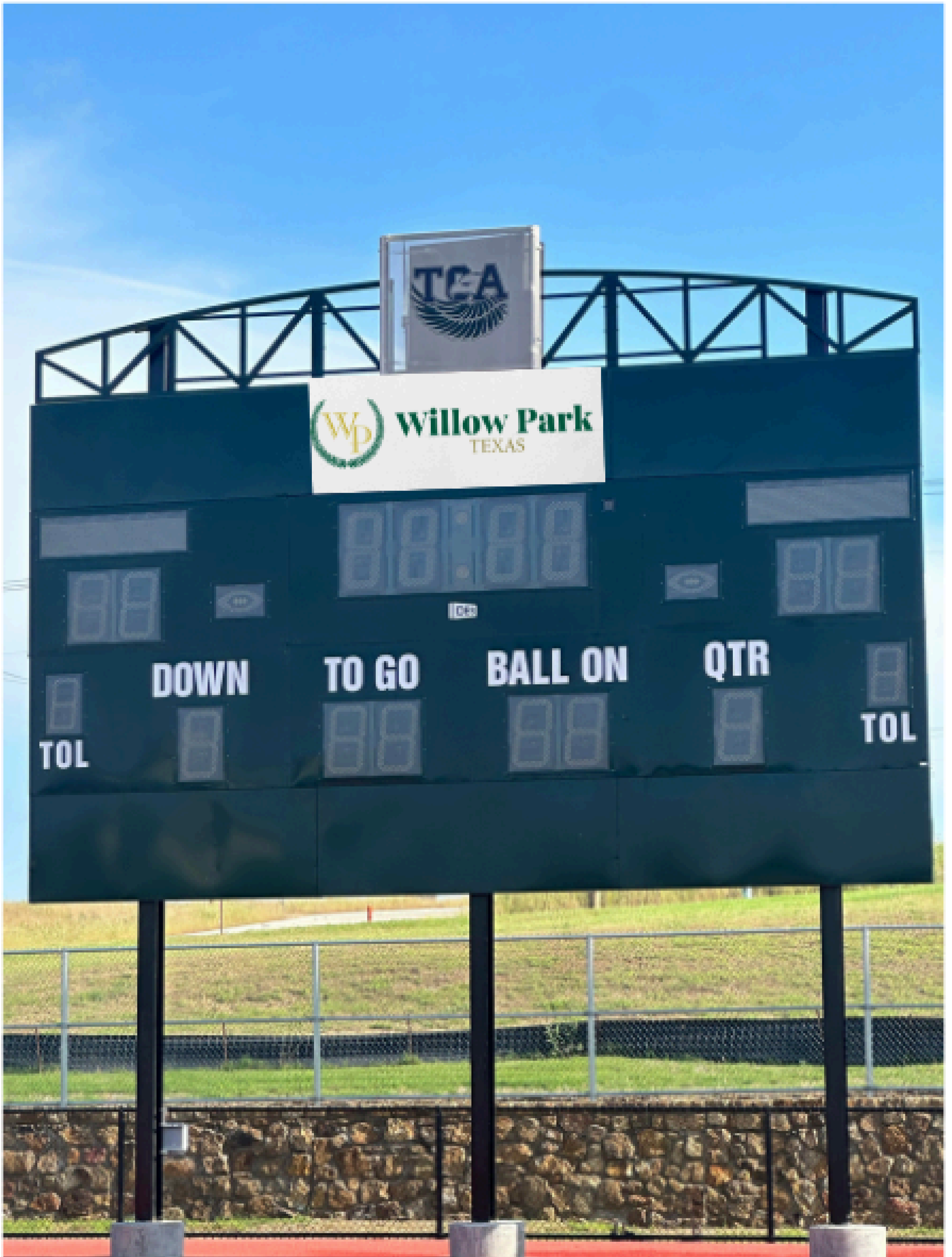
CONTRACT

Trinity Christian Academy Address 4954 E. I-20 Service Road South Willow Park, TX 76087 Phone 817-441-6780		City of Willow Park Address 120 El Chico Trail, Ste. A Willow Park, TX 76087 Phone 817-441-7108	
Agreement Trinity Christian Academy will provide the City of Willow Park with sponsorship space on the TCA FB scoreboard for a three-year term. Contact Denise Hobbs, TCA Marketing 817-441-5897 hobbs@tcaeagles.org.		Payment Due August 1, 2024 Payment Terms \$5,000 every August 1 for a three-year term.	

Qty.	Description		Amount
1	24/25 School Year- Center Rectangular Panel on FB scoreboard measuring 100" W x 36" H	Due by August 1, 2024	\$5,000.00
1	25/26 School Year- Center Rectangular Panel on FB scoreboard measuring 100" W x 36" H	Due by August 1, 2025	\$5,000.00
1	26/27 School Year- Center Rectangular Panel on FB scoreboard measuring 100" W x 36" H	Due by August 1, 2026	\$5,000.00
Subtotal for three-year term			\$15,000.00
Sales Tax			0.00%
Total due by August 1, 2024			\$5,000.00

X







CITY COUNCIL AGENDA ITEM DEPARTMENT REPORT

Council Date: July 23, 2024	Department: Planning & Development	Presented By: Toni Fisher, Director
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AGENDA ITEM: DEPARTMENT REPORT

PLANNING & DEVELOPMENT:

Permits are doing better than expected, but productivity is still slower than we would like. The Development Department’s revenue activity to date is currently \$436,526, which is 72.87% of our FY2023-24 budget. Based on last year’s 4th Quarter, it is projected that, if activity remains steady, the Development Department’s 2023-24 should meet its budget of \$599,035.

Tenant Remodel Permits have been recently accepted or completed for the following businesses:

- **Lone Star Dry Goods** (*relocation*) – 480 Shops Blvd, Ste 101
- **The Market** – 108 S Ranch House Rd, Ste 900
- **Pure Barre** – 243 Willow Bend Dr, Ste 101
- **Melt Ice Cream** – 460 Shops Blvd, Ste 102
- **Sports Rehab and Physical Therapy** – 5129 E. I-20
- **Action Behavior Centers** – 110 Mary Lou Dr, Ste 300
- **Khan Medical Clinic** – 5077 E I-20 Service Rd
- **Ariboba coffee & tea** – 5159 I-20
- **The Studio boutique** – 243 Willow Bend Dr
- **Beauty Culture** – 108 S. Ranch House Rd, Ste 600
- **Edward Jones** – 108 S. Ranch House Rd, Ste 300

Certificates of Occupancy have been recently issued to the following businesses:

- **Prestige Dry Cleaning** – 4094 E. I-20
- **Genesis PT & Wellness, LLC** – 337 Shops Blvd, Ste 102

New Building Permits submitted and under construction:

- **Taco Bueno and Papa John’s Pizza** – 5300 S I-20 Service Rd, Ste 100 & Ste 200
- **The District Butcher** – 4800 Shops Blvd, Ste 100
- **Trinity Bible Church expansion** – 4936 E I-20 Service Rd
- *(2) New commercial buildings* - 270 & 280 Willow Bend Dr
- **NBT Financial Bank** – 200 Shops Blvd.



CITY COUNCIL AGENDA ITEM DEPARTMENT REPORT

Council Date: July 23, 2024	Department: Planning & Development and Parks	Presented By: Toni Fisher, Director
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AGENDA ITEM: PARKS DEPARTMENT REPORT

No park improvements have been done for the FY2023-24 budget year, but rather, planning for potential improvements and additions to our park system. Keeping expenditures minimal to only regular maintenance items and supplies has kept our expenses well below budget, with 92% of its budget remaining, as intentionally expected. Status update by project, as follows:

- **Christmas Lighting:** We’ve communicated with the contractor, Murphy Christmas Lighting, for this year’s Christmas lighting, and are planning the addition of Kings Gate Park’s roadway trees and the roofline of the Public Safety Building.
- **Landscaping & Mowing Contract:** The addition of Kings Gate Park has come with some scheduling adjustments, and the addition of other areas related to the drainage project, but I&E Services is doing a great job keeping up with the changes.
- **Willow Park Trail System:** The new “Trinity Track” mountain bike trail has been cut in by Shadow Trail Designs and the Weatherford Mountain Bike Club, has its emergency markers and trail kiosk signage in place, and is planned to open the week of July 22, 2024. The opening will be announced on the WMBC’s media pages and shared by the City. Trail features are planned to be added beginning this Fall.
- **Cross Timbers Park:** Jakob Cooper, our Parks Superintendent and Public Works employee, replaced all of the mulch in playground flower beds. The sprinkler system has been adjusted, yet again, and Jakob continues maintenance and cleaning of the restrooms.
- **Memorial Park:** Lawn maintenance continues. The flower beds are not planned to be reconstructed at this point since the sprinkler system is no longer operational due to the old City Hall’s demolition.
- **Kings Gate Park:** Westwood Professional Services has begun working on the programming recommendations for Kings Gate Park and is due to meet with Staff to discuss their proposed park improvements this month. The expense of \$32,400, which is within the existing FY2023-24 Parks Budget, was approved by City Council on May 14, 2024, and the first installment has been paid.
- **City Hall Grounds:** Westwood Professional Services, Inc. is in the process of completing 90% construction documents for the parking lot/frontage renovation project plans in progress.
- **Billboards:** The westbound billboard was changed to be the same as the westbound, which has a higher contrast for our logo to stand out better. This expense was \$720, which is available within the HOT Tax fund.
- **TXDOT Green Ribbon Grant Program:** Planned for Spring 2025.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: July 23, 2024	Department: Public Works	Presented By: Chase McBride/ Michelle Guelker
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AGENDA ITEM

Quarterly update from the Public Works Department

PRESENTATION HIGHLIGHTS

Monthly Water Usage*

Month	Well Production Total	Purchased from Fort Worth	TOTAL PRODUCED WATER
January	13,624,974	7,753,940	21,378,914
February	16,759,599	4,147,000	20,906,599
March	15,453,058	7,165,230	22,618,288
April	17,402,461	8,960,131	26,362,592
May	14,444,192		14,444,192
June	16,034,023		16,034,023
July			
August			
September			
October			
November			
December			

* Follows the City’s utility billing cycle, from the 16th of the previous month to the 15th of the month stated. (I have not received Fort Worth billing for May or June at the time the report was created.)

New Lead and Copper Requirements

Over the past year or so, staff have been attending training and other sessions to learn about the new lead and copper rule that goes into effect October 16th.

One of the new requirements under this rule is that the City have an inventory of all service lines on the City side (before the meter) and the customer’s side (after the meter). Recently crews have been out inspecting services of the type of pipe on each side of the meter.

Thankfully, crews can report that no lead services on either side of the meter have been located and only a few galvanized lines were found.

Lead lines require additional steps including notification and replacement of the line. Galvanized, while not yet required to be replaced, will be phased out as located and customers will be made aware of the issues associated with galvanized piping, should it be located on their side of the meter.

Consumer Confidence Report

The 2023 Consumer Confidence Report (CCR) was released in June. Staff is happy to report that no abnormalities were found in any sample analysis performed and TCEQ noted no violations were made during 2023.

Effluent to Squaw Creek

Starting on July 1st, the effluent water from the Wastewater Treatment Plant is being sent to the Squaw Creek discharge point. On average, about 350,000 gallons of treated wastewater is being pumped into Squaw Creek Reservoir per day

New Wastewater Treatment Plant

Progress continues to be made. The basin has been dug to the correct depth and walls for each individual basin are in the process of being formed and concrete poured.

Attached are pictures taken by drone on July 11, 2024.







CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: July 23, 2024	Department: Public Works	Presented By: Gretchen Vazquez
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AGENDA ITEM: PROJECT UPDATE

2022 Street Improvements Project

Engineer: Jacob & Martin, LLC

Contractor: XIT Paving & Construction, Inc.

Original Contract Amount: \$6,419,677

Project Description: The project consists of removing and replacing approximately 36,500 square yards of existing asphalt pavement with concrete paving and replacing approximately 18,600 square yards of asphalt pavement with 2” hot-mix asphaltic concrete (HMAC) pavement. The project also includes roadside ditch grading and new bike lanes.

Latest project update:

- Project Close-Out
 - The date of substantial completion for the project was May 31, 2024.
 - Final walk-thru inspections were performed for each of the streets.
 - The contractor has corrected all deficiencies noted on the punch lists.
 - As-built drawings for the project have been submitted.
 - Issue Certificate of Completion.

In the next several months:

- Driveway Approaches
 - Jacob Martin and city staff met with the Crown Road and Ranch House Road residents to discuss the expansion of the driveway approaches.
 - City’s expansion of the driveway approaches to meet the city’s minimum standard dimensions for drive approaches on streets with an overall width of 30 feet or more which was recommended to be 14 feet in width projected to the property line and an approach radius of 8 feet.
- Ditch Grading and Hydromulch
 - The plans call for all slopes to be 3:1. Regrade the drainage channels as needed to meet the required side slopes.
 - Hydromulch and water right-of-way areas to establish a uniform stand of the specified grasses.
- Speed Humps
 - Install speed humps on Crown Road.

King’s Gate Road Bridge Replacement

Engineer: Bartlett & West (Texas Department of Transportation’s Consultant)

Contractor: To be determined

Total Project Direct Cost: \$1,844,122

Project Description: The proposed work is a partnership between the City of Willow Park and the Texas Department of Transportation (TxDOT) to remove and replace the King’s Gate Road bridge over Clear Fork Trinity River. Bridge length and width is approximately 109’ long and 44’ wide, (2 - 12’ lanes, with 2 - 8’ shoulders, and 1’ width for each bridge rail). The project also includes the approach roadways approximately 200’ south of the bridge to the IH 20 frontage road and 100’ north of the bridge. The approaches are to be constructed in concrete.



Project Location Map

Latest Project Update:

- The let date for the King’s Gate Road Bridge Replacement project is August 2025.
- TxDOT has completed 90% of the plans.
- Project is environmentally cleared.
- Right-of-way Acquisition
 - Negotiations to purchase the properties have not been successful to date. On June 25, 2024, the City Council passed a resolution authorizing the City to acquire and/or use the power of eminent domain to acquire the properties for public use for the replacement of the King’s Gate Road Bridge.
- Utility Relocations
 - Continue to coordinate with Oncor and Texas Gas regarding the utility relocation work.
 - Utility relocations work to begin soon after the right-of-way is acquired.
 - The existing storm sewer line on King’s Gate Road conflicts with the proposed bridge replacement drill shaft. The storm sewer line will be adjusted during construction. The Advance Funding Agreement (AFA) will need to be amended. TxDOT is working to complete the required documents for amending the AFA.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: July 23, 2024	Department: Police	Presented By: Chief Daniel Franklin
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AGENDA ITEM:
Quarterly Report

BACKGROUND:

Department quarterly report for April – June 2024

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	\$ 0.00



Willow Park Police Department Quarterly Report

April – June 2024

To: City Council and City Administrator Bryan Grimes

From: Daniel Franklin, Chief of Police

Date: July 15, 2024

RE: Police Department Second Quarter Report

The Willow Park Police Department began the second quarter by losing a vital member of the administrative staff, resulting in the promotion of Gary Garrett to CID Lieutenant. The promotion of Lt. Garrett has been vital in the process of continuing the flow of day-to-day operations and filing cases with Parker County prosecutors. The process of integrating Lt. Garrett into his new role has encountered several unforeseen challenges; however, the transition is complete, and we are working to improve issues that have been identified.

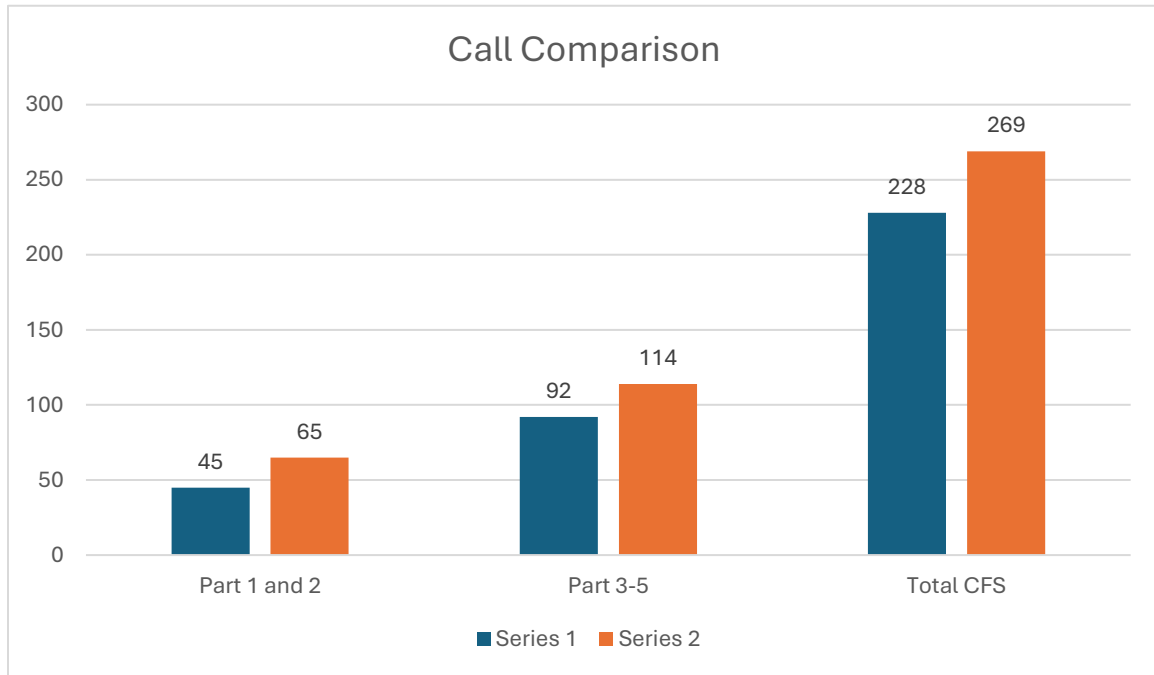
The department has seen the challenge of finding qualified applicants to fill two vacant positions. We have filled one of the open positions and will soon be sending a recruit officer to the Weatherford Police Academy. The second position remains unfilled; however, we are conducting background investigations into two possible applicants to fill the second open position.

Calls for service during the 2nd quarter of 2024 are consistent with the numbers from the previous quarter. Part 1 and 2 offenses increased slightly over the 2nd quarter as well as part 3,4,5 offenses. As a reminder, Part 1 offenses are considered violent crimes such as assault and robbery. Part 2 offenses are considered property crimes such as burglary and theft. All part 1 and 2 offenses are reported to the FBI in the required NIBRS report. Part 3,4,5 offenses are non-reportable incidents and are the more common types of calls responded to such as medicals, alarms, vehicle accidents, domestic disputes and neighbor disputes.

The Police Department would like to thank the City Council for their continued support as we move through 2024.

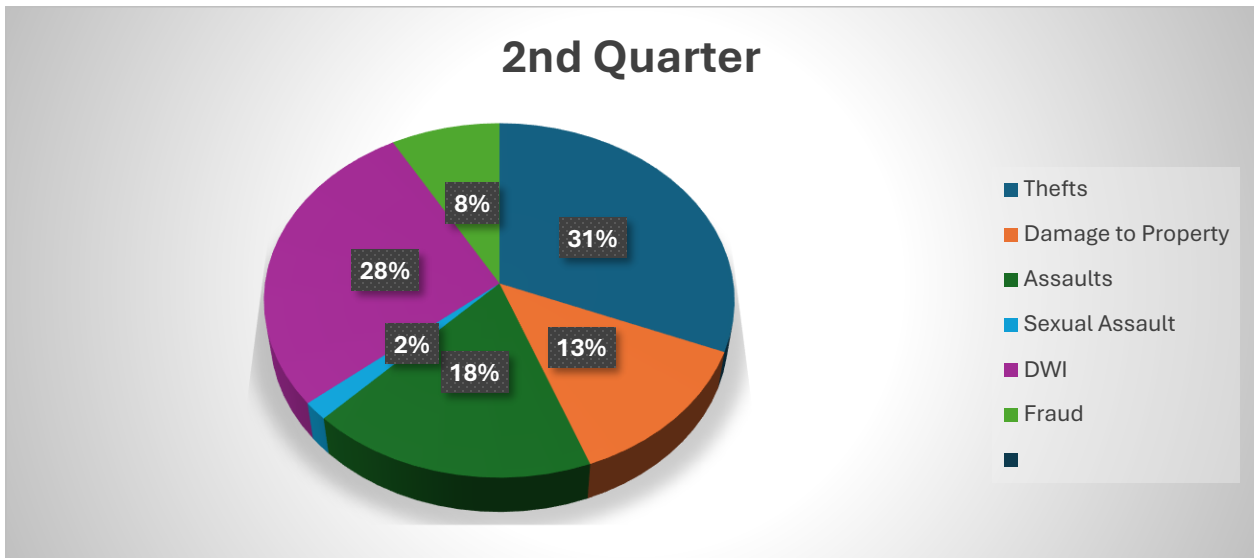
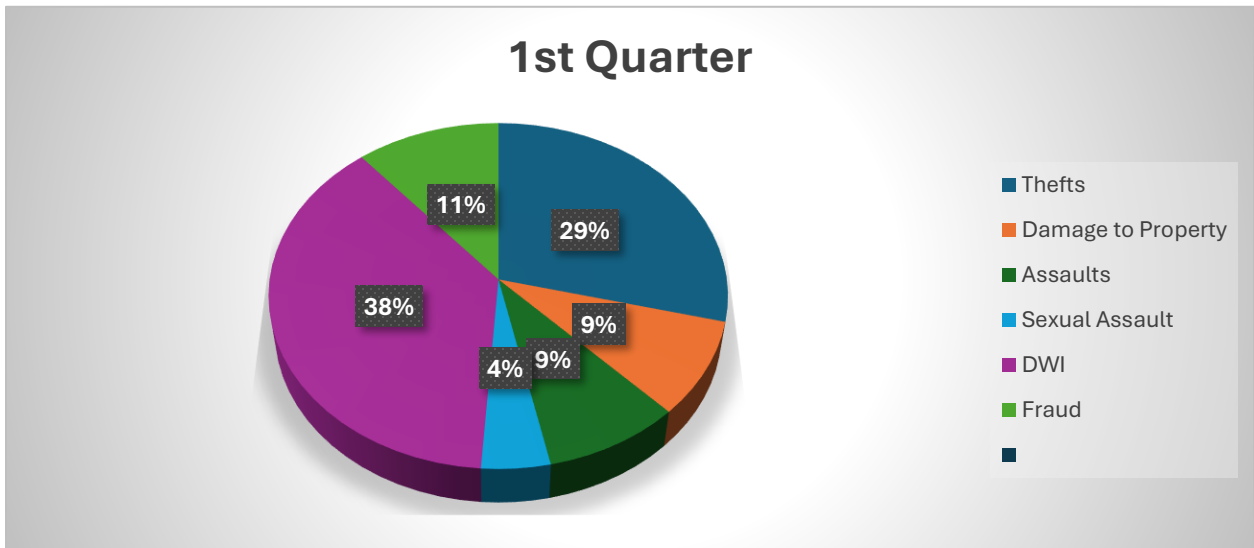
2024 1st and 2nd QUARTER CALL COMPARISON

Offense Type	Description Examples	1 st Quarter Calls	2 nd Quarter Calls
Part 1 and 2	Theft, Fraud, Damage to Property, Burglary, DWI, Assaults	45	65
Part 3, 4, 5	Suspicious persons/activity, Vehicle Lock outs, Animal Calls, Check Welfare, Accidents, Alarms, Parking Complaints, Warrant Arrest, Disputes, Extra Patrols	92	114
Citations		1232	982
Arrest		84	73
Security Checks		6828	6825
Total CFS's	(total part 1-5 offenses and all CFS not listed, excluding citations and security checks)	228	269



	1 st Quarter	2 nd Quarter
Thefts	13	19
Damage to Property	4	8
Assaults	4	11
Sexual Assault	2	1
DWI's	17	17
Fraud	5	5

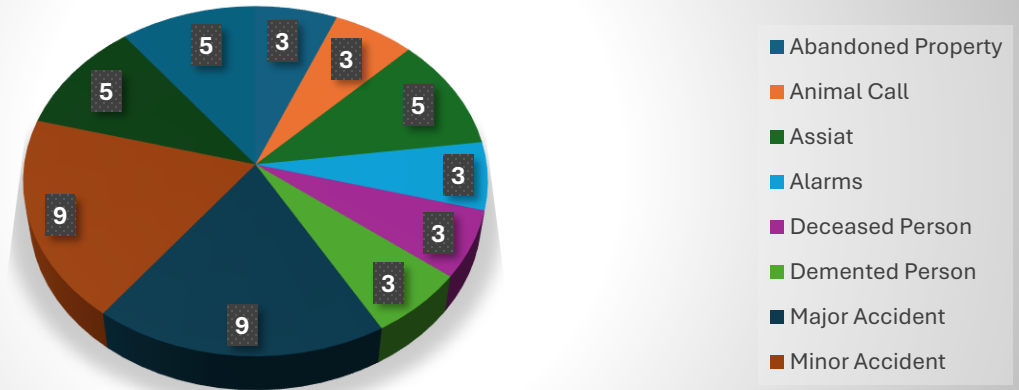
Breakdown of Part 1 and 2 Offenses



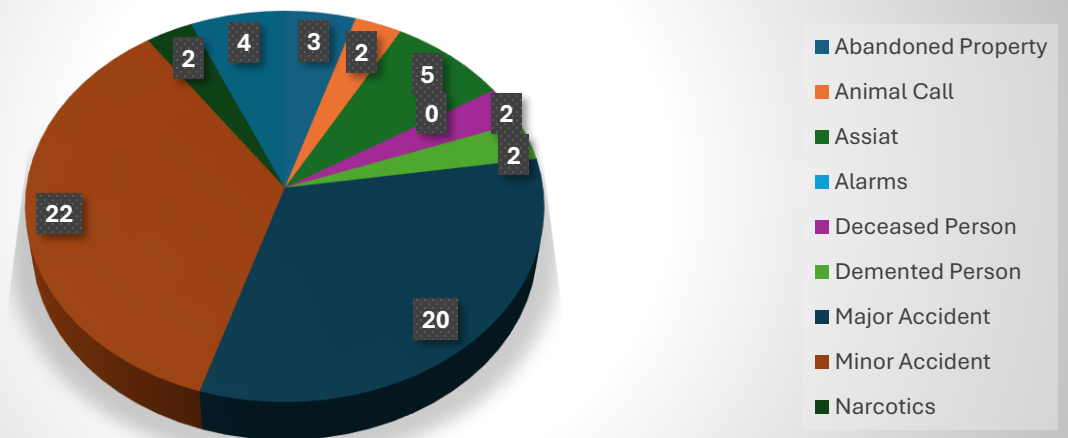
Break Down of Some Calls for Service other than Part 1 and 2

	1 st Quarter	2 nd Quarter
Abandoned property	3	3
Animal Call	3	2
Assist	5	5
Alarm	3	0
Deceased Person	3	2
Demented Person	3	2
Major Accident	9	20
Minor Accident	9	22
Narcotics	5	2
Suspicious Activity	5	4

1st Quarter



2nd Quarter





CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: July 23, 2024	Department: Municipal Court	Presented By:
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AGENDA ITEM

Municipal Court 2nd Quarter 2024 Report

BACKGROUND:

Municipal Court quarterly report from 04/01/2024 – 06/30/2024

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	NONE
	Source of Funding	

Municipal Court 2nd Quarter Report

April 1, 2024 to June 30, 2024

New Cases Filed this quarter: 552

Dispositions:

Fine Paid – 159
 Compliance Dismissals – 50
 Financial Responsibility Dismissals – 4
 Satisfied Deferred – 59
 Satisfied Driving Safety Course – 41
 Appeal to County – 1
 Jail Credit Given - 10

Total Cases Closed Out – 324

Revenue:

Kept by the City: \$51,037.90

Of that amount \$4522.08 goes to the special funds below that are only to be used for the court as approved by the Judge.

LCF 1 (Security Fund) -\$1582.64
 LCF 2 (Truancy Prevention Fund) -\$1,615.11
 LCF 3 (Technology Fund)-\$1,291.99
 LCF 4(Jury Fund_-\$32.34

Remitted to State: \$29,017.47

Total: \$80,055.37

335 Cases were sent to Collections during this quarter that totaled the amount of \$123,393.40.

Closed Collection cases this quarter totaled \$12,017.80

Attached Reports:

2nd Quarter Revenue Report

2nd Quarter Offense Report

Upcoming:

JULY COURT DOCKET ON JULY 24TH



Revenue By Offense Type

Willow Park Municipal Court

7/17/2024 8:56:16 AM

Original Offense Type

Fee Code Totals For Posted Date From 04/01/2024 To 06/30/2024

Item 6.

Fee Code	Fee Description	Count	Amount	Non Cash	Disbursement	Total
City Ordinance						
AF	ARREST FEE	2	\$10.00	\$0.00	\$0.00	\$10.00
FINE	FINE	2	\$253.00	\$0.00	\$0.00	\$253.00
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	2	\$9.80	\$0.00	\$0.00	\$9.80
LCF2	LOCAL CONSOLIDATED FEE (TRUANCY PREVENTION)	2	\$10.00	\$0.00	\$0.00	\$10.00
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	2	\$8.00	\$0.00	\$0.00	\$8.00
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	2	\$0.20	\$0.00	\$0.00	\$0.20
SCF	STATE CONSOLIDATED FEE	2	\$124.00	\$0.00	\$0.00	\$124.00
	City Ordinance	14	\$415.00	\$0.00	\$0.00	\$415.00
Parking						
AF	ARREST FEE	8	\$40.00	\$0.00	\$0.00	\$40.00
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	8	\$39.20	\$0.00	\$0.00	\$39.20
LCF2	LOCAL CONSOLIDATED FEE (TRUANCY PREVENTION)	8	\$40.00	\$0.00	\$0.00	\$40.00
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	8	\$32.00	\$0.00	\$0.00	\$32.00
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	8	\$0.80	\$0.00	\$0.00	\$0.80
PARKIN	PARKING	8	\$670.00	\$0.00	\$0.00	\$670.00
	Parking	48	\$822.00	\$0.00	\$0.00	\$822.00
State						
AF	ARREST FEE	14	\$70.00	\$0.00	\$0.00	\$70.00
COLL	COLLECTIONS	1	\$93.57	\$0.00	\$0.00	\$93.57
FINE	FINE	16	\$2,721.90	\$0.00	\$0.00	\$2,721.90
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	14	\$68.60	\$0.00	\$0.00	\$68.60
LCF2	LOCAL CONSOLIDATED FEE (TRUANCY PREVENTION)	14	\$70.00	\$0.00	\$0.00	\$70.00
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	14	\$56.00	\$0.00	\$0.00	\$56.00
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	14	\$1.40	\$0.00	\$0.00	\$1.40
SCF	STATE CONSOLIDATED FEE	14	\$868.00	\$0.00	\$0.00	\$868.00
	State	101	\$3,949.47	\$0.00	\$0.00	\$3,949.47
Traffic						
3000	LATE FINE	7	\$349.64	\$0.00	\$0.00	\$349.64
AF	ARREST FEE	317	\$1,505.02	\$0.00	\$0.00	\$1,505.02
CJF-C	CIVIL JUSTICE FUND - CITY	1	\$0.01	\$0.00	\$0.00	\$0.01
CJF-S	CIVIL JUSTICE FUND -	1	\$0.09	\$0.00	\$0.00	\$0.09
COLL	COLLECTIONS	32	\$2,650.61	\$0.00	\$0.00	\$2,650.61
CS	CHILD SAFETY	19	\$410.08	\$0.00	\$0.00	\$410.08
DS10	COMPLIANCE DISMISSAL \$10	3	\$30.00	\$0.00	\$0.00	\$30.00
DS20	COMPLIANCE DISMISSAL \$20	37	\$740.00	\$0.00	\$0.00	\$740.00



Revenue By Offense Type

Willow Park Municipal Court

7/17/2024 8:56:16 AM

Original Offense Type

Fee Code Totals For Posted Date From 04/01/2024 To 06/30/2024

Item 6.

Fee Code	Fee Description	Count	Amount	Non Cash	Disbursement	Total
Traffic						
DDC	DEFENSIVE DRIVING FEE	55	\$550.00	\$0.00	\$0.00	\$550.00
EXP	EXPENSE FEE	63	\$3,094.56	\$0.00	\$0.00	\$3,094.56
FINE	FINE	79	\$10,662.87	\$0.00	\$0.00	\$10,662.87
IDF	INDIGENT DEFENSIVE FEE	2	\$4.00	\$0.00	\$0.00	\$4.00
JS-C	JUDICIAL SUPPORT - CITY	2	\$1.20	\$0.00	\$0.00	\$1.20
JS-S	JUDICIAL SUPPORT - STATE	2	\$10.80	\$0.00	\$0.00	\$10.80
LATE	LATE FINE	26	\$1,266.23	\$0.00	\$0.00	\$1,266.23
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	315	\$1,465.04	\$0.00	\$0.00	\$1,465.04
LCF2	LOCAL CONSOLIDATED FEE (TRUANCY PREVENTION)	315	\$1,495.11	\$0.00	\$0.00	\$1,495.11
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	315	\$1,195.99	\$0.00	\$0.00	\$1,195.99
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	314	\$29.94	\$0.00	\$0.00	\$29.94
LTF	LOCAL TRAFFIC FINE	247	\$710.14	\$0.00	\$0.00	\$710.14
MCTF	MUNICIPAL COURT TECHNOLOGY FUND	2	\$8.00	\$0.00	\$0.00	\$8.00
PP-JE	PAYMENT PLAN- JUDICIAL EFFICIENCY	14	\$124.94	\$0.00	\$0.00	\$124.94
SCF	STATE CONSOLIDATED FEE	317	\$18,618.43	\$0.00	\$0.00	\$18,618.43
SJF	STATE JUROR FEE	2	\$8.00	\$0.00	\$0.00	\$8.00
STF	STATE TRAFFIC FINE	247	\$11,815.31	\$0.00	\$0.00	\$11,815.31
TITLE7	TITLE 7 TRANS CODE	189	\$18,118.89	\$0.00	\$0.00	\$18,118.89
TPDF	TRUANCY PREVENTION AND DIVERSION FUND	2	\$4.00	\$0.00	\$0.00	\$4.00
Traffic		2925	\$74,868.90	\$0.00	\$0.00	\$74,868.90

Report Totals:	3088	\$80,055.37	\$0.00	\$0.00	\$80,055.37
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Revenue By Offense Type

Willow Park Municipal Court

7/17/2024 8:56:16 AM

Original Offense Type

Transaction Totals For Posted Date From 04/01/2024 To 06/30/2024

Item 6.

Transaction Description	Trans Code	Count	Amount	Non Cash	Disbursement	Total
City Ordinance						
Payments	P	14	\$415.00	\$0.00	\$0.00	\$415.00
	City Ordinance	14	\$415.00	\$0.00	\$0.00	\$415.00
Parking						
Payments	P	48	\$822.00	\$0.00	\$0.00	\$822.00
	Parking	48	\$822.00	\$0.00	\$0.00	\$822.00
State						
Payments	P	101	\$3,949.47	\$0.00	\$0.00	\$3,949.47
	State	101	\$3,949.47	\$0.00	\$0.00	\$3,949.47
Traffic						
Bond Escrow	BE	9	\$225.00	\$0.00	\$0.00	\$225.00
Payments	P	2916	\$74,643.90	\$0.00	\$0.00	\$74,643.90
	Traffic	2925	\$74,868.90	\$0.00	\$0.00	\$74,868.90

Report Totals:	3088	\$80,055.37	\$0.00	\$0.00	\$80,055.37
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Offense By Year Report

Municipal Court
7/17/2024 8:57:49 AM

Violations For Filed Date From 04/01/2024 To 06/30/2024

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0453 CITY ORD. DISOBEY TRAFFIC CONTROL DEVICE				1									1
1690 PARKING VIOLATION				1		1							2
1693 PARKING - FIRE LANE					6								6
1695 PARKING - LEFT SIDE OF STREET						1							1
1830 ANIMAL(S) AT LARGE						4							4
3001 SPEEDING				83	63	51							197
3005 FAILED TO YIELD RIGHT OF WAY					1								1
3006 RAN STOP SIGN				2	1	3							6
3007 RAN RED LIGHT				1	1	2							4
3008 SPEEDING 25 MILES AND OVER POSTED SPEED LIMIT				7	12	9							28
3009 IMPROPER LANE CHANGE				2	1	1							4
3014 IMPROPER TURN						1							1
3016 DROVE WRONG WAY ON ONE-WAY ROADWAY					1								1
3017 FOLLOWING TOO CLOSE						3							3
3022 IMPROPER PASSING				1									1
3028 CROSSING PHYSICAL BARRIER				2									2
3034 NO SAFETY BELT - CHILD (4-14)						1							1
3049 NO MOTOR VEHICLE LIABILITY INSURANCE				3	7	2							12
3049A NO MOTOR VEHICLE INSURANCE (UVFR)				8	7	12							27
3056 FAILURE TO YIELD RIGHT OF WAY						1							1
3059 DISREGARDED TRAFFIC CONTROL DEVICE				1									1
3060 FAILED TO STOP AT DESIGNATED POINT					1								1
3066 DROVE THROUGH SAFETY ZONE						2							2
3070 FAILED TO DRIVE IN SINGLE LANE				1	1								2
3084 FAILURE TO SIGNAL LANE CHANGE				1	1	5							7
3101 DRIVING WHILE LICENSE INVALID				4	4	3							11
3103 NO DRIVERS LICENSE				14	12	14							40



Offense By Year Report

Municipal Court
7/17/2024 8:57:49 AM

Violations For Filed Date From 04/01/2024 To 06/30/2024

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
3106 VIOLATE D.L. RESTRICTION				1		2							3
3112 NO MOTORCYCLE ENDORSEMENT				2									2
3121 DISREGARDED POLICE OFFICER					1								1
3127 DROVE ONTO/FM CONT ACCESS HWY WHERE PROH				5	5								10
3156 FAILED TO DIM HEADLIGHTS - COLLISION						1							1
3162 DEFECTIVE EQUIPMENT - HEAD LIGHTS						1							1
3205A DISPLAY WRONG ALTERED OR OBSCURED MOTOR VEHICLE					1								1
3207 NO MOTORCYCLE HELMET - OPERATOR				1									1
3259 EXPIRED OPERATORS LICENSE				1	5	4							10
3263 FAIL TO DISPLAY DL				1									1
3274 NO LICENSE PLATE LIGHT					1	1							2
3322 OPERATING VEHICLE WHERE OBSCURED				1		1							2
3338 FAILURE TO IDENTIFY				1		1							2
3596 SPEEDING 10% OVER LIMIT SCHOOL ZONE				3	1								4
3621 IMPROPER LOADING				1									1
3628 USED UNAPPROVED EQUIPMENT				1		1							2
3656 EXPIRED VEHICLE REGISTRATION				40	38	24							102
3657 DISPLAY WRONG LICENSE PLATE				4	1	1							6
3660 EXPIRED/NO REGISTRATION TRAILER				1									1
3667 OPERATE MOTOR VEHICLE W/O LICENSE PLATES, OR W/O REGISTRATION INSIGNIA				2		3							5
3668 OPERATE UNREGISTERED MOTOR VEHICLE				1		1							2
5030 ASSAULT - PHYSICAL CONTACT				1									1
5090 MINOR IN POSSESSION OF ALCOHOL						3							3
5095 MINOR IN POSSESSION OF TOBACCO				1									1
5130 POSSESSION OF DRUG PARAPHERNALIA				1	4	2							7
5140 PUBLIC INTOXICATION				4	2	1							7
5160 SOLICITATION W/O A PERMIT						3							3



Offense By Year Report

Municipal Court
7/17/2024 8:57:49 AM

Violations For Filed Date From 04/01/2024 To 06/30/2024

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
6010 THEFT UNDER \$100.00						3							3

Report Totals:				205	178	169							552
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City of Willow Park Fire Marshal's Office

120 El Chico Item 6.
Willow Park, TX 76087
817-441-7108x221
willowpark.org

Quarterly report Q2 '24

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

Since April of 2024 the department has conducted:

- 70 fire inspections;
- 15 certificate of occupancy inspections;
- 9 fire alarm inspections;
- 4 fire suppression final inspections;
- 1 hydrostatic inspections;
- 27 Plan Reviews
2 Public Education
- events;
- 10 Code enforcement cases.



Projects For Q1 '24

Item 6.

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

- Selected Code Enforcement Software and are currently in the on-boarding process ;
- A service that tracks and reports 3rd party inspections for NFPA and life safety systems has been selected. The on-boarding process will begin as soon as the user agreement has been approved;



Training

Employees of the Fire Marshal's office hold multiple certifications in multiple disciplines including EMS, Fire, and Law enforcement. The state requires continuing education hours for each of those certifications. Each employee of the Fire Marshal's office completes around 100 hours of continuing education hours every year to stay current with their certifications. Over the last quarter employees have attended conferences, seminars, webinars, and other classes to stay current with required certifications.



Objectives for the department in the upcoming quarter:

- Continue prioritizing development with quick turnaround times on plan reviews and inspections. Remain on track for annual inspections.
- Participate in public education of fire prevention.
- Fully implement code software.
- Fully implement NFPA software.

COMMUNICATIONS AND MARKETING
REPORT

JULY 2024 // PREPARED BY ROSE HOFFMAN



LONG-TERM FOCUS



GOAL: TRAINING AND CERTIFICATIONS

Communications and Marketing Director Rose Hoffman spent a week in Emmitsburg, Maryland, at the National Emergency Management Institute and was awarded a certification as an Advanced Public Information Officer.

GOAL: REACHING UNREACHED AUDIENCES










We are so excited to launch TextMyGov, a text-based system for residents and businesses to get quick answers to common questions. We will be presenting more information about TextMyGov at our July 23 meeting. TextMyGov also allows the city to send out mass notifications via text message, furthering our reach when we are trying to connect with the most people for urgent news.

City of Willow Park, TX 

Text the city to find information and report issues!

Text  To:
817.458.3443

Additional Keyword Options:

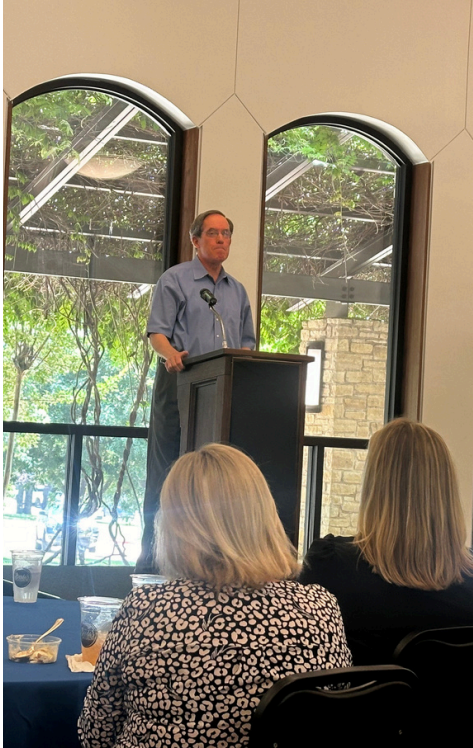
		
		
		

Visit: textmygov.com/opt-in-terms-conditions to view terms and privacy policy info. Msg & Data rates apply. Msg frequency varies. Text STOP at any time to opt-out.

Powered by 

SUMMER 2024

The City was present at both Willow Park Palooza at The Shops and Super Safety Saturday at Texas Health Resources during the month of June. We also assisted Mayor Moss on the 5th Annual Mayor’s Council of Parker County Clergy Luncheon. Next up: Bearcat Nation 101 and other back-to-school projects. We are also beginning work on the annual Christmas Tree Lighting event.



Event and outreach
HIGHLIGHTS

SHORT TERM GOALS

- 1. Promote tourism and shopping local through marketing campaigns
- 2. Finalize a crisis communication plan with internal stakeholders
- 3. Work with community partners to include more outreach at non-city events

2024
SUMMER/FALL
GOALS



Second quarter
SUMMARY



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: July 23, 2024	Department: Admin	Presented By: City Manager
---------------------------------------	-----------------------------	--------------------------------------

AGENDA ITEM: Budget Workshop for the FY 24 – 25 Budget

BACKGROUND:

Attached is the preliminary budget for the upcoming budget year running from October 1, 2024 – September 30, 2025. This is a draft budget and may be different from the final budget for your consideration. A budget calendar is attached as well. I am anticipating Council voting on the budget and tax rate at the September 10th meeting.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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

CITY OF WILLOW PARK
PRELIMINARY BUDGET
JULY 23, 2024

Fund: 10 - GENERAL FUND

Item 7.

DEPARTMENT 001 - ADMINISTRATION

	FY 2023-2024 Total Budget	FY 2023-2024 YTD Activity	FY 2024-2025 PRELIMINARY
Group: 10 - TAXES			
10-001-46000 M & O TAX	1,651,211	1,625,030	1,709,003
10-001-46001 SALES TAX	2,050,000	1,525,321	2,050,000
10-001-46002 MIXED BEVERAGE TAX	45,000	33,679	45,000
10-001-46003 AUTO/TRAILER TAXES	325	2,039	325
10-001-46007 DELINQUENT TAXES	6,977	2,889	6,977
	3,753,513	3,188,958	3,811,305
Group: 12 - FRANCHISE FEES			
10-001-46020 TXU ELECTRIC	225,000	214,067	225,000
10-001-46021 A T & T	10,000	5,082	10,000
10-001-46022 TEXAS GAS	7,500	2,078	7,500
10-001-46025 MISC. FRANCHISE	5,000	4,562	5,000
10-001-46027 MESH NET	3,024	2,268	3,024
10-001-46028 WATER FRANCHISE FEE	129,978	0	129,978
10-001-46029 WASTEWATER FRANCHISE FEES	37,220	0	37,220
	417,722	228,057	417,722
Group: 15 - ADMINISTRATIVE FEES			
10-001-46005 INTEREST - OPERATING FUND	75,000	120,847	75,000
10-001-46056 CORONAVIRUS AID RELEIF FUNDS	0	0	
	75,000	120,847	75,000
Group: 35 - OTHER REVENUE			
10-001-46041 REFUNDS/BANK CREDITS	100	2,111	100
10-001-46042 MISCELLANEOUS	0	0	
10-001-46044 COMMERCIAL LEASE REVENUE	0	0	
10-001-46046 OTHER REIMBURSEABLES	200	0	200
10-001-46047 BOND PROCEEDS	0	0	
10-001-46093 GRANT FUNDS	0	1,633	
10-001-46109 RENTAL INCOME	190,000	155,766	190,000
	190,300	159,510	190,300
Group: 50 - PERSONNEL			
10-001-58100 SALARIES	161,151	125,693	186,895
10-001-58101 PAYROLL EXPENSE	2,305	1,837	2,710
10-001-58102 WORKERS COMPENSATION	843	1,643	1,124
10-001-58103 HEALTH INSURANCE	44,760	18,555	58,788
10-001-58104 RETIREMENT	57,718	16,065	64,255
10-001-58105 UNEMPLOYMENT INSURANCE	270	13	360
10-001-58107 CELL PHONE STIPEND	2,280	1,708	2,820
10-001-58125 DENTAL INSURANCE	2,796	887	3,660
10-001-58130 VISION INSURANCE	0		690
10-001-58126 LIFE INSURANCE	519	130	692
10-001-58127 PHYSICALS & GYM MEMBERSHIPS	0	0	0
10-001-58129 LONGEVITY PAY	900	900	1,200
	273,542	167,431	323,194
Group: 55 - SUPPLIES			
10-001-58200 POSTAGE & SHIPPING	2,070	3,100	2,070
10-001-58201 OFFICE SUPPLIES	4,658	2,040	4,658
10-001-58202 FLOWERS/GIFTS/PLAQUES	2,070	212	2,070
10-001-58203 BASIC OPERATING SUPPLIES	0	3,902	
10-001-58204 PRINTING & BINDING	0	40	
10-001-58205 MINOR EQUIPMENT: OFFICE	533	522	533
10-001-58207 MV REPAIR & MAINTENANCE	0	0	

10-001-58208	UNIFORMS & SUPPLIES	311	681	Item 7.
10-001-58214	FINANCE CHARGES	2,500	411	2,500
10-001-58223	EQUIPMENT	533	1,161	533
10-001-58265	FACILITIES MAINT SUPPLIES	515	690	515
10-001-58268	SUBSCRIPTIONS & PUBLICATIONS	0	6,316	
10-001-58269	PROMOTIONAL SUPPLIES	0	0	
		13,190	19,074	13,190
Group: 65 - CONTRACTUAL SERVICES				
10-001-58400	TRAVEL & TRAINING	16,000	11,474	16,000
10-001-58401	CONSULTANTS & PROFESSIONALS	25,875	0	25,875
10-001-58402	ADVERTISING & LEGAL NOTICES	1,553	1,650	1,553
10-001-58403	PRINTING & BINDING	3,726	202	3,726
10-001-58404	PROPERTY & LIABILITY	8,100	7,336	8,100
10-001-58406	PROFESSIONAL LICENSE	1,035	158	1,035
10-001-58407	DUES & MEMBERSHIPS	3,105	9,152	3,105
10-001-58408	SPECIAL EVENTS	10,000	6,046	10,000
10-001-58414	FINANCE CHARGES	0	32	
10-001-58415	FINES & PENALTIES	0	133	
10-001-58417	ACCOUNTING & AUDITOR	58,800	17,650	58,800
10-001-58418	CONTRACTUAL SERVICES	67,000	46,324	67,000
10-001-58426	SOFTWARE TECH SUPPORT	70,000	79,126	70,000
10-001-58437	PUBLIC SAFETY ALERT SYSTEM	2,846	1,371	2,846
10-001-58438	IT CONTRACT	3,987	0	3,987
10-001-58450	GOVERNMENT & MISC OPERATING	0	0	
10-001-58451	EQUIPMENT RENTAL	9,936	7,958	9,936
10-001-58477	COMMERCIAL LEASE	0	0	
		281,963	188,610	281,963
Group: 70 - TRANSFERS & RESTRICTED FUNDS				
10-001-58716	PAYING AGENT FEES	0	300	
10-001-58769	M&O TO I&S	100,000	0	0
		100,000	300	0
Group: 75 - CAPITAL OUTLAY				
10-001-58600	OFFICE EQUIPMENT	2,500	0	2,500
10-001-58607	CAPITAL IMPROVEMENTS	0	0	
10-001-58610	FACILITIES: CITY BUILDINGS	0	0	
10-001-58612	SOFTWARE	0	0	
10-001-58651	COUNCIL APPROVED EXPENDITURES	175,000	0	100,000
		177,500	0	102,500
ADMINISTRATION TOTAL REVENUE:		4,436,535	3,697,371	4,494,327
ADMINISTRATION TOTAL EXPENSES:		846,195	375,415	720,847
ADMINISTRATION NET PROFIT/LOSS:		3,590,340	3,321,956	3,773,480

DEPARTMENT 003 - DEVELOPMENT

FY 2023-2024	FY 2023-2024	FY 2024-2	<i>Item 7.</i>
Total Budget	YTD Activity	PRELIMINARY	

Group: 15 - ADMINISTRATIVE FEES

10-003-46087	CREDIT CARD FEES	0	0	
10-003-46092	NSF FEES	0	0	
		0	0	0

Group: 20 - LICENSES & PERMITS

10-003-46023	CERTIFICATE OF OCCUPANCY	1,000	0	1,000
10-003-46070	BUILDING PERMITS	500,000	399,780	600,000
10-003-46071	HEALTH PERMITS	12,500	6,295	12,500
10-003-46072	SUBCONTRACTORS PERMITS	20,000	0	0
10-003-46073	REGISTRATION FEES	0	0	
10-003-46075	OSSF PERMITS	1,200	600	1,200
10-003-46077	PLAN REVIEW	50,000	15,450	50,000
10-003-46079	BACKFLOW INSPECTIONS	0	1,150	1,500
10-003-46080	RE - INSPECTION	1,000	0	1,000
10-003-46081	SPECIAL EVENT PERMITS	300	50	300
10-003-46082	REVIEWS/ REQUESTS	600	0	600
10-003-46083	METER RELEASE	0	0	
10-003-46084	RENTAL INSPECTIONS	0	0	
10-003-46089	IRRIGATION	0	0	
10-003-46095	ALARM PERMIT FEES	1,000	2,050	3,000
10-003-46099	FIRE SPRINKLER	1,435	4,300	7,500
10-003-46105	ZONING/RE-ZONING	0	450	
10-003-46106	PLATS/RE-PLATS	10,000	183	5,000
		599,035	430,309	683,600

Group: 50 - PERSONNEL

10-003-58100	SALARIES	389,627	285,742	428,716
10-003-58101	PAYROLL EXPENSE	5,650	4,057	5,999
10-003-58102	WORKERS COMPENSATION	1,405	2,191	1,405
10-003-58103	HEALTH INSURANCE	18,480	27,154	19,608
10-003-58104	RETIREMENT	43,899	36,371	52,937
10-003-58105	UNEMPLOYMENT INSURANCE	270	41	270
10-003-58107	CELL PHONE STIPEND	1,620	1,579	1,620
10-003-58110	OVERTIME	0	148	0
10-003-58125	DENTAL INSURANCE	1,692	1,126	1,800
10-003-58130	VISION INSURANCE			450
10-003-58126	LIFE INSURANCE	519	393	519
10-003-58128	ACCRUED COMP & VACATION	0	0	0
10-003-58129	LONGEVITY PAY	1,500	1,500	1,500
		464,662	360,301	514,824

Group: 55 - SUPPLIES

10-003-58200	POSTAGE & SHIPPING	515	0	515
10-003-58201	OFFICE SUPPLIES	3,000	1,435	3,000
10-003-58202	FLOWERS/GIFTS/PLAQUES	100	120	100
10-003-58203	BASIC OPERATING SUPPLIES	750	742	750
10-003-58204	PRINTING & BINDING	300	0	300
10-003-58205	MINOR EQUIPMENT: OFFICE	400	420	400
10-003-58207	MV REPAIR & MAINTENANCE	200	67	200
10-003-58208	UNIFORMS & SUPPLIES	300	71	300
10-003-58214	FINANCE CHARGES	0	1,471	3,000
10-003-58265	FACILITIES MAINT SUPPLIES	2,500	0	500
10-003-58268	SUBSCRIPTIONS & PUBLICATIONS	150	297	500
10-003-58282	HEALTH PLAN REVIEW	0	100	
		8,215	4,721	9,565

Group: 65 - CONTRACTUAL SERVICES

10-003-58400	TRAVEL & TRAINING	10,000	3,469	10,000	Item 7.
10-003-58401	CONSULTANTS & PROFESSIONALS	10,000	1,950	10,000	
10-003-58402	ADVERTISING & LEGAL NOTICES	4,000	231	4,000	
10-003-58404	PROPERTY & LIABILITY	8,100	12,812	8,100	
10-003-58406	PROFESSIONAL LICENSE	100	0	100	
10-003-58407	DUES & MEMBERSHIPS	750	1,235	750	
10-003-58408	SPECIAL EVENTS	0	0	0	
10-003-58418	CONTRACTUAL SERVICES	55,000	29,606	55,000	
10-003-58423	FOOD SERVICE INSPECTOR	10,000	10,800	12,500	
10-003-58424	ENGINEERING/CITY ENGINEER	5,000	19,116	5,000	
10-003-58426	SOFTWARE TECH SUPPORT	15,000	5,104	15,000	
10-003-58435	POOL INSPECTOR	0	0	0	
10-003-58438	IT CONTRACT	4,000	0	4,000	
10-003-58463	ECONOMIC DEVELOPMENT	1,000	342	1,000	
		122,950	84,665	125,450	
Group: 75 - CAPITAL OUTLAY					
10-003-58600	OFFICE EQUIPMENT	1,000	0	1,000	
10-003-58612	SOFTWARE	0	17,567	0	
		1,000	17,567	1,000	
DEVELOPMENT TOTAL REVENUE:		599,035	430,309	683,600	
DEVELOPMENT TOTAL EXPENSES:		596,827	467,254	650,839	
DEVELOPMENT NET PROFIT/LOSS:		2,208	-36,945	32,761	

DEPARTMENT 004 - FIRE MARSHAL

FY 2023-2024	FY 2023-2024	FY 2024-2	<i>Item 7.</i>
Total Budget	YTD Activity	PRELIMINARY	

Group: 50 - PERSONNEL

10-004-58100	SALARIES	193,015	147,136	205,666
10-004-58101	PAYROLL EXPENSE	2,799	2,149	2,939
10-004-58102	WORKERS COMPENSATION	7,933	1,096	7,933
10-004-58103	HEALTH INSURANCE	18,480	7,127	19,608
10-004-58104	RETIREMENT	35,708	18,800	37,838
10-004-58105	UNEMPLOYMENT INSURANCE	180	18	180
10-004-58107	CELL PHONE STIPEND	0	0	0
10-004-58109	CERTIFICATE PAY	6,550	2,375	6,500
10-004-58110	OVERTIME	0	0	0
10-004-58125	DENTAL INSURANCE	1,128	563	1,200
10-004-58130	VISION INSURANCE			180
10-004-58126	LIFE INSURANCE	346	175	346
10-004-58127	PHYSICALS & GYM MEMBERSHIPS	1,000	0	1,000
10-004-58128	ACCRUED COMP & VACATION	0	0	0
10-004-58129	LONGEVITY PAY	600	600	600
		267,739	180,038	283,990

Group: 55 - SUPPLIES

10-004-58200	POSTAGE & SHIPPING	1,000	0	1,000
10-004-58201	OFFICE SUPPLIES	500	30	500
10-004-58202	FLOWERS/GIFTS/PLAQUES	500	0	500
10-004-58203	BASIC OPERATING SUPPLIES	4,500	365	4,000
10-004-58204	PRINTING & BINDING	0	0	
10-004-58205	MINOR EQUIPMENT: OFFICE	0	550	
10-004-58206	MV OILS, LUBRICANTS & FLUIDS	0	349	
10-004-58207	MV REPAIR & MAINTENANCE	8,700	772	8,700
10-004-58208	UNIFORMS & SUPPLIES	2,500	545	2,000
10-004-58216	PPE AND SUPPLIES	5,000	1,461	2,500
10-004-58265	FACILITIES MAINT SUPPLIES	0	28	
		22,700	4,099	19,200

Group: 60 - UTILITIES

10-004-58305	COMMUNICATION SERVICES	8,500	4,248	8,500
		8,500	4,248	8,500

Group: 65 - CONTRACTUAL SERVICES

10-004-58400	TRAVEL & TRAINING	13,000	1,808	13,000
10-004-58401	CONSULTANTS & PROFESSIONALS	0	0	
10-004-58403	PRINTING & BINDING	0	0	
10-004-58404	PROPERTY & LIABILITY	0	12,812	
10-004-58407	DUES & MEMBERSHIPS	5,600	1,415	5,825
10-004-58418	CONTRACTUAL SERVICES	16,600	5,170	16,600
10-004-58426	SOFTWARE TECH SUPPORT	0	2,779	
10-004-58427	EQUIPMENT TECH SUPPORT	11,000	179	8,500
10-004-58437	PUBLIC SAFETY ALERT SYSTEM	0	1,371	
10-004-58438	IT CONTRACT	0	0	
10-004-58452	VEHICLE LEASE	22,649	9,109	22,649
10-004-58455	EMERGENCY MANAGEMENT	17,000	3,070	11,000
		85,849	37,713	77,574

Group: 75 - CAPITAL OUTLAY

10-004-58624	EQUIPMENT PURCHASE	0	0	0
		0	0	0

FIRE MARSHAL TOTAL REVENUE:	0	0	0
FIRE MARSHAL TOTAL EXPENSES:	384,788	226,097	389,264
FIRE MARSHAL NET PROFIT/LOSS:	-384,788	-226,097	-389,264

DEPARTMENT 005 - LEGISLATIVE

FY 2023-2024	FY 2023-2024	FY 2024-25	<i>Item 7.</i>
Total Budget	YTD Activity	PRELIMINARY	

Group: 15 - ADMINISTRATIVE FEES

10-005-46036	OPEN RECORD REQUEST FEES	150	0	150
		150	0	150

Group: 35 - OTHER REVENUE

10-005-46024	SPECIAL EVENT SPONSORSHIP	0	0	
10-005-46042	MISCELLANEOUS	1,100	0	1,100
		1,100	0	1,100

Group: 50 - PERSONNEL

10-005-58100	SALARIES	77,175	59,083	84,893
10-005-58101	PAYROLL EXPENSE	1,119	833	1,231
10-005-58102	WORKERS COMPENSATION	281	548	281
10-005-58103	HEALTH INSURANCE	9,240	250	9,804
10-005-58104	RETIREMENT	14,277	7,515	14,593
10-005-58105	UNEMPLOYMENT INSURANCE	90	9	90
10-005-58107	CELL PHONE STIPEND	249	395	249
10-005-58125	DENTAL INSURANCE	564	282	600
10-005-58130	VISION INSURANCE			90
10-005-58126	LIFE INSURANCE	173	87	173
10-005-58129	LONGEVITY PAY	300	300	300
		103,468	69,301	112,304

Group: 55 - SUPPLIES

10-005-58200	POSTAGE & SHIPPING	104	0	104
10-005-58201	OFFICE SUPPLIES	1,553	224	1,553
10-005-58202	FLOWERS/GIFTS/PLAQUES	1,553	1,112	1,553
10-005-58203	BASIC OPERATING SUPPLIES	569	268	569
10-005-58204	PRINTING & BINDING	533	562	533
10-005-58205	MINOR EQUIPMENT: OFFICE	3,002	0	3,002
10-005-58208	UNIFORMS & SUPPLIES	1,397	48	1,397
10-005-58265	FACILITIES MAINT SUPPLIES	0	0	
10-005-58266	MINOR EQUIPMENT: FIELD	518	0	518
10-005-58269	PROMOTIONAL SUPPLIES	25,000	4,840	25,000
		34,229	7,054	34,229

Group: 65 - CONTRACTUAL SERVICES

10-005-58400	TRAVEL & TRAINING	10,350	2,615	10,350
10-005-58401	CONSULTANTS & PROFESSIONALS	8,280	0	8,280
10-005-58402	ADVERTISING & LEGAL NOTICES	2,070	1,768	2,070
10-005-58404	PROPERTY & LIABILITY	8,100	12,812	8,100
10-005-58406	PROFESSIONAL LICENSE	414	0	414
10-005-58407	DUES & MEMBERSHIPS	12,000	2,467	12,000
10-005-58408	SPECIAL EVENTS	25,000	18,677	25,000
10-005-58416	LEGAL/CITY ATTORNEY	50,000	44,446	50,000
10-005-58418	CONTRACTUAL SERVICES	4,554	3,203	4,554
10-005-58419	ELECTIONS ADMINISTRATION	5,900	0	5,900
10-005-58426	SOFTWARE TECH SUPPORT	518	550	518
10-005-58437	PUBLIC SAFETY ALERT SYSTEM	1,108	1,371	1,108
10-005-58438	IT CONTRACT	4,107	0	4,107
10-005-58450	GOVERNMENT & MISC OPERATING	1,553	0	1,553
		133,954	87,910	133,954

Group: 75 - CAPITAL OUTLAY

10-005-58624	EQUIPMENT PURCHASE	0	0	
		0	0	0

LEGISLATIVE TOTAL REVENUE:	1,250	0	1,250
LEGISLATIVE TOTAL EXPENSES:	271,651	164,264	280,405

LEGISLATIVE NET PROFIT/LOSS:

-270,401

-164,264

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DEPARTMENT 006 - MUNICIPAL COURT

FY 2023-2024 Total Budget	FY 2023-2024 YTD Activity	FY 2024-2025 PRELIMINARY	<i>Item 7.</i>
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Group: 15 - ADMINISTRATIVE FEES

10-006-46092	NSF FEES	0	0	
		0	0	0

Group: 25 - FINES & FORFITURES

10-006-46060	NON-PARKING	215,000	92,726	215,000
10-006-46061	PARKING	1,000	1,056	1,000
10-006-46062	WARRANTS/CAPIAS	1,300	0	1,300
10-006-46063	STATE LAW - CLASS C	15,000	4,298	15,000
10-006-46064	COURT ADMINISTRATION FEES	10,000	9,412	10,000
10-006-46065	COURT SECURITY FEE	4,700	0	4,700
10-006-46066	TIME PAYMENT	400	0	400
10-006-46067	MC TECH FEE	6,700	0	6,700
10-006-46069	BOND FORFITURE	0	100	
10-006-46085	SEAT BELT	500	0	500
10-006-46102	TEEN COURT FEE	0	50	
		254,600	107,643	254,600

Group: 35 - OTHER REVENUE

10-006-46042	MISCELLANEOUS	0	0	
		0	0	0

Group: 50 - PERSONNEL

10-006-58100	SALARIES	104,630	76,384	112,752
10-006-58101	PAYROLL EXPENSE	1,540	1,106	1,635
10-006-58102	WORKERS COMPENSATION	562	0	562
10-006-58103	HEALTH INSURANCE	18,480	7,004	19,608
10-006-58104	RETIREMENT	19,357	9,775	18,866
10-006-58105	UNEMPLOYMENT INSURANCE	180	35	180
10-006-58107	CELL PHONE STIPEND	249	395	249
10-006-58109	CERTIFICATE PAY	221	350	221
10-006-58110	OVERTIME	0	0	0
10-006-58125	DENTAL INSURANCE	1,128	563	1,200
10-006-58130	VISION INSURANCE			180
10-006-58126	LIFE INSURANCE	346	175	346
10-006-58129	LONGEVITY PAY	600	600	600
10-006-58132	BAILIFF DUTIES	1,600	0	3,000
		148,893	96,386	159,399

Group: 55 - SUPPLIES

10-006-58201	OFFICE SUPPLIES	1,035	177	1,035
10-006-58202	FLOWERS/GIFTS/PLAQUES	207	0	207
10-006-58205	MINOR EQUIPMENT: OFFICE	0	65	
10-006-58208	UNIFORMS & SUPPLIES	0	110	
10-006-58214	FINANCE CHARGES	15,000	9,151	15,000
10-006-58265	FACILITIES MAINT SUPPLIES	0	0	
		16,242	9,503	16,242

Group: 65 - CONTRACTUAL SERVICES

10-006-58400	TRAVEL & TRAINING	3,105	825	3,000
10-006-58402	ADVERTISING & LEGAL NOTICES	0	0	
10-006-58404	PROPERTY & LIABILITY	8,100	12,812	8,100
10-006-58406	PROFESSIONAL LICENSE	0	142	
10-006-58407	DUES & MEMBERSHIPS	85	110	85
10-006-58416	LEGAL/CITY ATTORNEY	12,000	5,250	10,000
10-006-58418	CONTRACTUAL SERVICES	0	90	
10-006-58421	MUNICIPAL JUDGE	18,500	13,500	18,500
10-006-58422	MAGISTRATE	3,105	2,000	3,105
10-006-58426	SOFTWARE TECH SUPPORT	3,000	700	3,000

10-006-58438	IT CONTRACT	4,140	0	<i>Item 7.</i>
10-006-58441	JURY SERVICE	207	0	
		52,242	35,430	50,137
Group: 75 - CAPITAL OUTLAY				
10-006-58600	OFFICE EQUIPMENT	0	0	
10-006-58612	SOFTWARE	0	0	
		0	0	0
MUNICIPAL COURT TOTAL REVENUE:		254,600	107,643	254,600
MUNICIPAL COURT TOTAL EXPENSES:		217,377	141,319	225,778
MUNICIPAL COURT NET PROFIT/LOSS:		37,223	-33,676	28,822

DEPARTMENT 007 - POLICE DEPARTMENT

FY 2023-2024	FY 2023-2024	FY 2024-2	<i>Item 7.</i>
Total Budget	YTD Activity	PRELIMINARY	

Group: 15 - ADMINISTRATIVE FEES

10-007-46053	ACCIDENT REPORTS	600	813	600
10-007-46087	CREDIT CARD FEES	0	2,508	
		600	3,321	600

Group: 20 - LICENSES & PERMITS

10-007-46095	ALARM PERMIT FEES	0	200	
		0	200	0

Group: 35 - OTHER REVENUE

10-007-46050	POLICE TRAINING	0	10	
10-007-46051	POLICE CONTRIBUTIONS	0	0	
10-007-46088	SALE OF ASSETS	0	0	
10-007-46093	GRANT FUNDS	0	4,207	
10-007-46103	SCHOOL RESOURCE OFFICER FUNDING	56,151	60,802	56,151
10-007-46110	OPIOID ABATEMENT FUNDS	0	0	
		56,151	65,019	56,151

Group: 50 - PERSONNEL

10-007-58100	SALARIES	1,166,120	878,515	1,253,771
10-007-58101	PAYROLL EXPENSE	17,750	12,683	17,876
10-007-58102	WORKERS COMPENSATION	74,197	34,315	74,197
10-007-58103	HEALTH INSURANCE	157,080	133,933	166,668
10-007-58104	RETIREMENT	215,732	119,101	201,958
10-007-58105	UNEMPLOYMENT INSURANCE	1,530	162	1,530
10-007-58107	CELL PHONE STIPEND	745	0	249
10-007-58109	CERTIFICATE PAY	4,154	2,309	2,100
10-007-58110	OVERTIME	58,000	19,980	58,000
10-007-58125	DENTAL INSURANCE	9,588	4,713	10,200
10-007-58130	VISION INSURANCE			1,530
10-007-58126	LIFE INSURANCE	2,940	1,463	2,940
10-007-58127	PHYSICALS & GYM MEMBERSHIPS	2,000	0	2,000
10-007-58128	ACCRUED COMP & VACATION	0	19,262	0
10-007-58129	LONGEVITY PAY	5,100	5,100	5,100
		1,714,936	1,231,536	1,798,119

Group: 55 - SUPPLIES

10-007-50506	CID ACTIVITIES	0	0	
10-007-58200	POSTAGE & SHIPPING	320	79	320
10-007-58201	OFFICE SUPPLIES	5,693	0	5,693
10-007-58202	FLOWERS/GIFTS/PLAQUES	453	0	453
10-007-58203	BASIC OPERATING SUPPLIES	3,105	2,202	3,105
10-007-58204	PRINTING & BINDING	853	0	853
10-007-58205	MINOR EQUIPMENT: OFFICE	5,382	1,351	5,382
10-007-58206	MV OILS, LUBRICANTS & FLUIDS	533	0	533
10-007-58207	MV REPAIR & MAINTENANCE	12,000	13,438	12,000
10-007-58208	UNIFORMS & SUPPLIES	14,283	10,612	14,283
10-007-58214	FINANCE CHARGES	1,200	644	1,200
10-007-58227	ICE & INCLEMENT WEATHER	0	216	
10-007-58253	SAFETY EQUIPMENT & SUPPLIES	2,962	405	2,962
10-007-58260	BUILDING & FACILITIES REPAIRS	6,396	6,257	6,396
10-007-58265	FACILITIES MAINT SUPPLIES	14,464	8,880	14,464
10-007-58266	MINOR EQUIPMENT: FIELD	33,248	13,055	33,248
10-007-58267	OPERATING SUPPLIES NON CONSUMA	1,066	544	1,066
10-007-58268	SUBSCRIPTIONS & PUBLICATIONS	3,494	3,706	3,494
10-007-58270	MV FUEL	25,875	32,731	25,875
10-007-58271	MV TIRES, TUBES & BATTERIES	10,000	7,286	10,000
10-007-58275	SPECIAL EVENTS	1,035	343	1,035

10-007-58276	AMMUNITION & WEAPONS RELATED	9,134	697	Item 7.
		151,496	102,445	151,496
Group: 60 - UTILITIES				
10-007-58305	COMMUNICATION SERVICES	4,451	3,824	4,451
		4,451	3,824	4,451
Group: 65 - CONTRACTUAL SERVICES				
10-007-58400	TRAVEL & TRAINING	10,000	9,827	10,000
10-007-58402	ADVERTISING & LEGAL NOTICES	107	1,096	107
10-007-58403	PRINTING & BINDING	640	0	0
10-007-58404	PROPERTY & LIABILITY	8,100	12,812	8,100
10-007-58407	DUES & MEMBERSHIPS	1,760	282	1,760
10-007-58408	SPECIAL EVENTS	0	207	
10-007-58410	LAB TESTING	6,000	1,844	6,000
10-007-58418	CONTRACTUAL SERVICES	112,000	49,082	112,000
10-007-58420	INMATE HOUSING	1,242	212	1,242
10-007-58426	SOFTWARE TECH SUPPORT	0	9,032	
10-007-58437	PUBLIC SAFETY ALERT SYSTEM	1,108	1,371	1,108
10-007-58438	IT CONTRACT	4,107	0	4,107
10-007-58450	GOVERNMENT & MISC OPERATING	673	0	673
10-007-58451	EQUIPMENT RENTAL	0	2,961	
10-007-58452	VEHICLE LEASE	61,836	59,520	75,000
10-007-58453	REPAIR & MAINTENANCE - OTHER	0	0	
10-007-58462	ANIMAL CONTROL	68,879	40,838	56,000
		276,452	189,083	276,097
Group: 75 - CAPITAL OUTLAY				
10-007-58601	VEHICLE EQUIPMENT	50,000	4,902	50,000
10-007-58624	EQUIPMENT PURCHASE	0	0	
		50,000	4,902	50,000
POLICE TOTAL REVENUE:		56,751	68,540	56,751
POLICE TOTAL EXPENSES:		2,197,335	1,531,790	2,280,163
POLICE NET PROFIT/LOSS:		-2,140,584	-1,463,250	-2,223,412

DEPARTMENT 008 - CITY SERVICES

**FY 2023-2024
Total Budget**

**FY 2023-2024
YTD Activity**

**FY 2024-2025
PRELIMINARY** Item 7.

Group: 50 - PERSONNEL

10-008-58100	SALARIES	0	1,010	
10-008-58101	PAYROLL EXPENSE	0	0	
10-008-58102	WORKERS COMPENSATION	0	0	
10-008-58103	HEALTH INSURANCE	0	0	
10-008-58104	RETIREMENT	0	0	
10-008-58105	UNEMPLOYMENT INSURANCE	0	0	
10-008-58107	CELL PHONE STIPEND	0	0	
10-008-58110	OVERTIME	0	0	
10-008-58125	DENTAL INSURANCE	0	0	
10-008-58130	VISION INSURANCE	0	0	
10-008-58126	LIFE INSURANCE	0	0	
		0	1,010	0

Group: 55 - SUPPLIES

10-008-58201	OFFICE SUPPLIES	0	0	
10-008-58202	FLOWERS/GIFTS/PLAQUES	0	2,525	
10-008-58203	BASIC OPERATING SUPPLIES	1,139	193	1,139
10-008-58205	MINOR EQUIPMENT: OFFICE	0	0	
10-008-58207	MV REPAIR & MAINTENANCE	2,588	2,842	2,588
10-008-58208	UNIFORMS & SUPPLIES	1,035	125	1,035
10-008-58222	MINOR TOOLS	3,167	0	3,167
10-008-58223	EQUIPMENT	0	515	
10-008-58224	MISC. TOOLS/SUPPLIES	0	146	
10-008-58253	SAFETY EQUIPMENT & SUPPLIES	1,066	0	1,066
10-008-58260	BUILDING & FACILITIES REPAIRS	24,840	2,379	24,840
10-008-58263	PUBLIC WORKS BUILDING	0	375	
10-008-58265	FACILITIES MAINT SUPPLIES	5,175	4,660	5,175
10-008-58266	MINOR EQUIPMENT: FIELD	4,140	2,614	4,140
10-008-58267	OPERATING SUPPLIES NON CONSUMA	0	0	
10-008-58270	MV FUEL	57,491	878	57,491
10-008-58275	SPECIAL EVENTS	0	1,426	
		100,641	18,678	100,641

Group: 60 - UTILITIES

10-008-58300	ELECTRICITY	50,000	43,334	50,000
10-008-58301	NATURAL GAS	5,175	6,489	5,175
10-008-58302	TELEPHONE	15,525	0	15,525
10-008-58303	LONG DISTANCE TELEPHONE	0	0	
10-008-58305	COMMUNICATION SERVICES	46,575	12,111	46,575
		117,275	61,934	117,275

Group: 65 - CONTRACTUAL SERVICES

10-008-58400	TRAVEL & TRAINING	3,105	95	3,105
10-008-58401	CONSULTANTS & PROFESSIONALS	0	0	
10-008-58402	ADVERTISING & LEGAL NOTICES	0	0	
10-008-58404	PROPERTY & LIABILITY	8,100	12,812	8,100
10-008-58405	REPAIR & MAINTENANCE	0	5,112	
10-008-58407	DUES & MEMBERSHIPS	0	0	
10-008-58408	SPECIAL EVENTS	40,000	2,083	40,000
10-008-58410	LAB TESTING	0	57	
10-008-58411	PROPERTY DAMAGE	0	0	
10-008-58412	OTHER RENTAL	0	0	
10-008-58414	FINANCE CHARGES	0	0	
10-008-58415	FINES & PENALTIES	0	0	
10-008-58418	CONTRACTUAL SERVICES	15,525	64,435	15,525
10-008-58424	ENGINEERING/CITY ENGINEER	0	0	

10-008-58425	SOLID WASTE COLLECTION	7,245	0	Item 7.	
10-008-58426	SOFTWARE TECH SUPPORT	0	482		
10-008-58438	IT CONTRACT	4,140	0		4,140
10-008-58450	GOVERNMENT & MISC OPERATING	10,000	0		10,000
10-008-58451	EQUIPMENT RENTAL	2,132	2,829		2,132
10-008-58452	VEHICLE LEASE	0	3,265		
10-008-58453	REPAIR & MAINTENANCE - OTHER	0	0		
10-008-58478	MOVING EXPENSES	0	0		
10-008-58479	LANDSCAPING CONTRACT	50,000	0		50,000
		140,247	91,171		140,247
Group: 75 - CAPITAL OUTLAY					
10-008-58600	OFFICE EQUIPMENT	0	0		
10-008-58606	CAPITAL PROJECTS CONTRACTS	0	19,600		
10-008-58607	CAPITAL IMPROVEMENTS	0	0		
10-008-58624	EQUIPMENT PURCHASE	0	17,327		
10-008-58625	UTILITIES: DRAINAGE	0	0		
10-008-58650	LEASEHOLD IMPROVEMENTS	0	0		
		0	36,927	0	
CITY SERVICES TOTAL REVENUE:		0	0	0	
CITY SERVICES TOTAL EXPENSES:		358,163	209,719	358,163	
CITY SERVICES NET PROFIT/LOSS:		-358,163	-209,719	-358,163	

DEPARTMENT 009 - PARKS

	FY 2023-2024 Total Budget	FY 2023-2024 YTD Activity	FY 2024-2 PRELIMINARY Item 7.
Group: 35 - OTHER REVENUE			
10-009-45009 PARKS DONATIONS	0	-1,500	0
	0	-1,500	0
Group: 55 - SUPPLIES			
10-009-58265 FACILITIES MAINT SUPPLIES	0	1,385	0
10-009-58454 PARKS MAINTENANCE	40,000	35,807	40,000
	40,000	37,193	40,000
Group: 65 - CONTRACTUAL SERVICES			
10-009-58401 CONSULTANTS & PROFESSIONALS	25,000	84	25,000
10-009-58418 CONTRACTUAL SERVICES	0	0	
10-009-58424 ENGINEERING/CITY ENGINEER	0	0	
	25,000	84	25,000
Group: 75 - CAPITAL OUTLAY			
10-009-58609 PARKS IMPROVEMENTS	250,000	0	250,000
10-009-58624 EQUIPMENT PURCHASE	0	9,748	
	250,000	9,748	250,000
PARKS TOTAL REVENUE:	0	-1,500	0
PARKS TOTAL EXPENSES:	315,000	47,025	315,000
PARKS NET PROFIT/LOSS:	-315,000	-48,525	-315,000

DEPARTMENT 010 - STREETS

	FY 2023-2024 Total Budget	FY 2023-2024 YTD Activity	FY 2024-2 PRELIMINARY Item 7.
Group: 35 - OTHER REVENUE			
10-010-46090 ROAD CONTRIBUTIONS	0	0	
	0	0	0
Group: 55 - SUPPLIES			
10-010-58210 TRAFFIC & STREET SIGNS	7,500	3,403	7,500
10-010-58225 ASPHALT MATERIALS	50,000	21,396	50,000
10-010-58226 ROAD BASE MATERIALS - PAVING	30,000	0	30,000
10-010-58227 ICE & INCLEMENT WEATHER	4,500	0	4,500
10-010-58251 BARRICADES/MARKERS	2,500	12,750	2,500
	94,500	37,549	94,500
Group: 65 - CONTRACTUAL SERVICES			
10-010-58401 CONSULTANTS & PROFESSIONALS	10,000	0	10,000
10-010-58413 CONTRACT STREET REPAIR	25,000	40,650	25,000
10-010-58424 ENGINEERING/CITY ENGINEER	25,000	781	25,000
	60,000	41,431	60,000
Group: 75 - CAPITAL OUTLAY			
10-010-58603 STREET IMPROVEMENTS	0	0	
	0	0	0
STREETS TOTAL REVENUE:	0	0	0
STREETS TOTAL EXPENSES:	154,500	78,980	154,500
STREETS NET PROFIT/LOSS:	-154,500	-78,980	-154,500

GENERAL FUND TOTAL REVENUE:	5,348,171	4,302,363	5,4 Item 7.
GENERAL FUND TOTAL EXPENSES:	5,341,836	3,241,864	5,375,041
GENERAL FUND NET PROFIT/LOSS:	6,335	1,060,499	115,487

Fund: 20 - WATER FUND

DEPARTMENT 020 - WATER

		FY 2023-2024	FY 2023-2024	FY 2024-2025
		Total Budget	YTD Activity	PRELIMINARY
Group: 15 - ADMINISTRATIVE FEES				
20-020-45005	INTEREST REVENUE	125,000	135,038	125,000
20-020-46005	INTEREST - OPERATING FUND	0	0	
20-020-46087	CREDIT CARD FEES	0	0	
		125,000	135,038	125,000
Group: 35 - OTHER REVENUE				
20-020-45009	DEVELOPMENT CONTRIBUTION/DEPOS	0	0	
20-020-45032	REIMBURSEMENT FOR REPAIRS	0	750	
20-020-45041	REFUNDS/ BANK CREDITS	0	5,852	
20-020-45042	MISCELLANEOUS REVENUE	1,200	200	1,200
20-020-45051	SALE OF RECYCLED MATERIALS	0	0	
20-020-46088	SALE OF ASSETS	0	21,200	
		1,200	28,002	1,200
Group: 40 - TRANSFERS				
20-020-48756	2019 COOS - TWDB - FT WORTH WT	244,414	226,607	244,414
20-020-48757	WP CO S21	163,572	119,544	163,572
		407,986	346,151	407,986
Group: 45 - UTILITY REVENUE				
20-020-45000	USER CHARGES	3,015,000	2,031,294	3,200,000
20-020-45001	PENALTIES	30,000	22,716	30,000
20-020-45002	NEW ACCOUNT FEES	13,000	12,910	13,000
20-020-45003	TAP FEES	3,000	0	3,000
20-020-45004	IMPACT FEES	50,000	60,697	50,000
20-020-45007	METER FEE	25,000	8,493	25,000
20-020-45008	METER BOX FEE	4,500	2,750	4,500
20-020-45030	RECONNECT FEES	10,000	13,340	10,000
20-020-45031	NSF FEES	600	960	600
20-020-45048	BORE FEES	0	500	
		3,151,100	2,153,660	3,336,100
Group: 50 - PERSONNEL				
20-020-58100	SALARIES	662,835	586,348	854,984
20-020-58101	PAYROLL EXPENSE	10,041	8,769	12,397
20-020-58102	WORKERS COMPENSATION	16,358	20,589	16,358
20-020-58103	HEALTH INSURANCE	83,160	81,284	88,236
20-020-58104	RETIREMENT	91,086	76,261	95,919
20-020-58105	UNEMPLOYMENT INSURANCE	810	244	810
20-020-58107	CELL PHONE STIPEND	4,320	3,116	4,320
20-020-58109	CERTIFICATE PAY	5,040	3,590	6,719
20-020-58110	OVERTIME	31,800	19,387	31,800
20-020-58125	DENTAL INSURANCE	5,076	3,289	5,400
20-020-58130	VISION INSURANCE			810
20-020-58126	LIFE INSURANCE	1,556	923	1,556
20-020-58128	ACCRUED COMP & VACATION	0	1,222	0
20-020-58129	LONGEVITY PAY	3,000	3,000	3,000
		915,082	808,023	1,122,309
Group: 55 - SUPPLIES				
20-020-58200	POSTAGE & SHIPPING	15,000	0	15,000
20-020-58201	OFFICE SUPPLIES	5,000	1,214	5,000
20-020-58202	FLOWERS/GIFTS/PLAQUES	300	0	300
20-020-58203	BASIC OPERATING SUPPLIES	2,000	0	2,000
20-020-58205	MINOR EQUIPMENT: OFFICE	3,000	0	3,000
20-020-58207	MV REPAIR & MAINTENANCE	10,400	11,550	10,400
20-020-58208	UNIFORMS & SUPPLIES	6,000	5,249	6,000
20-020-58211	WATER SUPPLIES	0	0	
20-020-58214	FINANCE CHARGES	60,000	75,002	60,000
20-020-58222	MINOR TOOLS	0	1,264	

20-020-58223	EQUIPMENT	3,000	6,720	3,000
20-020-58224	MISC. TOOLS/SUPPLIES	4,000	1,971	4,000
20-020-58227	ICE & INCLEMENT WEATHER	0	0	
20-020-58230	CHEMICALS	50,000	9,862	25,000
20-020-58231	WATER METERS	20,000	27,744	20,000
20-020-58232	FIRE HYDRANTS	10,000	0	10,000
20-020-58233	ROAD BASE MATERIAL - MAIN BREA	0	0	
20-020-58234	SAND	0	0	
20-020-58253	SAFETY EQUIPMENT & SUPPLIES	2,874	4,000	2,874
20-020-58260	BUILDING & FACILITIES REPAIRS	3,984	2,526	3,984
20-020-58265	FACILITIES MAINT SUPPLIES	500	2,714	500
20-020-58266	MINOR EQUIPMENT: FIELD	2,850	169	2,850
20-020-58268	SUBSCRIPTIONS & PUBLICATIONS	750	0	750
20-020-58270	MV FUEL	50,000	29,622	50,000
20-020-58277	WATERLINE REPAIR MATERIALS	0	0	
20-020-58281	WATER DISTRIBUTION SUPPLIES	135,000	130,110	135,000
20-020-58282	WATER PRODUCTION SUPPLIES	50,000	2,256	25,000
		434,658	311,973	384,658
Group: 60 - UTILITIES				
20-020-58300	ELECTRICITY	115,000	99,512	115,000
20-020-58301	NATURAL GAS	0	192	
20-020-58304	MOBILE TELEPHONE	5,700	4,294	5,700
20-020-58305	COMMUNICATION SERVICES	6,132	3,810	6,132
		126,832	107,808	126,832
Group: 65 - CONTRACTUAL SERVICES				
20-020-58400	TRAVEL & TRAINING	5,000	7,325	5,000
20-020-58401	CONSULTANTS & PROFESSIONALS	25,000	12,522	25,000
20-020-58402	ADVERTISING & LEGAL NOTICES	1,000	0	1,000
20-020-58403	PRINTING & BINDING	0	712	
20-020-58404	PROPERTY & LIABILITY	8,100	12,812	8,100
20-020-58405	REPAIR & MAINTENANCE	0	9,081	
20-020-58407	DUES & MEMBERSHIPS	555	0	555
20-020-58409	PERMITS & APPLICATIONS	5,500	6,744	5,500
20-020-58410	LAB TESTING	20,000	7,472	20,000
20-020-58411	PROPERTY DAMAGE	2,500	11,305	2,500
20-020-58412	OTHER RENTAL	0	0	
20-020-58414	FINANCE CHARGES	0	31	
20-020-58416	LEGAL/CITY ATTORNEY	50,000	91,320	50,000
20-020-58417	ACCOUNTING & AUDITOR	13,500	6,950	13,500
20-020-58418	CONTRACTUAL SERVICES	20,000	11,997	20,000
20-020-58424	ENGINEERING/CITY ENGINEER	236,000	253,035	236,000
20-020-58425	SOLID WASTE COLLECTION	2,000	0	2,000
20-020-58426	SOFTWARE TECH SUPPORT	30,000	46,031	30,000
20-020-58427	EQUIPMENT TECH SUPPORT	10,000	0	10,000
20-020-58437	PUBLIC SAFETY ALERT SYSTEM	2,750	1,371	2,750
20-020-58438	IT CONTRACT	3,852	0	3,852
20-020-58442	WATER MAIN MAINTENANCE	0	24,621	
20-020-58443	WELL SITE MAINTENANCE	25,000	17,902	25,000
20-020-58444	EQUIPMENT MAINTENANCE	5,000	14,536	5,000
20-020-58447	WATER TANK MAINTENANCE	35,000	7,290	35,000
20-020-58448	BUILDING MAINT - WELL SITES	3,000	0	3,000
20-020-58451	EQUIPMENT RENTAL	8,000	899	8,000
20-020-58452	VEHICLE LEASE	52,000	54,603	52,000
20-020-58469	WATER DISTRIBUTION CONTRACTUAL	5,000	0	5,000
20-020-58470	WATER PRODUCTION CONTRACTUAL	40,000	17,201	40,000
		608,757	615,760	608,757
Group: 70 - TRANSFERS & RESTRICTED FUNDS				
20-020-48705	TRANSFER IN	0	0	
20-020-58716	PAYING AGENT FEES	0	1,050	
20-020-58717	DEPRECIATION EXPENSE	0	0	

20-020-58719	INTEREST	0	0	
20-020-58730	OPEB	0	0	
20-020-58735	2010 REFUNDING	0	0	
20-020-58736	2012 REFUNDING	0	0	
20-020-58741	TRANSFER TO GENERAL FUND	0	0	
20-020-58745	FRANCHISE FEES	0	0	
20-020-58746	2014 TWDB COB	44,373	39,821	44,373
20-020-58748	2016 TWDB COB	58,423	54,270	58,423
20-020-58749	PP FINANCE CONTRACT 6804	18,419	18,341	18,419
20-020-58750	2019 TWDB COB INTEREST	509,195	0	509,195
20-020-58755	2015 COB	30,491	28,618	30,491
20-020-58756	2019 COOS - TWDB - FT WORTH WT	0	472,098	
20-020-58757	WP CO S21 DEBT SERVICE	340,775	249,050	340,775
20-020-58758	GOV CAP 9371 DEBT SERVICE	82,373	82,373	82,373
20-020-58764	TRANSFER TO WASTEWATER FUND	200,000	200,000	100,000
		1,284,049	1,145,621	1,184,049
Group: 75 - CAPITAL OUTLAY				
20-020-58600	OFFICE EQUIPMENT	0	0	
20-020-58601	VEHICLE EQUIPMENT	0	1,058	
20-020-58602	TECHNOLOGY PROJECTS	12,500	240	12,500
20-020-58604	EQUIPMENT: HEAVY	100,000	35,161	0
20-020-58607	CAPITAL IMPROVEMENTS	0	0	
20-020-58610	FACILITIES: CITY BUILDINGS	0	0	
20-020-58611	WATER PURCHASES	400,000	238,674	400,000
20-020-58612	SOFTWARE	0	0	
20-020-58646	UTILITIES: WATER DISTRIBUTION	0	0	
		512,500	275,133	412,500
WATER FUND TOTAL REVENUE:		3,685,286	2,662,851	3,870,286
WATER FUND TOTAL EXPENSES:		3,881,878	3,264,317	3,839,105
WATER FUND NET PROFIT/LOSS:		-196,592	-601,465	31,181

Fund: 30 - WASTEWATER FUND**DEPARTMENT 030 - WASTEWATER**

	FY 2023-2024 Total Budget	FY 2023-2024 YTD Activity	FY 2024-2025 PRELIMINARY
Group: 15 - ADMINISTRATIVE FEES			
30-030-45005 INTEREST REVENUE	15,468	555,040	15,468
	15,468	555,040	15,468
Group: 35 - OTHER REVENUE			
30-030-45041 REFUNDS/BANK CREDITS	3,261	0	3,261
30-030-45049 GRANT REVENUE	0	0	
30-030-46088 SALE OF ASSETS	0	61,209	
	3,261	61,209	3,261
Group: 40 - TRANSFERS			
30-030-46094 TRANSFER IN	200,000	200,000	175,000
30-030-45000 USER CHARGES	1,173,067	945,865	1,500,000
30-030-45003 TAP FEES	667	0	667
30-030-45004 IMPACT FEES	125,000	53,050	125,000
30-030-45048 BORE FEES	0	3,248	
	1,498,734	1,202,163	1,800,667
Group: 50 - PERSONNEL			
30-030-58100 SALARIES	93,115	75,761	115,806
30-030-58101 PAYROLL EXPENSE	1,495	1,299	1,679
30-030-58102 WORKERS COMPENSATION	3,383	4,575	3,383
30-030-58103 HEALTH INSURANCE	18,480	13,728	19,608
30-030-58104 RETIREMENT	17,226	10,967	17,844
30-030-58105 UNEMPLOYMENT INSURANCE	180	18	180
30-030-58107 CELL PHONE STIPEND	1,080	789	1,080
30-030-58109 CERTIFICATE PAY	1,920	2,806	2,160
30-030-58110 OVERTIME	10,000	9,569	12,000
30-030-58125 DENTAL INSURANCE	1,128	568	1,200
30-030-58130 VISION INSURANCE			180
30-030-58126 LIFE INSURANCE	346	177	346
30-030-58129 LONGEVITY PAY	600	600	600
	148,953	120,858	176,066
Group: 55 - SUPPLIES			
30-030-58200 POSTAGE & SHIPPING	2,000	0	2,000
30-030-58201 OFFICE SUPPLIES	1,200	0	1,200
30-030-58203 BASIC OPERATING SUPPLIES	1,200	115	1,200
30-030-58205 MINOR EQUIPMENT: OFFICE	1,000	115	1,000
30-030-58206 MV OILS, LUBRICANTS & FLUIDS	500	0	500
30-030-58207 MV REPAIR & MAINTENANCE	2,400	0	2,400
30-030-58208 UNIFORMS & SUPPLIES	2,000	552	2,000
30-030-58212 WASTEWATER SUPPLIES	4,000	0	4,000
30-030-58222 MINOR TOOLS	0	137	
30-030-58223 EQUIPMENT	2,900	4,827	2,900
30-030-58224 MISC. TOOLS/SUPPLIES	1,000	187	1,000
30-030-58227 ICE & INCLEMENT WEATHER	0	0	
30-030-58230 CHEMICALS	75,000	33,320	75,000
30-030-58240 BELT PRESS SUPPLIES	0	0	
30-030-58253 SAFETY EQUIPMENT & SUPPLIES	2,775	0	2,775
30-030-58260 BUILDING & FACILITIES REPAIRS	5,000	162	5,000
30-030-58264 WW CHEMICALS	0	1,782	
30-030-58265 FACILITIES MAINT SUPPLIES	0	333	
30-030-58270 MV FUEL	5,000	0	5,000
30-030-58279 WASTEWATER COLLECTION	35,000	2,386	35,000
30-030-58280 WASTEWATER TREATMENT	10,000	14,217	10,000
	150,975	58,133	150,975
Group: 60 - UTILITIES			

30-030-58300	ELECTRICITY	90,000	76,256	90,000
30-030-58305	COMMUNICATION SERVICES	0	912	
		90,000	77,168	90,000
Group: 65 - CONTRACTUAL SERVICES				
30-030-58400	TRAVEL & TRAINING	3,500	3,079	3,500
30-030-58401	CONSULTANTS & PROFESSIONALS	0	100	
30-030-58402	ADVERTISING & LEGAL NOTICES	0	917	
30-030-58404	PROPERTY & LIABILITY	8,100	12,812	8,100
30-030-58405	REPAIR & MAINTENANCE	7,650	0	7,650
30-030-58407	DUES & MEMBERSHIPS	500	0	500
30-030-58409	PERMITS & APPLICATIONS	3,500	3,808	3,500
30-030-58410	LAB TESTING	21,000	12,830	21,000
30-030-58411	PROPERTY DAMAGE	0	0	
30-030-58417	ACCOUNTING & AUDITOR	10,000	6,950	10,000
30-030-58418	CONTRACTUAL SERVICES	12,000	5,523	12,000
30-030-58424	ENGINEERING/CITY ENGINEER	62,000	2,752	62,000
30-030-58425	SLUDGE HAULING	90,000	42,585	90,000
30-030-58438	IT CONTRACT	3,852	0	3,852
30-030-58445	LIFT STATION EQUIPMENT MAINTENANCE	30,000	23,526	30,000
30-030-58449	LIFT STATION MAINTENANCE	0	2,071	
30-030-58450	GOVERNMENT & MISC OPERATING	3,000	0	3,000
30-030-58451	EQUIPMENT RENTAL	500	0	500
30-030-58452	VEHICLE LEASE	0	0	
30-030-58467	WASTEWATER COLLECTION	0	2,466	
30-030-58468	WASTEWATER TREATMENT	0	0	
		255,602	119,418	255,602
Group: 70 - TRANSFERS & RESTRICTED FUNDS				
30-030-58716	PAYING AGENT FEES	0	0	
30-030-58717	DEPRECIATION EXPENSE	0	0	
30-030-58719	INTEREST	0	0	
30-030-58725	DEBT ISSUANCE COSTS	0	108,951	0
30-030-58730	OPEB	0	0	
30-030-58745	FRANCHISE FEES	37,220	0	37,220
30-030-58750	SERIES 2017 DEBT	265,348	239,113	265,348
30-030-58766	TWDB SERIES 2021A	591,735	501,483	591,735
30-030-58772	2024 SERIES COB	0	0	239,775
		894,303	849,546	1,134,078
Group: 75 - CAPITAL OUTLAY				
30-030-58640	UTILITIES: WASTEWATER COLLECTI	0	0	
		0	0	0
WASTEWATER FUND TOTAL REVENUE:				
		1,517,463	1,818,412	1,819,396
WASTEWATER FUND TOTAL EXPENSES:				
		1,539,833	1,225,122	1,806,721
WASTEWATER FUND NET PROFIT/LOSS:				
		-22,370	593,290	12,675

Fund: 07 - DRAINAGE FUND**DEPARTMENT 070 - DRAINAGE****FY 2023-2024
Total Budget****Group: 15 - ADMINISTRATIVE FEES**

07-070-46005	INTEREST REVENUE	1,500
07-070-46104	DRAINAGE FEES	400,000
		401,500

Group: 35 - OTHER REVENUE

07-070-46047	BOND PROCEEDS	0
		0

Group: 55 - SUPPLIES

07-070-58236	DRAINAGE SUPPLIES	0
		0

Group: 65 - CONTRACTUAL SERVICES

07-070-58424	ENGINEERING/CITY ENGINEER	0
		0

Group: 70 - TRANSFERS & RESTRICTED FUNDS

07-070-58765	COB, SERIES 2022A	0
		0

Group: 75 - CAPITAL OUTLAY

07-070-58625	DRAINAGE PROJECTS	367,150
		367,150

DRAINAGE FUND TOTAL REVENUE:	401,500
DRAINAGE FUND TOTAL EXPENSES:	367,150
DRAINAGE FUND NET PROFIT/LOSS:	34,350

FY 2023-2024 YTD Activity	FY 2024-2025 PRELIMINARY
66,184	1,500
307,197	400,000
373,381	401,500
0	
0	0
0	
0	0
1,327	
1,327	0
280,950	
280,950	0
555,826	367,150
555,826	367,150
373,381	401,500
838,103	367,150
-464,722	34,350

DEPARTMENT 016 - TOURISM

	FY 2023-2024 Total Budget	FY 2023-2024 YTD Activity	FY 2024-2025 PRELIMINARY
Group: 10 - TAXES			
16-016-46004 MOTEL TAX	0	133,929	
	0	133,929	0
Group: 15 - ADMINISTRATIVE FEES			
16-016-46005 INTEREST - OPERATING FUND	0	15,997	
	0	15,997	0
Group: 65 - CONTRACTUAL SERVICES			
16-016-58402 ADVERTISING & LEGAL NOTICES	0	22,560	
	0	22,560	0
TOURISM FUND TOTAL REVENUE:	0	149,926	0
TOURISM FUND TOTAL EXPENSES:	0	22,560	0
TOURISM FUND NET PROFIT/LOSS:	0	127,366	0

I&S DEBT OBLIGATIONS

Description of Debt	Principal Payment	Interest Payment	Total Payment
2015 COB	\$ 38,532	\$ 5,043	\$ 43,575
COWP GOB, SERIES 2016	\$ 340,000	\$ 212,000	\$ 552,000
TAX NOTES, SERIES 2018 (ROADS)	\$ 140,000	\$ 1,967	\$ 141,967
TAX NOTES, SERIES 2018A (PSB)	\$ 150,000	\$ 2,070	\$ 152,070
TAX NOTES, SERIES 2019	\$ 480,000	\$ 22,575	\$ 502,575
COB SRS 2022 - ROADS & PARKS	\$ -	\$ 171,750	\$ 171,750
TAX & REVENUE COB SERIES 2023		\$ 212,125	\$ 212,125
TAX & REVENUE TAXABLE SERIES 2023A		\$ 239,868	\$ 239,868
PP FINANCE CONTRACT 8381	\$ 39,605	\$ 7,408	\$ 47,013
	\$ 1,188,137	\$ 874,806	\$ 2,062,943

CITY OF WILLOW PARK BUDGET CALENDAR

FISCAL YEAR 2024 - 2025

JULY 23: City Council Budget Workshop (Council Meeting)

JULY 24: FILE PROPOSED BUDGET WITH CITY SECRETARY

The proposed budget must contain a special cover page if the budget will raise more total property taxes than the previous year. The City Secretary must post the proposed budget on the City's website. Additionally, the proposed budget must include a line item comparing expenditures in the proposed budget and actual expenditures in the preceding year for: (1) notices required to be published in the newspaper; and (2) directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action, as those terms are defined in Gov't Code Section 305.002 (See Tex. Loc. Gov't Code Section 140.0045).

JULY 25: CAD DEADLINE TO PROVIDED CERTIFIED APPRAISAL TAX ROLL

AUGUST 27: DISCUSSION OF TAX RATE; COUNCIL HOLDS A RECORD VOTE ON APPROVING PROPOSED TAX RATE; SET DATE TO CONDUCT PUBLIC HEARING ON BUDGET AND TAX RATE FOR SEPTEMBER 10

AUGUST 30: PUBLISH NOTICE OF BUDGET PUBLIC HEARING IN COMMUNITY NEWS FOR PUBLIC HEARING ON SEPTEMBER 10; PUBLISH NOTICE OF PUBLIC HEARING ON TAX RATE IN THE COMMUNITY NEWS

The notice of budget public hearing may not be published earlier than the 30th day before the public hearing and not later than the 10th day before the budget hearing. The budget hearing notice must contain specific information about property tax increases per Tex. Loc. Gov't Code Section 102.0065(d).

Post notice that the tax rate that will exceed the no-new-revenue rate continuously on the City's website and publish in newspaper. The notice must be posted continuously on the City's website for at least 7 days immediately before the public hearing on the proposed tax rate increase and the vote on the proposed tax rate. (Tax Code Section 26.065). The notice must contain the content

required in Tax Code Sections 26.06(b-1), (b-2), and (b-3). The notice of tax rate hearing if the proposed tax rate will exceed the no-new-revenue rate, must be published at least 5 days before the public hearing on the tax rate.

SEPTEMBER 10: COUNCIL WILL CONDUCT PUBLIC HEARING ON BUDGET; FOLLOWING THE PUBLIC HEARING THE CITY COUNCIL VOTES TO ADOPT BUDGET; COUNCIL WILL CONDUCT PUBLIC HEARING ON TAX RATE; FOLLOWING THE PUBLIC HEARING, COUNCIL VOTES TO ADOPT TAX RATE

The City Council must take a separate ratification vote to adopt any budget that will raise total property tax revenue. The budget must contain a special cover page in accordance with the requirements of LGC Section 102.007(d). The adopted budget, including the cover page, must be posted on the City's website, along with an appendix that sets out the tax rate calculation forms used by the designated officer or employee to calculate the City's no new revenue tax rate and the voter approval tax rate.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: July 23, 2024	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Discussion Only: Certificate of Obligation for Series 2024A Water and Wastewater.

BACKGROUND:

Council has requested staff have a presentation on the activities for the 2024 Certificate of Obligation that will fund water and wastewater projects. Staff will have exhibits available to Council prior to the Council meeting but is not available at this time.

NOTE: THIS IS DISCUSSION ONLY. NO ACTION WILL BE TAKEN.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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