



CITY COUNCIL AGENDA

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

Tuesday, June 28, 2022 at 7:00 PM

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

PLEDGE OF ALLEGIANCE AND INVOCATION

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

REGULAR AGENDA ITEMS

2. Discussion/Action: to appoint a Municipal Judge for a two-year term.
3. Consideration/Action: regarding a contractual commitment for lease and installation of Christmas lighting and decorations.
4. Discussion/Action: to award bid from those received in response to Request for Bid for sale of real property: R-1 Residential Property commonly known as 100 Block Circle

Court, Lot 5, Block 3, Hillcrest Subdivision, Parker County, Willow Park, Texas, 76087 consisting of approximately 4,250 square feet (50' x 85') of vacant land.

5. Consideration/Action: on a Final Plat of Blocks 2, 3, 4; Porter Addition, being 21.752 acres J.M. Froman Survey Abstract No. 471, City of Willow Park, Parker County, Texas.
6. Discussion/Action: to approve a proposal from Franklin Legal Publishing for codification services.

INFORMATIONAL

Mayor and 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.*

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

ADJOURNMENT

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

The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072; (3) discussing a prospective gift or donation, § 551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, § 551.076.

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 516 Ranch House Road, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: June 24, 2022, at 2:30 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

Crystal R. Dozier, TRMC

City Secretary

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



REGULAR CITY COUNCIL MEETING MINUTES

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

Tuesday, June 14, 2022 at 7:00 PM

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

With a quorum of the City Council Members present, the Regular City Council Meeting of Willow Park was called to order by Alternate Mayor Pro Tem Crummel at 7:00 p.m.

PRESENT

Alternate Mayor Pro Tem Nathan Crummel
 Councilmember Eric Contreras
 Councilmember Chawn Gilliland
 Councilmember Greg Runnebaum

ABSENT

Mayor Doyle Moss
 Mayor Pro Tem Lea Young

PLEDGE OF ALLEGIANCE AND INVOCATION

Alternate Mayor Pro Tem Crummel requested a moment of silence followed by the pledge of allegiance.

PUBLIC COMMENTS (Limited to three minutes per person)

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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.

Chad Dotson at 1236 Sam Bass Road spoke before the council.

CONSENT AGENDA

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

1. Approve City Council Meeting Minutes - Regular Meeting May 10, 2022.

To approve the City Council Meeting Minutes from May 10, 2022.

Motion made by Councilmember Gilliland, Seconded by Councilmember Contreras.

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

REGULAR AGENDA ITEMS

2. Discussion/Action: to not reappoint the current municipal court judge to another 2 year term.

To not reappoint the current municipal court judge to another 2 year term.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

3. Discussion/Action: Consider all matters incident and related to approving and authorizing publication and posting of notice of intention to issue certificates of obligation in an amount not to exceed \$4,250,000 for the purpose of (i) designing, constructing, acquiring, improving, enlarging, and equipping the City's municipal drainage utility system, including any repair, replacement, and relocation of streets and utilities in connection therewith, and the acquisition of land and rights-of-way therefor, and (ii) professional services rendered in relation to such projects and the financing thereof, including the adoption of a resolution pertaining thereto.

To adopt a resolution to consider all matters incident and related to approving and authorizing publication and posting of notice of intention to issue certificates of obligation in an amount not to exceed \$4,250,000 for the purpose of (i) designing, constructing, acquiring, improving, enlarging, and equipping the City's municipal drainage utility system, including any repair, replacement, and relocation of streets and utilities in connection therewith, and the acquisition of land and rights-of-way therefor, and (ii) professional services rendered in relation to such projects and the financing thereof, including the adoption of a resolution pertaining thereto.

Motion made by Councilmember Contreras, Seconded by Councilmember Runnebaum.

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

4. Consideration/Action: for approval of contract for food, pool and hotel/motel inspections.

To approve the contract for food, pool and hotel/motel inspections.

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.

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

5. Discussion/Action: to adopt a resolution of the City of Willow Park suspending the June 17, 2022 effective date of Oncor Electric delivery company's requested rate change to permit the city time to study the request and to establish reasonable rates; approving cooperation with the steering committee of cities served by Oncor to hire legal and consulting services and to negotiate with the company and direct any necessary litigation and appeals; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and legal counsel for the steering committee.

To adopt a resolution of the City of Willow Park suspending the June 17, 2022 effective date of Oncor Electric delivery company's requested rate change to permit the city time to study the request and to establish reasonable rates; approving cooperation with the steering committee of cities served by Oncor to hire legal and consulting services and to negotiate with the company and direct any necessary litigation and appeals; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and legal counsel for the steering committee.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

6. Discussion/Action: to consider a 3-year contractual commitment for lease and installation of Christmas lighting and decorations.

To authorize staff to approve power to the Memorial Park from bond Series 2022 or reserved funds and not to exceed \$20k.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Contreras.

Voting Yea: Councilmember Contreras, Councilmember Runnebaum,

Councilmember Crummel
Voting Nay: Councilmember Gilliland

To direct staff to negotiate terms and agreements for Christmas lighting and decorations for the next meeting.

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

7. Discussion/Action: to consider extending wastewater services within the city limits.

No action taken.

8. Discussion/Action: to consider water line replacement and street improvements to Squaw Creek.

To direct staff to prepare a Traffic Count Project Information Form not to exceed \$300.

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

INFORMATIONAL

Councilman Crummel asked everyone to continue monitoring water usage. He also thanked all the citizens and staff for a job well done.

City Manager, Bryan Grimes echoed on residents continuing to monitor water usage. He also mentioned Rose Hoffman attending the TAMIO conference and sitting on a panel for Best Practices in Small Cities.

ADJOURNMENT

Councilman Crummel adjourned the meeting at 8:45 pm.

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

These minutes were approved on the 28th of June, 2022.

Nathan Crummel, Alternate Mayor Pro Tem

Crystal R. Dozier, TRMC
City Secretary



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: June 28, 2022	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Discussion and action to appoint a Municipal Judge

BACKGROUND:

Councilman Chawn Gilliland and Mayor Doyle Moss have interviewed and visited with a number of potential candidates for the vacant Municipal Judge position.

After careful consideration, Councilman Gilliland and Mayor Moss recommend Josh Norrell to be the next Municipal Judge for the City of Willow Park. Josh Norrell has been practicing law for 25 years and currently has a practice in Weatherford. He and his family recently moved to East Parker County. He wishes to give back to his new community by serving as Municipal Judge.

Suggested Motion: I move to appoint Josh Norrell as the Municipal Judge for the City of Willow Park.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: June 28, 2022	Department: Planning & Development/Parks	Presented By: Toni Fisher
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AGENDA ITEM:

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

BACKGROUND:

December 2021, Mayor Moss requested the embellishment of our exterior Christmas lighting and decorations at the City Hall location as well as the adjacent Memorial and Cross Timbers Parks.

At the June 14, 2022 Council Meeting, Councilmembers and Staff discussed the Christmas lighting bid information and electrical requirements. City Attorney Pat Chesser suggested removal of the 3-year lease cancellation penalties (Christmas By Zenith’s Terms & Conditions, Item #10) as the City cannot hold future Councils to this expense.

Council approved use up to \$20,000 of the 2022 Certificate of Obligation funds allocated for Parks to add electric service to Memorial Park, but members did not agree on the Christmas lighting, tabling the subject until the next Council meeting.

Staff communicated with Christmas By Zenith regarding the cancellation clause. The solution to avoid it would be for the City to only contact year-to-year but, bear in mind that prices could increase each year.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff attached Christmas By Zenith’s 1-Year pricing worksheet for Council consideration.

EXHIBITS:

- Christmas by Zenith bid
- Staff’s revised worksheet

CHRISTMAS LIGHTING WORKSHEET

Corrected & Revised 6/21/22

“1 YEAR LEASE” PRICING

City Hall Lighting & Decor:

20' pre-lit/decorated Christmas tree	\$9,500
City Hall Roof perimeter lighting	\$ 855
Unlit & decorated garland to monument	<u>\$ 475</u>
City Hall Total:	\$10,830

Memorial Park:

All tree/bush lighting by flagpoles	\$5,150
Gazebo roof perimeter, tree lighting, & unlit garland around gazebo	<u>\$8,480</u>
Memorial Park Total:	\$13,630

Cross Timbers Park:

Restroom roof perimeter:	\$425
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Public Safety Building:

Building perimeter (\$3,925) & tree lighting (\$2,100):	\$6,025
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YEAR #1 only: Lighting & 20' Christmas Tree total: \$30,910



CITY OF WILLOW PARK

Exterior Christmas Décor Proposal



MARCH 7, 2022
CBZ, LLC
3200 West Bolt Street
Fort Worth, TX 76110



Date: March 7, 2022	Quote #: C0122002
To: City of Willow Park	Subject: Exterior Lighting
Address: 516 Ranch House Road	Project: City of Willow Park
City/State/Zip: Willow Park, TX 76087	Contact: Toni Fisher
Phone: 817-888-0058	E-mail: tfisher@willowpark.org

QUOTATION

Written acceptance of this quotation is to be received by us within a period of 30 days from the above date. For labor, material, supervision & equipment necessary to furnish & install the following we quote the sum of:

All items in this proposal are proposed as a "Turn-Key" pricing, as Christmas by Zenith will provide all materials. Pricing below does not include applicable sales tax.

1. Products
2. All supplies needed such as light hardware, extension cords and timers.
3. Labor to customize & install your Holiday décor.
4. Service check-ups (twice weekly) plus any other service requirements if needed.
5. Warranty on all products during the term of agreement.
6. All labor, take-down and storage of all Holiday items at the end of the season.
7. Storage in our fully secured warehouse.
8. We are fully insured and can provide all insurance certificates upon request.

Town Hall

Install perimeter lighting – approximately 228’ of Warm White LED C9 lights to 3 sides of building.

1 Year Lease \$855.00

3 Year Lease \$670.00

Install one (1) 20’ prelit Christmas tree with Warm White LED lights. Tree will be decorated with commercial grade exterior ornaments - customer choice of color and location to be determined by client. (Location to be determined by client)

1 Year Lease \$9,500.00

3 Year Lease \$8,000.00

Install 18’ of garland to city monument. (no power)

- Unlit and decorated to match tree décor – customer choice of color

1 Year Lease \$475.00

3 Year Lease \$395.00

3200 West Bolt Street
Fort Worth, TX 76110
817-467-3620



Garland to city monument. (no power)

-Unlit without decorations

1 Year Lease \$395.00

3 Year Lease \$250.00

Memorial Park

Install approx. 340' C9 Warm White ground stake lighting around island in front of flagpole.

1 Year Lease \$1,075.00

3 Year Lease \$945.00

Install approx. 4200 Warm White mini lights to (3) crepe myrtles in island around flagpole.

1 Year Lease \$2,275.00

3 Year Lease \$2,125.00

Install approx. 700 Warm White mini lights to (1) crepe myrtle in island around flagpole.

1 Year Lease \$575.00

3 Year Lease \$425.00

Install approx. 2100 Warm White mini lights to (3) bush trees near flagpole.

1 Year Lease \$1,225.00

3 Year Lease \$1,025.00

Gazebo Area

Install approx. 12,000 Warm White mini lights to (10) trees along sidewalk. Lights will be installed trunk wrapped into the branches.

Install approximately 3,000 Warm White mini lights to four (6) trees in front of Gazebo. Lights will be installed trunk wrapped into the branches.

1 Year Lease \$7,650.00

3 Year Lease \$7,225.00

Install 35' of C9 Warm White lights around perimeter of Gazebo (no power)

1 Year Lease \$315.00

3 Year Lease \$225.00



Install 28' of garland around Gazebo fence (no power)

- Unlit and decorated to match tree décor – customer choice of color **1 Year Lease \$515.00**

3 Year Lease \$450.00

-Unlit without decorations **1 Year Lease \$395.00**

3 Year Lease \$325.00

Cross Timbers Park

Install 70' C9 Warm White lights to perimeter of restroom in the park. (magnet fasteners)

1 Year Lease \$425.00

3 Year Lease \$345.00

NEW Public Works Building – 101 Stage Coach Trail

Install approx. 1325' C9 Warm White lights to perimeter of building.

1 Year Lease \$3,925.00

3 Year Lease \$3,785.00

Install approx. 3500 Warm White mini light to (2) trees in front of building.

1 Year Lease \$2,100.00

3 Year Lease \$1,875.00

NOTE: Electrical outlets must be available on roof and trees. Owner will be notified prior to start if additional are needed.

TERMS: 70% due on _____, 30% due at take-down in January 2023.

ACCEPTED:

Firm: _____

By: _____

Date: _____

Respectfully Submitted:

Kelli Roper



Terms and Conditions

For Purchase & Lease Options

Unless otherwise noted our quotation is based on the following conditions:

1. We are to be given reasonable advance notice of required start date to adequately schedule and prepare for work.
2. The project is to be ready for installation work so it may be completed in one continuous operation.
3. CBZ will have technicians onsite for opening lighting events to ensure our install and products work properly.
4. We are not to be held responsible for delays due to causes beyond our control.
5. If a contract resulting from this quotation is terminated prior to completion, we will be reimbursed for all expenses incurred prior to notice of termination. If payment terms are not followed based on contract, any and all installed materials will be removed.
6. We are to be reimbursed by you for cost of repairing any damage done by others to our completed work, or by destructive job-site conditions beyond our control.
7. If you elect to use Christmas by Zenith Contract in accepting this quotation, it is agreed and understood that this quotation in its entirety is to become a part there of unless as amended by mutual agreement.
8. Payment for our work will be within 10 days after completion unless otherwise agreed to. TERMS ARE NET – no discounts from contract price. Any account exceeding 30 days after completion will be subject to the approval of our Credit Department.
9. CBZ is not responsible for the growth of trees. Entity may purchase or lease additional lights to accommodate growth.
10. If for any reason client cancels lease at any time during the lease terms, cancellation penalties are as follows:
 - a. Prior to 1st year of lease cancellation client will be billed 80% of total lease agreement.
 - b. Prior to 2nd year of lease cancellation client will be billed 40% of total lease agreement.
 - c. Prior to 3rd year of lease cancellation client will be billed 20% of total lease agreement.
11. CBZ will replace all lights that do not work properly within the 3-year lease period at no cost to you.
12. Christmas by Zenith will not be held responsible for damaged material that was not stored at our facility. All leased merchandise is the responsibility of the lease during the lease period while merchandise is installed on location. CBZ is responsible for all leased merchandise during the take-down, transport and storage period.

ACCEPTED:

Firm: _____

By: _____

Date: _____

Respectfully Submitted



This lease program includes the following:

1. Christmas By Zenith will provide all material.
2. CBZ will install, service, takedown and store all decorations.
3. CBZ will have staff onsite the evening of the event to make sure our install as well as product works properly.
4. CBZ will perform “checks” of your property twice a week. We will correct any problems found upon inspection that night or the next day.
5. CBZ will replace any lights that do not work properly, based on manufacturer or installation issues within the 3 year lease period at “Zero” charge to you.
6. Lights will be installed and tested prior to your event to ensure no issues with our lights and installation.
7. CBZ will need to meet with management prior to install to ensure adequate power.
8. All extension cords, fasteners, timers are included in the pricing attached.
9. We are not to be held responsible for delays due to causes beyond our control. i.e. weather.
10. We are to be reimbursed by you for cost of repairing any damage done by others to our completed work and materials.
11. CBZ is responsible for complete takedown and storage of all lighting displays.
12. CBZ brings to you over 25 years of knowledge and experience.
13. We look forward to a bright Holiday Season!



References			
Erica Haney	Parks & Recreation	City of Aledo	817-441-7016
Michelle Forrester	Senior Property Manager	Fidelis DW Retail	469-998-8984
Junior Camacho	Parks & Recreation	City of Southlake	817-748-8357
Lisa Dalton	Visitor & Cultural Manager	City of Grapevine	817-410-3593
Jessica Morrow	Facilities Manager	Glenstar Properties, LLC	817-402-1103
Jason Brown	The Link Manager	City of Richland Hills	817-616-3775
Shannon Thompson	Property Manager	Finley Resources	817-231-8768
Timothy Hamilton	Parks & Recreation	City of Duncanville	972-780-5072
Nancy Valdez	Property Manager	Venture Commercial Mgmt	817-738-5600
Jonathan Teat	Assistant Vice President	Dallas Baptist University	214-333-5128
Gary Burleson	General Manager	Hilton Hotel, Southlake	817-442-9900
Darcy MacFarlane	Facilities Manager	City of Westlake	817-490-5768
Michelle Forrester	Property Manager	Fidelis Realty Partners	469.998.8984



CITY COUCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: June 28, 2022	Department: Planning & Development	Presented By: Toni Fisher Bill Funderburk
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AGENDA ITEM:

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

BACKGROUND:

The City published a Request for Sealed Bid for Sale of Real Property for subject parcel, opened for bids from June 3 to June 17, 2022. The subject property contains an abandoned City well. It was independently appraised at a valuation of \$9,000, and bids were accepted at a minimum bid of \$2,000.

Only one bid was received by Shelli Johnson, the adjacent property owner, in the amount of \$2,500.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends award of bid to Shelli Johnson in the amount of \$2,500.

EXHIBITS:

- Request for Sealed Bid for Sale of Real Property
- Sealed Bid received from Shelli Johnson, dated June 15, 2022

RECOMMENDED MOTION:

Motion to accept Bid from Shelli Johnson in the amount of \$2,500 for the purchase of R-1 Residential Property commonly known as 100 Block Circle Court, Lot 5, Block 3, Hillcrest Subdivision, Parker County, Willow Park, Texas, 76087.



CITY OF WILLOW PARK, TEXAS

**REQUEST FOR SEALED BID FOR SALE OF REAL PROPERTY
on CIRCLE DRIVE**

BID PROPOSAL FORM

Proposal Due Date: **Friday, JUNE 17, 2022 @ 12:00 p.m. CST**

Deliver, Mail or Courier complete Bid to: City of Willow Park, Willow Park City Hall,
ATTN: CITY SECRETARY, 516 Ranch House Rd, Willow Park, TX 76087

PROPERTY ADDRESS: 100 Block Circle Court, Willow Park, Texas, 76087

LEGAL DESCRIPTION: Lot 5, Block 3, Hillcrest Subdivision, Parker County, Willow Park, TX

BID AMOUNT: 2500⁰⁰ two thousand five hundred

THE CITY OF WILLOW PARK RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND/OR WAIVE ANY INFORMALITIES. I understand that the property is purchased "as is, where is, with all faults." I further understand that that if my bid is accepted by the Willow Park City Council, the bid amount shall be paid in full by cashier's check or money order, made payable to the City of Willow Park within three calendar days of the award notification, see earnest money deposit. I hereby certify that I have read and understand the terms of this agreement as specified in the Notice of Sealed Bid for Sale of Real Property. I hereby approve and accept all of the conditions of this agreement.

Shelli Johnson
Bidder's Signature

Shelli Johnson
Bidder's Printed Name

355 Russell Road, Willow Park, Tx
Bidder's Mailing Address

817-501-7766
Bidder's Telephone Number

6/15/22
Date



CITY OF WILLOW PARK, TEXAS

**REQUEST FOR SEALED BID FOR SALE OF REAL PROPERTY
on CIRCLE DRIVE**

BID PROPOSAL FORM

Proposal Due Date: **Friday, JUNE 17, 2022 @ 12:00 p.m. CST**

Deliver, Mail or Courier complete Bid to: City of Willow Park, Willow Park City Hall,
ATTN: CITY SECRETARY, 516 Ranch House Rd, Willow Park, TX 76087

PROPERTY ADDRESS: 100 Block Circle Court, Willow Park, Texas, 76087

LEGAL DESCRIPTION: Lot 5, Block 3, Hillcrest Subdivision, Parker County, Willow Park, TX

BID AMOUNT: 2500⁰⁰ two thousand five hundred

THE CITY OF WILLOW PARK RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND/OR WAIVE ANY INFORMALITIES. I understand that the property is purchased "as is, where is, with all faults." I further understand that that if my bid is accepted by the Willow Park City Council, the bid amount shall be paid in full by cashier's check or money order, made payable to the City of Willow Park within three calendar days of the award notification, see earnest money deposit. I hereby certify that I have read and understand the terms of this agreement as specified in the Notice of Sealed Bid for Sale of Real Property. I hereby approve and accept all of the conditions of this agreement.

Shelli Johnson
Bidder's Signature

Shelli Johnson
Bidder's Printed Name

355 Russell Road, Willow Park, Tx
Bidder's Mailing Address

817-501-7766
Bidder's Telephone Number

6/15/22
Date



CITY COUCIL

AGENDA ITEM BRIEFING SHEET

Meeting Date: June 28, 2022	Department: Planning & Development	Presented By: Betty Chew Toni Fisher Bill Funderburk
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AGENDA ITEM:

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

BACKGROUND:

This is a final plat represents a 3-block subdivision. The property is zoned “Commercial/IH-20 Overlay District”. This plat includes the extension of Bankhead Highway right-of-way (60 foot) to the west. Eagle Drive and Ryser Road right-of-way (60 foot) will be dedicated with the plat.

The subdivision will be served by the City of Willow Park water and sanitary sewer systems. Fire hydrants will be installed along the water mains in compliance with I.S.O. regulations. Utility extension will be in accordance with the City’s Utility Extension Policy.

Stormwater flows from northeast to southwest to the Clear Fork of the Trinity River. A portion of Lot 1, Block 3 and Lot 1, Block 4 are in the 100-year flood zone and floodway. A flood study has been submitted and a LOMR issued by FEMA. Stormwater drainage improvements will comply with the City of Willow Park Design Standards.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Final Plat of Blocks 2, 3, 4; Porter Addition, as presented. The Planning & Zoning Commission recommends approval by unanimous vote.

EXHIBITS:

- Plat Application
- Final Plat

RECOMMENDED MOTION:

Approval of the Final Plat of Blocks 2, 3, 4, Porter Addition as presented.



3465 CURRY LANE
ABILENE, TX 79606
325-695-1070

1508 SANTA FE DR, STE 204
WEATHERFORD, TX 76086
817-594-9880

4920 S. LOOP 289, STE 104
LUBBOCK, TX 79414
806-368-6375

BASIS OF BEARINGS:

BEARINGS, DISTANCES AND COORDINATES SHOWN HEREON ARE REFERENCED TO THE TEXAS STATE PLANE COORDINATE SYSTEM, NORTH CENTRAL ZONE, NAD83 AND GPS OBSERVATIONS. DISTANCES CAN BE CONVERTED TO SURFACE BY MULTIPLYING EACH BY THE COMBINED SCALE FACTOR OF THE TRACT WHICH IS 1.000148625.

FINISHED FLOOR ELEVATION:

ALL FINISHED FLOOR ELEVATIONS SHALL BE 18" MINIMUM ABOVE THE HIGHEST ADJACENT STREET CURB AND 12" MINIMUM ABOVE THE HIGHEST ADJACENT GROUND ELEVATION.

PLAT NOTES:

1. AREA OF SUBDIVISION = 21.752 ACRES.
2. AREA OF ALL PUBLIC R.O.W. DEDICATIONS = 3.321 ACRES.
3. BUILDING SETBACK LINES SHALL COMPLY WITH CURRENT CITY OF WILLOW PARK ZONING REGULATIONS.
4. MONUMENTATION: A 1/2" REBAR ROD WITH CAP MARKED "J&M BOUNDARY" IS SET AT EACH SUBDIVISION CORNER, LOT CORNER, AND AT EACH P.C., P.T. AND P.I. IN THE PROPOSED STREET RIGHT-OF-WAY LINES SHOWN.
5. A PORTION OF THIS SUBDIVISION LIES WITHIN THE 100-YEAR FLOODPLAIN ACCORDING TO PARKER COUNTY FEMA FIRM MAP NO. 48367C0425F EFFECTIVE APRIL 5, 2019.
6. A PORTION OF THIS SUBDIVISION LIES WITHIN ZONE 'AE' FLOODPLAIN AREA RECLAIMED BY LOMR-F (FEMA CASE NO. 22-06-0791A, DATED FEBRUARY 24, 2022)
7. NO LAND WITHIN THIS SUBDIVISION WILL BE DEDICATED FOR PARKS, OPEN SPACE OR FLOODWAY.
8. THIS SUBDIVISION IS LOCATED ENTIRELY WITHIN THE CORPORATE LIMITS OF THE CITY OF WILLOW PARK, TEXAS.
9. WATER SERVICE SHALL BE PROVIDED BY THE CITY OF WILLOW PARK.
10. SEWER SERVICE SHALL BE PROVIDED BY THE CITY OF WILLOW PARK.
11. EXISTING DRAINAGE GENERALLY FLOWS TO THE CLEAR FORK OF THE TRINITY RIVER. DRAINAGE PLANS FOR INDIVIDUAL LOTS WILL BE PREPARED (BY OTHERS) WHEN EACH LOT IS DEVELOPED.

EASEMENTS REFERENCED IN SCHEDULE B, TITLE COMMITMENT OF NO. 2025-321050-RU, EFFECTIVE DATE: OCTOBER 09, 2020 AT 8:00 AM, ISSUED: NOVEMBER 04, 2020, AT 8:00 AM.

10(a.) Easement granted by W.M. Campbell and wife, Ida Campbell to American Telephone and Telegraph Company, filed 03/02/1946, recorded in Volume 204, Page 535, Real Property Records, Parker County, Texas - DOES NOT AFFECT THIS PROPERTY.

10(b.) Easement granted by W.M. Campbell and wife, Ida Campbell to Texas Electric Service Company, Filed 08/23/1946, recorded in Volume 211, page 86, Real Property Records, Parker County, Texas. DOES NOT AFFECT THIS PROPERTY.

10(c.) Easement granted by Ilona C. Porter and husband, H.J. Porter to Texas Electric Service Company, filed 05/15/1974, recorded in Volume 585, Page 425, Real Property Records, Parker County, Texas. LOCATION NOT DETERMINED FROM DOCUMENTS SUPPLIED BY TITLE COMPANY.

10(d.) Easement granted by Westridge Oil & Gas to City of Weatherford, filed 05/30/1990, recorded in Volume 1487, Page 908, Real Property Records, Parker County, Texas. DOES NOT AFFECT THIS PROPERTY.

10(e.) Easement granted by Richard C. Porter, et al to City of Weatherford, filed 10/29/1981, recorded in Volume 1512, Page 1044, Real Property Records, Parker County, Texas. DOES AFFECT THIS PROPERTY.

10(f.) Any existing utilities already in place within abandoned road as set out in Affidavit filed 02/16/2018, recorded in cc#2018-3591, Real Property Records, Parker County, Texas. NO VISIBLE UTILITIES FOUND.

10(g.-x.) Interest in minerals, and other non-survey matters.

SURVEYOR CERTIFICATE AND PLAT DESCRIPTION

I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL LAND SURVEYOR FOR THE STATE OF TEXAS, CERTIFY THAT THIS PLAT REPRESENTS A SURVEY MADE UNDER MY SUPERVISION AND THAT ALL THE MONUMENTS SHOWN HEREON ACTUALLY EXIST, AND THEIR LOCATION, SIZE AND MATERIAL ARE CORRECTLY SHOWN, AND THAT NEW LOT CORNERS WILL BE SET IMMEDIATELY AFTER THE ACCEPTANCE OF THIS PLAT BY THE CITY OF RENO, AND THE CONSTRUCTION OF UTILITIES AND STREETS IS COMPLETED.

SIGNATURE

MARK T. BROWN
(PRINT)
REGISTERED PROFESSIONAL LAND SURVEYOR

MAY 31, 2022

DATE

THE PORTER ADDITION
BLOCKS 2, 3 & 4
BEING A 21.752 ACRE TRACT OF LAND
LOCATED IN THE J. M. FROMAN SURVEY,
ABSTRACT NO. 471, CITY OF WILLOW PARK,
PARKER COUNTY, TEXAS.

② LOT AREA TABLE			
LOT NO.	AREA (SQ.FT.)	AREA (ACRES)	PERIMETER
1	262691	6.031	2043.80'

③ LOT AREA TABLE			
LOT NO.	AREA (SQ.FT.)	AREA (ACRES)	PERIMETER
1	259628	5.960	2210.39'
2	158218	3.632	1835.19'

④ LOT AREA TABLE			
LOT NO.	AREA (SQ.FT.)	AREA (ACRES)	PERIMETER
1	122367	2.809	2033.28'

BASIS OF BEARINGS

The bearings, distances, areas and coordinates shown hereon are grid and referenced to the Texas State Plane Coordinate System, North Central Zone 4202 and NAD83 as determined from GPS observations. Distances can be converted to surface by multiplying each distance shown hereon by the combined scale factor of the site which is 1.00015650.

PLAT SUMMARY:	
TOTAL AREA OF LOTS FOR DEVELOPMENT:	18.432 Acres 802,905 sq. ft.
AREA DEDICATED FOR STREET PURPOSES:	3.321 Acres 144,648 sq. ft.
TOTAL AREA:	21.752 Acres 947,553 sq. ft.

LEGAL DESCRIPTION OF 21.752 ACRES AS SURVEYED ON THE GROUND:

BEING 21.752 acres of land situated in the J. M. FROMAN SURVEY, Abstract No. 471, Parker County, Texas, and being all of the called 18.344 acre tract and a portion of the called 60.00 acre tract, which are described as Tract 2 and Tract 1 respectively, in a certain Warranty Deed With Vendor's Lien, to Bullish Holdings, LLC, recorded in Instrument Number 202040039, Official Public Records, Parker County, Texas, and being a northerly portion of an 81.767 acre tract described in a General Warranty Deed to T.B.C.A. Inc, a Texas nonprofit corporation dba Trinity Christian Academy, recorded in Instrument No. 201919818 of said Official Public Records, and said 21.752 acre tract being more particularly described in metes and bounds as follows:

BEGINNING at a found brass disk monument (TXDOT) (N=6,952,884.29' and E=2,229,477.14') in the southwesterly right-of-way line of Interstate Highway No. 20 for the northeast corner of said 18.344 acre tract, from which a found 3/8 inch rebar rod marking the intersection of said southwesterly right-of-way line and the westerly right-of-way line of the East Bankhead Highway bears S71°56'06"E 208.99 feet, and from which a 6 inch wood fence post called to be the southeast corner of said J. M. FROMAN SURVEY, is calculated from deed calls to bear EAST 693.0 feet and SOUTH 2860.0 feet;

THENCE along the easterly line of said 18.344 acre tract the following calls:

- S17°54'56"W 13.25 feet to the point of curvature of a curve to the left;
- along said curve to the left an arc length of 261.87 feet to a found mag nail at the end of said curve (said curve also having a radius of 330.00 feet, a delta angle of 45°28'02", and is subtended by a chord which is 255.05 feet long and bears S04°46'54";
- S28°11'34"W 25.57 feet to a 6 inch wood post for the most northerly corner of said 81.767 acre tract and located in said westerly right-of-way line of said East Bankhead Highway;

THENCE along the easterly line of said 81.767 acre tract and said westerly right-of-way line the following calls:

- S49°56'54"E 134.60 feet to a set ¼ inch rebar rod with cap marked "J&M BOUNDARY (henceforth a SET REBAR)
- S45°49'41"E 217.91 feet to a SET REBAR at the beginning of a non-tangent curve to the left and whence a found ¼ inch rebar rod with cap marked "TEXAS SURVEYING" bears S43°29'48"E 294.81 feet;

THENCE over and across said 81.767 acre tract the following calls:

- along said non-tangent curve to the left an arc length of 199.56 feet to a SET REBAR for the point of tangency of said curve (said curve also having a radius of 270.00 feet, a delta angle of 42°20'55", and is subtended by a chord which is 195.05 feet and bears N77°42'50"W;
- S81°06'43"W 408.17 feet to a SET REBAR, the beginning of a curve to the right;
- along said curve to the right an arc length of 141.80 feet to a SET REBAR for the end of said curve and located in the northerly line of said 81.767 acre tract and the southerly line of said 18.344 acre tract (said curve having a radius of 330.00 feet, a delta angle of 24°37'12", and is subtended by a chord which is 140.17 feet long and bears N86°34'41"W;

THENCE along the common boundary of said 18.344 acre tract and said 81.767 acre tract the following calls;

- S81°06'43"W 13.47 feet to a SET REBAR for a common corner in said tracts;
- S55°49'06"W 173.94 feet to a SET REBAR for the most southerly corner of said 18.344 acre tract and an easterly corner of said 60.00 acre tract, and from which a found ¼ inch rebar rod with cap marked TEXAS SURVEYING marking an angle point in said boundary of said 81.767 acre tract bears S55°49'06"W 65.78 feet;

THENCE N55°31'24"W along the southwesterly boundary of said 18.344 acre tract and the northeasterly boundary of said 60.00 acre tract, at 570.16 feet pass a found ¼ inch rebar rod with cap marked "C.F. STARK 5084" (Stark cap) for the southwesterly corner of said 18.344 acre tract and an interior corner of said 60.00 acre tract, and continuing over and across said 60.00 acre tract, for a total distance of 849.50 feet to a SET REBAR for the southwesterly corner of this described tract and in the easterly line of a 52.30 acre tract which is out of the westerly portion of said 60.00 acre tract, and in the approximate centerline of the Clear Fork Trinity River, and said 52.30 acre tract described in a certain Warranty Deed With Vendor's Lien to Mays Land and Cattle, LLC recorded in Instrument No. 202215362, Official Public Records, Parker County, Texas;

THENCE along the westerly line of the remainder of said 60.00 acre tract and along the easterly line of said 52.30 acre tract and said approximate centerline of the Clear Fork Trinity River the following calls:

- N05°21'35"W 85.36 feet to a SET REBAR for corner;
- N10°33'48"W 253.55 feet to a found ¼ inch rebar rod with Stark cap for corner;
- N11°31'20"W 255.54 feet to a SET REBAR for corner;
- N00°15'51"E 16.61 feet (leaving said approximate centerline of the Clear Fork Trinity River) to a found 1/2 inch rebar rod with Stark cap located on said southwesterly right-of-way line of Interstate Highway 20 for the northwest corner of this described tract and the northeast corner of said 52.30 acre tract and the northwest corner of the remainder of said 60.00 acre tract;

THENCE along said southwesterly right-of-way line of Interstate Highway 20 the following calls:

- S71°55'28"E 181.19 feet to a found ¼ inch rebar rod with Stark cap for the northeasterly corner of said 60.00 acre tract and the northwesterly corner of said 18.344 acre tract;
- S 71°53'07" E 587.37 feet to a concrete marker (TXDOT and broken) for corner;
- N89°42'01"E 111.43 feet to a found brass disk monument (TXDOT) for corner;
- S71°55'02"E 424.83 feet to a found concrete marker (TXDOT) for corner;
- S69°04'17"E 200.22 feet to the point of beginning and containing 21.752 acres of land.

LINE AND CURVE TABLE				
LINE #/CURVE #	LENGTH	DIRECTION/DELTA	RADIUS	
C1	204.43	43° 22' 57"	270.00	
C2	93.56	16° 14' 39"	330.00	
C3	76.55	16° 14' 39"	270.00	
C4	184.30	31° 59' 57"	330.00	
C5	261.69	45° 26' 09"	330.00	
C6	199.56	42° 20' 55"	270.00	
C7	141.80	24° 37' 12"	330.00	
C8	150.79	31° 59' 57"	270.00	
C9	108.06	18° 45' 45"	330.00	
C10	180.14	31° 16' 37"	330.00	
C11	20.67	4° 23' 08"	270.00	
L1	79.63	S08° 56' 23"E		
L2	28.27	S36° 05' 10"W		
L3	50.81	N55° 30' 21"W		
L4	28.28	N10° 30' 21"W		
L5	63.22	N34° 29' 39"E		
L6	63.22	S34° 29' 39"W		
L7	28.28	S79° 29' 39"W		
L8	30.37	S18° 10' 55"W		
L9	121.65	S71° 53' 07"E		
L10	47.99	S18° 06' 53"W		
L11	72.01	S18° 09' 15"W		
L12	176.68	S71° 53' 07"E		
L13	109.60	S71° 53' 07"E		
L14	111.44	N89° 42' 01"E		
L15	111.45	N89° 42' 01"E		
L16	158.49	S71° 55' 02"E		
L17	154.63	S71° 55' 02"E		
L18	60.00	S71° 55' 02"E		
L19	13.23	S17° 55' 12"W		
L21	849.50	N55° 31' 24"W		
L23	30.00	S34° 29' 39"W		
L24	30.00	S55° 30' 21"E		
L25	30.00	S34° 29' 39"W		
L26	13.47	S81° 06' 43"W		
L27	16.61	N00° 15' 51"E		
L28	25.57	S28° 11' 34"W		

OWNER'S CERTIFICATE AND DEDICATION

THE UNDERSIGNED, BEING THE OWNERS OF THE DESCRIBED TRACT OF LAND, DOES HEREBY CERTIFY AND ADOPT THIS PLAT DESIGNATING THE HEREINABOVE DESCRIBED PROPERTY AS PORTER ADDITION, BLOCKS 2, 3 & 4, AN ADDITION TO THE CITY OF WILLOW PARK, PARKER COUNTY, TEXAS, AND DOES HEREBY DEDICATE TO THE PUBLIC USE FOREVER, THE STREETS, EASEMENTS, AND ENCUMBRANCES SHOWN HEREON.

ALL OWNERS HEREIN CERTIFY THE FOLLOWING:

1. THE PUBLIC IMPROVEMENTS AND DEDICATIONS SHALL BE FREE AND CLEAR OF ALL DEBT, LIENS, AND/OR ENCUMBRANCES.
2. THE EASEMENTS, STREETS, AND PUBLIC USE AREAS, AS SHOWN, ARE DEDICATED FOR THE PUBLIC USE FOREVER FOR THE PURPOSES INDICATED OR SHOWN ON THIS PLAT.
3. NO BUILDINGS, DENCES, TREES, SHRUBS OR OTHER IMPROVEMENTS OR GROWTHS SHALL BE CONSTRUCTION OR PLACED UPON, OVER OR ACROSS THE EASEMENTS AS SHOWN, EXCEPT THAT LANDSCAPE IMPROVEMENTS MAY BE PLACED IN LANDSCAPE EASEMENTS IF APPROVED BY THE CITY.
4. THE CITY IS NOT RESPONSIBLE FOR REPLACING ANY IMPROVEMENTS IN, UNDER, OR OVER ANY EASEMENTS CAUSED BY MAINTENANCE OR REPAIR.
5. UTILITY EASEMENTS MAY ALSO BE USED FOR THE MUTUAL USE AND ACCOMODATION OF ALL PUBLIC UTILITIES DESIRING TO USE OR USING THE SAME UNLESS THE EASEMENT LIMITS THE USE TO PARTICULAR UTILITIES, SAID USE BY THE PUBLIC UTILITIES BEING SUBORDINATE TO THE PUBLIC'S AND THE CITY'S USE THEREOF.
6. THE CITY AND PUBLIC UTILITIES SHALL HAVE THE RIGHT TO REMOVE AND KEEP REMOVED ALL OR PART OF ANY BUILDING, FENCES, TREES, SHRUBS OR OTHER IMPROVEMENTS OR GROWTHS WHICH MAY IN ANY WAY ENDANGER OR INTERFERE WITH THE CONSTRUCTION, MAINTENANCE, OR EFFICIENCY OF THEIR RESPECTIVE SYSTEMS OR PUBLIC USE IN THE EASEMENTS.
7. THE CITY AND PUBLIC UTILITIES SHALL AT ALL TIMES HAVE A RIGHT OF INGRESS AND EGRESS TO OR FROM THEIR RESPECTIVE EASEMENTS FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, INSPECTING, PATROLLING, MAINTAINING, READING METERS, AND ADDING TO OR REMOVING ALL OR PARTS OF THEIR RESPECTIVE SYSTEMS OR PUBLIC USE WITHOUT THE NECESSITY OF PROCURING PERMISSION FROM ANYONE.
8. ANY MODIFICATION OF THIS DOCUMENT SHALL BE BY MEANS OF PLAT AND SHALL BE APPROVED BY THE CITY.

THE UNDERSIGNED OWNERS OF THE HEREINAFTER DESCRIBED REAL PROPERTY HAVE CAUSED SUCH PROPERTY TO BE SURVEYED AND PLATTED AND TO BE SUBDIVIDED INTO BLOCKS, LOTS, STREETS AND ALLEYS UNDER THE NAME OF

THE PORTER ADDITION
BLOCKS 2, 3 & 4
BEING A 21.752 ACRE TRACT OF LAND
LOCATED IN THE J. M. FROMAN SURVEY,
ABSTRACT NO. 471, CITY OF WILLOW PARK,
PARKER COUNTY, TEXAS.

AS SHOWN ON THE ATTACHED PLAT AND DO HEREBY DEDICATE TO THE PUBLIC FOREVER FOR ALL PUBLIC PURPOSES THE STREETS, ALLEYS, LANES, EASEMENTS, PARKS AND OTHER PUBLIC LANDS SHOWN THEREON THE LANDS INCLUDED WITHIN SUCH PLAT OR SUBDIVISION ARE DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

SEE METES & BOUNDS DESCRIPTION SHOWN HEREON

EXECUTED THIS _____ DAY OF _____ A.D. 2022

JIM MARTIN
BULLISH HOLDINGS, LLC

ELIAS POPE
MANAGER OF UNCO GP, LLC,
THE MANAGER OF BPO REAL ESTATE, LLC

SAMEER PATEL
MANAGER OF UNCO GP, LLC,
THE MANAGER OF BPO REAL ESTATE, LLC

BERT THOMPSON
SCHOOL BOARD PRESIDENT,
T.B.C.A., INC., dba TRINITY CHRISTIAN ACADEMY

ACKNOWLEDGEMENT

THE STATE OF TEXAS:
COUNTY OF TAYLOR:

BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR SAID COUNTY AND STATE ON THIS DAY PERSONALLY APPEARED

JIM MARTIN

KNOWN TO ME TO BE THE PERSON AND MANAGER WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THE SAME WAS THE ACT OF THE SAID

BULLISH HOLDINGS, LLC

A LIMITED LIABILITY CORPORATION, AND THAT HE EXECUTED THE SAME AS THE ACT OF SUCH CORPORATION FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATES.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE _____

DAY OF _____ A.D. 2022

NOTARY PUBLIC PARKER COUNTY, TEXAS

ACKNOWLEDGEMENT

THE STATE OF TEXAS:
COUNTY OF TAYLOR:

BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR SAID COUNTY AND STATE ON THIS DAY PERSONALLY APPEARED

SAMEER PATEL

KNOWN TO ME TO BE THE PERSON AND MANAGER WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THE SAME WAS THE ACT OF THE SAID

BPO REAL ESTATE, LLC

A LIMITED LIABILITY CORPORATION, AND THAT HE EXECUTED THE SAME AS THE ACT OF SUCH CORPORATION FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATES.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE _____

DAY OF _____ A.D. 2022

NOTARY PUBLIC PARKER COUNTY, TEXAS

ACKNOWLEDGEMENT

THE STATE OF TEXAS:
COUNTY OF TAYLOR:

BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR SAID COUNTY AND STATE ON THIS DAY PERSONALLY APPEARED

ELIAS POPE

KNOWN TO ME TO BE THE PERSON AND MANAGER WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THE SAME WAS THE ACT OF THE SAID

BPO REAL ESTATE, LLC.

A LIMITED LIABILITY CORPORATION, AND THAT HE EXECUTED THE SAME AS THE ACT OF SUCH CORPORATION FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATES.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE _____

DAY OF _____ A.D. 2022

NOTARY PUBLIC PARKER COUNTY, TEXAS

ACKNOWLEDGEMENT

THE STATE OF TEXAS:
COUNTY OF TAYLOR:

BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR SAID COUNTY AND STATE ON THIS DAY PERSONALLY APPEARED

BERT THOMPSON

KNOWN TO ME TO BE THE PERSON AND SCHOOL BOARD PRESIDENT WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THE SAME WAS THE ACT OF THE SAID

T.B.C.A., INC.

A LIMITED LIABILITY CORPORATION, AND THAT HE EXECUTED THE SAME AS THE ACT OF SUCH CORPORATION FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATES.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE _____

DAY OF _____ A.D. 2022

NOTARY PUBLIC PARKER COUNTY, TEXAS

APPROVAL BY CITY COUNCIL **Item 5.**

THIS PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, PARKER COUNTY, TEXAS AND IS HEREBY APPROVED BY SUCH CITY COUNCIL.

DATED THIS THE _____ DAY OF _____, 2021.

DATE MAYOR

ATTEST SECRETARY

COUNTY CLERK

I CERTIFY THAT THE SUBDIVISION PLAT DESCRIBED HEREIN WAS FILED FOR RECORD ON

DATE FILE NUMBER

COUNTY CLERK COUNTY TEXAS

DEPUTY

This plat filed under

Cabinet _____ Slide _____

PREPARED: 05/31/2022

SHEET 02 OF 24



City of Willow Park Development Services

516 Ranch House Road
Willow Park, Texas 76087
Phone: (817) 441-7108 · Fax: (817) 441-6900

PLAT APPLICATION
MUST BE AN ORIGINAL DOCUMENT – FAXED COPIES WILL NOT BE ACCEPTED
ALL SIGNATURES MUST BE ORIGINAL

Type of Plat: Preliminary Final Replat Amended

PROPERTY DESCRIPTION:

SUBMITTAL DATE: _____

Address (if assigned): _____

Name of Additions: Porter Addition, Blocks 2, 3, & 4

Location of Addition: Bankhead Highway & I-20 South

Number of Lots: 4 **Gross Acreage:** 21.752 **Zoning:** C **# of New Street Intersections:** 4

PROPERTY OWNER:

Name: Bullish Holdings, LLC

Contact: _____

Address: 5189 E. I-20 North, Ste 106

Phone: _____

City: Willow Park

Fax: _____

State: TX **Zip:** 76087

Email: _____

Signature: _____

APPLICANT:

Name: Bullish Holdings, LLC

Contact: Grant Read

Address: 5189 E. I-20 North, Ste 106

Phone: 817-441-2255

City: Willow Park

Fax: _____

State: TX **Zip:** 76087

Email: grant@railheadrealty.com

Signature: _____

SURVEYOR:

Name: Jacob & Martin, LLC

Contact: Mark Brown, RPLS

Address: 3465 Curry Lane

Phone: 325-695-1070

City: Abilene

Fax: _____

State: TX **Zip:** 79606

Email: mtb@jacobmartin.com

Signature: _____



City of Willow Park Development Services

516 Ranch House Road
Willow Park, Texas 76087
Phone: (817) 441-7108 · Fax: (817) 441-6900

PLAT APPLICATION
MUST BE AN ORIGINAL DOCUMENT – FAXED COPIES WILL NOT BE ACCEPTED
ALL SIGNATURES MUST BE ORIGINAL

Type of Plat: Preliminary Final Replat Amended

PROPERTY DESCRIPTION:

SUBMITTAL DATE: _____

Address (if assigned): _____

Name of Additions: Porter Addition, Blocks 2, 3, &4

Location of Addition: Bankhead Highway & I-20 South

Number of Lots: 4 **Gross Acreage:** 21.752 **Zoning:** C **# of New Street Intersections:** 4

PROPERTY OWNER:

Name: T.B.C.A., Inc.

Contact: _____

Address: 4954 E. I-20 South

Phone: _____

City: Weatherford

Fax: _____

State: TX **Zip:** 76087

Email: _____

Signature: _____

APPLICANT:

Name: Bullish Holdings, LLC

Contact: Grant Read

Address: 5189 E. I-20 North, Ste 106

Phone: 817-441-2255

City: Willow Park

Fax: _____

State: TX **Zip:** 76087

Email: grant@railheadrealty.com

Signature: _____

SURVEYOR:

Name: Jacob & Martin, LLC

Contact: Mark Brown, RPLS

Address: 3465 Curry Lane

Phone: 325-695-1070

City: Abilene

Fax: _____

State: TX **Zip:** 79606

Email: mtb@jacobmartin.com

Signature: _____



City of Willow Park Development Services

516 Ranch House Road
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PLAT APPLICATION
MUST BE AN ORIGINAL DOCUMENT – FAXED COPIES WILL NOT BE ACCEPTED
ALL SIGNATURES MUST BE ORIGINAL

Type of Plat: Preliminary Final Replat Amended

PROPERTY DESCRIPTION:

SUBMITTAL DATE: _____

Address (if assigned): _____

Name of Additions: Porter Addition, Blocks 2, 3, &4

Location of Addition: Bankhead Highway & I-20 South

Number of Lots: 4 **Gross Acreage:** 21.752 **Zoning:** C **# of New Street Intersections:** 4

PROPERTY OWNER:

Name: BPO Real Estate, LLC

Contact: _____

Address: 609 S. Goliad St, Unit 2410

Phone: _____

City: Rockwall

Fax: _____

State: TX **Zip:** 75087

Email: _____

Signature: _____

APPLICANT:

Name: Bullish Holdings, LLC

Contact: Grant Read

Address: 5189 E. I-20 North, Ste 106

Phone: 817-441-2255

City: Willow Park

Fax: _____

State: TX **Zip:** 76087

Email: grant@railheadrealty.com

Signature: _____

SURVEYOR:

Name: Jacob & Martin, LLC

Contact: Mark Brown, RPLS

Address: 3465 Curry Lane

Phone: 325-695-1070

City: Abilene

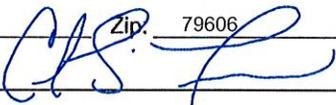
Fax: _____

State: TX **Zip:** 79606

Email: mtb@jacobmartin.com

Signature: _____

ENGINEER:

Name: Jacob & Martin, LLC Contact: Clayton Farrow, P.E.
 Address: 3465 Curry Lane Phone: 325-695-1070
 City: Abilene Fax: _____
 State: TX Zip: 79606 Email: cfarrow@jacobmartin.com
 Signature: 

PRINCIPAL CONTACT: _____ Owner Applicant Surveyor Engineer
 • Staff comment letters and mark-ups will be distributed only to the designated principle contact
 • Comments will be sent via email unless otherwise specified

UTILITY PROVIDERS
Electric Provider: _____
Water Provider: <u>City of Willow Park</u>
Wastewater Provider: <u>City of Willow Park</u>
Gas Provider (if applicable): <u>Texas Gas Service</u>

APPLICATION FEES

_____ \$300.00 PLUS \$10 PER LOT FOR LOTS UP TO 1/2 ACRE IN SIZE OR
 _____ X _____ \$300.00 PLUS \$10 PER ACRE OR FRACTION THEREOF FOR LOTS LARGER THAN 1/2 ACRE

Additional fees (if applicable):

Any reasonable fees and/or costs, which are required by the City of Willow Park for a proper review of this request, are the sole responsibility of the applicant. Such fees or costs shall include, but are not limited to engineering reviews, legal opinions, building(s)/property inspections and/or testing(s).

City Use Only
Fees Collected: \$ <u>518.00</u> Paid _____ \$ _____
Receipt Number: _____ \$ _____ \$ _____
<u>CR#003026</u> <u>Bullish Holdings LLC</u> <u></u>

PLAT REVIEW CHECKLIST:

****This checklist must be submitted with the initial plat application****

I. GENERAL:

Name of Addition: Porter Addition, Blocks 2, 3, & 4

Applicant: Bullish Holdings, LLC

Property Owner(s): Bullish Holdings, LLC, T.B.C.A., Inc. & BPO Real Estate, LLC.

Location of Addition: Bankhead Highway & I-20 South

II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT

APPLICANT

STAFF

- | | | |
|---|-------|-------|
| A. Preliminary Plat Application (original signatures) | _____ | _____ |
| B. Preliminary Plat Drawing (5 paper copies & 1 digital) | _____ | _____ |
| C. Preliminary Drainage Analysis (5 paper copies & 1 digital) | _____ | _____ |
| D. Concept Construction Plan (5 paper copies & 1 digital) | _____ | _____ |
| E. Tree Survey | _____ | _____ |
| F. Location and Dimensions of Existing Structures | _____ | _____ |
| G. Sectionalizing or Phasing of Plats | _____ | _____ |
| H. Zoning Classification of All Properties Shown on the Plat | _____ | _____ |
| I. Dimensions of all Proposed or Existing Lots | _____ | _____ |
| J. Location of 100-year Flood Limits Where Applicable | _____ | _____ |

III. REQUIRED DOCUMENTS FOR A FINAL PLAT

- | | | |
|---|--------------|----------------|
| A. Final Plat Application (original signatures) | <u> X </u> | <u> ✓ </u> |
| B. Final Plat Drawing (5 paper copies & 1 digital copy) | <u> X </u> | <u> ✓ </u> |
| C. Drainage Study (5 paper copies & 1 digital) | <u> X </u> | <u> ✓ </u> |
| D. Submit 1 mylar copy and 1 paper copy from county filing | <u> X </u> | <u> OK </u> |
| E. Written Metes and Bounds Description | <u> X </u> | <u> ✓ </u> |
| F. Dimensions of All Proposed or Existing Lots | <u> X </u> | <u> ✓ </u> |
| G. Area in acres for each lot | <u> X </u> | <u> ✓ </u> |
| H. Any Existing Structures which Encroach and Setback Lines | <u> X </u> | <u> N/A </u> |
| I. Parker County Tax Certificate | <u> X </u> | <u> ✓ </u> |
| J. Plans for all water & sewer lines | <u> X </u> | <u> ✓ </u> |
| K. Plans for fire hydrants | <u> X </u> | <u> ✓ </u> |
| L. Plans for all proposed streets and sidewalks | <u> X </u> | <u> ✓ </u> |

IV. REQUIRED DOCUMENTS FOR A REPLAT

- | | | |
|---|-------|-------|
| A. Replat Application (original signatures) | _____ | _____ |
| B. Replat Drawing (5 paper copies & 1 digital copy) | _____ | _____ |
| C. Original Plat for comparison | _____ | _____ |
| D. Drainage Study (5 paper copies & 1 digital) | _____ | _____ |
| E. Submit 1 mylar copy and 1 paper copy from county filing | _____ | _____ |
| F. Written Metes and Bounds Description | _____ | _____ |
| G. Dimensions of All Proposed or Existing Lots | _____ | _____ |
| H. Area in acres for each lot | _____ | _____ |
| I. Any Existing Structures which Encroach and Setback Lines | _____ | _____ |
| J. Parker County Tax Certificate | _____ | _____ |

V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT

- | | | |
|---|-------|-------|
| A. Amended Plat Application (original signatures) | _____ | _____ |
| B. Final Plat Drawing (5 paper copies & 1 digital) | _____ | _____ |
| C. Original Plat for comparison | _____ | _____ |
| D. Drainage Study (5 paper copies & 1 digital) | _____ | _____ |
| E. Submit 1 mylar copy and 1 paper copy from county filing | _____ | _____ |
| F. Written Metes and Bounds Description | _____ | _____ |
| G. Dimensions of All Proposed or Existing Lots | _____ | _____ |
| H. Area in acres for each lot | _____ | _____ |
| I. Any Existing Structures which Encroach and Setback Lines | _____ | _____ |

VI.	REQUIREMENTS ON ALL PLATS	APPLICANT	STAFF
A.	Adjacent Property Lines, Streets, Easements	X	✓
B.	Names of Owners of Property within 200 feet	X	✓
C.	Names of Adjoining Subdivisions	X	✓
D.	Front and Rear Building Setback Lines	X	✓
E.	Side Setback Lines	X	✓
F.	City Boundaries Where Applicable	X	N/A
G.	Date the Drawing was Prepared	X	✓
H.	Location, Width, Purpose of all Existing Easements	X	✓
I.	Location, Width, Purpose of all Proposed Easements	X	✓
J.	Consecutively Numbered or Lettered Lots and Blocks	X	✓
K.	Map Sheet Size of 18"x24" to 24"x36"	X	✓
L.	North Arrow	X	✓
M.	Name, Address, Telephone, of Property Owner	X	✓
N.	Name, Address, Telephone of Developer	X	✓
O.	Name, Address, Telephone of Surveyor	X	✓
P.	Seal of Registered Land Surveyor		OK
Q.	Consecutively Numbered Plat Notes and Conditions	X	✓
R.	City of Willow Park Plat Dedication Language	X	✓
S.	Location and Dimensions of Public Use Area		✓
T.	Graphic Scale of Not Greater Than 1" = 200'	X	✓
U.	All Existing and Proposed Street Names	X	✓
V.	Dimensions of All Existing and Proposed Rights-of-Way as Specified on Master Thoroughfare Plan	X	✓
W.	Subdivision Boundary in Bold Lines	X	✓
X.	Subdivision Name	X	✓
Y.	Title Block Identifying Plat Type	X	✓
Z.	Key Map at 1"=2000'	X	✓
AA.	Surveyor's Certification of Compliance	X	✓
BB.	Texas NAD83 State Plane Coordinates (Grid) (at least 2 corners)	X	✓
CC.	Show relationship of plat to existing "water, sewage, and drainage	X	✓

VII.	ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS	APPLICANT	STAFF
A.	A written and notarized statement describing the minimum improvements which the subdivider agrees to provide, conditional upon City Council approval of the final plat	X	✓
B.	A written and notarized statement that all property taxes and assessments have been paid for past years and up to Current date. This statement shall be signed by the owner or owners (original and one copy)	X	✓
C.	A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, churches, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property. (if applicable)	X	✓

PLEASE NOTE: After staff approval, up to fifteen (15) additional paper copies may be required for review by the Planning & Zoning Commission and City Council.

Willow Park
Plat
Building Official Review

Applicant Questions:

Front building setback: 50 ft.

Rear building setback: ~~X~~ 50' ft.

Side building setback: 20/50' ft.

Side building setback: 20 ft.

Does the site include any utility/electric/gas/water/sewer easements? Yes No

Does the site include any drainage easements? Yes No

Does the site include any roadway/through fare easements? Yes No

Staff Review:

Does the plat include all the required designations? Yes No

Are the setbacks for the building sufficient? Yes No

Are there any easement conflicts? Yes No

Do the proposed easements align with neighboring easements? N/A Yes No

Are the proposed easements sufficient to provide service? Yes No

Does the proposed project pose any planning concerns? Yes No

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature: BETTY L. CHEW Date: 06/08/2022

Willow Park
Plat
Public Works Review

Applicant Questions:

Is the project serviced by an existing road? Yes No

If yes, which road? Bankhead Highway / IH-20 SERVICE RD. SOUTH

Is the project serviced by an existing water line? Yes No

If yes, what size line? 8"

Will the project require the extension of a water line? Yes No

Does the project use well water? No Drinking Irrigation

If yes, which aquifer does the well pull from? N/A

Is the project serviced by an existing sewer line? Yes No

If yes, what size line? _____

If no, what type and size is the septic system? N/A. Applicant is proposing to install sewer system in conjunction with the City.

Staff Review:

Will servicing this project require additional infrastructure beyond what is identified in the Capital Improvement Plan?

Yes No

Any additional concerns: _____

Approved

Not Approved

Needs More Information or Corrections

Public Works Approval Signature: MICHELLE GUELKER Date: 06/08/2022

Willow Park
Plat
Flood Plain Review

Applicant Questions:

Is any part of the plat in the 100-year flood plain? Yes No

If yes, what is the base flood elevation for the area? 833

Is the footprint of any built improvement in the 100-year flood plain? Yes No

If yes, what is the base flood elevation for the area? 833

Is the footprint of any habitable structure in the 100-year flood plain? Yes No

If yes, what is the base flood elevation for the area? 833

Staff Review:

Base flood elevations confirmed? Yes No

Does the proposed project pose any safety concerns? Yes No

Approved

Not Approved

Needs More Information or Corrections

Flood Plain Manager Approval Signature: DEREK TURNER Date: 06/08/2022



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: June 28, 2022	Department: Admin	Presented By: City Secretary
---------------------------------------	-----------------------------	--

AGENDA ITEM: Discussion and action to approve a proposal from Franklin Legal Publishing for codification services.

BACKGROUND:

The city’s code of ordinances has not been codified since 2019. Staff is making a recommendation to recodify the entire code so that the correct ordinances and most recent ordinances are codified.

The cost would be broken up into two different budget years which would be this FY and next FY. The initial cost will be \$1,790 to begin the process.

STAFF/BOARD/COMMISSION RECOMMENDATION: I move to approve the proposal from Franklin Legal Publishing for codification services.

EXHIBITS:

Proposal

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$ 12,395
	Source of Funding	\$
	Consultants & Professionals	10-005-58401



Proposal for Codification Services

PREPARED FOR:

City of Willow Park, Texas

PREPARED BY:

KIRK FRANKLIN

Attorney at Law and Solutions Account Executive

kirk@generalcode.com

806.438.5475

DATE:

June 16, 2022

(Valid for 90 days)

June 16, 2022

Crystal Dozier, City Secretary
City of Willow Park
516 Ranch House Rd
Willow Park, TX 76087

Dear Ms. Dozier:

Thank you for your interest in our codification services. I have put together the attached proposal for your review. I hope that the following information will prove beneficial to you and the City.

As you may know, Franklin Legal was founded over 20 years ago, and soon became the most recommended and respected codification firm in the state. This is due to our absolute commitment to providing the best personal service to our clients; with over 300 Texas clients, we are confident in our level of quality and dedication in our services.

We earned trust and loyalty through the personal touch we provide, and I look forward to continuing to extend that same partnership to your City as well. It is our goal to work with you in providing professional and accurate codification services sure to please you and your citizens.

As you may also know, Franklin Legal is now a General Code® company, providing our clients will enhanced code services, resources and digital options that provide municipal staff and constituents better access to the Code. As a part of this expanded service offering, I have included with this agreement our newest online offering, *eCode360*. This online municipal code platform includes a responsive design for navigation with mobile devices, robust search functionality, and a portal for hosting minutes, agendas, and public documents.

The Franklin Legal/General Code Advantage

Location and Personal Touch. Franklin Legal was started in Texas, and as such, we're proud to be able to lend you and your City the personal touch that comes from fellow Texans. With representatives located around the state, we can assist you in person, whether it be by attending council meetings or serving as your right-hand regarding your City's code. We pride ourselves on being accessible, offering immediate responses to phone calls or emails, to better serve you and your citizens.

Experience. With over 300 code clients and years of extensive experience, Franklin Legal is able to provide outstanding service to you with our trusted teams of attorneys and legal editors. On average, our attorneys possess over 25 years of experience, while our legal editors average over 12 years. When it comes to handling your City's code, we have the knowledge and experience necessary to ensure a quality product in a timely manner. This is enhanced even more with the expertise and experience *General Code* can now bring to our clients.

Legal Staff. Franklin Legal Publishing is the only codification firm using Texas-licensed attorneys with years of experience working with Texas municipalities. This translates into accurate, up-to-date, and enforceable codes for you.

No Fine Print. As you will see in the attached information, our pricing does not include any extra last-minute charges or add-ons. We want to make the process as simple as possible for you and your City staff, and we realize that these additional fees will add up so that your true cost can be more than originally anticipated. Our pricing is easy to understand, straightforward, and most importantly, affordable.

Forward Thinking. In our desire to make your code as accessible and easy-to-use as possible, we offer multiple options to access your code. Not only do we provide a printed version, but we can also provide the code online using the *eCode360* platform. This user-friendly platform places usability and accessibility at the forefront, and even allows for the code to be accessed through mobile devices to ensure that you and your citizens always have access to your City's code.

The Extra Mile. With our experience and expertise, we are able to scrutinize your ordinances closely, not only in the initial codification, but with each supplement prepared. Each ordinance receives careful attention before being published. We work closely with your City staff to ensure that the code is always accurate, reliable, and up-to-date, and by going this extra mile, we are able to produce high quality and precise publications.

Perhaps our most important advantage is our well-known level of personal service. We are here to serve you through this process. Through our fast service, researching issues, providing sample ordinances, and a host of other services we provide on a daily basis, we hope to show how we value you and your City. Our philosophy is to regard every client as our most important client, and to that effect, we strive to provide you with whatever assistance we can.

If you have any questions or need any additional information, please call at any time. We are always available, and you can reach me directly at any time on my cell phone at 806.438.5475. I look forward to hearing from you and hope we can begin working with you on this project very soon.

Sincerely,



R. Kirk Franklin
Attorney at Law and Solutions Account Executive

Table of Contents

Executive Summary 4

The Franklin Legal Recommended Solution and Process 5

Project Materials 7

Investment Details and Options 8

Ongoing Supplementation Services 10

Authorization and Agreement 11

Appendix 12

Executive Summary

A thorough review of your request has given us a better understanding of your unique needs and helped us determine ways that we can partner with you to make the City of Willow Park's Code a more useful and effective resource for your community. The executive summary below serves as an overview for building a collaborative codification solution that can help the City achieve its goals.

Situation Analysis

The City of Willow Park's Code was originally codified in 2017, and it has not been updated since 2019. As a result, the Code may contain inconsistencies, errors and outdated information that could potentially affect the Code's enforceability and alignment with relevant Texas statutes.

We propose to recodify the Code and recent ordinances into an easy-to-use, completely new Code of Ordinances. The Code can be reviewed by Texas-licensed attorneys. Findings will be discussed with the City, and revisions will be made to ensure the Code is up to date. The completed Code will be delivered in printed form.

The City would also like to provide online access to the Code and make it easier for constituents and staff to find information by implementing a fully searchable online version of its Code, housed on our unparalleled *eCode360* platform.

Willow Park's Investment

The price of the recommended solution will be \$12,395.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 8.

Our Solution

- > **Create an Updated Code**
Franklin Legal and *General Code* will provide the City with a Code that is clear and easy for your community to access and use.
- > **An Editorial and Legal Review**
This process will identify conflicts, redundancies and inconsistencies in the Code and enable you to incorporate the necessary revisions to ensure that your Code is enforceable and fully complies with Texas statutes.
- > **An online Code housed on our innovative *eCode360* platform**
Created for a variety of users, *eCode360* makes the complete current text of your Code available online in a format that is easy for your community to use and is fully searchable.
- > **1 custom printed Code book, with an option for additional printed volumes**
We will provide you with 1 fully customized print copy of your new Code, with additional copies as requested.
- > **Supplementation Services**
We will work with the City to keep the Code up to date in the future.

The Franklin Legal Recommended Solution and Process

Copies of Ordinances

Franklin Legal will recodify the existing Code and all ordinances of a general and permanent nature. The City will provide all ordinances for consideration and inclusion in the new Code (either electronically or copies of originals).

Editorial and Legal Review

After arranging the new Code for the City, full-time licensed Texas attorneys will analyze each draft Code provision against state, federal and case law to determine if any provisions are unlawful, unconstitutional, obsolete, or otherwise unenforceable. Recommendations will be made as to how to rectify any such issues.

Code Review

Codification Powered by Code Review brings your Code project to life during the milestones of your project. Code Review is a revolutionary Code review platform, shared interactively between the General Code project team and your review committee, that guides you through the stages of your Codification project. (Please see page 12 for more information about Code Review.) The City will be given access to the draft Code and review via the Code Review platform. Franklin Legal will assist the City in the review process. Once complete, the draft Code will be revised to reflect those changes requested by the City.

Adopting Ordinance

Franklin Legal attorneys will prepare and submit an ordinance to adopt the final draft of the new Code.

Printed Copies

Franklin Legal will provide the required number of printed copies of the new Code. The Code will be bound in an appropriately sized D-ring-style turned-edge binder. The City name will be foil leaf stamped on the binder.

Publish a Secure Online Code with eCode360

Once the final deliverables have been prepared, Franklin Legal will make your *eCode360* site available to the public. *eCode360* is a secure, reliable online platform created specifically to house codified laws and municipal documents. Built with a variety of user needs in mind, *eCode360* will provide Willow Park's staff, citizens and businesses with unparalleled flexibility to quickly access and search your Code on a variety of desktop and mobile devices.

eCode360 Benefits:

A centralized solution—laws, regulations and related documents are integrated into a dynamic, centralized resource

Simple to use—*eCode360* is easy and intuitive and offers powerful time-saving features

Always up-to-date—We will update your *eCode360* site with each supplement to your Code

A trusted, “go-to” resource—Empower staff to answer questions with clarity and confidence

Always evolving—We consistently release innovative functionality based on communities' needs

Premium eCode360 Features

	Premium eCode360
Annual Maintenance Fee	\$1,195
New Laws	x
Easy and Flexible Searching	x
Dynamic Table of Contents	x
Email or Share Links	x
Printing	x
Bookmarking Searches	x
Archive View	x
"Sticky" Table Headers	x
Administrative Tools	x
Translate	x
eCode360 Search App	x
Linked New Laws	x
Public and Private Notes	x
Sample Legislation (Multicode Search)	x
Download to Word	x
Download to PDF	x
New Laws Indicator	x
Advanced Search	x
Customizable Titles	x
eAlert	x
Public Documents Module	x

For more information about eCode360, see page 13.

Provide Ongoing Code Maintenance

Franklin Legal Publishing will perform all aspects of the supplementation process. Supplements will be prepared on a schedule as selected by the City. The City need only provide the new ordinances for inclusion in the Code. Franklin Legal will then prepare amendatory pages for insertion in the new Code. The average turn-around time for Code supplements is 3 to 4 weeks, depending on the volume of new legislation.

Project Materials

Source Materials

Franklin Legal, as the current codifier, currently maintains the Code. The Code is updated through Ordinance No. 797-19, adopted August 27, 2019.

Project Scope

The processing, review, and inclusion of any materials not submitted as of the date of this proposal are outside the project scope as proposed and therefore may be subject to additional charges. We request that Willow Park set up a process to routinely send any new legislation upon adoption. Additional legislation can be included in the Code prior to adoption, subject to an additional charge at the end of the project.

Investment Details and Options

Codification

\$8,950

The Codification Project includes:

- > Receipt, review and organization of materials
- > Editing and proofreading
- > Formatting
- > Indexing
- > All tables, graphics and tabular materials
- > Printing 1 copy of the completed Code, including custom binder
- > Preparation of adoption ordinance by attorney
- > Color images: Additional charge per image
- > Premium eCode360

Optional Editorial and Legal Review

\$2,250

- > Includes telephone/online conference with attorney and implementation of revisions following conference
- > Optional on-site conference: Travel, lodging and per diem

Premium eCode360 Annual Maintenance

\$1,195

The maintenance fee is an annual recurring flat fee that begins on the initial posting of your Code online. Therefore, we recommend that the City budget for this service each year. The fee covers annual licensing, web hosting, posting of new legislation between regular Code supplements and the PubDocs Module. Please note that this does not include the cost for codifying new legislation.

Total Investment, with Editorial and Legal Review **\$12,395**

Codification base cost is not dependent on the number of estimated pages. The price above can be easily budgeted, as there are no variable or added costs or fees charged for pages in excess of an estimated number.

Schedule of payments

Note: Cost is split over project milestones and can be split over two fiscal years

- > Execution\$1,790
- > Delivery of preliminary draft.....\$2,685
- > Submission of draft for adoption\$3,580
- > Premium eCode360 posting.....\$1,195
- > Delivery of adopted Codes.....Balance

Schedule of Payments if Editorial and Legal Review option is selected

Note: Cost is split over project milestones and can be split over two fiscal years

- > Execution\$1,790
- > Delivery of preliminary draft.....\$2,685
- > Delivery of Editorial and legal review.....\$2,250
- > Submission of draft for adoption.....\$3,580
- > Premium eCode360 posting.....\$1,195
- > Delivery of adopted CodesBalance

Ongoing Supplementation Services

Future Supplementation Services

Franklin Legal Publishing will provide supplementation services at a rate of \$20.00 per page for a period of three years from date of publication.

Thereafter, fees may be increased annually consistent with the Producer Price Index for Publishing Industries, published by the U.S. Dept. of Labor.

Per page rate includes:

- > Acknowledgement of materials
- > Data conversion
- > Editorial work and codification
- > Proofreading
- > Indexing
- > Updating online version of Code
- > Printing required number of copies
- > Shipping and handling

Items not included in per page rate:

- > Color images: Additional charge per image
- > Shipping and handling

Payment for supplements

Invoices submitted at time of shipment

Authorization and Agreement

The City of Willow Park, Recodification, June 16, 2022

Base Codification Project Price \$10,145

___ Editorial and legal review by full-time Texas-licensed attorney \$2,250
(includes conference with attorney and implementation
of revisions following conference)

Total Investment

Including all the options selected above, the total project price will be: \$

The City of Willow Park, Texas, hereby agrees to the procedures outlined above, and to *General Code's* Codification Terms and Conditions, which are available at <http://www.generalcode.com/terms-and-conditions-documents/>.

City of Willow Park, Parker County, Texas

By: _____ Witnessed by: _____

Title: _____ Title: _____

Date: _____ Date: _____

GENERAL CODE, LLC/FRANKLIN LEGAL PUBLISHING

By: _____ Witnessed by: _____

Title: _____ Title: _____

Date: _____ Date: _____

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to *General Code* to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Willow Park for its records. Scan and email the completed form to contracts@generalcode.com.

Appendix

The General Code Recommended Solution and Process

Codification Powered by Code Review brings your Code project to life during the milestones of your project. Code Review is a revolutionary legal review platform, shared interactively between the Franklin Legal project team and your review committee, that guides you through the stages of your Codification project.

Code Review, a secure, searchable platform, gives your codification stakeholders the ability to manage milestones, share and assign questions, and expedite the decision-making process. With digital access to all your relevant project documentation throughout the project, including the analysis, drafts and reference documents, our technology eliminates the need for paper reports, printed legal memorandums or Legal Workbooks.

Codification Powered by Code Review is a collaborative process that will guide you through each project stage. We will prepare your Organizational Analysis, evaluate your legislation, prepare the Editorial and Legal review, and create your Digital Manuscript, so that you can easily access the project documents and make decisions.

This streamlined process allows users to collaborate, annotate, print and share comments among all committee members, while staying connected with Franklin Legal editors.

So how does it work?

When the Digital Manuscript and Editorial and Legal review are ready for review, Franklin Legal will activate your *Code Review* site and provide your review committee with a secure link to the online version of your in-process Code. We will facilitate a dedicated e-Learning workshop for your municipal officials, led by our training specialist, to guide you through the features and functionality of the platform. *Codification Powered by Code Review* will include these supporting documents as the project progresses through the codification stages:

- > Code Project Contract
- > Digital Manuscript
- > Editorial and Legal review
- > Code Adoption Ordinance
- > Disposition List
- > Digital Drafts of your Code

Upon completion of the codification project and publication of your new Code, the Code will seamlessly transition from the private *Code Review* platform to your public *eCode360* site and will house the adopted version of your Code, which is available to the public.

eCode360 Platform

Our *eCode360* platform is designed specifically to house codified laws and municipal information. *eCode360*'s intuitive design, responsive navigation, and robust search functionality drive performance and user satisfaction.

Simple for Everyone

eCode360 offers a user experience that's simple and intuitive. Our easy-to-use, uncluttered interface allows users to access, search and share Code sections with incredible speed and precision on desktop and mobile devices. It provides the power to communicate information to everyone in your municipality like never before.

24/7/365 Access and Security

General Code supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. Our *eCode360* platform was designed by our own in-house team of software engineers, experts who understand the importance and value of simplifying how you access and use your Code, generating an impressive 71,000 users a day while boasting an incredible uptime average of 99.9%. *eCode360* is available 24/7, 365 days a year.

eCode360 is hosted on Amazon Web Services (AWS)'s EC2, which has an uptime guarantee of 99.99%. Our servers are backed up using IT industry best practices, taking advantage of multiple redundancies and regions within AWS. In addition to a robust disaster recovery plan, we have taken steps to avoid disaster by building *eCode360* from the ground up to be secure and scalable. The system is designed and engineered to minimize the possibility of intrusion and uses multiple leading-edge technologies to harden and secure the service.

eCode360 is our proprietary platform, and does not require any Folio installation or licenses.

Maintenance and Updates

eCode360 is maintenance- free for our users. *General Code* employs a team of software developers, web application developers and system administrators who maintain and update the platform to give you an intuitive and seamless experience with your Code. Our most recent enhancements can be found at <https://www.generalcode.com/happycode/>.

Free Introductory eCode Webinar for Municipal Staff

Our introductory eCode webinar lets you work online with an experienced Training Specialist who can demonstrate *eCode360*'s powerful tools and offer step-by-step guidance to help you use the Code. A great resource for municipal employees who want to help their constituents!

“Multi-purpose” your Code Content—and better serve your community.

Give departments and individuals within your municipality the ability to view and use the specific Code information they need—when they need it. With *eCode360* Content Export, we export your Code's content to an Excel or CSV file. From there, the file can be imported into systems other departments are already using where information from your Code can be quickly viewed and used. This saves others—especially staff who serve the public in the field—the time and effort of searching the entire Code manually to find the particular section they need. For more information about our Content Export services, please contact us at sales@generalcode.com.

Premium eCode360 Features

New Laws	Between regular Code supplements, <i>General Code</i> will temporarily post PDF copies of new legislation to your online Code
Custom Settings for Admin Users	Control the look of your eCode360 by selecting custom colors and accents, and uploading a custom banner or photo
Easy and Flexible Searching	Search by key words, phrases, section numbers and more
Electronic Index	A comprehensive list of key words and phrases to speed searching
Dynamic Table of Contents	Users can find the information they need and see their current location with a table of contents that moves as users browse
Email or Share Links	Email a link to a specific Code section or share via social media
Printing	Print with user-friendly functionality and a variety of user options
Bookmarking Searches	Save “favorites” to quickly return to sections of the Code
Archive View	View a permanent archive of your Code, updated with each supplement
“Sticky” Table Headers	Table headers remain stationary as you scroll
Translate	Users can view your Code in more than 100 additional languages
eCode360 Search App	Use your mobile device to search your Code
Linked New Laws	As new legislation is posted, we will add links from the New Laws section of eCode360 to the affected Code chapters or articles
Public and Private Notes	Create personalized links and annotations within the Code
Multicode Search	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
Download to Word	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
Download to PDF	Public users can directly download Code text to a PDF document
New Laws Indicator	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
Advanced Search	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
Customizable Titles	Administrative users can add customized titles and comments to your legislation in New Laws
eAlert	Public users can sign up to receive notifications of changes in the Code
PubDocs Module	Post non-Code documents along with your online Code

Sample eCode360 Screens

1 Custom Banner

3 View Archived Codes

4 Public Documents Portal

2 Public and Private Notes

5 Multicode

6 New Laws

5 Find Codes

6 Add Codes

Search Codes

Enter search term...

- 1** Custom Banner
- 2** Public and Private Notes
- 3** View Archived Codes
- 4** Public Documents Portal
- 5** Multicode
- 6** New Laws

Title	Adopted	Subject	Affects
L.L. No. 19-2018 - Sewer Amendment <i>This goes into effect 1/1/2019.</i>	2018-08-02	Clerk Amendment; Departments and Bureaus Amendment	Ch 18A, Ch 20
L.L. No. 20-2018 <i>goes into effect 1/1/2019</i>	2018-08-23	Zoning Amendment	Ch 05
L.L. No. 21-2018	2018-08-23	Zoning Amendment	Ch 05
L.L. No. 22-2018	2018-09-13	Neighborhood Preservation Amendment	Ch 02
L.L. No. 23-2018	2018-09-13	Building Construction Administration Amendment	Ch 16
L.L. No. 24-2018	2018-09-13	Zoning Amendment	Ch 05
L.L. No. 25-2018	2018-09-13	Zoning Amendment	Ch 05

The American Rescue Plan

On March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021. This \$1.9 trillion stimulus package is a huge opportunity for municipalities as the Plan includes \$360 billion in direct financial relief for state and local governments, including \$65 billion for America's cities, villages and towns, as well as \$65 billion for counties. While the new law outlines the allocation process and authorized use of funds, the U.S. Department of the Treasury is charged with issuing related regulations, guidance and allocation amounts.

The U.S. Department of Homeland Security (DHS) has determined Code enforcement is essential to the U.S. response to the coronavirus pandemic. Federal funding available under the recently enacted American Rescue Plan can be used by governments to continue their essential operations and by addressing their digital (virtual) needs for remote work. **According to the U.S. Treasury, this funding can be used for municipal and building Code department hardware and software investments.** The investments that establish digital (virtual) capabilities, including the deployment of technology that enables online access to Codes, will help mitigate the challenges ahead for vital governmental services. When considering how to use available American Rescue Plan funds keep in mind:

- > Federal funding to maintain operations and develop digital (virtual) capabilities is essential
- > The lack of digital (virtual) capabilities risks the safety and efficacy of departments' work
- > Code officials are essential to health and safety during the pandemic
- > Inadequate operations and digital (virtual) capabilities slow construction essential to response and recovery

For more information regarding *General Code's* Coronavirus advocacy resources use the following links:

General information

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

<https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>

FAQ

<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>

<https://www.naco.org/resources/featured/naco-recovery-fund-faqs>

Allocations

<https://www.naco.org/resources/featured/state-and-local-coronavirus-fiscal-recovery-funds#table>
<https://www.nlc.org/resource/local-allocations-in-the-american-rescue-plan/>



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Asterisks indicate those cities that have chosen to leave their previous codifier and join the Franklin Legal family.

Abernathy	Clarksville City	Groesbeck	Leander	Pantego*	Smithville
Alba	Claude	Groom	Lefors	Paradise	Snyder*
Alma	Clyde	Gunter	Leonard	Paris*	Somerset
Anna*	Coleman	Hale Center	Levelland	Pecan Hill*	Southside Place
Andrews*	Colorado City	Hallettsville	Liberty*	Pelican Bay	Spearman*
Anson	Columbus*	Hamlin	Liberty Hill	Petersburg	Springtown
Archer City	Combine*	Haskell	Littlefield*	Pflugerville*	Stanton
Atlanta	Copper Canyon	Haslet	Llano*	Pilot Point*	Stinnett
Aubrey*	Corrigan	Hearne*	Lockney	Pineland	Stratford*
Aurora	Cottonwood Shores	Hempstead	Lone Oak	Pittsburg	Sulphur Springs*
Azle	Crandall	Hereford*	Lorenzo	Plains	Sundown*
Balcones Heights*	Crosbyton*	Highland Haven	Lorenzo	Plainview*	Sunnyvale
Ballinger*	Cross Roads	Highland Park*	Lowry Crossing	Point Venture	Sunray
Bandera	Cuero*	Highland Village*	Lubbock*	Post*	Tahoka*
Bangs	Dalworthington Gardens*	Hillsboro*	Lucas*	Pottsboro	Teague
Bartlett	Denver City	Holliday	Lufkin*	Prairie View	TMCA Inc..
Bartonville	DeSoto	Hondo	Magnolia	Presidio	Trenton
Beaumont*	Dilley	Horizon City	Mart	Providence Village	Trophy Club*
Bee Cave	Double Oak	Horseshoe Bay	McCamey*	Queen City	Troup*
Bells	Dumas*	Howardwick*	McLendon-Chisholm*	Quinlan	Troy
Bellville	Eagle Lake	Hubbard	Memphis	Ralls*	Tulia*
Bertram	Earth	Hudson Oaks	Meredes	Ransom	Tye
Beverly Hills*	Eastland*	Humble*	Mexia*	Canyon	University Park
Big Lake*	Edgecliff Village	Huntington	Midlothian*	Red Oak*	Valley View
Big Sandy*	Edna*	Hutchins	Milford	Reno-Lamar Co.	Vega*
Blanco	Edna*	Hutto	Monahans*	Reno-Parker Co.	Vernon*
Blooming Grove	El Campo*	Idalou	Moody	Rice	Village of the Hills
Blue Mound	El Lago*	Ingram	Morgan's Pt. Resort	River Oaks*	Volente
Blue Ridge	Elkhart	Iowa Park	Morton*	Robstown*	Waller
Bonham	Emory	Italy	Moulton	Rockdale	Weimar
Borger*	Eules*	Ivanhoe*	Mt. Enterprise	Rockport*	West
Bovina	Eureka	Jacksboro*	Muenster*	Rosebud	West Lake Hills*
Boyd	Fairfield*	Jarrell	Muleshoe	Royse City*	Westover Hills
Brady	Fairview*	Johnson City	Murphy*	Runaway Bay*	Westworth Village
Brazoria	Flatonia	Jonestown	Navasota*	Sabinal	Whitehouse*
Brenham*	Florence	Josephine	New Deal	Sachse*	Whitney
Briarcliff	Floydada*	Joshua	New Fairview	Saint Jo	Wichita Falls*
Bridgeport*	Forest Hills*	Jourdanton	New Home	Saint Paul	Willow Park
Brownfield*	Forney	Junction	New Summerfield	San Augustine	Wilmer
Brownsboro	Friona*	Katy	Newark	San Benito	Wilson
Bruceville-Eddy	Frisco*	Kaufman*	Nixon	San Felipe	Wimberley*
Buda*	Fritch*	Kermit*	Nocona	San Juan*	Wink*
Bulverde	Frost	Kilgore*	Nolanville	San Saba	Winnsboro
Cactus	Garden Ridge	Knox City*	Northlake	Sanger	Winters
Caddo Mills	Garland*	Krugerville	Oak Leaf	Sansom Park	Wolfforth
Caldwell	Giddings*	Krum	Oak Point	Schulenburg*	Wortham
Calvert	Glenn Heights	La Feria	Oak Ridge	Seagoville*	Yorktown
Cameron	Goliad*	La Grange*	Odessa*	Seagraves	
Canadian*	Gonzales*	La Grange*	Olton	Seminole*	
Canyon*	Gordon	Lake Tanglewood	Onalaska	Seymour	
Cedar Park	Granbury	Lake Worth	Overton*	Shady Shores	
Celina*	Grand Saline*	Lakeside City	Ovilla	Shallowater	
Candler*	Granger*	Lakeway	Palacios	Sherman*	
Chandler*	Granite Shoals*	Lamesa*	Palmer	Shiner	
Channing	Greenville	Lancaster	Pampa*	Slaton*	
Clarendon*	Grey Forest*	Lavon	Panhandle		



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