



CITY COUNCIL MEETING JUNE 24, 2025 AGENDA

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

Tuesday, June 24, 2025 at 6:00 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

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.

REGULAR AGENDA ITEMS

- 1. Discussion - Budget Work session to discuss Enterprise Funds for the 2025-2026 Fund Year. Work Session from 6-7pm**
- 2. Approval of Regular City Council Meeting Minutes: for May 13, 2025 and June 10, 2025**
- 3. Discussion/ Action: Authorize Staff to Purchase a Hydro Vac Truck for Public Works.**
- 4. Discussion/Action: Authorize staff to execute engagement letter with Snow Garrett for Auditing Services.**
- 5. The City Council may consider, discuss and or act on approving an application form for residents of Willow Park to express interest in serving on the Home Rule Charter Commission and authorize staff to post the application form on the City website and issue a press release to the Community News regarding the application.**

REPORTS

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.*

6. Section 551.071; Consultation with Attorney; City of Willow Park v. Halff & Associates

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

INFORMATIONAL COMMENTS

7. Mayor & City Council Comments

8. City Manager Comments

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, Deana McMullen, the undersigned authority, do hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 120 El Chico Trail, Suite A, Willow Park, TX 76087, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: June 20, 2025, at 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

Deana McMullen
City Secretary

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-441-

7108, or by email at dmcmullen@willowpark.org. Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at <http://www.willowparktx.gov/>



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: June 24, 2025	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Budget Workshop: Enterprise Funds

BACKGROUND: City Manager Bryan Grimes will present the Preliminary Enterprise Budgets. These will include Water, Wastewater, and Drainage. The public is encouraged to attend and ask questions related to these funds.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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

BUDGET WORKSHOP

JUNE 24, 2025

ENTERPRISE FUNDS

WATER

Fund: 20 - WATER FUND**DEPARTMENT 020 - WATER**

		FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 PRELIMINARY	% Split
Group: 15 - ADMINISTRATIVE FEES					
20-020-45005	INTEREST REVENUE	125,000	103,747	125,000	100.00%
20-020-46005	INTEREST - OPERATING FUND	-	-	-	0.00%
20-020-46087	CREDIT CARD FEES	-	-	-	0.00%
		125,000	103,747	125,000	100.00%
Group: 35 - OTHER REVENUE					
20-020-45009	DEVELOPMENT CONTRIBUTION/DEPOS	-	-	-	0.00%
20-020-45032	REIMBURSEMENT FOR REPAIRS	-	2,139	-	0.00%
20-020-45041	REFUNDS/ BANK CREDITS	-	438	-	0.00%
20-020-45042	MISCELLANEOUS REVENUE	1,200	70	1,200	100.00%
20-020-45051	SALE OF RECYCLED MATERIALS	-	-	-	0.00%
20-020-46088	SALE OF ASSETS	-	-	-	0.00%
		1,200	2,646	1,200	100.00%
Group: 40 - TRANSFERS					
20-020-48756	2019 COOS - TWDB - FT WORTH WT	244,414	226,607	244,372	99.98%
20-020-48757	WP CO S21	163,572	119,544	161,400	98.67%
		407,986	346,151	405,772	99.46%
Group: 45 - UTILITY REVENUE					
20-020-45000	USER CHARGES	3,300,000	1,909,979	3,300,000	100.00%
20-020-45001	PENALTIES	30,000	18,398	35,000	116.67%
20-020-45002	NEW ACCOUNT FEES	13,000	4,061	15,000	115.38%
20-020-45003	TAP FEES	3,000	-	-	0.00%
20-020-45004	IMPACT FEES	50,000	126,932	125,000	250.00%
20-020-45007	METER FEE	25,000	20,156	25,000	100.00%
20-020-45008	METER BOX FEE	4,500	4,827	5,000	111.11%
20-020-45030	RECONNECT FEES	10,000	12,800	15,000	150.00%
20-020-45031	NSF FEES	600	1,049	1,200	200.00%
20-020-45048	BORE FEES	-	-	-	0.00%
		3,436,100	2,098,202	3,521,200	102.48%

DEPARTMENT 020 - WATER**FY 2024-2025
Total Budget****FY 2024-2025
YTD Activity****FY 2025-2026
PRELIMINARY****% Split****Group: 50 - PERSONNEL**

20-020-58100	SALARIES	854,984	558,676	878,184	102.71%
20-020-58101	PAYROLL EXPENSE	12,397	8,264	9,622	77.62%
20-020-58102	WORKERS COMPENSATION	16,358	12,924	17,000	103.92%
20-020-58103	HEALTH INSURANCE	88,236	72,485	100,589	114.00%
20-020-58104	RETIREMENT	95,919	96,894	115,736	120.66%
20-020-58105	UNEMPLOYMENT INSURANCE	810	1,434	1,500	185.19%
20-020-58107	CELL PHONE STIPEND	4,320	2,596	4,500	104.17%
20-020-58109	CERTIFICATE PAY	6,917	2,658	7,000	101.20%
20-020-58110	OVERTIME	31,800	15,462	32,000	100.63%
20-020-58125	DENTAL INSURANCE	5,400	3,142	5,500	101.85%
20-020-58130	VISION INSURANCE	810	537	850	104.94%
20-020-58126	LIFE INSURANCE	1,556	794	1,600	102.83%
20-020-58128	ACCRUED COMP & VACATION	-	-	-	0.00%
20-020-58129	LONGEVITY PAY	3,000	-	3,600	120.00%
		1,122,507	775,867	1,177,681	104.92%

Group: 55 - SUPPLIES

20-020-58200	POSTAGE & SHIPPING	15,000	16	5,000	33.33%
20-020-58201	OFFICE SUPPLIES	5,000	1,330	5,000	100.00%
20-020-58202	FLOWERS/GIFTS/PLAQUES	300	-	300	100.00%
20-020-58203	BASIC OPERATING SUPPLIES	2,000	263	2,000	100.00%
20-020-58205	MINOR EQUIPMENT: OFFICE	3,000	-	3,000	100.00%
20-020-58207	MV REPAIR & MAINTENANCE	10,400	3,092	10,400	100.00%
20-020-58208	UNIFORMS & SUPPLIES	6,000	1,853	6,000	100.00%
20-020-58211	WATER SUPPLIES	-	13	100	
20-020-58214	FINANCE CHARGES	60,000	88,730	100,000	166.67%
20-020-58222	MINOR TOOLS	-	3,469	5,000	
20-020-58223	EQUIPMENT	3,000	9,535	3,000	100.00%
20-020-58224	MISC. TOOLS/SUPPLIES	4,000	7,340	4,000	100.00%
20-020-58227	ICE & INCLEMENT WEATHER	-	-	-	
20-020-58230	CHEMICALS	25,000	8,372	25,000	100.00%
20-020-58231	WATER METERS	20,000	55,038	20,000	100.00%
20-020-58232	FIRE HYDRANTS	10,000	-	10,000	100.00%
20-020-58233	ROAD BASE MATERIAL - MAIN BREA	-	-		
20-020-58234	SAND	-	1,156	2,000	

20-020-58253	SAFETY EQUIPMENT & SUPPLIES	2,874	928	1,500	52.19%
20-020-58260	BUILDING & FACILITIES REPAIRS	3,984	89	3,000	75.30%
20-020-58265	FACILITIES MAINT SUPPLIES	500	922	500	100.00%
20-020-58266	MINOR EQUIPMENT: FIELD	2,850	109	1,500	52.63%
20-020-58268	SUBSCRIPTIONS & PUBLICATIONS	750	-	750	100.00%
20-020-58270	MV FUEL	50,000	19,730	50,000	100.00%
20-020-58277	WATERLINE REPAIR MATERIALS	-	-	-	0.00%
20-020-58281	WATER DISTRIBUTION SUPPLIES	135,000	37,355	100,000	74.07%
20-020-58282	WATER PRODUCTION SUPPLIES	25,000	534	10,000	40.00%
		384,658	239,873	368,050	95.68%

DEPARTMENT 020 - WATER

		FY 2024-2025	FY 2024-2025	FY 2025-2026	
		Total Budget	YTD Activity	PRELIMINARY	% Split
Group: 60 - UTILITIES					
20-020-58300	ELECTRICITY	115,000	54,527	100,000	86.96%
20-020-58301	NATURAL GAS	-	394	500	
20-020-58304	MOBILE TELEPHONE	5,700	1,054	5,700	100.00%
20-020-58305	COMMUNICATION SERVICES	6,132	1,362	5,000	81.54%
		126,832	57,337	111,200	87.68%
Group: 65 - CONTRACTUAL SERVICES					
20-020-58400	TRAVEL & TRAINING	5,000	4,104	7,500	150.00%
20-020-58401	CONSULTANTS & PROFESSIONALS	25,000	231	5,000	20.00%
20-020-58402	ADVERTISING & LEGAL NOTICES	1,000	366	1,000	100.00%
20-020-58403	PRINTING & BINDING	-	-	-	0.00%
20-020-58404	PROPERTY & LIABILITY	8,100	42,997	10,000	123.46%
20-020-58405	REPAIR & MAINTENANCE	-	-	-	0.00%
20-020-58407	DUES & MEMBERSHIPS	555	-	-	0.00%
20-020-58409	PERMITS & APPLICATIONS	5,500	12,498	10,000	181.82%
20-020-58410	LAB TESTING	20,000	9,845	20,000	100.00%
20-020-58411	PROPERTY DAMAGE	2,500	-	2,500	100.00%
20-020-58412	OTHER RENTAL	-	-	-	0.00%
20-020-58414	FINANCE CHARGES	-	16,652	20,000	0.00%
20-020-58416	LEGAL/CITY ATTORNEY	50,000	254,362	150,000	300.00%
20-020-58417	ACCOUNTING & AUDITOR	13,500	16,208	17,500	129.63%
20-020-58418	CONTRACTUAL SERVICES	20,000	7,809	20,000	100.00%
20-020-58424	ENGINEERING/CITY ENGINEER	236,000	-	50,000	21.19%
20-020-58425	SOLID WASTE COLLECTION	2,000	-	2,000	100.00%
20-020-58426	SOFTWARE TECH SUPPORT	30,000	15,047	30,000	100.00%
20-020-58427	EQUIPMENT TECH SUPPORT	10,000	-	5,000	50.00%
20-020-58437	PUBLIC SAFETY ALERT SYSTEM	2,750	-	-	0.00%
20-020-58438	IT CONTRACT	3,852	412	2,000	51.92%
20-020-58442	WATER MAIN MAINTENANCE	-	9,496	10,000	0.00%
20-020-58443	WELL SITE MAINTENANCE	25,000	12,598	25,000	100.00%
20-020-58444	EQUIPMENT MAINTENANCE	5,000	30	5,000	100.00%
20-020-58447	WATER TANK MAINTENANCE	35,000	34,055	35,000	100.00%
20-020-58448	BUILDING MAINT - WELL SITES	3,000	259	3,000	100.00%
20-020-58451	EQUIPMENT RENTAL	8,000	2,287	5,000	62.50%
20-020-58452	VEHICLE LEASE	52,000	67,017	75,000	144.23%
20-020-58469	WATER DISTRIBUTION CONTRACTUAL	5,000	-	-	0.00%
20-020-58470	WATER PRODUCTION CONTRACTUAL	40,000	1,773	10,000	25.00%
		608,757	508,045	520,500	85.50%

DEPARTMENT 020 - WATER

	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 PRELIMINARY	% Split
Group: 70 - TRANSFERS & RESTRICTED FUNDS				
20-020-48705 TRANSFER IN	-	-	-	
20-020-58716 PAYING AGENT FEES	-	1,350	-	0.00%
20-020-58717 DEPRECIATION EXPENSE	-	-	-	0.00%
20-020-58719 INTEREST	-	-	-	0.00%
20-020-58730 OPEB	-	-	-	0.00%
20-020-58735 2010 REFUNDING	-	-	-	0.00%
20-020-58736 2012 REFUNDING	-	-	-	0.00%
20-020-58741 TRANSFER TO GENERAL FUND	-	-	-	0.00%
20-020-58745 FRANCHISE FEES	129,978	-	130,000	100.02%
20-020-58746 2014 TWDB COB	43,809	39,552	43,198	98.61%
20-020-58748 2016 TWDB COB	58,423	54,153	57,790	98.92%
20-020-58749 PP FINANCE CONTRACT 6804	-	-	-	0.00%
20-020-58750 2019 TWDB COB INTEREST	509,195	509,108	509,108	99.98%
20-020-58755 2015 COB	29,932	28,342	29,372	98.13%
20-020-58756 2019 COOS - TWDB - FT WORTH WT	-	472,098	-	0.00%
20-020-58757 WP CO S21 DEBT SERVICE	341,050	251,725	336,250	98.59%
20-020-58758 GOV CAP 9371 DEBT SERVICE	82,373	82,373	82,373	100.00%
20-020-58764 TRANSFER TO WASTEWATER FUND	100,000	-	100,000	100.00%
	1,294,760	1,438,699	1,288,091	99.48%
Group: 75 - CAPITAL OUTLAY				
20-020-58600 OFFICE EQUIPMENT	-	-	-	0.00%
20-020-58601 VEHICLE EQUIPMENT	-	1,548	-	0.00%
20-020-58602 TECHNOLOGY PROJECTS	12,500	-	-	0.00%
20-020-58604 EQUIPMENT: HEAVY	-	-	365,000	
20-020-58607 CAPITAL IMPROVEMENTS	-	-	-	0.00%
20-020-58610 FACILITIES: CITY BUILDINGS	-	-	-	0.00%
20-020-58611 WATER PURCHASES	400,000	202,319	400,000	100.00%
20-020-58612 SOFTWARE	-	-	-	0.00%
20-020-58646 UTILITIES: WATER DISTRIBUTION	-	-	-	0.00%
	412,500	203,867	765,000	185.45%
WATER FUND TOTAL REVENUE:	3,970,286	2,550,746	4,053,172	102.09%
WATER FUND TOTAL EXPENSES:	3,950,014	3,223,688	4,230,522	107.10%
WATER FUND NET PROFIT/LOSS:	20,272	(672,943)	(177,350)	-874.85%

BUDGET WORKSHOP

JUNE 24, 2025

ENTERPRISE FUNDS

WASTEWATER

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

		FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 PRELIMINARY	Split %
Group: 15 - ADMINISTRATIVE FEES					
30-030-45005	INTEREST REVENUE	15,468.00	295,206.34	50,000.00	323.25%
		15,468.00	295,206.34	50,000.00	323.25%
Group: 35 - OTHER REVENUE					
30-030-45041	REFUNDS/BANK CREDITS	3,261.00	-	3,000.00	92.00%
30-030-45049	GRANT REVENUE	-	-		0.00%
30-030-46088	SALE OF ASSETS	-	-		0.00%
		3,261.00	-	3,000.00	92.00%
Group: 40 - TRANSFERS					
30-030-46094	TRANSFER IN	175,000.00	-	100,000.00	57.14%
30-030-45000	USER CHARGES	1,500,000.00	1,034,200.54	1,750,000.00	116.67%
30-030-45003	TAP FEES	667.00	-	500.00	74.96%
30-030-45004	IMPACT FEES	125,000.00	81,197.00	125,000.00	100.00%
30-030-45048	BORE FEES	-	-		
		1,800,667.00	1,115,397.54	1,975,500.00	109.71%
Group: 50 - PERSONNEL					
30-030-58100	SALARIES	115,806.00	75,961.07	107,957.74	93.22%
30-030-58101	PAYROLL EXPENSE	1,879.00	1,253.82	1,565.00	83.29%
30-030-58102	WORKERS COMPENSATION	3,383.00	2,515.09	3,500.00	103.46%
30-030-58103	HEALTH INSURANCE	19,608.00	13,516.96	22,353.12	114.00%
30-030-58104	RETIREMENT	17,844.00	14,670.15	18,827.00	105.51%
30-030-58105	UNEMPLOYMENT INSURANCE	180.00	236.06	250.00	138.89%
30-030-58107	CELL PHONE STIPEND	1,080.00	747.72	1,080.00	100.00%
30-030-58109	CERTIFICATE PAY	2,160.00	2,307.50	2,500.00	115.74%
30-030-58110	OVERTIME	12,000.00	7,904.99	10,000.00	83.33%
30-030-58125	DENTAL INSURANCE	1,200.00	538.33	1,200.00	100.00%
30-030-58130	VISION INSURANCE	180.00	104.42	180.00	100.00%
30-030-58126	LIFE INSURANCE	346.00	166.60	350.00	101.16%
30-030-58129	LONGEVITY PAY	600.00	-	600.00	100.00%
		176,266.00	119,922.71	170,362.86	96.65%

DEPARTMENT 030 - WASTEWATER

		FY 2024-2025	FY 2024-2025	FY 2025-2026	
		Total Budget	YTD Activity	PRELIMINARY	Split %
Group: 55 - SUPPLIES					
30-030-58200	POSTAGE & SHIPPING	2,000.00	-	-	0.00%
30-030-58201	OFFICE SUPPLIES	1,200.00	-	500.00	41.67%
30-030-58203	BASIC OPERATING SUPPLIES	1,200.00	11.38	1,000.00	83.33%
30-030-58205	MINOR EQUIPMENT: OFFICE	1,000.00	-	1,000.00	100.00%
30-030-58206	MV OILS, LUBRICANTS & FLUIDS	500.00	-	500.00	100.00%
30-030-58207	MV REPAIR & MAINTENANCE	2,400.00	-	2,400.00	100.00%
30-030-58208	UNIFORMS & SUPPLIES	2,000.00	350.55	1,000.00	50.00%
30-030-58212	WASTEWATER SUPPLIES	4,000.00	-	4,000.00	100.00%
30-030-58222	MINOR TOOLS	-	-	-	0.00%
30-030-58223	EQUIPMENT	2,900.00	-	1,000.00	34.48%
30-030-58224	MISC. TOOLS/SUPPLIES	1,000.00	591.55	1,000.00	100.00%
30-030-58227	ICE & INCLEMENT WEATHER	-	-	-	0.00%
30-030-58230	CHEMICALS	75,000.00	25,643.91	75,000.00	100.00%
30-030-58240	BELT PRESS SUPPLIES	-	3,798.25	500.00	0.00%
30-030-58253	SAFETY EQUIPMENT & SUPPLIES	2,775.00	1,119.85	1,500.00	54.05%
30-030-58260	BUILDING & FACILITIES REPAIRS	5,000.00	-	500.00	10.00%
30-030-58264	VW CHEMICALS	-	2,091.75	-	0.00%
30-030-58265	FACILITIES MAINT SUPPLIES	-	-	-	0.00%
30-030-58270	MV FUEL	5,000.00	-	5,000.00	100.00%
30-030-58279	WASTEWATER COLLECTION	35,000.00	3,752.06	5,000.00	14.29%
30-030-58280	WASTEWATER TREATMENT	10,000.00	1,298.72	1,500.00	15.00%
		150,975.00	38,658.02	101,400.00	67.16%
Group: 60 - UTILITIES					
30-030-58300	ELECTRICITY	90,000.00	74,819.50	100,000.00	111.11%
30-030-58305	COMMUNICATION SERVICES	-	-	1,500.00	0.00%
		90,000.00	74,819.50	101,500.00	112.78%
Group: 65 - CONTRACTUAL SERVICES					
30-030-58400	TRAVEL & TRAINING	3,500.00	1,305.51	3,500.00	100.00%
30-030-58401	CONSULTANTS & PROFESSIONALS	-	-	-	0.00%
30-030-58402	ADVERTISING & LEGAL NOTICES	-	-	-	0.00%

30-030-58404	PROPERTY & LIABILITY	8,100.00	6,269.50	8,500.00	104.94%
30-030-58405	REPAIR & MAINTENANCE	7,650.00	461.95	1,500.00	19.61%
30-030-58407	DUES & MEMBERSHIPS	500.00	-	500.00	100.00%
30-030-58409	PERMITS & APPLICATIONS	3,500.00	5,390.83	6,000.00	171.43%
30-030-58410	LAB TESTING	21,000.00	10,683.82	20,000.00	95.24%
30-030-58411	PROPERTY DAMAGE	-	-	-	0.00%
30-030-58417	ACCOUNTING & AUDITOR	10,000.00	7,958.34	17,500.00	175.00%
30-030-58418	CONTRACTUAL SERVICES	12,000.00	4,918.95	7,500.00	62.50%
30-030-58424	ENGINEERING/CITY ENGINEER	62,000.00	-	15,000.00	24.19%
30-030-58425	SLUDGE HAULING	90,000.00	32,226.15	50,000.00	55.56%
30-030-58438	IT CONTRACT	3,852.00	411.54	2,000.00	51.92%
30-030-58445	LIFT STATION EQUIPMENT MAINTENANCE	30,000.00	7,538.59	15,000.00	50.00%
30-030-58449	LIFT STATION MAINTENANCE	-	2,947.40	5,000.00	0.00%
30-030-58450	GOVERNMENT & MISC OPERATING	3,000.00	-	-	0.00%
30-030-58451	EQUIPMENT RENTAL	500.00	-	500.00	100.00%
30-030-58452	VEHICLE LEASE	-	-	-	0.00%
30-030-58467	WASTEWATER COLLECTION	-	6,933.50	3,500.00	0.00%
30-030-58468	WASTEWATER TREATMENT	-	-	-	0.00%
		255,602.00	87,046.08	156,000.00	61.03%

DEPARTMENT 030 - WASTEWATER

	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 PRELIMINARY	Split %
Group: 70 - TRANSFERS & RESTRICTED FUNDS				
30-030-58716 PAYING AGENT FEES	-	600.00	-	0.00%
30-030-58717 DEPRECIATION EXPENSE	-	-	-	0.00%
30-030-58719 INTEREST	-	-	-	0.00%
30-030-58725 DEBT ISSUANCE COSTS	-	98,591.49	-	0.00%
30-030-58730 OPEB	-	-	-	0.00%
30-030-58745 FRANCHISE FEES	37,220.00	-	37,220.00	100.00%
30-030-58750 SERIES 2017 DEBT	264,526.00	241,235.50	268,497.00	101.50%
30-030-58766 TWDB SERIES 2021A	594,260.00	505,252.50	591,770.00	99.58%
30-030-58772 2024 SERIES COB	239,775.00	158,325.00	155,825.00	64.99%
	896,006.00	845,679.49	1,053,312.00	117.56%
Group: 75 - CAPITAL OUTLAY				
30-030-58640 UTILITIES: WASTEWATER COLLECTI	-	-	-	
	-	-	-	
WASTEWATER FUND TOTAL REVENUE:	1,819,396.00	1,410,603.88	2,028,500.00	111.49%
WASTEWATER FUND TOTAL EXPENSES:	1,568,849.00	1,166,125.80	1,582,574.86	100.87%
WASTEWATER FUND NET PROFIT/LOSS:	250,547.00	244,478.08	445,925.14	177.98%

BUDGET WORKSHOP

JUNE 24, 2025

ENTERPRISE FUNDS

DRAINAGE

Fund: 07 - DRAINAGE FUND**DEPARTMENT 070 - DRAINAGE**

	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 PRELIMINARY
Group: 15 - ADMINISTRATIVE FEES			
07-070-46005 INTEREST REVENUE	1,500.00	24,571.00	10,000.00
07-070-46104 DRAINAGE FEES	400,000.00	112,435.00	400,000.00
	401,500.00	137,006.00	410,000.00
Group: 35 - OTHER REVENUE			
07-070-46047 BOND PROCEEDS	-	-	-
	-	-	-
Group: 55 - SUPPLIES			
07-070-58236 DRAINAGE SUPPLIES	-	-	-
	-	-	-
Group: 65 - CONTRACTUAL SERVICES			
07-070-58424 ENGINEERING/CITY ENGINEER	-	2,095.00	-
	-	2,095.00	-
Group: 70 - TRANSFERS & RESTRICTED FUNDS			
07-070-58765 COB, SERIES 2022A	-	286,200.00	367,150.00
	-	286,200.00	367,150.00
Group: 75 - CAPITAL OUTLAY			
07-070-58625 DRAINAGE PROJECTS	367,400.00	369,553.88	-
	367,400.00	369,553.88	-
DRAINAGE FUND TOTAL REVENUE:	401,500.00	137,006.00	410,000.00
DRAINAGE FUND TOTAL EXPENSES:	367,400.00	657,848.88	367,150.00
DRAINAGE FUND NET PROFIT/LOSS:	34,100.00	(520,842.88)	42,850.00



CITY COUNCIL MEETING MAY 13 2025 MINUTES

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

Tuesday, May 13, 2025 at 6:00 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Doyle Moss called the meeting to order at 6:00 pm. Mayor Moss asked if a quorum was present. City Secretary Deana McMullen confirmed a quorum was present for this meeting.

PRESENT

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

ABSENT

Councilmember Lea Young

STAFF PRESENT:

Bryan Grimes, City Manager

Pat Chesser, City Attorney

City Secretary, Deana McMullen

PLEDGE OF ALLEGIANCE AND INVOCATION

Pastor Clark Bosher of Willow Park Baptist Church was present do the Invocation. The Pledge of Allegiance was given by all present.

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 inquiries 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.

Mr. Ron Miller of 708 Queens Way was present to Thank Mayor Doyle Moss for his 8 years of Service to the City of Willow Park.

Ms. Mary Robb of 207 Fairway Drive was present to Thank Mayor Doyle Moss for his 8 years of Service to the City of Willow Park. She also presented him with a gift.

REGULAR AGENDA ITEMS

1. Approval of Regular City Council Meeting Minutes: April 22, 2025

Motion was made to approve the regular City Council Meeting Minutes from April 22, 2025 as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

2. Discussion/Action: to approve 2nd Quarter Financial Report

CPA Jake Webber presented the 2nd Quarter Financial Report to the Council. He stated that we are half way through the year and the City is where it should be at regarding revenues and expenditures. He gave detail information to the Mayor and Council.

Motion was made to approve the 2nd Quarter Financial Report as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

3. Canvass Votes from May 3, 2025, General Election and approve Resolution 2025-04

Alternate Mayor Pro Tem Nate Crummel was the presiding officer for the Canvassing of the Votes from the May 3, 2025 General Election.

City Secretary Deana McMullen presented the Official Election results and asked for approval of Resolution 2025-04 to accept the Official results from the May 3, 2025 General Election.

Motion was made to approve Resolution 2025-04 to accept the Official results from the May 3, 2025 General Election.

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

4. Mayor Doyle Moss Farewell Comments

Outgoing Mayor Doyle Moss gave a farewell speech thanking his fellow council members and staff and highlighting the infrastructure work done in his time as mayor, particularly related to the wastewater treatment facility plans stating that a new wastewater plant would be opening in September of this year.

"With the projects we have done in the past few years, together, we have made Willow Park a better place for our citizens and our neighboring communities," Moss said. "My hope is you will continue the work you were elected to do. It has been my honor and privilege to serve with you. Thank you for letting me serve as your Mayor- it has been my honor. May God Bless our City and Everyone in it."

5. Administer Oath of Office to Newly Elected Officials

City Secretary Deana McMullen administered the Oath of Office to Mayor Elect Teresa Palmer, City Councilmember Place 1 Elect, Eric Contreras and City Councilmember Place 2 Elect, Chawn Gilliland.

6. Mayor Teresa Palmer Acceptance Comments

New Mayor Teresa Palmer spoke about her commitment to the people of Willow Park and how she would prioritize transparency regarding the goings on in City Hall.

"We work for the people," Teresa Palmer said. "Every decision and every dollar must reflect our accountability to the taxpayers who employ us."

Palmer also introduced a proposal to the board to begin the process to change the government system of Willow Park from a Type A general law city to a home rule class city. This designation means the City would be governed by a Municipal Charter- A document created and approved by citizens rather than by State defined General Law. Palmer also called for a charter commission with residents from Willow Park to be formed. "Willow Park is operating under an outdated government concept, one that no longer reflects the size, complexity, and aspirations of our growing city," she said. The City surpassed 5,000 residential threshold for Home Rule in 2015. We are on track to reach 9,000 residents this year. The time has come to have a serious deliberate conversation about the future.

7. Discussion and Action- Appointment of Mayor Pro Tem

Motion was made to appoint Lea Young as the Mayor Pro Tem for a one year term.

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.

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

8. Discussion and Action - Appointment of Alternate Mayor Pro Tem

Motion was made to appoint Eric Contreras as Alternate Mayor Pro Tem for a one year term.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Gilliland.

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

9. Discussion and action approving Resolution 2025-07 updating signatories for City bank accounts.

Motion was made to approve Resolution 2025-07 removing Doyle Moss and Bill Funderburk as authorized signatories on all city bank accounts held with financial institutions and that the following names will be the authorized signatories on all city accounts held with financial institutions: Teresa Palmer, Lea Young, Bryan Grimes, Andrea Saylor, and Michelle Guelker. City Manager Bryan Grimes asked City Attorney if it would be allowed to add a 3rd Councilmember to the list in the event others are out of town. City Attorney said yes it would be a good idea. The motion was amended to also include Eric Contreras to the list.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

10. Discussion and Action to Approve Resolution 2025-08 updating signatories for the Police Seizure Fund.

Motion was made to approve Resolution 2025-08 to remove Candace Scott, Daniel Franklin, and Garry Garrett from the authorized signatories for the Police Seizure Fund (State) and the First Responder Fund Police at First Financial Bank and that the following names will be the authorized signatories for those respective accounts: Andrea Saylor, Ray Lacy and Brian Roberts.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Contreras.

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

11. Discussion and Action to Approve Resolution No. 2025-05 Supporting the City of Willow Park's Active Transportation Plan application to TXDOT 2025 Transportation Alternatives Set-Aside (TA) Call for Projects.

Motion was made to approve Resolution 2025-05 Supporting the City of Willow Park's Active Transportation Plan application to TXDOT 2025 Transportation Alternatives Set-Aside (TA) Call for Projects.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

12. Discussion and Action to Approve Resolution 2025-06 Supporting Application to the TXDOT Transportation's 2025 Transportation Alternatives Set-Aside (TA) Call for Projects.

Motion was made to approve Resolution 2025-06 Supporting Application to the TXDOT Transportation's 2025 Transportation Alternatives Set-Aside (TA) Call for Projects.

Motion made by Councilmember Gilliland, Seconded by Councilmember Contreras.

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

13. Discussion and Action: Approve appointments for 2025 Parks Board.

Parks Director Mandy McCarley advised the Council of an alternate position on the Parks Board and stated that Cindi Neverdousky would like to serve on this board.

Motion was made to appoint Cindi Neverdousky to the alternate position on the Parks Board.

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

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

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

Mayor Teresa Palmer adjourned the regular meeting of the City Council at 6:53 pm into Executive Session to discuss Section 551.071; Consultation with City Attorney; City of Willow Park vs. Halff and Associates.

14. Section 551.071; Consultation with Attorney; City of Willow Park v. Halff & Associates

Mayor Teresa Palmer adjourned the regular session of the City Council at 6:33 for Executive Session per Section 551.071; Consultation with Attorney; City of Willow Park vs Halff & Associates.

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

Mayor Teresa Palmer called the regular meeting of the City Council back to order at 7:25 p.m.

No action was taken on any items discussed in Executive Session.

INFORMATIONAL COMMENTS

15. Mayor and City Council Comments

Mayor Palmer stated that she was excited about meeting all the City employees, everyone. Especially the ones that put the cement in the holes. And have spoken to Chief Lacy and look forward to meeting all of the Police Officers as well.

Eric Contreras - Thanked everyone for turning out to vote on May 3, 2025. He also thanked everyone who turned out for the meeting tonight saying it was much appreciated. Eric stated that since we are approaching the middle of the year, we need to do the mid-year review of the City Manager so that would need to be on the next Council meeting Agenda. Eric asked if we could also have an update on the Waste Water Treatment Plant project to make sure we are on track with that. Eric congratulated Mayor Palmer on her win and stated he looked forward to working with her and continue to move forward.

Mayor Palmer announced that more than likely the May 27th Council meeting would be cancelled due to the Holiday. The announcement will be made later.

Chawn Gilliland - Thank you to Mayor Doyle Moss, I enjoyed serving with him. I think he did a fantastic job for the City of Willow Park. Welcome to Mayor Palmer- look forward to working with you and moving forward.

16. City Manager Comments

City Manager Bryan Grimes - Welcome Mayor Palmer. This is the easiest job, but Congratulations. I look forward to working with you and hearing your ideas. We will be closed on Memorial day. We will have three employees out for a TML Small Town Seminar so will be short staffed the rest of this week. I will be out the 29th and 30th at my study club. We will be starting the Budget Process. We received the tax roll information and we have some work to do.

ADJOURNMENT

With no further items to discuss or consider Mayor Teresa Palmer called for a vote to adjourn the regular meeting of the Willow Park City Council.

Motion was made to adjourn the meeting at 7:26 pm.

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.

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

THESE MINUTES WERE APPROVED BY WILLOW PARK CITY COUNCIL:

Mayor

Date

City Secretary



CITY COUNCIL MEETING JUNE 10, 2025 MINUTES

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

Tuesday, June 10, 2025 at 6:00 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Teresa Palmer called the meeting to order at 6:00 pm and asked City Secretary Deana McMullen if a quorum was present. Ms. McMullen stated a quorum was present for this meeting.

PRESENT

Mayor Teresa Palmer
 Councilmember Eric Contreras
 Councilmember Chawn Gilliland
 Councilmember Greg Runnebaum
 Councilmember Lea Young
 Councilmember Nathan Crummel

STAFF PRESENT:

City Manager, Bryan Grimes

City Attorney, Pat Chesser

City Secretary, Deana McMullen

PLEDGE OF ALLEGIANCE AND INVOCATION- Pastor Shamoir Griffin of Cross Timbers Baptist Church will give the Invocation.

Pastor Shamoir Griffin of Cross Timbers Baptist Church gave the Invocation and led the Pledge of Allegiance and the Texas Pledge given by all present.

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.

There were no Public Comments under this section.

REGULAR AGENDA ITEMS

1. Approval of Regular City Council Meeting Minutes: May 13, 2025

Mayor Teresa Palmer stated that there were corrections needed on the minutes so this item will be postponed to the next meeting.

There was no vote on this item.

2. Discussion / Action: Home Rule vs. General Law; Process of City of Willow Park becoming Home Rule including appointing a Charter Committee.

City Attorney Pat Chesser and Mayor Teresa Palmer led a discussion on Home Rule vs. General Law Cities; and the process of City of Willow Park becoming Home Rule including appointing a Charter Committee.

Mayor Teresa Palmer stated that City Attorney Pat Chesser would give a presentation regarding the differences between General Law and Home Rule cities as well as address the process to become Home Rule in the event this is the direction we want to go. Willow Park is the 2nd largest City in Parker County. We reached the 5,000 population threshold eight (8) years ago. The difference is that a Home Rule City has the full power of Self-Government, and may take action in the interest of the citizens health, safety and welfare that is not contrary to the Texas or United States Constitution. It is a document created by the citizens, and approved by the citizens. It is the voice of the Citizens.

City Attorney Pat Chesser gave a presentation describing the difference of Home Rule vs General Law type cities. Willow Park is currently Type A city.

A General Law city is Governed by Chapter 22 of the LGC; it is comprised of a Mayor and five (5) councilmembers; Mayor is the CEO and budget officer for the city; Mayor does not vote except to break a tie; a Quorum consists of 3 city council members, except a special meeting or a meeting concerning taxation (requires 2/3); Mayor does not count toward quorum and two year terms unless extended by election.

A Home Rule form of government and governmental structure is established by a City Charter which is voted on by the citizens; the Charter is essentially the Constitution of a city and can be changed to adapt to new laws or circumstances. The Charter will establish the form of government: Mayor - Council (weak v. strong) or Council-Manager; Power for the Mayor to vote, veto or force reconsideration, Number of Councilmembers, Provide the election of Council members at large, by single member districts or by place; Provide for the terms of office for Councilmembers at two, three or four years, Provide for the structure of the City's administration.

Following the presentation City Attorney Pat Chesser answered questions from the audience.

Citizens that asked to speak were: They all spoke in reference to Willow Park going Home Rule.

1. Janice Miller - 708 Queens Way
2. Marcy Galle - 500 Squaw Creek
3. Gene Martin - 700 Kings Gate Rd.

Mayor Pro Tem Lea Young suggested that the Council consider the following for further discussion:

1. Clarify the Structure of the Commission. (How many people, council members, etc.)
2. Estimate the cost for the process.
3. Provide estimate of time commitment
4. How applications will be solicited and what information should be on the application
5. Requirements for updates back to council
6. Requirements for posting of meetings, video recordings.

The Council agreed this should be discussed at a future meeting. No action was taken on this matter.

3. Discussion/Action: Creating a Citizen Financial Oversight Committee

Mayor Teresa Palmer led the discussion on creating a Citizen Financial Oversight Committee.

Mayor Teresa Palmer stated that this would allow for us to have more Transparency. There are other committees such as Parks, so this would not be an unusual request. People want to talk about the finances and want to be involved. How do we bring in the same thing as we discussed regarding the Home Rule Committee. Would like to see this discussed further at the next meeting. How do we form the committee, what would the application look like.

Mayor Pro Tem Lea Young, question, Other boards have Ordinances that set the parameters of the board. Would this committee need this as well. City Attorney Pat Chesser stated that this would be recommended.

Mayor Palmer stated that the biggest concern at the moment is the City Budget. How do we get the citizens involved in this process.

City Manager Bryan Grimes informed the Council that the Budget pretty much writes itself because there is not a lot of discretionary expenditures. Citizen participation and transparency. We put the Budget out for the public to review 60 days before it is adopted for the public to review and ask questions. There are at least 2 Budget work shops that can be as participatory as the Council likes and citizens can attend and ask questions. We do have a real deadline for Adoption of the Budget. Has to be adopted by October 1, 2025. Meetings are set with staff and City manager to discuss what needs/wants are needed for the new budget.

Mayor Palmer said citizens want a voice and education.

Mayor Pro Tem Lea Young suggested that we make the Work sessions open and allow citizens to ask questions and prepare to get education. Use our Council meetings rather than setting up a new committee. This way we do not slow down the Budget process. We do not want to spread people too thin with all of the committees suggested and we have a mandated guideline to get the Budget adopted. We will make the work sessions part of the regular Council meetings so that the citizens are aware of the discussions and we can answer questions as we move along.

Fail safe adoption of the budget: We have to have 4/5 of the Council present to adopt the budget and set a tax rate. If we have to move dates around we have the 2nd meeting in September to fall back on to get the budget passed.

Councilmember Eric Contreras asked Mayor Palmer what authority would you want the Committee to have. Mayor Palmer said mainly to educate them, I don't see them stepping in to try to make changes.

No action was taken on this matter.

4. Discussion/Action: Approving Resolution 2025-09 Designating an Officer or Employee of the City to Calculate the No-New Revenue Tax Rate and Voter Approval Tax Rate for the City of Willow Park as required by Texas Tax Code Section 26.04

Motion was made to approve Resolution 2025-09 designating an Officer or Employee of the City to Calculate the No-New Revenue Tax Rate and Voter Approval Tax Rate for the City of Willow Park as required by Texas Tax Code Section 26.04.

Motion made by Councilmember Young, Seconded by Councilmember Runnebaum.

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

5. Discussion/Action: Budget Calendar for FY 2025-2026 Annual Budget

Motion was made to approve the Budget Calendar for FY 2025-2026 Annual Budget as presented with meeting dates for Budget Workshops and adoption as August 26th, regular city council meeting, September 9, 2025 regular city council meeting, hold Public Hearing and Adopt the Budget, September 10, 2025 Special Meeting to adopt the tax rate.

Motion made by Councilmember Young, Seconded by Councilmember Contreras.

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

6. Discussion/Action: to Authorize Consultants Hub International to seek competitive proposals for Health/Dental/Vision/Life and Short Term Disability Benefits for city employees.

Motion was made to postpone action to authorize consultants with Hub International to seek competitive proposals for Health/Dental/Vision/Life and Short Term Disability Benefits for the City Employees until the June 24, 2025 City Council meeting.

Motion made by Councilmember Young, Seconded by Councilmember Gilliland.

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

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

Mayor Teresa Palmer adjourned the regular meeting of the City Council at 7:00 pm. to discuss Section 551.071; Consultation with Attorney, City of Willow Park vs. Halff and Associates and Section 551.074; Personnel Matters, City Manager Mid-year Review.

7. Section 551.071; Consultation with Attorney; City of Willow Park v. Halff & Associates

8. Section 551.074; Personnel Matters; City Manager Mid Year Review

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

Mayor Teresa Palmer called the regular meeting of the City Council back to order at 9:22 pm.

Mayor Teresa Palmer stated there was no action on item regarding City of Willow Park vs Halff & Associates.

Mayor Palmer stated that City manager Bryan Grimes had his mid-year review and we are going to Carry On. He is doing a Great Job.

No action on this item.

INFORMATIONAL COMMENTS

9. Mayor & City Council Comments

Mayor Teresa Palmer asked the Council if they had any comments:

Councilmember Eric Contreras asked everyone to please pray for Cole Thompson and wife Nikki. Cole Thompson had a heart attack. They are a wonderful family, asking for healing prayers for all of them.

Mayor Palmer stated that we also asked for prayers for the family in the community that had a member that was struck by lightning during a bad storm a week ago.

Mayor Pro Tem Lea Young wanted to announce that the Parks Department and Mandy McCarley submitted an application for the TXDOT Green Ribbon Grant and we were accepted for a \$400,000 grant. So we are looking forward to being able to upgrade the entrance into the City.

10. City Manager Comments

City Manager Bryan Grimes comments:

City Hall will be closed on June 19, 2025 for the Juneteenth Holiday.

We have numerous staff members that will be out of the office on vacations and training.

Michelle Guelker and Andi Saylor are in Austin at a TML Budget Conference.

Several other staff members will be attending the Legislative Update conference at the end of the month.

ADJOURNMENT

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

Motion was made to adjourn the regular meeting of the Willow Park City Council at 9:26 pm

Motion made by Councilmember Young, Seconded by Councilmember Gilliland.

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

THESE MINUTES WERE APPROVED BY WILLOW PARK CITY COUNCIL:

Mayor

Date

City Secretary



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: June 24, 2024	Department: Public Works	Presented By: Chase McBride
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AGENDA ITEM**Discussion/Action:**

To discuss and approve purchasing a Hydro Vac Truck from Kinlock Equipment for the Public Works Department.

BACKGROUND:

The Public Works Department currently utilizes a hydro vac trailer to safely expose utility lines during leak repairs, minimizing the risk of damaging nearby infrastructure. While this trailer, now 11 years old, remains operational, it has begun to experience mechanical issues.

Initially, Public Works had planned to request funding for a Hydro Vac Truck in the FY 2025–26 budget. Transitioning from a trailer to a truck-mounted system would streamline operations by reducing the number of equipment units required on-site and better equip the department to respond to large-scale line breaks—such as the recent 12-inch main break on El Chico. In addition, the proposed unit offers versatility, with the capability to function as a sewer machine or high-pressure jetter.

However, due to the increasing frequency of failures on the 12-inch water line and the declining reliability of the current vac trailer, Public Works is requesting that this purchase be expedited and included in the current budget cycle.

The City and Kinloch, the proposed vendor, are both members of the Sourcewell Purchasing Cooperative, which exempts this purchase from the competitive bidding process.

The base cost of the Hydro Vac Truck is \$358,051.00. Public Works is also requesting an additional \$7,050.01 for the inclusion of a wireless controller to operate the hose boom, bringing the total request to \$365,101.01.

Staff has consulted City Manager Bryan Grimes and Finance Director Jake Webber, who confirmed that sufficient funds are available in the Water Reserves account. If approved, those funds will be replenished in the upcoming budget cycle.

STAFF/BOARD/COMMISSION RECOMMENDATION:

To approve the purchase of a Hydro Vac Truck from Kinlock Equipment in the amount of \$365,101.01

EXHIBITS:

Proposal Summary of the Vactor Impact, Service Estimate

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$365,101.01
	Source of Funding	Water Reserve Funds



Presents a Proposal Summary

of the



iMPACT



Combination Single Engine Sewer Cleaner with Positive Displacement Vacuum System Mounted on a Heavy Duty International MV607 Truck Chassis

For



Willow Park
TEXAS

BASIC

MODEL

Vacuum System	Roots 616-15 Blower	Debris Body Capacity	3 Cubic Yards
Model Type	iMPACT	Water Capacity	500 Gallons
Water Flow	40 GPM	Water Pressure	2500 PSI
Chassis Source	International	Water Tank Material	Aluminum

CHASSIS

Single Axle, 2024 International MV607 SBA, 330 HP, Auto, 33,000 GVWR, EPA24

STANDARD FEATURES

Curbside Toolbox w/ Nozzle Storage Rack

Aluminum Fenders

Mud Flaps

Electric / Hydraulic Proportional Boom Control

Color Coded Sealed Electrical System

Intuitouch Electronic Package

Double Acting Hoist Cylinder

Handgun Assembly

Ex-Ten Steel Cylindrical Debris Tank

Flexible Hose Guide

(2) Nozzles w/ Carbide Inserts

Suction Tube Storage

3/4" Nozzle Pipe

10' Leader Hose

Stainless Steel Float Shut Off System

Horizontal Microstrainer Prior to Blower

Lube Manifold

Debris Body Vacuum Relief System

Debris Body-Up Light and Alarm

Low Water Alarm with Water Pump Flow Indicator

3" Y-Strainer at Passenger Side Fill with 25' Fill Hose

Water Tank Sight Gauge

Liquid Float Body Level Indicator

Front Controlled Blower Drive

Digital Water Pressure Gauge

180 deg. 5ft Extendable Boom

Joystick Boom Control

Boom Hose Storage

Boom Out of Position Light and Alarm

Quote Number: 2023-53641

40 GPM/2500 PSI Jet Rodder pump
 Rodder System Accumulator - Jack Hammer
 on/off Control w/ manual valve
 3" Y-Strainer at Water Pump
 Multi-Flow Water System
 1" Water Relief Valve
 Midship High Pressure Coupling
 500' x 3/4" Sewer Hose 2500 PSI Piranha
 Hose Wind Guide (Dual Roller) Manual
 Digital Hose Footage Counter
 Hydraulic Tank Shutoff Valves
 Rodder Pump Drain Valves
 Rotating Hose Reel 3/4" x 500' Capacity 180
 Deg. Rotation
 Tachometer / Chassis Engine w/ Hour
 Meter
 Water Pump Hour Meter
 PTO Hour Meter
 Hydraulic Oil Temp Alarm
 Tachometer / Blower w/ Hour Meter
 Circuit Breakers
 LED Lights Clearance Backup Stop Tail &
 Turn
 Tow Hooks Rear
 Electronic Back-Up Alarm
 Camera System Rear Only
 6" Vacuum Pipe Package
 Emergency Flare Kit
 Fire Extinguisher 5 Lbs.

DEBRIS BODY

Body Washout
 Additional Water Water and Debris Tanks
 Joined
 Centrifugal Separators (Cyclones)
 Rear Door Splash Shield
 Lube Chart - Included
 Digital Debris Body Level Indicator Tied to
 Vacuum Relief

REAR DOOR

6" Rear Door Knife Valve w/Camloc 6:00
position

HOSE REEL

Pinch Roller

High Pressure Hose Reel

WATER TANKS

Air Purge

Digital Water Level Indicator

Cold Weather Recirculator PTO Driven 12 GPM

Hydro Excavation Kit - Includes Lances w/ Shield Nozzles Storage Tray and Vacuum Tube

Final Filter and Silencer Ball Valve Drains

MISCELLANEOUS

Amber Lights for Flashing Light Package

Safety Cone Storage Rack - Post Style

LIGHTING

Rear Directional Control LED Arrowstick

Front Mounted LED Beacon Light w/ Limb Guard

H.A.L.O. (Handsfree Accessory Light Option)

10 Light Package 10 Federal Signal Strobe Lights LED

PAINT

Cab Paint Color White

Module Paint Color White

Vactor Logos - Applied

TOOLBOX

Toolbox Behind Cab - 14w 36h x 88d

Total Price F.O.B. Willow Park, TX: \$358,051.00

Product Model: iMPACT

Proposal Date: 2/28/2025

Quote Number: 2023-53641

Price List Date: 2/28/2025

Payment Terms: Net Due Upon Delivery

Quote Number: 2023-53641

Proposal Notes:

1. This is KESI Stock # VA0114 and is offered on a first come, first served basis and is subject to prior sale or rental.
2. Prices quoted herein are in accordance with Sourcewell Cooperative Purchasing Contract # 101221-VTR. City of Willow Park Sourcewell Member # 119867.
3. Under Texas Motor Vehicle laws, this vehicle must be sold via a Texas franchise motor vehicle dealer. Therefore, any Purchase Order issued in conjunction with this proposal must be in the name of Holt Truck Centers.

SIGNED BY: _____ DATE: _____

LIMITED WARRANTY

Limited Warranty. Each machine manufactured by VACTOR MANUFACTURING (or, "the Company") is warranted against defects in material and workmanship for a period of 12 months, provided the machine is used in a normal and reasonable manner and in accordance with all operating, maintenance and safety instructions. In addition, certain machines and components of certain machines have extended warranties as set forth below. If sold to an end user, the applicable warranty period commences from the date of delivery to the end user. If used for rental purposes, the applicable warranty period commences from the date the machine is first made available for rental by the Company or its representative. This limited warranty may be enforced by any subsequent transferee during the warranty period. This limited warranty is the sole and exclusive warranty given by the Company.

STANDARD EXTENDED WARRANTIES (Total Warranty Duration)

2100 Series, HXX Series and Jetters

10 years against water tank leakage due to corrosion. Nonmetallic water tanks are covered for 5 yrs. against any factory defect in material or workmanship.

2100 Series, HXX Series and Guzzler only

5 years against leakage of debris tank, centrifugal compressor or housing due to rust-through.

2100 Series and Jetters

2 years - Vactor Rodder Pump

Exclusive Remedy. Should any warranted product fail during the warranty period, the Company will cause to be repaired or replaced, as the Company may elect, any part or parts of such machine that the Company's examination discloses to be defective in material or factory workmanship. Repairs or replacements are to be made at the selling Company's authorized dealer's or distributor's location or at other locations approved by the Company. In lieu of repair or replacement, the Company may elect, at its sole discretion, to refund the purchase price of any product deemed defective. The foregoing remedies shall be the sole and exclusive remedies of any party making a valid warranty claim.

This Limited Warranty shall not apply to (and the Company shall not be responsible for):

1. Major components or trade accessories that have a separate warranty from their original manufacturer, such as, but not limited to, trucks and truck chassis, engines, hydraulic pumps and motors, tires and batteries.
2. Normal adjustments and maintenance services.
3. Normal wear parts such as, but not limited to, oils, fluids, vacuum hose, light bulbs, fuses and gaskets.
4. Failures resulting from the machine being operated in a manner or for a purpose not recommended or not in accordance with operating, maintenance or safety instructions provided by the Company.
5. Repairs, modifications or alterations without the express written consent of the Company, which in the Company's sole judgment, have adversely affected the machine's stability, operation or reliability as originally designed and manufactured.
6. Items subject to misuse, negligence, accident or improper maintenance.

NOTE The use in the product of any part other than parts approved by the Company may invalidate this warranty. The Company reserves the right to determine, in its sole discretion, if the use of non-approved parts operates to invalidate the warranty. Nothing contained in this warranty shall make the Company liable for loss, injury, or damage of any kind to any person or entity resulting from any defect or failure in the machine.

THIS WARRANTY SHALL BE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, AND TO THE EXTENT PERMITTED, CONFERRED BY STATUTE, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, OR ANY WARRANTY AGAINST FAILURE OF ITS ESSENTIAL PURPOSE, ALL OF WHICH ARE DISCLAIMED.

This warranty is in lieu of all other obligations or liabilities, contractual and otherwise, on the part of the Company. For the avoidance of doubt, the Company shall not be liable for any indirect, special, incidental or consequential damages, including, but not limited to, loss of use or lost profits. The Company makes no representation that the machine has the capacity to perform any functions other than as contained in the Company's written literature, catalogs or specifications accompanying delivery of the machine. No person or affiliated company representative is authorized to alter the terms of this warranty, to give any other warranties or to assume any other liability on behalf of the Company in connection with the sale, servicing or repair of any machine manufactured by the Company. Any legal action based hereon must be commenced within eighteen (18) months of the event or facts giving rise to such action.

The Company reserves the right to make design changes or improvements in its products without imposing any obligation upon itself to change or improve previously manufactured products.



VACTOR MANUFACTURING
1621 S. Illinois Street
Streator, IL 61364





Kinloch

Equipment & Supply, Inc.

SERVICE ESTIMATE

Item 3.

763 109th Street. Arlington, TX 76011

www.kinlochequip.com

Voice: 817-649-5900

Fax: 817-633-7239

SOLD TO

WILL00 CITY OF WILLOW PARK
ATTN: ACCT PAY
516 RANCH HOUSE ROAD
WILLOW PARK, TX 76087

SHIP TO

CITY OF WILLOW PARK
3500 INDIAN CAMP RD.
ATTN: MIKE
WILLOW PARK, TX 76087

VACTOR IMPACT 25 SN: 25-02V-23329 HR .0 W:00
Sold By: 20 PO #: MUST HAVE PO# Date 5/14/25 SERV ESTIMATE SA01127
Ship By: Tax #: 10:34:48 Open

Tax	D	Qty	Description	Price	Amount
Group: 01					
ORIGINAL ESTIMATE PER TRENT					
ADDITIONAL PARTS/LABOR MAY BE REQUIRED AS UNIT IS NOT AT SHOP					
LABOR ESTIMATE					
E		12	HRS @\$150		1800.00
SHOP PARTS					
E		1	FS 515443B-30	2774.71	2774.71
E		1	FS 514828A-30	1639.56	1639.56
E		1	FS 514828DA-30	39.79	39.79
E		1	FS 514828EA-30	69.81	69.81
E		1	FS 515204B-30	14.14	14.14
E		4	FS 515283-30	19.75	79.00
** TOTAL SHOP PARTS					4617.01
MISC PART					
E		1	MISC CONNECTOR/RELAYS	175.00	175.00
CONSUMABLES					
E			SHOP SUPPLIES		108.00
FREIGHT					
E			ESTIMATED FREIGHT CHARGES		350.00

** SUBTOTAL 7050.01

X Charge Sale

PAY THIS
AMOUNT



\$7050

38

***ESTIMATE IS VALID FOR 30 DAYS

***THIS IS A SERVICE ESTIMATE ONLY. DOES NOT INCLUDE FREIGHT CHARGES



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: June 24, 2025	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Auditor Engagement Letter with Snow, Garrett and Williams

BACKGROUND: Staff is recommending Council authorize the engagement letter attached with Snow, Garrett, and Williams for the FY 24 – 25 Audit which will be conducted after the current fiscal year ends.

Suggested Motion: I move Council authorize the Mayor and staff to execute the engagement letter with Snow, Garrett, and Williams as presented.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



SNOW GARRETT WILLIAMS

CERTIFIED PUBLIC ACCOUNTANTS

May 30, 2025

Honorable Mayor, City Council, and Management
City of Willow Park, Texas
120 El Chico Trail
Willow Park, Texas 76087

We are pleased to confirm our understanding of the services we are to provide for the City of Willow Park, Texas (the City) for the year ended September 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended September 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement of the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
3. Schedule of Changes in the Net Pension Liability and Related Ratios
4. Schedule of Employer Pension Contributions and Related Ratios
5. Schedule of Changes in the Total OPEB Liability and Related Ratios
6. Schedule of OPEB Contributions and Related Ratios

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of Expenditures of Federal Awards, if a Single Audit is required
2. Combining Balance Sheet - Nonmajor Governmental Funds
3. Combining Statement of Revenues, Expenditures, and Changes in Fund Balance - Nonmajor Governmental Funds

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1. Introductory Section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Improper revenue recognition due to fraud;
- Management override of controls.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review prior to the completion of our fieldwork. With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Snow Garrett Williams, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information. With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. We will assist with entries to convert accounting records from modified accrual to full accrual for report purposes, prepare depreciation schedules, prepare the Data Collection Form (if applicable), and provide assistance with the implementation of Governmental Accounting Standards Board (GASB) Statement No. 101, Compensated Absences, including guidance on recognition criteria, measurement, and disclosure requirements. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, related notes, and additional nonaudit services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, related notes, and the additional nonaudit services listed in this section. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, related notes, and the additional nonaudit services listed in this section and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarize our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Snow Garrett Williams and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a grantor agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Snow Garrett Williams personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulatory agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Kathy Williams, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in July 2025.

Our fees for these services will be based on the actual time spent at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. We will keep you informed of any problems that we encounter that may require significant additional time and the potential fee implications.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Honorable Mayor and City Council of the City of Willow Park. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

City of Willow Park, Texas
Page 7

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Willow Park and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Very truly yours,



Snow Garrett Williams

RESPONSE:

This letter correctly sets forth the understanding of the City of Willow Park, Texas.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Process and Schedule for Adoption of Home Rule Charter

1. Appointment of Home Rule Charter Commission

a. At its June 24, 2025 City Council meeting, City Council approves the application form for residents of Willow Park to express their interest in serving on the Commission. Once approved, the application will be placed on the City's website and in an article appearing in the Community News.

b. Residents in the City Limits of Willow Park may apply to serve on the Home Rule Charter Commission by July 15, 2025.

b. Council appoints up to 15 commissioners (including the Chairperson of the Commission) at the July 22, 2025 City Council meeting from the applicants or from citizens who express interest in serving on the Commission. **No member of the City Council may serve on the Commission.**

2. Schedule and Time Commitment of Commission

a. Commissioners meet twice a month from August 2025 – January 2026 to review example charters from other cities and draft proposed charter for Willow Park.

b. Commissioners and staff will present monthly updates to the City Council. The City Council may schedule joint meetings with the Commissioners as needed.

c. No later than February 13, 2026, City Council calls a special election for May 2, 2026 to get voter approval of the Home Rule Charter.

d. At the May 2, 2026 election, voters choose to remain General Law or adopt the Charter to become Home Rule.

3. Requirements for Posting of Meetings, Video Recordings, Minutes

a. All meetings of Commission shall be posted in accordance with the Texas Open Meetings Act.

b. All meetings shall be recorded and posted on the City's website.

c. Minutes of each meeting of the Commission shall be kept as required by law.

4. Estimated costs for Willow Park becoming a Home Rule City.

City of Willow Park Volunteer Opportunity

City Hall | 120 El Chico Suite A, Willow Park, Texas 76087 | (817) 441-7108

Name (*please print*): _____ Phone: _____ Home

Address: _____ Work

City, State, Zip: _____ Mobile

Resident of Willow Park since: _____

Voter Registration ID # _____ DOB: _____

Which board or committee are you interested in serving on? (*please list in order of interest*)

1. (*top choice*) _____

2. _____

3. _____

Occupation or area of expertise: _____

Previous public service and entity served: _____

Have you attended public meetings of the City? _____

Previous civic involvement and positions held (if any): _____

State the reason for your interest and explain the expertise you would be able to offer:

What is your vision for Willow Park?

Please sign and return this form to City Hall to the attention of the City Secretary.

As a registered voter in the City of Willow Park, I am interested in being considered to volunteer on a board or committee. The foregoing statement are true and correct.

Applicant signature

Date