



## CITY COUNCIL REGULAR MEETING AGENDA

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

Tuesday, April 23, 2024 at 6:00 PM

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

**PLEDGE OF ALLEGIANCE AND INVOCATION**

**PUBLIC COMMENTS (Limited to three minutes per person)**

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

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

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

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

**CONSENT AGENDA**

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

- 1. Approve City Council Minutes - Regular City Council Meeting March 26, 2024.

**REGULAR AGENDA ITEMS**

- 2. PUBLIC HEARING: to consider a request for Zoning Change from “Class II – Residential: ‘R-1’ Single-Family District” to Commercial “Class III – Business: ‘C’ Commercial District” for 129 South Ranch House Road: 5.686-acre tract of Lot 1, Block 1 of the Willow Park Baptist Church Addition; 0.737-acre tract of Lot PT 1-B, Tract A and 1.463-acre tract Lot PT Tract B, Block 1 of the Eastern Parker County Industrial Park, City of Willow Park, Parker County, Texas.

Open Public Hearing

Close Public Hearing

3. Discussion/Action: to adopt an ordinance for a Zoning Change from “Class II – Residential: ‘R-1’ Single-Family District” to Commercial “Class III – Business: ‘C’ Commercial District” for 129 South Ranch House Road: 5.686-acre tract of Lot 1, Block 1 of the Willow Park Baptist Church Addition; 0.737-acre tract of Lot PT 1-B, Tract A and 1.463-acre tract Lot PT Tract B, Block 1 of the Eastern Parker County Industrial Park, City of Willow Park, Parker County, Texas.
4. Discussion Action: to renew a contract with I & E Landscape for mowing services.
5. Discussion/Action: to approve a Municipal Court Confidentiality Policy and Agreement.
6. Discussion/Action: the City Council will consider, discuss and take action on adopting an ordinance setting forth the City's updated Drought Contingency and Emergency Water Plan. The City Council will hear and consider any public input on the proposed updated Plan.
7. Quarterly Department Reports

  - a. Development
  - b. Parks
  - c. Public Works
  - e. Projects
  - f. Police
  - g. Court
  - h. Fire Marshal
  - i. Communications

## INFORMATIONAL

Mayor and City Council Comments

City Manager Comments

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

8. Section 551.072 - Discussing the purchase, exchange, lease, or value of real property; 205 Canyon Ct.
9. 551.087 - Economic Development Negotiations; 551.071 Consultation with City Attorney; Beall Development Agreement.
10. Section 551.071 - Consultation with Attorney; Halff & Associates Litigation.

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

## **ADJOURNMENT**

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

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

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 120 El Chico Trail, Suite A, Willow Park, TX 76087, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: April 19, 2024, at 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

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Crystal R. Dozier, TRMC, CMC  
City Secretary

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



# CITY COUNCIL REGULAR MEETING MINUTES

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

Tuesday, March 26, 2024 at 6:00 PM

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

### PRESENT

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

### ABSENT

- Councilmember Eric Contreras

### STAFF PRESENT

- City Manager Bryan Grimes
- Assistant City Manager Bill Funderburk
- City Secretary Crystal Dozier
- City Attorney Pat Chesser

## PLEDGE OF ALLEGIANCE AND INVOCATION

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

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

*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.**

## PROCLAMATION

1. Sexual Assault Awareness Month - Freedom House

**Mayor Moss presented a proclamation for Sexual Assault Awareness Month to Freedom House.**

## CONSENT AGENDA

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

2. Approve City Council Minutes - Regular City Council Meeting March 12, 2024.

**To approve City Council Minutes - Regular City Council Meeting March 12, 2024.**

**Motion made by Councilmember Runnebaum, Seconded by Councilmember Young.**

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

## REGULAR AGENDA ITEMS

3. Discussion/Action: to approve a contract for food, pool and hotel/motel inspections.

**To approve a contract with Duane Barritt for food, pool and hotel/motel inspections.**

**Motion made by Councilmember Gilliland, Seconded by Councilmember Young.**

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

4. Discussion/Action: to adopt an ordinance adopting the 2021 editions of the International Building Code, the International Fire Code, the International Residential Code the International Existing Building Code, the International Mechanical Code, the International Plumbing Code, the International Swimming Pool & Spa Code, the International Fuel Gas Code, the National Fuel Gas Code, the International Property Maintenance Code, the International Energy Conservation Code;, the 2020 editions of the National Electrical Code and the Liquefied Petroleum Gas Code; and adopting a Construction Administrative Code.

**TO ADOPT AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS, AMENDING ARTICLE 3.03 OF THE CITY OF WILLOW PARK'S CODE OF ORDINANCES; ADOPTING A CONSTRUCTION ADMINISTRATIVE CODE; ADOPTING THE FOLLOWING CODES: THE 2021 EDITION OF THE INTERNATIONAL BUILDING CODE, AS AMENDED BY THE NCTCOG INTERNATIONAL BUILDING CODE AND CITY OF WILLOW PARK AMENDMENTS; THE 2021 EDITION OF THE**

**INTERNATIONAL FIRE CODE, AS AMENDED BY THE NCTCOG INTERNATIONAL FIRE CODE AND CITY OF WILLOW PARK AMENDMENTS; THE 2021 EDITION OF THE INTERNATIONAL RESIDENTIAL CODE, AS AMENDED BY THE NCTCOG INTERNATIONAL RESIDENTIAL CODE AND CITY OF WILLOW PARK AMENDMENTS; THE 2020 EDITION OF THE NATIONAL ELECTRICAL CODE, AS AMENDED BY THE NCTCOG NATIONAL ELECTRICAL CODE AND CITY OF WILLOW PARK AMENDMENTS; THE 2021 EDITION OF THE INTERNATIONAL EXISTING BUILDING CODE, AS AMENDED BY THE NCTCOG INTERNATIONAL EXISTING BUILDING CODE AND CITY OF WILLOW PARK AMENDMENTS; THE 2021 EDITION OF THE INTERNATIONAL MECHANICAL CODE, AS AMENDED BY THE NCTCOG INTERNATIONAL MECHANICAL CODE AND CITY OF WILLOW PARK AMENDMENTS; THE 2021 EDITION OF THE INTERNATIONAL PLUMBING CODE, AS AMENDED BY THE NCTCOG INTERNATIONAL PLUMBING CODE AND CITY OF WILLOW PARK AMENDMENTS; THE 2021 EDITION OF THE INTERNATIONAL FUEL GAS CODE, AS AMENDED BY THE NCTCOG INTERNATIONAL FUEL GAS CODE AND CITY OF WILLOW PARK AMENDMENTS; THE 2021 EDITION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE, AS AMENDED BY THE NCTCOG INTERNATIONAL PROPERTY MAINTENANCE CODE AND CITY OF WILLOW PARK AMENDMENTS; THE 2021 EDITION OF THE INTERNATIONAL ENERGY CONSERVATION CODE, AS AMENDED BY THE NCTCOG INTERNATIONAL ENERGY CONSERVATION CODE AMENDMENTS; THE 2021 EDITION OF THE INTERNATIONAL SWIMMING POOL & SPA CODE, AS AMENDED BY THE NCTCOG INTERNATIONAL SWIMMING POOL AND SPA CODE AND CITY OF WILLOW PARK AMENDMENTS; THE 2021 EDITION OF THE NATIONAL FUEL GAS CODE; THE 2020 EDITION OF THE LIQUEFIED PETROLEUM GAS CODE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE; PROVIDING AN AMENDMENT CLAUSE; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$500.00 FOR VIOLATIONS OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Motion made by Councilmember Young, Seconded by Councilmember Runnebaum.**

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

## **INFORMATIONAL**

Mayor and City Council Comments

**Mayor Moss stated the citizens of Willow Park are fortunate to have a staff and city council we have. There are a lot of great things happening in Willow Park.**

City Manager Comments

**City Manager Bryan Grimes announced two events coming up. The first event is Shred Day that will be held on Saturday, April 6, 2024 at the old city hall location at 516 Ranch House Road from 10:00 am to 1:00 pm. Residents must have proof of residency such as an ID card or utility bill. The second event is the Total Eclipse of the Park. The City is partnering with the East Park County Chamber for the event to be held on Monday, April**

**8, 2024 at the Aledo Athletic Complex. Gate open at 1:00 pm. with the totality at 1:40 pm. There will be food trucks on location as well.**

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

**Mayor Moss convened into executive session at 6:12 pm.**

5. Section 551.072 - Discussing the purchase, exchange, lease, or value of real property; 205 Canyon Ct.
6. Section 551.072 - Discussing the purchase, exchange, lease, or value of real property; Kings Gate Bridge.
7. 551.087 - Economic Development Negotiations; 551.071 Consultation with City Attorney; Beall Development Agreement.
8. Section 551.071 - Consultation with Attorney; Halff & Associates Litigation.

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

**Mayor Moss reconvened into open session at 6:46 pm. No action was taken.**

## **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.*

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

**Mayor Moss adjourned the meeting at 6:46 pm.**

These minutes were approved on the 9<sup>th</sup> of April, 2024.

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Mayor Doyle Moss

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Crystal R. Dozier, TRMC, CMC  
City Secretary



## City of Willow Park

### Notice of Public Hearing

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

**Discussion & Action: to consider a request for Zoning Change from “Class II – Residential: ‘R-1’ Single-Family District” to Commercial “Class III – Business: ‘C’ Commercial District” for 129 South Ranch House Road: 5.686-acre tract of Lot 1, Block 1 of the Willow Park Baptist Church Addition; 0.737-acre tract of Lot PT 1-B, Tract A and 1.463-acre tract Lot PT Tract B, Block 1 of the Eastern Parker County Industrial Park Addition, City of Willow Park, Parker County, Texas.**

City Council Meeting: Tuesday, April 23, 2024

Time: 6:00 PM

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

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

The above notice was posted on the bulletin board at the City of Willow Park City Hall, Willow Park, Texas on/before April 5, 2024 by 5:00 p.m.





# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> April 23, 2024	<b>Department:</b> Planning & Development	<b>Presented By:</b> Toni Fisher, Director
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**AGENDA ITEM:**

**Discussion & Action: to adopt an ordinance for a Zoning Change from “Class II – Residential: ‘R-1’ Single-Family District” to Commercial “Class III – Business: ‘C’ Commercial District” for 129 South Ranch House Road: 5.686-acre tract of Lot 1, Block 1 of the Willow Park Baptist Church Addition; 0.737-acre tract of Lot PT 1-B, Tract A and 1.463-acre tract Lot PT Tract B, Block 1 of the Eastern Parker County Industrial Park, City of Willow Park, Parker County, Texas.**

**BACKGROUND:**

The subject property is the previous home of Willow Park Baptist Church, 129 S. Ranch House Rd. The Journey Church will be leasing the property to operate as such, and The Premier Academy of Fine Arts of North Texas intends to sublease areas within the campus to operate as a private high school. Although a church can occupy any zoning district, a private school usage requires Commercial zoning, hence the request for change in zoning from “R-1” Residential to “C” Commercial.

Please note, the Application on file states the requested zoning district to be “Local Retail”, which allows “Day care nursery or schools” per zoning ordinance Sec. 14.06.013(7), but the “Commercial” designation per zoning ordinance Sec. 14.06.014(9) specifically allows “Business colleges and private schools operated as a commercial enterprise”; therefore, since Commercial zoning is more applicable, the Applicant approved Staff to amend the request accordingly.

Per the Applicant, enrollment for Year 1 is expected to be about 100 students with approximately 20 members of faculty/staff, the typical number of people on campus each weekday. Operating days are Monday through Friday, with most weeks being Tuesday through Friday, from 8:45 a.m. to 4:00 p.m., beginning September 9, 2024 through May 15, 2025. All traffic will be commuter (no bus service); a traffic study has not been done by the school.

The Commission conducted a public hearing to consider comments regarding this zoning change, with no public comments.

**STAFF RECOMMENDATION:**

Planning & Zoning Commission unanimously approved the rezoning request with a 3:0 vote. Based on the response by the Applicant, Staff does not require a traffic impact analysis and recommends approval of the zoning change, as presented.

**EXHIBITS:**

- Zoning Change Application & Attachments
- Aerial Photo of Subject Property (*GoogleMaps – circa 2022*)
- *Proposed Ordinance will be available prior to meeting.*

**RECOMMENDED MOTION:**

**Motion to adopt an ordinance for a Zoning Change from “Class II – Residential: ‘R-1’ Single-Family District” to “Class III – Business: ‘C’ Commercial District” for all parcels at 129 South Ranch House Road, City of Willow Park, as presented.**



CITY OF WILLOW PARK  
PLANNING & DEVELOPMENT DEPARTMENT  
ZONING CHANGE APPLICATION

Item 3.

Name of Applicant: The Premier Academy of Fine Arts of North Texas

Mailing Address: 2631 J E Woody Rd. Springtown, Texas 76082  
Street City State Zip

Business Phone: 817-374-0205 Cell: \_\_\_\_\_

Email Address: information@premieracademyntx.com

Name of Property Owner: Willow Park Baptist Church

Mailing Address: 777 Crown Pointe Blvd. Willow Park, Texas 76087  
Street City State Zip

Business Phone: 817-441-1596 Cell: \_\_\_\_\_

Email Address: info@willowparkbaptist.org

Address of property requesting to be re-zoned: 129 S. Ranch House Road

Legal Description: Lot: 1 Block: 1 Addition: Willow Park Baptist Church (5.686 acres)

Legal Description (2): Lot: PTTRB Block: 1 Addition: Eastern Parker County RTN (1.463 Acres) Subdivision: Easter Parker County Track A  
Legal Description (3): Lot: TT1-B (.737 acres)

Current Zoning District: RI

Requested Zoning District: Local Retail

Reason for zoning request: The Premier Academy of Fine Arts of North Texas is a private, Christian high school.

Does the Request conform to the proposed Future Land Use Map in the City's Comprehensive Plan? Y/N

APPLICATION FEE: **\$250** and/or as per "Development Fee Schedule"

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

[Signature] 3/19/2024  
SIGNATURE OF APPLICANT DATE

[Signature] 3/19/24  
SIGNATURE OF PROPERTY OWNER\* DATE

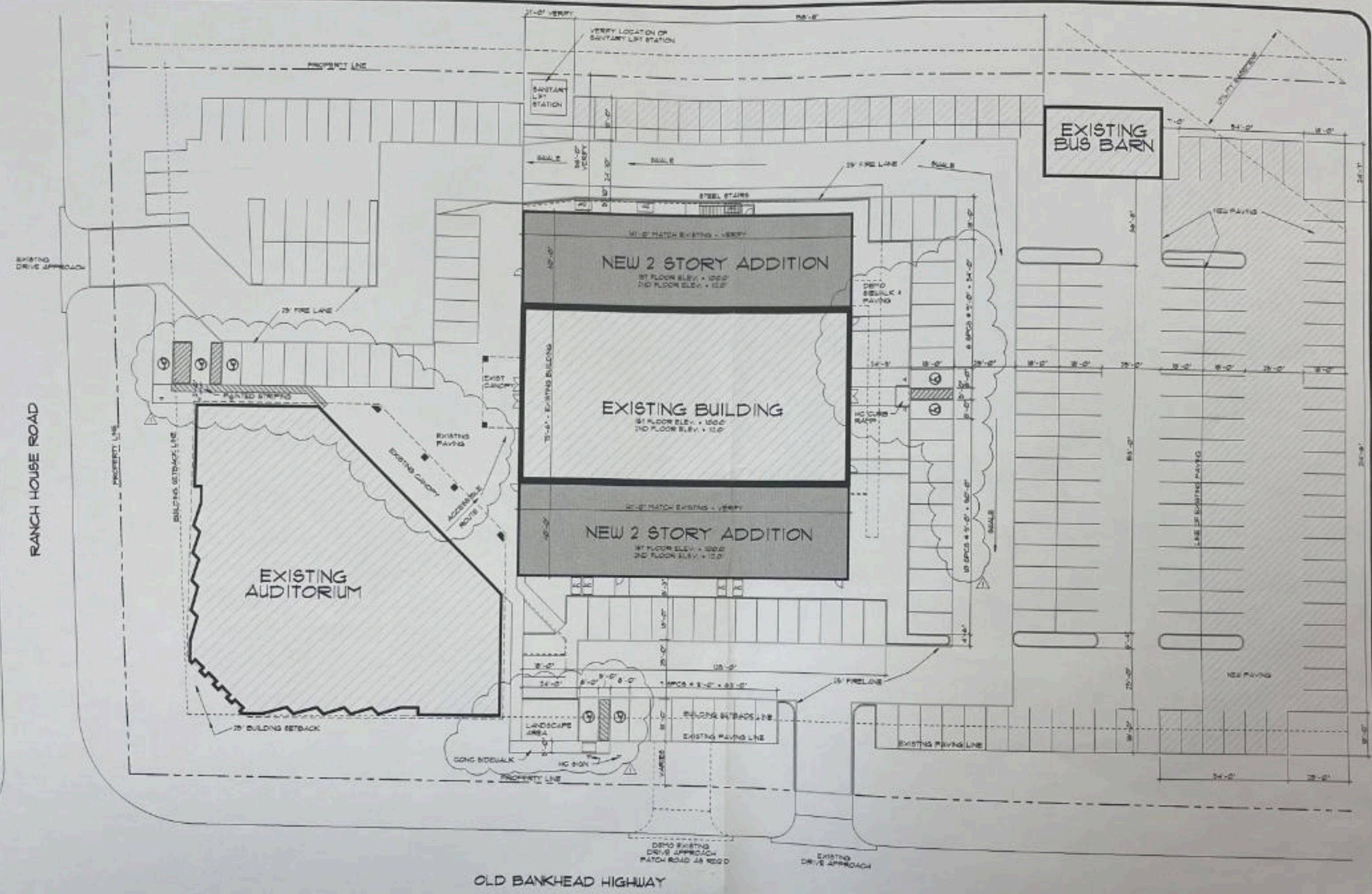
\* If the Property Owner is represented by an alternate, a notarized letter of authorization must be submitted with Application.

**STUCKEY ARCHITECTS**  
 ARCHITECTURE PLANNING INTERIOR  
 118 S. RANCH HOUSE RD.  
 WILLOW PARK, TEXAS 75080  
 TELEPHONE (972) 941-0964  
 FAX (972) 941-0126



A NEW CLASSROOM ADDITION FOR:  
**WILLOW PARK BAPTIST CHURCH**  
 123 S. RANCH HOUSE ROAD WILLOW PARK, TEXAS

SITE PLAN	
REVISIONS	
1	4-8-03 NO REVISIONS
DATE BY	APP. PROJ. MGR. / R.S.
INTD.	1-8-03 PROJ. EN. / SS-204
SHEET NO.	
<b>C1.1</b>	
SHEET OF	



**SITE PLAN**  
 SCALE: 1" = 20'-0"  
 MAGNETIC NORTH

400 SEATS IN THE AUDITORIUM  
 1 PARKING SPACE PER 3 SEATS  
 100 PARKING SPACES REQUIRED  
 100 PARKING SPACES PROVIDED

NOTE: NO MARKING SPACES SHALL BE PROVIDED



129 S Ranch House Rd



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> April 23, 2024	<b>Department:</b> Planning & Development	<b>Presented By:</b> Toni Fisher, Director
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**Discussion & Action: Approval of Contract Proposal for Professional Services by I&E Services, Inc.**

**BACKGROUND:**

I&E Services, Inc. was awarded the landscaping and mowing for the City in April 2022, for a two-year contract with the option to renew for up to two years more.

This contract presented to City Council is for the extended professional services of landscaping and mowing for all of the City’s parks, including the addition of the newly acquired 30-acre Kings Gate Park, and the new City Hall property at 120 El Chico Trail. The additional maintenance of these properties has increased the mowing substantially, totaling \$48,900/yr including City Hall and what will add \$18,000 for the year for Kings Gate Park, for an annual total of \$66,900. Proposed professional services contract for April 2024-25 is \$71,460.

**STAFF RECOMMENDATION:**

Staff recommend approval and execution of the Contract Proposal from I&E Services, Inc for a total of \$71,460, as presented.

**EXHIBITS:**

- I&E Services, Inc.’s Contract Proposal

**RECOMMENDED MOTION:**

**Motion to approve the Contract for Landscaping and Mowing Services by I&E Services, Inc. in the amount of \$71,460, as presented.**





# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> April 23, 2024	<b>Department:</b> Admin	<b>Presented By:</b> City Manager / Pat Chesser
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**AGENDA ITEM:** Discussion/Action: to approve a Municipal Court Confidentiality Policy and Agreement.

**BACKGROUND:**On February 20, 2024, the Texas Supreme Court issued Final Approval of Amendments to Texas Rule of Judicial Administration Rule 7. Newly created Rule 7.1 (“Court Confidentiality Policy Required”) applies to municipal courts. In fact, it applies to all courts in Texas. Under Rule 7.1, every court must, no later than May 1, 2024, adopt a policy governing court confidentiality. The policy must: (1) define who it applies to, (2) define confidential information, (3) impose a duty of confidentiality on all court staff that continues after employment at the court ends, (4) address when, if ever, the disclosure of confidential information is authorized, (5) provide the language of relevant laws, (6) address negligent or accidental disclosure of confidential information, (7) warn of potential penalties for improper disclosure, and (8) require all court staff to acknowledge receipt of the policy in writing. The policy must be provided to all new court staff members and training on it must given prior to the new staff member beginning any substantive work for the court. Furthermore, all existing court staff members must be provided with the policy biannually.

**Suggested Motion:** I move adoption of the Municipal Court Confidentiality Policy and Agreement as presented.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

**EXHIBITS:**

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





## Municipal Court of Willow Park, Texas Confidentiality Policy and Agreement

Employees of this Court occupy positions of public trust. In the course of your duties, you will encounter confidential information about the prospective disposition of cases and the inner workings of the Court.

Preserving the confidentiality of the Court's documents and private deliberations is **crucial to the Court's work**. More specifically, confidentiality furthers the ability of judges and judicial staff to communicate openly and honestly and to reach the most legally correct outcomes for litigants. Confidentiality also builds public respect for the judiciary and impresses on others the gravity of the judicial process. Any breach of confidentiality would betray not only the Court and the individuals who work here, but also the public's interest in thorough, considered justice.

Confidentiality has long been an expectation within Texas courts. Canon 3B(10) of the Texas Code of Judicial Conduct demands that judges and court staff refrain from "public comment about a pending or impending proceeding which may come before the judge's court." Canon 3B(11) of the Texas Code of Judicial Conduct provides that "[t]he discussions, votes, positions taken, and writings of appellate judges and court personnel about causes are confidences of the court and shall be revealed only through a court's judgment, a written opinion or in accordance with Supreme Court guidelines for a court approved history project."

Texas Government Code Section 21.013 creates a Class A misdemeanor criminal offense for the unauthorized disclosure of non-public judicial work product, stating "[a] person . . . with access to non-public judicial work product commits an offense if the person knowingly discloses, wholly or partly, the contents of any non-public judicial work product . . . ." Additionally, Texas Penal Code Section 39.06 criminalizes the misuse of official information by a public servant who "discloses or uses information for a nongovernmental purpose that: (1) he has access to by means of his office or employment; and (2) has not been made public", with penalties ranging from a Class C misdemeanor to a felony of the third degree.

This confidentiality policy incorporates the Canons as well as the statutory penalties of both Texas Government Code Section 21.013 and Texas Penal Code Section 39.06. This policy also incorporates Articles 45.0217, 45.0218 (recodified as 45A.462 and 45A.055, respectively, effective January 1, 2025) and Article 45.313,

regarding confidentiality in municipal courts. This policy applies to all Court staff, including interns.

**1. Protection of information.** Confidential information must not be shared with persons not employed within the Court, except as provided in Section 3 below. Employees must refrain from commenting about cases that are or may come before the Court to family, friends, or acquaintances.

**2. Confidential information defined.** Confidential information includes:

- a) drafts of opinions not yet released, internal memoranda, emails between judges or staff, and any other document not intended for public use;
- b) conversations between judges or court staff about litigants or cases before, previously before, or expected to come before the Court;
- c) the private views of judges or court staff concerning the disposition of cases, litigants, anticipated cases, or each other;
- d) the authorship of per curiam opinions or orders, the timing of opinion or order release, and any other procedural mechanism not ordinarily public;
- e) documents-properly filed under seal by litigants or counsel; and
- f) other information, however communicated, that is not authorized to be made public;
- g) As provided by Article 45.0217/45A.462 of the Code of Criminal Procedure, and except as otherwise provided by Article 15.27 and Article 45.0217/45A.462, all records and files, including those held by law enforcement, and information stored by electronic means or otherwise, from which a record or file could be generated, relating to a child who is charged with, is convicted of, is found not guilty of, had a charge dismissed for, or is granted deferred disposition for a fine-only misdemeanor offense other than a traffic offense are confidential and may not be disclosed to the public, including all records generated under Subchapter E, Chapter 45, Article 45.313 of the Code of Criminal Procedure, other than statistical records;
- h) As provided by Article 45.0218/45A.055 of the Code of Criminal Procedure, except as otherwise provided elsewhere in law, following the fifth anniversary

of the date of a final conviction of, or of a dismissal after deferral of disposition for, a misdemeanor offense punishable by fine only in this municipal court, all records and files and information stored by electronic means or otherwise, from which a record or file could be generated, that are held or stored by or for a municipal or justice court and relate to the person who was convicted of, or who received a dismissal after deferral of disposition for, the offense are confidential and may not be disclosed to the public. This does not apply to records, files, and information described herein that relate to an offense that is sexual in nature, as determined by the holder of the records, files, or information.

### 3. Disclosures of confidential information.

- a) **Intentional disclosure** of confidential information outside of the boundaries of (1) above may be met with maximum disciplinary action. See (5) below.
- b) **Negligent or accidental disclosure** is an extremely serious matter that may, but will not necessarily, be met with penalties as described in (5) below. Employees who accidentally disclose confidential information have a duty to promptly report the disclosure to their supervisor, appointing authority, or human resources department so that mitigation can be attempted.

Employees are expected to exercise their discretion and judgment to minimize the risk of inadvertent disclosure. For example, employees should refrain from communicating about sensitive matters in crowded or public spaces where others may overhear, even within the public areas of the Court. Employees should use court-issued, password-protected equipment to transmit confidential documents. Employees should be mindful of who can see their screen when working at home, on aircraft, public transit, or in public spaces. Employees should carefully keep track of and password protect electronic devices containing confidential information and immediately report any loss or theft of those devices.

- c) **Authorized disclosure** occurs when the Judge who supervises the employee authorizes the employee to share work product with a specific person or organization. For example, employees may be authorized to share draft rules or administrative orders with other judicial branch entities for review and comment before they are released to the public, and the Clerk of Court may be authorized to disclose information relating to case status as part of their job

duties, provided the Court's internal, confidential deliberations are not disclosed.

- d) **Disclosure as necessary to report misconduct or illegal acts** is permitted. Employees may disclose confidential information when such disclosure is necessary to adequately report to an appropriate authority the misconduct or illegal acts of any person, including sexual or other forms of harassment.
- e) **Inspection of Confidential Information** defined by Section 2.g herein may only be by: judges or court staff; a criminal justice agency for a criminal justice purpose, as those terms are defined by Section 411.082, Government Code; the Department of Public Safety; an attorney for a party to the proceeding; the child defendant; or the defendant's parent, guardian, or managing conservator; or as otherwise expressly provided by Article 45.0217/45A.462 of the Code of Criminal Procedure.
- f) **Inspection of Confidential Information** defined by Section 2.h. herein may only be by: judges or court staff; a criminal justice agency for a criminal justice purpose, as those terms are defined by Section 411.082 of the Government Code; the Department of Public Safety; the attorney representing the state; the defendant or the defendant's counsel; if the offense is a traffic offense, an insurance company or surety company authorized to write motor vehicle liability insurance in this state; or for the purpose of complying with a requirement under federal law or if federal law requires the disclosure as a condition of receiving federal highway funds. However, this provision does not apply to records, files, and information described that relate to an offense that is sexual in nature, as determined by the holder of the records, files, or information; or as otherwise expressly provided by Article 45.0218/45A.055 of the Code of Criminal Procedure

**4. Continuing confidentiality obligation.** An employee's duty to preserve confidentiality survives the employee's departure from the Court. An employee who leaves the Court has the same ongoing duty to protect confidential information that they had during their employment.

Further, the duty to protect information related to the disposition of cases, such as the substance of the Court's deliberations, persists even after an opinion or order is publicly released. Employees asked about a decision of the Court should offer no comment beyond a referral to the released opinion or order.

Finally, employees who depart from Court employment may not retain confidential materials. Employees should return or securely dispose of materials, such as in designated Court shredding bins, prior to an anticipated departure, or as soon as possible after an unanticipated departure.

**5. Penalties for unauthorized disclosure:** In the event of an unauthorized disclosure of confidential information, the Court will investigate the circumstances and take appropriate disciplinary action, as necessary. Potential disciplinary actions may include but are not limited to:

- a) referral of the matter to the relevant law enforcement agency for investigation and prosecution. *See* Texas Government Code Section 21.013 and Texas Penal Code Section 39.06;
- b) termination of employment;
- c) for attorneys, referral to the State Bar of Texas or of other states for discipline and possible loss of the privilege to practice before Texas or other courts; and
- d) for law students, referral to the Texas Board of Law Examiners for consideration in determining eligibility to practice law.

**6. Acknowledgement.** Please acknowledge your understanding and agreement to this policy by signing below.

\_\_\_\_\_  
Employee's or Intern's Signature

\_\_\_\_\_  
Date



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> April 23, 2024	<b>Department:</b> Public Works	<b>Presented By:</b> Michelle Guelker- Dir of PW
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**AGENDA ITEM**

Discussion/Action:

The City Council will consider, discuss, and take action on adopting an ordinance setting forth the City's updated Drought Contingency and Emergency Water Plan. The City Council will hear and consider any public input on the proposed updated Plan.

**BACKGROUND:**

The City of Willow Park is required to adopt a new Drought Contingency and Emergency Water Plan every 5 years. Under the contract with Fort Worth, the City is required to follow the plan passed by the Fort Worth Wholesale Committee.

The City of Fort Worth submitted the plan to the wholesale committee for review and the City of Fort Worth will approve the plan themselves on Wednesday morning.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

Staff recommends that the council approve the updated Drought Contingency and Emergency Water Plan.

**EXHIBITS:**

Copy of the Ordinance

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

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

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS REPEALING THE CITY OF WILLOW PARK'S CURRENT WATER CONSERVATION AND DROUGHT CONTINGENCY PLAN; AMENDING THE CITY OF WILLOW PARK CODE OF ORDINANCES BY AMENDING ARTICLE 13.11 TO ESTABLISH A NEW WATER CONSERVATION AND DROUGHT CONTINGENCY PLAN; PROVIDING A PENALTY FOR VIOLATIONS OF THIS ORDINANCE IN AN AMOUNT NOT TO EXCEED \$2,000.00; PROVIDING A CUMULATIVE REPEALER CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Willow Park (the "City") finds that conservation of water and protection of its water supply is in the best interest of its citizens; and

**WHEREAS**, the City is required to submit updated water conservation and drought contingency and emergency water management plans to the Texas Commission on Environmental Quality (TCEQ) and the Texas Water Development Board in accordance with Title 30 of the Texas Administrative Code, Chapter 288; and

**WHEREAS**, the City has entered into a wholesale water purchase agreement with the City of Fort Worth to purchase up to 3.4 MGD and that agreement requires that the City adopt a drought contingency and emergency water plan that is consistent with and follows the same water conservation restrictions as the City of Fort Worth; and

**WHEREAS**, staff recommends that the City Council adopt the amended drought contingency and emergency water management plan as contained in Article 13.11 of the City's Code of Ordinances that is consistent with and follows the same water conservation restrictions as the City of Fort Worth and is in compliance with the requirements of Title 30 of the Texas Administrative Code, Chapter 288; and

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

**SECTION I. INCORPORATION OF PREMISES**

The above and foregoing premises to this Ordinance are true and correct and are incorporated herein and made a part hereof for all purposes.

**SECTION II. ENACTMENT**

- A. Article 13.11 of the City's Code of Ordinances is repealed in its entirety.
- B. The City's new Drought Contingency and Emergency Water Management Plan as set forth in the revised Article 13.11 is set forth herein as follows:

“Article 13.11. Drought Contingency and Emergency Water Management

Division 1. Generally

13.11.001 Definitions

*Aesthetic water use.* Water used for ornamental or decorative features such as fountains, reflecting pools and water gardens.

*Alternative Water Source.* Water produced by a source other than a water treatment plan and is not considered potable. These sources can include but are not limited to:

- (a) reclaimed/recycled water,
- (b) collected rainwater,
- (c) collected grey water,
- (d) private well water.

*Athletic field.* A sport playing field, the essential feature of which is turf grass, used primarily for organized sports for schools, professional sports, or sanctioned league play.

*Automatic Irrigation System.* A site-specific system of delivering water generally for landscaping via a system of pipes or other conduits installed below ground that automatically cycles water use through water emitters to a present program, whether on a designed timer or through manual operation.

*Aquatic Life.* Vertebrate organisms that are dependent upon an aquatic environment to sustain its life.

*Conservation.* Those practices, techniques, and technologies that reduce water consumption; reduce the loss or waste of water; improve the efficiency in water use; and increase the recycling and reuse of water so that supply is conserved and made available for other or future uses.

*Conservation Coordinator.* Coordinates water utility staff, data from various departments, and other resources as necessary for the purpose of developing, implementing, and evaluating the effectiveness of the utility’s water conservation plan. The designated conservation coordinator shall be the Public Works Director or their appointed designee.

*Customer.* Any person, company, or organization using water supplied by the City or through an entity supplied by the City.

*Drip irrigation.* An irrigation system (drip, porous pipe, etc.) that applies water at a predetermined controlled low-flow levels directly to the roots of the plant.



*Drought Contingency Plan.* Means a strategy or combination of strategies for temporary supply management and demand management responses to temporary or potentially recurring water supply shortages and other water supply emergencies.

*Fountain.* An artificially created jet, stream or flow of water, a structure, often decorative, from which a jet, stream or flow of water issues.

*Golf Course.* Means an irrigated and landscaped playing area made up of greens, tees, fairways, roughs and related areas used for the playing of golf.

*Hand-held hose.* A hose physically held by one person, fitted with a manual or automatic shutoff nozzle.

*Hand Watering.* The application of water for irrigation purposes through a hand-held watering hose, watering can, or bucket.

*Hose-end Sprinkler.* A device through which water flows from a hose to a sprinkler to water any lawn or landscape.

*Hosing.* To spray, water, or wash with a water hose.

*Industrial water use.* Means the use of water for or in connection with commercial or industrial activities, including but not limited to, manufacturing, bottling, brewing, food processing, scientific research and technology, recycling, production of concrete, asphalt, and cement, commercial uses of water for tourism, entertainment, and hotel or motel lodging, generation of power other than hydroelectric and other business activities.

*Irrigation system.* Means a system of fixed pipes and water emitters that apply water to landscape plants or turfgrass, including but not limited to in-ground and permanent irrigation systems.

*Lake, lagoon or pond.* An artificially created body of fresh or salt water.

*Landscape irrigation use.* Water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, rights-of-way, medians and entry ways.

*“New landscape.”* Landscape plants or turfgrass installed during construction of a new house, multi-family dwelling or commercial building; installed as part of a governmental entity’s capital improvement project; or alters more than one-half the area of an existing landscape.

*Non-essential water use.* Water uses that are not required for the protection of public health, safety and welfare, such as:

- (a) Irrigating landscape areas, including parks, athletic fields, and golf courses, except as otherwise provided under this plan;

- (b) Washing any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas; except to alleviate a public health and safety issue;
- (c) Washing any automobile, motorbike, boat (and/or trailer), airplane, or other vehicle except where required by law for safety and sanitary purposes.
- (d) Washing buildings or structures for purposes other than immediate fire protection, or other uses provided under this plan;
- (e) Filling, refilling, or adding to any swimming pools or Jacuzzi-type pools, except to maintain safe operating levels;
- (f) Filling or operation of a fountain or pond for aesthetic or scenic purposes except when necessary to support aquatic life;
- (g) Failure to repair a controllable leak within a reasonable time period after being directed to do so by formal notice; and
- (h) Drawing from hydrants for construction purposes or any other purpose other than firefighting or protection of public drinking water supplies.

*Park.* A non-residential or multifamily tract of land, other than a golf course, maintained by a city, private organization, or individual, as a place of beauty or public recreation and available for use to the general public.

*Power/Pressure washer.* Machine that uses water or a water-based product applied at high pressure to clean impervious surfaces.

*Pressure washer (High-Efficiency).* A machine that uses water or a water-based product applied at 1500 pounds per square inch (PSI) or greater.

*Reclaimed Water.* Municipal wastewater effluent that is given additional treatment and distributed for reuse in certain applications. Also referred to as recycled water.

*Soaker hose.* A flexible hose that is designed to slowly emit water across the entire length and connect directly to a flexible hose or spigot. Does not include hose that by design or use sends a fine spray in the air. It is not considered drip irrigation.

*Splash Pad/Spray Park.* An area for water play that has no standing water. Typically, they utilize various spray nozzles which spray water in multiple directions.

*Swimming pool.* Any structure, basin, chamber, or tank including hot tubs, containing an artificial body of water for swimming, diving, or recreational bathing, and having a depth of two (2) feet or more at any point.

*Vegetable garden.* Any noncommercial vegetable garden planted primarily for household use; "noncommercial" includes incidental direct selling of produce from such a vegetable garden to the public.

*Well Water.* Water that has been, or is, obtained from the ground by digging, boring, or drilling to access an underground aquifer.

#### 13.11.002 Introduction and Objectives

The purpose of this Drought Contingency and Emergency Water Management Plan (subsequently referred to as the Plan) is as follows:

- (a) To conserve the available water supply in times of drought and emergency
- (b) To maintain supplies for domestic water use, sanitation, and fire protection
- (c) To protect and preserve public health, welfare, and safety
- (d) To minimize the adverse impacts of water supply shortages
- (e) To minimize the adverse impacts of emergency water supply conditions.

#### 13.11.003 Texas Commission on Environmental Quality Rules

TCEQ rule Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.1 (4) defines a drought contingency plan as “a strategy or combination of strategies for temporary supply and demand management responses to temporary and potentially recurring water supply shortages and other water supply emergencies.”

TCEQ rules governing development of and minimum requirements for drought contingency plans for municipal water suppliers and wholesale water suppliers are contained in Texas Administrative Code Title 30, Part 1, Chapter 288, Subchapter B, Rule 288.20 and Rule 288.22, respectively.

#### 13.11.004 Water System Profile

As of July 2023, the city has a groundwater well system of 24 wells that produce water from both the Paluxy and Trinity aquifers. The capacity of the groundwater system is approximately 1.5 MGD. The city also has entered into a joint agreement with Hudson Oaks to purchase water from the City of Fort Worth. The City of Fort Worth has agreed to provide up to 3.4 MGD. The City of Fort Worth purchases water from the Tarrant Regional Water District (TRWD).

The City of Willow Park also has a connection in place and can purchase up to 200,000 gpd of water from the City of Weatherford in an emergency.

As of July 2023, The City of Willow Park has approximately 105 commercial connections and 2000 residential connections and maintains approximately 60 miles of distribution pipelines. The city expects to add approximately 150 connections per year over the next 10 years.

In accordance with Section 2.3 of the wholesale water contract with Fort Worth, the City of Willow Park, as a wholesale customer, will be required to institute and apply the same rationing, conservation measures or restrictions to the use of water by their customers for so long as any part of their total water supply is being furnished by Fort Worth. This drought contingency plan is modeled after the City of Fort Worth's plan.

#### 13.11.005 Public Involvement

The public has had an opportunity to provide input into the plan.

- (a) A public meeting soliciting comments was held on April 23, 2024. The meeting was advertised on the city Web site.
- (b) The draft plan was posted on the City of Willow Park's Web site ([www.willowpark.org](http://www.willowpark.org)) for one month prior to City Council adoption.
- (c) Copies are available to anyone upon request.

#### 13.11.006 Public Education

The city through the Conservation Coordinator will inform and educate the public about the Drought Contingency/Emergency Water Management Plan by the following means:

- (a) Preparing fact sheets describing the plan and making these available online and at various city sites.
- (b) Mailing out fact sheets to all water customers.
- (c) Posting a copy of the Plan on the city's Web site.
- (d) Notifying local organizations, schools, and civic groups that staff are available to make presentations on the plan.
- (e) Various social media platforms, including email and text messaging as applicable.

At any time that the Drought Contingency/Emergency Water Management Plan is activated or the stage changes, the City will notify local media of the issues, the current response stage, and the specific actions required of the public. The information will also be publicized on the city's Web site. Bill inserts will also be used as appropriate.

## Division 2. Initiation and Termination of Drought and Emergency Response Stages

### 13.11.020 Applicability.

The provisions of this Plan shall apply to all persons, customers, and property utilizing potable water provided by the City of Willow Park. The terms “person” and “customer” as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities. The Plan does not apply to locations using treated wastewater effluent or private wells, however, any pond, impoundment, body of water, or other water source that is supplemented, or has the ability to supplement supply, with potable water shall adhere to the provisions of this plan.

The Plan may be applied to the entire city or geographic portions of the city as necessary. If the Plan is applied only to a limited sector, the boundaries will be defined in terms of roadways, creeks and other easily distinguishable features, such as city limits.

### 13.11.021 Initiation of Drought/ Emergency Water Management Stage

The City administrator or their official designee may order the implementation of a drought response or water emergency stage when one or more of the trigger conditions for that stage is met. The following actions will occur when a stage is initiated.

- (a) The public will be notified through local media and the City of Willow Park Web site, as described in 13.11.006.
- (b) The City of Willow Park Water Department will notify the Executive Director of the TCEQ within 5 business days when mandatory provisions of the Plan are activated.

Stages imposed by the City of Fort Worth’s action must be initiated by the City of Willow Park.

For other trigger conditions, the City administrator or their official designee may decide not to order the implementation of a drought response or water emergency stage even though one or more of the trigger criteria for the stage are met. Factors which could influence such a decision include, but are not limited to, the time of the year, weather conditions, the anticipation of replenished water supplies, or the anticipation that additional facilities will become available to meet needs. The reason for this decision should be documented.

### 13.11.022 Termination of a Drought Stage

The City administrator or their official designee may order the termination of a drought response or water emergency stage when the conditions for termination are met or at their discretion. The following actions will be taken when a drought stage is terminated:

- (a) The public will be notified through local media and the City of Willow Park Web site, as described in 13.11.006.

- (b) If any mandatory provisions of the drought contingency/emergency water management plan that have been activated are terminated, the City of Willow Park Water Department will notify the Executive Director of the TCEQ within 5 business days.

The City administrator or their official designee may decide not to order the termination of a drought response stage or water emergency even though the conditions for termination of the stage are met. The City administrator or their designee may choose to implement a phased-out approach when exiting various stages to protect the integrity of the system. Factors which could influence such a decision include, but are not limited to, the time of the year, weather conditions, or the anticipation of potentially changed conditions that warrant the continuation of the drought stage. The reason for this decision should be documented.

### Division 3. Drought and Emergency Response Stages

#### 13.11.040 Stage 1- Water Watch

##### (a) Triggering Conditions

- (1) City of Willow Park Water demand reaches or exceeds 90% of reliable delivery capacity for three (3) consecutive days. The delivery capacity could be citywide or in a specified portion of the system.
- (2) City of Willow Park water treatment or distribution system becomes contaminated.
- (3) City of Willow Park's water demand for all or part of the delivery system approaches delivery capacity because delivery capacity is inadequate.
- (4) City of Willow Park's water supply system is unable to deliver water due to the failure or damage of major water system components.
- (5) To initiate the updated Drought Contingency plan, on or around May 1, 2019, the City of Willow Park will begin in Stage 1 Drought Conditions and will terminate Stage 1 at the discretion of the City Administrator or their designee.

##### (b) Terminating Conditions for Stage 1

At the discretion of the City Administrator or his designee, Stage 1 will terminate when the conditions triggering Stage 1 have ceased to exist for a period of 3 consecutive days for any initiation due to Willow Park water supply or upon notification from Fort Worth that they are terminating Stage 1 for their wholesale customers.

##### (c) Goal for Use Reduction for Stage 1

The goal for water use reduction under Stage 1, Water Watch, is five percent (5%). If circumstances warrant or if required by the City of Fort Worth, the Willow Park City Administrator or their official designee can set a goal for greater water use reduction.

## (d) Actions Available for Stage 1

The Willow Park City Administrator or their official designee may order the implementation of any of the actions listed below, as deemed necessary. The Willow Park City Administrator or their official designee must follow the action(s) required by the City of Fort Worth.

## (e) All Water Users

Initiate mandatory restrictions to prohibit non-essential water use as follows:

- (1) Discourage hosing of paved areas, such as sidewalks, driveways, parking lots, tennis courts, patios, or other impervious surfaces, except to alleviate an immediate health or safety hazard. This may include premises with raw or processed food, pharmaceutical or vaccine processing, storage or vending establishments including restaurants and grocery stores may be washed to the extent necessary for sanitary purposes. These areas may also include:
  - (A) Trash and dumpster areas
  - (B) Areas around fuel pumps
  - (C) Store front cleaning of areas with accumulated bird droppings, feathers and debris
  - (D) Localized spot cleaning of parking areas to remove oil, grease buildup that may pose a health and safety issue.
- (2) Discourage hosing of buildings or other structures for purposes other than fire protection or surface preparation prior to painting.
- (3) Prohibit using water in such a manner as to allow runoff or other waste, including:
  - (A) failure to repair a controllable leak, including a broken sprinkler head, a leaking valve, leaking or broken pipes, or a leaking faucet.
  - (B) operating a permanently installed irrigation system with: (a) a broken head; (b) a head that is out of adjustment and the arc of the spray head is over a street or parking lot; or (c) a head that is misting because of high water pressure; or
  - (C) during irrigation, allowing water to (a) to run off a property and form a stream of water in a street for a distance of 50 feet or greater; or (b) to pond in a street or parking lot to a depth greater than one-quarter of an inch.
  - (D) Allowing or causing an irrigation system or other lawn watering device to operate during any form of precipitation or when temperatures are at or below 32 degrees Fahrenheit.

- (4) Prohibit outdoor watering with sprinklers or irrigation systems between 10 a.m. and 6 p.m.
- (5) Limit landscape watering with sprinklers or irrigation systems at each service address to a twice per week schedule as outlined below. This includes landscape watering of parks, golf courses, and sports fields.
  - (A) Residential addresses ending in an even number (0, 2, 4, 6, or 8) may water on Wednesdays and Saturdays.
  - (B) Residential addresses ending in an odd number (1, 3, 5, 7 or 9) may water on Thursdays and Sundays.
  - (C) All non-residential locations (apartment complexes, businesses, industries, parks, medians, etc.) may water on Tuesdays and Fridays.
  - (D) No watering on Mondays.
- (6) Encourage signage for customers drawing water from private wells or using recycled water in order to facilitate proper enforcement.
- (7) Exceptions:
  - (A) Watering on any day by handheld hose, drip irrigation, a soaker hose or tree bubbler. This exception is exclusively for trees, shrubs and foundations.
  - (B) Water use necessary for the repair of an irrigation system, plumbing line, fountain, etc. in the presence of the person making the repair.
  - (C) Outdoor watering at service addresses with large multi-station irrigation systems may take place in accordance with a variance granted by Willow Park City Administrator or their designee, if the City Administrator determines that a property cannot be completely irrigated with an average of three-quarters of an inch of water in a single day, and that the property should be divided into sections to be irrigated on different days. If approved, no station will be watered more than twice per week.
  - (D) If hydromulch, grass sod, or grass seed is installed for the purpose of establishing a new lawn, there are no watering restrictions for the first 30 days while it is being established. Residents and commercial users need to notify the City of Willow Park upon installation of new grass hydromulch, grass sod, or grass seed. After that, the watering restrictions set forth in this stage apply. (This does not include over seeding with rye, or seasonal grasses since turf already exists.)



- (E) If golf courses using City of Willow Park water for irrigation may water greens and tee boxes as necessary, however watering must be done before 10 a.m. and after 6 p.m. Encouraged to reduce water use by five percent (5%).
  - (F) Skinned areas of sports fields may be watered as needed for dust control.
  - (G) Watering of athletic fields (fields only, does not include surrounding landscaped areas) used for organized sports practice, competition, or exhibition events may occur as necessary to protect the health and safety of the players, staff, or officials present for athletic events. Encouraged to reduce water use by five percent (5%).
  - (H) Public areas that are open to the public at-large and have a high –impact from frequent use may be allowed additional watering, with a variance granted by the Willow Park City Administrator, if it is deemed to be beneficial to serve and protect the community amenity. Examples may include but are not limited to: outdoor amphitheaters, demonstration gardens, public art exhibitions, outdoor learning areas, arboretums, etc.
  - (I) All users are encouraged to use native and adapted drought tolerant plants in landscaping.
  - (J) Washing of any motor vehicle, motorbike, boat, trailer, airplane, or other vehicle shall be limited to the use of a hand-held bucket or a hand-held hose equipped with a positive-pressure shutoff nozzle for quick rinses. Vehicle washing may be done at any time on the premises of a commercial car wash or commercial service station. Companies with an automated on-site vehicle washing facility may wash their vehicles at any time. Further, such washing may be exempt from these requirements if the health, safety, and welfare of the public are contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.
  - (K) Discourage the filling, draining, or refilling of swimming pools, wading pools, hot tubs, and Jacuzzi type pools except to maintain adequate water levels for structural integrity, proper operation, and maintenance, and/or to alleviate an issue that poses a public safety risk. Users of these types of activities must notify the City of Willow Park beforehand.
- (7) City and Local Governments- In addition to the actions listed above:
- (A) Review conditions and problems that caused Stage 1. Take corrective action.
  - (B) Increase public education efforts on ways to reduce water use.
  - (C) Increase enforcement efforts.

- (D) Intensify leak detection and repair efforts.
  - (E) Audit all city and local government irrigation systems to ensure proper condition, settings, and operation.
  - (F) Identify and encourage voluntary reduction measures by high-volume water users through water use audits.
  - (G) Reduce non-essential water use. As used herein, non-essential water uses are those that do not have any health or safety impact and are not needed to meet the core function of the agency.
  - (H) Review data received through Sensus Analytics as a method of identifying potential water use violations and wasteful water practices. This may lead to more targeted patrols of areas with identified non-compliance.
- (8) Commercial or Industrial- All actions listed above for all water users apply to commercial and industrial users.
- (A) Stock at commercial plant nurseries is exempt from Stage 1 watering restrictions.
  - (B) Hotels, restaurants, and bars are encouraged to serve drinking water to patrons on an “on demand” basis.
  - (C) Hotels are encouraged to implement laundry conservation measures by encouraging patrons to reuse linens and towels.
  - (D) Car wash facilities must keep equipment in good working order, which should include regular inspections to be sure there are no leaks, broken or misdirected nozzles, and that all equipment is operating efficiently.
  - (E) All commercial and industrial customers are encouraged to audit irrigation systems

13.11.041 Stage 2- Water Warning

- (a) Triggering Conditions for Stage 2
  - (1) City of Willow Park water demand reaches or exceeds 95% of reliable treatment capacity for three consecutive days. The delivery capacity could be citywide or in a specified portion of the system.
  - (2) City of Willow Park’s water distribution system becomes contaminated.

- (3) City of Willow Park's water demand for all or part of the delivery system equals or exceeds delivery capacity because delivery capacity is inadequate.
- (4) Water supply system is unable to deliver water due to the failure or damage of major water system components.
- (5) City of Fort Worth initiates Stage 2.

(b) Terminating Conditions for Stage 2

Stage 2 will terminate when the City of Fort Worth terminates its Stage 2 condition or when the circumstances that caused the initiation of Stage 2 no longer prevail.

(c) Goal for Use Reduction for Stage 2

The goal for water use reduction under Stage 2 – Water Warning is to decrease use by ten percent (10%). If circumstances warrant or if required by the City of Fort Worth, the Willow Park City Administrator or their official designee can set a goal for greater water use reduction.

(d) Actions Available for Stage 2

The Willow Park City Administrator or their official designee may order the implementation of any of the actions listed below, as deemed necessary. The City Administrator or their official designee must implement any action(s) required by the City of Fort Worth.

- (1) Continue actions under Stage 1.
  - (2) Initiate engineering studies to evaluate water supply alternatives should conditions worsen.
- (e) All Water Users
- (1) Limit landscape watering with sprinklers or irrigation systems to a once per week schedule at each service address as outlined below. This includes landscape watering at parks, golf courses, and sports fields.
    - (A) Residential addresses ending in an even number (0, 2, 4, 6, or 8) may water on Saturday
    - (B) Residential addresses ending in an odd number (1, 3, 5, 7 or 9) may water on Thursday
    - (C) All non-residential locations (apartment complexes, businesses, industries, parks, medians, etc.) may water on Tuesday
    - (D) No watering on Sunday, Monday, Wednesday, and Friday.

- (2) Discourage the operation of ornamental fountains or ponds that use potable water except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
- (3) Discourage the filling, draining, or refilling of swimming pools, wading pools, hot tubs and Jacuzzi type pools except to maintain adequate water levels for structural integrity, proper operation and maintenance, and/or to alleviate an issue that poses a public safety risk. Users of these types of activities must notify the City of Willow Park beforehand.
- (4) Encourage the use of covers for all types of pools, hot tubs, and Jacuzzi type pools when not in use.
- (5) Encourage signage for customers drawing water from private wells or using recycled water in order to facilitate proper enforcement.
- (6) Exceptions
  - (A) Watering on any day by handheld hose, drip irrigation, a soaker hose or tree bubbler. (The intent of this measure is to allow for the protection of structural foundations, trees, and other high value landscape materials.)
  - (B) Outdoor watering at service addresses with large multi-station irrigation systems may take place in accordance with a variance granted by the director of public works, if the director determines that a property cannot be completely irrigated with an average of three-quarters of an inch of water in a single day, and that the property should be divided into sections to be irrigated on different days. If approved, no station will be watered more than once per week.
  - (C) If Golf courses using City of Willow Park water for irrigation may water greens and tee boxes as needed to keep them alive, however watering must be done before 10 a.m. and after 6 p.m. Fairways are restricted to once per week watering as outlined above. Golf course rough cannot be watered. (No golf courses on city water.)
  - (D) Watering of athletic fields (fields only, does not include surrounding landscaped areas) used for organized sports practice, competition, or exhibition events may occur as necessary to protect the health and safety of the players, staff, or officials present for athletic events. Encouraged to reduce water use by ten percent (10%).
  - (E) All users are encouraged to wait until the current drought or emergency has passed before establishing new landscaping and turf. After that, the watering restrictions set forth in this stage apply. (This does not include over seeding with rye (or other seasonal grass) since turf already exists.)

- (F) Discourage the operation of ornamental fountains or ponds that use potable water except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
- (G) Discourage the filling, draining, or refilling of swimming pools, wading pools, hot tubs and Jacuzzi type pools except to maintain adequate water levels for structural integrity, proper operation and maintenance, and/or to alleviate an issue that poses a public safety risk.
- (H) Encourage the use of covers for all types of pools, hot tubs, and Jacuzzi type pools when not in use.

(6) City and Local Governments

- (A) Review conditions or problems that caused Stage 2. Take corrective action.
- (B) Increase frequency of media releases on water supply conditions.
- (C) Further accelerate public education efforts on ways to reduce water use.
- (D) Eliminate non-essential water use. As used herein, non-essential water uses are those that do not have any health or safety impact and are not needed to meet the core function of the agency.
- (E) Prohibit wet street sweeping.
- (F) Review data received through Sensus Analytics as a method for identifying potential water use violations and wasteful water practices.

(7) Commercial or Industrial

- (A) All actions listed above for all water users apply to commercial and industrial users.
- (B) Use of water from fire hydrants for any purpose other than firefighting related activities or other activities necessary to maintain public health, safety and welfare requires a variance issued by the Willow Park City Administrator or their official designee. Fire hydrant use may be limited to only designated hydrants. Upon declaration of this drought stage, all holders or applicants of a Water

Fire Hydrant Meter Agreement are required to apply for a variance as set forth in this plan. If conditions allow, as determined by the Public Works Director, the use of water from hydrants may continue until the Public Works Director or their designee issues a determination on the petition for variance. If conditions do not allow, the Public Works Director may require all fire hydrant meters be immediately returned from the field, pending determination of each petition for variance.

#### 13.11.042 Stage 3- Emergency Water Use

##### (a) Triggering Conditions

- (1) City of Willow Park water demand has reached or exceeds 98% of reliable treatment capacity for a 24-hour period. The delivery capacity could be citywide or in a specified portion of the system.
- (2) City of Willow Park's water distribution system becomes contaminated.
- (3) City of Willow Park's water demand for all or part of the delivery system exceeds delivery capacity because delivery capacity is inadequate.
- (4) Willow Park's water supply system is unable to deliver water due to the failure or damage of major water system components, supply source becomes contaminated, power outage, grid failure, natural disaster, or extreme weather event.
- (5) City of Fort Worth has initiated Stage 3 – Emergency Water Use

##### (b) Terminating Conditions for Stage 3

Stage 3 will terminate when the City of Fort Worth terminates its Stage 3 condition or when the circumstances that caused the initiation of Stage 3 no longer prevail.

##### (c) Goals for Use Reduction for Stage 3

The goal for water use reduction under Stage 3, Emergency Water Use, is to decrease use by twenty percent (20%). If circumstances warrant or if required by the City of Fort Worth, the Willow Park City Administrator or their official designee can set a goal for a greater water use reduction.

##### (d) Actions Available for Stage 3

The Willow Park City Administrator or their official designee may order the implementation of any of the actions listed below, as deemed necessary. The City of Willow Park Administrator or their official designee must implement any action(s) required by the City of Fort Worth.

- (1) Continue or initiate any actions available under Stages 1 and 2.
- (e) All Water Users
- (1) Prohibit landscape watering, including at parks, golf courses, and sports fields.
 

Exceptions:

    - (A) Watering with hand-held hose, soaker hose or drip irrigation system may occur any day and anytime. (The intent of this measure is to allow for the protection of structural foundations, trees, and other high value landscape materials).
    - (B) If golf courses that use City of Willow Park water for irrigation: greens only may be watered by hand-held hose as needed to keep them alive.
    - (C) Watering of athletic fields (fields only, does not include surrounding landscaped areas) used for organized sports practice, competition, or exhibition events may occur as necessary to protect the health and safety of the players, staff, or officials present for athletic events may be allowed to water by variance. A water management plan must be submitted to the Willow Park City Administrator detailing how each area will comply with stage 3 drought measures.
  - (2) Prohibit establishment of new landscaping. Variances may be granted for those landscape projects started prior to the initiation of stage 3 drought restrictions.
  - (3) Vehicle washing restricted to commercial car wash, commercial service station or a private on-site vehicle washing facility and can only be done as necessary for health, sanitation, or safety reasons, including but not limited to the washing of garbage trucks and vehicles used to transport food and other perishables. All other vehicle washing is prohibited.
  - (4) Prohibit the operation of ornamental fountains or ponds that use potable water except where necessary to support aquatic life.
  - (5) Prohibit the draining, filling, or refilling of swimming pools, wading pools, and Jacuzzi type pools. Existing private and public pools may add water to maintain pool levels; however, they may not be refilled using automatic fill valves. Users of these types of activities must notify the City of Willow Park beforehand.
  - (6) Prohibit hosing of buildings or other structures for purposes other than fire protection or surface preparation prior to painting with high-pressure equipment. Must be performed by a professional power washing service utilizing high efficiency equipment and a vacuum recovery system where possible.

- (7) Require all customers drawing water from private wells or using recycled water to post signs on their property saying so, in order to facilitate proper enforcement.
- (f) City and Local Governments- In addition to actions listed above:
- (1) Continue or initiate any actions available under Stages 1 and 2.
  - (2) Review conditions or problems that caused Stage 3. Take corrective action.
  - (3) Implement viable alternative water supply strategies.
  - (4) Increase frequency of media releases explaining emergency situation.
  - (5) Reduce city and local government water use to the maximum extent possible.
  - (6) Prohibit the permitting of new swimming pools, Jacuzzi type pools, spas, ornamental ponds, and fountain construction. Pools already permitted and under construction may be filled with water.
  - (7) Review data received through Sensus Analytics as a method for identifying potential water use violations and wasteful water practices.
  - (8) If the City of Fort Worth has imposed a reduction in water available to customers, then the same percent reduction is required.
- (g) Commercial or Industrial
- (1) All actions listed above for all water users apply to commercial and industrial users.
  - (2) Hotels, restaurants, and bars required to serve drinking water to patrons on an “on demand” basis.
  - (3) Hotels are required to implement laundry conservation measures by encouraging patrons to reuse linens and towels.
  - (4) Stock at commercial plant nursery may be watered only with a hand-held hose, hand-held watering can, or drip irrigation system.
  - (5) Commercial and industrial water users required to reduce water use by a set percentage determined by the Willow Park City Administrator or their official designee.
  - (6) Use of water from hydrants for any purpose other than firefighting related activities or other activities necessary to maintain public health, safety and welfare requires a special permit issued by the Willow Park City Administrator or their official designee. Fire hydrant use may be limited to only designated hydrants.



### 13.11.043 Procedures for Granting Variances to the Plan

- (a) The Willow Park City Administrator or their official designee may grant temporary variances for existing water uses otherwise prohibited under this plan if one or more of the following conditions are met:
- (1) Failure to grant such a variance would cause an emergency condition adversely affecting health, sanitation, or fire safety for the public or the person requesting the variance.
  - (2) Compliance with this plan cannot be accomplished due to technical or other limitations.
  - (3) Alternative methods that achieve the same level of reduction in water use can be implemented.
- (b) Variances shall be granted or denied at the discretion of the Willow Park City Administrator or their official designee. All petitions for variances should be in writing, using the forms provided, and must include the following information:
- (1) Name and address of the petitioner(s)
  - (2) Purpose of water use
  - (3) Specific provisions from which relief is requested
  - (4) Detailed statement of the adverse effect of the provision from which relief is requested
  - (5) Description of the relief requested
  - (6) Period of time for which the variance is sought
  - (7) Detailed schedule of irrigation that shows a reduction in use over the 30-day period for new lawns and landscapes. Schedule should be designed so that at the end of the 30-day period, lawn and landscaped areas can adhere to the twice per week schedule defined in Stage 1.
  - (8) Alternative measures that will be taken to reduce water use
  - (9) Other pertinent information.
- (c) Applicants must adhere to the current restrictions and current watering schedule until the City has approved the variance. Once an approved variance has expired applicants must

resort back to the current watering schedule. Reasons for a variance can include one or more of the following:

- (1) Water used outside of the water schedule is a primary source of income
- (2) Health, safety, well-being, or cleanliness of the public or environment is in jeopardy.
- (3) An endangered plant, animal, aquatic species, or critical environmental feature is at risk.
- (4) Property is too large to be completely watered under the current watering schedule and must be watered in sections (excluding new landscape/ xeriscape projects).
- (5) Newly installed xeriscape landscape designs requires an alternative watering schedule.

#### 13.11.044 Procedures for Enforcing Mandatory Water Use Measures

Mandatory water use restrictions may be imposed in Stages 1, 2, and 3. The penalties associated with the mandatory water use restrictions are explained below and included in the ordinance enacting this plan. The City reserves the right to issue citations in lieu of administrative fees.

##### (a) Stage 1

- (1) Violations must be observed by the City Manager or their designee. Violations will be documented by electronic photographs and filed for review.
- (2) First-time violations will be notified of their violation and be warned of the actions that will be imposed after additional violations.
- (3) For the second violation, a \$100.00 administrative fee will be included on the next available water bill. The \$100.00 administrative fee will be waived or credited after the completion of a free irrigation check-up of the violating system, performed by a licensed irrigator contracted with the City.
- (4) For additional violations, the sprinkler system will be disconnected, with a \$200.00 administrative fee included on the next available water bill after the third violation, followed by a \$300.00 administrative fee after the fourth and any subsequent violations. All administrative fees will be waived or credited after completion of a free irrigation check-up of the violating system, performed by a licensed irrigator contracted with the City. In the event that the City disconnects the sprinkler system, the City may assess additional administrative fees.

- (5) Unpaid assessed administrative fees related to violations of water use restrictions shall incur late payment penalties and may result in termination of water service.
- (b) Stage 2
- (1) Violations must be observed by the City Manager or their designee. Violations will be documented by electronic photographs and filed for review.
  - (2) First-time violations will have the sprinkler system disconnected and a \$100.00 administrative fee included on the next available water bill. The \$100.00 administrative fee will be waived or credited after the completion of a free irrigation check-up of the violating system, performed by a licensed irrigator contracted with the City. In the event that the City disconnects the sprinkler system, the City may assess additional administrative fees.
  - (3) For the second violation, a \$200.00 administrative fee will be included on the next available water bill. For additional violations, the sprinkler system will be disconnected, with a \$200.00 administrative fee included on the next available water bill after the third violation, followed by a \$300.00 administrative fee after the fourth and any subsequent violations. In the event that the City disconnects the sprinkler system, the City may assess additional administrative fees.
  - (4) Unpaid assessed administrative fees related to violations of water use restrictions shall incur late payment penalties and may result in termination of water service.
- (c) Stage 3
- (1) Violations must be observed by the City Manager or their designee. Violations will be documented by electronic photographs and filed for review.
  - (2) First-time violations will have the sprinkler system disconnected and a \$100.00 administrative fee included on the next available water bill. The \$100.00 administrative fee will be waived or credited after the completion of a free irrigation check-up of the violating system. In the event that the City disconnects the sprinkler system, the City may assess additional administrative fees.
  - (3) For the second violation, a \$200.00 administrative fee will be included on the next available water bill. For additional violations, the sprinkler system will be disconnected, with a \$200.00 administrative fee included on the next available water bill after the third violation, followed by a \$300.00 administrative fee after the fourth and any subsequent violations. In the event that the City disconnects the sprinkler system, the City may assess additional administrative fees.

- (4) Unpaid assessed administrative fees related to violations of water use restrictions shall incur late payment penalties and may result in termination of water service.

(d) Optional Administrative Remedies – Contesting Administrative Fees

A customer may appeal the assessment of an administrative fee by requesting in writing to the City Manager or their designee that the fee to be waived, providing all information to support the removal of the fee. The customer shall bear the burden of proof to show why the administrative fee should not be assessed. The City Manager or their designee shall send written notice within three business days after receiving the first packet of information, and that decision shall be final and binding.

13.11.045 Review and Update of Plan

As required by TCEQ rules, the City of Willow Park will review this plan at least every five (5) years. The plan will be updated as appropriate based on new or updated information.”

### SECTION III. MISCELLANEOUS

(A) Penalty. Any person, firm or corporation who violates any provision of this Ordinance shall be subject to a fine not to exceed the sum of \$500.00 for each offense, and each and every day any such offense shall continue shall be deemed to constitute a separate offense, provided, however, that in all cases involving violation of any provision of this Ordinance governing public health shall be subject to a fine not to exceed the sum of two thousand dollars (\$2,000.00) for each offense as allowed by law, and each and every day any such offense shall continue shall be deemed to constitute a separate offense.

(B) Cumulative Repealer Clause. This ordinance shall be cumulative of all other ordinances of the City, and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those ordinances are in direct conflict with the provisions of this ordinance; provided, however, that any complaint, action, claim or lawsuit that has been initiated or has arisen under or pursuant to any of the ordinances or sections thereof that have been specifically repealed on the date of adoption of this ordinance shall continue to be governed by the provisions of such ordinance or sections thereof and for that purpose the ordinance or sections thereof shall remain in full force and effect.

(C) Severability Clause. If any article, paragraph or subdivision, clause or provision of this ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this ordinance as a whole or any part or provision thereof, other than part so decided to be invalid or unconstitutional.

(D) Effective Date. This ordinance shall take effect immediately upon its adoption and publication in accordance with and as provided by Texas law.

**PASSED, APPROVED AND ADOPTED** on this the \_\_\_\_ day of April, 2024.

\_\_\_\_\_  
Doyle Moss, Mayor

**ATTEST:**

\_\_\_\_\_  
Crystal Dozier, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
William P. Chesser, City Attorney

The Willow Park City Council, acting on Ordinance No. \_\_\_\_\_, did on the \_\_\_\_\_ day of April, 2024 vote as follows:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss	_____	_____	_____
Eric Contreras, Place 1	_____	_____	_____
Chawn Gilliland, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____
Nathan Crummel Place 5	_____	_____	_____



# CITY COUNCIL AGENDA ITEM DEPARTMENT REPORT

<b>Council Date:</b> April 23, 2024	<b>Department:</b> Planning & Development; Parks	<b>Presented By:</b> Toni Fisher, Director
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**AGENDA ITEM: DEPARTMENT REPORT**

**PLANNING & DEVELOPMENT:**

Although Development continues to be slower than hoped, our permits are proving to be slightly better than last year (see below comparison), and our revenue as of the end of the 2<sup>nd</sup> Quarter is at 56% for our FY2023-24 budget at \$336,744 to date.

Based on permits from last year, it is projected that the 3<sup>rd</sup> and 4<sup>th</sup> Quarters will be consistent since this fiscal year’s market conditions are mirroring last year’s. It is projected that the Development Department’s 2023-24 budget of \$599,035 will be much closer than last.

<b>FY2022-23</b>	<b>Permits</b>
1st Quarter	71
2nd Quarter	116

<b>FY2023-24</b>	<b>Permits</b>
1st Quarter	125
2nd Quarter	118

**PARKS:**

The new Parks Budget has not seen any paid improvements as of yet since planning is still in progress. We shared a purchase of an ATV with the Public Works Department and are sharing a Public Works employee who is also acting as the Parks Superintendent. While the ATV expense was shared 50/50 between the two budgets, the Parks Superintendent is still solely within the Public Works Department’s budget until this role is fully defined and the duties are consistent. Supplies for the Cross Timbers Park restroom were purchased from the Parks Budget, also included in the Park Budget expenses shown below.

<b>FY2023-24</b>	<b>Donations</b>	<b>Expenses</b>
1st Quarter	0	\$ 27
2nd Quarter	0	\$ 11,012



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> April 23, 2024	<b>Department:</b> Public Works	<b>Presented By:</b> Michelle Guelker
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## AGENDA ITEM

Quarterly update from the Public Works Department

## PRESENTATION HIGHLIGHTS

### Monthly Water Usage\*

Month	Well Production Total	Purchased from Fort Worth	TOTAL PRODUCED WATER	Days in Billing Cycle	Average Gallons Per Day
January	13,285,987	7,753,940	21,039,927	30	701,331
February	15,705,632	4,147,000	19,852,632	31	640,407
March	15,368,780		15,368,780	29	529,958
April	16,258,846		16,258,846	31	524,479
May					
June					
July					
August					
September					
October					
November					
December					

\* Follows the City’s utility billing cycle, from the 16<sup>th</sup> of the previous month to the 15<sup>th</sup> of the month stated. (I have not received Fort Worth billing for March at the time the report was created.)

### Effluent Line to Squaw Creek

Last week, the contractor, B&L as well as staff from the City and Jacob and Martin, met to test pump the lift station at the New WWTP. It was found that the pumps had a failure and showed water in the electrical system. In order not to cause damage, it was decided not to test at that point. They did complete the walkthrough of the lift station and effluent line to Squaw Creek.

The pumps were pulled that same day and taken back to the electrician’s shop. When they broke down the pumps, water was found in the housing but because the pumps had not been run, there was no damage located. The plan is to bake the pumps, which will remove any remaining moisture. They will then be put back together and brought back. Once they are refitted into the lift station, we will schedule a time to meet and proceed with the testing portion.

If the pumps test good and B&L completes the punch list, the effluent project will be complete. The current estimated timeline for project completion is May 1.

**New Wastewater Treatment Plant**

Work began on the new Wastewater Treatment Plant on March 18<sup>th</sup>. Gracon crews cleared off the site and estimated the construction entrance into the property. Currently the crew is working on the excavation for the basins.





**Road Repair**

During the past 3 months, the PW Crew has been working hard to fill potholes. During this time, over 64 tons of cold mix has been put out all over town and there is still a lot left to be done. We will continue to work on them as time allows between other projects and emergencies.

**Leaks**

Due to recent rains and ground movement, PW crews have worked over 75 leaks in the past 3 months. Most of these have been small leaks (small break or pinhole in the pipe). However there have been 3 major leaks as well, almost always at night or over the weekend.

Crews have also been called out to check for leaks at multiple locations due to standing water or bubbling water surfacing from recent rains.

I want to assure the Council that we have checked all reported leaks and have dug up looking for busted or broken pipes only to find the water coming from the side walls of the ditch or a natural spring coming to the surface.

We will continue to monitor these areas where we are not finding leaks, but water is surfacing, and believe that once the heat of summer sets in, these areas will quickly dry up.



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> April 23, 2024	<b>Department:</b> Public Works	<b>Presented By:</b> Gretchen Vazquez
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### AGENDA ITEM: PROJECT UPDATE

#### 2022 Street Improvements Project

Engineer: Jacob & Martin, LLC

Contractor: XIT Paving & Construction, Inc.

Original Contract Amount: \$6,419,677

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

#### Latest project update:

- **Crown Road, Ranch House Road, King’s Gate Road, Trinity Drive, Trinity Court, Sam Bass Court, Crested Butte Court, Ridge Haven Court, Pleasant Court, and Old Ford Road**
  - Final walk-thru inspections were performed for each of the streets. Punch lists were created and formally given to the contractor.
- **Sam Bass Road**
  - The reconstruction of Sam Bass Road from Ranch House Road to Squaw Creek Road is substantially complete. The 2-barrel, 4' x 8' box culvert has been installed. Driveways have been removed and replaced. Roadside ditches have been graded and all disturbed areas hydromulched.

#### In the next 30 days:

- **Crown Road, Ranch House Road, King’s Gate Road, Trinity Drive, Trinity Court, and Sam Bass Court, Crested Butte Court, Ridge Haven Court, Pleasant Court, and Old Ford Road**
  - The contractor continues to work on the punch list items for each of the streets. Punch list items include concrete panel replacements, concrete pavement crack repairs, driveway headwall reinforcing, mailbox/sprinkler system repairs, ditch grading, and reseeding areas as necessary to establish a uniform stand of the specified grasses.
  - The contractor will correct all deficiencies noted on the punch lists prior to final acceptance by the city.
- **Sam Bass Road**
  - Form and pour headwalls for the 2-barrel, 4' x 8' box culvert.
  - Replace guardrail.
  - Install pavement markings.
  - Schedule walk-through inspection.



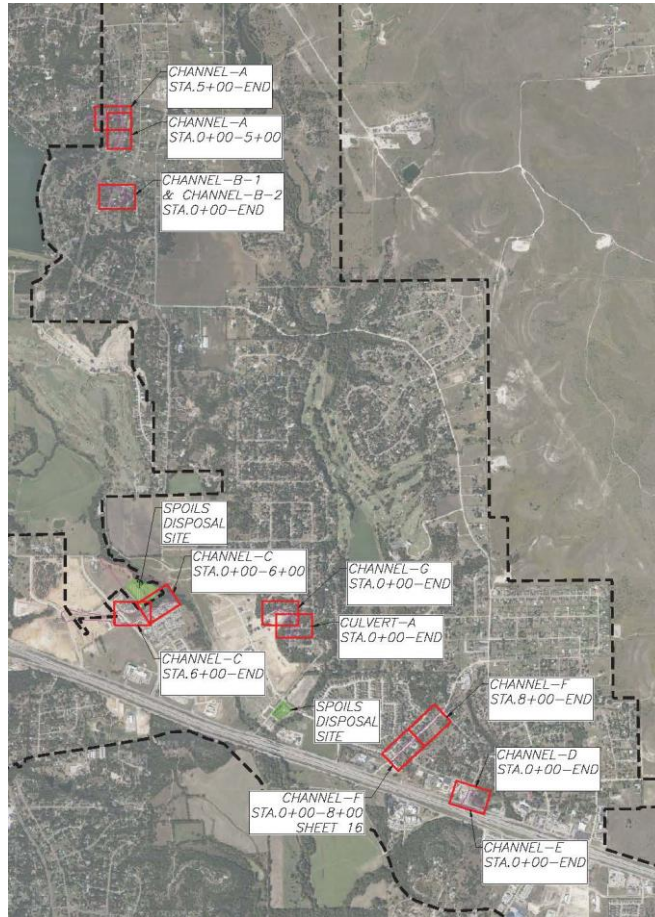
Sam Bass Road looking east



Sam Bass Road looking west

2022 Drainage Improvements, Phase II  
 Engineer: Jacob and Martin, LLC  
 Contractor: JRM Construction Services, LLC  
 Original Contract Amount: \$1,018,595

Project Description: The project consists of installing new culverts, grading approximately 23,520 square yards of drainage ditch, installing erosion protection measures to disturbed areas and any associated work. The additive alternate consists of furnishing and installing a third 48” reinforced concrete pipe at El Chico Trail and replacing the existing Surrey Lane culvert with a new 2-barrel, 4' x 8' box culvert.



Project Location Map

Latest project update:

- A final walk-thru inspection was performed on March 1<sup>st</sup>, 2024. The contractor has corrected all deficiencies noted on the punch list. The Drainage Improvements, Phase II project has been completed.
- **Channel F** - Roadside ditch and culvert improvements along Stagecoach Trail between Chuckwagon and Pony Express Trail were removed from the project. Existing utilities in the right-of-way (AT&T, gas, water, and sanitary sewer line) were found to conflict with the proposed improvements. The costs of relocating all these utilities outweighed the benefits. After careful consideration, staff recommended not moving forward with the Stagecoach Trail drainage improvements.

In the next 30 days:

- Issue final acceptance letter.

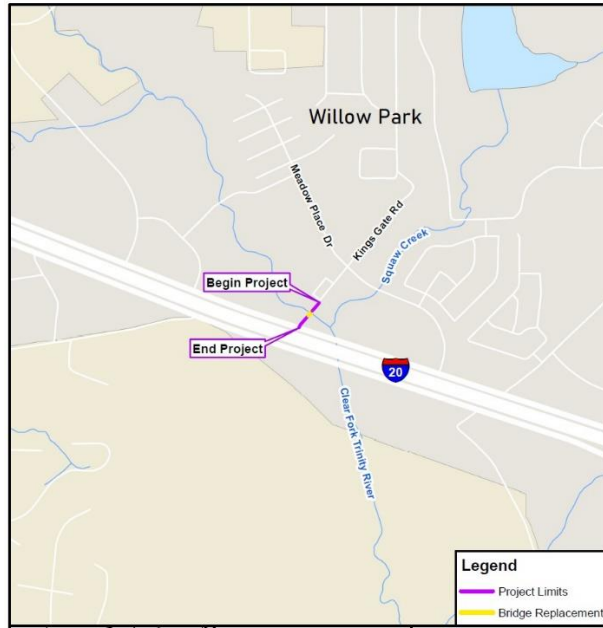
King's Gate Road Bridge Replacement

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

Contractor: To be determined

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

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



Project Location Map

Latest Project Updates:

- Let date for the Kings Gate Road Bridge Replacement is August 2025.
- TxDOT has completed the 60% plans.
- TxDOT is managing the environmental process for the project. Environmental clearance is required prior to letting.
- Right-of-way Acquisition:
  - TxDOT compliant appraisal reports for the two parcels that will be needed as right-of-way for the proposed improvements have been completed.
  - Initial offer letters mailed on February 16, 2024.
  - The city attorney is preparing the Instruments of Conveyance to be included with the final offer letter to the property owners.
  - Mail final offer letters.
- Utility Relocations:
  - Continue to work with Oncor and Texas Gas regarding the utility relocation work.
  - City staff met with TxDOT and their design team on April 17, 2024 to discuss the storm sewer line conflict. The existing storm sewer line that discharges into the creek is too close to the proposed bridge replacement drill shaft. TxDOT to confirm that the storm sewer line can be adjusted during construction. The Advance Funding Agreement (AFA) will need to be amended.



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> April 23, 2024	<b>Department:</b> Police	<b>Presented By:</b> Chief Daniel Franklin
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**AGENDA ITEM:**  
Department Report

**BACKGROUND:**

Police Department quarterly report from time frame 12/01/2023 to 04/01/2024

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

**EXHIBITS:**  
Bulleted list

<b>ADDITIONAL INFO:</b>	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	\$ 0.00
	<b>Source of Funding</b>	\$ 0.00

Willow Park Police Department – Quarterly update  
April 17, 2024

- Completed speed survey on Crown Road due to complaints of speeders.
  - Data is being analyzed for recommendations.
- Speed trailer is being actively deployed at several locations in attempt to raise driver awareness.
- Working on update of files for upcoming re-accreditation by TPCA.
  - On-site evaluation will be in mid-May.
  - Process is conducted every four years to maintain recognized status of accredited agency.

**STATS as of 12/01/2023 to 4/1/2024**

1592 Calls for Service

9,529 Security check or close patrols

101 adult arrest – 210 total criminal charges

5 juvenile arrest – 6 total criminal charges

459 Citations

1,064 Warnings

32 Accidents worked / 20 on IH 20 only / 12 classified major accidents

**Criminal Investigation**

49 cases assigned to CID for Investigation (this quarter only)

6 – cases cleared by arrest

5 – cases warrants issued

3 – cases suspended

35 cases active for investigation (this quarter only)

## Municipal Court 1st Quarter Report

January 1, 2024 to March 31, 2024

**New Cases Filed this quarter: 498**

**Dispositions:**

- Fine Paid – 160
- Compliance Dismissals – 30
- Financial Responsibility Dismissals – 10
- Satisfied Deferred – 64
- Satisfied Driving Safety Course – 47
- Appeal to County – 1
- Jail Credit Given - 12

**Total Cases Closed Out – 324**

**Revenue:**

**Kept by the City: \$44,193.47**

Of that amount \$3,688.35 goes to the special funds below that are only to be used for the court as approved by the Judge.

- LCF 1 (Security Fund) -\$1290.95
- LCF 2 (Truancy Prevention Fund) -\$1,317.26
- LCF 3 (Technology Fund)-\$1,053.82
- LCF 4(Jury Fund\_-\$26.32

**Remitted to State: \$23,226.88**

**Total:                   \$67,420.35**

236 Cases were sent to Collections during this quarter that totaled the amount of \$87,689.80.

Closed Collection cases this quarter totaled \$11,660.48

**Attached Reports:**

**1st Quarter Revenue Report**

**1st Quarter Offense Report**

**Upcoming:**

**Training and testing in Arlington for Crystal in April.**

**Training and testing in Houston for Michelle in May.**





Item 7.

# Offense By Year Report

Municipal Court  
4/17/2024 10:08:48 AM

Violations For Filed Date From 01/01/2024 To 03/31/2024

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0452 CITY ORD. NO OCCUPANCY PERMIT		1											1
0453 CITY ORD. DISOBEY TRAFFIC CONTROL DEVICE	1												1
1690 PARKING VIOLATION	1	2											3
1691 PARKING - BLOCKING DRIVEWAY		1											1
2005 ALARM SYSTEMS VIOLATIONS		1											1
3001 SPEEDING	46	59	62										167
3005 FAILED TO YIELD RIGHT OF WAY			1										1
3006 RAN STOP SIGN	2	1											3
3007 RAN RED LIGHT		1	1										2
3008 SPEEDING 25 MILES AND OVER POSTED SPEED LIMIT	21	14	3										38
3009 IMPROPER LANE CHANGE		2	1										3
3017 FOLLOWING TOO CLOSE		2											2
3032 NO SEAT BELT - DRIVER	1												1
3033 NO SEAT BELT - PASSENGER			1										1
3034 NO SAFETY BELT - CHILD (4-14)	1												1
3049 NO MOTOR VEHICLE LIABILITY	3	3	3										9
3049A NO MOTOR VEHICLE INSURANCE (UVFR)	11	8	11										30
3059 DISREGARDED TRAFFIC CONTROL			1										1
3070 FAILED TO DRIVE IN SINGLE LANE	1	2											3
3084 FAILURE TO SIGNAL LANE CHANGE		1	1										2
3101 DRIVING WHILE LICENSE INVALID	7	4	6										17
3103 NO DRIVERS LICENSE	14	14	18										46
3106 VIOLATE D.L. RESTRICTION			3										3
3150A DEFECTIVE EQUIPMENT	3												3
3167 DEFECTIVE EQUIPMENT - TAIL LAMP			1										1
3198 DROVE WITHOUT LIGHTS -- WHEN REQUIRED		1											1
3205A DISPLAY WRONG,ALTERED OR OBSCURED MOTOR VEHICLE	1												1



Item 7.

# Offense By Year Report

Municipal Court  
4/17/2024 10:08:48 AM

Violations For Filed Date From 01/01/2024 TO 03/31/2024

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
3259 EXPIRED OPERATORS LICENSE	1	4	2										7
3263 FAIL TO DISPLAY DL	1	1											2
3264 FAIL TO REPORT CHANGE OF ADDRESS/NAME	2	1											3
3267 DISPLAY SUSPENDED OPERATOR LICENSE	2												2
3323 OPEN CONTAINER		2											2
3338 FAILURE TO IDENTIFY			1										1
3365 PERMITTING UNLICENSED OPERATOR TO DRIVE	1		2										3
3596 SPEEDING 10% OVER LIMIT SCHOOL ZONE	10	4	4										18
3628 USED UNAPPROVED EQUIPMENT	3	1											4
3656 EXPIRED VEHICLE REGISTRATION	29	22	19										70
3657 DISPLAY WRONG LICENSE PLATE		2											2
3660 EXPIRED/NO REGISTRATION TRAILER			1										1
3667 OPERATE MOTOR VEHICLE W/O LICENSE PLATES OR W/O REGISTRATION INSIGNIA	2		2										4
3668 OPERATE UNREGISTERED MOTOR VEHICLE	1	1	1										3
5020 ANNOYING NOISE		1											1
5031 ASSAULT - THREAT	1												1
5083 CONSUMPTION OF ALCOHOL BY MINOR		1											1
5090 MINOR IN POSSESSION OF ALCOHOL			3										3
5095 MINOR IN POSSESSION OF TOBACCO		1	4										5
5130 POSSESSION OF DRUG PARAPHERNALIA	2	6	4										12
5140 PUBLIC INTOXICATION	1	5	6										12
5160 SOLICITATION W/O A PERMIT	1												1

**Report Totals:** 170 169 162 501



# Revenue By Offense Type

Willow Park Municipal Court

4/17/2024 10:15:55 AM

Original Offense Type

Fee Code Totals For Posted Date From 01/01/2024 To 03/31/2024

Item 7.

Fee Code	Fee Description	Count	Amount	Non Cash	Disbursement	Total
<b>City Ordinance</b>						
AF	ARREST FEE	6	\$30.00	\$0.00	\$0.00	\$30.00
COLL	COLLECTIONS	2	\$119.10	\$0.00	\$0.00	\$119.10
FINE	FINE	6	\$835.00	\$0.00	\$0.00	\$835.00
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	6	\$29.40	\$0.00	\$0.00	\$29.40
LCF2	LOCAL CONSOLIDATED FEE (TRUANCY PREVENTION)	6	\$30.00	\$0.00	\$0.00	\$30.00
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	6	\$24.00	\$0.00	\$0.00	\$24.00
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	6	\$0.60	\$0.00	\$0.00	\$0.60
SCF	STATE CONSOLIDATED FEE	4	\$248.00	\$0.00	\$0.00	\$248.00
	<b>City Ordinance</b>	<b>42</b>	<b>\$1,316.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,316.10</b>
<b>Parking</b>						
AF	ARREST FEE	4	\$20.00	\$0.00	\$0.00	\$20.00
COLL	COLLECTIONS	1	\$11.70	\$0.00	\$0.00	\$11.70
FINE	FINE	2	\$520.00	\$0.00	\$0.00	\$520.00
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	4	\$19.60	\$0.00	\$0.00	\$19.60
LCF2	LOCAL CONSOLIDATED FEE (TRUANCY PREVENTION)	4	\$20.00	\$0.00	\$0.00	\$20.00
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	4	\$16.00	\$0.00	\$0.00	\$16.00
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	4	\$0.40	\$0.00	\$0.00	\$0.40
PARKIN	PARKING	2	\$55.00	\$0.00	\$0.00	\$55.00
SCF	STATE CONSOLIDATED FEE	1	\$62.00	\$0.00	\$0.00	\$62.00
	<b>Parking</b>	<b>26</b>	<b>\$724.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$724.70</b>
<b>State</b>						
AF	ARREST FEE	11	\$54.34	\$0.00	\$0.00	\$54.34
FINE	FINE	9	\$2,238.00	\$0.00	\$0.00	\$2,238.00
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	11	\$53.23	\$0.00	\$0.00	\$53.23
LCF2	LOCAL CONSOLIDATED FEE (TRUANCY PREVENTION)	11	\$54.32	\$0.00	\$0.00	\$54.32
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	11	\$43.45	\$0.00	\$0.00	\$43.45
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	11	\$1.08	\$0.00	\$0.00	\$1.08
SCF	STATE CONSOLIDATED FEE	11	\$673.58	\$0.00	\$0.00	\$673.58
	<b>State</b>	<b>75</b>	<b>\$3,118.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,118.00</b>
<b>Traffic</b>						
3000	LATE FINE	17	\$825.82	\$0.00	\$0.00	\$825.82
AF	ARREST FEE	265	\$1,234.51	\$0.00	\$0.00	\$1,234.51
CJF-C	CIVIL JUSTICE FUND - CITY	2	\$0.02	\$0.00	\$0.00	\$0.02
CJF-S	CIVIL JUSTICE FUND -	2	\$0.18	\$0.00	\$0.00	\$0.18
COLL	COLLECTIONS	39	\$2,579.13	\$0.00	\$0.00	\$2,579.13



# Revenue By Offense Type

Willow Park Municipal Court

4/17/2024 10:15:55 AM

Original Offense Type

Fee Code Totals For Posted Date From 01/01/2024 To 03/31/2024

Item 7.

Fee Code	Fee Description	Count	Amount	Non Cash	Disbursement	Total
<b>Traffic</b>						
CS	CHILD SAFETY	15	\$333.58	\$0.00	\$0.00	\$333.58
DS10	COMPLIANCE DISMISSAL \$10	1	\$10.00	\$0.00	\$0.00	\$10.00
DS20	COMPLIANCE DISMISSAL \$20	24	\$464.19	\$0.00	\$0.00	\$464.19
DDC	DEFENSIVE DRIVING FEE	46	\$458.71	\$0.00	\$0.00	\$458.71
EXP	EXPENSE FEE	49	\$2,295.72	\$0.00	\$0.00	\$2,295.72
FINE	FINE	78	\$11,213.24	\$0.00	\$0.00	\$11,213.24
IDF	INDIGENT DEFENSIVE FEE	3	\$6.00	\$0.00	\$0.00	\$6.00
JS-C	JUDICIAL SUPPORT - CITY	3	\$1.80	\$0.00	\$0.00	\$1.80
JS-S	JUDICIAL SUPPORT - STATE	3	\$16.20	\$0.00	\$0.00	\$16.20
LATE	LATE FINE	17	\$625.20	\$0.00	\$0.00	\$625.20
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	263	\$1,199.24	\$0.00	\$0.00	\$1,199.24
LCF2	LOCAL CONSOLIDATED FEE (TRUANCY PREVENTION)	263	\$1,223.67	\$0.00	\$0.00	\$1,223.67
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	263	\$978.96	\$0.00	\$0.00	\$978.96
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	262	\$24.45	\$0.00	\$0.00	\$24.45
LTF	LOCAL TRAFFIC FINE	192	\$538.98	\$0.00	\$0.00	\$538.98
MCTF	MUNICIPAL COURT TECHNOLOGY FUND	3	\$12.00	\$0.00	\$0.00	\$12.00
OP	OVERPAYMENT	1	\$25.00	\$0.00	\$0.00	\$25.00
PP-JE	PAYMENT PLAN- JUDICIAL EFFICIENCY	11	\$97.75	\$0.00	\$0.00	\$97.75
SCF	STATE CONSOLIDATED FEE	265	\$15,242.02	\$0.00	\$0.00	\$15,242.02
SJF	STATE JUROR FEE	3	\$12.00	\$0.00	\$0.00	\$12.00
STF	STATE TRAFFIC FINE	192	\$8,943.61	\$0.00	\$0.00	\$8,943.61
TEEN	TEEN COURT FEE	3	\$30.00	\$0.00	\$0.00	\$30.00
TITLE7	TITLE 7 TRANS CODE	145	\$13,863.57	\$0.00	\$0.00	\$13,863.57
TPDF	TRUANCY PREVENTION AND DIVERSION FUND	3	\$6.00	\$0.00	\$0.00	\$6.00
	<b>Traffic</b>	<b>2433</b>	<b>\$62,261.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$62,261.55</b>

<b>Report Totals:</b>	<b>2576</b>	<b>\$67,420.35</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67,420.35</b>
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# Revenue By Offense Type

Willow Park Municipal Court

4/17/2024 10:15:55 AM

Original Offense Type

Transaction Totals For Posted Date From 01/01/2024 To 03/31/2024

Item 7.

Transaction Description	Trans Code	Count	Amount	Non Cash	Disbursement	Total
<b>City Ordinance</b>						
Payments	P	42	\$1,316.10	\$0.00	\$0.00	\$1,316.10
	City Ordinance	42	\$1,316.10	\$0.00	\$0.00	\$1,316.10
<b>Parking</b>						
Payments	P	26	\$724.70	\$0.00	\$0.00	\$724.70
	Parking	26	\$724.70	\$0.00	\$0.00	\$724.70
<b>State</b>						
Payments	P	75	\$3,118.00	\$0.00	\$0.00	\$3,118.00
	State	75	\$3,118.00	\$0.00	\$0.00	\$3,118.00
<b>Traffic</b>						
Payments	P	2433	\$62,261.55	\$0.00	\$0.00	\$62,261.55
	Traffic	2433	\$62,261.55	\$0.00	\$0.00	\$62,261.55

<b>Report Totals:</b>	<b>2576</b>	<b>\$67,420.35</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67,420.35</b>
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# City of Willow Park Fire Marshal's Office

120 El Chico Item 7.  
Willow Park, TX 76087  
817-441-7108x221  
willowpark.org

## Quarterly report Q1 '24

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



## Since Jan of 2024 the department has conducted:

- 71 fire inspections;
- 31 certificate of occupancy inspections;
- 9 fire alarm inspections;
- 12 fire suppression final inspections;
- 1 hydrostatic inspections;
- 0 Special hazard inspection;
- 1 fire investigation;
- 2 Public Education events;
- 12 Code enforcement cases.

# Projects For Q1 '24

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

- Implementation of Body Worn Cameras;
- Electronic ticket writers that integrate with courts;
- Updated fire code from IFC 2012 and local cog amendments to IFC 2021 and local COG amendments with the support of the development department and council.



## Training

Employees of the Fire Marshal's office hold multiple certifications in multiple disciplines including EMS, Fire, and Law enforcement. The state requires continuing education hours for each of those certifications. Each employee of the Fire Marshal's office completes around 100 hours of continuing education hours a year to stay current with their certifications. Beyond the normal continuing education hours both employees obtained The Texas on Fire Commission Fire Marshal's Certification and obtained ALERRT Level 1 trainer certifications.

ALERRT Level 1 is designed to prepare the first responder to isolate, distract, and neutralize an active shooter. This course teaches the first responder how to shoot while moving, threshold evaluation, team movement, room entry techniques, approach and breaching the crisis site, secondary responder tactics, improvised explosive devices, and post engagement priorities. The course culminates with first responders responding and working through force-on-force scenarios.



**ALERRT**  
TEXAS STATE UNIVERSITY

The Fire Marshal's Office joined The Fire Prevention Association of North Texas giving the employees access to monthly training seminars and workshops relating to fire prevention, Codes, local amendments, and other related standards lead by industry experts.



### **Objectives for the department in the upcoming quarter:**

- Select and implement code enforcement software.
- Select and implement a service that tracks and reports 3rd party inspections for NFPA and life safety systems.
- Continue prioritizing development with quick turnaround times on plan reviews and inspections.
- Remain on track for annual inspections.
- Participate in public education of fire prevention.





COMMUNICATIONS AND MARKETING  
**REPORT**

## LONG-TERM FOCUS



## GOAL: POSITIVE SOCIAL ENGAGEMENT

In March 2024, we launched “Where in Willow Park Wednesday,” which is cross-posted to both our Facebook and Instagram accounts. The contest, which challenges our audience to name the location of a photo taken in the city, has been a huge success thus far, with some of the highest engagement numbers the city has seen on its accounts. It is also helping to build our Instagram following, which continues to grow.

APRIL 2024

## GOAL: REACHING UNREACHED AUDIENCES

Anecdotal community feedback indicates that doing business with the city can sometimes be complicated and confusing, particularly given all the different apps and sites that are utilized for everything from utility billing to permitting and everything in between.

Taking that feedback into consideration, the communications department is working on a tech solution that will simplify conversations with our stakeholders and give them a one-stop shop to get answers to their questions. We are excited to make a big announcement in a couple of months!



# Social media OVERVIEW

Social media numbers continue to show overall growth, and residents are increasingly relying on the city's NextDoor presence as a reliable source of information on city business.

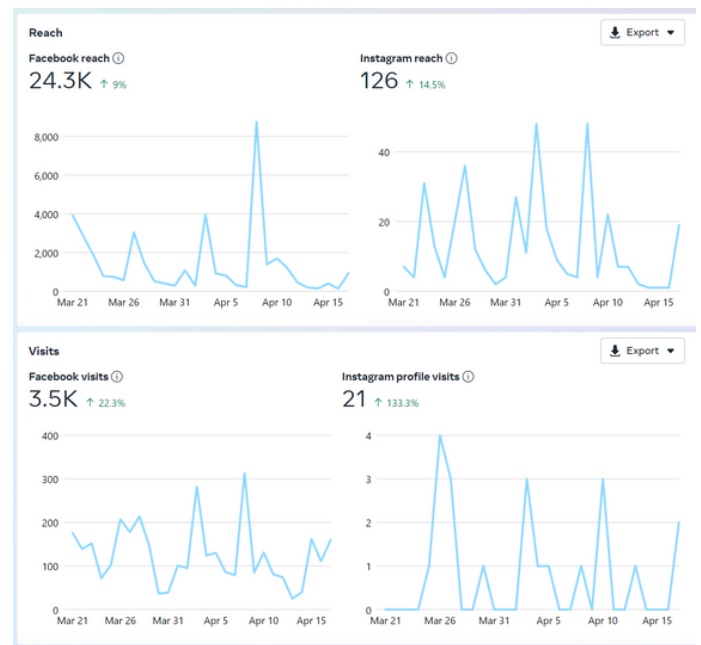
The communications director will be working with the police department to help them strengthen their social presence through an editorial calendar and the establishment of their own NextDoor account.

A new engagement campaign is planned for this fall which will stretch across all our platforms, helping to build our credibility in the community through consistency.



**NEXTDOOR:**  
28 posts Jan-March 2024  
Average post reach: 765

## FACEBOOK AND INSTAGRAM March 21-April 17, 2024



SPRING 2024

We hosted a truly once-in-a-lifetime eclipse watching party on April 8 at the Aledo Athletics Ballfields. Attendance was fantastic and it was a fun day for all involved.

Staff also attended Career Day at Aledo High School and shared their enthusiasm for public service with students.

The city secretary's office hosted a shred day April 6.

This summer we are looking at some potential outreach events, including Bearcat Nation 101, which is a great opportunity to reach newcomers to our area.



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# Event and outreach HIGHLIGHTS

## SHORT TERM GOALS

# 2024 SPRING/SUMMER GOALS

1. Develop a deliverable printed business guide to aid in economic development
2. Finalize a crisis communication plan with internal stakeholders; finish Advanced Public Information Officer certification
3. Work with community partners to include more outreach at non-city events



First quarter  
**SUMMARY**