



## CITY COUNCIL REGULAR MEETING AGENDA

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

Tuesday, October 11, 2022 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.

### PROCLAMATION

1. Presentation of Proclamation to Freedom House for Domestic Violence Awareness Month.

### 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 Meeting Minutes - Regular City Council Meeting September 27, 2022.

### REGULAR AGENDA ITEMS

3. Discussion/Action: to approve an Interlocal Cooperation Agreement between Parker County and the City of Willow Park for law enforcement dispatch services.
4. Discussion/Action: to approve an amendment to Section 1.03.031 of the Code of Ordinances removing the fixed time of 7:00 p.m. for City Council meetings.
5. Discussion/Action: to reschedule the Tuesday, November 8, 2022 Regular City Council meeting.
6. Discussion Only: transition plan in the event of ESD Annexation.

## 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.*

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

## ADJOURNMENT

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

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

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 516 Ranch House Road, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: October 7, 2022, at 3:30 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

Crystal R. Dozier, TRMC

## City Secretary

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-441-7108, or by email at [cdozier@willowpark.org](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)



## ***A Proclamation Honoring Domestic Violence Awareness Month***

\*\*\*\*\*

*In the City of Willow Park in recognition of the important work done by survivors, domestic violence programs and victim service providers, I urge all citizens to actively participate in the scheduled activities and programs sponsored by Freedom House and other community organizations to work toward the elimination of intimate partner violence.*

***WHEREAS***, in just one day, across the U.S. and its territories, nearly 75,000 victims of domestic violence sought services from domestic violence programs and shelters. That same day, more than 9,000 requests for services, including emergency shelter, housing, transportation, childcare and legal representation, could not be provided because programs lacked the resources to meet victims’ needs;

***WHEREAS***, the impact of domestic violence is wide ranging, directly affecting individuals and society as a whole, here in this community, throughout the United States and the world, and

***WHEREAS***, racism, homophobia, transphobia, ageism and discrimination based on physical ability, nationality or other factors help to perpetuate domestic violence and make finding safety even more difficult for some victims;

***WHEREAS***, the need for safe house continues to be rated as survivors’ most urgent need; and

***WHEREAS***, the City of Willow Park joins with others across Texas and the nation in supporting victims of domestic violence, as well as local programs, state coalitions, national organizations, and other agencies nationwide who are committed to increasing public awareness of domestic violence and sending a clear message to abusers that domestic violence is not tolerated in Willow Park;

***WHEREAS***, domestic violence impacts millions of people each year, but it can be prevented. Preventing domestic violence requires the collective voice and power of individuals, families, institutions, and systems – each whose “#1Thing” adds a valuable and powerful component to transforming our communities.

***NOW, THEREFORE I***, Mayor Doyle Moss, of the City of Willow Park, hereby do proclaim October 11<sup>th</sup> as Domestic Violence Awareness Month.

***IN WITNESS WHEREOF***, I have set my hand and caused the seal of Willow Park Texas, to be affixed this 11<sup>th</sup> day of October, 2022.

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

Attest:

\_\_\_\_\_  
Crystal R. Dozier, City Secretary



## CITY COUNCIL REGULAR MEETING MINUTES

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

Tuesday, September 27, 2022 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  
 City Attorney Pat Chesser  
 City Secretary Crystal Dozier

### PLEDGE OF ALLEGIANCE AND INVOCATION

Pastor Ted Kitchens with Christ Chapel Church gave the invocation 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.

## CONSENT AGENDA

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

1. Approve City Council Meeting Minutes - Regular City Council Meeting September 13, 2022.

**To approve the City Council Meeting Minutes from September 13, 2022.**

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

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

## REGULAR AGENDA ITEMS

2. Discussion / Action: Setting the Date, Time, and Location of Regular Council meetings for the Willow Park City Council.

**To set the City Council Meeting date and location as they are now and change the time to 6:00 pm and to amend the ordinance removing the meeting time.**

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

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

3. Discussion/ Action: To consider and act on Approving Holiday Schedule for FY 2022 – 2023.

**To approve the city's Holiday Schedule for FY 2022-2023 to include Juneteenth.**

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

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

4. Discussion/ Action: To consider and act on designating the official newspaper of the City of Willow Park for the fiscal year 2022-2023.

**To retain the The Community News as the city's official newspaper of record.**

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

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

5. Discussion/Action: to approve a resolution appointing a voting member and alternate to the Wholesale Water and Wastewater Customer Advisory Committee.

**To approve a resolution appointing a voting member and alternate to the Wholesale Water and Wastewater Customer Advisory Committee.**

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

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

6. Discussion Only: Presentation from Erick Macha, Hilltop Securities.

**Erick Macha with Hilltop Securities gave a brief report on the City's certificates of obligations for city projects.**

**No action was taken.**

7. Discussion/Action: to consider and act on approving a School Resource Officer Agreement between the City of Willow Park and Trinity Christian Academy.

**To approve a School Resource Officer Agreement between the City of Willow Park and Trinity Christian Academy.**

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

## INFORMATIONAL

### Mayor and Council Comments

**Mayor Moss reported that he, Mayor Pro Tem Young and Toni Fisher, Development and Planning Director attended the Parker County mayor's meeting where Larry Colvin, President of the Weatherford Mountain Bike Club gave a presentation on the future trail proposal for East Parker County. Mayor Moss also stated the Parker County Mayors' Food Drive will begin October 1st and run through October 31st.**

### City Manager Comments

**City Manager, Bryan Grimes reported that he and three other Directors will be attending the Texas Municipal League Conference next week in San Antonio. He also stated the next preliminary agenda will be out to council next Tuesday.**

**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 recessed into Executive Session at 6:34 P.M.**

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

- 8. Section 551.072 Discussing the purchase, exchange, sale, lease or value of real property - 101 Stagecoach Trail; 516 Ranch House Road

**No action taken.**

- 9. Section 551.074 Personnel Matters; City Secretary Review

**To approve a 5 percent raise in salary for the City Secretary with an effective date of October 1, 2022.**

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

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

**Mayor Moss reconvened into Open Session at 7:28 P.M.**

**ADJOURNMENT**

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

**Mayor Moss adjourned the meeting at 7:30 P.M.**

These minutes were approved on the 11<sup>th</sup> of October, 2022.

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

\_\_\_\_\_  
Crystal R. Dozier, TRMC  
City Secretary





# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

|  |                              |   |
|--|------------------------------|---|
| <b>Council Date:</b><br>October 11, 2022 | <b>Department:</b><br>Police | <b>Presented By:</b><br>Chief Carrie West |
|--|------------------------------|---|

**AGENDA ITEM:**

Agreement with the Parker County Sheriff’s Office (PCSO) regarding dispatch services.

**BACKGROUND:**

PCSO has proposed a new contract with an increased cost for dispatch services. The cost increase begins with the 2022/2023 FY and increases over the next 5 years as follows:

| CONTRACT YEAR | FISCAL YEAR | ACTUAL COST  |
|---------------|-------------|--------------|
| 1             | 2022-2023   | \$ 77,048.00 |
| 2             | 2023-2024   | \$ 84,096.00 |
| 3             | 2024-2025   | \$ 91,144.00 |
| 4             | 2025-2026   | \$ 98,192.00 |
| SUBSEQUENT    | YEARS       | \$ 98,192.00 |

\*Contract years cost in the table above are based on current year ('21-'22) salaries and benefits.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

Recommend approval of the agreement as submitted.

**EXHIBITS:**

Interlocal Cooperation Agreement between Parker County and the City of Willow Park

| ADDITIONAL INFO: | FINANCIAL INFO:          |          |
|------------------|--------------------------|----------|
|                  | <b>Cost</b>              | \$77,048 |
|                  | <b>Source of Funding</b> |          |
|                  | General Fund             | \$77,048 |
|                  | TCA                      | \$77,048 |
|                  |                          |          |



**First Assistant County Attorney**  
Natalie Barnett

**Assistant County Attorneys**  
Glen Wilson, Criminal Trials  
Phil Trew, Criminal Trials  
Valerie Kruse, Criminal Trials/AFV  
Frank Edwards, Criminal Trials/AFV  
Tommy Wise, Criminal Trials/AFV  
Jamie Navarrete, Child Protective Services  
Renee Sanchez, Child Protective Services

**JOHN FORREST**  
**PARKER COUNTY ATTORNEY**  
101 NORTH MAIN STREET  
WEATHERFORD, TEXAS 76086  
PHONE (817) 594-8409 FAX (817) 594-8414

**Investigators**  
Brett Lane - Reginald Barnett  
Sabra Swaim - John Branson

**Assistant County Attorney/Chief of Trials**  
Ken Hanson

**Legal Research/Road and Bridge  
Subdivision Platting**  
Jamie Tierce

**Victim Assistance Coordinator**  
Lisa Mehrhoff

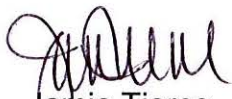
September 21, 2022

City of Willow Park  
516 Ranch House Road  
Willow Park, TX 76087

Dear Mayor Glasgow,

Please find enclosed the Interlocal Cooperation Agreement Between County of Parker and the City of Willow Park. The Agreement still requires your signature. Once you have executed please return one copy for our records. If you should have any questions or need any assistance, please feel free to call the number listed above. Thank you for your help and assistance in this matter.

Sincerely,

  
Jamie Tierce  
Legal Research/Platting

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

This Interlocal Cooperation Agreement ("Agreement") is entered into by and between the County of Parker ("COUNTY"), and the City of Willow Park, TX. ("CITY"); collectively the "PARTIES", both political subdivisions of the State of Texas.

**WHEREAS**, pursuant to Chapter 791, TEXAS GOVERNMENT CODE both Parties are authorized to enter into this Agreement;

**WHEREAS**, Commissioners Court of the COUNTY and the City Council of the CITY each find:

- a. This Agreement serves the common interest of both Parties;
- b. This Agreement will benefit the public;
- c. This Agreement provides for the performance of governmental functions which each Party is separately authorized to perform;
- d. The division of costs fairly compensates both Parties to this Agreement;
- e. The CITY and COUNTY have authorized their representative to sign this Agreement;
- f. This Agreement does not limit the City's authority to respond to any call for service or emergency that the City receives directly and not through county dispatch; and,
- g. All costs and expenses necessary and incident to this Agreement will be made from current revenues available to the Parties.

NOW THEREFORE, The Parties therefore agree as follows:

**I. TERM**

The effective date of this Agreement is the 1st day of October, 2022. The initial term of this Agreement shall be for a period of one (1) year and may be automatically renewed each year unless written notice to terminate or modify the terms of the Agreement is given prior to the Anniversary Date. This Agreement may be terminated, with or without cause, or modified, upon thirty (30) days written notice by either Party.

**II. SCOPE OF SERVICES**

COUNTY hereby agrees to provide CITY with law enforcement dispatch services through the Parker County Sheriff's office on a 24-hour, 7 day a week basis to protect and defend public health and safety.

When receiving any call for service for the Willow Park Police Department the Parker County Sheriff's office will dispatch the substance of the call over the secure law enforcement radio channel to the "on duty" Willow Park Officer.

**III. COMPENSATION**

In consideration for the services provided by COUNTY, CITY agrees to pay the below listed portion of minimum labor costs associated with the shared law enforcement dispatch console manned 24 hours a day/7 days a week in the Sheriff's Office Communications Center. Total minimum labor costs of one shared Parker County Sheriff's Office (COUNTY) dispatch console, manned 24 hours a day/7 days a week (168 hours), is \$312,106.00 for budget year 2021-2022. The actual cost are derived from the average cost of a dispatcher (salary plus benefits) and is subject to change due to annual raises or cost of living allowance increases. Listed below are all entities percentage share for labor costs associated with the console. Full Actual Costs to Willow Park (CITY) will be implemented over a four (4) year period with incremental price increases based on the below listed percentages until reaching the end of contract costs. After four (4) years the CITY's maximum percentage will reach and remain at 31.461 % of the Actual Costs for the shared dispatch console. For Agreement Year 1 (fiscal year 2022-2023), the amount equivalent to 24.686 % of the ACTUAL COSTS associated with the dispatch console will be billed. Subsequent year's billed amount will be based on the previous budget year costs and subject to employee raises and/or cost of living allowances, as provided by the COUNTY to the CITY utilizing the below listed percentages, (i.e. budget year 2023-2024 figures will be based on the COUNTY'S 2022-2023 labor costs). The COUNTY will provide the CITY with any proposed labor changes by April 1<sup>st</sup> of the current budget year. CITY's share for fiscal year 2022-2023 is Seventy Seven Thousand Forty Eight dollars and no/100 cents (\$77,048.00) and made payable quarterly at (\$19,262.00).

| <b>FISCAL YEAR</b>    | <b>ACTUAL COSTS</b>  | <b>PERCENTAGE</b> | <b>AMOUNT OWED</b>  |
|-----------------------|----------------------|-------------------|---------------------|
| <b>2022-2023</b>      | <b>\$ 312,106.00</b> | <b>24.686</b>     | <b>\$ 77,048.00</b> |
| <b>2023-2024</b>      |                      | <b>26.944</b>     |                     |
| <b>2024-2025</b>      |                      | <b>29.203</b>     |                     |
| <b>2025-2026</b>      |                      | <b>31.461</b>     |                     |
| <b>SUBSEQUENT YRS</b> |                      | <b>31.461</b>     |                     |

\*Contract years cost in the table above are based on current year ('21-'22) salaries and benefits.

End of Contract Billed Percentages for Current Entities

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

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

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

**IV. REPRESENTATION**

To the extent allowed by law, COUNTY agrees to and accepts full responsibility for the acts, negligence, and/or omissions of all COUNTY employees and agents. CITY agrees to and accepts full responsibility for the acts, negligence, and/or omissions of all CITY employees and agents.

COUNTY understands and agrees that COUNTY, its employees, servants, agents and representatives shall at no time represent themselves to be employees, servants, agents and/or representatives of CITY.

CITY understands and agrees that CITY, its employees, servants, agents and/or representatives shall at no time represent themselves to be employees, servants, agents and/or representatives of COUNTY.

**V. NOTICE**

All notices, demands, requests or replies provided for or permitted by either Party must be in writing and may be delivered by: (1) by personal delivery; (2) by deposit with the United States Postal Services; (3) by deposit with an overnight express delivery service. Notice deposited with the United States Postal Services in the manner described above will be deemed effective two (2) business days after deposit with the United States Postal Service. Notice by overnight express delivery service will be deemed effective one (1) business day after transmission from the overnight express carrier.

All such communications must only be made to the following:

City Administrator  
City of Willow Park  
516 Ranch House Road  
Willow Park, TX 76087

Parker County  
County Judge  
One Courthouse Square  
Weatherford, TX 76086

## **VI. TERMINATION**

In the event of notice of termination, CITY shall be obligated to pay such payments as are required by this Agreement through the date of termination. COUNTY shall be obligated to provide services pursuant to this Agreement, through the date of termination.

## **VII. SOLE AGREEMENT**

This Agreement represents the entire agreement between COUNTY and CITY and supersedes all prior negotiations, representations and/or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the governing bodies of both COUNTY and CITY or those authorized to sign on behalf of those governing bodies.

## **VIII. VENUE**

The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the Parties hereto, shall be governed by the laws of the State of Texas. Further, this Agreement shall be performable in Parker County, Texas.

## **IX. SEVERANCE**

In the event that any portion of this Agreement shall be found to be contrary to law, it is the intent of the Parties hereto that the remaining portions shall remain valid and in full force and effect to the extent possible.

## **X. THIRDPARTY**

The Parties do not enter into this agreement to protect any specific third party. The intent of this agreement excludes the idea of a suit by a third-party beneficiary. The parties to this agreement do not consent to the waiver of sovereign immunity under Texas law to the extent any party may have immunity under Texas law.

**XI. JOINT VENTURE & AGENCY**

The relationship between the Parties to this Agreement does not create a partnership or joint venture between the parties. This Agreement does not appoint any Party as agent for the other party.

Parker County, Texas

By: 

Pat Deen County Judge

Date: September 18, 2020

Attest:

By: \_\_\_\_\_

Date: \_\_\_\_\_

City of Willow Park, Texas

By: \_\_\_\_\_

Mayor

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_

Date: \_\_\_\_\_



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

|  |                                   |                                      |
|--|-----------------------------------|--------------------------------------|
| <b>Council Date:</b><br>October 11, 2022 | <b>Department:</b><br>Legislative | <b>Presented By:</b><br>City Manager |
|--|-----------------------------------|--------------------------------------|

**AGENDA ITEM:**

Discussion/Action: to approve an amendment to Section 1.03.031 of the Code of Ordinances removing the fixed time of 7:00 p.m. for City Council meetings.

**BACKGROUND:**

At the City Council meeting held on the September 27, 2022. City Council voted to change the meeting time to 6:00 pm and to amend the ordinance removing the meeting time.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

To move to approve an amendment to Section 1.03.031 of the Code of Ordinances removing the fixed time of 7:00 p.m. for City Council meetings.

**EXHIBITS:**

Proposed amended ordinance

|                         |                          |  |
|-------------------------|--------------------------|--|
| <b>ADDITIONAL INFO:</b> | <b>FINANCIAL INFO:</b>   |  |
|                         | <b>Cost</b>              |  |
|                         | <b>Source of Funding</b> |  |
|                         | General Fund             |  |
|                         |                          |  |



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

**AN ORDINANCE AMENDING SECTION 1.03.031 OF THE CITY OF WILLOW PARK CODE OF ORDINANCES TO REMOVE THE FIXED TIME FOR CONDUCTING REGULAR COUNCIL MEETINGS; PROVIDING A CUMULATIVE REPEALER CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 1.03.031 currently provides that the City Council of the City of Willow Park shall hold two (2) regular meetings each month at 7:00 p.m.; and

**WHEREAS**, the City Council desires to have the flexibility to change the time of the regular meetings as they determine from time to time; and

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

**Section 1:** Section 1.03.031 of the Code of Ordinances is hereby amended to provide that the regular meetings of the City Council shall be held at a time as determined by the City Council, such amendment to read in its entirety as follows:

**“Sec. 1.03.031 Time and place; rules of procedure**

The city council shall hold two (2) regular meetings each month and may hold as many special meetings as may be necessary to conduct city business. The first regular monthly meeting of the city council shall normally be held on the second (2nd) Tuesday of each month, at a time determined by the city council, in the municipal complex of the city. The second regular monthly meeting of the city council shall normally be held on the fourth (4<sup>th</sup>) Tuesday of each month, at a time determined by the city council, in the municipal complex of the city. The mayor or the city council shall retain the right to convene for only one (1) regular meeting in any month should they so desire or should circumstances so warrant. The mayor or the city council shall retain the right to change such regular monthly meeting dates in the event of a conflict with holiday schedules or other appropriate circumstances. The mayor, of his or her own motion, or on the application of three (3) councilmembers may call special meetings by notice to each member of the city council, the city secretary and the city attorney. Notice of all meetings shall be posted in accordance with the Texas Open Meeting Law. The procedure at all meetings of the city shall be in accordance with the provisions of the latest edition of Roberts Rules of Order.”

**Section 2:** The City Council of the City of Willow Park declares that any prior ordinance or any provision in any prior ordinance, as may be applicable, is hereby repealed to the extent that such ordinance or provision of an ordinance conflicts or contradicts the amendments and provisions enacted herein.

**Section 3:** It is hereby declared to be the intention of the City Council of the City of Willow Park that if any phrase, sentence, section, or paragraph of this Ordinance shall be declared unconstitutional or otherwise invalid by final judgment of a court of competent jurisdiction such unconstitutionality or invalidity shall not affect any of the remainder of this Ordinance since the same would have been enacted by the City Council without the incorporation of the unconstitutional or invalid phrase, sentence, section or paragraph.

**Section 4:** This Ordinance shall become effective after enactment as provided by State law.

**PASSED, APPROVED AND ADOPTED** on this the 11<sup>th</sup> day of October, 2022.

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
William P. Chesser

The Willow Park City Council is acting on Ordinance No. \_\_\_\_\_, did on the 11<sup>th</sup> day of October, 2022:

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



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

|  |                                   |                                      |
|--|-----------------------------------|--------------------------------------|
| <b>Council Date:</b><br>October 11, 2022 | <b>Department:</b><br>Legislative | <b>Presented By:</b><br>City Manager |
|--|-----------------------------------|--------------------------------------|

**AGENDA ITEM:**

Discussion/Action: to reschedule the Tuesday, November 8, 2022, Regular City Council meeting.

**BACKGROUND:**

At the City Council meeting held on the September 27, 2022, staff recommended moving the November 8, 2022, Regular City Council meeting as it is the same date as Election Day.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

To move to reschedule the November 8, 2022, Regular City Council meeting to November 15, 2022.

**EXHIBITS:**

Proposed amended ordinance

|                         |                          |  |
|-------------------------|--------------------------|--|
| <b>ADDITIONAL INFO:</b> | <b>FINANCIAL INFO:</b>   |  |
|                         | <b>Cost</b>              |  |
|                         | <b>Source of Funding</b> |  |
|                         | General Fund             |  |
|                         |                          |  |



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

|  |                             |                                      |
|--|-----------------------------|--------------------------------------|
| <b>Council Date:</b><br>October 11, 2022 | <b>Department:</b><br>Admin | <b>Presented By:</b><br>City Manager |
|--|-----------------------------|--------------------------------------|

**AGENDA ITEM: Discussion Only: Transition Plan for ESD Annexation**

**BACKGROUND:**

At the request of Council and the public, city staff, working with ESD #1 Chief Stephen Watson, developed the following transition points should the Annexation Vote be approved by the voters. Staff has developed the following transition points / objectives that will be codified into a binding, Interlocal Agreement that will approved by both the Willow Park City Council and the ESD #1 Board. The talking points are general in nature and should reflect a starting point of discussion, with both governing bodies having the final word before passage.

**PLEASE NOTE: THESE ARE NON-BINDING AND ARE SUBJECT TO APPROVAL OF THE CITY COUNCIL AND THE ESD #1 BOARD—UPON VOTER APPROVAL OF THE ESD ANNEXATION ON NOVEMBER 8, 2022.**

**THESE ARE FOR DISCUSSION ONLY. NO ACTION WILL BE TAKEN.**

Transition Deal Points:

1. ESD will guarantee employment of current WPPD Personnel.
2. ESD will lease the current Fire Station (attached to the Willow Park Public Safety Building (PSB); AND, will purchase the existing City Hall Property (516 Ranch House Road) for construction of a future Fire Station.
3. The City will lease the current Fire Station and the ESD will lease the current City Hall to the other respective entity at an agreed upon fair market rate. The lease for both entities will be a for 2 – 3 Year period, or until the City can construct a City Hall at a site to be determined.
4. The Sale of Real Property will be an agreed upon amount based off appraisals and supporting documentation.
5. ESD #1 will acquire all assets as needed for the operation of the fire service. With respect to the current Willow Park Fire Department Fleet, each entity will secure an appraisal on each vehicle, and then agree upon an amount for each vehicle based on the two appraisals.
6. ESD #1 will be required to have a ladder truck stationed in Willow Park.

- 7. The purchase of Station 2, located near the City of Willow Park Public Works Building, will be determined by ESD #1 to see if it is required for operations. If not purchased, the City of Willow Park has need for the building and will utilize it. However, fire service operations are the priority with this facility.
- 8. Upon the transition of personnel from the City to the ESD (See Dates below), the City will pay the ESD for fire services. It is anticipated it will be for Q3 and Q4 of the current fiscal year.
- 9. The Interlocal Agreement will be completed by April 1, 2023. This is also the transition date for fire personnel to go from the City of Willow Park to ESD #1. All talking points and action items will be concluded on or before September 30, 2023—the end of the fiscal year for both entities.

**NO MOTION OR ACTION IS TO BE TAKEN.**

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

**EXHIBITS:**

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