



**City of Willow Park
City Council
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, January 25, 2022 at 7:00 p.m.**

Call to Order and the roll of elected and appointed officers will be taken.

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.

- A. Approve City Council Meeting Minutes – Regular Meetings on December 14, 2021 and January 11, 2022.

Regular Agenda Items

1. Discussion/ Action: to consider and act on the annual Racial Profiling Report.
2. Discussion/Action: update on Municipal Court.
3. Discussion/Action: to approve a resolution appointing a Capital Improvement Advisory Committee and appointing an ETJ Representative.
4. Discussion/Action: to adopt an amendment to Ordinance No. 848-22 Ordering the 2022 General Election.

5. Discussion/ Action: to consider any future agenda items.

Reports

- Public Works Director
 - 2021 Water Production and Average Daily Usage
- City Engineer
 - Fort Worth Water Update
- Planning and Development Director
- Fire Department

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.

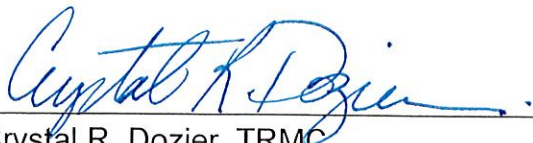
Informational

- A. Mayor & Council Member Comments
- B. City Manager's Comments

Adjournment

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: January 21, 2022 at 3:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.



Crystal R. Dozier, TRMC
City Secretary



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



**City of Willow Park
City Council
Regular Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, December 14, 2021 at 7:00 p.m.**

Call to Order

Mayor Doyle Moss called the meeting to order at 7:00 P.M.

Present:

Mayor Doyle Moss
Councilmember Eric Contreras
Councilmember Tyler VanSant
Councilmember Greg Runnebaum
Mayor Pro Tem Lea Young
Councilmember Nathan Crummel

Staff Present:

City Manager Bryan Grimes
City Attorney Pat Chesser
City Secretary Crystal Dozier

Invocation & Pledge of Allegiance

Mike Patterson with the Willow Park Baptist Church gave the invocation followed by the pledge of allegiance.

Presentation

Rose Hoffman, Communications and Marketing Director presented a \$3,000 check to Parker Paws.

Public Comments (Limited to three minutes per person)

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

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

There were no public comments.

Consent Agenda

- A. Approve City Council Meeting Minutes – Regular Meeting on November 9, 2021.

A motion was made by Councilman Contreras to approve the City Council Meeting Minutes of the Regular Meeting on November 9, 2021 and Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.

Regular Agenda Items

1. Discussion/Action: to consider all matters incident and related to the issuance and sale of “City of Willow Park, Texas, Combination Tax and Waterworks and Sewer System Revenue Certificates of Obligation, Series 2022” including the adoption of an ordinance authorizing the issuance of such certificates in the amount not to exceed \$5,775,000 to finance the costs of paying contractual obligations to be incurred for (i) acquiring, constructing, improving and maintaining streets, thoroughfares, bridges, alleyways and sidewalks within the City, including related storm drainage improvements, traffic signalization and signage, streetscaping and median improvements, and utility relocations and the acquisition of rights of way therefor, (ii) constructing, acquiring, purchasing, renovating, enlarging, and equipping park facilities and the acquisition of rights of way therefor, and (iii) professional services rendered in relation to such projects and the financing thereof.

A motion was made by Councilman Young to adopt an ordinance to consider all matters incident and related to the issuance and sale of “City of Willow Park, Texas, Combination Tax and Waterworks and Sewer System Revenue Certificates of Obligation, Series 2022” including the adoption of an ordinance authorizing the issuance of such certificates in the amount not to exceed \$5,775,000 to finance the costs of paying contractual obligations to be incurred for (i) acquiring, constructing, improving and maintaining streets, thoroughfares, bridges, alleyways and sidewalks within the City, including related storm drainage improvements, traffic signalization and signage, streetscaping and median improvements, and utility relocations and the acquisition of rights of way therefor, (ii) constructing, acquiring, purchasing, renovating, enlarging, and equipping park facilities and the acquisition of rights of way therefor, and (iii) professional services rendered in relation to such

projects and the financing thereof. Councilman VanSant seconded the motion. The vote to approve the motion was unanimous.

2. Discussion/Action: to approve a resolution authorizing professional service provider(s) selection for the American Rescue Plan Act.

A motion was made by Councilman Contreras to approve a resolution authorizing professional service provider(s) selection for the American Rescue Plan Act and Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.

3. Discussion/Action: to consider amending the water and wastewater utility fee schedule to reflect the new Fort Worth impact fees collection rates.

A motion was made by Councilman VanSant to consider amending the water and wastewater utility fee schedule to reflect the new Fort Worth impact fees collection rates. Councilman Young seconded the motion. The vote to approve the motion was unanimous.

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

A motion was made by Councilman Contreras to approve a resolution appointing City Manager, Bryan Grimes as the voting member and Public Works Director, Michelle Guelker as alternate to the Wholesale Water and Wastewater Customer Advisory Committee. Councilman Crummel seconded the motion. The vote to approve the motion was unanimous.

5. Discussion/Action: to consider a Final Plat Lot 1R4, Block A, and Lot 1, Block B, Crown Bluff Addition, being a Replat of Lot 1R2 and Lot 1R3, Block A, Crown Bluff Addition and 7.591 acres, David Addington Survey, Abstract No. 21, City of Willow Park, Parker County, Texas, located in the 4400 Block of IH-20 Service Road and Clear Fork Circle.

A motion was made by Councilman Contreras to approve a Final Plat Lot 1R4, Block A, and Lot 1, Block B, Crown Bluff Addition, being a Replat of Lot 1R2 and Lot 1R3, Block A, Crown Bluff Addition and 7.591 acres, David Addington Survey, Abstract No. 21, City of Willow Park, Parker County, Texas, located in the 4400 Block of IH-20 Service Road and Clear Fork Circle. Councilman VanSant seconded the motion. The vote to approve the motion was unanimous.

6. Discussion/Action: to authorize the Mayor's signature on a Chapter 380 Agreement between the City and Unco.

A motion was made by Councilman VanSant to authorize the Mayor's signature on a Chapter 380 Agreement between the City and Unco and Councilman Contreras seconded the motion. The vote to approve the motion was unanimous.

7. Discussion/ Action: to consider any future agenda items.

City discussed and considered adding street maintenance fees to a future agenda.

Reports

Michelle Guelker, Public Works Director gave a brief summary of the following:

Emergency Preparedness

- Installed heat trace and wrapped all wells and exposed piping at each well site.
- Anti-gelling agent has been added to diesel in generators and other emergency equipment.
- All generators, on site and portable, have been inspected and are run on a weekly basis.
- Purchased additional load of sand and have salt remaining from last year to put on roads during icy conditions.
- Generators on order for locations deemed critical that do not currently have on-site generators.

Water Line Replacement

- Working with Derek Turner to develop a water line replacement program and identify areas most in need.
- Small sections of Willow Park where the line may be undersized or in general, needs replacement due to age.
- Project cost of \$100,000 to \$150,000.
- Currently area of focus is streets south of City Hall to the North Service Road and Willow Springs and Willow Springs Oak area.

Water Meters and Customer Portal

- All residential and most of smaller commercial meters have been installed.
- Plan is in place to change out the larger meters during the next year and as meters become available.
- Customer Portal is set to go live January 4.

Derek Turner, City Engineer gave a brief summary of the following:

Drainage Update

- CIP data shows \$3.78 M for total improvements
- Approximately \$1.8 M for main projects

- 2-3 Months to prepare a bond package
- 6 months of drainage fee income at that point
- Schedule per Attached

Fort Worth Water

- Tank foundation 98% complete
- Erection and subsurface piping should start shortly after the first of the year
- The project appears to be on schedule

Rose Hoffman, Communications and Marketing Director gave a brief summary on the report regarding the number of notices for the drainage fees.

Betty Chew, Planning and Development Director gave a brief summary of the following:

Ambulatory Surgery Center @ 125 Mary Lou Dr.

- Revised Civil Plans awaiting review
- Pre-Construction Meeting to be scheduled Jan/Feb per ASC Engineering firm

Medical Office Building @ 110 Mary Lou Dr.

- Civil Plans Approved
- Pre-Construction Meeting done 12/02/21
- Awaiting Performance & Maintenance Bonds
- Construction Plans under review as of 11/22/21

G.I. Alliance (Endoscopic Center) @ 130 Jimma Dr.

- Civil Work complete
- Building Permit issued 9/22/21
- Ready for construction as of 11/18/21

Willow Park RV Storage @ Lot 1R2 & 1R3, Crown Bluff Add'n (4450 E. I-20)

- Final Plat combining lots to create 1R4, Block A & Lot 1, Block B
 - P&Z approved 11/16/21
 - To be presented to City Council for approval on 12/14/21
- Civil Plans have been reviewed; Public Safety issue being addressed
- Pre-Construction Meeting expected w/c 12/06/21 upon resolution of Civil issue

The District @ 460 Shops Blvd. (Core & Shell only)

- Civil Plans reviewed & approved
 - Will not be released until Final Plat is approved (replat req'd)
- Replat required
 - To be presented to P&Z in January 2022

- To be presented to City Council in February 2022 pending P&Z approval
- Once Replat approved, may proceed with Pre-Construction Meeting

Canvas at Willow Park @ Meadow Place & Kings Gate (110 townhomes)

- Preliminary virtual meeting with GC on 11/18/21
- Plat approved
- Civil Plans approved
- Awaiting Construction plans

Trinity Christian Academy Athletic Complex @ 7700 E. Bankhead Hwy

- Street connections still to be completed
- Eastern driveway to be set

Extra Space Storage @ 4600 E. I-20

- Currently at Dry-In stage (exterior walls) of construction

Forney Fence @ 4910 E. I-20

- Construction Permit issued
- Currently at Framing stage of construction

Willow Crossing Townhomes @ 402 - 538 Willow Crossing E.

- (Pods A-H)
- Currently at Framing stage of construction

The Preserves @ 149 Mary Lou

- Currently at Final stage (punch list) of construction
- Final inspection has not yet been done
- Certificate of Occupancy has not yet been issued

MK Office Building @ 151 JD Towles (3,332 sq. ft. office building)

- Currently at HVAC phase

First Texas Bank @ 100 Willow Bend

- Certificate of Occupancy issued 11/29/21 on 3rd Floor North
- Certificate of Occupancy previously released on Floors 1&2

Executive Session

Mayor Moss recessed into Executive Session at 8:04 P.M.

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.

A. Section 551.074 Personnel Matters; City Manager Review

RECONVENE

Mayor Moss reconvened into Open Session at 8:38 P.M.

A motion was made by Councilman VanSant to approve an amended City Manager Agreement with City Manager Bryan Grimes that will provide:

the term of the Agreement will continue through December 1, 2023; a 4 percent pay raise for Mr. Grimes over his current compensation; and an amended severance amount and benefits from 6 months to 8 months that will increase 1 month for each year served by Mr. Grimes from this day forward, such severance to be capped at 12 months. Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.

Informational

A. Mayor & Council Member Comments

Mayor Moss wished everyone a Merry Christmas and thanked staff for all of their hard work.

Councilman Crummel recommended city staff progressively communicate with the public as the city begins to grow.

B. City Manager's Comments

City Manager Bryan Grimes thanked staff for doing a great job and wished them a merry Christmas.

Adjournment

Councilman Young moved to adjourn the meeting. Councilman VanSant

seconded the motion. The vote to approve the motion as unanimous.

Mayor Moss adjourned the meeting at 8:41 P.M.

These minutes were approved on the 25th of January, 2022.

APPROVED:

Doyle Moss, Mayor

ATTEST:

Crystal R. Dozier, TRMC, City Secretary

DRAFT



**City of Willow Park
City Council
Regular Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, January 11, 2022 at 7:00 p.m.**

Call to Order

Mayor Doyle Moss called the meeting to order at 7:00 P.M.

Present:

Mayor Doyle Moss
Councilmember Eric Contreras
Councilmember Tyler VanSant
Councilmember Greg Runnebaum
Mayor Pro Tem Lea Young
Councilmember Nathan Crummel

Absent: City Secretary Crystal Dozier

Staff Present:

City Manager Bryan Grimes
City Attorney Pat Chesser
Planning & Development Director Toni Fisher

Invocation & Pledge of Allegiance

Pastor John Sherman with Trinity Bible Church gave the invocation followed by the pledge of allegiance.

Public Comments (Limited to three minutes per person)

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

Allison Bedor spoke before the council to introduce herself as a candidate running for Justice of the Peace Precinct 4.

Marc Povero spoke before the council to introduce himself as a candidate running for Parker County Sherriff.

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.

- A. Approve City Council Meeting Minutes – Regular Meeting on December 14, 2021.

No action taken.

Regular Agenda Items

1. Discussion/Action: AN ORDINANCE CORRECTING ORDINANCE NUMBER 803-19 TO 803-19A WHICH ESTABLISHED A PARKS AND RECREATION ADVISORY BOARD CHAPTER 1, GENERAL PROVISIONS; ARTICLE 1.05 BOARDS, COMMISSIONS AND COMMITTEES; DIVISION 2: PARKS AND RECREATION ADVISORY BOARD.

A motion was made by Councilman Young to adopt AN ORDINANCE CORRECTING ORDINANCE NUMBER 803-19 TO 803-19A WHICH ESTABLISHED A PARKS AND RECREATION ADVISORY BOARD CHAPTER 1, GENERAL PROVISIONS; ARTICLE 1.05 BOARDS, COMMISSIONS AND COMMITTEES; DIVISION 2: PARKS AND RECREATION ADVISORY BOARD. Councilman Contreras seconded the motion. The vote to approve the motion was unanimous.

2. Discussion/Action: TO ADOPT AN ORDINANCE AMENDING ORDINANCE 803-19A, CHAPTER 1, GENERAL PROVISIONS; ARTICLE 1.05 BOARDS, COMMISSIONS AND COMMITTEES; DIVISION 2: PARKS AND RECREATION ADVISORY BOARD; SECTIONS 1.05.032(a), (b) AND (c) OF THE CITY OF WILLOW PARK CODE OF ORDINANCES TO PROVIDE FOR CHANGES TO THE MEMBERSHIP TERMS OF THE PARKS AND RECREATION ADVISORY BOARD AND ADDING PLACES; AND PROVIDING AN EFFECTIVE DATE.

A motion was made by Councilman Young to adopt AN ORDINANCE AMENDING ORDINANCE 803-19A, CHAPTER 1, GENERAL PROVISIONS; ARTICLE 1.05

BOARDS, COMMISSIONS AND COMMITTEES; DIVISION 2: PARKS AND RECREATION ADVISORY BOARD; SECTIONS 1.05.032(a), (b) AND (c) OF THE CITY OF WILLOW PARK CODE OF ORDINANCES TO PROVIDE FOR CHANGES TO THE MEMBERSHIP TERMS OF THE PARKS AND RECREATION ADVISORY BOARD AND ADDING PLACES; AND PROVIDING AN EFFECTIVE DATE. Councilman VanSant seconded the motion. The vote to approve the motion was unanimous.

3. Discussion/Action: consider and appoint Parks Board Members for Place Numbers 2, 4, and 6.

A motion was made by Councilman Young to appoint Cory Tucker to Place 2; Ever Gomez to Place 4; and Cynthia White to Place 6 to the Parks Board. Councilman Contreras seconded the motion. The vote to approve the motion was unanimous.

4. Discussion/Action: to consider approving a contract between Parker County and the City of Willow Park for the 2022 General Election.

A motion was made by Councilman Contreras to approve a contract between Parker County and the City of Willow Park for the 2022 General Election and Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.

5. Discussion/Action: To consider and act on an ordinance to order the May 7, 2022 General Election

A motion was made by Councilman Contreras to adopt AN ORDINANCE ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 7, 2022 FOR THE PURPOSE OF ELECTING, COUNCILMEMBER FOR PLACE NO. 3, A COUNCILMEMBER FOR PLACE NO. 4, AND A COUNCILMEMBER FOR PLACE NO. 5; DESIGNATING A POLLING PLACE, WITHIN THE MUNICIPAL LIMITS; APPOINTING A PRESIDING ELECTION JUDGE AND ALTERNATE PRESIDING ELECTION JUDGE; ESTABLISHING OTHER PROCEDURES FOR THE CONDUCT OF THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION OF NOTICE; AND PROVIDING FOR AN EFFECTIVE DATE. Councilman VanSant seconded the motion. The vote to approve the motion was unanimous.

6. Discussion/Action: City Hall update.

City Manager Bryan Grimes gave a brief update on potential interim city hall renovations. He also reported that the Municipal Court Department was moved over to the Public Safety Building.

7. Discussion/ Action: to consider any future agenda items.

The following are considered as future agenda items:

Water/Wastewater Rate Fee Study

Street Maintenance Fees

1 Quarter Financial Report

Fort Worth Water Update

Appointments to Boards and Commissions

Business Development Update

Executive Session

Mayor Moss recessed into Executive Session at 7:29 P.M.

- a. discussing the purchase, exchange, lease, or value of real property, § 551.072

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

Mayor Moss reconvened into Open Session at 8:10 P.M.

No action taken.

Informational

- A. Mayor & Council Member Comments
- B. City Manager's Comments

Adjournment

Councilman Runnebaum moved to adjourn the meeting. Councilman VanSant seconded the motion. The vote to approve the motion as unanimous.

Mayor Moss adjourned the meeting at 8:12 P.M.

These minutes were approved on the 25th of January, 2022.

APPROVED:

Doyle Moss, Mayor

ATTEST:

Crystal R. Dozier, TRMC, City Secretary

DRAFT



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 25, 2022	Department: Police	Presented By: Captain Daniel Franklin
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AGENDA ITEM:
2020 Racial Profiling Report

The Texas Code of Criminal Procedure requires that the Chief Administrator of the law enforcement agency submit an annual report to the Texas Commission on Law Enforcement (TCOLE) and to the Governing body of the municipality.

STAFF/BOARD/COMMISSION RECOMMENDATION:
No action is required

EXHIBITS: Racial Profiling Report

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



The City of Willow Park Police Department

Carrie West
Chief of Police

January 14, 2022

Honorable Mayor Doyle Moss
Members of the Willow Park City Council
516 Ranch House Road
Willow Park, Texas 76087

Honorable Mayor and Members of Council,

Each year, prior to March 1, the Chief Administrator of a law enforcement agency is required to submit a written report to the governing body and the Texas Commission on Law Enforcement. The following document is a compilation and analysis of data regarding motor vehicle stops as required by the Texas Code of Criminal Procedure. The data in this report has been reviewed and analyzed, and the Willow Park Police Department is in compliance with all applicable State requirements.

This report meets all requirements as outlined in the Texas Code of Criminal Procedure. The Willow Park Police Department's annual Racial Profiling Report has also been submitted to and accepted by the Texas Commission on Law Enforcement.

In addition, the law enforcement agency is required to have a written policy that prohibits racial profiling. The Willow Park Police Department policy is also included and meets the requirements of the State of Texas and the Texas Police Chiefs Association Best Practices.

Should you have any questions or require clarification on any of the information presented in this report, please do not hesitate to contact me at 817-441-9747.

Respectfully,

A handwritten signature in black ink that reads "Carrie West".

Carrie L. West
Chief of Police



Willow Park
Police
Department
Racial Profiling
Report

2021

January 11, 2022

Contents

Texas Code of Criminal Procedure.....	3
Article 2.131-2.132.....	3
Art. 2.131. Racial Profiling Prohibited.....	4
Texas Code of Criminal Procedure.....	7
Article 2.133-2.136.....	7
Art. 2.133. Reports Required for Motor Vehicle Stops.....	8
Art. 2.134. Compilation and Analysis of Information Collected.....	10
Willow Park Police Department.....	12
2020 Data Compilation.....	21
Total by Raw Number.....	21
Total by Percentage.....	21
Graphical Analysis.....	22
Complaints Made.....	24
Conclusion.....	24
Racial Profiling Report Full.....	Error! Bookmark not defined.

Article 2.131-2.132

- Prohibits racial profiling by police officers
- Requires implementation of a process by which complaints may be made for racial profiling
- Requires collection of data related to motor vehicle stops resulting in citations and/or arrests:
 - Race of the individual
 - Whether a search was conducted
 - Whether the search was consensual
 - Whether the officer knew the race of the individual being stopped prior to the stop
 - Whether the peace officer used physical force that resulted in bodily injury
- Requires the Chief of Police to submit an annual report to the Texas Commission on Law Enforcement (TCOLE) and the Willow Park City Council

Art. 2.131. Racial Profiling Prohibited.

A peace officer may not engage in racial profiling.

Added by Acts 2001, 77th Leg., Ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING.

(a) In this article:

(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make motor vehicle stops in the routine performance of the officers' official duties.

(2) "Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.

(3) "Race or ethnicity" means of a particular descent, including Alaska native or American Indian, Asian or Pacific Islander, black, white, and Hispanic or Latino.

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

(1) clearly define acts constituting racial profiling;

(2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;

(3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;

(4) provide public education relating to the agency's compliment and complaint process, including providing the telephone number, mailing address, and e-mail address to make a compliment or complaint with respect to each ticket, citation, or warning issued by a peace officer;

(5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;

(6) require collection of information relating to motor vehicle stops in which a ticket, citation, or warning is issued and to arrests made as a result of those stops, including information relating to:

(A) the race or ethnicity of the individual detained;

(B) whether a search was conducted and, if so, whether the individual detained consented to the search; and

(C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;

(D) whether the peace officer used physical force that resulted in bodily injury, as that term is defined by section 1.07 Penal Code, during the stop;

(E) the location of the stop; and

(F) the reason for the stop; and

(7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:

(A) the Texas Commission on Law Enforcement; and

(B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

(c) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make motor vehicle stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle stops. The agency shall also examine the feasibility of equipping each peace officer who regularly detains or stops motor vehicles with a body worn camera, as that term is defined by section 1701.651, Occupation Code. If a law enforcement agency installs video or audio equipment as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(f) On the commencement of an investigation by a law enforcement agency of a complaint described by Subsection (b)(3) in which a video or audio recording of the occurrence on which the complaint is based was made, the agency shall promptly provide a copy of the recording to the peace officer who is the subject of the complaint on written request by the officer.

(g) On a finding by the Texas Commission on Law Enforcement that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b)(7), the commission shall begin disciplinary procedures against the chief administrator.

(H) a law enforcement agency shall review the data collected under Subsection (b) (6) to identify any improvements the agency could make in its practices and policies regarding motor vehicle stops.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2009, 81st Leg., R.S., Ch. 1172, (H.B. 3389) , Sec. 25, eff. September 1, 2009.

Acts 2013, 83rd Leg., R.S., Ch. 93 (S.B. 686), Sec. 2.05, eff. May 18, 2013

Acts 2017, 85th Leg., R.S., Ch. 173 (H.B. 3051), Sec. 1, eff, September 1, 2017

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.01, eff, September 1, 2017

Article 2.133-2.136

- Requires law enforcement agencies to submit a yearly report of the information collected to the governing body of the municipality
- Reports required for motor vehicle stops
- Compilation of data
- Analysis of data is required

Art. 2.133. Reports Required for Motor Vehicle Stops

- (a) In this article, "race or ethnicity" has the meaning assigned by Article 2.132(a).
- (b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance shall report to the law enforcement agency that employs the officer information relating to the stop, including:
 - (1) a physical description of any person operating the motor vehicle who is detained as a result of the stop, including:
 - (A) the person's gender; and
 - (B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;
 - (2) the initial reason for the stop;
 - (3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;
 - (4) whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;
 - (5) the reason for the search, including whether:
 - (A) any contraband or other evidence was in plain view;
 - (B) any probable cause or reasonable suspicion existed to perform the search; or
 - (C) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle;
 - (6) whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;
 - (7) the street address or approximate location of the stop; and
 - (8) whether the officer issued a verbal or written warning or a ticket or a citation as a result of the stop; and
 - (9) whether the officer used physical force that resulted in bodily injury, as that term is defined by section 1.07 Penal Code, during the stop;

(c) The chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is responsible for auditing reports under Subsection (b) to ensure that the race or ethnicity of the person operating the motor vehicle is being reported.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2009, 81st Leg., R.S., Ch. 1172, Sec. 26, eff. September 1, 2009.

Acts 2017, 85st Leg., R.S., Ch. 950, (S.B. 1849) , Sec. 5.05, eff. September 1, 2017

Art. 2.134. Compilation and Analysis of Information Collected.

(a) In this article:

(1) "Motor vehicle stop" has the meaning assigned by Article 2.132(a).

(2) "Race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A law enforcement agency shall compile and analyze the information contained in each report received by the agency under Article 2.133. Not later than March 1 of each year, each law enforcement agency shall submit a report containing the incident-based data compiled during the previous calendar year to the Texas Commission on Law Enforcement and, if the law enforcement agency is a local law enforcement agency, to the governing body of each county or municipality served by the agency.

(c) A report required under Subsection (b) must be submitted by the chief administrator of the law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, and must include:

(1) a comparative analysis of the information compiled under Article 2.133 to:

(A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities; and

(B) examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction; and

(C) evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches; and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

(d) A report required under Subsection (b) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the reporting of information required under Article 2.133(b)(1).

(e) The Texas Commission on Law Enforcement, in accordance with Section 1701.162, Occupations Code, shall develop guidelines for compiling and reporting information as required by this article.

(f) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(g) On a finding by the Texas Commission on Law Enforcement that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b), the commission shall begin disciplinary procedures against the chief administrator.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. 3389), Sec. 27, eff. September 1, 2009.

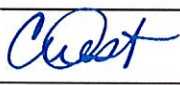
Acts 2013, 83rd Leg., R.S., Ch. 93 (S.B. 686), Sec. 2.06, eff. May 18, 2013.

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849) , Sec. 5.03, eff. September 1, 2017

Willow Park Police Department

General Orders 5300 Bias Based Policing

- Policy effective January 2020
- Establishes policy
- States purpose
- Prohibits discriminatory practices
- Establishes complaint process
- Establishes disciplinary actions
- Establishes guidelines for data collection

WILLOW PARK POLICE DEPARTMENT		GENERAL ORDERS	
SUBJECT: RACIAL PROFILING		NUMBER: 5300	
EFFECTIVE DATE: 06/04/2020		REVIEW DATE: 06/04/2021	
AMENDS/SUPERSEDES: This policy supersedes all previous policies.		APPROVED: 	
		Chief of Police	
BEST PRACTICE STANDARDS: 2.01			

NOTE: This General Order is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this General Order, if proven, can only form the basis of a complaint by this Department and only in a non-judicial, administrative setting.

INDEX WORDS:

Audio and Video Recording
Collection of Information
Complaint
Ethnicity
Race

Racial Profiling
Reporting
Review
Training

I. PURPOSE

- A. The purpose of this order is to reaffirm the City of Willow Park Police Department's commitment to unbiased policing in all its encounters with any person; to reinforce procedures that serve to ensure public confidence and mutual trust through the provision of services in a fair and equitable fashion; and to protect our officers from unwarranted accusations of misconduct when they act within the dictates of departmental policy and the law.

II. POLICY

- A. It is the policy of this department to police in a proactive manner and to aggressively investigate suspected violations of the law. Officers shall actively enforce local, state and federal laws in a responsible and professional manner without regard to race, ethnicity, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group. Officers are strictly prohibited from engaging in racial profiling as defined in this policy. Racial profiling is an unacceptable police tactic and will not be condoned.
- B. This General Order is adopted in compliance with the requirements of Articles 2.131 through 2.136, Texas Code of Criminal Procedure, which prohibits Texas peace officers from engaging in racial profiling.

III. DEFINITIONS

- A. Racial Profiling - a law enforcement-initiated action based on an individual's race, ethnicity, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity. Racial profiling pertains to persons who are viewed as suspects or potential suspects of criminal behavior. The term is not relevant as it pertains to witnesses, complainants, persons needing assistance, or other citizen contacts.
- B. Race or Ethnicity - persons of a particular descent, including Alaska native or American Indian, Asian or Pacific Islander, Black, White, and Hispanic or Latino.
- C. Acts Constituting Racial Profiling - acts initiating law enforcement action, such as a traffic stop, a detention, a search, issuance of a citation, or an arrest based solely upon an individual's race, ethnicity, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group rather than upon the individual's behavior, information identifying the individual as having possibly engaged in criminal activity, or other lawful reasons for the law enforcement action.
- D. Motor Vehicle Stop – means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.

IV. PROHIBITION

- A. Officers of the Willow Park Police Department are strictly prohibited from engaging in racial profiling. The prohibition against racial profiling does not preclude the use of race, ethnicity or national origin as factors in a detention decision by an officer. Race, ethnicity or national origin may be legitimate factors in such a decision when used as part of a description of a suspect or witness for whom an officer is searching.

V. COMPLAINT PROCESS

- A. No person shall be discouraged, intimidated or coerced from filing a complaint, or be discriminated against because they have filed a complaint.
- B. Any person who believes that a peace officer employed by the Willow Park Police Department has engaged in racial profiling with respect to that person, may file a complaint in accordance with the provisions of General Order 300, Discipline/Complaints against Police Personnel.
 - 1. An employee who is contacted regarding a complaint against an officer shall follow the procedures set forth in General Order 300, Section X. Investigation of Externally Originated Complaints.
 - 2. Citizens who appear in person wishing to file a complaint shall be provided with a departmental brochure, "How to File a Complaint." Brochures are maintained in the Willow Park Police Department lobby, and at Willow Park City Hall. Citizens may also be directed to the Departmental website to file a complaint.
- C. Any supervisor who becomes aware of an alleged or suspected violation of this General Order shall report the alleged violation in accordance with General Order 300, Discipline, Section XI. Investigation of Internally Originated Complaints.

- D. Complaints of racial profiling shall be classified as a Level I complaint and shall be investigated by the Office of the Chief of Police, unless otherwise directed by the Chief of Police. A log of all Racial Profiling Complaints will be maintained by the Office of the Chief of Police.

VI. DISCIPLINARY AND CORRECTIVE ACTIONS

- A. Any officer of this Department who is found, after investigation, to have engaged in racial profiling in violation of this General Order may be subject to disciplinary action, up to and including termination. Disciplinary or corrective actions may include diversity, sensitivity or other appropriate training or counseling, as determined by the Chief of Police.

VII. PUBLIC EDUCATION

- A. This Department shall provide education to the public concerning the racial profiling complaint process. The primary method of public education shall be through a brochure, "How to File a Complaint" which are maintained in the lobby of the Willow Park Police Department, and at the Willow Park City Hall. These brochures are available in both English and Spanish versions. Other education methods may be utilized to inform the public, including news media, civic presentations, the Internet, and/or public meetings.

VIII. COLLECTION OF INFORMATION AND ANNUAL REPORT WHEN CITATION ISSUED OR ARREST MADE

- A. For each motor vehicle stop in which a citation or warning is issued and for each arrest resulting from a motor vehicle stop, an officer involved in the stop shall collect the following information:
 - 1. Information identifying the gender of the individual detained
 - a. Female
 - b. Male
 - 2. Information identifying the race or ethnicity of the individual detained. The following codes will be used to identify the individual's race:

A = Asian
B = Black
H = Hispanic/Latino
I = Alaska Native/American Indian
W = White

(Note: Officers may not ask the individual to identify their race.)

- 3. Whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
- 4. Reason for the stop
 - a. Violation of law
 - b. Preexisting knowledge

- c. Moving traffic violation
 - d. Vehicle traffic violation
5. Street Address or approximate location of the stop
 - a. City Street
 - b. U.S. Highway
 - c. County Road
 - d. State Highway
 - e. Private Property or other
 6. Was a search conducted?
 7. Reason for the search
 - a. Consent
 - b. Contraband in plain view
 - c. Probable cause
 - d. Inventory
 - e. Incident to arrest
 8. Was contraband discovered?
 - a. Yes
 - b. No
 9. Description of contraband
 - a. Drugs
 - b. Currency
 - c. Weapons
 - d. Alcohol
 - e. Stolen Property
 - f. Other
 10. Result of the stop
 - a. Verbal warning
 - b. Written warning
 - c. Citation
 - d. Written warning and arrest
 - e. Citation and arrest
 - f. Arrest
 11. What was the arrest based on?
 - a. Violation of Penal Code
 - b. Violation of Traffic Law
 - c. Violation of City Ordinance
 - d. Outstanding Warrant
 12. Whether the peace officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop; and

- B. The information collected shall be entered in to the Racial Profiling module in the Cardinal ticket writing program by the officer in a timely manner. All stops requiring Racial Profiling data collection must be entered.
- C. The Captain shall ensure all Racial Profiling Data is collected and reported to the Chief of Police. The data collected shall be compiled in an annual report covering the period January 1 through December 31 of each year and shall be submitted to the governing body of the City of Willow Park no later than March 1 of the following year. The report will include:
 - 1. A breakdown of citations by race or ethnicity;
 - 2. Number of citations that resulted in a search;
 - 3. Number of searches that were consensual;
 - 4. Number of citations that resulted in custodial arrest; and
 - 5. Public education efforts concerning the racial profiling complaint process.
- D. The annual report shall not include identifying information about any individual stopped or arrested and shall not include identifying information about any peace officer involved in a stop or arrest.
- E. Racial Profiling Data will also be reported to the Texas Commission on Law Enforcement (TCOLE) by March 1 of each year, following the Commission's prescribed format.

IX. AUDIO AND VIDEO EQUIPMENT

- A. Each motor vehicle regularly used by this department to make motor vehicle stops shall be equipped with a mobile video camera system capable of recording video and audio, and each motorcycle regularly used by this department to make motor vehicle stops shall be equipped with audio recording equipment.
- B. Each motor vehicle stop made by an officer of this department capable of being recorded by video and audio, or by audio only for motorcycles, shall be recorded.
- C. Supervisors and Officers shall ensure that mobile video camera equipment, and/or audio equipment, is properly functioning prior to commencing their tour of duty. Police units with malfunctioning or inoperable mobile video camera equipment shall not be utilized under normal circumstances.
- D. Supervisors shall have the authority to assign units with malfunctioning or inoperable mobile video equipment when situations dictate. Officers assigned to such units shall collect and document the information listed below for each motor vehicle stop. All documentation must be submitted to the officer's supervisor prior to ending that tour of duty. Documentation shall include but is not limited to Field Interview Forms, Traffic Citations and Warning Tickets.
 - 1. A physical description of any person operating the motor vehicle, who is detained as a result of the stop, including:

- a. the person's gender; and
- b. the person's race or ethnicity, as stated by the person, or if the person does not state, the person's race or ethnicity, as determined by the officer to the best of his or her ability. Officers will not ask the individual to identify their race or ethnicity;
2. Whether the officer knew the race or ethnicity of the individual detained before detaining that individual;
3. The initial reason for the stop;
4. Whether the officer conducted a search as a result of the stop, and, if so, whether or not the person detained consented to the search;
5. Whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;
6. The reason for the search, including whether:
 - a. Any contraband or other evidence was in plain view;
 - b. Any probable cause or reasonable suspicion existed to perform the search; or
 - c. The search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle
7. Whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of Penal Code, a violation of traffic law or ordinance or an outstanding warrant and a statement of the offense charged.
8. The street address or approximate location of the stop;
9. Whether the officer issued a citation or a written warning as a result of the stop; and
10. Whether the person contacted is a resident or non-resident of the City of Willow Park. This shall be reflected on each citation issued, using an (R) for residents or an (NR) for non-resident.

X. REVIEW OF VIDEO AND AUDIO DOCUMENTATION

- A. Each audio and video recording shall be retained for a minimum period of one hundred-twenty (120) days, unless a complaint is filed alleging that an officer has engaged in racial profiling with respect to a motor vehicle stop. The Captain shall ensure that all audio and video recordings are properly stored and retained in accordance with applicable laws and this General Order.
- B. If a complaint is received alleging that an officer has engaged in racial profiling, the audio / video recording shall be forwarded to the Office of the Chief of Police who shall retain the video until final disposition of the complaint has been made.

- C. The Captain or his designee shall review a randomly selected sampling of at least three video and audio recordings, made recently by officers employed by the Department, in order to determine if patterns of racial profiling exist. These reviews shall be conducted monthly and documented on the appropriate form (WPPD-013).
1. Written documentation shall include:
 - a. the names of the officers whose stops were reviewed;
 - b. the date(s) of the videos reviewed;
 - c. the date the actual review was conducted; and
 - d. the name of the person conducting the review.
 2. The Captain shall forward the required documentation to the Office of the Chief of Police.
 3. The Captain shall maintain a file of all video review documentation performed, in compliance with this General Order.
- D. In reviewing audio and video recordings, the Captain or his designee, shall seek to determine if the officer(s) reviewed have engaged in a pattern of racial profiling, that includes multiple acts constituting racial profiling for which there is no reasonable, credible explanation based on established police and law enforcement procedures.

XI. TRAINING

- A. Each peace officer employed by the department shall complete the comprehensive education and training program on racial profiling established by the Texas Commission on Law Enforcement (TCOLE) not later than the second anniversary of the date the officer was licensed, or the date the officer applies for an intermediate proficiency certificate, whichever date is earlier. A person who on September 1, 2001, held a TCOLE intermediate proficiency certificate, or who had held a peace officer license issued by TCOLE for at least two years, shall complete a TCOLE training and education program on racial profiling not later than September 1, 2003.

The Chief of Police shall, in completing the training required by Section 96.641, Texas Education Code, complete the program on racial profiling established by the Bill Blackwood Law Enforcement Management Institute of Texas (LEMIT), not later than September 1, 2003.

XII. EFFECTIVE DATE

- A. Any previous directive, rule, order or regulation that pertains to this subject matter and its amendments shall remain in full force and effect for any violation(s) which occur prior to the effective date of this General Order.
- B. If any section, sentence, clause or phrase of this General Order is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this General Order.
- C. All training on this General Order will be in accordance with General Order 100, Written Directive System, Chapter VIII, Training.

D. The effective date is stated in the header block of this General Order.

2021 Data Compilation

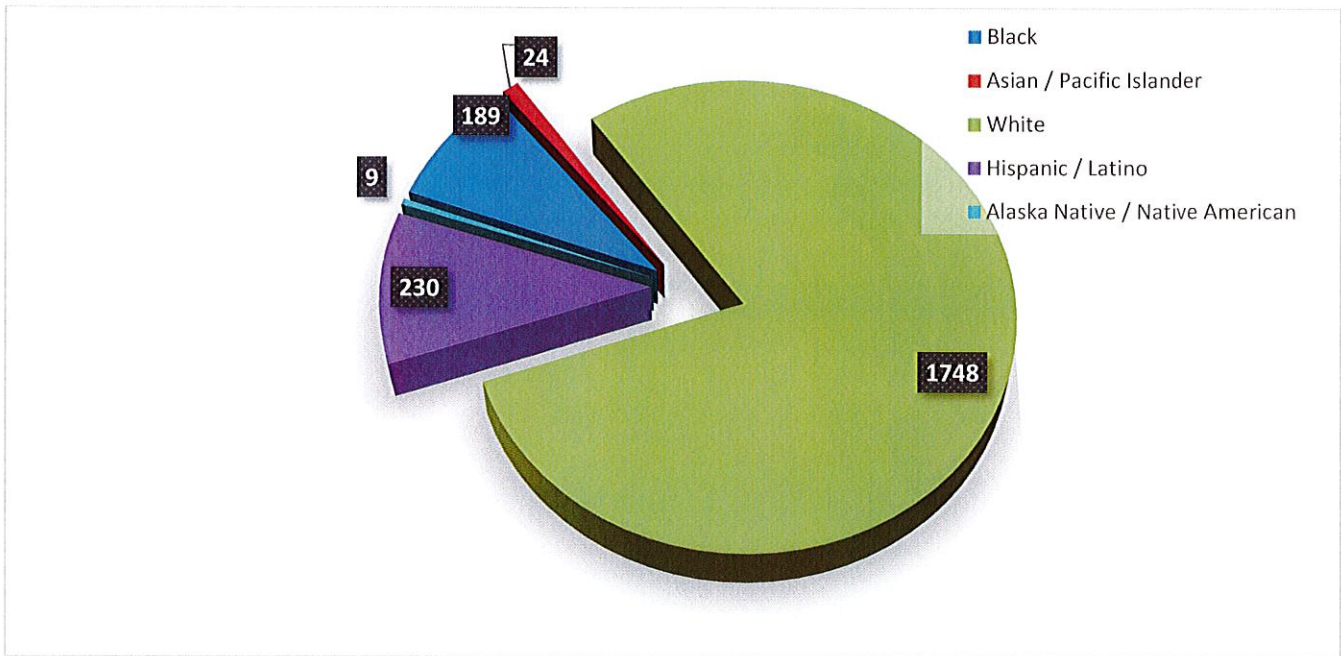
Total by Raw Number

Race	Traffic Related contacts Resulting in Search Arrest or Citation	Total Searches from Traffic Related Contacts	Consent Searches	Probable Cause Searches
Black	189	10	0	7
Asian / Pacific Islander	24	0	0	0
White	1748	40	2	21
Hispanic / Latino	230	11	1	4
Alaska Native / Native American	9	0	0	0
TOTAL	2200	61	3	32

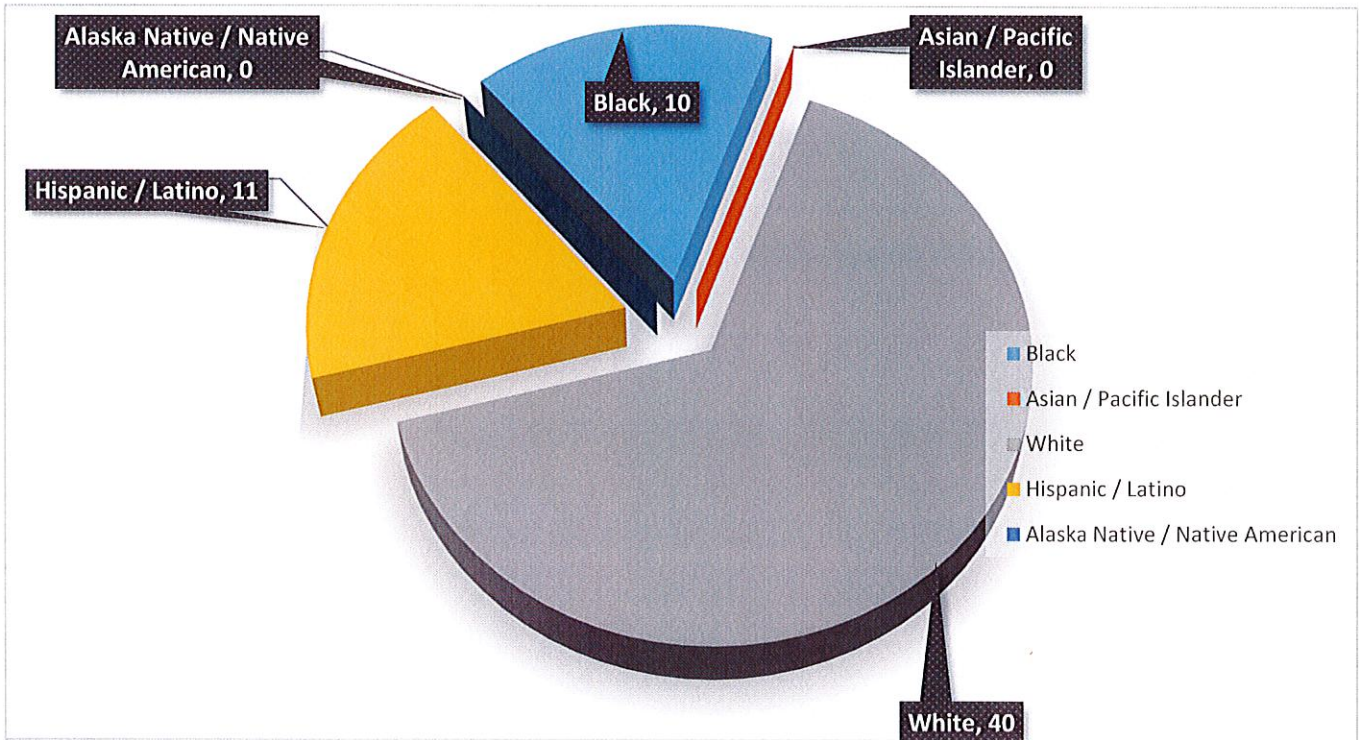
Total by Percentage

Race	Traffic Related contacts Resulting in Search Arrest or Citation	Total Searches from Traffic Related Contacts	Consent Searches	Probable Cause Searches
Black	8.59%	16.39%	0.0%	21.88%
Asian / Pacific Islander	1.09%	0.00%	0.0%	0.0%
White	79.45%	65.57%	66.67%	65.62%
Hispanic / Latino	10.45%	18.04%	33.33%	12.50%
Alaska Native / Native American	0.42%	0.0%	0.0%	0.0%
Total	100.00%	100.00%	100.00%	100.00%

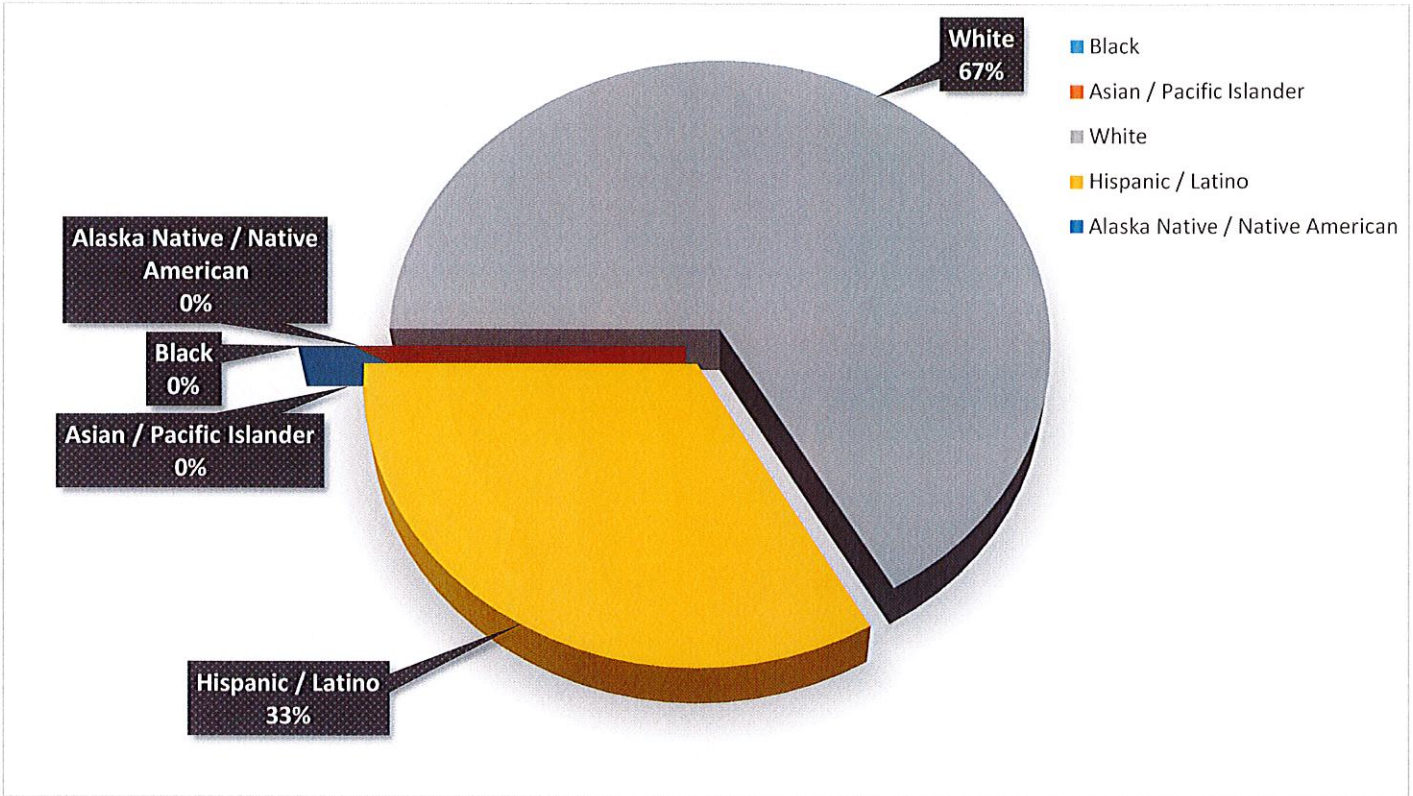
Traffic Related contacts Resulting in Search, Arrest, or Citation



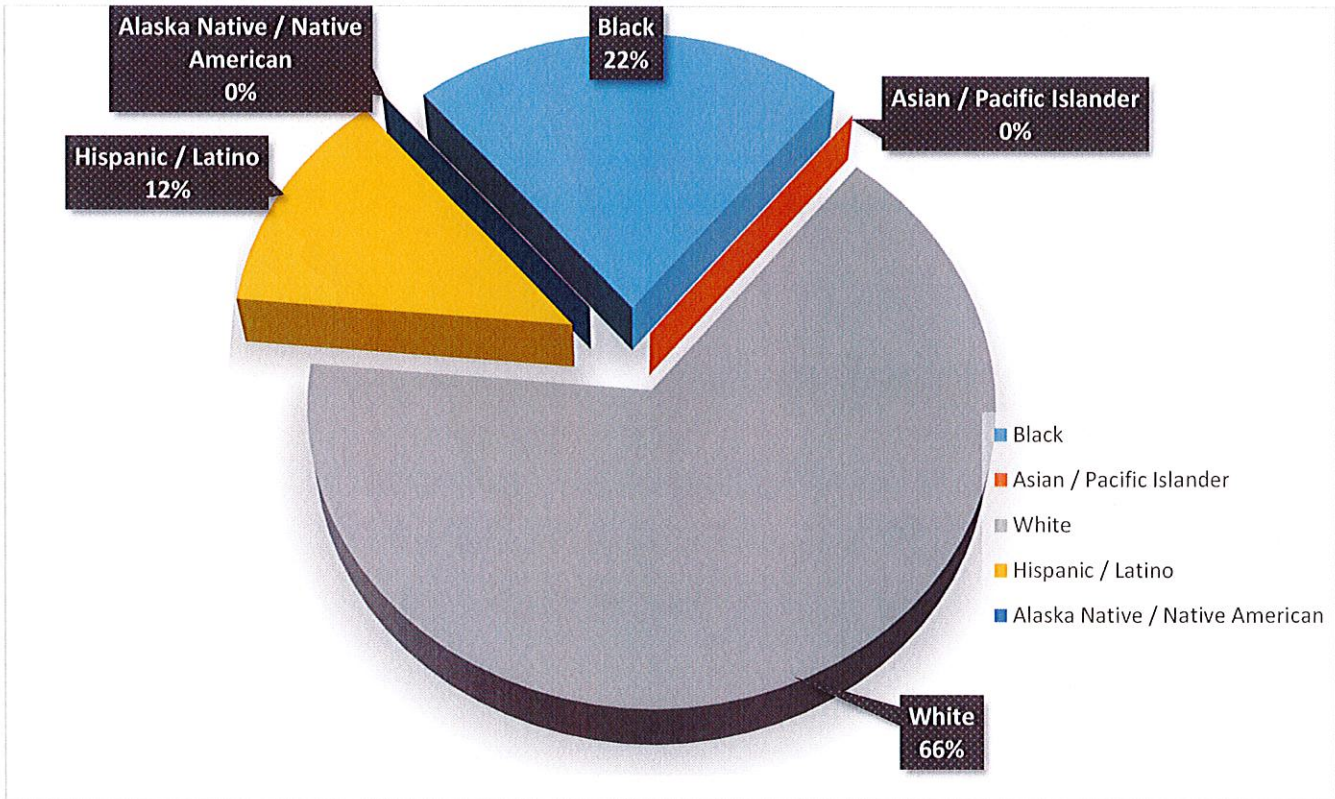
Total Searches from Traffic Related Contacts



Consent Searches



Probable Cause Searches



Complaints Made

There were no allegations of Racial Profiling in 2021.

Conclusion

The Willow Park Police Department is in compliance with Texas Code of Criminal Procedure Article 2.132.

Racial Profiling Report | Full

Agency Name: WILLOW PARK POLICE DEPT.

Reporting Date: 01/11/2022

TCOLE Agency Number: 367202

Chief Administrator: CARRIE L. WEST

Agency Contact Information:

Phone: (817) 441-9747

Email: cwest@willowpark.org

Mailing Address:

101 W STAGE COACH TRL

WILLOW PARK, TX 76087-8259

This Agency filed a full report

WILLOW PARK POLICE DEPT. has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the WILLOW PARK POLICE DEPT. from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the WILLOW PARK POLICE DEPT. if the individual believes that a peace officer employed by the WILLOW PARK POLICE DEPT. has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the WILLOW PARK POLICE DEPT. who, after an investigation, is shown to have engaged in racial profiling in violation of the WILLOW PARK POLICE DEPT. policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
 - a. the race or ethnicity of the individual detained;
 - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
 - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
 - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
 - e. the location of the stop;
 - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - a. the Commission on Law Enforcement; and
 - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The WILLOW PARK POLICE DEPT. has satisfied the statutory data audit requirements as prescribed in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: Daniel Franklin
Captain

Date: 01/11/2022

Total stops: 2200

Street address or approximate location of the stop

City street	1100
US highway	956
County road	5
State highway	127
Private property or other	12

Was race or ethnicity known prior to stop?

Yes	11
No	2189

Race / Ethnicity

Alaska Native / American Indian	9
Asian / Pacific Islander	24
Black	189
White	1748
Hispanic / Latino	230

Gender

Female	791
Alaska Native / American Indian	1
Asian / Pacific Islander	10
Black	61
White	657
Hispanic / Latino	62
Male	1409
Alaska Native / American Indian	8
Asian / Pacific Islander	14
Black	128
White	1091
Hispanic / Latino	168

Reason for stop?

Violation of law	19
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	15
Hispanic / Latino	4
Preexisting knowledge	11
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	9

Hispanic / Latino	1
Moving traffic violation	1650
Alaska Native / American Indian	9
Asian / Pacific Islander	18
Black	156
White	1281
Hispanic / Latino	186
Vehicle traffic violation	520
Alaska Native / American Indian	6
Asian / Pacific Islander	0
Black	32
White	443
Hispanic / Latino	39

Was a search conducted?

Yes	61
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	10
White	40
Hispanic / Latino	11
No	2139
Alaska Native / American Indian	9
Asian / Pacific Islander	24
Black	179
White	1708
Hispanic / Latino	219

Reason for Search?

Consent	3
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	2
Hispanic / Latino	1
Contraband	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	0
Probable Cause	32
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	7
White	21
Hispanic / Latino	4
Inventory	4

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	3
Hispanic / Latino	1
Incident to arrest	21
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	3
White	13
Hispanic / Latino	5

Was Contraband discovered?

Yes	38
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	7
White	24
Hispanic / Latino	7
No	23
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	3
White	16
Hispanic / Latino	4

Did the finding result in arrest?
(total should equal previous column)

Yes 0	No 0
Yes 0	No 0
Yes 3	No 4
Yes 11	No 13
Yes 2	No 5

Description of contraband

Drugs	30
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	4
White	21
Hispanic / Latino	5
Weapons	2
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	2
Hispanic / Latino	0
Currency	2
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	2
Hispanic / Latino	0
Alcohol	9
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	2
White	4
Hispanic / Latino	3
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	6
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	3
White	2
Hispanic / Latino	1
Result of the stop	
Verbal warning	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Written warning	979
Alaska Native / American Indian	2
Asian / Pacific Islander	13
Black	61
White	835
Hispanic / Latino	68
Citation	1158
Alaska Native / American Indian	7
Asian / Pacific Islander	11
Black	118
White	872
Hispanic / Latino	150
Written warning and arrest	29
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	5
White	16
Hispanic / Latino	8
Citation and arrest	34
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	5
White	25
Hispanic / Latino	4
Arrest	0
Alaska Native / American Indian	0

Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Arrest based on

Violation of Penal Code	51
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	8
White	34
Hispanic / Latino	9
Violation of Traffic Law	3
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	2
Hispanic / Latino	1
Violation of City Ordinance	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Outstanding Warrant	9
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	5
Hispanic / Latino	2

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Resulting in Bodily Injury To:

Suspect	0
Officer	0
Both	0
No	2200
Alaska Native / American Indian	0
Asian / Pacific Islander	1748
Black	24
White	230
Hispanic / Latino	9

Number of complaints of racial profiling	
Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Submitted electronically to the
The Texas Commission on Law Enforcement



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date:01/25/2022	Department: Municipal Court	Presented By: Municipal Court Judge
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AGENDA ITEM

Municipal Court Quarterly Update

BACKGROUND:

The Municipal Court Judge: Carol Gauntt will be giving update on Municipal Court and brief report on the below reports:

Revenue Collections
Fee Reports
Offenses Report
Comparison Study Report

None

STAFF/BOARD/COMMISSION RECOMMENDATION:

Above mentioned Reports enclosed

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	

Municipal Court Quarterly Update:

Enclosed Reports are:

Revenue Collections Breakdown

Posted Fee Report Calendar Year 2021/First Quarter Fiscal Year 2022

Offenses By Year Report Calendar Year 2021/First Quarter Fiscal Year 2022

Comparison Study on Four Parker County Cities



Willow Park Municipal Court

101 Stagecoach Trail
Willow Park, Texas 76087
Phone: (817) 441-7107

-REVENUE COLLECTIONS BREAKDOWN CY 21 AND FY22-

The attached reports provide informational breakdown of all fines and fees collected for calendar year 2021 and first quarter 2022.

These reports break down each fee that is considered court specific vs city general revenue.

CAROL E. GAUNTT, CMCC, CCM

Judge

City of Willow Park Municipal Court

CALENDAR YEAR 2021 REVENUE COLLECTIONS

	CY21	TOTAL REV
SECURITY		\$3,616.88
TECHNOLOGY		\$3,063.27
TRUANCY		\$3,527.89
JE		\$35.31
JURY		\$70.46
TOTAL COURT		\$10,313.81

AF		\$3,832.88
CS		\$250.00
D\$10		\$60.00
D\$20		\$1,440.00
DSC		\$1,086.87
EXP/FINE/T7		\$70,511.56
LTF		\$1,733.88
SCF CITY PORTION		\$6,760.48
STF CITY PORTION		\$1,677.72
TEEN		\$180.00
CJF CITY PORTION		\$0.37
IDF CITY PORTION		\$11.40
SJF CITY PORTION		\$23.60
JS-C		\$34.60
WRT FEE		\$500.00
OMNI CITY PORT		\$44.00
OVERPYMT		\$20.00
PP-C		\$31.00
TOTAL CITY REV		\$88,198.36

EXPENDITURES

SECURITY	\$0.00
TECHNOLOGY	\$0.00

DUE TO STATE	\$102,015.15
DUE TO OMNI	\$0.00
DUE TO COLLECTIONS	\$0.00

COLOR KEY

CITY \$

COURT \$

OUTGOING \$

FY22 COURT SPECIFIC REVENUE

BALANCE AS OF	SEP-21	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTALS
SECURITY	\$40,596.27	\$552.66	\$585.07	\$529.75										\$42,263.75
TECH AFTER EXP	\$33,927.01	\$451.00	\$490.00	\$437.11										\$35,305.20
TRUANCY	\$8,601.44	\$563.91	\$572.53	\$531.39										\$10,269.27
JE	\$35.31													\$35.31
JURY		\$11.25	\$11.41	\$10.63										\$33.29
AF		\$563.86	\$612.67	\$546.37										\$1,722.90
CS		\$50.00	\$75.00	\$100.00										\$225.00
D\$10		\$20.00	\$20.00	\$0.00										\$40.00
D\$20		\$260.00	\$300.00	\$300.00										\$860.00
D\$C		\$180.00	\$229.72	\$230.00										\$639.72
EXP/FINE/T7	\$9,628.10	\$9,747.35	\$10,216.00											\$29,591.45
LTF	\$250.56	\$271.67	\$236.23											\$758.46
SCF CITY PORTION	\$669.22	\$710.93	\$664.72											\$2,044.92
STF CITY PORTION	\$167.06	\$175.63	\$156.99											\$499.68
TEEN	\$0.00	\$100.00	\$0.00											\$100.00
CJF CITY PORTION	\$0.00	\$0.02	\$0.01											\$0.03
IDF CITY PORTION	\$0.00	\$1.00	\$0.60											\$2.20
SIF CITY PORTION	\$0.00	\$3.20	\$1.20											\$4.40
JS-C	\$0.00	\$4.60	\$1.80											\$6.40
WRT FEE	\$0.00	\$200.00	\$50.00											\$250.00
OMNI CITY PORT	\$0.00	\$20.00	\$0.00											\$20.00
OVERPMT	\$0.00	\$20.00	\$0.00											\$20.00
TOTAL REV	\$11,787.80	\$14,191.45	\$14,012.80											\$39,992.05
EXPENDITURES														
SECURITY	\$0.00	0.00	\$0.00	\$0.00										\$0.00
TECHNOLOGY	\$21,821.89	0.00	\$0.00	\$0.00										\$21,821.89
DUE TO STATE		\$10,023.00	\$10,782.10	\$9,477.50										\$30,586.80
DUE TO OMNI			\$30.00	\$0.00										\$30.00
DUE TO COLLECTIONS		\$17.13	\$55.78	\$100.53										\$173.44
TOTAL COLLECTED	\$23,407.23	\$25,059.33	\$23,790.83											\$72,257.39

*NOTE: Dec expenditures out of tech fund not reflected yet.

*NOTE: NOV JS-C REFLECTS \$4.60 IN POSTED FEE REPORT, HOWEVER PER TQR SHOULD BE \$4.60

COLOR KEY
CITY \$
COURT \$
OUTGOING \$



Willow Park Municipal Court

101 Stagecoach Trail
Willow Park, Texas 76087
Phone: (817) 441-7107

-POSTED FEE REPORT CALENDAR YEAR 2021 AND FIRST QUARTER FISCAL YEAR 2022-

The attached reports provide informational breakdown of all fines and fees collected for calendar year 2021 and first quarter 2022.

This report does not breakdown what is city money; court money; or state money, it is a total of all money collected.

The final page of each report reflects money waived for proven indigent individuals and those who were granted jail credit at a rate of \$150 per 24 hour of incarceration.

A handwritten signature in black ink that reads "Carol E. Gauntt". The signature is written in a cursive, flowing style.

CAROL E. GAUNTT, CMCC, CCM

Judge

City of Willow Park Municipal Court



Posted Fee Report

Willow Park Municipal Court
1/20/2022 2:42:48 PM

Fee Code Totals Posted to GL For Posted Date From 01/01/2021 To 12/31/2021

Fee Code	Fee Description	Account Number	Count	Amount	Non Cash	Disbursed	Total
AF	ARREST FEE	10-006-46063	790	\$3,832.88	\$0.00	\$0.00	\$3,832.88
CJF-C	CIVIL JUSTICE FUND	10-000-22134	37	\$0.37	\$0.00	\$0.00	\$0.37
CJF-S		10-000-22134	37	\$3.33	\$0.00	\$0.00	\$3.33
COLL	COLLECTIONS	10-000-22128	17	\$647.78	\$0.00	\$0.00	\$647.78
CS	CHILD SAFETY	10-000-22121	10	\$250.00	\$0.00	\$0.00	\$250.00
D\$10	COMPLIANCE DISMISSAL \$10	10-006-46064	6	\$60.00	\$0.00	\$0.00	\$60.00
D\$20	COMPLIANCE DISMISSAL \$20	10-006-46064	72	\$1,440.00	\$0.00	\$0.00	\$1,440.00
DDC	DEFENSIVE DRIVING FEE	10-006-46064	111	\$1,086.87	\$0.00	\$0.00	\$1,086.87
EXP	EXPENSE FEE	10-006-46064	210	\$8,512.22	\$0.00	\$0.00	\$8,512.22
FINE	FINE	10-006-46060	316	\$38,545.28	\$0.00	\$0.00	\$38,545.28
IDF	INDIGENT DEFENSIVE FEE	10-000-22131	57	\$114.00	\$0.00	\$0.00	\$114.00
JCPT	JUDICIAL AND COURT PERSONNEL TRAINING	10-000-22129	1	\$2.00	\$0.00	\$0.00	\$2.00
JS-C	JUDICIAL SUPPORT	10-000-22129	58	\$34.60	\$0.00	\$0.00	\$34.60
JS-S		10-000-22129	58	\$307.40	\$0.00	\$0.00	\$307.40
LCF1	LOCAL CONSOLIDATED FEE (SECURITY PREVENTION)	04-004-46065	728	\$3,457.33	\$0.00	\$0.00	\$3,457.33
LCF2		40-000-22139	728	\$3,527.89	\$0.00	\$0.00	\$3,527.89
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	05-005-46067	728	\$2,822.23	\$0.00	\$0.00	\$2,822.23
LCF4		10-000-22127	726	\$70.46	\$0.00	\$0.00	\$70.46
LTF	LOCAL TRAFFIC FINE	10-006-46063	594	\$1,733.88	\$0.00	\$0.00	\$1,733.88
MCBS	MUNICIPAL COURT BUILDING SECURITY FUND	04-004-46065	54	\$159.55	\$0.00	\$0.00	\$159.55
MCTF	MUNICIPAL COURT TECHNOLOGY FUND	05-005-46067	61	\$241.04	\$0.00	\$0.00	\$241.04
OMNIC	OMNIBASE FEE CITY REIMBURSEMENT	10-000-22132	5	\$20.00	\$0.00	\$0.00	\$20.00
OMNI-C		10-000-22132	5	\$24.00	\$0.00	\$0.00	\$24.00
OMNIO	OMNIBASE FEE REIMBURSEMENT	10-000-22132	5	\$30.00	\$0.00	\$0.00	\$30.00
OMNI-O		10-000-22132	5	\$36.00	\$0.00	\$0.00	\$36.00
OMNIS	OMNIBASE STATE FEE REIMBURSEMENT	10-000-22132	4	\$80.00	\$0.00	\$0.00	\$80.00
OMNI-S		10-000-22132	6	\$140.00	\$0.00	\$0.00	\$140.00
OP	OVERPAYMENT	10-006-46064	1	\$20.00	\$0.00	\$0.00	\$20.00
PP-C	CITY PAYMENT PLAN REIMBURSEMENT	10-006-46066	3	\$31.00	\$0.00	\$0.00	\$31.00



Posted Fee Report

Willow Park Municipal Court
1/20/2022 2:42:48 PM

Fee Code Totals Posted to GL For Posted Date From 01/01/2021 To 12/31/2021

Fee Code	Fee Description	Account Number	Count	Amount	Non Cash	Disbursed	Total
PP-JE	PAYMENT PLAN- JUDICIAL EFFICIENCY	42-042-46060	3	\$35.31	\$0.00	\$0.00	\$35.31
PP-S	PAYMENT REIMBURSEMENT PLAN -STATE	10-000-22120	2	\$25.00	\$0.00	\$0.00	\$25.00
SCF	STATE CONSOLIDATED FEE	10-000-22125	768	\$44,906.59	\$0.00	\$0.00	\$44,906.59
SJF	STATE JUROR FEE	10-000-22127	59	\$236.00	\$0.00	\$0.00	\$236.00
STF	STATE TRAFFIC FINE	10-000-22126	577	\$27,402.13	\$0.00	\$0.00	\$27,402.13
TEEN	TEEN COURT FEE	10-006-46102	9	\$180.00	\$0.00	\$0.00	\$180.00
TITLE7	TITLE 7 TRANS CODE FINES	10-006-46060	341	\$23,454.06	\$0.00	\$0.00	\$23,454.06
TPDF	TRUANCY PREVENTION AND DIVERSION FUND	10-000-22138	47	\$94.00	\$0.00	\$0.00	\$94.00
WRT	WARRANT FEE	10-006-46062	9	\$500.00	\$0.00	\$0.00	\$500.00

Report Totals:			7248	\$164,063.20	\$0.00	\$0.00	\$164,063.20
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Posted Fee Report

Willow Park Municipal Court
1/20/2022 2:42:48 PM

Transaction Totals For Posted Date From 01/01/2021 To 12/31/2021

Transaction Description	Trans Code	Count	Amount	Non cash	Disbursed	Total
Indigent	IN	21	\$0.00	\$607.00	\$0.00	\$607.00
Jail Credit	JT	58	\$0.00	\$1,645.93	\$0.00	\$1,645.93
Payments	P	10861	\$248,004.52	\$0.00	\$0.00	\$248,004.52

Report Totals:						
		10940	\$248,004.52	\$2,252.93	\$0.00	\$250,257.45



Posted Fee Report

Willow Park Municipal Court
1/10/2022 12:31:31 PM

Fee Code Totals Posted to GL For Posted Date From 10/01/2021 To 12/31/2021

Fee Code	Fee Description	Account Number	Count	Amount	Non Cash	Disbursed	Total
AF	ARREST FEE	10-006-46063	359	\$1,727.90	\$0.00	\$0.00	\$1,727.90
CJF-C	CIVIL JUSTICE FUND	10-000-22134	3	\$0.03	\$0.00	\$0.00	\$0.03
CJF-S		10-000-22134	3	\$0.27	\$0.00	\$0.00	\$0.27
COLL	COLLECTIONS	10-000-22128	5	\$173.44	\$0.00	\$0.00	\$173.44
CS	CHILD SAFETY	10-000-22121	9	\$225.00	\$0.00	\$0.00	\$225.00
D\$10	COMPLIANCE DISMISSAL \$10	10-006-46064	4	\$40.00	\$0.00	\$0.00	\$40.00
D\$20	COMPLIANCE DISMISSAL \$20	10-006-46064	43	\$860.00	\$0.00	\$0.00	\$860.00
DDC	DEFENSIVE DRIVING FEE	10-006-46064	64	\$639.72	\$0.00	\$0.00	\$639.72
EXP	EXPENSE FEE	10-006-46064	101	\$3,067.62	\$0.00	\$0.00	\$3,067.62
FINE	FINE	10-006-46060	107	\$14,404.45	\$0.00	\$0.00	\$14,404.45
IDF	INDIGENT DEFENSIVE FEE	10-000-22131	11	\$22.00	\$0.00	\$0.00	\$22.00
JS-C	JUDICIAL SUPPORT	10-000-22129	11	\$6.60	\$0.00	\$0.00	\$6.60
JS-S		10-000-22129	11	\$57.40	\$0.00	\$0.00	\$57.40
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	04-004-46065	348	\$1,639.38	\$0.00	\$0.00	\$1,639.38
LCF2	LOCAL CONSOLIDATED FEE (TRUANCY PREVENTION)	40-000-22139	348	\$1,672.83	\$0.00	\$0.00	\$1,672.83
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	05-005-46067	348	\$1,338.19	\$0.00	\$0.00	\$1,338.19
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	10-000-22127	346	\$33.39	\$0.00	\$0.00	\$33.39
LTF	LOCAL TRAFFIC FINE	10-006-46063	262	\$761.46	\$0.00	\$0.00	\$761.46
MCBS	MUNICIPAL COURT BUILDING SECURITY FUND	04-004-46065	11	\$33.00	\$0.00	\$0.00	\$33.00
MCTF	MUNICIPAL COURT TECHNOLOGY FUND	05-005-46067	11	\$44.00	\$0.00	\$0.00	\$44.00
OMNIC	OMNIBASE FEE CITY REIMBURSEMENT	10-000-22132	1	\$4.00	\$0.00	\$0.00	\$4.00
OMNI-C		10-000-22132	4	\$16.00	\$0.00	\$0.00	\$16.00
OMNIO	OMNIBASE FEE REIMBURSEMENT	10-000-22132	1	\$6.00	\$0.00	\$0.00	\$6.00
OMNI-O		10-000-22132	4	\$24.00	\$0.00	\$0.00	\$24.00
OMNIS	OMNIBASE STATE FEE REIMBURSEMENT	10-000-22132	1	\$20.00	\$0.00	\$0.00	\$20.00
OMNI-S		10-000-22132	4	\$80.00	\$0.00	\$0.00	\$80.00
OP	OVERPAYMENT	10-006-46064	1	\$20.00	\$0.00	\$0.00	\$20.00
SCF	STATE CONSOLIDATED FEE	10-000-22125	347	\$20,439.22	\$0.00	\$0.00	\$20,439.22
SJF	STATE JUROR FEE	10-000-22127	11	\$44.00	\$0.00	\$0.00	\$44.00



Posted Fee Report

Willow Park Municipal Court
1/10/2022 12:31:31 PM

Fee Code Totals Posted to GL For Posted Date From 10/01/2021 To 12/31/2021

Fee Code	Fee Description	Account Number	Count	Amount	Non Cash	Disbursed	Total
STF	STATE TRAFFIC FINE	10-000-22126	259	\$12,461.91	\$0.00	\$0.00	\$12,461.91
TEEN	TEEN COURT FEE	10-006-46102	7	\$140.00	\$0.00	\$0.00	\$140.00
TITLE7	TITLE 7 TRANS CODE FINES	10-006-46060	178	\$12,162.38	\$0.00	\$0.00	\$12,162.38
TPDF	TRUANCY PREVENTION AND DIVERSION FUND	10-000-22138	6	\$12.00	\$0.00	\$0.00	\$12.00
WRT	WARRANT FEE	10-006-46062	5	\$250.00	\$0.00	\$0.00	\$250.00

Report Totals: 3234 \$72,426.19 \$0.00 \$72,426.19



Posted Fee Report

Willow Park Municipal Court
1/10/2022 12:31:31 PM

Transaction Totals For Posted Date From 10/01/2021 To 12/31/2021

Transaction Description	Trans Code	Count	Amount	Non cash	Disbursed	Total
Payments	P	3234	\$72,426.19	\$0.00	\$0.00	\$72,426.19

Report Totals:						\$72,426.19
					\$0.00	\$0.00



Willow Park Municipal Court

101 Stagecoach Trail
Willow Park, Texas 76087
Phone: (817) 441-7107

**-OFFENSES BY YEAR REPORT
CALENDAR YEAR 2021
FIRST QUARTER FISCAL YEAR 2022 –**

The attached reports provide informational breakdown of all citations filed in the Willow Park Municipal Court. The first report reflects the entire calendar year 2021, while the second report reflects the last three months of 2021 that make up the first quarter of fiscal year 2022.

These reports provide, at a glance, the offenses receiving the greatest number of citations while reflecting everything that was cited with a total for the year/quarter in the last horizontal column and a total for each month/year/quarter at the bottom of the final page of each report.

These reports only reflect those offenses cited, if an offense is not listed, it wasn't cited during the timeframes reflected.

CAROL E. GAUNTT, CMCC, CCM

Judge

City of Willow Park Municipal Court



Offense By Year Report

Municipal Court

1/10/2022 11:19:43 AM

Violations For Filed Date From 01/01/2021 To 12/31/2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0001				1									1
0002										1			1
0006											1		1
0453									1	3			4
1690	3	1	1		8	1		5	2	8	4	3	36
1691		1											1
1692						1							1
1694			1										1
1695	4	3	4	2						7			20
1830		1											1
2005									1				1
2010					2								2
2020					1					1			2
3001	65	57	60	20	62	45	57	51	95	68	101	124	805
3003								1					1
3005	1						1	1	1	1	1	2	8
3006	6	3	3	2	3	3	4	5	6	10	6	14	65
3007			1	1		1				2	4	1	10
3008	3	2	6		4	2	2						19
3009							1	1					2
3016						2							2
3017				1			1				1		3
3019												1	1
3026				1									1
3028											1		1
3031								2					2
3032	1									1			2



Offense By Year Report

Municipal Court

1/6/2022 12:50:35 PM

Violations For Filed Date From 10/01/2021 To 12/31/2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0002										1			1
0006											1		1
0453										3			3
1690										8	4	3	15
1695										7			7
2020										1			1
3001										68	101	124	293
3005										1	1	2	4
3006										10	6	14	30
3007										2	4	1	7
3017										1	1		2
3019												1	1
3028											1		1
3032										1			1
3045											1		1
3049										3	7	8	18
3049A										11	12	6	29
3050											1	2	3
3056											1		1
3059										1	1		2
3101										3	5	6	14
3103										14	13	14	41
3106												2	2
3155										1			1
3167											1		1
3170										1			1
3259										1	3	3	7
3263										1	1	5	7



Willow Park Municipal Court

101 Stagecoach Trail
Willow Park, Texas 76087
Phone: (817) 441-7107

-COMPARISON STUDY ON FOUR PARKER COUNTY CITIES -

The attached study provides a monthly view of the number of cases filed, dispositions made, and money collected for the four major cities in Parker County for calendar year 2021. The information contained was collected from the Office of Court Administration website.

Items of note include the low number of cases filed across all cities; a trend that has been documented nationally.

You'll also notice the number of City of Willow Park cases increased greatly during the last three months of the calendar year 2021, which also represents the first quarter of FY2022. * **SEE NOTE BELOW**

The number of cases disposed reflects closed cases but does not consider cases placed on payment arrangements, driving safety, deferred disposition, or continuances. Therefore, this line item is not a reflection of the number of cases actually processed.

Based on the money collected being the lowest for the three cities – Weatherford, Willow Park and Springtown – a comparison study has also been conducted on the standing 'window' fine amounts and our base fines were increased to match those of the City of Weatherford and became effective Jan 19, 2022.

*Identification of the number of cases filed is not in any respect to be construed that the court is commenting on the activities of the Police Department. Though there is a direct correlation between the cases filed and the cases processed by the court, per Transportation code 702.002 it is outside of our jurisdiction and both unethical and illegal to influence the Police Department in any way in respect to the number of cases filed. This report is simply identifying the case load of the court as it compares on a monthly basis and with the rest of Parker County.

Carol E. Gauntt, CMCC, CCM
Judge
City of Willow Park

CY21 COMPARISON STUDY OF FOUR PARKER COUNTY CITIES

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL CY21
WILLOW PARK CY21													
CASES FILED	146	101	91	34	141	133	131	121	163	168	248	224	1701
CASES DISPOSED	129	143	169	51	119	93	141	94	129	115	149	111	1443
CITY \$ COLLECTED	\$10,638.00	\$9,957.00	\$13,923.00	\$7,515.00	\$5,155.00	\$11,715.00	\$14,031.00	\$10,743.00	\$11,709.00	\$13,384.00	\$14,277.00	\$14,105.00	\$137,152.00
WEATHERFORD CY21													
CASES FILED	83	86	156	140	89	171	157	218	169	138	174	196	1777
CASES DISPOSED	271	72	123	151	88	167	162	156	166	143	155	149	1803
CITY \$ COLLECTED	\$20,090.00	\$14,805.00	\$26,780.00	\$25,200.00	\$20,517.00	\$16,230.00	\$24,439.00	\$25,358.00	\$22,258.00	\$20,529.00	\$19,251.00	\$18,225.00	\$253,682.00
SPRINGTOWN CY21													
CASES FILED	94	80	111	101	128	215	202	165	105	125	122	130	1578
CASES DISPOSED	87	195	120	92	94	132	124	140	117	95	107	109	1412
CITY \$ COLLECTED	\$10,283.00	\$12,247.00	\$19,221.00	\$13,405.00	\$13,467.00	\$14,107.00	\$14,331.00	\$11,649.00	\$11,289.00	\$12,578.00	\$9,803.00	\$12,031.00	\$154,411.00
HUDSON OAKS CY21													
CASES FILED	6	6	4	13	9	2	10	4	3	9	3	4	73
CASES DISPOSED	0	4	5	7	6	10	5	16	6	5	10	10	84
CITY \$ COLLECTED	\$40.00	\$188.00	\$2,295.00	\$1,706.00	\$2,406.00	\$1,327.00	\$1,540.00	\$2,516.00	\$537.00	\$891.00	\$1,515.00	\$111.00	\$15,072.00



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 25	Department: Planning & Development	Presented By: Bill Funderburk
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AGENDA ITEM:

Discussion/Action: The city Council may consider, discuss and take action on a resolution creating the Capital Improvements Advisory Committee and appointing its members and establishing and adopting procedural rules for, and duties associated with, the Committee in accordance with Chapter 395 of the Texas Local Government Code.

BACKGROUND:

Council shall appoint an advisory committee on or before the date on which the order, ordinance or resolution is adopted under LGC 395.042 establishing a public hearing date to consider land use assumptions and capital improvements plan for the designated service area. See LGC 395.058(a). The primary purpose of the advisory committee is to advise and assist in the preparation of the land use assumptions and the capital improvements plan. The advisory committee also has the ongoing responsibility to produce semi-annual reports and assist in the updating of the impact plan. The advisory committee shall be composed of not less than five (5) members who shall be appointed by the City Council. Membership criteria for the advisory committee is as follows:

- a) Not less than 40 percent of the membership must be representatives of the real estate, development, or building industries.
- b) The Planning and Zoning Commission may act as the advisory committee if the Commission includes at least one representative of the real estate, development or building industries who is not an employee or official of the City. If P&Z does not contain such a representative, P&Z may still act as the advisory committee if at least one such representative is appointed by the City as an ad hoc voting member of the P&Z when it acts as the advisory committee. If an impact fee is to be established in the etj of the City, the membership must include a representative from that area.

The City Council shall adopt procedural rules for the advisory committee to follow in carrying out its duties. 395.058(e) LGC.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends the City Council appoint the current Planning and Zoning Commission and add Randy L Pack as the ETJ representative to serve as the Capital Improvements Advisory Committee.

EXHIBITS:

Proposed Resolution

RESOLUTION _____

A RESOLUTION OF THE CITY OF WILLOW PARK, TEXAS, CREATING THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE AND APPOINTING ITS MEMBERS, ESTABLISHING AND ADOPTING THE PROCEDURAL RULES FOR AND DUTIES ASSOCIATED THEREWITH IN ACCORDANCE WITH CHAPTER 395 OF THE TEXAS LOCAL GOVERNMENT CODE REGARDING WATER AND WASTEWATER IMPACT FEES; MAKING VARIOUS FINDINGS AND PROVISIONS RELATED TO THE SUBJECT OF WATER AND WASTEWATER IMPACT FEES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Texas Local Government Code Chapter 395 (the "Impact Fee Statute") authorizes political subdivisions, including the City of Willow Park, Texas ("City"), to enact and impose impact fees on land within their corporate boundaries or extraterritorial jurisdictions to finance capital improvements associated with new development; and

WHEREAS, the Impact Fee Statute prescribes a process and methodology by which the City must conduct public hearings concerning the consideration, approval and updating of the Land Use Assumptions ("LUAs") and Capital Improvement Plan ("CIP"), the adoption or modification of impact fees, and the ongoing periodic review and reporting requirements associated with the impact fees once adopted; and

WHEREAS, the Impact Fee Statute requires the City's governing body (the "City Council") to appoint a Capital Improvement Advisory Committee (the "Committee") to advise the City Council on certain matters related to the impact fee consideration and adoption procedures required by the Impact Fee Statute; and

WHEREAS, the Impact Fee Statute also requires the City Council to adopt procedural rules for the Committee to follow in the execution of its duties; and

WHEREAS, the City Council deems it to be in the public's best interest to create the Capital Improvement Advisory Committee in conjunction with the City's consideration of impact fees to finance capital improvements for water and wastewater facilities associated with new development in the City.

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

Section 1. Findings.

The findings and recitations set out in the preamble to this Resolution are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes.

Section 2. Capital Improvement Advisory Committee

The City Council hereby establishes the Capital Improvement Advisory Committee as follows:

- a. *Establishment.* The City of Willow Park Capital Improvement Advisory Committee ("Committee") is an advisory board whose purpose shall be to advise and make recommendations to the City Council regarding the study, consideration, development, adoption and/or modification of impact fees pursuant to the Impact Fee Statute.
- b. *Membership, Compliance & Appointment.*
 - i. The City Council hereby appoints the City's Planning and Zoning Commission to serve as the Committee, to wit: Jared Fowler, Rodney Wilkins, Joe Lane, Billy Weikert, Sharon Brutron, and Scott Smith. The City Council also hereby appoints the following person to the Committee who resides in the extraterritorial jurisdiction of the City since the impact fees apply to the extraterritorial jurisdiction: Randy L. Pack.
 - ii. The City Council finds that one member of the City's Planning and Zoning Commission is from the real estate, development or building industry and further finds that this member is not either an employee or official who serves a political subdivision or governmental entity.
 - iii. The City Council reserves the right to appoint additional members to the Committee if required to replace a member due to a resignation or for any other purpose as may be required to comply with the Impact Fee Statute.
- c. *Committee Functions and Duties.*
 - i. The Committee shall serve in an advisory capacity;
 - ii. The Committee shall advise and assist the City in adopting LUAs;
 - iii. The Committee shall review the CIP and file written comments for the benefit of the City Council;
 - iv. The Committee shall monitor and evaluate the implementation of the CIP;
 - v. The Committee shall file semi-annual reports with

respect to the progress of the CIP and report to the City Council any inequities, actual or perceived, in implementing the CIP or imposing the impact fees;

vii. The Committee shall advise the City Council of the need to update or revise the LUAs, CIP, or impact fees; and

viii. The Committee shall fulfill any other duties or obligations that may be required of it in accordance with the Impact Fee Statute.

d. *Committee Conduct.*

i. The Committee shall appoint one member as its Chairperson and one member as its Vice-Chairperson at its first meeting following the approval this Resolution.

ii. The Chairperson shall preside over all meetings of the Committee and in the absence of the Chairperson, the Vice-Chairperson shall preside.

iii. The Committee shall appoint a Secretary who shall be responsible for recording the minutes of the Committee's meetings and posting notice of meetings in accordance with City ordinances and state law.

iv. The Committee shall conduct Committee business only when a quorum of members is present. A quorum is defined as a majority of the membership of the Committee. A majority vote of the quorum shall be required for any action to be taken by the Committee. The Committee shall follow the Texas Open Meetings Act.

v. The Committee shall meet at sufficient intervals so as to fulfill its functions and duties in a reasonably timely manner.

vi. The Committee shall meet as directed by the City Council to conduct business.

vii. The Chairperson or any two (2) Committee members may call a meeting as necessary to conduct business. Meetings shall be held at Willow Park City Hall.

viii. The Committee shall provide Committee Reports to the City Council that include comments and recommendations regarding the LUAs, CIP and impact fees.

e. *Committee Reports.* The Committee shall provide Committee Reports to the City Council that include comments and recommendations regarding the LUA's, CIP and impact fees, which shall be submitted as follows:

i. Before the fifth (5th) business day before the date of

- the public hearing on the proposed LUA'S and CIP;
- ii. Before the fifth (5th) business day before the date of the public hearing on the proposed impact fees;
 - iii. Before the fifth (5th) business day before the date of the public hearing on any proposed amendments to the LUA's, CIP and impact fees; and
 - iv. At any other such time as the Committee or City Council shall deem appropriate or necessary.

Section 3. Supporting Reports and Studies

The City Council and City Staff shall make available to the Committee any professional reports regarding the development or implementation of land use assumptions, capital improvement plans, utility financial analyses, or any other information that may be available and relevant to the study, consideration, development and adoption of impact fees pursuant to the Impact Fee Statute.

Section 4. Severability Clause

In the event any clause, phrase, provision, sentence or part of this Resolution or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Willow Park, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any part thus declared to be invalid or unconstitutional.

Section 5. Effective Date.

This Resolution shall be effective upon its passage and approval by City Council.

PASSED, APPROVED, and ADOPTED this ___ day of January, 2022.

CITY OF WILLOW PARK, TEXAS

Doyle Moss, Mayor

ATTEST:

Crystal Dozier, City Secretary
City of Willow Park



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: January 25, 2022	Department: City Secretary	Presented By: Crystal Dozier
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AGENDA ITEM

Discussion/Action: to adopt an amendment to Ordinance No. 848-22 Ordering the 2022 General Election.

BACKGROUND:

Parker County will be holding a May 7th General Election this year. The First Baptist Church Willow Park is the early voting and election day voting place therefore Willow Park City Hall cannot be an election day voting place. The amendment is to remove city hall as the election day voting poll and replace it with the First Baptist Willow Park Church.

STAFF/BOARD/COMMISSION RECOMMENDATION:

MOTION ADOPT AN ORDINANCE AMENDING ORDINANCE NO. 848-22 ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 7, 2022 FOR THE PURPOSE OF ELECTING, COUNCILMEMBER FOR PLACE NO. 3, A COUNCILMEMBER FOR PLACE NO. 4, AND A COUNCILMEMBER FOR PLACE NO. 5; DESIGNATING A DIFFERENT POLLING PLACE FOR ELECTION DAY, WITHIN THE MUNICIPAL LIMITS; APPOINTING A PRESIDING ELECTION JUDGE AND ALTERNATE PRESIDING ELECTION JUDGE; ESTABLISHING OTHER PROCEDURES FOR THE CONDUCT OF THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION OF NOTICE; AND PROVIDING FOR AN EFFECTIVE DATE.

EXHIBITS:

Proposed Ordinance

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	

CITY OF WILLOWPARK

ORDINANCE NO. _____ -22

AN ORDINANCE AMENDING ORDINANCE NO. 848-22 ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 7, 2022 FOR THE PURPOSE OF ELECTING, COUNCILMEMBER FOR PLACE NO. 3, A COUNCILMEMBER FOR PLACE NO. 4, AND A COUNCILMEMBER FOR PLACE NO. 5; DESIGNATING A DIFFERENT POLLING PLACE FOR ELECTION DAY, WITHIN THE MUNICIPAL LIMITS; APPOINTING A PRESIDING ELECTION JUDGE AND ALTERNATE PRESIDING ELECTION JUDGE; ESTABLISHING OTHER PROCEDURES FOR THE CONDUCT OF THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION OF NOTICE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, at its January 11, 2022 Council meeting, the City Council passed Ordinance No. _____ (the “Election Ordinance”) calling for a general election for certain municipal officer of the City of Will Park, Texas to be held on May 7, 2022, and designating the polling place for election day to be the City of Willow Park City Hall; and

WHEREAS, the polling location for election day must be changed to the First Baptist Willow Park Welcome Center located at 601 Ranch House Road, Willow Park, Texas;

WHEREAS, the City Council desires to amend the Election Ordinance to change the polling place location and to amend the Election Ordinance in its entirety to read as set forth herein;

WHEREAS, a general election for certain municipal officers of the City of Willow Park, Texas is ordered herein for MAY 7, 2022 under the authority of law; and

WHEREAS, Jenise Miller, the Elections Administrator for Parker County, is designated under §83.005 TEX. ELECTION CODE as the Early Voting Clerk for elections ordered on behalf of a municipality; and

WHEREAS, the City will enter into an agreement with Parker County for the provision of election services and said agreement provides for an election judge and the dates on which early voting shall occur; and

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

SECTION 1. INCORPORATION

All of the above precatory statements are true and correct and incorporated herein for all purposes.

SECTION 2. DATE OF ELECTION

It is hereby ordered that an election for certain municipal officers shall be held in and throughout the City of

Willow Park, Texas on MAY 7, 2022.

SECTION 3. PURPOSE OF ELECTION

The purpose of the election is to provide for the general election of city officers, specifically: Council Members Place No. 3, Place No. 4, and Place No. 5. The term for Council Member Place No. 3, Council Member Place 4, and Councilmember Place No. 5 are for a term of two years, ending May 2024.

SECTION 4. POLLING PLACE

The City of Willow Park polling place for the May 7, 2022 election day shall be the First Baptist Willow Park Welcome Center, 601 Ranch House Road, Willow Park, Texas.

In accordance with §41.031(b) TEX. ELECTION CODE, said polling place shall be open between the hours of 7:00 a.m. and 7:00 p.m. on the date of election.

SECTION 5. ELECTION JUDGES

The Presiding Election Judge and Alternate Presiding Election Judge shall be as appointed by Parker County pursuant to an agreement with the County.

All Election Judges herein appointed, shall appoint not more than two eligible persons as clerks to serve and assist in the conduct of election. Provided, however, that if the Election Judge named herein actually serves, the Alternate Election Judge shall serve as one of the clerks. All election clerks shall be qualified voters of the City.

SECTION 6. EARLY VOTING CLERK

Jenise Miller, the Elections Administrator for Parker County, is hereby designated as the Early Voting Clerk pursuant to §83.05 TEX. ELECTION CODE for the election ordered herein. The official mailing address of the early voting clerk is 1112 Santa Fe Drive, Weatherford, Texas 76086. The City Secretary is further ordered to procure and allocate the supplies necessary to conduct the election pursuant to §51.003(3) TEX. ELECTION CODE and to provide written notice to the presiding and alternate presiding judge of the election as specified by §32.009 TEX. ELECTION CODE.

SECTION 7. PUBLICATION AND POSTING OF NOTICE

Notice of the City election shall be given by posting a Notice of Election at the City of Willow Park City Hall on the bulletin board or other location used for posting notices of the meetings of the City Council, not later than 21 days prior to the date of the election, and by publication of said notice at least once in the newspaper published in the City, or if none, in a newspaper of general circulation. The date of said publication to be not less than 10 days nor more than 30 days prior to the date set for the election. Upon publication of the election notice, the City Secretary shall secure a Publisher's Affidavit or copy of the notice which complies with the requirements of §4.005 TEX. ELECTION CODE.

SECTION 8. EARLY VOTING

Early voting by personal appearance shall commence on April 25, 2022 and shall continue Monday through Friday from 8:00 a.m. until 5:00 p.m. until May 3, 2022 at a location to be determined by the City and the Early Voting Clerk. Extended hours for early voting shall be determined by the Early Voting Clerk and the City. A supplemental notice shall be issued stating the early voting location and the dates for the extended hours of early voting. Early voting shall be conducted in accordance with the requirements of the TEX. ELECTIONCODE.

Applications for voting by mail shall be delivered to the Early Voting Clerk at the same address not later than the close-of-business on April 26, 2022.

The Early Voting Clerk's address to which ballots voted by mail may be sent is:

Jenise Miller
Early Voting Clerk
1112 Santa Fe Drive Weatherford, TX
76086

SECTION 9. NECESSARY ACTIONS

The Mayor, City Council, or City Secretary, in consultation with the City Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions with the TEX. ELECTION CODE in carrying out and conducting the election whether or not specifically authorized herein.

The City Secretary is directed to send a copy of the executed Order of Election to the Parker County Clerk and Election Administrator on or before March 2, 2022, pursuant to § 4.008 TEX. ELECTION CODE.

SECTION 10. SEVERABILITY

If for any reason any section, paragraph, subdivision, clause, phrase or provision of this Ordinance shall be held invalid, it shall not affect any valid provisions of this or any other Ordinance of the City of Willow Park to which these rules and regulations relate.

SECTION 11. EFFECTIVE DATE

This Ordinance shall take effect from and after the date of its adoption.

PASSED, APPROVED AND ADOPTED on this 25th day of January 2022.

Doyle Moss, Mayor

ATTEST:

Crystal Dozier, City Secretary

The Willow Park City Council is acting on Ordinance No. ____-22 , did on the 25TH day of January 2022 vote as follows:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: January 25, 2022	Department: Public Works	Presented By: Michelle Guelker
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AGENDA ITEM

Review of 2021 Water Production and Average Daily Usage

PRESENTATION HIGHLIGHTS:

2021 Produced Water by Month*

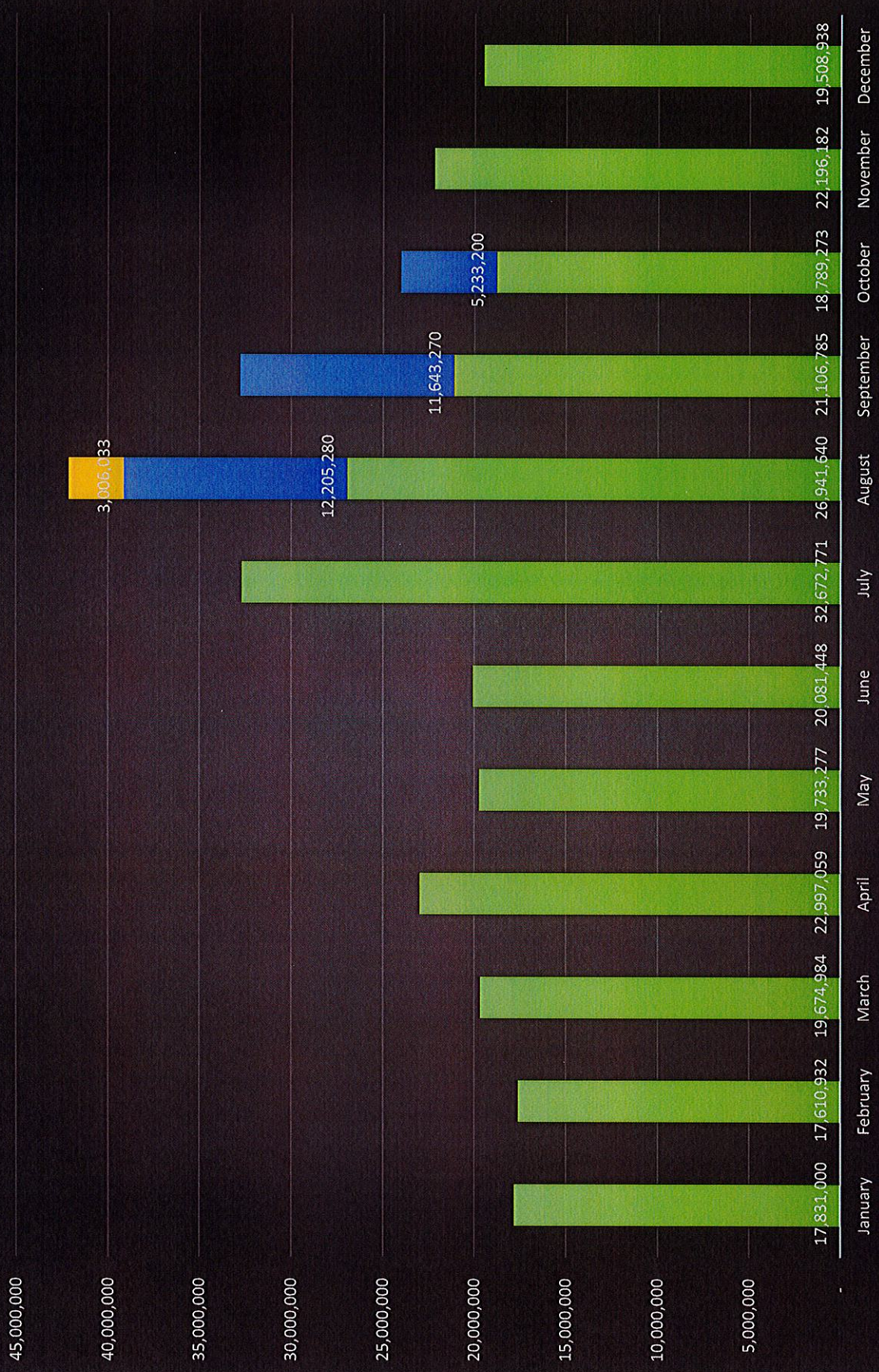
MONTH	Well Production Total	Purchased from Fort Worth	Purchased from Weatherford	TOTAL
January	17,831,000			17,831,000
February	17,610,932			17,610,932
March	19,674,984			19,674,984
April	22,997,059			22,997,059
May	19,733,277			19,733,277
June	20,081,448			20,081,448
July	32,672,771			32,672,771
August	26,941,640	12,205,280	3,006,033	42,152,953
September	21,106,785	11,643,270		32,750,055
October	18,789,273	5,233,200		24,022,473
November	22,196,182			22,196,182
December	19,508,938			19,508,938
Total	259,144,289	29,081,750	3,006,033	291,232,072

2021 Average Water Usage Per Day*

MONTH	TOTAL	Days in Billing Period	Average Gallons Per Day
January	17,831,000	31	575,193.55
February	17,610,932	31	568,094.58
March	19,674,984	28	702,678.00
April	22,997,059	31	741,840.61
May	19,733,277	30	657,775.90
June	20,081,448	31	647,788.65
July	32,672,771	30	1,089,092.37
August	42,152,953	31	1,359,772.68
September	32,750,055	31	1,056,453.39
October	24,022,473	30	800,749.10
November	22,196,182	31	716,005.87
December	19,508,938	30	650,297.93

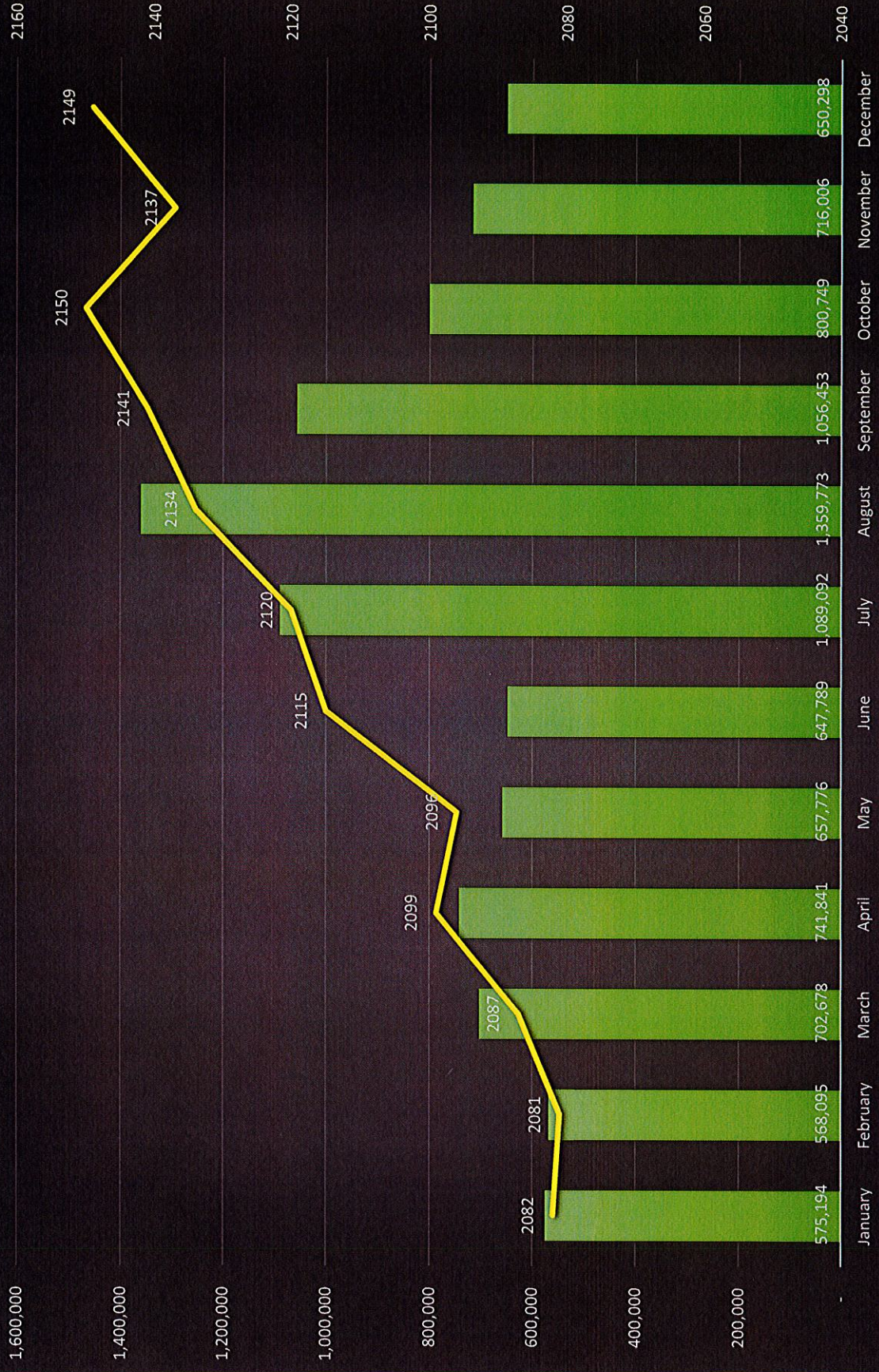
*- To make easier for reporting purposes, the month runs from the 15th of the previous month to the 15th of the month listed. Example January 2021 is production from December 16, 2020 to January 15, 2021. This also coincides with the City's utility billing period.

2021 PRODUCED WATER



■ Well Production Total ■ Purchased from Fort Worth ■ Purchased from Weatherford

2021 Average Gallons Per Day





CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date:

January 25, 2022

Department:

City Engineer

Presented By:

Derek Turner

AGENDA ITEM

City Engineer Report – Update on Fort Worth water projects

BACKGROUND:

1. Fort Worth – Willow Park Pipeline progress – Mountain Cascade
 - a. Fort Worth water turned on 8/4, turned off mid-October
 - b. SCADA Communication tower finished.
 - c. Remaining work is to pressure test and disinfect the small portion of 16-inch pipeline that is part of the pipeline to Hudson Oaks. To be done once pump station is operational.
2. Willow Park-Hudson Oaks pipeline progress - Wildstone
 - a. Pipeline is 100% installed
 - b. Remaining items include pipeline testing, clean up, and restoration. Pipeline testing and disinfection to be done once pump station is operational.
3. Pump Station project update – MELA Contracting, Inc.
 - a. Shop drawing submittals/review continues
 - b. Supply chain issues are occurring all over, and unfortunately MELA has not been immune to these. So, pressure has been mounting on whether MELA can meet the contractual Completion Date of 5/3/22. The Halff Team has been working with MELA to help identify these issues early and assist where we can in mitigating schedule delays. Here is a summary to date:
 - i. Significant delay on delivery of emergency power generator. Resolution – Cities to rent a portable generator temporary, to not delay startup.
 - ii. Delay on pump delivery – MELA to tightly schedule installation and testing to delay only slightly startup (1 to 2 weeks)
 - iii. Delay on SCADA related parts/programming. MELA has coordinated an expedited schedule with HALFF and SCADA programmers to stay on schedule
 - iv. Valves delayed. MELA is switching to a different manufacturer that can deliver valves on time.
 - c. Suffice to say that given the current global situation, additional delays may pop up. Therefore, the Halff Team has been working with Willow Park staff to ensure there is a backup plan to get through this summer without the pump station, etc. We now plan to keep the temporary meter station and connection in place and useable through the summer. Bryan authorized us to seek an extension of the temporary agreement with Fort Worth. Those negotiations have begun, and it appears it will be possible to utilize the temporary meter station again, if needed. To be confirmed soon. MELA has instructions to hold off on any demolition of the temporary meter station, until further notice.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

1/21/2022



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 25, 2022	Department: Planning & Development	Presented By: Betty Chew Toni Fisher Bill Funderburk
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AGENDA ITEM: Development Update

BACKGROUND: *Current new construction commercial projects under production to date;*
New progress is noted in red:

1. **Ambulatory Surgery Center @ 125 Mary Lou Dr.**
 - Revised Civil Plans approved
 - Awaiting go-ahead from Wier's Engineers to schedule Pre-Construction Meeting
2. **Medical Office Building @ 110 Mary Lou Dr.**
 - Construction Plans Approved by BV & Fire
 - Performance & Maintenance Bonds received
3. **G.I. Alliance (Endoscopic Center) @ 130 Jimma Dr.**
 - Under construction
4. **Willow Park RV Storage @ 4450 E. I-20**
 - Final Plat approved
 - Pre-Construction Meeting complete
 - Civil Work underway as of w/c 1/04/22
5. **The District @ 460 Shops Blvd. (Core & Shell only)**
 - Replat approved by P&Z on 1/18/22
 - City Council on February 8, 2022
 - Scheduling Pre-Construction Meeting
6. **Canvas at Willow Park @ Meadow Place & Kings Gate (110 townhomes)**
 - Awaiting Construction plans
7. **Trinity Christian Academy Athletic Complex @ 7700 E. Bankhead Hwy**
 - Street connections still to be competed
 - Eastern driveway to be set
 - The main entrance has been realigned to connect with the Bankhead Highway and Eagle Drive extensions

8. **Extra Space Storage @ 4600 E. I-20**
 - Currently under construction

9. **Forney Fence shell @ 4910 E. I-20**
 - Currently under construction

10. **Willow Crossing Townhomes @ 402 - 538 Willow Crossing E.**
 - (Pods A-H)
 - Currently under construction

11. **The Preserves @ 149 Mary Lou**
 - Currently at Final stage of construction (punch list)

12. **MK Office Building @ 151 JD Towles (3,332 sq. ft. office building)**
 - Currently under construction

STAFF/BOARD/COMMISSION RECOMMENDATION: N/A

EXHIBITS: None.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: January 25, 2022	Department: Fire	Presented By: Chief LeNoir
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AGENDA ITEM

Fire Department Report

BACKGROUND:

Operations

The operations personnel are the backbone of the department providing the workforce to respond to emergency calls, operate and maintain the department's apparatus, equipment, stations, and fulfill the Department's operational mission.

With the support of the city and the council the operations division grew by three new firefighter positions. The three firefighter positions allowed the department to operate with three fire personnel on each 24-hour shift. The new positions also allowed the department to staff the ladder truck on a consistent basis.

Operations personnel remained busy throughout the year handling the workload of operating and maintaining the department to a high standard. The Department was inspected by the Texas Commission on Fire Protection this year. The department passed the inspection and was commended by state inspectors based on operational personnel maintaining the department to such a high standard.

This year staff responded to 985 calls to service, provided fire prevention education presentations at schools, daycares, and church organizations. The department provided other support functions like providing and installing free smoke detectors for citizens in cooperation with American Red Cross.

Training

1581- Hours of Department level training completed for the year. In addition to the normal training subjects taught on a regular and ongoing basis, the department identified two primary objectives for training this year. The first primary objective was to orient new employees to the operations of the department. The second objective was to provide the training to transition the primary response from an Engine company to a Truck Company responding in a Ladder Truck.

The department was able to orient the new employees to operations with training within the department and Tarrant County College. Employees travel once a month to Tarrant County College Fire Training Center where they can study, drill, and operate with industry experts on a world class fire training field. This year the department received quality hands on training in the following subjects: Fire Lab with flashover simulator, Rapid Intervention Training, Ladders, Ventilation, Aerial Operations, Rope Rescue drills, Hazardous Materials Technician level CE, Vehicle stabilization and lifting, Standpipe Hose Deployment, Building construction, and Live Fire Scenarios.

Prevention

The prevention division has remained busy this year conducting plan reviews and inspections for new construction and existing buildings alike. The prevention division conducted 157 on-site inspections, attended preconstruction meetings, and investigated fires that occurred within the city.

The prevention division also hosted a six-week internship in partnership with Weatherford ISD. The internship allowed high school students that are interested in entering the emergency services an opportunity to experience the rolls, responsibilities, and process of becoming a Firefighter.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	

WILLOW PARK FIRE/RECSUE 2021

Fire Department Call Volume 2021

INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
False Alarm & False Call	5	28	4	7	7	10	2	10	14	5	4	4	100
Fire	4	3	6	7	1	4	4	7	5	7	3	4	58
Good Intent Call	12	18	17	11	18	10	9	10	9	15	18	22	166
Hazardous Condition (No Fire)	1	4	2	2		2	4		2				17
Overpressure Rupture, Explosion, Overheat (no fire)		1		1				1					3
Rescue & EMS (includes Motor Vehicle Accidents)	36	38	30	38	35	36	39	39	61	50	44	42	486
Service Call	10	16	9	11	9	10	5	11	15	13	10	24	143
Severe Weather & Natural Disaster					1								1
Special Incident Type	1	1		2		2			1	1	1		9
Total	69	109	68	79	71	74	63	78	107	91	80	96	985

