



*Town of Highland Park, Texas*  
**TOWN COUNCIL STUDY SESSION**  
**AGENDA**

8:00 AM  
April 23, 2024

4700 Drexel Drive, Highland  
Park TX 75205  
Executive Conference Room,  
2nd Floor

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**FUTURE AGENDA DISCUSSION**

- Review, discuss, and consider approval of ordinances for the Town's 2024 Water Conservation Plan and 2024 Drought Contingency Plan.
- Review, discuss, and consider referring to the Zoning Commission a request to amend the site plan of Highland Park Village.
- Review, discuss, and consider the opportunity for a Town Council Member to request an item to be placed on a future Town Council Meeting Agenda.

**REPORTS**

- Review and discuss parkway improvements adjacent to Armstrong Elementary.
- Review and discuss the Department of Public Safety recruiting video.

**ADJOURNMENT**

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Any item on this posted agenda could be discussed in closed session as long as it is within one of the permitted categories under Sections 551.071 through 551.076 and 551.087 of the Texas Government Code

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

**SPECIAL ACCOMMODATIONS FOR TOWN COUNCIL MEETINGS**

Let us know if you need special assistance of any kind.

Please contact the Town of Highland Park Administrative staff at (214) 521-4161  
7:30 a.m. to 4:30 p.m., Monday through Friday.



# TOWN OF HIGHLAND PARK

## Agenda Briefing

Council Meeting: April 23, 2024

Department: Engineering

Presenter: Lori Chapin

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### TITLE

Review, discuss, and consider approval of ordinances for the Town's 2024 Water Conservation Plan and 2024 Drought Contingency Plan.

### BACKGROUND

#### Water Conservation Plan

State law requires municipal water providers to submit approved conservation plans containing quantifiable five- and ten-year goals for per capita water use. An update to the plan and its goals is required every five years. This plan supersedes the 2019 Water Conservation Plan. The updated Water Conservation Plan must be submitted to the Texas Commission on Environmental Quality ("TCEQ") and the Texas Water Development Board ("TWDB") by May 1, 2024.

The five- and ten- year goals for per capita water use were updated as provided in the following table:

Revised Water Conservation Goals (*Gallons per Capita per Day (GPCD)*)

	<b>Total Water Use</b>	<b>Residential Water Use</b>	<b>Water Loss</b>
Current Plan 5-Year <sup>1</sup>	322.6	272.8	<32.3
Current Plan 10-Year <sup>1</sup>	305.3	259.4	<30.5
Updated Plan 5-Year <sup>2</sup>	287.0	257.4	<30.0
Updated Plan 10-Year <sup>2</sup>	271.5	244.8	<26.8

<sup>1</sup>As provided in the 2019 Highland Park Water Conservation Plan

<sup>2</sup>As recommended for the 2024 Highland Park Water Conservation Plan

Staff will continue utilizing the Town's website and water bill messages to promote the Town's conservation projects and to assist its residents to become better water consumers. Staff will also continue promoting WaterSmart and Water My Yard to residents to increase awareness of water usage. The meter replacement program will also continue, improving reading accuracy and minimizing water loss.

New requirements related to residential GPCD goals were added to the Plan, as well as revised definitions by the State. The rule changes included definitions, dates listed in the rules, and plan reporting practices. All other sections were revised to reflect updates to the Town's Water Conservation Program and Code of Ordinances.

#### Drought Contingency Plan

TCEQ requires municipal water providers to develop a Drought Contingency Plan and submit revisions to

the plan every five years. This plan supersedes the 2019 Drought Contingency Plan. The updated Drought Contingency Plan must be submitted to the TCEQ by May 1, 2024.

No substantive changes were made to the plan since it was updated in 2019. The Town has been in Stage I since 2014.

The Town's Water Conservation and Drought Contingency Plans were revised in conjunction with the Dallas County Park Cities Municipal Utility District ("DCPCMUD") and the City of University Park. All three entities utilized Nathan D. Maier Consulting Engineers ("NDM") to review and update the Plans. Copies of the Executive Summary, Water Conservation Plan and Drought Contingency Plan are attached for reference.

## **RECOMMENDATION**

Staff recommend approval of the ordinance adopting the 2024 Water Conservation Plan and the ordinance adopting the 2024 Drought Contingency Plan.

## **FINANCIAL IMPACT**

The cost to update the five-year plans was \$16,478. The Water Department operating budget included funding for updating the plans.

## **ATTACHMENTS:**

### **File Name**

WC\_\_\_DC\_Plans\_Executive\_Summary\_2024.pdf

Water\_Conservation\_Plan\_2024\_-\_draft.pdf

Drought\_Contingency\_Plan\_2024\_-\_draft.pdf

Ord.\_No.\_2129\_Water\_Conservation\_Plan\_2024.pdf

Ord.\_No.\_2130\_Drought\_Contingency\_Plan\_2024.pdf

### **Description**

Executive Summary

Water Conservation Plan

Drought Contingency Plan

Proposed Ordinance Water Conservation Plan

Proposed Ordinance Drought Contingency Plan

**Town of Highland Park**  
**2024 Water Conservation Plan and Drought Contingency Plan**  
**Executive Summary**

An updated and revised Water Conservation Plan and Drought Contingency Plan are required to be submitted to the Texas Commission on Environmental Quality (TCEQ), the Texas Water Development Board (TWDB) and Region C Water Planning Group every five years. The Water Conservation Plan is a combination of required and voluntary programs and strategies aimed at reducing the amount of water withdrawn from the Town's supply source, Grapevine Lake. The goals established within the Water Conservation Plan are not enforceable. The Drought Contingency Plan is a combination of strategies developed to manage the Town's water supply during times of water supply shortages and water emergencies. Stages within the Drought Contingency Plan are initiated during times of drought, water supply contamination, and treatment or delivery system interruption and/or failure.

**Water Conservation**

The 2019 Water Conservation Plan has been revised and updated to meet five-year requirements from TCEQ and TWDB. Goals established in the 2024 Water Conservation Plan are based on a five-year rolling average. A summary of these changes is provided below.

- *Previous Conservation Plan 2023 Target*
  - Total Water Use: 322.6 GPCD (1.10% annual reduction).
  - Residential Water Use: 272.8 GPCD (1.0% annual reduction).
  - Water Loss: Maintain water loss at 10% or less (< 32.3 GPCD)
- *Average Water Use 2019-2023*
  - Total Water Use: Averaged 303.3 GPCD (1.65% annual reduction).
  - Residential Water Use: 268.0 GPCD (1.26% annual reduction).
  - Water Loss: Averaged 4.55% from 2019-2023, an improvement over the 2009-2018 average of 5.43%.
  - The Town met and exceeded its 5-year goals for water use.
  - Water loss continues to average below 10%.
- *New Voluntary 5-Year Average Goals (2024-2028)*
  - New goals are consistent with North Texas water suppliers' goals in percent reduction.
  - Target date of December 31, 2028
  - Total Water Use: 287.0 GPCD (1.10% reduction per year over the next 5 years)
    - This exceeds the State goal of 1.0% reduction per year.
    - Based on projected trends in precipitation and average savings since 2002.
    - The Town has averaged a 1.29% annual reduction since 2002.
  - Residential Water Use: 257.4 GPCD (1.10% reduction over the next 5 years).
    - This exceeds the State goal of 1.0% reduction per year.
    - Based on projected trends in precipitation and average savings since 2002.
  - Water Loss: Maintain water loss at 10% or less (< 30.0 GPCD)



- *New Voluntary 10-Year Goals (2024-2033)*
  - Target date of December 31, 2033
  - Total Water Use: 271.5 GPCD (1.10% reduction per year over next 10 years).
  - Residential Water Use: 244.8 GPCD (1.0% reduction per year over next 10 years).
  - Water Loss: Maintain water loss at 10% or less (< 26.8 GPCD).

The TWDB no longer requires the Town to submit Annual Implementation Reports and the Town ceased submittals after 2020. The Town is still required to submit reports every five years to track the effectiveness of each conservation measure. The Town will continue to submit the Water Conservation Plan to the TCEQ and TWDB every 5 years or as required under State law. New requirements related to residential GPCD goals were added to the Plan, as well as revised definitions by the State. The rules changes included definitions, dates listed in the rules, and plan reporting practices. All other sections were revised to reflect updates to the Town's Water Conservation Program and Code of Ordinances.

Several public awareness and educational activities were implemented by the Town and will continue to encourage the public to conserve water. The only modifications that will be made to the public awareness and educational activities include more digital engagement by the Town and ceasing the Texas Agrilife Water University Program, as it was decommissioned.

The Town will maintain the same program for meter replacement to improve meter reading accuracy and reduce water loss. There have been no changes to the Town's Code of Ordinances or Best Management Practices since 2019.

### **Drought Contingency**

There were no changes to the rules related to Drought Contingency Plans by the TCEQ or TWDB. No substantive changes were made to the Town's Drought Contingency Plan since it was last updated in 2019. The Town has been in Stage I since 2014.



**TOWN OF HIGHLAND PARK**

**WATER CONSERVATION PLAN**

**APRIL 23, 2024**

**PREPARED BY:**

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## TABLE OF CONTENTS

1.	INTRODUCTION AND OBJECTIVES .....	2
2.	APPLICABLE RULES BY THE COMMISSION AND BOARD .....	3
2.1	Texas Commission on Environmental Quality .....	3
2.2	Texas Water Development Board Rules.....	3
2.3	Minimum Conservation Plan Requirements .....	3
3.	SPECIFICATION OF WATER CONSERVATION GOALS .....	5
4.	MINIMUM CONSERVATION PLAN REQUIREMENTS .....	6
4.1	Water Utility Profile .....	6
4.2	Record Management System .....	6
4.3	Specification of Goals.....	6
4.4	Accurate Metering of Treated Water Delivery from the District .....	6
4.5	Universal Metering, Meter Testing and Repair, and Periodic Meter Replacement... 6	
4.6	Determination and Control of Unaccounted-For Water .....	7
4.7	Continuing Public Education and Information Campaign.....	8
4.8	Water Rate Structure.....	8
4.9	Town of Highland Park’s Reservoir System Operation Plan .....	9
4.10	Implementation and Enforcement.....	9
4.11	Coordination with Region C Water Planning Group.....	9
4.12	Leak Detection, Repair, and Water Loss Accounting.....	9
4.13	Potential Wholesale Water Customers.....	9
4.14	Drought Contingency Plan.....	10
4.15	Methodology and Implementation Schedule .....	10
4.16	Conservation Coordinator.....	11
4.17	Review, Update and Submittal of the Plan .....	12
5.	ADDITIONAL WATER CONSERVATION STRATEGIES .....	13
5.1	Conservation-Oriented Water Rates .....	13
5.2	Ordinances, Plumbing Codes, or Rules on Water-Conserving Fixtures.....	13
5.3	Landscape Water Management Regulations.....	13

## APPENDICES

APPENDIX A	List of References
APPENDIX B	Texas Commission on Environmental Quality Rules on Water Conservation Plans
APPENDIX C	Texas Water Development Board Rules on Water Conservation Plans
APPENDIX D	Town of Highland Park TCEQ & TWDB Water Utility Profiles
APPENDIX E	TCEQ Implementation Report
APPENDIX F	Region C Water Planning Group Documentation
APPENDIX G	Adoption of Water Conservation Plan

## **Water Conservation Plan for**

### **The Town of Highland Park**

**April 2024**

#### **1. INTRODUCTION AND OBJECTIVES**

Water supply has always been a key issue in the development of Texas. Additional supplies to meet increased demand will be difficult and expensive to develop. It is important that the Town of Highland Park (the Town) make efficient use of its water supplies. The Town procures its water from the Dallas County Park Cities Municipal Utility District (the District) who maintains senior water rights in Grapevine Lake. Since Grapevine Lake is the sole source of supply for the District and since the supply is of a limited volume, conservation of the limited supply is vital to the Town and the District.

Recognizing the need for efficient use of existing water supplies, the Texas Commission on Environmental Quality (TCEQ) and the Texas Water Development Board (TWDB) has developed guidelines and requirements governing the development of water conservation plans for public water suppliers. TCEQ and TWDB guidelines and requirements are included in Appendix B and Appendix C, respectively. The objectives of this water conservation plan (Plan) are as follows:

- Reduce seasonal peak demands.
- Reduce the loss and waste of water.
- Improve the efficient use of water.
- Decrease unaccounted for water.
- Utilize Best Management Practices (BMPs) to achieve objectives.

## **2. APPLICABLE RULES BY THE COMMISSION AND BOARD**

### **2.1 Texas Commission on Environmental Quality**

The TCEQ rules governing the development of water conservation plans for municipal uses by public water suppliers are contained in Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.2 of the Texas Administrative Code (30 TAC §288.2), effective December 6, 2012. Required submittals for retail public water suppliers are found in Code 30 TAC §288.30, effective August 16, 2018. A complete copy of these rules is included in Appendix B. The TCEQ defines a water conservation plan as:

*“A strategy or combination of strategies for reducing the volume of water withdrawn from a water supply source, for reducing the loss or waste of water, for maintaining or improving the efficiency in the use of water, for increasing the recycling and reuse of water, and for preventing the pollution of water. A water conservation plan may be a separate document identified as such or may be contained within another water management document(s).” 30 TAC §288.1(24)*

### **2.2 Texas Water Development Board Rules**

The TWDB rules governing the development of water conservation plans for municipal uses by public water suppliers are contained in Title 31, Part 10, Chapter 363, Subchapter A, Division 2, Rule 363.15 of the Texas Administrative Code (31 TAC §363.15), effective December 5, 2012. A complete copy of these rules is included in Appendix C.

### **2.3 Minimum Conservation Plan Requirements**

TCEQ rules generally govern Water Conservation Plans associated with a surface water right or if the water provider has greater than 3,300 connections. TWDB rules generally govern Water Conservation Plans required when requesting financial assistance greater than \$500,000. The TCEQ and TWDB contain reciprocity rules that allow a Water Conservation Plan that meets the requirements of one agency to be submitted to meet requirements of the other agency.

Many rules established by the TCEQ and TWDB are concurrent. For the purposes of this Plan, the governing TCEQ rule will be referred to unless only a TWDB Rule applies. Cross-references between the TCEQ and TWDB rules may be found in the tables in this section.

This Water Conservation Plan meets the minimum requirements of both the TCEQ and TWDB for municipal uses by public water suppliers.

The minimum requirements in 30 TAC §288 & 31 TAC §363.15 for Water Conservation Plans are covered in this report as follows:

<b>TCEQ Rule</b>	<b>TWDB Rule</b>	<b>Location in Plan</b>	<b>Description</b>
288.2(a)(1)(A)	363.15(b)(1)(A)	Section 4.1	Utility Profile
288.2(a)(1)(B)	363.15(b)(1)(A)	Section 4.2	Record Management System
288.2(a)(1)(C)	363.15(b)(1)(B)	Section 3	Specification of Goals
288.2(a)(1)(D)	363.15(b)(1)(E)	Section 4.4	Accurate Metering
288.2(a)(1)(E)	363.15(b)(1)(F)	Section 4.5	Universal Metering
288.2(a)(1)(F)	363.15(b)(1)(G)	Section 4.6	Determination and Control of Unaccounted for Water
288.2(a)(1)(G)	363.15(b)(1)(I)	Section 4.7	Public Education and Information Program
288.2(a)(1)(H)	363.15(b)(1)(J)	Section 4.8	Non-Promotional Water Rate Structure
288.2(a)(1)(I)	N/A	Section 4.9	Reservoir System Operation Plan
288.2(a)(1)(J)	363.15(b)(1)(K)	Section 4.10	Means of Implementation and Enforcement
288.2(a)(1)(K)	363.15(b)(1)(L)	Section 4.11	Coordination with the Regional Water Planning Group
288.2(a)(2)(A)	363.15(b)(1)(H)	Section 4.12	Leak Detection, Repair, and Water Loss Accounting
288.2(a)(2)(B)	363.15(d)(3)	Section 4.13	Provisions for New or Amended Wholesale Water Contract(s)
288.20	363.15(b)(1)(M)	Section 4.14	Drought Contingency Plan
288.2.(a)(3)(G) (Optional Strategy)	363.15(b)(1)(D)	Section 4.15	Method of Tracking the Plan's Implementation and Effectiveness
N/A	363.15(b)(1)(C)	Section 4.15	Implementation Schedule
288.30(10)(B)		Section 4.16	Conservation Coordinator
288.2(b)	363.15(e) & 363.15(f)	Section 4.17	Must Meet either TCEQ or TWDB Requirements
288.2(c)	363.15(b)	Section 4.17	Review and Update of Plan
288.30(1), 288.30(10)(A) & (C)	363.15(b)	Section 4.17	Submittal of Plan
288.30(2)	363.15(g)	Section 4.17	Implementation Reports*

\*The TCEQ requires an Implementation Report be submitted every five years with the Water Conservation Plan Update.

#### Additional Conservation Strategies

The TCEQ rules also list optional conservation strategies, which may be adopted by suppliers. The TWDB does not list specific optional conservation strategies in 31 TAC §363.15(b)(2), but does provide water conservation Best Management Practices (BMPs) that may be utilized in addition to the minimum requirements. The Town has adopted the following optional strategies:

<b>TCEQ Rule</b>	<b>Location in Plan</b>	<b>Description</b>
288.2(a)(3)(A)	Section 5.1	Conservation-oriented water rates
288.2(a)(3)(B)	Section 5.2	Ordinances, Plumbing Codes or Rules on Water-Conserving Fixtures
288.2(a)(3)(F)	Section 5.3	Adoption of Ordinances and/or Programs for Landscape and Water Management
288.2(a)(3)(G)*	Section 4.15	Method for Monitoring the Effectiveness and Efficiency of the Plan

\*This is required under the current TWDB regulations but optional per TCEQ regulations.

### 3. SPECIFICATION OF WATER CONSERVATION GOALS

Rule 288.2(a)(1)(C) requires the adoption of specific water conservation goals for a water conservation plan. The Town has developed 5-year and 10-year goals for the reduction of per capita municipal use in total gallons per capita per day (GPCD) and residential GPCD, following TCEQ procedures described in the water utility profile (Appendix D).

A revised baseline average and analysis from previous Water Conservation Plans by the Town follows. This analysis will be based on a 5-year rolling average to incorporate normal, wet, and dry year demands. The new baseline comparison year is the 2002 5-year average (includes 1998-2002 water usage). All baseline data and new 5-year and 10-year goals are summarized below.

- Baseline Average (2002 5-year rolling average)
  - Total GPCD: 407.0
  - Residential GPCD: 336.9
- 5-year goals
  - Target Date: December 31, 2028 (Reduction Phase)
  - Total water use of 287.0 GPCD (1.10% reduction per year from the baseline year)
  - Residential Water Use: 257.4 GPCD (1.00% per year from the baseline year)
  - Maintain water loss under 10% (< 30.0 GPCD)
- 10-year goals (Reduction Phase)
  - Target Date: December 31, 2033
  - Total water use of 271.5 GPCD (1.10% reduction per year from the baseline year)
  - Residential Water Use: 244.8 GPCD (1.0% reduction per year from the baseline year)
  - Maintain water loss under 10% (< 26.8 GPCD)
  - The 10-year goals will be reviewed and revised during the next Plan update, based on the Town's implementation progress.

## **4. MINIMUM CONSERVATION PLAN REQUIREMENTS**

Applicable rules and regulations found in the Town of Highland Park Code of Ordinances may be referenced below (i.e. COO §13.02.042 or COO Article 13.02)

### **4.1 Water Utility Profile**

Rule 288.2(a)(1)(A) requires the Town to submit Water Utility Profiles with the Plan. The completed utility profiles are provided in Appendix D, which includes data on existing and projected service populations, number of connections, historical metered water sales and water production, and general utility system information. The TWDB contains an online system for filling out the Utility Profile accessible by designated Town personnel.

### **4.2 Record Management System**

The Town's current record management system allows for the separation of water sales and uses into residential, commercial/institutional, Town (municipal), and industrial categories. The Town's system also allows it to track water sales for landscape irrigation use for those customers who have separate irrigation meters.

Should the Town ever revise/update its existing record management system/billing software, the Town will make sure it has the ability to collect and report water use data into the water user groups defined in 30 TAC 288.2(a)(1)(B).

The Town identifies high residential water users through database management and takes actions to determine if a leak exists at the residence. If the Town finds reason to believe that a leak may exist on the customer's side of the meter, a door-hanger is provided to the customer to notify them of the possible leak and recommend actions to take.

### **4.3 Specification of Goals**

Refer to Section 3 for the specific, quantified goals related to water savings and water loss.

### **4.4 Accurate Metering of Treated Water Delivery from the District**

The District supplies all of the water used by the Town. Water delivery from the District is metered by a 24-inch venturi meter located at the Town's metering station. The venturi meter is calibrated to an accuracy of  $\pm 1\%$  on a biannual basis.

### **4.5 Universal Metering, Meter Testing and Repair, and Periodic Meter Replacement**

The Town currently requires metering of all connections. The Town has implemented a program to ensure that all meters larger than two inches in diameter are tested at 2-year intervals and are accurate within the American Water Works Association (AWWA) standards of  $\pm 2\%$ . Defective meters are replaced. Meters two inches and less in diameter are replaced at 14-year intervals. In addition, if the Town or customer suspects a bad meter, the meter is checked and replaced if faulty.



The Town finished replacing all customer meters with smart meters as of 2019 that allow automatic meter reading (AMR) and allow for customer monitoring of water usage through WaterSmart.

#### **4.6 Determination and Control of Unaccounted-For Water**

Unaccounted for water is the difference between the amount of water supplied by the District and the amount of water delivered (sold) to customers plus authorized but unmetered uses such as firefighting, releases for flushing of lines, and uses associated with new construction. Unaccounted water can include several categories such as:

- Inaccuracies in the supply and the customer meters.
- Unmetered uses such as firefighting and line flushing
- Accounts that are being used but have not yet been added to the billing system.
- Losses due to water main breaks and leaks in the water distribution system.
- Losses due to illegal connections and theft.
- Other.

The Town's water losses, which includes unaccounted for water, is the difference between the water purchased from the District and water sold to its customers. The Town's water loss for the last five years is reported in the Utility Profile in Appendix D. The Town's water losses have averaged 4.55% for the last five years and below 10% for the last 23 years (2001-2023). In 2023, the total water loss for water for the Town was 83,461,000 gallons, or 7.28% of the Town's purchased water. This was the highest year by far in water loss for the previous 5 years. The Town will continue current procedures that should maintain its water loss below 10%.

Yearly audits are performed to track the Town's unaccounted for water usage. As a policy, unaccounted-for water usage that is estimated by the Town's staff but unmetered and includes the following:

- Flushing of water and sewer mains during construction.
- Elevated tank drainage for inspection, maintenance and repair.
- Estimated losses due to main breaks.
- Estimated water losses due to leaks found in leak detection program (this is not an accurate estimate, as it is not known how long they were leaking before they were found.
- Flushing of water mains for water quality, purposes.
- Water used to clean sewers.
- Water used to flush fire hydrants.

The Town's five-year average (2019-2023) total for unmetered flow was 2,798,148 gallons, or 4.6% of the Town's unaccounted for water.

Unaccounted-for water usage that is metered includes routine flushing of dead end lines for water quality purposes. The Town currently has 14 lines that are flushed once a month. The Town's five-year average (2019-2023) unbilled metered water use was 332,959 gallons, or 6.8% of the Town's unaccounted for water.

#### 4.7 Continuing Public Education and Information Campaign

The Town's continuing public education and information campaign on water conservation is managed in conjunction with the District and includes the following elements:

- Conservation Coordinator named in 2012.
- Insert water conservation information with water bills. Inserts include material developed by the Town's and the District's staff and material obtained from the Texas Water Development Board (TWDB), the TCEQ, and other sources. This program was revised in 2012.
- Encourage local media coverage of water conservation issues and the importance of water conservation.
- Strategic Partnerships. Program started in 2012 with Highland Park ISD, private landscaping and irrigation companies and other commercial/institutional users to develop new ideas and strategies for water conservation (began 2012).
- Coordination with the Highland Park Department of Public Safety Information Officer to publish various water conservation information on Blue Zone, Blackboard, and press releases (began 2012)
- The Town's staff will notify and schedule presentations on the importance of water conservation and ways to save water with local organizations, schools and civic groups.
- Make the *Texas Smartscape CD*, water conservation brochures, and other water conservation materials available to the public at Town Hall and other public places.
- Make information on water conservation available on its website and include links to the *Texas Smartscape* website and to information on water conservation on the TWDB and TCEQ web sites.
- Town of Highland Park Web Site: [www.hptx.org](http://www.hptx.org). New Town water conservation webpage was completed in 2013 with link on hptx.org homepage (direct URL: <http://www.hptx.org/index.aspx?NID=299>).
- WaterSmart service available for all Town customers to track daily water usage, receive leak alert notifications and compare current consumption to past consumption (direct URL: <https://www.hptx.org/index.aspx?nid=830>).

#### 4.8 Water Rate Structure

The Town presently charges customers a flat monthly fee of \$20.64 for each customer unit serviced, up to 1,000 gallons. In addition, the Town implements a non-promotional conservation-oriented structure to promote the conservation water. Water rates effective October 1, 2023 are as follows:

Range	Rate (per 1,000 gallons)
0 – 12,000 gallons	\$6.49
12,001 – 30,000 gallons	\$7.46
30,001 – 60,000 gallons	\$8.97
60,001 gallons and greater	\$11.65

These rates and surcharges are reviewed/revised on an annual basis per COO §13.02.042. Current rates and surcharges are available on the Town web site (direct URL: <https://www.hptx.org/index.aspx?nid=686>).

#### **4.9 Town of Highland Park's Reservoir System Operation Plan**

The Town purchases treated water from the District. The District receives daily releases from Grapevine Lake. These releases are the only source of raw water for the District therefore a Reservoir System Operation Plan is not needed. However, the District currently implements a Reservoir Accounting Plan in conjunction with the City of Dallas and the City of Grapevine, who also have permitted storage and water rights in Grapevine Lake.

#### **4.10 Implementation and Enforcement**

Appendix H contains the ordinance adopted by the Town Council regarding this water conservation plan. The ordinance provides for penalties and enforcement of the Plan.

#### **4.11 Coordination with Region C Water Planning Group**

The Town of Highland Park is located within the Region C Water-Planning Group. The Town has provided a copy of this Water Conservation Plan to the Region C Water Planning Group. Documentation on coordination with Region C may be found in Appendix G.

#### **4.12 Leak Detection, Repair, and Water Loss Accounting**

The Town currently maintains a leak detection program designed to reduce the loss of water due to leaks and water main breaks. Most leaks are discovered by the visual observation of both the public and meter readers. In 2006, after review of leak detection equipment on loan from the TWDB, the Town purchased its own leak detection equipment. The Town currently allocates three workdays per month to inspect the distribution system for leaks. Town and District maintenance crews regularly check and service transmission and storage facilities to ensure that any leaks or main breaks in these areas are quickly contained and repaired (COO §13.02.004). Efforts are increased when the Town implements any stage in the Town's Drought Contingency Plan.

Section 4.6 includes a description on the Town's water loss accounting practices.

#### **4.13 Potential Wholesale Water Customers**

The Town currently purchases treated water from the District and is required by the District to develop and implement a water conservation plan. The Town does not currently nor is it likely that the Town will enter into a wholesale water contract wherein the Town would supply water to a customer(s). However, as required by Rule 288.2(a)(2)(B), in the event that the Town enters into a wholesale treated water contract wherein the Town supplies treated water to a customer(s), the customer(s) will be required to develop and implement a water conservation plan.

#### **4.14 Drought Contingency Plan**

The Town has adopted and implemented a revised drought contingency plan for the May 1, 2014 submittal. The Town's drought contingency plan is a separate document that is available upon request or on the Town's website. An electronic copy of the Town's drought contingency plan has been submitted to the TCEQ, TWDB, and Region C Water Planning Group.

#### **4.15 Methodology and Implementation Schedule**

The Town monitors the water distribution system on an ongoing basis to determine if there are any problems in the system such as a water main break or faulty water meter. In order to more effectively implement and track the adopted conservation methods provided in this Plan, the Town has, or will adopt the following measures in the future to evaluate and progress towards the goals of Chapter 3:

- Measure and track unmetered water use. See Section 4.6 & 4.12 for the methods implemented by the Town to reduce the amount of water that is unaccounted for and the Town's leak detection program implemented in 2006 (BMP 1).
- Perform yearly audit of Town's water use in conjunction with annual implementation report. This will help to track water-usage for each required category and determine if additional, category-specific measures should be adopted by the Town or if current measures require modification (BMP 1).
- Include annual customer surveys as inserts in water bills to determine customer-implemented conservation measures that had a significant impact on reducing water usage and determine water use habits (BMP 8).
- Evaluate use of moisture sensors and controllers for residential use. This program will evaluate the use of existing and future soil moisture sensors in the Town's parks to determine reduction in water use and cost savings (BMP 9 addendum).
- The Town's Conservation Coordinator will monitor and track effectiveness of current conservation measures; evaluate benefits of future conservation measures, coordinate with the District to increase public and school education and awareness (BMP 15).
- Use of Town park landscaping as areas of public awareness and education. Renovate existing park landscaping to set up various water conservation demonstrations to raise the awareness of water conserving plants, practices and techniques. Based on the experience with the ET controllers and operation in the Town's parks, guidelines and ordinances will be developed for requirements for ET controllers and moisture sensors to be included in new installations and retrofits for multi-family and single-family residential applications (BMP 10 & 20).

The water conservation strategies adopted by the Town are an ongoing effort to meet the objectives and goals of this Plan. An Implementation Schedule of existing and proposed Best Management Practices, including those discussed above, is provided below.

### Town of Highland Park Best Management Practices Implementation Schedule

BMP	Description	Currently Implemented	Implement Changes Before 2020
1	System Water Audit & Water Loss	✓ (2006)	
2	Water Conservation Pricing	✓ (1980s)	(Ongoing Review)
3	Prohibition on Wasting Water	✓ (2000)	
7	School Education	✓ (2006)	
8	Water Survey for Single Family and Multi-Family Customers	✓	✓
9	Evaluation of Landscape Irrigation Ordinance	✓ (1989)	(Ongoing Review)
10	Evaluation of Water Wise Landscape Design & Conversion Programs		(Ongoing Review)
13	Metering of All New Connections & Retrofit Existing	✓ (1971)	
14	Wholesale Agency Assistance Programs	✓ (1990)	
15	Conservation Coordinator	✓ (2012)	
17	Public Information	✓ (1990)	
20	Park Conservation	✓	(Ongoing Review)
22	Cost-Effectiveness Analysis		✓

#### 4.16 Conservation Coordinator

Effective August 16, 2018, the State requires that:

*Retail public water suppliers that provide potable water to 3,300 or more connections shall designate a person as the water conservation coordinator responsible for implementing the water conservation plan; and identify, in writing, the water conservation coordinator, including the contact information for that person, to the executive administrator of the Texas Water Development Board.*  
30 TAC §288.30(10)(B)

A named Water Conservation Coordinator has been in place for the Town since 2012. Please refer to the Water Conservation page on the Town website for the current water conservation coordinator and contact information (<https://www.hptx.org/index.aspx?NID=299>).

#### **4.17 Review, Update and Submittal of the Plan**

##### Review and Update of the Water Conservation Plan

The Town will continue to review and develop recognized Best Management Practices (BMPs) that are suitable for its customer water use profile over the duration of this Plan. This developmental process will include an annual evaluation of BMPs and recommend which measures should be increased, maintained, or eliminated. These will be summarized in a Letter Report to the Town in conjunction with the submittal of the Annual Implementation Report to the TWDB.

##### Submittal of the Plan

As required by Rule 288.30(1) & 288.30(10), the water conservation plan will be revised and resubmitted to the TCEQ & TWDB every five years, beginning May 1, 2009.

Appendix D includes the completed TCEQ and TWDB utility profiles. Appendix E includes the TCEQ implementation report for the previous planning period as required by Rule 288.30(1) & (2). In addition, a copy of the Town's adopted drought contingency plan has been submitted to the TCEQ and TWDB to fulfill the requirements of TCEQ Rule 288.20 and TWDB Rule 363.15(b)(1)(M).

## **5. ADDITIONAL WATER CONSERVATION STRATEGIES**

### **5.1 Conservation-Oriented Water Rates**

The Town's current water rate structure, which was implemented in the 1980s, utilizes an increasing block rate structure. Please refer to Section 4.8 of this Plan for additional information.

### **5.2 Ordinances, Plumbing Codes, or Rules on Water-Conserving Fixtures**

The State of Texas has required water-conserving fixtures in new construction and renovations since 1992. The most recent State standards that went into effect January 1, 2014, call for flows of no more than 2.2 gallons per minute (gpm) for faucets, 2.5 gpm for showerheads, and 1.28 gallons per flush for toilets. Similar standards are now required nationally under Federal law. These State and Federal standards assure that new construction and renovations will use water-conserving fixtures.

The Town has adopted the International Plumbing Code, 2015 edition, with amendments as adopted in Ordinance Number 1886 and found in COO Article 3.04.

### **5.3 Landscape Water Management Regulations**

The Town has adopted the following landscape water management regulations intended to minimize waste in landscape irrigation and are mostly found in Section 614 in COO §3.04.035, amendments to the 2015 International Plumbing Code unless otherwise stated:

- Effective March 26, 2007, time of day water restrictions from April 1 through October 31 of any year and between the hours of 10:00 a.m. and 6:00 p.m. on any day during this period. Handheld watering with a hose or use of soaker hoses are permitted within these hours. (Section 614.4(e)) in COO §3.04.035).
- Effective September 1, 2014, Town of Highland Park water customers are restricted to watering twice a week. This requirement is year round. Exceptions exist for watering foundations, new plantings, irrigation repair, handheld hoses, watering cans and drip irrigation.
- The Town has completed installation of smart meters on all customer meters. Town water customers may now track their water usage on a daily basis by utilizing their WaterSmart account. This tool not only provides Town customers the ability to monitor their water consumption and identify potential leaks. More information on the WaterSmart may be found at the following link: <http://www.hptx.org/index.aspx?nid=830>.
- Prohibition of excessive irrigation that results in run-off and irrigation systems that spray directly onto impervious surfaces or onto other non-irrigated areas (wind driven water drift will be taken into consideration).
- The Ordinance requiring all existing irrigation systems to be retrofit with rain/freeze sensors. The rain/freeze sensors prevent irrigation during precipitation and/or while temperatures near or below freezing. The Ordinance also requires all newly installed irrigation systems to be fitted with rain/freeze sensors.

- All new or substantially rebuilt irrigation systems have a separate water meter and billed separately for water consumption.
- Any new or substantially rebuilt irrigation system shall be designed by a registered professional engineer, architect, landscape architect, or licensed irrigator.
- Regulation requiring a permit for a new or substantially rebuilt irrigation system. The application for permit will be accompanied by scale drawings of the proposed installation including site boundaries, pipe location and sizes, irrigation heads with design flow rates, design pressure at the water meter, maximum flow rate, and the design application rate in inches per hour.
- No newly installed or substantially rebuilt irrigation system will have an application rate of greater than two inches per hour.
- Enforcement of the regulations by a system of warnings followed by fines for continued or repeat violations (COO §3.04.040).



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## **APPENDIX A**

### **LIST OF REFERENCES**

## APPENDIX A

### LIST OF REFERENCES

- (1) Title 30 of the Texas Administrative Code, Part 1, Chapter 288, Subchapter A, Rule 288.1 & 288.2, downloaded from: <https://www.tceq.texas.gov/rules/indxpdf.html>, Effective August 16, 2018 (§288.1) & December 6 , 2012 (§288.2)
- (2) Title 30 of the Texas Administrative Code, Part 1, Chapter 288, Subchapter B, Rule 288.20, downloaded from: <https://www.tceq.texas.gov/rules/indxpdf.html>, Effective October 7, 2004
- (3) Title 30 of the Texas Administrative Code, Part 1, Chapter 288, Subchapter C, Rule 288.30, downloaded from: <https://www.tceq.texas.gov/rules/indxpdf.html>, Effective August 16, 2018
- (4) Nathan D. Maier Consulting Engineers, Inc.: *Town of Highland Park Water Conservation Plan, April 2009*, prepared for the Town of Highland Park
- (5) Alan Plummer Associates, Inc.: *Town of Highland Park Water Conservation Plan, April 2005*, prepared for the Town of Highland Park
- (6) City of Dallas Water Utilities Conservation Division: *Water Conservation and Drought Contingency Plan Updates, Briefing Materials for February 19, 2014 City Council Meeting*
- (7) City of Fort Worth: *City of Fort Worth 2005 Water Conservation Plan*, downloaded from: <http://www.fortworthgov.org/water/>
- (8) Texas Water Development Board: Report 362: *Water Conservation Best Management Practices Guide, November 2004*, developed by GDS Associates, Inc, et. al.
- (9) Texas Water Development Board: *Guidance and Methodology for Reporting on Water Conservation and Water Use, December 2012*, developed by the TWDB, TCEQ and the Water Conservation Advisory Council

**APPENDIX B**

**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
RULES ON WATER CONSERVATION PLANS**

**APPENDIX C**

**TEXAS WATER DEVELOPMENT BOARD  
RULES ON WATER CONSERVATION PLANS**

**APPENDIX D**

**TOWN OF HIGHLAND PARK**  
**TCEQ & TWDB WATER UTILITY PROFILES**

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**APPENDIX E**

**TCEQ IMPLEMENTATION REPORT**

**APPENDIX F**

**TWDB ANNUAL REPORTS  
2014-2018 CALENDAR YEAR**

## **APPENDIX G**

### **REGION C WATER PLANNING GROUP DOCUMENTATION**



## **APPENDIX H**

### **ADOPTION OF THE WATER CONSERVATION PLAN**



**TOWN OF HIGHLAND PARK**

**DROUGHT CONTINGENCY PLAN**

**ADOPTED: APRIL 23, 2024**

**PREPARED BY:**

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## TABLE OF CONTENTS

1.	INTRODUCTION AND OBJECTIVES .....	2
2.	TEXAS COMMISSION ON ENVIRONMENTAL QUALITY RULES .....	3
3.	DROUGHT CONTINGENCY PLAN .....	4
3.1	Provisions to Inform the Public and Opportunity for Public Input .....	4
3.2	Provisions for Continuing Public Education and Information .....	4
3.3	Application .....	4
3.4	Definitions .....	5
3.5	Initiation and Termination of Drought Response Stages and Emergencies .....	6
3.6	Drought and Emergency Response Stages Including Goals for Use Reduction .....	8
	Stage I – Water Shortage Possibility .....	8
	Stage II – Water Shortage Watch .....	9
	Stage III – Water Shortage Warning .....	11
	Stage IV – Water Shortage Emergency .....	13
3.8	Procedures for Enforcing Mandatory Water Use Restrictions .....	15
3.9	Coordination with the Regional Water Planning Group .....	15
3.10	Review, Update and Submittal of Drought Contingency Plan .....	15

## APPENDICES

APPENDIX A	List of References
APPENDIX B	Texas Commission on Environmental Quality Rules on Drought Contingency Plans
APPENDIX C	Notification Letter to The Texas Commission on Environmental Quality
APPENDIX D	Adoption of Drought Contingency Plan

**Drought Contingency Plan for  
The Town of Highland Park**

**April 2024**

**1. INTRODUCTION AND OBJECTIVES**

In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the Town of Highland Park (the Town) hereby adopts the following regulations and restrictions on the delivery and consumption of water by ordinance.

Water uses regulated or prohibited under this Drought Contingency Plan (the Plan) are considered to be non-essential and continuation of such uses during times of water shortage or other emergency water supply conditions are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in Section 3.8 of this Plan and the ordinance adopting this Plan.

## 2. TEXAS COMMISSION ON ENVIRONMENTAL QUALITY RULES

The Texas Commission on Environmental Quality (TCEQ) rules governing development of drought contingency plans for municipal uses by public water suppliers are contained in Title 30, Part 1, Chapter 288, Subchapter B, Rule 288.20 of the Texas Administrative Code (30 TAC §288.20), effective August 16, 2018. Required submittals for retail public water suppliers are found in 30 TAC §288.30(5). A complete copy of these rules is included in Appendix B. The TCEQ defines a drought contingency plan as:

*A strategy or combination of strategies for temporary supply and demand management responses to temporary and potentially recurring water supply shortages and other water supply emergencies. A drought contingency plan may be a separate document identified as such or may be contained within another water management document(s).*

30 TAC §288.1(6)

### Minimum Requirements

Minimum requirements that are Stage-dependent are included within the respective stage. TCEQ's minimum requirements for drought contingency plans are addressed in the following sections of this report:

<b>TCEQ Rule</b>	<b>Location in Plan</b>	<b>Description</b>
<b>288.20(a)(1)(A)</b>	<b>Section 3.1</b>	<b>Provisions to Inform the Public and Provide Opportunity for Public Input</b>
<b>288.20(a)(1)(B)</b>	<b>Section 3.2</b>	<b>Provisions for Continuing Public Education and Information</b>
<b>288.20(a)(1)(C)</b>	<b>Section 3.9</b>	<b>Coordination with the Regional Water Planning Group</b>
<b>288.20(a)(1)(D)</b>	<b>Section 3.5</b>	<b>Procedures for Initiation and Termination of Drought Stages</b>
<b>288.20(a)(1)(E)</b>	<b>Section 3.6</b>	<b>Drought and Emergency Response Stages</b>
<b>288.20(a)(1)(F)</b>	<b>Section 3.6</b>	<b>Quantified Targets for Water Use Reductions During Periods of Water Shortage and Drought</b>
<b>288.20(a)(1)(G)</b>	<b>Section 3.6</b>	<b>Water Supply and Demand Management Measures for Each Stage</b>
<b>288.20(a)(1)(H)</b>	<b>Section 3.5</b>	<b>Initiation and Termination of Drought Response Stages and Emergencies</b>
<b>288.20(a)(1)(I)</b>	<b>Section 3.7</b>	<b>Procedures for Granting Variances to the Plan</b>
<b>288.20(a)(1)(J)</b>	<b>Section 3.8</b>	<b>Procedures for Enforcing Mandatory Water Use Restrictions</b>
<b>288.20(a)(3)</b>	<b>Section 3.5, 3.6</b>	<b>Consultation with Wholesale Supplier</b>
<b>288.20(b)</b>	<b>Section 3.5, 3.6</b>	<b>Notification of Implementation of Mandatory Measures</b>
<b>288.20(c)</b>	<b>Section 3.10</b>	<b>Review and Update of Plan</b>
<b>288.30(5)</b>	<b>Section 3.10</b>	<b>Submittal of Plan</b>

### **3. DROUGHT CONTINGENCY PLAN**

#### **3.1 Provisions to Inform the Public and Opportunity for Public Input**

The Town will provide opportunity for public input in the development of the Drought Contingency Plan (the Plan) by the following means:

- Provided written notice of the proposed Plan and the opportunity to comment on the Plan by newspaper, posted notice and notice on the Town's web site
- Made the draft Plan available on the Town's web site.
- Provided the draft Plan to anyone requesting a copy.
- Held a public meeting.

#### **3.2 Provisions for Continuing Public Education and Information**

The Town will provide continuing public education information about the Drought Contingency Plan, initiation or termination of drought and emergency response stages, or actions required by the public by the following means:

- Post a bulletin describing the Plan and making it available at Town Hall and other appropriate locations.
- Make the Plan available to the public through the Town's web site.
- Notify local organizations, schools, and civic groups that staffs are available to make presentations on the Drought Contingency Plan (usually in conjunction with presentations on water conservation programs).
- Notify water customers through billing inserts.
- At any time that the Drought Contingency Plan is activated or the drought stage changes, the Town will notify local media of the issues, the drought or emergency response stage, and the specific actions required of the public. The information will also be publicized on the Town's web site.
- Town of Highland Park Web Site: [www.hptx.org](http://www.hptx.org)

#### **3.3 Application**

The provisions of this Plan shall apply to all persons, customers, and property utilizing water provided by the Town. The terms "person" and "customer" as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities.

### 3.4 Definitions

For the purposes of this Plan, the following definitions shall apply:

Aesthetic water use: water use for ornamental or decorative purposes such as fountains, reflection pools, and water gardens.

Commercial and institutional water use: water use that is integral to operations of commercial and non-profit establishments and governmental entities such as retail establishments, hotels and motels, restaurants, and office buildings.

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

Customer: any person, company, or organization using water supplied by the Town of Highland Park.

Domestic water use: water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry, or institution.

Even number address: street addresses or box numbers ending in 0, 2, 4, 6, or 8 and locations without addresses.

Industrial water use: the use of water in processes designed to convert materials of lower value into forms having greater usability and value.

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

Non-essential water use: water uses that are not essential nor required for the protection of public, health, safety, and welfare, including:

- a. Irrigation of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this Plan.
- b. Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle.
- c. Use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas.
- d. Use of water to wash down buildings or structures for purposes other than immediate fire protection.
- e. Flushing gutters or permitting water to run or accumulate in any gutter or street.

- f. Use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools.
- g. Use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life.
- h. Failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
- i. Use of water from hydrants for construction purposes or any other purposes other than firefighting.

Odd number address: street addresses or box numbers ending in 1, 3, 5, 7, or 9.

### **3.5 Initiation and Termination of Drought Response Stages and Emergencies**

The Dallas County Park Cities Municipal Utilities District (the District) provides treated water supply to the Town and may initiate a drought response stage or water emergency that will affect the Town. The Town may also experience conditions independent of the District that trigger a drought response stage or water emergency. This section addresses the actions to be followed by both the District and the Town when either entity initiates or terminates a drought response stage or water emergency.

#### Initiation of a Drought Response Stage or Water Emergency

At such time that the District initiates a specific drought response stage or water emergency, the Town Administrator, or official designee, is required to order the implementation of the water use reduction measures associated with that specific drought stage as described in Section 3.6. The following actions will be taken when the District initiates a specific drought stage:

- The District will notify the Town of the drought stage, water emergency by telephone with a follow-up letter, email, or fax.
- The Town will initiate the appropriate drought response stage or water emergency and will notify the public through local media and the Town's web site as described in Section 3.2.
- The District and the Town will notify the Executive Director of the TCEQ within five business days if any mandatory provisions are activated. A form letter for this notification is included in Appendix C, or the Town will utilize the TCEQ Online Reporting Form at:

[http://www.tceq.texas.gov/drinkingwater/homeland\\_security/security\\_pws/pws-drought-contingency-plan-reporting-form/](http://www.tceq.texas.gov/drinkingwater/homeland_security/security_pws/pws-drought-contingency-plan-reporting-form/)

- As part of a regional effort, the District and the Town will institute Stage 1 and Stage 2 of its plan when the City of Dallas implements Stage 1 and Stage 2 of their plan or



when the District's water supply is 35% (for Stage 1) or 45% (for Stage 2) depleted, whichever comes first.

If the Town initiates a drought response stage or water emergency independent of the District, the Town Administrator, upon the direction of the Town Council, will order the implementation of the water use reduction measures associated with that specific drought response stage or water emergency as described in Section 3.6. The following actions will be taken when the Town initiates a specific response drought stage or water emergency:

- The Town will notify the District of the drought response stage, water emergency by telephone with a follow-up letter, email, or fax.
- The Town will notify the public of the drought response stage or water emergency through local media and the Town's web site as described in Section 3.2.
- The Town will notify the Executive Director of the TCEQ within five business days if any mandatory provisions are activated. A form letter for this notification is included in Appendix C, or the Town will utilize the TCEQ Online Reporting Form at:

[http://www.tceq.texas.gov/drinkingwater/homeland\\_security/security\\_pws/pws-drought-contingency-plan-reporting-form/](http://www.tceq.texas.gov/drinkingwater/homeland_security/security_pws/pws-drought-contingency-plan-reporting-form/)

- The Town Administrator, upon the direction of the Town Council, may decide not to order the implementation of a drought response stage or water emergency even though one or more of the Town's trigger criteria for the stage are met. Factors that could influence such a decision include, but are not limited to, the time of the year, weather conditions, the anticipation of replenished water supplies, or the anticipation that additional facilities will become available to meet needs. The reason for this decision shall be documented and maintained by the Town.

#### Termination of a Drought Response Stage or Water Emergency

The District may order the termination of a District initiated drought response stage or water emergency when the conditions for termination are met or at its discretion. The following actions will be taken when the District terminates a drought or emergency stage:

- The District will notify the Town by telephone with a follow-up letter, email or fax.
- The District and the Town will notify the Executive Director of the TCEQ within five business days if any mandatory provisions are terminated. A form letter for this notification is included as Appendix C.

The Town may order the termination of a Town initiated drought response stage or water emergency when the conditions for termination are met or at its discretion. The following actions will be taken when the Town terminates a drought or emergency stage:

- The Town will notify the District by telephone with a follow-up letter, email or fax.

- The Town will notify the public through local media and the Town's web site as described in Section 3.2.
- The Town will notify the Executive Director of the TCEQ within five business days if any mandatory provisions are terminated. A form letter for this notification is included as Appendix C.
- The Town Administrator, upon the direction of the Town Council, may decide not to order the termination of a drought response stage or water emergency even though the conditions for termination of the stage are met. Factors that could influence such a decision include, but are not limited to, the time of the year, weather conditions, or the anticipation of potential changed conditions that warrant the continuation of the drought stage. The reason for this decision shall be documented and maintained by the Town.

### **3.6 Drought and Emergency Response Stages Including Goals for Use Reduction**

#### **Stage I – Water Shortage Possibility**

##### Initiation and Termination Conditions for Stage I

The Town will initiate Stage I when one or more of the following occur:

- The Town's water use is approaching the limit of its contracted supply.
- The Town's demand exceeds 90% of its delivery capacity for seven consecutive days.
- The Town's water demand for any portion of the delivery system approaches the delivery capacity.
- The Town's supply source or delivery system becomes contaminated.
- The Town's water supply system is unable to deliver water due to the failure or damage of major water system components.
- The District has initiated Stage I. This may occur with one or more of the following:
  - The District's water supply in Grapevine Lake becomes 35% depleted.
  - Grapevine Reservoir becomes contaminated.
  - The District's demand exceeds 90% of its delivery capacity for seven consecutive days.
  - The District's water supply system is unable to deliver water to its customers due to the failure or damage of major water system components.

- Any other condition that would cause the District to initiate Stage I.

Stage I can terminate when the circumstances that caused the initiation of Stage I no longer prevail.

#### Goal for Use Reduction and Actions Available under Stage I

Stage I is intended to raise public awareness of potential drought problems. The goal for water use under Stage I is a voluntary reduction of 2% of the use that would have occurred in the absence of drought contingency measures. The Town Administrator, upon the direction of the Town Council, may implement all or part of the elements of Stage I listed below:

- Reduction in water use for all municipal operations.
- Request voluntary reductions in water use by the public.
- Increase public education efforts on ways to reduce water use.
- Notify major water users and work with them to achieve voluntary water use reductions.
- Town staff will begin a review of the problems that initiated action of Stage I.
- Intensify efforts on leak detection and repair.
- Ask the public to follow voluntary landscape irrigation schedules.

#### **Stage II – Water Shortage Watch**

##### Initiation and Termination Conditions for Stage II

The Town will initiate Stage II when one or more of the following occur:

- The Town's water use is approaching the limit of its contracted supply.
- The Town's demand exceeds 95% of its delivery capacity for seven consecutive days.
- The Town's water demand for any portion of the delivery system approaches the delivery capacity.
- The Town's supply source or delivery system becomes contaminated.
- The Town's water supply system is unable to deliver water due to the failure or damage of major water system components.
- The District has initiated Stage II. This may occur with one or more of the following:

- The District's water supply in Grapevine Lake becomes 45% depleted.
- Grapevine Reservoir becomes contaminated.
- The District's demand exceeds 95% of its delivery capacity for five consecutive days.
- The District's water system is unable to deliver water to its customers due to the failure or damage of major water system components.
- Any other condition that would cause the District to initiate Stage II.

All elements of Stage I shall remain in effect during Stage II.

Stage II can terminate when circumstances that caused the initiation of Stage II no longer prevail.

#### Goal for Use Reduction and Actions Available under Stage II

The Town Administrator, upon the direction of the Town Council, may implement all or part of the elements of Stage II. The goal for water use under Stage II is a 5% reduction of the use that would have occurred in the absence of drought contingency measures.

Upon implementation by the Town Administrator or official designee, and publication of notice, the Town will impose mandatory water reduction requirements on customers. The Town must notify the TCEQ within five business days if the following measures are implemented:

- Town Administrator or official designee, announce the beginning of mandatory water reduction.
- Initiate engineering studies to evaluate alternatives should conditions worsen.
- The Town will be responsible for reducing the amount of water used for street cleaning, vehicle washing, aesthetic water use, landscape irrigation, routine fire hydrant flushing, and all other non-essential use.
- The washing of automobiles, trucks, trailers, boats, airplanes, and any other type of mobile equipment is prohibited; except that individuals may wash their private automobiles or boats if they use a bucket, pail or normal size receptacle. Service stations shall wash their customers' automobiles with a bucket, pail or receptacle not larger than five (5) gallons capacity. However, an individual or service station, after such washing, shall be permitted to rinse the car or boat off with a hose, using only a reasonable amount of water. Commercial or automatic car wash establishments shall use minimum practical water settings.
- The permitting or maintaining of defective plumbing in a home, business establishment or any location where water is used on the premises is prohibited. The waste of any water by reason of defective plumbing as mentioned above shall include the existence of out-of-control water closets, underground leaks, defective faucets and taps. The permitting of

water to flow constantly through a tap, hydrant, valve, or any device connected to the Town distribution system, shall be considered as a wasting of water.

- The use of fire hydrants for any purpose other than firefighting is prohibited; except that the Town Administrator, or official designee, may permit the use of metered fire hydrant water by the Town or by commercial operators using jet rodding equipment to clear and clean sanitary and storm sewers and for use in street sweeping emergency situations only.
- Water used for aesthetic purposes is prohibited, unless water is reused or recirculated.
- The use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or any other hard-surfaced areas, or building exteriors and interiors, trailers, and motor homes, except in the interest of public health, is prohibited.
- The use of water for dust control is prohibited.
- Any use of water for the purposes or in a manner prohibited in this condition shall be deemed a waste of water.

### **Stage III – Water Shortage Warning**

#### **Initiation and Termination Conditions for Stage III**

The Town will initiate Stage III when one or more of the following occur:

- The Town's water use is approaching the limit of its contracted supply.
- The Town's demand exceeds 98% of its delivery capacity for seven consecutive days.
- The Town's water demand for any portion of the delivery system approaches the delivery capacity.
- The Town's supply source or delivery system becomes contaminated.
- The Town's water supply system is unable to deliver water due to the failure or damage of major water system components.
- The District has initiated Stage III. This may occur with one or more of the following:
  - The District's water supply in Grapevine Lake becomes 55% depleted.
  - Grapevine reservoir has been contaminated.
  - The District's demand exceeds 98% of its delivery capacity for three consecutive days.

- The District's water supply system is unable to deliver water to its customers due to the failure or damage of major water system components.
- The District's water use is approaching the limit of the permitted supply.
- Any other condition that would cause The District to initiate Stage III.

All elements of Stage II shall remain in effect during Stage III.

Stage III can terminate when the circumstances that caused the initiation of Stage III no longer prevail.

### Goals for Use Reduction and Actions Available under Stage III

The Town Administrator, upon the direction of the Town Council, may implement all or part of the elements of Stage III. The goal for water use under Stage III is a 10% reduction of the use that would have occurred in the absence of drought contingency measures.

Upon implementation by the Town Administrator, upon the direction of the Town Council, and publication of notice, the Town will impose mandatory water reduction requirements on customers. The Town must notify the TCEQ within five business days if the following measures are implemented:

- Prohibit all aesthetic water use.
- Prohibit washing or rinsing of all mobile equipment by hose.
- Limit landscape and lawn watering at each service address to twice a week, based on the last digit of the address. Residences with street addresses ending in even numbers are allowed to water on Sundays and Thursdays. Residences with street addresses ending in odd numbers are allowed to water on Saturdays and Wednesdays. (Exceptions: Foundations and new plantings (first year) of trees and shrubs may be watered for up to two hours on any day by a hand-held hose equipped with a positive shutoff valve, soaker hose, or a hand-held bucket or water can).
- The use of water for non-essential purposes is prohibited. The only exception is water use necessary to insure the integrity of structural improvements and prevent health-related issues.
- Prohibit the establishment of new landscaping and/or the use of water for new planting and landscaping.
- Discontinue Town government water use for landscape irrigation, except as needed to prevent foundation damage.
- Implement pro rata curtailment of water usage to commercial customers.
- Initiate a rate surcharge of 30% for all water use over 12,000 gallons per month.

## **Stage IV –Water Shortage Emergency**

### **Initiation and Termination Conditions for Stage IV**

The Town will initiate Stage IV when one or more of the following occurs:

- The Town’s demand exceeds the amount that can be delivered to customers.
- The Town’s water demand for any portion of the delivery system seriously exceeds delivery capacity.
- The Town’s supply source or delivery system becomes contaminated.
- The Town’s water supply system is unable to deliver water due to the failure or damage of major water system components.
- The District has initiated Stage IV. This may occur with one or more of the following:
  - The District’s water supply in Grapevine Lake becomes 70% depleted.
  - Grapevine reservoir has been contaminated.
  - The District’s demand exceeds its delivery capacity.
  - The District’s water supply system is unable to deliver water to its customers due to the failure or damage of major water system components.
  - The District’s water use is approaching the limit of the permitted supply.
  - Any other condition that would cause the District to initiate Stage IV.

All elements of Stage III shall remain in effect during Stage IV.

Stage IV can terminate when the circumstances that caused the initiation of Stage IV no longer prevail.

### **Goals for Use Reduction and Actions Available under Stage IV**

The Town Administrator, upon the direction of the Town Council, will implement all of the elements of Stage IV. The goal for water use under Stage IV is a 25% reduction of the use that would have occurred in the absence of drought contingency. If circumstances warrant or are required by the District, the Town Administrator, upon the direction of the Town Council, can set a goal for a greater water use reduction. The Town Administrator, upon the direction of the Town Council, must implement any action(s) required by the District.

Upon implementation by the Town Administrator, upon the direction of the Town Council, and publication of notice, the Town will impose mandatory water reduction requirements on

customers. The Town must notify the TCEQ within five business days when the following measures are implemented.

- Implement viable alternative water supply strategies.
- All outdoor use by residential, commercial, and industrial customers is prohibited.
- All allocations of water use to commercial customers shall be in the amount as established after consultation with the Town Administrator, upon the direction of the Town Council.
- The maximum monthly usage for a residential customer shall be established with a revised rate schedule, and a 60% surcharge for all water usage over 12,000 gallons per month.
- The Town Administrator, upon the direction of the Town Council, shall take those actions deemed necessary to meet the conditions resulting from the emergency.

### **3.7 Procedures for Granting Variances to the Plan**

The Town Administrator, upon the direction of the Town Council, may grant temporary variances for existing water uses otherwise prohibited under this drought contingency plan if one or more of the following conditions are met:

- Failure to grant such a variance would cause a condition adversely affecting health, sanitation, or fire safety for the public or the person requesting the variance.
- Compliance with this plan cannot be accomplished due to technical or other limitations.
- Alternative methods that achieve the same level of reduction in water use can be implemented.

Variances shall be granted or denied at the discretion of the Town Administrator, upon the direction of the Town Council. All petitions for variances should be in writing and should include the following information:

- Name and address of the petitioners.
- Purpose of water use.
- Specific provisions from which relief is requested.
- Detailed statement of the adverse effect of the provision from which relief is requested.
- Description of the relief requested.
- Period of time for which the variance is sought.
- Alternative measures that will be taken to reduce water use.



- Other pertinent information.

### **3.8 Procedures for Enforcing Mandatory Water Use Restrictions**

During any period when mandatory water use restrictions are in effect, customers shall pay the following surcharges on excess water delivery:

- On the first violation, customers will be given a written warning that they have violated the mandatory water use restriction.
- On the second and subsequent violations, customers may be punished with a fine of not less than \$500 and the Town may install a flow restrictor in the line to limit the amount of water that may pass through the meter in a 24-hour period.
- After three violations have occurred, the Town may cut off water service to the customer.
- Appendix D contains the ordinance adopting this Drought Contingency Plan and enforcement provision.

### **3.9 Coordination with the Regional Water Planning Group**

The Town of Highland Park is located within the Region C Water-Planning Group. The Town has provided a copy of this Drought Contingency Plan to the Region C Water Planning Group.

### **3.10 Review, Update and Submittal of Drought Contingency Plan**

As required by TCEQ rules, the Town will review the Plan every five (5) years, beginning May 1, 2009. The Plan will be updated as appropriate based on new or updated information. In addition, The Plan will be submitted as approved or revised to the executive director and to the Region C Water Planning Group within 90 days of adoption by the Town. Appendix F contains the Town Ordinance adopting this Drought Contingency Plan.

DRAFT

## APPENDIX A

### LIST OF REFERENCES

## APPENDIX A

### LIST OF REFERENCES

- (1) Title 30 of the Texas Administrative Code, Part 1, Chapter 288, Subchapter A, Rule 288.1, downloaded from: <http://www.tceq.state.tx.us/rules/indxpdf.html>, Effective August 16, 2018
- (2) Title 30 of the Texas Administrative Code, Part 1, Chapter 288, Subchapter B, Rule 288.20, downloaded from: <http://www.tceq.state.tx.us/rules/indxpdf.html>, Effective October 7, 2004
- (3) Title 30 of the Texas Administrative Code, Part 1, Chapter 288, Subchapter C, Rule 288.30, downloaded from: <http://www.tceq.state.tx.us/rules/indxpdf.html>, Effective August 16, 2018
- (4) Nathan D. Maier Consulting Engineers, Inc.: *Town of Highland Park Drought Contingency Plan, April 2014*, prepared for the Town of Highland Park.
- (5) Alan Plummer Associates, Inc.: *Town of Highland Park Drought Contingency Plan, April 2005*, prepared for the Town of Highland Park.
- (6) City of Dallas Water Utilities Conservation Division: *Water Conservation and Drought Contingency Plan Updates, Briefing Materials for February 19, 2014 City Council Meeting*.
- (7) Texas Commission on Environmental Quality: *Handbook for Drought Contingency Planning for Retail Public Water Suppliers, April 2005*.
- (8) Texas Commission on Environmental Quality: TCEQ-20191: *Drought Contingency Plan for a Retail Public Water Supplier, May 2005*.

**APPENDIX B**

**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
RULES ON DROUGHT CONTINGENCY PLANS**

**APPENDIX C**

**NOTIFICATION LETTER TO THE TEXAS  
COMMISSION ON ENVIRONMENTAL QUALITY**

## EXAMPLE NOTIFICATION LETTER

March 31, 2005

Executive Director  
Texas Commission on Environmental Quality  
MC 109  
P.O. Box 13087  
Austin, TX 78711-3087

Certified Mail xxxxxxxx  
Return Receipt

Re: Town of Highland Park, Chapter 288 Drought Contingency Plan Mandatory Water  
Reduction Measure Notification

Dear Sir/Madam,

Pursuant to Title 30, Texas Administrative Code, Chapter 288, Subchapter B, the Town of Highland Park is hereby notifying the Commission that the following mandatory provisions of the Drought Contingency Plan shown on the attached sheet have been implemented/terminated. If you have any questions concerning this notification, please contact [name] at [phone number].

Respectfully yours,

The Town of Highland Park,

[Author of Correspondence]  
[Title of Author]

[Author's Initials/Typist's Initials]

Enclosure[s (#)]

EXAMPLE  
Town of Highland Park, Texas  
30 TAC Chapter 288 – Drought Contingency Plan

The following drought response stages were ☐ implemented / ☐ terminated on \_\_\_\_\_(date)  
(Check applicable boxes)

MEASURE	STAGE			
	I *	II	III	IV
Reduction in municipal water use				
Reduction in public water use				
Increased public awareness				
Reductions by major water users				
Increased leak detection & repair				
Landscape/lawn watering schedules				
Washing mobile equip w/buckets				
Washing buildings, paving, etc. prohibited				
Mandatory repair of defective plumbing				
No water line flushing				
Once-through fountain use prohibited				
Use of ornamental fountains prohibited				
Washing & rinsing of mobile equip prohibited				
Landscape/lawn watering twice per week				
Non-essential water in pools prohibited (private)				
Non-essential water in pools prohibited (municipal)				
Non-essential water in pools prohibited (public)				
No new landscaping/no water new landscaping				
No watering of government landscaping/lawn				
Surcharge rate of ____%				
All outdoor use by residential, commercial, and industrial customers is prohibited				
Allocation of commercial customers				
Revised residential rate schedule w/ penalty				
Other (describe)				

\* All measures are voluntary.

## APPENDIX D

### ADOPTION OF THE DROUGHT CONTINGENCY PLAN



ORDINANCE NO. 2129

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF HIGHLAND PARK, CHAPTER 13 UTILITIES, AMENDING SEC. 13.04.001 AND ADOPTING THE 2024 WATER CONSERVATION PLAN FOR THE TOWN OF HIGHLAND PARK PROMOTING RESPONSIBLE USE OF WATER; PROVIDING A VALIDITY CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCORPORATION IN THE CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Park, Texas (“Town”) recognizes the need to make efficient use of its water supply; and

WHEREAS, the Texas Commission on Environmental Quality (the “Commission”) and the Texas Water Development Board (“TWDB”) have developed guidelines and requirements governing the development of water conservation plans; and

WHEREAS, Title 30, Chapter 288 of the Texas Administrative Code and the regulations of the Commission require that the Town adopt a water conservation plan; and

WHEREAS, the Town Council desires to adopt the Town’s 2024 Water Conservation Plan (the “Plan”) as the official Town policy for the conservation of water; and

WHEREAS, the Town is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this ordinance; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including, but not limited to the Open Meetings Act; and

WHEREAS, the purpose of this ordinance is to promote the public health, safety, and general welfare of the citizens of the Town of Highland Park.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

SECTION 1. That, the statements contained hereinabove are hereby adopted as findings of fact and as a part of the operative provisions hereof as if copied in their entirety.

SECTION 2. That, Section 13.04.001(a) of the Code of Ordinances is amended in its entirety and replaced as follows:

“(a) The 2024 Town of Highland Park Water Conservation Plan is hereby approved and adopted by reference and a true copy of such plan shall be retained by the Town Secretary and be available for public inspection during all business hours of the Town.”

SECTION 3. That, the Town Council does hereby find and declare that sufficient written notice of the date, hour, place, and subject of the meeting adopting this ordinance was posted at a designated place convenient to the public for the time required by law preceding the meeting, that such place of posting was readily accessible at all times to the general public, and that all of the foregoing was done as required by law at all times during which this ordinance and the subject matter thereof has been discussed, considered, and formally acted upon. The Town Council further ratifies, approves, and confirms such written notice and the posting thereof.

SECTION 4. That, the Town Administrator or his designee is hereby directed to file a copy of the Plan and this ordinance with the Commission in accordance with Title 30, Chapter 288 of the Texas Administrative Code.

SECTION 5. Penalty. That, any person, firm or corporation violating any of the provisions or terms of this ordinance, shall be subject to the penalty provisions of Section 1.01.009 of the Code of Ordinances of the Town of Highland Park, Texas, as amended and/or discontinuance of water service by the Town. Proof of a culpable mental state is not required for a conviction of an offense under this section. Each day a customer fails to comply with the Water Conservation Plan is a separate violation. The Town’s authority to seek injunctive or other civil relief available under the law is not limited by this section.

SECTION 6. Validity. That, all ordinances of the Town of Highland Park in conflict with the provisions of this ordinance be, and the same are hereby superseded and all other provisions of the ordinances of the Town of Highland Park not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 7. Severability. That, should any paragraph, sentence, clause, phrase or word of this ordinance be declared unconstitutional or invalid for any reason, the reminder of this ordinance shall not be affected.

SECTION 8. Incorporation. That, this ordinance shall be deemed to be incorporated into the Code of Ordinances of the Town of Highland Park, Texas.

SECTION 9. Effective Date. That, this ordinance shall take effect immediately following its passage, approval and publication as provided by law, and it is accordingly so ordained.

PASSED AND APPROVED this 23<sup>rd</sup> day of April 2024.

APPROVED AS TO FORM:

Town Attorney

ATTEST:

Joanna Mekeal  
Town Secretary

APPROVED:

Will Beecherl  
Mayor

ORDINANCE NO. 2130

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF HIGHLAND PARK, BY AMENDING AND REPLACING SECTION 13.04.001(B) OF THE CODE OF ORDINANCES AND ADOPTING THE 2024 DROUGHT CONTINGENCY PLAN FOR THE TOWN OF HIGHLAND PARK, AND THAT ESTABLISHES: (I) THE CRITERIA FOR THE INITIATION AND TERMINATION OF DROUGHT RESPONSE STATES; (II) THE RESTRICTIONS ON CERTAIN WATER USES; AND (III) THE PROCEDURES FOR THE GRANTING VARIANCES; PROVIDING A PENALTY CLAUSE AND/OR THE DISCONNECTION OF WATER SERVICE FOR NONCOMPLIANCE WITH THE PROVISIONS OF THE DROUGHT CONTINGENCY PLAN; PROVIDING A VALIDITY CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCORPORATION IN THE CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Park, Texas (“Town”), recognizes that the amount of water available to the Town and its water utility customers is limited and subject to depletion during periods of extended drought; and

WHEREAS, the Town recognizes that natural limitations due to drought conditions and other acts of God cannot guarantee an uninterrupted water supply for all purposes; and

WHEREAS, in the best interest of the citizens of the Town of Highland Park, Texas, the Town Council of the Town of Highland Park (the “Town Council”) deems it expedient and necessary to establish certain rules and policies for the orderly and efficient management of limited water supplies during drought and other water supply emergencies; and

WHEREAS, Title 30, Chapter 288 of the Texas Administrative Code and the regulations of the Texas Commission of Environmental Quality (the “Commission”) require that the Town adopt a Drought Contingency Plan that establishes minimum regulations and restrictions; and

WHEREAS, the Town Council desires to adopt the Town’s 2024 Drought Contingency Plan (the “Plan”) as the official Town policy for the management of water supplies during drought or other water supply emergencies; and

WHEREAS, the Town is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this ordinance; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including, but not limited to the Open Meetings Act; and

WHEREAS, the purpose of this ordinance is to promote the public health, safety, and general welfare of the citizens of the Town of Highland Park.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

SECTION 1. That, the statements contained hereinabove are hereby adopted as findings of fact and as a part of the operative provisions hereof as if copied in their entirety.

SECTION 2. That, Section 13.04.001(b) of the Code of Ordinances is amended in its entirety and replaced as follows:

“(b) The 2024 Town of Highland Park Drought Contingency Plan is hereby approved and adopted by reference and a true copy of such plan shall be retained by the Town Secretary and be available for public inspection during all business hours of the Town.”

SECTION 3. That, the Town Council does hereby find and declare that sufficient written notice of the date, hour, place, and subject of the meeting adopting this ordinance was posted at a designated place convenient to the public for the time required by law preceding the meeting, that such place of posting was readily accessible at all times to the general public, and that all of the foregoing was done as required by law at all times during which this ordinance and the subject matter thereof has been discussed, considered, and formally acted upon. The Town Council further ratifies, approves, and confirms such written notice and the posting thereof.

SECTION 4. That, the Town Administrator or his designee is hereby directed to file a copy of the Plan and this ordinance with the Commission in accordance with Title 30, Chapter 288 of the Texas Administrative Code.

SECTION 5. Penalty. That, any person, firm or corporation violating any of the provisions or terms of this ordinance, shall be subject to the penalty provisions of Section 1.01.009 of the Code of Ordinances of the Town of Highland Park, Texas, as amended and/or discontinuance of water service by the Town. Proof of a culpable mental state is not required for a conviction of an offense under this section. Each day a customer fails to comply with the Drought Contingency Plan is a separate violation. The Town’s authority to seek injunctive or other civil relief available under the law is not limited by this section.

SECTION 6. Validity. That, all ordinances of the Town of Highland Park in conflict with the provisions of this Drought Contingency Plan ordinance be, and the same are hereby superseded and all other provisions of the ordinances of the Town of Highland Park not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 7. Severability. That, should any paragraph, sentence, clause, phrase or word of this ordinance be declared unconstitutional or invalid for any reason, the reminder of this ordinance shall not be affected.

SECTION 8. Incorporation. That, this ordinance shall be deemed to be incorporated into the Code of Ordinances of the Town of Highland Park, Texas.

SECTION 9. Effective Date. That, this ordinance shall take effect immediately following its passage, approval and publication as provided by law, and it is accordingly so ordained.

PASSED AND APPROVED this 23<sup>rd</sup> day of April, 2024.

APPROVED AS TO FORM:

Town Attorney

ATTEST:

Joanna Mekeal  
Town Secretary

APPROVED:

Will Beecherl  
Mayor



# TOWN OF HIGHLAND PARK

## Agenda Briefing

Council Meeting: April 23, 2024

Department: Development Services

Presenter: Chelsey Gordon

---

### TITLE

Review, discuss, and consider referring to the Zoning Commission a request to amend the site plan of Highland Park Village.

### BACKGROUND

Highland Park Village ("Village") is requesting amendments to the site plan for the existing planned development (PD-1). This submission is intended to be a companion to the zoning request for the Dior Café. The Dior Café zoning case has been recommended for approval through the Zoning Commission and will return for public hearing and vote by Town Council once this companion piece moves through the Zoning Commission.

The amendments to the site plan for PD-1 include the following:

- Adding six windows to the rear of Suite 32 (the old movie theater).
- Modifying Building C & D to accommodate seven additional parking spaces at the northwest entrance of the property.

Other amendments to the site plan related to use classification changes and tenant relocations include:

- Reclassifying Suite 33B from high turnover/restaurant bar to designer fashion in anticipation of Yo! Lobster closing.
- Relocating Beretta (Suite 41) within the Village and reclassifying Suite 41 from antique/furniture to designer fashion. Beretta's new location suite will be reclassified to Antique/Furniture and is of similar size.
- Relocating James Perse (Suite 40) within the Village, and reclassifying Suite 40 from retail fashion to designer fashion.
- Reclassifying a maximum of 13,139 square footage of Building D Level 2 office space to designer fashion as a portion of the AG Hill office is planned to be relocated offsite.
- Relocating Carolina Herrera (Suite 31) to an existing location currently classified as designer fashion space and combining Suite 31 and 32 with a use classification of designer fashion.
- Remodeling of Suite 34 expanding square footage from 3,078 to 3,467. The current space will remain classified as designer fashion.

According to the Village, the site revisions for suite 32, suite 34, and suite 40 result in no change to square footage. While the relocations and use changes appear to be relatively minor from a parking perspective, Town Staff will continue to assess the impact of these proposed changes as the request progresses to the Zoning Commission for consideration.

The Village anticipates that upon approval of these site amendments, lease negotiations and construction could begin in Fall of 2025/Spring 2026.

With the approval of the requested site plan amendments, the Village agrees to a moratorium on future zoning requests for nine months or completion of the new parking study results, whichever comes first. The shopping center may, however, replace tenants from time to time in the normal course of business where zoning cases are not required.

## **RECOMMENDATION**

Staff recommends the request be referred to the Zoning Commission for public comment.

## **FINANCIAL IMPACT**

None.

## **ATTACHMENTS:**

<b>File Name</b>	<b>Description</b>
HPVillage_Zoning_240412.pdf	Zoning Amendment Request
2401.00_HP_V_SUITE_32__34__NW_DRIVE_UPDATE_ZONING_SUBMITTAL(COMPRESSED).pdf	Northwest Drive Remodel Zoning Submittal





## HIGHLAND PARK VILLAGE

EST. 1931 | DALLAS, TX

April 12, 2024

Ms. Chelsey Gordan  
Town of Highland Park  
4700 Drexel Dr.  
Dallas, TX 75205

RE: Request for zoning approval for Dior Café, adding windows at Suite 32, Building C & D modifications to accommodate additional parking spaces at the northwest entrance

Dear Chelsey:

Please let this letter serve as Landlord's submission of a second zoning package with intention to be a companion case with the Dior Café application at a final Town Council meeting on or before June 4, 2024.

With the approval of the requested improvements, Highland Park Village agrees to a moratorium on future zoning requests for 9 months or completion of the new parking study results, whichever comes first. The shopping center may, however, replace tenants from time to time in the normal course of business where zoning cases are not required.

This proposed zoning package includes Architectural design which accommodates seven (7) additional 45-degree angled parking spaces and is an upgrade of existing shell buildings to achieve the quality and character of the Historical Spanish Mission Architecture of Highland Park Village. New small water features, landscaping and brick pavers compliment the building Architecture and enhance the entrance arrival experience with a larger dimension between the buildings.

- Change(s) in use with this zoning request include the following:
  - Beretta (Suite 41) to be relocated within the Village and the existing Beretta space will change from Antique / Furniture Store to Designer Fashion. The relocation suite will change to Antique / Furniture Store of similar size.
  - James Perse (Suite 40) will be relocated, and the existing space will change from Retail Fashion to Designer Fashion.
  - Building D Level 2 Office space approximately 13,139 sf (maximum area depending upon tenant design and lease negotiations) of office change to Designer Fashion. A portion of the AG Hill office is planned to be relocated offsite.
  - Suite 31 – remains Designer Fashion and be combined with Suite 32. Carolina Herrera will be relocated to an existing Designer Fashion space.
  - Suite 33B - Yo! Lobster will close and the space will change from High Turnover/Restaurant Bar to Designer Fashion. This space will not reopen as a restaurant. Highland Park Village understands this may be a condition by council for the Dior Café request.
  - Suite 34 - The current Agua Bendita space will remain Designer Fashion
- Existing square footage = renovated square footage
  - Suites 32, 34, 40 total revisions net in zero (0) square footage change. Additional details are included on the attached exhibits. Traffic and parking models used by the Institute of Transportation Engineers predict that the net zero square footage and change in use (restaurant to designer fashion) does create a reduction in trips to Highland Park Village.
- Timeline – the schedule will be contingent upon lease negotiations and construction schedule potentially beginning in Fall 2025/Spring 2026.

We ask that the Town of Highland Park request and schedule special Council and Zoning Commission sessions to accommodate a deadline of June 4, 2024, for approval of this zoning request as it impacts the Christian Dior boutique. Opening is targeted this Fall 2024.

If you have any questions, please contact us at 214-443-9898.

Many Thanks,



Michelle Smith  
Development/Construction Manager

CC: Mark O'Briant, COO  
Joanne Clock, Assistant Property Manager  
Dallas Cothrum, Masterplan



BUILDING C SUITE 32 FACADE, BUILDING C SUITE 34 SHELL,  
BUILDING D SUITE 40 SHELL,  
NORTHWEST DRIVE REMODEL  
ZONING SUBMITTAL  
04.11.24



**HIGHLAND PARK VILLAGE**  
EST. 1931 | DALLAS, TX  
*First Name in Fashion*

NOT FOR CONSTRUCTION  
NOT FOR REGULATORY APPROVAL,  
PERMITTING, OR CONSTRUCTION

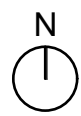
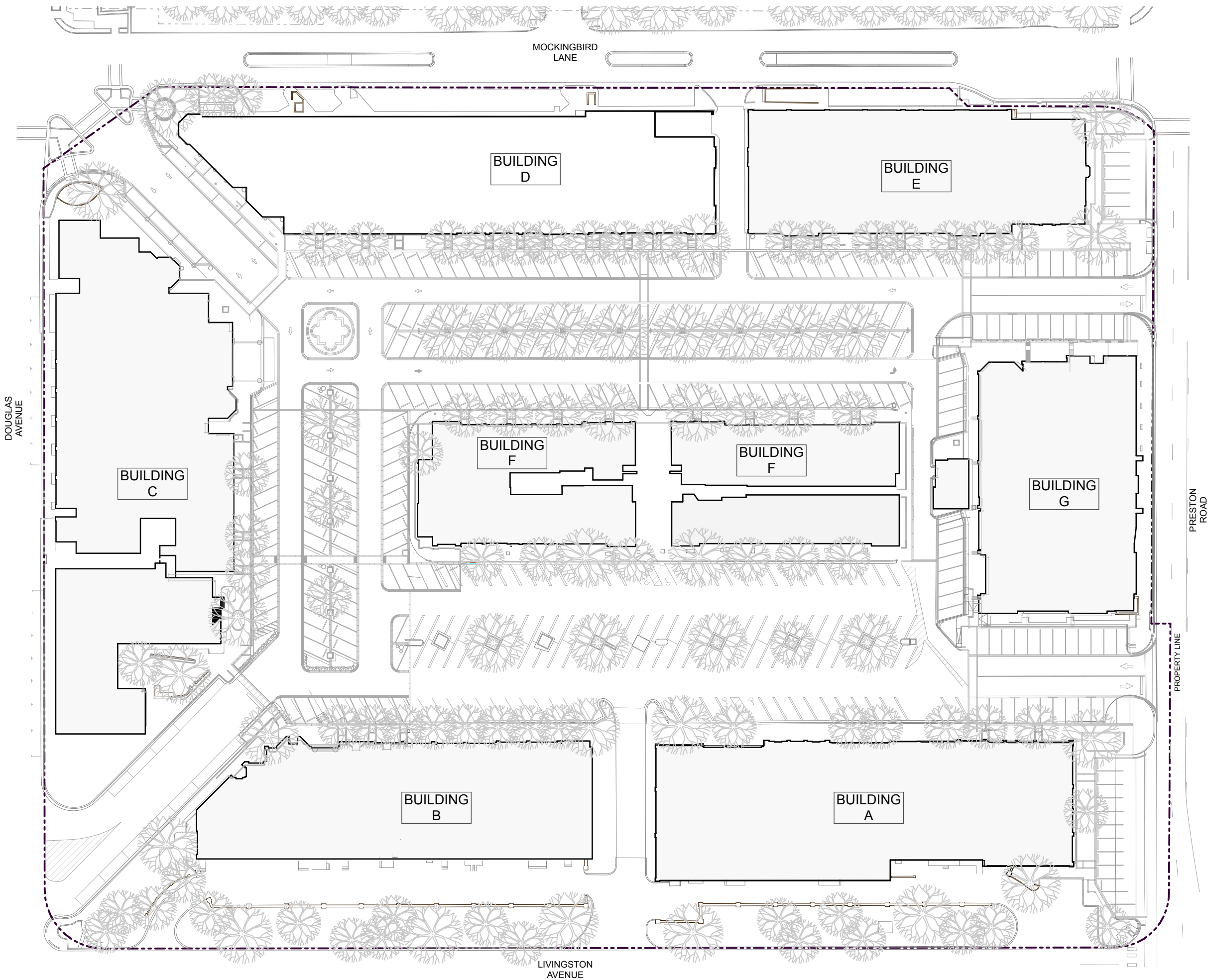


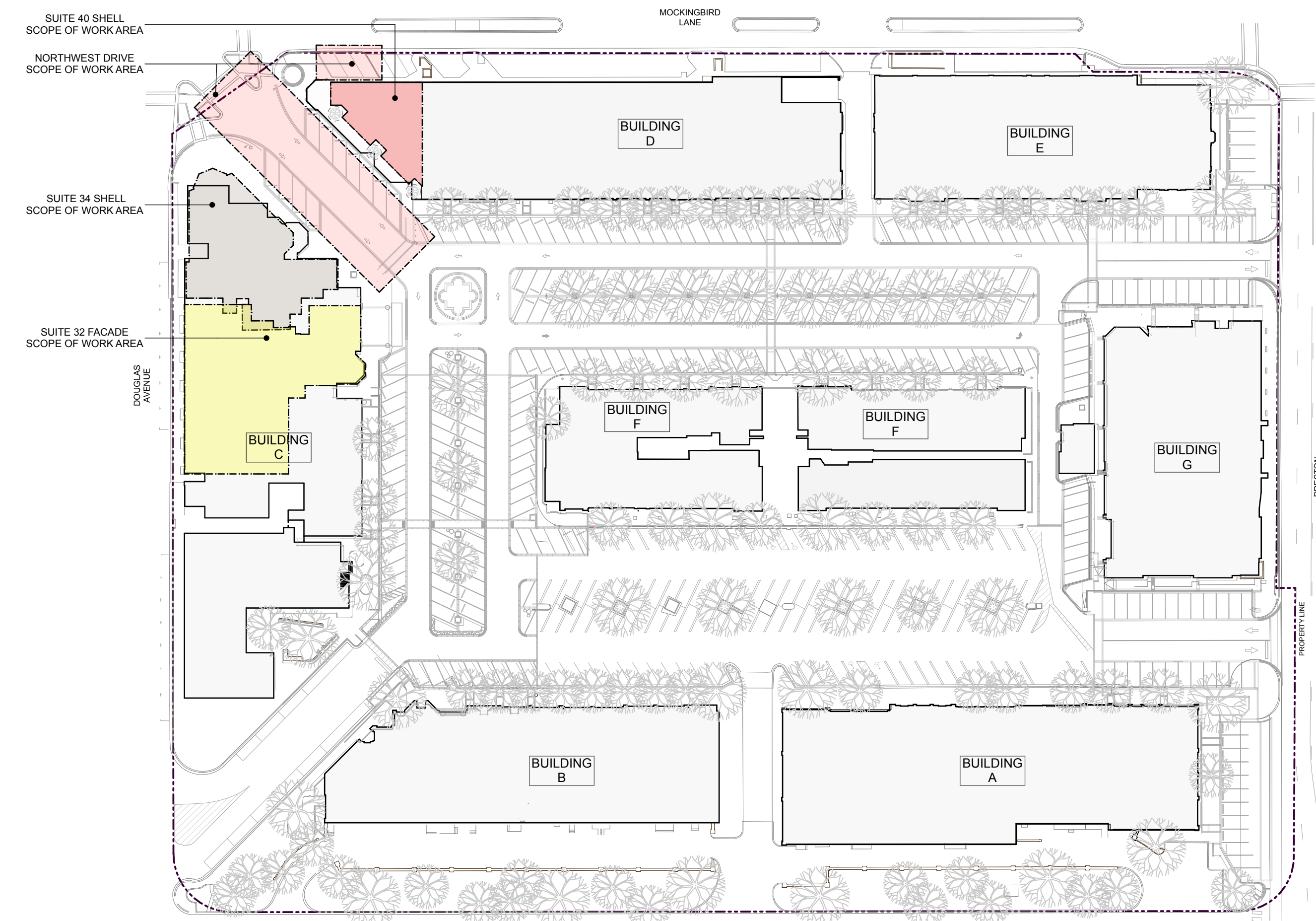
**HIGHLAND PARK VILLAGE**  
EST. 1931 | DALLAS, TX  
*First Name in Fashion*

ZONING SUBMITTAL  
BUILDING C SUITE 32 FACADE & SUITE 34 SHELL  
BUILDING D SUITE 40 SHELL  
NORTHWEST DRIVE UPDATE  
427 HIGHLAND PARK VILLAGE  
DALLAS, TEXAS 75203

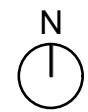
ISSUE:  
ZONING SUBMITTAL 04.11.2024







1 OVERALL SITE PLAN  
SCALE: 1/64" = 1'-0"



NOT FOR CONSTRUCTION  
NOT FOR REGULATORY APPROVAL,  
PERMITTING, OR CONSTRUCTION





BUILDING C SUITE 32 FACADE



HIGHLAND PARK VILLAGE

EST. 1931 | DALLAS, TX

*First Name in Fashion*





2

EXISTING AERIAL VIEW



1

EXISTING STREET VIEW

NOT FOR CONSTRUCTION  
NOT FOR REGULATORY APPROVAL,  
PERMITTING, OR CONSTRUCTION





1 PERSPECTIVE VIEW ALONG DOUGLAS AVE

NOT FOR CONSTRUCTION  
NOT FOR REGULATORY APPROVAL,  
PERMITTING, OR CONSTRUCTION

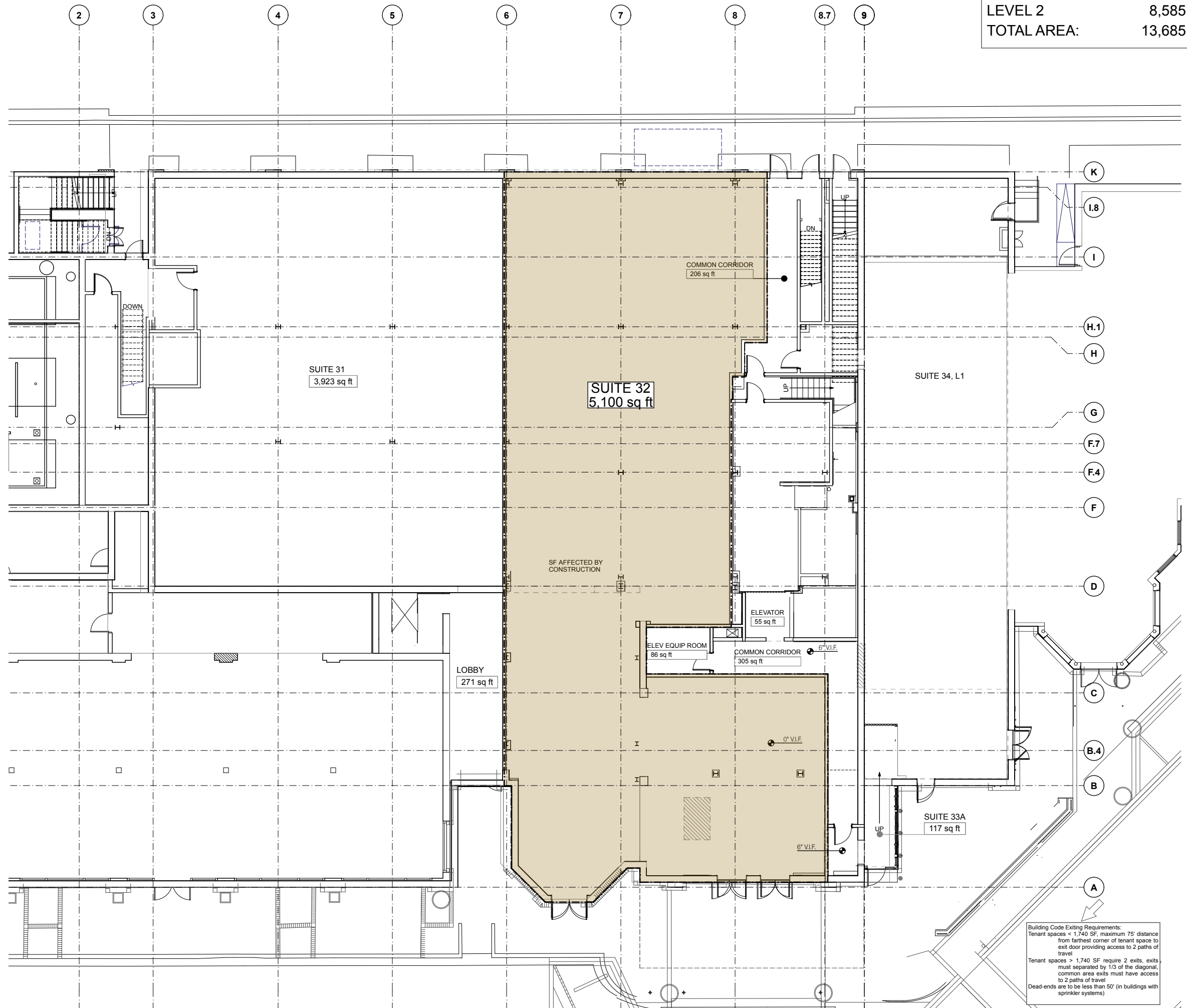
HIGHLAND PARK VILLAGE  
EST. 1931 | DALLAS, TX  
*first name in fashion*

ZONING SUBMITTAL  
BUILDING C SUITE 32 FACADE & SUITE 34 SHELL  
BUILDING D SUITE 40 SHELL  
NORTHWEST DRIVE UPDATE  
427 HIGHLAND PARK VILLAGE  
DALLAS, TEXAS 75203

ISSUE:  
ZONING SUBMITTAL 04.11.2024

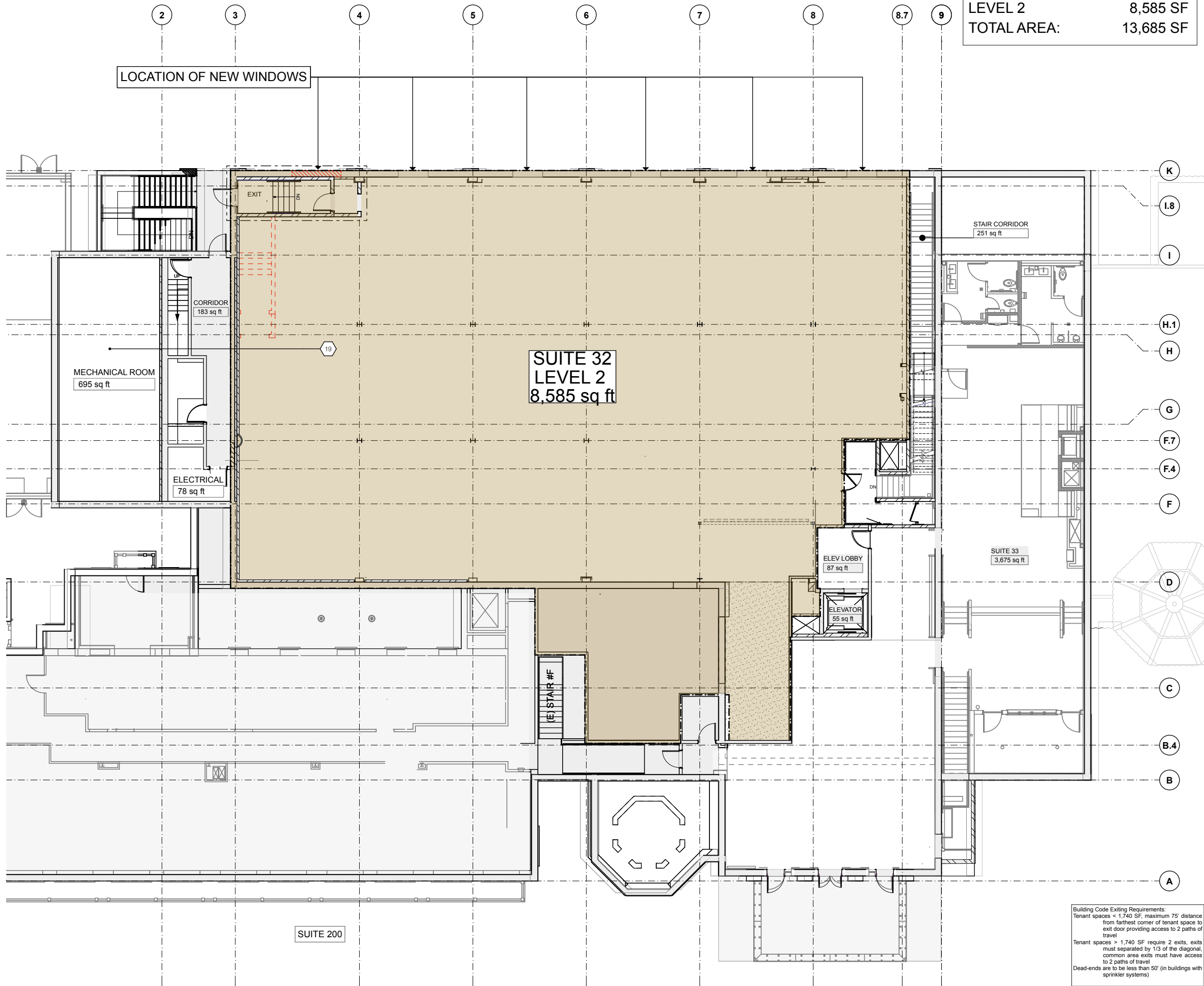
2401.00





LEVEL 1	5,100 SF
LEVEL 2	8,585 SF
TOTAL AREA:	13,685 SF

1 LEVEL 1 LOD - SUITE 32  
SCALE: 1/16" = 1'-0"



1 LEVEL 2 LOD - SUITE 32  
SCALE: 1/16" = 1'-0"



3 EXISTING PRECEDENT WINDOW



2 EXISTING PRECEDENT WINDOW



1

WEST ELEVATION (1/16" = 1'-0")

NEW DOOR





BUILDING C SUITE 34 SHELL



HIGHLAND PARK VILLAGE

EST. 1931 | DALLAS, TX

*First Name in Fashion*

NOT FOR CONSTRUCTION  
NOT FOR REGULATORY APPROVAL,  
PERMITTING, OR CONSTRUCTION

HIGHLAND PARK VILLAGE  
EST. 1931 | DALLAS, TX  
*First Name in Fashion*

ZONING SUBMITTAL  
BUILDING C SUITE 32 FACADE & SUITE 34 SHELL  
BUILDING D SUITE 40 SHELL  
NORTHWEST DRIVE UPDATE  
427 HIGHLAND PARK VILLAGE  
DALLAS, TEXAS 75203

ISSUE:  
ZONING SUBMITTAL 04.11.2024





2 EXISTING AERIAL VIEW



1 EXISTING STREET VIEW





3 PERSPECTIVE VIEW - NORTHEAST

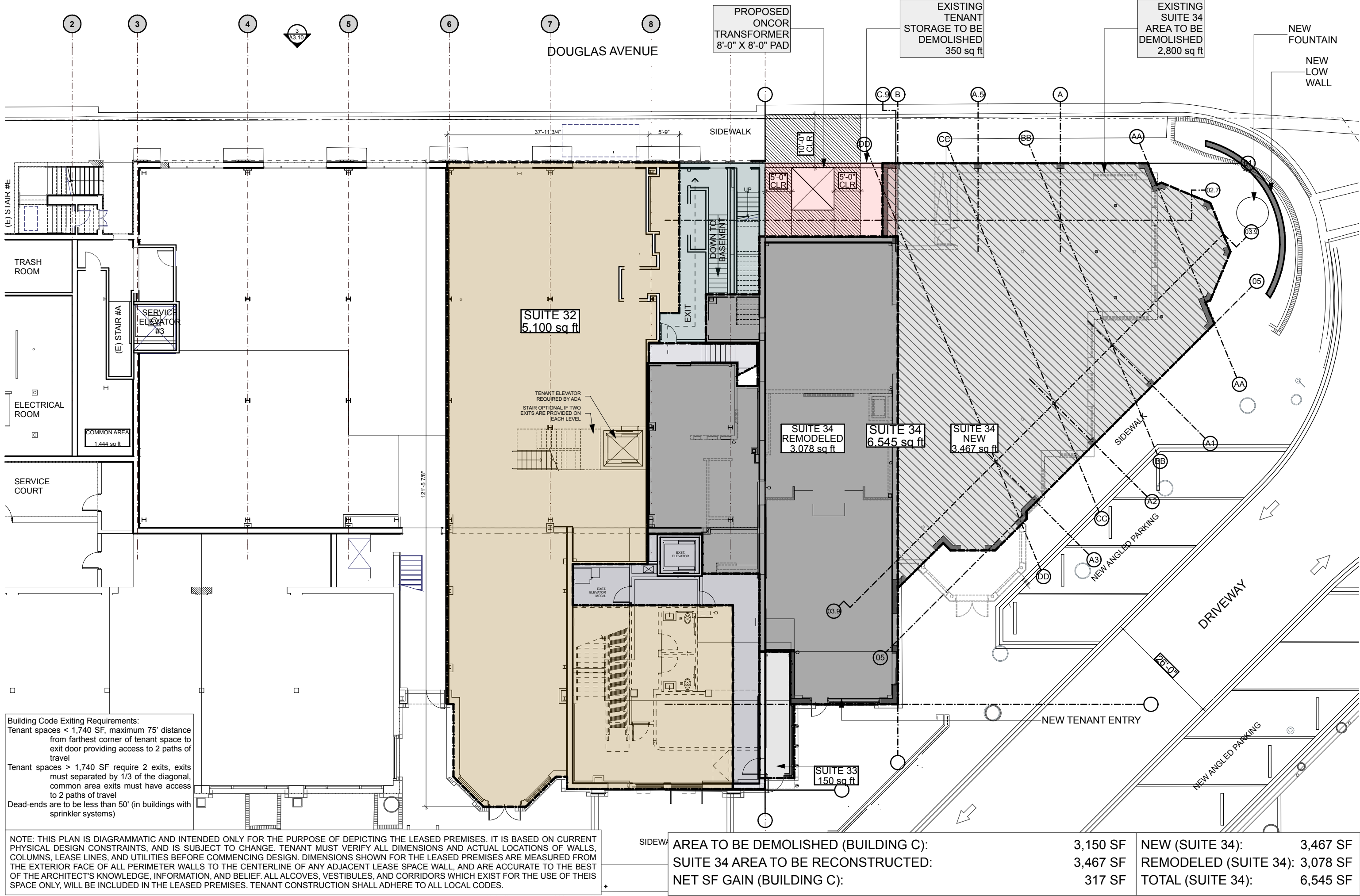


2 PERSPECTIVE VIEW - NORTHWEST



1 PERSPECTIVE VIEW - NORTHWEST





Building Code Exiting Requirements:  
Tenant spaces < 1,740 SF, maximum 75' distance from farthest corner of tenant space to exit door providing access to 2 paths of travel  
Tenant spaces > 1,740 SF require 2 exits, exits must be separated by 1/3 of the diagonal, common area exits must have access to 2 paths of travel  
Dead-ends are to be less than 50' (in buildings with sprinkler systems)

NOTE: THIS PLAN IS DIAGRAMMATIC AND INTENDED ONLY FOR THE PURPOSE OF DEPICTING THE LEASED PREMISES. IT IS BASED ON CURRENT PHYSICAL DESIGN CONSTRAINTS, AND IS SUBJECT TO CHANGE. TENANT MUST VERIFY ALL DIMENSIONS AND ACTUAL LOCATIONS OF WALLS, COLUMNS, LEASE LINES, AND UTILITIES BEFORE COMMENCING DESIGN. DIMENSIONS SHOWN FOR THE LEASED PREMISES ARE MEASURED FROM THE EXTERIOR FACE OF ALL PERIMETER WALLS TO THE CENTERLINE OF ANY ADJACENT LEASE SPACE WALL, AND ARE ACCURATE TO THE BEST OF THE ARCHITECT'S KNOWLEDGE, INFORMATION, AND BELIEF. ALL ALCOVES, VESTIBULES, AND CORRIDORS WHICH EXIST FOR THE USE OF THEIR SPACE ONLY, WILL BE INCLUDED IN THE LEASED PREMISES. TENANT CONSTRUCTION SHALL ADHERE TO ALL LOCAL CODES.

AREA TO BE DEMOLISHED (BUILDING C):	3,150 SF	NEW (SUITE 34):	3,467 SF
SUITE 34 AREA TO BE RECONSTRUCTED:	3,467 SF	REMODELED (SUITE 34):	3,078 SF
NET SF GAIN (BUILDING C):	317 SF	TOTAL (SUITE 34):	6,545 SF





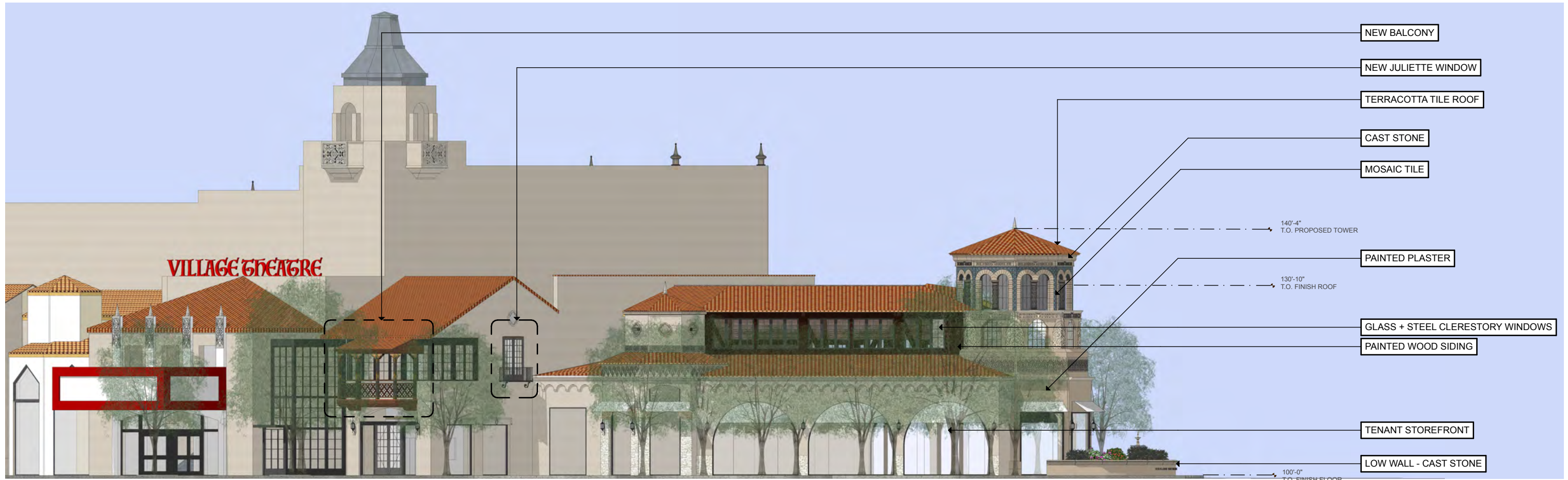
③ WEST ELEVATION (1/16" = 1'-0")

← NEW | EXISTING →



② NORTH ELEVATION (1/16" = 1'-0")

← EXISTING | NEW →



① NORTHEAST ELEVATION (1/16" = 1'-0")

← EXISTING | NEW →

NOTE: EXISTING TOTAL BUILDING HEIGHT AT 33'-6" FT





# BUILDING D SUITE 40 SHELL



HIGHLAND PARK VILLAGE

EST. 1931 | DALLAS, TX

*First Name in Fashion*

**NOT FOR CONSTRUCTION**  
NOT FOR REGULATORY APPROVAL,  
PERMITTING, OR CONSTRUCTION

  
**HIGHLAND PARK VILLAGE**  
EST. 1931 | DALLAS, TX  
*First Name in Fashion*

ZONING SUBMITTAL  
BUILDING C SUITE 32 FACADE & SUITE 34 SHELL  
BUILDING D SUITE 40 SHELL  
NORTHWEST DRIVE UPDATE

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2401.00

BUILDING D SUITE  
40 SHELL





2 EXISTING BUILDING VIEW



1 EXISTING BUILDING VIEW





2 PERSPECTIVE VIEW - NORTH FACADE



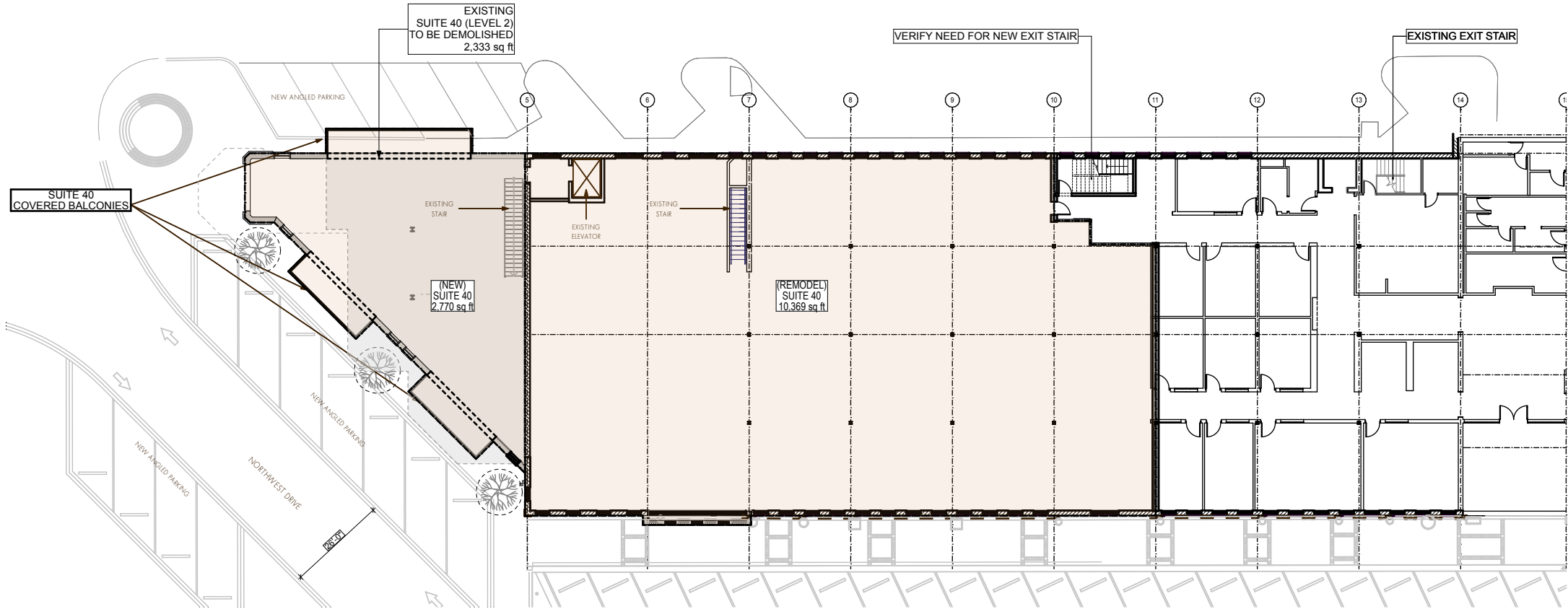
1 PERSPECTIVE VIEW - NORTHWEST CORNER

DEMO:  
LEVEL 1: 3,142 SF  
LEVEL 2: 2,333 SF  
TOTAL: 5,475 SF

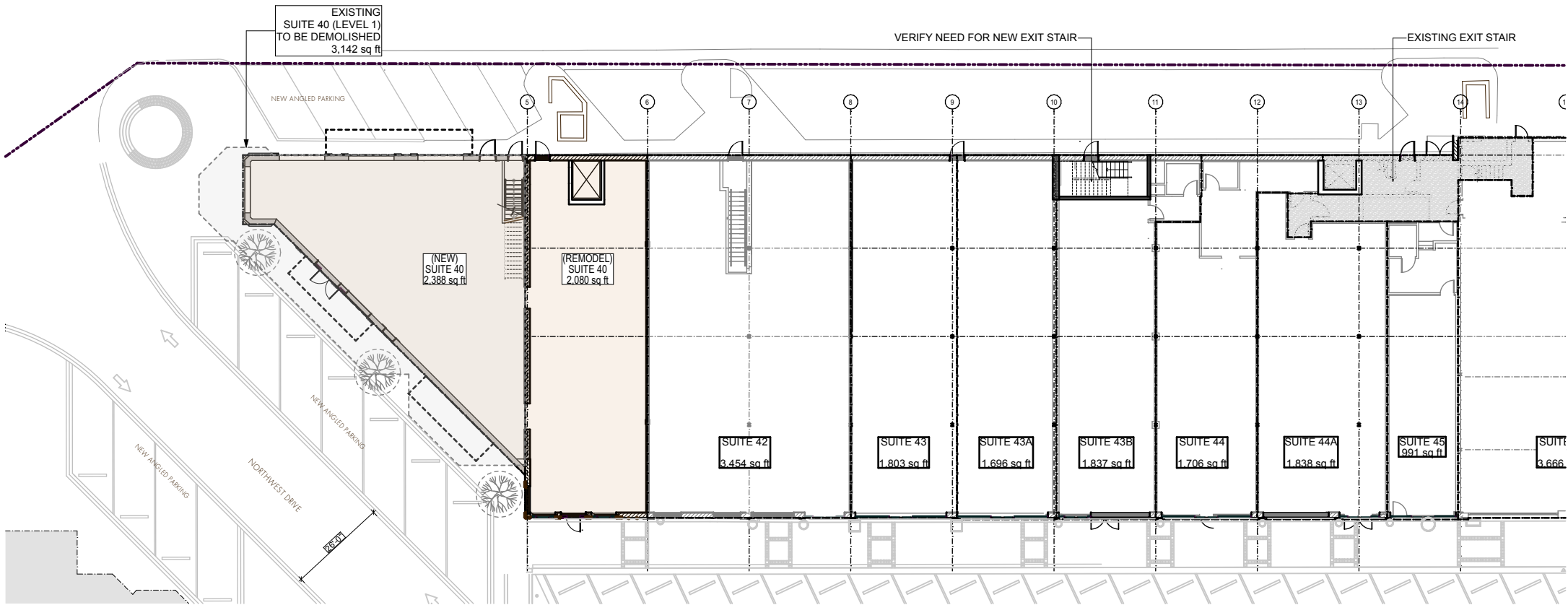
NEW:  
LEVEL 1: 2,388 SF  
LEVEL 2: 2,770 SF  
TOTAL: 5,158 SF

REMODELED:  
LEVEL 1: 2,080 SF  
LEVEL 2: 10,369 SF  
TOTAL: 12,449 SF

TOTAL: 17,607 SF



2 LEVEL 2 LOD - SUITE 40  
SCALE: 1" = 30'



1 LEVEL 1 LOD - SUITE 40  
SCALE: 1" = 30'





SUITE 34

SUITE 34 EXISTING SHELL DEMO	3,150 SF
SUITE 34 NEW SHELL	3,467 SF
NET GAIN:	317 SF

SUITE 40

SUITE 40 EXISTING SHELL DEMO	5,475 SF
SUITE 40 NEW SHELL	5,158 SF
NET LOSS:	317 SF

HIGHLAND PARK VILLAGE

TOTAL EXISTING SHELL DEMO	8,625 SF
TOTAL NEW SHELL	8,625 SF
DELTA	0 SF

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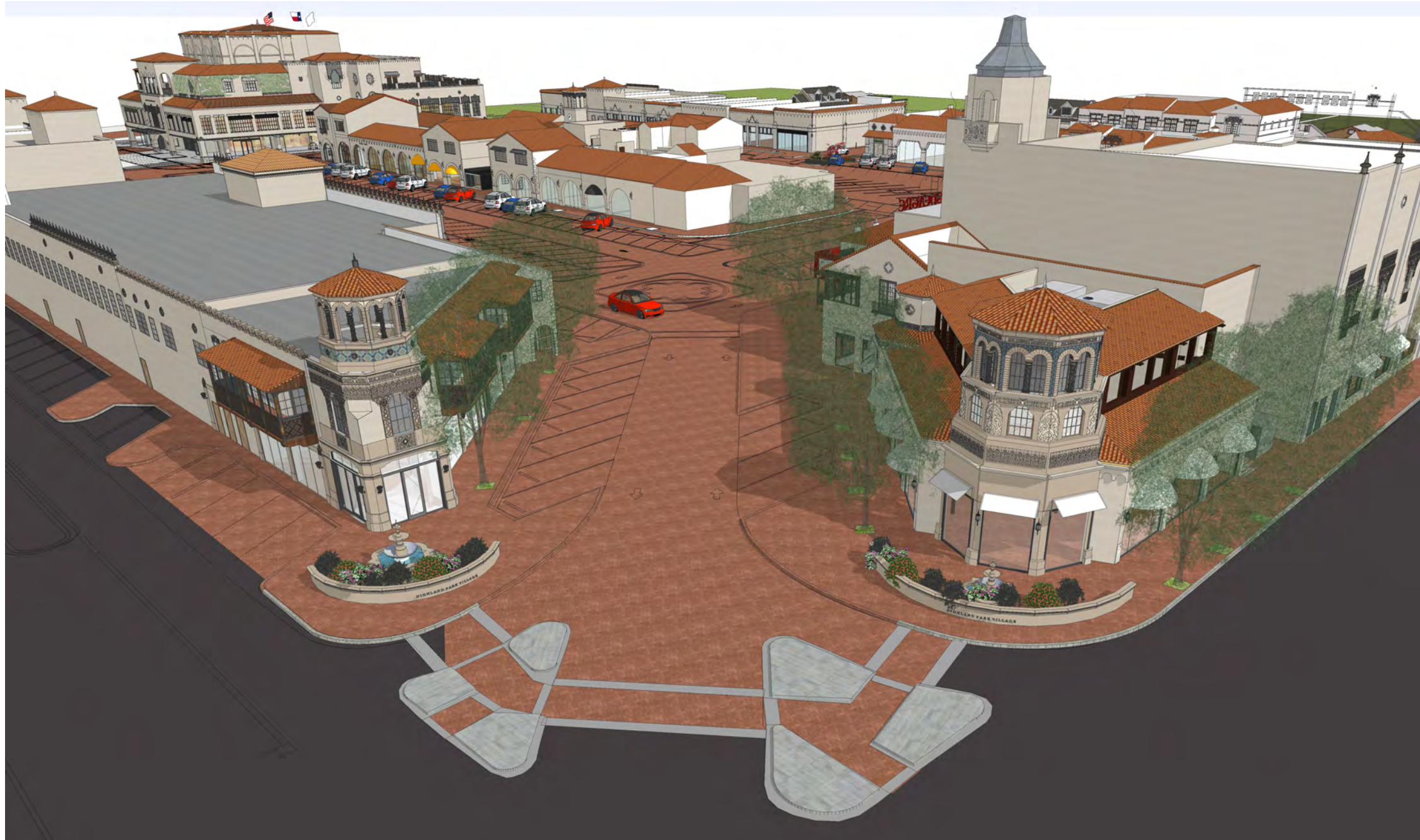
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# NORTHWEST DRIVE REMODEL



HIGHLAND PARK VILLAGE

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*First Name in Fashion*

HALL ARCHITECTURE STUDIO

3303 LEE PARKWAY 5TH FLOOR DALLAS, TEXAS 75219

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**HIGHLAND PARK VILLAGE**  
EST. 1931 | DALLAS, TX  
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NORTHWEST DRIVE  
REMODEL  
20





1 EXISTING AERIAL VIEW

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HIGHLAND PARK VILLAGE  
EST. 1931 | DALLAS, TX  
*First Name in Fashion*

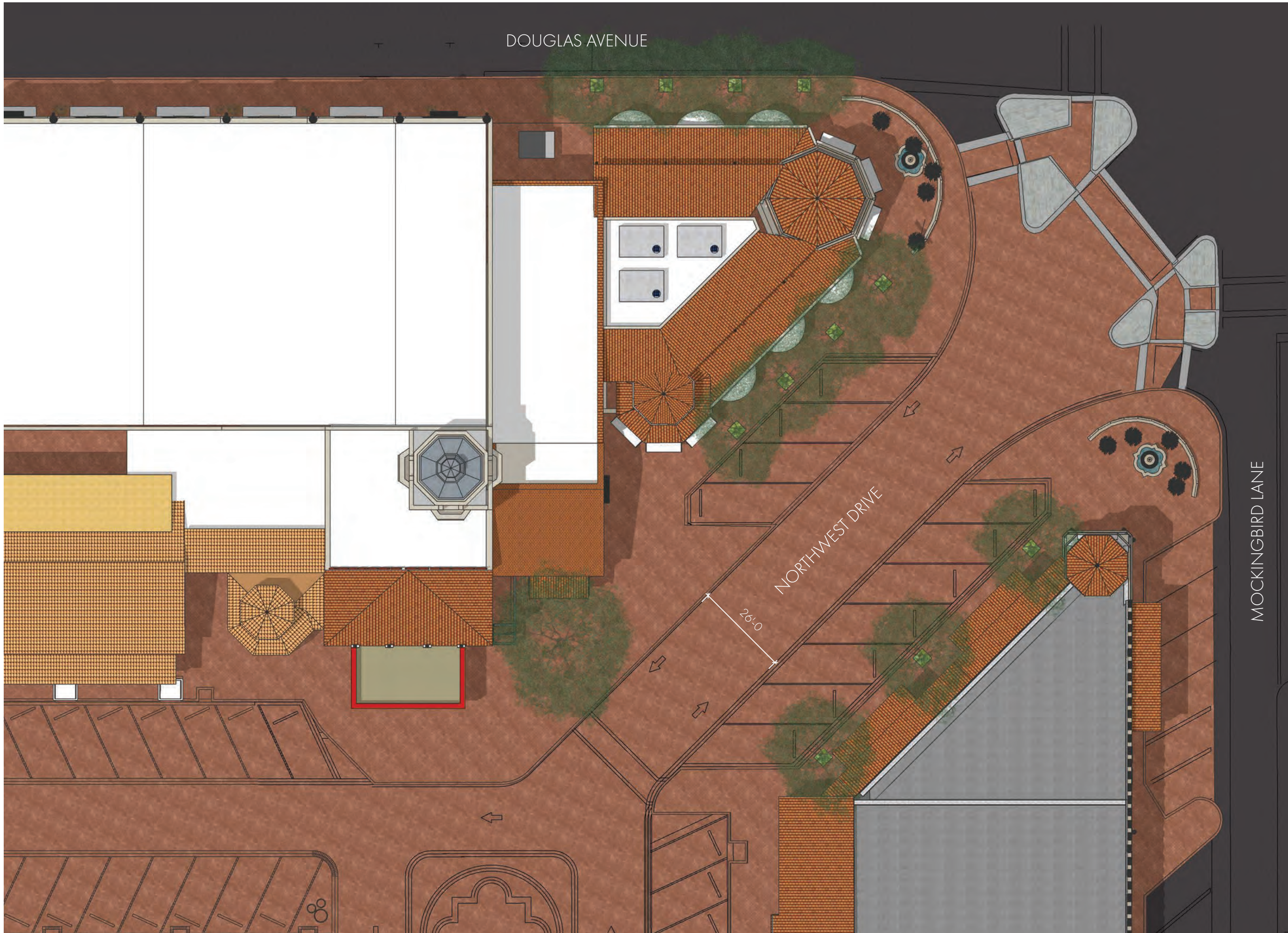
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1

PROPOSED SITE PLAN (1" = 20')



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PERMITTING, OR CONSTRUCTION





# TOWN OF HIGHLAND PARK

## Agenda Briefing

Council Meeting: April 23, 2024

Department: Administration

Presenter: Joanna Mekeal

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### TITLE

Review, discuss, and consider the opportunity for a Town Council Member to request an item to be placed on a future Town Council Meeting Agenda.

### BACKGROUND

This item is provided at the request of the Mayor for a member of the Town Council to request an item be placed on a future Town Council study session agenda for discussion or consideration. Town Council discussion and consideration would be limited only to including a potential agenda item and scheduling such on a future agenda. The agenda item would be included as part of the study session agenda of regular Town Council meetings.

### RECOMMENDATION

Staff recommends approval of the inclusion of the agenda item for future regular (not special or emergency) Town Council meetings.

### FINANCIAL IMPACT

None.

### ATTACHMENTS:

File Name	Description
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No Attachments Available



# **TOWN OF HIGHLAND PARK**

## **Agenda Briefing**

Council Meeting: April 23, 2024

Department: Engineering

Presenter: Lori Chapin

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### **TITLE**

Review and discuss parkway improvements adjacent to Armstrong Elementary.

### **BACKGROUND**

The Armstrong Elementary PTA president reached out to Town staff to discuss possible parkway improvements around the school, playfields, and playground. This work would be in coordination with upgrades the school will be completing to the main campus area as well as the playfields and playground this summer. Staff met onsite with PTA representatives to understand and discuss improvements to the parkway including sidewalks, curb ramps, tree removals/replacements, sod/ground cover replacement and irrigation repairs.

It is anticipated that the improvements will include the following:

- 9,125 SF public sidewalk
- 12 curb ramps
- Removal/replacement of 7 parkway trees
- Pruning/lifting 16 parkway trees
- 13,100 SF sod/ground cover replacement

Staff will utilize an existing contract with the Town's Miscellaneous Concrete contractor to replace the sidewalk and curb ramps around the school and adjacent to the playfields. Additional Town contracts will be utilized for the tree removals/replacements/pruning, as well as the placement of sod/ground cover.

Costs for the proposed improvements for the Town are estimated at \$250,000 based on existing contract pricing. School representatives will be responsible for assessing the irrigation system and costs associated with any necessary upgrades.

Once all the improvements have been completed, Armstrong Elementary will be responsible for all future maintenance of the parkways adjacent to the school, playfields, and playground.

### **RECOMMENDATION**

Report only.

### **FINANCIAL IMPACT**

Funding will be derived from within the adopted FY 2024 Capital Improvement Plan.

**ATTACHMENTS:**

**File Name**

Armstrong\_Elementary\_Cost\_Spreadsheet\_-\_R.pdf

**Description**

Estimated Costs

**Armstrong Elementary Parkway Improvements**  
**Estimated Costs**

**3600 BLOCK CORNELL AVENUE (school side)**

	Quantity	Length	Width	SF	Placement Cost	Removal Cost	Town Cost
Sidewalk		400	5	2000	\$20,000.00	\$6,000.00	\$26,000.00
Curb Ramps	5				\$15,000.00	\$2,500.00	\$17,500.00
Parkway Sod		400	6	2400	\$1,575.76	\$2,400.00	\$3,975.76
Tree Removal	5					\$12,500	\$12,500
Tree Replacement	5				\$ 25,000.00		\$ 25,000.00
<b>Subtotal</b>							<b>\$84,975.76</b>

**3600 BLOCK ST. JOHNS DRIVE (school side)**

	Quantity	Length	Width	SF	Placement Cost	Removal Cost	Town Cost
Sidewalk		750	5	3750	\$37,500.00	\$11,250.00	\$48,750.00
Curb Ramps	4				\$12,000.00	\$2,000.00	\$14,000.00
Parkway Sod		750	7	5250	\$3,446.97	\$5,250.00	\$8,696.97
Tree Removal (Byron)	2					\$5,000	\$5,000
Tree Replacement (Byron)	2				\$ 10,000.00		\$ 10,000.00
<b>Subtotal</b>							<b>\$86,446.97</b>

**3601 CORNELL AVENUE (playground); 3533 CORNELL AVENUE (field)**

	Quantity	Length	Width	SF	Placement Cost	Removal Cost	Town Cost
Sidewalk		350	5	1750	\$17,500.00	\$5,250.00	\$22,750.00
Curb Ramps	2				\$6,000.00	\$1,000.00	\$7,000.00
Parkway Sod		500	7	3500	\$2,297.98	\$3,500.00	\$5,797.98
Tree Pruning/Lifting	10					\$8,000	\$8,000
Tree Replacement							
<b>Subtotal</b>							<b>\$43,547.98</b>

**3516 CORNELL AVENUE (large field)**

	Quantity	Length	Width	SF	Placement Cost	Removal Cost	Town Cost
Sidewalk		325	5	1625	\$16,250.00	\$4,875.00	\$21,125.00
Curb Ramps	1				\$3,000.00	\$500.00	\$3,500.00
Parkway Sod		325	6	1950	\$1,280.30	\$1,950.00	\$3,230.30
Tree Pruning/Lifting	6					\$4,800	\$4,800
Tree Replacement							
<b>Subtotal</b>							<b>\$32,655.30</b>
<b>Town Parkway Totals</b>							<b>\$247,626.01</b>

**Notes:**

1. Included all sidewalk around the school - may be able to reduce pending condition.
2. The condition of several trees adjacent to the school has been evaluated and need to be removed. Several trees may be in conflict with the sidewalk, but will be saved where possible. Trees adjacent to playing fields and playground to be pruned and lifted and assumed to remain, pending impacts to infrastructure. New trees will be spaced and planted to facilitate growth.
3. Town to fund all tree removal/replacement, sidewalk, and parkway vegetation (sod and/or ground cover (if included)).
4. Town will facilitate project construction through existing contracts.
5. All costs are estimated. Actual costs will be based on quantities as measured in the field.



# TOWN OF HIGHLAND PARK

## Agenda Briefing

Council Meeting: April 23, 2024

Department: Department of Public Safety

Presenter: Director Chuck McGinnis

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### TITLE

Review and discuss the Department of Public Safety recruiting video.

### BACKGROUND

Across the nation, difficulties associated with recruiting and retaining Public Safety Officers ("PSO") are ever present. To withstand this narrative, the Department of Public Safety ("DPS") has developed and implemented creative strategies charged with changing the tone and recruitment style here in Highland Park. Our ability to hire qualified, quality, and upstanding applicants that provide the service the residents expect and deserve has been a direct result of this effort.

Deputy Chief Zach Sitton has a passion for recruiting and has made it a mission to get the right people in the door from day one. Clearly, it is challenging to recruit people who want to be Police Officers, much less individuals who desire to be trained in multiple disciplines. However, through Chief Sitton's leadership, the department has been able to consistently defy the national trend by making recruiting a personal experience for the applicant and their families. This personalized approach starts with family tours of the facility and Town and includes ride-outs with PSOs. Although an approach of this nature requires a significant level of effort from the team, it has proven to be an asset, consistently garnering the type of individuals who easily transition into the culture the DPS has energetically worked to establish and maintain.

Part of the effort this year was to create a recruitment video that illustrates our agency and the aptitude needed to work for our department. With the assistance of a third-party supplier, Chief Sitton and PSO Rich Bennett produced one of the best recruiting videos I have seen from any agency. This agenda item is presented as an opportunity for you to view the video and ask any questions you may have of Chief Sitton and our approach to recruitment.

### RECOMMENDATION

None.

### FINANCIAL IMPACT

No new financial impact.

### ATTACHMENTS:

File Name	Description
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No Attachments Available