

Memorandum

Memorandum No: 25-102

Date: January 6, 2025

To: Honorable Mayor and City Council

From: Ryan Henderson, City Manager



Re: Hazardous Weather Outlook – January 8-10, 2025

The National Weather Service has increasing confidence in measurable snow and hazardous travel likely for North and Central Texas for Wednesday night, January 8 until Friday, January 10 when it is expected to exit the area that morning. Wind chill values this morning were in the single digits across most of North and Central Texas due to gusty north winds, but these wind speeds are now beginning to decline. It will still be quite cold overnight with wind chill values in the teens, but our forecast area should safely remain above Cold Weather Advisory criteria.

The Emergency Management Division in coordination with the Public Works Department has begun the preparation for the upcoming winter weather event. The following actions have been/will be taken by city staff and partners:

Emergency Operations Center

- Activated to Level 3 – Yellow
- Command and general staff have been briefed
- Incident Action Plan has been developed
- Partner agencies have been contacted
- Incident Management Team is prepared to respond

Standard preparation includes pre-treated city facilities with ice melt along all the walkways at:

- Municipal Complex
- Central Fire Station
- Parks building and restrooms
- Sherley Heritage Park and restrooms
- Public Works building

Public Works Operations

- Staff has checked all inventory and reviewed anything needed for the well sites.
- Employees have been prepped with their cold weather gear.

- All trucks, equipment, and tanks are full of fuel.
- All equipment and vehicles have anti-freeze in them.
- Wastewater and water operations have met to review the response roster and discuss purchasing of any spare necessary supplies and chemicals if needed.
- Operations will conduct SCADA callout and communications tests Tuesday.
- Tanks and towers will be force filled on Wednesday to assure redundancy.
- Water wells will be manually run to attempt to prevent freezing.
- Heaters have been installed in all water chemical rooms, the ultraviolet room, the press room and in the lab.
- The new bar screen was equipped with heat trace and insulation.
- All generators have been run and tested.
- The wastewater treatment plant and lift stations will be checked hourly for frost on floats and functionality.
- This work will take place at all city well sites and wastewater treatment plant.
- Available personnel will run normal operational hours. All operations personnel will be on 24hr standby monitoring weather.

Water/Wastewater

- Inventory has been checked, anything needed for maintenance has been ordered.
- Employees have been prepped with their cold weather gear.
- All trucks, equipment, and tanks are full of fuel.
- All equipment and vehicles have anti-freeze in them.
- Staff will respond to any water shut off calls for busted pipes or irrigation freezing.
- Staff will assist the Streets/Drainage Division when needed.
- The Vac trucks have been winterized.
- Utility equipment has been readied for any emergency needs.
- Staff has checked all small equipment, chainsaws, safety gear, trucks, blowers, shop heaters, water pallets, PPE and personal cold weather gear.
- Staff will check all small generators, outside fuel tanks, and equipment and fill if needed daily.

Streets/Drainage

- Inventory has been checked.
- Employees have been prepped with their cold weather gear.
- All trucks, equipment, and tanks are full of fuel.
- All equipment and vehicles have anti-freeze in them.
- All 5gal cans have been filled with diesel and gas.
- Small equipment, chainsaws, and green generators have been checked.
- Approx. 50 yards of manufactured sand are currently available and staff will be adding 50 more yards this week.
- Small spreader loaded in the Streets F-450.
- Plow is assembled and ready to attach to the Streets F-450.
- Brine is loaded on the Streets F-350. We will brine all major intersections on Monday and Wednesday and City Facilities.

- Approx. 70 40lbs bags of ice melt salt are available for city facilities.
- Public Works will hold a staff meeting Tuesday per divisions to discuss scheduling adjustments.
- Roadway areas will be prepped for any possible freeze. Crews have been notified of the potential weather threat.

Fleet/Facilities

- Staff have distributed ice melt and anti-gel to fire stations.
- Hitch has been mounted to the front of Streets F-450 for plow.
- We are acquiring tire chains for fire apparatus and ambulances.
- Staff has trained fire personnel and on-call personnel on generator switch operation for Fire Station 2.

Parks

- Restrooms are locked with heaters going.
- Water is cut off to any fountains.
- Generators and equipment are filled and ready for use.

TxDOT

- TxDOT will pre-treat tier 1 and 2 roadways Monday, January 6.
- TxDOT will pre-treat FM 455 on Tuesday, January 7.
- TxDOT staff will start 24hr shift work on Wednesday night.
- TxDOT will break off to the smaller FM roads once traffic running smoothly on those roads.

Police

- Lt. DeVore will adjust his schedule to work this Wed, Thurs, and Fri to assist with coverage and provide an Admin point of contact in patrol.
- Administration will monitor conditions and upstaff if necessary.

- c. Marc Marchand, Neighborhood Services Director
Ray Isom, Fire Chief
Steven Smith, Public Works Director
Frances La Rue, Public Affairs Manager
Greg Peters, Assistant City Manager
Taylor Lough, Assistant City Manager
Management Team