



## AGENDA

### CITY COUNCIL MEETING

**MARCH 13, 2017 @ 6:30 P.M.**

Notice is hereby given the City Council for the City of Parker will meet in a Special Meeting on Monday, March 13, 2017 at 6:30 P.M. at the Parker City Hall, 5700 E. Parker Road, Parker, Texas, 75002.

#### **CALL TO ORDER – Roll Call and Determination of a Quorum**

**EXECUTIVE SESSION 6:30 P.M. TO 7:00 P.M. –** Pursuant to the provisions of Chapter 551, Texas Government Code the City Council may hold a closed meeting.

1. RECESS TO CLOSED EXECUTIVE SESSION IN ACCORDANCE WITH THE AUTHORITY CONTAINED IN:
  - a. Texas Government Code Sec. 551.071(2): Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter
2. RECONVENE REGULAR MEETING.
3. ANY APPROPRIATE DELIBERATION AND/OR ACTION ON ANY OF THE EXECUTIVE SESSION SUBJECTS LISTED ABOVE.

#### **PLEDGE OF ALLEGIANCE**

AMERICAN PLEDGE: I pledge allegiance to the flag of the United States of America; and to the republic for which it stands, one nation under God, indivisible with liberty and justice for all.

TEXAS PLEDGE: Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

**PUBLIC COMMENTS** The City Council invites any person with business before the Council to speak to the Council. No formal action may be taken on these items at this meeting. Please keep comments to 3 minutes.

**CONSENT AGENDA** Routine Council business. Consent Agenda is approved by a single majority vote. Items may be removed for open discussion by a request from a Councilmember or member of staff.

4. APPROVAL OF MEETING MINUTES FOR FEBRUARY 27, 2017. [SCOTT GREY]
5. DEPARTMENT REPORTS-ANIMAL CONTROL, BUILDING, COURT, FIRE, POLICE AND WEBSITE

## INDIVIDUAL CONSIDERATION ITEMS

6. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ORDINANCE NO. 744, THE WHitestone ESTATES (FORMERLY DONIHOO FARMS) ANNEXATION. [SHELBY]
7. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON SCHEDULING ANNEXATION PUBLIC HEARING DATES FOR RESERVE AT SOUTHRIDGE. [FLANIGAN]
8. DISCUSSION REGARDING HOME RULE [SHELBY/LEVINE]
9. DISCUSSION REGARDING MUNICIPAL COMPLEX ARCHITECTS [FLANIGAN]

## ROUTINE ITEMS

### 10. FUTURE AGENDA ITEMS

#### UPDATE(S):

- ACCEPTANCE OF POLICE AND FIRE DONATIONS FOR RECORD
- TRANSPORTATION [STANDRIDGE/FLANIGAN]
- IMPACT FEES (Based on concerns from February 27, 2017 City Council Meeting) [SHELBY]
- Racial Profiling Report 2016 as provided to City Council in February 2017 [PRICE]

### 11. ADJOURN

In addition to any specifically identified Executive Sessions, Council may convene into Executive Session at any point during the open meeting to discuss any item posted on this Agenda. The Open Meetings Act provides specific exceptions that require that a meeting be open. Should Council elect to convene into Executive Session, those exceptions will be specifically identified and announced. Any subsequent action, as a result of this Executive Session, will be taken and recorded in open session.

I certify that this Notice of Meeting was posted on or before March 10, 2017 by 5:00 p.m. at the Parker City Hall, and as a courtesy, this Agenda is also posted to the City of Parker Website at [www.parkertexas.us](http://www.parkertexas.us).

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Date Notice Removed

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Patti Scott Grey  
City Secretary

The Parker City Hall is Wheelchair accessible. Sign interpretations or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972 442 6811.



## Council Agenda Item

Item 4  
C'Sec Use Only

Budget Account Code:	Meeting Date: March 13, 2017
Budgeted Amount:	Department/ Requestor: City Secretary
Fund Balance-before expenditure:	Prepared by: City Secretary Scott Grey
Estimated Cost:	Date Prepared: March 10, 2017
Exhibits:	Proposed Minutes

### AGENDA SUBJECT

APPROVAL OF MEETING MINUTES FOR FEBRUARY 27, 2017. [SCOTT GREY]

### SUMMARY

Please review the attached minutes. If you have any questions, comments, and/or corrections, please contact the City Secretary at [PGrey@parkertexas.us](mailto:PGrey@parkertexas.us) prior to the City Council meeting.

### POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use			
Approved by:			
Department Head/ Requestor:	<i>Patti Scott Grey</i>	Date:	03/10/2017
City Attorney:		Date:	
City Administrator:	<i>Jeff Flanigan</i>	Date:	03/10/2017

**MINUTES**  
**CITY COUNCIL MEETING**  
**FEBRUARY 27, 2017**

**CALL TO ORDER – Roll Call and Determination of a Quorum**

The Parker City Council met in a special meeting on the above date at Parker City Hall, 5700 E. Parker Road, Parker, Texas, 75002.

Mayor Pro Tem Scott Levine called the meeting to order at 7:04 p.m. Councilmembers Scott Levine, Lee Pettle, Cleburne Raney, Ed Standridge, and Patrick Taylor were present. Mayor Z Marshall was absent.

Staff Present: City Administrator Jeff Flanigan, City Secretary Patti Scott Grey, City Attorney Brandon Shelby, Police Chief Richard Brooks and Developer/Capital Improvement Advisory Committee (CIAC) Member Stephen “Steve” L. Sallman

**PLEDGE OF ALLEGIANCE**

AMERICAN PLEDGE: Councilmember Lee Pettle led the pledge.

TEXAS PLEDGE: Councilmember Patrick Taylor led the pledge.

**PUBLIC COMMENTS** The City Council invites any person with business before the Council to speak. No formal action may be taken on these items at this meeting. Please keep comments to 3 minutes.

Cindy Meyer, 6618 Estados Drive, said she attended the Planning and Zoning (P&Z) Commission meeting held last Thursday, February 23, on Water Impact Fees [*This was the Capital Improvement or Water and Impact Advisory Committee meeting.*]. Ms. Meyer said she was pleased City Council was exploring impact fees. This was something she felt should have been investigated 20-30 years ago. From her understanding, impact fees may include water supply, treatment, and distribution facilities; wastewater collection and treatment facilities; stormwater, drainage, and flood control facilities; and roadway facilities. The current Water Impact Fee Report 2016-2026 only reviewed water supply and distribution. It did not include stormwater, drainage or roadways. She read the following:

TEXAS LOCAL GOVERNMENT CODE

TITLE 12. PLANNING AND DEVELOPMENT

SUBTITLE C. PLANNING AND DEVELOPMENT PROVISIONS APPLYING TO  
MORE THAN ONE TYPE OF LOCAL GOVERNMENT

CHAPTER 395. FINANCING CAPITAL IMPROVEMENTS REQUIRED BY NEW  
DEVELOPMENT IN MUNICIPALITIES, COUNTIES, AND CERTAIN OTHER  
LOCAL GOVERNMENTS

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 395.017. ADDITIONAL FEE PROHIBITED; EXCEPTION.

After assessment of the impact fees attributable to the new development or execution of an agreement for payment of impact fees, additional impact fees or increases in fees may not be assessed against the tract for any reason unless the number of service units to be developed on the tract increases. In the event of the increase in the number of service units, the impact fees to be imposed are limited to the amount attributable to the additional service units.

Added by Acts 1989, 71st Leg., ch. 1, Sec. 82(a), eff. Aug. 28, 1989.

Ms. Meyer said her concern was under Texas Government Code Section 395.017, if the city imposed a water impact fee, the City would not be able to levy additional fees for stormwater, drainage, and roadways.

Ms. Meyer also asked City Council and staff to investigate drainage more extensively. When large homes with driveways, pools, sidewalks, etc., were built on small one (1) acre lots, fifteen (15) to twenty-five (25) percent of the permeable surface was lost. If a new development was built adjacent to an existing, lower elevated subdivision, she asked that problems be investigated. She urged City Council and staff to thoroughly review issues before making final decisions and to make sure those decisions were in the best interest of the citizens of Parker.

Lou Zettler, 4202 Donna Lane, spoke about the ongoing traffic problems along Donna Lane. Mr. Zettler requested the City do something to slow down and/or stop speeding vehicles, including large trucks, from using Donna Lane. He said he had been advised that a transportation study was needed to determine what should be done. Mr. Zettler wanted to know how such a study was initiated; who selected the person(s) conducting the study; and who funded such a study. He said if it was reasonable he would pay for the study and if necessary he would get additional financing from his neighbors. For now, he said he felt a stop sign was needed and asked the construction contractors and trucks to use the new roads in the development, rather than Donna Lane.

Councilmember Standridge arrived at 7:11 p.m.

**CONSENT AGENDA** Routine Council business. Consent Agenda is approved by a single majority vote. Items may be removed for open discussion by a request from a Councilmember or member of staff.

1. APPROVAL OF MEETING MINUTES FOR FEBRUARY 7, 2017. [SCOTT GREY]
2. APPROVAL OF MEETING MINUTES FOR FEBRUARY 21, 2017. [SCOTT GREY]
3. REPUBLIC WASTE QUARTERLY REPORT. [BERNAS]
4. DEPARTMENT REPORTS-ANIMAL CONTROL, BUILDING, COURT, FIRE, POLICE AND WEBSITE

MOTION: Councilmember Standridge moved to approve consent agenda items 1-4 as presented. Councilmember Raney seconded. Councilmember Pettle noted four (4) changes to the February 7 and February 21, 2017 meeting minutes.

Mayor Pro Tem Levine asked City Secretary Scott Grey if she was aware of the modifications. Ms. Scott Grey said yes, Councilmember Pettle emailed her suggestions. Ms. Scott Grey said she made changes to minutes to be signed, but had not had time to make copies for the entire City Council. She said she would detail the modifications in tonight's meeting minutes.

In the February 7, 2017 minutes, the following two (2) changes were requested by email.

**Page 1, under the Pledges:**

"AMERICAN PLEDGE: Boy Scout Ricky ~~Willie~~ Wille led the pledge", removing the "I".

**Page 3, Paragraph 2:**

Mayor Pro Tem Levine asked Mr. Watson how many years BrooksCardiel, PLLC, had been preparing the audit. Mr. Watson said four (4) or five (5) years. Mayor Marshall noted for the audience the City of Parker ~~was~~ is required to switch auditors at least every five years. He also thanked Jon Watson, CPA, with BrooksCardiel, PLLC and Finance/H.R. Manager Johnna Boyd.

And in the February 21, 2017 minutes, the following two (2) changes were requested by email.

**Page 1, Paragraph 3:**

Staff/Others Present: City Administrator Jeff Flanigan, City Secretary Patti Scott Grey, City Attorney Brandon Shelby, Fire Chief Mike Sheff, Police Chief Richard **Brooks, and** Developer/Capital Improvement Advisory Committee (CIAC) Member Stephen "Steve" L. Sallman, ~~and 2017 Councilmember Candidate Cindy Meyer~~ (See Exhibit 1 – Councilmember Pettle's email, dated February 27, 2017.)

MOTION: Councilmember Taylor restated his motion to approve the February 7 and 21, 2017 meeting minutes as amended with the four (4) modifications and the reports. Councilmember Raney seconded the amended motion with Councilmembers Levine, Pettle, Raney, Standridge, and Taylor voting for the motion. Motion carried 5-0.

Councilmember Pettle commended Police Chief Brooks on his new departmental report.

## INDIVIDUAL CONSIDERATION ITEMS

### 5. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON WHITESTONE ESTATES (FORMERLY DONIHOO FARMS) PHASE 1 FINAL PLAT. [FLANIGAN]

City Administrator Flanigan reviewed the item, stating the Whitestone Estates (Formerly Donihoo Farms) Phase 1 Final Plat was approved by the Planning and Zoning (P&Z) Commission. The P&Z Commission recommended approval of the plat, subject to escrowing \$38,000 for a few unfinished items. Developer Sallman has also requested two (2) variances, a variance to construct a fence or screen wall and a variance to landscape within the right-of-way of Whitestone Drive. The Homeowners Association (HOA) would have the responsibility of maintenance for the variances. City Engineer Birkhoff estimated the escrowed amount of \$38,000 for the unfinished items.

Mayor Pro Tem Levine asked if there was anyone from the City Engineer's office present tonight. Mr. Flanigan said no.

Whitestone Estates (Formerly Donihoo Farms) Representative/Manager Stephen L. Sallman, 4925 Greenville Avenue, Suite 1020, Dallas, Texas, said he was requesting approval of the recommended Whitestone Estates (Formerly Donihoo Farms) Phase 1 Final Plat. He provided an exhibit showing the proposed fence line to help City Council visualize. (See Exhibit 2 – Whitestone Estate (Formerly Donihoo Farms) Proposed Fence Line, dated February 27, 2017.)

Mayor Pro Tem Levine asked if City Council had a punch list of items that needed to be addressed from the City Engineer. Mr. Sallman directed everyone to City Engineer Birkhoff's Letter, dated February 15, 2017, and reviewed the list. Mayor Pro Tem Levine recapped, stating City Engineer Birkhoff estimated the escrow amount of \$38,000 to cover the remaining items, which would be addressed in the next couple of weeks. He asked if there were any questions. (See Exhibit 3 – City Engineer Birkhoff's Letter, dated February 15, 2017.)

**MOTION:** Councilmember Taylor moved to approve the Whitestone Estates (Formerly Donihoo Farms) Phase 1 Final Plat, with the escrowed funds of \$38,000 to take care of the issues in City Engineer John Birkhoff's letter, dated February 15, 2017. Councilmember Standridge seconded.

Mayor Pro Tem Levine asked City Attorney Shelby if he had an opportunity to review the plat and whether he was comfortable with the plat. Mr. Shelby said yes. There was some discussion to include the variance in the motion. City Attorney Shelby said City Council should include the variance in their motion, as the P&Z Commission had.

Councilmember Taylor restated his motion to approve the Whitestone Estates (Formerly Donihoo Farms) Phase 1 Final Plat with the escrowed funds of \$38,000, to take care of the issues in City Engineer John Birkhoff's letter, dated February 15, 2017, and approve the landscaping and fencing along the parkway on Whitestone

Drive. Councilmember Standridge seconded the amended motion with Councilmembers Levine, Pettle, Raney, Standridge, and Taylor voting for the motion. Motion carried 5-0.

## 6. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON SETTING A PUBLIC HEARING DATE FOR OUR WATER IMPACT FEES. [FLANIGAN/BIRKHOFF]

City Administrator Flanigan noted last Thursday, February 23, 2017 the Water and Impact Advisory Committee met. Andrew Mata, Jr., P.E., with Birkhoff, Hendricks & Carter, LLP, Professional Engineers, presented the Water Impact Fee Report 2016-2026. The next step was to schedule a public hearing and that was what this item was for to schedule that public hearing date, April 4, 2017. Mr. Flanigan reviewed the advertisement requirements.

Mayor Pro Tem Levine said he would take a motion in a moment. He wanted to note Cindy Meyer's public comment, regarding the matter. Mr. Levine said he understood Ms. Meyer's concern was that if the City passed one (1) impact fee that would preclude the City from adopting additional impact fees. Mayor Pro Tem Levine said he did not know that was the case, but he did want City Attorney Shelby to examine the matter. The City did not want to lose any opportunities for the future. Mr. Levine verified with Ms. Meyer that was her concern and she agreed. Mayor Pro Tem Levine said City Council would set the public hearing date, review or examine the matter, and give an update whether there was a concern prior to that hearing. City Attorney Shelby said that was correct. Mr. Shelby said he thought he knew the answer, but since that concern was not on tonight's agenda he would check and update City Council.

MOTION: Councilmember Taylor moved to set the Water Impact Fees public hearing date for Tuesday, April 4, 2017. Councilmember Raney seconded with Councilmembers Levine, Pettle, Raney, Standridge, and Taylor voting for the motion. Motion carried 5-0.

## ROUTINE ITEMS

### 7. FUTURE AGENDA ITEMS

#### UPDATE(S):

- DISCUSSION OF POSSIBLE MARCH 7, 2017 CITY COUNCIL MEETING CANCELATION [LEVINE]

Mayor Pro Tem Levine said he had spoken with Mayor Marshall about canceling the March 7, 2017 City Council meeting. City Council agreed not to have the March 7, 2017, since there was already a special meeting scheduled for March 13, 2017 for the Whitestone Estates (Formerly Donihoo Farms) annexation.

- PROJECTED 2017 TAX RATE PLANNING CALENDAR

City Administrator Flanigan said City Secretary Scott Grey projected the 2017 tax rate calendar and it was included in the City Council packet to assist with City Council's summer schedules.

Mayor Pro Tem Levine asked if there were any items to be added to the future agenda. There were no additions at that time. He encouraged anyone who might have an item to contact the Mayor and/or City Staff to be included in the future agenda items. Mayor Pro Tem Levine said the next scheduled meeting would be the special meeting Monday, March 13, 2017.

8. ADJOURN

Mayor Pro Tem Levine asked adjourned the meeting at 7:30 p.m.

APPROVED:

\_\_\_\_\_  
Mayor Pro Tem Scott Levine

Approved on the 13th day  
of March, 2017.

ATTESTED:  
\_\_\_\_\_  
Patti Scott Grey, City Secretary

**From:** [REDACTED]  
**Sent:** Monday, February 27, 2017 3:20 AM  
**To:** Patti Grey [REDACTED]  
**Subject:** Suggestions for the Minutes

Hi Patti,

I have a couple of suggestions for the proposed minutes.

Minutes of 2/7/17:

Pledge: I believe Ricky spells his last name Wille.  
Page 3, paragraph starting with Mayor Pro Tem,  
third line, City of Parker is required to switch  
auditors every 5 years.

Minutes of 2/21/17:

Call to Order, third paragraph: Police Chief Richard Brooks.  
I have never seen us list a City Council candidate being present before. You might want to check with Jeff or Z to see if that is what they feel is appropriate. Especially as, do we also list Council Members Raney, Standridge and Taylor as City Council candidates?

That's it. Don't mean to be a stickler or pain in the whatever (😊).

Thanks!

Lee

## DONIHOO FARMS LTD.

December 22, 2016

City of Parker  
c/o Jeff Flanigan  
5700 Parker Rd  
Parker, Texas 75002

Ref: Donihoo Farms (Whitestone Estates) Fencing & Landscape

Dear Jeff:

In conjunction with the development of Donihoo Farms and the construction of Whitestone Drive, a residential collector northward from Parker Road, Donihoo Farms requests the following variance and approval for landscaping in the right-of-way.

1. A variance to construct a solid fence to screen various outdoor buildings and structures that fall outside the allowed use in the city limits. Fencing would begin approximately 300 feet North of Parker Road and border the eastern and northern sides of Mr. Condren's property, see Exhibit A. This type of variance has previously been granted to areas where the adjacent land use is not under the jurisdiction of the City.
2. Donihoo Farms requests to enter into an agreement with the City of Parker to landscape within the right-of-way of Whitestone Drive, see Exhibit B. The developer, Donihoo Farms, and Whitestone Estates Homeowners Association will accept full responsibility for landscape installation and maintenance.

Exhibits are attached for reference. If you have any questions please give me a call.

Sincerely,

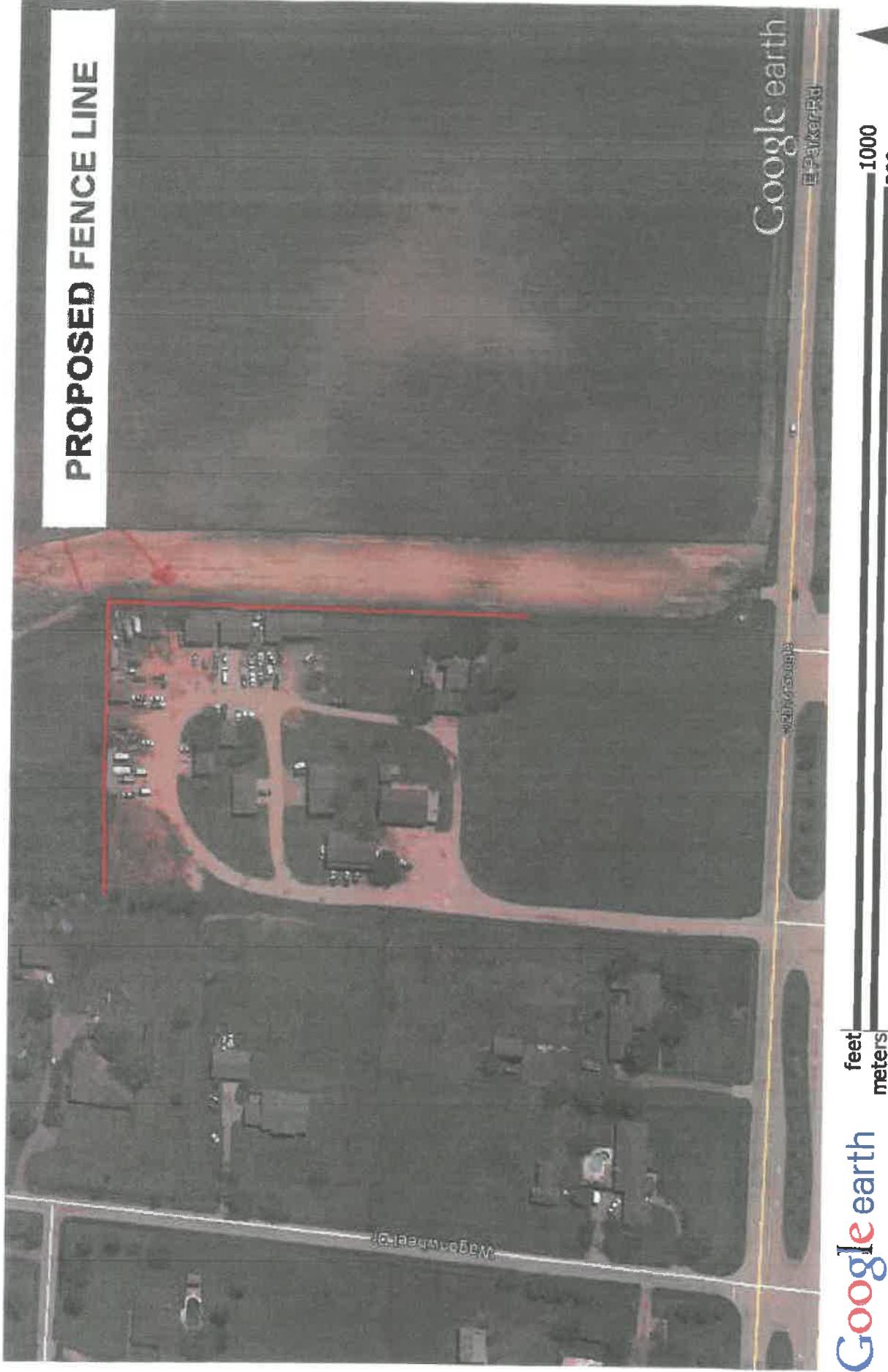
DF Advisors, LLC,  
General Partner

  
Stephen L. Sallman  
Manager

4925 Greenville Ave., Suite 1020, Dallas, Texas 75206  
(214) 368-0238:Office (214) 368-0812:Fax

Exhibit 2

## PROPOSED FENCE LINE

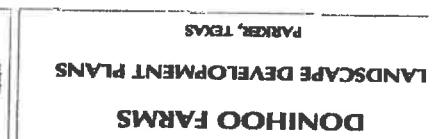


Google earth

feet  
meters

1000  
300

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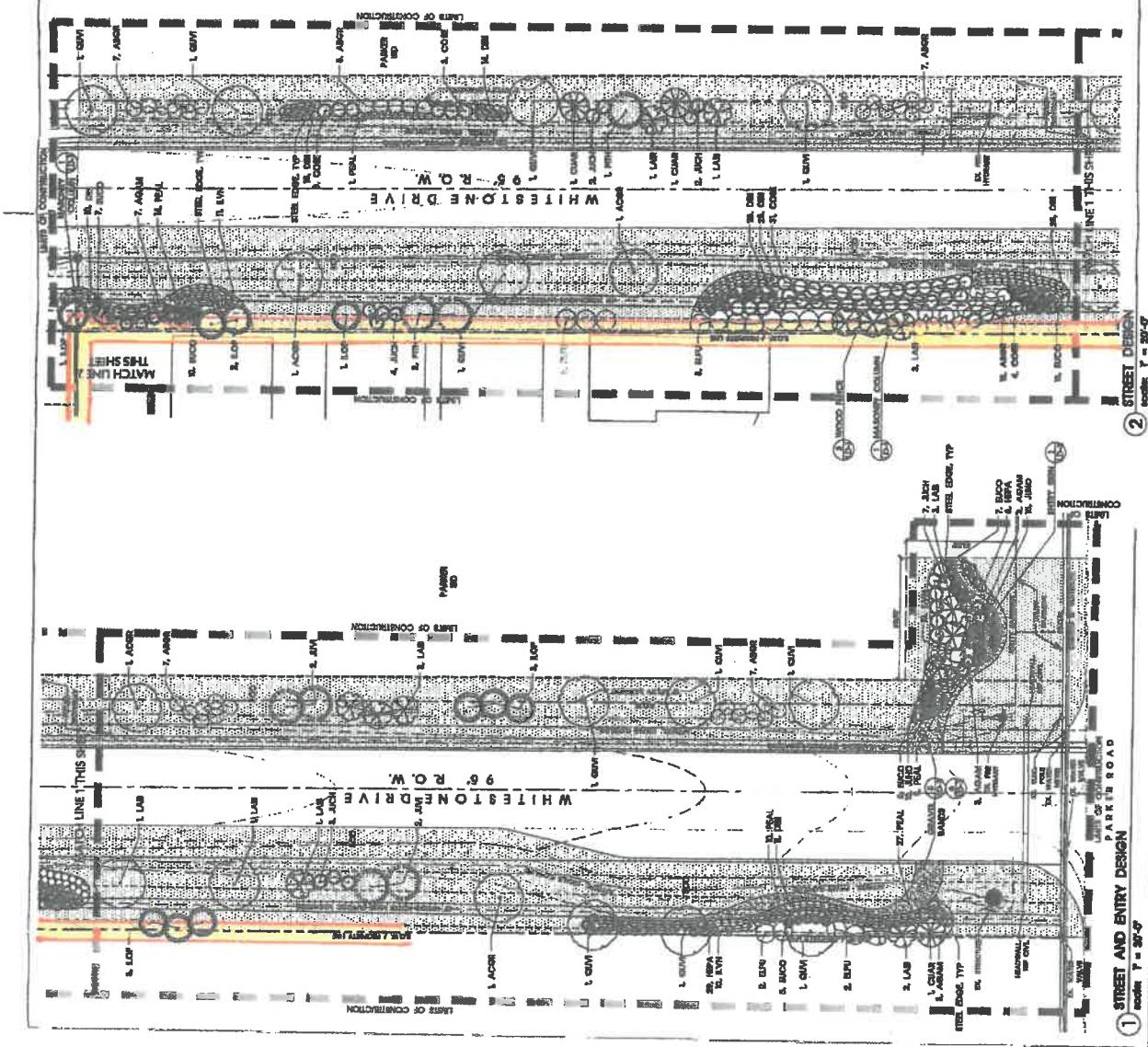
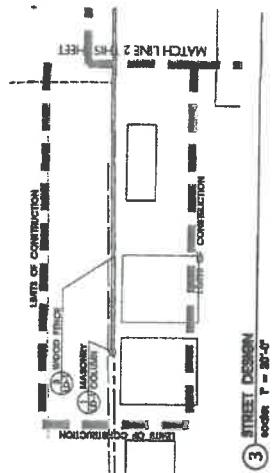
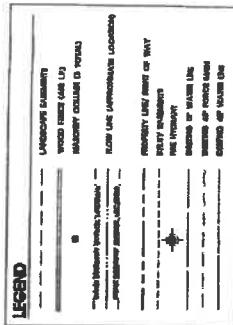
**EXHIBIT B**

प्रगति तंत्रज्ञाने

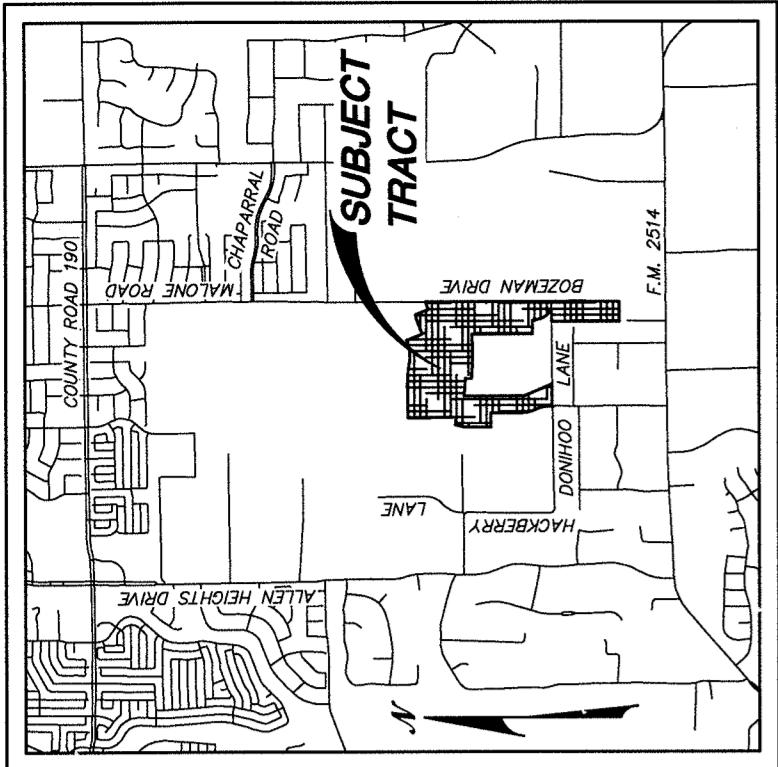
**DONIHOO FARMS**

LANDSCAPE DEVELOPMENT PLANS

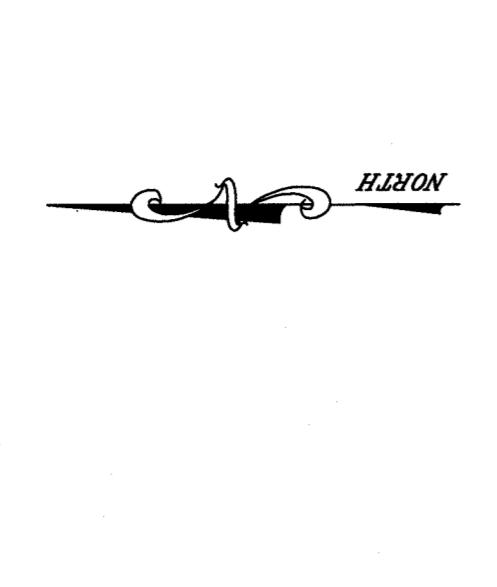
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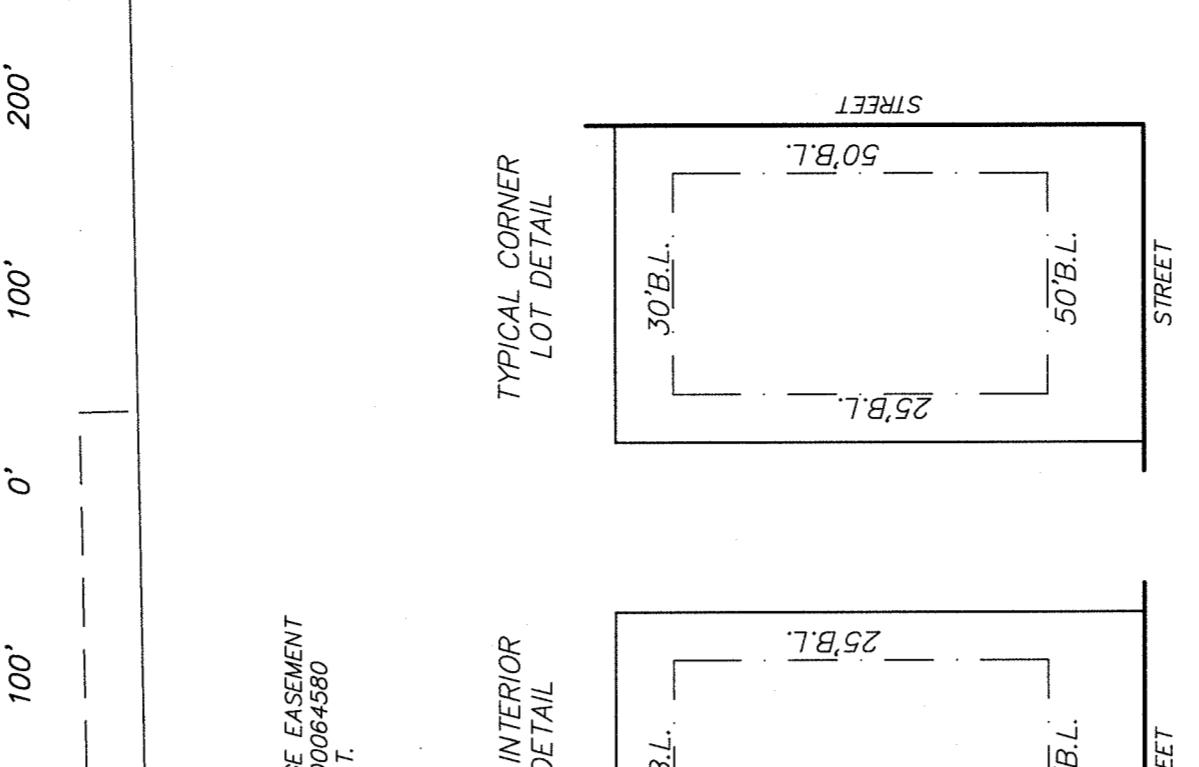




VICINITY MAP  
NOT TO SCALE



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NOT TO SCALE



VICINITY MAP  
NOT TO SCALE

RE 25.617 AC.  
TRACT 4  
MARILYN WILLIAMS  
D.R.C.C.T.

74 RESIDENTIAL LOTS/1 OPEN SPACE LOT  
OF  
WHITESTONE ESTATES, PHASE 1

104.536 ACRES  
OUT OF THE  
IN THE  
CITY OF PARKER, COLLIN COUNTY, TEXAS  
ENGINEER/SURVEYOR  
**Westwood**

OWNER  
**DONIHOO FARMS, LTD.**  
4925 GREENVILLE AVENUE, SUITE 1020  
DALLAS, TEXAS 75206  
(214) 368-0238

4925 North Dallas Parkway, Suite 280  
Phone (214) 472-4440  
Fax (888) 93-5150  
Survey Firm No. 10014501  
Westwood Professional Services, Inc.

NOTES  
1. ACCORDING TO THE FLOOD INSURANCE RATE MAP (FIRM) COMMUNITY PANEL NO. 48085C0385 J.  
2. THE SUBJECT TRACT DOES NOT APPEAR TO BE WITHIN THE 100 YEAR FLOODPLAIN.  
3. SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF CITY  
ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND  
BUILDING PERMITS.  
4. ALL LOT CORNERS HAVE BEEN SET.  
5. ALL LOTS MUST UTILIZE ALTERNATIVE TYPE ON-SITE SEWAGE FACILITIES. PRESENCE OF ROCK  
THROUGH A PORTION OF THE SUBDIVISION MAY FURTHER LIMIT THE TYPE OF ALTERNATIVE  
ON-SITE SEWAGE FACILITIES TO AEROBIC TREATMENT WITH SURFACE APPLICATION ON  
INDIVIDUAL LOTS.  
6. TREE REMOVAL AND/OR GRADING FOR OSSF MAY BE REQUIRED ON INDIVIDUAL LOTS.  
7. INDIVIDUAL SITE EVALUATIONS AND OSSF DESIGN PLANS (MEETING ALL STATE AND COUNTY  
CONSTRUCTION OF ANY OSSF SYSTEM.  
8. THERE ARE NO WATER WELLS NOTED IN THIS SUBDIVISION AND NO WATER WELLS ARE ALLOWED  
WITHOUT PRIOR APPROVAL FROM COLLIN COUNTY DEVELOPMENT SERVICES.

EXISTING 15' WATER LINE  
EASEMENT TO PECA  
DRAWDOWN WATER SUPPLY  
VOLUME 100,000 GALLONS PER DAY  
D.R.C.C.T.

RE 25.617 AC.  
TRACT 4  
MARILYN WILLIAMS  
D.R.C.C.T.

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# BIRKHOFF, HENDRICKS & CARTER, L.L.P. PROFESSIONAL ENGINEERS

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CRAIG M. KERKHOFF, P.E.

February 15, 2017

Mr. Jeff Flanigan  
City of Parker  
5700 E. Parker Rd.  
Parker, Texas 75002

Re: Whitestone Estates (formerly Donihoo)

Dear Mr. Flanigan:

We completed a site visit to the Whitestone Estates development on Tuesday, February 15, 2017 to determine if the work is complete. During our site visit we observed the following:

The detention pond has been excavated and the bottom is rough graded. It appears wind rows are in the bottom and holds water.

Fire Hydrants have not been rotated to have the 5 1/4 inch nozzle pointed to the street and valve stacks need to be adjusted to grade. Final grading around the fire hydrants will need to take place.

Water meter boxes have not been installed.

It was reported that the gas line has not been installed and that the addition may not be served by gas.

No vegetation has been established. It has been reported that the disturbed areas have been seeded.

The parkway along the west side of Whitestone Drive has a windrow berm preventing storm water from draining to the drainage ditch.

Water ponds on the pavement at the intersection of Donna Drive and Donihoo Drive.

It is our opinion that the fire hydrants and valve stacks should be able to be completed within a few days, clean up grading within a week. We are not sure what will need to take place to resolve the ponding of water at Donna Drive and Donihoo Drive, the design engineer will need to review this intersection. We are available at your convenience to discuss any questions you may have of our finding.

Sincerely,



John W. Birkhoff, P.E.

Exhibit 3



## BUILDING PERMIT TOTALS

Feb-17

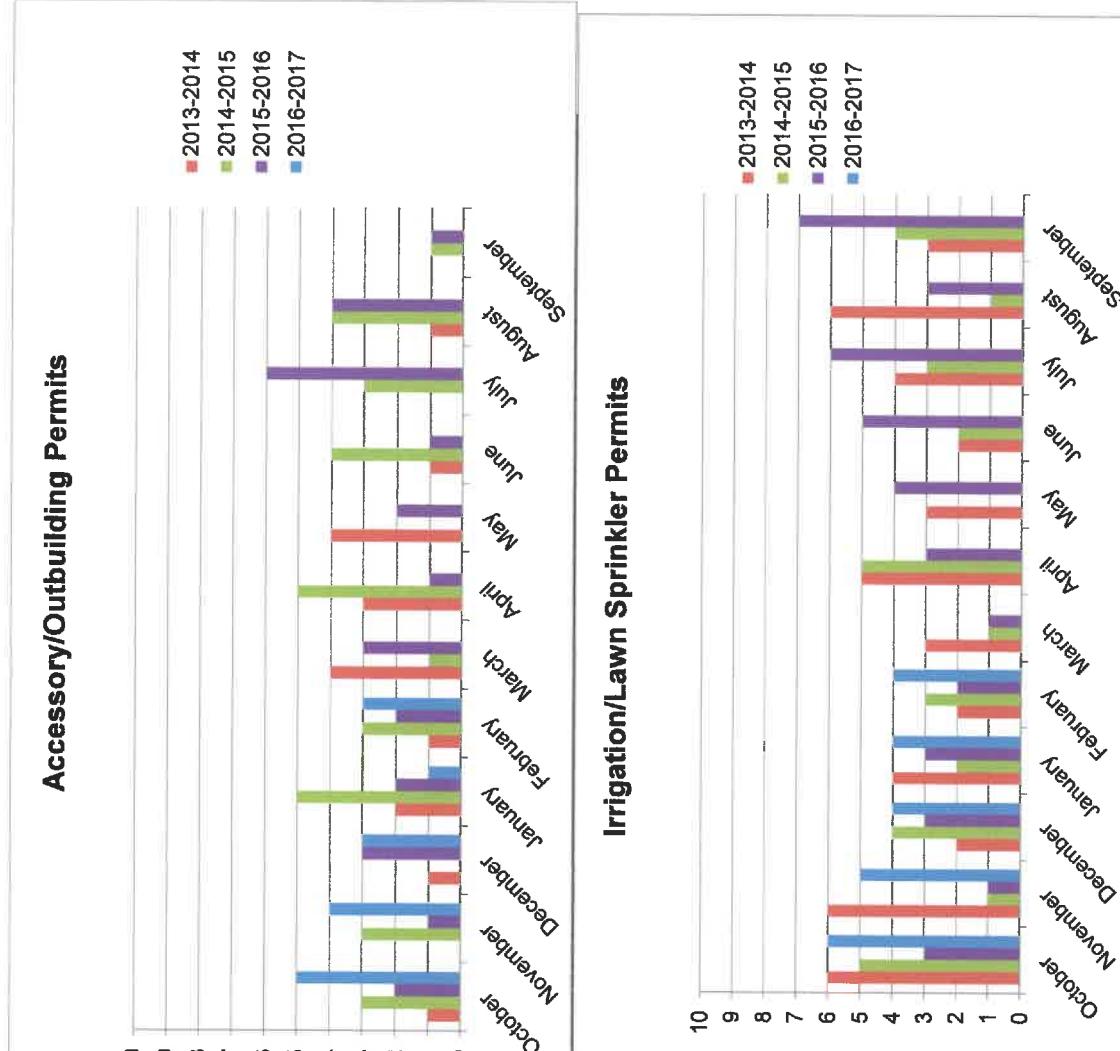
ACCESSORY/OUTBUILDING PERMITS	3
IRRIGATION/LAWN SPRINKLER PERMITS	4
MISCELLANEOUS PERMITS	6
SWIMMING POOL PERMITS	5
REMODEL/ADDITION PERMITS	1
SINGLE FAMILY RESIDENTIAL PERMITS	5
INSPECTIONS	149

CITY OF PARKER  
PERMIT LOG  
FEBRUARY 2017

PERMIT NUMBER	ISSUE DATE	TYPE	ADDRESS	CONTRACTOR	DESCRIPTION	ESTIMATED VALUE	TOTAL SQUARE FOOTAGE	PERMIT FEE	DEPOSIT FEE	WATER METER FEE	SEWER TAP FEE
2017-1003	2/1/2017	ACC	5803 ANDOVER DR	TEXAS OUTDOOR OASIS	PATIO COVER	\$7,766	282	\$175.00	NA	NA	NA
2017-1004	2/15/2017	ACC	5807 MIDDLETON DR	BMR POOL & PATIO	PATIO, BAR, ARBOR	\$48,000	380	\$250.00	NA	NA	NA
2017-1001	2/23/2017	ACC	7289 MOSS RIDGE RD	SCHOENEKASE	WORKSHOP	\$20,000	1200	\$150.00	NA	NA	NA
2017-4007	2/9/2017	IRR	5806 MIDDLETON DR	M.L. JOHNSON	IRRIGATION SYSTEM	\$1,100	NA	\$76.00	NA	NA	NA
2017-4005	2/9/2017	IRR	5802 ERIN LN	LAWN LIQUID IRRIGATION	IRRIGATION SYSTEM	\$1,200	NA	\$76.00	NA	NA	NA
2017-4006	2/8/2017	IRR	5401 TENNYSON CT	LAWN LIQUID IRRIGATION	IRRIGATION SYSTEM	\$1,200	NA	\$76.00	NA	NA	NA
2017-4008	2/24/2017	IRR	5710 MIDDLETON DR	ML. JOHNSON	IRRIGATION	\$1,100	NA	\$75.00	NA	NA	NA
2017-5003	2/22/2017	MECH	5806 RIDGEMORE DR	ADVENT AIR CONDITIONING	COMPLETE SYS & COND	NA	NA	\$76.00	NA	NA	NA
2017-7009	2/22/2017	PLUM	5803 ASCOT CT	SAME DAY WATER HEATERS	2 GAS WH	NA	NA	\$76.00	NA	NA	NA
2017-7010	2/22/2017	PLUM	5806 WESSEX CT	LEGACY PLUMBING	2 WH IN ATTIC	NA	NA	\$76.00	NA	NA	NA
2017-7011	2/22/2017	PLUM	6008 BRACKNELL DR	BAKER BROTHERS	2 GAS WH	NA	NA	\$76.00	NA	NA	NA
2017-7012	2/22/2017	PLUM	5806 GREGORY LN	DU WEST	UNDERSLAB REPAIR/KITCHEN DRAIN	NA	NA	\$76.00	NA	NA	NA
2017-7013	2/27/2017	PLUM	2013 DUBLIN RD	ROOTER ROTO PLUMB	REPLACE SEWER LINE UNDER HOUSE	NA	NA	\$76.00	NA	NA	NA
2017-10002	2/3/2017	POOL	7401 MEADOW GLEN DR	CLAFFEY POOLS	POOL	\$46,315	NA	\$600.00	NA	NA	NA
2017-10003	2/3/2017	POOL	4407 SALISBURY DR	HOBERT POOLS	POOL	\$55,000	NA	\$600.00	NA	NA	NA
2017-10006	2/16/2017	POOL	5807 MIDDLETON DR	BMR POOL & PATIO	POOL	\$77,000	NA	\$600.00	NA	NA	NA
2017-10006	2/16/2017	POOL	5304 NORTHRIDGE PKWY	GOLD MEDAL POOLS	POOL	\$46,000	NA	\$600.00	NA	NA	NA
2017-10008	2/24/2017	POOL	5204 WESTFIELD DR	GOLD MEDAL POOLS	POOL	\$35,000	NA	\$500.00	NA	NA	NA
2017-80002	2/11/2017	REM0D	5303 BARRINGTON DR	MCCLURE	ADDITION	\$13,350	890	\$653.40	NA	NA	NA
2016-9054	2/3/2017	SFR	5204 BERNICK LN	NEWCASTLE HOMES	NEW RESIDENCE	\$40,000	6893	\$4,316.87	\$1,000	\$2,000	NA
2017-9001	2/3/2017	SFR	5401 WESTFIELD DR	GRAND HOMES	NEW RESIDENCE	\$532,440	5916	\$3,740.44	\$1,000	\$2,000	\$1,000
2017-9002	2/3/2017	SFR	5206 WESTFIELD DR	GRAND HOMES	NEW RESIDENCE	\$602,840	6896	\$4,200.64	\$1,000	\$2,000	\$1,000
2017-9003	2/3/2017	SFR	4706 BRYCE DR	CHESMAR HOMES	NEW RESIDENCE	\$336,000	5921	\$3,743.39	\$1,000	\$2,000	NA
2017-9004	2/3/2017	SFR	5803 ERIN LN	CHESMAR HOMES	NEW RESIDENCE	\$336,000	6891	\$3,743.39	\$1,000	\$2,000	NA
					<b>TOTAL=</b>	<b>\$2,558,101</b>	<b>\$24,123.13</b>	<b>\$5,080</b>	<b>\$10,000</b>	<b>\$39,123</b>	

# PERMIT GRAPHS

Accessory/Outbuilding Permits		Irrigation/Lawn Sprinkler Permits						
Fiscal Year	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
October	1	3	2	5				
November	0	3	1	4				
December	1	0	3	3				
January	2	5	2	1				
February	1	3	2	3				
March	4	1	3					
April	3	5	1					
May	4	0	2					
June	1	4	1					
July	0	3	6					
August	1	4	4					
September	0	1	1					
Y-T-D Total	18	32	28	16				

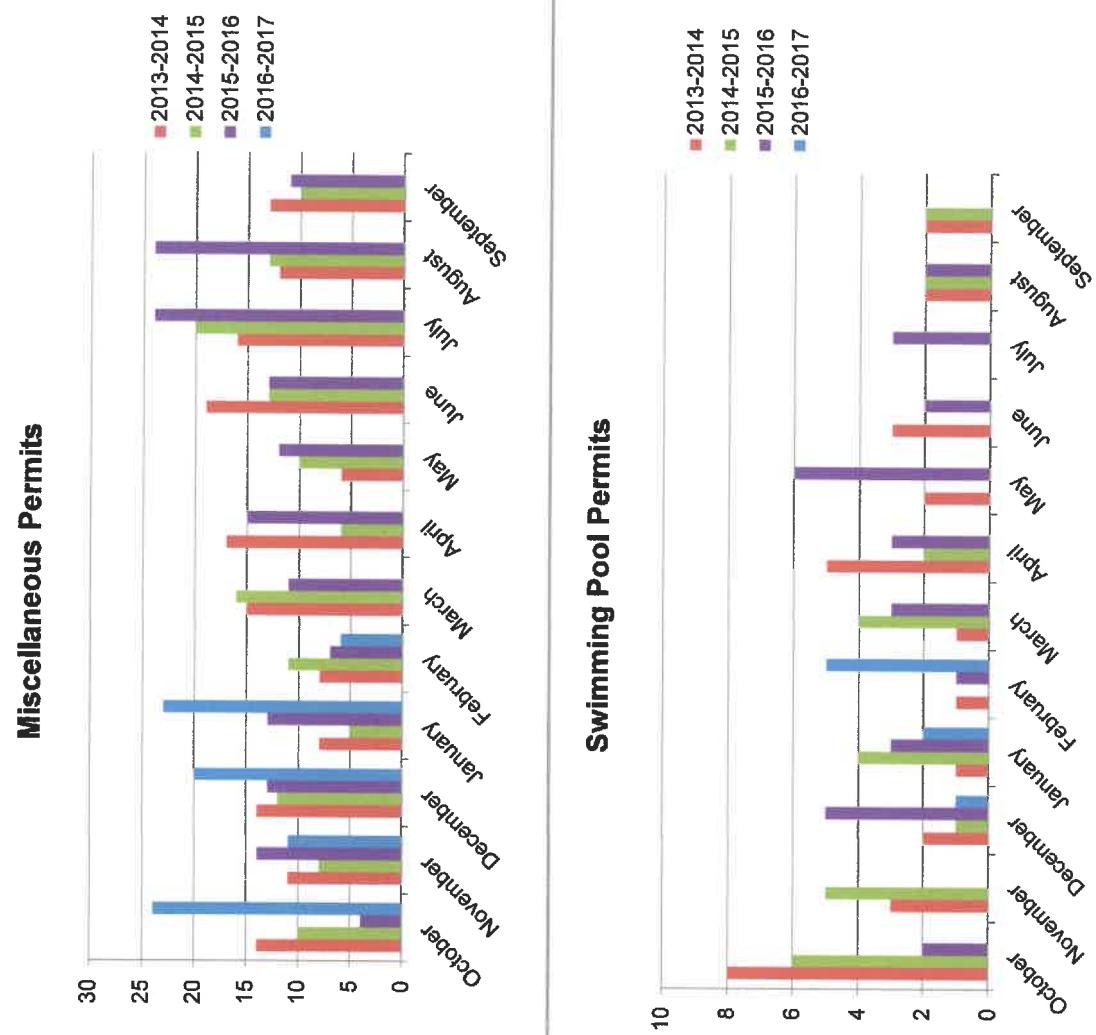


## PERMIT GRAPHS

Miscellaneous Permits					
Fiscal Year	2013-2014	2014-2015	2015-2016	2016-2017	
October	14	10	4	24	
November	11	8	14	11	
December	14	12	13	20	
January	8	5	13	23	
February	8	11	7	6	
March	15	16	11		
April	17	6	15		
May	6	10	12		
June	19	13	13		
July	16	20	24		
August	12	13	24		
September	13	10	11		
Y-T-D Total	153	134	161	84	

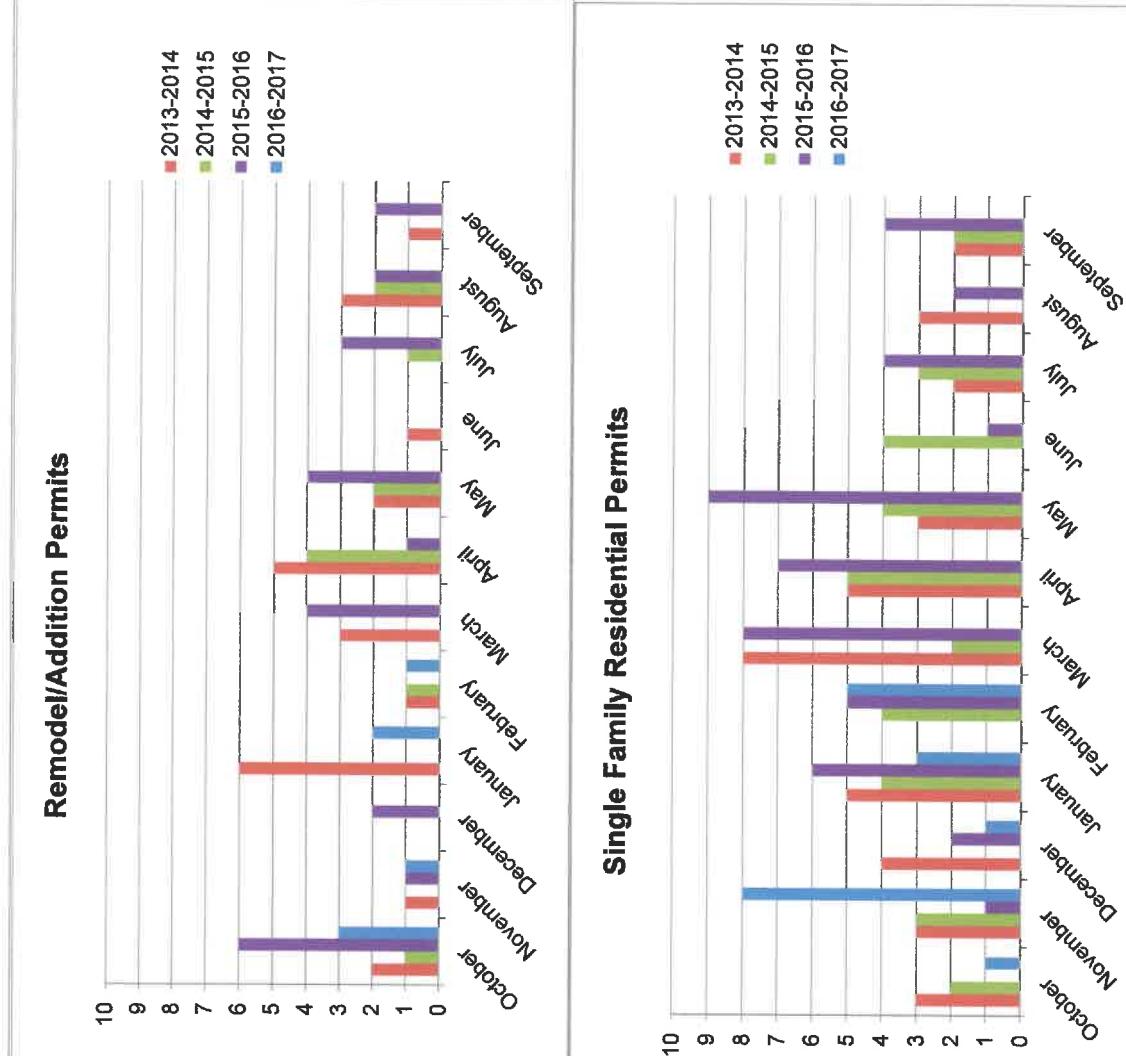
  

Swimming Pool Permits					
Fiscal Year	2013-2014	2014-2015	2015-2016	2016-2017	
October	8	6	2	0	
November	3	5	0	0	
December	2	1	5	1	
January	1	4	3	2	
February	1	0	1	5	
March	1	4	3		
April	5	2	3		
May	2	0	6		
June	3	0	2		
July	0	0	3		
August	2	2	2		
September	2	2	0		
Y-T-D Total	30	26	30	8	



# PERMIT GRAPHS

Remodel/Addition Permits		Single Family Residential Permits					Single Family Residential Building Permits								
Fiscal Year	2013-2014	2014-2015	2015-2016	2016-2017	Fiscal Year	2013-2014	2014-2015	2015-2016	2016-2017	Fiscal Year	2013-2014	2014-2015	2015-2016	2016-2017	
October	2	1	6	3	October	3	2	0	1	October	3	2	0	1	
November	1	0	1	1	November	3	3	1	1	November	3	3	1	1	
December	0	0	2	0	December	4	0	2	1	December	4	0	2	1	
January	6	0	0	2	January	5	4	6	3	January	5	4	6	3	
February	1	1	0	1	February	0	1	3	2	February	0	1	3	2	
March	3	0	4	4	March	2	2	4	4	March	2	2	4	4	
April	5	4	1	1	April	3	3	4	4	April	3	3	4	4	
May	2	2	4	4	May	1	1	3	3	May	1	1	3	3	
June	1	0	0	0	June	0	1	3	3	June	0	1	3	3	
July	0	1	3	3	July	3	2	4	4	July	3	2	4	4	
August	3	2	2	2	August	1	0	2	2	August	1	0	2	2	
September	1	0	2	2	September	1	0	2	2	September	1	0	2	2	
Y-T-D Total	25	11	25	7	Y-T-D Total	25	11	25	7	Y-T-D Total	25	11	25	7	



INSPECTION LOG  
FEBRUARY 2017

PERMIT NUMBER	ADDRESS	TYPE	INSPECTION	SCHEDULED	COMPLETED	RESULT	NOTES	STATUS	#
2017-1002 5504 KARA LN	ACC	Foundation	2/3/2017	2/3/2017	TRUE		ISS	1	
2016-1037 4203 SYCAMORE LN	ACC	Foundation	2/6/2017	2/6/2017	TRUE		ISS	1	
2017-1003 5803 ANDOVER DR	ACC	Foundation	2/8/2017	2/8/2017	TRUE		ISS	1	
2017-1002 5504 KARA LN	ACC	Framing	2/22/2017		FALSE	FAILED 2/22	ISS	1	
2017-1002 5504 KARA LN	ACC	Electrical Rough	2/22/2017		FALSE	FAILED 2/22	ISS	1	
2017-1003 5803 ANDOVER DR	ACC	Electrical Rough	2/23/2017	2/23/2017	TRUE		ISS	1	
2016-3029 5805 MIDDLETON DR	FSPR	Fire Hydro Visual	1/31/2017	2/2/2017	TRUE	FAILED 1/31	ISS	2	
2017-3044 6801 HAVENHURST CT	FSPR	Fire Hydro Visual	2/2/2017	2/2/2017	TRUE		ISS	1	
2017-3002 5302 ASHFORD CT	FSPR	Fire Hydro Visual	2/7/2017	2/7/2017	TRUE		ISS	1	
2017-3001 4608 SALISBURY DR	FSPR	Fire Hydro Visual	2/13/2017	2/13/2017	TRUE		ISS	1	
2017-3007 5209 MIDDLETON DR	FSPR	Fire Hydro Visual	2/15/2017	2/15/2017	TRUE		ISS	1	
2017-3006 5203 NORWICK DR	FSPR	Fire Hydro Visual	2/12/2017	2/12/2017	TRUE		ISS	1	
2017-3003 5207 MIDDLETON DR	FSPR	Fire Hydro Visual	2/23/2017	2/23/2017	TRUE		ISS	1	
2017-5001 5802 KENSINGTON CT	MECH	Final	2/24/2017	2/24/2017	TRUE		FINAL	1	
2017-7008 6005 ENGLENOOK DR	PLUM	Water Heater	2/7/2017		FALSE	NO ANSWER	ISS	1	
2017-7012 5906 GREGORY LN	PLUM	Plumbing Final	2/22/2017	2/22/2017	TRUE		UNDER SLAB REPAIR		
2016-10021 5101 ENGLENOOK DR	POOL	Fence Final	2/1/2017	2/1/2017	TRUE		ISS	1	
2017-10001 5803 ANDOVER DR	POOL	Belly Steel	2/3/2017	2/3/2017	TRUE		ISS	1	
2017-10001 5803 ANDOVER DR	POOL	Gas Line to Pool Heater	2/13/2017	2/13/2017	TRUE		ISS	1	
2017-10006 6304 NORTHRIDGE PKWY	POOL	Belly Steel	2/17/2017	2/17/2017	TRUE		ISS	1	
2016-10021 5101 ENGLENOOK DR	POOL	Pool Final	2/22/2017	2/22/2017	FALSE	FAILED 2/22	ISS	1	
2017-10004 5306 WESTFIELD DR	POOL	Belly Steel	2/22/2017	2/22/2017	TRUE		ISS	1	
2017-10003 4407 SALISBURY DR	POOL	Belly Steel	2/28/2017	2/28/2017	TRUE		ISS	1	
2016-80012 3907 SADDLE TRL	REMOD	Electrical Rough	1/22/2016	2/8/2017	TRUE	FAILED 1/22 & 2/7	ISS	3	
2016-80012 3907 SADDLE TRL	REMOD	Mechanical Rough	1/22/2016	2/8/2017	TRUE	FAILED 1/22 & 2/7	ISS	3	
2016-80012 3907 SADDLE TRL	REMOD	Framing	1/22/2016	2/8/2017	TRUE	FAILED 1/22 & 2/7	ISS	3	
2016-80012 3907 SADDLE TRL	REMOD	Plumbing Top-Out	1/22/2016	2/8/2017	TRUE	FAILED 1/22 & 2/7	ISS	3	
2016-80018 3608 MCCREARY RD	REMOD	Electrical Rough	2/2/2017	2/2/2017	TRUE		ISS	1	
2017-80001 4904 RIDGEVIEW DR	REMOD	Other	2/17/2017	2/17/2017	TRUE	PIER & FOOTER	ISS	1	
2016-9025 6801 HAVENHURST CT	SFR	Plumbing Top-Out	1/30/2017	2/1/2017	TRUE	FAILED 1/30/17	ISS	2	
2016-9025 6801 HAVENHURST CT	SFR	Electrical Rough	1/30/2017	2/1/2017	TRUE	FAILED 1/30/17	ISS	2	

INSPECTION LOG  
FEBRUARY 2017

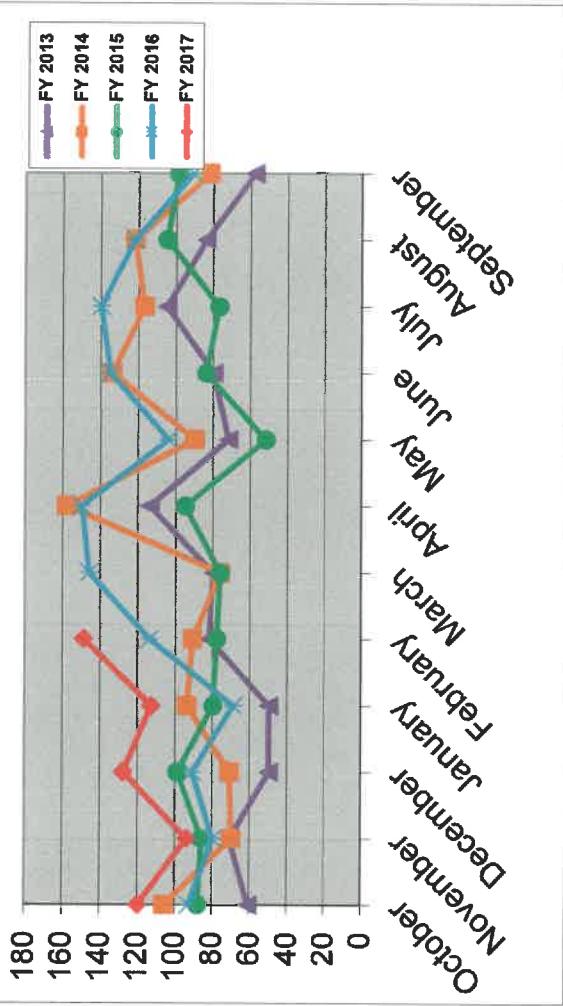
PERMIT NUMBER	ADDRESS	TYPE	INSPECTION	SCHEDULED	COMPLETED	RESULT	NOTES	STATUS	#
2016-9025 6801 HAVENHURST CT	SFR	Mechanical Rough	1/30/2017	2/1/2017	TRUE	FAILED 1/30/17		ISS	2
2016-9025 6801 HAVENHURST CT	SFR	Framing	1/30/2017	2/1/2017	TRUE	FAILED 1/30/17		ISS	2
2016-9034 5300 BERWICK LN	SFR	Motor Release - Electric	2/1/2017	2/1/2017	TRUE			ISS	1
2016-9032 5311 WESTFIELD DR	SFR	Plumbing Top-Out	2/1/2017	2/7/2017	TRUE	FAILED 2/1		ISS	2
2016-9032 5311 WESTFIELD DR	SFR	Electrical Rough	2/1/2017	2/7/2017	TRUE	FAILED 2/1		ISS	2
2016-9042 6311 WESTFIELD DR	SFR	Mechanical Rough	2/1/2017	2/7/2017	TRUE	FAILED 2/1		ISS	2
2016-9042 5311 WESTFIELD DR	SFR	Framing	2/1/2017	2/7/2017	TRUE	FAILED 2/1		ISS	2
2016-9019 5401 TENNYSON CT	SFR	Meter Release - Gas	2/1/2017	2/1/2017	TRUE			ISS	1
2016-9011 5400 WESTFIELD DR	SFR	Foundation	2/2/2017	2/2/2017	TRUE			ISS	1
2015-9003 6807 OVERTBROOK DR	SFR	Meter Release - Gas	2/2/2017	2/2/2017	TRUE			ISS	1
2017-9002 5206 WESTFIELD DR	SFR	T-Pole	2/6/2017	2/8/2017	TRUE			ISS	1
2017-9001 5401 WESTFIELD DR	SFR	T-Pole	2/6/2017	2/6/2017	TRUE			ISS	1
2016-9011 3002 DUBLIN RD	SFR	Plumbing Top-Out	2/7/2017	2/16/2017	TRUE	FAILED 2/7/17		ISS	2
2016-9011 3002 DUBLIN RD	SFR	Electrical Rough	2/7/2017	2/16/2017	TRUE	FAILED 2/7/17		ISS	2
2016-9011 3002 DUBLIN RD	SFR	Mechanical Rough	2/7/2017	2/16/2017	TRUE	FAILED 2/7/17		ISS	2
2016-9031 3002 DUBLIN RD	SFR	Framing	2/7/2017	2/16/2017	TRUE	FAILED 2/7/17		ISS	2
2016-9040 5302 ASHFORD CT	SFR	Plumbing Top-Out	2/7/2017	2/7/2017	TRUE			ISS	1
2016-9040 5302 ASHFORD CT	SFR	Electrical Rough	2/7/2017	2/7/2017	TRUE			ISS	1
2016-9040 5302 ASHFORD CT	SFR	Mechanical Rough	2/7/2017	2/7/2017	TRUE			ISS	1
2016-9040 5302 ASHFORD CT	SFR	Framing	2/7/2017	2/7/2017	TRUE			ISS	1
2016-9053 5905 MIDDLETON DR	SFR	Foundation	2/7/2017	2/7/2017	TRUE			ISS	1
2016-9043 6802 CHESWICK CT	SFR	Plumbing Top-Out	2/7/2017	2/15/2017	TRUE	FAILED 2/7 & 2/13		ISS	3
2016-9043 6802 CHESWICK CT	SFR	Electrical Rough	2/7/2017	2/16/2017	TRUE	FAILED 2/7 & 2/13		ISS	3
2016-9043 6802 CHESWICK CT	SFR	Mechanical Rough	2/7/2017	2/16/2017	TRUE	FAILED 2/7 & 2/13		ISS	3
2016-9043 6802 CHESWICK CT	SFR	Framing	2/7/2017	2/15/2017	TRUE	FAILED 2/7 & 2/13		ISS	3
2016-9044 4608 SALISBURY DR	SFR	Plumbing Top-Out	2/8/2017	2/13/2017	TRUE	FAILED 2/8		ISS	2
2016-9044 4608 SALISBURY DR	SFR	Electrical Rough	2/8/2017	2/13/2017	TRUE	FAILED 2/8		ISS	2
2016-9044 4608 SALISBURY DR	SFR	Mechanical Rough	2/8/2017	2/13/2017	TRUE	FAILED 2/8		ISS	2
2016-9044 4608 SALISBURY DR	SFR	Framing	2/8/2017	2/13/2017	TRUE	FAILED 2/8		ISS	2
2016-9052 6303 NORWICK DR	SFR	Foundation	2/8/2017	2/8/2017	TRUE			ISS	1
2017-9002 6206 WESTFIELD DR	SFR	Plumbing Rough	2/13/2017	2/16/2017	TRUE	FAILED 2/13		ISS	2
2017-9001 5401 WESTFIELD DR	SFR	Form Survey	2/13/2017	2/13/2017	TRUE			ISS	1
2017-9001 5401 WESTFIELD DR	SFR	Plumbing Rough	2/13/2017	2/16/2017	TRUE	FAILED 2/13		ISS	2
2016-9030 5802 MIDDLETON DR	SFR	Driveway Approach	2/13/2017	2/16/2017	TRUE	FAILED 2/13		ISS	2

INSPECTION LOG  
FEBRUARY 2017

PERMIT NUMBER	ADDRESS	TYPE	INSPECTION	SCHEDULED	COMPLETED	RESULT	NOTES	STATUS	#
2016-9013 6505 ERIN LN	SFR	Survey Plat	2/13/2017	2/13/2017	TRUE			FINAL	1
2016-9013 6505 ERIN LN	SFR	Building Final	2/13/2017	2/13/2017	TRUE			FINAL	1
2017-9004 6603 ERIN LN	SFR	T-Pole	2/13/2017	2/13/2017	TRUE			ISS	1
2017-9004 6603 ERIN LN	SFR	Plumbing Rough	2/13/2017	2/16/2017	TRUE	FAILED 2/13		ISS	2
2016-9050 6605 ERIN LN	SFR	Plumbing Rough	2/13/2017	2/16/2017	TRUE	FAILED 2/13		ISS	2
2016-9045 5209 MIDDLETON DR	SFR	Plumbing Top-Out	2/15/2017	2/16/2017	TRUE	FAILED 2/15		ISS	2
2016-9046 5209 MIDDLETON DR	SFR	Electrical Rough	2/15/2017	2/16/2017	TRUE	FAILED 2/15		ISS	2
2016-9045 5209 MIDDLETON DR	SFR	Mechanical Rough	2/15/2017	2/16/2017	TRUE	FAILED 2/15		ISS	2
2016-9045 5209 MIDDLETON DR	SFR	Framing	2/15/2017	2/16/2017	TRUE	FAILED 2/15		ISS	2
2016-9032 3000 DUBLIN RD	SFR	Plumbing Top-Out	2/16/2017	2/16/2017	TRUE			ISS	1
2016-9032 3000 DUBLIN RD	SFR	Electrical Rough	2/16/2017	2/16/2017	TRUE			ISS	1
2016-9032 3000 DUBLIN RD	SFR	Mechanical Rough	2/16/2017	2/16/2017	TRUE			ISS	1
2016-9032 3000 DUBLIN RD	SFR	Framing	2/16/2017	2/16/2017	TRUE			ISS	1
2017-9012 5206 WESTFIELD DR	SFR	Form Survey	2/16/2017	2/16/2017	TRUE			ISS	1
2016-9018 6401 HOLBROOK CIR	SFR	Meter Release - Electric	2/16/2017	2/17/2017	TRUE	FAILED 2/16		ISS	2
2016-9018 6401 HOLBROOK CIR	SFR	Meter Release - Gas	2/16/2017	2/16/2017	TRUE			ISS	1
2017-9004 6603 ERIN LN	SFR	Form Survey	2/16/2017	2/16/2017	TRUE			ISS	1
2016-9050 6605 ERIN LN	SFR	Form Survey	2/16/2017	2/16/2017	TRUE			ISS	1
2016-9047 5203 NORWICK DR	SFR	Plumbing Top-Out	2/21/2017	2/28/2017	TRUE	FAILED 2/21		ISS	2
2016-9047 5203 NORWICK DR	SFR	Electrical Rough	2/21/2017	2/28/2017	TRUE	FAILED 2/21		ISS	2
2016-9047 5203 NORWICK DR	SFR	Mechanical Rough	2/21/2017	2/28/2017	TRUE	FAILED 2/21		ISS	2
2016-9047 5203 NORWICK DR	SFR	Framing	2/21/2017	2/28/2017	TRUE	FAILED 2/21		ISS	2
2016-9047 5203 NORWICK DR	SFR	Driveway Approach	2/21/2017	2/22/2017	TRUE			ISS	1
2016-9047 5203 NORWICK DR	SFR	T-Pole	2/22/2017	2/22/2017	TRUE			ISS	1
2016-9027 5207 MIDDLETON DR	SFR	Plumbing Top-Out	2/23/2017	2/24/2017	TRUE	FAILED 2/23		ISS	2
2016-9027 5207 MIDDLETON DR	SFR	Electrical Rough	2/23/2017	2/24/2017	TRUE	FAILED 2/23		ISS	2
2016-9027 5207 MIDDLETON DR	SFR	Mechanical Rough	2/23/2017	2/24/2017	TRUE	FAILED 2/23		ISS	2
2016-9027 5207 MIDDLETON DR	SFR	Framing	2/23/2017	2/24/2017	TRUE	FAILED 2/23		ISS	2
2016-9048 4807 BRYCE DR	SFR	Other	2/24/2017	2/24/2017	TRUE	BRICK TIES		ISS	1
2016-9050 6605 ERIN LN	SFR	Foundation	2/24/2017	2/24/2017	TRUE			ISS	1
2017-9002 5206 WESTFIELD DR	SFR	Foundation	2/28/2017	2/28/2017	TRUE			ISS	1
2017-9001 5401 WESTFIELD DR	SFR	Foundation	2/28/2017	2/28/2017	TRUE			ISS	1
2017-9004 6603 ERIN LN	SFR	Foundation	2/28/2017	2/28/2017	TRUE			ISS	1
									<b>TOTAL = 149</b>

## Monthly Inspection Report

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
October	61	106	88	93	120
November	71	70	86	80	94
December	50	71	99	91	128
January	50	94	80	69	113
February	82	91	78	114	149
March	80	76	76	146	
April	114	158	95	150	
May	72	90	52	104	
June	80	134	84	135	
July	105	117	77	140	
August	84	122	105	122	
September	58	82	99	91	
Year Total	907	1211	1019	1335	604



CODE ENFORCEMENT REPORT  
2016-2017

Violation Description	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	YTD Totals
High Grass													0
Illegal Dumping		1		2									3
Illegal Structure													0
Illegal Vehicle	1												1
Junked Vehicles	1												1
Lot Maintenance	2	5	6	3	4								20
Trash and Debris	5	6	4	10	15								40
<b>ITEM TOTALS</b>	<b>9</b>	<b>12</b>	<b>10</b>	<b>15</b>	<b>19</b>	<b>0</b>	<b>65</b>						

Officer Actions	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	YTD Totals
Verbal Warnings	9	10	10	15	19								63
Complied/Resolved	9	10	10	15	19								63
10 Day Notice (Letters Mailed)	2	2											4
Extension Granted													0
Complied/Resolved	2	2											4
Citations Issued													0
Stop Work Order													0
Misc													0
<b>ITEM TOTALS</b>	<b>22</b>	<b>24</b>	<b>20</b>	<b>30</b>	<b>38</b>	<b>0</b>	<b>134</b>						

## City of Parker Municipal Court Monthly Report

February, 2017	Traffic Misdemeanors	Non-Traffic Misdemeanors
<b>New Cases Filed</b>	55	8
<b>Total Pending Cases</b>	828	350
<b>Uncontested Dispositions</b>	19	14
<b>Compliance Dismissals</b>		
After Driver Safety Course	12	
After Deferred Disposition	16	0
After Proof of Insurance	6	
Other Dismissals	3	0
<b>Total Cases Disposed</b>	56	14
<b>Arrest Warrants Issued</b>	5	
<b>Warrants Cleared</b>	18	
<b>Total Outstanding Warrants</b>	636	
Show Cause Hearings Held	5	0
Trials	0	0
<b>Fines, Court Costs &amp; Other Amounts Collected:</b>		
Retained by City	\$8,515.00	
Remitted to State	\$4,927.00	
<b>Total</b>	<b>\$13,442.00</b>	

**Definitions:**

**Show Cause Hearing** - A court hearing that is held for a defendant who has been granted a Driving Safety Course or Deferred Disposition to Show Cause for Non-Compliance

All cases heard in Municipal Court are Class C Misdemeanors Only.

**PARKER POLICE DEPARTMENT**  
**REPORT OF MONTHLY STATISTICS YEAR TO DATE**

February 2017		THIS MONTH	THIS MONTH LAST YEAR	% CHANGE	YTD 2017	YTD 2016	% CHANGE
for Service	Traffic	700			1413		
Calls for Service		148			339		
Traffic Contacts - All Units		91			191		
House Watch		289			547		
Other Service Response Incidents		172			336		
<b>Reported Incidents - Part 1</b>		4			6		
Homicide		0			0		
Theft (Includes:)		3			4		
Larceny/Theft		1			2		
BMV's		1			1		
Auto Theft		1			1		
Residential Burglary		0			0		
Business Burglary		1			1		
Robbery		0			0		
Aggravated Assault		0			0		
Sexual Assault		0			1		
<b>Part 2 Offenses</b>		14			23		
Simple Assault		3			4		
Vandalism		2			2		
Narcotics		1			3		
Fraud (Forgery, ID Theft, etc.)		3			6		
Harassment		1			1		
Incident Reports		3			6		
Mental Health		1			1		
<b>Adult Arrests</b>		0			2		
Males		0			1		
Females		0			1		
<b>Traffic Enforcement</b>		95			206		
Citations		59			125		
Warnings		36			81		
<b>Accidents</b>		3			6		
Injury		1			2		
Non-Injury		2			4		
FLID		0			0		
<b>Investigations</b>		55			96		
Cases Assigned		14			26		
Clearances		7			11		
Closures		5			10		
Follow-Ups		29			49		
<b>Alarm Activations</b>							
Residential		9			21		
Chargeable		9			20		
Non-Chargeable		0			1		
Business		0			1		
Chargeable		0			1		
Non-Chargeable		0			0		
<b>Outside Agency Activities</b>		16			52		
Murphy PD		7			32		
Collin County SO		7			12		
Wylie PD		0			1		
Allen PD		2			5		
Other		0			2		
<b>Staff</b>		<b>Sworn</b>	<b>Civilian</b>	<b>Reserve</b>			
Authorized		9	1	2			
In Training		0	0	0			
Openings		1	0	0			
% Staffed		89%	100%	100%			
<b>Reserve Hours</b>		18					

# PIWIK

Parker, TX

Date range: February 2017

Monthly Web Report

## Visits Summary



Name	Value
Unique visitors	2,922
Visits	3,747
Actions	11,954
Maximum actions in one visit	183
Actions per Visit	3
Avg. Visit Duration (in seconds)	00:02:51
Bounce Rate	49%

## Site Search Keywords

Keyword	Searches	Search Results pages	% Search Exits
bulk trash	3	1	33%
open records	3	1	0%
animal control	2	2	0%
bid posting	2	1	0%
bid postings	2	2	50%
chicken	2	2	0%
fee schedule	2	1	50%
in home business	2	1	0%
permit	2	1	0%
public information/records request	2	3	0%
warrants	2	5	50%
"boundary settlement"	1	1	0%
721	1	3	0%
911 calls	1	1	100%
4101 glen meadows drive	1	1	100%
4907 old parker, texas 75002	1	1	100%
alarm renewal form	1	9	0%
animal control	1	1	100%
animal	1	1	0%
animal license	1	1	0%
are chickens allowed in backyard	1	1	0%
are chickens allowed in city limits	1	1	0%
automatic payment	1	1	0%
Others	112	176	19%

## Referrer Type

Referrer Type	Visits	Actions	Actions per Visit	Avg. Time on Website	Bounce Rate	Revenue
Direct Entry	2,043	6,247	3	00:03:08	53%	\$ 0
Search Engines	1,430	4,824	3	00:02:34	45%	\$ 0
Websites	274	883	3	00:02:08	38%	\$ 0

## Country

Country	Visits	Actions	Actions per Visit	Avg. Time on Website	Bounce Rate	Revenue
United States	3,296	10,696	3	00:02:56	48%	\$ 0
Canada	266	900	3	00:02:23	38%	\$ 0
Philippines	34	101	3	00:02:37	71%	\$ 0
France	24	59	3	00:07:41	50%	\$ 0
India	18	56	3	00:01:54	72%	\$ 0
United Kingdom	16	18	1	00:00:01	88%	\$ 0
Germany	13	23	2	00:00:26	85%	\$ 0
Russia	11	15	1	00:00:11	91%	\$ 0
United Arab Emirates	5	5	1	00:00:00	100%	\$ 0
South Africa	4	8	2	00:02:23	25%	\$ 0
Cayman Islands	3	3	1	00:00:00	100%	\$ 0
China	3	6	2	00:00:11	0%	\$ 0
Malaysia	3	4	1	00:00:00	67%	\$ 0
Nigeria	3	5	2	00:00:01	67%	\$ 0
Ukraine	3	3	1	00:00:00	100%	\$ 0
Unknown	3	3	1	00:00:00	100%	\$ 0
?	3	4	1	00:06:20	67%	\$ 0
Austria	2	2	1	00:00:00	100%	\$ 0
Brazil	2	2	1	00:00:00	100%	\$ 0
Ghana	2	2	1	00:00:00	100%	\$ 0
Kenya	2	2	1	00:00:00	100%	\$ 0
Kuwait	2	2	1	00:00:00	100%	\$ 0
Liberia	2	3	2	00:00:01	50%	\$ 0
Others	27	32	1	00:00:18	93%	\$ 0

## Device type

Device type	Visits	Actions	Actions per Visit	Avg. Time on Website	Bounce Rate	Conversion Rate
Desktop	2,657	9,144	3	00:03:08	47%	0%
Smartphone	783	1,922	3	00:01:37	55%	0%
Tablet	249	749	3	00:03:27	44%	0%
Unknown	39	71	2	00:05:10	67%	0%
Phablet	19	68	4	00:00:36	53%	0%



## Council Agenda Item

Item 6  
C'Sec Use Only

Budget Account Code:	Meeting Date: March 13, 2017
Budgeted Amount:	Department/ Requestor: City Council
Fund Balance-before expenditure:	Prepared by: City Administrator Flanigan
Estimated Cost:	Date Prepared: March 10, 2017
Exhibits:	1. Application 2. Proposed Ordinance (Exhibit A, B, & C)

### AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ORDINANCE NO. 744,  
THE WHITESTONE ESTATES (FORMERLY DONIHOO FARMS) ANNEXATION.  
[SHELBY]

### SUMMARY

Stephen L. Sallman, Manager, has filed an Annexation Petition for Council's consideration. The property will be developed pursuant to a comprehensive development agreement, which includes the developer's obligation to annex the property into the City of Parker.

The City Council followed the annexation process as required by law. The 1<sup>st</sup> public hearing was held on February 7, 2017 and the 2<sup>nd</sup> public hearing was held on February 21, 2017 *in accordance with Texas State Law*. The proposed ordinance has been included in the City Council packet for your review.

### POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use			
Approved by:			
Department Head/ Requestor:		Date:	
City Attorney:	Brandon Shelby	Date:	Via Email 03/08/2017
City Administrator:	Jeff Flanigan	Date:	03/10/2017

RECEIVED

DEC 14 2016

CITY OF PARKER

**DONIHOO FARMS, LTD**  
4925 Greenville Ave., Suite 1020  
Dallas, Texas 75206  
(214) 368-0238:Office  
(214) 368-0812:Fax

December 12, 2016

Mr. Jeff Flanigan  
City of Parker  
5700 East Parker Road  
Parker, Texas 75002

Ref: Annexation Application – Donihoo Farms Phase 1

Dear Jeff:

Attached is our completed and signed Annexation Application for the above referenced project. Also enclosed find the legal description (Exhibit A) and survey (Exhibit B) for the above referenced property.

Please note that the Application Fees are attached and have been calculated below:

Base Fee	\$400
\$5/Acre x 40.144 Acres =	<u>\$200.72</u>
Application Fee	\$600.72

Please contact me if you have any questions or additional concerns.

Sincerely,



Stephen L. Sallman  
Manager



RECEIVED

Page 1

DEC 14 2016

CITY OF PARKER

**ZONING BOUNDARY CHANGE APPLICATION FORM**  
**ANNEXATION REQUEST FORM**

1. Requesting:

Permanent Zoning \_\_\_\_\_  
Re-Zoning \_\_\_\_\_ (See Note\*)  
Annexation

\*Note: If requesting re-zoning, please attach a letter stating nature of re-zoning request; i.e. state present zoning and type of zoning change requested.

Applicant/Company Name: Donihoo Farms, Ltd

Company Address: 4925 Greenville Ave, Suite 1020, Dallas, TX 75206

Company Phone Number: 214-368-0238 x223

Company Email: ssallman@warnergroup.com

Contact Name: Stephen L Sallman

Contact Phone Number: 214-368-0238 x223

Contact Email: ssallman@warnergroup.com

2. Description and Location of Property:

- a. Survey and abstract: See Attached Exhibit A
- b. Lot and block: n/a
- c. Total number of acres: 40.144 Acres
- d. Location further described: North of Donihoo Ln & East of Donna Ln

3. Attach 8 copies of the preliminary plat or survey that contains:

- a. North point, scale, and date
- b. Name and address of:
  - i. Applicant
  - ii. Engineer or surveyor responsible for survey of plat
- c. Survey and abstract with tract designation
- d. Location of major and/or secondary thoroughfares located with or adjacent to the property
- e. Location of existing or platted streets within and adjacent to the existing property
- f. Location of all existing rights of way, utility, and/or drainage easements

4. Fees (Non-Refundable): See Attached Fee Schedule

All fees are due and payable at the time of application. No hearing will be scheduled nor will any reviews be made until payment of required filing fees has been accomplished. Fees are non-refundable regardless of outcome of request.

All the requirements and fees of this application are submitted to the City of Parker requesting a hearing date for a Public Hearing before the Planning and Zoning Commission and/or the City Council as may be required. Hearing dates will be scheduled in accordance with provisions of the City of Parker's Comprehensive Zoning Ordinance.

Applicant: Styph L. Bellin Date: 12/12/16

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

**EXHIBIT A**

**Legal Description**

**TRACT A - 11.660 ACRES**

Being an 11.660 acre tract of land situated in the City of Parker, Collin County, Texas, being a part of the Thomas Estes Survey, Abstract No. 298, and being all of the 11.6503 acre tract of land conveyed to Geneva Partners, LTD by deed of record in County Clerk File No. 20060210000186230 of the Deed Records, Collin County, Texas, said 11.660 acre tract of land being more particularly described as follows:

Beginning at a 1/2" iron rod with plastic cap stamped "GEER 4117" found at the northwest corner of the 25.617 acre tract of land described in deed to Marylon Williams of record in County Clerk File No. 20100409000348190 of said Deed Records, said rod being the southeast corner of the 119.9785 acre tract of land conveyed to Geneva Partners, LTD by deed of record in Volume 5874, Page 2850 of said Deed Records and the northeast corner of said 11.6503 acre tract;

Thence South 00°05'38" East with the west line of said 25.617 acre tract, a distance of 458.24 feet to a 1/2" iron rod found at the northwest corner of the 30.00 acre tract of land conveyed to Plano Independent School District by deed of record in Volume 5571, Page 4618 of said Deed Records, said rod being the southwest corner of said 25.617 acre tract;

Thence South 00°07'15" West with the west line of said 30.00 acre tract, a distance of 850.31 feet to a 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS" set for the southeast corner of said 11.6503 acre tract;

Thence South 89°19'35" West at 30.0 feet passing the northeast corner of the 6.7998 acre tract of land conveyed to Geoffrey L. Condren by deed of record in County Clerk File No. 1994-0015084 of said Deed Records, and continuing along the north line thereof a total distance of 387.54 feet to the base of a fence corner post found in the east line of Cotton Wood Acres North, an addition to Collin County as shown by plat of record in Volume 6, Page 84 of the Plat Records, Collin County, Texas, said post marking the southwest corner of said 11.6503 acre tract;

Thence North 00°00'00" East with the east line of said Cotton Wood Acres North, a distance of 1,305.51 feet to a 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS" set in the south line of said 119.9785 acre tract for the northeast corner of said Cotton Wood Acres North and the northwest corner of said 11.6503 acre tract;

Thence North 88°52'47" East with said south line, a distance of 388.63 feet to the Point-of-Beginning and containing 11.660 acres or 507,895 square feet of land.

TRACT B - 11.669 ACRES

Being a 11.669 acre tract of land situated in the City of Parker, Collin County, Texas, being a part of the Thomas Estes Survey, Abstract No. 298, and being a part of the 119.9785 acre tract of land conveyed to Geneva Partners, LTD by deed of record in Volume 5874, Page 2850 of the Deed Records, Collin County, Texas, said 11.669 acre tract of land being more particularly described as follows:

Commencing at a 1/2" iron rod with plastic cap stamped "GEER 4117" found at the southwest corner of the 35.005 acre tract of land conveyed to Vijay K. Bhilmani and Anu V. Bhilmani by deed of record in County Clerk File No. 20070925001326000 of said Deed Records, said rod being the northeast corner of the 11.6503 acre tract of land conveyed to Geneva Partners, LTD by deed of record in County Clerk File No. 20060210000186230 of said Deed Records and the southeast corner of said 119.9785 acre tract;

Thence South 88°52'47" West a distance of 388.63 feet to a 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS" set for the northeast corner of Cotton Wood Acres North, an addition to Collin County as shown by plat of record in Volume 6, Page 84 of the Plat Records, Collin County, Texas, and the northwest corner of said 11.6503 acre tract;

Thence South 89°52'56" West with the north line of said Cotton Wood Acres North, a distance of 1,203.34 feet to a 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS" set for the southeast corner of the herein described 11.669 acre tract, the True Point-of-Beginning;

Thence South 89°52'56" West continuing with said north line, a distance of 401.09 feet to a 1/2" iron rod found for the northwest corner of said Cotton Wood Acres North;

Thence South 00°59'30" East along the south line of said 119.9785 acre tract, a distance of 3.93 feet to a found 1/2" iron rod;

Thence South 89°05'18" West continuing along said south line, a distance of 54.19 feet to a 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS" set for the southwest corner of the herein described 11.669 acre tract;

Thence over and across said 119.9785 acre tract the following calls and distances:

North 00°07'04" West a distance of 100.35 feet to a set 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS";

Along a curve to the left having a radius of 475.00 feet and an arc length of 236.83 feet (chord bears North 14°24'05" West, 234.39 feet) to a set 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS";

Along a curve to the right having a radius of 525.00 feet and an arc length of 263.00 feet (chord bears North 14°20'03" West, 260.26 feet) to a set 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS";

North 00°01'02" East a distance of 606.55 feet to a set 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS";

North 89°58'58" West a distance of 275.00 feet to a set 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS";

North 00°01'02" East a distance of 165.00 feet to a 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS" set in the north line of said 119.9785 acre tract for the northwest corner of the herein described 11.669 acre tract;

Thence North 89°19'02" East with said north line, a distance of 600.04 feet to a 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS" set for the northeast corner of the herein described 11.669 acre tract;

Thence South 00°01'02" West over and across said 119.9785 acre tract, a distance of 808.20 feet to a set 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS";

Thence South 23°10'07" East a distance of 592.61 feet to the Point-of-Beginning and containing 11.669 acres or 508,289 square feet of land.

TRACT C - 16.815 ACRES.

Being a 16.815 acre tract of land situated in the City of Parker, Collin County, Texas, being a part of the Thomas Estes Survey, Abstract No. 298, and being a part of the 119.9785 acre tract of land conveyed to Geneva Partners, LTD by deed of record in Volume 5874, Page 2850 of the Deed Records, Collin County, Texas; said 16.815 acre tract of land being more particularly described as follows:

Beginning at a 1/2" iron rod with plastic cap stamped "GEER 4117" found at the southwest corner of the 35.005 acre tract of land conveyed to Vijay K. Bhilani and Anu V. Bhilani by deed of record in County Clerk File No. 20070925001326000 of said Deed Records, said rod being the northeast corner of the 11.6503 acre tract of land conveyed to Geneva Partners, LTD by deed of record in County Clerk File No. 20060210000186230 of said Deed Records and the southeast corner of said 119.9785 acre tract;

Thence South 88°52'47" West with the north line of said 11.6503 acre tract, a distance of 156.12 feet to a 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS" set for the southwest corner of the herein described 16.815 acre tract;

Thence over and across said 119.9785 acre tract the following calls and distances:

Along a curve to the left having a radius of 257.50 feet and an arc length of 55.97 feet (chord bears North 49°48'04" West, 55.86 feet) to a set 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS";

Along a curve to the right having a radius of 342.59 feet and an arc length of 316.15 feet (chord bears North 29°35'25" West, 305.05 feet) to a set 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS";

Along a curve to the left having a radius of 20.00 feet and an arc length of 30.31 feet (chord bears North 46°33'51" West, 27.49 feet) to a set 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS";

North 00°36'56" West a distance of 50.00 feet to a set 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS";

North 89°58'58" West a distance of 255.00 feet to a set 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS";

North 00°01'02" East a distance of 990.00 feet to a 5/8" iron rod with yellow plastic cap stamped "WESTWOOD PS" set in the north line of said 119.9785 acre tract for the northwest corner of the herein described 16.815 acre tract;

North 89°19'02" East with said north line, a distance of 625.05 feet to a 1/2" iron rod found in the west line of the 171.126 acre tract of land conveyed to Parker Estates Associates by deed of record in Volume 1901, Page 915 of said Deed Records (formerly known as Parker Estates recorded in Cab A, Page 198), said rod being the northeast corner of said 119.9785 acre tract;

**Thence South 00°01'02" West with the west line of said 171.126 acre tract, passing the northwest corner of said 35.005 acre Bhimani tract and continuing along the west line thereof a total distance of 1,364.69 feet to the Point-of-Beginning and containing 16.815 acres or 732,477 square feet of land.**

EXHIBIT B

Permitted Exceptions

Standby fees, taxes and assessments by any taxing authority for the year 2015, and subsequent years, and subsequent taxes and assessments by any taxing authority for prior years due to change in land usage or ownership.

2. Basement to Texas Power and Light Company recorded in Volume 652, Page 638 of the Deed Records of Collin County, Texas.
3. Basement to North Texas Municipal Water District recorded in Volume 2366, Page 858 of the Deed Records of Collin County, Texas.
4. Temporary 30' Access Easement recorded as Collin County Clerk's Document No. 20060210000156220 in the Official Public Records of Collin County, Texas.
5. Development Agreement recorded as Collin County Clerk's Document No. 20150511000539840 in the Official Public Records of Collin County, Texas.
6. Mineral reservation contained in document recorded in Volume 2003, Page 161 of the Deed Records of Collin County, Texas.
7. Basement to Pecan Orchard Water Supply recorded in Volume 907, Page 33 of the Deed Records of Collin County, Texas.
8. Basement to North Texas Municipal Water District recorded in Volume 2366, Page 861 of the Deed Records of Collin County, Texas.

Filed and Recorded  
Official Public Records  
Stacy Kamp, County Clerk  
Collin County, TEXAS  
04/29/2015 09:26:32 AM  
S6130 CIANAL  
20150511000539840



*Stacy Kamp*

**ORDINANCE NO. 744**  
**{Annexation of The Whitestone Estates}**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARKER, TEXAS, EXTENDING THE CORPORATE LIMITS OF SAID CITY SO AS TO ANNEX TRACT 1 11.660 ACRES, TRACT 3 11.669 ACRES, AND TRACT 4 16.815 ACRES, TOTALING 40.144 ACRES, OF LAND LOCATED NORTH OF DONIHOO LANE AND EAST OF DONNA LANE, ADJACENT TO THE PARKER CITY LIMITS AND IN THE CITY OF PARKER'S EXTRA TERRITORIAL JURISDICTION; PROVIDING FOR A MUNICIPAL SERVICE PLAN; PROVIDING FOR SEVERABILITY; PROVIDING FOR A REPEALER; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED WAS NOTICED AND IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.**

**WHEREAS**, Chapter 43 of the Texas Local Government Code authorizes the annexation of territory, subject to the laws of this State; and

**WHEREAS**, the procedures proscribed in Chapter 43 of the Texas Local Government Code and any other applicable laws have been duly followed with respect to the territory described in Section 1 of this Ordinance;

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

**SECTION 1.** That the limits of the City of Parker, Texas, shall be extended so as to hereinafter include within the corporate limits of said City the tracts of land, being more particularly described in Exhibit "A" and shown in Exhibit "B".

**SECTION 2.** That the inhabitants thereof shall hereinafter be entitled to all the rights and privileges of other citizens of the City of Parker and they shall be bound by the acts, ordinances, resolutions, and regulations of said City.

**SECTION 3.** That the Service Plan for the annexed area is adopted and attached as Exhibit "C" to this Ordinance and incorporated for all purposes.

**SECTION 4.** That the provisions of this ordinance are severable and the invalidity of any word, phrase or part of this ordinance shall not affect the validity or effectiveness of the remainder of the ordinance.

**SECTION 5.** That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 6.** That it is hereby officially found and determined that the meetings at which this ordinance was introduced and passed were open to the public and that public notice of the time, place and purpose of said meetings were given all as required by law.

**INTRODUCED** on this the 13th day of March, 2017.

**ADOPTED** on this the 13th day of March, 2017.

**EFFECTIVE DATE** on this the 13th day of March, 2017.

**BY:**

Z MARSHALL, MAYOR

**ATTEST:**

**BY:**

PATTI SCOTT GREY, CITY SECRETARY

**APPROVED AS TO FORM  
AND CONTENT:**

**BY:**

BRANDON S. SHELBY, CITY ATTORNEY





VICINITY MAP  
NOT TO SCALE

**AREA OF  
ANNEXATION**

EXHIBIT B

ANNEXATION EXHIBIT

ANNEXATION EXHIBIT  
OF  
WHITESTONE ESTATES

74 RESIDENTIAL LOTS, 1 OPEN SPACE LOT  
104.536 ACRES  
OUT OF THE  
THOMAS ESTES SURVEY, ABSTRACT NO. 298  
IN THE  
CITY OF PARKER, COLLIN COUNTY, TEXAS

OWNER DONIHO FARMS, LTD. ENGINEER/SURVEYOR **Westwo**

## Exhibit B

4925 GREENVILLE AVENUE, SUITE 1020  
DALLAS, TEXAS 75206  
(214) 368-0238  
104.528 ACRES DECEMBER 15, 2016  
OCOTONDA DOWNSHOLD FARMS PHASE 1  
100% OWNED BY THE DOWNSHOLD PARTNERS, Suite 200  
11712-2446 11712-2446 11712-2446 11712-2446  
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Matthew Industrial Services, Inc.

100% FARMS, PHASE 1  
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[www.northeastporkitory.com]  
3, Inc.

## EXHIBIT "C"

### SERVICE PLAN

Section 1. Subject to and conditioned upon the agreements set forth in the Development Agreement for the Property described in the annexation ordinance to which this service plan is attached, the City of Parker ("the City") will provide the following services to the territory or property so annexed if and only as required in the Development Agreement:

- A. Police protection in accordance with the City of Parker Ordinance 498 and state and federal law;
- B. Volunteer fire department service and emergency medical service in accordance with City of Parker Ordinance No. 258 and state and federal law;
- C. Solid waste collection in accordance with the City of Parker's contract with the city solid waste collection contractor;
- D. Maintenance of water service in connection with the City of Parker Ordinance No. 345A, and related sanitary sewer service;
- E. Enforcement of all zoning ordinances, building codes, and miscellaneous penal ordinances including but not limited to regulation of animals, roads and streets, fireworks, alcoholic beverages, firearms, littering and dumping, except as provided in this Service Plan, and/or in any zoning ordinance imposed on the land subject to this Service Plan;
- F. Maintenance of public roads and streets, and
- G. Maintenance of public parks, playgrounds and swimming pools and any other publicly owned facilities, buildings or services, if any are expressly accepted by the City as publicly owned.



## Council Agenda Item

Item 7  
C Sec Use Only

Budget Account Code:	Meeting Date: March 13, 2017
Budgeted Amount:	Department/ Requestor: City Council
Fund Balance-before expenditure:	Prepared by: City Administrator Flanigan
Estimated Cost:	Date Prepared: March 10, 2017
Exhibits:	<ol style="list-style-type: none"><li>1. Application</li><li>2. Survey/Map</li><li>3. Annexation Schedule Plan – Reserve at Southridge</li><li>4. Notice to be published in Dallas Morning News (DMN)</li></ol>

### AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON SCHEDULING ANNEXATION PUBLIC HEARING DATES FOR RESERVE AT SOUTHRIDGE. [FLANIGAN]

### SUMMARY

Diyar Parker LP filed an Annexation Petition for Council's consideration. The property will be developed pursuant to a comprehensive development agreement.

The City Council is required by law to follow the annexation process of property proposed by the owners for annexation. Please see City Attorney Brandon Shelby's Annexation Schedule below and note a called meeting May 8-12 is needed.

Please see Exhibit 3 – City Attorney Brandon S. Shelby's Annexation Schedule Plan.

### POSSIBLE ACTION

Council set two public hearing dates set forth by our City Attorney for the Whitestone Estates (Formerly Donahoo Farms) annexation and set a called meeting date between May 8-12 to adopt the annexation ordinance.

Inter – Office Use			
Approved by:			
Department Head/ Requestor:		Date:	
City Attorney:	Brandon Shelby	Date:	Via Email 03/08/2017
City Administrator:	Jeff Flanigan	Date:	03/10/2017



RECEIVED

FEB 23 2017

Page 1

CITY OF PARKER

**ZONING BOUNDARY CHANGE APPLICATION FORM**  
**ANNEXATION REQUEST FORM**

1. Requesting: Permanent Zoning \_\_\_\_\_  
Re-Zoning \_\_\_\_\_ (See Note\*)  
Annexation

\*Note: If requesting re-zoning, please attach a letter stating nature of re-zoning request; i.e. state present zoning and type of zoning change requested.

Applicant/Company Name: Diyar Parker LP

Company Address: 2504 Glacier Street, Irving TX. 75062

Company Phone Number: 972-814-6248

Company Email: \_\_\_\_\_

Contact Name: Ahmed Hussein

Contact Phone Number: 972-814-6248

Contact Email: ahmed0516@hotmail.com

2. Description and Location of Property:

- Survey and abstract: Martin Hearn Survey, Abstract No. 425
- Lot and block: \_\_\_\_\_
- Total number of acres: 45.493 Ac.
- Location further described: Property South of Curtis Drive, West of Southridge Estates Subdivision

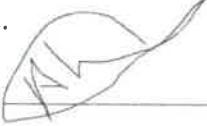
3. Attach 8 copies of the preliminary plat or survey that contains:

- North point, scale, and date
- Name and address of:
  - Applicant
  - Engineer or surveyor responsible for survey of plat
- Survey and abstract with tract designation
- Location of major and/or secondary thoroughfares located with or adjacent to the property
- Location of existing or platted streets within and adjacent to the existing property
- Location of all existing rights of way, utility, and/or drainage easements

4. Fees (Non-Refundable): See Attached Fee Schedule

All fees are due and payable at the time of application. No hearing will be scheduled nor will any reviews be made until payment of required filing fees has been accomplished. Fees are non-refundable regardless of outcome of request.

All the requirements and fees of this application are submitted to the City of Parker requesting a hearing date for a Public Hearing before the Planning and Zoning Commission and/or the City Council as may be required. Hearing dates will be scheduled in accordance with provisions of the City of Parker's Comprehensive Zoning Ordinance.

Applicant:  Date: 02/18/2017

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

REQUEST FOR ZONING BOUNDARY CHANGE:

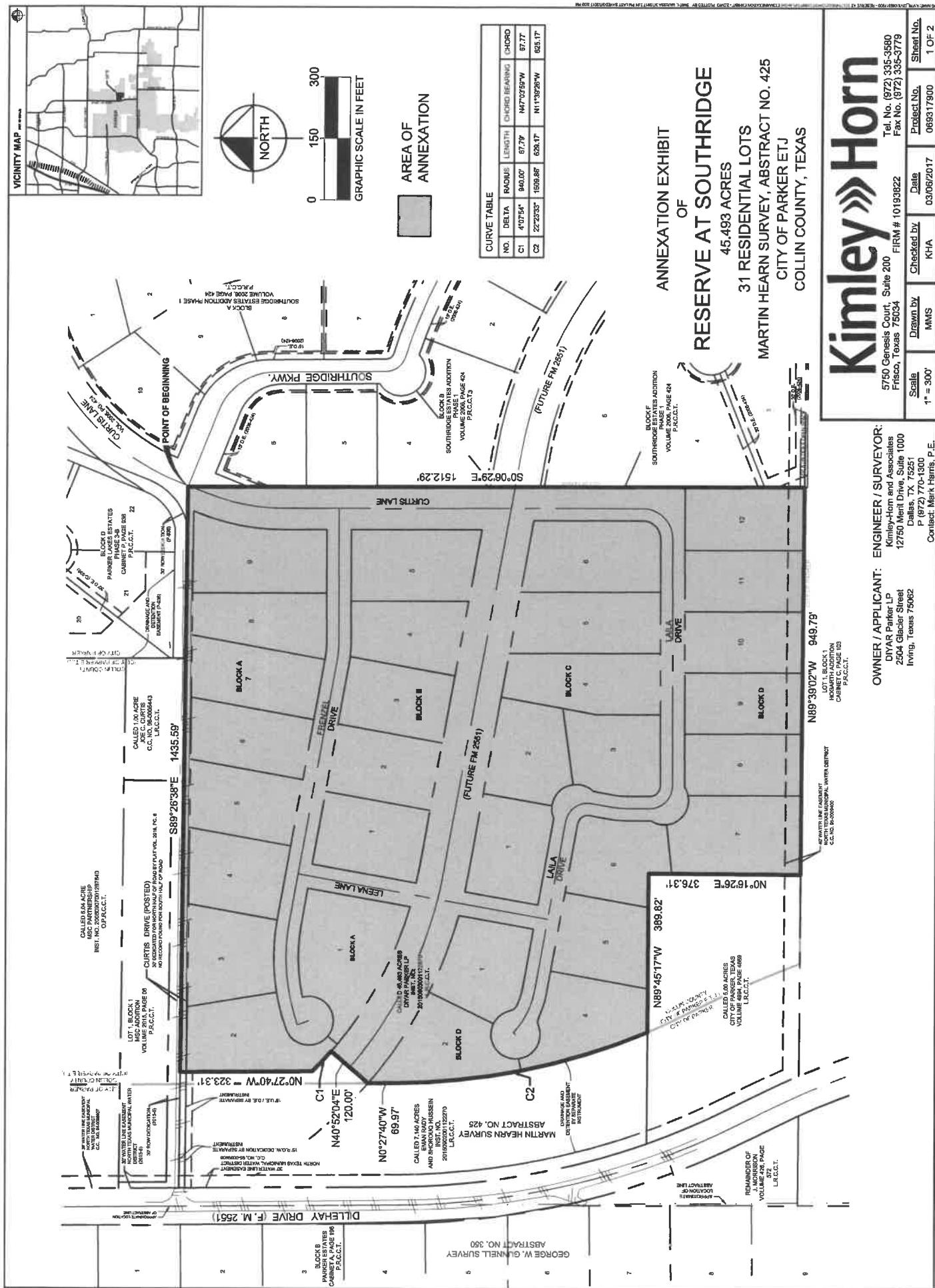
You are requested to supply the names and addresses of all property owners within 200 feet of the subject property, IN ALL DIRECTIONS.

1. Kasser & Ammira Akil - 6000 Southridge Pkwy. Parker, TX. 75002
2. Praveen Madidi & Pesser Keertana - 6002 Southridge Pkwy. Parker, TX. 75002
3. David & Sabrina Butler - 6004 Southridge Pkwy. Parker, TX. 75002
4. Vincent & Tammy Turner - 6006 Southridge Pkwy. Parker, TX. 75002
5. Matthew & Kim Barr - 4607 Ravensthorpe Dr. Parker, TX. 75002
6. Carolyn Hollins - 4605 Ravensthorpe Dr. Parker, TX. 75002
7. Sylvia & M.A. Grotowski - 4604 Ravensthorpe Dr. Parker, TX. 75002
8. Cheri & Vaclav Sydney - 5000 Englenook Dr. Parker, TX. 75002
9. Richard & Jennifer Oldner - 4905 Englenook Dr. Parker, TX. 75002
10. Wyndell & Janette Caviness - 5001 Englenook Dr. Parker, TX. 75002
11. Joe Curtis - 5903 Curtis Dr. Parker, TX. 75002
12. MSC Partnership - 5855 Curtis Dr. Parker, TX. 75002
13. Louise Shanley - 4508 Dillehay Dr. Parker, TX. 75002
14. Zai Mei Chen - 6001 Southridge Pkwy. Parker, TX. 75002
15. Eman Randy - Dillehay Dr. Parker, TX. 75002

List others on reverse side, if necessary.

FAILURE TO COMPLETE AND SUBMIT THIS INFORMATION WILL RESULT IN THE REJECTION OF THE APPLICATION.

Thank you.  
City of Parker  
5700 E Parker Road  
Parker, Texas 75002



**OWNERS CERTIFICATE**

STATE OF TEXAS      §  
 COUNTY OF COLLIN      §

WHEREAS DYAR PARKER, LP, is the owner of all that tract of land situated in the Martin Hearn Survey, Abstract No. 425, Collin County, Texas, and being all of a called 45.493 acre tract of land described in the deed recorded under Instrument No. 2015080301122870, Official Records of Collin County, Texas, and being more particularly described by metes and bounds as follows:

**BEGINNING** at an 'X' found scribed in concrete for the northeast corner of said 45.493 acre tract, common to a re-entrant corner on the westerly line of Southridge Estates Addition Phase 1, an addition to the City of Parker according to the plat thereof recorded in Volume 2006, Page 424, Plat Records of Collin County, Texas, and from which the centerline intersection of Curtis Lane and Southridge Parkway bears South 68°36'12" East, distance of 2.37 feet;

**THENCE** South 0°06'29" East, along the easterly line of said 45.493 acre tract, and along the westerly line of said Southridge Estates Addition Phase 1, a distance of 151.29 feet to a 5/8-inch iron rod with plastic cap stamped "PETITT RPLS 4087" found for the southeast corner of said 45.493 acre tract, and on the northerly line of Lot 1, Block 1 of Hogarth Addition, an addition to the City of Parker according to the plat, thereon recorded in Cabinet C, Page 103, said Plat Records, and from which a 5/8-inch iron rod with plastic cap stamped "PETITT RPLS 4087" bears South 00°06'29" East, a distance of 7.32 feet;

**THENCE** North 89°39'02" West, along the southerly line of said 45.493 acre tract, and along the northerly line of said Hogarth Addition, a distance of 949.79 feet to a 1/2-inch iron rod with plastic cap stamped "ROOMIE" found for the southerly-most southwest corner of said 45.493 acre tract, common to the southeast corner of a called 5.00 acre tract of land described in the deed to City of Parker, Texas, recorded in Volume 4994, Page 4669, Land Records of Collin County, Texas, and from which a 5/8-inch iron rod with plastic cap stamped "PETITT RPLS 4087" bears North 11°59' East, a distance of 0.9 feet;

**THENCE** North 0°16'26" East, along the westerly line of said 45.493 acre tract, and along the easterly line of said 5.00 acre tract, a distance of 376.31 feet to a 5/8-inch iron rod with plastic cap stamped "PETITT RPLS 4087" found for the northeast corner of said 5.00 acre tract, common to a re-entrant corner on the westerly line of said 45.493 acre tract;

**THENCE** North 89°45'17" West, along a southerly line of said 45.493 acre tract, and along the northerly line of said 5.00 acre tract, a distance of 385.82 feet to a 5/8-inch iron rod with plastic cap stamped "KHA" set for the westerly-most southwest corner of said 45.493 acre tract, common to the southeast corner of a called 7.140 acre tract of land described in the deed to Eman Radjy and Shonoiq Hussein, recorded in Instrument No. 20150902001122270, said Plat Records, and at the beginning of a non-tangent curve to the right having a central angle of 22°23'35", a radius of 1609.86 feet, a chord bearing and distance of North 11°39'26" West, 625.17 feet;

THENCE departing the northerly line of said 5.00 acre tract, along the westerly line of said 45.493 acre tract, and along the easterly line of said 7.140 acre tract, the following five (5) courses:

1. In a northwesterly direction, with said curve to the right, an arc distance of 629.17 feet to a 5/8-inch iron rod with plastic cap stamped "KHA" set for corner at the end of said curve;

2. North 0°27'40" West, a distance of 69.87 feet to a 5/8-inch iron rod with plastic cap stamped "KHA" set for corner;

3. North 40°52'04" East, a distance of 120.00 feet to a 5/8-inch iron rod with plastic cap stamped "KHA" set for corner at the beginning of a non-tangent curve to the right having a central angle of 9°07'55", a radius of 940.00 feet, a chord bearing and distance of North 47°35'59" West, 67.77 feet;

4. In a northwesterly direction, with said curve to the right, an arc distance of 67.79 feet to a 5/8-inch iron rod with plastic cap stamped "KHA" set for corner at the end of said curve;

5. North 0°27'40" West, a distance of 323.31 feet to a 5/8-inch iron rod with plastic cap stamped "KHA" set for the northwest corner of said 45.493 acre tract, common to the northeast corner of said 7.140 acre tract, and on the southerly line of the MSC Addition, an addition to the City of Parker according to the plat thereof recorded in Volume 2015, Page 6, said Plat Records, and in Curtis Road, an asphalt roadway under apparent public use (no record found);

THENCE South 89°26'38" East, along the northerly line of said 45.493 acre tract, and along the southerly line of said MSC Addition, and along the southerly line of a called 1.00 acre tract of land described in the deed to Joe C. Curtis, recorded in County Clerk's File No. 96-0005443, said Land Records, and along the southerly line of Parker Lakes Estates Phase 3-B, an addition to the City of Parker according to the plat thereof recorded in Cabinet P, Page 936, said Plat Records, and along a southerly line of aforesaid Southridge Estates Addition Phase 1, a distance of 1435.59 feet to the **POINT OF BEGINNING** and containing 45.493 acres (1,981,664 square feet) of land, more or less.

**ANNEXATION EXHIBIT****RESERVE AT SOUTHRIDGE**  
45.493 ACRES  
31 RESIDENTIAL LOTS

MARTIN HEARN SURVEY, ABSTRACT NO. 425  
CITY OF PARKER ETJ  
COLLIN COUNTY, TEXAS

**Kimley-Horn**

5750 Genesis Court, Suite 200 Frisco, Texas 75034	Tel. No. (972) 335-3580 Fax No. (972) 335-3799
Scale 1" = 300'	Drawn by MMS Checked by KHA Project No. 068317900 Sheet No. 2 OF 2

OWNER / APPLICANT:    ENGINEER / SURVEYOR:  
 DYAR Parker LP  
 Kimley-Horn and Associates  
 12750 Merit Drive, Suite 1000  
 Dallas, TX 75251  
 P (972) 770-1320  
 Contact: Mark Harris, P.E.

## **ANNEXATION SCHEDULING PLAN**

### **Annexation of Approximately 45.493 Acres of Land Adjacent to the City Limit on**

Thursday, March 23, 2017.....	Send written notice to property owners in the area to be annexed, public or private entities that provide services in that area, and any railroads with a right of way in the area to be annexed. The Department of Engineering Services will prepare a service plan that details the specific Municipal Services that will be provided to the area after it is annexed.
Friday, March 24, 2017.....	Post notice on City's website, newspaper and City Hall for City Council's 1 <sup>st</sup> Public Hearing on intent to annex. Send written notice to each public school district in the area to be annexed. Send by certified mail a second written notice to any railroads with a right of way in the area to be annexed. Obtain required affidavit of publication from newspaper.
Friday, March 31, 2017.....	Post notice of 1 <sup>st</sup> Public Hearing under the Open Meetings Act.
Tuesday, April 4, 2017.....	City Council's 1 <sup>st</sup> Public Hearing on intent to annex and service plan.* (Regular Council Meeting)
Friday, April 7, 2017 .....	Post notice on City's website, newspaper and City Hall for City Council's 2 <sup>nd</sup> Public Hearing on intent to annex. Obtain required affidavit of publication from newspaper.
Friday, April 14, 2017.....	Post notice of 2 <sup>nd</sup> Public Hearing under the Open Meetings Act.
Tuesday, April 18, 2017.....	City Council's 2 <sup>nd</sup> Public Hearing on intent to annex and service plan.* (Regular Council Meeting)
_____, May ___, 2017.....	Post notice on City's website, newspaper and City Hall for introduction of annexation ordinance and adoption of the ordinance. Posting will also be in compliance with the Open Meetings Act.
May 8 to May 14, 2017.....	City Council Public Hearing for introduction and consideration of adoption of annexation ordinance. (Called Council Meeting**)

\* If more than twenty (20) adults who are residents of the area to be annexed protest within ten (10) days of the notice by publication, then one (1) of the public hearings must be held in the area to be annexed.

\*\* Called council meeting to meet statutory requirement that the two public hearings be held no more than 40 days and no less than 20 days prior to adoption of Ordinance

LEGAL NOTICE FOR PUBLICATION ON  
RESERVE AT SOUTHRIDGE

**LEGAL NOTICE**

The City of Parker will hold a Public Hearing on Tuesday, April 4 and 18, 2017, at 7 p.m. in City Hall, 5700 E. Parker Rd, Parker, TX 75002, to consider annexation of property, extending the city limits of the City of Parker, and reviewing the service plan on the following described property:

***PARCEL DESCRIPTION***

*Annexation of approximately 45.5 +/- acres of land in the Martin Hearn Survey, Abstract No. 425, City of Parker ETJ, Collin County, Texas, generally located east of FM 2551 (Dillehay Drive) and south of Curtis Drive.*

By direction of the City Council of the City of Parker, Texas.

Patti Grey  
City Secretary



## Council Agenda Item

Item 8  
C'Sec Use Only

Budget Account Code:	Meeting Date: March 13, 2017
Budgeted Amount:	Department/ Requestor: City Council
Fund Balance-before expenditure:	Prepared by: City Attorney Shelby
Estimated Cost:	Date Prepared: March 10, 2017
Exhibits:	None

### AGENDA SUBJECT

DISCUSSION REGARDING HOME RULE [SHELBY/LEVINE]

### SUMMARY

The City Attorney will give a brief presentation regarding the timeline and process of adopting Charter and transitioning from a General Law to a Home Rule Municipality.

### POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use			
Approved by:			
Department Head/ Requestor:		Date:	
City Attorney:	<i>Brandon Shelby</i>	Date:	Via Email 03/8/2017
City Administrator:	<i>Jeff Flanigan</i>	Date:	03/10/2017



## Council Agenda Item

Item 9  
C'Sec Use Only

Budget Account Code:	Meeting Date: March 13, 2017
Budgeted Amount:	Department/ Requestor: City Council
Fund Balance-before expenditure:	Prepared by: City Administrator Flanigan
Estimated Cost:	Date Prepared: March 10, 2017
Exhibits:	RFQ for Architectural Services for New Municipal Complex

### AGENDA SUBJECT

### DISCUSSION REGARDING MUNICIPAL COMPLEX ARCHITECTS [FLANIGAN]

### SUMMARY

City Council will discuss architectural services for the new Municipal Complex and advertising for Request for Qualifications (RFQs).

### POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter - Office Use			
Approved by:			
Department Head/ Requestor:		Date:	
City Attorney:		Date:	
City Administrator:	<i>Jeff Flanigan</i>	Date:	03/10/2017



**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR ARCHITECTURAL SERVICES  
FOR NEW MUNICIPAL COMPLEX**

**CITY OF PARKER, TEXAS**

**FEBRUARY 2017**

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR ARCHITECTURAL SERVICES  
FOR NEW MUNICIPAL COMPLEX**

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**CITY OF PARKER, TEXAS  
REQUEST FOR QUALIFICATIONS (RFQ)  
FOR ARCHITECTURAL SERVICES  
FOR NEW MUNICIPAL COMPLEX**

The City of Parker invites the submittal of responses to this RFQ from qualified firms interested in providing architectural services in connection with the planning for a new Municipal Complex. Responses are solicited for this service in accordance with the terms, conditions, and instructions set forth in the RFQ guidelines.

The City will receive responses to this RFQ at Parker City Hall, 5700 East Parker Road, Parker, Texas 75002 until **2:00 pm on \_\_\_\_\_**. The Request for Qualifications document may be obtained from Jeff Flanigan at the same location. Request for Qualifications documents will be mailed upon request; however, the City is not responsible to ensure timely delivery of mailed Request for Qualification documents.

Receipt of responses does not bind the City to any contract for said services, nor does it guarantee that a contract for the Project will be awarded.

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR ARCHITECTURAL SERVICES  
FOR NEW MUNICIPAL COMPLEX**

**I. PURPOSE OF RFQ**

The Parker, Texas (City) invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services in connection with a New Municipal Complex as herein outlined.

**II. LOCATION**

The City is proceeding with planning (as herein outlined) for a new Municipal Complex to include city administrative offices, council chambers, a police department and municipal courts facilities to be located in the City of Parker.

**III. OBJECTIVES**

The City proposes to retain a highly qualified, capable firm(s) to act as the Architect during the planning of the Project for a fixed price. Those firm(s) who participate in this RFQ process are sometimes referred to as "Respondents" and "Architects." The City will give prime consideration to the Architect with significant, current experience in the development, design, and construction of municipal buildings, public meeting places and facilities, police departments, and municipal court facilities. The City reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

**IV. SCOPE OF WORK**

- A. The selected Architect(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon selection of a Respondent with whom negotiations will proceed, a Scope of Work will be developed. The City anticipates a contract which will include site review & recommendations, programming, schematic design, production of computer generated renderings, and cost estimation; however, the City reserves the right to include additional project elements in the initial or subsequent professional services agreements as the City may (in its sole discretion) deem appropriate. The Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire

protection, landscape architecture, civil engineering, and structural engineering for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, the City reserves the right to approve proposed sub-consultants that will be associated with the Project.

B. The City may use the services of a Construction Manager-at-Risk. The Construction Manager-at-Risk, if any, will serve as an integral team member from the inception of the programming and design efforts. Furthermore, the Construction Manager-at-Risk may be used, in conjunction with the design team, as the cost estimator, project scheduler, and the implication of phasing alternatives for the projects upon completion of plans sufficient to estimate the project. The Architect will coordinate and cooperate fully with the Construction Manager-at-Risk. Initial planning phase cost estimates will be provided by the Architect.

## **V. PROJECT FUNDING**

Funding for the work described herein will be provided from various funding sources available to the City to be determined upon approval by the City Council. Funding sources for design beyond the services described herein have not yet been finalized.

## **VI. SELECTION PROCESS**

Selection of firms will follow the proposal-interview process.

From a review of the statements of qualification received, the City intends to invite several firms to be interviewed before making a final selection of a firm for this project. If the City desires to interview a firm, that firm will receive notification of the date and time of the interview.

The City will use a Staff Evaluation Panel to initially evaluate the submittals. The statements of qualifications received will be one part of the selection process utilized by the City, together with the interviews, to determine if a consulting contract should be pursued. The Staff Evaluation Panel will recommend a short list to the City Council for their consideration. The Council may request that presentations be made in a City Council meeting to assist them in their decision.

The selected respondent then will negotiate with the City on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, in the opinion of the City, negotiations will proceed with the second choice respondent until a mutually agreed contract can be negotiated.

## **VII. EVALUATION CRITERIA**

The Preliminary Evaluation Team may consist of: City Staff Representatives, Representatives of the Construction Manager if retained by the City at the time the Architect is selected.

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

**A. Qualifications of Firm**

Qualifications of firm, specifically as they relate to this Project.

**B. Firm Experience on Similar Projects**

Related project experience of the firm(s) and the individuals who would be assigned to this Project.

**C. Available Resources to Complete Project**

This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.

**D. Responsiveness to the RFQ**

This would include any documents submitted such as concept plans, space planning, and design concepts and other related items.

**E. Professional References**

**VIII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION**

- A. No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contacts with members of the Staff Evaluation Team, which are outside of the established process, should not be initiated.
- B. All Information True** – By submitting a response, Respondents represent and warrant to the City that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented to the City of Parker for consideration in the selection process may be excluded.
- C. Interviews** – After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. Respondents who are “short- listed” should expect and anticipate subsequent interviews which will most likely focus not only on the Respondent’s program approach but also on an appraisal of the design professionals who would be directly involved in the Project. “Short listed” respondents may be asked to make a presentation to the City Council. If a presentation to the Council

is requested, it will be necessary that additional RFQ response submittals be provided by the “short listed” respondent.

- D. Inquiries** – Do not contact the Mayor and City Council or the Staff Evaluation Team to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so. Process inquiries may be directed to Mr. Jeff Flanigan, City Administrator for the City.
- E. Cost of Responses** – The City will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. Contract Negotiations** – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- G. No Obligation** – The City reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the City’s best interest; or (6) cancel the entire process.
- H. Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Texas. A minimum of 2,000,000. Per Occurrence

## **IX. SUBMITTAL INSTRUCTIONS**

Sealed submittals are required. Submittals must be delivered to The City of Parker, Texas, at the address set forth below at or before **2:00 pm on \_\_\_\_\_**. All submittals must be labeled on the outside with the Respondent’s name, the name of the Project – “Parker, Texas Municipal Center Project 2017”. Late submittals shall not be considered. Five (5) copies of the response are to be addressed to:

City Administrator  
City of Parker  
5700 East Parker Road  
Parker, TX 75002

To enable the City to efficiently evaluate the responses, it is important that Respondents follow the required format in preparing their responses.

**RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY  
NOT BE EVALUATED.**

Each copy of the response shall be bound using a semi-permanent binding method, to ensure that pages are not lost. Pages shall be no larger than letter size (8 ½" by 11") or, if folded to that dimension, twice letter size (11" by 17") each section (defined below) shall be separated by a tabbed divider. Elaborate covers and permanent binders are not required. Five copies are required and font size shall be 12.

## **X. CONTENT OF SUBMITTAL**

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

A table of contents should be next, followed by dividers separating each of the following sections:

- **Divider #1: Letters**

The first page following the divider shall be a letter transmitting the response to the City and stating that the proposal set forth in it remains effective for a period of 60 calendar days. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the Respondent. Cover letter shall state why your firm stands out over other firms.

- **Divider #2: Firm Information**

- Firm name, addresses, and telephone numbers of all firm offices.
- Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- Years firm has been in business.
- Names of principals in firm.
- Primary contact.
- Organizational description.
- Description of firm's philosophy.

- **Divider #3: General Company History/Qualifications**

- A brief history of the Architect and the services routinely provided in-house on municipal (or related) building projects.
- An organization chart that explains team member responsibilities.
- The resumes of all persons to be assigned to the project with their prospective roles identified.
- Documentation that the firms on the Architect's team (architects and engineers) are registered in the State of Texas.

- **Divider #4: Financial and Legal Status**

- Describe the general financial capability of the Respondent. If requested during the selection or negotiation process a financial statement and balance sheet may be required.

- b. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed, in the past 5 years.
  - c. List all litigation against or involving the firm or its agents or employees with respect to any work performed, in the past 5 years.
  - d. Provide certificate of insurance.
- **Divider #5: Experience and References**
  - a. Discussion of Architect's experience in working with Government Agencies.
  - b. List of five representative Municipal (and Governmental) projects completed in the last five years, whether ongoing or completed, including references. Please begin with projects in Texas. For each, please provide:
    - i. Project name and location
    - ii. Year completed
    - iii. One page description of project
    - iv. Names, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project.
    - v. Names, addresses and telephone numbers of general contractor and engineer
    - vi. Construction cost and whether or not it was within the project budget.
    - vii. Construction time and whether or not it was completed on time.
    - viii. List of references
  - c. List of all projects currently under contract, and percentage of completion for each project
- **Divider #6: Management and Organizational Approach** – on two pages or less, please describe your management and organization approach to the project. The following should be addressed within this description:
  - a. Please describe your firm's understanding of the project.
  - b. Describe how the firm will organize to perform the services.
  - c. Describe how the firm will solicit in the programming and design phases the interested stakeholders. This includes community residents, city council, staff and users.
  - d. Provide procedures for assisting in the development of project scheduling, coordination of consultants, quality and cost control.
  - e. Describe the architectural team's approach to communication with the City and Construction Manager, and if architectural group can provide CMAR.
  - f. Description of Architect's approach to code analysis and jurisdictional approvals.
  - g. Provide project schedule
  - h. Team's LEED experience on similar type projects.

\*In the event that two or more architectural firms are collaborating, dividers 2-6 must be filled out for each company, with responsibilities clearly delineated between firms.

CITY COUNCIL  
FUTURE AGENDA ITEMS

MEETING DATE	ITEM DESCRIPTION	CONTACT	Notes
<b>2017</b>			
TBD	2017 City Fee Schedule	Flanigan	2015-16 Approved 2/29; added 2016-17 to FAI
TBD	Create a comprehensive zoning ordinance review committee (Fence Requirements, Alarm, Solicitors)	Council	discussion requested 3/17
TBD	Annual Codification Supplement	C'Sec	March
TBD	Staff Contract Policy	Shelby/Staff	10/18/2016 CC Mtg 2016-1018
Jan., Apr., July., Oct.	Republic Waste Report	Bernas	REQUIRED PER ORDINANCE AND AGREEMENT.
Jan., Apr., July., Oct.	Fire Dept. Report	Sheff/Barnaby	
April	Leg. Update	Marshall	20161206 Mayor meet w/Jodi and Report
April	Atmos Settlement		
April 4, 2017	Water Impact Fees	Flanigan/Birkhoff	P.H. for Water Impact Fee & Adopt Water Impact Fee
April 4, 2017	Reserve at Southridge Annexation Adoption	Shelby	1st P. H. for Resreve at Southridge
April 18, 2017	Reserve at Southridge Annexation Adoption	Shelby	2nd P. H. for Resreve at Southridge
May	ASSC Annual Membership Dues	Finance	Annual Membership Fee; Res2015-475; 2016-509
May 9, 2017	Reserve at Southridge Annexation Adoption	Shelby	Adoption of Reserve at Southridge Annexation
May 16, 2017	Canvass	C'Sec	Annual

CITY COUNCIL  
FUTURE AGENDA ITEMS

MEETING DATE	ITEM DESCRIPTION	CONTACT	Notes
May 16, 2017	Administer Oath of Office to Elected	Marshall	
May 16, 2017	Appointment of the 2017-18 Mayor Pro Tem	Marshall	
May 16, 2017	2017-18 Chief Inv. Off. & Committee		