

**MINUTES**  
**CITY COUNCIL MEETING**  
**May 4, 2010**

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

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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 Cordina called the meeting to order at 7:00 p.m. with Councilmember's Marshall, Threadgill, Evans and Levine present. Councilmember Sumrow was absent. A quorum was present.

Staff present: City Attorney Jim Shepherd, City Administrator Dena Daniel, City Secretary Carrie Smith, Assistant City Administrator Jeff Flanigan, Finance Manager Johnna Boyd, Fire Chief Mike Sheff, and Police Chief Tony Fragoso.

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**PLEDGE OF ALLEGIANCE**

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Resident Dave Leamy led the pledge to the American Flag.  
Councilmember Marshall led the pledge to the Texas Flag.

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**PUBLIC COMMENTS** The City Council invites any person with business before the Council not scheduled on the agenda to speak to the Council. No formal action may be taken on these items at this meeting. Please keep comments to 3 minutes.

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Stacy Patrick, 5202 Ravensthorpe Drive – opposed public use of city facilities

Stephanie Casson, 1807 Dublin Road – in favor of public use of city facilities

Debbie Piziali, 6616 Estados Drive – opposed to the use of city funds to construct the monument sign for the Municipal Complex

Andy Piziali, 6616 Estados Drive – in favor of public use of city facilities

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**INDIVIDUAL CONSIDERATION ITEMS**

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1. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON MEETING MINUTES FOR APRIL 20, 2010.

MOTION: Councilmember Levine motioned to approve the minutes as written. Councilmember Marshall seconded with Councilmember's Marshall, Threadgill, Evans, and Levine voting for. Motion carried 4-0.

2. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON USAGE OF CITY FACILITIES.

Staff researched the number of area cities that allow the use of Council Chambers by the public. Most cities have another public meeting area and do not allow the usage of Council Chambers.

In Councilmember Sumrow's absence she prepared a written statement. City Administrator Daniel read her statement aloud for the record. (Exhibit A)

There was discussion on other locations in the City that may be used for community gatherings. The cost to rent the facility was more than most would want to pay. A list of pros and cons were reviewed. (Exhibit B)

MOTION: Councilmember Evans motioned to keep the rules as currently adopted by Resolution 0320-01A. Councilmember Levine seconded with Councilmember's Threadgill, Evans, and Levine voting for. Councilmember Marshall opposed. Motion carried 3-1.

### 3. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON A MONUMENT SIGN FOR THE MUNICIPAL COMPLEX.

Installation of a monument sign for the municipal complex was budgeted in 2009-2010.

The estimated cost of the sign is \$12,000, turn-key. Use the stone from fire station. See Exhibit C. The City has an additional \$10,000 in revenue from the Education Corporation.

In Exhibit C the font for "Municipal Complex" is to be changed.

MOTION: Councilmember Marshall motioned to have staff move forward with the monument sign with the costs remaining below \$12,000. Mayor Pro-tem Threadgill seconded with Councilmember's Marshall, Threadgill, and Evans voting for. Councilmember Levine opposed. Motion carried 3-1.

## **ROUTINE ITEMS**

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### 4. FUTURE AGENDA ITEM REQUESTS.

May 18 – Canvass the General Election

### 5. UPDATES

- a. USTI Training Event – Finance Manager Johnna Boyd presented at the annual USTI conference.
- b. Fire Chief Sheff noted the response times have changed since the move to the new station. The time has lowered due to people being at the station with calls come in.
- c. Police Chief Fragosso noted the move to the new station is 90% complete.

6. ADJOURN

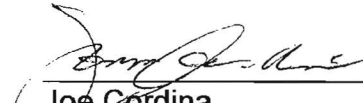
Mayor Cordina adjourned the meeting at 8:07 p.m.



ATTESTED:

  
Carrie L. Smith, TRMC  
City Secretary

APPROVED:

  
Joe Cordina  
Mayor

APPROVED on the 18th day of  
May, 2010.

Exhibit A  
May 4, 2010

**Carrie Smith**

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**From:** Dena Daniel  
**Sent:** Tuesday, May 04, 2010 4:02 PM  
**To:** Carrie Smith  
**Subject:** FW: Position on Use of Council Chambers for outside use

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**From:** Allison Sumrow [mailto:asumrow@verizon.net]  
**Sent:** Tuesday, May 04, 2010 3:53 PM  
**To:** Dena Daniel  
**Cc:** Joe Cordina; 'Jim Shepherd'; jthreadgill(tx.rr.com)  
**Subject:** Position on Use of Council Chambers for outside use

Dena, I will not be at the meeting this evening, I'd like you to share my position with the Council.

I support using the Council Chambers (and only the Council Chambers) for meetings that do not pertain to City business, within certain guidelines.

- 1) **Size of meeting:** I believe there should be a limit to the number of participants anticipated for each scheduled meeting. I do not know what that precise number is, and look to City staff to provide that recommendation. The number is obviously below the occupancy number allowed by the fire code, and should take into consideration parking, furnishings, the impact on the septic system, and the length of the meeting. (A larger number of people for a shorter period of time is easier on the septic than a large number for an all day meeting.)
- 2) **Number of meetings allowed:** Because of our building size and our small City staff, I would not support an unlimited number of meetings each and every week. There should be some restrictions, and use of the building should be on a first come, first served basis. I believe the number is somewhere around 2 or less daytime meetings per week, 1 evening meeting, and 1 weekend meeting. Weekend meetings maybe problematic for City staff, and would support a restriction on weekend meetings if this is the case. And, the number that I'm suggesting is somewhat arbitrary, and would look to City staff for input on the impact of these meetings.
- 3) **Costs:** I have seen some cost data from neighboring cities, and would like to have a recommendation from City staff that would incorporate several costs: administrative time for scheduling and set up, staff time during the meeting, staff overtime if the meeting is in the evenings or on the weekends, and costs for wear and tear. In addition, there should be guidelines that would define when police presence is needed, and there should be an additional cost for this.
- 4) **Reason for meetings:** The meetings should be for non-profit or community groups, and not for purposes of generating revenue for groups (no flea markets, bake sales, etc.) In addition, the purpose should be a "business meeting", and not an activity, like a pinewood derby.

I'm sorry I won't be there, and do hope that we approve public usage, within certain restrictions.

Thanks,

Allison

Exhibit B  
May 4, 2010

## Pros

A Place for Citizens /Public to Meet  
Sense of Community

## Cons

Increase in Liability Insurance

The user must either provide his own proof of insurance so there is NO increase in our insurance cost, or If they have NO insurance, then we will get a quote on what the impact would be to our policy and we can add this cost to the rental. Please have this quote tonight for presentation, if at all possible.

**No quote from TML – they just want us to minimize our risk. Not up to the city to provide coverage.**

Johnna has identified a resource for individuals/groups to buy liability protection – they need to show proof of insurance (just like in our cars)

Potential Litigation

We are indemnified by the agreement – we can add this wording if it does not say these exact words – we can have EVERYONE sign in on a form with this Release of Liability clearly stated at the top.

Staff Time – Pay

The user pays for the overtime

Staff Production the Next Day after 4 hours OT

We control the amount of time and the START time/end time the room is being used (2 hour MAX – NOT 4 hours).

**If the room is not rented until 7PM would we ask them to leave and come back for 2 hours?**

Yes, they would need to return at 30 minutes prior to the projected start time. So for a two hour meeting the total "Paid Time" by the user is for 2.5 hours. This works out to: staff time &  $\frac{1}{2}$  = \$110 rounded (our personnel real cost). There needs to be some cushion built into the pricing – the city must have some measure of "profit" for future equipment replacement needs. The \$110 estimated would go to the employee on payday – the excess is retained by the city as a "profit." What this number will be the Council must make that call. Police time is only charged if the need for in-person police is required. There is no charge for police time if it is not needed or used. If it is used, but not requested it will come from the Security Deposit.

Demand on Septic System

We are limiting the group to 25 persons. This has NOT been a limiting factor for our 72 person meetings in the past, certainly 1/3 this number (if ALL the persons used the facilities) would not render our system inoperable. If it does, we will replace the system.

**I believe that limiting the number is key to this issue.**

Under control – group size is pre-defined.

Scheduling Concerns for City Business

City ALWAYS TAKES PRIORITY – see the agreement

**I thought this was emergency for City Council.**

See agreement for wording. City business trumps non-city business in all cases. We must consider the welfare of the majority.

Increased Utility Costs (Water/Electricity)

Covered by the rental fees – just be sure to include some extra over and above the OT – this could be as much as 1 cent/person/per bulb – see the following website for the calculation chart:

[http://www.ajdesigner.com/fl\\_light\\_bulb/light\\_bulb.php](http://www.ajdesigner.com/fl_light_bulb/light_bulb.php)

**I'm sure these costs would be minimal – but still a cost.**

Figure how much you want to allocate from the fee to be applied to replacement light bulbs. It is probably less than 2% of what our fee will be – The staff base cost is \$85.98 + police on-site (if required) will be \$99.16 for a total of \$185.14 (\$190 for 2 hours use)

Increase in Toilet Supplies

See above – looking at 2 cents/person based on actual cost per 1000/sheet roll/ 20 sheets max/use. For men the average is a LOT LESS! (Don't squeeze the Charmin!)

**Same as above – still a cost – even a minimal cost.**

Who is going to worry over 2 cents??? If it is a concern put a penny jar in each rest room! ☺

Wear on Carpet, Paint, Chairs, Tables

Security deposit covers this – we can assess the damage amount based on our judgment. See Agreement

**The security deposit would not cover wear and tear. More meeting – more wear and tear.**

NO use of the dais will be permitted. Floor meetings only – with 25 or less this is real easy to do.

Cleaning Needs

Routine – we BETTER be doing this already!! Or we will have lots of creatures in city hall!

**We certainly do routine cleaning. The concern is the shape of the room after the meeting and getting it ready for the next day's business. The attendees may track in mud or leaves unknowingly.**

You will call in a cleaning service and the cost will be deducted from the Security Deposit. They sign an agreement acknowledging this.

Damage to Room (projector/wiring) or Structure

Covered by security deposit –but city projector is PROHIBITED for USE!!!

Security and Integrity of our Electronic Files

All doors are locked and secure, we have on-site personnel and emergency personnel within a 2 minute response should a vandalistic action be attempted from a member of the group of taxpayers in attendance.

**All renters may not be taxpayers. The internet service which is hooked into our server is available in the Council Chambers**

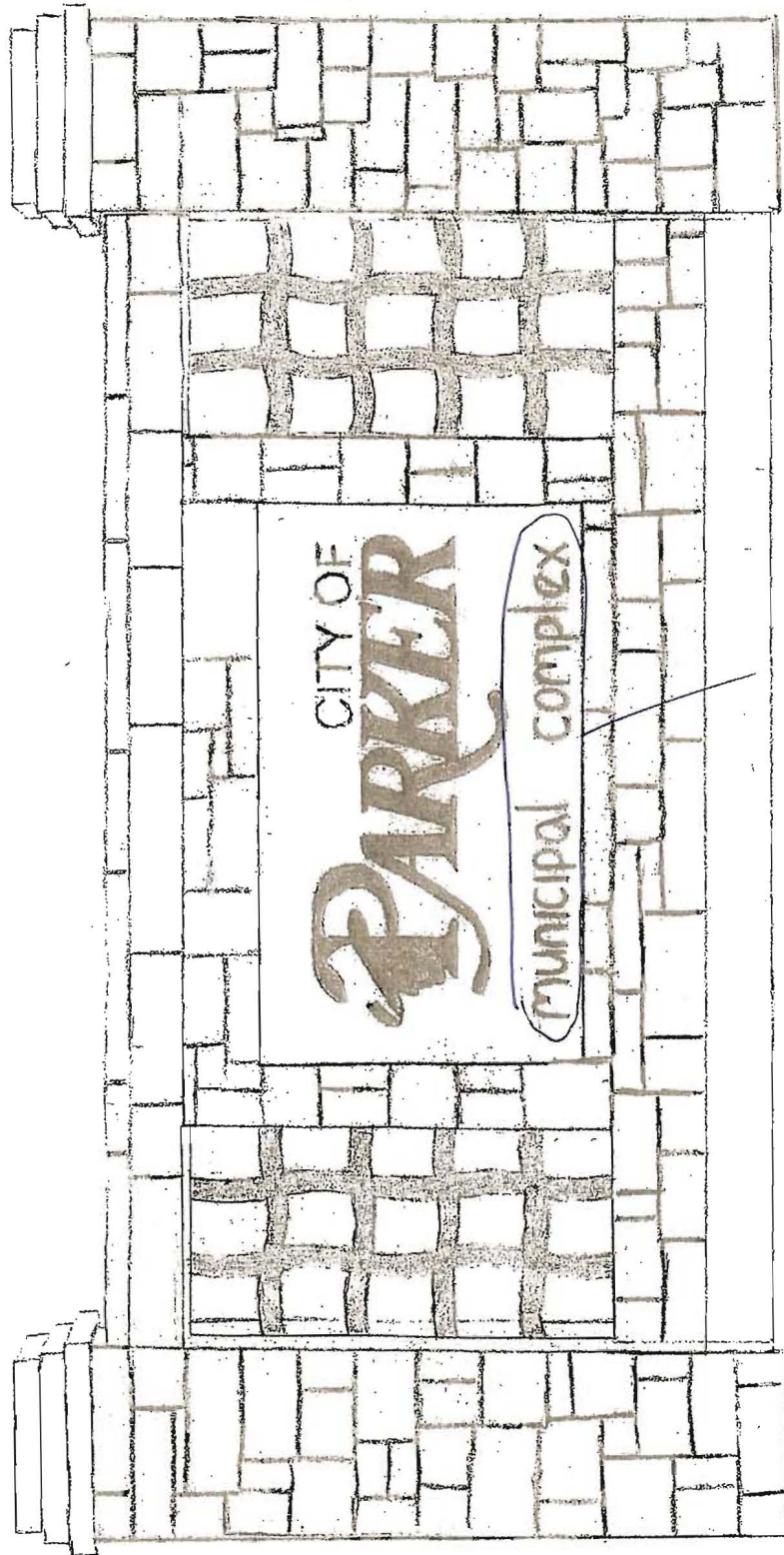
Internet service does not mean server access. Everyone can get internet service at McDonalds, but intruding into their server is a completely different situation.

Offense to Some Citizens Over Content of Meeting

**Some citizens may be offended by a group that would request and be granted the ability to rent the facilities.**

We require an agenda.

Exhibit C  
May 4, 2010



Change  
font.