

MINUTES
CITY COUNCIL MEETING
DECEMBER 12, 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 Z Marshall called the meeting to order at 4:00 p.m. Council members Scott Levine, Cindy Meyer, Lee Pettle, Cleburne Raney, and Ed Standridge were present.

Staff Present: Finance/H.R. Manager Johnna Boyd, City Secretary Patti Scott Grey, City Attorney Brandon Shelby, Fire Chief Mike Sheff, and Police Chief Richard Brooks

Mayor Marshall noted City Administrator Jeff Flanigan was out with the flu; therefore, a review of the Public Works Department, regarding streets and water, and a portion of General Government, would be addressed at the next City Council meeting, scheduled for January 16, 2018. However, the Mayor did remark that Randall B. Scott, AIA, Founding Principal & CEO and Preston Scott, Associate VP Business Development, with Randal Scott Architects were present to review options for our future Municipal Complex.

PLEDGE OF ALLEGIANCE

AMERICAN PLEDGE: Mayor Pro Tem Levine led the pledge.

TEXAS PLEDGE: Councilmember Cindy Meyer 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.

Mayor Marshall read a letter from Mary Anne Seale, 4209 East Parker Road, and asked that the letter be entered into the record. [See Exhibit 1 - Mary Anne Seale's December 12, 2017, 9:48 a.m. email, regarding Home Rule Committee.]

WORK SESSION

Mayor Marshall gave an overview of the purpose of tonight's meeting, stating tonight's presentations were not budget requests at this time, but items to consider for future two to twenty (2 – 20) years planning purposes.

At our current rate of growth, Parker is expected to have an approximate population of 12,000 - 15,000 at build out, based on current zonings. The Mayor reviewed the City's current Single-family residential district (SF) zoning with a minimum two (2) acre lots,

and Single-family transitional district (SFT) with transitional zoning adjacent to the city, having one and a half (1 ½) net acre lots. An exception being made for Parker Lake Estates, Phase 1, which has some half (½) acre lots. The City of Parker, Texas, has no industrial, commercial, retail or multi-family zoning uses, except for eight (8) acres in the Northeast corner of the city in King's Crossing, which has a restrictive commercial use attached to the development agreement for certain types of commercial possibilities such as an insurance agency, bank, accounting firms, etc. Generally speaking, the City of Parker is a large residential lot community with needs for public safety and a Municipal Complex to provide services to its residents.

1. 2017-2018 ANNUAL PLANNING SESSION

a. POLICE

Parker Police Chief Brooks anticipates approximately 22 staff members, nineteen (19) sworn officers and three (3) civilians with six (6) patrol vehicles and six (6) unmarked vehicles. The City would have two (2) sworn officers on duty at all times (all shifts), while still allowing for necessary vacations, sick leave, training and other absences. The approximately 22 staff members would include patrol officers, investigators, a records manager and administrative staff. [See Exhibit 2 – Chief Brooks' December 12, 2017 Parker Police Department – Planning for Our Future handout.]

b. FIRE

Parker Volunteer Fire Department (PVFD) Chief Sheff anticipates, within the next five (5) years, the City will need a new fire engine, which would cost approximately \$750,000. He suggested options for the engine replacement. The Chief also said if the City decides to go to a full time paid fire department, it would cost approximately \$1.3 million dollars. However, Chief Sheff recommended City Council consider enhancing the City's mutual aid agreements to automatic aid agreements with Allen, Fairview, Lucas, Plano, Murphy, Wylie, and other nearby cities. This would mean the closest fire station would respond, allowing the City of Parker to only have two (2) trucks and four (4) member crews instead of a full time paid department. The City would have the benefit of a full time paid department through automatic aid agreements with various cities. This option would cost an estimated \$500,000 per year for a paid fire chief, firefighters/Emergency Medical Technicians (EMTs), fire equipment and a fire investigator, if necessary. [See Exhibit 3 – Chief Sheff's December 12, 2017 Parker Fire Department – Planning Session December 2017 handout.]

c. PUBLIC WORKS

Mayor Marshall reminded everyone due to the City Administrator being absent, the Public Works and General Government items on tonight's agenda would be addressed at the next City Council meeting, scheduled for January 16, 2018.

1. STREETS

2. WATER

Mayor Marshall recessed the meeting for a short break at 5:34 p.m.

Mayor Marshall reconvened the meeting at 5:45 p.m.

d. GENERAL GOVERNMENT

- MUNICIPAL BUILDINGS – RANDALL SCOTT ARCHITECTS, INC.

Randall B. Scott, AIA and Founding Principal & CEO, reviewed the Parker Municipal Complex project, stating his firm anticipates it will take approximately two and a half (2 ½) months to complete a needs assessment for the project. This would be followed by designing the building or buildings and construction, which he expected would take about fifteen (15) months. Mr. Scott estimated the entire project would take approximately two (2) years to complete. Mr. Scott indicated his firm often worked with a City Manager/City Administrators and/or project committee for input and feedback. [See Exhibit 4 – Randal Scott Architects' December 12, 2017 City Hall and Police Facility Project Analysis handout.]

Mayor Marshall commented that the City Council is still in contract negotiations with Randall Scott Architects; therefore, the project is subject to change.

EXECUTIVE SESSION - Pursuant to the provisions of Chapter 551, Texas Government Code, Vernon's Texas Codes Annotated the City Council may hold a closed meeting.

2. RECESS TO CLOSED EXECUTIVE SESSION IN ACCORDANCE WITH THE AUTHORITY CONTAINED IN:

- Section 551.074 - (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or (2) to hear a complaint or charge against an officer or employee.

Mayor Marshall recessed the regular meeting to Executive Session at 6:07 p.m.

3. RECONVENE REGULAR MEETING.

Mayor Marshall reconvened the meeting at 6:55 p.m.

4. ANY APPROPRIATE DELIBERATION AND/OR ACTION ON ANY OF THE EXECUTIVE SESSION SUBJECTS LISTED ABOVE.

No action was taken.

5. ADJOURN

Mayor Marshall adjourned the meeting at 6:56 p.m.



APPROVED:



Mayor Pro Tem Scott Levine

ATTESTED:



Patti Scott Grey, City Secretary

Approved on the 17th day
of January, 2018.

Patti Grey

From: Mary Anne Seale [REDACTED]
Sent: Tuesday, December 12, 2017 9:48 AM
To: Patti Grey
Subject: Letter
Attachments: Letter to Home Rule Committee.doc

Hi Patti,

I am attaching a letter that for Chairman Levine and members of the Home Rule Committee that I would appreciate being read tonight for inclusion in the minutes. I would also appreciate this letter being read at the next City Council meeting during public concerns.

Thanks so much for your help.

Mary Anne Seale



Virus-free. www.avg.com

EXHIBIT 1

*Mary Anne Seale
4209 East Parker Road
Parker, Texas 75002
972 [REDACTED] (home) 972 [REDACTED] (cell)
[REDACTED]*

December 12, 2017

Mayor Pro-Tem Scott Levine, Chairman
Home Rule Committee Members
City of Parker

Dear Chairman Levine and Committee Members,

I understand you are having the first meeting of the Home Rule Committee tonight. Unfortunately, I am unable to attend so I am writing a letter that I wish to be read at the meeting and included in the minutes. I appreciate your willingness to serve on this committee, but I am very concerned about the diversity or lack thereof of the members.

The citizens were told that this committee would represent the entire city and would have members who had been here for many years as well as newer residents. When I read the list of names, I was very surprised. Only one member, Joe Cordina, has lived here for any length of time and is the only one east of City Hall. I do not consider that diversity. The majority of the committee has been here less than five years and most live in the area surrounding Brooks Farm. Again, I appreciate your willingness to serve, but there are many areas of the City that are not being represented.

The citizens of Parker have fought long and hard to maintain our standards and our way of life. It concerns me greatly that none of these citizens who have helped fight those battles except for one are on this committee. The vision and perspective of long-time citizens would help in drafting these plans. Having members from the entire city would give more perspective and knowledge of Parker's needs.

My husband and I have been Parker residents since 1975, and both of us have served the city in various ways for many years. We are proud citizens and want only the best for our City and our neighbors.

Respectfully,

Mary Anne Seale



Parker Police Department

Planning for Our Future

EXHIBIT 2



Vision Statement

The Parker Police Department is committed to providing high quality police services to the community through community partnerships, problem-solving strategies, innovation, creativity, adaptability to an ever-changing environment and a participative management style through highly trained and disciplined employees using the latest technology.

Furthermore, we recognize that our most valuable resource in this commitment is our people and we strive to create a positive working atmosphere where creativity and participation abound.



Goal and Objective

- New Building
- Continue to grow our staff to ensure a safe, well-trained work force.



Our Future Plan

- 2 – 5 Year Plan
- 5 – 10 Year Plan



New Building

- Sufficient space
- Designed with Police Work in mind.
 - Property Room (Large Item Storage)
 - Records Storage
 - Equipment Storage
 - Training Room
- Evidence Processing Equipment/Space
- Firearms/Ammunition Storage
- Crime Investigation (Interviews/Processing)
- Secured Staff/Police Vehicle Parking

2 - 5 Year Planning



Parker Police 2-5 Year Planning (2017-2023)

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Font: Arial Size: 16 Alignment: Center Number: \$ - %

Clipboard

Parker Police Department 2-5 Year Planning - 2017

		FY 2019 - 2020	FY 2020 - 2021	FY 2021 - 2022	FY 2022 - 2023
1	Uniformed Services Division				
2	Personnel	1 - Sergeant	1 - Sergeant	1 - Sergeant	1 - Sergeant
3		1 - Officer	1 - Officer	5% Commanders to Assistant Chiefs	
4					
5	Equipment	Patrol Vehicle	Patrol Vehicle	Patrol Vehicle (2)	Patrol Vehicle
6					
7	Replacement				
8					
9	NEW				
10	Administrative Services Division				
11	Personnel				
12					
13	Equipment				
14	Replacement				
15					
16					
17					
18	NEW				
19					
20	Sworn	2	2	2	1
21	Civilian	0	0	0	0
22	Total Staff by Year	Total	2	2	1
23	Total Staff	10	13	15	18
24	Patrol Vehicles	1	1	1	1
25	Vehicles by Year				
26	Unmarked Vehicles	3	3	4	5
27					
28					
29					

Sheet1 + READY

5-10 Year Planning



EXHIBIT 3

Planning Session
December 2017



Discussion Topics – Three year vision

- Basis of Coverage (what's our mission?)
 - Fire Suppression
 - Emergency Medical Services
 - Fire Prevention
- NFPA Standard 1710 or 1720 (what are threshold expectations on a national scale)
- Balance Basis of Coverage specific to Parker with National Standards
- Recommended Course of Action

Basis of Coverage - Currently in Operation

PFD, presently a substantially volunteer department, provides 1) fire suppression, 2) first responder, advanced life support capable (non-transport) emergency medical service, and 3) fire prevention activities.

Operations are performed out of a single centrally located fire station housing two engines (one held in reserve), one aerial/ladder truck capable of both engine and ladder company operations, one brush truck and other misc. vehicles.

Strategic alliances include 1) 24/7 advanced life support ambulance service (transport) as a member of a multi-jurisdictional coalition, 2) automatic aid agreements (Wylie, Lucas, Fairview) for fire suppression and other resources as needed, 3) mutual aid agreements with all other Collin County cities for fire suppression and other resources as needed, and 4) the Collin County Arson Task Force for investigative services as needed.

We are an ISO Class 2 fire department placing us within the top 10% of fire departments nationally.

Basis of Coverage – Current Operations

- PFD is a “combination” fire department combining part-time paid personnel with volunteer members. All are held to the same standards with regard to firefighting. Volunteers are encouraged to obtain, but need not have, medical certifications. Medical certifications are required of paid members.
- Our staffing model includes day coverage (8am – 6pm, seven days) by two part-time paid personnel (officer, driver) plus one stipend volunteer firefighter. At all other times coverage relies on volunteers responding to the station generally from their residence. A test program involving up to two “sleep-over” stipend volunteers is presently in progress.
- We generally achieve a 5 minute response by the “day crew” and an 11 minute response at all other times.
- With our automatic aid partners supplemented by mutual aid companies, we generally complete a full first alarm, structure fire assignment (under NFPA standards) in 15 minutes.

National Standards

- National standards have been established by the National Fire Protection Association as well as other agencies covering emergency operations, occupational safety, administrative and many other matters.
- For most paid departments, the NFPA standard (1710) requires a 4 minute response for the first fire or EMS unit and completion of a full first alarm within 8 minutes for structure fires (each 90% of the time).
- For volunteer and small paid departments NFPA standard (1720) acknowledges the challenge of assembling the necessary fire resources and provides greater latitude based upon population density.
- We generally are in compliance with NFPA 1720 standards.

Strategic Vision – Objectives of any Plan

- Compatible with City Development and Citizen Expectations
- Compliant with NFPA Standards
- Achieve Resource and Deployment Thresholds
- Scalable
- Affordable
- Leverage current strategic relationships where possible

Strategic Vision – Anchor Point

- Infrastructure
 - ✓ Fire Station – centrally located; can accommodate existing apparatus fleet.
 - Fire Station – principal “gap” is the lack of sleeping quarters.
 - ✓ Apparatus – two engines and one ladder truck meet the needs of the fire district when combined with resources from other fire departments.
 - Apparatus – fleet is aging and will require replacement (engine) in the next 5 years.

Strategic Vision – Anchor Point

- Staffing
 - ✓ Substantially volunteer based supplemented by part-time paid personnel.
 - ✓ Predictable levels of staffing (paid/stipend) between 8am and 6pm that is presently answering 55-60% of calls for service.
 - At all other times staffing is unpredictable and can result in insufficient response by volunteers. This is the principal “gap”.
- Compliance with NFPA deployment standards
 - ✓ Generally in compliance with NFPA 1720.

○ Citizen expectations?

Consideration of a Strategic Option

- Beginning with fiscal 2018/2019:

- In lockstep with Lucas FD, enter into a dispatch agreement with Wylie FD who currently dispatches ambulances for Parker and who also possesses direct dispatch capabilities for Murphy and Fairview FDs.
- Continue automatic aid with Wylie, Lucas and Fairview. Convert mutual aid agreement with Murphy to an automatic aid agreement.
- Result:
 - ✓ A single dispatch platform for fire stations located in Lucas (northern sector coverage for Parker), Wylie (west sector coverage), Murphy (southern sector coverage). Combined with Parker fire station (east sector coverage) leverages a single Parker fire station into a four station matrix.
 - ✓ A first alarm assignment (dispatched simultaneously) consisting of a minimum of four fire trucks plus chief officers from neighboring cities plus a Fairview fire truck thereby completing a first alarm in a timeframe closer to NFPA 1710.

Consideration of a Strategic Option - Cost

- On going - based on current discussions with Wylie, Parker would cover 50% of the cost of a single dispatcher and Lucas would cover the other half. Presently \$85,000 all in of which Parker would be responsible for \$42,500.
 - Partially offsetting this cost would be cancellation of dispatch services from Plano presently costing approx. \$22,000. We would continue leasing usage of the PAWM radio system unchanged from the current model.
 - Additionally, telecommunication costs plus maintenance agreements with software licensors.
- One time – Approx. \$100,000 for required computer terminals (tablets) in all fire apparatus plus necessary software.
 - Presently, the majority of funding can be accommodated by retained fundraising proceeds.
- Key decisioning factor – Other than a shared dispatcher cost, each city independently funds its own fire department based upon its own needs.

Consideration of a Strategic Option – Key Benefits to Parker

- ✓ Immediate benefit based on current needs and citizen expectations
 - One fire station.
 - A single front line fire apparatus (Truck 811 plus E811 as reserve).
 - Achieves a faster response by the closest fire station.
- ✓ Achieve first-due apparatus deployment requirements under NFPA 1720 and narrow the time gap in concentrating sufficient fire resources for a full first alarm under NFPA 1710.
- ✓ Scalable – as Parker develops the strategic alliances cover Parker's growth over the intermediate term. Future considerations - the addition of an ambulance as EMS demand increases or –much longer term – the addition of a second Parker fire truck driven by call volumes.
 - Affordable
- ✓ Leverages existing automatic and mutual aid arrangements
- ✓ Enables focus by city council on a single foundational element – that of staffing.

Strategic Planning – Focus on a single controllable element

- Having addressed distribution and concentration, Council can focus on staffing a single fire truck.
 - Extend day coverage to 12 hours covering commute periods
 - Add a third paid firefighter (keeping stipend volunteer position)
 - Achieve consistent and timely night coverage (duplicate day coverage)
 - Add paid administrative level (fire chief)

EXHIBIT 4

CITY HALL AND POLICE FACILITY PROJECT ANALYSIS CITY OF PARKER CITY HALL & POLICE COMPLEX

COPYRIGHT RANDALL SCOTT ARCHITECTS, INC. DEC. 12, 2017

City Halls/Muni. Court	Population*	Building SF	Cost	Completion
Granbury	6,000	27,800	4,000,000	2003
Commerce	9,000	17,000	2,300,000	2007
Vidor	11,000	16,500	4,500,000	2010
Prosper	18,500	53,000	18,500,000	2018
Boerne	14,725	45,000	16,900,000	2019
North Lake	2,400	16,000	TBD	TBD
Glenn Heights	12,500	12,013	2,700,000	TBD
Fulshear	8,500	51,486	19,300,000	2020
Anna	13,000	31,500	11,970,000	2019
Canadian	2,900	7,235	2,532,250	2016

Police Facilities	Population	Building SF	Cost	Completion
Granbury	6,000	7,500	1,837,500	2003
Center	5,400	10,467	2,200,000	2006
Glenn Heights	12,500	19,635	4,417,000	TBD
Prosper	9,600	9,980	2,844,000	TBD
Anna	13,000	13,500	5,251,500	2019
DPS State Trooper Facil.	N/A	30,350	9,000,000	2015
Fulshear	8,500	22,227	7,780,000	2020
North Lake	2,400	6,000	TBD	TBD

* Population shown based at the time of RSA's design