CITY OF PARKER

MINUTES

CITY COUNCIL MEETING

MARCH 2, 2021

IMMEDIATELY FOLLOWING THE PRESENTATION

7:00 P.M. – 7:15 P.M.
SOFTWARE PRESENTATION
(See Exhibit 1 – Ellis "Skip" Cave's PowerPoint presentation, dated March 2, 2021.)

The Council meeting was open to the public and live streamed. The City of Parker provided disposable face masks and hand sanitizer. Citizens were told, if they felt uncomfortable attending the meeting in person, they should send public comments to the City Secretary at PGrey@parkertexas.us prior to 3:00 PM the day of the meeting.

CALL TO ORDER – Roll Call and Determination of a Quorum

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

Mayor Lee Pettle called the meeting to order at 7:31 p.m., after the software presentation by Ellis "Skip" Cave, 4407 Springhill Estates Drive. Mayor Pro Tem Ed Standridge and Councilmembers Diana M. Abraham, Terry Lynch, Cindy Meyer, and Michael Slaughter (attended virtually) were present.

Staff Present: City Administrator Luke Olson, Asst. City Administrator/City Secretary Patti Scott Grey, Finance/Human Resource Director Grant Savage, City Attorney Brandon Shelby, Public Works Director Gary Machado, Fire Chief Mike Sheff, and Police Chief Richard Brooks

PLEDGE OF ALLEGIANCE

AMERICAN PLEDGE: Ellis "Skip" Cave led the pledge.

TEXAS PLEDGE: Jim Reed 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.

Gregor Ulteig, 4006 Sycamore Lane, expressed concern regarding the lack of a stop sign at Chaparral Road and S. Allen Height Drive, Allen, Texas. Mr. Ulteig said it was a public safety issue and asked that the problem be addressed. Also, Mr. Ulteig indicated the road grader, used the City's Public Works Department as a snowplow, damaged blue reflectors on Sycamore Lane, during the recent snow. He asked the City look into the matter and get the reflectors replaced.

Jim Reed, 4703 Boulder Drive, indicated Dublin Road deteriorated since its recent repaving. Mr. Reed asked City Staff to investigate, recovering a portion of the cost since repaving did not last as anticipated.

ITEMS OF COMMUNITY INTEREST

- PARKS AND RECREATION COMMISSION (P&R) – WEDNESDAY, MARCH 10, 2021, 6 PM -Virtual Only

  The Mayor stated the (P&R) Commission meeting would be virtual and the access code is at the top of the agenda for that meeting on the City's website at www.parkertexas.us when that agenda becomes available.

- COMPREHENSIVE PLAN (COMP) COMMITTEE - WEDNESDAY, MARCH 17, 2021, 6 PM - In-Person and Virtual

  Mayor Pettle said the Comprehensive Plan Committee meeting would be in-person and virtual, and the access code is or will be at the top of the that agenda on the City's website at www.parkertexas.us when that agenda becomes available as well.

- THURSDAY, APRIL 1, 2021 - LAST DAY TO REGISTER TO VOTE FOR THE MAY 1, 2021 GENERAL ELECTION

- REMINDER – May 1, 2021 – General Election (EV and ED Info)

  Mayor Pettle noted, once again, the City of Parker, Texas, is scheduled to hold its municipal election on May 1, 2021 for three (3) Council at-large positions. The filing deadline closed Friday, February 12, 2021, 5:00 PM. Early voting will start April 19trh.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 18	Apr 19 Early Voting 8am to 5pm	Apr 20 Early Voting 8am to 5pm	Apr 21 Early Voting 8am to 5pm	Apr 22 Early Voting 8am to 5pm	Apr. 23 Early Voting 8am to 5pm	Apr. 24 Early Voting 8am to 5pm
Apr 25	Apr 26 Early Voting 7am to 7pm	Apr 27 Early Voting 7am to 7pm	Apr 28	Apr 29	Apr 30	May 1 Election Day 7am to 7pm

- PROJECTED 2021 TAX RATE PLANNING CALENDAR

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 2, 2021. [SCOTT GREY]

2. INVESTMENT QUARTERLY REPORT. [SAVAGE]

3. REPUBLIC WASTE MONTHLY REPORT. [BERNAS]

4. DEPARTMENT REPORTS- BUILDING (JAN), COURT (JAN), FINANCE (monthly financials) (JAN), FIRE (4TH QTR), POLICE (JAN) AND WEBSITE (JAN)

   MOTION: Councilmember Lynch moved to approve consent agenda items 1 through 4, as presented, except #4's Financial report. Mrs. Lynch asked that the January Financials be removed from the consent agenda and placed under individual consideration items for further discussion. Councilmember Meyer seconded with Councilmembers Abraham, Lynch, Meyer, Slaughter, and Standridge voting for the motion. Motion carried 5-0.

INDIVIDUAL CONSIDERATION ITEMS

4. DEPARTMENT REPORTS- FINANCE (monthly financials) (JAN)

Councilmember Lynch said she removed item 4, January Financials, for further discussion, specifically January Financials, page 15 of 21 or page 66 of the City Council (CC) agenda packet, Department 120 – Administration, 84-Maintenance. See below.

Department: 120 - ADMINISTRATION						
80 - PERSONNEL	414,285.00	414,285.00	24,099.56	110,377.41	303,907.59	26.64 %
81 - SUPPLIES	14,100.00	14,100.00	777.15	5,117.02	8,982.98	36.29 %
84 - MAINTENANCE	22,600.00	22,600.00	166.80	24,519.01	-1,919.01	108.49 %
86 - SERVICES/SUNDRY	102,150.00	102,150.00	1,898.38	22,771.84	79,378.16	22.29 %
Department: 120 - ADMINISTRATION Total:	553,135.00	553,135.00	26,441.89	162,785.28	390,349.72	29.43 %

MOTION: After discussion, Councilmember Lynch moved to approve the January Financials. Councilmember Abraham seconded with Councilmembers Abraham, Lynch, Meyer, Slaughter, and Standridge voting for the motion. Motion carried 5-0.

Councilmember Lynch agreed to meet with Mayor Pettle and Finance Director Savage to review additional details that could be beneficial to City Council.

5. DISCUSSION, CONSIDERATION AND/OR ANY APPROPRIATE ACTION DONATION OF A FREE PUBLIC LIBRARY. [TURRENTINE/ULTEIG]

Parker residents, LeAnn Turrentine and Bethany Ulteig, said they would like to donate a free public library to the City of Parker. They would "keep an eye on the library frequently to be sure there are books available" and they "already have a number of books available to stock the library (including some in Spanish, children's books, teen books, etc.)". The purpose is to encourage reading.

Councilmember Abraham thanked Mrs. Turrentine and Mrs. Ulteig and said she thought it was a great idea to encourage reading.

Councilmembers Lynch and Meyer voiced concerns.

Mayor Pro Tem Standridge said he was in favor of the "free" library and suggested an article be included in the next City newsletter.

MOTION: Councilmember Meyer moved to approve the donation of the little free library concept with custom box. Mayor Pro Tem Standridge seconded with Councilmembers Abraham, Lynch, Meyer, Slaughter, and Standridge voting for the motion. Motion carried 5-0.

6. CONSIDERATION AND/OR ANY APPROPRIATE ACTION, ACCEPTING THE 2020 RACIAL PROFILING AND ANNUAL REPORT(S). [BROOKS]

Police Chief Brooks presented the 2020 Racial Profiling and Annual Reports.

MOTION: Councilmember Abraham moved to accept both the 2020 Racial Profiling and Annual Reports, as presented. Councilmember Lynch seconded with

Councilmembers Abraham, Lynch, Meyer, Slaughter, and Standridge voting for the motion. Motion carried 5-0.

7. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION NO. 2021-659 REGARDING THE WYLIE JAIL SERVICES INTERLOCAL AGREEMENT. [BROOKS]

Police Chief Brooks said on 01/01/2021, the Wylie Police Department opened their new detainee lockup or holding facility. The Wylie Police Department decided to offer jail services to other smaller jurisdictions. This agreement will provide handling, processing, housing and detention of persons arrested by the Parker Police Department.

The Interlocal Cooperation Agreement for Jail Services is a standard agreement, which has been reviewed and approved by the City Attorney. Below is a summary of a few of the sections of the agreement:

- Section 3.01
  - The fee for an inmate is $125.00 per day or portion of a day.
  - Fees are reviewed annually by Wylie with notification to Parker prior to an increase.
- Section 3.02
  - We are billed quarterly.
  - "other cost of services" refers to cost described in Section 5.05 (e) where Wylie incurs personnel cost associated with detainee protection at a medical facility. We will have to reimburse Wylie should Parker Police Department be unable to relieve Wylie Police Personnel within one hour at a medical facility.

A significant benefit to entering into this agreement is that the Parker Police Department will be able to house detainees on Class C Misdemeanor warrants. The City of Parker has been unable to house detainees on these charges at the Collin County Jail. Having this facility will allow the City of Parker to enter ALL Parker Municipal Court warrants into the TCIC/NCIC regional database. Any person who is wanted by the City of Parker, who encounters law enforcement and are "checked" through the system will be identified to that officer as wanted. The City of Parker will most assuredly see an increase in warrant clearances through this agreement.

Chief Brooks recommended approval of the Wylie Jail Services Interlocal Agreement.

MOTION: Mayor Pro Tem Standridge moved to approve Resolution No. 2021-659, regarding the Wylie Jail Services Interlocal Agreement. Councilmember Abraham seconded with Councilmembers Abraham, Lynch, Meyer, Slaughter, and Standridge voting for the motion. Motion carried 5-0.

8. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION NO. 2021-660 REGARDING THE ELECTRONIC WARRANT PAYMENT PROGRAM (ALLPAID). [BROOKS]

Police Chief Brooks said in 2012, the North Central Texas Council of Governments (NCTCOG) released a Request for Proposals (RFP) for merchant provider-hosted electronic payment processing of warrants, bail, or other fines through myriad payment methods including, but not limited to, swipe, telephone, computer and kiosks (Attachment #5). Government Payment Services, Inc. (ALLPAID) was awarded the contract on August 1, 2012 (Attachment #4 of tonight's March 2, 2021 City Council (CC) packet). Since that date, 28 municipalities (Attachment #6 of tonight's March 2, 2021 CC packet, page 11) have joined this service to provide an efficient payment system concerning warrants, bails, or other fines.

This item is a request for the City of Parker to join this free service to provide an effective and efficient manner for citizens to pay warrants issued by Parker Municipal Court throughout the metroplex area.

ALLPAID Exchange, NCTCOG's Electronic Warrant Payment Program is a patented electronic warrant payment system that links Regional, County and Local agencies into a single "smart" enforcement/payment network. This system allows participating agencies to process warrants originating from other participating agencies on-site. It delivers real-time warrant resolution remotely to all participating jurisdictions. It delivers next banking day transfers for all exchange payments processed by member agencies. It reduces officer exposure to the dangers of affecting arrests for simple bench warrants. It mitigates agency liability and responsibility for offender safety during transportation or housing.

ALLPAID Exchange features:

- Toll-Free 24/7/365 Payment Specialists for customers and payers.
- Service is provided at no cost to agencies – defendants pay a reasonable convenience fee for each transaction.
- Internal controls and reporting features are provided allowing for adequate revenue tracking and prompt dismissal of warrants.

Chief Richard Brooks requests approval of this resolution to become a participating agency with the ALLPAID Exchange. ALLPAID Representative Troy Crow was available to answer questions.

MOTION: Mayor Pro Tem Standridge moved to approve Resolution No. 2021-660, regarding the Electronic Warrant Payment Program (ALLPAID). Councilmember Abraham seconded with Councilmembers Abraham, Lynch, Meyer, Slaughter, and Standridge voting for the motion. Motion carried 5-0.

ROUTINE ITEMS

9. FUTURE AGENDA ITEMS

Mayor Pettle asked if there were any items to be added to the future agenda. Hearing no requests, she encouraged everyone to email her any requests.

The Mayor said there would be a meeting with Councilmember Lynch, Finance Director Savage and herself, regarding finance/budgets; and

- a winter storm disaster debriefing; and
- a planning meeting early May (after May 1), starting around 12 PM.

Mayor Pettle asked Council to contact City Administrator Olson with available dates/times for the winter storm disaster debriefing as soon as possible, while everything is still fresh on everyone's mind, and let Mr. Olson know when Council is available for a planning session.

UPDATE(S):

- EMERGENCY COMMUNICATION / EVERBRIDGE [OLSON/ABRAHAM]

  City Administrator Olson said there have been a few problems initially with the Everbridge, the City's new emergency notification software, but he thinks the problems have been resolved. Mr. Olson encouraged residents to sign up for Everbridge. Residents must opt into the system and choose what notifications they want to receive, including but not limited to weather, traffic, etc. If anyone has problems, please contact Luke Olson at lolson@parkertexas.us or Kathy Clark at KClark@parkertexas.us or call 972-442-6811.

- WINTER STORM [OLSON]

  City Administrator Olson said Parker City Staff worked through the winter storm, keeping things going in the City. From Administration working remotely, Fire and Police working incidents, and especially Public Works working continuously through the storm. Public Works Director Machado and his crew, worked tirelessly, sleeping at City Hall, because they were concerned if they left, they would not be able to get back to City Hall. Public Works made sure staff had power to answer incoming calls and keep day-to-day functions going; monitored power and water levels; and helped residents with pipes and water leaks; snowplowed streets the best they could with available equipment; and managed street hazards. They kept the water flowing and equipment thawed, using a variety of resourceful methods.

  The Mayor and City Council thanked the dedicated staff for their efforts and Mayor Pettle also thanked .Mayor Pro Tem Standridge and Councilmember Abraham for checking on residents and setting up warming centers; various council and staff reached out to Congressman Van Taylor, County Judge Chris Hill and Representative Candy Noble and others to assist with Oncor Electric and electric providers. Mayor Pettle commended Parker for being a strong resourceful community, working together for each other and the City. She thanked everyone once again for their efforts.

- ACCEPTANCE OF FOOD DONATION(S) FOR POLICE, FIRE, AND CITY STAFF DUE TO COVID-19 FOR THE RECORD (Each valued at between $0 - $500). [PETTLE]
  - 2021 0204 Jerry Dorough donated $100.00 cash to the Parker Fire Department

The Mayor and City Council accepted Jerry Dorough's donation on behalf herself, City Council, City and City Staff. She thanked Mr. Dorough for his kind and generous donation.

- ○ ~~2021 0225 Scott Jeffries and Andera Petro donated $500 to the Parker Fire and Police Departments in memory of Charles Petro, former Chief of Police Lakewood, Ohio.~~

  The Jeffries/Petro donation was removed from tonight's agenda and the donation will be added to the March 16, 2021 City Council agenda due to an error.

Mayor Pettle reminded everyone the next regularly scheduled meeting would be, Tuesday, March 16, 2021.

EXECUTIVE SESSION AND ADJOURNMENT

10– 13   Mayor Pettle asked City Council if anyone needed to recess into executive session at this time. Hearing no requests, the Mayor adjourned the meeting at 9:24 p.m.

APPROVED:
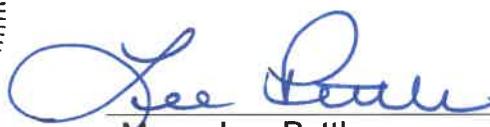
Mayor Lee Pettle

ATTESTED:

Patti Scott Grey, City Secretary

Approved on the ____16th____ day

of ____March____ , 2021.

Exhibit 1

Building Consensus Using Collaborative Technologies

Skip Cave
CTO
Cave Consulting

Overview

The City of Parker will need to achieve the approval of a majority of Parker's voting citizens to get a municipal bond approved. Convincing Parker's tax-paying citizens to pay for new facilities will require a clear and transparent presentation of all the issues to the citizens.

Meetings with citizens can be important in the planning process, but they are not the only, nor are they always the most efficient process that can be used to achieve consensus. This is particularly true when the number of collaborators can be in the hundreds or even thousands, and that is what is involved in Parker's new municipal facilities plan.

To achieve consensus, the city must not only provide the rationale & the plan, but they must also respond to each constituents' questions or proposals in a public way, so all concerned can see the questions & responses.

Modern web technologies provide powerful tools that allow interactions with hundreds of participants, without them all having to be together in the same place (video conferences), or not even together at the same time (collaborative documents).

Key Technologies for Mass Collaboration

- Google Docs - Collaborate & Publish Documents

- Google Forms - Solicit & Capture Questions & Comments

- Google Sheets - Log Comments & Responses

All these applications are included with a free Gmail account

Using a Google Doc to Collaborate

- Good for collaborating with up to 5-10 people.
- Good for developing a Needs Assessment document with city staff.
- Create the Google Doc (similar to Microsoft Word, but in your browser). No program installs required.
- Share with specific people (or anyone) by sending them a link to the document.
- Allow specific people to view, comment, or edit the document (permissions).
- Assign specific people to view, comment, or edit specific sections of the document.
- Assignees will be notified when they are assigned.
- Editors will be notified when any comments or edits have been performed.

How to Collaborate with Thousands of Citizens?

- Create a Google Form which requests citizen input on a document

- Connect the form to a Google Spreadsheet.

- Email a link to the Google Form to all citizens, which includes a link to the shared document.

- City gets an email notification whenever a citizen completes & submits the form.

- Each citizen's comment or question will be auto-entered into the spreadsheet.

- City staff enters the city's response into the spreadsheet.

- Citizen's Input & the city's responses are auto-published on the city website.

Needs Assessment Document

The most important first step in the planning process for the municipal facilities complex is to develop a needs assessment document, and post it online for all citizens to view. The document should provide population growth estimates, current & projected staff sizes, office types, common areas & uses, architect selection process/criteria, etc. The city should provide for a robust comment process, where all Parker citizens can comment on specific parts of the document.

Development of the Needs Assessment document

The Needs Assessment document is a live document. It will initially be developed by city staff internally, but it should be expected to have updates in response to citizens' input.

Most importantly, ALL citizen comments made on the Needs Assessment document must be responded to by the city facillities development group. If a part of the proposal is challenged by citizens, the city must either justify that part of the proposal, or accept changes that satisfy the taxpayers.

All citizens input to the document will be published on the city website, along with the city's responses. The live Needs Assessment document will be on the website so all citizens can see changes made to the document as the planning process proceeds.

Collaborative Needs Assessment Process

1. Develop the Needs Assessment document - Google Doc - collaborate
2. Publish the Needs Assessment document to citizens - Google Doc - share
3. Request input from citizens - Google Form - citizens submit form
4. Capture each citizen's input - Google Sheet - auto populate
5. City responds to each citizen's input - Google Sheet - update with responses
6. All citizen input, with responses from the city, are published on the city website - Google Sheet - auto-published to the website
7. The live Needs Assessment document will be updated on the website as changes are made to it - Google Doc - edits are auto-updated to the website
8. When all citizen input has been completed, the Needs Assessment document is signed off by the Mayor - Google Docs - turn off edits
9. The Need Assessment document is handed to the architect, and the implementation phase begins - Google Doc - shared with architects - allow architect comments.
10. Citizens are kept abreast of the implementation steps by posting the steps & completion dates on the website - Google Doc

Needs Assessment Document

The Needs Assessment document has 5 sections. They are:

- The rationale for needs going forward
  - (population growth, buildout, tax base, etc.)
- The current facilities
  - (tabular - office counts, office types, common areas, etc)
- The proposed facilities plan
  - (tabular - office counts, office types, common areas, etc)
- Comparisons with similar cities.

- Pros, Cons - Costs, Taxes, etc.

Needs Assessment Document Detail

- Rationale
  - Explain why we need new facilities
    - Population growth – Buildout
    - Personnel increases-city admin, police, fire
    - Condition of current facilities
- Current Facilities
  - Define current office & room counts, sizes, & types (private/cubicle/open) etc
  - Define common areas
    - Council room
    - Meeting/conference rooms
    - Break room - Restrooms
    - Storage
    - Room for public gatherings

- Proposed Facilities
  - Define proposed room & office counts, sizes, & types (private/cubicle/open) etc
  - Define common areas
    - Council room
    - Meeting/conference rooms
    - Break room - Restrooms
    - Storage
    - Room for public gatherings
    - Architect selection criteria
- Comparisons With Similar Cities
- Pros - Cons
  - Describe both the pros & cons of the plan
    - Effects on property taxes
    - Support more community events

Collaborative Needs Assessment Flowchart
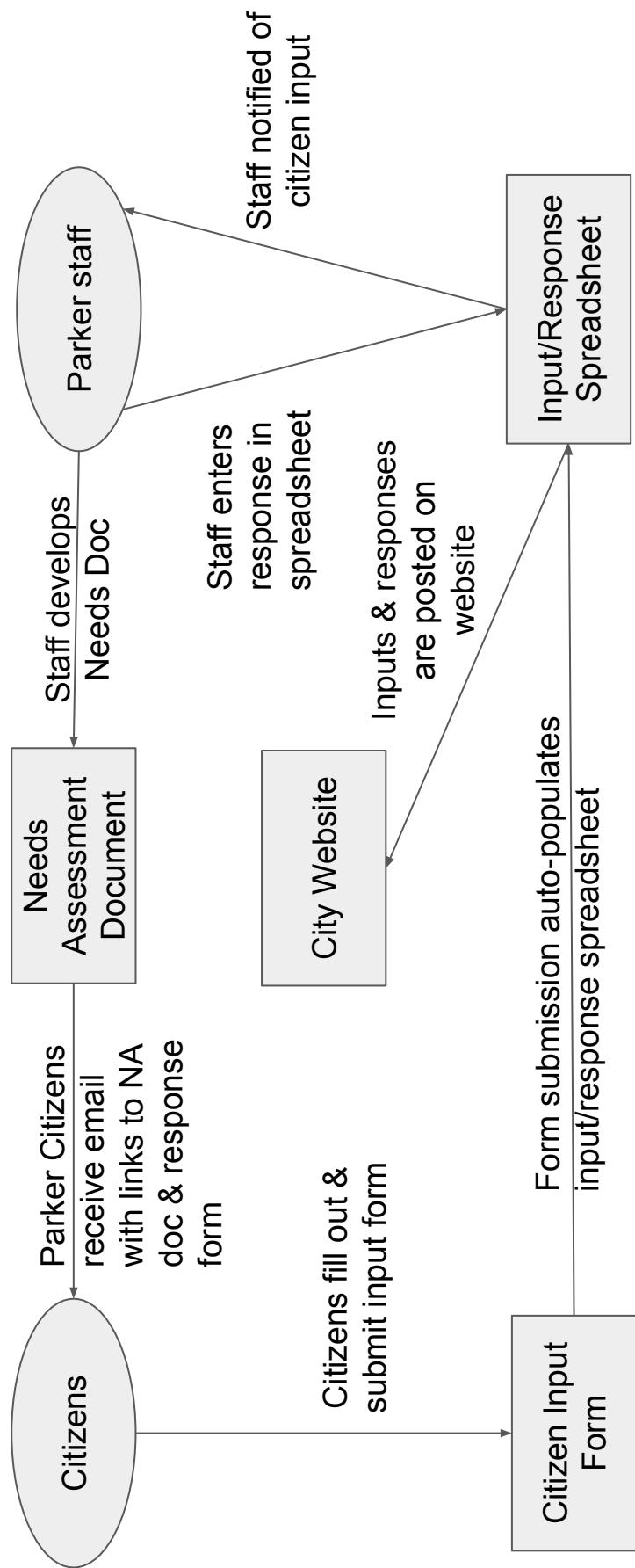
Parker Muni Complex Citizen Input Form

* Required

Parker Citizen Name *

Your answer

Parker Citizen Home Address *

Your answer

Email Address

Your answer

Phone number

Your answer

Type your comment or question below *

Your answer

Submit

Input/Response Spreadsheet ☆

File   Edit   View   Insert   Format   Data   Tools   Add-ons   Help   <u>Last edit was seconds ago</u>

E4 | fx | Yes. one Men's & one Women's

	A	B	C	D	E
1	**Timestamp**	**Name**	**Address**	**Input**	**Response**
2	01/12/2021 11:30 AM	Bill Smith	123 Main St	Will there be a lunchroom for city staff?	It will be more like a break room. Coffee, drinks, snack vending machine. 75 sq ft, no seating
3	01/14/2021 3:44 PM	Dave Jones	34 Elm Dr	How big will the council meeting room be?	25' x 75' Seating for 40 citizens <u>link to plan</u>
4	02/09/2021 6:54 PM	Mary Johnson	3576 Oak Lane	Will there be public bathrooms?	Yes. one Men's & one Women's
5					
6					
7					
8					
9					
10					

City of Terrell uses this technology on its' "Ask The Mayor" webpage
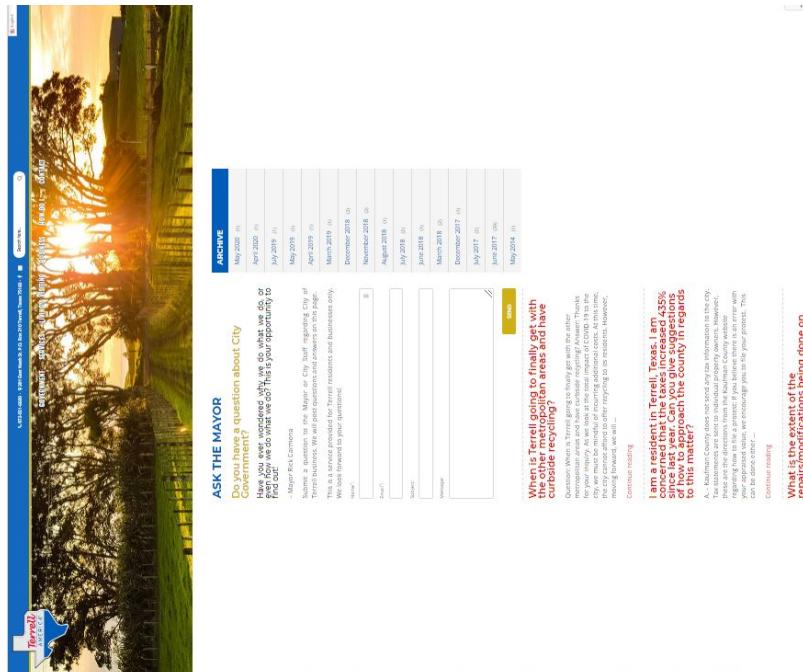
Cave Consulting - Texas Government Clients

City of Bangs	City of Italy	City of Ore City
City of Bethany	City of Jacksboro	City of Palmer
City of Beverly Hills	City of Joshua	City of Reno
City of Blooming Grove	City of Kerens	City of Runaway Bay
City of Boyd	City of Lakeside City	City of Springtown
City of Caddo Mills	City of Maypearl	City of Terrell
City of Celeste	City of McCamey	City of Weimar
City of Glen Rose	City of Morgan's Point	City of Whitney
City of Hico	City of New Boston	Kaufman County
City of Holliday	City of Oak Leaf	

Comment & Questions?

Cave Consulting
Since 1992