



AGENDA
CITY COUNCIL MEETING
JUNE 21, 2022 @ 7:00 PM

Notice is hereby given the City Council for the City of Parker will meet on Tuesday, June 21, 2022, at 7:00 P.M. at the Parker City Hall, 5700 E. Parker Road, Parker, Texas, 75002. The City Council meeting will be open to the public and live streamed.

Pursuant to Texas Government Code § 551.127, notice is given that it is the intent of the City Council that a quorum of the Council will be physically present for the above-referenced meeting at Parker City Hall, 5700 E. Parker Road, Parker Texas. Some council members or City employees may participate in this meeting remotely by means of video conference call in compliance with state law.

CALL TO ORDER – Roll Call and Determination of a Quorum

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.

ITEMS OF COMMUNITY INTEREST

- i. REMINDER – HOME HAZARDOUS WASTE - <http://www.parkertexas.us/416/Home-Hazardous-Waste>
- CITY HALL CLOSED – FRIDAY, JULY 1, 2022
- CITY HALL CLOSED – MONDAY, JULY 4, 2022
- CITY COUNCIL (CC) – TUESDAY, JULY 5, 2022, 7 PM – CANCELED – DUE TO JULY 4TH HOLIDAY
- PARKS AND RECREATION COMMISSION (P&R) – WEDNESDAY, JULY 13, 2022, 4 PM
- COMPREHENSIVE PLAN (COMP) COMMITTEE - WEDNESDAY, JULY 20, 2022, 6 PM
- COUNCIL MEETING SCHEDULE

INDIVIDUAL CONSIDERATION ITEMS

- 2. APPROVAL OF MEETING MINUTES FOR JUNE 7, 2022.
- 3. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ACCEPTING A DONATION IN THE AMOUNT OF \$1,000 FROM SCOTT JEFFRIES AND ANDREA PETRO, TO BE ALLOCATED AS FOLLOWS:
 - \$500 FOR PARKER FIRE DEPARTMENT AND
 - \$500 FOR PARKER POLICE DEPARTMENT.
- 4. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON REQUEST FOR QUALIFICATIONS (RFQ) FOR INDEPENDENT FINANCIAL AUDIT SERVICES.

ROUTINE ITEMS

- 5. UPDATE(S):

ANY COMMITTEE UPDATES, AS NEEDED.
CITY ADMINISTRATOR UPDATE ON FM2551
MONTHLY/QUARTERLY REPORTS

- [Apr 2022 - Building Permit/Code Report](#)
- [Apr 2022 – Court Report](#)
- [Apr 2022 – Finance \(monthly financials\) Report](#)
- [1st Qtr. Fire Department Report](#)
- [Apr 2022 – Police Report](#)
- [Apr 2022 – Republic Services Inc., dba Allied Waste Services of Plano](#)
- [Apr/May 2022 – Website \(PIWIK\) Report](#)
- [May 2022 - Building Permit/Code Report](#)
- [May 2022 – Court Report](#)
- [May 2022 – Finance \(monthly financials\) Report](#)
- [May 2022 – Police Report](#)
- [May 2022 – Republic Services Inc., dba Allied Waste Services of Plano](#)

ACCEPTANCE OF DONATION(S) FOR POLICE, FIRE, AND CITY STAFF FOR THE
RECORD (Each valued at between \$0 - \$500)

- James & Cindy Henderson/Anthony Cordova donated snacks values at \$120.00 to the Parker Police Department.
- Trudy Jackson donated snacks valued at \$30.00 to the Parker Police Department.
- Hsieh Family donated snacks valued at \$150.00 to the Parker Police Department.

ROUTINE ITEMS

6. FUTURE AGENDA ITEMS

WORK SESSION

7. DISCUSSION AND GIVE STAFF DIRECTION ON APPLYING FOR COLLIN COUNTY
PARKS GRANT.

EXECUTIVE SESSION START TO FINISH - Pursuant to the provisions of Chapter 551, Texas Government
Code the City Council may hold a closed meeting.

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

Government Code Section 551.074 Personnel—To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

Government Code Section 551.071(1)—Consultation with City Attorney concerning Pending or Contemplated Litigation.

Government Code Section 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 (Open Meetings Act).

RECONVENE REGULAR MEETING.

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

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 June 17, 2022, 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.

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.

Date Notice Removed

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

Budget Account Code:	Meeting Date: See above.
Budgeted Amount:	Department/ Requestor: Council
Fund Balance-before expenditure:	Prepared by: ACA/CS Scott Grey
Estimated Cost:	Date Prepared: June 13, 2022
Exhibits:	Council Meeting Schedule Update

AGENDA SUBJECT

REMINDER – HOME HAZARDOUS WASTE - <http://www.parkertexas.us/416/Home-Hazardous-Waste>

CITY HALL CLOSED – FRIDAY, JULY 1, 2022

CITY HALL CLOSED – MONDAY, JULY 4, 2022

CITY COUNCIL (CC) – TUESDAY, JULY 5, 2022, 7 PM – CANCELED – DUE TO JULY 4TH HOLIDAY

PARKS AND RECREATION COMMISSION (P&R) – WEDNESDAY, JULY 13, 2022, 4 PM

COMPREHENSIVE PLAN (COMP) COMMITTEE - WEDNESDAY, JULY 20, 2022, 6 PM

COUNCIL MEETING SCHEDULE

SUMMARY

Please review information provided.

Inter – Office Use			
Approved by:	Enter Text Here		
Department Head/ Requestor:	<i>Patti Scott Grey</i>	Date:	06/16/2022
City Attorney:	<i>Trey Lansford</i>	Date:	06/16/2022 via Municode Software
City Administrator:	<i>Luke B. Olson</i>	Date:	06/17/2022

Tentative Council Meeting Schedule

Meeting Date: 06/21/2022 Item i.

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
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July 2022						
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31						

August 2022						
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28	29	30	31			

September 2022						
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October 2022						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days City Is Closed	
	Current Council & Workshop Meeting Dates
	Canceled CC Meeting – due to holiday

Date	Time	Description
5/23	2:00	Planning Workshop (not budget)
5/30		City Offices Closed
6/6	2:00 – 4:30 PM	Council Workshop (for Council to set goals, info from Troy)
6/7	7:00 PM	Council Meeting
6/20	3:00 – 5:00 PM	Budget Workshop (Grant's presentation/overview)
6/20	5:30 – 7:30 PM	Council Workshop – City Building Facilities
6/24	7:00 PM	Council Meeting
6/28	2:00 – 5:00 PM	Staff Evaluations and salary adjustments
6/29	4:00 – 6:00 PM	Meet your Mayor, Council & Staff
7/1		City Offices Closed
7/4		City Offices Closed
7/5		Council Meeting – Canceled
7/12	3:00 – 6:00 PM	Budget workshop (directors' wants and needs)
7/19	7:00 PM	Council Meeting - Regular
7/28	2:00 – 5:00 PM	Budget workshop (adjustments, overall discussion, hopefully will have final numbers from CAD)
8/2	7:00 PM	Council Meeting: Set proposed tax rate
8/16	7:00 PM	Council Meeting: Public Hearing on tax rate and budget – No Vote
8/22	7:00 PM	Special Council Meeting- Vote on Budget and Tax Rate – P.H. & Vote
9/5		City Offices Closed
9/6	7:00 PM	Council Meeting



Council Agenda Item

Budget Account Code:	Meeting Date: See above.
Budgeted Amount:	Department/ Requestor: City Secretary
Fund Balance-before expenditure:	Prepared by: ACA/CS Scott Grey
Estimated Cost:	Date Prepared: June 13, 2022
Exhibits:	<ul style="list-style-type: none"> • Proposed Minutes

AGENDA SUBJECT

APPROVAL OF MEETING MINUTES FOR JUNE 7, 2022.

SUMMARY

Please review the attached minutes. If you have any questions, comments, and/or corrections, please contact the City Secretary at 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:	Enter Text Here		
Department Head/ Requestor:	<i>Patti Scott Grey</i>	Date:	06/16/2022
City Attorney:	<i>Trey Lansford</i>	Date:	06/16/2022 via Municode Software
City Administrator:	<i>Luke B. Olson</i>	Date:	06/17/2022



MINUTES
CITY COUNCIL MEETING
JUNE 7, 2022

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 Pettie called the meeting to order at 7:00 p.m. Mayor Pro Tem Michael Slaughter and Councilmembers Terry Lynch, Cindy Meyer and Jim Reed were present. Councilmember Diana M. Abraham was absent (due to illness).

Staff Present: City Administrator Luke Olson, Asst. City Administrator/City Secretary Patti Scott Grey, Finance/Human Resources Director Grant Savage, City Attorney Trey Lansford, Public Works Director Gary Machado, City Engineer John Birkhoff, P.E., Fire Chief Mike Sheff, and Police Chief Richard Brooks

PLEDGE OF ALLEGIANCE

AMERICAN PLEDGE: Roxanne Bogdan led the pledge.

TEXAS PLEDGE: Paula Johnston-Hutka 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.

No comments

ITEMS OF COMMUNITY INTEREST

REMINDER – HOME HAZARDOUS WASTE - <http://www.parkertexas.us/416/Home-Hazardous-Waste>

PARKS AND RECREATION COMMISSION (P&R) – WEDNESDAY, JUNE 8, 2022, 4 PM – Canceled

P&R Commission rescheduled the June 8, 2022 meeting to June 15, 2022, 4 PM.

COMPREHENSIVE PLAN (COMP) COMMITTEE - WEDNESDAY, JUNE 15, 2022, 6 PM

The Wednesday, June 15, 2022, Comprehensive Plan (COMP) Committee meeting is being planned, and the agenda will be available on the City's website, www.parkertexas.us.

COUNCIL MEETING SCHEDULE

Mayor Pettie noted the 2022 Council Meeting Budget Schedule in tonight's packet is tentative and may need to be updated from time to time, but it is a reference for upcoming meetings. She urged everyone to also check the City website for changes.

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 APRIL 19, 2022.
2. APPROVAL OF MEETING MINUTES FOR MAY 17, 2022.
3. APPROVAL OF RESOLUTION NO. 2022-699 ON THE ELECTRONIC COMMUNICATIONS POLICY.

MOTION: Mayor Pro Tem Slaughter moved to approve consent agenda items 1 through 3 as presented. Councilmember Lynch seconded with Councilmembers Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 4-0.

INDIVIDUAL CONSIDERATION ITEMS

4. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ACCEPTING A DONATION IN THE TOTAL AMOUNT OF \$26,500 FROM THE PARKER WOMEN'S CLUB (PWC), TO BE ALLOCATED AS FOLLOWS:

- \$500 FOR T-SHIRTS FOR ADMINISTRATION;
- \$2,000 FOR BOOTS FOR POLICE DEPARTMENT;
- \$10,000 FOR LIFE PACKS FOR FIRE DEPARTMENT;
- \$14,000 FOR NEW BENCHES AND PICNIC TABLES, PARK REPAIRS; AND IMPROVEMENTS FOR THE PARKS AND RECREATION COMMISSION

MOTION: Mayor Pro Tem Slaughter moved to accept the PWC generous donation of \$26,500 as listed with sincere gratitude. Councilmember Reed seconded with Councilmembers Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 4-0.

Mayor recognized PWC President Paula Johnston-Hutka and Social Media Chair Roxanne Bogdan, who spoke about the PWC's donations and scholarships.

5. POSSIBLE TEMPORARY MORATORIUM EXTENSION:

A. PUBLIC HEARING REGARDING EXTENSION OF THE TEMPORARY MORATORIUM ON THE ACCEPTANCE, REVIEW, AND APPROVALS NECESSARY FOR THE SUBDIVISION, SITE PLANNING, DEVELOPMENT, OR CONSTRUCTION WITHIN THE CITY LIMITS AND EXTRATERRITORIAL JURISDICTION OF THE CITY OF PARKER.

City Engineer John Birkhoff, P.E., of Birkhoff, Hendricks & Carter, LLP, reviewed the City of Parker's current water supply and demand. With reference to his letter included in tonight's Council packet, dated June 2, 2022, to City Administrator Luke Olson, Mr. Birkhoff indicated after the engineering firm's February evaluation there was "no change in their recommendation that no additional lots be approved for development until a contract with North Texas Municipal Water District (NTMWD) is executed."

Mr. Birkhoff stated that, including the additional 834 lots that the City has already approved for development but have not yet been developed, the water demand would be at and potentially beyond the contracted supply from North Texas Municipal Water District (NTMWD). Mr. Birkhoff recommends that no additional lots be approved until a second pump station is brought online and the new NTMWD water supply contract is signed. Therefore, Mr. Birkhoff recommends extending the temporary moratorium.

Mayor Pettie opened a public hearing regarding the extension of the temporary moratorium at 7:13 p.m.

No one came forward.

Mayor Pettle declared the public hearing closed at 7:14 p.m.

- B. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ORDINANCE NO. 815 EXTENDING THE TEMPORARY MORATORIUM ENACTED BY ORDINANCE NO. 812 ON THE ACCEPTANCE, REVIEW, AND APPROVALS NECESSARY FOR THE SUBDIVISION, SITE PLANNING, DEVELOPMENT, OR CONSTRUCTION WITHIN THE CITY LIMITS AND EXTRATERRITORIAL JURISDICTION OF THE CITY OF PARKER.

MOTION: Councilmember Lynch moved to approve Ordinance No. 815 extending the temporary moratorium enacted by Ordinance No. 812 on the acceptance, review, and approvals necessary for the subdivision, site planning, development, or construction within the city limits and extraterritorial jurisdiction of the City of Parker. Councilmember Meyer seconded with Councilmembers Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 4-0.

6. DONIHOO FARMS, LTD.:

DONIHOO FARMS, LTD. SERVICE AGREEMENT

- A. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ORDINANCE NO. 816 REGARDING A MUNICIPAL SERVICES AGREEMENT, PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 43.0672, BETWEEN THE CITY OF PARKER AND DONIHOO FARMS, LTD. FOR THE PROVISION OF CITY SERVICES TO APPROXIMATELY 38.778 ACRES OF LAND REQUESTED BY OWNER TO BE ANNEXED, GENERALLY LOCATED IN THE THOMAS ESTES SURVEY, ABSTRACT NO. 298; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Councilmember Reed noted discrepancies in the Donihoo Farms, Ltd, legal description.

City Administrator Olson explained this happened because a portion of Donihoo Farms, Ltd. (also known as Whitestone 3) has already been annexed reducing the acreage from the original 44.786 acres to the portion that is yet to be annexed 38.778 acres. All documents should be correct.

MOTION: Mayor Pro Tem Slaughter moved to approve Ordinance No. 816 regarding a municipal services agreement, pursuant to Texas Local Government Code Section 43.0672, between the City of Parker and Donihoo Farms, LTD. for the provision of city services to approximately 38.778 acres of land requested by owner to be annexed, generally located in the Thomas Estes Survey, Abstract No. 298; authorizing the Mayor to execute the agreement; providing a severability clause; and providing an effective date and further amending the ordinance to read 38.778 acres Councilmember

Lynch seconded with Councilmembers Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 4-0.

DONIHOO FARMS, LTD. ANNEXATION

B. PUBLIC HEARING FOR DONIHOO FARMS, LTD. ANNEXATION

Mayor Pettle opened a public hearing regarding the Donihoo Farms, LTD annexation at 7:24 p.m.

Developer Steve Sallman of Warner Group, Inc., 4925 Greenville Avenue #1020, Dallas, Texas, 75206, requested Council approve the Donihoo Farms, LTD annexation.

No one else came forward and Mayor Pettle declared the public hearing closed at 7:25 p.m.

C. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ORDINANCE NO. 817, ANNEXING APPROXIMATELY 38.778 ACRES INTO THE CITY LIMITS (THE DONIHOO FARMS, LTD. ANNEXATION).

MOTION: Councilmember Reed moved to approve Ordinance No. 817, annexing approximately 38.778 acres into the city limits (The Donihoo Farms, LTD. Annexation). Councilmember Lynch seconded with Councilmembers Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 4-0.

7. LOVEJOY NEW VENTURE:

LOVEJOY NEW VENTURE SERVICE AGREEMENT

A. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ORDINANCE NO. 818 REGARDING A MUNICIPAL SERVICES AGREEMENT, PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 43.0672, BETWEEN THE CITY OF PARKER AND LOVEJOY NEW VENTURE LLC FOR THE PROVISION OF CITY SERVICES TO APPROXIMATELY 14.926 ACRES OF LAND REQUESTED BY OWNER TO BE ANNEXED, GENERALLY LOCATED AT 3501 MCCREARY ROAD IN THE RICHARD SPARKS SURVEY, ABSTRACT NO. 850, TRACTS 1 THROUGH 4; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

City Administrator Olson said the Lovejoy New Venture annexation was received January 12, 2022, prior to the March 11, 2022 temporary moratorium and it was his understanding that the development did not plan to start soon.

MOTION: Councilmember Lynch moved to approve Ordinance No. 818 regarding a municipal services agreement, pursuant to Texas Local Government Code Section 43.0672, between the City of Parker and Lovejoy New Venture LLC for the provision of city services to approximately 14.926 acres of land requested by owner to be annexed, generally located at 3501

McCreary Road in the Richard Sparks Survey, Abstract No. 850, Tracts 1 through 4; authorizing the Mayor to execute the agreement; providing a severability clause; and providing an effective date. Mayor Pro Tem Slaughter seconded with Councilmembers Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 4-0.

LOVEJOY NEW VENTURE ANNEXATION

B. PUBLIC HEARING FOR LOVEJOY NEW VENTURE ANNEXATION

Mayor Pettle opened a public hearing regarding the Lovejoy New Venture annexation at 7:32 p.m.

Brandon Bush, Developer for Custom Homes of Texas, 611 Redwood Creek Drive, Fairview, Texas, 75069, said he planned to develop and build 2+ acre estate home sites.

Brock Corbett, E.I.T., Engineer for Kimley-Horn, 260 East Davis Street, Suite 100, McKinney, Texas, 75069, introduced himself as engineer for the project.

Mr. Bush and Mr. Corbett requested Council approve the Lovejoy New Venture annexation and said they were unaware of the temporary moratorium but would be happy to discuss the matter with staff.

Ed Standridge, 3607 Hogge Drive, asked what the value of the annexation is to the City of Parker. Mr. Standridge said he understood Lovejoy New Venture would be provided City services but inquired what the value is to the City. City Administrator stated Lovejoy New Venture would be annexed into the City and the City would receive property taxes from those properties. Mr. Standridge said he wanted that pointed out.

No one else came forward and Mayor Pettle declared the public hearing closed at 7:35 p.m.

C. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ORDINANCE NO. 819, ANNEXING APPROXIMATELY 14.926 ACRES INTO (THE LOVEJOY NEW VENTURE ANNEXATION).

MOTION: Mayor Pro Tem Slaughter moved to approve Ordinance No. 819, annexing approximately 14.926 acres into the city limits (The Lovejoy New Venture Annexation). Councilmember Reed seconded with Councilmembers Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 4-0.

8. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION NO. 2022-700 APPROVING AN INTERLOCAL AGREEMENT BETWEEN COLLIN COUNTY (CC) AND THE CITY OF PARKER FOR ROAD AND BRIDGE IMPROVEMENTS.

MOTION: Mayor Pro Tem Slaughter moved to approve Resolution No. 2022-700 approving an interlocal agreement between Collin County (CC) and the City of Parker for road and bridge improvements. Councilmember Lynch seconded with

Councilmembers Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 4-0.

9. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION NO. 2022-701 APPOINTING 2022-2024 COURT OFFICIALS.

MOTION: Mayor Pro Tem Slaughter moved to approve Resolution No. 2022-701 appointing 2022-2024 Court Officials as follows:

Municipal Court Judge:	Raymond D. Noah
Municipal Court Alternate Judge:	Efren Ordonez
City Prosecuting Attorney:	David Hill
Alternate Prosecuting Attorney:	Trey Lansford
Municipal Court Clerk:	Lori Newton

Councilmember Reed seconded with Councilmembers Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 4-0.

10. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION NO. 2022-702 CONFIRMING INVESTMENT OFFICERS AND APPOINTING INVESTMENT OFFICIALS.

Councilmember Lynch nominated Councilmembers Cindy Meyer and Michael Slaughter to serve as Investment Officials to the Investment Committee. There were no more nominations.

MOTION: Councilmember Lynch moved to approve Resolution No. 2022-702 confirming Investment Officers, Finance Director and City Administrator, and appointing Investment Officials, Councilmember Meyer and Slaughter. Councilmember Reed seconded with Councilmembers Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 4-0.

11. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION NO. 2022-703 FOR NEWSLETTER COMMITTEE APPOINTMENTS.

Council commented on what a wonderful job Councilmember Meyer is doing with the City Newsletter, The Parker Connection.

Mayor Pro Tem Slaughter nominated Councilmember Cindy Meyer to serve on the Newsletter Committee.

Councilmember Meyer agreed to continue to serve on the Newsletter Committee.

MOTION: Councilmember Reed moved to approve Resolution No. 2022-703 for Newsletter Committee appointments as follows: Mayor, City Administrator, City Secretary; and Councilmember Cindy Meyer. Mayor Pro Tem Slaughter seconded with Councilmembers Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 4-0.

Council thanked Councilmember Meyer for her continued service.

12. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON CANCELING THE JULY 5, 2022 REGULAR CITY COUNCIL MEETING, DUE TO JULY 4TH HOLIDAY.

MOTION: Mayor Pro Tem Slaughter moved to cancel the July 5, 2022, Regular City Council Meeting, with the understanding if an emergency arises Mayor Pettle would call a Special Council Meeting. Councilmember Reed seconded with Councilmembers Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 4-0.

ROUTINE ITEMS

13. UPDATE(S):

ANY COMMITTEE UPDATES, AS NEEDED.

Mayor Pettle noted the Comprehensive Plan, Capital Improvements and Emergency Preparedness Committees plan to have their updates soon and the Fee Schedule – animal shelter fees will be on an upcoming agenda.

ACCEPTANCE OF DONATION(S) FOR POLICE, FIRE, AND CITY STAFF DUE TO FOR THE RECORD (Each valued at between \$0 - \$500)

Bobby and Michelle Varner donated three dozen Bundtinis valued \$75.00
Presbyterian Church (Pastor Kelly) donated muffins valued of \$15.00

~~Scott Jeffries and Andrea Petro donated \$500 to the Parker Police Department~~

Mayor Pettle, on behalf of herself, City Council, and City Staff, thanked the above listed donors for their kind and generous donations and noted the Jeffries/Petro donation will be on the June 21, 2022 City Council meeting agenda with both checks.

FUTURE AGENDA ITEMS

14. FUTURE AGENDA ITEMS

Mayor Pettle asked if there were any items to be added to the future agenda.

Hearing no requests, Mayor Pettle encouraged everyone to email her any requests. She noted the next regularly scheduled meeting would be Tuesday, June 21, 2022.

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.

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

Government Code Section 551.074 Personnel—To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

Government Code Section 551.071(1)—Consultation with City Attorney concerning Pending or Contemplated Litigation.

Government Code Section 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 (Open Meetings Act).

Mayor Lee Pettie recessed the regular meeting to Executive Session at 7:59 p.m.
RECONVENE REGULAR MEETING.

Mayor Lee Pettie reconvened the meeting at 10:22 p.m.

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

MOTION: Mayor Pro Tem Slaughter moved to make proposal related to the
employment matter as outlined by Council in the closed session. Councilmember
Reed seconded with Councilmembers Lynch, Meyer, Reed, and Slaughter voting
for the motion. Motion carried 4-0.

ADJOURN

Mayor Lee Pettie adjourned the meeting at 10:23 p.m.

APPROVED:

Mayor Lee Pettie

ATTESTED:

Approved on the 21st day
of June, 2022.

Patti Scott Grey, City Secretary



Council Agenda Item

Budget Account Code:	Meeting Date: See above.
Budgeted Amount:	Department/ Requestor: Council
Fund Balance-before expenditure:	Prepared by: ACA/CS Scott Grey
Estimated Cost:	Date Prepared: June 13, 2022
Exhibits:	<ul style="list-style-type: none"> • <u>Check(s) – Totaling \$1,000</u> <ul style="list-style-type: none"> ○ <u>Check #1645 - \$500</u> ○ <u>Check #1644 - \$500.</u>

AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ACCEPTING A DONATION IN THE AMOUNT OF \$1,000 FROM SCOTT JEFFRIES AND ANDREA PETRO, TO BE ALLOCATED AS FOLLOWS:

\$500 FOR PARKER FIRE DEPARTMENT AND

\$500 FOR PARKER POLICE DEPARTMENT.

SUMMARY

Please review information provided.

Inter – Office Use			
Approved by:	Enter Text Here		
Department Head/ Requestor:	<i>Patti Scott Grey</i>	Date:	06/16/2022
City Attorney:	<i>Trey Lansford</i>	Date:	06/16/2022 via Municode Software
City Administrator:	<i>Luke B. Olson</i>	Date:	06/17/2022

April 27, 2022

To: Lee Pettie, Mayor, City of Parker

From: Scott Jeffries and Andrea Petro, 4600 Sycamore Lane, Parker


Dear Mayor Pettie,


Kindly accept the enclosed donations to the City of Parker Police and Fire Departments. Also, please communicate to Chief Brooks and Chief Sheff that we sincerely appreciate their service to the city!

Best regards,

A handwritten signature in blue ink, appearing to be a stylized combination of the names Scott and Andrea.

Scott Jeffries and Andrea Petro

ANDREA L PETRO SCOTT L JEFFRIES 4600 SYCAMORE LN PARKER, TX 75002-5702		1645 37-65/1119 1417
		<u>4-27-2022</u> Date
Pay to the Order of <u>City of Parker Fire Department</u>		<u>\$500.00</u>
<u>Five hundred and 00/100</u>		Dollars
	Wells Fargo Bank, N.A. Texas wells Fargo.com	
For _____		

ANDREA L PETRO SCOTT L JEFFRIES 4600 SYCAMORE LN PARKER, TX 75002-5702		1644 37-65/1119 1417
		<u>4-27-2022</u> Date
Pay to the Order of <u>City of Parker Police Department</u>		<u>\$500.00</u>
<u>Five hundred and 00/100</u>		Dollars
	Wells Fargo Bank, N.A. Texas wells Fargo.com	
For _____		



Council Agenda Item

Budget Account Code:	Meeting Date: See above.
Budgeted Amount:	Department/ Requestor: Council
Fund Balance-before expenditure:	Prepared by: ACA/CS Scott Grey
Estimated Cost:	Date Prepared: June 13, 2022
Exhibits:	<u>Request for Qualification (RFQ) – Independent Financial Audit Services</u>

AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON REQUEST FOR QUALIFICATIONS (RFQ) INDEPENDENT FINANCIAL AUDIT SERVICES.

SUMMARY

Please review information provided.

POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use			
Approved by:	Enter Text Here		
Department Head/ Requestor:	<i>Patti Scott Grey</i>	Date:	06/16/2022
City Attorney:	<i>Trey Lansford</i>	Date:	06/16/2022 via Municode Software
City Administrator:	<i>Luke B. Olson</i>	Date:	06/17/2022



CITY OF PARKER, TEXAS

REQUEST FOR QUALIFICATIONS

INDEPENDENT FINANCIAL AUDIT SERVICES

DUE DATE:

THURSDAY, JULY 21, 2022 at 2:00 P.M.

NO LATE SUBMISSIONS WILL BE ACCEPTED

QUALIFICATION PACKAGES
MAY BE DELIVERED OR MAILED TO:

CITY OF PARKER
ATTN: PATTI GREY, CITY SECRETARY
5700 E. PARKER RD.
PARKER, TEXAS 75002

FOR ADDITIONAL INFORMATION CONCERNING THIS RFQ PLEASE CONTACT:

Grant Savage, Finance Director
gsavage@parkertexas.us

I INTRODUCTION

A Request for Qualifications (RFQ)

The City of Parker, Texas (the City) is soliciting Statements of Qualifications for services to audit its financial records and accounts and to prepare its Comprehensive Annual Financial Report (CAFR) based on the audit. Persons qualified to perform these services include certified public accountants who are licensed in the State of Texas and public accountants who hold permits to practice from the Texas State Board of Public Accountancy.

B Term of Audit Engagement

A three-year term with an optional two-year extension is contemplated, subject to the annual review and recommendation of the City Administrator and Finance Director, the satisfactory negotiation of terms (including a price acceptable to both the City and the selected firm), the concurrence of the City Council, and the annual availability of an appropriation. The audit will initially be performed for the fiscal year October 1, 2021 to September 30, 2022.

II DESCRIPTION OF THE MUNICIPALITY

A Background Information

The City of Parker, Texas is a political subdivision located East of Allen, Texas and is in Collin County. The City's corporate limits currently encompass a land area of approximately 8 square miles and has a population of approximately 5,250. The City was incorporated on March 22, 1969 and operates under a Type A General Law form of government. The City provides; Police; Fire; Code Enforcement; Public Works; Street Repair and Maintenance; Parks; General Administrative Services; Water; Wastewater; and Sanitation. The City currently has 28 full-time employees and approximately 45 part-time employees.

B Current City Officials

(i) Elected Officials:

Mayor	Lee Pettie
Mayor Pro-Tem	Michael Slaughter
Councilmember	Diana Abraham
Councilmember	Terry Lynch
Councilmember	Cynthia Meyer
Councilmember	Jim Reed

(ii) Executive Staff:

City Administrator	Luke Olson
City Attorney	Trey Lansford
City Secretary	Patti Grey
Finance Director	Grant Savage
Police Chief	Richard Brooks
Fire Chief	Mike Sheff
Public Works Director	Gary Machado

C Fund Structure

As of June 1, 2022, the City's fund structure is as follows:

Fund Type/Account Group	Number of Funds
General Fund	1
Special Revenue Funds	9
Debt Service Funds	1
Capital Projects Funds	3
Enterprise Funds	2
Blended Component Units	1
General Fixed Asset Account Group	1
General Long-Term Debt Account Group	1

D Budgetary Basis of Accounting

The City prepares its operating budget on an annual basis. The budgets for all governmental funds are prepared and adopted on a basis consistent with generally accepted accounting principles. The budgets prepared and adopted for enterprise funds differ from generally accepted accounting principles primarily in that depreciation expense is not a budgeted item, while capital outlay is budgeted as an expense.

E Financial Information

Total annual appropriations for funds of the primary government for fiscal year 2021-22 total \$5.4 million. More detailed information about the City and its finances is available on the City's website at www.parkertexas.us. There you will find prior [audits](#) and [adopted budgets](#). The City utilizes pooled cash and has one bank account that is used as the operating account.

F Pension Plans

The City's employees participate in the Texas Municipal Retirement System. Employees are also eligible to contribute to a deferred compensation plan offered through Nationwide.

G Federal and State Financial Assistance

During the fiscal year to be audited, the City may receive funding from federal and state financial assistance programs. A Single Audit may be required if the appropriate grant expenditure thresholds are met. Last year the City was not required to provide a Single Audit.

H Component Units

Besides the primary government, the City's financial statements provide information for a blended component unit. The Parker Volunteer Fire Department is reported as a blended component unit because it has no separate board from City Council, and it is financially accountable to the City.

I Computer Systems

The City currently utilizes the INCODE/ENERGOV software packages from Tyler Technologies for the following applications:

- General Ledger
- Accounts Payable
- Check Reconciliation
- Payroll
- Utility Billing
- Cash Collections
- Building Permits

Municipal court currently utilizes the MCRS software package from Utility Data Systems of Texas, LLC, to input citations and traffic tickets, maintain the docket, enter judgments, and enter payments. Payment information is uploaded into INCODE as separate transactions daily. The two software entries are reconciled daily.

J Internal Audit Function

The City does not currently have any internal audit functions.

K Finance Department Personnel

The Finance Director has a Bachelor of Science from the University of North Texas with an emphasis in accounting and has 18 years of municipal government experience.

Other finance-related personnel include the following:

- Accounting/HR Specialist
- Utility Billing Coordinator
- Court Administrator
- Permit Tech

III SCOPE OF AUDIT SERVICES REQUIRED

A Auditing Standards to be followed

The examination of the City's financial statements should be made in accordance with:

- Generally accepted auditing standards (GAAS) established by the American Institute of Certified Public Accountants (AICPA),
- Standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States,
- Provisions of relevant Governmental Accounting Standards Board statements, and
- U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, as applicable

B Scope

- 1 The City desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with Generally Accepted Accounting Principles (GAAP).
- 2 The audit firm shall also be responsible for performing certain limited procedures involving required supplementary information required by the Government Accounting Standards Boards (GASB) as mandated by Generally Accepted Audited Standards (GAAS).

C Reports to be issued

The audit firm will be required to prepare the following reports:

- Independent Auditor's Report,
- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Governmental Auditing Standards*, and
- All other reports required of the independent auditor examining the City's financial statements in accordance with the standards listed above.

D CAFR Preparation

The audit firm will prepare the draft and final versions of the CAFR as follows:

- The financial section will be prepared by the auditor. The auditor will compile and prepare all financial statement and schedules. Management's Discussion and Analysis and the notes to the basic financial statements will be a joint effort of the City and the auditor, and they will be prepared by the auditor.

Printing and binding of twelve (12) copies of the CAFR will be the responsibility of the audit firm. The audit firm will also provide the City with a print-ready version of the CAFR in Portable Document Format (PDF) to facilitate the printing of any additional copies and for posting the CAFR on the City's website.

E Evaluation of Internal Control Systems

The selected audit firm shall observe the adequacy of the systems of internal control. If weaknesses are noted, appropriate findings and recommendations should be reviewed with the City Administrator and Finance Director, with final inclusion in a separate letter to management.

F Provision of Advisory Guidance

The successful audit firm will be expected to provide advisory guidance to City staff during the course of audit work and throughout the year for accounting and other technical matters necessary to keep the City in compliance with any changes in governmental accounting and financial reporting standards.

G Requested Client-prepared Schedules

The successful audit firm will be expected to submit a detailed list of requested client-prepared schedules to the City's Finance Director at an agreed-upon date to facilitate efficient and timely completion for the fieldwork process. The Finance Department is staffed at only a maintenance level and must carry on its normal operations during the audit.

H Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of the need to extend the retention period.

At the City's request, copies of any or all working papers prepared in conjunction with a respective audit engagement will be provided, on a timely basis, at no cost to the City. In addition, the audit firm shall respond to reasonable inquiries of successor auditors and allow them to review working papers relating to matters of continuing accounting significance.

IV CITY OF PARKER'S RESPONSIBILITIES DURING AUDIT

- A The City's Finance Department staff shall close all accounts within 60-90 days after fiscal year end and prepare, at the audit firm's option, a trial balance and/or detailed general ledger transaction listing for all funds to be examined by the auditor.
- B The City will provide the auditor with an on-site work area and access to a source of power, photocopier, fax machine, and internet access.
- C The City will make available and accessible all documents, records, and systems requested by the independent auditors to conduct their examination.
- D City staff will be available to provide documents and reports for examination, reproduce documents, prepare specific schedules, etc.
- E The City will allow the auditor access to staff work areas for confidential discussions to take place.

V CALENDAR OF EVENTS

A Selection of Audit Firm

The following is a proposed calendar of events for selection of an auditor. Dates are subject to change.

Date	Description of Event
Thursday, June 23, 2022	Advertise RFQ for Audit Services
Thursday, July 21, 2022	RFQ Proposals due by 2:00 PM to City Secretary
Tuesday, August 16, 2022	City Council selection of audit firm

B Contemplated Schedule for Annual Audit

The desired schedule for completion of certain aspects of the audit for each year of the engagement is as follows:

Date	Description of Event
October 1, 2022	Development of Audit Plan and PBC Schedules
December 2022 - January 2023	Audit Field Work
February 2023	Draft Report
March 2023	Final Reports and Management Letters Presented to Council

VI INFORMATION REQUESTED FROM AUDIT FIRMS

Any firm interested in being considered for the independent financial audit services engagement is requested to submit, on the firm's letterhead, a Statement of Qualifications, which provides information on the points, indicated below. Responding firms should refer to Section VII (Submission of Statement of Qualifications) of this RFQ for additional response guidelines.

To achieve a uniform review process and obtain the maximum degree of comparability, the Statement of Qualifications is to be organized according to the following outline:

A Title Page

Show the RFQ subject, the name of the proposing firm, local address, website address, telephone number, name of contact person, and date submitted.

B Table of Contents

Include a clear identification of the material by section and by page number.

C Letter of Transmittal

- (1) Briefly state the firm's understanding of the work to be performed and provide a clear commitment that work will be performed within the time period specified in the RFQ.
- (2) Provide the names of the persons who will be authorized to make representations for the firm, their titles, addresses, email addresses, and telephone numbers.
- (3) State that the person signing the transmittal letter is authorized to bind the firm and enter into a contract.
- (4) The firm should provide affirmative statements that:
 - (a) It is licensed to practice in the State of Texas and
 - (b) It is independent of the City of Parker as defined by Government Auditing Standards issued by the Comptroller General of the United States. Otherwise, identify and discuss any potential conflicts of interest of which the firm is aware.

D Profile of the Responding Firm

- (1) State size of the firm and the size of the municipal government audit staff.
- (2) State the location of the office from which work is to be performed and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
- (3) Submit a copy of the report of the most recent external quality control review, with a statement whether that review included a review of specific government engagements.
- (4) Provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three years. In addition, provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.
- (5) Describe the firm's most recent auditing experience similar to the type of audit being requested. Include a reference list of local government audit clients and the number of years served for each.

E Summary of the Responding Firm's Qualifications

- (1) Identify the partner, audit manager, and supervisors who will work on the audit. Resumes including relevant governmental auditing experience and continuing education for each individual assigned to the audit should be included. (Resumes may be included as an appendix)
- (2) Indicate the firm's experience in providing any additional services to local governments by listing the name of each entity, the type(s) of service performed, and the year(s) of the engagement.
- (3) For the firm's office that will be assigned responsibility for the audit, list up to five of the most significant engagements performed in the last five years that are like the engagement described in this request.

F Approach to the Audit and Cost Proposal

- (1) Submit a work plan to accomplish the scope of services required, including an explanation of the audit methodology to be followed. In developing the work plan, reference should be made to sources of information, such as the City's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems. The planned use of any specialists should also be specified. In addition, submitters are required to provide the following information on their audit approach and cost proposal:
 - (a) Proposed segmentation of the engagement, and
 - (b) Level of staff and number of hours to be assigned to each proposed segment of the engagement.

- (2) State the purpose and degree of utilization of City of Parker personnel.
- (3) The dollar cost to provide the maximum not-to-exceed fee. The total hours and hourly rate required to complete the requested work by staff classification are to be stated. The resulting all-inclusive maximum not-to-exceed fee amount is to contain all direct and indirect costs, including all out-of-pocket expenses.
- (4) The cost to perform the Single Audit (if applicable) is to be shown separately from the cost to audit the basic financial statements and required supplementary information. In addition, the expected rates for any additional services for which the City might desire to utilize the expertise of the auditor on additional projects outside the scope of this financial audit engagement are to be provided.
- (5) The expected manner and terms of payment for the proposed engagement are to be provided.

VII SUBMISSION OF STATEMENT OF QUALIFICATIONS

A Instructions to Prospective Firms

The following instructions should be observed by firms responding to this RFQ:

- (1) Respond specifically to all information requested in this RFQ or indicate why a particular response is not given.
- (2) Identify the RFQ item being addressed in the introduction to each response.
- (3) Respondents or their representatives are prohibited from communicating with City of Parker officials (including City Council members) and employees regarding the RFQ from the time it is released until it has been acted upon by the City Council. Violation of this provision by respondents or their agents will lead to disqualification of the respective Statement of Qualifications from consideration.
- (4) If there are any clarification questions regarding the scope of work and/or any other requirements of this RFQ, respondents or their representatives should submit them in writing and forward them via email to Grant Savage, Finance Director, at gsavage@parkertexas.us.

B Filing Requirements

The City of Parker requests six (6) bound copies of the Statements of Qualifications, along with one (1) electronic copy suitable for reproduction and a thumb drive. All statement of Qualifications should be sealed in an envelope and clearly marked "Statement of Qualifications for Independent Financial Audit Services" on the outside of the envelope or on any carrier's envelope.

Sealed Statement of Qualifications should be sent to the attention of:

Patti Grey, City Secretary
 City of Parker, Texas
 5700 E. Parker Rd.
 Parker, TX 75002

The City of Parker will accept sealed Statement of Qualifications for independent financial audit services **until 2:00 PM on Thursday, July 21, 2022. Statement of Qualifications received after this time will not be considered.**

The City of Parker will not be responsible if the U.S. Postal Service or any other courier system fails to deliver the sealed Statement of Qualifications to the City of Parker by the deadline specified above. **Electronic transmission or facsimile of the Statement of Qualifications will not be accepted.**

VIII EVALUATION CRITERIA

City staff's recommendation to the City Council will be based on the Statement of Qualifications determined to offer the highest qualifications based on demonstrated competence to the City and its taxpayers. The evaluation of the Statement of Qualifications will be made based on, but not limited to, the following criteria, in no particular order of priority or rating, in addition to the items listed in Section VI (Information Requested from Audit Firms) of this document. These factors will be applied to all eligible, responsive firms in comparing the Statement of Qualifications received and in selecting the audit firm.

The City of Parker reserves the right to require oral presentations by any or all firms. A contract award may be made without oral presentations and/or discussions with firms after RFQ responses are received by the City. Therefore, RFQ responses should be submitted on the most favorable terms.

All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify an item in the RFQ shall be the sole responsibility of, and shall be borne by, the responding firm.

The City will use the following criteria in evaluating the qualifications of those responding the greatest benefit to the RFQ:

- (1) Qualifications will be based on the firm's professional background, education, and experience, including qualifications of the local office principals managing the audit and staff assigned to the audit.
- (2) Governmental audit experience will be based on list of client cities of similar size or larger, references with contact names and information, and providing guidance to cities with new accounting and auditing standards.
- (3) Firm size, staffing and resources available to complete the annual audit in a timely manner.
- (4) Audit quality will be based on required information of peer reviews and any additional information that will be useful in determining audit quality.
- (5) Description of the audit plan and associated costs. Key dates and relevant information related to the approach for completing the audit will also be considered.

IX RIGHTS RESERVED BY THE CITY OF PARKER

The City of Parker reserves the right to:

- 1 Accept, reject, re-solicit, and/or extend the RFQ from the original submission date for an appropriate period determined solely by the City if only one or no Statement of Qualifications is received by the submission deadline,
- 2 Hold Statements of Qualifications for 90 days from the submission date without action,
- 3 Extend the original 90 day holding period prior to the award if agreed upon in writing by both parties,
- 4 Request additional information or to meet with representative from responding firms to discuss items in the Statement of Qualifications before and after submission, any or all of which may be used in forming a recommendation,
- 5 Disregard and reject the entire Statement of Qualifications for any alterations, changes, or deletions made to the RFQ by the submitter,
- 6 Reject any or all Statements of Qualifications received and to accept the Statement of Qualifications the City considers being in its best interest based upon the requirements and descriptions outlined in the RFQ,
- 7 Retain all Statements of Qualifications submitted and to use any information in a Statement of Qualifications regardless of whether that Statement is selected,
- 8 Terminate all of or any part of the unfinished portion of the work resulting from this solicitation within thirty (30) days written notice whether due to default, delay, or non-performance by the firm or, if it is deemed in the City's discretion to be in the best interest of the City or for convenience,
- 9 Terminate negotiations with any submitter if, in the City's sole determination, a fair and reasonable price cannot be obtained and initiate negotiations with the next best qualifications as determined by rankings by the City Council and City staff.

X WARRANTIES

- 1 The successful firm warrants that it will not delegate or subcontract its responsibilities under the audit engagement without the express prior written consent of the City.
- 2 The successful firm warrants that it will not replace or substitute key audit personnel without the City's knowledge and consent.
- 3 The successful firm warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for willful or negligent acts or the omissions of any officers or employees.
- 4 The submission of a Statement of Qualifications shall be prima facie evidence that the proposing firm has full knowledge of the scope, nature, quantity, and quality of work to be performed, the detailed requirements of the specifications, and the conditions under which the work is to be performed.



Council Agenda Item

Budget Account Code:	Meeting Date:	See above.
Budgeted Amount:	Department/ Requestor:	Council
Fund Balance-before expenditure:	Prepared by:	ACA/CS Scott Grey
Estimated Cost:	Date Prepared:	June 13, 2022
Exhibits:	None (Use links.)	

AGENDA SUBJECT

UPDATE(S):

ANY COMMITTEE UPDATES, AS NEEDED.

CITY ADMINISTRATOR UPDATE ON FM2551

MONTHLY/QUARTERLY REPORTS ([Links below.](#))

- [Apr 2022 - Building Permit/Code Report](#)
- [Apr 2022 – Court Report](#)
- [Apr 2022 – Finance \(monthly financials\) Report](#)
- [1st Qtr. Fire Department Report](#)
- [Apr 2022 – Police Report](#)
- [Apr 2022 – Republic Services Inc., dba Allied Waste Services of Plan](#)
- [Apr/May 2022 – Website \(PIWIK\) Report](#)
- [May 2022 - Building Permit/Code Report](#)
- [May 2022 – Court Report](#)
- [May 2022 – Finance \(monthly financials\) Report](#)
- [May 2022 – Police Report](#)
- [May 2022 – Republic Services Inc., dba Allied Waste Services of Plano](#)

ACCEPTANCE OF DONATION(S) FOR POLICE, FIRE, AND CITY STAFF FOR THE RECORD
(Each valued at between \$0 - \$500).

- James & Cindy Henderson/Anthony Cordova donated snacks values at \$120.00 to the Parker Police Department.
- Trudy Jackson donated snacks valued at \$30.00 to the Parker Police Department.
- Hsieh Family donated snacks valued at \$150.00 to the Parker Police Department.

SUMMARY

Please review information provided.

POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use			
Approved by:	Enter Text Here		
Department Head/ Requestor:	<i>Patti Scott Grey</i>	Date:	06/16/2022
City Attorney:	<i>Trey Lansford</i>	Date:	06/16/2022 via Municode Software
City Administrator:	<i>Luke B. Olson</i>	Date:	06/17/2022



Council Agenda Item

Budget Account Code:	Meeting Date: See above.
Budgeted Amount:	Department/ Requestor: Council
Fund Balance-before expenditure:	Prepared by: ACA/CS Scott Grey
Estimated Cost:	Date Prepared: June 13, 2022
Exhibits:	Future Agenda Items

AGENDA SUBJECT

FUTURE AGENDA ITEMS

SUMMARY

Please review information provided.

POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use

Approved by:	Enter Text Here		
Department Head/ Requestor:	<i>Patti Scott Grey</i>	Date:	06/16/2022
City Attorney:	<i>Trey Lansford</i>	Date:	06/16/2022 via Municode Software
City Administrator:	<i>Luke B. Olson</i>	Date:	06/17/2022

FUTURE AGENDA ITEMS

AGENDA DATE	ITEM DESCRIPTION	CONTACT	Notes
2022			
Feb(Mar), May , Aug, Nov	Fire Department Quarterly Report	Sheff/Miller	1st Qtr 2022 0621 CC Agenda
Feb(Mar), May , Aug, Nov	Investment Quarterly Report	Savage	1st Qtr 2022 0419 CC Agenda
	Council Committee Updates	Council	2022 0126 Any Committees updates, as needed
Tentatively - July 19, 2022	Other Maps - Zoning, Transportation, Annexation,	Olson/Machado	2022 0330 Possibly Annexation, Thoroghfare, & ?Land Use? Maps
Tentatively - July 19, 2022	Oncor Rate Case	Lansford	Added 2022 0601
Tentatively - July 19, 2022	Capital Equipment		Added back 2022 0615
Tentatively - July 19, 2022	Water Projects		Added back 2022 0615
Tentatively - July 19, 2022	Code		Added back 2022 0615
Tentatively - August XX, 2022	Grade/Step Program	Savage/Lansford	2022 0125 Agenda Mtg -
Tentatively - August XX, 2022	0601 Ord801 2021 No Thru Truck Traffic	Council/Brooks	Update - Review periodically; Ordinance will be reviewed for effectiveness in one year (Ord. No. 801); Signs up 2022 0608
Tentatively - August XX, 2022	Parks and Recreation (P&R) Commission Review & Recognition		0820 Ord766 2019 Reinstating P&R Commission - Review - 97.06 (c) Review of servcies and needs.
Tentatively - August XX, 2022	Proclamation - Logan Donaghy	Pettle	Added 2022 0202; MLP has sent 4emails & 2 messages;
August 22, 2022	Facility Bond	Mayor	MLP wanted last date for Nov. 8, 2022 election
Tentatively - 2022	Water Rate Analysis - Ongoing (Stand still)	Savage/Machado	0810 Ord739 2016 Water Rate Amendments for 2016-2020; Waiting on numbers
Tentatively - 2022	Oncor & Frontier Franchise (All?) - Review Ongoing		2021 0615 added - When due
Tentatively - 2022	Civic Plus Contract?	Pettle	Work in Progress; CALO - no contract - reviewing pricing options
Tentatively - 2022	Comp Plan	Pettle/Slaughter	Added 2022 0330 Agenda Meeting; by end of year; waiting on maps



Council Agenda Item

Budget Account Code:	Meeting Date: See above.
Budgeted Amount:	Department/ Requestor: Council
Fund Balance-before expenditure:	Prepared by: ACA/CS Scott Grey
Estimated Cost:	Date Prepared: June 14, 2022
Exhibits:	https://www.collincountytx.gov/parks/Pages/funding.aspx

AGENDA SUBJECT

DISCUSSION AND GIVE STAFF DIRECTION ON APPLYING FOR COLLIN COUNTY PARKS GRANT.

SUMMARY

Please review information provided at <https://www.collincountytx.gov/parks/Pages/funding.aspx> and be prepared to discuss.

POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use			
Approved by:	Enter Text Here		
Department Head/ Requestor:	<i>Patti Scott Grey</i>	Date:	06/16/2022
City Attorney:	<i>Trey Lansford</i>	Date:	06/16/2022 via Municode Software
City Administrator:	<i>Luke B. Olson</i>	Date:	06/17/2022