



**MINUTES**  
**CITY COUNCIL MEETING**  
**OCTOBER 2, 2023**

**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 Lee Pettie called the meeting to order at 5:03 p.m. Mayor Pro Tem Jim Reed and Councilmembers Todd Fecht, Randy Kercho, Terry Lynch, and Amanda Noe were present.

Staff Present: City Administrator Luke Olson, Asst. City Administrator/City Secretary Patti Scott Grey, Finance/Human Resources Director Grant Savage, City Attorney Amy J. Stanphill, Public Works Director Gary Machado, and Police Chief Kenneth Price

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

Cindy Meyer, 6618 Estados Drive, spoke in regard to the Comprehensive Plan (COMP Plan), noting she had updates if the Mayor and City Council would like those updates, and the Capital Improvement Plan (CIP).

**WORKSHOP**

**CAPITAL IMPROVEMENT PLAN (CIP)**

**CONSIDERATION OF PHASED APPROACH**

Mayor Pettie turned the meeting over to the Council for discussion.

Councilmember Noe noted the “Draft Initial Proposal - Street Repairs” was updated from the August 22, 2023, CIP meeting and included in tonight’s packet, as requested.

Council, led by Councilmembers Noe and Lynch, reviewed the “City of Parker, Texas Capital Improvement Plan FY23-24 – FY28-29 10/02/2023 Rev 0.1” and other information, provided in tonight’s packet, and the Mayor, Council, and City Staff made suggestions for corrections/updates. Councilmembers Noe and Lynch said they would update the documents and send City Administrator Olson an update before the next CIP meeting for the next packet. [**See Exhibit 1 – City of Parker, Texas Capital Improvement Plan FY23-24 – FY28-29 10/02/2023 Rev 0.2, dated October 17, 2023.**]

**NEXT SCHEDULED CAPITAL IMPROVEMENT PLAN (CIP) MEETING**

The Mayor and City Council scheduled the next special City Council/CIP meeting for Tuesday, October 17, 2023, 4:00 p.m. – 6:00 p.m., prior to the regular City Council meeting.

**WORKSHOP (Continued)**

**COMPREHENSIVE PLAN**

Due to time limitations, the Comprehensive Plan Workshop was postponed, a date to be determined.

The Mayor, City Council, and City Staff discussed and determined it was best to have a joint City Council/Planning and Zoning Commission meeting.

## ADJOURN

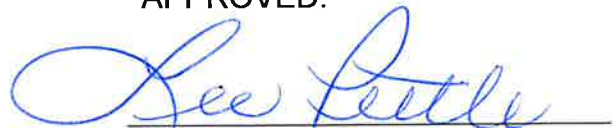
Mayor Lee Pettie adjourned the meeting at 7:11 p.m.



ATTESTED:

  
Patti Scott Grey, City Secretary

APPROVED:

  
Mayor Lee Pettie

Approved on the 17th day  
of October, 2023.



# **City of Parker Texas Capital Improvement Plan FY23-24 - FY28-29**

10/17/2023 Rev 0.2

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Conceptual Vision of the new Parker Water Department Facility  
*Goal for Completion: FY23-24*

## Introduction

The Parker Capital Improvement Plan (CIP) provides a blueprint for planning Parker's capital expenditures and informing the Annual Capital Budget. This plan is meant to be a tool for city officials and the public so that all are aware of future needs and projects. Ultimately, the plan encourages careful project planning and design to avoid costly mistakes and to help Parker reach desired community objectives within its fiscal capacity.

A well-planned maintained and executed capital plan is a wise investment that will enable the city to:

- maximize use of municipal assets,
- lower maintenance and replacement costs,
- decrease risk of injury or liability from using deteriorating capital assets,
- enhance efficiencies in vehicles and equipment,
- decrease future expenditures through proactive maintenance and replacement of equipment, facilities, and infrastructure,
- enhance Parker's credit rating and control of its tax rate, and
- increase the attractiveness of Parker as a place to live.

The CIP is updated annually to address:

- Progress made toward funding the planned projects,
- Updating the six-year projections, and
- Keeping current with changing information and priorities relating to the city's needs.



Adequate funding of capital needs presents many small cities with significant challenges, and Parker is no exception. With appropriate planning and careful use of resources, the City of Parker can address many of its most pressing needs affordably and sustainably.

This plan was developed in close collaboration with the Mayor, City Administrator, Finance Director, City Attorney, Department Directors, City Engineer, and the City Council. The effort could only come to fruition with these stakeholders' deep engagement.

### Capital Planning Process Goals and Objectives

The Capital Planning Process defines the following objectives:

- To maintain Parker's physical assets by providing funding in the annual operating budget to protect its capital investments and minimize future maintenance and replacement costs.
- To pursue a preventive maintenance program as a cost-effective approach to protecting its capital investments and maximizing the useful life of its capital assets including the procurement of outside services where city staff capacity or expertise appears insufficient to perform such preventative maintenance.
- To provide and preserve the infrastructure and equipment needed for achieving the highest levels of public services and quality of life possible by annually updating a six-year Capital Improvement Plan to ensure adequate investment in the City's capital assets.

### Definition of a Capital Asset

Capital assets are defined in Resolution 2022-700. Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold defined and have an estimated life of longer than one year. Capital assets include land, land improvements, buildings building improvements, machinery and equipment, computer equipment, vehicles and heavy equipment, infrastructure, and construction in progress.

Per Resolution 2022-700, capitalization thresholds and estimated useful lives of capital asset categories are as follows:

Asset Description	Capitalization Threshold	Estimated Useful Lives
Land	\$1	
Land Improvements	\$12,500	20 Yrs
Buildings & Building Improvements	\$25,000	30 Yrs - 40 Yrs
Vehicles and equipment		
• Computer Equipment	\$25,000	3 Yrs – 10 Yrs
• Vehicles & Heavy Equipment	\$1	5 Yrs – 20 Yrs
• Machinery & Equipment	\$2,500	5 Yrs – 10 Yrs
Infrastructure	\$25,000	20 Yrs
Water & sewer system		5 Yrs – 40 Yrs

Donated capital assets are recorded at their estimated fair market value at the time of acquisition plus ancillary charges. Assets acquired with grant funds will be capitalized based on the grant agreement.

### **Capital Improvements Planning Process**

The annual capital planning process is a process by which the city identifies the need to acquire new capital assets, repair or replace existing assets, and the proposed financing of each. It is an annual process conducted with the Mayor, City Administrator, Finance Director, City Attorney, Department Directors, City Engineer, and the City Council. The process includes the following steps:

- conduct an annual review of the capital improvements program of the city as well as proposals addressing the needs of the city's municipal buildings or infrastructure and/or the acquisition and maintenance of capital assets,
- make recommendations and consider project scope and funding regarding the above,
- prepare and present an annual report, and
- update the Capital Improvement Plan.

The CIP is a living plan, and as such, projects are subject to change based on new service delivery needs, special financing opportunities, emergency needs, compliance with unfunded mandates, and changing economic conditions. Every effort is made to make the six-year plan as accurate, thorough, and predictable as possible.

## **Active Capital Projects (FY23-24)**

An annual inventory of the upcoming year's active capital projects is a way to monitor the implementation of the Capital Plan. It is also a tool to be used in budget planning and staff resourcing. It can be used for identifying potential funding needs, sources, and re-allocations. It is a tool to help monitor our progress in achieving our stated goals and report on completion success.