



MINUTES
CITY COUNCIL MEETING
OCTOBER 30, 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 5:00 p.m. Mayor Pro Tem Jim Reed and Councilmembers Todd Fecht, Randy Kercho, Terry Lynch, and Amanda Noe (arrived at 5:07 p.m.) 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 and Director Gary Machado

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

WORKSHOP

CAPITAL IMPROVEMENT PLAN (CIP)

CONSIDERATION OF PHASED APPROACH

Mayor Pettie turned the meeting over to the Council for a recap, review of updates, which were included in tonight's packet, "City of Parker, Texas Capital Improvement Plan FY23-24 – FY28-29 10/30/2023 Rev 0.3", and further discussion of the CIP plan.

The Mayor, Council, and City Staff made suggestions for additional corrections/updates. Councilmembers Noe and Lynch said they would make the changes to the draft documents and send City Administrator Olson an update before the next CIP meeting for that packet. **[See Exhibit 1 – City of Parker, Texas Capital Improvement Plan FY23-24 – FY28-29 10/30/2023 Rev 0.4, dated November 13, 2023.]**

TOWN HALL MEETING

Mayor Pettie said she thought there should be a Town Hall meeting regarding the proposed Capital Improvement Plan. She inquired whether the Council thought the meeting should be before or after the proposed plan was more complete.

After discussion, Council agreed the Town Hall should wait until the proposed plan was more complete.

ADJOURN

Mayor Lee Pettie adjourned the meeting at 7:00 p.m.



ATTESTED:


Patti Scott Grey, City Secretary

APPROVED:


Mayor Lee Pettie

Approved on the 14th day
of November, 2023.



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

11/13/2023 Rev 0.4

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Introduction

The Parker Capital Improvement Plan (CIP) 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.

The Parker Capital Improvement Plan (CIP) provides a multi-year view into the City's proposed and approved capital expenditures. The CIP is envisioned to be a living document which is updated as needed to reflect capital expenditure additions/deletions and/or changes in costs as well as serving as a point of reference during the City's annual budgeting process. 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, updated 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,
- weigh proposed capital expenditure benefits against the impact on the City's financial soundness, and
- allow adequate time to identify alternative means to finance approved capital 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.

Capital Planning Process Goals and Objectives

The Capital Planning Process seeks the following objectives:

- 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.

- 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.

Definition of a Capital Asset

Capital assets for purposes of the CIP are defined in Resolution 2022-706. 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, and infrastructure.

Per Resolution 2022-706, 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

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.

Water and Sewer assets are capitalized and have useful lives based upon the underlying asset type (primarily building & building improvements, infrastructure, and machinery & equipment)

The Capital Improvement Plan will address capital projects with a cost of \$25,000 or greater. Other capital asset additions which fall below the \$25,000 threshold will be accumulated and added to each category as one line item.

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 infrastructure and/or the acquisition and maintenance of capital assets,
- make recommendations and consider project scope and funding regarding the above,
- review in conjunction with the Annual budgeting process
- prepare and present an annual report documenting capital asset additions/deletions during the prior year and status of approved but uncompleted capital projects , along with an updated Capital Improvement Plan for the next six-year period.

Approved projects are indicated with the Resolution, all others are considered proposed and require consideration by the City Council. Proposed costs reflect an estimation of the total costs to be incurred for each Capital Project. Once a project is approved, if bids received by the City exceed the proposed estimate by more than __%, the project will be re-considered by City Council and/or its citizens, if so required.

The CIP 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.

The CIP is a living plan, as such, proposals as well as approved capital expenditures 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.

References to "Fund XX" in the Project Schedules refer to a particular accounting funds maintained by the City. They are largely funded by the City's existing revenue sources inclusive of ad valorem taxes, sales taxes and water and wastewater fees. Other funding references are generally from external sources stemming typically from Federal, State, or County funds made available to municipalities.

Current Fiscal Year Approved & Proposed Capital Projects (FY23-24)

The following schedule reflects both Approved & Proposed Projects targeted for expenditures during the current fiscal year as identified in the Annual CIP Process. This inventory of the upcoming year's approved & proposed capital projects it is a tool to be used in budget planning, staff resourcing, and a way to monitor the implementation of the Capital Plan. See "Capital Improvement Planning Process" for description of Approved and Proposed.

Current Year Capital Projects

Category	Expenditure	Status	Proposed Costs	Funding Source	Grant \$ Funding	Grant Source
Buildings and Improvements						
Water Department Building	Design and Build the Water Department Building located at the Dillehay Pump Station	IN DESIGN	875,000	Fund 62		
City Government Facilities	Evaluate, design, and build and/or renovate existing facilities to provide for needs of the city.			Fund 65		
	Buildings & Improvements Total		875,000			
Vehicles and Equipment						
Police and Public Works	Replace Police and DPW Vehicles with Leased vehicles (Included in FY23-24 Budget)	IN PROGRESS	120,000	Fund 22		
ALL	Other Vehicles & Equipment < \$25k		16,500	Fund 22		
ALL	Other Computer Equipment < \$25k		105,000	Fund 28		
	Vehicles & Equipment Total		241,500			
Infrastructure						
Streets						
Maintenance (Patch)						
	Develop written policies and procedures relating to street maintenance.					
	Annual Street Maintenance	IN PLANNING	305,000	Fund 61		
Curtis Road (Dillehay to Southridge Pkwy)	Patch Overlay 750'x20' Asphalt	IN PLANNING	75,000	Fund 61		
	Subtotal		380,000			
Repair						
Lewis Lane (ALL)	Complete jurisdiction analysis and obtain written agreement on the responsibilities of entities.	IN PLANNING		Fund 61		

Current Year Capital Projects

Lewis Lane (Kings Crossing Phase 4N to KC Phase 3N)	Remix section next to King's Xing Phase 4. 1000'x24' Asphalt w/ Glas Pave	IN PLANNING	300,000	Fund 61		
Gray Lane	PCI 25; 2211'x19' Asphalt Overlay	IN PLANNING	200,000	Fund 61		
Moss Ridge	Repair Concrete with patch sections	IN PLANNING	256,000	Fund 61		
	Subtotal		756,000			
	Streets Total		1,136,000			
Drainage						
	Develop written policies and procedures relating to drainage.			Fund 63		
Dublin Road South	Engineering Study and construction of a drainage improvement for S-Curve	IN PROGRESS	250,000	Fund 63		
	Drainage Total		250,000			
Water and Sewer System						
Dillehay / FM2551	Replacing and relocating FM2551/Dillehay Water Lines (Various Approvals - see project detail)	IN PROGRESS	1,200,000	CC Funds	1,200,000	
Dublin Road Water Lines Eng	Design new Water Infrastructure plan for Dublin Road (North and South)	IN PLANNING		Fund 62		
Dublin Road - South Water Line	Remove and replace existing water lines along Dublin Road - South	IN PLANNING	1,200,000	ARPA	1,200,000	
Water Impact Fee Study	2023-2033 Water Impact Fee Analysis (Approved Res No 2023-732 4/18/2023)		25,800	Fund 60		
NTMWD Delivery Point No.2	Connecting the lines from Dillehay (Central) Pump Station to NTMWD (Included in FY23-24 Budget)	IN PLANNING	190,000	Fund 62		
	Water & Sewer System Total		2,615,800		2,400,000	
	Total All		5,118,300			
	Government (General) Funds		1,627,500			
	Proprietary (Water & Sewer) Funds		3,490,800		2,400,000	

Capital Project Schedule (FY23-24 through FY28-29)

The FY23-24 through FY28-29 Capital Project Schedule is a working document that aims to identify all known proposed capital expenditures which may arise over the next six years. Early identification allows more time to weigh their expected benefits against their costs and to consider financing alternatives. Projects on this schedule have been identified in a reference study or by a departmental director. Projects are listed in these categories: Facilities, Vehicles and Equipment, Streets, Drainage, Water Infrastructure, Parks and Public Spaces. While this schedule cannot possibly identify all possible future capital needs, it can allow the city to forecast, prioritize and schedule planned capital expenditures over a six-year horizon.

The Capital Project Schedule incorporates the Current Fiscal Year Approved & Proposed Capital Projects schedule in addition to potential capital needs over the following five-year period. Overall, it presents a six-year view of Approved & Proposed Capital Projects and the associated individual and cumulative estimated costs. See “Capital Improvement Planning Process” for description of Approved and Proposed.

Capital Project Schedule

Buildings and Improvements

Building	Expenditure	Proposed Costs							Potential Source	Potential Grant \$	Potential Grant Source
		FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	Grand Total			
Water Department Building	Design and Build the Water Department Building located at the Dillehay Pump Station	875,000						875,000	Fund 62		
City Government Facilities	Evaluate, design, and build and/or renovate existing facilities to provide for needs of city.							-	Fund 65		
	Create written Building and Improvement Maintenance assessment program							-	Fund 65		
	Building & Improvements Total	875,000	-	-	-	-	-	875,000			

Vehicles and Equipment

Department	Expenditure	Proposed Costs							Potential Source	Potential Grant \$	Potential Grant Source
		FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	Grand Total			
Police and Public Works	Replace Police and DPW Vehicles with Leased vehicles	120,000	130,000	150,000	150,000	160,000	160,000	870,000	Fund 22		
Public Works	Add Dump truck				150,000			150,000			
Fire	Replace 2002 Smeal Fire Truck-Pumper (02-811) Approved Res No 2023-755 9/19/2023 w/delivery est 605 Days		875,293					875,293	Fund 22		
Fire	Replace 2010 Ford F-750 Brush Truck (10-811) Approved Res No 2023-754 8/15/2023 delivery w/ 23-24 mo.		180,000					180,000	Fund 22		
Fire	Replace 2016 Ford F-250 (16-812)			60,000				60,000	Fund 22		
ALL	Other Vehicles & Equipment < \$25k	16,500	12,000	18,000		12,000	12,000	70,500	Fund 22		

Capital Project Schedule

ALL	Other Computer Equipment < \$25k	105,000						105,000	Fund 28		
	Vehicle & Equipment Total	241,500	1,197,293	228,000	300,000	172,000	172,000	2,310,793			

Infrastructure

Street Segment	Expenditure	Proposed Costs							Potential Source	Potential Grant \$	Potential Grant Source
		FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	Grand Total			

Streets

Maintenance (Patch)											
	Develop written policies and procedures plan for annual street maintenance.								Fund 61		
Annual Street Maintenance	Based on Street Maintenance Plan	305,000	380,000	380,000	380,000	380,000	380,000	2,205,000	Fund 61		
Curtis Road (Partial)	Patch w/ Asphalt overlay 750'x20'	75,000						75,000	Fund 61		
	Subtotal	380,000	380,000	380,000	380,000	380,000	380,000	2,280,000			
Repairs											
Dublin Road South (Park to South Limit)	Remix straight segments 5300'x22', Reconstruct S-Curve 600'x22', Asphalt w/ Glas Pave		1,785,950					1,785,950	Fund 61		
Dublin Road North (Parker to Park)	Remix complete section. 7957'x22', Asphalt w/ Glas Pave				2,985,223			2,985,223	Fund 61		
Lewis Lane (ALL)	Complete jurisdiction analysis and obtain written agreement mtce resp.							-	Fund 61		
Lewis Lane (Kings Crossing Phase 4N to Phase 3N)	Remix section 1000'x24' Asphalt road w/ Glas Pave	300,000						300,000	Fund 61		
Lewis Lane (Other Sections)	PCI 40, 3,286 est total (reconstruct)		1,414,060					1,414,060	Fund 61		

Capital Project Schedule

Church Ln	PCI 20; 2,172' (reconstruct)			1,212,277			1,212,277	Fund 61		
Gray Ln	PCI 25; 2211'x19' Asphalt Overlay	200,000					200,000	Fund 61		
Donihoo Ln	PCI 35; 2,037' (reconstruct)				1,216,514		1,216,514	Fund 61		
Gregory Ln (Hogge to Gray)	PCI 40; 1,277' (remix)		418,457				418,457	Fund 61		
Gregory Ln (Gray to End)	PCI 40; 4,171' (remix)				1,674,370		1,674,370	Fund 61		
Hackberry Ln (Donihoo to Pecan Orchard)	PCI 40; 1,763' (reconstruct)				1,052,879		1,052,879	Fund 61		
Hackberry Ln (Pecan Orchard to Cul de Sac)	PCI 40; 1,674' (reconstruct)				1,069,708		1,069,708	Fund 61		
Ranchview Ln	PCI 40; 1,002' (remix)		328,358				328,358	Fund 61		
Woodcreek	PCI 40; 668' (remix)		218,952				218,952	Fund 61		
Kara Lane	PCI 45; 2,606' (overlay)				469,691		469,691	Fund 61		
Pecan Orchard Ln (Springhill Estates to Hackberry)	PCI 50; 1,146' (remix)			401,817			401,817	Fund 61		
Pecan Orchard Ln (Hackberry to Cul De Sac)	PCI 50; 1,088' (remix)			381,481			381,481	Fund 61		
Wagon Wheel	PCI 50; 1.676' (remix)						-	Fund 61		
Windmill Creek	PCI 50; 1.628' (overlay)				293,422		293,422	Fund 61		
Moss Ridge Rd.	PCI 55; 6,195', Repair Concrete with patch sections	256,000					256,000	Fund 61		

Capital Project Schedule

Sycamore Ln	PCI 55; 5,319' (reconstruct)						3,636,834	3,636,834	Fund 61		
	Subtotal	756,000	4,165,776	1,995,575	5,254,615	3,507,190	3,636,834	19,315,991			
	Streets Total	1,136,000	4,545,776	2,375,575	5,634,615	3,887,190	4,016,834	21,595,991			

Drainage

City Wide	Develop written policies and procedures relating to drainage impacting streets.							-	Fund 63		
Dublin Road South S-Curve	Engineering Study and construction of a drainage improvement for S-Curve	250,000						250,000	Fund 63		
	Drainage Total	250,000	-	-	-	-	-	250,000			
	Infrastructure Total	1,386,000	4,545,776	2,375,575	5,634,615	3,887,190	4,016,834	21,845,991			

Water and Sewer Systems

Project	Expenditure	Proposed Costs							Potential Source	Potential Grant \$	Potential Grant Source
		FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	Grand Total			
FM2551 / Dillehay	Replacing and relocating FM2551/Dillehay Water Lines (Various Approvals - see project detail)	1,200,000						1,200,000	CC Funds	1,200,000	CC Funds
Dublin Road Water Lines Engineering	Design new Water Infrastructure plan for Dublin Road (North and South)							-	Fund 62		-
Dublin Road – South Water Lines	Remove and replace existing water lines along Dublin Road - South	1,200,000						1,200,000	ARPA	1,200,000	ARPA
Dublin Road North Water Lines	Replacing Dublin Road – North Water Lines			1,200,000				1,200,000	Fund 62		

Capital Project Schedule

Water Impact Fee Study	2023-2033 Water Impact Fee Analysis Approved Res No 2023-732 4/18/2023	25,800						25,800	Fund 60		
NTMWD Delivery Point No. 2	Connecting the lines from Dillehay (Central)+B55 Pump Station to NTMWD (Included in FY23-24 Budget)	190,000						190,000	Fund 60		
Bois D' Arc Lane	8-inch Water Line							-	-		
Elevated Storage Tank	Design and Build 2 nd Water Tower at Chaparral				5,016,250			5,016,250	Fund 60 & Fund 62		
	Water & Sewer Total	2,615,800	-	1,200,000	5,016,250	-	-	8,832,050		2,400,000	

**Capital Project Schedule
Totals**

	<i>Proposed Costs</i>							<i>From Other Sources</i>
	<i>FY23-24</i>	<i>FY24-25</i>	<i>FY25-26</i>	<i>FY26-27</i>	<i>FY27-28</i>	<i>FY28-29</i>	<i>Grand Total</i>	
<i>Buildings and Improvements</i>	875,000	-	-	-	-	-	875,000	-
<i>Vehicles and Equipment</i>	241,500	1,197,293	228,000	300,000	172,000	172,000	2,310,793	-
<i>Infrastructure</i>	1,386,000	4,545,776	2,375,575	5,634,615	3,887,190	4,016,834	21,845,991	-
<i>Water and Sewer Systems</i>	2,615,800	-	1,200,000	5,016,250	-	-	8,832,050	2,400,000
Total ALL	5,118,300	5,743,069	3,803,575	10,950,865	4,059,190	4,188,834	33,863,834	2,400,000
<i>From Other Sources</i>	2,400,000							
<i>Government (General) Fund Needs</i>	1,627,500	5,743,069	2,603,575	5,784,615	4,059,190	4,188,834	24,006,784	
<i>Proprietary (Water & Sewer) Fund Needs</i>	3,490,800	-	1,200,000	5,016,250	-	-	9,707,050	2,400,000
<i>From Other Sources</i>	2,400,000							

Capital Projects

Building and Improvement Projects

There are several major municipal facility capital projects that are in the planning and feasibility study stages. These projects can have a substantial impact on future capital needs and expenditures, so they should be monitored as part of the capital planning process. The Capital Improvement Planning process should consider recommendations for the initiation of feasibility studies, especially where projects may be partially supported by grant funds or bonds.

Project: New Water Department Building at the Dillehay (Central) Pump Station

Status: Proposed - In Planning/Design - Construction requested for FY23-24

Department: Public Works

Project Scope: This project scope is to design and build a new Water Department Facility located on the same property as the new Dillehay pump station. The building is envisioned to be 12,000 sqft. metal building with a brick façade. The building will have enclosed office space within the larger building and several large garage doors to allow for equipment storage and maintenance. - The scope of work for FY23-24 is to complete the design and construction of the building.

Background: The water department personnel have been operating out of the Old Parker Fire Station and the old white metal garage building (located adjacent to the old fire station). These buildings have offices, restrooms, work benches, tools and equipment, storage, and work facilities. The buildings have reached the end of their useful life and are not fit for reuse or renovation. The Old Fire Station is a metal building with a brick façade that was built in 1982. The old white garage is of similar vintage and is showing signs of age. Relocating the water department offices, storage, and shop facilities to the location near the Dillehay pump station will enable these buildings to be vacated, allowing for their demolition, making way for alternative uses of the land.

Funding: This is a project for administration of our Water System. Funding will be from Fund 62 (Utility Construction Fund).

Timeline: The project should commence imminently.

Project: City Government Facilities

Status: Proposed – Discussion Phase – New/Renovated Police Station and City Hall

Department: All City Government

Project Scope: After identifying the funds available for city government facilities, the identified needs are to be reviewed and prioritized, options identified, and a plan of action defined for proceeding. With this in hand, the next steps can begin.

Background:

The Parker Police Department has operated out of a portable building for several years. It is costly to continue to pay rent for this facility, and that money could be better spent on a permanent building.

Parker City Hall is challenged to meet the space needs of the Parker Administrative Staff and the Council and Municipal Court Chambers. The space lacks proper ADA accessibility, sufficient parking, and has constrained meeting, office, and storage space.

Several options have been considered over the years. Voters rejected proposal in 2020 for request to borrow up to \$9,500,000 and in 2022 for request to borrow up to \$8,630,000.

Funding: This project will be funded through the Capital Facilities Fund (Fund 65).

Timeline: TBD

Project: Building and Improvement Maintenance

Status: Proposed

Department : All Government

Background: Parker owns a portfolio of at least 5 buildings of various ages. The City of Parker should conduct an annual building assessment (not feasibility studies) for the city properties. Condition of key structural and operational components of the buildings should be assessed on an annual basis. Information from these assessments would be factored into the six-year capital plan. As additional properties are built, these properties should be added to the annual assessments.

<i>Facility</i>	<i>Address</i>	<i>PCA 360 Audit</i>	<i>Roof Assessed</i>	<i>Roof last Replaced</i>	<i>HVAC Replaced</i>	<i>Septic Replaced</i>	<i>Generators Replaced</i>
Parker City Hall	5700 E. Parker Road		2022		2015-2018		
Parker Fire Department	5700 E. Parker Road		2022		2008	2023	2009
Parker Police Dept.	5700 E. Parker Road		N/A		2014		
Parker Water Dept.	5700 E. Parker Road		2022		2020		
East Water Storage Facility	Parker Road						2007
Central Water Storage Facility	Dillehay			2021	2020-2021		2021

Infrastructure Projects (Streets and Drainage)

Infrastructure Capital Improvement planning is driven by the mission to provide a safe and reliable street and drainage system for residents and visitors. The plan considers both scheduled maintenance and repair of poor streets and other surface drainage issues.

Streets identified in the 2021 Street Condition Survey with a rating of below fair condition are included in the infrastructure projects. For each street, additional information, including average daily traffic, number of properties on the street, other areas utilizing the street, alternate route available, drainage conditions, and previous work on the street, was reviewed.

Many of the projects for streets, drainage, and water are interrelated and are considered as one within the Capital Improvement Plan for specific projects. Below is a recap of projects grouped by the major project.

Project: FM2551 (from FM2514 to FM2170)

Status: Approved - IN PROGRESS

Department: Public Works

Project Scope: Reconstruction and widening of FM2551 from 2 lanes to a 6-lane thoroughfare. Collin County is managing the project, and TXDOT has oversight of the construction. The city is responsible for the movement of water lines and utilities and providing input to project managers for the safety of residents.

Background: The continued local housing growth and development has resulted in a significant increase in the traffic volume on this road during recent years. Dillehay (2551) has been planned for expansion at both the county and state levels for quite some time. The scheduled

widening of the road is taking place now. Parker has an obligation to fund the water infrastructure portion of the project.

Funding: Collin County has committed to provide \$1,200,000 in funding for this project and the city has entered into Interlocal Agreements to aid in performing the work needed. Our city engineer, Birkhoff & Assoc. has been contracted to perform the engineering services related to the movement of utilities.

Timeline: Construction Start: Fall 2023. End: Summer 2026

Project: Dublin Road – South (Betsy Lane to South City Limit)

Status: Proposed – IN DESIGN

Department: Public Works

Project Scope: This project estimate includes the replacement of the road surface, addressing a critical S-Curve, and replacement of a water line. This is a multi-year project. The first phase of this project is to replace the water lines including an engineering study. Drainage improvement needs for the S-Curve will be determined and addressed. Right-of-way study will be completed as needed.

Background: The Street Condition Survey identified the majority of this street with a very poor rating of 30.

This is a significant collector street for subdivisions and private streets in the southern portion of Dublin Road. In addition, many people take this street to travel north and south as an alternative to FM2551 (Murphy Rd). A traffic study in 2021 showed an average traffic volume of 1,456 vehicles per day.

A city water line lies along and under this street. These lines are aging and undersized and need to be replaced. Such replacement should be coordinated with the reconstruction of the road. The current roadway is about 20' wide. The width of this street will be increased to 22'-24' wherever possible. The street has an S-curve that experiences accidents with drivers running off the street. The design will consider options to improve the safety of the road. In addition, stop signs will be put at the intersections at Creekside and Edgewater with the purpose of slowing travelers before they reach the curve. A drainage review will also be performed to determine that the streets will include proper drainage after construction. A right-of-way review will be performed to evaluate property ownership in conjunction with street widths and drainage needs.

Funding: This street project will be funded with money from Capital Street Construction Fund (Fund 61), drainage costs will be funded from the Capital Drainage Fund (Fund 63), and the Water Line will be funded using available ARPA funds.

Timeline: This project should commence imminently after the water lines are replaced, and the drainage study is complete. The S-Curve drainage plan should be implemented in conjunction with the road reconstruction project.

Project: Dublin Road – North (Parker Road to Betsy Lane)

Status: Proposed – IN PLANNING

Department: Public Works

Project Scope: This project includes replacing the road surface and water lines. It will mirror that of South Dublin Road.

Background: The Street Condition Survey identified this street to have a poor rating of 45-50.

This is a significant collector street for subdivisions and streets in the northern portion of Dublin Road. In addition, many people take this street for traveling north and south as an alternative to FM2551 (Murphy Rd). A traffic study in 2021 showed an average traffic volume of 1,640 vehicles per day.

In 2020, maintenance was performed on the street, providing important stabilization in areas that were in poor condition. However, the street has shown early signs of wear that need to be addressed.

A city water line lies along and under this street. These lines are aging and undersized. These lines need to be replaced. Such replacement should be coordinated with the reconstruction of the road. The current roadway is about 20' wide. The width of this street will be increased to 22'-24' wherever possible. The street has an S-curve that experiences accidents with drivers running off the street. The design will consider options to improve the safety of the road. In addition, stop signs will be put at the intersections at north and south of the curve with the purpose of slowing travelers before they reach the curve. A drainage review will also be performed to determine that the streets will include proper drainage after construction.

A right-of-way review will be performed to evaluate property ownership in conjunction with street widths and drainage needs.

Funding: This street project will be funded with money from Capital Street Construction Fund (Fund 61), drainage costs will be funded from the Capital Drainage Fund (Fund 63), and the Water Line will be funded through the Utility Construction Fund (Fund 62).

Timeline: Target of FY25-26 for water lines and FY26-27 for the road.

Project: Lewis Lane

Status: Proposed

Department: Public Works

Project Scope: The goal for FY23-24 is to complete a jurisdiction analysis and reconstruct one segment between Kings Crossing Phase 4 North to Phase 3 North.

The remaining portions that are within Parker's responsibility will be targeted for reconstruction in future years working with Lucas and Collin County to coordinate their segments at the same time. A drainage review will be performed prior to commencing work to ensure no significant drainage issues need to be addressed.

Background: The Street Condition Survey rated the total of Lewis Lane with a 40 PCI rating, one in poor condition. This is a collector street with increasing populations from residents in subdivisions within Parker and Lucas. In addition, this street is a north/south alternative for FM2551 (Dillehay)

This street is the responsibility of multiple entities (Parker, Lucas, and Collin County), and legal ownership of each section is not documented and agreed upon among the entities. This is critical to resolving the problems on this street. The Developer reconstructed a portion of the street (Kings Crossing Phase 3N to Phase 3S) in 2022. The remaining portions of the street are maintained by adding asphalt to patches, which wash away when rains occur.

Funding: This project will be paid through the Capital Street Construction Fund (Fund 61).

Timeline: Target dates to complete jurisdiction analysis and first segment in FY23-24 with the remaining portion of road FY24-25.

Project: Gray Lane

Status: Proposed - IN PLANNING

Department: Public Works

Project Scope: Road reconstruction

Background: Gray Lane was evaluated by the Street Condition Survey with a very poor rating of 25

Funding: This project will be paid through the Capital Street Construction Fund (Fund 61).

Timeline: Target FY23-24

Project: Moss Ridge

Status: Proposed – IN PLANNING

Department: Public Works

Scope: Replace selected concrete panels

Background: The Street Condition Survey rated Moss Ridge with a 55 PCI rating, a condition on the cusp of fair. This subdivision and associated street were built in the late 1980s. This is a concrete surface road, and a number of the panels are cracking.

This project will replace the concrete panels that are in poor condition. This will enable the street to move to a more acceptable condition and be good for years to come.

Over the years, the drainage easements have become less pronounced. Changes have occurred impacting the flow of water. A drainage review will be done prior to construction.

Funding: This project will be paid through the Capital Street Construction Fund (Fund 61).

Timeline: Target FY23-24

Project: Chaparral Road & Springhill Estates Drive

Status: Proposed - Future

Department: Public Works

Scope: Expand roads to 4-lane and add bridge over Cottonwood Creek

Background: Connected to prior agreements with the city of Allen which stipulate timing based on defined thresholds. Agreements being researched for additional clarification.

Funding: Unknown

Timeline: Unknown

Project: Drainage Policy and Procedures

Status: Proposed

Department: Public Works

Study Purpose: Develop written policies and procedures relating to city drainage.

Background: Residents frequently have questions about drainage including who owns drainage infrastructures, what the city policy is for maintaining drainage, and who has responsibilities for the various aspects required to maintain a proper drainage structure throughout the city.

Funding: This project will be paid through the Capital Drainage Fund (Fund 61).

Timeline: Target FY23-24

Water and Sewer System Projects

Water Improvement planning is driven by the need to maintain our water systems in working condition, providing safe and sufficient water for residents as needed. Water improvements include the needs of our water lines, standalone or interconnected with storage tanks, valves, hydrants, and water towers.

The city has several water infrastructure projects in the planning stage for the future. The goal of these projects is to continue to provide a water distribution system that meets the necessary volume and peak demand projections associated with future growth projections of our city. The projects scoped here are derived from the 2023-2033 Impact Fee Analysis (DRAFT).

Water infrastructure improvements connected to streets are identified in the Infrastructure Projects above.

Project: Water Impact Fee Study

Status: Approved - IN PROGRESS

Department: Public Works

Project Scope: The city contracted with our city engineer, Birkhoff & Assoc to assist City staff in providing a 2023-2033 Impact Fee Analysis to provide the Capital Improvement Plan of the water distribution system and a Water Impact Fee Study outlining Capital Improvements of the system and a calculation of the Water Impact Fee.

Background: The City of Parker owns and operates their water distribution system comprised of pump stations, ground storage reservoirs, elevated storage tanks, and pipeline infrastructure. This system is being improved and expanded to meet the needs of the water demands imposed by the current residents and future residents of Parker. Chapter 395 of the Texas Local Government Code requires that political subdivisions create a Capital Improvement Plan and its costs if it wishes to impose “impact fees” on new development. The city created a Capital Improvement Plan for Water Impact Fees in 2016. According to Texas law, it is time for that study to be reviewed.

Funding: This is a Water System project. The costs of this project will be paid through the Utility Impact Fee Fund (Fund 60)

Timeline: Target FY23-24

Project: NTMWD Delivery Point #2

Status: Approved - IN PROGRESS

Department: Public Works

Project Scope: Attach the Dillehay (Central) Pump Station to the NTMWD delivery point. The bulk of this work has already been completed. This is to make the final connection.

Background: The city completed construction of the Dillehay (Central) Pump Station in FY22-23. For the station to be fully operational, it must be attached to the NTMWD delivery point.

Funding: This is a Water System project. These funds are part of the Utility Construction Fund (Fund 62).

Timeline: Target FY23-24

Project: Build a Secondary Elevated Water Tower at Chaparral Road

Status: Planning to commence FY23-24 with construction commencing on or before FY26-27.

Department: Public Works

Project Scope: To construct a secondary elevated water tower and 16" water pipe infrastructure to connect to the existing water distribution system. The first phase of this project will be to perform a study to determine the timing of the need.

Background: The 2023-2033 Impact Fee Analysis (DRAFT) recommends constructing a secondary water tower to meet the projected water demand of residents based on future growth projections.

An Elevated storage tank within the Parker water distribution system is required by TCEQ to maintain system pressure. The Parker secondary elevated storage tank is expected to be sized to meet the maximum hourly demand working in conjunction with the pump stations, while maintaining system pressures.

The City currently has one 1.0-MG elevated storage tank located on Parker Road, adjacent to City Hall, with a high water level at 800-ft MSL. The Chaparral Elevated Storage Tank and water line project would consist of constructing an elevated storage tank with approximately 385 linear feet of 16-inch waterline connected between the new elevated tank and the existing 16-inch waterlines. The utilized capacity during the CFR period was calculated to be 63.0%

Funding: This project will be funded through the Utility Impact Fee Fund (Fund 60) and Utility Construction Fund (Fund 62)

Timeline: Commence construction on or before FY26-27.

Reference Reports for Capital Needs

Category	Plan Reference Title	Last Updated / Frequency
Community Development	Comprehensive Plan	In revision
Buildings and Improvements	Facilities Maintenance Plan	Need to Create (update annually)
Infrastructure	Street Maintenance Plan	Need to Create (update annually)
Infrastructure	Street Condition Survey	2021 (update every 5 years)
Infrastructure	Drainage Maintenance Plan	Need to Create (update every year)
Water and Sewer System	CIP for 2016-2026 Water Impact Fee	2016 (update every 5 years)
Vehicles and Equipment	Equipment Capital Replacement Schedule	Annual
Vehicles and Equipment	Technology Replacement Schedule	Need to Create (update annually)

Financing the CIP

CIP Projects are funded through general fund revenues and other resources available to the City. Funding considerations go beyond individual projects. The city's funding strategies will consider several variables, including amounts available in project funds, other City needs, debt, and the impact on taxpayers. Below, we will address the city's sources of funds and current funding.

Sources of Funds

Operational Revenue: Revenues generated in the

- Government (General) Fund through ad valorem taxes, sales taxes or fees.
- Proprietary (Water & Sewer) Fund primarily through water & wastewater revenues.

Local Sales Tax – The city charges a 2% Sales Tax. The General Fund receives a 1% sales tax. In May 2023, the voters elected to adopt a 1% sales tax dedicated to repairing and maintaining existing city streets in accordance with Chapter 327 of the Texas Tax Code. The new tax went into effect on October 1, 2023 with its derived revenues being dedicated to the Street Construction Fund. This tax expires after four years unless a new election is held to reauthorize the tax.

Impact Fees – The city charges a **Water Impact Fee** on primarily new Single-Family Residences based on a Water Impact Fee Study. New residential homes pay a fee based on the size of their water meter. The use of these funds is restricted to financing capital improvements required by new developments in accordance with Chapter 395 of the Texas Local Government Code.

Developer Contributions: Contributions of capital infrastructure in conjunction with new development in the city.

Intergovernmental: Funds supplied through other governmental agencies such as TxDOT, Collin County, State, and/or Federal government.

Other Grants and Donations: Funds received from other organizations and individuals.

Bonds: Bonds refer to debts of the City arising from Municipal Bonds issued by the City.

There are different kinds of borrowing, each with its advantages and disadvantages.

- **General Obligation Bonds (GO):** Debt instruments authorized by a vote among registered voters.
- **Certificates of Obligation (CO):** Debt instruments authorized by a vote of the City Council.
- **Revenue Bonds:** Debt instruments, the repayment of which depends on the revenue stream generated by the city's water & wastewater system.

Current Funding

Government (General) Funds are supported from several sources, which include:

Transfers: The city has established a pay-as-you-go approach to addressing capital needs using special funds. A portion of the city's General Fund and Proprietary Fund Operational Revenues are allocated each year to these funds during the annual budgeting process. They can only be used for the purpose specified without city council approval. Funds to which transfers are made include:

<u>Funds</u>		
#	Title	Purpose
22	Equipment Replacement Fund	Equipment Replacement Fund - Purchase or lease of city vehicles
24	Technology Replacement Fund	Replacement of existing technology equipment
61	Capital Street Construction Fund	Construction or maintenance of street projects.
63	Capital Drainage Fund	Construction or maintenance of drainage-related improvements.

65	Capital Facilities Fund	Land acquisition, construction, renovation, and equipping of city facilities.
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Sales Tax: As of October 1, 2023, half of collected Sales Taxes are dedicated to the General Fund while the other half is dedicated to the Capital Street Construction Fund. The additional 1% sales tax effective in 2023 is projected to provide approximately \$380,000 annually to the Capital Street Construction Fund.

Proceeds from the sale of city property within these funds are directly allocated to these funds. In FY23-24, the equipment replacement fund projects \$140,000 proceeds from the sale of city property.

Proprietary Funds (Water/Wastewater)

Utility Impact Fees Fund (Fund 60): This fund is supported by the Water Impact Fees from New Single Family Residential homes. As of September 30, 2023, the Utility Impact Fees Fund had a balance of \$2,071,001.

Utility Construction Fund (Fund 62): This fund was supported from the \$6,075,000 proceeds of the 2018 combination tax and revenue bond plus interest earned to construct facilities needed for water services operations. The balance in this fund at September 30, 2023 is \$479,887. Future additions to this fund will come from revenues collected in anticipation of future capital needs, debt from the sale of revenue bonds, and grants as may become available.

American Rescue Plan Act of 2021 (ARPA): The provisions of this act provided supplemental funds to the city in FY21 and FY22. These funds can only be used for specified purposes, including investment in water infrastructure. *Funding must be obligated by the end of calendar year 2024 and expended by the end of calendar year 2026.*

As of September 30, 2023, the City has \$1,223,553 of these funds to be allocated for qualified capital projects. The City Council has the authority to spend these funds within the authority of the act.

County Funds: The city has a commitment to receive funds from Collin County for purpose of the 2551/Dillehay Project. For more information, refer to that project.

Existing Debt Obligations

<i>Bond</i>	<i>Interest Rate</i>	<i>Maturity</i>	<i>Original Balance</i>	<i>Outstanding Balance</i>	<i>Remaining Principal + Interest</i>
Government Activities (General Fund)					
2015 Certificate of Obligation	2.09%	2025	1,485,000	320,000	326,688
2019 General Obligation Refinancing Bond	3.00%	2028	1,285,000	585,000	624,285
Total			2,770,000	905,000	950,973
Business Type Activities (Water/Wastewater)					
2018 Combination Tax & Revenue Bond	3.00-4.00%	2038	6,075,000	5,755,000	7,786,050
2019 General Obligation Refinancing Bond	3.00%	2028	1,200,000	540,000	596,540
Total			7,275,000	6,295,000	8,382,590
Total Long-Term Debt			10,045,000	7,200,000	9,333,563

Balances as of September 30, 2023

Long Term Debt

The Capital Improvement Plan is a means to identify potential capital needs of the City over the next six-year period that surpasses its revenue estimates over that same time frame and therefore would be a candidate for funding through long-term debt.

The amount of annual debt service to be authorized is an important consideration in determining options for long term debt. We believe that annual debt service should range from 2% of operating revenues at the low end to no more than 10% of operating revenues at the high end. Below is the current year debt ratio calculation.

Debt Ratio Calculations

Bond	FY23-24		
	Debt Service	Budgeted Revenues	Debt Ratio
Government Activities (General Fund)			
2015 Certificate of Obligation	165,016		
2019 General Obligation Refinancing Bond	170,256		
Total	335,272	7,551,006	4%
Business Type Activities (Water/Wastewater)			
2018 Combination Tax & Revenue Bond	395,950		
2019 General Obligation Refinancing Bond	158,994		
Total	554,944	6,083,200	9%

Another consideration to be made when considering adding debt is the impact on the city bond rating. The current city rating from [S&P Global rating is AA+](#)

Projected Cash Needs

Below is a recap of the projected cash needs over the CIP period. These projections identify the point at which additional funds will be needed.

Capital Planning Cycle

The Capital Planning Cycle is held in coordination with the Annual Budget Cycle.

September- October: The fiscal year closes on September 30. Department heads assess progress in meeting goals outlined in the Capital Improvement Plan. A progress report will be presented to the council by the end of October.

The City Administrator meets with the selected department heads to review existing and proposed new major capital projects or equipment as they relate to the current Capital Improvement Plan. This is to include a roll forward of unfinished projects with the addition of new projects proposed for the sixth year. A report of this information will be provided to the council.

Early November: The City Council meets with the City Administrator, Mayor, City Attorney, and Finance Director, to receive preliminary guidance on the funding resources expected to be available for capital projects in the upcoming fiscal year.

November – December: The City Administrator meets with department leaders to discuss the specifics of their capital requests, review documentation framing the relative urgency of those requests, and review any cost estimates received as they pertain to the projects. This activity may continue into early January.

January: The City Administrator summarizes capital spending requests, including the updated cost estimates, and makes recommendations for the coming fiscal year, and presents a report to the City Council.

January: Council meets to discuss the City Administrator's recommendations. The council also will discuss the past year's CIP process, consider possible CIP process improvements, and begin working on the CIP plan revision for the coming year.

January: Financing Options are evaluated and presented to council. If a general obligation bond is considered, information must be available prior to ballot deadline in February.

January – February: Council holds workshops as needed to discuss the Capital Improvement Plan.

February: Ballot initiatives, if any are filed.

March: City Council adopts the annual update of the Capital Improvement Plan.

April – June: The Finance Director incorporates the Capital Improvement Plan items for the current fiscal year incorporated into the budget cycles.

May: Council appoints lead of Capital Improvement Plan.

July – August: Bond initiatives, if any, deemed for a November ballot are to be addressed at this time. Ballot initiatives, if any, are filed.

Appendix A

Capital Assets per the Audited Financial Statements as of September 30, 2022.

D. Capital Assets

A summary of changes in governmental activities capital assets for the year end was as follows:

	Beginning Balances	Increases	Decreases/ Reclassifications	Ending Balances
Capital assets, not being depreciated:				
Land	\$ 843,484	\$ -	\$ -	\$ 843,484
Construction in progress	58,337	18,839	-	77,176
Total capital assets not being depreciated	901,821	18,839	-	920,660
Capital assets, being depreciated/amortized:				
Land improvements	212,367	-	-	212,367
Buildings and improvements	2,616,328	-	-	2,616,328
Vehicles and equipment	4,443,915	112,928	(925,136)	3,631,707
Infrastructure	52,266,733	941,416	-	53,208,149
Right-to-use leased assets	-	277,247	-	277,247
Total capital assets, being depreciated/amortized	59,539,343	1,331,591	(925,136)	59,945,798
Less accumulated depreciation/amortization:				
Land improvements	(103,272)	(10,618)	-	(113,890)
Buildings and improvements	(974,038)	(61,183)	-	(1,035,221)
Vehicles and equipment	(2,817,752)	(418,153)	694,418	(2,541,487)
Infrastructure	(22,731,915)	(2,039,274)	-	(24,771,189)
Right-to-use leased assets	-	(196,856)	-	(196,856)
Total accumulated depreciation/amortization	(26,626,977)	(2,726,084)	694,418	(28,658,643)
Net capital assets being depreciated/amortized	32,912,366	(1,394,493)	(230,718)	31,287,155
Governmental Capital Assets	\$ 33,814,187	\$ (1,375,654)	\$ (230,718)	\$ 32,207,815

A summary of changes in business-type activities capital assets for the year end was as follows:

	Beginning Balances	Increases	Decreases/ Reclassifications	Ending Balances
Capital assets, not being depreciated:				
Land	\$ 323,666	\$ -	\$ -	\$ 323,666
Construction in progress	4,992,608	1,147,737	-	6,140,345
Total capital assets not being depreciated	<u>5,316,274</u>	<u>1,147,737</u>	<u>-</u>	<u>6,464,011</u>
Capital assets, being depreciated:				
Water and sewer system	22,774,416	978,150	-	23,752,566
Vehicles and equipment	238,274	6,837	(82,980)	162,131
Total capital assets being depreciated	<u>23,012,690</u>	<u>984,987</u>	<u>(82,980)</u>	<u>23,914,697</u>
Less accumulated depreciation				
Water and sewer system	(6,222,958)	(608,834)	-	(6,831,792)
Vehicles and equipment	(239,211)	(3,518)	82,980	(159,749)
Total accumulated depreciation	<u>(6,462,169)</u>	<u>(612,352)</u>	<u>82,980</u>	<u>(6,991,541)</u>
Net capital assets being depreciated	<u>16,550,521</u>	<u>372,635</u>	<u>-</u>	<u>16,923,156</u>
Total Capital Assets	<u>\$ 21,866,795</u>	<u>\$ 1,520,372</u>	<u>\$ -</u>	<u>\$ 23,387,167</u>

Revision History

Revision 0.4	Slight changes to the introduction.
	The Capital Improvement Plan process was updated to clarify differences in approved vs proposed projects, use of the CIP, and explanation of references to “Fund XX”.
	Description of the current year approved & proposed capital projects, and the capital project schedule was updated slightly.
	City Government Facilities needs (police and administrative) were combined and changed to a project. This project will be updated with more information after discussion.
	Minor changes to other project details, mostly funding and timeline.
	Minor changes to sources of funds, current funds, and long-term debt to improve clarity.
	A new section “Projected Cash Needs” was added. However, the detail is not yet provided. It will be provided at a future time.
Revision 0.3	Reworded the introduction and added/removed bullets.
	Clarified water & sewer system capitalization and useful lives.
	Refined the definition of the CIP Process
	Updated active projects and project schedule to reflect approved. Also updated STATUS in the individual project details to identify proposed or approved.
	Reworded the funding of the proposed Water Department Building
	Added paragraph to describe information used to aid in determining how streets were considered for prioritization.
	Updated wording on Dublin Road projects scope, funding, and timeline.
	Added project sheet for Future Projects related to Chaparral and Springhill. (This will be further updated after specifics are made available)
	Added project for Water Impact Fee Study and NTMWD Delivery Point #2
	Updated spreadsheets – based on feedback and updated information.
Revision 0.2	Definition of Capital Asset - Changed to reflect Resolution 2022-706, approved 10/18/2022 (Agenda Packet).
	Reformatted categories to be in line with Assets as reflected in the Financial Statements and included Appendix A.
	<p>Added items in spreadsheets</p> <ul style="list-style-type: none"> • Public Work Dump Truck - FY26-27 (?) • Study drainage policies and procedures • Added streets – Chaparral and Springhill Estates

	<p>Updated street amounts to reflect</p> <ul style="list-style-type: none"> • Streets in years based on estimated costs from engineers estimates plus 25% engineering fee and 7% increase per year. • Dublin Rd – South street cost based on engineer’s estimates. North street cost based on remix instead of reconstruction. • 2551/Dillehay updated to reflect information about Collin County funds.
Revision 0.1	Initial Draft