

**MINUTES**  
**CITY COUNCIL MEETING**  
**July 16, 2014**

**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 Marshall called the meeting to order at 3:00 p.m. Councilmembers Stone, Standridge, Levine, Pettle and Taylor were present.

Staff Present: City Attorney James Shepherd, City Administrator Jeff Flanigan, City Secretary Carrie Smith, Finance/H.R. Manager Johnna Boyd, Fire Chief Mike Sheff and Police Chief Bill Rushing.

**PLEDGE OF ALLEGIANCE**

AMERICAN PLEDGE: Fire Chief Sheff led the pledge.

TEXAS PLEDGE: Police Chief Rushing led the pledge.

**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.

No comments.

**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 JUNE 17, 2014.
  - Amendments: - Item 13, List title and names of investment committee members.
  - Work Session, change Estate Bridge estimate from \$300,000 to \$340,000.
  - Mayor's Recap, remove part 2 of last sentence, "due to the windfall of funds received from last year's sales tax".
2. APPROVAL OF ORDINANCE 712 AMENDING THE 2014-2015 FEE SCHEDULE, ADJUSTING THE SOLID WASTE FEES.
3. APPROVAL OF RESOLUTION 2014-450 APPROVING THE 2014 POLICE DISPATCH AGREEMENT WITH COLLIN COUNTY.

4. APPROVAL OF RESOLUTION 2014-451 APPROVING THE 2014 JAIL SERVICE AGREEMENT WITH COLLIN COUNTY.
5. APPROVAL OF RESOLUTION 2014-452 AMENDING ALL SIGNATURE AUTHORITIES ON AMERICAN NATIONAL BANK ACCOUNTS.
6. APPROVAL OF DEPARTMENT REPORTS FOR MAY 2014 - ANIMAL CONTROL, POLICE DEPARTMENT, COURT, BUILDING DEPARTMENT, WEBSITE REPORT

MOTION: Councilmember Taylor moved to approve the consent agenda with noted amendments to Item 1, meeting minutes. Councilmember Standridge seconded with Councilmembers Stone, Standridge, Levine, Pettle and Taylor voting for. Motion carried 5-0.

#### INDIVIDUAL CONSIDERATION ITEMS

7. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON PARKS AND RECREATIONS QUARTERLY REPORT. [STACHIW/WAITES]

Chairperson Cindy Stachiw and Commissioner Sandy Waites presented the Parks and Recreation Commission's quarterly report. It was noted the requested budget amount was \$6600 and Council reduced that amount to \$4600. Exhibit 7.

8. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION 2014-453 AWARDING THE ANNUAL STREET MAINTENANCE CONTRACT TO ADVANCED PAVING COMPANY OF DALLAS, TEXAS IN THE AMOUNT OF \$300,000. [FLANIGAN]

The low bid for the project came in at \$317,000; however, City Engineer Birkhoff is recommending adjusting the project to stay within the \$300,000 as budgeted.

MOTION: Councilmember Standridge moved to approve Resolution 2014-453 awarding the annual street maintenance contract to Advanced Paving Company of Dallas, Texas in the amount of \$300,000. Councilmember Taylor seconded with Councilmembers Stone, Standridge, Levine, Pettle and Taylor voting for. Motion carried 5-0.

9. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ORDINANCE 713 AMENDING THE CITY WATER CONSERVATION PLAN. [FLANIGAN]

There was discussion on the language for changing Stage 3 water restriction to once every two weeks.

MOTION: Councilmember Taylor moved to approved Ordinance 713 subject to City Attorney Shepherd writing an amendment to page 2, *first sentence to read unless notified by the City that it is once every two weeks...* with a footnote of places to find the notice. Councilmember Standridge seconded with Councilmembers Stone, Standridge, Pettle and Taylor voting for. Levine opposed. Motion carried 4-1.

## ROUTINE ITEMS

### 10. FUTURE AGENDA ITEMS

- Comprehensive Plan Review update
- Final Water Ordinance

## WORK SESSION

### 11. 2014-2015 ANNUAL BUDGET WORK SESSION

Finance Manager Johnna Boyd reviewed the proposed budget highlighting the major budget items in each department. Exhibit 12.

### 12. ANY APPROPRIATE ACTION AS A RESULT OF THE BUDGET WORK SESSION.

#### Staff Action:

- Research what the money donated to Police Department a couple of years was ago used for per David Leamy's request
- Adjust budget line item to replace all dead trees in the road medians
- Review Fire Department Stipend pay
- Review Fire Department Sleeping Quarters
- Review at Estate Bridge Project
- Prepare a water rate study
- Police Department seized funds

Proposed budget will be modified and brought back August 5, 2014. At that time the proposed tax rate and public hearings will be scheduled.

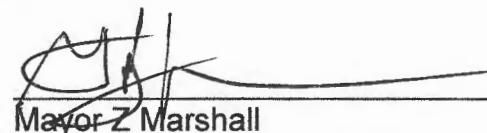
There will not be a meeting 7/17 continuing the work session.

### 13. ADJOURN

Marshall adjourned the meeting at 7:17 pm.



APPROVED:



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Mayor Z. Marshall

ATTESTED:

APPROVED on the 5th day  
of August, 2014.

Carrie L. Smith  
City Secretary Carrie L. Smith

## EXHIBITS

- 7- P&R Quarterly Report
- 12- Budget Presentation

Parks and Recreation – Quarterly Report – July, 2014

For the Months of April, May and June, 2014

**Parkerfest 2014** – a committee has been established, Cindy Stachiw and Sandy Waites and the planning is in full swing. The date is October 25<sup>th</sup> from 11-4. The plan is to once again self-fund. The vendor registration fee has been increased to \$35.00. Vendors are being contacted including those selling food. Some of the events already secured include: Carter Blood Care Mobile Unit, dog agility show, pony rides, face painting, volunteers to run the kids games, the home school band, Nee Nee's Tea Room, Great Harvest Bread Company and a handful of vendors have already paid. Currently, we have a publicity chair, Cindy Frost, assisting with that aspect of the event. Can't expect folks to come, if they do not know when and where the event is. The committee will continue to work thru the summer to make Parkerfest 2014 better than ever.

**Keep Parker/Texas Beautiful** - It was decided at the May Commission meeting, not to renew this item. Without a dedicated Chairman, it is very difficult to justify the funds spent and the value to the city. It may be revisited in the future.

**Grants for Trails** – none anticipated at this time.

**The Commission** – the last three months have been seen three resignations. Bart Blydes, Phyllis Houx and Joe Sterk. Cindy Stachiw, was appointed in June as the interim Chairman until a replacement can be found. This was announced in the last newsletter with a call to fill these positions.

**Scout Projects** – Currently, we have one Eagle Scout looking to complete botanical plant markers for the Preserve and one decorative hitching post. The last newsletter had the complete list of the approved projects.

**The Budget for 2014/2015** – At the March and May P&R Meeting, the budget was discussed. The following recommendations were made and approved by the Commission for subsequent approval by City Council. The total amount of \$7,250 was reduced by \$650.00 bringing the P&R budget for 2014/2015 to \$6,600.00. Items that were either reduced or deleted. Membership and Dues - \$200.00, deleted. Equipment Purchase - \$100.00 deleted. Parkerfest – amount was reduced by \$350.00, leaving the Parkerfest budget at \$1,500.00. The Parkerfest 2014 committee does not anticipate spending any of these funds but the rationale for leaving this amount in the budget is to be able to fund expenses while vendor payments are forthcoming. All other line items remained the same.

**City of Parker**

Budget Session  
2014 / 2015

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• **Vision Statement**

• **"The City of Parker is a unique, high quality community in a country setting dedicated to ensuring the quality of life by delivering cost-effective, highly responsive services with integrity and friendliness while protecting the health, safety, and welfare of our citizens"**

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**Budget Session - Overview**

- Begin Session with Balanced Budget– Tax rate **remains at .357080**
- Complete review of budget worksheets by department-Department Heads available to answer questions
- Adjustments to budget as approved by Council

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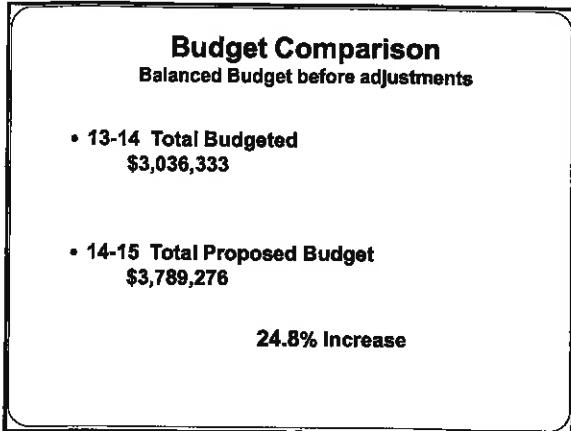
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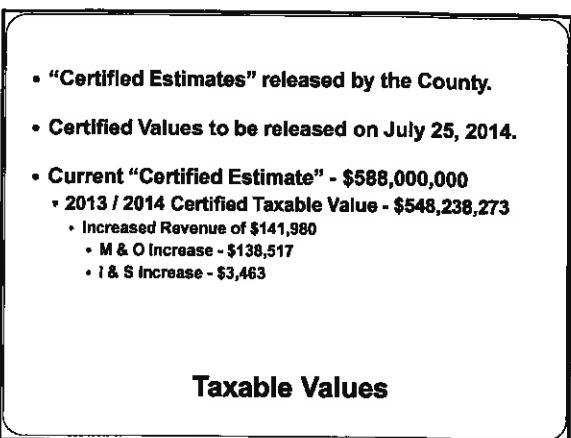
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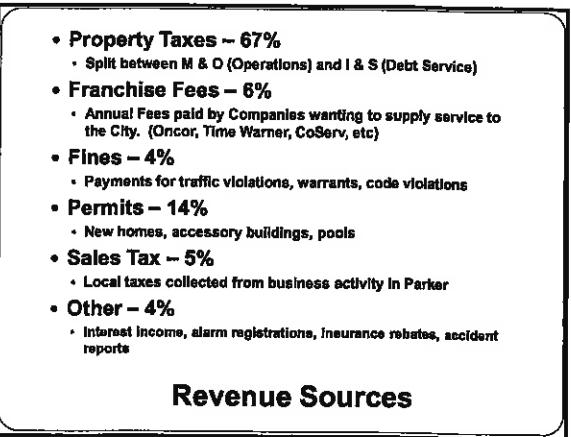
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- **New home construction**
  - Increased by \$230,000
  - Bedell Tract – 35+ homes
    - Phase I and II
  - Parker Ranch
    - 67 Lots available – Estimate 25 houses
  - Creekside Estates
    - 33 lots – Estimate 10 houses

## Revenue – Permits

## DEPARTMENTS

## Administration

- **Proposed budget, not including personnel, \$553,559**
  - Economic Development (Bedell) - \$245,000
    - Increased by \$70,000
    - 35 Houses @ \$7,000 each
  - 2013 / 2014 Budget \$480,480

<b>Police</b>	
<ul style="list-style-type: none"> <li>• <b>Proposed budget, not including personnel, \$199,037</b> <ul style="list-style-type: none"> <li>◦ Departmental Equipment Increased \$3,000           <ul style="list-style-type: none"> <li>• Weapons, Increased Personnel (1)</li> </ul> </li> <li>◦ New Radios (System) increased \$25,900           <ul style="list-style-type: none"> <li>• <math>\frac{1}{2}</math> purchased this year, <math>\frac{1}{2}</math> in next year's budget</li> </ul> </li> <li>◦ New Vehicle not requested this budget year           <ul style="list-style-type: none"> <li>◦ 2013 / 2014 budget - \$194,250</li> </ul> </li> </ul> </li> </ul>	

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<b>Municipal Court</b>	
<ul style="list-style-type: none"> <li>• <b>Proposed budget, not including personnel, \$84,645</b> <ul style="list-style-type: none"> <li>◦ Security Fund - \$13,800           <ul style="list-style-type: none"> <li>• Upgrade Security Measures</li> <li>• <u>Uses Restricted Funds – Not from tax base</u></li> </ul> </li> <li>◦ State Fees reduced \$20,000           <ul style="list-style-type: none"> <li>• Based on decreased Fine Revenue</li> </ul> </li> <li>◦ 2013 / 2014 budget - \$105,845</li> </ul> </li> </ul>	

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<b>Fire Department</b>	
<ul style="list-style-type: none"> <li>• <b>Proposed budget - \$250,250</b> <ul style="list-style-type: none"> <li>◦ Stipend pay @ \$46,800</li> <li>◦ Vehicle oper/maint increased \$1,500</li> <li>◦ Reimbursement per call reduced \$5,000</li> <li>◦ 2013 / 2014 budget - \$262,650</li> </ul> </li> </ul>	

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### Building & Code

- **Proposed budget, not including personnel, \$10,850**
  - No change from last year
  - 2013 / 2014 budget - \$10,850

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### Parks & Recreation

- **Proposed budget - \$4,600**
  - **Based on trends:**
    - Site Improvements reduced \$1,000
    - Scout Projects reduced \$1,000
    - Cost of Parkerfest reduced \$200
  - 2013 / 2014 budget - \$7,000

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### Public works

- **Proposed budget, not including personnel, \$500,850**
  - Engineering increased \$10,000
    - New Developments
    - Removed Impact Fee Study
  - Median Expense Increased \$15,000
    - Replace 18 trees
    - Monument @ McCreary Road
  - 2013 / 2014 budget - \$466,700

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**City Property**

- Proposed budget - \$63,000
- Insurance cost increased \$300
  - Estimated increase by TML
- 2012 / 2013 Budget - \$62,700

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**Capital Improvements  
Restricted (Reserve) Funds**

Department	Item	Estimated Cost
Fire	Remodel to include sleeping quarters	\$250,000
Public Works	Estate Lane Bridge	\$325,000
Total		\$575,000

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**Debt Service**

	2012/2014	2014/2015
2010 Refunding Bonds (07/15/2018)	\$103,515	\$102,920
2011 Refunding Bonds (02/15/2028)	\$264,765	\$268,823
<b>Totals</b>	<b>\$368,280</b>	<b>\$371,743</b>

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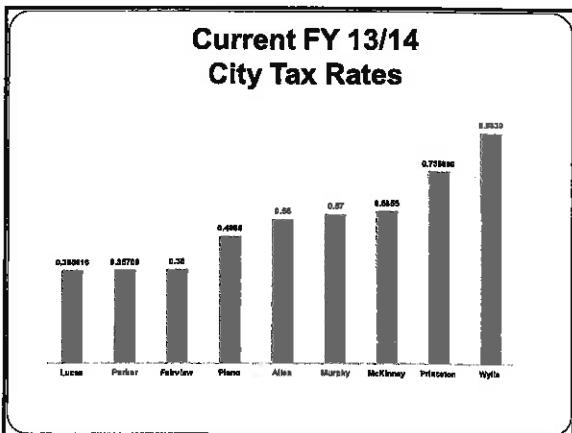
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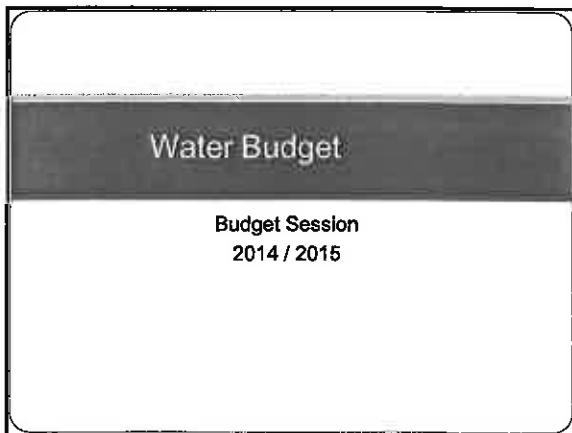
<b>Personnel</b>		
	2013 / 2014 Budget	2014 / 2015 Proposed
Salaries	\$824,388	\$881,592
OT/Contingency	\$17,000	\$22,000
Benefits	\$223,191	\$272,152
<b>Totals</b>	<b>\$1,064,579</b>	<b>\$1,175,744</b>
<b>Difference</b>		<b>\$111,165</b>
10.4% Increase		Positions added = 2 (FT – Police Officer) (FT-6 mo-PW)

<b>Deep Reserves – Operations</b>	
<b>06/30/14</b>	
▪ Unrestricted Funds	
▪ 18 months operating expenses	
▪ Based on 2013 / 2014 operating budget	



- 1<sup>st</sup> Public Hearing:
  - 08/19/14
- 2<sup>nd</sup> Public Hearing:
  - 09/02/14
- Schedule to Vote on Tax Rate:
  - 09/16/14

## **Tax Rate Meetings**



## Budget Comparison

Balanced Budget before adjustments

13.7% Increase

### Revenue Sources

- **Water Sales**– 74%
  - Monthly charges for water usage
- **Sanitation**– 12%
  - Monthly charges for trash pickup
- **Sewer** ~ 8%
  - Monthly charges for sewer (Parker Lakes Estates)
- **Other** – 6%
  - Late charges, Meter installations, Interest income

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### Annual Consumption

Year	Consumption	Notes
2006	470,812,000 Gallons	Take or Pay minimum
2007	306,839,000 Gallons	
2008	383,239,000 Gallons	
2009	416,000,000 Gallons	
2010	417,637,000 Gallons	
2011	533,654,000 Gallons	New Take or Pay min.
2012	471,480,000 Gallons	
2013	438,439,000 Gallons	
2014 – YTD (May)	346,479,000 Gallons	

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### Water Sales – Projected

- 1.4% Decrease from 2013 / 2014 Budget
- Stage 3 Water Restrictions
  - Projected Sales for 2013/2014 down 19.5 % from budget;
- Water rate increase and new developments should increase sales to reach proposed budget

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## Departments

- Water
- Sewer
- Sanitation
- Debt Service

- **Proposed budget, not including personnel**  
**\$1,598,501**
  - Cost of Water increased \$100,045
    - 533,654,000 Take or pay @ 2.11 / 1000
  - Sycamore Lane Water Line & Road – Surveying, Engineering & Testing
    - \$90,000
  - 2013 / 2014 Budget \$1,297,678

## **Sewer Department**

- **Proposed budget, not including personnel, \$187,805**
  - Cost of Sewer Treatment/Transportation increased by \$15,000
    - NTMWD Preliminary Numbers

## Sanitation Department

- **Proposed budget, not including personnel, \$275,000**
- Increase from Allied Waste
- Increased households
- 2013 / 2014 Budget - \$265,000

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## Debt Service

	2013 / 2014	2014 / 2015
2010 Refunding Bonds (07/15/2019)	\$148,980	\$145,105
2011 Refunding Bonds (02/15/2020)	\$247,353	\$261,144
<b>Totals</b>	<b>\$396,313</b>	<b>\$399,249</b>

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## Personnel

	2013 / 2014 Budget	2014 / 2015 Proposed
Salaries	\$252,243	\$250,565
OT/Contingency	\$6,000	\$7,000
Benefits	\$72,344	\$80,947
<b>Totals</b>	<b>\$330,589</b>	<b>\$338,512</b>
<b>Difference</b>		<b>+\$7,923</b>
	<b>Increased</b>	<b>2.4%</b>

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## Deep Reserves – Operations 06/30/14

- **Unrestricted Funds**
  - **3.5 months operating expenses**
  - **Based on 2013 / 2014 operating budget**

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